



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

November 15, 2023

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

Register here to attend the meetings virtually:

https://us06web.zoom.us/webinar/register/WN_v5hlebqRSymnMuT2xidOcA

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

Mayor Brian Hodson

Councilor Herman Maldonado
Councilor Jason Padden
Council President Traci Hensley

Councilor James Davis
Councilor Daniel Stearns

WORK SESSION – 6:00 PM

- 1. CALL TO ORDER**
- 2. MUNICIPAL COURT OPERATIONS: DISCUSSION WITH JUDGE GRAFE**
- 3. ADJOURN**

Pg. 1

REGULAR MEETING – 7:00 PM

- 1. CALL TO ORDER**
 - a. Invocation
 - b. Pledge of Allegiance
- 2. APPOINTMENT OF CITY ADMINISTRATOR**
- 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. *****If you would like to speak virtually, please email or call the Deputy City Recorder by 4:30 pm on November 15, 2023 with your name,**

the topic you'd like to speak on and contact information: lasonc@canbyoregon.gov or call 503-266-0637.

4. CONSENT AGENDA

- a. Appointment of Member Greg Perez to the Transit Advisory Committee with a term ending March 31, 2024. Pg. 16
- b. Approval of September 20, 2023 City Council Regular Meeting Minutes. Pg. 18
- c. Approval of October 4, 2023 Work Session and City Council Regular Meeting Minutes. Pg. 21

5. RESOLUTIONS

- a. Consider **Resolution No. 1398**: A Resolution Approving the Intergovernmental Agreement between Clackamas County and the City of Canby related to the South Ivy Street Sidewalk Improvement Project, Repealing Resolution No. 1308. Pg. 25

6. OLD BUSINESS

- a. Discussion on ARPA Funding Pg. 33
- b. City Attorney Recruitment

7. NEW BUSINESS

- a. Discussion regarding Next Steps for City Councilor Vacancy

8. MAYOR'S BUSINESS

9. COUNCILOR COMMENTS & LIAISON REPORTS

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- a. Bi-Monthly Reports Pg. 35

11. CITIZEN INPUT

12. ACTION REVIEW

13. ADJOURN

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



CITY COUNCIL WORK SESSION STAFF REPORT

Meeting Date: 11/15/2023

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, Interim City Administrator
From: Jessica Roberts, Court Supervisor
Agenda Item: Municipal Court Operations: Discussion with Judge Grafe and Role of City Attorney

Summary

The purpose of this work session is to hear from Judge Grafe about his recent correspondence with the City Council about the operations of the Municipal Court, given the City's decision to transfer the prosecution of misdemeanor charges to the Clackamas County District Attorney's office. Also, as a first step toward reviewing the job duties of the City Attorney, to decide whether to restore the duties of City Prosecutor to the City Attorney's job description once again.

Background

The Canby Municipal Court has historically processed all traffic and misdemeanor matters that occur within the city limits of Canby. The court consists of presiding Judge Rodney Grafe, City Prosecutor Lucy Heil, court staff and public defenders. Prior to 2020, the role of the City Prosecutor had been filled by the City Attorney. In October, 2020 the City divided the City Attorney and City Prosecutor positions and hired a contracted City Prosecutor. In April, 2021, the Council allowed the duties and title of Assistant City Administrator to be added to the City Attorney's role. In July, 2022, the city administrators decided to refer all misdemeanor charges to the Clackamas County District Attorney's Office. The Municipal Court has been working toward phasing out the misdemeanor docket since July, 2022. However, the docket remains full with cases previously filed in the Canby Municipal Court.

Discussion

Current Misdemeanor Charges. In Fiscal year 2022-2023, approximately 209 misdemeanor cases were referred to the Clackamas County District Attorney. Of those cases 41 (nearly 20%) were not prosecuted by the District Attorney.

Cost of Criminal Court. Since 2018, the Municipal Court has processed an average of 247 criminal matters per year. The revenue generated by the Municipal Court has historically supported a misdemeanor docket. A projected budget using the FY 2023-2024 revenue from traffic violations and the revenue collected on criminal matters in FY 2021-2022 is attached. If the Municipal Court was to begin prosecuting misdemeanor matters again, the court revenue would support the expenses associated with criminal court.

It is recommended that the City return the prosecution of all local misdemeanor charges to the Municipal Court beginning January 1, 2024. The lack of prosecution of the low-level misdemeanor charges by the Clackamas County District Attorney is not in the best interest of the City's citizens and businesses. The city deserves to have local accountability for crimes committed in the city.

While the framework to handle misdemeanors still exists in the Municipal Court with a judge, city prosecutor, public defenders and court staff, there are some steps that will need to occur to promote efficiency in the court. The court's contracted positions should be reviewed, including the judge, prosecutor and public defenders. As included in the

attached 2023-2024 Projected Revenue and Expenses with Criminal Court, the city prosecutor's contract would need to be re-evaluated to account for a full criminal docket. The prosecutor's contract has been the only contract reduced since July, 2022. The projected budget returns the city prosecutor to the salary paid when the court had a full criminal docket.

Additionally, the contracts for the public defenders should be reviewed to determine the most cost-efficient way for the court to provide defendants with their right to legal counsel. A projected budget for FY 23-24 with costs savings proposals is attached. Currently, the court's two contracted public defenders are paid a monthly flat rate. It is common for municipal courts to pay public defense attorneys an hourly rate for each case rather than a monthly flat rate. In addition to potential cost savings, revising the method of payment for the court's public defenders could increase the court's efficiency by creating initiative to resolve cases in a more timely manner as payment would not be received until the case was resolved.

There may also be the opportunity to reduce court interpretation costs. Due to the rise in traffic violations processed by the Canby Municipal Court, the need for a Spanish interpreter in the courtroom has increased. Utilizing a new translation service or revising the court's policy on the use of the current court interpreter could decrease the court's interpretation expenses significantly. Court staff is in the process of interviewing court interpreters with a lower hourly rate than the current court interpreter.

Role of City Prosecutor. The City Prosecutor's role is to review and make filing decisions on criminal matters referred by the Canby Police Department. The City Prosecutor may also appear in court on contested traffic violations to represent Canby police officers when the defendant retains an attorney. In addition to the cases filed in the Municipal Court, the City Prosecutor also files Failure to Appear and probation violation misdemeanor charges on pending matters in addition to reviewing cases referred by the Canby Police Department for filing decisions. On average, the court's current prosecutor, Lucy Heil, spent 15-20 hours per week on Canby Municipal Court cases when there was a full criminal docket. The duties of the prosecutor are detailed in the attached correspondence from Lucy.

It is the recommendation of court staff that the role of the City Attorney and the City Prosecutor remain separate. The role of the City Prosecutor requires a substantial amount of work and attention to the court as detailed in the attached contract and scope of work. Additionally, the two roles require expertise of vastly different areas of law. Finding an individual that is well versed in both areas may prove difficult.

Attachments

- Judge Grafe's Correspondence of July 26, 2023 and March 21, 2022
- Charges filed in Municipal Court by fiscal year
- 2018/2019 Actual Revenue and Expenses
- 2023/2024 Projected Revenue and Expenses with Criminal Court
- 2023/2024 Projected Revenue and Expenses with Criminal Court with Savings Proposal
- City Prosecutor's current contract and scope of work
- Lucy Heil's correspondence of November 8, 2023

RODNEY H. GRAFE

**Attorney at Law
1631 NE Broadway, No. 609
Portland, OR 97232
Phone: 971.500.9765**

Email: rod@grafelaw.com

Web: www.grafelaw.com

July 26, 2023

Hon. Brian Hodson
Mayor
City of Canby
PO Box 930
Canby, OR 97013

RE: Canby Municipal Court

Dear Mayor Hodson:

In March, 2022, I sent you a letter briefly outlining my concerns around the City Attorney's abrupt action in forwarding all misdemeanor crimes to the District Attorney's office rather than maintaining the jurisdiction of the Canby Municipal Court over those cases. I am attaching a copy of that letter. The purpose of this letter is to provide an update on the effect of those changes.

To begin with, I would like to point out that the court still maintains a criminal docket, despite the City Attorney's action. All probation matters pending at the time of the change remained with the court as did all charges filed but not yet adjudicated prior to July 1, 2022. We continue to have arraignments, pleas and jury trials scheduled and have held jury trials throughout the 2022-2023 fiscal year. As a result the prosecutor and defense attorneys are still on contract with the court to handle these matters.

The most unsettling issue for me is the way the District Attorney's office is handling the misdemeanors forwarded to that office. While it charges the major misdemeanor matters (DUII, Reckless Driving, Assault IV, etc.) the less serious misdemeanors (Theft III, Criminal Trespass, etc.) are routinely dropped and not prosecuted. The reasons for that undoubtedly deal with staff cost and docket pressure. For example, on a Theft III, a class C misdemeanor, which most certainly would have been prosecuted here, since the value of the loss is less than \$100.00, the DA's office deems that an insufficient loss to warrant prosecution. Without directly stating the obvious, the DA's office has in effect made it legal to shoplift in Canby so long as the value of the merchandise is less than \$100. Other class C misdemeanors receive the same treatment.

Hon. Brian Hodson
August 4, 2023
Page 2

Prior to July 1, 2022, all of those cases would be charged in the municipal court. Despite assurances by the City Attorney that the DA's office would take care of all misdemeanors, that has simply not occurred. I refer you to my letter of March, 2022, where that likelihood was addressed directly.

This result should be unacceptable. It is time to reevaluate the shift that occurred a year ago. The Canby police should begin to again cite the misdemeanors to the Municipal Court so the matters can be once more under local control. As mentioned above, the structure of the criminal docket is still in place and ready to absorb the additional case load, but it will take action from the Council to make that happen.

Sincerely yours,

/s/

Hon. Rodney H. Grafe
Canby Municipal Court Judge

RHG:ms
cc: City Council

RODNEY H. GRAFE

Attorney at Law
1631 NE Broadway, No. 609
Portland, OR 97232
Ph. 971.500.9765

Email: rod@grafelaw.com
Municipal Judge: City of Canby, OR

Web: www.grafelaw.com
Municipal Judge: City of Troutdale, OR

March 21, 2022

Hon. Brian Hodson
Mayor
City of Canby
222 NE 2nd
Canby, OR 97013

RE: Canby Municipal Court

Dear Mayor Hodson:

Let me begin by saying that it has been my great honor and privilege for the past fourteen years to serve as the Municipal Judge for the City of Canby, and I look forward to continuing to serve in that capacity. I am writing you because of an issue that has arisen concerning the court's jurisdiction and feel the necessity of making my views on it known.

Recently, in a meeting with City Attorney Joe Lindsay, I was told the city has opted to eliminate the prosecution of misdemeanors in the local court reducing jurisdiction to traffic and code matters. While I understand that the misdemeanor criminal jurisdiction exercised by the court is subsidized by the traffic violation receipts, and that it will most likely never generate sufficient income to cover its own expenses, nonetheless, eliminating misdemeanors is a step in the wrong direction.

As you know, the Municipal Judge is hired on a contract by the city council, and is answerable to the city council only. In addition, while conducting normal court activities such as arraignments and trials, the municipal judge also works closely with the court staff, contract attorneys for the defense and prosecutor, private attorneys and court bailiff. This team works very well together and has developed a reputation of thoroughness and integrity. To keep running smoothly it is important that the judge has input on issues affecting the court, its operation and jurisdiction. Unfortunately, that was not the case in the action which prompts this letter.

First: I have always believed that the main advantage of having a municipal court is that it provides the city with an avenue guaranteeing that minor crimes and traffic

Hon. Brian Hodson
March 21, 2022
Page 2

violations will be dealt with locally and not subject to the ongoing budgetary crises of the county government. Recent history has shown that when there are budget cuts to the District Attorney's office, in favor of more "serious" crimes, misdemeanor prosecutions are the first victim of the budget axe. Local enforcement and adjudication in this court protect the interests of both merchants and citizens, even when the county can not or will not. That is particularly true for misdemeanor crimes (DUI, Theft/Shoplifting, Disorderly Conduct, etc.).

Second: Managing local cases through the municipal court provides a much more hands on approach. Encouragement and flexibility are hallmarks of an effective local court, but are lost in an overwhelmed circuit court venue. As a municipal judge I am in a position to work with individual defendants much more closely than a state court judge, where responsibilities rotate constantly and a defendant becomes anonymous in an overwhelmed system. In our court they know who they will face and what to expect.

A municipal court should not be viewed merely as a vehicle to generate revenue. It is the first place the majority of people ever have contact with the legal system. It needs to be a full service court with strong local backing. Reducing it to a traffic court affects its credibility in the community and opens the door to question the city's motives in having a court in the first place.

For all of the above reasons I object in the strongest terms possible to this decision by the city. It is my belief that pursuing this path is demonstrably damaging to the court and the city and is a step in the wrong direction which needs to be corrected before it is implemented.

Very truly yours,

Hon. Rodney H. Grafe
Municipal Judge

CHARGES FILED

| | FY18/19 | FY 19/20 | FY 20/21 | FY 21/22 | FY 22/23 |
|------------------------------|---------|----------|----------|----------|----------|
| MISDEMEANOR | 280 | 250 | 269 | 191 | 209 * |
| FTA CHARGES | 117 | 77 | 117 | 136 | 87 ** |
| TRAFFIC AND OTHER VIOLATIONS | 2750 | 1858 | 1616 | 1942 | 2526 |

* 2023/2024 Misdemeanors referred to Clackamas County District Attorney

** 2023/2024 FTA charges from Canby Municipal Court previously filed cases

2018/2019 ACTUAL REVENUE AND EXPENSES

City Attorney and City Prosecutor role shared and paid from personnel services

REVENUE

| | |
|----------------------------------|-----------|
| Revenue from traffic charges | \$557,279 |
| Revenue from misdemeanor charges | \$73,299 |
| Total revenue | \$630,578 |

EXPENSES

| | |
|--|-----------|
| Personnel Services (Court Staff) | \$300,451 |
| Judge Grafe Contract | \$48,283 |
| Court Appointed Attorneys (\$1,800 per month x2) | \$41,600 |
| Court Interpreter (7 hours per month estimate) | \$3,510 |
| Other Misc. Court Expenses | \$42,114 |
| Total Expenses | \$435,958 |

| | |
|-------------------------|-----------|
| Total Remaining Revenue | \$194,620 |
|-------------------------|-----------|

2023/2024 PROJECTED WITH CRIMINAL COURT

REVENUE

| | |
|----------------------------------|-----------|
| Revenue from Traffic Charges | \$475,000 |
| Revenue from Misdemeanor Charges | \$80,000 |
| Total Projected Revenue | \$555,000 |

EXPENSES

| | |
|--|-----------|
| Personnel Services (Court Staff) | \$191,435 |
| Judge Grafe Contract | \$48,283 |
| City Prosecutor Contract (Returned to Full Amount) | \$44,004 |
| Court Appointed Attorneys (\$1,800 per month x2) | \$43,200 |
| Court Interpreter (7 hours per month estimate) | \$8,000 |
| Other Misc. Court Expenses | \$121,156 |
| Total Expenses | \$456,078 |

| | |
|-------------------------|----------|
| Total Remaining Revenue | \$98,922 |
|-------------------------|----------|

**2023/2024 PROJECTED WITH CRIMINAL COURT W/ COST
SAVINGS PROPOSAL**

REVENUE

| | |
|----------------------------------|-----------|
| Revenue from Traffic Charges | \$475,000 |
| Revenue from Misdemeanor Charges | \$80,000 |
| Total Projected Revenue | \$555,000 |

EXPENSES

| | |
|--|-----------|
| Personnel Services (Court Staff) | \$191,435 |
| Judge Grafe Contract | \$48,283 |
| City Prosecutor Contract (Returned to Full Amount) | \$44,004 |
| Court Appointed Attorneys (Paying per case)* | \$30,000 |
| Court Interpreter | \$4,000 |
| Other Misc. Court Expenses | \$121,156 |
| Total Expenses | \$438,878 |

Total Remaining Revenue \$116,122

PROFESSIONAL SERVICES AGREEMENT

WHEREAS, the City of Canby, Oregon, herein after referred to as "City", wishes to contract for attorney professional services with **Lucy Heil**, hereinafter referred to as "Prosecuting Attorney" for the limited purpose of providing legal prosecution services concerning criminal misdemeanors and lawyer-represented violation trials in Canby Municipal Court, and

WHEREAS, the Prosecuting Attorney remains in good standing with the Oregon State Bar Association, and

WHEREAS, the City and Prosecuting Attorney agree to be bound by the following terms and conditions of providing service and receiving compensation therefore.

