



**AGENDA  
CANBY CITY COUNCIL  
WORK SESSION – 6:15 PM  
REGULAR MEETING – 7:00 PM**

**November 16, 2022**

**Hybrid/Virtual Meeting/Council Chambers  
Council Chambers - 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor**

**Register here to attend the meetings virtually:**

[https://us06web.zoom.us/webinar/register/WN\\_oZ11xrd1RDOZHOPFoU9hQ](https://us06web.zoom.us/webinar/register/WN_oZ11xrd1RDOZHOPFoU9hQ)

***The meetings can be viewed on YouTube:***

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

For questions regarding programming, please contact:

**Willamette Falls Studio (503) 650-0275; [media@wfmstudios.org](mailto:media@wfmstudios.org)**

Mayor Brian Hodson

Councilor Christopher Bangs  
Council President Traci Hensley  
Councilor Art Marine

Councilor Greg Parker  
Councilor Sarah Spoon  
Councilor Shawn Varwig

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**WORK SESSION – 6:15 PM**

- 1. CALL TO ORDER**
- 2. COMMUNITY ENHANCEMENT GRANT PROGRAM – SMALL BUSINESS**
- 3. ADJOURN**

Pg. 1

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**REGULAR MEETING – 7:00 PM**

- 1. CALL TO ORDER**
  - a. Invocation
  - b. Pledge of Allegiance
- 2. LIBRARY ADVISORY BOARD UPDATE**
- 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Each person will be given 3 minutes to speak. Staff and the City Council will make every effort to respond to questions raised during citizens input

before the meeting ends or as quickly as possible thereafter. \*\*\*If you would like to speak virtually please email or call the Deputy City Recorder by 4:30 pm on November 16, 2022 with your name, the topic you'd like to speak on and contact information: [benhamm@canbyoregon.gov](mailto:benhamm@canbyoregon.gov) or call 503-266-0720. Once your information is received, you will be sent instructions to speak.

4. **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 the February 11, 2022 Goal Setting City Council Minutes. Pg. 6
  - b. OLCC Request – Ligatich Inc. dba Biscuits Café Pg. 13
5. **ORDINANCES**
  - a. Consider **Ordinance No. 1587:** An Ordinance authorizing the City Administrator to approve an annual agreement with Microsoft and one-time migration project with ConvergeOne, Inc. for Microsoft Office 360 software. (*Second Reading*) Pg. 21
  - b. Consider **Ordinance No. 1588:** An Ordinance authorizing the City Administrator to enter an agreement with Axon Enterprises in the amount of \$185,714.70 for the purchase of body worn cameras. (*Second Reading*) Pg. 49
  - c. Consider **Ordinance No. 1589:** An Ordinance authorizing the City Administrator to enter a Contract with Axon Enterprises in the amount of \$207,632.40 for the purchase of in car video cameras, equipment, software, and services. (*First Reading*) Pg. 60
  - d. Consider **Ordinance No. 1590:** An Ordinance regarding Comprehensive Plan and Transportation System Plan. (*First Reading*) Pg. 70
6. **Consider Cancellation of December 21, 2022 Council Meeting**
7. **MAYOR'S BUSINESS**
8. **COUNCILOR COMMENTS & LIAISON REPORTS**
9. **CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**
  - a. Bi-Monthly Reports Pg. 83
10. **CITIZEN INPUT**
11. **ACTION REVIEW**
12. **ADJOURN**

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\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City's web page at [www.canbyoregon.gov](http://www.canbyoregon.gov).



## CITY COUNCIL WORK SESSION STAFF REPORT

Meeting Date: 11/16/2022

To: The Honorable Mayor Hodson & City Council  
Thru: Scott Archer, City Administrator  
From: Jamie Stickel, Economic Development Director  
Agenda Item: Community Enhancement Grant Pilot Program  
Goal: N/A  
Objective: N/A

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### **Summary**

The City of Canby created the Community Enhancement Grant Pilot Program in 2022. The intention of this program is to assist in funding non-profits and not-for-profit organizations, neighborhood associations and homeowners associations, and businesses. The grant can be spent on projects, programs, and events which improve and enrich Canby.

Any individual, entity, or business seeking funding from the Community Enhancement Grant program must be located within Canby city limits and the funding must be put toward a project that supports the Canby community. The Community Enhancement Grant program is a pilot program intended to determine the need within Canby and evaluate the effectiveness of the program on a long-term basis.

### **Background**

The City Council approved \$50,000 for a community grant program in the 2022 – 2023 fiscal year. The concept for the grant program was created to engage and fund projects, programs, and events that directly benefit the Canby community. Carol Palmer, a former volunteer on several City of Canby boards and committees, worked with Councilor Greg Parker to bring the concept to be included in the budget for the 2022 – 2023 fiscal year. Carol Palmer met with City staff to brainstorm ideas on how the program could be written and reviewed the attached Community Enhancement Grant Pilot Program document.

### **Discussion**

City staff will present the Community Enhancement Grant Pilot Program. This overview will provide insight into the amount of funding available, process, and eligibility. City staff seeks input and welcome discussion from the City Council on the Community Enhancement Grant Pilot Program.

### **Attachments**

- Community Enhancement Pilot Program

### **Fiscal Impact**

\$50,000 – budgeted in 2022-23 fiscal year

**Options**

None.

**Recommendation**

None.

**Proposed Motion**

None.





## City of Canby Community Enhancement Grant Pilot Program

222 NE 2<sup>nd</sup> Avenue, Canby OR 97013

[www.CanbyOregon.gov](http://www.CanbyOregon.gov) | 503.266.4021

### OVERVIEW:

The City of Canby created the Community Enhancement Grant Pilot Program in 2022. The intention of this program is to assist in funding non-profits, not-for-profit organizations, and City boards/committees; neighborhood associations and homeowners associations; and businesses. The grant can be spent on projects, programs, and events which improve and enrich Canby.



Any individual, entity, or business seeking funding from the Community Enhancement Grant program must be located within Canby city limits and the funding must be put toward a project that supports the Canby community. The Community Enhancement Grant program is a pilot program intended to determine the need within Canby and evaluate the effectiveness of the program on a long-term basis.

### FUNDING:

The City of Canby has budgeted \$50,000 for the Community Enhancement Grant in the fiscal year beginning July 1<sup>st</sup>, 2022 through June 30<sup>th</sup>, 2023. The funding will be broken into three categories:

- \$20,000 for Non-profits, Not-for-Profit organizations, and City boards/committees
- \$20,000 for Canby Businesses
- \$10,000 for Neighborhood Associations and Homeowners Associations

The amount of funding available depends on the category the application falls under:

- Non-profits, Not-for-profit organizations, and City boards/committees are eligible to apply for up to \$2,000.
- Canby Businesses are eligible to apply for up to \$2,000.
- Neighborhood Associations and Homeowners Associations are eligible to apply for up to \$1,000.

### PROCESS:

1. Review criteria on page 2 for Community Enhancement Grant program to determine if your request qualifies;
2. Complete the application form;
3. Submit the application form and supplementary materials electronically.

*If electronic submission is not possible, please bring your file to Canby City Hall (222 NE 2<sup>nd</sup> Avenue, 2<sup>nd</sup> floor) and city staff will be happy to scan the documents for you.*

### REVIEW COMMITTEE:

All completed applications will be reviewed by the **City of Canby's Review Committee.**

### **ELIGIBILITY CRITERIA:**

- Applicant must be an authorized representative of a community organization, project, charitable non-profit or not-for-profit, neighborhood association, homeowners association, or business located within Canby city limits.
- An organization will only be eligible to apply for a grant if any previously awarded grant projects complied with all grant procedures including providing the narrative of how the Community Enhancement Grant funding was used.
- Canby's Community Enhancement Grants may not be used for costs associated with salaries or operations.

### **APPLICATION CRITERIA:**

- A complete, descriptive, and thorough application is important – this includes:
  - Filling out complete application.
  - Signing and electronically submitting applications by the deadline date.
  - Applicant must provide a W-9.
- Supplemental information including a narrative and demonstration of the financial need for event, program, or project which best supports the request should be included. *Not to exceed 5 pages.*

### **EVENT, PROGRAM, AND PROJECT ELIGIBILITY CRITERIA:**

The following criteria is to be used as a guide for applicants for the types of activities funded by the Community Enhancement Grant program. The Review Committee will consider the uniqueness and overall quality of each request.

Events, programs, and projects will be considered eligible provided it:

- Enhances and supports Canby's unique history, culture, education, diversity, arts, needed services, or community involvement with and/or for the benefit of Canby;
- Encourages and fosters advances in civic engagement or community leadership;
- Promotes community involvement with diversity, equity, inclusion, and belonging at the forefront to ensure all of Canby's unique and diverse residents benefit from the projects funded by the Canby Community Enhancement Grants.

### **EVALUATION CRITERIA:**

1. Priority given to applications which demonstrate this specific grant request will directly benefit Canby residents.
2. Priority given to grant requests demonstrating the need for funding where additional funding sources will also be utilized.
3. Priority will be given to first-time and non-repeat applicants.
4. Priority will be given to projects that source locally when available.
5. Priority will be given to projects which prioritize diversity, equity, inclusion, and belonging for all of Canby's unique residents.
6. Lowest priority will be given to advertising and/or promotion.
7. Lowest priority for fundraising types of events. All fundraising events must directly benefit Canby residents.

### **GRANT REPORTING:**

Projects, programs, and events funded through the Community Enhancement Grant program will be required to submit a final report which will include a narrative, questionnaire, financial report, and photos.

### **APPLICATION TIMELINE**

Completed applications are due to the City of Canby by **DAY, DATE**.

Awards will be announced by the City of Canby and funding will be dispersed by **DAY, DATE**.

- ♦ *If the full \$50,000 is not dispersed, the City of Canby will reopen grants for a 2<sup>nd</sup> round.*

**The City of Canby has to right to award or not award grants at its sole discretion. Any submission for a grant is not a guarantee of an award. The City of Canby reserves the right to cancel the grant program at any time.**

### **FOR MORE INFORMATION, CONTACT:**

**Jamie Stickel**, *Economic Development Director*

City of Canby

222 NE 2<sup>nd</sup> Avenue, Canby OR 97013

503.266.0701 | [StickelJ@CanbyOregon.gov](mailto:StickelJ@CanbyOregon.gov)

**CITY OF CANBY WORK SESSION  
GOAL SETTING  
February 11, 2022**

**FACILITATORS:** Sara Wilson and Ashley Sonoff

**COUNCIL PRESENT:** Brian Hodson, David Bajorin, Christopher Bangs, Traci Hensley, Sarah Spoon, Greg Parker, and Shawn Varwig.

**STAFF PRESENT:** Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Melissa Bisset, HR Director/City Recorder; and Maya Benham, Deputy City Recorder.

**CALL TO ORDER:** Mayor Hodson called the Goal Setting Work Session to order at 9:10 a.m. in the Council Chambers.

Sara Wilson, Facilitator, gave a welcome and presented the agenda. She then reviewed the process and established the rules for success for the meeting. She asked staff, Mayor, and Councilors what they hoped for an outcome.

Melissa Bisset, HR Director/City Recorder, looked forward to getting direction.

Maya Benham, Deputy City Recorder, looked forward to getting to know the group.

Scott Archer, City Administrator, thanked everyone for attending and participating. He thought there was a lot of value in this process and it was meaningful to give staff direction.

Joe Lindsay, City Attorney, was excited to see the Council work together as a team towards goals which would help direct staff's work.

Councilor Spoon was excited about having action items that staff was comfortable to move forward with and to authorize them to do the items in a timely manner.

Mayor Hodson looked forward to the Council working holistically and setting focus. He agreed the Council needed to decide what they wanted and the parts they needed to focus on.

Councilor Bajorin thought having goals was good, but they needed to have the goals as a team. His hope was to find a way to come together in a meaningful way to accomplish the goals.

Councilor Varwig wanted to have restored integrity and team work.

Council President Hensley was interested in a mid-year check-in on the goals to see if there was any forward movement on the goals.

Councilor Bangs was interested in clarity on Council roles and unity in goals.

Councilor Parker noted it was an opportunity to prioritize the work and look into the future.

Ms. Wilson then reviewed the Roles and Responsibilities of the group as follows:

**Roles and Responsibilities –**

- Council acts as ONE body
- Council makes decisions
- Council asks questions in order to make decisions
- Communicates with the City Administrator
- Provides high expectations for production

**Partnership/Administration Staff –**

- Provides technical expertise
- Keeps Council informed
- Supports high-performing organization
- Provides neutral advice

Councilor Parker stated he did not mind push back from staff seeking clarification or when things weren't correct. He wanted staff to have the liberty to seek clarification and explain the facts of the matter as they understood it.

Mayor Hodson stated that the Council may have good ideas on what to accomplish; however, the Council needed to respect the technical expertise and timelines of staff.

Councilor Spoon expected staff to inform the Council if additional resources were needed to accomplish goals. She also asked about the role and responsibilities of the Mayor.

Mr. Lindsay explained what the City Charter said as the Mayor's role. The Mayor voted to break a tie, but the Council was still one body.

Councilor Bangs stated Councilors should be familiar with the City Code and data presented by staff.

The group then discussed the current challenges, opportunities, accomplishments, and uncertainties in the community.

**The group noted the following challenges:**

Mayor Hodson said new dynamics that were created with election of new Councilors.

Councilor Parker said administrative changes and lack of continuity.

Councilor Spoon stated the master plans were out of date.

Mayor Hodson discussed the City's growth and the changing demographics.

Councilor Spoon stated there was no middle housing, affordable housing, and the ability for aging population to age in place.

Councilor Bangs mentioned water quality, the train dividing the town, differing views on the use of the wayside property, School District owning the property that the Swim Center and Adult Center sat on, and lack of pedestrian access from downtown to the Logging Road trail.

Councilor Varwig commented on polarizing politics and differences of opinion.

Councilor Spoon suggested managing information in online spaces.

Councilor Bajorin thought the transitioning to a larger city and how it affected moving forward.

Councilor Spoon thought the aging infrastructure, which included the Wastewater Treatment Plant, roads, City facilities, pool, and the Adult Center that might stress the City's resources were also challenges.

Mr. Lindsay added the retention and recruitment of city staff.

Councilor Bangs suggested adjusting the budget, labor shortages, and growth of homelessness.

Councilor Varwig stated increased costs, inflation, and supply chain issues.

Mayor Hodson stated balancing decisions with future implications.

**The group then discussed the Opportunities:**

Councilor Spoon stated additional federal funding, updating master plans, and use of SDCs for land acquisition.

Councilor Bangs stated park development at the wayside property, dog park, and amphitheater, expansion of the Logging Road trail and tourism, downtown becoming a destination, and rebuilding the July 4<sup>th</sup> event.

Council President Hensley stated the relationships with community partners and agencies.

Councilor Spoon stated being closer to having a future hotel and additional tourism and refinancing of Urban Renewal District debt.

Mr. Archer suggested the completion of the Civic Block (Dahlia Building), partnership with the School District, and the Parks Master Plan to enhance recreational opportunities.

Mayor Hodson stated river access for potential commerce and water activities, expanding City-owned facilities for recreation activities, and water access rights.

Councilor Bangs added working with the State parks to fix the boat launch, expanding downtown residency, the addition of food carts, and bringing Hispanic voices to City government.

Councilor Bajorin stated long-term planning plus financial stewardship to maximize funding.

Mr. Lindsay stated City staff innovation with technology.

**Accomplishments:**

Councilor Spoon stated the development and revitalization of downtown.

Mr. Lindsay stated the new City offices building.

Councilor Parker stated the new police building.

Councilor Bangs stated the Beer Library and solving the Walnut Street extension.

Council President Hensley commented on the relationship with the County, solving traffic issues and County streets that needed to be repaved.

Mr. Lindsay stated the hiring of the City Administrator and new employees. He also discussed the revitalized Maple and Locust Street parks and the rebranding of the City as the Garden Spot. In addition, Mr. Lindsay stated how well the City navigated natural disasters such as fires and the ice storm through the pandemic.

Councilor Bangs stated moving the Court from the Police building.

Councilor Spoon stated the refinancing of debt had opened up additional options for the City.

Mayor Hodson stated the in-house promotion of City staff and the diversity in the police force.

Councilor Bangs stated the foundation for improving the pool, and their improved relationship with the School District.

Mr. Archer stated the 90% completion of the Parks and Rec Master Plan and the Wastewater Treatment Plant expansion - new clarifier.

Councilor Bangs stated the set foundation for Ivy Street.

**There was discussion about Uncertainties:**

Council President Hensley stated supply chain issues, employment shortages, pandemic, economic uncertainty, State mandates, and the impacts of tolling on local traffic patterns.

Councilor Spoon stated the zoning at State-level and impact on growth, and the future of the Berg Parkway Extension.

Councilor Bajorin stated emergency management and planning ahead.

Councilor Bangs stated annexation authority removal, City growth impact on traffic, housing affordability, spillover issues from Portland (gun violence, etc.), development of a sports facility, and the loss of shade from large trees.

At 11:21 a.m., the group broke into small groups to brainstorm ideas for potential goals. After small groups, there was team discussion. The group took a break for lunch and reconvened at 12:55 p.m.

Ms. Wilson led the group through a goal refinement discussion and reviewed their goal ideas.

Councilor Spoon thought there should be clear guidelines for use of ARPA funds.

Councilor Parker wanted an analysis of the reserves and a comparison to similar cities.

Councilor Bangs wanted to spend the money and then close the Urban Renewal District.

Mr. Lindsay discussed the categories of funds and staff's responsibility. There was a time limit on identifying where to use the funds and an expiration to use them.

Councilor Spoon stated she would like to move forward in a sustainable way.

Councilor Parker wanted to know the appropriate level of investments versus level of reserves.

Mayor Hodson stated the goal was to look at the reserve/spending levels and sustainability for the future.

Councilor Varwig thought they needed to find the happy medium between spending and saving.

There was discussion about reevaluating the fees.

Mr. Archer stated there was an upcoming Work Session to review the URA funding and priorities with the goals.

Goals: ARPA, URA, Evaluating Fee Structure - Parks/Maintenance, and quarterly meetings with the Budget Committee.

With regards to Transportation, the following items were discussed:

- Bypass for 99W, pedestrian pathways, etc.
- Further expansion of internal transit routes around Canby.
- Council President Hensley wished not to spend much time on 99E as ODOT controlled the road.
- Future of the Canby Ferry.

There was discussion regarding the traffic goals, which included mitigating the growth impacts related to traffic, enhancing pedestrian and bicycle amenities, equitable accessibility and safety, impact of tolling, updating the Transportation System Plan, Clackamas County and needed transportation improvements, relationship building with ODOT on funding improvements, and how there were no alternative routes around the train in an emergency.



Councilor Spoon acknowledged that there should be planning in areas where there were no sidewalks and bike lanes, to update the Transportation System Plan, and have a sidewalk gap analysis.

The group took a break at 1:45 p.m. and reconvened at 1:56 p.m.

There was discussion regarding dissolution of the Canby Area Parks and Recreation District (CAPRD) and creating a policy on the City's relationship with CAPRD regarding assets. There was further discussion regarding funding.

Councilor Varwig thought having a policy would be a good medium between where was the win with CAPRD and the City working together.

There was support to create a policy that identified the relationship with the two entities.

Councilor Varwig suggested waiting until they received the Parks Master Plan.

Councilor Spoon thought having a more robust park plan and implementation should be high priority.

Councilor Parker commented on finding an alignment among use of the park funds that they had, park maintenance, and community needs.

Mr. Archer thought it was important to acknowledge not only development, but the long-term sustainability to take care of the parks that were created. They also needed to focus on recreation activities.

Councilor Bangs wanted to add acquiring the land under the pool and adult center.

Councilor Varwig suggested first seeing whether the School District was interested in selling the land.

Mr. Archer noted the City had a year to year lease arrangement. He asked if the Council would be interested, if the School District objected to selling the land, to explore a long term lease arrangement.

Discussion ensued regarding having legal clarification on what the City could and couldn't do on parcels of land.

There was discussion about hiring a consultant to do a code update to meet the needs of the community and provide future resources toward growth.

There was further discussion regarding expanding the Urban Growth Boundary, infrastructure, density, utilizing the land properly, how the Country Club and Fairgrounds were zoned residential, and housing.

Councilor Parker gave clarity regarding the advocacy items. He talked about the idea of the City contracting with a lobbyist.

Council President Hensley was willing to explore what the costs would be to have a professional lobbyist. She thought it should be kept in-house and was not interested in hiring for items at the state level.

Councilor Spoon wanted to have consensus on what would be lobbied and advocated for.

Council President Hensley stated she envisioned it would be similarly handled as the Chamber where the board voted on which bills to advocate for. It would be a collaborative effort.

Mayor Hodson suggested having a lobby group help craft their legislative objectives and how to lobby them in Salem.

Ms. Wilson suggested staff put together a proposed strategy and partnership with League of Oregon Cities (LOC) to provide analysis of costs and advocacy to bring forward a program.

Councilor Bajorin suggested considering a public affairs officer to improve internal/external communications.

Mr. Archer was aware the City could benefit from a Communications Officer. To help bridge the gap, he added onto Jamie Stickel's role as Economic Development Director as the Communications Specialist.

Ms. Wilson proposed having a communications objective in line with the city, citizen engagement and involvement, permanent outreach, and evaluation of boards/committees.

The next steps would be to refine the goals and bring them back to Council to a future meeting.

The meeting was adjourned at 3:06 p.m.

Melissa Bisset  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes – Maya Benham

# Memo

To: Mayor Brian Hodson & Members of City Council  
From: Jorge Tro, Chief of Police  
CC: Melissa Bisset, General Administration  
Date: November 16, 2022  
Re: Biscuit's Cafe - Liquor License Application / Full On-Premises,  
1477 SE 1<sup>ST</sup> Ave, Unit 101, Canby, Oregon

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I have reviewed the attached liquor license application completed by David Ligatich, new owner and CFO of Biscuit's Cafe, located at 1477 SE 1<sup>st</sup> Ave, Unit 101, Canby, Oregon, 97013.

