

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

MARCH 20, 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; <u>benhamm@canbyoregon.gov</u> or call 503-266-0720.

For questions regarding programming, please contact: Willamette Falls Studio (503) 650-0275; <u>media@wfmcstudios.org</u>

WORK SESSION – 6:00 PM

- 1. CALL TO ORDER
- 2. SPORTS COMPLEX UPDATE
- 3. ADJOURN

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 March 20, 2024 with your name, the topic you'd like to speak on and contact information: <u>benhamm@canbyoregon.gov</u> or call 503-266-0720.

3. CONSENT AGENDA

a. Approval of March 6, 2024 City Council Regular Meeting Minutes.

Pg. 6

Pg. 1

4. ORDINANCES & RESOLUTIONS

		Consider Ordinance No. 1618: An Ordinance Authorizing the City Administrator to Execute a Contract with Field Turf USA Inc, in the amount of \$1,441,540.50 for Turfing and Lighting Maple Street Park Infields. (<i>Second Reading</i>)	Pg. 8
	b.	Consider Ordinance No. 1619: An Ordinance Authorizing the City Administrator to enter into an Agreement with Robert Half of Los Angeles, CA to provide Temporary IT Staffing Not to Exceed \$315,000 and Declaring an Emergency. (<i>First Reading</i>)	Pg. 19
	С.	Consider Resolution No. 1400: A Resolution Adopting the Updated City Council Goals.	Pg. 27
5.	OLD B	JSINESS	
	a.	City Attorney Recruitment	
6.	NEW B	USINESS	
	а.	Discussion regarding Council Policies and Operating Guidelines	Pg. 29
7.	ΜΑΥΟ	R'S BUSINESS	
8.	COUN	CILOR COMMENTS & LIAISON REPORTS	
9.		DMINISTRATOR'S BUSINESS & STAFF REPORTS	Pg. 52
		Bi-Monthly Reports	U
	υ.	Customer Service Changes	
10.	CITIZE	ΝΙΝΡυτ	

11. ACTION REVIEW

12. 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.



CITY COUNCIL WORK SESSION Staff Report

Meeting Date: 3/20/2024To:The Honorable Mayor Hodson & City CouncilFrom:Eileen Stein, City AdministratorAgenda Item:Sports Complex Update

Summary

The purpose of this work session is to receive a presentation by COGEO Consulting with an update on the concept of locating a sports complex in Canby, somewhere in the city or the expanded urban growth boundary (UGB) once determined. The presentation will enable the Council to ask questions of the consultant team and to determine how best to bring a sports complex to the Canby community.

Background

Locating a sports complex in Canby has been a long-standing Council goal. Most recently, on July 5, 2023, the City Council received a presentation by COGEO, working on behalf of the Oregon Youth Soccer Association (OYSA), for a sports complex site at the Molalla State Park. For various reasons, this location was determined not to be ideal including a lack of infrastructure to the area, the rural reserve designation of property, and the purpose and function of the site with the state's long-term objectives.

COGEO/OYSA has been looking elsewhere, within the city and the possible UGB expansion areas, where this facility could be located. The attached renderings show what a possible sports complex could look like on land within the city or the expanded UGB. These renderings are being presented to the City Council so that it might engage with the community about this concept and where it might be located.

Discussion

There are various questions that must be answered before this project can come to fruition, such as acquisition of a site, ownership of it, operations and maintenance of the complex, and the mitigation of any environmental impacts. According to COGEO, typical questions at this stage between parties include:

- Who will be responsible for the initial build-out costs?
- Who will own the land; what is the process for acquiring the land (straightforward purchase by the owning property or something requested that is alternative)?
- Who will manage the facility and benefit from the P/L of the operations?
- Who will control the annual usage calendar?
- Who will be responsible for any follow up / future upgrades/renewals/replacements?
- Assuming a property owner is interested and commits to a sale price tomorrow, what is the master timeline with process steps from getting us from where we are now to opening the facility?

Other questions that have been raised include:

- Who will purchase land? If the City, how will we do so?
- Do we have an offer from a property owner to sell to the City or COGEO?
- What are revenue streams, other than team tournament play and practices, that have been successfully generated?

- What have been the yearly cost for maintenance and repairs of other complexes been?
- Has there been a discussion about taking parking vertical versus spread out?
- What is COGEO's recommendation on how to phase the project?
- What are the different operating structure options to be researched and considered COGEO, City, Clackamas County, Canby Area Park and Recreation District, etc.
- How would a proposed site provide access to city features and businesses? How will it drive economic development that we seem to think it will?
- What is the projected impact on future economic development as the sports complex grows and expands?
- Would it be possible to show an overlay of the urban growth boundary to the east both now and as it expands?
- What could be the financial impact to the City if we took 50 acres of CPIP off the tax roll?
- Are there opportunities to purchase land NOT in the current city limits that we could annex in for the project and not have to remove land on the current tax roll?
- Is there a way to incorporate a dog park in the project, if a dog park doesn't exist or in the works when this project gets underway?

The City of Medford's Lithia and Driveway Fields sports complex has been suggested as a model to aspire to. This complex is managed and programmed by the City of Medford which pays approximately \$1.5 million per year to staff, operate, and maintain the facility; and which brings in approximately \$500,000 in facility rental revenue. Therefore, it requires a subsidization of about \$1 million which comes from the General Fund (lodging and car rental taxes) and park utility fees. The 15-field sports complex was developed in four phases costing about \$33 million in total, exclusive of the land acquisition costs. In today's dollars the estimated total construction cost of the complex would be about \$50 million, according to the Medford City Manager. The first phase, which consisted of planning, infrastructure to serve the site, and a single field, cost the city approximately \$12 million. He advised to start small by building a complex that meets just local demand as stated in the park system master plan and not to get too speculative about the project. The Medford City Manager offered to be available to meet with the City Council should there be interest in hearing more about how Medford did its project.


The Lithia and Driveway Fields project brings in about \$12 million per year to the regional economy. It is estimated to have brought in approximately \$160 million since its inception in 2008. The sports complex draws from a market ranging from Eugene to Redding, and Bend to the Coast.

Possible Next Steps/Questions

- 1. Is the Council interested in continuing to explore this project?
- 2. Is there a property that may be willing to sell, donate or partner in providing land for this project? What would be the terms or conditions of a deal?
- 3. Is there interest in hearing more about the Lithia and Driveway Field project?
- 4. Should the City work with a consultant to assist with the land use, financial, and economic analysis of this project?

Attachments

• Renderings of Proposed Canby Sports Complex



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CANBY CITY COUNCIL REGULAR MEETING MINUTES March 6, 2024

PRESIDING: Mayor Brian Hodson

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

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; David Doughman, City Attorney (attended virtually); and Jerry Nelzen, Public Works Director.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:01 p.m.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: <u>Barry Johnson</u>, Parks and Recreation Advisory Board Chair, spoke about the need for improvements to the Maple Street Park infields.

Kristi Smith, Canby resident, spoke about Canby Pride and partnering with the City. She introduced current board members.

CONSENT AGENDA: **Council President Hensley moved to approve the minutes of the February 21, 2024, City Council Regular Meeting. Motion was seconded by Councilor Padden and passed 6-0.

ORDINANCE: <u>Ordinance 1618</u> – Jerry Nelzen, Public Works Director, introduced the project. They would be using the same company as the School District. Work would begin on July 1.

There was discussion regarding funding, benefits of turf, life cycle of turf, setting up a fee to use for replacement, costs for the turf as opposed to the lighting, how volunteers would maintain the turf, signage, and animals on the turf.

******Councilor Davis moved to approve Ordinance 1618, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH FIELD TURF USA INC, IN THE AMOUNT OF \$1,441,540.50 FOR TURFING AND LIGHTING MAPLE STREET PARK INFIELDS to come up for second reading on March 20, 2024. Motion seconded by Councilor Sasse and passed 6-0 on first reading.

OLD BUSINESS: <u>City Attorney Recruitment</u> – No update.

MAYOR'S BUSINESS: Mayor Hodson reported on the railroad fence project and State of the City Address.

COUNCILOR COMMENTS & LIAISON REPORTS:

<u>Councilor Sasse</u> reported on the Heritage and Landmark Commission meeting where only one member attended. Better communication was needed when people were out sick.

<u>Councilor Davis</u> said the Parks and Recreation Advisory Board discussed the Traverso property, Community Park improvements, Auburn Farms, Legacy Park artwork, Maple Street Park splashpad, and Park Bench program. Regarding the Fire District, he discussed the AT&T First Net outage, train incident and Molalla fire, community emergency response teams, new staff and interns, Strategic Plan goals, chaplains, need for fireworks sponsors, and Hope Village donation.

<u>Council President Hensley</u> reported on the Traffic Safety Commission meeting where citizen issues, striping and curb painting, Knights Bridge construction, chair stepping down, and S Ivy sidewalk project were discussed. She attended the Clackamas Cities Association Dinner and the State of the City Address. Items were being collected for the time capsule at the Grant Street Arch.

Councilor Maldonado thanked the first responders for their work.

<u>Councilor Padden</u> reported on the Planning Commission meeting, Canby Utility meeting, and new Water Treatment Plant project. He then discussed the Council's role vs. City Administrator's role regarding staff. He thought some of the accusations by the Council were detrimental to the health of the organization and he would like it to stop. He also addressed comments that were made about the facilitator of the City Council Goal Session. He thought the Council needed to focus on roads, sidewalks, parks, Water Treatment Plant, and preparing the City for the next 20 years of growth rather than staffing issues and the IT Department.

CITY ADMINISTRATOR'S BUSINESS: <u>Ms. Stein</u> discussed convening the Street Maintenance Fee Task Force, why the train was idling at City Hall recently, Council Goal Session next week, DEQ notice of violation, Cogeo meeting, and Emergency Operations Plan update.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

ACTION REVIEW:

- 1. Approved the Consent Agenda.
- 2. Approved Ordinance 1618 to a second reading on March 20, 2024.

Mayor Hodson adjourned the Regular Meeting at 8:11 p.m.

Maya Benham City Recorder Brian Hodson Mayor

Assisted with Preparation of Minutes - Susan Wood



CITY COUNCIL Staff Report

Meeting Date: 3/20/2024

То:	The Honorable Mayor Hodson & City Council
Thru:	Eileen Stein, City Administrator
From:	Jerry Nelzen, Public Works Director
Agenda Item:	Consider Ordinance No. 1618: An Ordinance Authorizing the City Administrator to
	Execute a Contract with Field Turf USA Inc, in the amount of \$1,441,540.50 for Turfing
	and Lighting Maple Street Park Infields. (Second Reading)

<u>Summary</u>

Consider Ordinance No. 1618: An Ordinance Authorizing the City Administrator to Execute a Contract with Field Turf USA for \$1,441,540.50 for Turfing and Lighting Maple Street Park infields. Below is the breakdown of costs.

- 1. Field lighting \$861,707.00
- 2. Perimeter walkway lighting. \$58,842.64
- 3. Turf \$500,254.99
- 4. Convert fields back to natural turf \$500,000 in today's dollars, add 10 years of inflation if converted back in 10 years.

Field Turf pricing is based on the Oregon Inter-Mountain ESD (IMESD) cooperative purchasing agency. IMESD is a member of the Association of Educational Purchasing Agencies (AEPA) program. The AEPA is a purchasing co-op that provides member schools and public agencies with predetermined preferential pricing by approved vendors. Since the product has already been bid at the national level, individual schools do not have to duplicate the formal bid process. AEPA IFB #024

Background

Maple Street Park is one of the City of Canby's older parks. During the City's recent comprehensive update to its Parks and Recreation Master Plan (adopted in 2022), both residents and members of the Parks and Recreation Advisory Board advocated for turfing and lighting for the infield. Furthermore, the City of Canby has overseen other upgrades to the services of Maple Street Park including a new Splash Pad in 2020 and new Pickleball Courts in 2022.

Discussion

The proposed project will upgrade the two existing softball fields to feature artificial turf infields and pole-mounted light fixtures.

The proposed lighting will allow softball, baseball, and soccer games to be played after dusk, with a proposed cutoff time of 10 pm. As shown in the application materials (see Attachment A to this Staff Report), there would be 10 light poles; seven would be 70 feet tall and three would be 80 feet tall. All City Council Packet - Page 8 of 88

poles would direct nighttime illumination toward the playing fields and away from the surrounding neighborhood.

The proposed artificial turf would be limited to the infield areas of both softball fields. The green and rust-colored turf material would be installed on 13,497 square feet of each field, or 26,994 square feet total.

Attachments

Ordinance 1618 Field Turf USA Inc. Proposed Contract for infield lighting and turfing.

Fiscal Impact

The Maple Street Park infield turf and lighting was approved by the City Council for the FY 2023/2024 budget.

Recommendation

City staff recommends Council authorize the City Administrator to execute a contract with Field Turf USA Inc for infield turf and lighting at Maple Street Park.

Proposed Motion

"I move to adopt **Ordinance No. 1618**: An Ordinance Authorizing the City Administrator to Execute a Contract with Field Turf USA Inc, in the amount of \$1,441,540.50 for Maple Street Park infield turf and lighting."

ORDINANCE NO. 1618

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH FIELD TURF USA INC. IN THE AMOUNT OF \$1,441,540.50 FOR TURFING AND LIGHTING MAPLE STREET PARK INFIELDS.

WHEREAS, the City of Canby budgeted to contract for the installation of new lighting and turf for the infields at Maple Street Park;

WHEREAS, Field Turf USA Inc. was selected as a qualifying Contractor;

WHEREAS, the City of Canby has budgeted for turfing and lighting the infields at Maple Street Park in the adopted FY 2023/24 budget in the amount of \$1,600,000; and

WHEREAS, the Canby City Council has reviewed the contract price of \$1,441,540.50 and believes this to be in the best interest of the City to execute a contract with Field Turf USA Inc.

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

<u>Section 1.</u> The City Administrator is hereby authorized on behalf of the City to enter into an agreement with Field Turf USA Inc. in the amount of \$1,441,540.50.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 6, 2024, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, March 20, 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 20th day of March, 2024, by the following vote:

YEAS_____ NAYS_____

Brian Hodson Mayor

ATTEST:

Maya Benham, CMC City Recorder



February 16, 2024

FieldTurf USA Inc is pleased to present the following proposal. FieldTurf pricing is based on the Oregon Inter-mountain ESD (IMESD) cooperative purchasing agency. IMESD is a member of The Association of Educational Purchasing Agencies (AEPA) program. The AEPA is a purchasing co-op that provides member schools with pre-determined preferential pricing by approved vendors. Since the product has already been bid at the national level, individual schools do not have to duplicate the formal bid process. AEPA IFB #024

Farkett Sports Compar



Click on the following AEPA hyperlink for more information: AEPA IFB #24

Field N	ame / North and South Softball Infields	LUMP SUM
FieldTu	rf DoublePlay Natural Clay & Vintage40-90 on approx. 23,553 SF total.	\$ 1,361,961.99
Price in	cludes:	
a)	Civil Scope (see detail in inclusions below)	
b)	Installation of the artificial in-filled grass surface upon a suitable base for both the North and South fields.	
c)	Supply and install of inlaid softball markings on both infields.	
·	An 8-year 3rd party pre-paid insured warranty on the FieldTurf artificial grass surface, apart from the base areas and slide zones, which will carry a 2-year manufacturer's warranty. Furthermore, the following designated high traffic areas are excluded from the warranty: home plate, pitcher's mound, pitcher's lane, catcher's box, batting cage and bullpen area.	
Perforn	nance & Payment Bonds	\$ 20,735.87
Total		\$ 1,382,697.86

ALTERNATE PRICE

ADD Alternate No. 1: Civil Scope	LUMP SUM
Perimeter Walkway Lighting	\$ 57,960.00
Performance & Payment Bonds	\$ 882.64
Total	\$ 58,842.64

PRODUCT DETAILS

FieldTurf, the worldwide leader in artificial turf, is pleased to offer the FieldTurf DoublePlay Natural Clay and Vintage40-90 system, with the following product characteristics:

VINTAGE-40-90

Pile Height: 1.6 Inches **Infill Weight:** 5.4lbs sand & 1.5lbs ambient rubber per sq.ft. **Pile Weight:** 90 oz/yd2

NATURAL CLAY (XT-50-3/8)

Pile Height: 2 Inches Infill Weight: 5.4bs sand & 1.5lbs ambient rubber per sq.ft. Pile Weight: 42 oz/yd2 Total System Weight: 1059 oz/yd2

FieldTurf has taken the necessary steps to ensure that your project will run smoothly and that the quality promised will be the quality delivered.