Terms and Conditions:

1. PURPOSE OF CONTRACT:

It is hereby agreed that the Prosecuting Attorney will provide legal prosecution services for all criminal misdemeanor cases cited into Canby Municipal Court as well as assist with prosecution of violations when they have lawyer representation.

(A) Contractor's services under this Agreement are set forth in "Exhibit A" attached hereto.

(B) Prosecuting Attorney shall furnish to City its employer identification number as designated by Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. Prosecuting Attorney understands it is required to obtain a City of Canby Business License for conducting business in the City. She agrees to obtain a Canby Business License prior to commencing work under this contract.

2. COMPENSATION:

(A) The City will compensate the Prosecuting Attorney at the rate of \$3,000.00 per month with no withholdings reserved for any purpose.

(B) Prosecuting Attorney shall furnish to City monthly invoices on the 1st of each month for services performed.

(C) City agrees to pay Prosecuting Attorney out of funds budgeted for said purpose and to pay invoices on Council approval of Accounts Payable. Prosecuting Attorney understands that this is the only remuneration she will receive from City.

3. EXCEPTIONS:

Prosecuting Attorney is not required to prosecute defendants where there is a bonafide conflict of interest as set forth in applicable sections of the Code Professional Responsibility, if the conflict will not be waived by the defendant.

4. TENURE AND TERMINATION:

The original term of this Agreement will become effective between **August 1, 2023**, and **December 31, 2023**. Either party can cancel this agreement early if either party gives 60-days written notice to the other of their intent to terminate. No cause is necessary for termination by either party and Prosecuting Attorney understands her services are at the pleasure of the City Council and may be terminated when provided notice is given as set forth above.

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5. PROSECUTING ATTORNEY AS INDEPENDENT CONTRACTOR:

The parties agree that their intent is and shall be that the Prosecuting Attorney is a "legal independent contractor" and shall not be considered in any manner as an employee, officer or agent of the City of Canby.

City of Canby: Eileen Stein
Canby Interim City Administrator

Attorney: Lucy Heil
Attorney at Law, LLC

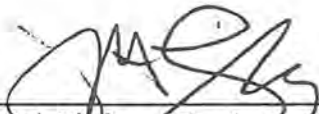
by Eileen Stein

by Lucy Heil

Date 7-17-23

Date 7-18-23

Approved as to Form:


Joseph Lindsay, City Attorney

City of Canby Prosecuting Attorney Scope of Work

Prosecuting Attorney shall provide effective and efficient legal representation for all criminal misdemeanors and all lawyer-represented violation trials in the Canby Municipal Court at all stages of the prosecution to include appeals at Clackamas County Circuit Court and Municipal Court probation hearings.

SCHEDULE

- Prosecuting Attorney shall be required to attend court sessions and represent the City as Prosecuting Attorney (currently set on Tuesdays throughout each month). Court trials and jury trials may be scheduled on various available Tuesdays on the court docket. In the event of a rare appealed case to Clackamas County Circuit Court, those dates are set by that court.

DUTIES

Attorney will provide the following services:

- Review criminal cases that are submitted by Canby Police, make charging decisions, draft complaints, and file them with the court. No file decisions need to be put in writing. Refer potential felonies to Clackamas DA's office.
- Consider charging FTAs in the event of statutory justification.
- Follow Oregon statutory victim rights.
- Provide coverage for courtroom appearances during vacation or leave of absence. If coverage is unavailable, notify the court within 60 days of the absence to allow the court time to properly schedule the court docket.
- In the event of conflicts, either seek waivers or find suitable alternatives.
- Seek and provide discovery to defense attorneys in a timely manner and give any payments paid by private attorneys or individuals for discovery to city staff as soon as practicable. Postage for discovery can be done by Court/office staff.
- Respond to motions made by defense attorneys.
- Attend and handle Canby Municipal Court PV hearings.
- Respond in a timely manner to telephone calls and emails from victims, police, attorneys, and Court staff.

Jessica Roberts

From: Lucy Heil
Sent: Wednesday, November 8, 2023 9:36 AM
To: Jessica Roberts
Subject: Municipal Prosecutor- commitment/duties

To Whom It May Concern:

For the past three years I have served as Canby Municipal Prosecutor. I take my role seriously and believe in the good work done by the Canby Police Department. I hope to continue in my capacity as prosecutor for Canby. I firmly believe that while Canby is a safe and welcoming community it is also a community where folks have recently not been prosecuted for lower level crimes and there is an impact on our local small businesses as a result.

As prosecutor, when I reviewed new cases for filing, and conducted full dockets twice per month, I averaged 15-20 hours per week of work. My standard practice was to work at least one full day in my Canby PD office and at least one additional day to full day negotiating cases, sending discovery, writing offers, conducting research and communicating with officers and attorneys in an effort to effectively negotiate meaningful resolutions. So my average workload included 15-20 hours per week as municipal prosecutor.

My primary responsibilities include communicating with judge, court personnel, attorneys and victims/witnesses, negotiating appropriate case dispositions, reviewing police reports and charging appropriate offenses. I also argue motions, prepare motions, briefs and discovery and conduct bench and jury trials to prosecute those charged with criminal offenses and those represented on traffic citations.

While there have been some challenges and some changes to navigate, I have loved and still love and believe in the efficacy, impact and strength of local prosecution. The Canby Municipal Court "Team" cares deeply about the work we do. I, along with fellow team members, cannot emphasize emphatically enough my hope that the City and Council members continue to support our municipal court.

Please do not hesitate to contact me about my role, responsibilities and commitment moving forward.

Sincerely,
Lucy (Heil)



City Council Staff Report

Meeting Date: 11/15/2023

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, Interim City Administrator
From: Maya Benham, City Recorder
Agenda Item: Transit Advisory Board Committee Appointment

Summary

Member Brian Peterson was removed from the Transit Advisory Board on September 6, 2023. This created a vacancy on the Transit Advisory Board and was advertised on the City's website. Mr. Peterson's term was set to expire March 31, 2024.

Vice Chair Carlson, and Councilor Stearns interviewed Mr. Greg Perez on October 25, 2023. After conducting an interview, it was unanimously recommended that Mr. Greg Perez be appointed to the Transit Advisory Board with the term ending March 31, 2024.

Background

The Transit Advisory Committee was established through Resolution No. 790 in 2002. It assesses transportation needs, acts in an advisory capacity to the Transit Director, promotes and educates the public regarding the acceptance and usage of the transit system and special problems associated with the use of the system by youth, elderly and disabled citizens. The Commission is made up of seven members who serve three year terms.

Attachments

Greg Perez's Application

Fiscal Impact

None

Options

1. Appoint Greg Perez to the Transit Advisory Board.
2. Take no action.

Proposed Motion

"I move to approve the appointment of Greg Perez to the Transit Advisory Board for a term ending March 31, 2024."



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: 9-29-23 Position Applying For: Transit Advisory Board

Name: Greg Perez Occupation: Retired

Home Address: [REDACTED]

Employer: _____ Position: _____

Daytime Phone: [REDACTED] Evening Phone: _____

E-Mail Address: [REDACTED]

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

To support the community

What are your major interests or concerns in the City's programs? I have volunteered for

City of Canby events, like YM of July/Street Dance

Reason for your interest in this position: To support transit.

Experience and educational background: N/A

List any other City or County positions on which you serve or have served: None.

Referred by (if applicable): Barry Johnson

Please return to:
City of Canby - Attn: City Recorder
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0720 Fax: 503.266.7961 Email: benhamm@canbyoregon.gov

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 12/2021

Date Received: 10/3/2023 Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
September 20, 2023**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, James Davis, Jason Padden, Herman Maldonado, Christopher Bangs, and Daniel Stearns.

STAFF PRESENT: Eileen Stein, Interim City Administrator; David Doughman, City Attorney; CJ Lason, Deputy City Recorder; Matt English, Canby Fire Department; Jerry Nelzen, Public Works Director; and Don Hardy, Planning Director.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:10 p.m. in the Council Chambers.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Nicole House, Canby resident of the Emerald Gardens HOA, spoke about the parking situation on 3rd Ave between Pine and Locust. There were people parking in front of water meters, and one particular person who kept parking their BMW on the street in violation of posted signage.

CONSENT AGENDA: ****Council President Hensley moved to approve the consent agenda that included the minutes of the July 5, 2023 Work Session and Regular City Council Meeting and the minutes of the July 19, 2023 Work Session and Regular City Council Meeting. Motion was seconded by Councilor Bangs and passed 6-0.**

RESOLUTIONS & ORDINANCES:

Ordinance 1610 – Jerry Nelzen, Public Works Director, reiterated the need for a service truck and showed a picture of the truck for reference.

****Council President Hensley moved to adopt Ordinance 1610, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A PURCHASE AGREEMENT WITH LANDMARK FORD IN THE AMOUNT OF \$160,317.03 TO PURCHASE A NEW SERVICE TRUCK. Motion was seconded by Councilor Davis and passed 5-0-1 by roll call vote with Councilor Bangs abstaining.**

Ordinance 1611 – Don Hardy, Planning Director, shared a brief overview of the information already shared at the previous meeting regarding the Economic Opportunity Analysis as part of the City Comprehensive Plan.

****Councilor Padden moved to adopt Ordinance 1611, AN ORDINANCE ADOPTING THE ECONOMIC OPPORTUNITY ANALYSIS AS PART OF THE CITY COMPREHENSIVE PLAN. Motion was seconded by Councilor Maldonado and passed 6-0 by roll call vote.**

Resolution 1395 – Eileen Stein, Interim City Administrator, explained the resolution, which would enable the City to appropriate the money they received from ARPA for specific projects.

Matt English, Canby Fire Department, gave an update on what these funds were currently being used for in terms of fire hydrants and water lines.

After discussion and debate, Councilor Padden proposed an amendment to the Resolution to divert \$150,000 from the small business rescue area, and \$6,000 that was set aside for mobile charging stations and put those monies into the Street Fund. This was seconded by Councilor Maldonado.

****Councilor Padden moved to approve Resolution 1395, A RESOLUTION OF THE CITY OF CANBY MAKING APPROPRIATIONS OF AMERICAN RESCUE ACT (ARPA) FUNDS TO SPECIFIC CAPITAL PROJECTS WITHIN THE CANBY COMMUNITY as amended. Motion was seconded by Council President Hensley and passed 4-1-1 with Councilor Bangs opposed and Councilor Davis abstaining.**

OLD BUSINESS: City Administrator & City Attorney Recruitment – Mayor Hodson gave a brief update on the continuing interview process for the City Administrator.

NEW BUSINESS: Consider Clackamas County Intergovernmental Agreement (IGA) Amendment #2 – Ms. Stein discussed the Clackamas County Intergovernmental Agreement (IGA) Amendment #2.

****Councilor Bangs moved to approve THE CLACKAMAS COUNTY INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT #2. Motion was seconded by Councilor Maldonado and passed 6-0.**

MAYOR'S BUSINESS: None

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Davis provided updates on the Maple Street Park turf installation and athletic fields project. The Fire Department had interviews set up for the new Fire Chief. He gave feedback on the Simnitt-Dodd park and Legacy park, and said the search continued for a location for a hotel/motel for future events.

Councilor Bangs gave a PSA about how school was starting and everyone needed to be aware of kids on the roads in the mornings.

Councilor Stearns would be interviewing a potential new member for the Transit Advisory Committee on October 3.

Council President Hensley attended a “field trip” to 2nd and Elm to see the traffic challenges there and also gave feedback on the Traffic Safety Commission meeting where the speed on 13th Avenue was discussed.

Councilor Padden went to the Canby Utility Board lunch and work session. He also introduced himself to the chair of the Planning Commission and attended a Heritage and Landmark Commission event.

Councilor Maldonado had not yet had a chance to attend any meetings but hoped to do so in the near future.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Ms. Stein noted there were bi-monthly reports included in the agenda packets for Council review.

CITIZEN INPUT:

There was none.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinances 1610 and 1611.
3. Approved as amended Resolution 1395.

The meeting was adjourned at 8:52 p.m.

Maya Benham
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood

**CANBY CITY COUNCIL
WORK SESSION MINUTES
October 4, 2023**

PRESIDING: Traci Hensley (remote)

COUNCIL PRESENT: James Davis, Jason Padden, Herman Maldonado, Christopher Bangs, and Daniel Stearns.

COUNCIL ABSENT: Mayor Brian Hodson

STAFF PRESENT: Eileen Stein, Interim City Administrator; CJ Lason, Deputy City Recorder; Maya Benham, City Recorder; and Eric Kytola, Finance Director.

CALL TO ORDER: Council President Hensley called the Work Session to order at 6:02 p.m.

GENERAL FUND REVENUE AND EXPENDITURE FORECASTING: Eric Kytola, Finance Director, gave a presentation on creating a process for planning capital projects over the long term including forecasting capital project planning goals, method, revenues, expenditures, and summary data. He then discussed the capital planning sheets showing resources and expenditures as well as project details. He gave initial insights that some funds had too much in capital projects over the next few years, which would have resulted in depleted fund balances because there would not be enough resources available to fund the projects. Multiple projects were relying on the SDC fund, the Sewer Combined Fund had a large fund balance that could be used to fund sewer capital projects, and there was not enough in the General Fund for Parks Capital Projects.

There were large beginning fund balances due to the unusual effects of Covid. However, expenditures were forecasted to outgrow existing revenue streams. He reviewed General Fund expenditures, revenues, resources, operating analysis and performance, and personnel. Personnel costs had increased significantly starting in FY2023, and the number of FTEs had increased almost 10 positions from FY2022. The options to accommodate for the personnel increase were increasing revenues or restricting the number of FTEs. The recent significant increase in personnel costs in the General Fund would affect the General Fund in the near future. The beginning balance in the General Fund for FY2024 was \$7.8 million, and the ending balance was projected to be \$4.5 million assuming there were no changes in revenues or expenditures. They could report to the Treasury that the ARPA funds had already been spent on projects that were currently happening instead of continuing with the projects that had been authorized by Council to do. Personnel costs were increasing faster than increases in revenue. Total expenditures would exceed total resources in FY2026 if the current status was maintained.

There was discussion regarding ARPA expenditures and increased revenue from the sunseting of the Urban Renewal District.

Mr. Kytola explained the revenue challenges, property tax revenues, and suggestions to address the coming shortfall using a combination of expenditure reduction and revenue increase.

There was further discussion regarding reserves, presenting the forecasting model as part of the mid-year budget review and during goal setting, members of the Capital Project Team, faith in leadership team, getting citizen input and soliciting their ideas for revenues and saving money, community education on City accounting, and exploring new sources of revenue.

ADJOURN: Council President Hensley adjourned the Work Session at 6:56 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
October 4, 2023**

PRESIDING: Traci Hensley (remote)

COUNCIL PRESENT: James Davis, Jason Padden, Herman Maldonado, Christopher Bangs, and Daniel Stearns.

COUNCIL ABSENT: Mayor Brian Hodson

STAFF PRESENT: Eileen Stein, Interim City Administrator; David Doughman, City Attorney; CJ Lason, Deputy City Recorder; Maya Benham, City Recorder; Jerry Nelzen, Public Works Director; George Tro, Chief of Police; and Todd Wood, Transit Director.

CALL TO ORDER: Council President Hensley called the Council Meeting to order at 7:03 p.m.