On November 8, 2022, I spoke with David Ligatich over the phone. Mr. Ligatich said he and his partner recently purchased Biscuit's Café and needed to complete a new liquor license application due to the change of ownership. We discussed the expectations and responsibilities involving the sale of alcoholic beverages.

Mr. Ligatich has experience selling alcoholic beverages due to owning several other Biscuit's Cafes in the Portland metro area. He is well aware that any employee selling alcoholic beverages must know the laws regulating the sale of alcoholic beverages and the consequences for failure to comply with the rules as set forth by Oregon State Law.

It is my recommendation the Canby City Council approve this application to the Oregon Liquor Control Commission (OLCC).

# LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

☐ New Outlet | ☒ Change of Ownership | ☐ Greater Privilege | ☐ Lesser Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- ☒ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

## Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

## Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Distillery

- ☐ Primary location
- Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

## ☒ Limited On-Premises

- ☐ Off Premises
- ☐ Warehouse
- ☐ Wholesale Malt Beverage and Wine

## INTERNAL USE ONLY

Application received:

Minimum documents acquired:

## LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied

Printed Name

Date

Return this form to:

Investigator name:

Email:

pd #1500  
cc  
y



# LIQUOR LICENSE APPLICATION

Page 2 of 3

## APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1: <i>Ligatich inc dba Biscuits Cate</i>	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

## BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

*Biscuits Cate*

Business phone number:

*503-512-7407*

Business email:

Premises street address (The physical location of the business and where the liquor license will be posted):

*1477 SE First ave Unit 101*

City:

*Canby*

Zip Code:

*97013*

County:

*Clackamas*

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\(1\)](#)):

City:

State:

Zip Code:

Does the business address currently have an OLCC liquor license? ☒ Yes ☐ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

## APPLICATION CONTACT INFORMATION

Contact Name:

*David Ligatich*

Phone number:

*503-512-7407*

Email:

Mailing address:

City:

Zip Code:

County:

Please note: liquor license applications are public records.

# LIQUOR LICENSE APPLICATION

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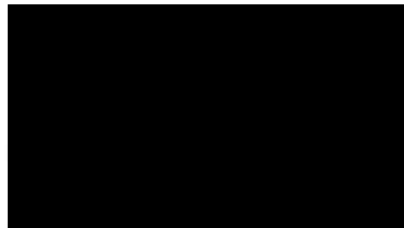
## ATTESTATIONS

By signing this form, you attest that each of the following statements are true. I understand the Commission may require a licensee to provide proof of any of the below or below referenced documents at any time.

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read [OAR 845-005-0311](#) and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an un-waivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

David Ligatich  
Print name



10/30/2022  
Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)





## OREGON LIQUOR CONTROL COMMISSION

### Real Property Attestation

**IMPORTANT:** Please read Oregon Administrative Rule (OAR) 845-005-0311 [here](#) before completing this form.

- OAR 845-005-0311 defines who has an ownership interest in the business proposed to be licensed and allows the OLCC to refuse to issue a license if the applicant is not the owner of the business or an undisclosed ownership interest exists.
- Subsection (4)(b) of this rule includes as an ownership interest any person or entity owning the real or personal property of the premises proposed to be licensed, unless the owner of the property has given control over the property to another party via a lease or rental agreement or similar agreement.
- As a part of completing this "Real Property Attestation" form, applicants confirm they have read and understand OAR 845-005-0311.

Biscuits Cafe

Business Trade Name (the name customers see)

1477 SE First Ave unit 101 Cathlamet OR 97013

Business Address (street, city, zip code)

#### Definitions

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

### ATTESTATION

#### All applicants have read OAR 845-005-0311 and:

1. Each applicant shown on the Liquor License Application form has read and understands OAR 845-005-0311.
2. Only the applicant(s) shown on the Liquor License Application form have an ownership interest in the real property to be used as a part of the licensed business.
3. The licensed premises at the business address proposed to be licensed either:
  - a. Does not include any common areas; or
  - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
    - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.
4. The premises address at the business address proposed to be licensed matches the premises business address listed on the Liquor License Application form.
5. The licensed premises at the business address above either:
  - a. Has no area on property controlled by a public entity (like a city, county, or state); or
  - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) or licensee(s) permission to exercise the privileges of the license in the area.



# OREGON LIQUOR CONTROL COMMISSION

## Real Property Attestation

Biscuits Cafe

Business Trade Name (the name customers see)

1477 SE First Ave

Business Address (street, city, zip code)

Applicant(s) Signature

- Each individual listed as an applicant must sign this form.
- If an applicant is an entity, such as a corporation or LLC, at least one INDIVIDUAL who is authorized to sign for the entity must sign this form.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign this form. If an individual other than an applicant signs this form, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

10/30/2022

Date

If an attorney

(Print Name)

(State of bar licensure)

(Bar number)

If an applicant

Dana Ligatich

Applicant #1 (Print Name)

Applicant #1 (Signature)

Applicant #2 (Print Name)

Applicant #2 (Signature)

Applicant #3 (Print Name)

Applicant #3 (Signature)

Applicant #4 (Print Name)

Applicant #4 (Signature)





OREGON LIQUOR CONTROL COMMISSION

PRINT FORM

CLEAR FORM

WRITTEN PROPOSAL FOR A FULL ON-PREMISES SALES LICENSE,  
COMMERCIAL ESTABLISHMENT

Please Print or Type

Applicant / Licensee Ligatich Inc.

Trade Name of the Business (Name Customers Will See)

Biscuits Cafe

Business Address 1477 SE First Ave Unit 101 Canby OR 97013  
(Number, Street Address, City, and Zip Code)

I certify that I have read and will follow OAR 845-006-0459, 845-006-0460, and 845-006-0466.

I will offer at least five different meals during my regular meal period. My regular meal period will last at least three hours if my business is open after 5:00 pm and will last at least two hours if my business is not open after 5:00 pm.

My regular meal period will be from 6:30 AM to 2:30 PM  
(Start Time) (End Time)

During my regular meal period I will have a minimum of 30 indoor dining seats located in areas of the licensed premises regularly open to the public where each table top or seating area provides a minimum space that will accommodate a place setting consisting of a plate or dish, glassware, napkin and utensils for each seat. I understand that seats at counters in entertainment areas, seats at bars, and seats in outdoor areas do not qualify as dining seating.

At times other than my regular meal period I will make at least five different substantial food items available in all areas where alcohol service is available. Substantial food items are food items that are typically served as a main course or entrée.

I understand that discouraging food service is a violation of OAR 845-006-0466. Examples of discouraging food service include not taking, preparing, or delivering a food order in a timely manner; over-pricing food for the clientele of my business; offering or serving unpalatable food; failing to provide required food service; and failing to provide a food service menu in a timely manner when requested by the patron.

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print) Dana Ligatich

Signature [Redacted Signature] Date 10/30/2022



#### 845-006-0459

##### Definitions

As used in OAR 845-006-0459 through 845-006-0469:

- (1) "Substantial food items" means food items prepared or cooked on the licensed premises and that are typically served as a main course or entrée. Some examples could include but are not limited to items such as fish, steak, chicken, pasta, pizza, sandwiches, dinner salads, hot dogs, soup and sausages. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.
- (2) "Meal" means a substantial food item offered together with at least one side dish or a substantial food item with two or more side dishes available to order separately. Side dishes include but are not limited to vegetables, fruit, salad, rice, french fries and bread.
- (3) "Different" means substantial food items that the Commission determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, a pepperoni pizza differs from a cheese pizza, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different under this rule. For example, a large cheese pizza is not different from a small cheese pizza and a large hot dog is not different from a small hot dog.
- (4) "Dining seats" means seating at indoor tables or food counters as defined in OAR 845-006-0340(2)(j) located in areas of the licensed premises regularly open to the public where the Commission determines that each table top or seating area provides a minimum space that will accommodate a place setting consisting of a plate or dish, glassware, napkin and utensils for each seat.

#### 845-006-0460

##### Food Service at Commercial Establishment with Full On-Premises Sales License

- (1) Purpose: The Oregon Liquor Control Act allows licensed commercial establishments with food service to sell distilled spirits by the drink. ORS 471.001(2) defines a commercial establishment as a place of business where food is cooked and served, which has adequate kitchen facilities for the preparation and serving of meals, and has dining facilities adequate for the serving and consumption of meals. A commercial establishment must also either serve meals to the general public or, if a for-profit private club, must serve meals to the club's members and guests and comply with minimum food service requirements established by Commission rule. This rule sets the food service requirements for commercial establishments with a Full On-Premises Sales license. The applicant has the burden of proving it meets the standards and qualifications of this rule and OAR 845-006-0466.
- (2) Food Service at Required Meal Periods.
  - (a) A business open after 5:00 pm must make available to its patrons in all areas where alcohol service is available an offering of at least five different meals during a regular meal period which must last at least three hours. At least three out of the five different meals used to meet the minimum meal requirement must include a main course or entrée (substantial food item) which has been prepared or cooked on the premises in some manner beyond the simple re-heating of a pre-cooked frozen food or carry-out item obtained from a business other than the licensed premises. A business may have fewer than five different meals in the premises or in an area if the Commission determines that the clearly dominant emphasis in the premises or in the area is food service after 5:00 pm.
  - (b) A business not open after 5:00 pm must make available to its patrons in all areas where alcohol service is available an offering of at least five different meals during a required meal period which must last at least two hours. At least three out of the five different meals used to meet the minimum meal requirement must include a main course or entrée (substantial food item) which has been prepared or cooked on the premises in some manner beyond the simple re-heating of a pre-cooked frozen food or carry-out item obtained from a business other than the licensed premises. A business may have fewer than five different meals in the premises or in an area if the Commission determines that the clearly dominate emphasis in the premises or in the area is food service before 5:00 pm.
  - (c) One method for showing that the clearly dominant emphasis in the premises or in the area is food service is for the Commission to determine that the gross receipts from the sale of meals and substantial food items to patrons for consumption in the premises or in the area exceed or are reasonably expected to exceed the gross receipts from alcohol sales when alcohol service is available.
- (3) Minimum Food Requirement at Times other than Required Meal Periods. At all times other than required meal periods and in all areas where alcohol service is available, businesses must make available to their patrons an offering of at least five different substantial food items.
- (4) Dining Seats during Required Meal Periods: The licensed premises must have at least 30 dining seats during required meal periods. Seats at counters in entertainment areas and at bars as defined in OAR 845-006-0340(2)(i) do not qualify as dining seating. A premises may have less than 30 dining seats if the Commission determines that the clearly dominant emphasis of the premises is food service as described in section (2)(c) of this rule at all times and in all areas where alcohol service is available when open to the public.
- (5) Violation of any section of this rule is a Category III violation.

#### 845-006-0466

##### General Food Service Requirements for Full On-Premises Sales Licenses

- (1) Food preparation facilities: Except for public passenger carriers licensed under ORS 471.182, a Full On-Premises Sales licensee must have a food preparation area and equipment adequate to prepare, cook and serve food to meet the food service requirements of the Commission. The food preparation area and equipment must be on the licensed premises except when the licensed premises is a location catered by a licensee under the authority of ORS 471.184.
- (2) Discouraging food service: A Full On-Premises Sales licensee may not discourage or attempt to discourage a person from ordering or obtaining food from the licensee. Examples of discouraging food service include but are not limited to: A failure to take, prepare, cook, or deliver a food order in a timely manner; clearly over-pricing food for the clientele of the establishment; offering or serving unpalatable food; failing to provide required food service; and failing to provide a food service menu in a timely manner to a patron when requested by the patron.
- (3) Violation of any section of this rule is a Category III violation.



## CITY COUNCIL STAFF REPORT

Meeting Date: 11/16/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Danny Smith, Library & IT Director

Agenda Item: Consider Ordinance No. 1587, Authorizing the City Administrator to approve an annual agreement with Microsoft and one-time migration project with ConvergeOne, Inc. for Microsoft Office 360 software. *(Second Reading)*

Goal: Implement a Secure, Highly Available, Cohesive Communication Platform

Objective: Approval of Staff Recommendation – Microsoft O365 Government Migration

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### Summary

The City of Canby IT Department manages two Microsoft Exchange Email Servers on site: City of Canby and Canby Police Department. In order to take advantage of improved security, availability, maintenance resources, and additional features/services the IT Dept. submitted a Request for Quote to migrate our Exchange Mail Server and Microsoft Office Productivity Software from an On-Premise Server to a Cloud Base Service.

### Background

The City of Canby is using an On-Premise Email Server to manage internal and external electronic mail communications. Currently, communications features such as Email, Calendaring, Chat, Video Conference, Intranet Website (I.E. The Garden), and Digital File Management with MS OneDrive have been implemented using multiple vendor solutions or are not currently available. These multiple vendor solutions require in-house hardware, software and IT Staff hours to implement, maintain and support. These multiple solutions also require additional training for end users learning different software environments. A combined cloud solution will be more efficient and effective.

### Discussion

Over 1 Million US Government workers across all 50 states are using Microsoft Office 365. Local entities such as the City of Salem, City of Tualatin, City of Tigard, City of Happy Valley, and Willamette Parks and Recreation District use Microsoft Office 365 to name a few.

Historically the City of Canby would purchase hardware, software, and licensing approximately every three to five years for email servers and supporting technologies. This would also include work hours to plan and upgrade/migrate to new software versions/hardware.

The city is currently using Microsoft Exchange 2016 as its Email Server and MS Office 2013 for its Office Suite. Special software for Email Archiving is required. Email Servers are backed up locally and copied to offsite cloud storage. The Web Mail access for Exchange 2016 does not provide MultiFactor authentication for secure access. The Garden internal staff website is running on a dedicated server using WordPress and requires separate maintenance and management. Network Files can only be accessed by staff while on-site or connected to the City of Canby network with a VPN on a laptop/Desktop. There is currently no internal dedicated video call/conference solution for City Staff.



Microsoft Office 365 Government will provide a solution for each of the items addressed in the above paragraph under one solution.

Cooperative Procurement via qualified vendor ConvergeOne has been chosen for this project. This Statement of Work (SOW) and the applicable Solution Summary; as related to Professional Services for Installation (and any documents attached thereto and incorporated therein by reference) (collectively, this Order) is between ConvergeOne, Inc (SELLER), Inc and City of Canby (CUSTOMER or CITY) as of the date of the last signature (Effective Date). This SOW is made subject to and governed by the terms of Region 14 ESC and the National Cooperative Purchasing Alliance (NCPA) for Advanced Technology Solutions Aggregator awarded to TD SYNEX Contract No. 01-97 (of which , CONVERGEONE, INC is an authorized reseller, (collectively the agreement). The order of precedence shall be as follows for the professional installation services: (i) NCPA 01-97, (ii) Region 14 ESC RFP, (iii) this SOW agreement, (iv) this Order in reference to t professional installation.

#### 1. Cloud-Based Solutions

Since Office 365 runs entirely in the cloud, migrating to the platform will reduce costs, challenges, and risks for the City of Canby. IT staff no longer need to devote time and resources for managing local email servers. Instead, employees can connect to Office 365 for Outlook email and OneDrive file storage, plus get instant access to all of the apps they rely on, such as Word, Excel, and PowerPoint.

As the cloud vendor, Microsoft is responsible for ensuring the uptime of the Office 365 platform. This helps reduce staff time on maintenance and support freeing up time to focus on new forward-looking projects that will provide value to the community and improve internal efficiency. Staff access to city documents, email, chat, and video call communications will be uninterrupted during any local disaster or emergency as long as they have access to the internet.

#### 2. Flexible Scaling

With Office 365, the city's cloud usage and subscription status can be scaled to align with the growth of its staff. No additional servers or networking equipment needs to be purchased when new teams and employees are brought on board. Rather, IT staff simply need to adjust the Office 365 subscription plan to account for all end users and the services they require.

#### 3. New Tools and Apps

Office 365 features new tools and applications that are unavailable on other platforms or early versions of the Microsoft Office suite. For instance, the OneDrive tool allows for fast and simple file sharing between users in an organization. Files can be moved right from a local computer and accessed anywhere through the OneDrive web interface.

The Office 365 suite also includes the latest version of MS Teams, which allows companies and teams to communicate in real-time over instant messaging or video conferencing. MS Teams is available as desktop apps, mobile apps, or within the O365 web interface.

#### 4. Easy Migration and Updates

Microsoft offers a wide range of support options for companies looking to migrate services from a legacy environment into the Office 365 cloud platform. Microsoft Gold Certified experts at ConvergeOne will help transfer data between systems and prepare our user base for the change to Office 365.

The City of Canby will always have the latest versions of Microsoft Office including new features and security updates.

## 5. Secure and Reliable Data

Some organizations may be hesitant to switch to Office 365 because it means moving the location of their data away from their own facilities. However, Office 365 features data protection and backup services that meet CJIS and IRS 1075 standards, DFARS, and DISA Level 2 Security Requirements Guidelines.

All cloud data is backed up on a regular basis and replicated nationally so that outages will not affect end users or risk data loss. IT staff can control all security settings of their Office 365 apps, which means that data remains private to only the people designated to work with it.

### **Attachments**

Ordinance No. 1587

Microsoft Office 365 Licensing Quote

Microsoft 365 Gov Cross Agency Collaboration Datasheet

Microsoft 365 Gov Security Datasheet

ConvergeOne Migration for MS O365 Quote

### **Fiscal Impact**

#### **Current Services:**

Our Current Annual costs for just MS Exchange Mail Server, MailStore Archive MS Office Suite are: **\$23,275**

#### **New Services:**

Microsoft O365 Mail, One Drive File Storage, MS Teams, SharePoint, and MS Office Suite:

One-Time Start-up Costs: **\$57,212**

Annual Cost: **\$32,417**

### **Recommendation**

Staff recommends that the Council authorize the City Administrator to approve an annual license agreement with Microsoft for a cost of \$32,417 and a one-time project agreement with ConvergeOne for a one-time migration cost of \$24,795. This is to migrate the City of Canby from On-Premise Email Servers, upgrade MS Office Suite and add MS Teams Communications Platform, OneDrive File Storage, and SharePoint Intranet and Automation.

Staff recommends approval of the one-time cost of Twenty Four Thousand, Seven Hundred and Ninety-Five dollars (\$24,795), and the annual cost of Thirty Two Thousand, Four Hundred and Seventeen dollars and Seventy-Five cents (\$32,417).

### **Proposed Motion**

"I move to adopt Ordinance No. 1587: An Ordinance Authorizing the City Administrator to approve an annual agreement with Microsoft and one-time migration project with ConvergeOne for Microsoft Office 365 software for the City of Canby."

**ORDINANCE NO. 1587**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE AN ANNUAL AGREEMENT WITH MICROSOFT AND ONE-TIME MIGRATION PROJECT WITH CONVERGEONE FOR MICROSOFT OFFICE 365 SOFTWARE FOR THE CITY OF CANBY**

**WHEREAS**, the City of Canby desires to update and consolidate its communications and productivity software;

**WHEREAS**, an update to the Microsoft Office 365 software suite will remedy several current technical issues in the City as well as align the City of Canby with numerous comparative neighboring municipalities; and

**WHEREAS**, the City of Canby believes that the implementation of the Microsoft Office 365 software suite will increase productivity and efficiency in the administration of City services.

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

**Section 1.** The City Administrator is hereby authorized on behalf of the City to enter into an annual agreement with Microsoft and a one-time migration project with ConvergeOne for Microsoft Office 365 software. A copy of the Agreement is attached hereto as Exhibit "A."

**Section 2.** The effective date of this Ordinance shall be December 16, 2022.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 2, 2022, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, November 16, 2022, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor Canby, Oregon.

---

Melissa Bisset, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 16<sup>th</sup> day of November 2022, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Melissa Bisset, CMC  
City Recorder

## Solution Summary

### City of Canby Microsoft O365 Migration OP-000691884

<b>Customer:</b> City of Canby OR	<b>Primary Contact:</b> Danny Smith
<b>Ship To Address:</b> 222 NE 2ND AVE CANBY, OR 97013	<b>Email:</b> smithd@canbyoregon.gov
<b>Bill To Address:</b> 222 NE 2ND AVE CANBY, OR 97013	<b>Phone:</b> 503-266-0655
<b>Customer ID:</b>	<b>National Account Manager:</b> Brian Larson
<b>Customer PO:</b>	<b>Email:</b> BLarson@convergeone.com
	<b>Phone:</b> +15037484824

Solution Summary	Current Due	Next Invoice	Due	Remaining	Total Project
Software	\$32,417.46		One-Time		\$32,417.46
<b>Project Subtotal</b>	<b>\$32,417.46</b>				<b>\$32,417.46</b>
Estimated Tax	NOT INCLUDED				
Estimated Freight	NOT INCLUDED				
<b>Project Total</b>	<b>\$32,417.46</b>				<b>\$32,417.46</b>



This Solution Summary summarizes the documents(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable master agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "ConvergeOne" or "Seller") and Customer; or (ii) if no such master agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.convergeone.com/online-general-terms-and-conditions/> . If Customer's Agreement is a master agreement entered into with one of ConvergeOne, Inc.'s predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.convergeone.com/online-general-terms-and-conditions/> . In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Notwithstanding anything to the contrary stated above, this Order is subject to the terms and conditions of the Public Sector Contract referenced herein, and such Public Sector Contract supersedes all references to a Master Sales Agreement, the Online General Terms and Conditions, and/or a Legacy Master Agreement referred above

Products and/or Services not specifically itemized are not provided hereunder. This Order will be valid for a period of thirty (30) days following the date hereof. Thereafter, this Order will no longer be of any force and effect. Due to rapidly changing prices in the market for third party Products and/or Services, after the expiration of the foregoing 30 day period, Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s).

This Order is a configured order and/or contains software.