PRICE INCLUDES:

CIVIL SCOPE:

- a) Mobilization.
- **b)** Excavate for 6" stone aggregate base. Excavated materials to be exported to Owner's dump site. Dump and go at no cost to contractor.
- c) Furnish-install flat tile draining into new curtain drain.
- d) Furnish-install non-woven separation fabric.
- e) Furnish-install 2" x 4" PT nailer board, all sides.
- f) Furnish-install two-layer (4" + 2") stone aggregate base for synthetic turf.
- g) Furnish-install stanchion style plates, bases, and pitching rubber.
- h) Civil scope based on HHPR plan set 12/31/2023.

MUSCO LIGHTING SYSTEM:

- a) Musco Light-Structure System with Total Light Control TLC for LED Technology
- b) Guaranteed light levels of 35 footcandles (infield) 25 footcandles (outfield) and uniformity of 2:1 (infield) and 2.5:1 (outfield).

- c) (10) Pre-cast concrete bases with integrated lighting grounding.
- d) (10) 70' and 80' Galvanized steel poles.
- e) (10) Factory wired pole top luminaire assemblies.
- f) Factory wired and tested remote electrical component enclosures.
- g) Pole length, factory assembled wire harness.
- h) (60) Factory aimed and assembled TLC-LED luminaires, including BallTracker™ luminaires.
- i) UL Listed assemblies.
- j) Lighting contractor cabinet to provide onsite on/off control.
- **k)** Control-Link® Control and Monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support.
- I) Operation and Warranty services:
 - i. Support from Musco's Lighting Services Team over 170 Team members dedicated to operating and maintaining your lighting system plus a network of 1800+ contractors.
 - ii. Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years.

LIGHTING SCOPE:

- a) Deliver and unload Musco equipment.
- b) Auger and set ten (10) Musco pre-cast foundation (s).
- c) Assemble and stand Musco equipment.
- d) Trenching/boring and backfill.
- e) Furnish-install conduit, wire, and in-ground boxes.
- f) Furnish-install new breakers (as needed), contactors, and control equipment.
- g) Wire, energize, and commission.
- h) Site cleanup.
- i) Testing and train staff.
- j) Transformer/service and trenching conduit, and wore from the service/transformer location to the distribution equipment is included. The installation of the distribution equipment, control cabinet and commissioning are all included,
- k) Electrical and Building permit included.

TURF INSTALLATION:

- a) Installation of the artificial in-filled grass surface upon a suitable base for both the north and south infields.
- b) Supply and install of inlaid Softball markings.
- c) Prevailing Wages.
- d) An 8-year 3rd party pre-paid insured warranty on the FieldTurf artificial grass surface, apart from the base areas and slide zones, which will carry a 2-year manufacturer's warranty. Furthermore, the following designated high traffic areas are excluded from the warranty: home plate, pitcher's mound, pitcher's lane, catcher's box, batting cage and bullpen area.

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PRICE DOES NOT INCLUDE:

- a) Any costs associated with necessary changes relating to the delineation of the field.
- b) The supply of or adjustment to existing manholes, clean-outs or grates and supply of the manhole covers.
- c) Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders, and will become an extra charge over and above the offered price.
- d) The design and implementation of a storm water pollution prevention plan.
- e) Site security. Contractor responsible to secure their equipment and materials.
- f) Silt fencing
- g) Signage
- h) Rock (boulder) excavation
- i) Excavation/backfill of unknow underground obstructions.
- j) Dewatering
- k) Excavation, handling, or disposal of contaminated soils
- I) Unsuitable soils: once subgrade has been established, a proof roll will be performed to ensure the structural stability of the soils; in the event that unsuitable soils are encountered, a price to remedy these areas can be provided by FieldTurf.
- **m)** Any hard surface work, including concrete/asphalt cutting, installation, milling, removal, or replacement not specifically noted in inclusions."
- **n)** Installation of manholes, junction boxes, gabions, concrete rip wrap, storm drainage not related to the field construction, grate inlets and reinforced concrete pipe.
- Relocation, removal and repair of existing utilities not limited to electrical conduits, power poles, water, sewer, gas, cable, telephone, owner placed conduits and/or communication feeds within the field of play.
- p) Batting cage work.
- q) Athletic equipment not noted above.
- r) Fencing. (Existing fence to remain as is).
- s) Work on backstop boards.
- t) Work on natural turf areas.
- u) Concrete curbs.
- v) Remove or salvage existing site furnishings (bases, benches, trash cans to be removed by Owner prior to start of contractor work.)
- w) Cement treated base.
- x) Irrigation (Owner to locate and mark any existing irrigation and other private utilities, and bear sole responsibility for any of those not located, pot-holed, and staked.)
- y) Temporary construction fence (Owner to cordon off areas for pedestrian safety.
- **z)** Transformer/service and trenching, conduit, and wire from the service/transformer location to the distribution equipment not specifically noted in the inclusions.
- aa) Repair or resurfacing existing asphalt parking lot if damaged by truck traffic.

- bb) Permit fees, Inspection fees other than specifically noted in the inclusions.
- cc) Site grow-in.
- dd) Pre-shipment testing of materials.
- ee) Supply and install of shock pad underlayment (e-layer, brock or other pre-fabricated padding).
- ff) Supply and install of any inlaid turf logos.

- gg) Any post install turf testing (e.g. Gmax, HIC or permeability)
- hh) Maintenance Equipment (e.g. GroomRight or FieldSweep).
- ii) A vehicle to tow FieldTurf maintenance equipment.
- ii) Any maintenance program, post final completion.
- kk) All applicable taxes, union labor and other labor law levies.
- II) Anything not explicitly noted in the inclusions.

The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction. The parties recognize that the impacts of the global economic instability are currently unpredictable and could lead to limitations in labor availability and delays in the supply and delivery of materials, equipment or products. In addition, as these contingencies have not been factored into this proposal; materials, equipment and/or products to be used in performing the work may become subject to a price increase. Accordingly, it is acknowledged that the seller/FieldTurf shall (a) not be subject to any damages for any delay due to events beyond its control and, (b) be allowed an equitable adjustment of the time and/or of the price of this proposal or any contractual document resulting therefrom. FieldTurf shall endeavor to notify you as soon as possible of any such events and/or contingencies. Please note that the seller/FieldTurf shall use its best efforts to ensure that it fulfills its commitments and will strive to minimize any negative impacts as they may arise. Thank you for your kind understanding.

Please feel free to reach out to any member of our project team with questions about our offer:

Robin Ernst Project Manager (971) 803-1243 Robin.Ernst@fieldturf.com Steve Coury Regional Sales Manager (503) 939-1832 scouryfieldturf@gmail.com

By its signature(s) below, the customer acknowledges having read and accepted this proposal and undertakes to be bound by it.

Per:

Marie-Christine Raymond, VP of Customer Operations FieldTurf USA, Inc. / Tarkett Sports Canada, Inc.

Owner (Signature)

Printed Name and Title

......

FieldTurf USA, Inc. holds the Cooperative Purchase contract, any PO for Contract must be made out to FieldTurf USA, Inc. 175 N Industrial Blvd NE. Calhoun, GA 30701 If you have questions regarding the FieldTurf and Beynon SmartBuy Cooperative Purchasing Program, please contact Eric Fisher at: Eric.Fisher@smartbuycooperative.com.

A Tarkett Sports Company



CONDITIONS

Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and *force majeure*.

- b) FieldTurf's preferred payment terms are as follows: (i) 50% of the Price upon Customer's execution of contract; (ii) 40% of the Price upon shipment of materials from FieldTurf's manufacturing facility; and (iii) Remaining balance of ten percent (10%) upon substantial completion of the field, which shall be achieved when Customer is able to use the field for its intended purpose, even if punchlist items remain and the Certificate of Completion has not been executed by Customer.
- c) Accounts overdue beyond 30 days of invoice date will be charged at an interest rate of 10% per annum.
- d) FieldTurf requires a minimum of 21 days after receiving a fully executed contract or purchase order and final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under typical field size and scenario, FieldTurf further requires a minimum of 28 days per field to install the Product subject to weather and force majeure
- e) FieldTurf requires a suitable staging area. Staging area must be square footage of field x 0.12, have a minimum access of 15 feet wide by 15 feet high, and, no more than 100 ft from the site. A 25 foot wide by 25 foot long hard or paved clean surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of infill

material. Access to any field will include suitable bridging over curbs from the staging area to permit suitable access to the field by low clearance vehicles. Staging area surface shall be suitable for passage with motor vehicles used to transport materials to the site and/or staging area. FieldTurf shall not be liable for any damages to the staging area or its surface unless such damages are caused by FieldTurf's intentional misconduct or negligence.

Tarkett Sports Company

- f) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- g) Upon substantial completion of FieldTurf's obligations, the Customer shall sign FieldTurf's Certificate of Completion in the form currently in force; to accomplish this purpose, the Customer will ensure that an authorized representative is present at the walk-through to determine substantial completion and acceptance of the field, which may include a list of punch list items.
- h) FieldTurf shall not be a party to any penalty clauses and/or liquidated damages provisions.
- FieldTurf shall be entitled to recover all costs and expenses, including attorney fees, associated with collection procedures in the event that FieldTurf pursues collection of payment of any past due invoice.
- j) All colors are to be chosen from FieldTurf's standard colors.



1.800.724.2969 | info@fieldturf.com | fieldturf.com



CITY COUNCIL Staff Report

Meeting Date: 3/20/2024

То:	The Honorable Mayor Hodson & City Council
Thru:	Eileen Stein, City Administrator
From:	Todd Wood, Transit & Fleet Services Director
Agenda Item:	Consider Ordinance No. 1619: Authorizing the City Administrator to enter into an
	Agreement with Robert Half of Los Angeles, CA to provide Temporary IT Staffing Not
	to Exceed \$315,000 and Declaring an Emergency. (First Reading)

<u>Summary</u>

Consider an ordinance for the Robert Half agreement that commenced May 2023 to cover Tech Services staffing needs.

Background

In 2023 in-house Tech Services staff resigned and, in an effort, to support Tech Services service during the transition period temporary staff was brought in from Robert Half, an agency specialized in providing temporary staffing, by way of the Houstin-Galveston Area Council procurement system. The agreement was to be temporary until such a time as a new Tech Services contractor or new in-house staff could be hired. However, due to the transition of leadership staffing no new employees or contractors were hired, leading to the continued use of Robert Half.

Discussion

The Robert Half agreement has exceeded the \$50,000 threshold and needs to be covered under ordinance. A total contract amount of \$241,000 amount has been spent with approximately \$200,000 of that this fiscal year as well as additional anticipated expenditures of \$65,000 for one Tech Services person. The total cost will depend on when new staffing for the Tech Services department can be put into place.

Attachments

Ordinance 1619 Robert Half Agreement

Fiscal Impact

Tech Services has spent only 1.5% of its \$305,000 budget on personnel. This money will be used to cover the cost of the contract through a supplemental budget. With \$200,000 so far spent an expected addition of \$65,000 is expected to be incurred. The amount not to exceed has been set at \$315,000 or \$75,000 over currently spent amounts to cover unforeseen overtime expenses.

Recommendation

Staff recommends the City Council approve the request to enter into the agreement with Rober Half to provide temporary Tech Services staffing.

Proposed Motion

"I move to approve **Ordinance No. 1619:** An Ordinance Authorizing the City Administrator to enter into an Agreement with Robert Half of Los Angeles, CA to provide Temporary IT Staffing Not to Exceed \$315,000 and Declaring and Emergency to come up for a second reading on April 3, 2024.

ORDINANCE NO. 1619

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH ROBERT HALF OF LOS ANGELES, CA TO PROVIDE TEMPORARY IT STAFFING NOT TO EXCEED \$315,000 AND DECLARING AN EMERGENCY

WHEREAS, the City of Canby required IT support staff on a temporary basis;

WHEREAS, the City of Canby is a member of Houstin-Galveston Area Council;

WHEREAS, the Houstin-Galveston Area Council procurement includes an agreement with Robert Half;

WHEREAS, the City of Canby requested temporary IT staff from Robert Half;

WHEREAS, the amount of the agreement is not to exceed \$315,000; and

WHEREAS, the Canby City Council adopts this ordinance on an emergency basis in order to ratify amounts the City has spent in excess of \$50,000 and immediately provide the City Administrator the authority to continue to pay Robert Half for services the City needs over the next four to six months.

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

The City Administrator is hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate agreement with Robert half of Los Angeles, CA to provide temporary IT staffing not to exceed \$315,000. In order to protect the welfare of the City of Canby and immediately provide the City Administrator the authority to continue to pay for IT services from Robert Half, the Canby City Council declares an emergency and this ordinance will take effect immediately upon enactment on April 3, 2024.

SUBMITTED to the Canby City Council and read for the first time at a regular meeting thereof on Wednesday, March 20, 2024, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter, and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, April 3, 2024.

Maya Benham, CMC City Recorder **PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 3rd of April, 2024 by the following vote:

YEAS _____ NAYS _____

Brian Hodson Mayor

ATTEST:

Maya Benham, CMC City Recorder



May 22, 2023



Job Order Number: 03600-0012678612

is scheduled to start with City of Thank you for selecting Robert Half to meet your talent solutions needs. Canby as a Network Engineer on 05-22-2023. As agreed, we will invoice your firm at the rate of Overtime will be billed at 1.00 times such rate. Please find the enclosed General Conditions of Assignment and Terms of Payment (collectively, the "T&Cs") for your review.

Our professional will submit a time report for verification and approval at the end of each week. Your approval thereby will indicate you have read and agree to the enclosed T&Cs. Your approval of our professional's time report will be deemed a signed writing and considered an original for all purposes.

These T&Cs are issued pursuant to Contract No. TS06-21 between the Houston-Galveston Area Council (H-GAC) and Robert Half. You agree this letter and the enclosed T&Cs satisfy HGACBuy's purchasing requirements, including, but not limited to, HGACBuy's quote and purchase order requirements.

Please do not hesitate to contact us if you have any questions or we can be of additional service. We look forward to working with you.

Sincerely,

Robert Half 222 SW Columbia St Suite 1100 Portland, OR 97201 (800) 793-5533

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An Equal Opportunity Employer M/F/Disability/Veterans.

