



CITY COUNCIL Agenda

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

FEBRUARY 21, 2024

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

The meetings can be viewed on YouTube at:

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

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

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

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance

- 2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. If you would like to speak virtually, please contact the City Recorder by 4:30 pm on February 21, 2024 with your name, the topic you'd like to speak on and contact information: benhamm@canbyoregon.gov or call 503-266-0720.

3. CONSENT AGENDA

- a. Approval of February 7, 2024 City Council Regular Meeting Minutes. Pg. 1
- b. Approval of the OLCC Annual Liquor License Renewals. Pg. 6
- c. Appointment of Member Andrew Hale to the Parks & Recreation Advisory Board with a term ending June 30, 2025. Pg. 8
- d. Reappointment of Member Jake Hill to the Canby Utility Board with a term ending February 28, 2027. Pg. 11
- e. Reappointment of Member Jack Pendleton to the Canby Utility Board with a term ending February 28, 2027. Pg. 11
- f. Reappointment of Member Nancy Muller to the Transit Advisory Committee with a term ending March 31, 2027. Pg. 18

- g. Reappointment of Member Greg Perez to the Transit Advisory Committee with a term ending March 31, 2027. Pg. 18

4. ORDINANCES & RESOLUTIONS

- a. Consider **Ordinance No. 1617**: An Ordinance Authorizing the City Administrator to Execute a Contract with Harper Houf Peterson Righellis for the Design and Construction Phase Engineering Services for the Canby Auburn Farms Park Development. (*Second Reading*) Pg. 21

5. OLD BUSINESS

- a. City Attorney Recruitment

6. MAYOR'S BUSINESS

7. COUNCILOR COMMENTS & LIAISON REPORTS

8. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

9. CITIZEN INPUT

10. ACTION REVIEW

11. 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 Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.

**CANBY CITY COUNCIL
WORK SESSION MINUTES
February 7, 2024**

PRESIDING: Brian Hodson.

COUNCIL PRESENT: James Davis, Jason Padden, Traci Hensley, Scott Sasse, and Daniel Stearns.

COUNCIL ABSENT: Herman Maldonado.

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; Scott Schlag, Finance Director; and Eric Kytola, Previous Finance Director.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:05 p.m.

MID YEAR BUDGET REVIEW: Scott Schlag, Finance Director, presented the FY 22-23 City and Urban Renewal audit. They had received an unmodified opinion for both audits. He explained the City's responsibility for financial statements, expenditures that were in excess of appropriations in the General Fund for Court, federal single audit for ARPA funds, and governance letter with identified risks and corrections.

There was discussion regarding the extension for the audit and how staff were working to meet the deadline with no extension this year. There was further discussion regarding the overage in Court, department heads knowing how much was in their budgets, Oregon state local government investment pool, statement of net position, and value of the City's assets.

Eric Kytola, Previous Finance Director, gave a budget review. Finance had accumulated the financial data through the end of December 2023, halfway through the fiscal year. For property tax, 96% had been received. Cemetery, Court, and Police exceeded expectations in collecting revenue. Finance and Economic Development were right on track. Cable franchise fee still needed to be watched as it was lower than it should be. Planning and Building revenues were down. Parks had \$3.6 million in SDC revenue but none had been transferred. Economic Development had unexpected \$200,000 come in, otherwise right on track. All departments were in good shape and appeared to be on track for expenditures. He then provided the status of each department, budget vs. actual comparison, highlighted positive results and identified "on track" results, identified areas to monitor more closely over last half of fiscal year, and suggested areas to focus on during the next budget process. He was waiting to do the training with Mr. Schlag before any SDCs were transferred to the departments.

Mayor Hodson adjourned the Work Session at 6:53 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
February 7, 2024**

PRESIDING: Brian Hodson.

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

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; David Doughman, City Attorney (attended virtually); Todd Wood, Transit & Fleet Director; Heidi Muller, Transit Coordinator; Jerry Nelzen, Public Works Director, Scott Schlag, Finance Director; Eric Kytola, Previous Finance Director; and Jamie Stickel, Economic Development Director/ Communications Specialist.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:04 p.m.

IWO JIMA REMEMBRANCE DAY PROCLAMATION:

Mayor Hodson read the proclamation declaring February 17, 2024, as Iwo Jima Remembrance Day and presented it to Pat Schauer of Canby VFW.

Irene Breshears and Larry Holmberg, American Legion Auxiliary, invited everyone to the memorial rededication event on February 17 at the Adult Center.

CANBY HISTORICAL SOCIETY UPDATE & ANNOUNCEMENT: Carol Palmer gave a presentation and update on Canby Historical Society. She discussed the board of directors, financial background/challenges, grant opportunities, 2023 accomplishments, collaborations and planning, finances, work in progress, and May Historic Preservation Month initiative. To kick off the new year, there would be an Open House on March 3, 2024, from 1:00–4:00 p.m.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:

Greg Perez, representing Knights of Columbus, announced their 27th annual crab dinner and auction on February 24.