SWEAR-IN OF POLICE OFFICER: Jorge Tro, Police Chief, introduced Mark Wai, new Canby Police Officer. He was sworn in by Judge Grafe.

NEW EMPLOYEE INTRODUCTIONS: Chief Tro introduced new records specialist Kelli Bartholomew.

Eileen Stein, Interim City Administrator, introduced new Interim Library Director Marisa Ely.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Carol Palmer, Canby resident, spoke about the upcoming DeMuro Award Ceremony on October 19 at 4:00 p.m.

Daniel Owczarzak, Canby resident, spoke about the need for more athletic fields in general, but more specifically for kids' soccer teams. He encouraged the City to invest in children's sports programs and facilities.

CONSENT AGENDA: **Councilor Padden moved to approve the consent agenda that included the minutes of the August 2, 2023 Work Session and Regular City Council Meeting, the appointment of Jake Hill to the Canby Utility Board effective October 9, 2023 with a term ending February 29, 2024, and the reappointment of Scott Sasse to the Canby Budget Committee with a term ending June 30, 2025. Motion was seconded by Councilor Davis and passed 6-0.

ORDINANCES:

Ordinance 1612 – Jerry Nelzen, Public Works Director, said this ordinance would award a contract to provide custodial services for all the City-owned buildings for one year.

****Councilor Bangs moved to approve Ordinance 1612, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MSNW GROUP LLC IN THE AMOUNT OF \$144,960 FOR CUSTODIAL SERVICES FOR THE CITY OF CANBY to come up for second reading on October 18, 2023. Motion was seconded by Councilor Maldonado and passed 6-0 on first reading.**

Ordinance 1613 – Todd Wood, Transit and Fleet Director, spoke about the need to update the Transit Master Plan. After reviewing several RFPs, the most cost-effective option was Jarrett Walker & Associates.

****Councilor Davis moved to approve Ordinance 1613, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH JARRETT WALKER & ASSOCIATES IN THE AMOUNT OF \$199,809 TO PROVIDE AN UPDATE TO THE TRANSIT MASTER PLAN to come up for second reading on October 18, 2023. Motion was seconded by Councilor Maldonado and passed 6-0 on first reading.**

OLD BUSINESS: City Administrator & City Attorney Recruitment – Ms. Stein asked if Council wanted to move forward with the City Attorney recruitment.

Council President Hensley raised the idea of postponing the process until a more thorough cost analysis could be completed.

Councilor Padden thought it would be more expensive to contract out the City Attorney position. He wanted to move forward with the recruitment. Councilor Bangs agreed.

Councilor Davis thought they needed to discuss the duties of the position.

Chief Tro said there was less communication with a contract attorney as opposed to an in-house attorney.

There was consensus to move this item to a dedicated future Work Session for more in-depth analysis.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Davis said a new Deputy Fire Chief had been sworn in and there was a candidate for Fire Chief currently in the background check process, which should take 4-6 weeks to complete. He also gave a brief update on the search for the right place for the sports fields.

Councilor Bangs attended the Library Board meeting and met the new Interim Library Director. He also gave an update on the Heritage and Landmark Commission meeting, where they currently had an RFP out for a reconnaissance level survey. There were openings on the Commission as well.

Councilor Stearns attended the Canby School Board meeting and conducted an interview for a new member of the Transit Advisory Committee. He suggested changing the name of the CAT tax so it would not be confused with the state's tax.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Ms. Stein brought the following items before the council.

- She tentatively scheduled an all-day goal-setting session for February 16.
- Postcards would be going out to property owners in the next few weeks regarding the Urban Growth Boundary expansion, and it might raise questions for the Council from citizens.
- There was a groundbreaking for the new multi-use building at the Fairgrounds on October 12 at 10:00 a.m.
- She invited Chief Tro to discuss adding a second School Resource Officer to Baker Prairie Middle School. Chief Tro explained the reasons for the new SRO, the cost which would be shared with the School District, Police Department budget, and filling the position with existing staff. There was consensus to move forward as suggested.
- She shared updates on the ongoing Public Works projects including design phase for N Pine Street and NE 10th, S Walnut was also in the design phase and staff was working with ODOT for an access permit to 99E, the fueling station application was going to Planning Commission, upcoming leaf drop-off by appointment, and taking down the hanging baskets downtown.

CITIZEN INPUT:

There was none.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Ordinances 1612 and 1613.

The meeting was adjourned at 8:10 p.m.

Maya Benham
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood



CITY COUNCIL STAFF REPORT

Meeting Date: 11/15/2023

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, Interim City Administrator
From: Jerry Nelzen, Public Works Director
Agenda Item: Consider Resolution No. 1398: A Resolution Approving the Intergovernmental Agreement between Clackamas County and the City of Canby related to the South Ivy Street Sidewalk Improvement Project, Repealing Resolution No. 1308.

Summary

Staff requested the amendment of the Intergovernmental Agreement (IGA), between Clackamas County and the City of Canby related to the S Ivy Street Sidewalk Improvement project. The original Resolution (No. 1308) was adopted January 16, 2019, and with this amendment it will reflect the updated construction cost estimates.

Background

Clackamas County and City of Canby desire to make the following improvements to S. Ivy St. between OR-99E and Lee Elementary School: (1) construction of sidewalks and bike lanes on both sides of the street where needed, (2) construction of ADA improvements, (3) installation of a signal at the intersection of S. Ivy Street and Township Road, (4) addressing a residential driveway within the intersection of S. Ivy Street and Township Road, and (5) resurfacing of the asphalt pavement roadway.

Discussion

Clackamas County has agreed to coordinate with the City to administer the S. Ivy Street Sidewalk Improvement project through an IGA. Clackamas County has already entered into an agreement with the State of Oregon through the Oregon Department of Transportation (ODOT) to exchange unspent federal funds to fund this project. The City and County have purchased the necessary rights-of-way and are making improvements to S. Ivy Street.

Fiscal Impact

The total project cost for the work to be performed under the amended agreement is estimated at \$6,947,225 with the City's matched amount commitment at \$4,789,254. In the event, the total Project cost exceeds the estimated total, County has committed to donating staff time to the project for managing the design and right-of-way phases of the project and for the construction management and inspection phase of the project (up to \$250,000 in staff time). In the event the total cost exceeds the estimated total and County-donated staff time, the County shall provide up to \$156,918 in funding. Upon substantial completion of this Project, Clackamas County will transfer jurisdiction of S. Ivy Street to the City. The County agrees to pay the City the sum equal to the cost of a two-inch asphaltic overlay as detailed in the agreement.

Options

1. Approve the Amendment
2. Deny the Amendment

Attachments

Resolution No. 1398

Amendment #1 IGA between Clackamas County and City of Canby

Exhibit A – Project Location Map

Resolution No. 1308, Exhibit “A” – INTERGOVERNMENTAL AGREEMENT BETWEEN CLACKAMAS COUNTY AND THE CITY OF CANBY RELATED TO THE SOUTH IVY STREET SIDEWALK IMPROVEMENT PROJECT.

Recommendation

Staff recommends adopting Resolution No. 1398: A Resolution amending the Intergovernmental Agreement between Clackamas County and the City of Canby related to the South Ivy Street Sidewalk Improvement project.

Proposed Motion

“I move to adopt Resolution No. 1398: A Resolution approving the Intergovernmental Agreement between Clackamas County and the City of Canby related to the South Ivy Street Sidewalk Improvement Project, and Repealing Resolution No. 1308.”

RESOLUTION NO. 1398

A RESOLUTION REQUESTING AN ADMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN CLACKAMAS COUNTY AND THE CITY OF CANBY RELATED TO THE SOUTH IVY STREET SIDEWALK IMPROVEMENT PROJECT, REPEALING RESOLUTION NO. 1308.

WHEREAS, authority is conferred upon local governments under ORS 190.010 to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agencies have authority to perform;

WHEREAS, S. Ivy St. is a County Road, as defined in ORS 368, which is currently maintained by the City but within the corporate limits of the City;

WHEREAS, County and City desire to make the following improvements to S. Ivy St. between OR-99E and Lee Elementary School (hereafter called “Ivy St. Improvements” or the “Project”): (1) construction of sidewalks and bike lanes on both sides of the street where needed, (2) construction of ADA improvements, (3) installation of a signal at the intersection of S. Ivy Street and Township Road, and (4) addressing a residential driveway within the intersection of S. Ivy Street and Township Road. The Project location and approximate limits are shown the map marked “Exhibit A,” attached hereto and by this reference made a part hereof;

WHEREAS, the County has entered into an agreement with the State of Oregon through its Department of Transportation (the “ODOT”) to exchange unspent federal funds previously allocated to the Project for state funds, in order to fund the Project using state funding. ODOT has determined that Agency is eligible for state funds for the work to be performed under this Agreement through the State Funded Local Project Program;

WHEREAS, the total Project cost for the work to be performed under this Agreement is estimated at \$6,947,225 which is subject to change. Prior to exchanging funds, the federal share of the total Project cost is \$1,751,053. The City has committed \$4,789,254 as a matching amount, to be applied to the Project. In the event, the total Project cost exceeds the estimated total, County has committed to donating staff time to the project for managing the design and right-of-way phases of the project and for the construction management and inspection phase of the project (up to \$250,000 in staff time). In the event the total cost exceeds the estimated total and County-donated staff time, the County shall provide up to \$156,918 in funding;

WHEREAS, City desires that County perform the Project on its behalf, and agrees that the County should be entitled to payment for completion of that agreed upon work; and

WHEREAS, the County desires to perform the work on behalf of the City.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Canby as follows:

- (1) The City agrees to enter into agreement with Clackamas County in pursuant to ORS 190.010 for purposes of the terms and conditions as outlined in the **INTERGOVERNMENTAL AGREEMENT BETWEEN CLACKAMAS COUNTY AND THE CITY OF CANBY RELATED TO THE SOUTH IVY STREET SIDEWALK IMPROVEMENT PROJECT, Exhibit “A”**

(2) Resolution No. 1308 is hereby repealed.

This Resolution will take effect immediately upon adoption by the City Council.

ADOPTED this 15th day of November, 2023 by the City of Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham
City Recorder

**AMENDMENT #1
TO THE INTERGOVERNMENTAL AGREEMENT
BETWEEN CLACKAMAS COUNTY AND THE CITY OF CANBY
RELATED TO THE SOUTH IVY STREET SIDEWALK IMPROVEMENT PROJECT**

This AMENDMENT #1 to an Intergovernmental Agreement Between Clackamas County and the City of Canby Related to the South Ivy Street Sidewalk Improvement Project is entered into between Clackamas County (“County”), a corporate body politic, and the City of Canby (“City”), an Oregon municipal corporation. The County and the City are individually referred to herein as a “Party” and collectively as the “Parties.”

RECITALS

- A. The Parties entered into an Intergovernmental Agreement Between Clackamas County and the City of Canby Related to the South Ivy Street Sidewalk Improvement Project, on January 24, 2019 (“Agreement”);
- B. As the project progresses, the Parties have recognized a need to update the project cost, Parties’ cost contributions, and scope of work;
- C. Section 8. H. of the Agreement allows the Parties to mutually agree to modify or change the Agreement in writing; and
- D. The Parties desire to modify the Agreement to update project costs, Parties’ cost contribution, and scope of work.

TERMS OF THE AMENDMENT

NOW, THEREFORE, the Parties agree as follows:

- 1. The Recital section of the Agreement is hereby amended as follows:
 - a. The third WHEREAS is stricken and replaced entirely with the following:

“WHEREAS, County and City desire to make the following improvements to S. Ivy St. between OR-99E and Lee Elementary School (hereafter called “Ivy St. Improvements” or the “Project”): (1) construction of sidewalks and bike lanes on both sides of the street where needed, (2) construction of ADA improvements, (3) installation of a signal at the intersection of S. Ivy Street and Township Road, (4) addressing a residential driveway within the intersection of S. Ivy Street and Township Road, and (5) resurfacing of the asphalt pavement roadway. The Project location and approximate limits are shown on the map marked “Exhibit A,” attached hereto and by this reference made a part hereof;”
 - b. The fourth WHEREAS is stricken and replaced entirely with the following:

“WHEREAS, the County has entered into an agreement, no. 32756, with the State of Oregon through its Department of Transportation (the “ODOT”) to exchange unspent federal funds previously allocated to a portion of the Project, which covers improvements nos. 1 to 4, for state funds, in order to fund that portion of the Project using state funding. ODOT has determined that Agency is eligible for state funds for the work to be performed under this Agreement through the State Funded Local Project Program;

- c. The fifth WHEREAS is stricken and replaced entirely with the following:

“WHEREAS, the total Project cost for the work to be performed under this Agreement is estimated at \$6,947,225, which is subject to change. Prior to exchanging funds, the federal share of the total Project cost is \$1,751,053. The City has committed \$4,789,254 as a matching amount, to be applied to the Project. In the event, the total Project cost exceeds the estimated total, County has committed to donating staff time to the project for managing the design and right-of-way phases of the project and for the construction management and inspection phase of the project (up to \$250,000 in staff time). In the event the total cost exceeds the estimated total and County-donated staff time, the County shall provide up to \$156,918 in funding;”

- 2. Section 7 B. of the Agreement is stricken and replaced entirely with the following:

“ Contact Information:
City of Canby
Attn: City Administrator
PO Box 930
Canby, OR 97103”

- 3. Except as expressly amended above, all other terms and conditions of the Agreement shall remain in full force and effect. By signature below, the parties agree to this AMENDMENT #1, effective upon the date of the last signature below.

City of Canby

Clackamas County

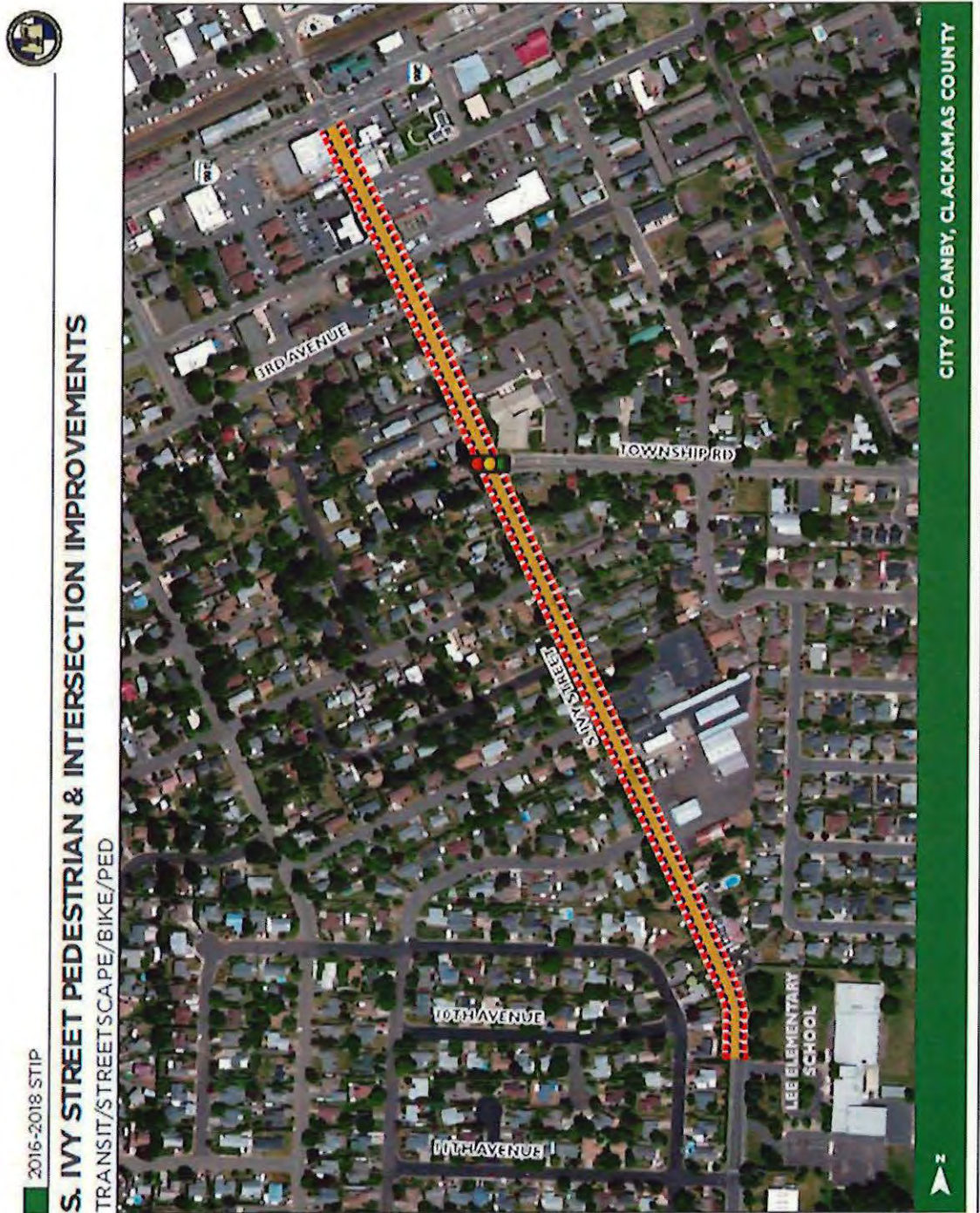
Authorized Signature Date

Tootie Smith, Chair

Printed Name

Date

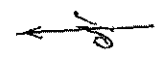
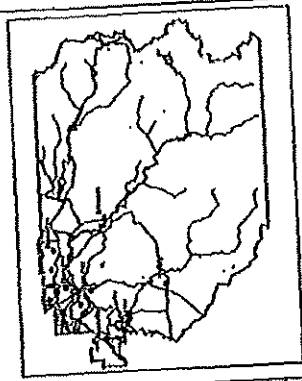
Exhibit A – Project Location Map