GENERAL CONDITIONS OF ASSIGNMENT

Thank you for your confidence in *Robert Half.* The following General Conditions of Assignment and the enclosed Terms of Payment apply to this assignment. Scope of Our professional is only authorized to perform work within the scope of the assignment. It is your responsibility to

Scope of Assignment	Our professional is only authorized to perform work within the scope of the assignment. It is your responsibility to provide appropriate direction, guidance or oversight to our professional for satisfactory performance on your assignment. Unless otherwise agreed to in writing by <i>Robert Half</i> , you will not permit our professional to use computers or other electronic devices, software, services, tools, e-mail accounts or network equipment owned or licensed by our professional.
	It is expressly understood that our professionals are not authorized to sign contracts, statements, or binding agreements on your behalf or on behalf of <i>Robert Half</i> .
Client's Responsibility	You shall not permit or require our professional to make any final decisions on your behalf with regard to system design, software development, or acquisition of hardware or software, nor permit or require our professional to make any management decisions.
	It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures. Please notify us immediately if you require <i>Robert Half</i> to perform background checks or other placement screenings of our professional. We will conduct such checks or screenings for you only if they are described in a signed, written amendment to these General Conditions of Assignment.
	<i>Cash Handling and Other Financial Transactions and Activities:</i> If you permit or allow our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables, or conduct financial transactions or other related activities, you accept sole responsibility for all claims, demands and liability that may arise from permitting these activities. You represent and warrant that to the extent you permit or allow our professional to engage in the activities described in this paragraph, you will not permit or allow our professional to handle more than (i) \$1,000 per day if you are a non-profit entity, or (ii) \$25,000 per day if you are a for-profit entity.
	<i>Workplace Safety</i> : It is understood that you have full responsibility for: (i) providing safe working conditions as required by law, including compliance with all public health and occupational safety regulations and guidelines applicable to your business, and (ii) ensuring that safety plans exist for, and safety related training is provided to, our professional working on your premises. To ensure the safety of potentially vulnerable individuals on your premises, you agree not to permit our professional to have unsupervised or unmonitored contact with (1) minors and (2) adults who are under your care, custody or supervision because of mental health impairments.
	<i>Government Contracts:</i> If this assignment is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional.
	Operation of Vehicles and Equipment: It is understood that we will not authorize our professional to operate machinery (other than office machines) or vehicles. If you wish to permit our professional to drive for business purposes, you accept sole responsibility for all liability, damages, injuries or other claims that may arise or be incurred as a result of driving. If you require our professional to drive a vehicle owned by you or an employee of your company, you agree to maintain such vehicle in good working condition and maintain all necessary and appropriate insurance for the operation of such vehicle. Under no circumstances will you permit our professional to: make bank deposits; carry cash in excess of \$100, negotiable instruments or other valuables while driving; or have passengers in the vehicle. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing.
	Claims: It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the assignment. Under no circumstance will <i>Robert Half</i> be responsible for any claim related to the assignment, including but not limited to work performed by our professional, unless you have reported such claim in writing to us within ninety (90) days after termination of the assignment.
Remote Work	You may request that our professional provide services to you remotely (i.e., from a location other than your or your customer's premises) using a laptop and/or other computer or telecommunications equipment provided by you or <i>Robert Half</i> (collectively, the "Equipment"). In such case, you acknowledge and agree that <i>Robert Half</i> shall have no control over, and you shall be solely responsible for, (i) the logical and physical performance, reliability and security of the Equipment or related devices, network accessibility and availability, software, services, tools and e-mail accounts (collectively, "Computer Systems") used by our professional, and (ii) the security, integrity and backing up, of the data and other information stored therein or transmitted thereby. Moreover, you must not permit our professional to save or store any of your files or other data on the Computer Systems provided by us (including, but not limited to, any virtual desktop infrastructure solution). You agree that we shall not be liable for any loss, damage, expense, harm, business interruption or inconvenience resulting from the use of such Computer Systems.

Confidentiality	Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature.
	You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.
Limitation on Liability	We make no express or implied warranty, including, but not limited to, any warranty of quality, performance, merchantability or fitness for any purpose with respect to any services performed or any goods provided, including, but not limited to, financial or accounting services performed, or software developed, for you. Under no circumstances are we liable for any special, incidental, exemplary, indirect damages, lost profits or consequential damages (including, but not limited to, lost business, revenue, goodwill, or anticipated savings), even if informed of the possibility. Our liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to any actual direct damages up to an amount equal to the fees actually paid by you to us for the services that are the subject of the claim, regardless of the basis on which you are entitled to claim damages from us (including, but not limited to, fundamental breach, negligence, misrepresentation, or other contract or tort claim).
Insurance	In addition to workers' compensation insurance for our professional, we also maintain commercial liability insurance.
No Contrary Agreements	These General Conditions of Assignment contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Our professionals do not have authority either to verbally modify these General Conditions of Assignment or to assume additional responsibilities other than those set forth in these General Conditions of Assignment.

Job Order: 03600-0012678612 Date: 05-22-2023	
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Thank you for your confidence in *Robert Half*. Our professional for this assignment of Network Engineer is William Ledgering. The assignment will start on 05-22-2023. As agreed or otherwise communicated, we will invoice your firm at the rate of \$61.25 per hour. Should you wish to use our professional for other assignments, please let us know. The hourly billing rate may then change to reflect the experience necessary for the assignment. Call *Robert Half* for any changes in the assignment. We request a minimum thirty (30) days' notice prior to ending any assignment.

The following Terms of Payment apply to this assignment:

indicates your acknowledgement of the General Conditions of Assignment and these Terms of Payment. Our compensation to our professional, including time spent completing, revising, and/or resubniting a time report during business hours, and we ask that you respect those guidelines. Because Robert Half invoices reflect payroll we have already paid, our invoices are due upon receipt. Applicable sales and service taxes shall be added to these invoices. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether 6 not legal action is initiated. Additionally, we may, at our option, charge interest on any overdue amounts at a rate of the lesser of 1 1/2% per month or the highest rate allowed by applicable law from the date the amount first became due. Overtime Overtime will be billed at 1.00 times the normal billing rate. Overtime applies when hours of work by the professional is exceed 40 hours per week (and in California exceed nore than 8 hours in a day and as other state laws may require). If state law requires double time pay, the double time hours will be billed at 1.00 times the normal billing rate. Hirring the After you evaluate the performance and potential of our professional, you may wish to employ this person directly. Our another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee is payable if you hire our professional is part of our professional is bird by (i) a subsidiary or other related company or bismess as result of your referral of our professional is bird by (i) a subsidiary or other related company or bismess as result of your referral of our professional is bird by (i) a subsidiary or other related is our phoressional fee. Horus Billed Conversion Fee 0 - 240 25%	Guarantee	period. If, for any reason, you work by the professional, prov the end of the first 40 hours gu	atisfaction with our professional's services by extending to you a 40 hours guarantee are dissatisfied with our professional, <i>Robert Half</i> will not charge for the first 40 hours of rided that <i>Robert Half</i> is allowed to replace the professional. Unless you contact us before harantee period, you agree that our professional is satisfactory.	
exceed 40 hours per week (and in California exceed more than 8 hours in a day and as other state laws may required. If it state law requires double time pay, the double time hours will be billed at 1.00 times the normal billing rate. Hiring the Person Referred to exceed the performance and potential of our professional, you may wish to employ this person directly. Our on professionals represent our pool of skilled professionals and in the event you wish them converted to your employ or another employ or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if our professional is hired by (i) a subsidiary or other related company or business as result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer. The conversion fee will equal a percentage of the professional's annual starting salary, as follows: Hours Billed Conversion Fee 0 - 240 25% 241 - 480 20% 481 - 720 15% 721 - 960 10% 961+ No conversion fee The conversion fee will be owed and invoiced upon your hiring of our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you converts or professional, instrume, federal, state and local first sand Robert Half will handle, to th	Time Report	indicates your acknowledgeme compensation to our profession professional, including time sp ask that you respect those guid are due upon receipt. Applical pay the invoice when due, you not legal action is initiated. As	ent of the General Conditions of Assignment and these Terms of Payment. Our nal is on a weekly basis, and you will be billed weekly for the total hours of work by the pent completing, revising, and/or resubmitting a time report during business hours, and we lelines. Because <i>Robert Half</i> invoices reflect payroll we have already paid, our invoices ole sales and service taxes shall be added to these invoices. In the event that you fail to agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or dditionally, we may, at our option, charge interest on any overdue amounts at a rate of the	
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Job Order: 03600-0012678612 Date: 05-22-2023			ons of Assignment has been provided to you. We reserve the right to replace our	
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City Council Packet - Page 26 of 88 222 SW Columbia St, Suite 1100, Portland, OR 97201



CITY COUNCIL Staff Report

Meeting Date: 3/20/2024To:The Honorable Mayor Hodson & City CouncilFrom:Eileen Stein, City AdministratorAgenda Item:Consider Resolution No. 1400: A Resolution Approving the 2024-25 City Council Goals

Summary

Council is asked to consider a resolution adopting its 2024-25 City Council Goals & Objectives.

Background and Discussion

On February 16, 2024, the City Council held a goal-setting retreat. In preparation for the goal-refinement process, the City Council and staff discussed each of the existing five goal areas and the subsequent objectives from its prior goals documents. City staff provided an update on the objective given the work completed over the past year and the team determined which objectives were complete, ongoing, or needing refinement. The team developed proposals for updates to the goals as well as new proposals to reflect additional community priorities and opportunities. The team clarified the desired outcome associated for each objective and how the objective should be refined to support the desired outcome.

Following the retreat, Sara Singer Wilson Consulting worked with City staff to refine the objectives to reflect the team discussion and presented Council with the proposed updated goals and objectives for further discussion and prioritization. During a subsequent City Council meeting on March 13, 2024, the Council refined and prioritized the objectives to provide direction to staff as they develop the annual budget and organizational work plan.

Once adopted by resolution, the goals and objectives will be addressed by the organization in department work plans and aligned with the city budget in addition to other projects already underway and the ongoing delivery of high-quality, essential City services to the Canby community.

Attachments

- Resolution No. 1400
- Goals Report Note, this will be provided in time for the meeting.

Fiscal Impact

The goals will be aligned with the proposed FY 24-25 City of Canby Budget.

Options

- 1. By motion, adopt the resolution approving the 2024-25 City Council Goals.
- 2. Direct staff to make further revisions.

Recommendation

Staff recommends that the Council adopt the revisions to its 2024-25 City Council Goals as presented.

Proposed Motion

"I move to approve Resolution No. 1400, a resolution adopting the 2024-25 City Council Goals."

RESOLUTION NO. 1400

A RESOLUTION ADOPTING THE UPDATED CITY COUNCIL GOALS

WHEREAS, on February 16, 2024, the City Council held a Special Called Meeting to develop and refine goals for the upcoming year;

WHEREAS, the Council met again on March 13, 2024, to further refine this work and an updated Canby City Council Goals and Objectives document was produced; and

WHEREAS, the City Council Goals and Objectives informs the process of preparing the FY 24-25 Budget by suggesting where the City would like to expend its resources for the upcoming fiscal year.

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

1. The Canby City Council Goals document attached hereto as Exhibit "A" is hereby adopted.

This resolution will take effect immediately.

ADOPTED this 20th day of March, 2024 by the City of Canby City Council.

Brian Hodson Mayor

ATTEST:

Maya Benham, CMC City Recorder



CITY COUNCIL Staff Report

Meeting Date: 3/20/2024

То:	The Honorable Mayor Hodson & City Council
From:	Eileen Stein, City Administrator
Agenda Item:	Discussion Regarding Council Policies and Operating Guidelines

Summary

To have a discussion regarding proposed changes to the Council's Policies and Operating Guidelines.

Background and Discussion

On February 16th and again on March 13th, the Council had discussions about setting and refining its goals for the upcoming year. One of those, Item 5.4, changed to Item 5.5, was to update the Council's operating policies. The Council is interested in codifying the appointment process used for recent vacancies to the City Council, at least. However, there may be other changes the Council desires to make.

Operating policies are meant to be dynamic, to reflect the expectations and understandings of each new City Council that uses them to keep order. They should be reviewed and modified from time to time.

Attachments

• City of Canby Policies and Operating Guidelines

Fiscal Impact

N/A

<u>Options</u>

- 1. Direct staff to make changes to the document as needed.
- 2. Make no changes to the document.

City of Canby

POLICIES & OPERATING GUIDELINES

For Members of the Canby City Council



Updated December 2018

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POLICIES & OPERATING GUIDELINES

For Members of the Canby City Council

Introduction

The Mayor and City Council follow a standardized set of policies and operating guidelines to guide the City Council as it deliberates on public policy matters and conducts the business of the City. In addition, they believe it is important to articulate a vision of those values and principles that set the cornerstone for the type of governance that the citizens of Canby are entitled to from their elected officials.

This document is intended to educate the elected officials on the mechanism around which the governing body of the City of Canby addresses community issues, develops proactive and responsible public policy and attends to the affairs of the City. The same rules and procedures also apply to the Canby Urban Renewal Agency where applicable. With regard to Urban Renewal Agency, substitute Chair for Mayor and Commissioner for Councilor.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Council members will work for the common good of the people of Canby and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.

2. Comply with the Law

Council members shall comply with the laws of the nation, the State of Oregon and the City of Canby in the performance of their public duties. These laws include, but are not limited to: the United States and Oregon constitutions; the Canby City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, open processes of government; and City ordinances and policies.

3. Conduct of Council Members

The professional and personal conduct of Council members must be above reproach and avoid even the appearance of impropriety. Council members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.

4. **Respect for Process**

Council members shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Council members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not appropriate to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Public Meetings Law

Council members shall comply with Oregon Public Meetings Law. All final actions by the Council will take place at Council Meetings that are open to the public. Council members shall make sure that if there is a gathering of a quorum of the Council, outside of a noticed meeting, no discussions of official business shall take place.

7. Decorum in Council Meetings

Requirements – while the Council is in session, all persons shall preserve order and decorum. Any person making personal, impertinent, or slanderous remarks, or becoming boisterous shall be barred by the Mayor from further attendance at said meeting unless permission for continued attendance is granted by a majority vote of the Council

Every member of the public and every Council member desiring to speak shall address the Mayor, and upon recognition by the Mayor, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate.

- We may disagree, but we will be respectful of one another
- All comments will be directed to the issue at hand
- Personal attacks should be avoided.

Enforcement – The Chief of Police (or representative) shall act as ex-officio sergeant-at-arms of the Council. The Chief of Police shall carry out all orders and instructions of the Mayor for the purpose of maintaining order and decorum in the Council Chambers.

Upon instructions of the Mayor it shall be the duty of the sergeant-at-arms or any police officer present to eject from the Council Chambers any person in the audience who uses boisterous or profane language, or language tending to bring the Council or any Council member into contempt, or any person who interrupts and refuses to keep quiet or take a seat when ordered to do so by the Mayor or otherwise disrupts the proceedings of the Council.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, Council members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest.

In accordance with the law, Council members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Ex Parte Contacts and Disqualification

A quasi-judicial hearing is a type of land use proceeding. Councilor members should avoid any communication outside of the public hearing process with the applicant or an outside party on land use applications. A site visit is not considered an ex parte contact unless there is communication with an outside party or if information is gained from the visit that could be a factor in future decisions.

Any ex parte contact, including the nature of the contact and the information obtained, should be disclosed at the beginning of the public hearing. The Mayor shall announce the right of interested persons to rebut the substance of the communication. The Council member will also state whether such contact affects the Council member's impartiality or ability to vote on the matter. The Council member must state whether he or she will participate or abstain.

10. Use of Electronic Communications Devices During Council Meetings

Definitions for this section:

Electronic Communications means e-mail, text messages, or other forms of communications transmitted or received by technological means.

Electronic Communications Devices means lap-top computers, blackberries, cell-phones, notebooks, or other similar devices capable of transmitting or receiving messages electronically.

Council members shall not send or receive electronic communications concerning any matter pending before the Council during a meeting. Council members shall not use electronic communication devices to review or access information regarding matters not in consideration before the Council during a Council meeting. Council members shall not access the Internet, but may access Council packet information concerning any matter pending before the Council during a Council meeting. Any electronic communications regarding a quasi-judicial matter to be considered by Council is an ex-parte contact and shall be disclosed as required by law.

11. Decisions Based on Merit

Council members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

12. Motions

- A. Council member motions will be clearly and concisely stated. The Mayor will state the name of the Councilor who made the motion and the Councilor member who made the second and repeat the motion prior to voting.
- B. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes, and a point of order do not

require a second. Any motion on which a second is not made but on which discussion begins is automatically seconded by the Council member beginning the discussion.

- C. Discussion of a motion is open to all Council members who wish to address the motion. A Council member may speak more than once on each motion. A Council member must be recognized by the Mayor before speaking.
- D. The Mayor will ask for a voice vote for all final decisions. All Council members are expected to vote on each motion unless they are disqualified for some reason. A Council member who does not vote (abstain) must state the basis for any conflicts of interest or other disqualification. The City Recorder will maintain a record of the votes. Any Council member may request a roll call vote on any motion. Note: The Chair of the Urban Renewal Agency is a voting member. (Abstentions are those instances in which members who are present do not vote. They are not counted and have no effect on the result.)
- E. At the conclusion of any vote, the Mayor will announce the results. Council members who wish to explain the reasons for their votes must do so briefly and succinctly.