Miguel Cholula, Executive Director of Bridging Cultures, spoke about better collaboration with the Latino community and upcoming events.

CONSENT AGENDA: **Council President Hensley moved to approve the minutes of the January 10 and January 18, 2024, City Council Regular Meetings. Motion was seconded by Councilor Padden and passed 6-0.

Mayor Hodson said the Council would now receive the rest of the mid-year budget update that was started at the Work Session.

Eric Kytola, Previous Finance Director, continued to update the Council on the status of each department budget. He discussed a trend in capital expenditures, where only about 52% of the funds that were allocated for capital projects over the last five years had been spent. It was important to have accurate estimates and capital expenditure plans. He explained the areas in capital expenditures that should be reviewed in the future and each department's capital expenditures. He thought a renewed focus on capital planning would be beneficial. In summary, the audit outcomes and results from the mid-year budget review were positive. The ARPA allocations would trigger the need for a supplemental budget before the end of the year. A review of the capital spending trend revealed that the gap should be narrower between what got adopted and what was spent. There was a new "capital projects & SDC team" to monitor estimated versus actual expenditures, to monitor project timelines, to plan and allocate funding streams for individual projects, and to complete long range project planning.

There was discussion regarding why projects weren't getting done, discrepancy in street maintenance fee revenue, hiring a grant writer, and charges to the Parks SDC.

Mr. Kytola discussed the long-range forecast. Finance had updated the FY2024 beginning balances and accounted for the ARPA allocations. A revised model was shared.

ORDINANCES: Ordinance 1616 –

****Council President Hensley moved to adopt Ordinance 1616, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH ANGELTRAX, LLC, OF DOTHAN, AL, IN THE AMOUNT OF \$86,263.28 TO PROVIDE CAMERA SYSTEMS FOR CANBY AREA TRANSIT VEHICLES. Motion was seconded by Councilor Davis and passed 6-0 by roll call vote.**

Ordinance 1617 – Jerry Nelzen, Public Works Director, said this was a long-awaited project supported by the Parks and Recreation Advisory Board. The ordinance would allow staff to move forward with the design work in order to build the park.

****Councilor Davis moved to approve Ordinance 1617, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH HARPER HOUF PETERSON RIGHELLIS INC. IN THE AMOUNT OF \$148,500 FOR CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE CANBY AUBURN FARMS PARK DEVELOPMENT to come up for second reading on February 21, 2024. Motion seconded by Councilor Sasse and passed 6-0 on first reading.**

Councilor Hensley asked how the historical site designation of the Depot Museum would affect the realignment of Pine Street.

Jamie Stickel, Economic Development Director, said the museum was added to the local register. Changing the road around it would not interfere with the building.

OLD BUSINESS: City Attorney Recruitment – No update.

MAYOR'S BUSINESS: Mayor Hodson attended the memorial service for Frank Cutsforth as

well as a memorial service for the mayor of Durham. At the last C4 meeting they looked at the long-range plan for Tri-Met and Clackamas County transit service. The Region 1 Area Commission on Transportation discussed chair and vice chair appointments and updates from the Region 1 manager. The project on 99E would not be done this year. The Council's goals and priorities meeting was on February 16 and the State of the City Address would be held at the Chamber Luncheon on March 5, 2024.

COUNCILOR COMMENTS & LIAISON REPORTS:

Council President Hensley also attended the memorial for Frank Cutsforth. She encouraged everyone to follow his example and volunteer the Canby Way.

Councilor Padden attended the Chamber luncheon and Community Summit. He thought there needed to be separate meetings for the landowners and community at large regarding the Comprehensive Plan update.

Ms. Stickel said there would be separate meetings for the two groups running concurrently.

Councilor Padden attended the Clackamas Cities Association Dinner hosted by Canby and enjoyed the program. He thought there should be a button or direct link on the City's website for community members to make a work order directly to ODOT regarding road conditions on 99E. He discussed expanded recycling services through Recycle Plus, a Clackamas County recycling program.

Councilor Sasse attended the Heritage and Landmark Commission meeting who discussed updating the 2009 master plan. A local grant was helping to fund a survey of historic properties. There were several vacancies on the Commission. The Library would be open later as of March 4.

Councilor Stearns had a meeting scheduled with Bridging Cultures to be their official liaison. He attended a Transit Advisory Committee meeting. The next Bicycle and Pedestrian Safety Committee meeting was next week. He discussed the need for more safety on South Locust.

Councilor Davis said the Canby Adult Center meeting was next week. They served lunch on Mondays and all their special event luncheons were full as well as most of their tours. The Parks and Recreation Advisory Board received a presentation on volunteer blackberry clean up at Community Park. There was a boy scout project at Community Park to plant native plants and the new bathrooms at the park were looking good. The Maple Street Park project would be coming to Council soon for approval as well as a paid memorial program for the parks. CoGeo had completed renderings of the proposed athletic park.