ACCEPTED BY:

BUYER: \_\_\_\_\_ DATE: \_\_\_\_\_ SELLER: \_\_\_\_\_ DATE: \_\_\_\_\_

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

## Solution Quote

#	Item Number	Description	Public Sector Contract	Term	Qty	Unit List Price	Extended List	% Disc	Unit Price	Extended Price
1	CSP-ELIT-E129CE6E2C06-12MO	Office 365 G1 GCC	NCPA 01-97		70	\$105.60	\$7,392.00	11.62 %	\$93.33	\$6,533.10
2	CSP-ELIT-D54F7A54CE8E-12MO	Office 365 G3 GCC	NCPA 01-97		109	\$264.00	\$28,776.00	11.11 %	\$234.67	\$25,579.03
3	DLT-CSS	DLT Confirmed Stateside Support.	Open Market		1	\$0.00	\$0.00	0.00 %	\$305.33	\$305.33
						<b>Total:</b>	<b>\$36,168.00</b>		<b>\$633.33</b>	<b>\$32,417.46</b>

# Coordinate with stakeholders across departments in a shared workspace

Microsoft 365 Government

## Centralize communication and coordination

- Create a central hub to coordinate documents, initiatives, incidents without the need for lengthy IT involvement
- Open lines of communication and make participation easier through chat, calls, meetings, and shared files in one place
- Simplify co-creation and reviews of memoranda, joint initiatives, regulations, public announcements
- Make informed decisions and report to leaders with a common set of real-time data

## Connect to people and information from anywhere

- Access, update and submit reports, audits, notes from the field with mobile access
- Save time and stay connected with the team through chat, meetings, and calls on mobile
- Connect on any device

## Securely share and protect sensitive information

- Adhere to the enhanced compliance standards required of the US Government
- Help protect confidential information
- Retain and discover chat messages and documents to respond to audits and FOIA requests or review past decisions



# Protecting your agency against cyberattacks

## Microsoft 365 Government

The rapid pace of innovation and societal changes presents new challenges for protecting government agencies.

- ✓ Volume of attacks is outpacing resources
- ✓ Difficulty recruiting and retaining top security talent
- ✓ Need to comply with a growing array of regulations



### The stakes are high.

Why are governments increasingly being targeted?

- ✓ Amassed citizen data and mission critical information
- ✓ Nation states seeking to erode confidence in political institutions and public trust
- ✓ Reactive spending on security technology and long procurement cycles



### Help secure your agency from cyberattacks with Microsoft 365 Government.

Microsoft 365 Government includes the tools you need to help secure your agency from targeted cyberattacks and empower your IT security teams to be more impactful.

- ✓ Protect, detect and respond to cyberattacks
- ✓ Reduce burden on your team with automated remediation and investigation
- ✓ Meet the enhanced compliance requirements for US government including FedRAMP Moderate, CJIS, IRS 1075 and DISA SRG L2.



### Save time with Office 365 Advanced Threat Protection.

Gain greater visibility into the organization and remediation.

- ✓ 89.3 % reduction in investigation and remediation times\*
- ✓ 94% better protect users\*
- ✓ 96% better understand risks\*



### Learn more:

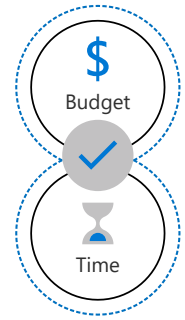
- > [Office 365 Government trial](#)
- > [Microsoft 365 Government](#)

\*Forrester Research *The Total Economic Impact of Microsoft Office 365 Threat Intelligence*, September 2018

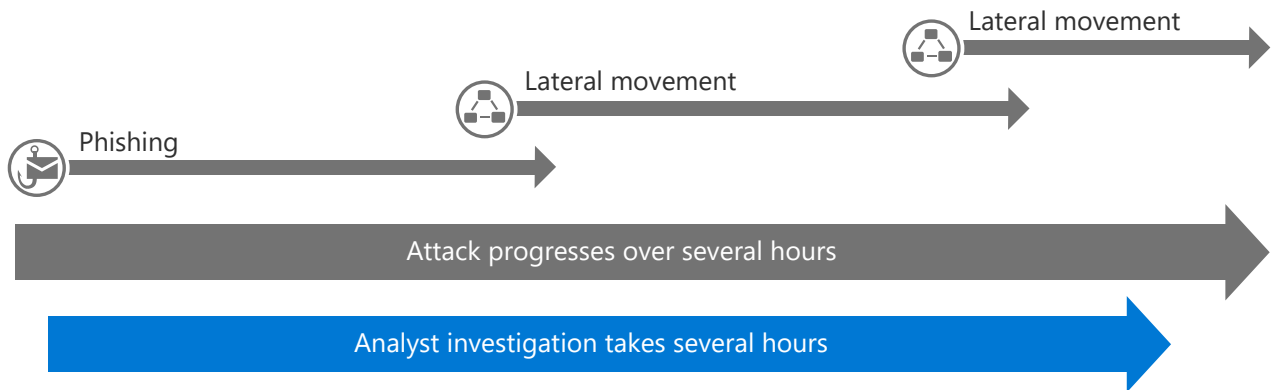


## Automated remediation and investigation.

Today's security teams must have visibility and awareness of the entire threat spectrum, from the initial threat alerts to an ultimate and effective response. We understand the steps SecOps teams take. Reduce the burden on your team with greater visibility and automated investigation and remediation capabilities through this process.

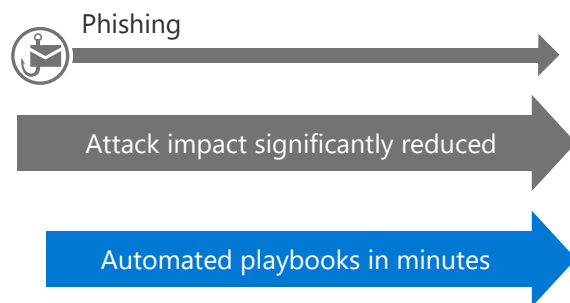


Traditional SOC



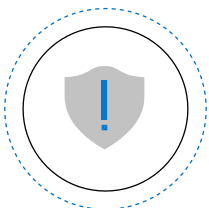
VS

Modern SOC



Automation can save analyst time + reduce risk by limiting the attack impact.

**Alert**



Alerts from the Microsoft Intelligent Security Graph

**Analyze**



URL Detonation

**Investigate**



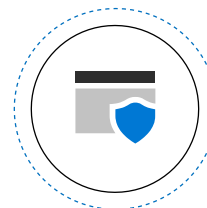
Automated investigation playbook

**Assess impact**



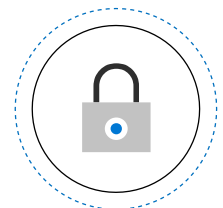
Automated branch investigations

**Contain**



Automated and integrated containment

**Respond**



Automated and integrated remediation

## ConvergeOne Statement of Work



### City of Canby Microsoft O365 Migration

PREPARED FOR: City of Canby OR

PREPARED BY: Brian Larson  
Senior National Account Mngr  
BLarson@convergeone.com

Cory Ostroski  
Solutions Architect  
COstroski@convergeone.com

REFERENCE: Opportunity: OP-000691884  
Quote(s): QU-000441963

DATE: August 5, 2022



**convergeone.com**  
*Confidential and Proprietary*

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11. Customer Authorization to Proceed .....17



## 1. SCOPE OF WORK - TERMS AND CONDITIONS

*This Statement of Work (SOW) and the applicable Solution Summary; as related to Professional Services for Installation (and any documents attached thereto and incorporated therein by reference) (collectively, this Order) is between ConvergeOne, Inc (SELLER), Inc and City of Canby (CUSTOMER or CITY) as of the date of the last signature (Effective Date). This SOW is made subject to and governed by the terms of Region 14 ESC and the National Cooperative Purchasing Alliance (NCPA) for Advanced Technology Solutions Aggregator awarded to TD SYNnex Contract No. 01-97 (of which, CONVERGEONE, INC is an authorized reseller, (collectively the agreement). The order of precedence shall be as follows for the professional installation services: (i) NCPA 01-97, (ii) Region 14 ESC RFP, (iii) this SOW agreement, (iv) this Order in reference to t professional installation.*

Customers signature on this Order (or Customers issuance of a purchase order in connection with this Order) shall represent Customers agreement with each document in this Order.

This Order may include the sales of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller ("Professional Services"); any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications ("Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Any dates and/or time intervals listed in this Order are approximate and for planning purposes only. ConvergeOne will use commercially reasonable efforts to accommodate any requested dates; provided however, projects milestones will be fully discussed and mutually agreed upon between ConvergeOne and Customer after project kickoff.

Products and/or Services not specifically itemized are not provided herein. Any additional applications, technologies, integrations, or other Products and/or Services not specified herein, are not included in this SOW, and may result in additional charges at any time during the project.

Unless signed, this Order will be valid for a period of thirty (30) days following the date hereof. Due to rapidly changing prices in the market for third party Products and/or Services, after the expiration of the foregoing 30 day period, Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s). Thereafter, this Order will no longer be of any force and effect.



The outline of deliverables for this Order follows below.

## 2. PROJECT TIMELINE EXPECTATIONS

Approximately 5 business days after signed acceptance of this SOW, ConvergeOne will assign a project manager that will make contact and start planning a project kick-off meeting. The project kick-off may not take place immediately. Project start times depend on the availability of ConvergeOne and Customer resources.

The expected duration of this project has been budgeted at four (4) weeks from the time of kick-off to completion. If the project exceeds this timeframe, a project change order may be required to extend the engagement, resulting in additional fees.

## 3. PROJECT OVERVIEW

Thank you for the opportunity to work with you on the City of Canby Microsoft O365 Migration project. This document describes the work to be performed during this engagement and covers the assumptions as the basis for this agreement, the responsibilities of ConvergeOne personnel, and the responsibilities of the Customer.

The City of Canby has two Forests (City & PD), with On-Premise 2016 Exchange environments, and would like to migrate to 1 GCC Microsoft 365 Exchange Online tenant. They have 35 PD and 150 City mailboxes total for the migration. They have SMTP relays for intranet webforms and copiers. Microsoft Azure Multi-Factor Authentication (MFA) will be enabled, and Microsoft 365 Security defaults turned on to add a layer of protection to accounts. The Customer uses Proofpoint for email filtering and will continue to utilize that after the migration to Microsoft 365 Exchange Online.

- 3.1.** This statement of work is written with the assumption the customer will provide unfettered/direct access to both the Office 365 tenant and any related on-prem infrastructure to ConvergeOne during the length of this project. Should that not be the case, a Change Request can be completed to account for the estimated 50% increase in time required to successfully complete this project.

## 4. PROJECT SCOPE OF SERVICES

This section identifies the work that will be performed as part of this project. Below is an initial, high-level list of tasks and assumptions for the project. This schedule may change depending on the Customer's business requirements and other factors. Also, depending on the schedule finally agreed upon at the kickoff meeting, the days worked may not be contiguous. ConvergeOne will conduct a

meeting with the Customer to review and finalize the technical approach, constraints and project schedule. This meeting is intended to ensure that all parties are working with consistent expectations for the project.

#### **4.1. Microsoft**

##### **Active Directory**

###### **Discovery / Assessment**

- Active Directory High Level Health validation on both the City and PD Forests
  - Verify Domain and Forest configuration/functional level
  - Verify Routable UPN
  - Identify Server for AD Connect Express installation
  - Issue remediation recommendations
- GCC Deployment Readiness
  - Verify Authentication requirements for GCC Licensing and Activation
  - Run IDFix to ensure environment is ready for O365 / Azure AD Connect to handle both environments
  - Issue remediation recommendations

###### **Plan and Design**

- Gather Technical and Business Requirements for Azure Tenant Build
- Plan how both the City and the PD will connect to the AD Connect
- Prepare for Azure AD Connect Express installation
- Verify Azure Identity configuration requirements to ensure clients will be able to communicate with O365 in order to validate licensing upon deployment

###### **Implementation and Test**

- Enable new Azure Tenant and default security configuration based upon Technical and Business Requirements captured above
- Configure Azure AD Connect with password sync utilizing Express configuration
- Create Test user account and validate synchronization
  - Assign license to user and test synchronization

### **Knowledge Transfer**

Provide up to four (4) hours of operations knowledge transfer with the following agenda via online Meeting (Teams, Skype for Business, or WebEx) and record for distribution. Knowledge Transfer is an informal conference or in-person session(s) wherein ConvergeOne presents and reviews the overall solution and addresses Customer questions regarding the completed design. During the Planning and Design phase of the project, ConvergeOne and the Customer will determine a Knowledge Transfer session(s) schedule, content and participants.

- Active Directory Administration Tools
- Vendor Documentation
- Logging and Troubleshooting
- Patching and Maintenance
- Moves, Adds, Changes
- Top Support Issues

NOTE: Knowledge Transfer is not a formal training class that would otherwise be delivered by a certified vendor learning partner. ConvergeOne can recommend official training classes at Customer's request.

### **Azure**

#### **Multi-Factor Authentication (MFA) for Microsoft 365**

- Validate licensing
- Define testing group
- Define production rollout group(s)
- Define up to two (2) conditional access policies
- Create conditional access policies and assign to testing group
- Define triggers for Multi-Factor Authentication (MFA)
- Create trigger for conditional access policy
- Validate MFA configuration with test group
- Modify policies as needed
- Customer to assign conditional access policies to production rollout group(s) to enable MFA

### **Exchange**

**Table 4-1**

Exchange	
Number of user mailboxes	185
Number of total mailboxes	185
Number of Public Folders to be migrated	21
Number of Exchange Servers to deploy/configure	2
Which migration tool will be used	Hybrid
Number of mailboxes to be migrated	185
Number of small user migration events (less than 500 seats)	2
Number of legacy servers to decommission	2

- Perform an Exchange Online Readiness Assessment to identify potential solution blockers and recommended remediation actions. Customer is responsible for implementing recommended remediation actions discovered during assessment. ConvergeOne may assist with remediation upon completion of a project change order if required.
  - Validate all Office 365 prerequisites
  - Identify UPNs that may need to be changed to match email address
  - Identify mailboxes that are not set to match email address policy
  - Identify AD privileged accounts that are subject to AdminSDHolder configuration
  - Identify accounts with non-routable email domains, or domains that are not used or owned
- Conduct Exchange design sessions covering the following topics:
  - Exchange architecture, features
  - Review 3<sup>rd</sup> party tool integration (ProofPoint)
  - Infrastructure and network requirements
  - Client support
  - Operational support/management processes
  - Coexistence
  - Mail flow
  - Mailboxes
  - Domain validation
  - MX/SPF/DKIM/DMARC configuration
  - Distribution lists

- Exchange Online Protection (EOP)
  - Calendar delegation
  - Resource mailboxes
  - Compliance and retention requirements
  - Mobile devices and policies
- Build Exchange Server(s)
- Configure Office 365 tenant
  - Domain validation
  - MX, SPF, DNS TTL, and secure mail flow configuration
  - Configure Exchange Online
  - Configure Hybrid integration
    - SSL certificate request(s)
    - Validate send/receive connector(s)
    - Validate calendar federation organization relationship
  - Create archiving and retention policies
  - Verify Office 365 licensing
- Configure and validate Exchange components as required based on approved design:
  - Up to one (1) Exchange Online tenant(s)
  - Up to one (1) Exchange Site(s). Exchange site is defined as any location where Exchange Server/Components are installed. Configuration and validation of an Exchange Site includes:
    - up to 2 Exchange Servers (any role)
- Configure Exchange Online Protection (EOP)
  - EOP Bypass
  - Configuring
    - Anti-Spoofing
    - Anti-Phishing
    - Malware
- Cut over Exchange Client Access Services (CAS)
  - Includes one (1) cutover event
  - Cut over may be performed during a maintenance window outside normal business hours

- Production mailbox migration
  - Provide tier-3 support escalation to the support team for up to 1-day after each user cutover event
- Migrate Public Folders
  - Public Folders will be migrated after all mailboxes are migrated.
  - Provide tier-3 support escalation to the support team for up to 1-day after public folder cutover event
- Decommission legacy Exchange server(s)
- Validate and cleanup any Active Directory attribute related to Exchange
- Validate and cleanup any Azure AD Connect attributes related to Exchange

### **Knowledge Transfer**

Provide up to four (4) hours of operations knowledge transfer. Knowledge Transfer is an informal conference or in-person session(s) wherein ConvergeOne presents and reviews the overall solution and addresses Customer questions regarding the completed design. During the Planning and Design phase of the project, ConvergeOne and the Customer will determine a Knowledge Transfer session(s) schedule, content and participants.

- Exchange Administration Tools
- Vendor Documentation
- Logging and Troubleshooting
- Patching and Maintenance
- Moves, Adds, Changes
- Top Support Issues

NOTE: Knowledge Transfer is not a formal training class that would otherwise be delivered by a certified vendor learning partner. ConvergeOne can recommend official training classes at Customer's request.

## **Security**

### **Additional Security Tasks**

#### **Implement Role Based Access Controls (RBAC) to separate the City and PD administrative teams as required**

- Workshop with the City and PD to identify who on the administrative team should be able to access which items in the tenant
- Create or assign administrative roles based on the outcome of the workshopping

- Test and validate access upon completion

### **Knowledge Transfer**

Provide up to four (4) hours of operations knowledge transfer with the following agenda via online Meeting (Teams, Skype for Business, or WebEx) and record for distribution.

Knowledge Transfer is an informal conference or in-person session(s) wherein ConvergeOne presents and reviews the overall solution and addresses Customer questions regarding the completed design. During the Planning and Design phase of the project, ConvergeOne and the Customer will determine a Knowledge Transfer session(s) schedule, content and participants.

- Security Administration Tools
- Vendor Documentation
- Logging and Troubleshooting
- Patching and Maintenance
- Moves, Adds, Changes
- Top Support Issues

NOTE: Knowledge Transfer is not a formal training class that would otherwise be delivered by a certified vendor learning partner. ConvergeOne can recommend official training classes at Customer's request.

### **Out of Scope**

- Configuration changes to third-party systems not listed in this proposal.
- Placement of endpoint devices.
- End-user training is not included in this scope
- Troubleshooting issues related to the core deployments of Active Directory, Exchange, existing Lync/Skype for Business infrastructure, Office 365 tenant, and underlying hardware and storage is out of scope of this proposal and will be billed separately on a time and materials basis.
- Troubleshooting issues related to the network infrastructure is out of scope for this proposal and will be billed separately on a time and materials basis.
- Configuration, firmware updates, or troubleshooting of devices purchased through a vendor other than ConvergeOne will be billed separately on a time and materials basis.
- Data Loss Protection (DLP)
- Azure Information Protection - formerly Information Rights Management (IRM)

### **Active Directory**

- Setting up a Network connection to Azure AD Connect.

### **Exchange**

- Mobile Device Management (MDM)/Intune
- Migration of Personal Storage Table (.pst) files
- Configuration of Third-Party multi-factor authentication (MFA).
- Migration of mail archived using a third-party solution
- Configuration of firewall rules for the purposes of email routing and/or user access
  - Configuring Proofpoint with Exchange Online

### **Deliverables**

The following table describes the deliverables included as part of this proposal:

- Project Plan & Schedule - Describes the project tasks dependencies and timeline for a completion of milestone

### **Azure**

- Azure Tenant Design Document - Document with Admin account details and configuration notes
- Azure AD Connect Design Document - Azure AD Connect Documentation

### **Exchange**

- Mailbox Migration Results Report - Excel Workbook documenting the per user results of a mailbox migration event.

### **Microsoft Modern Workplace Specific Customer Responsibilities**

- Verify and complete forms and questionnaires from ConvergeOne consultants or engineers in a timely fashion.
- If requested, provide comprehensive documentation for existing network and system deployments, including physical and logical schematics, prior to service commencement.
- Customer to assist with making changes to Active Directory, ADFS, AAD Connect, Azure Active Directory and the global Office 365 tenant in a timely manner as requested to facilitate ConvergeOne responsibilities based on agreed upon schedule.



- If requested, designate ConvergeOne as the Microsoft Claiming Partner of Record (CPOR) for Office 365 and/or Azure services in scope with this Statement of Work.
- Purchase or provide all required SSL certificates based on approved design, including public certificates where required
- Configuration of multi-function printers (MFPs) and monitoring systems
- Configuration of DNS, MX, mail relay or inbound/outbound mail flow
- Provide server resources for Azure AD Connect computer.
- Provide resource to configure customer's enterprise firewall(s) to rule(s) for mail routing and/or user access to mailboxes.

#### **Microsoft Modern Workplace Specific Technical Assumptions**

- Microsoft Active Directory is healthy and configured per Microsoft best practice.

## **5. PROJECT MANAGEMENT**

ConvergeOne will provide Project Management Services to help you effectively manage the project and control risks in the deployment. ConvergeOne will designate a Project Manager who will act as the single point of accountability for all ConvergeOne contract deliverables for the duration of the Project. ConvergeOne follows the Project Management Body of Knowledge (PMBOK) for project delivery. The PMBOK is an adaptable approach that enables technology project success by aligning business and technology goals. Key elements include an iterative delivery process, clear project metrics, proactive risk management, and effective response to change.

### **5.1. Project Manager**

ConvergeOne will designate a Project Manager (PM) responsible for overseeing the project. Once the contract is signed and accepted by ConvergeOne, this individual will act as the Customers single point of contact for all planning and issues related to solution delivery. The ConvergeOne PM will work closely with the Customer to guide the implementation and work on a mutually agreed-upon schedule. The ConvergeOne Project Manager is responsible for the following:

- Conduct internal (ConvergeOne) and joint ConvergeOne/Customer meetings.
- Develop a project plan, including activities, milestones, roles, and responsibilities.
- Schedule and manage required ConvergeOne resources and partners.
- Conduct Issue and Risk Management.
- Provide agenda and meeting notes.
- Track Customer and ConvergeOne project deliverables.

- Manage change orders and any associated billing with the Customer.
- Manage project closeout process, punch list, and Customer acceptance.