Withdrawal - A motion may be withdrawn by the mover at any time without the consent of the Council.

Tie - The Mayor may vote on a motion that receives a tie vote.

Table - A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.

Postpone - A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

Call for Question - A motion to call for the question ends debate on the item and is not debatable. Before a Council member calls for the question, each Council member wishing to speak on the item should have at least one opportunity to speak. A second is required for this motion. When the question is called, the Mayor will inquire whether any Council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.

Amendment - A motion to amend may be made to a previous motion that has been seconded, but not voted on. Amendments will be voted on first, then the main motion as amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.

Reconsideration - When a motion has been decided, any Council member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

Rescind – When a motion has been adopted, any Council member may make a motion to rescind or amend the adopted motion at another meeting. These motions can be made regardless of how the Council member voted. If previous notice of an intent to make a motion to rescind is not given it will require a **two-thirds vote**. If previous notice is given a **majority vote** is all that is needed.

Renewal of Motions – When a motion has been defeated, a Council member may make the same motion again at another meeting, regardless of how they voted on the original motion.

13. Social Media

Any comments made on social media sites by Council members acting in their official capacity are subject to Oregon Public Records and Meetings Laws and City Records Retention Schedule. It is each Councilor's responsibility who makes posts/comments on a social media site, to produce copies of such posts/comments in the case of a public record request. As with Electronic Mail, Council members need to avoid communications between and among a quorum of the Council.

14. Electronic Mail

All Council member email correspondence is subject to the Oregon Public Records and Meetings Laws and is subject to disclosure. Council members shall use their City email accounts for Council business. Email may not be used to discuss policy issues with a quorum of the Council at one time or a quorum of a standing advisory body in a manner which would be in violation of the Oregon Public Meetings Law. Email should be used for correspondence, to schedule meetings, send informative messages or request information from other members of the Council, the City Administrator or City Department Directors.

14. Communication

Council members shall publicly share substantive information that is relevant to a matter under consideration by the Council, which they may have received from sources outside of the public decision-making process. If a response is required, the City Administrator or City Attorney will coordinate the response on behalf of the City. It is appropriate for Council members to acknowledge receipt of communication and thank the sender.

Information received by a Council member that affects the Council should be shared with the whole Council. The City Administrator is to decide on "gray areas," but too much information is preferable to too little. The City Administrator shall share information equally with all Council members.

15. Confidential Information

Council members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

16. Ethics/Use of Public Resources/Gift and Favors

Council members shall review and observe the requirements of the State Ethics Law (ORS 244.010 to 244.390) dealing with use of public office for private financial gain. Council members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

To avoid ethics violations, all budgeted and approved travel and training arrangements for Council members shall be made by the appropriate City staff.

Council members are required to file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission by April 15 of each calendar year. It is the Council member's personal responsibility to ensure they comply with the requirement to complete and submit the SEI form by April 15.

Council members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised. There are restrictions on the value of gifts accepted by a Council member, if the source of the gift has a legislative or administrative interest in decisions or votes the public official makes when acting in the capacity of a public official. No Council member shall solicit or receive any gift(s) with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a Council member, for which the Council member does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

In 2010 the Oregon Ethics Commission adopted state administrative rules that specified before any Council member accept gifts related to officially designated negotiations or economic development activity or officially sanctioned trade promotion or fact-finding mission or trips, a consensus of the Council must first be obtained. On October 6, 2010 the Canby City Council adopted Resolution 1073 which authorized Council Members to accept gifts and authorize their own expenses.

17. Advocacy/Communication with Other Public Agencies

In keeping with their role as stewards of the public interest, members of Council should not appear on behalf of the private interests of third parties (i.e. agent for a friend or neighbor) before the Council or any board, commission or proceeding of the City. This does not prohibit a

member of the Council from appearing before a board or commission to represent his/her personal interests. When presenting their **individual opinions and positions**, Council members shall explicitly state their statement reflects personal opinion and not the official position of the City, nor will they allow the inference that they do.

Council members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. If a member is representing the City on a board, committee or public meeting, that member will consistently support and advocate the City's official position on an issue and cannot foster or further a personal viewpoint that is inconsistent with the official City position. It is the policy of the Council that if Councilors are contacted regarding labor relations, during labor negotiations or conflict resolution proceedings, then Councilors have no comment.

Communication that represents the City's position on an issue should come through City Hall and be provided by the City Administrator. Direct submittals or inquiries to the Council or individual Councilors should be referred to the City Administrator, or Council members may ask the City Administrator to look into an issue.

18. Policy Role of Council Members/Staff Relations

Council members shall respect and adhere to the Council-Manager structure of Canby City government as outlined by the Canby City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff.

Except as provided by the Canby City Charter, Council members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions. City staff will acknowledge the Council as policy makers, and the Council will acknowledge staff and administering the Council's policies.

Council members shall support the maintenance of a positive and constructive work place environment for City staff and for citizens and businesses dealing with the City. Council members shall recognize their special role in dealings with City staff to in no way create the perception of inappropriate direction to staff.

Councilors are encouraged to avoid substantive contact with staff below the Departmental Director to avoid possible disruption of work, confusion on priorities and limited scope of responses. Council member requests for information can be made directly to Department Directors. If the request would create a change in work assignments of any staff member, the request must be made to the City Administrator. Council members will not direct staff to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the approval of a majority of the Council.

19. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process. Council members shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

20. City Council Work Session Guidelines

Work Sessions should have an agenda, or list of items that are to be discussed.

- Who leads the meeting and conducts the general discussion of attendees should be established ahead of time.
- If different staff or leaders will be addressing different points, this should be indicated on the agenda and will greatly help to organize the time and make it efficient.
- If there are many items to be discussed, setting an "estimated time" of discussion for each point may help to move things along.

Work Session seating should be conducive to group discussion, presentations, and a general feeling of equalization among the boards, commissions, citizens, and council/mayor.

• Seating arranged in such a way as to diminish "power" roles is a good idea to encourage active participation by all.

The entity originating the workshop should come to meetings prepared.

- If boards, committees, or City staff are generating the work session, the Council would like a few written proposals that we all can discuss and decide on. Likewise, if the Council is presenting material to a group, there should be options or proposals.
- If a more general, or "big picture" discussion needs to take place, it would still help to have printed discussion items to keep us on track.

The Council, board or commission, or City staff making the presentation should summarize and simplify any handouts, support documentation, statistics, facts and figures that are going to be discussed at the meeting.

• Any information more than a couple of pages should be distributed in the days prior to the meeting so the Mayor and Council have the opportunity to familiarize itself with the information.

Meetings should end with everyone feeling a sense of accomplishment and a clear direction (even if everyone does not agree with the outcome).

21. City Council Executive Session Guidelines

Executive Sessions are held by the Council with appropriate staff or advisors in attendance. The purpose is to review certain matters in a setting closed to the public. Matters discussed in Executive Session will be exempt from public disclosure. Executive Sessions may be held during a regular, special or emergency meeting after the Mayor has identified the ORS

authorization for holding the Executive Session. Permitted topics are identified in ORS 192.660 and include employment of a public officer, deliberations with the persons designated by the Council to carry on labor negotiations, deliberations with persons designated to negotiate real property transactions, and to consult with legal counsel regarding current litigation or litigation likely to be filed.

- Prior to opening an Executive Session, the Mayor shall announce the purpose of the executive session, state the statute authorizing the Executive Session, and state to all present, including the media, that matters discussed in Executive Session are not to be disclosed or reported to the public.
- The Mayor and Councilors will not disclose matters discussed in Executive Session.
- All final actions or decision must be made in a public session.

22. City Council Executive Session News Media Attendance Policy

Oregon Public Meetings Law provides that representatives of the news media shall be allowed to attend certain Executive Sessions of public bodies, but may be required to not disclose specified information (ORS 192.660(4)).

Because at the time state law relating to media attendance at Executive Session was adopted "news media" consisted of entities that were institutionalized and structured to support compliance with the requirements of ORS 192.660(4), the law includes no express mechanism for enforcing those requirements.

Technological advances since the time the public meetings law was initially adopted have resulted in development of communication mechanisms allowing virtually any individual or entity to disseminate information widely.

The City of Canby finds that in that absence of a statutory definition of "news media" as that term is used in ORS 192.660(4) it is necessary to adopt a policy that implements the intent of the public meetings law relating to Executive Session attendance without precluding attendance by Internet-based or other "non-traditional" information disseminators that are institutionalized and committed to compliance with ORS 192.660(4).

The City of Canby recognizes that this policy is solely for the purpose of determining eligibility to attend Executive Sessions, which requires non-disclosure of specified information from Executive Sessions, and is not intended to otherwise define "news media" or to determine eligibility to report on City of Canby's activities or to limit access to other City of Canby meetings by any person.

The City of Canby hereby adopts the following policy:

- A. <u>Currently Recognized News Media Organizations</u>. The following entities are hereby recognized as news media organizations eligible to attend Executive Sessions because they have an established history of meeting the requirements of this policy:
 - 1. Canby Herald Newspaper
 - 2. Oregonian Newspaper

- 3. No other entity shall be permitted to attend an Executive Session unless it is recognized through the process described in Section 2 below.
- B. Recognition of Other News Media Organizations.
 - 1. The following entities are recognized as news media organizations eligible to attend Executive Sessions:
 - a. A general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters or a member of the Associated Press; or
 - b. A newspaper that the City of Canby uses for publication of public notices and that meets the requirements of ORS 193.020; or
 - c. An entity recognized by the City of Canby as being a news source that: is organized and operated to regularly and continuously publish, broadcast, transmit via the Internet or otherwise disseminate news to the public, and that regularly reports on activities of the City of Canby or matters of the nature under consideration by the City of Canby; and
 - 2. Is determined by the City of Canby to be a business entity that is institutionalized¹ and that is committed to, and is structured to support, the terms of ORS 192.660(4).² In making this determination, the City of Canby may consider and weigh any factors that it deems to be relevant, including, without limitation, the existence of any of the following factors:
 - a. The entity has multiple personnel with defined roles within its organizational structure;
 - b. The names of news-reporting personnel, and responsible entity management personnel, together with addresses and contact telephone numbers, are readily available;
 - c. The entity has an available process for correcting errors, including violations of Executive Session statutes, by a person with authority to take corrective measures.
 - d. It shall be the entity's burden to persuade the City of Canby by substantial evidence that it should be recognized as a news media organization meeting the criteria in Section 2(a) of this policy. Such evidence must be submitted [time period] in advance of the first Executive Session that the entity desires to attend. The City of Canby shall make a determination within [time period] of receiving the evidence submitted by the entity. The City of Canby may elect to forgo this procedure in cases where the City of Canby, in its sole discretion, determines that it can immediately recognize that an entity qualifies under this policy, or in cases where the public body, in its sole discretion, determines that other good cause exists for making an expedited determination. A determination that the entity is not recognized shall be based upon written findings addressing the criteria in Section 2(a).
- C. <u>Attendance at Executive Sessions</u>. Representatives of news media organizations recognized pursuant to Sections 1 and 2 of this policy shall be allowed to attend Executive Sessions, except as described in ORS 192.660(4) and 192.660(5), pursuant to the following process:

- 1. The representative must provide substantial evidence persuading the City of Canby, that he or she is a news reporter for the recognized news media organization. In making its determination whether to recognize the person as a representative of the news media organization, the City of Canby shall require:
 - a. A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver's license); or
 - b. A recently published news article in the recognized news media organization publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization, plus proof of identity; or
 - c. A letter on letterhead from an editor of the recognized news media organization in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity.
- 2. Representatives of the news media are not permitted to attend Executive Sessions involving deliberations with persons designated to carry on labor negotiations. ORS 192.660(4). If the Executive Session is being held for the purpose of conferring with counsel about current litigation or litigation likely to be filed, the City of Canby shall exclude any member of the news media from attending if the member is a party to the litigation to be discussed or is an employee, agent or contractor of a news media organization that is a party to the litigation. ORS 192.660(5).
- 3. The City of Canby may require that a request to attend an Executive Session be made in writing on a form provided by the City of Canby. The form shall require disclosure of the person's name, and the entity for which he or she is a news reporter, and shall require submission of evidence described in Subsections 3(a) (1), (2) or (3) of this policy. The form shall also include a signature line whereby the person certifies that they are gathering news for a recognized news media organization, that the information given is true and that they agree to comply with ORS 192.660(4).
- 4. The City of Canby may consider any relevant evidence provided or gathered in making its decision as to whether a person shall be recognized as a representative of a recognized news media organization.
- D. <u>Recording Devices Prohibited</u>. Cameras, tape recorders and other recording devices shall not be used in Executive Sessions, except for the official Executive Session tapes made by City of Canby staff.
- E. <u>Exclusion Based on a Direct Personal Interest</u>. A representative of a news media organization that has a direct personal interest in the subject of the Executive Session that would frustrate the purpose of the Executive Session may be barred from attending.

F. <u>Application to Boards and Commissions</u>. These policies and procedures shall apply to the City of Canby and all of its boards and commissions.

¹ For the purposes of this policy, "institutionalized" means long-established or wellestablished

² ORS192.660 (4). Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061 (2) but the governing body may require that specified information be undisclosed.

23. Implementation

As an expression of the standards of conduct for Council members expected by the City, the Policies & Operating Guidelines is intended to be self-enforcing. It therefore becomes most effective when Council members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for City Council and newly elected and appointed officials. Council members entering office shall sign a statement affirming they read and understood the City of Canby Policies & Operating Guidelines. In addition, the Policies & Operating Guidelines shall be reviewed by the City Council boards and commissions and update it as necessary.

24. Compliance and Enforcement

The Policies & Operating Guidelines expresses standards of ethical conduct expected for Council members. Council members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of Council members that appear to be in violation of the Policies & Operating Guidelines are brought to their attention.

The City Council may impose sanctions on Council members whose conduct does not comply with the City's ethical standards as set forth in the City of Canby Charter, Chapter IV, Section 2.

A violation of the Policies & Operating Guidelines shall not be considered a basis for challenging the validity of a Council, board or commission decision.

MEMBER STATEMENT

As a member of the Canby City Council I agree to uphold the Policies & Operating Guidelines for elected and appointed officials adopted by the City and conduct myself by the following model of excellence. I will:

Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;

Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential;

Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;

Respect the dignity and privacy of individuals and organizations;

Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;

Avoid and discourage conduct which is divisive or harmful to the best interests of Canby;

Treat all people with whom I come in contact in the way I wish to be treated;

I affirm that I have read and understood the City of Canby Policies & Operating Guidelines.

Date: _____

Printed Name & Office:

Signature:

FORM OF GOVERNMENT

The City of Canby operates under the Council-Manager form of government. All Oregon cities over 2,500 population have the Council-Manager form except Portland, Beaverton, Burns, Lakeview and Junction City. The chief characteristic of this form is that the Council appoints a qualified person as City Administrator to take charge of the daily supervision of the City affairs.

COUNCIL MEMBERS - At each biennial general election after this Charter takes effect, three Council members shall be elected each for a term of four years; and each biennial general election the number of Council members required to fill vacancies pursuant to Chapter VII. Section 2.

COUNCIL LIAISONS - Council liaisons are selected on an annual basis. The designation is flexible based upon the needs of the Council. Liaisons are encouraged to attend committee meetings on a regular basis. Liaisons will report back to the Council on committee activities not included in the committee minutes. Liaisons are not voting members of committees. Liaisons will clarify personal opinion and differentiate that from Council opinion.

MAYOR - At each biennial general election a Mayor shall be elected for a term of two years.

ADMINISTRATOR, JUDGE, CITY ATTORNEY AND OTHER OFFICERS - Additional officers of the City shall be a City Administrator, Municipal Judge, and City Attorney, each of whom the Council shall appoint, and such other officers as the Council deems necessary. Appointed officers shall hold their office during the pleasure of the Council or until their successors are appointed and qualified. Appointed officers are subject to removal at any time by the Council with or without cause and may be suspended in accordance with the provisions of Chapter V, Section 2(c)(3) of the City of Canby Charter. The duties of all officers not defined in this Chapter may be prescribed by the Council. The Council may combine any two or more appointive offices.