CITY ADMINISTRATOR'S BUSINESS: Ms. Stein scheduled the Council's ethics training for February 27, 2024, from 6-8 p.m. She had been working on grants for homeless programs and the Adult Center improvements. She discussed the liquor license and food carts. Staff found that the state liquor license process was sufficient to address any issues. There were several vacancies on the Budget Committee.

Ms. Stickel gave an update on First Thursday.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinance 1616.
3. Approved Ordinance 1617 to a second reading on February 21, 2024.

Mayor Hodson adjourned the Regular Meeting at 9:01 p.m.

Maya Benham
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood

Memo

To: Mayor Brian Hodson & Members of City Council
From: Jorge Tro, Chief of Police
CC: Maya Benham, Administrative Director/ City Recorder
Date: February 21, 2024
Re: Annual Liquor License Renewals

I have reviewed the Oregon Liquor Control Commission (OLCC) list of businesses located within the City of Canby that are eligible for a liquor license annual renewal. Please see the attached list of businesses that have been identified by OLCC.

I recommend the Canby City Council approve these annual renewal requests to the Oregon Liquor Control Commission (OLCC).

calcSort	City/County	County Name
7-ELEVEN #17845D	CANBY	CLACKAMAS
AMERICAN LEGION POST #122 CANBY	CANBY	CLACKAMAS
B'S BAKE SHOPPE	CANBY	CLACKAMAS
BACKSTOP BAR & GRILL	CANBY	CLACKAMAS
BISCUITS CAFE	CANBY	CLACKAMAS
BLACKJACK DELI & MORE	CANBY	CLACKAMAS
CANBY FOOD MARKET	CANBY	CLACKAMAS
CANBY LIQUOR STORE	CANBY	CLACKAMAS
CUTSFORTH THRIFTWAY	CANBY	CLACKAMAS
DEDE'S DELI	CANBY	CLACKAMAS
DENNY'S RESTAURANT	CANBY	CLACKAMAS
EBNER CUSTOM MEATS	CANBY	CLACKAMAS
EL KIOSKO RESTAURANT	CANBY	CLACKAMAS
FOB TAPROOM	CANBY	CLACKAMAS
FRED MEYER #651	CANBY	CLACKAMAS
FULTANO'S PIZZA	CANBY	CLACKAMAS
GOLD DRAGON	CANBY	CLACKAMAS
GUACAMOLE BOWL CUISINE	CANBY	CLACKAMAS
HWY 99 SOUTH CANBY QUIK MART	CANBY	CLACKAMAS
JARBOE'S GRILL	CANBY	CLACKAMAS
JOY KITCHEN	CANBY	CLACKAMAS
LA CONASUPER MEAT MARKET	CANBY	CLACKAMAS
LA MIXTECA MARKET	CANBY	CLACKAMAS
LONE ELDER PIZZA	CANBY	CLACKAMAS
LOS DOS AGAVES MEXICAN RESTAURANT	CANBY	CLACKAMAS
MIKE'S PLACE	CANBY	CLACKAMAS
MOMIJI JAPANESE SUSHI BAR	CANBY	CLACKAMAS
NUEVO VALLARTA RESTAURANT	CANBY	CLACKAMAS
ODD MOE'S PIZZA	CANBY	CLACKAMAS
PUDDIN RIVER CHOCOLATES & WINE BAR	CANBY	CLACKAMAS
ROUNDERS CANBY	CANBY	CLACKAMAS
SAFEWAY STORE #2604	CANBY	CLACKAMAS
SIREN SONG	CANBY	CLACKAMAS
THAI CORNER CUISINE	CANBY	CLACKAMAS
THAI DISH	CANBY	CLACKAMAS
THE TRAIN STATION TAVERN	CANBY	CLACKAMAS
THE WILD HARE SALOON & CAFE	CANBY	CLACKAMAS
TI-CANBY LLC	CANBY	CLACKAMAS
TNT MARKET	CANBY	CLACKAMAS
WALGREENS #10893	CANBY	CLACKAMAS
WAYWARD SANDWICHES	CANBY	CLACKAMAS
WILLAMETTE VALLEY COUNTRY CLUB	CANBY	CLACKAMAS



CITY COUNCIL Staff Report

Meeting Date: 2/21/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Maya Benham, Administrative Director/ City Recorder
Agenda Item: Parks and Recreation Appointment

Summary

Scott Sasse resigned from the [Parks and Recreation Advisory Board](#) creating a vacancy. A Parks and Recreation Advisory Board position was advertised. Andrew Hale's application was kept on-file since he was interviewed during the last appointment opening. There were no other applications received.

