



CITY COUNCIL Agenda

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

MAY 1, 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 Deputy City Recorder;
ridgleyt@canbyoregon.gov or call 503-266-0637.

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

WORK SESSION – 6:00 PM

1. CALL TO ORDER
2. TRANSIT MASTER PLAN UPDATE
3. ADJOURN

Pg. 1

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER
 - a. Invocation
 - b. Pledge of Allegiance
2. NEW EMPLOYEE INTRODUCTIONS
3. HISTORIC PRESERVATION MONTH PROCLAMATION & PRESENTATION
4. **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 Deputy City Recorder by 4:30 pm on May 1, 2024, with your name, the topic you'd like to speak on and contact information: ridgleyt@canbyoregon.gov or call 503-266-0637.

Pg. 42

5. CONSENT AGENDA

- a. Approval of the April 17, 2024 City Council Work Session and Regular Meeting Minutes. Pg.43
- b. Appointments to the Budget Committee Appointment of Member Burt DeGraw to the Budget committee with a term ending June 30, 2024. Pg. 49
- c. Appointment of Member Kim Wiegand to the Budget committee with a term ending June 30, 2025.
- d. Appointment of Member Daro Powlison to the Budget committee with a term ending June 30, 2025.

6. ORDINANCES & RESOLUTIONS

- a. Consider **Ordinance No. 1620:** An Ordinance Authorizing the City Administrator to Amend the Contract with First Transit, Inc of Chicago, IL, to Provide Services for an additional three years to a second reading on May 15, 2024. (*First Reading*) Pg. 55
- b. Consider **Resolution No. 1403:** A Resolution Establishing New Rules and Regulations for the Zion Memorial Park Cemetery and Repealing Resolution 931. Pg. 63
- c. Consider **Resolution No. 1404:** A Resolution Adopting a Supplemental Budget for the 2023-2024 Fiscal Year. Pg. 71

7. OLD BUSINESS

- a. City Attorney Recruitment Pg. 74
- b. Technical Services Program Direction Pg. 75

8. MAYOR’S BUSINESS

9. COUNCILOR COMMENTS & LIAISON REPORTS

10. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS

11. CITIZEN INPUT

12. ACTION REVIEW

13. ADJOURN

There will be an Urban Renewal Agency Meeting after the Regular Meeting but not before 8:30 PM.

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



Canby Transit Master Plan Update City Council Update

May 1st, 2024

Agenda

- The Transit Master Plan Update and the Team
- Process
- Public Engagement Summary
 - Public Survey Results
 - Stakeholder Workshop
- Highlights of the Draft Transit Master Plan
- Questions and Next Steps

Who is working on this

Álvaro Caviedes, *Project Manager*
Michelle Poyourow, *Planner and DPM*
Shreya Jain, *Lead Analyst*



Brenda Martin, *Engagement Lead*
Sarah Omlor, *Engagement Task support*



Perrin Falkner, *Project Manager*



Places we've worked

JWA has worked throughout the US and overseas.

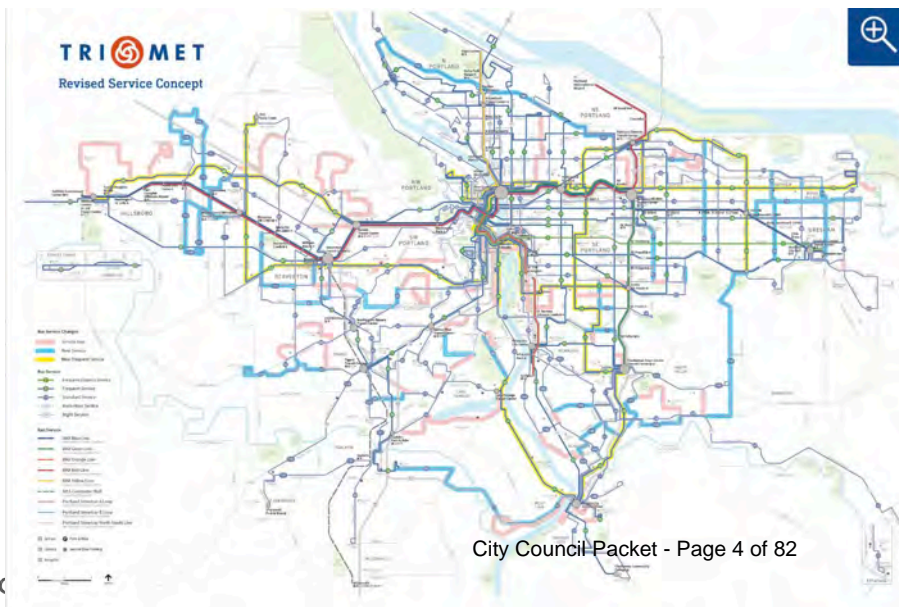
EI has extensive experience in public transit and public outreach.

JWA and EI have worked together.

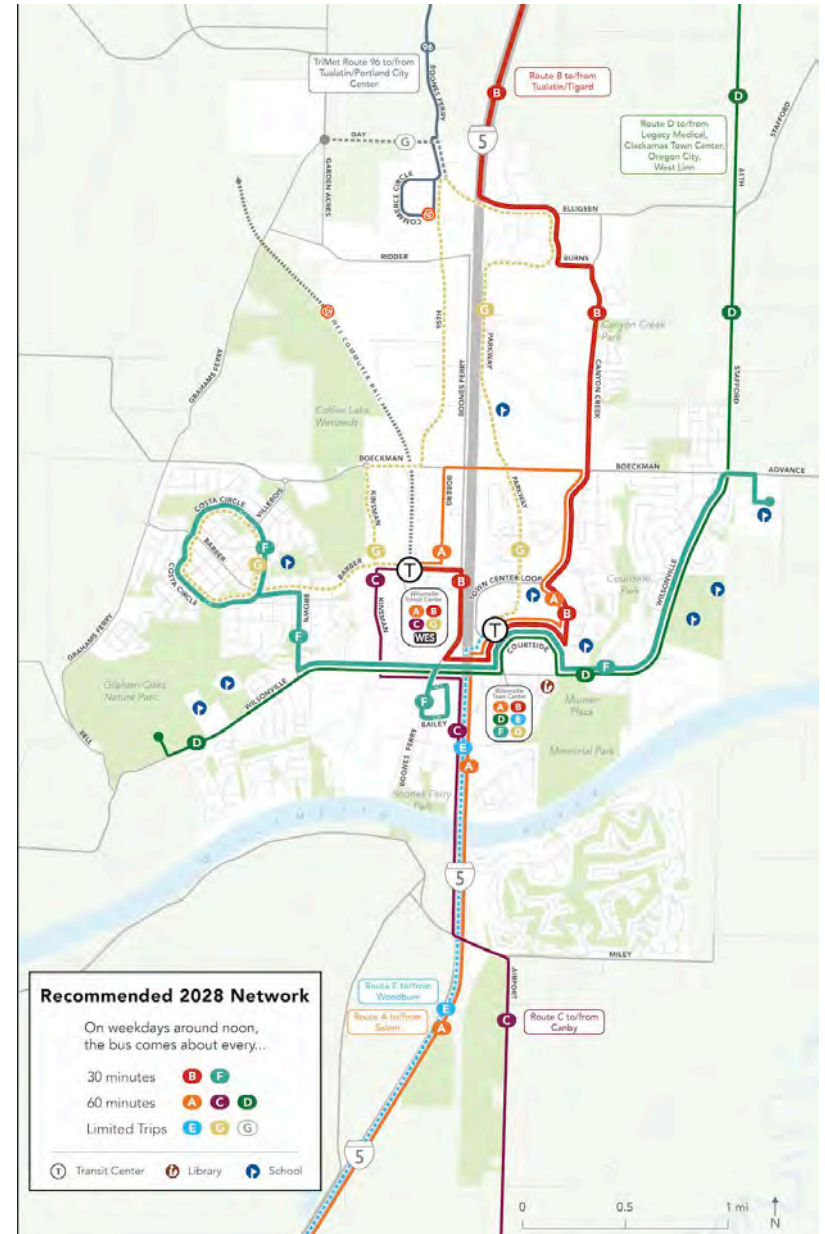
Canby 2017 (JWA)



Portland (JWA)



Wilsonville (JWA/EI)



What is a Transit Master Plan?

- CAT is re-envisioning **where** buses should go, and **how often** they should run.
 - Can be new services (things we *do*)
 - Can be new infrastructure (things we *build* or *buy*)
- Next 5 years
- The last update was in 2017.
- Key goals include:
 - Increase the amount of service provided.
 - Make transit more relevant to the community's needs.
 - Adapt to post-COVID travel patterns.
 - **Create a network that is useful and attractive for many people's trips.**

How do we get there?

- **Existing network.** How can CAT keep existing service after costs increase.
- **5-year vision.** What could a network with more service look like, depending on your policy priorities?
- **10-year vision** based on community input and your direction. This plan will require additional funding.

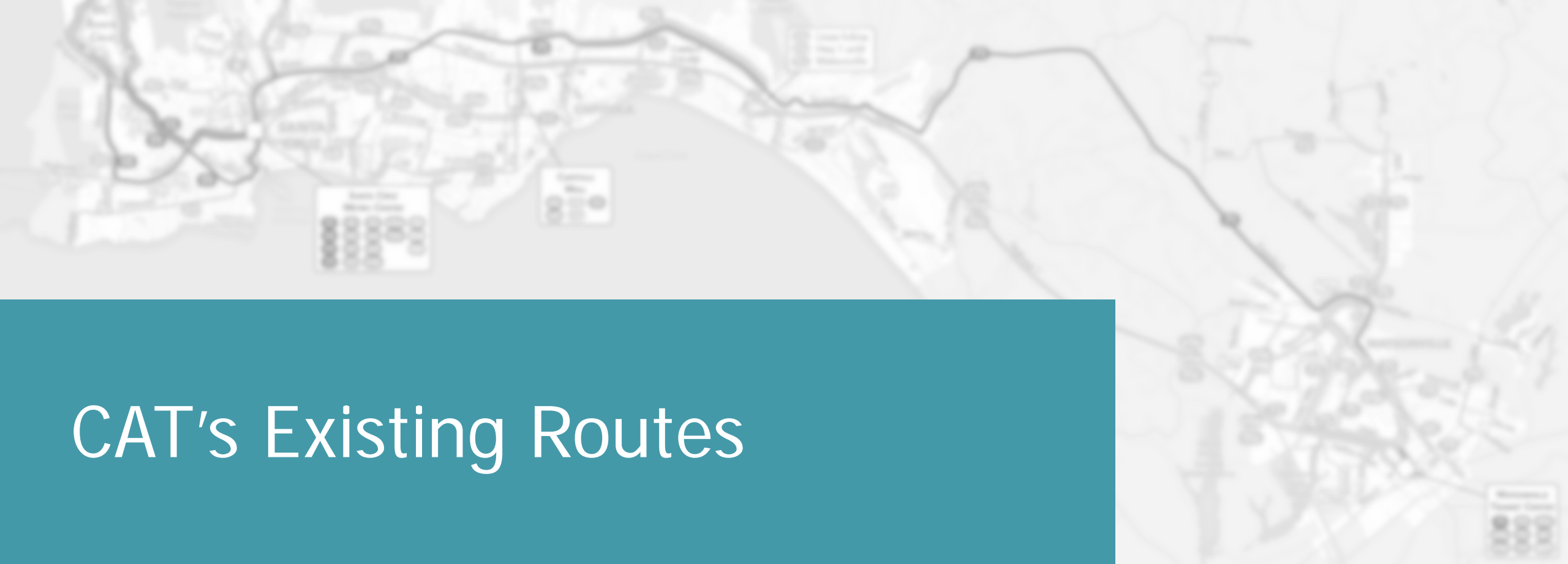


Timeline

Process



→ We are here

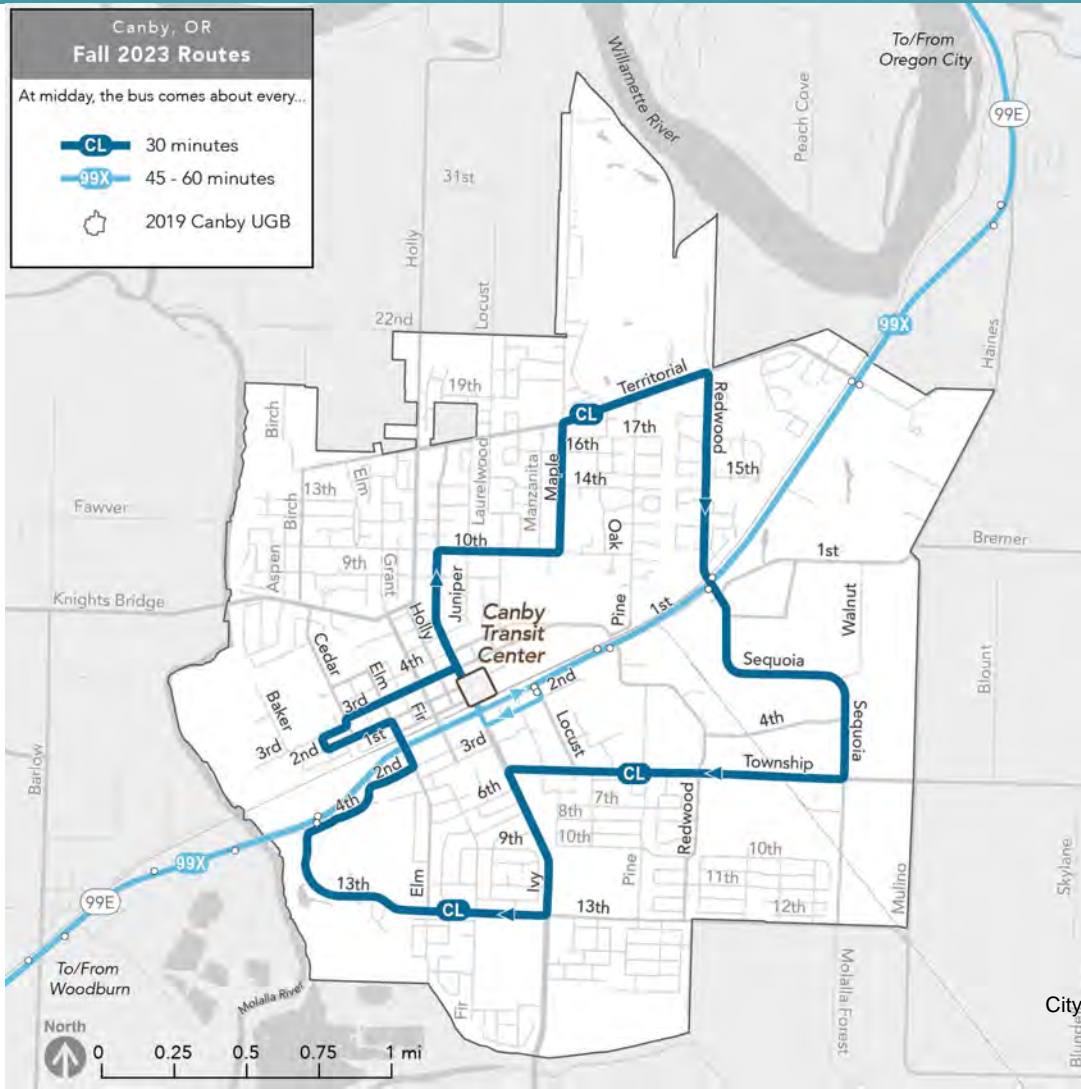


CAT's Existing Routes

We've been learning about your communities

- We have **reviewed census and regional data** relevant to transit needs, like population density, employment, poverty, age distribution and others.
- We have reviewed **where** people are going today, **when** and for **what** reason.
- We have **mapped and analyzed CAT's data** on service frequency, schedules and ridership.
- We are **engaging with riders and community groups** through surveys, stakeholder workshops, and interviews.