MAYOR - The Mayor shall be chairperson of the Council and preside over its deliberations and shall have no vote on any questions before it except in the case of tie. The Mayor shall have authority to preserve order, enforce the rules of the Council and determine the order of business under the rules of the Council. The Mayor shall appoint the committees provided by the rules of the Council; and shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power. In the Mayor's absence, the President of the Council, shall sign all Ordinances passed by the Council within five days after their passage. After the Council approves a bond of a City officer or a bond for a license, contract or proposal, the Mayor shall endorse the bond.

PRESIDENT OF THE COUNCIL - At its first meeting after this Charter takes effect and thereafter at its first meeting of each odd-number year the Council by vote shall elect a President from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of the office, the President shall act as Mayor.

CITY ADMINISTRATOR - The City Administrator shall be the administrative head of the government of the City and shall be appointed by the Council without regard to political

considerations and solely with reference to executive and administrative qualifications. A City Administrator need not be a resident of the City of Canby or the State at the time of appointment, but promptly thereafter shall become and remain a resident of the City during the term of the office. Before taking office, the City Administrator shall give a bond in such amount and with such surety as may be approved by the Council. The premiums on such bond shall be paid by the City. The Administrator shall be appointed for an indefinite term and may be removed at the pleasure of the Council.

The powers and duties of the Administrator shall be as follows:

- A. Devote full time to the discharge of official duties, attend all meeting of the Council unless excused there from by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.
- B. See that all Ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges ranted by the City are observed.
- C. Hire or remove all City employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another. The administrator shall supervise the departments to the end of obtaining the utmost efficiency in each of them.
- D. Act as purchasing agent for all departments of the City.
- E. Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as the body requests.
- F. Supervise the operation of all public utilities owned and operated by the City excepting the electric utility department for which the Canby Utility Board has exclusive jurisdiction, control and management as provided in the following Chapter X.
- G. The City Administrator shall have general supervision over all City property.
- H. Perform such other duties as may be prescribed from time to time by the Council

AUTHORITY TO CONTRACT FOR PROFESSIONAL SERVICES - The Council shall have authority to contract for the professional services of those whose professional skills, training and knowledge may be required at any time or from time to time for the administration of City affairs and municipal government. The duties and responsibilities of such persons engaged for their professional skills, knowledge and ability shall be specified in their respective contracts with the City by the contracts for the services of the following persons shall include the following particular duties, services and responsibilities:

A. Municipal Judge. The Municipal Judge shall hold within the City a court known as the Municipal Court for the City of Canby, Clackamas County, Oregon. All areas within the City shall be within the territorial jurisdiction of the Court. The Municipal Judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by the Ordinances of the City and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by Ordinances of the City. The Municipal Judge shall have authority to issue process for the arrest of any person accused of an offense against the Ordinances of the City, to commit any such person to jail or admit to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the Court, and to punish witnesses and others for

contempt of Court. Men not governed by Ordinances or this Charter, all proceeding in the Municipal Court for the violation of a City ordinance shall be governed by the applicable general laws of the State governing Justices of the Peace and Justice Courts, except that the Municipal Court shall not exercise any civil jurisdiction.

B. City Attorney. The City Attorney is a legal adviser of the officials of the City of Canby and shall be retained by the Council. It shall be the duty of such Attorney to attend all regular Council meetings and such special meetings as may be required unless excused there from by the Council. The City Attorney shall represent and defend the City in all suits, actions at law and all matters and things in which the City of Canby may be legally interested. The City Attorney, or a deputy appointed by him, shall also represent the City in the Municipal Court including violations of any City Ordinances or for the violation of all other laws under which the Municipal Court has jurisdiction.

Boards, Committees & Commissions

These boards, committees and commissions are advisory to the City Council and assist the Council in forming policy and making law. Committees are encouraged to make an annual presentation to the City Council. Selection of Committee Chairs are decided annually by each committee (except Budget Committee). Committee members who have three unexcused absences from meetings are subject to removal from the committee.

Bike & Pedestrian Committee – The Bicycle and Pedestrian Committee consists of seven (7) members. Members serve three (3) year terms. *Members are appointed by City Council upon recommendation by the Committee Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.*

The duties of the committee shall include:

- A. Recommending policies and procedures conducive to efficient and effective operation of the bicycle and pedestrian transportation system;
- B. Keeping informed about current trends in bicycle and pedestrian services and administration;
- C. Studying growth and needs in the City and its vicinity for bicycle and pedestrian facilities;
- D. Developing long-range plans for bicycle and pedestrian services and facilities, consistent with City priorities;
- E. Investigating sources of funding for bicycle and pedestrian services and facilities;
- F. Recommending policies for the acceptance and use of gifts for bicycle and pedestrian purposes;
- G. Participating in the annual budgetary process of the City as that process pertains to the bicycle and pedestrian facilities and services;
- H. Reviewing and recommending terms of contracts and working relationships with other public agencies regarding bicycle and pedestrian facilities and services;
- I. Encouraging widespread public support and use of bicycle and pedestrian facilities and services; and
- J. Performing other duties as authorized by the City Council.

Budget Committee – The Budget Committee consists of the members of the City Council and six (6) citizens-at-large (must reside within City limits and be a registered voter). The Mayor is not a member of this Committee. Members serve three (3) year terms. *Citizens-at-large are appointed and confirmed by the City Council. The Mayor may vote only when necessary to break a tie on an appointment.*

<u>Canby Public Library Board</u> – The Library Board consists of seven (7) voting members, plus a non-voting high school student member who resides within the Canby School District Boundary. In accordance with the IGA, the city shall provide fair representation of unincorporated residents equal to the share of unincorporated patrons served by the Canby Public Library. Therefore, two of the 7 voting members must reside outside the Canby city limits. The other 5 members shall be residents of the city. Members serve four (4) year terms. Members are limited to two consecutive terms. *Members are appointed by City Council upon recommendation by the Board Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.*

The duties of the Library Board shall include:

- A. Keeping informed about current trends in the library services and administration;
- B. Studying library growth and needs in the City and its vicinity;
- C. Developing long-range plans for library service and facilities, consistent with City priorities and with state, regional and national goals pertinent to libraries;
- D. Recommending types of library service for the City and its vicinity;
- E. Investigating sources of funding for library service and facilities;
- F. Recommending policies for the acceptance and use of gifts for library purposes;
- G. Participating in the annual budgetary process of the City as that process pertains to the library;
- H. Recommending policies and procedures conducive to efficient and effective operation of the library;
- I. Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library service;
- J. Encouraging widespread public support and use of the library;
- K. Submitting an annual report to the City Council and the state library; and
- L. Performing other duties as authorized by the City Council.

Canby Urban Renewal Budget Committee – The Urban Renewal Budget Committee consists of members of the Urban Renewal Agency, six (6) citizens-at-large from the City Budget Committee, and one (1) additional citizen-at-large (must reside within City limits and be a registered voter). Members serve three (3) year terms. *Citizens-at-large are appointed and confirmed by the Urban Renewal Agency*.

Canby Utility Board – The Canby Utility Board consists of five (5) members. Members serve three (3) year terms. *Members are appointed by the Mayor and confirmed by the City Council following an interview panel consisting of the Mayor, City Council Liaison, and Canby Utility Board Chairperson.* No Board member may serve more than two successive terms. The Mayor may vote only when necessary to break a tie. The Board, in the efficient and economical operation of the Electric Department and Water Department, both inside and outside the City limits, may:

- A. Purchase and sell electric power and energy and services to the public and private corporations and to other consumers;
- B. Construct plants, transmission lines and other facilities;
- C. Purchase real estate and franchises in its name;
- D. Enter into all contracts, leases and agreements in furtherance thereof; and
- E. Through an inter-governmental agreement with the City, management of the Water Department and all of its operations and facilities.

The Board may contract with any public or private corporation or any individual, both inside and outside the City limits:

- A. For the joint use of poles and other property belonging either to the Electric Department or to the other contracting party or jointly to both parties; and
- B. For the joint acquisition of real property and franchises and the joint financing, construction and operation of plants, transmission lines and other facilities, whereby any property acquired may become the property of both the Electric Department and other contracting party, for the purchase of energy.

<u>Heritage & Landmark Commission</u> – The Heritage & Landmark Commission consists of seven (7) members, plus a non-voting high school student member who resides within the Canby School District Boundary. Members serve three (3) year terms. *Members are appointed by City Council upon recommendation by the Board Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.*

It is the responsibility of the Heritage & Landmark Commission to ensure that the purposes of this section are implemented, and to perform the following duties:

- A. Adopt rules to govern its deliberations and decisions, including a method to record its proceedings;
- B. Carry out the duties described for it in this ordinance and assist the Planning Director, Planning Commission and Canby City Council on historic preservation matters;
- C. Maintain and update an inventory of historic resources within the City, as provided under section 16.110.035;
- D. Review and render decisions on all historic landmark and historic district applications, as provided under section 16.110.045;
- E. Review and make recommendations on application of the Historical Protection Overlay Zone, as provided under section 16.110.045;
- F. Review and render decisions on proposals to alter the exterior of a Historic Landmark subject to the procedures and criteria set forth in section 16.110.080;
- G. Review and render decisions on all proposed new construction on property where a Historic Landmark is located, or within a Historic District, subject to the procedures and criteria set forth in section 16.110.080;
- H. Review all requests for demolition of a historic landmark or contributing resource, as provided under section16.110.075;

- I. Review and make recommendations to the Planning Commission on all Conditional Use applications under section 16.38;
- J. Review and make recommendations on all partitions and subdivisions of designated properties, as provided under section 16.110.085;
- K. Disseminate information to educate the public as to local, state and federal laws protecting antiquities and historic places;
- L. Act as consultant for local preservation groups, educational workshops, signage and monumentation projects, and other similar projects;
- M. Advise interest groups, agencies, boards, commissions, and citizens on matters relating to historic preservation within the City; and
- N. Provide design guidance for historic property owners.

<u>Parks and Recreation Advisory Board</u> – The Parks and Recreation Advisory Board consists of nine (9) members. Members serve for three (3) years. *Members are appointed by City Council upon recommendation by the Board Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.*

- A. Keeping informed about current trends in parks and recreation services and administration;
- B. Studying growth and needs in the City and its vicinity for parks and recreation services;
- C. Developing long-range plans for parks and recreation services and facilities, consistent with City priorities;
- D. Recommending types of parks and recreation services for the City and its vicinity, including marketing of such services;
- E. Investigating sources of funding for parks and recreation services and facilities;
- F. Recommending policies for the acceptance and use of gifts for parks and recreation purposes;
- G. Participating in the annual budgetary process of the City as that process pertains to parks and recreation services;
- H. Recommending policies and procedures conducive to efficient and effective operation of parks and recreation services;
- I. Reviewing and recommending terms of contracts and working relationships with other public agencies regarding parks and recreation services;
- J. Encouraging widespread public support and use of parks and recreation services and facilities;
- K. Submitting an annual report to the City Council;
- L. Advising the Planning Department regarding park land dedication and other park planning issues to meet the public needs identified in the Park Master Plan and Park Acquisition Plan; and
- M. Performing other duties as authorized by the City Council.

<u>Planning Commission</u> – The Planning Commission consists of seven (7) members. Members serve three (3) year terms. *Members are appointed by the City Council upon recommendation of the Mayor, Council Liaison, and Planning Commission Chairperson. The Mayor may vote only when necessary to break a tie.*

Except as otherwise provided by law, it shall be the duty of the commission and it shall have power to:

- A. Recommend and make suggestions to the City Council and to all other public authorities concerning laying out, widening, extending, and locating of streets, parking, sidewalks and boulevards, relief of traffic congestion, betterment of housing and sanitation conditions and establishing of zones of districts limiting the use, height, area and bulk of buildings and structures;
- B. Recommend to the City Council and all other public authorities plans for regulation of the future growth, development and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds and vacant lots, and plans consistent with future growth and development of the City in order to secure to the City and its inhabitants sanitation, proper service of all public utilities, and transportation facilities;
- C. Act as the City's official citizen involvement entity, hearing any and all comments, criticisms, and suggestions concerning City planning policies, procedures, or regulations as members of the public may wish to convey to the City;
- D. Do and perform all other acts and things necessary or proper to carry out the provisions of City ordinances and of Oregon Revised Statutes, Chapter 227, and all amendments thereto;
- E. Study and propose in general such measures as may be advisable for promotion of the public interest, health, safety and welfare of the City and of the surrounding area;
- F. Perform such acts as are now, or may hereafter be, specified in the Land; and
- G. Development and Planning Ordinance or otherwise authorized by the City Council. (Ord. 740 section 10.2.60, 1984)

Traffic Safety Commission – The Traffic Safety Commission consists of a seven (7) member voting board with non-voting liaisons representing the Canby Police Department, the Public Works Department, and the City Council. Members serve three (3) year terms. *Members are appointed by City Council upon recommendation by the Commission Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.*

The Traffic Safety Commission is specifically responsible for, but not limited to the following:

- A. Developing and implementing coordinated traffic safety programs that meet local needs;
- B. Act in an advisory capacity to the City Council in the coordination of traffic safety activities of the official agencies and departments of Canby;
- C. Reviewing and recommending project applications for funding to the City Council;
- D. Serving as liaison between the City of Canby, the Clackamas County Safety Commission, and the Oregon Traffic Safety Commission in developing the State Highway Safety Programs and in meeting the National Highway Safety Programs Standards;
- E. Promoting public acceptance of official programs authorized or instigated by the City;
- F. Fostering public knowledge and support of traffic law enforcement and traffic engineering problems;
- G. Cooperating with Canby schools in promoting educational traffic safety aids; and
- H. Educating the public in traffic safety aids.

Transit Advisory Committee – The Transit Advisory Committee consists of seven (7) members. Members serve three (3) year terms. Membership requires: residence within the City of Canby or the City's Urban Growth Boundary or current employment or affiliation with a business or organization operating within the City of Canby or the City's Urban Growth Boundary. No more than two members may reside outside the City's Urban Growth Boundary. *Members are appointed by City Council upon recommendation by the Committee Chairperson and assigned Council Liaison. The Mayor may vote only when necessary to break a tie.*

The Canby Transit Advisory Committee is specifically responsible for, but not limited to the following:

- A. Developing and assessing, on an ongoing basis, the transportation needs of the citizens of Canby;
- B. Acting in an advisory capacity to the Transit Director in the coordination of transit services;
- C. Promoting and educating the public regarding acceptance and usage of the transit system; and
- D. Promoting and educating the public regarding special problems associated with the use of the transit system by youth, elderly and disable citizens.

<u>Urban Renewal Budget Committee</u> – The Urban Renewal Budget Committee consists of all the members of the Urban Renewal Agency, six (6) citizens-at-large from the City Budget Committee and one (1) additional citizen at large (must reside within City limits and be a registered voter), 3 year terms (*Additional Citizen-at-large is appointed by the Urban Renewal Agency*)



City of Canby Bi-Monthly Report Department: Administration For Months of: January & February 2024

To:The Honorable Mayor Hodson & City CouncilFrom:Maya Benham, Administrative Director/ City RecorderPrepared by:Same as aboveThru:Eileen Stein, City AdministratorDate:3/20/2024

Board and Commissions - Current Vacancies

		Applications	
Board/ Commission/ Committee	Vacancy	Received	Status
Bike & Pedestrian Committee	1		Term ends 6/30/2026
			1 Term ends 6/30/2024; 2 Term ends
Budget Committee	4	1	6/30/2025; 1 Term ends 6/30/2026
			1 Term ends 6/30/2024; 1 Term ends
			6/30/2025; 1 Terms end 6/30/2026; 1
Heritage & Landmark Commission	4		Student Term ends upon graduation
Transit Advisory Committee	1		Term ends 03/31/2025
			1 Term ends 6/30/2024; 2 Terms end
Urban Renewal Budget Committee	5		6/30/2025; 2 Terms end 6/30/2026

Liquor Licenses/ Noise Variance Application

Processed one Liquor License, and the Annual Liquor License Renewals There were no Noise Variances applications.