Background

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

Discussion

Chair Barry Johnson, and Council Liaison James Davis recommend appointing Andrew Hale to the Parks and Recreation Advisory Board.

Attachments

Andrew Hale's Application

Fiscal Impact

None

Recommendation

1. Appoint Andrew Hale to the Parks and Recreation Advisory Board.
2. Take no action.

Proposed Motion

"I move to approve the appointment of Andrew Hale to the Parks and Recreation Advisory Board for a term ending June 30, 2025."

EMPLOYMENT APPLICATION



City of Canby
222 NE 2nd Ave

Canby, Oregon - 97013
<http://www.canbyoregon.gov> (<http://www.canbyoregon.gov>)
 Hale, Andrew
 Parks & Recreation Advisory Board Member

Received: 7/1/23, 7:51 PM
 For Official Use Only:
 QUAL: _____
 DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: Parks & Recreation Advisory Board Member	Job Number: 2022-PRV
NAME: (Last, First, Middle) Hale, Andrew	PERSON ID: [REDACTED]
ADDRESS: (Street, City, State, Zip Code) [REDACTED] t Canby, OR 97013	
EMAIL ADDRESS: [REDACTED]	NOTIFICATION PREFERENCE: Email

PREFERENCES

SHIFTS YOU WILL ACCEPT:
WHAT TYPE OF JOB ARE YOU LOOKING FOR?
TYPES OF WORK YOU WILL ACCEPT:
OBJECTIVE: I'm applying for the open Canby Park and Recreation Advisory board position.

Agency - Wide Questions

Nothing Entered For This Section

Job Specific Supplemental Questions

- What are your community interests (committees, organizations, special activities)?**
Parks and outdoor activities.
- What are your major interests or concerns in the City's programs?**
There is a lack of facilities, activities and staff dedicated to parks and recreation.
- Why are you interested in this volunteer position?**
I would like to take an active role in the City Park and Recreation advisory board.
- Please share your experience and educational background.**
I regularly work with teams on improvement projects and problem solving activities as part of my job as Quality Manager.
- Please list any other City or County positions on which you serve or have served.**
Elected member of CAPRD since 2017.
- If you were referred by someone, please list.**
N/A

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

Additional Information for Employment Applications:

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

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

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

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

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

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

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility.
10/20

This application was submitted by Hale, Andrew

Signature _____

Date _____



CITY COUNCIL Staff Report

Meeting Date: 2/21/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Maya Benham, Administrative Director/ City Recorder
Agenda Item: Canby Utility Board Reappointments

Summary

Members Jake Hill and Jack Pendleton have been serving on the Canby Utility Board and their terms are set to expire on February 29, 2024. Mr. Hill and Mr. Pendleton would like to continue to serve on the Transit Advisory Committee.

Background

The Canby Utility Board was established in the [City Charter Chapter X, Section 4](#). The Board has exclusive jurisdiction, control and management of the Electric Department and all of its operations and facilities. The Board is made up of five members who serve three year terms and no member may serve more than two successive terms. The Canby City Charter explains that members are appointed by the Mayor and confirmed by a majority of the Canby City Council.

Attachments

Jake Hill's Application
Jack Pendleton's Application

Fiscal Impact

None

Recommendation

1. Reappoint Jake Hill and Jack Pendleton to the Canby Utility Board.
2. Take no action.

Proposed Motion

"I move to approve the reappointments of Jake Hill and Jack Pendleton to the Canby Utility Board for a term ending February 28, 2027."

EMPLOYMENT APPLICATION



City of Canby
222 NE 2nd Ave

Canby, Oregon - 97013
<http://www.canbyoregon.gov> (<http://www.canbyoregon.gov>)
Hill, Jake
Committee, Board, Commission Member

Received: 7/9/23, 11:26 AM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: Committee, Board, Commission Member	Job Number: VOL - 2022
NAME: (Last, First, Middle) Hill, Jake	PERSON ID: [REDACTED]
ADDRESS: (Street, City, State, Zip Code) [REDACTED] Canby, OR 97013	
HOME PHONE: [REDACTED]	
EMAIL ADDRESS: [REDACTED]	NOTIFICATION PREFERENCE: Email

PREFERENCES

SHIFTS YOU WILL ACCEPT: Evening
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Part Time
OBJECTIVE: Consideration of the role of Canby Utility Board Member I hope you find my resume qualifies me for consideration and that my successful track record of 27 years of experience in the construction industry, leadership, and project management is beneficial to the Canby Utility Board as master planning and capitol improvement plans are developed and executed.