## **6. CHANGE ORDER PROCESS**

Despite good project planning, design, and review, project plans often require some degree of change at some point. These changes are handled using change order requests, which must be agreed upon by all parties to the contract before such work can be performed.

Either ConvergeOne or the Customer may initiate a change order for any deliverable, work requirement, assumption, or dependency that is part of the project. All requests must be in writing and handled by the ConvergeOne Project Manager. ConvergeOne will review the change and provide pricing as applicable before proceeding. The ConvergeOne Project Manager may also engage project team members to assess the impact of the change. Agreed changes must be approved in writing by an authorized representative of the Customer, via email, or modified purchase order.

## **7. MILESTONE AND/OR PROJECT ACCEPTANCE**

Upon completion of the services described in this SOW, ConvergeOne shall provide Customer with an Acceptance Form. Upon delivery of the Acceptance Form, Customer has five (5) working days to review and accept. Failure to respond within the designated five (5) day period, signifies the completion of the milestone or project. To refuse acceptance, Customer must both indicate non-acceptance with written notification to ConvergeOne within the five (5) day period noted above and describe why it was not accepted. ConvergeOne shall have up to ten (10) days after the receipt of such notice to correct the error given it is within ConvergeOne scope and control to do so. The period to correct the error may be extended by mutual consent.

## **8. CUSTOMER RESPONSIBILITIES**

**8.1.** Provide a single point of contact that will be responsible for:

- Understanding the business process impact and technical requirements and who has the authority to make binding decisions on Customer's behalf.
- Working with ConvergeOne Project Manager to develop mutually agreed project schedule, including outside of Normal Business Hours test and cutover windows (if applicable).
- Ensuring all Customer responsibilities are completed in accordance with the project schedule.

- Reasonable notification of schedule and changes for the installation work.
- Attending all project status meetings.

**8.2.** Ensure availability of appropriate Customer resources that will:

- Assist in the development and execution of applicable test plans.
- Provide accurate documentation for all existing systems and networks.
- Provide all necessary IP addresses, subnet masks, and default gateways.
- Provide a qualified Network Administrator with working knowledge of Customer requirements.
- Provide information on planned changes in the network.

## **9. PROFESSIONAL SERVICES ASSUMPTIONS**

The following assumptions were made to create this Statement of Work. Should any of these assumptions prove to be incorrect or incomplete then ConvergeOne may modify the price, scope of work, or milestones. Any such modifications shall be managed by the Change Order Procedure.

### **9.1. General Assumptions**

- Unless explicitly stated otherwise, all services will be delivered remotely
- All non-service impacting work described in this scope will be performed during U.S. normal business hours defined as 8:00 AM to 5:00 PM local time; Monday through Friday, excluding ConvergeOne designated holidays. "Cutover" for the sites will be completed during business hours unless otherwise stated in this scope of work.
- The Customer must identify any specific requirements for maintenance windows and change control. The Customer retains overall responsibility for any business process impact and any Customer-internal change management procedures and communications.
- All services, documentation, and project deliverables will be provided in English only.
- ConvergeOne will install specific software versions agreed upon at the time of project kickoff. Upgrades to the software are not included in the SOW. ConvergeOne may choose to install an upgrade if required by the manufacturer or to resolve a problem.
- The Customer is responsible for the underlying data infrastructure including network and virtualization. Systems must be capable of supporting the proposed solution. ConvergeOne can supply consulting and remediation services to ensure successful implementation, if not included in this scope, through a change order and billed at an additional fee.
- The Customer is responsible for all communications and scheduling of any contractors or vendors not managed by the ConvergeOne Project Manager.

- Any product or service delivery dates communicated outside of this SOW or the Project Plan, are not to be considered valid or binding.
- If the project extends beyond the timeline specified in the Project Plan due to delays caused by parties other than ConvergeOne and its subcontractors, ConvergeOne may invoice for service performed to date.
- The Customer is responsible to verify and arrange the installation of all applicable network connections and provide a functional network for application deployment.
- Projects requiring multiple site visits and/or intervals of inactivity between events must be noted as such prior to acceptance of this SOW.
- The Customer is responsible for relocation, removal, and disposal of any previously installed Customer-owned equipment or cabling unless specifically agreed otherwise herein.
- The Customer is responsible to notify ConvergeOne if the site requires any specialized access for personnel and/or Union trades for any tasks associated with this SOW. Notification of requirements must take place prior to the quote. Any and all additional costs for post-quote changes or additional site restrictions requiring specialized training or Union Labor shall be chargeable to the Customer.
- The Customer is responsible for managing all 3rd Parties not outlined in this SOW.
- Services not specifically called out in this SOW will be deemed out of scope.
- VPN access will be provided to ConvergeOne resources to allow for work to be accomplished remotely when applicable. If unfettered remote access to the Customer network cannot be provided additional charges will be required.

## **9.2. Technical Assumptions**

- Unless specifically called out, above, no IP address changes are included in the SOW. If requested, additional charges may apply.
- The Customer is responsible to have current licensing, maintenance, and support on the components of the servers, database, storage, and network infrastructure including hardware, software (including operating systems), and any associated costs.
- The Customer is responsible for any operating system patches and anti-virus software installation and support.
- The Customer is responsible to ensure the existing network is free of layer 3 protocol and broadcast errors.
- The Customer is responsible for the cost and acquisition of any 3rd party security certificates necessary for successful deployment. ConvergeOne can provide services for Security Audits and Certificate deployment which can be billed at an additional fee.

- The Customer is responsible for resolving interoperability issues with other vendors not acting as a sub-contractor to ConvergeOne.
- The Customer is responsible for any firmware updates to re-used circuit packs, media modules, or cards not specifically identified within this SOW. ConvergeOne can provide services for the firmware updates through a change order and billed at an additional fee.

## 10. PROFESSIONAL SERVICES PRICING AND BILLING SCHEDULE

Billing terms for this project supersede any MSA in place and are only applicable to the services stated in this scope of work. Invoices are due within thirty (30) days from the date of the invoice unless otherwise previously agreed between Customer and ConvergeOne credit department. Any change to the Project Pricing and Payment schedule will be managed through the Change Order procedures specified herein. All stated prices are exclusive of any taxes, fees and duties or other amounts, however designated, and including without limitation value added and withholding taxes which are levied or based upon such charges, or upon this SOW (other than taxes based on the net income of ConvergeOne). The Customer shall pay any taxes related to services purchased or licensed pursuant to this SOW or the Customer shall present an exemption certificate acceptable to the taxing authorities. Applicable taxes shall be billed as a separate item on the invoice.

### 10.1. Project Price and Milestone Billing Schedule

The fixed fee price for this services engagement is below and will be billed with the following milestone schedule:

**Total Price: \$24,795.00**

- Milestone 1 (50%) - Project Initiation - Kick Off Meeting, Resource Assignment, Design Completion
- Milestone 2 (50%) - Final Customer Acceptance of the Project

### 10.2. Project Expenses:

There are no anticipated project related expenses expected for this project above the price included in this SOW. In the event that the need for additional expense arise, a Change Order will be presented by the Project Manager for approval by the Customer in advance. ConvergeOne will make reasonable effort to minimize expenses and will ensure sufficient time is built into the project schedule to maximize efficiency when scheduling site visits.

## 11. CUSTOMER AUTHORIZATION TO PROCEED

The use of signatures on this SOW is to ensure agreement and understanding on project objectives and assumptions, and the work and deliverables to be performed by ConvergeOne. By signing below, the duly authorized Customer representative signifies their commitment to proceed with the project as described in this SOW.

### Customer's Authorized Representative:

---

Signature

---

Printed Name

---

Title

---

Date

---

PO Number





## CITY COUNCIL STAFF REPORT

Meeting Date: 11/16/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Jorge Tro, Police Chief

Agenda Item: Ordinance No. 1588: An Ordinance Authorizing the City Administrator to Enter Into a Contract with Axon Enterprises in the amount of \$185,714.70 for the Purchase of Body Worn Cameras, Equipment, Software, and Services. (*Second Reading*)

Goal: Enhance Engagement & Communications that represents broad perspectives

Objective: N/A

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### **Summary**

The City of Canby Police Department is requesting approval of an ordinance authorizing the City Administrator to enter into a Contract with Axon Enterprises to purchase Body Worn Cameras (BWC), equipment, software, and services for officers.

### **Background**

The Canby Police Department have been using in car video cameras for about 10 years. We would like to enhance the use of cameras to capture additional police contacts by purchasing body worn cameras for every patrol officer. Officers will be required to record encounters beginning when the officer develops reasonable suspicion or probable cause to believe that a crime or violation has occurred.

### **Discussion**

Body-worn cameras provide officers with a reliable and compact tool to systematically and automatically record their field observations and encounters. They can be used for documentation purposes, to include interactions with victims, witnesses, suspects and others during police-public encounters; arrests; and critical incidents.

Police staff have researched several BWC companies and have concluded that Axon BWC's are the best cameras that fit the needs of our department.

### **Attachments**

Axon Enterprises 5 year contract quote for the purchase of Body Worn Cameras.

### **Fiscal Impact**

Total cost over five years is \$185,714.70. First year cost is \$58,276.30. \$10,000 of the first year cost will be reimbursed from an approved grant through City-County Insurance Services (CIS). Years 2-5 will cost \$31,859.60 per year. \$50,000 is budgeted in the 22/23 budget.

League of Oregon Cities has awarded Axon Enterprises a contract following the public purchasing rules and regulations of the State of Oregon.

**Options**

Approve the contract to implement body worn cameras for every patrol officer for the next 5 years.

Do not purchase and continue not to have body worn cameras for officers.

**Recommendation**

Staff recommends the execution of the contract with Axon Enterprises to purchase body worn cameras.

**Proposed Motion**

"I move to adopt Ordinance No. 1588: An Ordinance Authorizing the City Administrator to enter into a Contract with Axon Enterprises in the amount of \$185,714.70 for the Purchase of Body Worn Cameras, Equipment, Software, and Services."

## **ORDINANCE NO. 1588**

### **AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH AXON ENTERPRISES IN THE AMOUNT OF \$185,714.70 FOR THE PURCHASE OF BODY WORN CAMERAS, EQUIPMENT, SOFTWARE, AND SERVICES**

**WHEREAS**, the City of Canby currently does not have Body Worn Cameras (BWCs) for its patrol officers;

**WHEREAS**, the City of Canby would like to implement BWCs for all of its patrol officers;

**WHEREAS**, the City of Canby believes that the implementation and use of BWCs will provide better evidence to support and protect the citizens of Canby as well as the patrol officers in their duties;

**WHEREAS**, the League of Oregon Cities has awarded a contract to Axon Enterprises through the State of Oregon public procurement process;

**WHEREAS**, the City of Canby wishes to piggyback on that public procurement process; and

**WHEREAS**, the City of Canby Police Department tried out and evaluated three different companies' BCWs to analyze which offering best suited their needs.

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

**Section 1.** The City Administrator is hereby authorized on behalf of the City to enter into a Contract with Axon Enterprises to purchase Body Worn Cameras, other equipment, software and other services for a five-year period. A copy of the Agreement is attached hereto as Exhibit "A."

**Section 2.** The effective date of this Ordinance shall be December 16, 2022.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 2, 2022, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, November 16, 2022, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor Canby, Oregon.

---

Melissa Bisset, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 16<sup>th</sup> day of November 2022, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Melissa Bisset, CMC  
City Recorder

# Exhibit A



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-355452-44854.822JR

Issued: 10/20/2022

Quote Expiration: 11/30/2022

Estimated Contract Start Date: 01/01/2023

Account Number: 110469

Payment Terms: N30

Delivery Method: Fedex - Ground

SHIP TO	BILL TO
Business;Delivery;Invoice-1175 NW 3rd Ave 1175 NW 3rd Ave Canby, OR 97013-3436 USA	Canby Police Dept. - OR 1175 NW 3rd Ave Canby, OR 97013-3436 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Jared Romain Phone: Email: jomain@axon.com Fax:	Doug Kitzmiller Phone: (503) 266-1104 Email: kitzmillerd@canbypolice.com Fax: (503) 266-9316

## Quote Summary

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$185,714.70</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$185,714.70</b>

## Discount Summary

Average Savings Per Year	\$6,064.96
<b>TOTAL SAVINGS</b>	<b>\$30,324.80</b>

## Payment Summary

Date	Subtotal	Tax	Total
Dec 2022	\$54,151.30	\$0.00	\$54,151.30
Jan 2023	\$4,125.00	\$0.00	\$4,125.00
Dec 2023	\$31,859.60	\$0.00	\$31,859.60
Dec 2024	\$31,859.60	\$0.00	\$31,859.60
Dec 2025	\$31,859.60	\$0.00	\$31,859.60
Dec 2026	\$31,859.60	\$0.00	\$31,859.60
<b>Total</b>	<b>\$185,714.70</b>	<b>\$0.00</b>	<b>\$185,714.70</b>

Quote Unbundled Price: \$216,039.50  
 Quote List Price: \$202,966.70  
 Quote Subtotal: \$185,714.70

## Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	60	\$66.31	\$29.50	\$29.50	\$5,310.00	\$0.00	\$5,310.00
BWCamSBDTAP	Body Worn Camera Single-Bay Dock TAP Bundle	1	60	\$12.70	\$9.00	\$9.00	\$540.00	\$0.00	\$540.00
BWCamTAP	Body Worn Camera TAP Bundle	25	60	\$32.15	\$28.00	\$28.00	\$42,000.00	\$0.00	\$42,000.00
<b>A la Carte Hardware</b>									
AB31BD	AB3 1-Bay Dock Bundle	1			\$200.00	\$200.00	\$200.00	\$0.00	\$200.00
AB3C	AB3 Camera Bundle	25			\$699.00	\$699.00	\$17,475.00	\$0.00	\$17,475.00
AB3MBD	AB3 Multi Bay Dock Bundle	3			\$1,538.90	\$1,538.90	\$4,616.70	\$0.00	\$4,616.70
<b>A la Carte Software</b>									
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	1000	60		\$0.40	\$0.40	\$24,000.00	\$0.00	\$24,000.00
73449	RESPOND DEVICE LICENSE	25	60		\$5.00	\$5.00	\$7,500.00	\$0.00	\$7,500.00
73618	CITIZEN FOR COMMUNITIES USER LICENSE	25	60		\$9.00	\$6.50	\$9,748.00	\$0.00	\$9,748.00
73478	REDACTION ASSISTANT USER LICENSE	25	60		\$9.00	\$0.00	\$0.00	\$0.00	\$0.00
Pro license	Pro License Bundle	30	60		\$39.00	\$39.00	\$70,200.00	\$0.00	\$70,200.00
<b>A la Carte Services</b>									
85144	AXON STARTER	1			\$4,125.00	\$4,125.00	\$4,125.00	\$0.00	\$4,125.00
<b>Total</b>							<b>\$185,714.70</b>	<b>\$0.00</b>	<b>\$185,714.70</b>



## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
AB3 1-Bay Dock Bundle	71104	NORTH AMER POWER CORD FOR AB3 & T7 1-BAY DOCK/DATA/PORT	1	12/01/2022
AB3 1-Bay Dock Bundle	74211	AXON BODY 3 - 1 BAY DOCK	1	12/01/2022
AB3 Camera Bundle	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	28	12/01/2022
AB3 Camera Bundle	73202	AXON BODY 3 - NA10 - US - BLK - RAPID LOCK	25	12/01/2022
AB3 Camera Bundle	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPID LOCK	28	12/01/2022
AB3 Multi Bay Dock Bundle	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE COM DOCK	3	12/01/2022
AB3 Multi Bay Dock Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 16-BAY DOCK	3	12/01/2022
AB3 Multi Bay Dock Bundle	74210	AXON BODY 3 - 8 BAY DOCK	3	12/01/2022
Body Worn Camera Multi-Bay Dock TAP Bundle	73689	MULTI-BAY BWC DOCK 1ST REFRESH	3	06/01/2025
Body Worn Camera Single-Bay Dock TAP Bundle	73313	1-BAY DOCK AXON CAMERA REFRESH ONE	1	06/01/2025
Body Worn Camera TAP Bundle	73309	AXON CAMERA REFRESH ONE	25	06/01/2025
Body Worn Camera Multi-Bay Dock TAP Bundle	73688	MULTI-BAY BWC DOCK 2ND REFRESH	3	12/01/2027
Body Worn Camera Single-Bay Dock TAP Bundle	73314	1-BAY DOCK AXON CAMERA REFRESH TWO	1	12/01/2027
Body Worn Camera TAP Bundle	73310	AXON CAMERA REFRESH TWO	25	12/01/2027

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Pro License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	90	01/01/2023	12/31/2027
Pro License Bundle	73746	PROFESSIONAL EVIDENCE.COM LICENSE	30	01/01/2023	12/31/2027
A la Carte	73449	RESPOND DEVICE LICENSE	25	01/01/2023	12/31/2027
A la Carte	73478	REDACTION ASSISTANT USER LICENSE	25	01/01/2023	12/31/2027
A la Carte	73618	CITIZEN FOR COMMUNITIES USER LICENSE	25	01/01/2023	12/31/2027
A la Carte	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	1000	01/01/2023	12/31/2027

### Services

Bundle	Item	Description	QTY
A la Carte	85144	AXON STARTER	1

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Body Worn Camera Multi-Bay Dock TAP Bundle	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	3	01/01/2023	12/31/2027
Body Worn Camera Single-Bay Dock TAP Bundle	80466	EXT WARRANTY, SINGLE-BAY DOCK (TAP)	1	01/01/2023	12/31/2027
Body Worn Camera TAP Bundle	80464	EXT WARRANTY, CAMERA (TAP)	25	01/01/2023	12/31/2027

## Payment Details

Dec 2022						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Hardware	AB31BD	AB3 1-Bay Dock Bundle	1	\$200.00	\$0.00	\$200.00
Hardware	AB3C	AB3 Camera Bundle	25	\$17,475.00	\$0.00	\$17,475.00
Hardware	AB3MBD	AB3 Multi Bay Dock Bundle	3	\$4,616.70	\$0.00	\$4,616.70
Year 1	73449	RESPOND DEVICE LICENSE	25	\$1,500.00	\$0.00	\$1,500.00
Year 1	73478	REDACTION ASSISTANT USER LICENSE	25	\$0.00	\$0.00	\$0.00
Year 1	73618	CITIZEN FOR COMMUNITIES USER LICENSE	25	\$1,949.60	\$0.00	\$1,949.60
Year 1	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	1000	\$4,800.00	\$0.00	\$4,800.00
Year 1	BWCamMBDTAP	Body Wom Camera Multi-Bay Dock TAP Bundle	3	\$1,062.00	\$0.00	\$1,062.00
Year 1	BWCamSBDTAP	Body Wom Camera Single-Bay Dock TAP Bundle	1	\$108.00	\$0.00	\$108.00
Year 1	BWCamTAP	Body Wom Camera TAP Bundle	25	\$8,400.00	\$0.00	\$8,400.00
Year 1	Prolicense	Pro License Bundle	30	\$14,040.00	\$0.00	\$14,040.00
Total				\$54,151.30	\$0.00	\$54,151.30

Jan 2023						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	85144	AXON STARTER	1	\$4,125.00	\$0.00	\$4,125.00
Total				\$4,125.00	\$0.00	\$4,125.00

Dec 2023						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	73449	RESPOND DEVICE LICENSE	25	\$1,500.00	\$0.00	\$1,500.00
Year 2	73478	REDACTION ASSISTANT USER LICENSE	25	\$0.00	\$0.00	\$0.00
Year 2	73618	CITIZEN FOR COMMUNITIES USER LICENSE	25	\$1,949.60	\$0.00	\$1,949.60
Year 2	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	1000	\$4,800.00	\$0.00	\$4,800.00
Year 2	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	\$1,062.00	\$0.00	\$1,062.00
Year 2	BWCamSBDTAP	Body Worn Camera Single-Bay Dock TAP Bundle	1	\$108.00	\$0.00	\$108.00
Year 2	BWCamTAP	Body Worn Camera TAP Bundle	25	\$8,400.00	\$0.00	\$8,400.00
Year 2	ProLicense	Pro License Bundle	30	\$14,040.00	\$0.00	\$14,040.00
Total				\$31,859.60	\$0.00	\$31,859.60

Dec 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	73449	RESPOND DEVICE LICENSE	25	\$1,500.00	\$0.00	\$1,500.00
Year 3	73478	REDACTION ASSISTANT USER LICENSE	25	\$0.00	\$0.00	\$0.00
Year 3	73618	CITIZEN FOR COMMUNITIES USER LICENSE	25	\$1,949.60	\$0.00	\$1,949.60
Year 3	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	1000	\$4,800.00	\$0.00	\$4,800.00
Year 3	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	\$1,062.00	\$0.00	\$1,062.00
Year 3	BWCamSBDTAP	Body Worn Camera Single-Bay Dock TAP Bundle	1	\$108.00	\$0.00	\$108.00
Year 3	BWCamTAP	Body Worn Camera TAP Bundle	25	\$8,400.00	\$0.00	\$8,400.00
Year 3	Prolicense	Pro License Bundle	30	\$14,040.00	\$0.00	\$14,040.00
Total				\$31,859.60	\$0.00	\$31,859.60

Dec 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	73449	RESPOND DEVICE LICENSE	25	\$1,500.00	\$0.00	\$1,500.00
Year 4	73478	REDACTION ASSISTANT USER LICENSE	25	\$0.00	\$0.00	\$0.00
Year 4	73618	CITIZEN FOR COMMUNITIES USER LICENSE	25	\$1,949.60	\$0.00	\$1,949.60
Year 4	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	1000	\$4,800.00	\$0.00	\$4,800.00
Year 4	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	\$1,062.00	\$0.00	\$1,062.00
Year 4	BWCamSBDTAP	Body Worn Camera Single-Bay Dock TAP Bundle	1	\$108.00	\$0.00	\$108.00
Year 4	BWCamTAP	Body Worn Camera TAP Bundle	25	\$8,400.00	\$0.00	\$8,400.00
Year 4	Pro license	Pro License Bundle	30	\$14,040.00	\$0.00	\$14,040.00
Total				\$31,859.60	\$0.00	\$31,859.60

Dec 2026							
Invoice Plan		Item	Description	Qty	Subtotal	Tax	Total
Year 5		73449	RESPOND DEVICE LICENSE	25	\$1,500.00	\$0.00	\$1,500.00
Year 5		73478	REDACTION ASSISTANT USER LICENSE	25	\$0.00	\$0.00	\$0.00
Year 5		73618	CITIZEN FOR COMMUNITIES USER LICENSE	25	\$1,949.60	\$0.00	\$1,949.60
Year 5		73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	1000	\$4,800.00	\$0.00	\$4,800.00
Year 5		BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	\$1,062.00	\$0.00	\$1,062.00
Year 5		BWCamSBDTAP	Body Worn Camera Single-Bay Dock TAP Bundle	1	\$108.00	\$0.00	\$108.00
Year 5		BWCamTAP	Body Worn Camera TAP Bundle	25	\$8,400.00	\$0.00	\$8,400.00
Year 5		Pro license	Pro License Bundle	30	\$14,040.00	\$0.00	\$14,040.00
Total					\$31,859.60	\$0.00	\$31,859.60

**Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.**

Contract League of Oregon Cities (fka NPP) Contract No. PS20270 is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

10/20/2022





## CITY COUNCIL STAFF REPORT

Meeting Date: 11/16/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Jorge Tro, Police Chief

Agenda Item: Ordinance No. 1589: An Ordinance Authorizing the City Administrator to Enter Into a Contract with Axon Enterprises in the Amount of \$207,632.40 for the Purchase of In Car Video Cameras, Equipment, Software, and Services. *(First Reading)*

Goal: Enhance Engagement & Communications that represents broad perspectives

Objective: N/A

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### **Summary**

The City of Canby Police Department is requesting approval of an ordinance authorizing the City Administrator to enter into a contract with Axon Enterprises to purchase new in car video cameras, equipment, and software for patrol vehicles.