Public Records Requests

Processed 11 public records requests.

Recruitments

- Librarian, Collection Development & Volunteer Coordinator
- Library Assistant II, Adult Programming
- Lifeguard
- Swimming Instructor
- Deputy City Recorder

New Hires

- Finance Director
- Library Assistant I-On Call (2)
- Police Officer (2)



City of Canby Bi-Monthly Report Department: Municipal Court For Months of: January and February 2024

To:	The Honorable Mayor Hodson & City Council
From:	Jessica Roberts, Municipal Court Supervisor
Prepared by:	Same as above
Through:	Eileen Stein, City Administrator
Date:	3/20/2024

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

Monthly Statistics	January	February
Misdemeanors		
Warrants Issued	2	6
Misdemeanor Case Detail		
Diversion/Deferred Sentence	0	0
Offenses Dismissed	0	0
Offenses Sentenced	0	0
Traffic & Other Violations		
Offenses Filed	125	134
Cases/Citations Filed	87	108
Parking Citations Filed	3	4
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	14	12
Dismissal (Fix It Tickets)	4	14
Dismissed by Judge	14	10
Sentenced by Judge	54	32
Handled by Violations Bureau	105	58
Guilty by Default	33	64
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	11	11
Defendant Accounts referred to Collections	\$33,187	\$54,805
Fines & Surcharges Collected	\$58,368	\$52,150

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: January & February 2024

To:The Honorable Mayor Hodson & City CouncilFrom:Jamie Stickel, Economic Development DirectorPrepared by:Same as aboveThrough:Eileen Stein, City AdministratorDate:3/20/2024

Economic Development Director Updates

<u>Cultivating Canby</u>: The City of Canby continues its long-range planning and community engagement efforts with Cultivating Canby which includes a Comprehensive Plan Update, Transportation Systems Plan Update, and potential Urban Growth Boundary (UGB) expansion. These efforts are combined as part of "Cultivating Canby", which is a process that includes several years of planning and outreach efforts. For community members interested in learning more about Cultivating Canby, visit:

www.publicinput.com/cultivatingcanby

- **Canby School District:** The City of Canby staff met with members of the Canby School District on January 10th as both entities are in the process of planning for the future. The Canby School District is in the process of completing their 5-year strategic plan the first of its kind for the district. As the City's Economic Development Director has worked on outreach for the Comprehensive Plan Update, the need to connect with the Canby School District as a community partner and also to connect their strategic plan goals and objectives to the City's Comprehensive Plan. During the meeting, both entities shared where they are at in the process of their plans and identified ways to connect and further engage during future outreach.
- Community Summit #3: The City of Canby held Community Summit #3 on January 25th at Baker Prairie Middle School. The Community Summit featured a presentation of the Cultivating Canby efforts to date and an integrated mapping exercise where attendees were encouraged to dream big and use stickers to map Canby's future. The meeting was offered to the community at large and included residents from within the current UGB, as well as those living in the potential UGB study, business owners, and City staff members. This mapping exercise was a repeat of the meeting held on November 15th at the Canby Police Department's Community Room. The City held the second mapping exercise due to the incredible attendance at the November 15th mapping exercise which resulted in standing room only.
- Transportation Systems Plan TAC: The City of Canby held the first Technical Advisory Committee (TAC) for the Transportation Systems Plan Update. The meeting was held virtually and incorporated members of City staff, Clackamas County staff members, Department of Land Conservation and Development (DLCD), and consultants including 3J Consulting and DKS Associates. The meeting began to look at the work DKS has started regarding the future growth of Canby and the ways residents, workers, and visitors will move throughout the area.

Special Event Coordination: The City of Canby's Development Services department oversees efforts to assist the community on special event coordination which includes Wait Park reservations, street closure permits, banner installation, and, most recently, the creation of a Civic Center lobby reservation form. City staff members from Economic Development, Planning, Public Works, and Parks met previously to work on the creation of the banner registration form and planned to meet once again to discuss the processes in place and whether any aspects needed to be updated in the Master Fee Schedule. Staff met in early January to discuss coordination efforts which have been focused on how to best provide quality customer service for residents, community organizations, and local businesses who use these applications forms and also has provided the foundation for staff to work together across varying departments.

Capital Projects Planning Team: The City's internal Capital Projects Planning Team has continued its efforts focused on planning for capital improvement projects. The team met in January and February 2024 to discuss projects currently underway and begin preparations for the 2024/25 budget cycle. The planning team met for the first time in August 2023 – the focus was to convene staff focused on development and planning projects while working to identify fiscal impacts, coordinate across departments, and the allocated funds are used for an individual project. The team includes members of administration, finance, economic development, planning, and public works. Much of the funding for these projects is from Systems Development Charges (SDC), though it can include funding from urban renewal or the general fund. The Capital Projects Planning Team will continue to meet on a regular basis and plans to meet through the spring on a monthly basis.

Traffic Safety Committee and Communications: The City's Traffic Safety Committee recently considered how they could increase their communication in Canby. Two members of the committee met with the City's Communications Specialist and City Recorder to discuss their request, understand how they can accomplish their outreach goals, and educate the public on ongoing efforts. The Traffic Safety Committee had considered creating Facebook page to share pictures and videos, bring awareness to projects and construction, and to highlight national best practices around safety for vehicles and pedestrians. During the meeting, City staff explained that the best course of action would be to focus on a Facebook page that is not directly affiliated with the City of Canby's social media such as a "Friends of..." page. This would allow them the autonomy to post and engage with community members while also ensuring City staff did not have to oversee and regulate the content. The two members then took the concept back to the Traffic Safety Committee meeting on February 14th and the City's Communications Specialist attended. The committee seemed eager to see this initiative come together and appreciative of the efforts of City staff to identify the path forward.

Oregon Pacific Railroad – The owner of the Oregon Pacific Railroad, Tim Samuels, engaged City staff members as they are in the process of seeking a grant to assist them with funding the installation of a fence along the Oregon Pacific Railroad on the south side of Canby. Mr. Samuels met with city staff on January 18th to outline the request he intended on submitting and asked the City to partner on the project and fund part of the fence. The meeting included the City Administrator, Economic Development Director, Public Works Director, and the Canby Chief of Police. At the conclusion of the meeting, City staff explained to Mr. Samuels that due to the funding request being over the \$50,000 threshold of the City Administrator, it would be best for him to submit his request to the City Council and noted there was a meeting scheduled for later that evening. Mr. Samuels attended the City Council meeting and spoke during the public comment section of the agenda.

Promotion

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First Thursday Night Market – The First Thursday Night Market has kicked off 2024 with an amazing start! February had a strong presence with approximately forty participants in the Scavenger Hunt. The consistency of the event has contributed to more visitors and residents participating in the event on a monthly basis because they can count on it taking place. There has been continued interest in new businesses wanting to participate, we look forward to what the rest of 2024 has in store for the First Thursday Night Market!



Local businesses continue to meet monthly after the First Thursday Night Market and have expressed the 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.

- <u>Mission</u>: 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.

• Shop Local Canby-

The City of Canby completed the 2nd year of Shop Local Canby, bolstering the efforts of Small Business Saturday.

Shop Local Canby began on November 25th. These efforts concluded at January's First Thursday Night Market, January 4th, 2024. Residents and visitors were encouraged to complete as many cards as they could through January's First Thursday Night Market, January 4th, for great prizes!

The City of Canby Economic Development team added more value to our local businesses with a new #FeatureFriday. This opportunity provided participating businesses to be featured on Canby Business social media with video/picture of them selecting a winner of a prize from their business. The business representative also provided details about their business and what visitors can expect when they come to their location. Businesses have really enjoyed this opportunity and are pleased with the efforts to help promote what they have to offer!

Organization

• Canby Heritage & Landmark Commission-In November, The City of Canby was awarded a Certified Local Government 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.

The Heritage and Landmark Commission is currently focused on the Reconnaissance Level Survey portion of the grant. This will help with completing the other items on the list that the grant supports.

The City of Canby awarded NW Verncular with their bid to perform a Reconnaissance Level Survey (RLS)



of a specified area in Downtown Canby. Spencer Howard from NW Vernacular presented at the February Heritage & Landmark meeting, explaining what his team plan to accomplish with the RLS. NW Vernacular came out to Canby, Wednesday, February 28th. The commission looks forward to seeing the findings when NW Vernacular presents in May!

Economic Vitality

• Mt. Hood Territories FAMiliarization Tour-

City of Canby Economic Development & Tourism Coordinator, Tyler Nizer, participated in a FAMiliarization Tour on Thursday, February 15th. The FAMiliarization tour, commonly known as a FAM Tour, allows individuals involved in tourism to get a sense of activities and businesses within the area to better connect, market, and engage with tourist. The tour ranged from a tour at End of the Oregon Trail to visiting The Hive Social in Oregon City. The Economic Development Department oversees the tourism efforts for the City of Canby.

• Oregon Economic Development Association-

Tyler Nizer, Canby's Economic Development Tourism and Coordinator is in the process of Oregon Certified Economic Developer program. On January 25-26, 2024 the course focused on Real Estate Development and Reuse. Subjects included a variety of important information related to real estate development; Types of Real Estate, Real Estate Cycles, Elements of a Ready Site, Marketing Real Estate and much more! The next course, "Building in Oregon", will take place in the later part of April.

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: Finance For Months of: January & February 2024

To:The Honorable Mayor Hodson & City CouncilFrom:Scott Schlag, Finance DirectorPrepared by:Katy Joyner, Financial AnalystThrough:Eileen Stein, City AdministratorDate:3/20/2024

In addition to providing services and responding to inquiries from both internal and external customers, the Finance Department reports the following items of interest this period.

- The 2024-2025 budget process began with a kickoff meeting that included all department leads. Finance has been working on projecting revenues and expenditures for the remaining 23-24 fiscal year as well as for the 24-25 fiscal year.
- The 22-23 audit was completed on January 31st, the Annual Comprehensive Financial Report is available on the City of Canby website under the Finance tab or at the link below. <u>Annual Comprehensive Financial Reports | Canby OR (canbyoregon.gov)</u>
- The Finance team has worked on refining and documenting our retainage and project accounting processes.
- The Transit Tax Coordinator has reached out to all businesses who submitted transit returns without an active business license and sent them the City of Canby business registration paperwork. Additional efforts are being made to ensure we collect transit tax from all businesses operating in the City.
- The Finance Team welcomed their new Finance Director, Scott Schlag. Scott has scheduled weekly team meetings, making sure we are informed and up to date on workload and projects. Scott helped finalize the 22-23 audit and has worked with the leadership team on the 24-25 budget.
- The Finance Team participated in the following meetings, trainings, and events this period:
 - o OSCPA 2024 Winter Governmental Auditing & Accounting Conference
 - o GFOA Federal Funds Fair Courses
 - CIP Funding Meeting
 - o 2024 Local Government Grant Program Workshop
 - o OR-OSHA required Safety Committee courses
 - o Leadership Team meetings



City of Canby Bi-Monthly Report Department: Fleet For Months of: January & February 2024

То:	The Honorable Mayor Hodson & City Council
From:	Robert Stricker, Lead Mechanic
Prepared by:	Same as above
Through:	Eileen Stein, City Administrator
Date:	3/20/2024

Jan-24

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	\$138.70	\$138.70
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	2	\$38.72	\$0.00	\$113.05	\$151.77
Wastewater Collections	4	\$170.35	\$2.11	\$248.27	\$420.73
Wastewater Treatment	5	\$83.26	\$41.38	\$56.35	\$180.99
Parks	12	\$342.93	\$28.56	\$860.18	\$1,231.67
Police	29	\$2,886.17	\$3,537.70	\$5,533.48	\$11,957.35
Streets	24	\$1,692.42	\$1,456.66	\$2,111.24	\$5,260.32
Fleet Services	2	\$155.00	\$1,010.78	\$0.00	\$1,165.78
Canby Area Transit (CAT)	18	\$4,811.24	\$4,250.75	\$10,215.02	\$19,277.01
Total	96			Total	\$39,784.32

Feb-24

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	2	\$0.00	\$0.00	\$455.77	\$455.77
Facilities	1	\$514.29	\$313.43	\$119.21	\$946.93
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	1	\$17.44	\$0.92	\$334.70	\$353.06
Wastewater Treatment	2	\$11.06	\$10.75	\$48.76	\$70.57
Parks	10	\$2,833.46	\$904.64	\$899.72	\$4,637.82
Police	26	\$1,511.73	\$1,837.14	\$4,973.26	\$8,322.13
Streets	15	\$554.72	\$289.18	\$2,084.96	\$2,928.86
Fleet Services	0	\$0.00	\$0.00	\$110.72	\$110.72
Canby Area Transit (CAT)	17	\$10,080.73	\$5,870.44	\$11,187.80	\$27,138.97
Total	74			Total	\$44,964.83



City of Canby Bi-Monthly Report Department: IT For Months of: January & February 2024

To:The Honorable Mayor Hodson & City CouncilFrom:Todd M. Wood, IT DirectorPrepared by:Same as aboveThrough:Eileen Stein, City AdministratorDate:3/20/2024

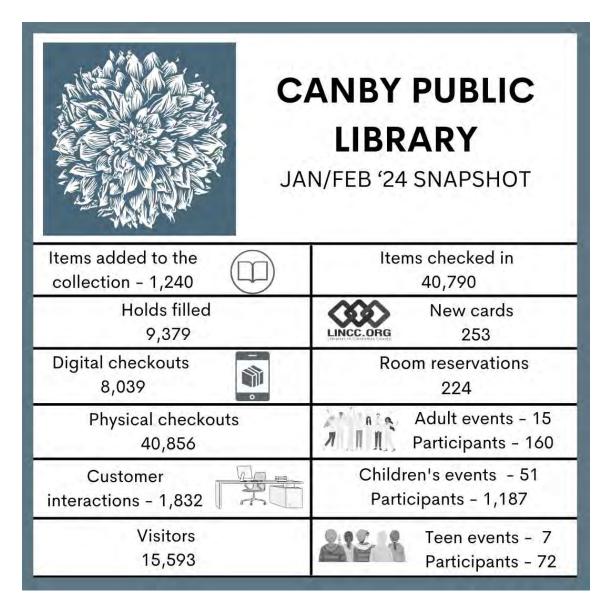
- 1.) An RFP for IT services has gone out and will close mid-April. Results are expected in mid-May.
- 2.) A temporary Contract with Kintechnology has been signed to provide temporary IT services and SERVER backup while the RFP is in progress.
- 3.) A temporary contract employee through Robert Half remains onsite to provide day-to-day desktop support.
- 4.) Mowreader consulting will continue to provide IT support services for the Police Department through June 2024.



City of Canby Bi-Monthly Report Department: Library For Months of: January & February 2024

То:	The Honorable Mayor Hodson & City Council
From:	Marisa Ely, Library Director
Prepared by:	Same as above
Through:	Eileen Stein, City Administrator
Date:	3/20/2024

Usage Metrics Overview



- Our library intern, Ember, who was previously a volunteer with the library, started in January. She will be working with us, learning about the library and helping out, through May. This internship is a part of her Masters in Library Science program and we are lucky to have her!
- We began our hiring process for a *Librarian, Collection Development and Volunteer Coordinator,* and a *Library Assistant II, Adult Programming*. We hope to have those positions filled in March and April.

Spaces

As we continue to make changes in and around the library that will lead to better and easier access for patrons and staff, we rearranged and rotated the Lucky Day and New shelving units. From the library entrance, patrons will be confronted by a long row of Lucky Day items (popular new titles with long waits), starting with Fiction, then DVDs, Blu-rays, and ending with Nonfiction. On the back side of the Lucky Day shelving units, you will find New Large Print books, New Audiobooks, and then the beginning of New Fiction. The goal with this rearranging is to allow for a better line of site to the holds area for staff and to also better highlight these newer collections for patrons.





Collections

• The Adult Graphic Novel and Paperback collections now have displays near those collections.