Agency - Wide Questions

Nothing Entered For This Section

Job Specific Supplemental Questions

- If employed, who is your employer and what is your position?**
OEG, Inc.- Vice President- oeg.us.com
Hilltop Construction Management - Owner
- Which Board, Commission, or Committee are you applying to serve on?**
CANBY UTILITY BOARD
- What are your community interests (committees, organizations, special activities)?**
I'm returning to the community and currently, not on any committees or organizations. I am interested in helping Canby continue to develop, and feel my skill set is most applicable to the Utility Board. My wife and I are Oregonians and returning from a brief time working elsewhere and we are excited to return to Clackamas county and make our home in Canby. I grew up in Oregon city and know the region well
- What are your major interests or concerns in the City's programs?**
My home is Canby and my interest as a citizen of this community is in volunteering my expertise and time where its best used for continued responsible development.

5. Why are you interested in this volunteer position?

My years of experience in the construction industry, leadership, and project management may be beneficial to the Canby Utility Board as master planning and capitol improvement plans are developed and executed.

6. Please share your experience and educational background.

Highschool at Gladstone High, vocational training for 5 years with IBEW, Licensed Oregon Electrician. I have worked for a large local electrical contractor for 27 years and I have a broad experience of positions including my current position as Vice President. I also own a Construction management consulting business

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

None.

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

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

Additional Information for Employment Applications:

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

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

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

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

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

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

10/20

This application was submitted by Hill, Jake

Signature_____

Date_____

EMPLOYMENT APPLICATION



City of Canby
222 NE 2nd Ave

Canby, Oregon - 97013
<http://www.canbyoregon.gov>
 (http://www.canbyoregon.gov)
Pendleton, Jack
Canby Utility Board Member

Received: 11/30/22 4:52 PM
For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

Canby Utility Board Member

Job Number:

VOL - CUB - 2022

NAME: (Last, First, Middle)

Pendleton, Jack

PERSON ID:

██████████

ADDRESS: (Street, City, State, Zip Code)

██████████
 Canby, OR 97013

HOME PHONE:

██████████

EMAIL ADDRESS:

██████████

NOTIFICATION PREFERENCE:

Email

PREFERENCES

SHIFTS YOU WILL ACCEPT:

Evening

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Part Time

OBJECTIVE:

Canby Utility Board - volunteer member

Agency - Wide Questions

Nothing Entered For This Section

Job Specific Supplemental Questions**1. What are your community interests (committees, organizations, special activities)?**

Canby Budget Committee - current, Canby Traffic Safety Committee - past chair, youth sports coach-past, Canby High School- robotics team asst. coach, Canby Schools - volunteer tutor

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

Help city to deliver services to public in an efficient, equitable, economical way, Prepare for future

3. Why are you interested in this volunteer position?

With the coming change to electric autos, there will be substantial changes required to the electric grid. I think my past professional experience in the utility industry will be an asset to Canby Utility in doing that

4. Please share your experience and educational background.

BSEE - 1970, network Manager-Canby Telephone - mid 80's, Telecom technical and business consultant until retirement in 2012.

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

Bike and Ped Committee, Street Fee Implementation committee

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

Additional Information for Employment Applications:

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

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

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

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

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

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

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired

employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility. 10/20

This application was submitted by Pendleton, Jack

Signature_____

Date_____



CITY COUNCIL Staff Report

Meeting Date: 2/21/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Maya Benham, Administrative Director/ City Recorder
Agenda Item: Transit Advisory Committee Reappointments

Summary

Members Nancy Muller and Greg Perez have been serving on the Transit Advisory Board and their terms are set to expire on March 31, 2024. Ms. Muller and Mr. Perez would like to continue to serve on the Transit Advisory Committee.

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

Nancy Muller's Application
Greg Perez's Application

Fiscal Impact

None

Options

1. Reappoint Nancy Muller and Greg Perez to the Transit Advisory Board.
2. Take no action.

Proposed Motion

"I move to approve the reappointments of Nancy Muller and Greg Perez to the Transit Advisory Board for a term ending March 31, 2027."



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

Date: 2/5/2024 Position Applying For: Transit Advisory Committee

Name: Nancy Muller Occupation: Retired

Home Address: [REDACTED]

Employer: _____ Position: _____

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-Mail Address: _____

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

Currently serving on the Transit Advisory Committee _____

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

Growth and how transportation will look in the next few years _____

Reason for your interest in this position: I have been interested in transit for a number of years.

Excited about working on an updated Transit Master Plan this year

Experience and educational background: I have worked in Transit for 16 years in various capacities;

all as an employee or volunteer in Canby.

List any other City or County positions on which you serve or have served: N/A

Referred by (if applicable): _____

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: _____ Date Appointed: _____ Term Expires: _____

Date Resigned: _____ Destruction Date: _____



**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: [REDACTED] Position: [REDACTED]

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

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 4th 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: [REDACTED] Term Expires: [REDACTED]
Date Resigned: [REDACTED] Destruction Date: [REDACTED]



CITY COUNCIL Staff Report

Meeting Date: 2/21/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Jerry Nelzen, Public Works Director
Agenda Item: Consider Ordinance 1617: An Ordinance Authorizing the City Administrator to Execute a Contract with Harper Houf Peterson Righellis Inc, in the amount of \$148,500.
(*Second Reading*)

Summary

Consider Ordinance No. 1617: An Ordinance Authorizing the City Administrator to execute a contract with Harper Houf Peterson Righellis Inc. (HHPR) for \$148,500.