### **Background**

The Canby Police Department have been using in car video cameras for about 10 years. We would like to replace our existing cameras with a new updated and more robust system. In car video cameras automatically turn on when the overhead emergency lights are activated, capturing public encounter during traffic stops and emergency driving.

### **Discussion**

Technology has improved greatly over that last 10 years as it relates to in car video cameras. Our existing system is older technology and has required additional maintenance by our City's IT Department. We have researched several new in car video camera systems and have concluded that the Axon In Car Video Camera System is the best system that fits our department needs. If purchased, this system will also be compatible with our soon to be implemented Axon Body Worn Cameras. Both camera systems connect together and download to the same case file. This would keep all case related video evidence on one system and reduce the work for our evidence technician.

### **Attachments**

Axon Enterprises 5 year contract quote for the purchase of In Car Video Cameras.

### **Fiscal Impact**

Total cost over five years is \$207,632.40 divided into 5 yearly equal payments of approximately \$41,526.49. First payment will not be due until we receive the cameras. The cameras are back ordered and not expected to arrive until the end of 2023. These costs will be budgeted in the police department budget over the next 5 years. If we can bundle this order at approximately the same time as our Body Worn Cameras, we would receive a 3.5% discount of approximately \$8000 (already included in quote).

League of Oregon Cities has awarded Axon Enterprises a contract following the public purchasing rules and regulations of the State of Oregon.

**Options**

Approve the 5 year contract to implement new in car video cameras for every patrol vehicle.

Do not purchase and continue to use the older in car video system.

**Recommendation**

Staff recommends the execution of the contract with Axon Enterprises to purchase in car video cameras, equipment, software and services.

**Proposed Motion**

"I move to approve Ordinance No. 1589: An Ordinance Authorizing the City Administrator to Enter Into a Contract with Axon Enterprises in the Amount of \$207,632.40 for the Purchase of In Car Video Cameras, Equipment, Software, and Services to a second reading on December 7, 2022."



**ORDINANCE NO. 1589**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH AXON ENTERPRISES IN THE AMOUNT OF \$207,632.40 FOR THE PURCHASE OF IN CAR VIDEO CAMERAS, EQUIPMENT, SOFTWARE, AND SERVICES**

**WHEREAS**, the City of Canby would like to purchase and implement new In Car Video Cameras for all of its patrol vehicles;

**WHEREAS**, the City of Canby believes that the implementation and use of In Car Video Cameras will provide better evidence to support and protect the citizens of Canby as well as the patrol officers in their duties;

**WHEREAS**, the League of Oregon Cities has awarded a contract to Axon Enterprises through the State of Oregon public procurement process;

**WHEREAS**, the City of Canby wishes to piggyback on that public procurement process; and

**WHEREAS**, the City of Canby Police Department researched and evaluated three different companies' In Car Video Cameras to analyze which offering best suited their needs.

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

**Section 1.** The City Administrator is hereby authorized on behalf of the City to enter into a Contract with Axon Enterprises to purchase In Car Video Cameras, other equipment, software and other services for a five-year period. A copy of the Agreement is attached hereto as Exhibit "A."

**Section 2.** The effective date of this Ordinance shall be January 6, 2023.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 16, 2022, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, December 7, 2022, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor Canby, Oregon.

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Melissa Bisset, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 7<sup>th</sup> day of December 2022, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Melissa Bisset, CMC  
City Recorder



**Axon Enterprise, Inc.**  
17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
VAT: 86-0741227  
Domestic: (800) 978-2737  
International: +1.800.978.2737

## Exhibit A

Q-429796-44869.782JR

Issued: 11/04/2022

Quote Expiration: 12/15/2022

Estimated Contract Start Date: 11/15/2023

Account Number: 458548

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Business;Delivery;Invoice-110 Oscar Ave N 110 Oscar Ave N Canby, MN 56220-1332 USA	Canby Police Dept - MN 110 Oscar Ave N Canby, MN 56220-1332 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Jared Romain Phone: Email: jromain@axon.com Fax:	Doug Kitzmiller Phone: (503) 266-1104 Email: kitzmillerd@canbypolice.com Fax: (503) 266-9316

## Quote Summary

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$207,632.40</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$207,632.40</b>

## Discount Summary

Average Savings Per Year	\$13,355.88
<b>TOTAL SAVINGS</b>	<b>\$66,779.40</b>

## Payment Summary

Date	Subtotal	Tax	Total
Oct 2023	\$41,526.44	\$0.00	\$41,526.44
Oct 2024	\$41,526.49	\$0.00	\$41,526.49
Oct 2025	\$41,526.49	\$0.00	\$41,526.49
Oct 2026	\$41,526.49	\$0.00	\$41,526.49
Oct 2027	\$41,526.49	\$0.00	\$41,526.49
<b>Total</b>	<b>\$207,632.40</b>	<b>\$0.00</b>	<b>\$207,632.40</b>

Quote Unbundled Price:	\$274,411.80
Quote List Price:	\$215,160.00
Quote Subtotal:	\$207,632.40

## Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
Fleet3A	Fleet 3 Advanced	17	60	\$266.09	\$208.00	\$200.62	\$204,632.40	\$0.00	\$204,632.40
<b>A la Carte Services</b>									
100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1			\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
<b>Total</b>							<b>\$207,632.40</b>	<b>\$0.00</b>	<b>\$207,632.40</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
Fleet 3 Advanced	11634	CRADLEPOINT IBR900-1200M-B-NPS+5YR NETCLOUD	17	10/15/2023
Fleet 3 Advanced	70112	AXON SIGNAL UNIT	17	10/15/2023
Fleet 3 Advanced	71200	FLEET ANT, AIRGAIN, 5-IN-1, 2LTE, 2WIFI, 1GNSS, BL	17	10/15/2023
Fleet 3 Advanced	72036	FLEET 3 STANDARD 2 CAMERA KIT	17	10/15/2023
Fleet 3 Advanced	72048	FLEET SIM INSERTION, ATT	17	10/15/2023
Fleet 3 Advanced	72040	FLEET REFRESH, 2 CAMERA KIT	17	10/15/2028

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Advanced	80400	FLEET, VEHICLE LICENSE	17	11/15/2023	11/14/2028
Fleet 3 Advanced	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	17	11/15/2023	11/14/2028
Fleet 3 Advanced	80402	RESPOND DEVICE LICENSE - FLEET 3	17	11/15/2023	11/14/2028
Fleet 3 Advanced	80410	FLEET, UNLIMITED STORAGE, 1 CAMERA	34	11/15/2023	11/14/2028

### Services

Bundle	Item	Description	QTY
Fleet 3 Advanced	73391	FLEET 3 NEW INSTALLATION (PER VEHICLE)	17
A la Carte	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Advanced	80379	EXT WARRANTY, AXON SIGNAL UNIT	17	10/15/2024	11/14/2028
Fleet 3 Advanced	80495	EXT WARRANTY, FLEET 3, 2 CAMERA KIT	17	10/15/2024	11/14/2028

## Payment Details

### Oct 2023

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1	\$600.00	\$0.00	\$600.00
Year 1	Fleet3A	Fleet 3 Advanced	17	\$40,926.44	\$0.00	\$40,926.44
<b>Total</b>				<b>\$41,526.44</b>	<b>\$0.00</b>	<b>\$41,526.44</b>

### Oct 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1	\$600.00	\$0.00	\$600.00
Year 2	Fleet3A	Fleet 3 Advanced	17	\$40,926.49	\$0.00	\$40,926.49
<b>Total</b>				<b>\$41,526.49</b>	<b>\$0.00</b>	<b>\$41,526.49</b>

### Oct 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1	\$600.00	\$0.00	\$600.00
Year 3	Fleet3A	Fleet 3 Advanced	17	\$40,926.49	\$0.00	\$40,926.49
<b>Total</b>				<b>\$41,526.49</b>	<b>\$0.00</b>	<b>\$41,526.49</b>

### Oct 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1	\$600.00	\$0.00	\$600.00
Year 4	Fleet3A	Fleet 3 Advanced	17	\$40,926.49	\$0.00	\$40,926.49
<b>Total</b>				<b>\$41,526.49</b>	<b>\$0.00</b>	<b>\$41,526.49</b>

### Oct 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1	\$600.00	\$0.00	\$600.00
Year 5	Fleet3A	Fleet 3 Advanced	17	\$40,926.49	\$0.00	\$40,926.49
<b>Total</b>				<b>\$41,526.49</b>	<b>\$0.00</b>	<b>\$41,526.49</b>

**Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.**

Contract League of Oregon Cities (fka NPP) Contract No. PS20270 is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.



Signature

Date Signed

11/4/2022





## CITY COUNCIL STAFF REPORT

Meeting Date: 11/16/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Don Hardy, Planning Director

Agenda Item: Ordinance No. 1590: An Ordinance Authorizing the City Administrator to Contract with 3J Consulting for Fiscal Year 2022-2023 Work on the Canby Comprehensive Plan and Transportation Plan in the Amount of \$157,121. (*First Reading*)

Authorization: City Council Scope and Budget Approval

Goal: Align resources to address future community growth

Objective: Update the City's Comprehensive Plan

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### **Summary**

The city received two proposals in response to the August 22, 2022 advertised request for proposal for the comprehensive plan and transportation system plan update, with a submittal close date of September 19, 2022. The two firms include 3J Consulting and MIG/Angelo Planning Group. Both firms presented strong qualification and had almost identical budgets, but the 3J Consulting team identified a greater understanding of the Canby community, presented a stronger public outreach plan and provided more detail on the execution of the task elements. The city therefore selected 3J Consulting with notice of selection on October 5, 2022. No protests to the notice of selection were received by the city.

The work will include the comprehensive plan and transportation system plan update and will also include an urban growth boundary expansion. The 3J Consulting team also includes DKS Associates to complete the transportation system plan update and the FCS Group to assist with the urban growth boundary expansion justification and to complete the system development updates.

The comprehensive plan and transportation system plan will occur over three fiscal years, 2022/2023, 2023/2024 and 2024/2025. The scope of work authorization before city council is limited to just fiscal year 2022/2023 with a budget of \$157,121. Two additional fiscal year scope approvals by city council will be needed for 2023/2024 and 2024/2025.

### **Background**

The Canby Comprehensive Plan has not been updated since 1984, although a few minor revisions to the comprehensive plan text have been made over the years. The transportation system plan has not been updated since 2010 and is also in need of updating. The city has changed significantly since the comprehensive plan was adopted in 1984 and the transportation system plan was adopted in 2010.

Canby also received three grants in 2022 totaling \$150,000 from the Oregon State Department of Land Conservation and Development to complete Housing Needs Analysis, Housing Production Strategy, and Economic Opportunity

Assessment. This work is about 70% complete and identifies a need for an urban growth boundary for residential and employment lands based on projected 20-year growth projection of about 6,000 residents and the historic and projected demand for industrial and commercial employment lands.

The comprehensive plan and transportation system plan update and urban growth boundary expansion needs will be address in the planned updates over the fiscal year 2022/2023 to 2024/2025 timeline.

Although city council will only be reviewing and approving the fiscal year 2022 to 2023 and the scope of work included as an attachment, below is a brief bulleted summary of the work to be completed by fiscal year:

**Comprehensive Plan and Transportation System Plan Timeline Fiscal Year 22/23 (current)**

- **January 2023 to June 30, 2023—FY22/23 Kick off January 2022**
- Initial tasks broad community engagement plan for community visioning, project webpage, on-line survey, stakeholder interviews, project advisory group, community events, planning commission and city council updates
- Policy and Plan and Regulatory Review Investigation
- Transportation Existing Conditions
- Transportation Study Framework—Assumptions and Standards Review, intersection evaluations

**Comprehensive Plan and Transportation System Plan Timeline Fiscal Year 23/24 (future)**

- **July 1, 2023 to June 30, 2024—FY 23/24**
- Continued outreach: community summits, community events, on-line surveys, project webpage
- Community Visioning
- Project advisory and TSP technical advisory committee meetings
- Scenario Planning
- Preliminary Draft Comprehensive Plan and Transportation System Plan with Goals and Policies
- Urban Growth Boundary Assessment and Amendment Submittal to the Oregon State Department of Land Conservation and Development
- System development charge updates

**Comprehensive Plan and Transportation System Plan Timeline Fiscal Year24/25 (future)**

- **July 1, 2024 to December 31, 2024—FY 24/25**
- Project Advisory Committee Meetings
- Planning Commission and City Council updates
- Final Comprehensive Plan, Transportation System Plan and System Development Plan and adoption by City Council the Clackamas County Board of Commissioners

- Urban Growth Boundary appeal period starts, timing of UGB approval contingent on state review process and appeals

### **Discussion**

City Council review and discussion on the fiscal year 2022 to 2023 scope of work and budget.

### **Attachments**

- Fiscal year 2022-2023 3J Consulting comprehensive plan and transportation system plan scope of work with budget summary.
- Fiscal year 2022-2023 3J Consulting comprehensive plan and transportation system plan detailed budget breakdown.
- Ordinance authorizing the city administrator to enter into a contract with 3J Consulting for fiscal year 2022-2023.

### **Fiscal Impact**

The comprehensive plan and transportation system plan budget was included in the city's 2022 to 2023 budget. Budget for subsequent fiscal year 2023 to 2024 and 2024 to 2025 was identified in the request for proposal with the acknowledgment that only the fiscal year 2022 to 2023 budget can be approved at this time given the city's yearly budgeting cycle.

### **Options**

The city council can approve the scope of work and budget for fiscal year 2022 to 2023 or request additional information.

### **Recommendation**

Staff is recommending approval of the 3J Consulting scope of work and budget to complete the fiscal year 2022 to 2023 portion of the work and to authorize the City Administrator to sign a personal services agreement for this work.

### **Proposed Motion**

"I move to approve Ordinance No. 1590: An Ordinance Authorizing the City Administrator to Contract with 3J Consulting for Fiscal Year 2022-2023 Work on the Canby Comprehensive Plan and Transportation Plan in the Amount of \$157,121 to come up for a second reading on December 7, 2022."

## **ORDINANCE NO. 1590**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH 3J CONSULTING FOR FISCAL YEAR 2022-2023 WORK ON THE CANBY COMPREHENSIVE PLAN AND TRANSPORTATION PLAN IN THE AMOUNT OF \$157,121.**

**WHEREAS**, the City of Canby recently conducted a Request For Proposals (RFP) under Oregon Public Procurement laws for a scope of work on the Canby Comprehensive Plan and Transportation Plan;

**WHEREAS**, the 3J Consulting was the applicant that scored the highest according to the rubric established in the RFP; and

**WHEREAS**, the City of Canby would like to contract with 3J Consulting for the remainder of fiscal year 2022-2023 for work on the Canby Comprehensive Plan and Transportation Plan.

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

**Section 1.** The City Administrator is hereby authorized on behalf of the City to enter into a Contract with 3J Consulting for fiscal year 2022-2023 work on the Canby Comprehensive Plan and Transportation Plan. A copy of the scope of work is attached hereto as Exhibit “A.”

**Section 2.** The effective date of this Ordinance shall be January 6, 2023.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 16, 2022, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, December 7, 2022, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor Canby, Oregon.

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Melissa Bisset, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 7<sup>th</sup> day of December 2022, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Melissa Bisset, CMC  
City Recorder



## Exhibit A

# Comprehensive Plan and Transportation System Plan Update

### Fiscal Year 2022-23 Scope of Work

#### January – June 2023

## Combined Tasks

### Task 1 – Project Management

#### 1.1 Project Administration

Consultant will maintain project files to include documentation related to the Project, including but not limited to computations, assumptions, meeting minutes, working drawings, correspondence and memoranda. Consultant should prepare and maintain a Project management team (PMT) website (using web-based tools) that includes communication, PMT roster, draft and revised schedules, online discussion topics, and deliverables.

#### 1.2 Project Schedule

Consultant will develop and maintain a project schedule showing the duration of work tasks and subtasks needed to complete the Project. Consultant will prepare a simple graphic milestone-oriented schedule for the project. Consultant will coordinate the schedule with the consultant team.

#### 1.3 Project Kick-off Meeting

Key Consultant team members and City staff will participate in an online project kick-off meeting. The goal of the meeting will be to introduce City and consulting team members, and agree on team member roles, expectations, project risks, and timelines. Consultant will work with City staff to prepare an agenda and identify materials needed for the meeting. Consultant will summarize the outcomes of the meeting, including any needed refinements to the project scope and schedule.

#### 1.4 Obtain and review background materials

Consultant will obtain needed background materials from the City and/or other easily accessible sources.

#### 1.5 Regular Project Management Team (PMT) Meetings and Project Assessment

Consultant will organize, participate, co-lead (with the City) and summarize online project management team meetings. These calls will be conducted approximately every two weeks for the duration of the planning process and will integrate both the Comprehensive and TSP efforts. Consultant will provide a summary of key decisions and action items after each meeting.

#### 1.6 Additional Communication and Coordination

In addition to the tasks described above the Consultant project manager will regularly communicate and coordinate with City staff and other team members regarding the status of and plans for current and upcoming project deliverables and activities. This will be done via email, telephone and online meeting communication.



<b>Task 1. Deliverables</b>	<b>Timeline</b>
Project kickoff meeting	January 2023
Data request	January 2023
Set up and maintain Basecamp project management site	January 2023 (ongoing)
Graphic project schedule	January 2023 (ongoing)
PM meetings and summaries	Bi-weekly (ongoing)
Email correspondence and phone calls	As needed
Monthly invoices and detailed progress reports	Monthly (ongoing)

## **Task 2 – Community Engagement**

### **2.1 Community Engagement Plan**

Consultant will prepare a draft and final Community Engagement Plan (TSP Memo #1) which will guide engagement activities throughout the Comprehensive Plan and TSP updates process. The Engagement Plan will be based around the information needs (the information to share, the information the City is aiming to collect) and the audiences the City is trying to reach. The Plan will capitalize on existing City mechanisms for community engagement, establish community engagement objectives, establish roles and responsibilities, identify the diverse set of stakeholders, including underserved populations, and describe the array of tools and activities best suited to inform and engage stakeholders. The Plan will also identify methods of communication to keep community members up-to-date with the project and notify residents, businesses, and other stakeholders about opportunities to be actively involved in the Comprehensive Plan Update process.

Consultant will prepare an underserved Populations Report as a section of the Engagement Plan to identify the locations and concentrations of underserved populations in the project area to ensure full and fair participation by all potentially affected community members in the decision-making process, including disabled, low-income, limited English proficiency, minority or other underserved groups. The Engagement Plan also will address other project accessibility needs including (but not limited to) language translation services, vision and hearing impairment accommodations, and access to technology.

An initial draft of this document will be reviewed at the project kickoff meeting proposing an initial schedule for the major activities, lines of communication, and lead times. Engagement activities for Fiscal Year 2022-23 will include:

### **2.2 Project Branding**

Consultant will develop a project brand package that includes a project logo, color scheme, font and heading hierarchy based on any existing City standards and aiming for quick identification of this project's communications, accessibility, and flexibility of use.

### **2.3 Project Webpage**

Consultant will develop and host a joint Comprehensive Plan and TSP project website using the Public Input tool that will be linked from City website. The Public Input website will provide an information and engagement hub for the project. At a minimum, it will include project background, current/upcoming events, a process schedule, a document library, and an ongoing method for providing comments or input. The website will be used to communicate with the general public about why the Comprehensive Plan and TSP Update matters and how they can contribute to it. It also will be used for outreach activities such as online surveys and virtual meetings. Consultants will create a project overview video to introduce the Comprehensive Plan and TSP Update process in a readily understandable way.

Consultant will work with City staff to regularly update the website to include access to draft work products, announcements about upcoming engagement events, results of previous engagement events and other project information as it is available. Consultant will develop a plan for transitioning web assets back to City at the conclusion of the project.

## **2.5 Online Surveys**

Consultant will plan for, organize and conduct one online survey in conjunction with the Community Vision process. Basic text in the online activities will be posted with English and Spanish captions as well as transcripts to ensure accessibility.