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Staff

Programming

Age Group	Program/Event				
	Paws for Reading				
	Arts, Crafts, and Coloring				
	Family Storytime				
Children	Lego Play				
	Dance Party				
	Maker Lab (pictured \rightarrow)				
	Minecraft Club				
	NEW: Baby & Toddler Storytime				
	SPECIAL EVENT: Goat Storytime				
	Outreach Storytime				
	Totals: 51 events / 1,187 participants				
	Dungeons & Dragons				
Teen					
	Young Teen Crafting				
	Totals: 7 events / 72 participants				
	Book Club				
Adult	Knit & Stitch Group				
	Bayocean: The Oregon Resort That Fell				
	Into the Sea (pictured \rightarrow)				
	Make a Terrarium				
	Music in the Stacks				
	Tech Talk Tuesdays: 4 classes				
	Teen Taik Taesaays. 4 classes				





General News

- The all-ages Winter Reading Challenge ended on February 29th!
- Goat Storytime on January 19th was a huge hit! We had 4 well-socialized Nigerian dwarf goats provided by *Goat It Solutions* in the library and patrons of all ages enjoyed spending time with them.
- Brandon Leonard, Canby PD's Behavioral Health Specialist, will be at the library on Thursdays to help connect our community to needed resources. On the 1st and 3rd (and 5th in those longer months) Thursdays, he will be here from 10-11am, and on the 2nd and 4th Thursdays, he will be here from 5-6pm. As of now, no appointments are needed as this will



be on a drop-in basis. Brandon will have the Lilac Room in the library reserved so these conversations can be private. We are so lucky to have Brandon on our team!

• Handheld and rolling baskets are now available for in-library use.

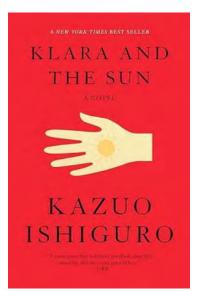


 "Fun Shirt Friday" started! Every Friday, patrons (and staff) are encouraged to wear a fun shirt (must be appropriate!) to the library, and they can show a staff member at the Public Services Desk for a ticket to be entered into a monthly drawing for fun prizes.

Upcoming Events & News

- Our new library open hours began on March 4th!
- The *Canby Reads* Community Book Discussion will take place on Thursday, March 14, 2024 at

2:00pm. There are free copies of 2024's chosen book, *Klara and the Sun* by Kazuo Ishiguro, at the library and several businesses around town while supplies last.







• Our "Seed

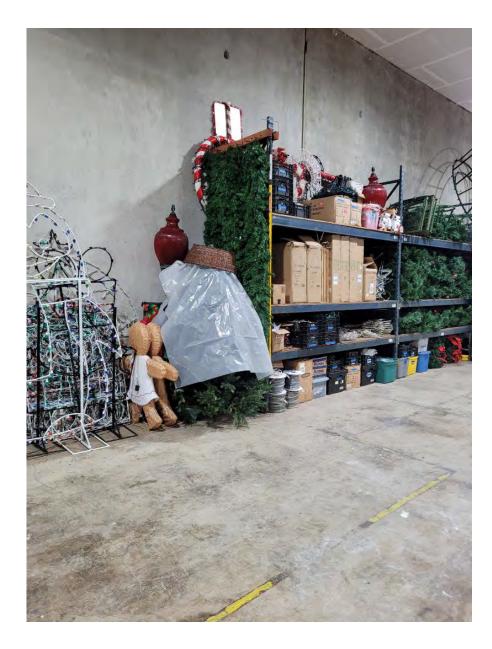
Library," which collects and stores seeds and shares them with the community for free, will go live in the next two months. Canby is the perfect community to start a seed library!



City of Canby Bi-Monthly Report Department: Parks For Months of: January & February 2024

То:	The Honorable Mayor Hodson & City Council
From:	Ken Daniels, Parks Lead
Prepared by:	Same as above
Thru:	Eileen Stein, City Administrator
Date:	3/20/2024

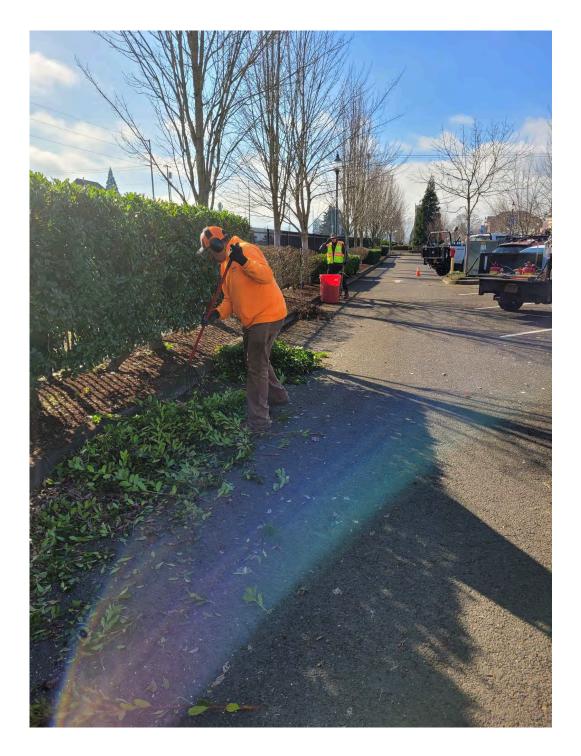
In January, the Parks Dept. took down the Christmas lights and stored them away at our warehouse.

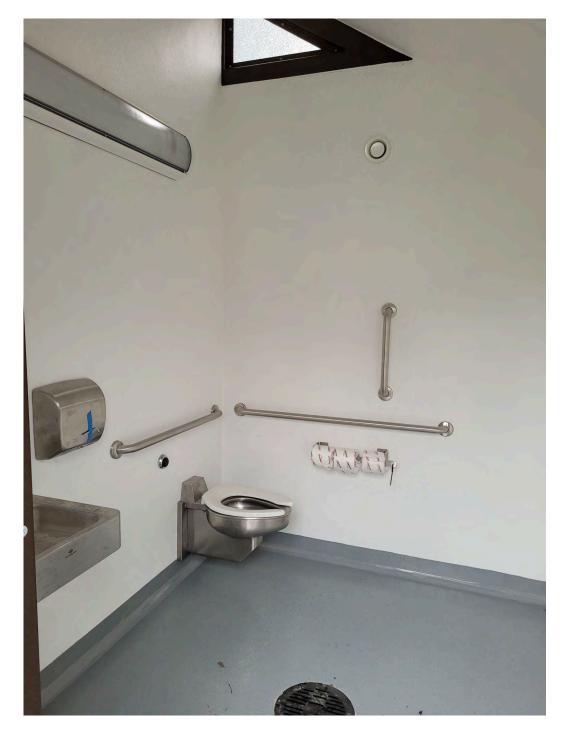


Leaf and debris removal was a challenge at Community Park due to the recent trenching and construction for the new restrooms.



In February, the Parks Dept. started pruning on 1st Ave. Pruning continued through this month along with the regular maintenance of the parks and restrooms.





Community restrooms are completed and open to the public!

Each January, we have our annual Christmas tree drop off at Maple Street Park and this we had 133 Christmas trees that were chipped and recycled to Eco Park trail.

January hours: 943.0 February hours: 993.5



City of Canby Bi-Monthly Report Department: Police For Months of: January & February 2024

To:The Honorable Mayor Hodson & City CouncilFrom:Chief Jorge TroPrepared by:Katie McRobbie, Administrative SupervisorThrough:Eileen Stein, City AdministratorDate:3/20/2024

	JAN	FEB
Calls for Service - Dispatched 911 and Non-Emergency Calls	860	1037
PROPERTY CRIMES REPORTED		
Burglary	1	1
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	1	0
Robbery	0	0
Theft I, II, & III	13	9
Forgery / Counterfeiting	1	0
Trespass	3	9
Vandalism / Criminal Mischief	2	7
PERSON CRIMES REPORTED		
Assault I, II, IV	3	3
Carrying Concealed Weapons (knife, blade, etc.)	0	1
Disorderly Conduct (includes resisting arrest)	0	3
Endangering Welfare of a Minor / Recklessly Endangering	5	3
Felon in Possession of Firearm / Restricted Weapon	0	0
Harassment, Intimidation or Threats	7	8
Identity Theft	1	1
Interfering with Peace Officer	0	0
Menacing	2	4
Sex Offenses	3	2
Strangulation	2	1
ARRESTS		
Warrant Arrests (includes contempt of court, restraining order violations, parole violations)	6	21
Adult and Juvenile Custodies (includes juvenile curfew)	30	47

DRUG CRIMES						
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0				
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0				
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0				
TRAFFIC CRIMES, ACCIDENTS, CITATIONS						
Attempt to Elude	Attempt to Elude 1 1					
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	10	10				
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless	15	13				
Driving, Failure to Surrender Suspended License / Use Invalid License)						
Traffic Accidents	10	9				
Traffic Citations	214	224				

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

MONTHLY TRAFFIC SAFETY REPORT

JANUARY 2024

CITATIONS:	214
DUII ARRESTS:	10
TRAFFIC CRIMES:	15
TRAFFIC CRASHES:	Injury (Traffic): 0 Injury (Patrol): 3 Non-Injury (Traffic): 2 Non-Injury (Patrol): 1 Hit & Run (Traffic): 1 Hit & Run (Patrol): 3 TOTAL CRASHES: 10
TRAFFIC COMPLAINTS:	10

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

MONTHLY TRAFFIC SAFETY REPORT

FEBRUARY 2024

CITATIONS:	224			
DUII ARRESTS:	10			
TRAFFIC CRIMES:	13			
TRAFFIC CRASHES:	Injury (Traffic): 0 Injury (Patrol): 2 Non-Injury (Traffic): 0 Non-Injury (Patrol): 5 Hit & Run (Traffic): 0 Hit & Run (Patrol): 2 TOTAL CRASHES: 9			
TRAFFIC COMPLAINTS:	9			



City of Canby Bi-Monthly Report Department: Development Services For Months of: January & February 2024

To:The Honorable Mayor Hodson & City CouncilFrom:Don Hardy, Planning DirectorPrepared by:Laney Fouse Lawrence, Planning TechnicianThrough:Eileen Stein, City AdministratorDate:3/20/2024

The following report provides a summary of Planning and Development Services activities for the months of January and February 2024. 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 HNA and HPS are anticipated to be reviewed during the May 13, 2024 Planning Commission hearing and at the June 5, 2024 City Council Hearing.
- 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 was on November 14, 2023 and a third community summit occurred on January 24, 2024. The fourth community open house is anticipated in June 2024. 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 and second Listening Session is planned for summer 2024. 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 DLCD approved the sequential urban growth boundary process in December 2023. The Housing Efficiency Measures code updates are continuing with anticipated approval by summer/fall 2024. DLCD provided Canby notice of \$75,000 in grant money approval associated with the continued comprehensive plan and urban growth boundary expansion process in December 2023.
- 3. **Parks and Recreation Planning.** Planning staff continues 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 are continuing to provide support to the Parks and Advisory Board in the search of a potential sports field location.
- **4.** Freeway I-205 Tolling Project. Governor Kotek put a hold on the I-205 Tolling and some clarification about how long or permanent the hold is anticipated over the next several weeks and we will provide updates as they occur.

Land Use Application Activity:¹

- 1. **Pre-Application Conferences** held for the period of January 1 February 29, 2024: Holly St Annexation, Canby Area Transit Operations Facility, and the Emerald Necklace Trail at Mark's Place.
- 2. Pre-Construction Conferences held for the period of January 1 February 29, 2024: None
- 3. Site Plans Submitted for Zoning Conformance January 1 February 29, 2024: 19 site plan review applications were submitted and have been or are being released for building permits
- 4. Signs Submitted for Plan Review January 1 February 29, 2024: 3 applications submitted

Planning Commission Activity:

- 1. Agenda Items Reviewed January 1 February 29, 2024. During this period, the Planning Commission:
 - a. Public Hearing for the Clackamas County Fairgrounds Multipurpose Building.
 - b. Public Hearing for the Tievoli Commons housing development of 30 townhome-style condominiums project.
 - c. Viewed a staff presentation on the Housing Needs Analysis (HNA) and Housing Efficiency Measures Update.
 - d. Approved the Final Findings for the Tievoli Commons housing development of 30 townhomestyle condominiums 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 Council Packet - Page 75 of 88



City of Canby Bi-Monthly Report Department: Public Works For Months of: January & February 2024

To:The Honorable Mayor Hodson & City CouncilFrom:Jerry Nelzen, Public Works DirectorPrepared by:Ronda Rozzell, Office Specialist IIIThrough:Eileen Stein, City AdministratorDate:3/20/2024

Facilities

The Facility Maintenance Department contractor installed a new concrete pad and extended the fence to accommodate the new generator for City Hall.

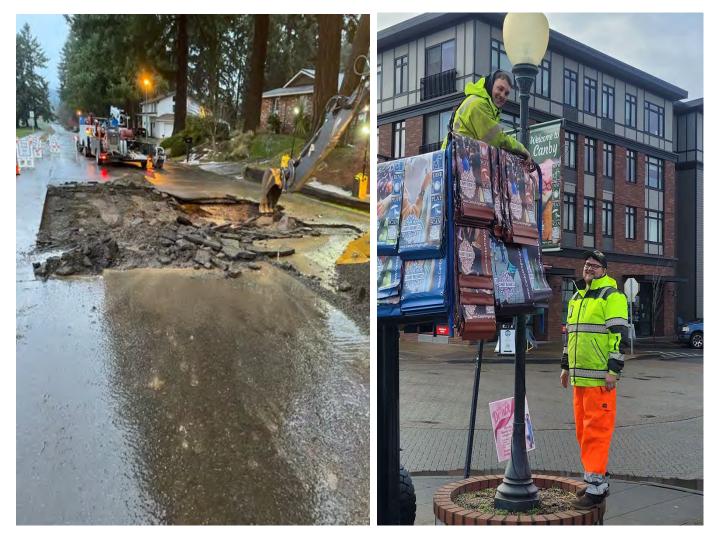


Facilities	Total Hours
January	136
February	120

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Streets Department

The Public Works help Canby Utility Water Department with large water main break on N Maple Street. Economic Development, Tyler Nizer and Public Works, Chris Wright changing out city banners.



January Stroots	Total	
January Streets	Hours	
Street Sweeping	115	
Street Maintenance	295	
Sidewalks Inspections	3	
Driveway Approach Inspections	3	
Street Sign Manufacturing	12	
Street Sign Maintenance	8	
Street Sign Installation	5	
Streetlight Repair	5	
Tree Trimming	5	

February Streets	Total Hours
Street Sweeping	97
Street Sweeping Maintenance	1
Street Maintenance	171
Sidewalk Inspections	10
Driveway Approaches	6
Street Sign Manufacturing	18.5
Street Sign Maintenance	12
Street Sign Installation	14.5
Banners	7
Streetlights	7
Dump Truck	3
Vactor	3
Mini Trackhoe	10

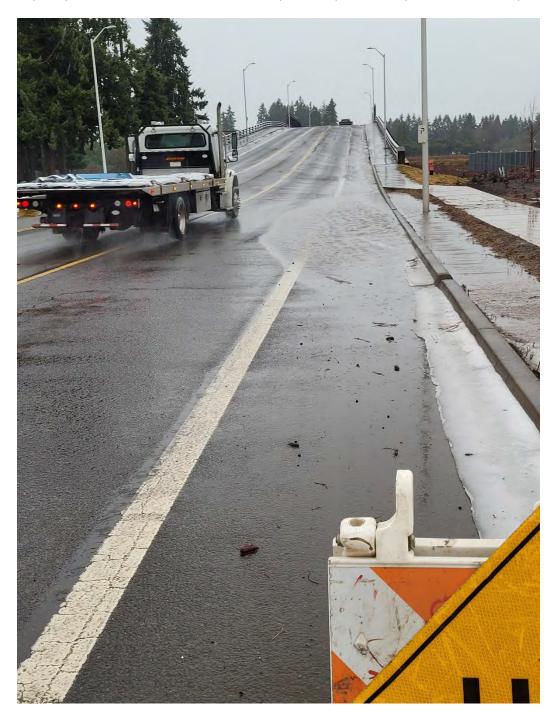
Sewer Collections

Public Works Collections crew removing root balls from our sewer mains.