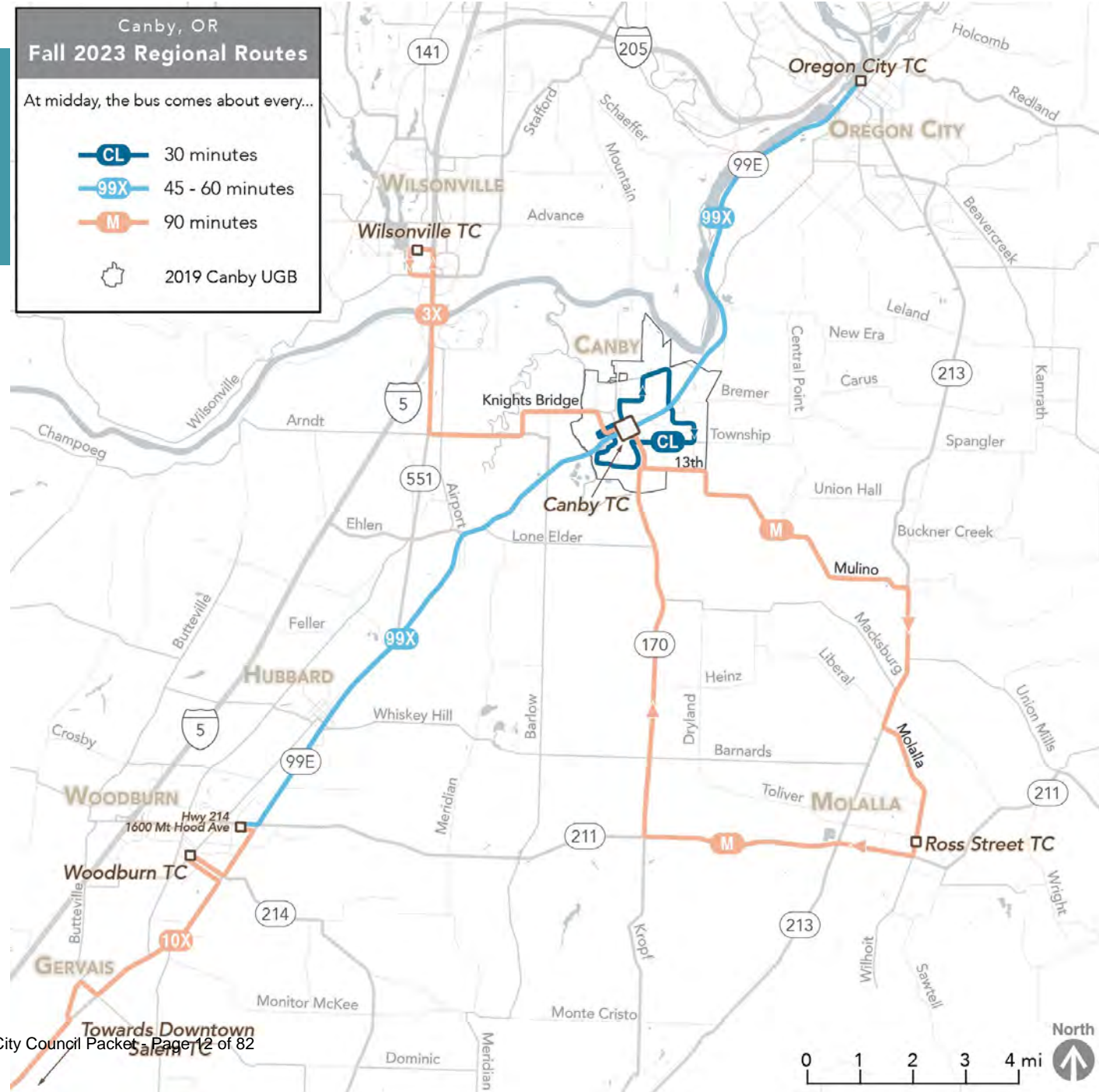
CAT provides a local service



- Canby Loop comes almost 30 minutes for most of the day.
- Line 99X comes every 30 minutes during rush hour, and around every 45 to 60 minutes during the middle of the day.
- It provides regional access to Oregon City and Woodburn (Bi-Mart)

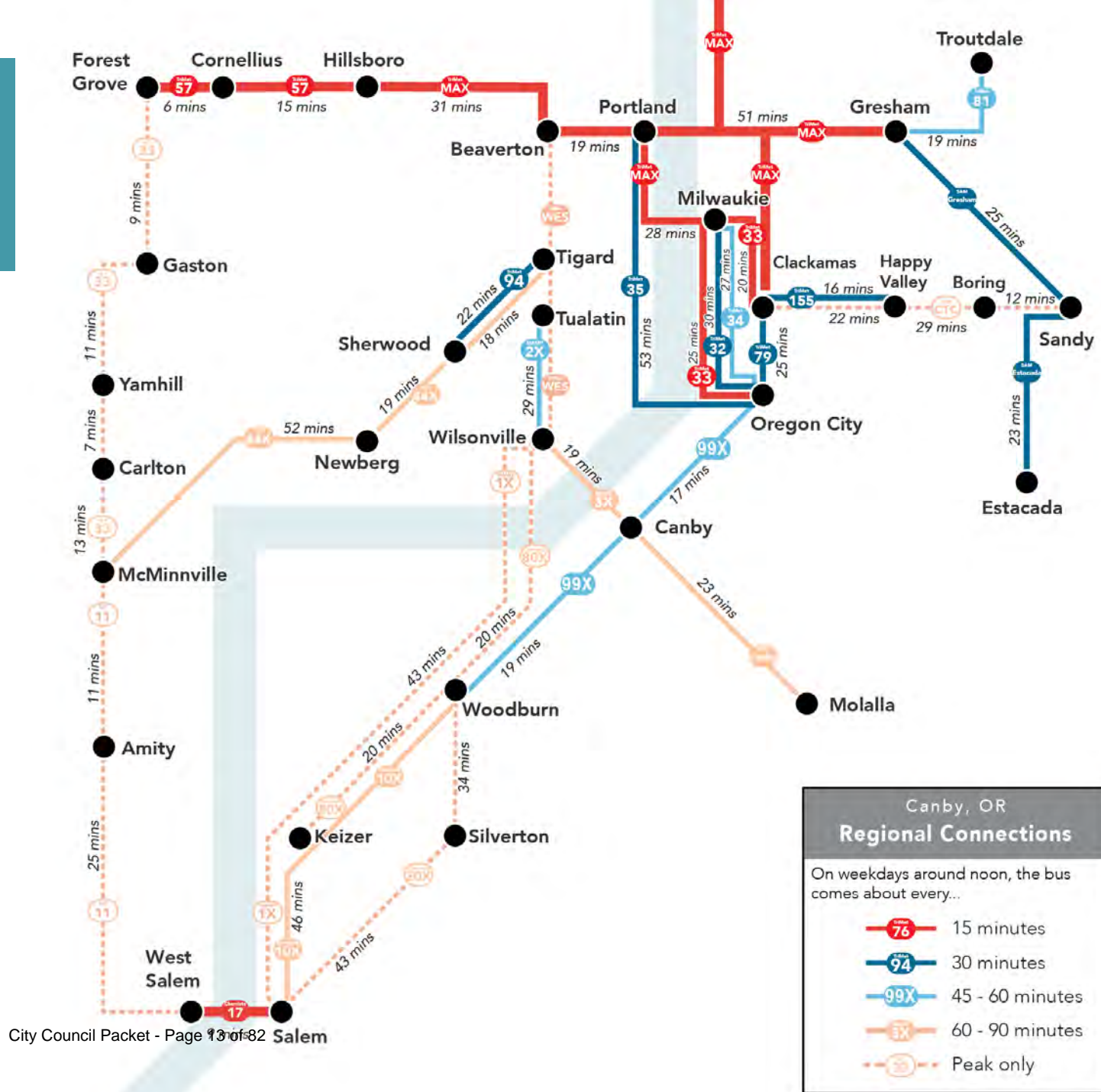
And also a regional service.

- Other routes connect Canby:
 - SMART 3X
 - SCTD Molalla route



And also a regional service.

- CAT's routes connect to other transit providers.
- Today, key connection points include:
 - Oregon City Transit Center (TriMet routes: 31,32,33,34,**35**,79,155).
 - Some of these routes (33, 79) will have better frequencies in the coming years.
 - Woodburn at the Bi-Mart (Cherriots 10X and local Woodburn routes)



High frequency means the bus is always coming soon.

- This has three independent benefits:
 - **Reduced Waiting**
 - **Easier Connections**
 - **Reduced Impact of Disruptions**
- Lines with higher frequency tend to have not just higher ridership, but higher ridership relative to cost.

Poor frequency is hard to imagine if you don't use transit regularly

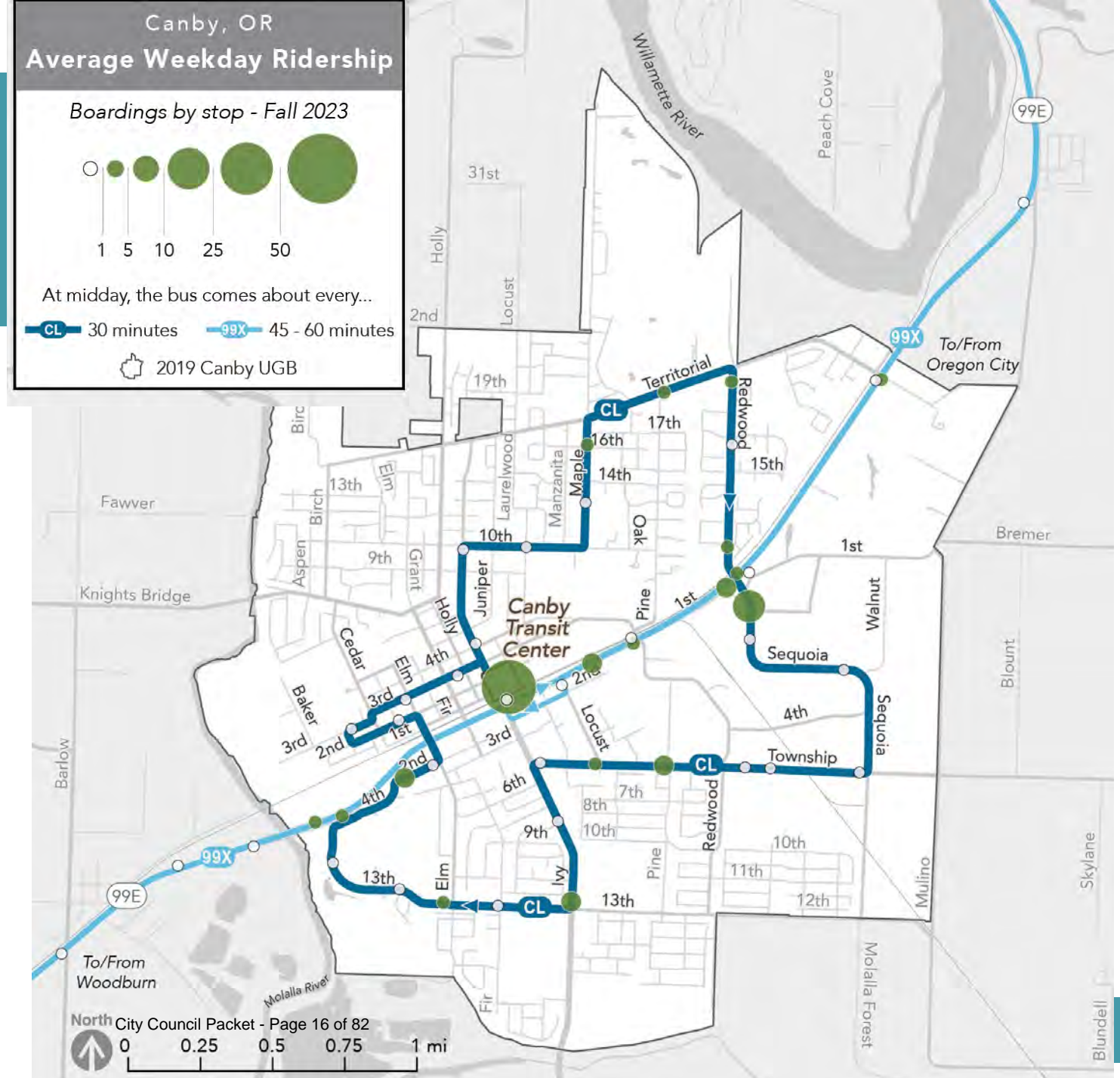
Imagine a gate at the end of your driveway that only opens once an hour.

How useful is this service?