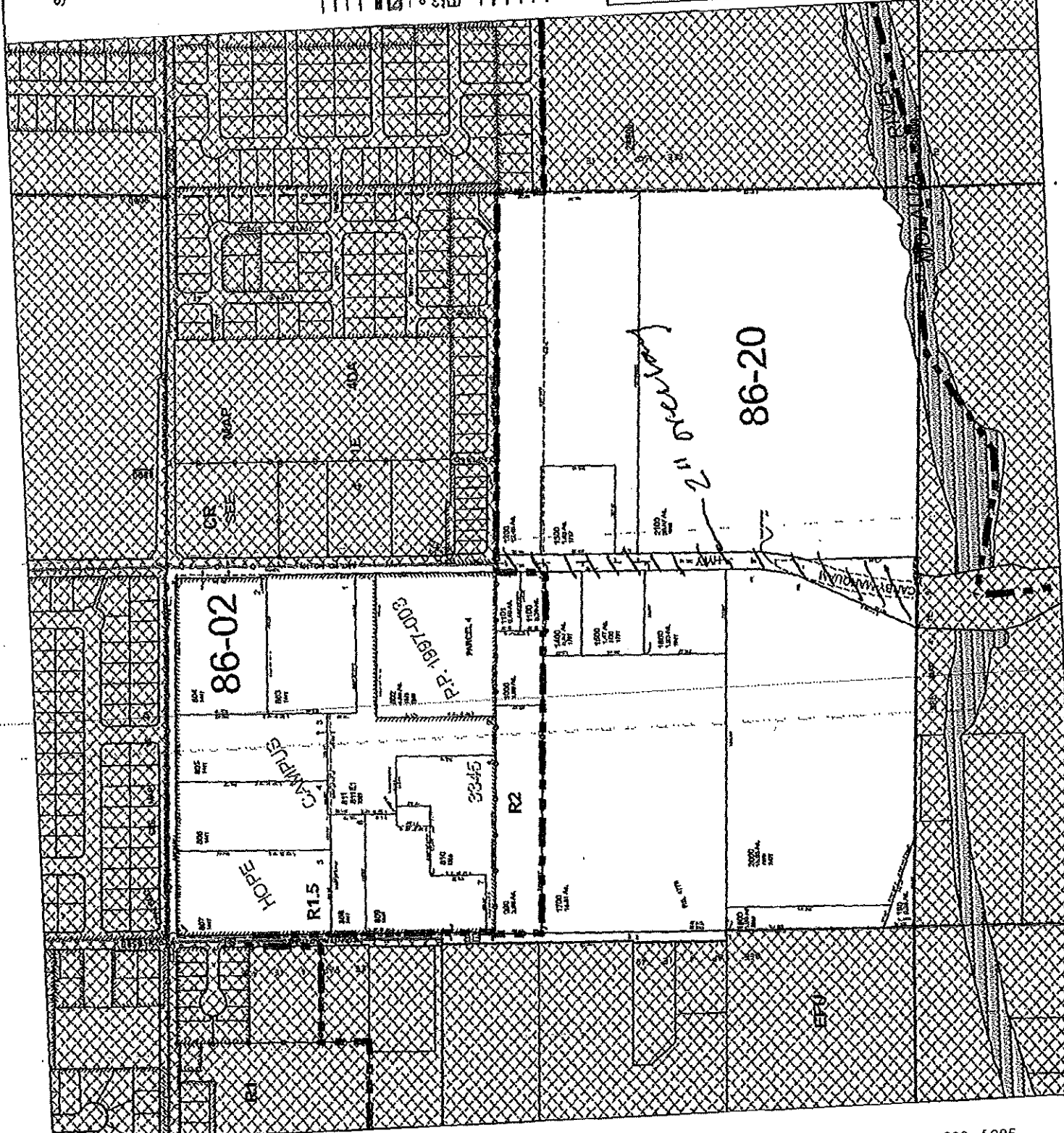
SE 1/4 SEC 4 T4S. R.1E. W.M.
CLACKAMAS COUNTY
1" = 200'

Proposed Tract
100 200 300 400 500 600 700 800

- Parcel Boundary
- Private Road ROW
- Historical Boundary
- Related Contour
- Tract/Block Line
- Map Inset
- Water Line
- Level Use Zoning
- Water
- Water
- Corner
- Section Center
- High Line
- Cont. Lot Line
- CLC Line
- Monument Line
- PLS Section Line
- Historic Corridor 40'
- Historic Corridor 20'



THIS MAP IS FOR ASSESSMENT PURPOSES ONLY





City Council Staff Report

Meeting Date: 11/15/2023

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, Interim City Administrator
From: Jamie Stickel, Economic Development Director
Eric Kytola, Finance Director
Agenda Item: American Rescue Plan Act (ARPA) Funding

Summary

Reconsider allocations of American Rescue Plan Act (ARPA) funds for City and community projects.

Background

The City of Canby received a total ARPA allocation of \$3,982,965. Of the ARPA funding the City of Canby received, \$130,382 has been reported for items such as ADA doors at public restrooms, personal protective equipment, glass shields at customer counters, and a small amount of initial funding for the behavioral health specialist. A total of \$225,000 has been previously committed for the behavioral health specialist (\$125,000) and an emergency management plan (\$100,000). This leaves \$3,627,583 available for appropriation to projects.

Earlier U.S. Department of Treasury guidance for use of these funds was fairly restrictive and limited to very specific uses. However, updated guidance now allows for broader categories of use, giving the City of Canby greater opportunity to allocate these funds toward various needs. Furthermore, the guidance authorizes the use of ARPA funding for general operational costs such as capital improvement projects and personnel costs which occurred after March 3, 2021. Two key timelines/deadlines for use of these funds:

1. December 2024 – All funds must be obligated (allocated/committed).
2. December 2026 – All funding and projects concluded must be spent.

On September 20, 2023, the Canby City Council adopted Resolution 1395, which approved appropriations of the American Rescue Plan Act (ARPA) funds to specific capital projects within the Canby community.

Discussion

City Council previously discussed and adopted Resolution 1395, approving appropriations to specific capital projects within the Canby community. The allocations included funding for city-led projects, some of which is already committed, as well as funding for community agencies including \$500,000 for the Canby Adult Center; \$250,000 for the Clackamas County Fairgrounds and Event Center; \$129,340 for the Canby Fire District 62; and \$210,000 for Canby Utility.

At the October 4, 2023 City Council Work Session, Finance Director Eric Kytola made a presentation on General Fund Forecasting and Expenditure Forecasting. The presentation provided an overview of capital project planning, projected expenditures and revenues, and forecasting estimates for future planning. In short, the Finance Director recommended the City of Canby begin making short-term and long-term decisions to ensure the City remains in good financial standing in the future. One option is to reconsider the allocation of ARPA funding for City-led projects, leaving the allocations for the three community organizations and committed funds unaffected. Rather than utilize

the ARPA funding for proposed capital improvement projects, the City Council may want to consider reallocating the funding to capital improvement projects and eligible personnel costs incurred after March 3, 2021.

The ARPA allocations approved on September 20, 2023 include funding for the Logging Trail Bridge Improvements, which is also a proposed project within the Urban Renewal District. The renovation of the Logging Trail Bridge is proposed to include funding from ARPA and Urban Renewal. Due to the combination of funding, ARPA will be discussed in context with proposed projects during the November 15, 2023 Urban Renewal Agency meeting.

Attachments

- September 20, 2023 Staff Report Considering Resolution 1395
- Resolution 1395 (September 20, 2023)
- Recommended ARPA Allocations (September 20, 2023)

Fiscal Impact

None.

Options

1. Direct City staff to bring a staff report and resolution to reconsider ARPA allocations for City-led projects.
2. Direct City staff to bring a staff report and resolution to reconsider all ARPA allocations.
3. Direct City staff to keep ARPA allocations as approved by Resolution 1395.

Recommendation

City staff recommends the allocations for community agencies and previously committed funds remain unaffected by any reconsideration of ARPA funding. City staff recommends the City Council reconsider the allocations of the ARPA funding for City-led projects.

Proposed Motion

None.



City of Canby Bi-Monthly Report
Department: Administration
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
 From: Maya Benham, City Recorder
 Prepared by: Same as above
 Through: Eileen Stein, Interim City Administrator
 Date: 11/15/2023

Board and Commissions - Current Vacancies

| Board/ Commission/ Committee | Vacancy | Applications Received | Status |
|---|---------|-----------------------|---|
| Bike & Pedestrian Committee | 1 | | Term ends 6/30/2026 |
| Library Advisory Board (inside city limits) | 1 | | Term ends 6/30/2027 |
| Budget Committee | 2 | 2 | 1 Term ends 06/30/2025; 1 Term ends 06/30/2026 |
| Transit Advisory Committee | 1 | 1 | 1 Term ends 3/31/2025; |
| Heritage & Landmark Commission | 5 | | 1 Term ends 6/30/2025; 1 Term ends 06/30/2024; 2 Terms end 6/30/2026; 1 Student Term ends upon graduation |

Liquor Licenses/ Noise Variance Application

No new licenses at this time.

Public Records Requests

Processed 9 public records requests.

Recruitments/ New Hires

- Lifeguard I
- Police Officer
- Code Enforcement Officer
- Economic Development/ Planning Intern
- Office Specialist I
- Finance Director
- Library Assistant I On-Call
- Maintenance Worker I
- Maintenance Worker II
- Police Officer -Lateral
- Wastewater Treatment Plant Supervisor



City of Canby Bi-Monthly Report
Department: Municipal Court
For Months of: September and October 2023

To: The Honorable Mayor Hodson & City Council
 From: Jessica Roberts, Municipal Court Supervisor
 Prepared by: Same as above
 Through: Eileen Stein, Interim City Administrator
 Date: 11/15/2023

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

| Monthly Statistics | September | October |
|---|-----------|----------|
| Misdemeanors | | |
| Warrants Issued | 2 | 8 |
| Misdemeanor Case Detail | | |
| Diversion/Deferred Sentence | 6 | 0 |
| Offenses Dismissed | 0 | 2 |
| Offenses Sentenced | 0 | 3 |
| Traffic & Other Violations | | |
| Offenses Filed | 128 | 169 |
| Cases/Citations Filed | 81 | 127 |
| Parking Citations Filed | 11 | 6 |
| Traffic & Other Violations Case Detail | | |
| Diversion (Good Driver Class/MIP) | 13 | 28 |
| Dismissal (Fix It Tickets) | 15 | 16 |
| Dismissed by Judge | 5 | 12 |
| Sentenced by Judge | 54 | 44 |
| Handled by Violations Bureau | 88 | 74 |
| Guilty by Default | 73 | 64 |
| Traffic and Criminal Trials | | |
| Court Trial (Misdemeanor) | 0 | 0 |
| Jury | 0 | 0 |
| Traffic Trial | 9 | 21 |
| Defendant Accounts referred to Collections | \$45,690 | \$69,475 |
| Fines & Surcharges Collected | \$60,110 | \$54,301 |

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 2023

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 11/15/2023

Economic Development Director Updates

Economic Development and Planning Intern: Macaela Bennet joined the Development Services Department as an intern on October 16th. While interning with the City of Canby, her focus will be on a range of tasks including researching and review, job shadowing staff members, comprehensive planning tasks, and event assistance and coordination. During her 2-month internship, Macaela will continue her work as the Executive Assistant at The Canby Center. In June 2024 she will graduate from Portland State University with a degree in Urban and Public Affairs, minor in Communications.

Capital Improvement Project Team: Canby continues to grow and, with that, the need transpired to develop an internal, city staff team to discuss upcoming projects, potential funding sources, and overall coordination efforts. The first meeting was held in August, with subsequent meetings held on September 7th and September 14th. Staff began to lay the groundwork for further conversations on the projects that are proposed for the next several years. Team members include city staff from administration, finance, planning, public works, and economic development. The Finance Director presented a preliminary presentation at the October 4, 2023 City Council meeting to provide an overview of the efforts underway and the initial forecasting he completed. City staff will continue to meet to discuss capital improvement projects and plan according to the forecasting the Finance Director completed.

Cultivating Canby: The City of Canby is currently working on updating the Comprehensive Plan and Transportation Systems Plan, both of which will inform a potential Urban Growth Boundary (UGB) expansion in the future. These efforts are combined as part of “Cultivating Canby”, which is a process that includes several years of planning and community outreach efforts.

- **Community Summit #1:** The City’s first Community Summit, which was scheduled for Thursday, September 14th at the Canby Police Department at 6:00p brought community members, City staff, and consultants together to begin to lay the groundwork for the growth and development of Canby over time. The meeting included breakout groups to discuss items such as infrastructure, vision, and funding opportunities.
- **Project Advisory Committee:** The Comprehensive Plan Project Advisory Committee (PAC) met for a third time on Tuesday, October 17th at City Hall. The PAC includes community members, city staff, and consultants to review and plan for Canby future. The Comprehensive Plan guides the

community's growth for the next twenty years and reviews the buildable land inventory, regional initiatives, and opportunities for growth in specific business sectors. The PAC provides insight and guidance throughout the comprehensive plan update. As the PAC continues to meet and the work is further refined, City staff has worked closely to identify gaps and recently met with school board members to further the connection between the planning efforts of both the City of Canby and the Canby School District.

- **Resident Postcards:** In early October, the City of Canby worked to create postcards which would be mailed to residents outside the current UGB who are being included in the City's preliminary study area. The area includes a one-mile radius outside of the current UGB and includes properties that may be developed in the next 20-year period. A meeting is scheduled for Monday, November 6th at the City Council Chambers, 222 NE 2nd Avenue.

CANBY URBAN GROWTH BOUNDARY EXPANSION

The City of Canby has begun a multi-year process to update its Comprehensive Plan and expand the Urban Growth Boundary (UGB). As part of this process, the City will study the possibility of including your property in a potential UGB expansion due to its proximity to the existing city limits.

The City prepared a Preliminary UGB Expansion Study Area in accordance with state law that includes land within one mile of the current UGB, but not any land that is designated "Rural Reserve" by Clackamas County. Your property is within that one mile distance and, thus, has been included within the Preliminary UGB Expansion Study Area (see map on reverse side).