January Sewer	Total Hours
Sewer Cleaning	13
Sewer Maintenance/Repair	57
Sewer TV'ing	26
Lift Station Maintenance	18
Locating Utilities	62
Sewer Inspections	2
Vactor Usage	10

February Sewer	Total Hours
Sewer Cleaning	72
Sewer Laterals/Maintenance	39
Sewer TV'ing	19
Lift Station Maintenance	16
Locating Utilities	44
Sewer Inspections	5
Vactor Usage	20

Our stormwater systems were slightly taxed from the ice storm and the atmospheric river that passed through Oregon in January, only a few minor flooded areas in Canby and they receded by the end of the day.



January Stormwater	Total Hours
Catch Basin Maintenance	12
Drywell Maintenance	5
Erosion Control	3
Vactor Usage	3
Pretreatment	69

February Stormwater	Total Hours
Catch Basin Maintenance	4
Storm Line Maintenance/Repair	7
Erosion Control Inspections	4
Vactor Usage	2
Drying Beds	3
Pretreatment	77



City of Canby Bi-Monthly Report Department: Canby Swim Center For Months of: January and February 2024

To: The Honorable Mayor Hodson & City CouncilFrom:Eric Laitnen, Aquatic Program ManagerPrepared by:Same as aboveThrough:Eileen Stein, City AdministratorDate:3/20/2024

As the Canby Swim Center finished its winter schedule, we continue to get busier and busier. Attendance is up about 4,000 swims for the year and revenue is ahead by about \$14,000 over last year. Our lap swim public swims and now swimming lessons and Penguin Club continue to fill up. We have started our spring public lesson and our school second grade lessons. The second graders will continue through the school year as there are 6 schools with two weeks for each school.

Canby Gators swim team is doing well. They hosted the annual Valentines last chance swim meet on Valentine's weekend. Between the two sessions there were over 500 swimmers. The Canby Swim Club has done very well also at the different age group state meets. Coming up next for them will be Regional and Sectional meets in Federal Way Washington.

Canby High School finished off their season with some unprecedented finishes. The boy's and girl's teams both finished first at the district meet. The girls team won 8 of the 11 events. Fourteen Canby Swimmers went on to OSAA 5A State Championships where the girls finished in Second place behind Bend HS and the Boys finished 5th. Both places were all-time highs for Canby High School. The girls also had their second and third State Champions with Senior Kali Mull winning the 200 free and Freshman Quincy Taliaferro winning the 500 free. It was truly a season to celebrate and remember.

SUBJECT: DATE:

January 2024 Monthly Attendance Numbers -2024

2023-2

CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD TOTAL
	2023	2024	2023	2024	2023	2024	22-23	23-24
MORNING LAP	33	17	300	293	333	310	1602	2127
ADULT RECREATION SWIM	18	21	326	247	344	268	1836	2012
MORNING WATER EXERCISE	47	75	131	154	178	229	1049	1745
PARENT/ CHILD/ Family Swim	28	17	5	0	33	17	1405	1410
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3110	3232
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	105	121	349	384	454	505	1613	2160
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	187	228	36	12	223	240	2457	2728
PENGUIN CLUB	0	0	0	0	0	0	588	1006
CANBY H.S. SWIM TEAM	0	0	934	623	934	623	829	923
CANBY GATORS	0	0	800	470	800	470	4323	3025
MASTER SWIMMING	0	0	12	17	12	17	26	63
EVENING LESSONS	0	0	0	0	0	0	4054	5531
EVENING LAP SWIM	27	37	17	24	49	61	416	521
EVENING PUBLIC SWIM	114	111	13	10	127	121	1336	1527
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	0	0	16	10	16	10	78	86
GROUPS AND RENTALS	8	15	0	0	0	15	11	80
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	567	642	2939	2244	3503	2886	24733	28176

SUBJECT: DATE:

2023-2024

Febuary 2024 Monthly Attendance Numbers

CANBY SWIM CENTER	ADMIT 2023	ADMIT 2024	PASS 2023	PASS 2024	TOTAL 2023	TOTAL 2024	YTD TOTAL Y 22-23	YTD TOTAL 23-24
MORNING LAP	33	17	272	324	305	341	1907	2468
ADULT RECREATION SWIM	18	37	238	366	256	403	2092	2415
MORNING WATER EXERCISE	38	54	181	149	219	203	1268	1948
PARENT/ CHILD/ Family Swim	128	132	0	0	128	132	1533	1542
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3110	3232
SCHOOL LESSONS	0	184	0	0	0	184	0	184
NOON LAP	121	78	324	377	445	455	2058	2615
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	253	277	27	17	280	294	2737	3022
PENGUIN CLUB	0	0	56	95	56	95	644	1101
CANBY H.S. SWIM TEAM	0	0	150	221	150	221	979	1144
CANBY GATORS	0	0	740	1375	740	1375	5063	4400
MASTER SWIMMING	0	0	10	20	10	20	36	83
EVENING LESSONS	468	720	0	0	468	720	4522	6251
EVENING LAP SWIM	38	40	24	38	62	78	478	599
EVENING PUBLIC SWIM	112	176	4	12	116	188	1452	1715
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	30	23	0	0	30	23	108	109
GROUPS AND RENTALS	15	6	0	0	15	6	26	86
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	1254	1744	2026	2994	3280	4738	28013	32914



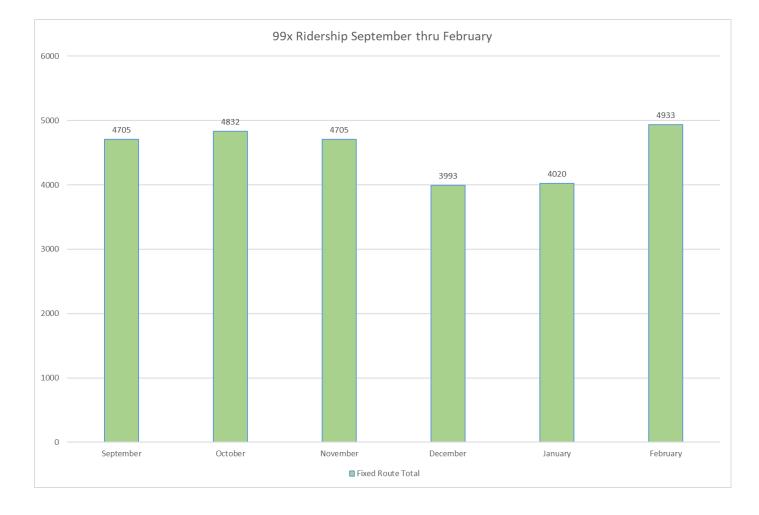
City of Canby Bi-Monthly Report Department: Transit For Months of: January & February 2024

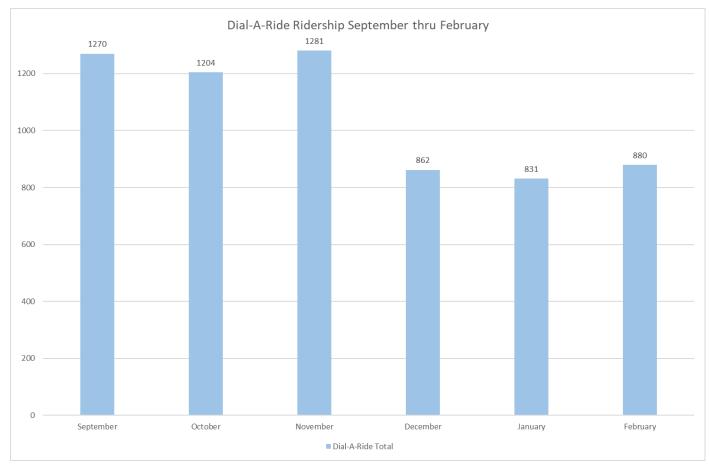
То:	The Honorable Mayor Hodson & City Council
From:	Todd Wood, Transit Director
Prepared by:	Same as above
Through:	Eileen Stein, City Administrator
Date:	3/20/2024

1) <u>Ridership:</u>

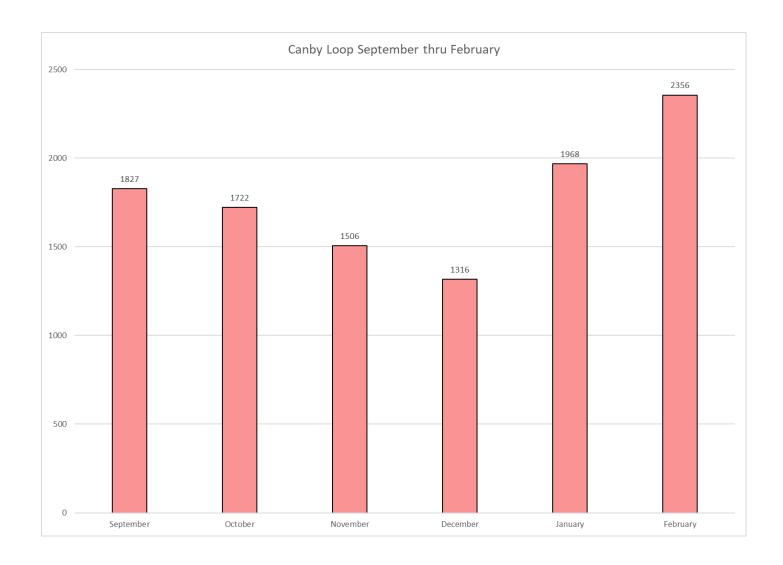
January and February saw increases in fixed route service with a continued dip in DAR services. The Loops' popularity has grown in the last few months as many are choosing it over the alternatives.

January average daily weekday daily 99x route ridership:	163 trips
January average daily weekend daily 99x route ridership:	64 trips
February average daily weekday daily 99x route ridership:	213 trips
February average daily weekend daily 99x route ridership:	110 trips
January average daily weekday Dial-a-Ride route ridership:	33 trips
January average daily weekend Dial-a-Ride route ridership:	16 trips
February average daily weekday Dial-a-Ride route ridership:	37 trips
February average daily weekend Dial-a-Ride route ridership:	23 trips
January average daily Loop ridership:	78 trips
February average daily Loop ridership:	87 trips





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2) Transit Advisory Committee:

Transit Advisory will be having a workshop for transit planning at the Police Station Conference room from 4 to 7pm on March 28, 2024. This is a part of the Transit Master Plan Update.

3) Shelter Project:

The shelter project is tied to ODOTs 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.

4) <u>New Transit Building</u>:

Transit met for the Pre-app process on Wednesday March 13, 2024 and will proceed to the next phase of design.

5) <u>Transit Master Plan</u>:

The transit master plan project has begun. The process is expected to take approximately 10 months. Public meetings are planned for late spring early summer. The Master Plan team will hold a workshop with the council on May 1, 2024 to discuss where we are at, and what the next steps are.



City of Canby Bi-Monthly Report Department: Wastewater Treatment Plant For Months of: January & February 2024

To:The Honorable Mayor Hodson & City CouncilFrom:Jon Patrick, Wastewater LeadPrepared by:Same as aboveThrough:Eileen Stein, City AdministratorDate:3/20/2024

Facility Operation & Maintenance:

The water quality for January and February was good. The treatment plant is running well and all reports and DMR's were completed on time. We did have to report an instance of noncompliance in the pretreatment program. Between the old pretreatment coordinator leaving, and the new pretreatment coordinator taking over the position, an inspection was missed. There is no way of telling if this will lead to a notice of violation by DEQ. The pretreatment program is now operated out of public works.

The wastewater staff is currently down to 2 employees. 2 resignations and an employee on medical leave have put a burden on plant operations. We have adjusted our schedules to 5–8-hour days with staggered start times to have the same number of operating hours at the treatment plant. One employee is scheduled to be back from medical leave in the middle of March and the Wastewater supervisor position that has been vacant for over a year will be filled in March as well. The staff are doing everything necessary to operate the plant and maintain compliance with state and federal regulations until staffing levels improve.

The Capital improvement project rehabilitating the old aeration basin and building the equipment storage building has concluded and the city has issued final payment. We are continuing to evaluate the requirements of the UV project in hopes of having it ready for bid by summer.

Routine maintenance and repairs of equipment, buildings, and grounds were completed throughout the facility. One raw sewage pump was sent to Delta to have the motor repaired. We replaced a Recirculation pump in the aeration basin. We replaced the new belts on the belt press due to a manufacturing defect that caused the seams to fail.

Biosolids Program

November: Belt run time: 18 days 6 loads to Heard Farms, approximately 150 wet tons.

December: Belt run time: 20 days. 8 loads to Heard Farms, approximately 240 wet tons.

Pretreatment, Stormwater and FOG Program

These programs have shifted under Jerry Nelzen's direct supervision and are completed by public works staff. The Pretreatment Annual Report was submitted to DEQ in February. There is no longer any involvement by wastewater staff, other than the local limits evaluation for the pretreatment program. This will involve wastewater staff handling testing and compiling data and an outside consultant completing the evaluation to determine if any changes are needed. This evaluation is a requirement of the NPDES permit.

Daily Lab Activity

- Continued OSU Covid 19 Wastewater Study sampling.
- Testing for Grand Northern's industrial user permit.
- 1st quarter Tier 1 Toxics sampling was completed in February.
- Daily and Weekly TSS, BOD's, E-coli, solids, NH3, and process control testing.
- Additional sampling for evaluation of local limits.
- Participation in sampling for PFAS testing. This testing is part of a grant that includes 10 wastewater utilities, to determine PFAS levels in wastewater system and industrial wastewater discharges.

Public Works/Parks/WWTP Project Tracking Sheet



Project Name	Project Description	Job Number	Projected Start Date	Completion Date	Current Phase	Notes	Project Budget	Project Total
Street Projects								
N Pine Street Realignment	Realign N Pine St to Reduce Congestion	J1024	May, 2024	TBD	Engineering	In Design	850,000	0
NE 10th Ave - N Locust to N Pine St	Road, Sidewalks, Parking, Storm & Sewer Improvements	J1054	May, 2024	TBD	Engineering	In Design	1,900,000	0
Public Works Fuel Station	Build Fuel Station at Public Works Shops	J1044	March, 2024	TBD	Planning Stage	Design Almost Complete	1,000,000	0
Industrial Park to 99E Connection	Extend Walnut St to 99E	J1005	July, 2024	TBD	Engineering	Update to Council in Feb	3,000,000	0
S Ivy St Sidewalks & Overlay	Pedesrian safety project	J1012	June, 2022	October,2025	Engineering	Advertise bid, Febuary 2024	1,922,306	0
S Ivy Power Undergrounding	CUB City joint project	Part J1012	April, 2022	June, 2023	Construction	Phase 1 complete.	1,300,000	0
Sewer Projects								0
Safeway Pump Station Removal	Reverse Flow to NW 3rd Ave & N Baker St Pump Station	J1030	May, 2023	TBD	Construction	80% Complete, Waiting for gene	1,035,249	0
WWTP Upgrades	UV, Generator, Maintenance Building, Old A.B	J1049	July, 2023	TBD	Construction	Just Started Construciton	1,125,000	0
Stormwater Projects								0
								0
Park Projects								0
Auburn Farm Park Property	Master Planning new Park	J1053	TBD	TBD	Master Plan	Feb 7th Council first reading	\$1,500,000	0
Maple Street Park Turf & Lighting	New Turf and Lighting	J1052	TBD	TBD	Pending	Waiting for contract	1,600,000	0
Highway 99E Bridge upgrades	Bridge Painting and Walking Path	J1029	July, 2022	TBD	Engineering		2,200,000	0
Legacy Fitness Court Park	Construct Fitness Court at Legacy Park	J1051	April, 2024	TBD	Out to Bid	Waiting for three bids	220,000	0
Urban Renewal Projects								0
Paving Downtown Alleys	Paving Downtown Alleys	J1057	July, 2024	Aug-24	In Design	In Design	585,000	0
Community Park Bathrooms	Install New Bathrooms at Community Park	J1050	May, 2023	March , 2024	Construction	80% Complete	767,804	0