## **2.6 Project Advisory Committee (PAC) meetings**

The Consultant will prepare for, facilitate, and summarize two (2) meetings of a PAC to advise on the Comprehensive Plan and TSP update processes. We recommend that the City conduct an application process to ensure broad representation on the PAC. Meetings may be up to two (2) hours to cover Comprehensive Plan and TSP content. PAC meetings will be conducted in-person or via a hybrid in-person/online meeting platform.

At PAC meeting #1, we will provide an overview of the comprehensive plan and TSP processes, including scope of work, schedule and roles. The PAC will review the draft Community Engagement Plan and enlist the assistance of PAC members in carrying out some of those activities related to the vision process. The PAC also will provide guidance on the vision format. At PAC meeting #2 we will review the results of the community engagement process, discuss the draft community vision, and discuss TSP technical memos #2, #3, #4, and #5.

## **2.9 Informational Materials**

Consultant will prepare general informational materials to inform people about the Comprehensive Plan project. Initial materials will include a Project Overview handout and media package to create awareness and educate the public about the plan and process. Consultant will maintain an interested parties list compiled by the City, and send monthly email updates.

## **2.10 Stakeholder Interviews**

Consultant will prepare for, conduct and summarize interviews with up to 20 key community stakeholders about Comprehensive Plan issues and priorities. The City will provide an initial list of stakeholders and work with the Consultant to agree on a final list. City staff will assist in scheduling interviews.

## **2.11 Community Events and Other Outreach Activities Support**

Consultant will work with City staff to prepare for and summarize a variety of community outreach events and meetings as identified in the Community Engagement Plan. Consultant will prepare materials for use by City staff and volunteers to conduct the majority of the meetings or events. Meeting or event facilitators – primarily City staff and/or volunteers – will conduct and summarize results of these activities. Consultant will prepare a combined summary of activities.

## **2.12 Planning Commission and City Council Updates**

Consultant will support City staff in one briefing to the City Planning Commission and one briefing to City Councilors.

<b>Task 2. Deliverables</b>	<b>Timeline</b>
Draft Community Engagement Plan including Underserved Populations Report	January 2023
Final Community Engagement Plan	February 2023

Project branding	February 2023
Project website/online engagement platform	February 2023 (ongoing)
Online survey	February – May 2023
PAC meetings #1 and #2 materials and summary	March 2023, June 2023
Education/information materials <ul style="list-style-type: none"> <li>- Media content</li> <li>- Project overview</li> <li>- Key messages</li> <li>- Email updates</li> </ul>	February 2023
Stakeholder interviews (20)	February – April 2023
Outreach materials for community events	February 2023
Round 1 community engagement summary	June 2023
Presentation for briefings #1 and #2	June 2023

### Task 3 – Community Visioning

The first round of outreach activities will focus on the Canby Community Vision. Through the activities described in Task 2, the Consultant will ask the community two basic questions: what do you like about Canby today, and what would you like to see change in the future? Consultant will organize the information gathered into comprehensive plan “themes.” This information will be the foundation of the Community Vision. The vision themes will be reviewed at the first in a series of Community Summits in Fiscal Year 2023-24.

Task 3. Deliverables	Timeline
Draft vision themes	June 2023

## Comprehensive Plan Update

### CP Task 1 – Existing and Baseline Conditions Summary

#### 1.1 Existing Conditions Review

Consultant will work with City staff to review information about existing conditions in the City. This information, in combination with other task results, will help form the basis for updated Comprehensive Plan narrative. It will address the following topics:

- Population and Demographics
- Land Use and Growth Management
- Housing
- Economic Development
- Natural Resources and Hazards
- Water and Wastewater Facilities
- Other Public Facilities and Infrastructure, including Emergency Planning
- Parks and Recreation based on the updated 2022 Park and Recreation System Planning effort)
- Transportation (addressed in the Transportation System Plan process)
- Sustainability and Climate Resiliency

#### 1.2 Background Summary Reports

As part of this task, Consultant will summarize existing conditions in a series of Background Summaries. Background documents and other information provided and obtained in Task 1, coupled with results of initial community engagement activities, will be the primary source of information for these materials.

Information from these and other sources will be used to prepare background reports that describe the element and underlying topics as they related to the City of Canby.

- What are the City’s assets?
- What trends are driving how the topic has changed and will continue to change the community?
- What are the opportunities and challenges to realizing the City’s vision for the topic?

Background Summary documents will include information about existing conditions, priority planning issues, baseline conditions associated with land use and development, the City’s role in addressing issues, relationship to other planning topics. Consultant also will address special areas noted in the current comprehensive plan and provide recommendations on how the updated comprehensive plan should address these.

The background reports will be written in accessible language and use a combination of narrative, maps, tables, and graphics to convey key information. A portion of the information will ultimately be used in the Comprehensive Plan itself. The consultant will prepare a one-page, infographic-rich topic profile to make the information more accessible to the public. This information will be compiled into a Community Profile for use at Canby Summit #1 and distributed widely through various online and City mechanisms.

Task CP1. Deliverables	Timeline
Draft background summary reports	May 2023
Draft and final community profile	June 2023

## Transportation System Plan Update

### TSP Task 1 — Plan Framework and Direction

#### 1.1 TM #2: Policy and Plan Investigation

Consultant will review relevant background documents, to be provided by City, to identify the issues of unique concern to the City and areas to build upon prior planning efforts in order to help all stakeholders develop a common understanding of the context surrounding the TSP update. Relevant background plans and policies the City will provide should include documents from the city, state, and county including recent and upcoming amendments to the Transportation Planning Rule (TPR).

Consultant will provide a draft and revised TM #2 summarizing the documents and other information reviewed, with particular focus on complete streets, multi-modal transportation, reduced parking, and other priority areas identified through document review.

**Note: For this and all other technical memoranda in this and other Tasks, memos will be posted to the project website for community feedback after addressing one-round of unified PMT comments.**

#### 1.2 TM #3: Regulatory Review

Consultant will review and identify regulatory gaps in the City’s Comprehensive Plan and Municipal Code that need to be updated to bring them into compliance with the Oregon Transportation Plan and the TPR and will summarize them in a draft and revised TM #3. Particular attention should be paid to recently adopted or upcoming TPR amendments. Consultant should ensure that policies exist to protect the function of roadway facilities, promote alternate modes (transit, bicycling and walking), and ensure that land uses and roadway classifications are compatible.

### 1.3 TM #4: Transportation Performance Measures and Project Prioritization Framework

Consultant will develop a set of system performance measures that will be used to assess the conditions of the transportation system and summarize them in a draft and Revised TM #4. Performance Measures must include:

- Multimodal analysis based on qualitative assessment levels and Level of Traffic Stress.
- Roadway congestion analysis based on volume to capacity and level-of-service.
- Safety, including fatal and serious injury crashes and crashes involving a pedestrian, or bicyclist.
- System completeness of sidewalks and bikeways along arterial and collector streets.
- Access to community amenities, such as parks and schools.
- Access to transit.

Consultant will develop a set of evaluation criteria for each TSP goal to prioritize transportation projects. Evaluation Criteria must include, at a minimum: social benefits; health benefits; economic cost or benefit; impact to cost of housing and transportation; improved transportation choices; cost of construction and maintenance; and vehicle miles traveled and greenhouse gas reduction.

### 1.4 TM #5: Transportation Facility Design and Performance Standards

Consultant will review current transportation standards to recommend revisions, and will develop or update standards for each mode to address facility design, network density, connectivity, safety, and performance, including consideration of additional measures beyond motor vehicle congestion; Consultant will summarize results in TM #5.

As part of this effort, Consultant will work with the City and technical advisors to identify street, bikeway, walkway, and multi-use path cross-sections for all facility types. Cross-sections are needed for all street classifications.

### 1.5 Final TM's #2 TO #5

Consultant will incorporate feedback from PAC, technical advisors, PC/CC work session, and community feedback into final versions of TM #2 through #5.

Task TSP1. Deliverables	Timeline
Draft and Revised TM #2: Policy and Plan Investigation	January - February 2023
Draft and Revised TM #3: Regulatory Review	January - February 2023
Draft and Revised TM #4: Transportation Performance Measures and Project Prioritization Framework	February - March 2023
Draft and Revised TM #5: Transportation Facility Design and Performance Standards	April - May 2023
Final TM #2 to #5	June 2023

## TSP Task 2 — Transportation Existing Conditions and Future Needs Analysis

### 2.1 TM #6: Evaluation Methodology and Assumptions

Consultant will prepare a draft and revised TM #6 summarizing assumptions and methods for the existing and future multimodal analysis. Methodology must utilize the system transportation performance measures from TSP Task 1.3 to assess the existing multimodal conditions and must document study intersections (assumed to include up to 40 study intersections, including those analyzed in the 2010 TSP, plus up to 6 additional study intersections in the Urban Growth Boundary ("UGB") expansion or other

areas), data collection, seasonal adjustments, future horizon year, etc. Revised TM #6 must be posted to the project website for community feedback after addressing one-round of unified PMT comments.

## 2.2 TM #7: Existing Multimodal Conditions

Consultant will initiate Technical Memo #7 to inventory and map existing conditions for all modes within Project Area (i.e., current UGB plus expansion area). These will include:

- Inventory of existing transportation facilities and services along all arterial and collector roadways.
- Perform aerial surveys of all transportation facilities and confirm via field observations.
- Assessment of regional and local system travel patterns.
- Assessment of system transportation performance measures from TSP Task 1.3.
- Identify gaps and deficiencies for each mode relative to proposed standards from TSP Task 1.4 Transportation Facility Design and Performance Standards.
- Provide an operations model of the study intersections to report intersection performance and identify existing operational deficiencies and local system needs.

Existing multimodal conditions will be documented later in a draft and revised TM #7 to be completed in Fiscal year 2023-24.

Task TSP2. Deliverables	Timeline
Draft and Revised TM #6: Evaluation Methodology and Assumptions	May – June 2023
Final TM #6	June 2023

Budget for Fiscal Year 2022-2023		
Tasks	Time Period	FY 22/23
1	1/23-12/24	\$20,584
2	2/23-2/24	\$48,173
3	3/23-8/23	\$7,711
CP1	3/23-7/23	\$27,256
TSP1	1/23-4/23	\$27,796
TSP2	5/23-10/23	\$25,601
		<b>\$157,121</b>

Canby Comprehensive Plan and TSP FY 22-23 Budget	3J Consulting								WSP					DKS								FCS GROUP					TOTAL
	SJF	SCF	JR	NK	BF	AJ	Expenses	3J Subtotal	SK	ES	EJ	Expenses	WSP Subtotal	CM	RF	KC	Planner/ Engineer	Visual Comm	Assistant	Expenses	SCJ Subtotal	TC	TW	Support	Expenses	FCS Subtotal	
Tasks	\$194	\$194	\$144	\$110	\$198	\$96			\$271.51	\$162.91	\$153.09			\$290	\$215	\$170	\$135	\$150	\$140			\$280	\$185	\$145			
1. Project Management	22	2	2	2		6		\$5,740	12	2			\$3,584	1	28	9	6		10		\$10,050	3	2			\$1,210	\$20,584
2. Community Engagement	46			90			\$5,349	\$24,173					\$0	1	38	38	58	5		\$500	\$24,000					\$0	\$48,173
3. Community Visioning	4			16				\$2,636	3				\$815	1	5	8	11	1			\$4,360					\$0	\$7,711
CPI Existing and Baseline Conditions Summary	7							\$1,358	15	40	100		\$25,898								\$0					\$0	\$27,256
TSP1. Plan Framework and Direction	4							\$776					\$0	6	24	40	72	24	0		\$27,020					\$0	\$27,796
TSP2. Transportation Existing Conditions and Future Needs Analysis	4							\$776					\$0	3	12	30	65	10		\$6,000	\$24,825					\$0	\$25,601
Total Hours	87	2	2	108	0	6	-----	205	30	42	100	-----	172	12	107	125	212	40	10	-----	456	3	2	0	-----	5	838
Total Fees	\$16,878	\$388	\$288	\$11,880	\$0	\$576	\$5,349	\$35,359	\$8,145	\$6,842	\$15,309	\$0	\$30,297	\$3,480	\$23,005	\$21,250	\$28,620	\$6,000	\$1,400	\$6,500	\$90,255	\$840	\$370	\$0	\$0	\$1,210	\$157,121





**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Melissa Bisset, HR Director/City Recorder  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

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**Board and Commissions**

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Budget/Urban Renewal Committee	2		Term ends 6/30/2025
Planning Commission	1		Term ends 12/31/2024
Transit Advisory Committee	4	1	3 openings term ends 3/31/2023; 1 term ends 3/31/2025
Heritage & Landmark Commission	2		1 opening, and 1 student opening

**Business Licenses**

	Issued	Inactivated	Renewals Mailed	Total Licenses
September & October 2022	45	24	228	1546 Total – 682 of which have Canby Addresses
September & October 2021	18	8	263	1555 Total – 685 of which have Canby Addresses

**Cemetery**

	Property purchases recorded	Internments recorded
September 2022	1	4
October 2022	3	5 + 1 disinterment

**Liquor Licenses/ Noise Variance Application**

None.

**Public Records Requests**

Processed two public records requests.

**Special Animal Permits**

One (1) Special Animal Permit was issued.

**Recruitments/ New Hires**

- Children's Librarian
- Entry Level Police Officer
- Financial Analyst
- Lateral Police Officer
- Library Manager
- Lifeguard/ Swim Instructor
- Maintenance Worker I
- Seasonal Maintenance Worker
- Seasonal Library Assistants & Librarian



**City of Canby Bi-Monthly Report**  
**Department: Municipal Court**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
 From: Jessica Roberts, Municipal Court Supervisor  
 Prepared by: Same as above  
 Through: Scott Archer, City Administrator  
 Date: 11/16/2022

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

Monthly Statistics	September	October
<b>Misdemeanors</b>		
Warrants Issued	7	10
<b>Misdemeanor Case Detail</b>		
Diversion/Deferred Sentence	2	1
Offenses Dismissed	13	13
Offenses Sentenced	9	3
<b>Traffic &amp; Other Violations</b>		
Offenses Filed	188	178
Cases/Citations Filed	124	136
Parking Citations Filed	18	7
<b>Traffic &amp; Other Violations Case Detail</b>		
Diversion (Good Driver Class/MIP)	12	22
Dismissal (Fix It Tickets)	4	6
Dismissed by City Prosecutor or Judge	9	4
Sentenced by Judge	21	22
Handled by Violations Bureau	63	56
Guilty by Default	34	51
<b>Traffic and Criminal Trials</b>		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	6	1
Defendant Accounts referred to Collections	\$28,550.25	\$20,884.70
Fines & Surcharges Collected	\$39,283.38	\$43,417.66

### **Explanation of terms:**

1. Difference between Offenses Filed vs. Cases Filed
  - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop.
  - Offenses filed reflects this number. Cases filed (also called docket numbers) 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 two 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 60 days)
  - 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.
  5. As of July 1, 2022, the Canby Municipal Court no longer processes misdemeanor offenses committed within city limits. The Municipal Court continues to process criminal matters cited into the court before July 1, 2022. The Misdemeanor Case Details provided in this report refer to those matters.



**City of Canby Bi-Monthly Report**  
**Department: Economic Development**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Jamie Stickel, Economic Development Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

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**Economic Development Director Updates**

**Long Range Planning:** The City of Canby has been diligently working on completing three long-range planning efforts which will inform the forthcoming Comprehensive Plan update. These efforts include a Housing Needs Analysis, Housing Production Strategy, and Economic Opportunity Analysis. The Planning Department and Economic Development Department have partnered on these updates, with Economic Development providing community outreach and engagement, ongoing support to the consultants.

- **Housing Advisory Committee:** On Tuesday, September 27<sup>th</sup>, the Housing Advisory Committee met to discuss the consultants' findings and reports. The presentation provided an overview of the community outreach including stakeholder interviews, public meetings, and online survey. The committee members discussed housing development techniques and strategies that will assist the City of Canby as it plans for future housing growth to address all of Canby's unique residents.
- **Economic Opportunity Analysis:** On Thursday, September 29<sup>th</sup>, the final Economic Opportunity Analysis committee meeting was held at City Hall. The presentation focused on employment lands, future land needs, and employment growth overall. The consultants have worked to pull together information from stakeholders, best practices, and Canby-specific concepts.
- **Joint City Council and Planning Commission Work Session:** The City Council and Planning Commission met for a joint work session on Wednesday, October 19<sup>th</sup> at the Council Chambers. The consultants provided a presentation of the completed up until that point – including information on the buildable lands in Canby, gaps in housing availability, and draft visioning and objectives for economic development in Canby. The discussion was well-rounded with many questions asked of the consultants and City staff. The City Council requested city staff return to a following meeting to continue the presentation, provide additional insights, and discuss the future growth of Canby.

**Local Register of Historic Resources:** The City of Canby received an application to include the Canby Historical Society/Canby Depot Museum on the Local Register of Historic Resources. The application has been underway and was submitted to the Development Services staff. The City's Economic Development Director will work as the staff member who will usher the application through the process with input from the Economic Development + Tourism Coordinator, who serves as the staff liaison to the Heritage and Landmark Commission, and the Planning Department, which serves as the department for development and staff to the Planning Commission. The application will be reviewed and approved by the Heritage and Landmark Commission in early December; Planning Commission in January or February; and City Council in Spring 2023. The Local Register of Historic Resources includes the historic City Hall, Canby Pioneer Chapel, the Mack House, Knight House, and Bair House. The Local Register was created as a way to honor and preserve the historic resources within the City of Canby. The register is maintained by the Heritage and Landmark Commission, who oversees projects, redevelopment, and potential demolition of the historic sites in Canby.

**Community Enhancement Grant Pilot Program:** The Canby City Council approved \$50,000 to create the Community Enhancement Grant Pilot Program in 2022. City Economic Development staff has been working to create the grant program with the input of Carol Palmer, a long-time volunteer for the City of Canby. The intention of this program will be to assist in funding non-profits, not-for-profit organizations, and City boards/committees; neighborhood associations and homeowners associations; and businesses. The grant will be able to be spent on projects, programs, and events which improve and enrich Canby. Any individual, entity, or business seeking funding from the Community Enhancement Grant program must be located within Canby city limits and the funding must be put toward a project that supports the Canby community. The Community Enhancement Grant program is a pilot program intended to determine the need within Canby and evaluate the effectiveness of the program on a long-term basis. Economic Development staff will bring the pilot program before City Council to review and make any adjustments before it is open for Canby residents, organizations, and businesses to apply.

**International Economic Development Council Annual Conference:** The Economic Development Director attended the yearly conference of the International Economic Development Council in Oklahoma City, OK from September 18<sup>th</sup> through September 21<sup>st</sup>. The conference focused on topics which covered a range of tracts including Leadership Development, Fostering Talent, Supporting Economic Opportunity, Economic Transformation, and Promoting the Economic Development Profession. The conference offers insight into best practices, creative solutions, and bringing together experts from around the world to present on a variety of topics. The conference also offers an opportunity to engage with Economic Development professionals.

**City of Canby Updated Hotel Study:** In 2018, the City of Canby's Economic Development Department worked with Johnson Economics on a study to determine the potential success of hotel development in Canby. The 2018 Hotel Study indicated there was a need for hotel development in Canby and provided insight into what the market could support. The COVID-19 pandemic greatly disrupted tourism throughout the nation, including the development of hotels. City staff has been working with Johnson Economics to provide an addendum to the 2018 Hotel Study which will review the state of tourism on a broad scale, and whether or not Canby can still support hotel development. City staff has been partnering with the Canby Area Chamber of Commerce to determine a potential pathway forward for recruiting a hotel and/or hotel developer to Canby. Once the updated study is complete, staff will work to continue to identify hotel developers, potential sites, and begin to meet with developers.

**Canby Rotary Board:** The Economic Development Department serves the city as a liaison to a variety of local businesses and nonprofit organizations. In July 2022, the Director of Economic Development joined the Rotary Club of Canby Board of Directors. The board meetings on a variety of topics on the second Wednesday of the month. The Rotary Club of Canby is a service and civic organizations focused on serves and civic engagement with numerous volunteer connections and projects in our community. The Rotary Club of Canby meets weekly on Fridays for lunch at Cutsforth's Town Hall.

**City of Canby Communications:** The City of Canby has an increased focus on both internal and external communications. Outreach has increased through writing and distributing news releases, social media posts, and assisting at events. Efforts and outreach focused on the following topics:

- **Grant Street Arch and Quiet Zone:** Creation of marketing materials and social media for the Grant Street Arch and Downtown Quiet Zone grand opening to be held on Thursday, November 3rd
- **Customer Service Day:** October 4<sup>th</sup>, Social media post
- **Dog Park Open House:** News Release, social media posts, Facebook event regarding the Dog Park Open House meeting held on Wednesday, September 28<sup>th</sup>
- **Office Lau Swearing In:** Photos and social media post

## Economic Development + Tourism Coordinator Updates

### Promotion

- **Canby's Spooktacular Village** – The City of Canby held the *Spooktacular Village* on Monday, October 31<sup>st</sup> 2022. This event saw thousands come downtown for trick-or-treating at participating businesses from 3pm-6pm. Halloween crafts and book giveaways were available at the Canby Public Library, treats from Canby Police and Canby Fire District, and Scarecrows (from Hotrod Dreamworks) peppered downtown intersections.
- **FAM Tour** – On Tuesday, October 25<sup>th</sup>, the Mt. Hood Territories held a FAM Tour to familiarize the community with the NW portion of Clackamas County, including Canby! Tyler Nizer, Economic Development and Tourism Coordinator was privileged with the opportunity to guide this portion of the tour and speak about all that Canby has to offer! This ended with Pyrography at Art-O-Maddic and lunch from Wayward Sandwiches. Canby was showcased for all to enjoy and return!
- **First Thursday Night Market** – First Thursday continues on with steady attendance through both September and October! Collaboration with the businesses saw additions like The Willamette Valley Big Band and food carts! Cutsforth's Market put on their mini Cruise-In at September and look to pick it back up in the spring as participation in the First Thursday Night Market. The First Thursday Night Market occurs on a monthly basis on the first Thursday from 5:00 – 8:00p. The event encourages businesses to stay open late and invites the local community to come downtown.
- **FOBTOBERFEST** – City staff met with Steve Puga, owner of F.O.B Taproom, in regards to its very own Oktoberfest event taking place in Wait Park for 2022. *FOBTOBERFEST* was held September 17<sup>th</sup> from 12:00-9:00p. F.O.B Taproom worked with Ebner's Custom Meats, B's Bakery and more to bring an authentic celebration of German food, beer and culture. The event saw an incredible attendance that next year they will look to expand for more capacity in the future.