Over the next nine months, Canby will define the Final Study Area and conduct an in-depth planning and legal analysis of suitable lands within the Final Study Area for UGB inclusion to accommodate Canby's 20-year land needs. There is no guarantee that the Final Study Area will be added to the UGB. However, we would like to know if you may be interested in adding your property into the UGB.

More Information, visit project website: publicinput.com/cultivatingcanby
Don Hardy, Planning Director | DonHardy@CityofCanby.org | 503.266.0775
Ryan Potter, Planning Manager | RyanP@CityofCanby.org | 503.266.0712

Canby Beer Library: The City of Canby has been working with Oregon City Brewing Co. since 2020 on the redevelopment of the former Canby Public Library building, 292 N Holly Street. The purchase and sale agreement of the former Canby Public Library building included utilizing the Oregon Main Street Revitalization Grant – which the City was awarded in 2019 – for façade improvements on the building. Oregon City Brewing Company continued to work through the planning and permitting process to acquire the appropriate approvals to update the building for their planned indoor/outdoor space which they hope to bring 7 food carts and an indoor taproom to downtown Canby. Bryce Morrow, owner of Oregon City Brewing Co., presented to the Canby Planning Commission on October 23, 2023 during a public hearing to consider a variance for two aspects of their previous permitted plans – the floor area ration (FAR) and glazing requirements. Morrow presented to the Planning Commission about the previous work that has been completed on the project, which includes structural and seismic upgrades, as well as the proposed work that will finish the redevelopment. The decision to approve the variance was unanimous with final findings being presented to the Planning Commission at the November 13th Planning Commission meeting.

Hanlon Development: The City of Canby has worked with Hanlon Development since 2016 with the sale of several of the former City buildings. While most of the buildings were demolished and the Dahlia was built, the historic City Hall and former Police Building were retained and renovated. At Restore Oregon's Restoration Celebration on September 22, 2023, Hanlon was awarded one of the 2023 DeMuro Awards for the historic City Hall. A subsequent event was held on site at the historic City Hall building on October 19th. Mary Hanlon, Tyler Nizer, Council President Traci Hensley, Emerick Contracting, and the President of Restore Oregon addressed the crowd on the many important ways the redevelopment of the building impacted Canby and the region as a whole. Furthermore, the City of Canby worked through the end of October to issue the Certificates of Completion for the historic City Hall building and former Canby Police Building. Staff anticipates these certificates will be completed and sent to Hanlon in early November.

Economic Development and Tourism Coordinator Updates

Promotion

- **Canby's Spooktacular Village**–
The City of Canby held the *Spooktacular Village* on Tuesday, October 31st, 2023. The weather was spectacular, and the 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, as well as Scarecrows (sponsored by Hotrod Dreamworks) peppered downtown intersections.



- **First Thursday Night Market** –
The First Thursday Night Market has been instrumental in bringing awareness to local businesses through its consistency of every first Thursday of the month! September continued its theme of dahlia to the last month of the Swan Island Dahlia Festival. The theme of the event in October connected with Canby's Spooktacular Village and having a Halloween theme.

Local businesses continue to meet monthly after the First Thursday Night Market and have agreed that the new mission and goals are continually being met. We look forward to continuing the success and providing an evening for residents and visitors to Shop, Dine, and Play in Canby.

- **Mission:** *The First Thursday Night Market seeks to promote downtown Canby as a destination for residents and visitors to explore local businesses while providing an opportunity to shop, dine, and play monthly.*
- **Goal 1:** *Offer a fun evening that captures visitors/residents to experience Canby businesses/organizations.*
- **Goal 2:** *Develop a new customer base for local businesses who continually return and shop locally.*
- **Goal 3:** *Provide an opportunity for Business-to-Business cross promotion of goods and services.*

The market occurs monthly on the first Thursday from 5:00 – 8:00p. The event encourages businesses to stay open late and invites visitors and the local community to come downtown. We look forward to seeing you at the next First Thursday Night Market.



- **Canby's Light Up the Night-**

The 22nd Annual Light Up the Night is set to take place in Canby's Downtown and in Wait Park on Friday, December 1st, 2023. Planning and coordination of the event are well underway, and we are excited for another great evening of Christmas joy in Canby. 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 Commission-**

The Canby Heritage and Landmark Commission has reconvened and met on October 4, 2023. The commission discussed the Certified Local Government grant that was awarded to the City of Canby. The City of Canby has been awarded a \$17,000 Certified Local Government (CLG) grant which the City of Canby will match \$17,000. These funds will be used for the following; Reconnaissance Level Survey, Intensive Level Survey, Commission Assistance and Mentoring Program (CAMP), Digitize Clackamas County Historic Resources Guide for the future, and working the Heritage Trail.

Economic Vitality

- **Oregon Main Street Conference–**

The City of Canby is a *Connected Community* participant of the Oregon Main Street Program and has an annual opportunity to learn more about Main Street as well as connect with other cities at the Oregon Main Street Conference. This year was held in Independence, Oregon and Tyler Nizer (City of Canby's Economic Development + Tourism Coordinator) attended the conference which provided great knowledge and insight.

Independence, Oregon has a unique comeback story as just a short 30 years ago they were a different place. Their mills had closed, combined with many vacant storefronts and downtown being a place where you wouldn't take your kids. The community made a choice to take control of their future, envisioned a revitalized community and worked collaboratively to achieve the vision. Lots of informative sessions were attended including; Simple Strategies to Grow and Sustain Strong Small Businesses on you Main Street, Getting Strategic on Main Street, and Hanging with Heritage to name a few of the many sessions taken throughout the conference.

- **Small Business Workshop-**

The holiday season is upon us which means Small Business Saturday will be here before we know it. The Economic Development team will once again bring back its Shop Local Canby campaign in partnership with Small Business Saturday and propel those efforts by rewarding residents and visitors for shopping in Canby. This year the Economic Development team also added a *Small Business Workshop- Customer Focused Marketing*, on October 25th, 2023. These efforts kicked off

the Shop Local Canby focus by providing a training to local businesses which can be used as toolbox to bring additional customers and campaign together this holiday season.

- **DeMuro Awarded to Historic City Hall-**

Restore Oregon announced the winners of the 2023 DeMuro Award for Excellence in Historic Preservation. Restore Oregon has selected Canby Historic City Hall as 1 of the 14 historic projects across Oregon to receive a 2023 DeMuro Award for Excellence in Historic Preservation, the state's highest honor for the preservation, reuse, and revitalization of architectural and cultural sites. The City of Canby held an awards ceremony on October 19th, 2023, to honor everyone involved with the process.

An integral part of a city economic redevelopment effort known as the Canby Civic Block, the Canby Historic City Hall is the centerpiece of the downtown Canby business district, but rehabilitation of this historic structure was in some ways more challenging than constructing a new building. From unearthing antique firehouse finds, to diligently restoring the interior by refinishing hardwood floors, installing historic light fixtures, and replicating historic wooden doors and windows, great care was taken to preserve the character of this building in a way that can support future use as a retail space. The renovation was guided by historians working with experienced local artisans and contractors. The entire team was committed to quality and to ensuring that their work would last for generations.

- **Oregon Economic Development Association-** Tyler Nizer, Canby's Economic Development Tourism and Coordinator is in the process of Oregon Certified Economic Developer program. On September 21-22, 2023 the course focused on Business Recruitment and Lead Generation. Subjects included a variety of important information related to business recruitment such as; Negotiating Community Benefit, Business Recruitment Basics, Community Preparation, Generating and Working with Leads, and many other great topics. The next course will take place in the first part of 2024 and continue on over the next two years.

Design

- **Façade Improvement Program** – The City of Canby Economic Development team has received interest from local businesses about the Façade Improvement Program. Information about the program has been delivered and we are eager for what transpires from those meetings.



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
 From: Robert Stricker, Lead Mechanic
 Prepared by: Same as above
 Through: Eileen Stein, Interim City Administrator
 Date: 11/15/2023

Sep-23

| Department | Work Orders | Labor Cost | Material Cost | Fuel Cost | Total Cost |
|--------------------------|-------------|------------|---------------|--------------|--------------------|
| Administration | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Adult Center | 0 | \$0.00 | \$0.00 | \$371.37 | \$371.37 |
| IT Department | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Facilities | 1 | \$648.66 | \$0.00 | \$150.73 | \$799.39 |
| Wastewater Collections | 0 | \$0.00 | \$0.00 | \$298.72 | \$298.72 |
| Wastewater Treatment | 2 | \$666.44 | \$1,430.31 | \$374.84 | \$2,471.59 |
| Parks | 6 | \$142.11 | \$201.67 | \$1,420.76 | \$1,764.54 |
| Police | 18 | \$2,689.21 | \$1,445.96 | \$6,090.73 | \$10,225.90 |
| Streets | 12 | \$2,080.09 | \$4,246.28 | \$2,475.46 | \$8,801.83 |
| Fleet Services | 1 | \$749.07 | \$0.00 | \$124.52 | \$873.59 |
| Canby Area Transit (CAT) | 27 | \$3,381.62 | \$2,624.46 | \$14,249.71 | \$20,255.79 |
| Total | 67 | | | Total | \$45,862.72 |

Oct-23

| Department | Work Orders | Labor Cost | Material Cost | Fuel Cost | Total Cost |
|--------------------------|-------------|------------|---------------|--------------|--------------------|
| Administration | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Adult Center | 0 | \$0.00 | \$0.00 | \$229.12 | \$229.12 |
| Facilities | 2 | \$64.54 | \$0.00 | \$767.82 | \$832.36 |
| IT Department | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Wastewater Collections | 9 | \$480.11 | \$0.00 | \$1,252.82 | \$1,732.93 |
| Wastewater Treatment | 0 | \$0.00 | \$0.00 | \$642.31 | \$642.31 |
| Parks | 7 | \$1,095.78 | \$467.46 | \$1,042.04 | \$2,605.28 |
| Police | 16 | \$2,156.74 | \$3,747.69 | \$6,288.01 | \$12,192.44 |
| Streets | 14 | \$2,008.16 | \$1,938.42 | \$2,536.85 | \$6,483.43 |
| Fleet Services | 0 | \$0.00 | \$0.00 | \$64.71 | \$64.71 |
| Canby Area Transit (CAT) | 27 | \$2,924.90 | \$5,994.77 | \$12,360.42 | \$21,280.09 |
| Total | 75 | | | Total | \$46,062.67 |



City of Canby Bi-Monthly Report
Department: IT
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
From: Chris Caruso, Network Administrator
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 11/15/2023

October 2023

- Tickets
 - 75 Tickets completed
- Highlights
 - Continued communication with Verkada Security Systems regarding City of Canby camera system.
 - Worked with Interim Library Director Marisa, opened dialog with Civic Plus regarding Library stats.
 - Worked with Veeam support and resolved incorrect backup settings and configurations at the Police Department.
 - Established communication with Colin at CDW Government account and reviewed all subscriptions and expiration dates.
 - Initiated NAS server rebuild with Dell as the PD backup server failed.
 - Established contact with Dell service representatives. Begin inventory of current assets and evaluate lifecycle.
 - Meet with Management staff and Drew Warren from Verkada systems. Facilitate demonstration of camera systems available to the city.
 - Initiate internet circuit for Livebarn installation at swim center.
 - Deploy Finance printer, install and setup all users.
 - Resolved Library analytics statistics with Marissa.
 - Established communication with Firstnet ATT including training.

September 2023

- Tickets
 - 65 completed.








- Highlights
 - Deploy new printer at Public Works
 - Update Caselle software to newest version.
 - Assisted Councilor Daniel Stearns with training and connectivity problems.
 - Assisted Laney Fouse with planning meetings and connectivity problems including training.
 - Meeting with Kaseya to discuss the products we are currently purchasing from them and training moving forward.
 - Meeting with Eileen regarding current security systems and future plans moving forward.
 - Resolved city wide scanning to email issue around previous misconfigurations which exposed the city to malware attacks.
 - Working together with Library staff, we reconfigured the public services desk.



City of Canby Bi-Monthly Report
Department: Library
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Interim Library Director
 Prepared by: Same as above
 Through: Eileen Stein, Interim City Administrator
 Date: 11/15/2023

Usage Metrics Overview

| | | | |
|--|---|--|--|
|  | | <h2 style="text-align: center;">CANBY PUBLIC LIBRARY</h2> <p style="text-align: center;">SEPT/OCT '23 SNAPSHOT</p> | |
| Items added to the collection - 1,067 |  | Items checked in 42,765 | |
| Holds filled 9,292 | |  New cards 231 | |
| Digital checkouts 7,184 |  | Room reservations 123 | |
| Physical checkouts 41,848 | |  Adult events - 11 Participants - 148 | |
| Customer interactions - 2,280 |  | Children's events - 39 Participants - 2,088 | |
| Visitors 15,778 | |  Teen events - <i>Back to School Break</i> | |

Staff

The library is hiring for on-call library assistants. The recruitment closed on 11/4/23.

Danny Smith resigned as Library Director on 10/4/23. Marisa Ely, the Library Supervisor, was appointed as Interim Library Director. She has held several positions in this library since 2017, and she also holds both a Masters in Library and Information Science and a doctorate in Educational Leadership. She is excited to continue moving this library in the direction that the growing Canby community deserves.

Spaces

We recently created a new space for tweens, which is near both the juvenile and teen collections. There is space to study, read, hang out, and participate in our new tween programs, which will also take place in the new space.



[Pictured: The new tween space]

Collections

- We recently completed a five-week project of relabeling the entire children's picture book collection. Library staff updated item records and put the new labels on (with the author's full last name). This change will make picture books easier to find for staff, volunteers, and patrons.



[Pictured: (Left) Picture books with their new labels; (Right) Old label vs. new]

- We moved the nonfiction DVD collection to a new shelving unit closer to the service desk, in addition to making more space for the Inspirational and Large Print collections with the moving of this collection.



[Pictured: Nonfiction DVDs on their new shelving unit close to the service desk]

- The new juvenile materials were also relocated from the front of the library so they could be closer to the new tween section of the library.



[Pictured: New juvenile books in their new location near the tween space]

General News

- The State Library of Oregon Public Library Statistical Report was submitted to the state on October 30, 2023.
- The work of artist Holly J. Kroening will be on display in the library now through December 21st, 2023. She is a native Oregonian, mother, and grandmother whose paintings express the joy, delight, and passion she feels when she paints.



[Pictured: Art by Holly J. Kroening on display in the library]

- ThankFall Tree: Since the beginning of October, patrons have been adding leaves to our ThankFall Tree that say what or who they are thankful for.



[Pictured: (Left) The ThankFall Tree on 10/6/23; (Right) The ThankFall Tree on 11/2/23]

- The Bridging Cultures wings have been on display at the library since the end of Summer. This art piece was painted by children and their families at the Canby Arts Festival and a Bridging Cultures picnic. Many of our younger patrons have enjoyed taking their picture with the wings.



[Pictured: Our children's librarian, Phillip, standing in front of the wings]

- Programming:

| Age Group | Program | # of Events | Total Participants |
|--------------------------------|-------------------------------------|-------------|--------------------|
| Children | <i>Paws for Reading</i> | 9 | 78 |
| | <i>Arts, Crafts, and Coloring</i> | 8 | 117 |
| | <i>Family Storytime</i> | 9 | 426 |
| | <i>Lego Play</i> | 9 | 55 |
| | <i>Dance Party</i> | 2 | 73 |
| | <i>Maker Lab</i> | 1 | 12 |
| | <i>Spooktacular Village</i> | 1 | 1,327 |
| Totals: | | 39 | 2,088 |
| Teen | <i>Back to School Break</i> | - | - |
| Totals: | | - | - |
| Adult | <i>Book Club</i> | 2 | 25 |
| | <i>Knit & Stitch Group</i> | 7 | 61 |
| | <i>Clackamas County Repair Fair</i> | 1 | 30 |
| Totals: | | 10 | 116 |
| All Ages | <i>Bracelet Making Craft Night</i> | 1 | 32 |
| All Programming Totals: | | 50 | 2,236 |

- Outreach:
 - Our children's librarian, Phillip, visited Trost Elementary's third graders in October, where he spoke to 56 students and 5 adults about library services. About a week after his visit to Trost, the same 56 third graders and about 15 parents visited the library for a tour.