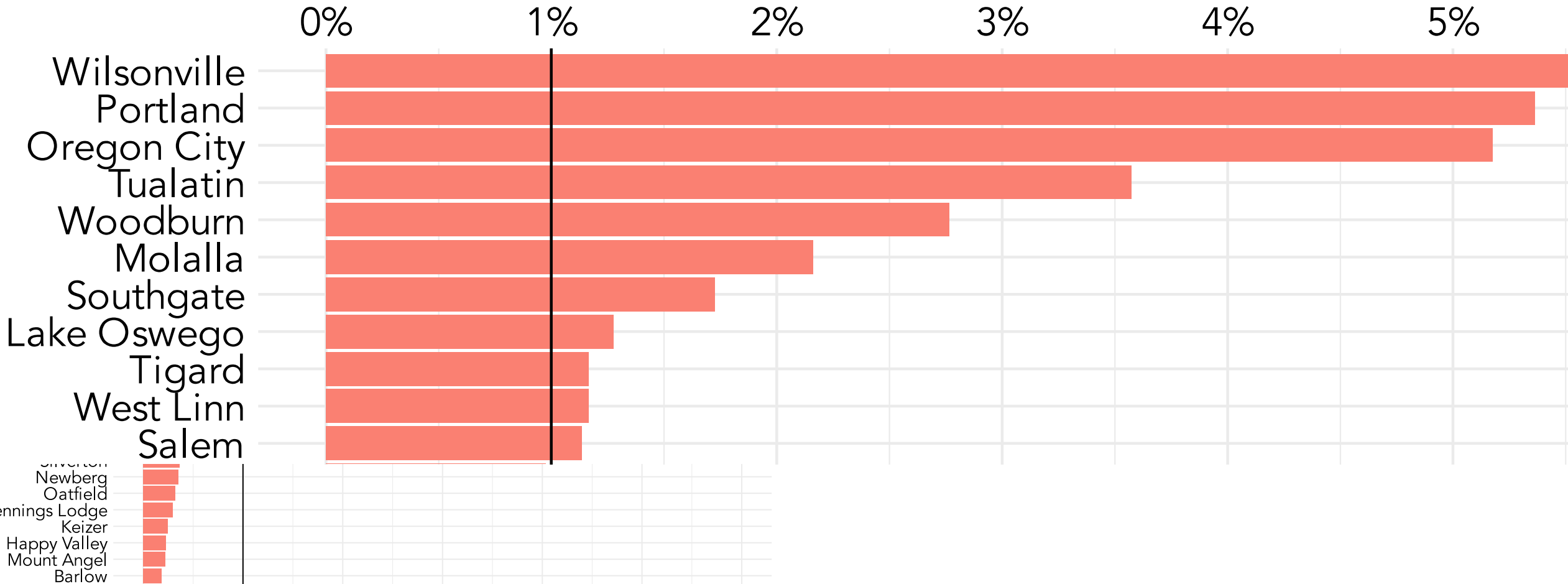


Ridership is concentrated in certain areas.

- Busiest locations along
 - 99E/1st
 - Downtown, Canby Transit Center
 - Fred Meyer,
 - Safeway,
 - Canby High school,
 - Canby Adult Center.



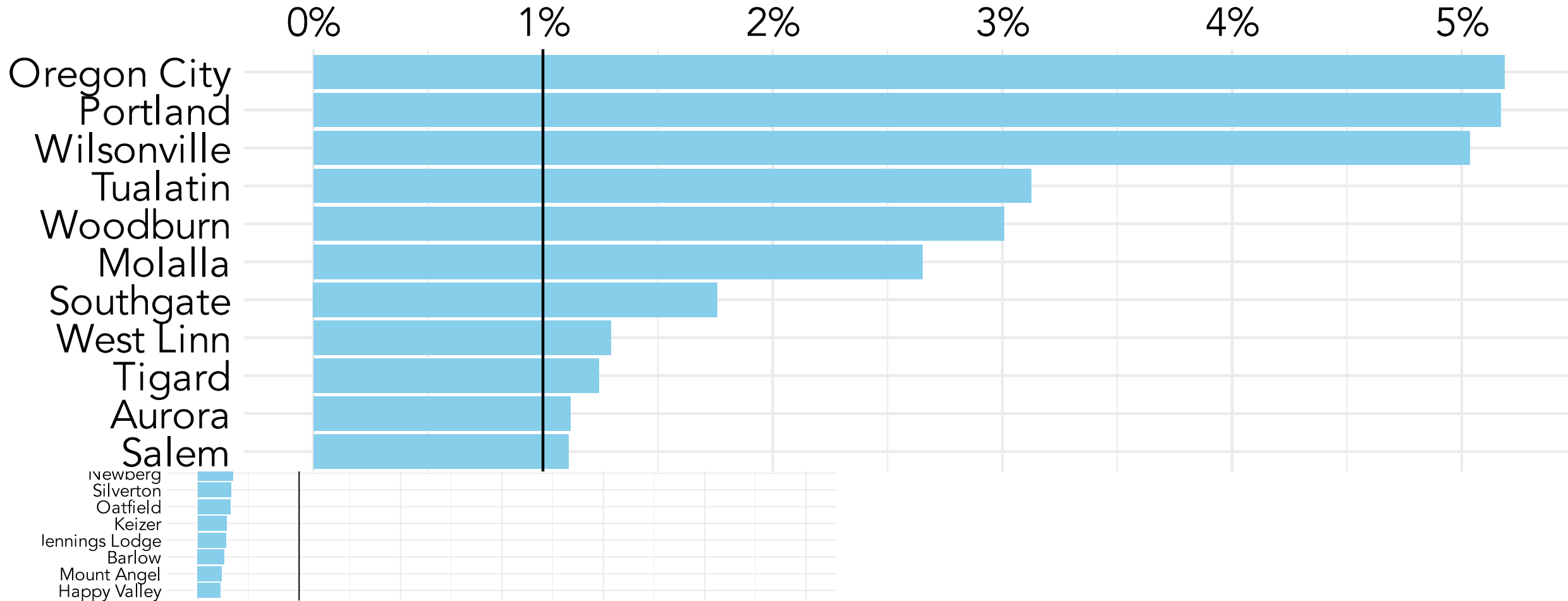
Trips into and out of Canby



Number of Regional Weekday trips from Canby: ~ 21,000 trips

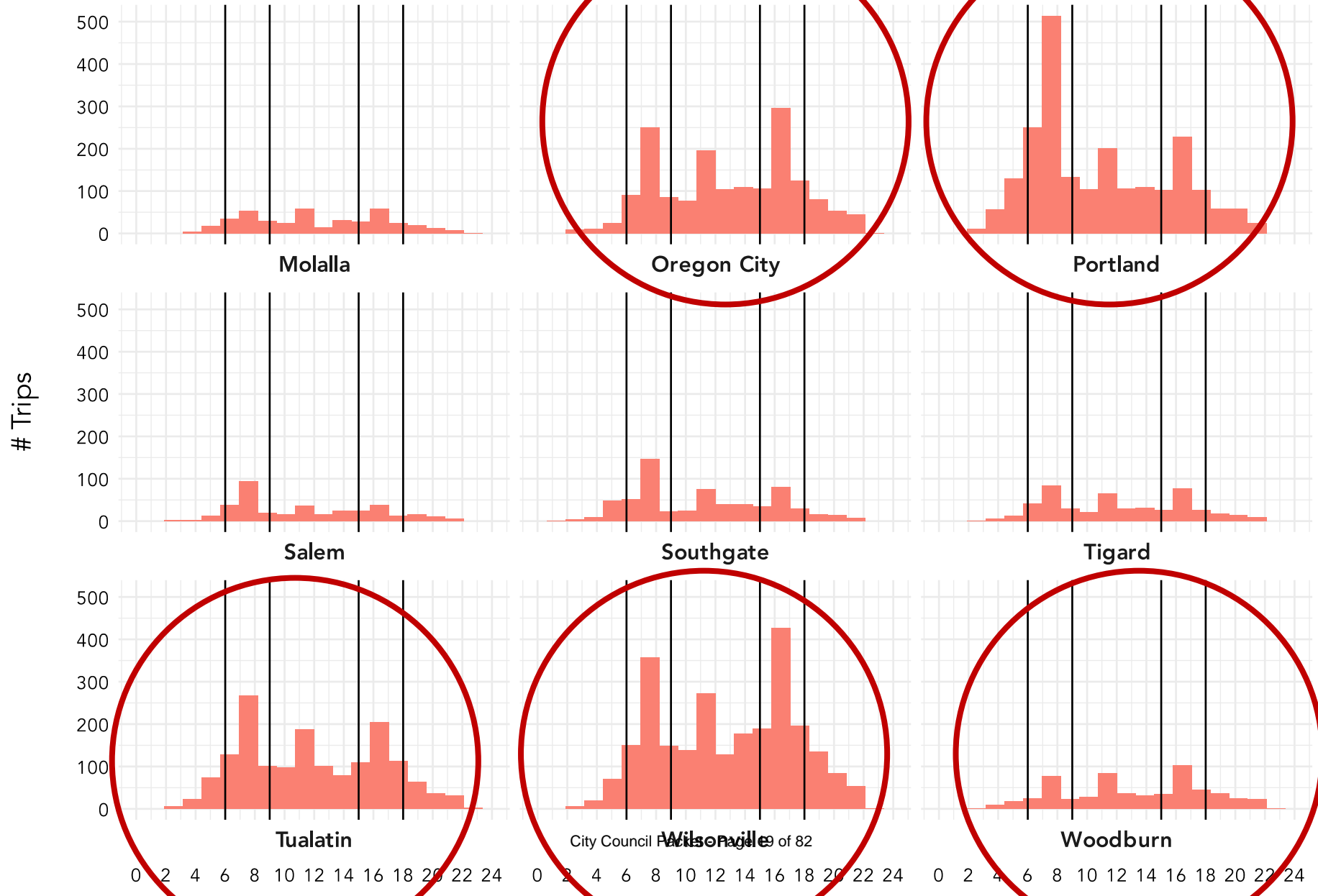
Trips into and out of Canby

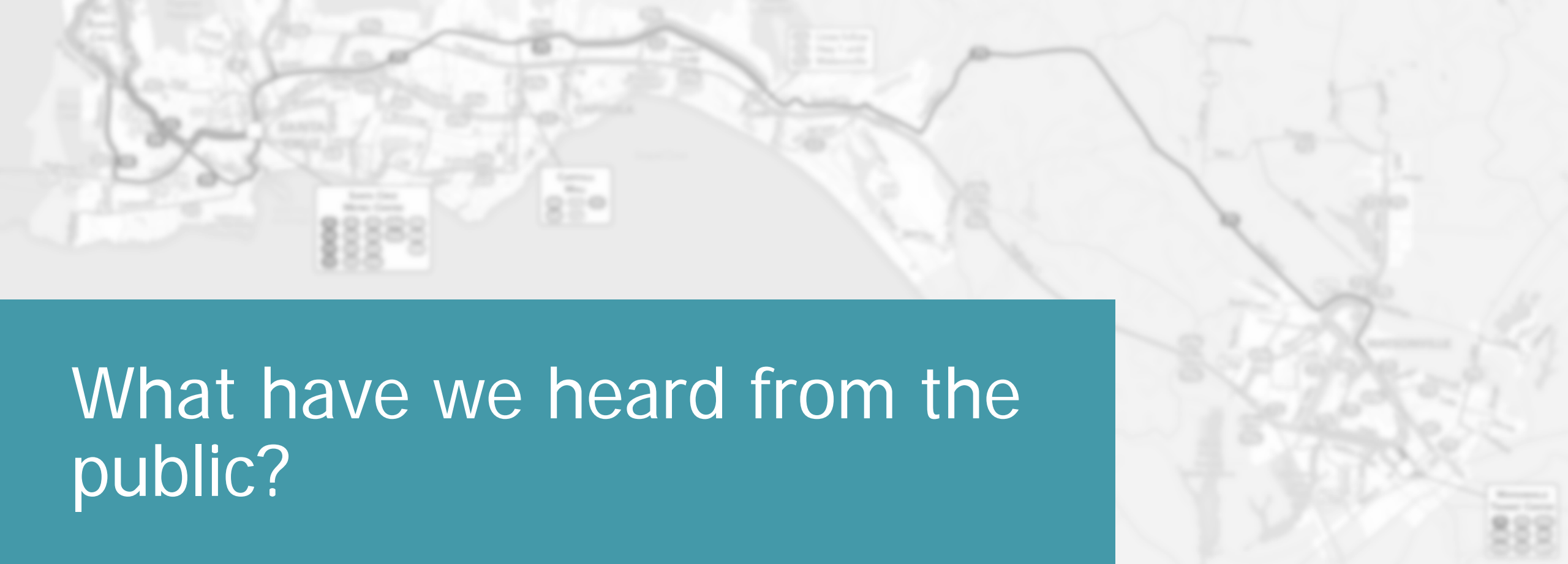
Where are people traveling to Canby coming from



Number of Regional Weekday trips to Canby = 88,000 trips
 City Council Packet - Page 18 of 82
 Source: Replica 2023

Trips by hour from Canby





What have we heard from the public?