Background

The new Auburn Farms Park will provide additional recreational and outdoor opportunities for the existing and new neighborhoods in that area. During the City's recent comprehensive update to its Parks and Recreation Master Plan (adopted in 2022), both the residents and members of the Parks and Recreation Advisory Board advocated for the building of the new park.

Discussion

The proposed project for the construction of a 2.73 acre City park located at 2041 North Locust Street in Canby and would create walking paths, playground equipment, benches, picnic area, tennis/pickleball court, basketball court, splash pad, and restrooms per the Park Master Plan.

Attachments

Ordinance 1617

Harper Houf Peterson Righellis Inc. Contract

Fiscal Impact

The Canby Auburn Farms Park development went through the budget process and was approved by the City Council.

Recommendation

It is recommended that City Council approve the contract with Harper Houf Peterson Righellis Inc.

Proposed Motion

"I move to adopt **Ordinance 1617**: An Ordinance Authorizing the City Administrator to Execute a Contract with Harper Houf Peterson Righellis Inc, in the amount of \$148,500 for Construction Phase Engineering Services for the Canby Auburn Farms Park Development."

ORDINANCE NO. 1617

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH HARPER HOUF PETERSON RIGHELLIS FOR THE DESIGN AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE CANBY AUBURN FARMS PARK DEVELOPMENT.

WHEREAS, the City of Canby requested three formal bids for professional services to complete engineering services for this project;

WHEREAS, Harper Houf Peterson Righellis Inc., was selected in the aforementioned process as a qualifying engineering firm;

WHEREAS, the City of Canby has approved funds for the Design and Construction Phase Engineering Services for the Canby Auburn Farms Park Development; and

WHEREAS, the City of Canby has budgeted expenditures for this work in FY 2023-2024.

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

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into an agreement with Harper Houf Peterson Righellis Inc. for the amount of \$148,500.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, February 7, 2024, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, February 21, 2024, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 21st day of February 2024, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

January 3, 2024

City of Canby Public Works

Attn: Jerry Nelzen
1470 NE Territorial Road
Canby, OR 97013

**RE: Auburn Farms Park – Canby, Oregon
Professional Services Proposal**

PROJECT UNDERSTANDING

Proposal to provide Professional Services for the construction of a 2.73 acre City park located at 2041 North Locust Street in Canby, Oregon. Anticipated professional services include project management, civil engineering, landscape architecture, survey, planning and structural engineering. Per the Park Master Plan, prepared by HHPR, park amenities are anticipated to be street frontage improvements, stormwater management, parking, prefabricated restrooms, playground equipment, benches, trash receptacles, landscaping, irrigation, walking paths, tennis court, basketball court and splash pad.

SCOPE OF SERVICES

HHPR will provide professional services as outlined in the following tasks:

Task 1: Topographic and Boundary Survey

Survey Tasks to include:

1. Complete survey and deed research for subject property.
2. Locate property boundary based upon available survey monuments, survey research, and deeds.
3. Locate easements based upon provided title report.
4. Prepare and submit One Call utility locate request to identify any existing subsurface utilities. One Call response time may be as much as 10 business days as allowed by law.
5. All field work to complete a topographic survey of the area shown on the Limits of Topographic Design Survey.
6. Survey information to include utilities disclosed by a standard public utility locate request and all existing visible above ground improvements and grades as needed to prepare a 1-foot contour interval base map.
7. Locate trees that are 6 inches and greater in DBH. Trees to be identified as coniferous or deciduous.
8. Prepare electronic topographic survey base map to include property boundary and easements.
9. Deliverables to include: AutoCAD 2024 C3D electronic drawing.

Survey Task Assumptions:

1. The site is accessible.
2. Client to provide current title report for the subject property. If unavailable, HHPR will obtain at cost plus 5%.
3. Horizontal datum will be local datum plane ground coordinates based on the Oregon Coordinate Reference System (OCRS) – Portland Zone, Reference Frame: NAD 83 (2011)(Epoch:2010.0000), International Feet.

4. Vertical datum will be NAVD 88 per static GPS OPUS solution.
5. Requests for additional information will be agreed upon prior to completion and will be considered additional services.
6. Estimated schedule is 7 to 10 weeks to provide final deliverables after notice to proceed. HHPR will notify the client if this schedule will exceed the above estimate.