- **Light Up The Night**—The 21<sup>st</sup> Annual Light Up The Night is set to take place in Canby's Downtown and in Wait Park on Friday, December 2<sup>nd</sup> 2022. The event kicks off with its festive Parade at 6pm, Lighting Ceremony at 6:30, and Pictures with Santa at 7pm!

### Organization

- **Canby Heritage & Landmark Committee**— The Canby Heritage and Landmark Commission came together for their annual partnership with the Oregon Commission on Historic Cemeteries to preserve and protect historic markers. The group met at Zion Memorial Cemetery on Saturday, September 24<sup>th</sup>, spending several hours on beautifying Canby's historic cemetery.
- **Canby Area Chamber** – Tyler Nizer, Economic Development and Tourism Coordinator, is on the Canby Area Chamber of Commerce board serving as past president. This commitment consists of monthly board meetings, community and business engagement. The Canby Area Chamber of Commerce is searching for its next C.E.O and hopes to fill the position soon!



### Economic Vitality

- **Oregon Tourism Leadership Academy** – Tyler Nizer, Economic Development and Tourism Coordinator, was selected along with 20 other individuals in the tourism industry to take part in the Oregon Tourism Leadership Academy hosted by the Oregon Restaurant and Lodging Association. The third conference, of four, was held in Florence, Oregon October 5-7. This was an awesome opportunity to learn how economic development and tourism is taking place at Oregon's Coast. It was an interesting fact to learn that 90% of Oregon's seafood we buy at grocery stores and restaurants is imported. Industry leaders are currently working together to lessen that percentage and keep Oregon seafood local!

### Design

- **Historic City Hall** – Canby's Historic City Hall remodel has been completed and celebrated with a ribbon cutting and open house on Tuesday, October 11<sup>th</sup>. This included remarks from local dignitaries and project leads, self-guided tours and entertainment! These historic buildings are absolutely fantastic and encompassed its historic character. All buildings are currently available for tenants!







**City of Canby Bi-Monthly Report**  
**Department: Finance**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Eric Kytola, Finance Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

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The Finance team worked on the following projects and tasks over the last few months:

- Bank reconciliation project: There were some mysterious transaction types that were a major challenge to identify and reconcile. We have resolved the issue and are revising the cash receipting process to be more accurate and efficient moving forward.
- Back up training: We are training the new Finance Tech employee to be the Utility Billing back up. This ensures we have two employees able to perform all of the critical utility billing tasks.
- Procurement process: New flow charts and check lists have been created that define the procurement process. These documents are on the shared network drive for everyone to use. Finance hopes these documents will make purchasing requirements less mysterious and more efficient.
- Project Job Numbers: Finance started a new process involving Project Job Numbers. We will be using Projects to track expenditures related to specific projects much the same as was done in the past but we are sharing all of the information now. We are requiring Project Job Numbers to be included on purchase requests to make expenditure tracking more accurate and efficient.
- Urban Renewal Agency: Finance has been working to clarify just how much is available to fund projects within the URA. We watched the URA annual report and debt refinancing committee meetings. Then we reviewed the URA annual reports. Finance has created a summary of the findings. We defined what the Maximum Indebtedness (MI) is, it's the total funds allowable to spend in the URA. We defined what increases the MI and what reduces the MI. Finally we created a schedule showing how the MI is being allocated from FY2023 through FY2026.
- Finance is in the middle of preparing audit work papers. A bulk of the work was set up a few months ago, now with the completion of the bank reconciliation project we are able to move forward.
- Two Finance staff members have attended trainings this month.



**City of Canby Bi-Monthly Report**  
**Department: Fleet**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
 From: Robert Stricker, Lead Mechanic  
 Prepared by: Same as above  
 Through: Scott Archer, City Administrator  
 Date: 11/16/2022

**Sep-22**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$425.00	\$12.87	\$634.58	\$1,072.45
Facilities	3	\$1,465.32	\$27.51	\$1,679.15	\$3,171.98
Wastewater Collections	8	\$1,072.32	\$55.00	\$1,073.22	\$2,200.54
Wastewater Treatment	3	\$471.77	\$781.71	\$1,229.28	\$2,482.76
Parks	11	\$682.51	\$224.93	\$1,761.15	\$2,668.59
Police	19	\$3,297.30	\$2,234.89	\$7,548.19	\$13,080.38
Streets	13	\$1,129.90	\$4,012.94	\$2,202.48	\$7,345.32
Fleet Services	1	\$0.00	\$14.24	\$215.52	\$229.76
Canby Area Transit (CAT)	24	\$3,197.29	\$2,356.47	\$15,116.86	\$20,670.62
<b>Total</b>	<b>83</b>				<b>\$52,922.40</b>

**Oct-22**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	2	\$378.25	\$143.54	\$346.04	\$867.83
Facilities	2	\$227.86	\$495.11	\$303.48	\$1,026.45
Wastewater Collections	17	\$2,052.60	\$441.12	\$748.48	\$3,242.20
Wastewater Treatment	1	\$226.88	\$2,168.36	\$0.00	\$2,395.24
Parks	7	\$1,820.76	\$446.83	\$1,448.23	\$3,715.82
Police	17	\$1,617.36	\$1,143.95	\$6,855.54	\$9,616.85
Streets	12	\$934.30	\$481.73	\$2,580.05	\$3,996.08
Fleet Services	3	\$1,140.06	\$217.02	\$199.41	\$1,556.49
Canby Area Transit (CAT)	24	\$3,331.82	\$2,822.05	\$16,262.06	\$22,415.93
<b>Total</b>	<b>85</b>				<b>\$48,832.89</b>



**City of Canby Bi-Monthly Report**  
**Department: IT**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Paul Waterman, Network Administrator  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

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**September 2022**

- Tickets
  - 106 Tickets with 90 being completed.
- Highlights
  - Systems Backups restructured and upgraded. Geo-redundancy is now in place.
  - Upgrade CPD Server HD Capacity to allow for full Virtual Server Failover. Upgraded to vendor-supported ESXI Server version to be in compliance with vendor support.
  - Reintegrated Canby Swim Center Network and Users in order to manage resources and provide optimal support. Access to City Shared Drive and The Garden Intranet Site.

**October 2022**

- Tickets
  - 130 Work Orders with 120 being completed.
- Highlights
  - Research and implement interim modifications to Council Chambers to improve Zoom/Hybrid meetings until Chamber Upgrade is complete
  - Initiate project Xpress Bill Pay Self Service Payments Business License and CAT Tax services.
  - Implemented solution for Canby Police Dept. to access City Shared Drive.

**Projects**

<b>Fiscal Year 2022-2023 IT Projects</b>	<b>Priority Rank</b>	<b>Status</b>	<b>Projected Complete</b>	<b>Requestor</b>
ITPipes Sewer Maintenance Implementation	Med	In Progress	2022 Q4	Public Works
Cedar Conference Room Renovation	Med	In Progress	2022 Q4	Admin
Website Business License - Caselle	Med	In Progress	2022 Q4	Finance
City Business CAT Tax Online Payment & Tracking	Low	In Progress	2022 Q4	Finance








Council Chambers Renovation	High	In Progress	2023 Q1	Admin
MS365/Teams G Migration / Email Archive	High	In Progress	2023 Q1	IT
CPD Body Cam Project	Med	In Progress	2023	CPD
Video/Security System Upgrade	Low	In Queue		Admin
Phone System	Low	In Queue		IT
<b>NeoGov – Caselle (Caselle option not available)</b>	<b>Med</b>	<b>Cancelled</b>		<b>HR</b>
<b>New Dell Server for vmWare Upgrade</b>	<b>High</b>	<b>Complete</b>	<b>2022 Q3</b>	<b>IT</b>
<b>Backup and Disaster Recovery Systems Upgrade</b>	<b>High</b>	<b>Complete</b>	<b>2022 Q3</b>	<b>IT</b>
<b>VPN Solution</b>	<b>Med</b>	<b>Complete</b>	<b>2022 Q3</b>	<b>IT</b>
<b>Caselle Server Migration</b>	<b>Med-Low</b>	<b>Complete</b>	<b>2022 Q3</b>	<b>IT</b>



**City of Canby Bi-Monthly Report**  
**Department: Library**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Danny Smith, Library Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

**Usage Metrics Overview**

 <div><b>CANBY PUBLIC LIBRARY</b> SEP/OCT SNAPSHOT</div>	
Items added to the collection - 762 	Items checked in 40,094
Holds filled 8,880	 New cards - 208
Digital checkouts 5,500 	Room reservations 112
Physical checkouts 37,005	 Adult events - 7 Participants - 140
Customer interactions - 1,704 	Children's events - 3 Participants - 124
Visitors 14,507	 Teen events - 4 Participants - 17

**Staff**

Phillip Yocham, our new Children’s Librarian started his first day on Tuesday, October 25<sup>th</sup>! Phillip received his Master of Arts in Library and Information Studies from the University of Wisconsin-Madison in Madison, WI with a focus on Children & Youth Services and Digital Librarianship. Phillip enjoys providing fun and engaging events for children, and he absolutely adores the author/illustrator Jon Klassen. His favorite book by him is "I Want My Hat Back." He comes from California with about ten years’ experience with children and teens in a library setting. He really looks forward to developing children's programming and community partnerships as the new children's librarian with Canby Public Library. In his free time, he enjoys playing Lego with his son, practicing Japanese through music & movies, and cooking for his family.

Amber Quinn, our new Library Manager started her first day on Monday, October 17<sup>th</sup>! Amber comes to us from Portland Community College where she worked as a Library Supervisor for 9 years. Prior to this, she worked at the Tualatin Public Library. Amber has over 16 years of combined experience in libraries. Amber enjoys hiking, camping, and listening to cozy mysteries on audiobook.

## **Spaces**

After a review of ergonomics and potential efficiencies gained in the staff work room, some enhancements have been made to the materials movement area where items are checked-in, received/shipped, and prepared for reshelving. IT and Facilities staff worked collaboratively to ensure that these stations were quickly back up and running -- keeping materials moving through the library and back to the shelves with staff safety, ergonomics and efficiency as our top priorities.

## **Collections**

No updates at this time.

## **General News**

### *Halloween*

For Halloween, the Library participated in the downtown Trick-or-Treating extravaganza. Staff met kiddos and families in the Willamette room, and at the end of the evening distributed 175 DIY craft kits, 125 goodie bags (provided by the VFW), and 600 Scholastic give-away books.

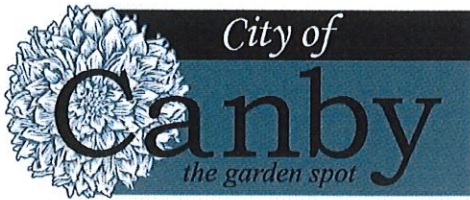
### *Young Adult Events*

- Finders Seekers - Participants followed clues using puzzles, maps and photos to discover the secret buried treasure of Machu Picchu. Good news! The treasure of gold (chocolate) coins was found!
- Unplugged Games - Giant Jenga and snacks. Our giant Jenga is over six feet tall. Several participants showed off their skills, including removing two blocks at once.
- Wii Game Night - Old- fashioned Wii : MarioKart and Wii Party being the favorites of the evening.
- Teen Halloween - Creating a spooky bracelet craft, playing Halloween games including Spider Toss, Creeper and Gummy Worm Dig. And of course enjoying plenty of treats.

### *Adult Events*

- Medicare 101 - participants received an overview of the Medicare enrollment process.
- Crafting Class – Twenty people created Czech glass bead necklaces and bracelets.
- Annual Repair Fair – Clackamas County Sustainability and Solid Waste help participants repair various items from home.
- Veteran Benefits & Healthy Nutrition (plant-based diets)





**City of Canby Bi-Monthly Report**  
**Department: Parks**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Jeff Snyder, Public Works Supervisor  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

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### **Park Renovations**

Parks staff restored turf at Wait Park, Adult Center, Swim Center, Legacy Park and at Community Park. The restoration was needed because of the Ice Storm tree removal project. Staff planed the restoration project and utilized the extended summer weather after events wrapped for the year.

### **Park Maintenance**

Mowing, edging, string trimming and weed spraying was in full swing until the end of October. Staff has also been busy with tree trimming, tree/storm debris removals and shrub trimming. Playground equipment repairs and building maintenance repairs were addressed as found. Irrigation repairs were addressed as found and the parks have all been winterized by the end of October. Electrical repairs were performed at Wait Park in preparation of the Light up the Night event. A potable water source was installed at S. Locust St. Park to provide better community support for the Bridging Cultures events at the park. The final piece of foul ball netting has been ordered for Maple St. Park. Staff has communicated with the effected home owner and trimmed up the trees for the project site.

The Parks Department spent 10.5 hrs. addressing graffiti and vandalism over the last two months. Maintenance was performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Beck Pond, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Knights Bridge right of way, Legacy Park, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, NW 1<sup>st</sup> Ave., NW 2<sup>nd</sup> Ave., Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands (19<sup>th</sup> Loop), WWTP property and Zion Cemetery.

### **Meetings attended**

I attended the Park and Recreation meetings.  
I attended a Meeting regarding the Gateway bridge project.  
I attended meetings regarding development of a Recreational Web page and performance evaluations.  
Meetings were held regarding Light up the Night, Dog Park and our new recruitment process for staff.  
We all attended a Benefits fair renewal.



## **Zion Cemetery**

At the cemetery, mowing, string trimming and weed spraying has occupied staffs time. Floral decoration cleanup, building maintenance issues and sexton duties were performed as needed. The irrigation systems have been winterized for the season.

We are in the process of replacing our 1989 mausoleum lift. Three Quotes were obtained and a new Low Boy Lift has been ordered from Affordable Funeral Supply. The new lift has improved safety features, versatility and ease of uses.

## **For your Information**

We have received the Hustler 104 inch cutting mower from Henderson Turf and Wear Inc. This new mower has cut down our mowing times by one third of the time.

Please see attached park maintenance actual hours for the months of September and October 2022. Hours are based on number of employee's (each day) x 7.5





## Parks Department

## Parks Department

## Parks Department

Adult Center	Arneson Gardens	Baker Prairie Cem.	Beck Pond	Community Park	CPIP Sign Property	Disc Golf Course	Eco Park	Faist V (5)	Holly-Territorial Sign	Hulberts-sign property	Klohe Fountain	Knights Brdg.	Legacy Park	S. Locust Park	Logging Rd. Path	Fish Fiddy-Log Boon	Maple St. Park	19th Loop	Northwood Park	Streng Landscaping	Stora/Collection	Police Department	Simmitt Property	Skate Park	Shops/tools-Trucks	Swim Center	Territorial-CLC Prop	Timber Park	Transit Bus stop	Triangle Park	Wait Park	Veterans Memorial	WWTP property	Zion Cemetery	Administration
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**City of Canby Bi-Monthly Report**  
**Department: Police**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
 From: Chief Jorge Tro  
 Prepared by: Katie McRobbie, Administrative Supervisor  
 Through: Scott Archer, City Administrator  
 Date: 11/16/2022

	SEPTEMBER	OCTOBER
Calls for Service - Dispatched 911 and Non-Emergency Calls	1196	1075
<b>PROPERTY CRIMES REPORTED</b>		
Burglary	4	1
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	4	2
Robbery	0	1
Theft I, II, & III	28	20
Forgery / Counterfeiting	0	0
Trespass	3	7
Vandalism / Criminal Mischief	8	11
<b>PERSON CRIMES REPORTED</b>		
Assault I, II, IV	2	3
Carrying Concealed Weapons (knife, blade, etc.)	0	1
Disorderly Conduct (includes resisting arrest)	1	4
Endangering Welfare of a Minor / Recklessly endangering	0	1
Felon in possession of firearm / restricted weapon	2	1
Harassment, Intimidation or Threats	1	3
Identity Theft	9	3
Interfering with Peace Officer	0	1
Menacing	0	2
Sex Offenses	3	0
Strangulation	0	1
<b>ARRESTS</b>		
Warrant Arrests (and contempt of court, restraining order, parole violations)	29	24
Adult and Juvenile Custodies (includes juvenile curfew)	37	50

<b>DRUG CRIMES</b>		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	1
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
<b>TRAFFIC CRIMES, ACCIDENTS, CITATIONS</b>		
Attempt to Elude	3	0
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	7	12
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, UUMV, Failure to Surrender Suspended License / Use Invalid License)	18	9
Traffic Accidents	18	14
Traffic Citations	259	291

# **CANBY POLICE DEPARTMENT – TRAFFIC UNIT**

**SGT. MIKE SMITH**

**OFFICER ALLEN MILLER**

## **MONTHLY TRAFFIC SAFETY REPORT**

**SEPTEMBER 2022**

CITATIONS:	259
DUII ARRESTS:	7
TRAFFIC CRIMES:	18
TRAFFIC CRASHES:	Injury (Traffic): 2 Injury (Patrol): 3  Non-Injury (Traffic): 0 Non-Injury (Patrol): 7  Hit & Run (Traffic): 2 Hit & Run (Patrol): 4  TOTAL CRASHES: 18
TRAFFIC COMPLAINTS:	11

**CANBY POLICE DEPARTMENT – TRAFFIC UNIT**

**SGT. MIKE SMITH**

**OFFICER ALLEN MILLER**

**MONTHLY TRAFFIC SAFETY REPORT**

**OCTOBER 2022**

CITATIONS:	291
DUII ARRESTS:	12
TRAFFIC CRIMES:	9
TRAFFIC CRASHES:	Injury (Traffic): 3 Injury (Patrol): 3  Non-Injury (Traffic): 1 Non-Injury (Patrol): 4  Hit & Run (Traffic): 0 Hit & Run (Patrol): 3  TOTAL CRASHES: 14
TRAFFIC COMPLAINTS:	16





**City of Canby Bi-Monthly Report**  
**Department: Development Services**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Don Hardy, Planning Director  
Prepared by: Laney Fouse Lawrence, Planning Technician  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

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The following report provides a summary of Planning and Development Services activities for the months of September and October 2022. Please feel free to call department staff if you have questions or desire additional information about any of the listed projects or activities. This report identifies ongoing planning activities, a list of pre-application and pre-construction applications, a list of project hearings and the number of projects for which the City has performed site plan review for building permits.

**Development Services Activities:**

1. **DLCD Housing Needs Analysis (HNA), Housing Production Strategy (HPS), and Economic Opportunity Analysis (EOA).** Following the September 27, 2022 Housing Advisory Committee meeting and September 29, 2022 Economic Advisory Committee meeting, an update work session presentation on housing and employment was held on October 19, 2022 with the Planning Commission and City Council. The joint work session provided insights on housing strategies, economic objectives, community development vision statement and anticipated employment rate of growth. Further discussion with the City Council occurred on November 2, 2022 during a follow up City Council work session.
2. **Comprehensive Plan and Transportation System Plan.** The RFP was released on August 22 with submittals due on September 19 and 3J Consulting was selected to complete the updates on October 5 along with their subconsultants DKS Associates and the FCS Group. The City Council will review the fiscal year 2022 to 2023 scope of work and budget for approval during their November 16, City Council hearing.
3. **Parks and Recreation Master Plan.** Upon receiving park project priority recommendations from the Parks and Recreation Advisory Board/Steering Committee in August, Council directed the City Administrator to create his own list of park project priorities with special attention to feasibility, consistency with Council goals, and consistency with the newly adopted Master Plan.

On October 19, 2022, the City Administrator, with assistance by Planning Staff, brought forward a five-year strategy for implementing the Master Plan. Council voted to move forward with the implementation strategy, advising Staff to adapt it into a Capital Improvement Plan (CIP) after granting the Advisory Board a final chance to weigh in on its contents. On October 25, 2022, the strategy was presented to the Advisory Board and they voted their concurrence with Council's direction.

Staff are now working on adapting the implementation strategy into a CIP for Council adoption and will continue to work with the master plan consultant team to prepare a System Development Charge (SDC) methodology, which will be completed in the coming months. Staff, with assistance from the Advisory Board, are also building a "recreation portal" on the City website which will connect members of the Canby to recreational services.

4. **Dog Park.** Planning Staff continue to support Public Works and other City departments in developing a fenced dog park on NE Territorial Road. Per Council's direction, City Staff held a Dog Park Open House on September 28, 2022 at City Hall to solicit input from the community related to the proposed facility. The City's facilitation consultant for the event prepared a summary of the open house, which included approximately 75 participants, and public comments submitted following the event. This document is publicly available on the City's website. City Staff continue to work on several aspects of the project, including costing of project elements, navigating permitting issues, and preparation of a traffic analysis, which is nearing completion.
5. **Freeway Tolling Projects.** Clackamas County has facilitated an on-going discussion of affected tolling cities with meetings occurring roughly every three weeks. The county has shared comments provided to ODOT on the I-205 Tolling Project Transportation Technical Report expressing concerns that affect all Clackamas County jurisdictions. Additional discussions are occurring between the county and cities and DKS Associates is working with Oregon City on more refined traffic modeling along 99E and that information will be shared with Canby.