Upcoming Events & News

- *Minecraft Club* (ages 8-15): 1st and 3rd Thursdays of the month starting in November
- *Dungeons & Dragons* (ages 13-18): 1st and 3rd Saturdays of the month starting in November
- *Mexico's Aztec Eagles* fighter pilots of WWII presentation by Sig Unander: November 7th
- *Fused Glass Ornament Making Workshop* (adults): November 15th
- *Local Author Kimila Kay* presentation: November 29th
- On November 1st, our new Public Services Desk went live. Previously, we had two separate desks (the Accounts Desk and Information Desk). This new desk, centrally located, will better serve the public in one convenient location!



City of Canby Bi-Monthly Report
Department: Parks
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
From: Jeff Snyder, Public Works Supervisor
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 11/15/2023

Park Renovations

David Kleinke and Crew have been in the process of cleaning up the Native Plant Sanctuary at Canby Community Park. The volunteer group has provided 188 hours to date.

Canby Excavation is still waiting for the lift station and restrooms. The construction will resume once the materials have been received for the Community Park utility improvement project.

Overseeding to repair turf at Wait Park has been completed. After a long summer of events the turf was in need of some restoration.

A new sign was installed at Arneson Gardens in the parking lot planter strip.

We received the National Fitness Court exercise equipment at the end of September. Concrete slab installation quotes were requested in the middle of September. Quotes were requested from 7 companies.

Park Maintenance

Staff has been busy keeping the parks clean. Shrubs and tree trimming has been performed over the last couple months. Mowing and weed spraying has decreased with the cooling weather. Building maintenance and playground repairs were addressed as found. Irrigation systems were repaired as issues were found. By the end of October all the irrigation systems, fountains and restrooms have been winterized for the season.

The Parks Department spent 49.5 hrs. addressing graffiti and vandalism over the last two months. Maintenance was performed at the 36 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, Ivy Ridge land, 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 1st Ave., NW 2nd 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 (19th Loop), WWTP property and Zion Cemetery.

Meetings Attended

I attended NFC fitness court meetings and a Co-Geo meeting regarding the acreage requirements for soccer fields.

Ken attended a Light Up the Night meeting.

Zion Cemetery

At the cemetery, mowing and debris cleanup has occupied staff's time. Floral decoration cleanup, building maintenance issues and sexton duties were addressed as needed. Irrigation issues and adjustments were addressed as found. The office received a fresh coat of paint.

For your Information

Please see attached park maintenance actual hours for the months of September and October 2023. Hours are based on number of employees (each day) x 7.5.



Before and after pictures of blackberry removal from the native plant sanctuary. The restoration project is located at Canby Community Park.

Parks Department

September 2023 Actual Hours

Total

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
|------------------------|-----|---|---|---|-----|------|------|-----|---|----|------|------|-----|------|------|----|----|------|------|-----|-----|-----|-----|----|-----|------|-----|------|-----|----|-------|-------|
| Adult Center | | | | | | 1.5 | | | | | | 1.0 | | | | | | | 2.5 | | | | | | 0.5 | | | | | | | 5.5 |
| Arneson Gardens | 1.0 | | | | 16 | 25.0 | | 0.5 | | | 2.5 | 7.5 | 2.5 | | 0.5 | | | 0.5 | | 1.0 | | | | | 2.5 | | 1.0 | | | | | 60.5 |
| Baker Prairie Cem. | | | | | | | | | | | 2.0 | | | | | | | | | | | | | | | | | | | | | 2.0 |
| Beck Pond | | | | | | 1.5 | | 0.5 | | | | | 0.5 | | | | | | | | | | | | | 1.0 | 0.5 | | | | | 4.0 |
| Community Park | 3.0 | | | | 7.0 | | 8.0 | 2.0 | | | 3.0 | 3.0 | 3.0 | 1.0 | 2.0 | | | 4.0 | 2.0 | 9.0 | 7.0 | 1.0 | | | 8.0 | 2.0 | 7.5 | 8.0 | 6.0 | | | 86.5 |
| CPIP Sign Property | | | | | | | | | | | | | | | | | | | | | | | | | 1.0 | | | | | | | 1.0 |
| Disc Golf Course | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Eco Park | | | | | | | | | | | | | 0.5 | | | | | | | | | | | | | | 2.5 | | | | | 3.0 |
| Faist V (5) | | | | | | 1.0 | | | | | | | | | | | | | | | | | | | | 1.0 | | | | | | 2.0 |
| Holly-Territorial Sign | | | | | | | | | | | | | | | | | | | | | | | | | | 1.0 | 1.5 | | | | | 2.5 |
| Hulberts-sign property | | | | | | 2.0 | | | | | | | | | | | | | | | | | | | | 2.5 | | | | | | 4.5 |
| Ivy Ridge | | | | | 1.0 | | | 0.5 | | | | | 0.5 | | | | | | | | | 7.0 | | | | | | | | | | 9.0 |
| Klohe Fountain | | | | | | | | | | | | | 3.0 | | | | | | | | | | | | | | | | | | | 3.0 |
| Knights Brdg. | | | | | | | | | | | | | | | | | | | | | | | | | | | 1.0 | | | | | 1.0 |
| Legacy Park | 6.5 | | | | 2.0 | | 4.5 | 6.5 | | | 6.5 | 3.5 | 4.5 | 4.0 | 4.0 | | | 1.0 | 6.5 | 3.0 | 5.5 | 5.0 | | | 4.0 | 1.0 | 2.0 | 2.0 | 6.0 | | 78.0 | |
| S. Locust Park | 1.0 | | | | 1.5 | | 2.0 | 6.0 | | | 4.0 | 3.5 | 3.0 | 1.0 | 2.0 | | | 2.0 | 11.0 | 2.0 | 2.0 | 2.0 | | | 4.0 | 1.0 | 2.0 | 1.0 | 3.0 | | 54.0 | |
| Logging Rd. Path | 1.0 | | | | 2.0 | | | 3.0 | | | 1.0 | | 1.0 | | 2.0 | | | 1.0 | 1.0 | 1.5 | | 1.0 | | | 2.5 | 1.0 | 6.0 | 2.0 | 6.0 | | 32.0 | |
| Fish Eddy-Log Boom | 0.5 | | | | 1.0 | | | | | | 0.5 | | | | | | | | | | | 1.0 | | | | | 0.5 | | | | | 3.5 |
| Maple St. Park | 7.0 | | | | 5.0 | 2.0 | 12.5 | 4.0 | | | 2.0 | 2.0 | 9.0 | 23.5 | 6.5 | | | 1.0 | 1.5 | 9.5 | 9.0 | 6.5 | | | 4.5 | 1.0 | | 2.0 | 7.5 | | 116.0 | |
| 19th Loop | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Northwood Park | 0.5 | | | | 5.0 | 8.0 | | 0.5 | | | 7.0 | | 1.5 | | | | | 3.5 | 3.5 | 1.5 | | 3.0 | | | 1.5 | | 1.0 | | | | 36.5 | |
| Street Landscaping | | | | | | | 6.0 | | | | | 2.0 | | | 4.0 | | | | | | | 4.0 | | | 2.5 | 1.0 | 1.5 | 27.0 | | | | 48.0 |
| Storm/Collection | | | | | | 1.0 | | | | | | | | | | | | | | | | 2.0 | 1.0 | | | | | | | | | 4.0 |
| Police Department | | | | | | | | | | | 5.0 | | | 3.0 | | | | | | | | | 3.0 | | | 1.5 | | | 1.5 | | | 14.0 |
| Simnitt Property | | | | | | | | | | | | | | | | | | | | | | | | | | | | 2.0 | | | | 2.0 |
| Skate Park | 0.5 | | | | 0.5 | | | 0.5 | | | | | | 2.0 | | | | | | | 0.5 | | 0.5 | | | | | 1.0 | | | | 5.5 |
| Shops/tools-Trucks | 0.5 | | | | 2.0 | | | 0.5 | | | 2.0 | | 0.5 | | | | | 2.0 | 0.5 | 2.0 | 1.0 | 1.0 | | | | 6.0 | 2.0 | 2.0 | 2.0 | | | 24.0 |
| Swim Center | | | | | | | | | | | | | | | | | | | | | | | | | | 2.0 | | | | | | 2.0 |
| Territorial-CLC Prop. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Timber Park | 0.5 | | | | 2.5 | | 1.5 | 8.0 | | | 1.0 | 3.5 | 1.5 | 0.5 | 1.0 | | | 1.0 | 1.5 | 1.0 | 4.0 | 3.0 | | | 6.0 | 0.5 | 1.0 | | 1.0 | | 39.0 | |
| Transit Bus stop | 1.0 | | | | 1.0 | | 1.0 | 1.5 | | | 1.0 | 1.0 | | 1.0 | 1.0 | | | 1.0 | 0.5 | 1.0 | | 1.0 | | | 1.5 | 0.5 | 2.0 | 1.0 | 0.5 | | 17.5 | |
| Triangle Park | | | | | 2.0 | | | | | | 1.0 | | | | | | | | | 1.5 | | 2.0 | | | | | | | | | | 6.5 |
| Wait Park | 5.5 | | | | 4.0 | 3.0 | 2.0 | 3.5 | | | 6.0 | 18.0 | 8.0 | 0.5 | 8.5 | | | 28.0 | 13.0 | 5.0 | 1.0 | 4.5 | | | 4.5 | 1.0 | 4.5 | 1.0 | 5.5 | | 127.0 | |
| Veterans Memorial | | | | | | | | | | | | | | | 0.5 | | | | | | 0.5 | | | | 0.5 | 21.0 | 3.0 | | | | | 25.5 |
| WWTP property | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Zion Cemetery | 0.5 | | | | | 15.0 | 15.0 | | | | 15.0 | 15.0 | 7.5 | 15.0 | 13.0 | | | 15.0 | 15.0 | 7.5 | 2.5 | | | | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | | | 173.5 |
| Administration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |

Monthly Total 993.0

Parks Department

October 2023 Actual Hours

Total

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
|-------------------------|---|------|------|-----|------|-----|---|---|------|------|------|------|------|----|----|------|------|------|------|-----|----|----|-----|-----|------|------|-----|----|-----|------|-------|-------|
| Adult Center | | | 1.0 | | | | | | 0.5 | | | | | | | | | | 1.0 | | | | | | | | | | | | | 2.5 |
| Arneson Gardens | | 1.5 | 1.0 | | | 0.5 | | | 1.0 | | 0.5 | 1.5 | 0.5 | | | 2.0 | | 1.0 | | 0.5 | | | | | | 1.0 | 0.5 | | | 2.0 | 0.5 | 14.8 |
| Baker Prairie Cem. | | | | | 1.0 | 1.0 | | | | | | 20.0 | | | | | 1.5 | | | | | | | | | | | | | 3.0 | 26.8 | |
| Beck Pond | | | | | | | | | | | | | | | | | | | | | | | 1.0 | 0.5 | | | | | | | | 1.5 |
| Community Park | | 9.0 | 13.5 | 6.0 | 2.0 | 3.0 | | | 10.0 | 5.0 | 2.0 | 2.0 | 1.0 | | | 8.5 | 1.5 | 2.0 | 7.5 | 7.0 | | | 7.0 | 1.0 | 2.0 | 2.0 | 2.5 | | 2.0 | 1.0 | 97.5 | |
| CPIP Sign Property | | | | | | | | | | | | | | | | 1.0 | | | | | | | | | | | | | | | | 1.0 |
| Disc Golf Course | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Eco Park | | | | 0.5 | 4.5 | | | | | | 0.5 | | | | | | | | 1.0 | 0.5 | | | 0.5 | 2.5 | | 1.0 | 0.5 | | | 0.5 | 12.0 | |
| FaistV (5) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Holly- Territorial Sign | | | | | | | | | | 0.5 | 1.0 | | | | | | | | | | | | | | | | | | | | | 1.5 |
| Hulberts-sign property | | | | | 2.0 | | | | | | | | | | | | | | | 1.0 | | | | | | | | | | | | 3.0 |
| Ivy Ridge | | | | | | | | | | | | | | | | | | | | | | | 4.5 | | | | | | | | | 4.5 |
| Klohe Fountain | | | | | | | | | | 1.0 | | 0.5 | | | | | 1.0 | 1.0 | | | | | | | | | | | 1.0 | | | 4.5 |
| knights Brdg. | | | | | | | | | | | | | | | | | | | | | | | 1.5 | | | | | | | | | 1.5 |
| Legacy Park | | 3.0 | 7.0 | 2.0 | 7.0 | 7.5 | | | 3.0 | 12.5 | 15.0 | | 4.0 | | | 1.0 | 3.5 | | 4.5 | | | | 4.0 | 4.5 | 1.5 | 9.0 | 5.5 | | | 3.5 | 98.0 | |
| S. Locust Park | | 3.0 | 3.0 | 1.0 | 4.0 | 1.0 | | | 6.0 | 11.0 | 1.5 | 2.0 | 0.5 | | | 11.0 | 3.0 | | | 3.5 | | | 4.5 | 8.0 | 1.0 | 1.0 | 6.0 | | 8.0 | 1.0 | 80.0 | |
| Logging Rd. Path | | 3.5 | | 2.0 | | 2.5 | | | 1.0 | | 1.5 | | 1.0 | | | 6.5 | 0.5 | | 7.0 | 2.0 | | | 2.0 | 2.0 | | | 1.0 | | 2.0 | 1.0 | 35.5 | |
| Fish Eddy-Log Boom | | | 2.0 | 0.5 | | | | | | | 0.5 | | | | | | | | | 0.5 | | | 0.5 | | | | 0.5 | | | | | 4.5 |
| Maple St. Park | | 5.0 | 2.0 | 9.0 | 1.5 | 6.5 | | | 2.0 | 9.0 | | 5.0 | 6.0 | | | 3.0 | | 2.5 | 4.5 | 5.0 | | | 5.0 | 3.5 | 9.0 | 5.5 | 7.0 | | 4.0 | 1.0 | 96.0 | |
| 19th Loop | | | | 1.5 | 0.5 | | | | | | 0.5 | 3.0 | | | | | | | | | | | | | | | | | | | | 5.5 |
| Northwood Park | | 4.5 | | 0.5 | | 1.0 | | | 5.0 | | 1.0 | | 0.5 | | | 3.0 | 13.0 | 9.0 | 1.0 | 0.5 | | | 3.0 | | 0.5 | | 0.5 | | 3.0 | 0.5 | 46.8 | |
| Street Landscaping | | | 9.0 | | 1.0 | 1.0 | | | | | 2.0 | | | | | 3.0 | | | 2.0 | 2.0 | | | 1.0 | 0.5 | | | | | 4.0 | 15.0 | 40.8 | |
| Storm/Collection mow | | | | | 1.0 | 1.0 | | | | | | | | | | | | | | | | | | 0.5 | | | | | | | | 2.5 |
| Police Department | | | | | 5.0 | | | | | | | 2.0 | 2.0 | | | | | | 1.5 | | | | | | | | | | | | | 10.5 |
| Simmitt Property | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Skate Park | | | | | | 0.5 | | | 0.5 | | | 1.0 | 0.5 | | | 1.0 | | | | 0.5 | | | | 4.0 | | | 0.5 | | 0.5 | | | 9.0 |
| Shops/tools trucks | | 2.0 | 2.5 | 2.0 | 1.0 | 1.0 | | | 4.5 | 2.0 | 2.0 | 2.0 | | | | 1.0 | 1.0 | 1.5 | 2.0 | | | | 2.0 | 2.0 | | | | | 1.0 | | | 29.5 |
| Swim Center | | | | | | | | | | 1.0 | | | | | | | | | 1.0 | | | | | 1.0 | | | | | | | | 3.0 |
| Territorial CLC Prop. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Timber Park | | 1.5 | 1.0 | 6.0 | | 0.5 | | | 3.0 | | 0.5 | 2.5 | 0.5 | | | 1.5 | 1.5 | 4.0 | | 3.0 | | | 1.0 | 2.5 | 1.0 | 1.0 | 2.0 | | 2.0 | 2.5 | 37.8 | |
| Transit Bus stop | | | 1.0 | 0.5 | 1.0 | 0.5 | | | 1.0 | | 1.0 | | 0.5 | | | 0.5 | 1.0 | 1.0 | | 2.5 | | | 1.0 | 0.5 | | | 1.0 | | 2.0 | | | 14.0 |
| Triangle Park | | 0.5 | | | | | | | 1.0 | | | 1.0 | | | | | 1.0 | | | | | | 0.5 | | | | | | | | | 4.0 |
| Wait Park | | 11.5 | 2.0 | 5.5 | 4.0 | 2.0 | | | 7.0 | 4.0 | 7.5 | | 15.0 | | | 3.0 | 18.5 | 18.5 | 10.0 | 3.5 | | | 6.0 | 3.0 | 30.0 | 4.5 | 2.5 | | | 6.0 | 0.5 | 164.8 |
| Veterans Memorial | | | | | 1.0 | | | | | | | 2.0 | | | | | | | | | | | | | | | | | | | | 3.0 |
| WWTP property | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 |
| Zion Cemetery | | | | 9.5 | 15.0 | 7.5 | | | 7.5 | 4.5 | | | 7.5 | | | 7.5 | 3.0 | 7.5 | 15.0 | 7.5 | | | 7.5 | 7.5 | 7.5 | 19.0 | 7.5 | | 7.5 | 15.0 | 163.5 | |
| Administration | | | | | | | | | | | | | | | | | | | | | | | 1.0 | | | | | | | | | 1.0 |