Public Engagement

January 2024 – October 2024	Project Milestone
Ongoing	Website updates
March/April 20224	Community Survey #1/onboard surveying
March 28, 2024	Stakeholder Workshop
April/May 2024	Stakeholder interviews
June 2024	Community survey #2 (service preference)
June 2024	Open House/in-person event
August/September 2024	Online Open House for draft TMP

Community Survey – March/April 2024

- Survey asked people for their feedback on:
 - Their travel patterns
 - How CAT can improve service to better fit the needs of residents and visitors to Canby
 - Locations that are important for CAT to serve
 - Regional destinations that CAT should prioritize
- Online survey available March 11 to April 15
- The survey was available in English and Spanish
- **87 total responses to the survey (7 Spanish surveys)**
- Survey was shared on:
 - CAT website,
 - social media (Facebook, Instagram and Twitter)
- On-board surveying conducted on 99X and Loop **March 20 & 21**



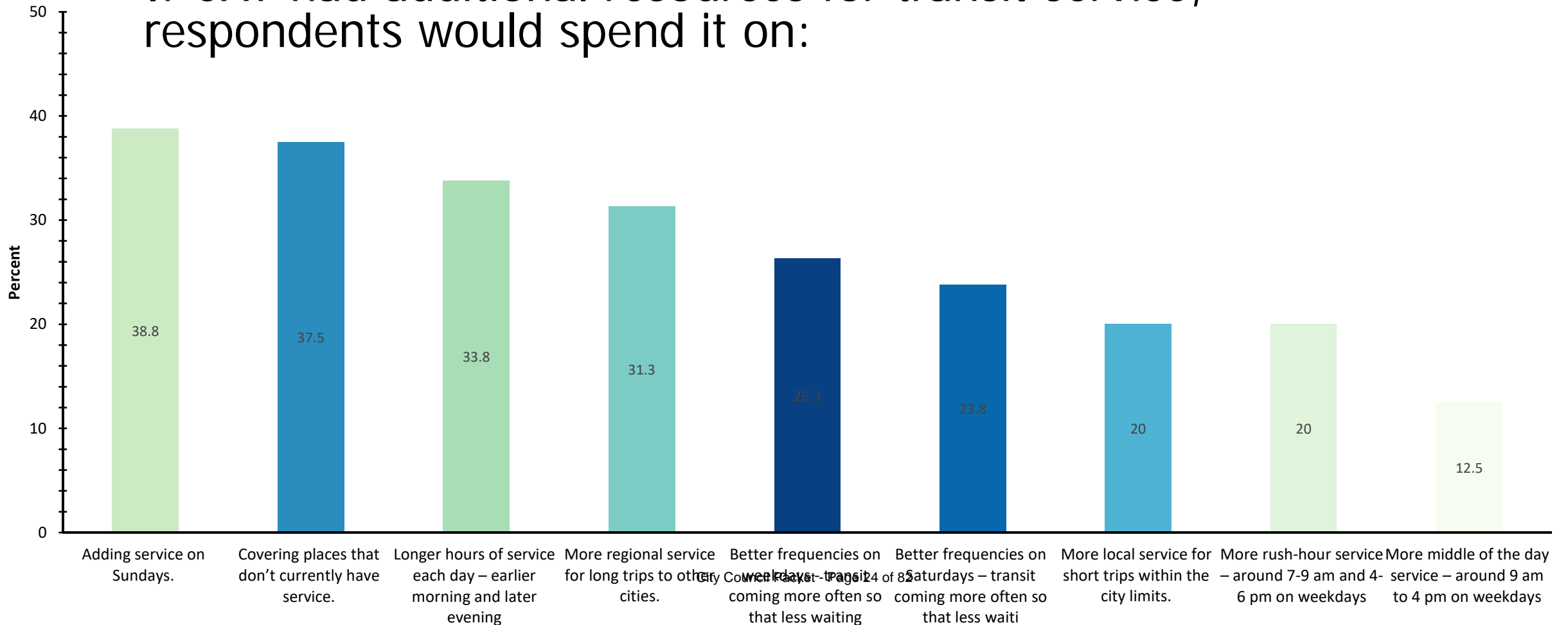
Community Survey Results

Of the 87 respondents who took the survey:

- 60% of respondents ride CAT once a week or a few times a month
- Most respondents ride CAT during morning rush hour or earlier
- 47% of respondents do not have a drivers license, and 42% do not have access to a vehicle
- Majority of respondents prefer a shorter walk and longer bus ride
- Respondents shared that over the next 5 years they would like to see:
 - More stops on the Canby loop for medical offices, hospitals, and schools
 - More service to areas outside of Canby including Wilsonville, Charbonneau, the Aurora airport, Clackamas, and Salem
 - Better tracking app, bus stop improvements, better website and map of routes

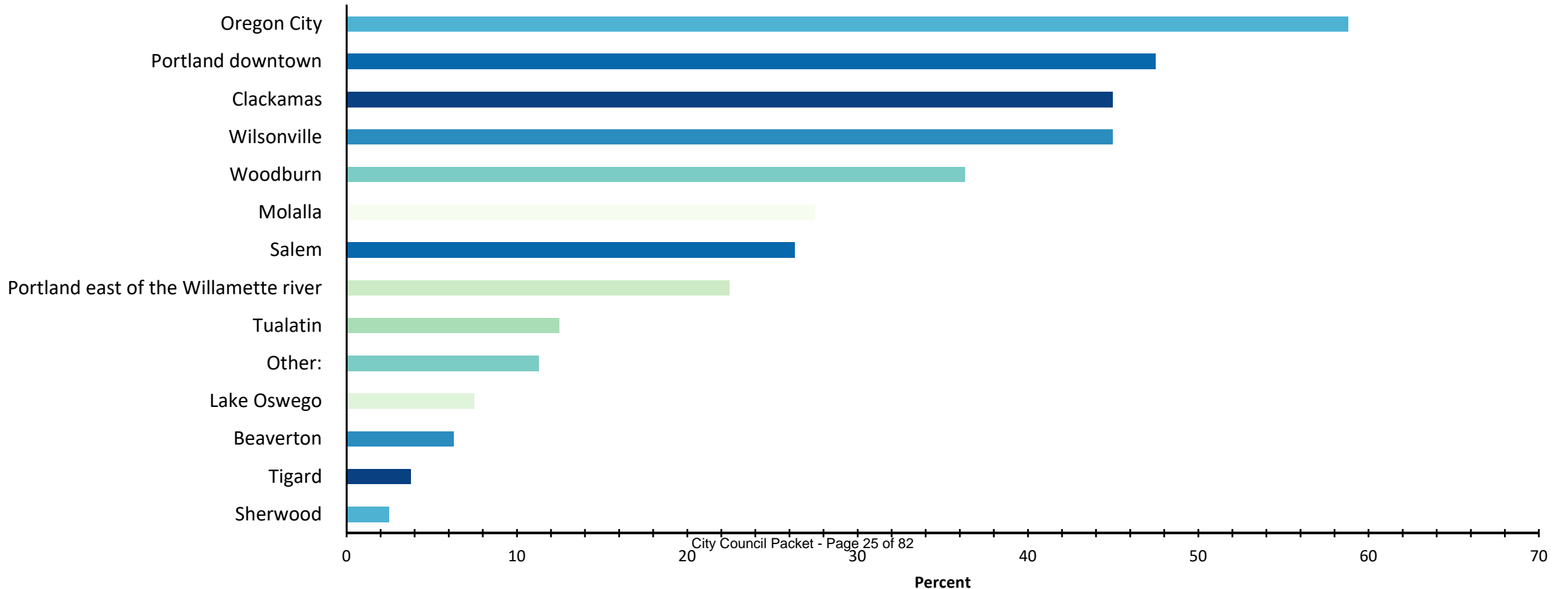
Transit Service Needs

If CAT had additional resources for transit service, respondents would spend it on:



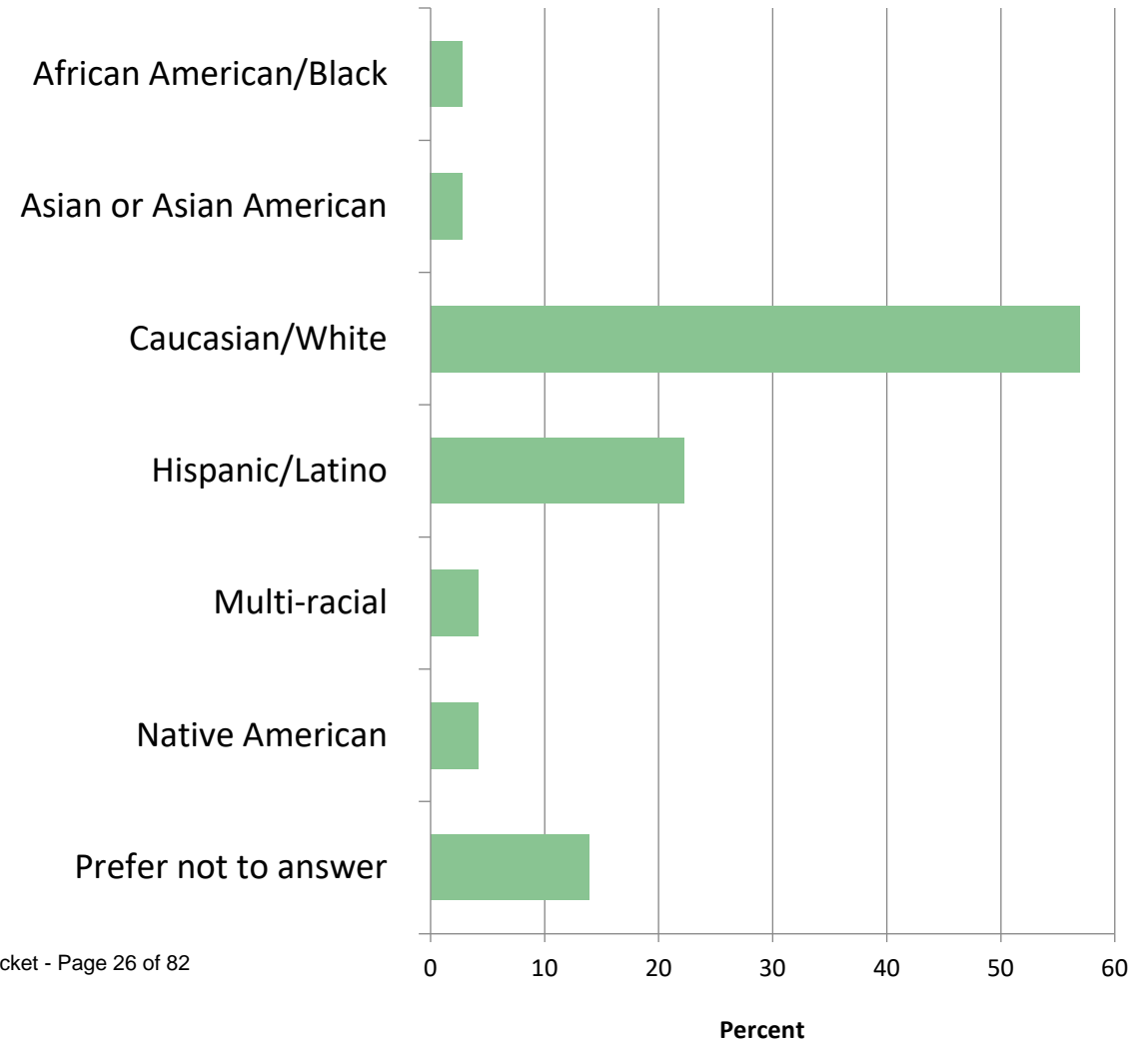
Preferred Locations around Canby

When asked what the most important places that people should be able to easily reach by transit from Canby, respondents said:



Survey Demographics

- 53% of respondents were white; 22% were Hispanic/Latino
- Majority of respondents were 65+ but almost every age group is represented
- Of the folks who shared their income, majority was under \$75,000
- 24% of respondents have a disability (Over 75% of those are physical/mobility)
- 17% of respondents primarily speak Spanish at home



Stakeholder Workshop

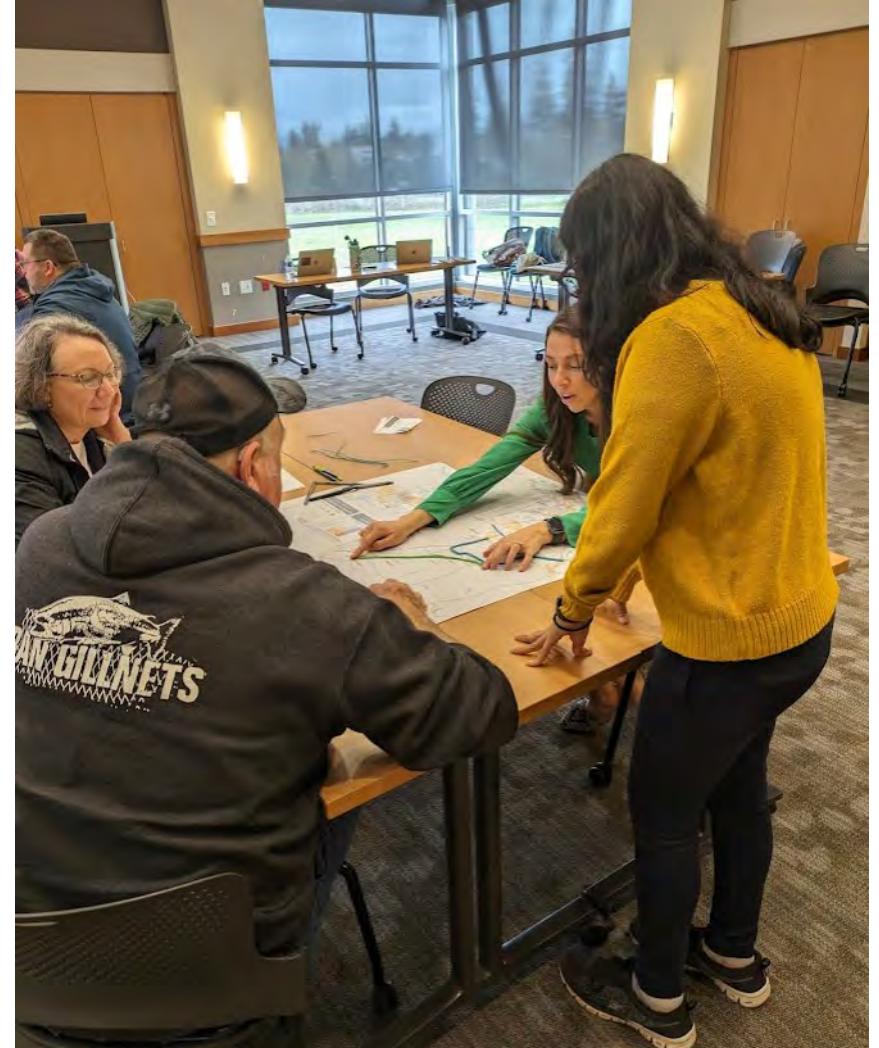
- Intensive three-hour workshop for key stakeholders
- Around 15 stakeholders from key organizations, agencies, and community groups joined the workshop
- Focused on considerations of service for local and regional transit routing options
- Interactive exercises for participants, including:
 - live polling
 - a briefing presentation on existing service
 - discussions topics about trade-offs