Task 2: Land Use Planning

Land Use Planning Tasks to include:

1. Pre-application Conference - An HHPR land use planner will prepare a packet along with a comprehensive set of questions for submittal to the City of Canby for a pre-application conference.
2. Pre-application Conference Attendance – An HHPR land use planner and project engineer will attend the pre-application conference with the client to take notes and ask strategic questions regarding the proposed park project.
3. Review and Follow-up – Once the meeting has occurred, HHPR review the notes with the client and discuss a strategy for obtaining entitlements necessary to construct the park based on the site related information that was collected during the meeting.

Land Use Planning Task Assumptions:

1. Client to pay application fees. The current fee is \$720
2. Submittal to be based on existing site plan that has already been prepared

Task 3: Schematic Design SD (30%)

1. Prepare schematic design level (30%) plans that include the following:
 1. Existing Conditions Plan
 2. Site Demolition Plan
 3. Civil Site Plan
 4. Preliminary Site Grading Plan
 5. Preliminary Utility Plan
 6. Preliminary Planting Plan
 7. Preliminary Playground Plan
 8. Playground Equipment Cut Sheets
 9. Site Furnishing Cut Sheets
 10. Restroom Cut Sheet
 11. Splash Pad Cut Sheet
 12. Specifications List
 13. Preliminary Construction Cost Estimate
 14. Coordination Meeting (1 hour) – 2 people

Task 4: Design Development DD (60%)

HHPR will prepare design development level plans that include revisions to the schematic design plans, plus the following:

1. Curb Plan and Profile
2. Site Dimensioning Plan
3. Storm Sewer Plan
4. Sanitary Sewer Plan

5. Water Plan
6. Civil General Notes
7. Detailed Grading Plans including ramps and driveways
8. Signing and Striping Plan
9. Standard Details
10. Irrigation Plan
11. Planting Details
12. Irrigation Details
13. Playground Footing Plans and Details
14. Site Furnishing Plans and Details
15. Restroom Plans and Details
16. Splash Pad Plans and Details
17. Preliminary Specifications
18. Preliminary Stormwater Management Report
19. Updated Construction Cost Estimate
20. Coordination Meeting (1 hour) – 2 people

Task 5: Permitting (90%)

HHPR will prepare permit level plans that include revisions to the design development plans, plus the following:

1. HHPR will manage the submittal for Development Review
2. HHPR will manage and obtain a City of Canby Public Works Permit as required
3. HHPR will submit and obtain the DEQ 1200C permit as required
4. Review jurisdiction review comments and provide revisions and comment responses as required
5. Updated Specifications
6. Updated Stormwater Management Report
7. Updated Construction Cost Estimate
8. Coordination Meeting (1 hour) – 2 people

Task 6: Construction Documents CD (100%)

1. Stamped Construction Drawings
2. Stamped Final Specifications
3. Stamped Final Stormwater Management Report
4. Coordination Meeting (1 hour) – 2 people

Task 7: Construction Administration

1. Review contractor submittals
2. Review and answer contractor RFI's
3. Review contractor change order requests
4. Prepare punch list items
5. Prepare as-built drawings
6. Site visits and inspection reports (5)

DESIGN ASSUMPTIONS AND EXCLUSIONS

1. The following items are excluded from this scope and fee proposal, but can be provided as additional services, upon request:
 - a. Electrical engineering, plumbing engineering, mechanical engineering, architectural and arborist services

- b. Downstream storm sewer, water or sanitary sewer analysis
 - c. Offsite plant mitigation
 - d. Lighting design
 - e. Geotechnical engineering
 - f. Traffic engineering
 - g. Environmental engineering
 - h. Cultural resources – Archeological and Historical
 - i. Hazardous materials
2. The City will be responsible for paying for all permits and agency reviews.
 3. Any additional required permits or plan set checks outside of what is listed above in the “Scope of Services” will be considered additional services.
 4. The fee assumes that agency review can be completed within three reviews (1 initial review and 2 resubmittals).
 5. Miscellaneous utilities (gas, electrical, phone, fiber and cable) to be designed by others. HHPR will show on plans for coordination.
 6. Major changes to the site plan that affect grading or utilities are not anticipated, but will be considered additional services if design changes are required.
 7. Signing and striping plans can be completed with standard construction notes and details. The fee does not include traffic engineering.
 8. Mileage and printing are included in the fee.
 9. Fire hydrant testing fee shall be reimbursed as an expense.
 10. As installed documentation and warranty materials to be provided by contractor.
 11. It is assumed design for site buildings (restrooms, storage sheds, arbors, gazebos, ect), including associated foundations, will be vendor provided.
 12. It is assumed the design for the splash pad will be vendor provided.
 13. Stormwater management can be accomplished onsite and can be accomplished using NRCS soils data (groundwater depth and soil infiltration rates will be assumed).
 14. Fee does not include full time construction inspection. This proposal includes 5 site visits during construction for general observation. Full time inspection can provided as an additional service upon request.
 15. As-built drawings will be prepared based on redline mark ups provided by the construction contractor.
 16. Structural engineering is limited to review of deferred submittals for foundations and footings.
 17. Assumed Public Works improvements are limited to curb, sidewalk, street trees and driveways.
 18. Specifications will be in CSI format.