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

1. **Pre-Application Conferences** held for the period of September 1 – October 31, 2022: Food cart pod; Clackamas County Fair Multipurpose Building; Oregon Liquor Control Commission/VLMK
2. **Pre-Construction Conferences** held for the period of September 1 – October 31, 2022: None
3. **Site Plans Submitted for Zoning Conformance** September 1 – October 31, 2022: 27 *site plan review applications* were submitted and have been or are being released for building permits.
4. **Signs Submitted for Plan Review** September 1 – October 31, 2022: No applications submitted.

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

1. Agenda Items Reviewed September 1 - October 31, 2022. During this period, the Planning Commission:
  - a. Held a work session on a Preliminary Tree Ordinance Discussion and Considerations.
  - b. Approved the Site and Design Review for the Canby Center remodel and expansion project.
  - c. Approved the Canby Center Final Findings.
  - d. Viewed staff presentation on the Development Services activities and initiatives.

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





**City of Canby Bi-Monthly Report**  
**Department: Public Works**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Jerry Nelzen, Public Works Director  
Prepared by: Ronda Rozzell, Office Specialist III  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

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**Facilities**

Facility Maintenance Department installed the new generator for Public Works, Fleet and Canby Northside Fire Station to run if we have another extreme weather event.



Facilities	Total Hours
September	384
October	426

## Streets Department

Public Works crew closed the roadway and supplied the paint and brushes for Canby High School seniors to repaint the crossing.



September Streets	Total Hours
Street Sweeping	50
Street Sweeper Maintenance	10
Street Maintenance	465.5
Sidewalks Inspections	3
Driveway Approach Inspections	3
Street Sign Manufacturing	20
Street Sign Maintenance	10
Street Lights	4
Tree Trimming	6
Dump Truck	2
Vactor	3
Mini Trackhoe	10

October Streets	Total Hours
Street Sweeping	70
Street Sweeping Maintenance	5
Street Maintenance	303.5
Sidewalk Inspections	3
Driveway Approaches	3
Street Sign Manufacturing	10
Street Lights	6
Tree Trimming	35
Dump Truck	10
Vactor Usage	4
Mini Trackhoe	33



## Sewer Collections

The Collections Crew repaired sewer lateral from the property line to the main across Maple Street.



September Sewer	Total Hours
Sewer Maintenance/Repair	89.5
Sewer TV'ing	10
Lift Station Maintenance	65.5
Locating Utilities	21
Sewer Inspections	2
Vactor Usage	6
Drying Beds	7

October Sewer	Total Hours
Sewer Cleaning	100
Sewer TV	12
Sewer Laterals/Maintenance	78
Lift Station Maintenance	9
Locating Utilities	29
Sewer Inspections	5
Vactor Usage	5
Trackhoe Usage	30



## Storm Water

Our Erosion Control and Stormwater inspectors had contractors clean up the debris in the roadway and remove the tracked dirt on the street.



September Stormwater	Total Hours
Catch Basins	2
Drywell Maintenance	1
Erosion Control	2
Vactor Usage	5

October Stormwater	Total Hours
Catch Basins	11
Drywell Maintenance	2
Erosion Control Inspections	7
Storm Line Inspections	1
Vactor Usage	8.5



**City of Canby Bi-Monthly Report**  
**Department: Canby Swim Center**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Eric Laitnen, Aquatics Program Manager  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

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September and October have gone pretty well we have been busy as usual. Nathan finished up the pool maintenance in September and we had the pool tank painted and everything else painted and cleaned. Nathan and his work team did a great job making the facility shine when it re-opened. After the closure we discovered a problem with the incoming main water line. It has sprung some leaks it is original and over 50 years old. Nathan is working on getting it replaced.

As for the usual programing, swimming lessons, public swims, adult swims and the Canby Gators swim team are all going strong. I am starting to think there is no usual or baseline to judge each year as they go by. Each year lately seems to be a totally different animal. This year isn't like last year which wasn't like the year before. We just take things as they come and work with it. For example our schedule will not be the same as last year as school times all changed and that moves everything around and school lessons will need to be an hour earlier and high school activities need to be an hour later.

Numbers are good we were down a bit in September but then up in October so it all averages out. We continue to adjust the schedule as need be for schools and staffing doing all that we can.

The Canby Gators are up and going again and will be competing around the area over the next few months. They also have one longer trip planned for a swim meet in Arizona in December. The trip was well timed for the season and the weather. The Canby High School Swim team starts on November 14<sup>th</sup> the same day our winter schedule begins, both will continue thru the middle of February. We are looking forward to great things from both swim teams this upcoming season.

SUBJECT: September 2022 Attendance Numbers  
DATE: 2022-2023

CANBY SWIM CENTER September	ADMIT 2021	ADMIT 2022	PASS 2021	PASS 2022	TOTAL 2021	TOTAL 2022	YTD TOTAL 21-22	YTD TOTAL 22-23
MORNING LAP	28	21	137	155	165	176	777	714
ADULT RECREATION SWIM	55	9	191	148	246	157	988	852
MORNING WATER EXERCISE	12	9	116	91	128	100	703	498
PARENT/ CHILD/ Family Swim	204	120	0	0	204	120	1204	1536
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3000	3110
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	44	28	151	128	195	156	718	525
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	39	31	12	2	51	33	1492	1749
PENGUIN CLUB	0	0	0	0	0	0	765	588
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	570	520	570	520	1667	1890
MASTER SWIMMING	0	0	6	8	6	8	6	8
EVENING LESSONS	852	448	0	0	852	448	3196	2687
EVENING LAP SWIM	14	19	23	25	37	44	240	251
EVENING PUBLIC SWIM	140	64	8	17	148	81	1360	955
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	12	12	0	0	12	12	32	24
GROUPS AND RENTALS	0	0	0	0	0	0	34	11
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
<b>TOTAL ATTENDANCE</b>	<b>1400</b>	<b>761</b>	<b>1214</b>	<b>1094</b>	<b>2614</b>	<b>1855</b>	<b>16182</b>	<b>15398</b>

SUBJECT: October 2022 Attendance Numbers  
DATE: 2022-2023

CANBY SWIM CENTER October	ADMIT 2021	ADMIT 2022	PASS 2021	PASS 2022	TOTAL 2021	TOTAL 2022	YTD TOTAL 21-22	YTD TOTAL 22-23
MORNING LAP	39	41	251	293	290	334	1067	1048
ADULT RECREATION SWIM	57	40	421	329	478	369	1466	1221
MORNING WATER EXERCISE	7	30	90	181	97	211	800	709
PARENT/ CHILD/ Family Swim	56	264	0	0	56	264	1260	1800
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3000	3110
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	64	86	253	289	317	375	1035	900
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	102	253	21	15	123	268	1615	2017
PENGUIN CLUB	0	0	0	0	0	0	765	588
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	666	700	666	700	2333	2590
MASTER SWIMMING	0	0	10	8	10	8	16	16
EVENING LESSONS	318	940	0	0	318	940	3514	3627
EVENING LAP SWIM	28	15	36	27	64	42	304	293
EVENING PUBLIC SWIM	121	144	16	26	137	170	1497	1125
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	10	21	0	0	10	21	42	45
GROUPS AND RENTALS	0	0	0	0	0	0	34	11
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
<b>TOTAL ATTENDANCE</b>	<b>802</b>	<b>1834</b>	<b>1764</b>	<b>1868</b>	<b>2566</b>	<b>3702</b>	<b>18748</b>	<b>19100</b>



**City of Canby Bi-Monthly Report**  
**Department: Transit**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Todd Wood, Transit Director  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

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1) Grant Funding and Contracts:

The following grant activities have taken place:

- 1<sup>st</sup> Quarter 5311 & 5310 reports submitted to ODOT
- 1<sup>st</sup> Quarter STIF reports submitted to TriMet
- Monthly Elderly and Disabled reports have been submitted to TriMet
- Applied for 5310 and STF for FY 24-25
- Applied for STIF 24-25
- Applied for funding to update Transit Master Plan

2) Ridership:

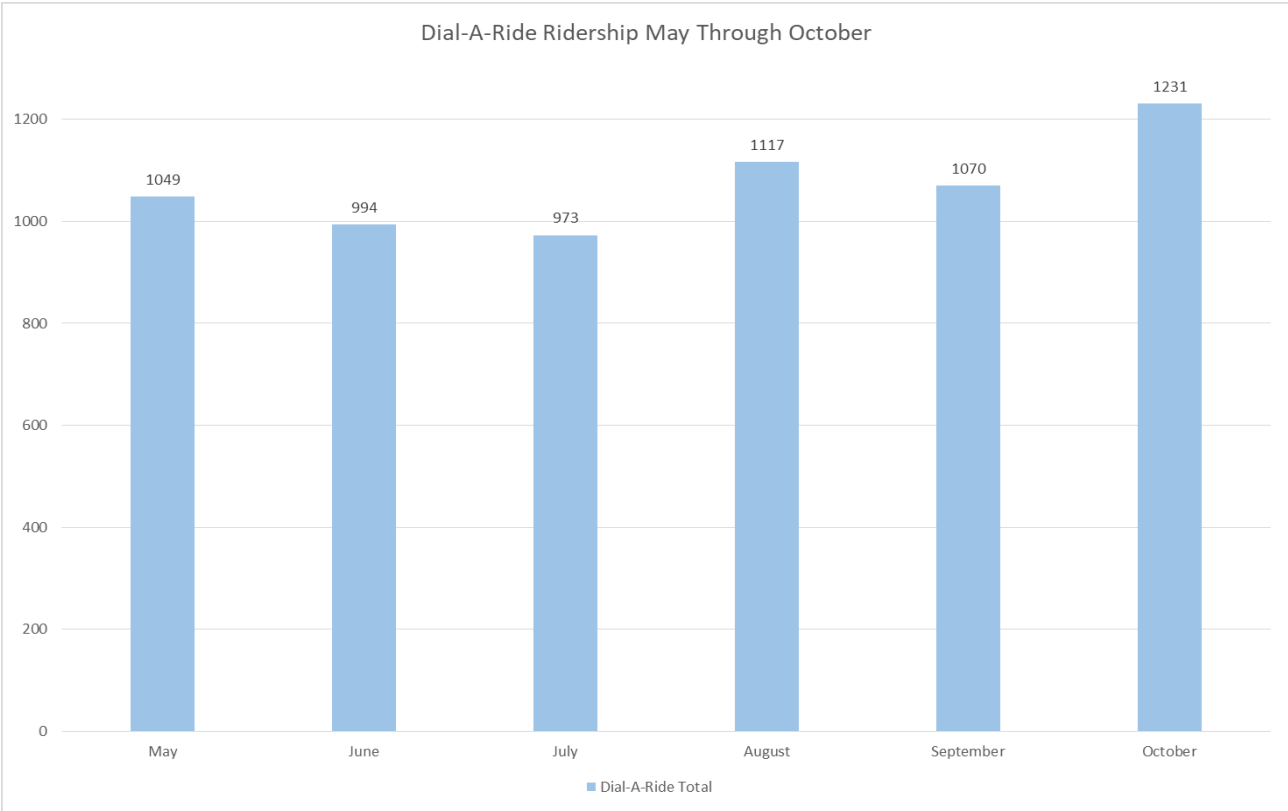
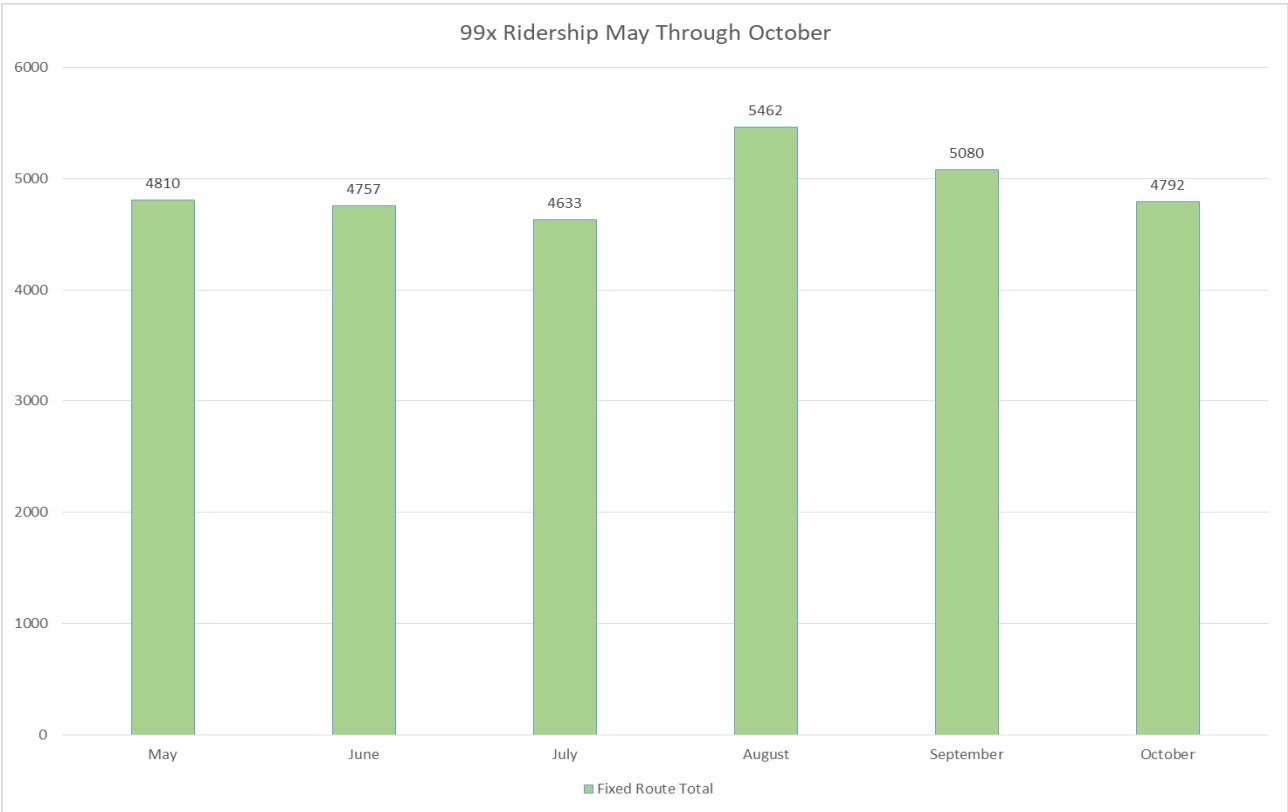
Ridership for September and October

September average daily weekday daily 99x route ridership:	227 trips
September average daily weekend daily 99x route ridership:	77 trips
October average daily weekday daily 99x route ridership:	211 trips
October average daily weekend daily 99x route ridership:	72 trips

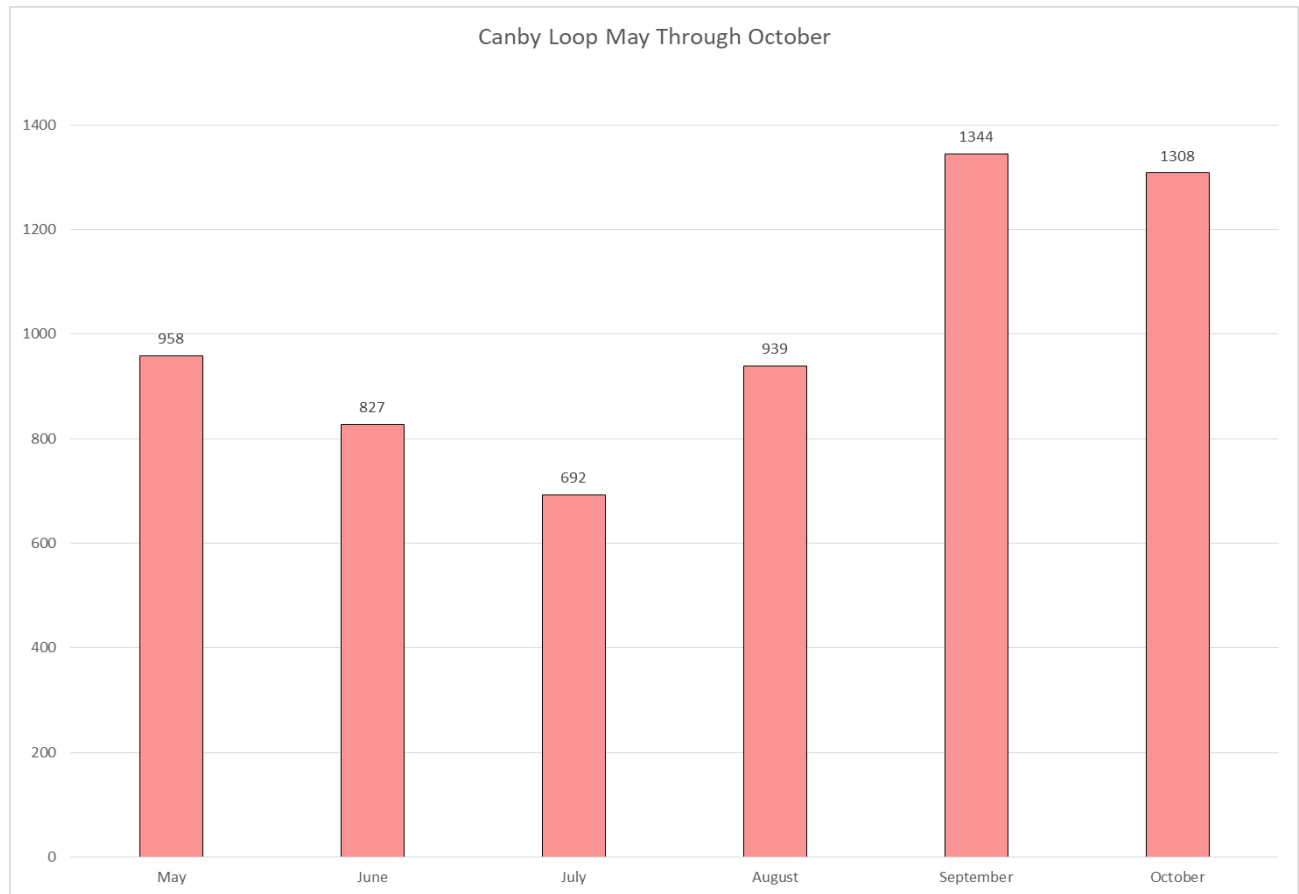
September average daily weekday Dial-a-Ride route ridership:	47 trips
September average daily weekend Dial-a-Ride route ridership:	22 trips
October average daily weekday Dial-a-Ride route ridership:	53 trips
October average daily weekend Dial-a-Ride route ridership:	22 trips

The Canby Loop continues to grow at a steady pace:

September average daily Loop ridership:	64 trips
October average daily Loop ridership:	62 trips







### 3) Transit Advisory Committee:

The committee has received one and is expected to receive a second application for membership. Once these applications have gone through the process the committee will be able to reconvene.

### 4) New Technology:

The process of installing the new Dial-A-Ride Software began Nov 1, 2022. Transit is still awaiting the tablets which are delayed due to supply chain crisis.

### 5) Shelter Project:

The shelter project is tied to ODOT's 99E project. There are 10 stops that will be updated in accordance with the project. Of the 10 total stops, 6 will be prepared by ODOT and completed by the City. Four stops will be prepared and completed by the City.

Bus shelters are expected to arrive in February. ODOT has begun meeting on the 99E project.

### 6) New vehicles:

New Transit Van 43 has arrived. It is a Ford Transit capable of carrying nine passengers and

two mobility devices. This van represents a change from cutaways. It is more fuel efficient, smaller and more maneuverable. It also has a large capacity lift for our less mobile passengers. This van was paid for 100% by Federal Grants.

7) New Transit Building:

Transit has begun the new building process. We are currently seeking quotes for an owner's representative who will draft RFPs and help manage the building process from beginning to end. Quotes are expected Nov 8, 2022

8) Fare Changes:

Beginning September 3, 2022 fares are longer being charged on Saturdays. Prior to this change a fare of \$1 has been charged on both 99x and Dial-A-Ride service.

Saturday service is currently funded by the State Transportation Improvement Fund (STIF – HB 2017). STIF dollars are paid by a payroll deduction from anyone who works in Canby.

Saturday service is most used by lower income, and disadvantaged riders. These groups are more likely to not own cars and be working weekends. This change will help better serve the residents of the City who pay into the service and our disadvantaged population.

In addition to the ridership benefits this change increases security and reduces administrative burdens during a time when less personnel are available.

9) 99x Changes:

The 99x schedule has not changed in nearly 5 years. In the last 5 years traffic patterns have changed, ridership has changed, and costs have increased.

This change to the 99x will improve service efficiency by decreasing bus down time, improving service times, and reducing transfers between CAT buses.

This change will increase frequency during certain times of the day giving riders more opportunities to make connections.

Changes are estimated to be implemented near the first of the year 2023.



**City of Canby Bi-Monthly Report**  
**Department: Wastewater Treatment Plant**  
**For Months of: September & October 2022**

To: The Honorable Mayor Hodson & City Council  
From: Dave Conner, Wastewater Services Manager  
Prepared by: Same as above  
Through: Scott Archer, City Administrator  
Date: 11/16/2022

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**Facility Operation & Maintenance:**

The water quality for the months of September and October have been good. The treatment plant is running well and all reports and DMR's were completed on time and without issue. Comments were submitted to DEQ regarding new permit requirements, new permit should be in affect within a few months after all reviews are done.

**Biosolids Program**

- **September** Production: Belt run time = 21 days. 5 loads to Landfill, 144 wet tons.
- **October** Production: Belt run time = 19 days. 7 loads to Heard Farms, 199 wet tons.

**Pretreatment, Stormwater and FOG Program**

- **September** Pump Outs: 22 Inspections: 1 fog, 1 pretreatment
- **October** Pump Outs: 25 Inspections: 8 fog, 3 pretreatment

Industrial permit/compliance data review of reports and working with businesses on BMP agreements.

**Daily Lab Activity**

- Continued OSU Covid 19 Wastewater Study sampling.
- Daily and Weekly BOD's, E-coli, solids, NH3 and Alkalinity testing.
- Copper BLM and Aluminum sampling for permit renewal.
- Completed semi annual industrial sampling.