Stakeholder Workshop Outcomes

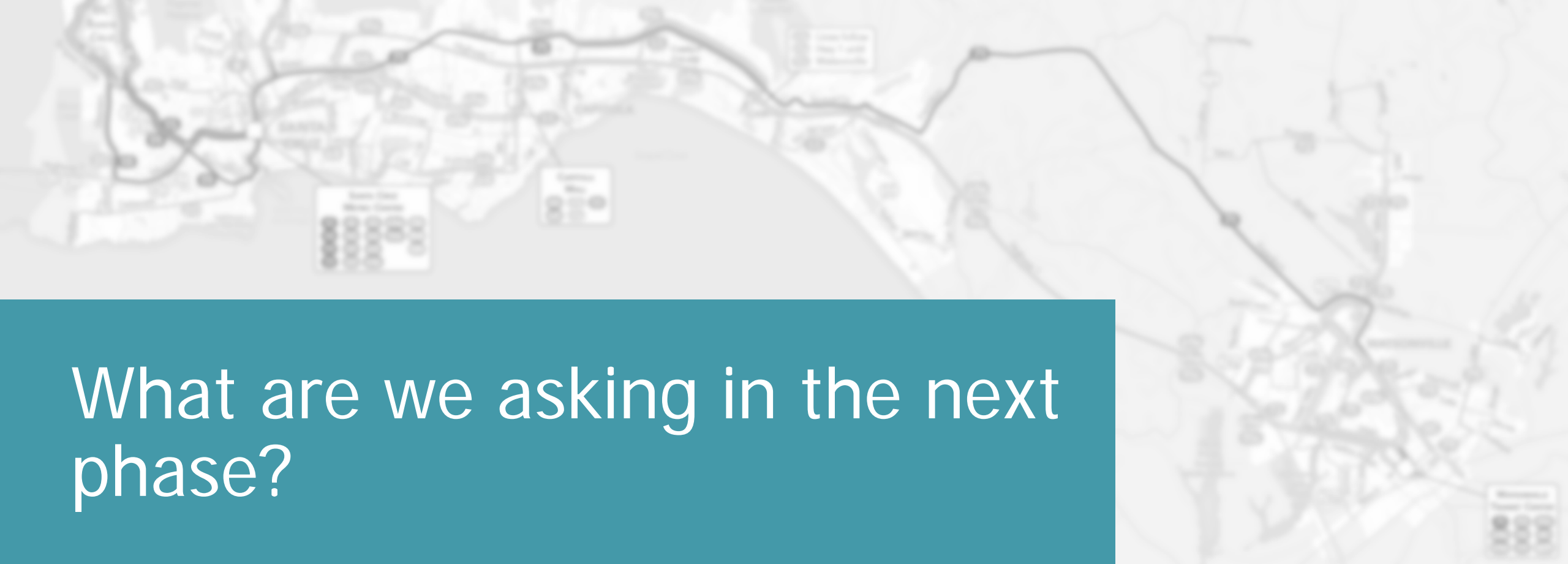
Attendees shared that:

- Many were not riders and wished they knew what riders wanted
- Most made little to no changes to the Loop during the service exercise, but focused efforts on updating regional service
- Future needs like Multi-family residential developments and tolling on I-5 to get to Wilsonville could help transit
- They understood the hard decisions and tradeoffs between frequency and service area



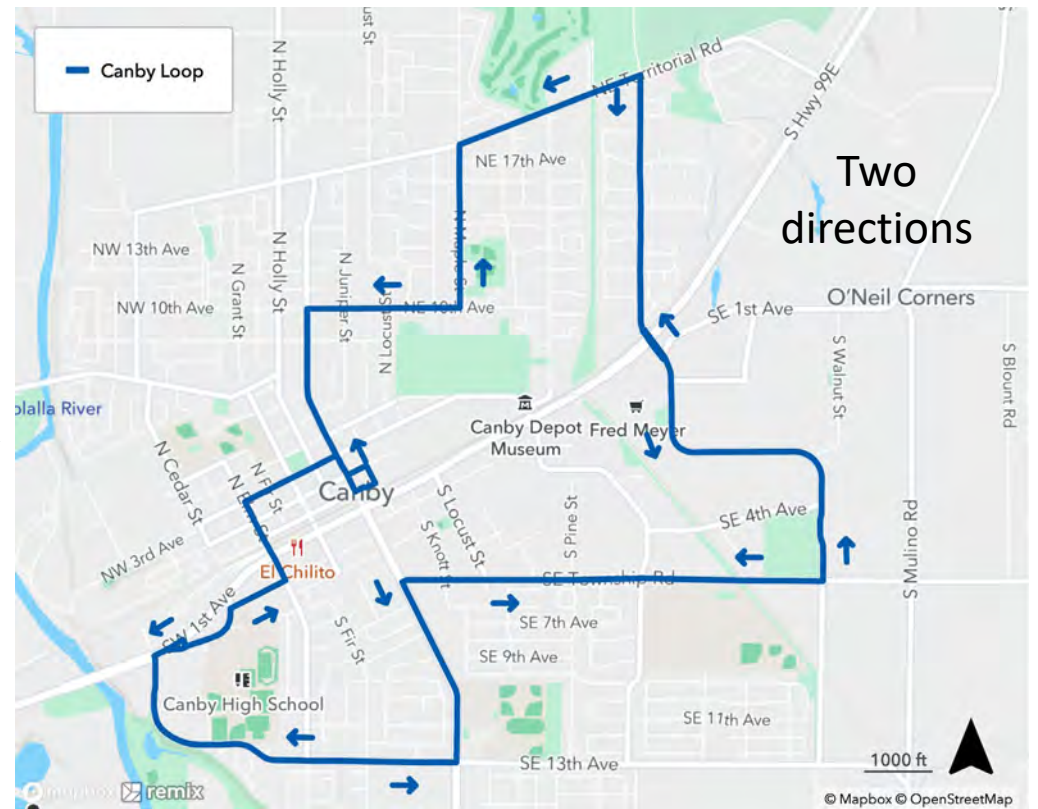
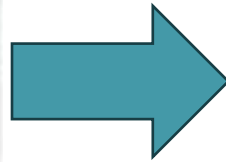
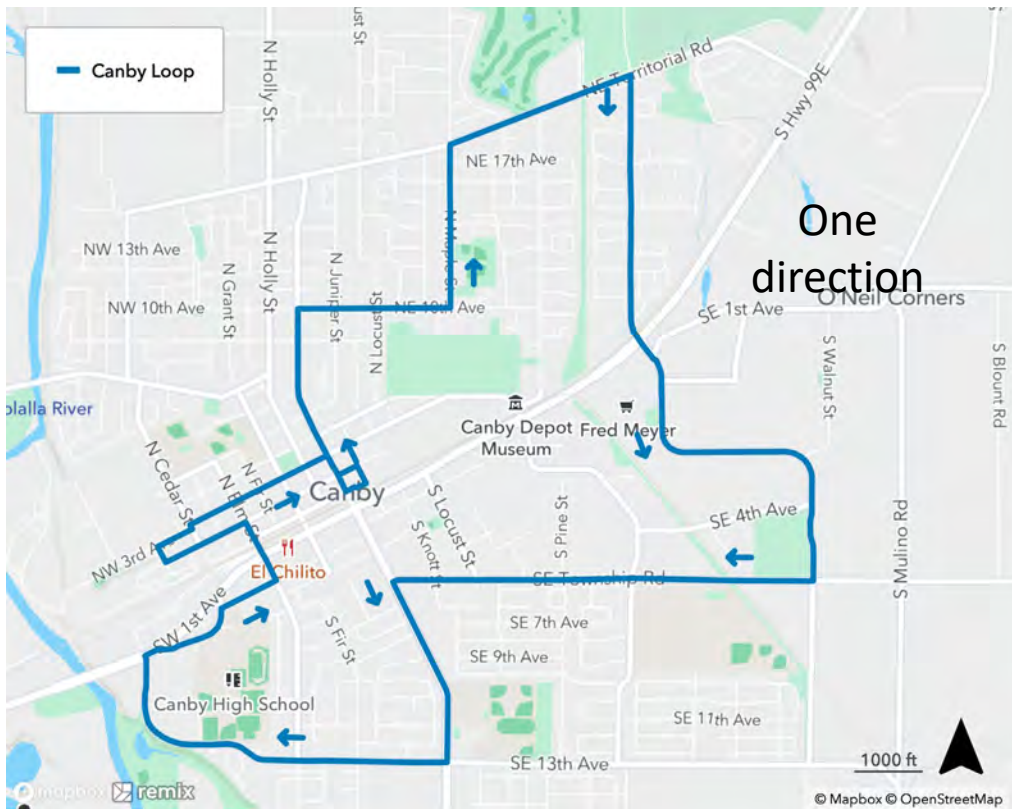
Future Engagement plans

- Stakeholder interviews to be held in April/May 2024
 - Bridging Cultures non-profit organization
 - Canby School District
 - Business representative
 - Canby Adult Center/ Hope Village
- Next phase of outreach to start Summer 2024
 - Online survey on transit service recommendations
 - Capture feedback on community preferences
- In-person events and open house
 - Attempt to increase the visibility of the TMP and get more people aware of the service considerations

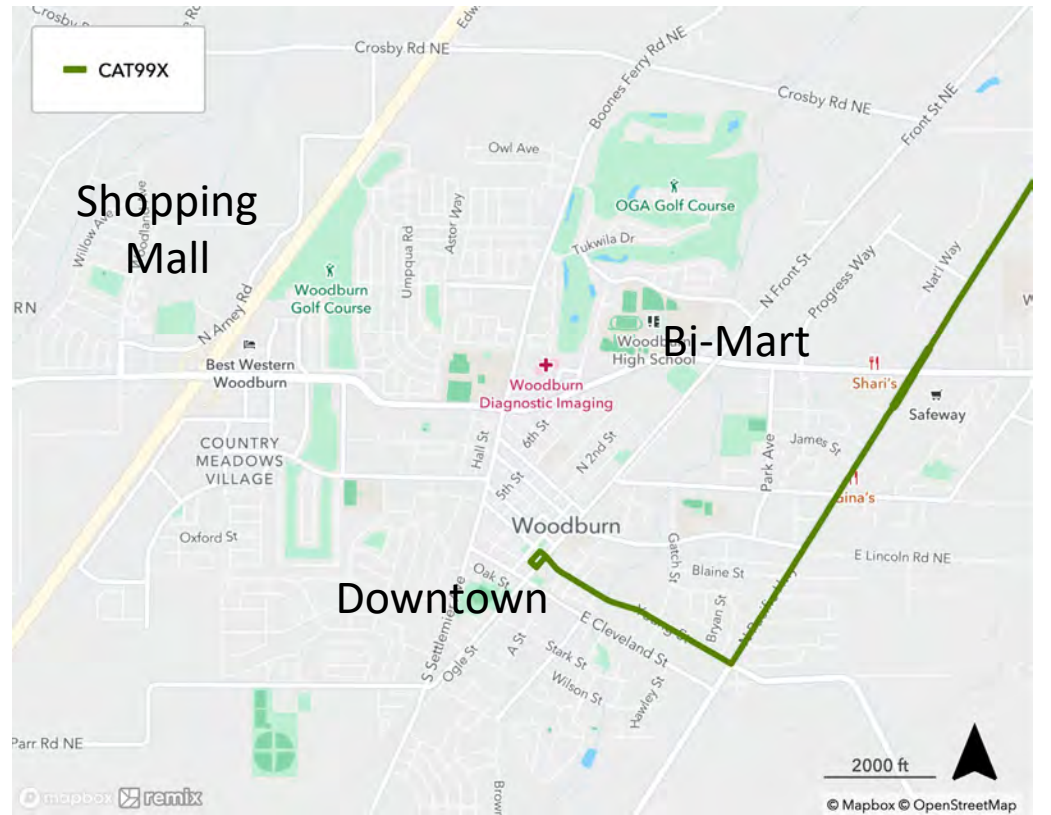
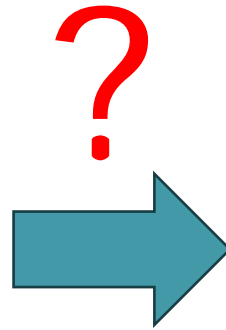
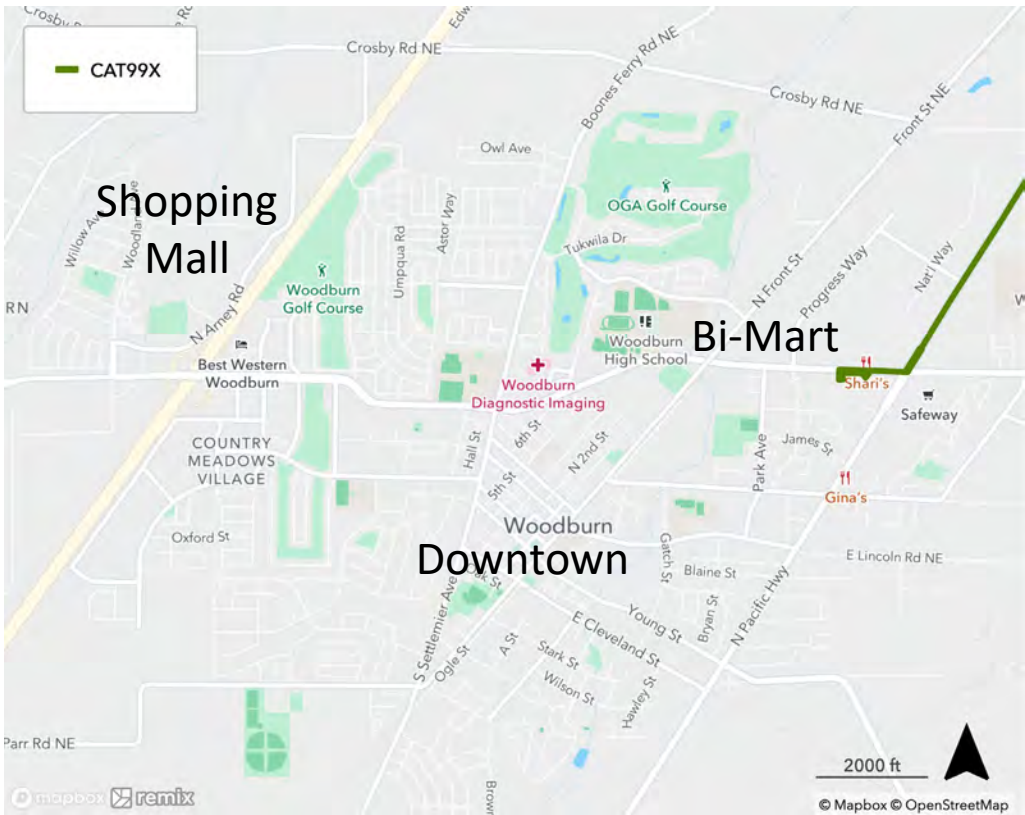


What are we asking in the next phase?