City of Canby Bi-Monthly Report
Department: Police
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Eileen Stein, Interim City Administrator
 Date: 11/15/2023

| | SEPT | OCT |
|---|------|-----|
| Calls for Service - Dispatched 911 and Non-Emergency Calls | | |
| PROPERTY CRIMES REPORTED | | |
| Burglary | 0 | 2 |
| Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle | 2 | 4 |
| Robbery | 0 | 1 |
| Theft I, II, & III | 11 | 13 |
| Forgery / Counterfeiting | 0 | 0 |
| Trespass | 7 | 6 |
| Vandalism / Criminal Mischief | 7 | 12 |
| PERSON CRIMES REPORTED | | |
| Assault I, II, IV | 1 | 3 |
| Carrying Concealed Weapons (knife, blade, etc.) | 0 | 0 |
| Disorderly Conduct (includes resisting arrest) | 3 | 1 |
| Endangering Welfare of a Minor / Recklessly Endangering | 1 | 2 |
| Felon in Possession of Firearm / Restricted Weapon | 0 | 0 |
| Harassment, Intimidation or Threats | 4 | 10 |
| Identity Theft | 2 | 0 |
| Interfering with Peace Officer | 0 | 2 |
| Menacing | 1 | 1 |
| Sex Offenses | 1 | 1 |
| Strangulation | 0 | 1 |
| ARRESTS | | |
| Warrant Arrests (and contempt of court, restraining order, parole violations) | 17 | 11 |
| Adult and Juvenile Custodies (includes juvenile curfew) | 42 | 51 |

| DRUG CRIMES | | |
|---|-----|-----|
| Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth) | 0 | 3 |
| Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth) | 1 | 1 |
| Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth) | 0 | 0 |
| TRAFFIC CRIMES, ACCIDENTS, CITATIONS | | |
| Attempt to Elude | 3 | 4 |
| Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance) | 8 | 8 |
| Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, UUMV, Failure to Surrender Suspended License / Use Invalid License) | 10 | 18 |
| Traffic Accidents | 6 | 11 |
| Traffic Citations | 244 | 274 |

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

MONTHLY TRAFFIC SAFETY REPORT

SEPTEMBER 2023

| | |
|---------------------|---|
| CITATIONS: | 244 |
| DUII ARRESTS: | 8 |
| TRAFFIC CRIMES: | 10 |
| TRAFFIC CRASHES: | Injury (Traffic): 0 Injury (Patrol): 1 Non-Injury (Traffic): 2 Non-Injury (Patrol): 2 Hit & Run (Traffic): 0 Hit & Run (Patrol): 1 TOTAL CRASHES: 6 |
| TRAFFIC COMPLAINTS: | 11 |

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

MONTHLY TRAFFIC SAFETY REPORT

OCTOBER 2023

| | |
|---------------------|--|
| CITATIONS: | 274 |
| DUII ARRESTS: | 8 |
| TRAFFIC CRIMES: | 18 |
| TRAFFIC CRASHES: | Injury (Traffic): 0 Injury (Patrol): 5 Non-Injury (Traffic): 1 Non-Injury (Patrol): 2 Hit & Run (Traffic): 2 Hit & Run (Patrol): 1 TOTAL CRASHES: 11 |
| TRAFFIC COMPLAINTS: | 11 |



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Laney Fouse Lawrence, Planning Technician
Through: Eileen Stein, Interim City Administrator
Date: 11/15/2023

The following report provides a summary of Planning and Development Services activities for the months of September & October 2023. 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).** The EOA was adopted as part of the comprehensive plan update by the City Council on September 6. The EOA is now in the final DLCDC review and approval process. The HNA and HPS are anticipated to be reviewed in a Planning Commission work session on December 11, 2023, with Planning Commission and City Council adoption of both by Spring of 2024.
2. **Comprehensive Plan and Transportation System Plan.** The Comprehensive Plan and Transportation System Plan Project Advisory Team third meeting occurred on October 17, 2023. The first community outreach open house was September 14, 2023, and the second community open house will be November 14, 2023. A City Council work session to provide an update on the comprehensive plan work occurred on November 1, 2023. A Listening Session/Open House with those property owners in the potential urban growth boundary expansion area occurred on November 6. The City Council adopted a resolution on August 16, 2023 to start the sequential urban growth boundary process and was adopted by the Clackamas County Board of Commission's on September 12, 2023 and DLCDC is anticipated to approve by end of 2023. The Housing Efficiency Measures code updates are continuing with anticipated approval by Spring 2024. DLCDC provided Canby notice of the intent to provide grant money associated with the urban growth boundary expansion process with scope and budget being coordinated with DLCDC staff and with anticipated grant approval in December 2023.
3. **Parks and Recreation Planning.** Planning staff continue to provide support for park projects spearheaded by Public Works, including a planned fitness court at Legacy Park, parking and other upgrades at Community Park, and improvements to athletic fields at Maple Street Park. Additionally, planning staff have provided support to the Parks and Advisory Board in the search of a potential sports field location.
4. **Freeway I-205 Tolling Project.** At the request of ODOT a list of road projects anticipated to be impacted in Canby by I-205 tolling diversion was provided to ODOT on September 8, 2023. Additionally, the City Council adopted a resolution supporting the C4 Committee Values Statement on September 6, 2023, that was provided to ODOT.

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of September 1 - October 31, 2023: Meredith Zone Change
2. **Pre-Construction Conferences** held for the period of September 1 - October 31, 2023: None
3. **Site Plans Submitted for Zoning Conformance** September 1 - October 31, 2023: 15 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, 2023: 1 application submitted

Planning Commission Activity:

1. Agenda Items Reviewed September 1 - October 31, 2023. During this period, the Planning Commission:
 - a. Viewed a staff presentation on the possibility of introducing an administrative variance process into the Canby Municipal Code.
 - b. Viewed a staff presentation as a follow-up to the Commission's previous discussion on introducing an administrative variance process into the Canby Municipal Code.
 - c. Public Hearing for the Public Works Fueling Facility & Parking Lot Improvements.
 - d. Public Hearing for the Canby Beer Library Modified Project.

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



City of Canby Bi-Monthly Report
Department: Public Works
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
 From: Jerry Nelzen, Public Works Director
 Prepared by: Ronda Rozzell, Office Specialist III
 Through: Eileen Stein, Interim City Administrator
 Date: 11/15/2023

Facilities

The Facility Maintenance Department has installed a new transfer switch in preparations of the new generator.



| Facilities | Total Hours |
|-------------------|--------------------|
| September | 144 |
| October | 176 |

Streets Department

The Public Works Department would like to give a shout out to Jason Padden for all the wonderful work he did for the Welcome to Canby sign! Thanks!



| September Streets | Total Hours |
|-------------------------------|-------------|
| Street Sweeping | 87.5 |
| Street Maintenance | 150 |
| Sidewalks Inspections | 14 |
| Driveway Approach Inspections | 14 |
| Street Sign Maintenance | 4 |
| Street Sign Installation | 7 |
| Streetlights | 5 |
| Tree Removal | 3 |
| Dump Truck | 11 |
| Vactor | 4 |
| Mini Trackhoe | 35 |

| October Streets | Total Hours |
|--------------------------------|-------------|
| Street Sweeping | 140 |
| Street Maintenance | 216 |
| Sidewalk Inspections | 7 |
| Driveway Approaches | 9 |
| Street Sign Manufacturing | 21 |
| Street Sign Maintenance | 13 |
| Street Sign Installation | 10 |
| Streetlights | 15 |
| Tree Removal/Trimming/Planting | 7 |
| Dump Truck | 2 |
| Vactor | 3 |
| Mini Trackhoe | 10 |

Sewer Collections

NW 3rd and N Baker lift station generator project and this will ensure this lift station will always be functioning.



| September Sewer | Total Hours |
|--------------------------|--------------------|
| Sewer Maintenance/Repair | 41 |
| Sewer TV'ing | 19 |
| Lift Station Maintenance | 17 |
| Locating Utilities | 18 |
| Sewer Inspections | 1 |
| Drying Beds | 4 |

| October Sewer | Total Hours |
|----------------------------|--------------------|
| Sewer Cleaning | 30 |
| Sewer TV | 39 |
| Sewer Laterals/Maintenance | 123 |
| Lift Station Maintenance | 22 |
| Locating Utilities | 33 |
| Sewer Inspections | 24 |
| Vactor Usage | 8 |
| Drying Beds | 4 |

Storm Water

Annual leaf collection drop off for citizens at Public Works.



| September Stormwater | Total Hours |
|-------------------------------|--------------------|
| Catch Basin Maintenance | 10 |
| Drywell Maintenance | 27 |
| Erosion Control | 5 |
| Storm Line Maintenance/Repair | 13 |
| Storm Line Inspections | 2 |
| Vactor Usage | 6 |
| Drying Beds | 2 |

| October Stormwater | Total Hours |
|-------------------------------|--------------------|
| Catch Basin Maintenance | 7 |
| Drywell Maintenance | 12 |
| Storm Line Maintenance/Repair | 6 |
| Erosion Control Inspections | 1 |
| Storm Line Inspections | 11 |
| Vactor Usage | 5 |
| Drying Beds | 2 |



City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 11/15/2023

Everything went well for September and October. We continue to be very busy and have a lot of people in lessons and coming in to exercise throughout the day. Attendance is up about 2,450 swims so far this year and revenue is about \$10,000 ahead of last year. Staffing is also better this year, we all worked very hard to build up our part-time staff this summer. We hoped that we could keep more people on to work when school started. So far, we seem to have been successful. We seem to finally be back to a more normal workforce and staffing level.

Canby Gators swim team seems to be doing well. They have a lot of new swimmers this year. It will take a season or two to get them all up to speed. They have already swam in a couple of meets and they have two more this month, one at Canby, before they go to a travel meet to Arizona. It will be great to see how the team does this year.

Canby High School swim team begins in just a few days. They have a short prep time before the meets start. They will have a swim meet every week from December to the middle of February except for winter break. They would like to repeat and District Champs on the Girls side and move up one spot with the boys as they were runner up last year.

Winter is a great time to work out at the Canby Swim Center. The water and the air temperatures will remain in the 80's all winter.

SUBJECT: September 2023 Monthly Attendance Numbers
DATE: 2023-2024

| CANBY SWIM CENTER September | ADMIT 2022 | ADMIT 2023 | PASS 2022 | PASS 2023 | TOTAL 2022 | TOTAL 2023 | YTD TOTAL 22-23 | YTD TOTAL 23-24 |
|--------------------------------|---------------|---------------|--------------|--------------|---------------|---------------|--------------------|--------------------|
| MORNING LAP | 21 | 33 | 155 | 239 | 176 | 372 | 714 | 987 |
| ADULT RECREATION SWIM | 9 | 46 | 148 | 266 | 157 | 312 | 852 | 1062 |
| MORNING WATER EXERCISE | 9 | 62 | 91 | 174 | 100 | 236 | 498 | 759 |
| PARENT/ CHILD/ Family Swim | 120 | 216 | 0 | 0 | 120 | 216 | 996 | 1054 |
| MORNING PUBLIC LESSONS | 0 | 0 | 0 | 0 | 0 | 0 | 3110 | 3232 |
| SCHOOL LESSONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| NOON LAP | 28 | 104 | 128 | 218 | 156 | 322 | 525 | 800 |
| TRIATHLON CLASS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| AFTERNOON PUBLIC | 31 | 129 | 2 | 1 | 33 | 130 | 1749 | 1807 |
| PENGUIN CLUB | 0 | 0 | 0 | 0 | 0 | 0 | 588 | 1006 |
| CANBY H.S. SWIM TEAM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CANBY GATORS | 0 | 0 | 520 | 540 | 520 | 540 | 1890 | 1175 |
| MASTER SWIMMING | 0 | 0 | 8 | 11 | 8 | 11 | 8 | 11 |
| EVENING LESSONS | 448 | 1044 | 0 | 0 | 448 | 1044 | 2687 | 3560 |
| EVENING LAP SWIM | 19 | 31 | 25 | 52 | 44 | 83 | 251 | 339 |
| EVENING PUBLIC SWIM | 64 | 117 | 17 | 11 | 81 | 128 | 955 | 1061 |
| EVENING WATER EXERCISE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ADULT LESSONS | 12 | 15 | 0 | 0 | 12 | 15 | 24 | 50 |
| GROUPS AND RENTALS | 0 | 10 | 0 | 0 | 0 | 10 | 11 | 56 |
| OUTREACH SWIMMING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL ATTENDANCE | 761 | 1807 | 1094 | 1512 | 1855 | 3419 | 14858 | 16959 |

SUBJECT: October 2023 Monthly Attendance Numbers
DATE: 2023-2024

| CANBY SWIM CENTER October | ADMIT 2022 | ADMIT 2023 | PASS 2022 | PASS 2023 | TOTAL 2022 | TOTAL 2023 | YTD TOTAL 22-23 | YTD TOTAL 23-24 |
|------------------------------|---------------|---------------|--------------|--------------|---------------|---------------|--------------------|--------------------|
| MORNING LAP | 41 | 26 | 293 | 373 | 334 | 399 | 1048 | 1386 |
| ADULT RECREATION SWIM | 40 | 29 | 329 | 334 | 369 | 363 | 1221 | 1425 |
| MORNING WATER EXERCISE | 30 | 75 | 181 | 335 | 211 | 410 | 709 | 1169 |
| PARENT/ CHILD/ Family Swim | 264 | 260 | 0 | 0 | 264 | 260 | 1260 | 1314 |
| MORNING PUBLIC LESSONS | 0 | 0 | 0 | 0 | 0 | 0 | 3110 | 3232 |
| SCHOOL LESSONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| NOON LAP | 86 | 123 | 289 | 334 | 375 | 457 | 900 | 1257 |
| TRIATHLON CLASS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| AFTERNOON PUBLIC | 253 | 280 | 15 | 10 | 268 | 290 | 2017 | 2097 |
| PENGUIN CLUB | 0 | 0 | 0 | 0 | 0 | 0 | 588 | 1006 |
| CANBY H.S. SWIM TEAM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CANBY GATORS | 0 | 0 | 700 | 668 | 700 | 668 | 2590 | 1843 |
| MASTER SWIMMING | 0 | 0 | 0 | 20 | 0 | 20 | 8 | 31 |
| EVENING LESSONS | 940 | 1431 | 0 | 0 | 940 | 1431 | 3627 | 4991 |
| EVENING LAP SWIM | 15 | 47 | 27 | 46 | 42 | 93 | 293 | 432 |
| EVENING PUBLIC SWIM | 144 | 154 | 26 | 9 | 170 | 163 | 1125 | 1224 |
| EVENING WATER EXERCISE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ADULT LESSONS | 21 | 22 | 0 | 0 | 21 | 22 | 45 | 72 |
| GROUPS AND RENTALS | 0 | 16 | 0 | 0 | 0 | 16 | 11 | 72 |
| OUTREACH SWIMMING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL ATTENDANCE | 1834 | 2463 | 1860 | 2129 | 3694 | 4592 | 18552 | 21551 |