FEE

Based upon the Project Understanding, Scope of Services, Assumptions and the attached Exhibit A Standard Terms and Conditions, Harper Houf Peterson Righellis Inc. proposes to be compensated on a time and material basis with a not to exceed amount of **\$148,500.**

Task 1: Topographic and Boundary Survey	\$ 9,000
Task 2: Land Use Planning	\$ 2,000
Task 3: Schematic Design SD (30%)	\$ 22,500
Task 4: Design Development DD (60%)	\$ 42,500

Task 5: Permitting (90%)	\$ 33,500
Task 6: Construction Documents CD (100%)	\$ 18,000
Task 7: Construction Administration	\$ 21,000
<u>Total: \$ 148,500</u>	

AGREEMENT

If we have in any way misinterpreted the scope of work, we ask to have the opportunity to amend this proposal accordingly.

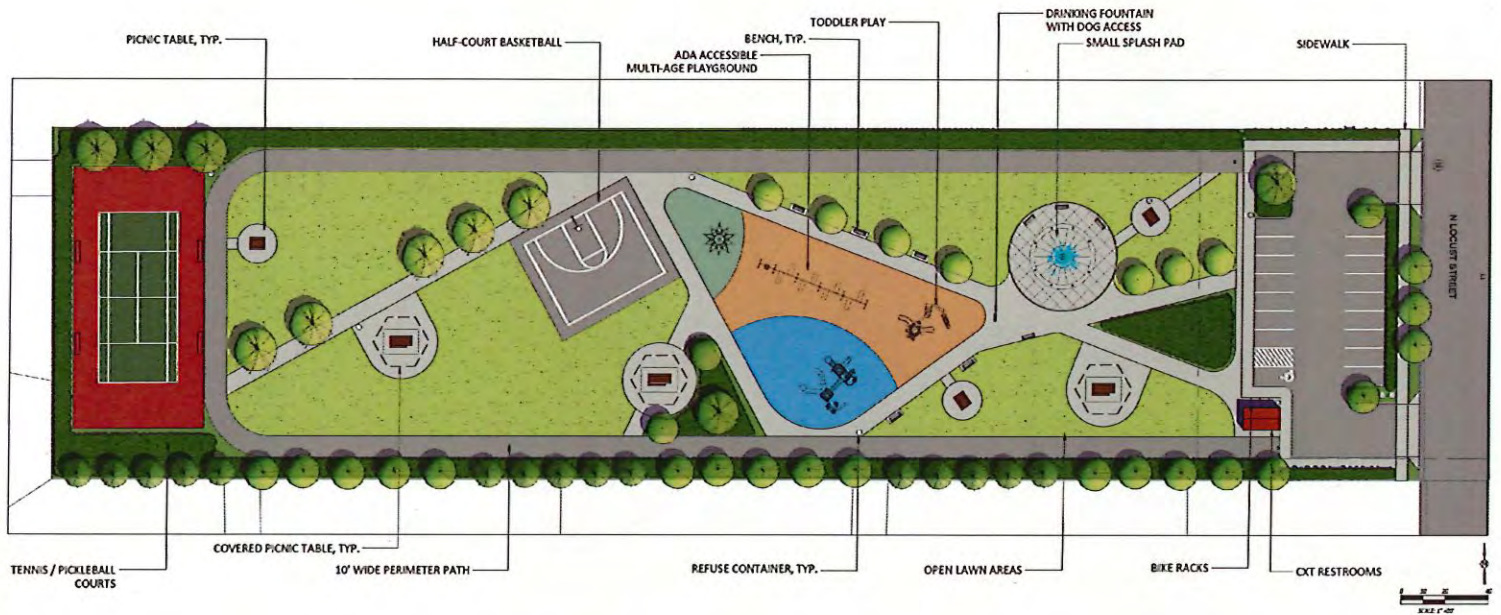
Changes to the assumptions or project description that result in significant revisions to our work will be considered additional services. Harper Houf Peterson Righellis Inc. will bill monthly for the work completed in accordance with the attached 2023 Standard Billing Rates. Client and HHPR agree to be bound to the standard terms and conditions observable in "Exhibit A".

If this proposal meets with your approval, please sign in the space provided and return a signed copy.
ACCEPTANCE AND AUTHORIZATION

BY: _____

TITLE: _____

DATE: _____



Harper Houf Peterson Righellis Inc.
 ENGINEERS
 201 W. Main Street, Suite 201, Portland, OR 97202
 phone: 503.223.1417 www.hrp.com fax: 503.223.1475

SEPTEMBER 2023