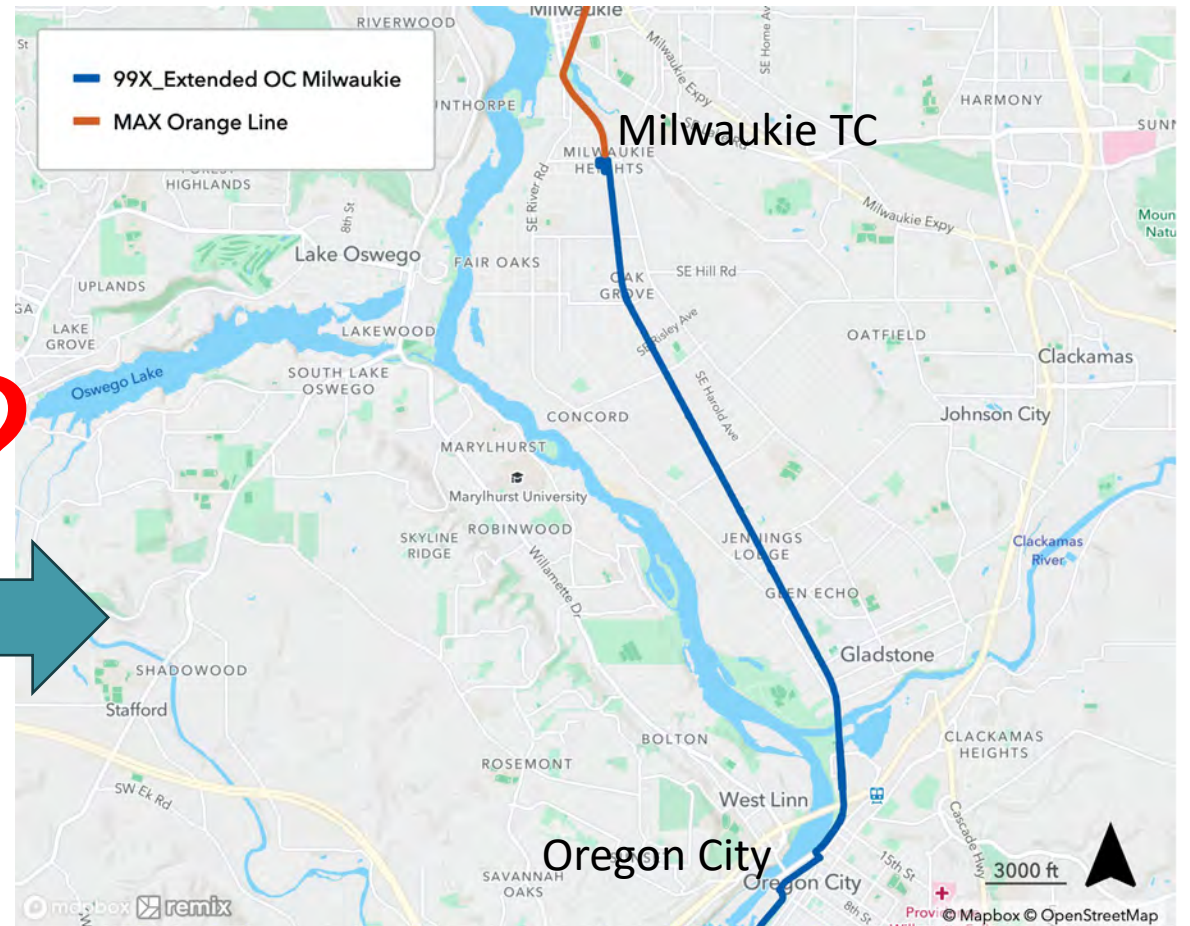
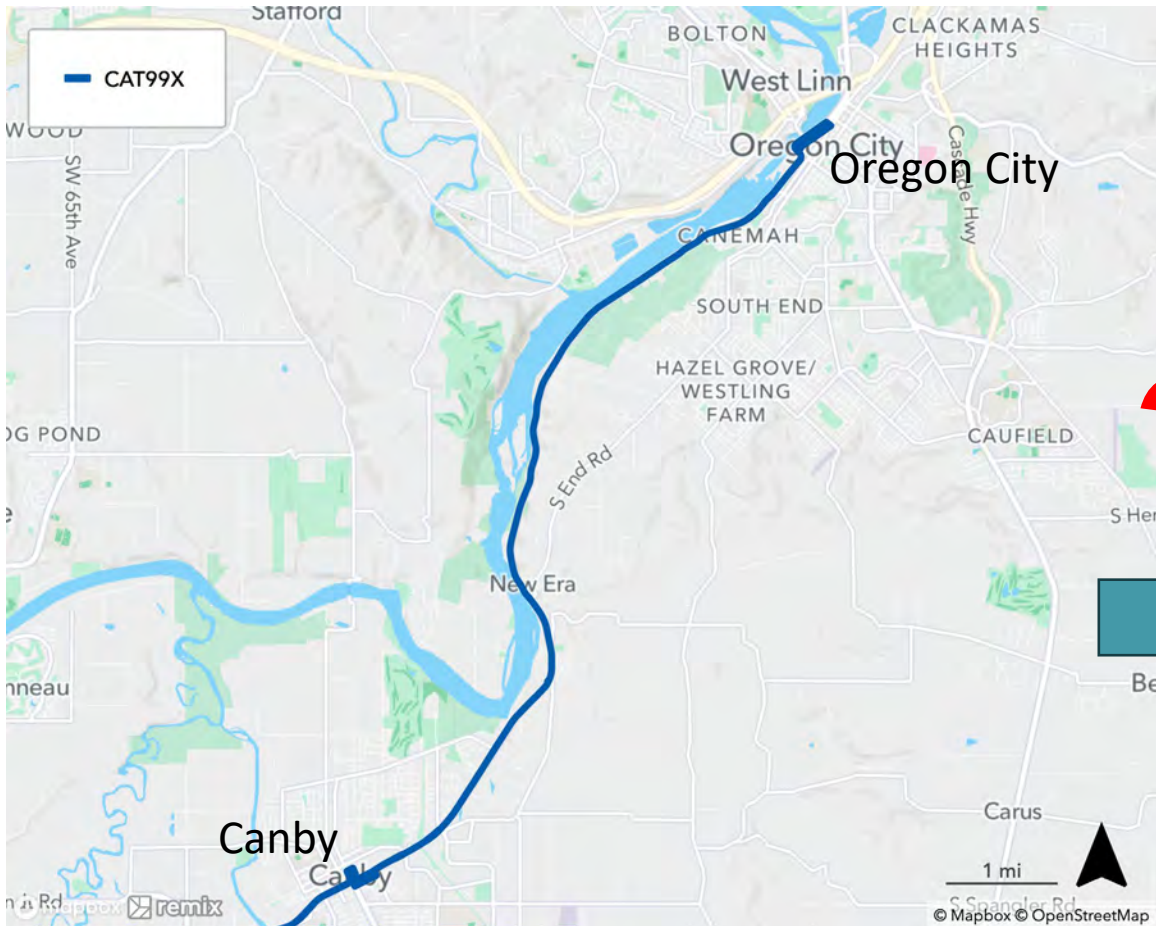
Canby



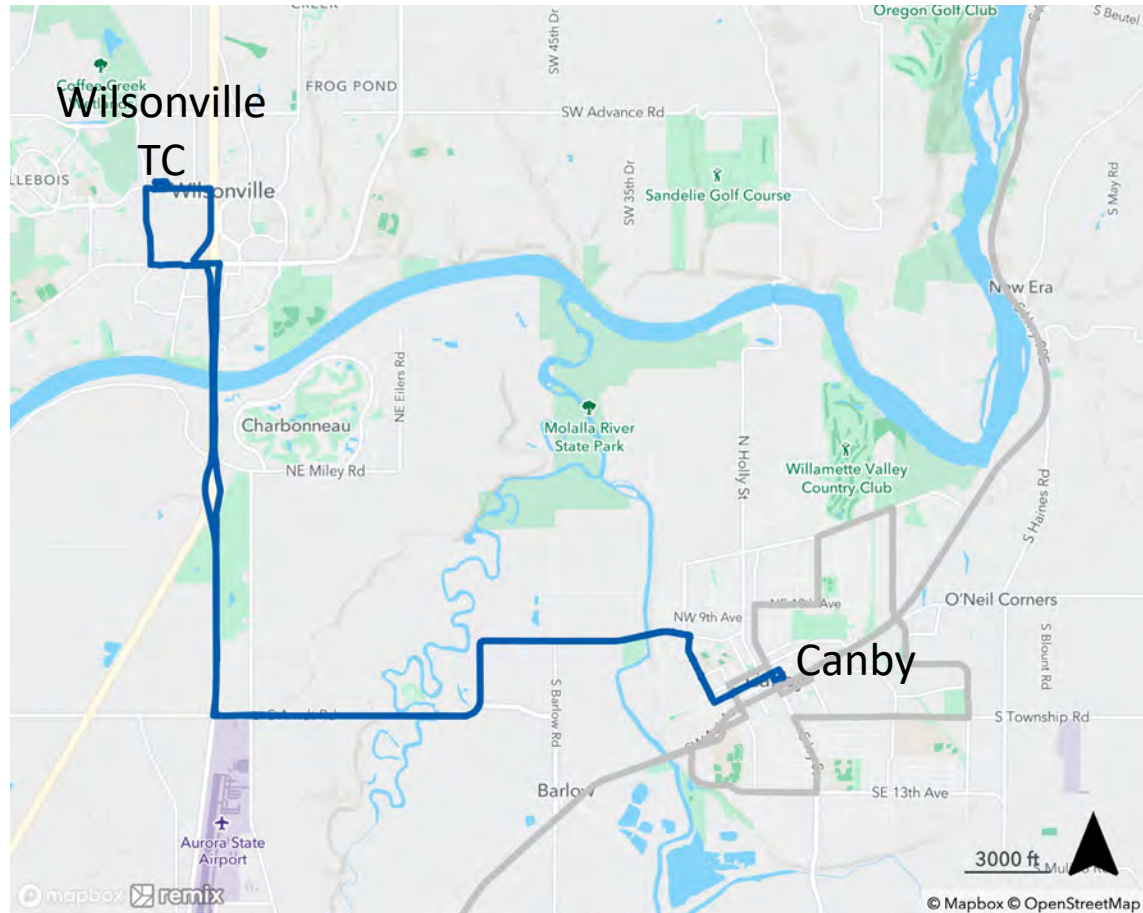
Woodburn



Oregon City and Milwaukie



Wilsonville



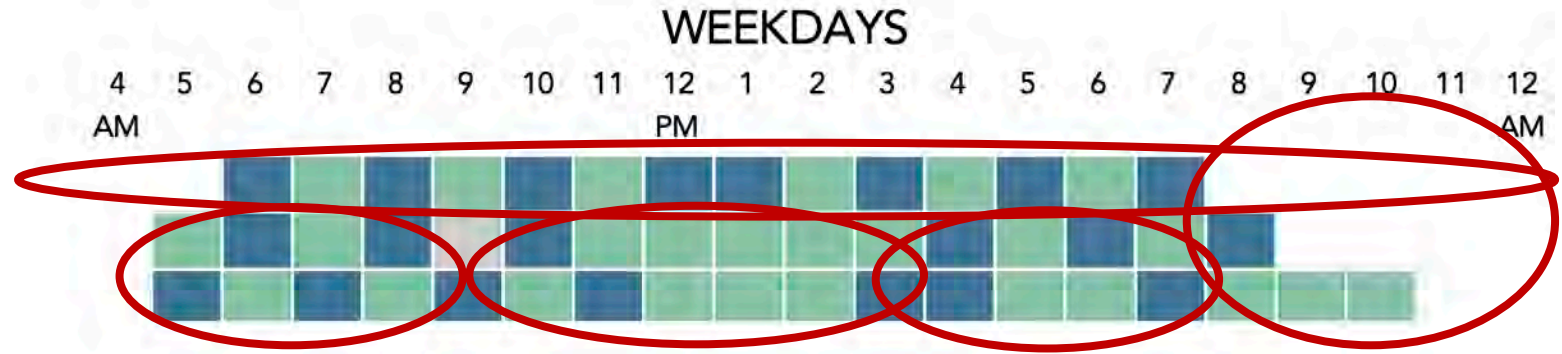
Hours of service

CAT Fall 2023 Route Frequencies

The bus comes about every:



- CL** Canby Loop
- 99X** Canby / Woodburn
- 99X** Canby / Oregon City



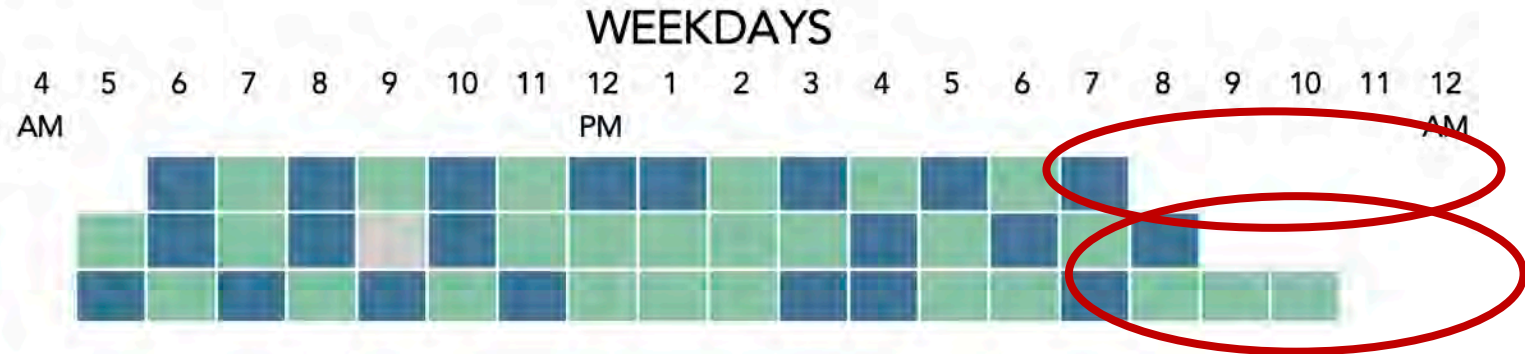
Weekend service

CAT Fall 2023 Route Frequencies

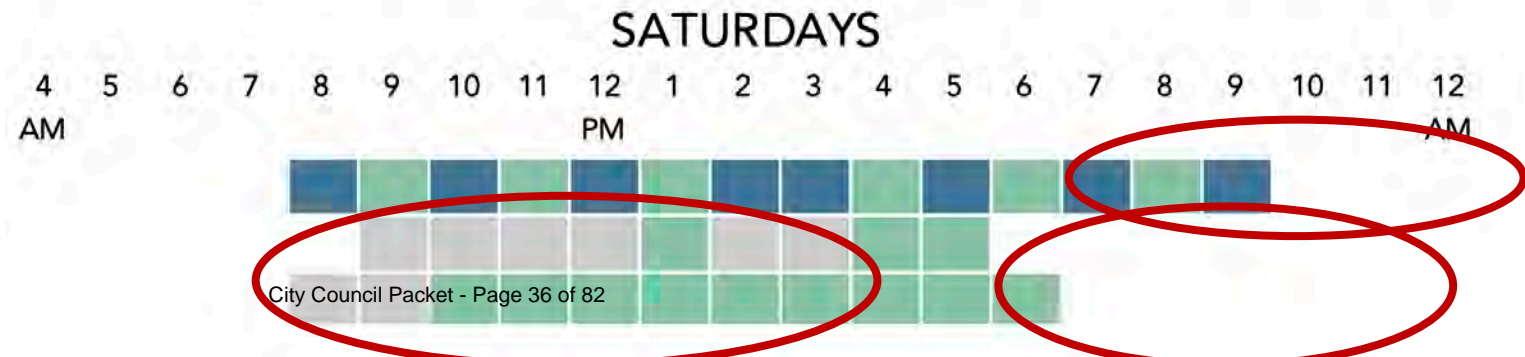
The bus comes about every:



CL Canby Loop
99X Canby / Woodburn
99X Canby / Oregon City



CL Canby Loop
99X Canby / Woodburn
99X Canby / Oregon City



Capital Infrastructure, Programs and Operations

- Transit Vehicles and Infrastructure
- City Code supporting Transit
- Technology
- Additional Personnel
- Regional Customer Service Center

Next Steps

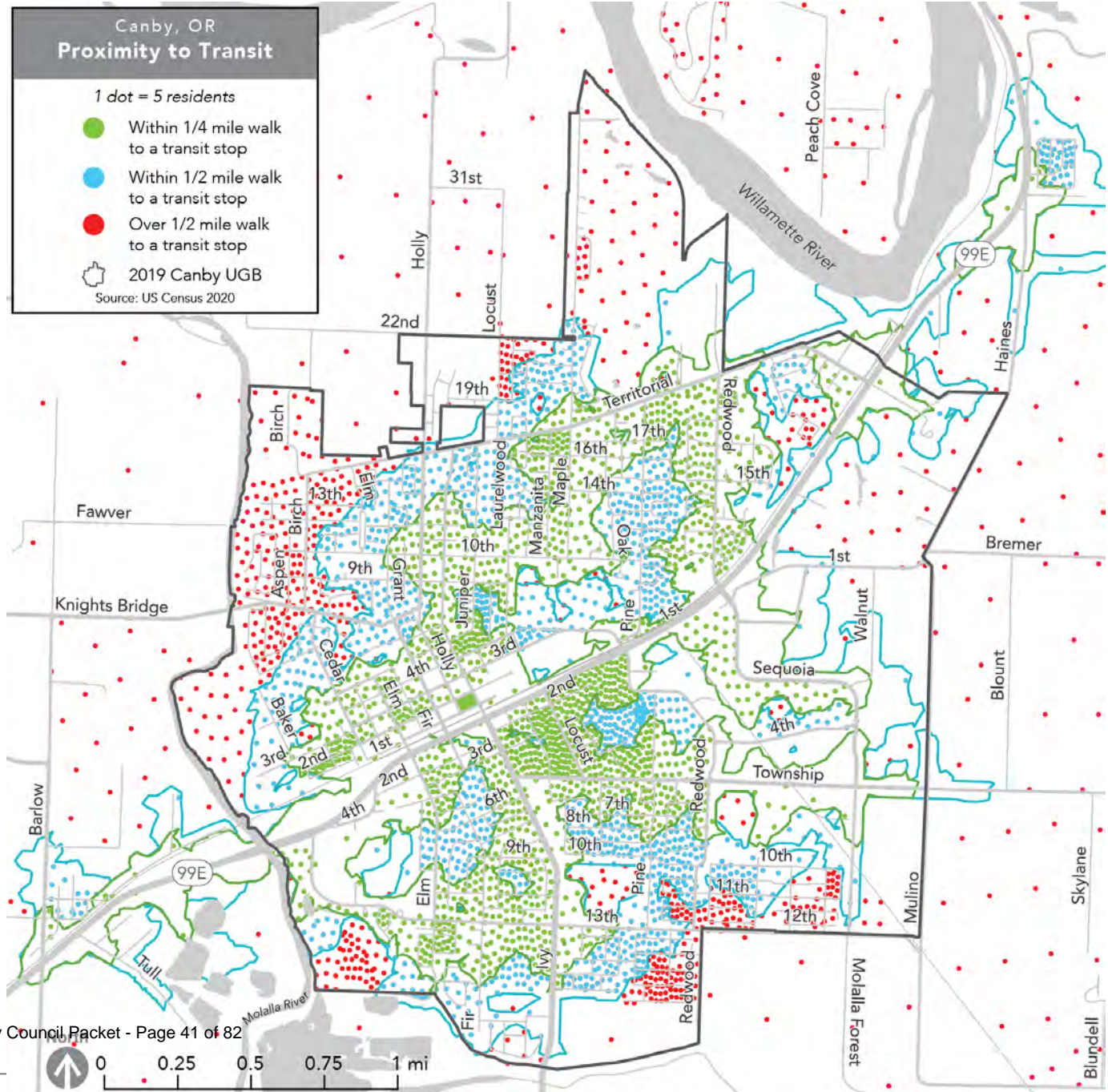
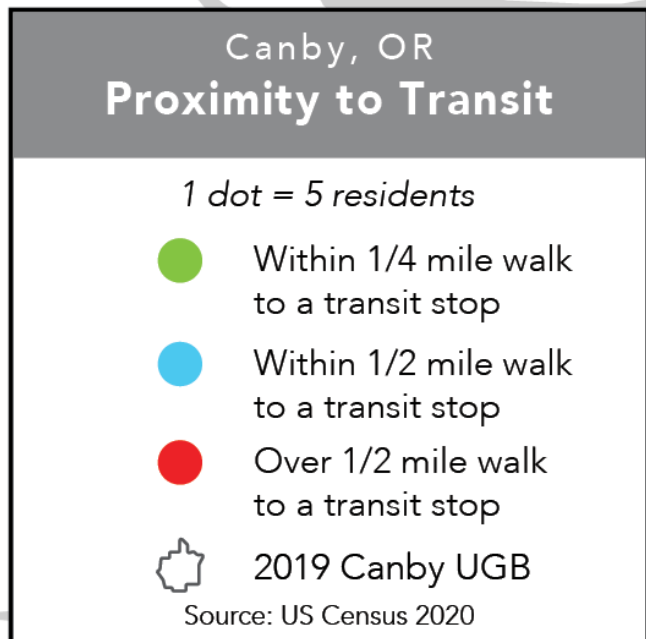
- **May** : Alternatives defined
- **June**: Public Engagement – Phase 2
- **July**: Draft Transit Master Plan
- **August**: Public Outreach on Draft Plan
- **September**: Council Presentation and Final Transit Master Plan

Questions ?



Extra slides

How close are people from transit





PROCLAMATION

WHEREAS, The National Trust for Historic Preservation established May as Historic Preservation Month in 1973, as a way to promote historic places for the purpose of instilling national and community pride, promoting heritage tourism, and showing the social and economic benefits of historic preservation;

WHEREAS, The City of Canby recognizes May as Historic Preservation Month and supports activities in the community to instill awareness and promote the historic assets in Canby;

WHEREAS, Historic Preservation Month can promote Canby's five locally designated historic landmarks and one landmark listed on the National Register of Historic Places;

WHEREAS, non-profit heritage organizations and their volunteers, including Friends of Carus School, Canby Historical Society, and Mark Prairie Historical Society, are the backbone of Canby's Historic Preservation effort; and

WHEREAS, two of Canby's preservation volunteers were recognized at the recent Oregon Heritage Conference, Dawn Eleen as Canby Historical Society's volunteer of the year and Peggy Sigler who won the biannual Oregon Heritage Excellence Award for an individual.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as the Mayor of the City of Canby, do hereby proclaim May 2024 as Historic Preservation Month and I further call upon members of this community to join in commemorating this event by participating in

- the downtown heritage site walking tours during the May 2nd First Thursday Night Market; and/or
- the Chamber of Commerce Luncheon on May 7th to hear the findings of the downtown historic survey; and/or
- the Library's May 18th workshop on researching the history of your property.

Given unto my hand this 1st day of May, 2024 in the City of Canby, Oregon.

Brian Hodson
Mayor

**CANBY CITY COUNCIL
WORK SESSION MINUTES
April 17, 2024**

PRESIDING: Brian Hodson.

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

COUNCIL ABSENT: Herman Maldonado.

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; Teresa Ridgley, Deputy City Recorder; Jamie Stickel, Economic Development Director/Communications Specialist; Don Hardy, Planning Director; Ryan Potter; Planning Manager; Jerry Nelzen, Public Works Director; and Scott Schlag, Finance Director.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:02 p.m.

HOUSING NEEDS ANALYSIS UPDATE: Don Hardy, Planning Director, introduced Tim Wood with FCS Group (a specialist group in housing forecasting), Todd Chase with FCS Group, Steve Faust with 3J Consulting (planning director for long range planning work), and Kelly Reid from Department of Land Conservation and Development (regional representative).

The framework for this work was based on Oregon Administrative Rule 660 and Oregon Revised Statute 197.296, and divisions 7, 8 and 24. A grant was obtained from the Department of Land Conservation and Development (DLCD) to pay for the Housing Needs Analysis and Housing Production Strategy work. The Economic Opportunity Analysis had been done, and the Housing Needs Analysis was next. Both identified 20-year forecasts for housing and employment, and the need to move forward with updating the Comprehensive Plan, Transportation System Plan, land efficiency measures, Urban Growth Boundary expansion, and Housing Production Strategy work.

Mr. Wood presented the Housing Needs Analysis updates and refinements. Canby was projected to add around 6,000 people over the next 20 years, which would require about 2,286 dwelling units. The Buildable Lands Inventory was updated in November 2023 and revised in April 2024. The new HNA updates for discussion included: housing attainability, housing mix, buildable land inventory, housing land needs findings, and park land needs findings.

Mayor Hodson asked if the number of people and dwelling units needed was still the middle target for growth.

Mr. Hardy responded the Economic Opportunity Analysis looked at low, medium, and high targets. The HNA looked at the population growth and the need for housing based on housing affordability and what the demographic could afford.

Mr. Wood explained median home prices in selected markets, housing affordability measures, and Canby housing needs.

Mr. Chase shared Housing Needs Analysis findings updated with DLCDC input. The City's rental burden was much worse than the statewide average. There was a moderate increase in density assumptions for most housing types, resulting in lower overall land needed for housing. Land needs for housing was reduced from 376 acres to 296 acres. He then discussed the Buildable Lands Inventory updated with DLCDC input. There was a slight 1.6 acre decrease in vacant land, 73-acre decrease in partially vacant land, and a decrease in the remaining partially vacant land in the Urban Growth Boundary. The overall UGB deficiency was expected to range from 24.8 acres for standard single-family development, 37.2 acres for small lots and cottages, 11.4 acres for townhomes and plexes, and 6.8 acres for apartments and structures with five or more units. This was a total of 80.2 acres of additional land required for all housing types. The consultant and staff recommended adoption of the HNA and UGB land needs findings. The land efficiency measures and housing production strategies might reduce the overall UGB land needs.

Mr. Hardy explained the UGB expansion process. He thought the numbers were supportable.

There was discussion regarding input from the community, refinement of the maps, annexation by the property owners, fire safety practices, lot sizes for different dwelling units, creating additional zoning districts which would not change the number of acres needed, the golf course and Fairgrounds had been removed from the numbers, effects of new legislation and separate UGB expansion process, additional land needed for industrial and parks, number of new jobs to be added, and affordable housing.

Mr. Hardy reviewed the next steps for the Housing Needs Analysis, local actions, and additional new Housing Production Strategies.

Councilor Maldonado arrived at 6:59 p.m.

ADJOURN: Mayor Hodson adjourned the Work Session at 7:02 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
April 17, 2024**

PRESIDING: Brian Hodson.

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

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director, Scott Schlag, Finance Director; Jamie Stickel, Economic Development Director/ Communications Specialist; Don Hardy, Planning Director; and Ryan Potter, Planning Manager.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:08 p.m.

NEW EMPLOYEE INTRODUCTIONS: Maya Benham, Administrative Director/ City Recorder, introduced Teresa Ridgley, new Deputy City Recorder.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

CANBY PREVENTION COALITION PRESENTATION AND UPDATE & MENTAL HEALTH PROCLAMATION:

Mayor Hodson read the proclamation declaring May 2024 as Mental Health Awareness Month.