City of Canby Bi-Monthly Report
Department: Transit
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit Director
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 11/15/2023

1) Grant Funding and Contracts:

The following grant activities have taken place:

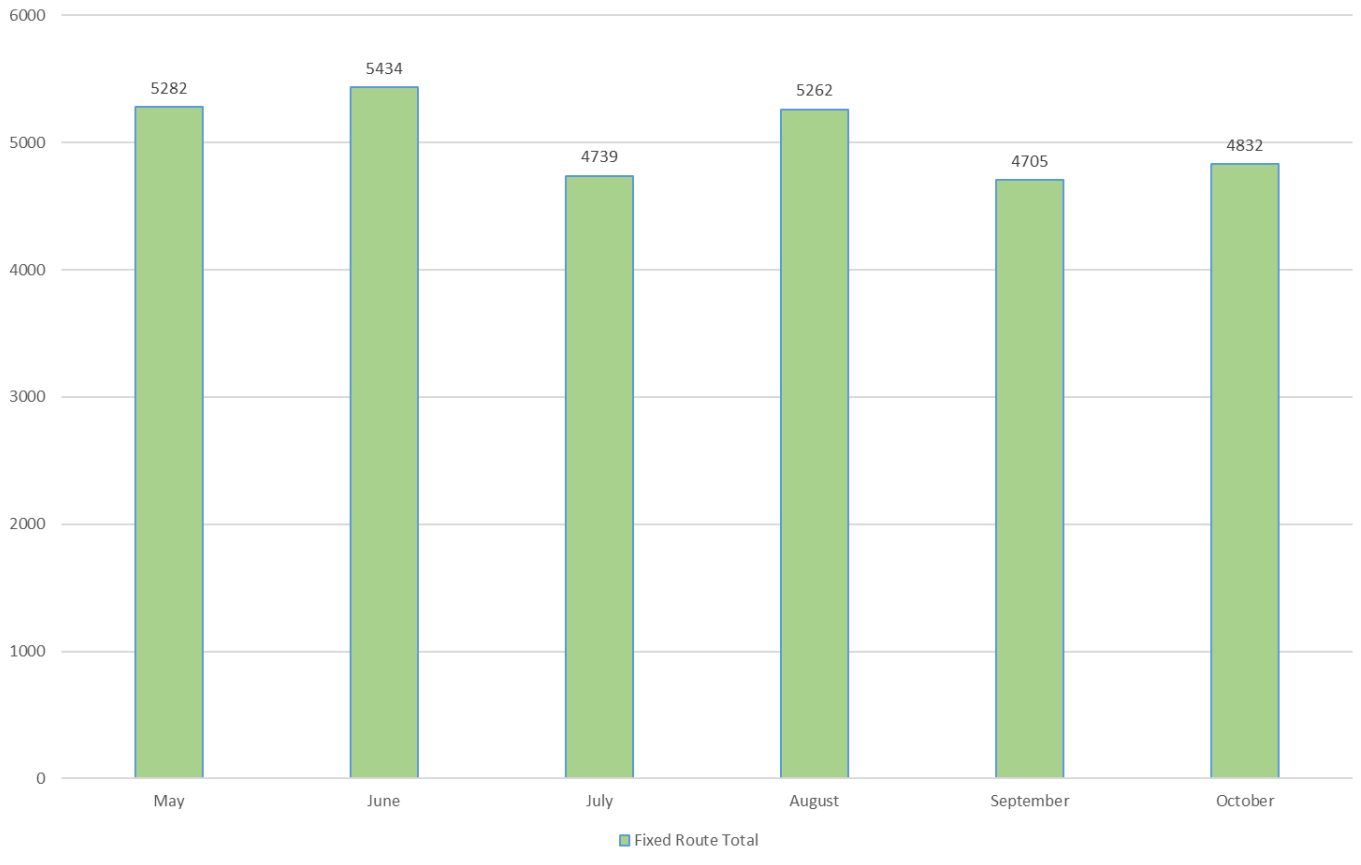
- Quarterly Charter reports Submitted.
- Q1 ODOT reports submitted.
- Q1 STIF reports submitted.
- Q1 5311 reimbursement requested.
- National Transit Database report submitted.

2) Ridership:

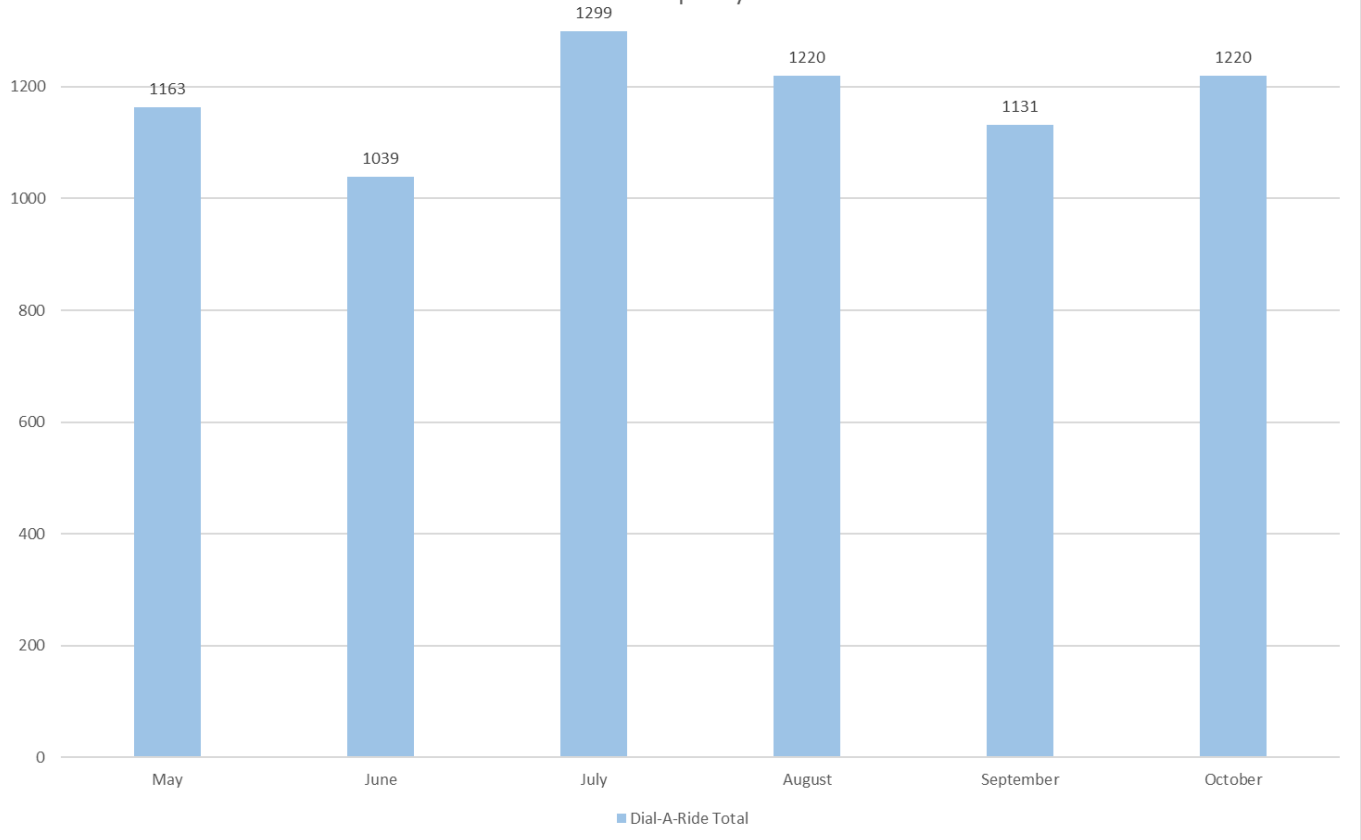
Ridership for September and October saw typical Fall Ridership:

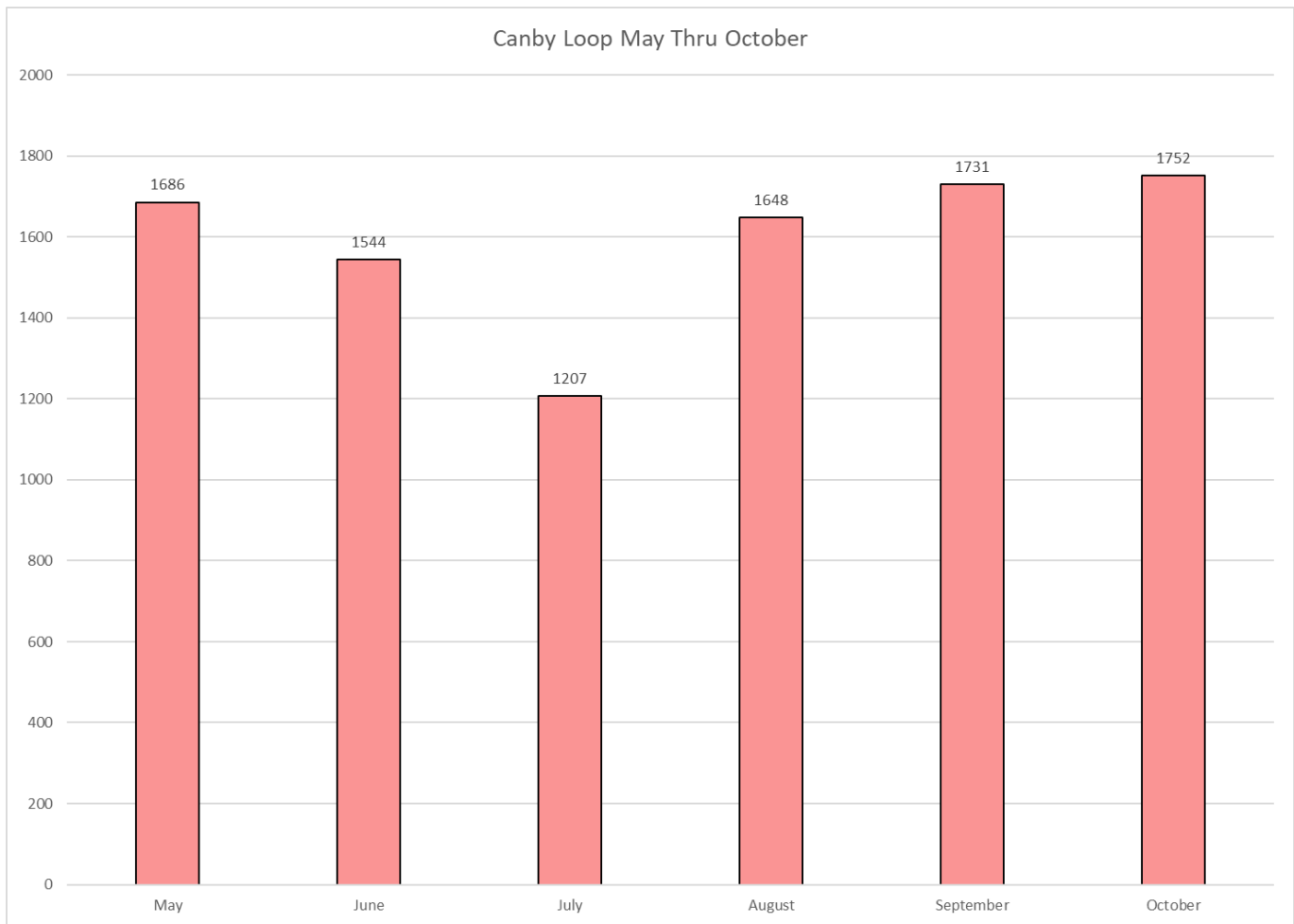
| | |
|--|-----------|
| September average daily weekday daily 99x route ridership: | 200 trips |
| September average daily weekend daily 99x route ridership: | 103 trips |
| October average daily weekday daily 99x route ridership: | 205 trips |
| October average daily weekend daily 99x route ridership: | 83 trips |
| September average daily weekday Dial-a-Ride route ridership: | 47 trips |
| September average daily weekend Dial-a-Ride route ridership: | 28 trips |
| October average daily weekday Dial-a-Ride route ridership: | 51trips |
| October average daily weekend Dial-a-Ride route ridership: | 24 trips |
| September average daily Loop ridership: | 82 trips |
| October average daily Loop ridership: | 76 trips |

99x Ridership May Thru October



Dial-A-Ride Ridership May Thru October





3) Transit Advisory Committee:

The next Transit Committee will be November 16, 2023, in the Council Chambers at 6pm (virtual options available).

The advisory committee is now full.

4) 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.

The ODOT project is moving forward again and we are looking forward to installing the shelters soon.

5) New Transit Building:

Both readings have been completed and the process will begin Dec 1, 2023.

6) Canby Loop Saturday Service:

The Saturday Loop will began September 16, 2023. The ridership is currently averaging 45 riders per Saturday.

7) Transit Master Plan:

The Transit Master Plan readings have been completed, and the process will begin Nov 20, 2023. Expect 10 months until the project is complete.



City of Canby Bi-Monthly Report
Department: Wastewater Treatment Plant
For Months of: September & October 2023

To: The Honorable Mayor Hodson & City Council
From: Jon Patrick, Wastewater Lead
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 11/15/2023

Facility Operation & Maintenance:

The water quality for September and October was good despite the complications caused by not being able to use the old aeration basin for filtrate storage. The treatment plant is running well and all reports and DMR's were completed on time and without issue. Winter permit limits start on November 1st. The Capital improvement projects rehabilitating the old aeration basin and building the equipment storage building are nearly completed and the old aeration basin is back online. An update to the SCADA computer system has been initiated. We are continuing to evaluate the requirements of the UV and generator project. Routine maintenance and repairs of equipment, buildings and grounds were completed throughout the facility. Three pumps failed in the plant. Two were rebuilt and one was replaced. An alignment sensor failed on the belt press stopping production. It was repaired with minimal downtime.

Biosolids Program

September: Belt run time: 18 days.
5 loads to Heard Farms, approximately 125 wet tons.

October: Belt run time: 19 days.
8 loads to Heard Farms, approximately 167 wet tons.

Pretreatment, Stormwater and FOG Program

September Pump Outs: 26, Inspections: 7 FOG, 2 Pretreatment

October Pump Outs: 20, Inspections: 15 FOG, 0 Pretreatment

- Reviewed stormwater reports and construction plans for several upcoming projects.
- Worked with DEQ on sampling plan for evaluating local limits.
- Submitted UIC annual Report to DEQ.
- Submitted 5-year TMDL update to DEQ.
- Submitted TMDL annual report to DEQ.
- Submitted the application to renew the stormwater permit for the City of Canby to DEQ.

Daily Lab Activity

- Continued OSU Covid 19 Wastewater Study sampling.
- Daily and Weekly TSS, BOD's, E-coli, solids, NH3, and process control testing.
- fourth Quarterly Tier 1 Toxics, and 3-day sampling were completed according to the permit requirements.
- Biosolids analysis completed.
- DMR QA passed and was submitted to DEQ.