Jackie Jones, Canby Prevention Coalition Coordinator, and Brian McCrady and Trevor Higgins with Clackamas County shared the mission and vision of the Coalition, history of the work, prevention activities in 2023, other coalitions in surrounding cities, Drug Free Communities grant, and partners. They would like to return in the future to share their website.

LIBRARY ADVISORY BOARD PRESENTATION: Lois Brooks, Library Board Chair, presented updates on the Library Advisory Board. She discussed the makeup of the Board, term limits, meetings, duties, goals, and accomplishments.

Luke Vyder, Student Board Member, said the library needed the Council's help to grow and meet the needs of today's teens by increasing hours at the library.

Marisa Ely, Library Director, shared some upcoming events at the Library.

There was discussion regarding the reduced hours since COVID, the need for a new taxing district, and the lack of staff funding due to an equipment purchase that fell through.

CONSENT AGENDA: **Council President Hensley moved to approve the Work Session and Regular Meeting minutes of the April 3, 2024, meeting and the Off Premises OLCC Application for Wine Warfare LLC at 138 S Hazel Dell Way. Motion was seconded by Councilor Maldonado and passed 6-0.

ORDINANCES & RESOLUTIONS: Resolution 1401 – Scott Schlag, Finance Director, discussed the transfer of appropriated funds within Fiscal Year 23-24 General and Library Funds budget, which included moving funds for the Emergency Operations Plan, Friends of the Library donation, and interest to be paid back to the Cemetery Perpetual Care Fund, (per Resolution 1388) which were not included in the original budget. He had contacted the Oregon Department of Revenue, who said there was no requirement in budget law to charge an interest rate on an operating interfund loan. This practice would not be done in future interfund loans.

There was discussion regarding forgiving the debt and not charging the library for the interest and creating a buffer for the library in the future, so they did not have to borrow from another fund.

****Council President Hensley moved to adopt Resolution 1401, A RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATED FUNDS WITHIN FISCAL YEAR 23-24 GENERAL AND LIBRARY FUNDS BUDGET EXCLUDING THE \$14,000**

INTERFUND LOAN INTEREST TO COME BACK AT A LATER DATE. Motion was seconded by Councilor Padden and passed 6-0.

Resolution 1402 – Mr. Schlag explained the state had increased the threshold for procurements per ORS 279. It changed from a minimum of \$15,000 to a minimum of \$25,000 for small purchases. If it was between \$25,000 and \$250,000, they would have to get three informal quotes.

****Councilor Padden moved to approve Resolution 1402, A RESOLUTION AUTHORIZING THE CITY OF CANBY'S DELEGATED PURCHASING MANAGER TO INCREASE THE CITY'S CONTRACTING AND PROCUREMENT POLICY THRESHOLDS TO MATCH REVISIONS PASSED BY THE OREGON LEGISLATIVE ASSEMBLY IN SENATE BILL 1047. Motion seconded by Councilor Maldonado and passed 6-0.**

OLD BUSINESS: Highway 99E Construction Update – Paul Scarlet, Metro Area Manager, and Jamie Miller, Construction Project Manager, presented the update. Attending in the audience was Caitlyn Jackson, Community Affairs Coordinator, as well as Robert Mystic and Helen Asper who were part of the inspections team.

Mr. Scarlet gave an overview of the project, which would improve safety and repave and reconstruct sections of 99E between the railroad crossings and SW Berg Parkway.

Ms. Miller explained the schedule to complete all major elements, including paving, by October 31. She discussed what had to be done before paving a segment, current impacts, what was happening next, why they closed two intersections at once, and how they allowed right turns from/to side streets when it was safe to do so.

Councilor Davis reviewed the emergency vehicle access plan.

Councilor Padden requested the ODOT link be updated with the most current information and for the road to be crack sealed regularly to keep the road maintained properly.

This information would be posted on the City's website.

Canby Beer Library Update – Bryce Morrow, project owner, gave an update on the Canby Beer Library. He had received his building permits and showed renderings of the proposed plan. He hoped to open in late summer.

There was discussion regarding the grease traps, keeping the Council updated, and visual communication.

Oregon Pacific Railroad Request – Tim Samuels and a representative from ORP, requested the Council approve putting in a fence to stop people from accessing the railroad from the Logging Road Trail for safety purposes. They were trying to get a grant to help with the cost. There was concern about the City being able to maintain the fence and discussion regarding the options, skepticism that the fence would stop people from going on the tracks, asking Fred

Meyer and the School District to partner with them, and enforcement to stop the trespassing.

There was consensus not to move forward with the fence.

City Attorney Recruitment – No status yet.

NEW BUSINESS: Request from Canby Center Regarding Reduction/Waivers of SDCs – Ray Keen, Executive Director of the Canby Center, gave a background on their services, funding for the project, and request for a reduction or waiver of City SDCs. He asked that the amount be reduced by waiving the transportation and park SDCs.

There was discussion regarding setting precedent, not waiving the reimbursement portion of the transportation SDC, clarifying that the code allowed exemptions for low-income projects, how the SDCs were going to be updated which included change of uses, preparing now for long term poverty alleviation, amount of the reduction, and approaching this as a grant.

****Councilor Davis moved to reduce the SDCs from \$42,395.39 to \$9,356.34, a reduction of \$33,039.05. Motion seconded by Councilor Padden and passed 6-0.**

MAYOR'S BUSINESS: Mayor Hodson reported on the Clackamas County Coordinating Committee meeting where the State Transportation Improvement Fund and tolling being put on pause were discussed. They were also working on the 2025 legislative session for recommendations to fund transportation moving forward. He shared Canby hosted a 7:7 football tournament with 120 teams. Some businesses were not notified of the event and were understaffed to handle the influx of extra people. It was anticipated to be in Canby again on May 11, and that information needed to go out to businesses sooner. There was also a large lacrosse tournament on the first weekend in May.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Sasse reported on the Library Board and recommended people fill out the survey, come to the open house, and partake in the seed sharing. The baseball team would be going to the playoffs. He requested everyone hold the Haynes family from Canby Music in prayer.

Councilor Stearns reported on the Bicycle and Pedestrian Safety Committee meeting and wanted to mention the concern about the Traverso property, orphan sidewalks, and sidewalk gaps. They asked for an update to their question about whether it would be better to have the Logging Road Trail be a road or a park and the impact. He thought the Canby Transit Tax form needed to be clarified regarding the definition of gross wages.

Councilor Davis reported Shred It Day opened at noon tomorrow at the Fairgrounds parking lot with a limit of 4 boxes. All the Park and Recreation Advisory Board projects were moving forward. The Fire District needed donations for the July 4th fireworks.

Council President Hensley reported on the Traffic Safety Commission meeting. The Knights Bridge closure would be fall or summer next year. They would also be breaking ground on the Walnut Street connection next summer.

Councilor Maldonado echoed Councilor Sasse on the prayers needed for the Haynes family and suggested people bring their family meals.

Councilor Padden gave an update on the Planning Commission meeting where they discussed updating the fence code. He completed his Oregon Government Ethics Commission Executive Board training on Tuesday. The Canby Utility Board rate increase meeting had no public show up or make written comment about the increase. There was some conflicting information being shared in the community about the numbers and details for the Water Treatment Plant. He requested a one-page fact sheet be developed for Council to share when in the community. There was a clean up of the Vietnam Veterans Memorial Park this weekend including the town sign and working their way down 99E. The sports park was a great idea, especially if it included an indoor gymnasium.

CITY ADMINISTRATOR'S BUSINESS: Eileen Stein, City Administrator, shared it was budget time and appointments were needed to the Budget Committee and Urban Renewal Budget Committee.

Mayor Hodson responded interviews would be done this coming week.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Amended Resolution 1401 excluding the \$14,000 interest payment to come back at a later date.
3. Approved Resolution 1402.
4. Approved a reduction of SDCs to Canby Center in the amount of \$33,039.05 from a total of \$42,395.39 for a total of \$9,356.34.

Mayor Hodson adjourned the Regular Meeting at 10:09 p.m.

Maya Benham
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood



CITY COUNCIL Staff Report

Meeting Date: 5/1/2024

To: Mayor and City Council
Thru: Eileen Stein, City Administrator
From: Maya Benham, Administrative Director/ City Recorder
Agenda Item: Budget Appointments

Summary

There are currently vacancies on the Budget Committee. The vacancies have been advertised on the City's website.

Background

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

Discussion

Vice Chair Hodson, Commissioner Sasse, and Staff Liaison Scott Schlag recommend appointing Burt DeGraw, Kim Wiegand, and Daro Powlison, to the Budget Committee.

Attachments

Burt DeGraw Application
Kim Wiegand Application
Daro Powlison Application

Fiscal Impact

None

Recommendation

1. Appoint Burt DeGraw, Kim Wiegand, and Daro Powlison to the Budget Committee.
2. Take no action.

Proposed Motion

"I move to approve the appointment of Member Burt DeGraw to the Budget committee with a term ending June 30, 2024, and Members Kim Wiegand and Daro Powlison to the Budget committee with a term ending June 30, 2025.



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

Date: 4-6-24 Position Applying For: Budget Comm, Hcc
Name: BURT DE GRAW Occupation: Retired
Home Address: [REDACTED] Canby
Employer: Retired Position: _____
Daytime Phone: [REDACTED] Evening Phone: Same
E-Mail Address: [REDACTED]

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

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

Reason for your interest in this position:
Helping where I can.

Experience and educational background: 35 yrs in Banking

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

Referred by (if applicable): Scott Sasse

Please return to:

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

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

Date Received: 4/8/2024 Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____

VOL - 2022 - Committee, Board, Commission Member

Contact Information -- Person ID: 57581000

Name: Kim Wiegand Address: [REDACTED]
Canby, Oregon 97013 US

Home Phone: [REDACTED] Alternate Phone:

Text Messaging Mobile No: [REDACTED] Email: [REDACTED]

Notification Preference: Email Former Last Name: [REDACTED]

Education

City of Canby has chosen not to collect this information for this job posting.

Work History

City of Canby has chosen not to collect this information for this job posting.

Certificates and Licenses

City of Canby has chosen not to collect this information for this job posting.

Skills

City of Canby has chosen not to collect this information for this job posting.

Additional Information

City of Canby has chosen not to collect this information for this job posting.

References

City of Canby has chosen not to collect this information for this job posting.

Resume**Text Resume****Attachments**

City of Canby has chosen not to collect this information for this job posting.

Supplemental Questions

1. Q: If employed, who is your employer and what is your position?

A: Educator

2. Q: Which Board, Commission, or Committee are you applying to serve on?

A: BUDGET COMMITTEE

3. Q: What are your community interests (committees, organizations, special activities)?

A: Helping Canby be the best city it can be.

4. Q: What are your major interests or concerns in the City's programs?

A: Same as above

5. Q: Why are you interested in this volunteer position?

A: Same as above

6. Q: Please share your experience and educational background.

A: Bachelor in accounting from PSU.

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

A: None

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

A: Traci Hensley

VOL - 2022 - Committee, Board, Commission Member

Contact Information -- Person ID: 14529180

Name: Daro K Powlison Address: [REDACTED]
Canby, Oregon 97013 US

Home Phone: [REDACTED] Alternate Phone: [REDACTED]

Text Messaging Mobile No: [REDACTED] Email: [REDACTED]

Notification Preference: Email Former Last Name: [REDACTED]

Education

City of Canby has chosen not to collect this information for this job posting.

Work History

City of Canby has chosen not to collect this information for this job posting.

Certificates and Licenses

City of Canby has chosen not to collect this information for this job posting.

Skills

City of Canby has chosen not to collect this information for this job posting.

Additional Information

City of Canby has chosen not to collect this information for this job posting.

References

City of Canby has chosen not to collect this information for this job posting.

Resume**Text Resume****Attachments**

City of Canby has chosen not to collect this information for this job posting.

Supplemental Questions

1. Q: If employed, who is your employer and what is your position?

A:

2. Q: Which Board, Commission, or Committee are you applying to serve on?

A: BUDGET COMMITTEE
URBAN RENEWAL BUDGET COMMITTEE

3. Q: What are your community interests (committees, organizations, special activities)?

A: My primary interest is budget committee. I've been in Canby for 20+ years and would like to start volunteering my time to help Canby grow and maintain the quality of life that we see today.

4. Q: What are your major interests or concerns in the City's programs?

A: I believe that Canby is headed in the right direction and I want to continue to support and phosphor a vote for future generations to grow in the city of Canby.

5. Q: Why are you interested in this volunteer position?

A: With my training and experience, I believe that I can add value to the committee, making good decisions for the betterment of the city.

6. Q: Please share your experience and educational background.

A: I have spent an accumulative of 12 years in local city municipality working in everything from public works to engineering for the City Of Salem, Milwaukie, and Newberg. I have

a bachelors degree in business management and have served with the organ army National Guard for 13 years. I have 3 small children, and a deeply rooted into the city of Canby.

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

A: None for the city of Canby. I previously held the responsibility of safety committee for the City of Newberg for 3+ years which resulted in safety committee member of the year in 2019 and runner up to city employee of the year in 2020.

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

A: N



CITY COUNCIL Staff Report

Meeting Date: 5/1/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Todd Wood, IT, Transit & Fleet Services Director
Agenda: Consider Ordinance No. 1620: An Ordinance Authorizing the City Administrator to Amend the Contract with First Transit, Inc of Chicago, IL, to Provide Services for an additional three years to a second reading on May 15, 2024. (*First Reading*)

Summary

Amendment #2 will extend Canby Area Transits current contract signed June 1, 2021, until June 30, 2027. This will add an additional three years.

Background

In July 2021, Canby Area Transit began a new service contract with First Transit. The scope of the service was set out in the contract and the provisions of what is covered by the contractor vs the city was negotiated.

In June 2023, the contract was amended to adjust for additional hours, and changes to the City's insurance Policy.

The original agreement with First Transit Provided three years of services with an option for three one-year extensions. Like many businesses, First Transit has seen a massive spike in operating expenses, including employee benefits, Liability Insurance, and overhead costs. Additionally, First Transit renegotiated the contract with the Amalgamated Transit Union (who represent the drivers) which included pay raises over the next three years.

First Transit Provided, in writing, Canby Area Transit with rates for each of the remaining three years.

Staff then reviewed all included costs and compared the offer to providing services in-house. While In-House operations offers more financial, and service control the costs to bring the service in house exceeded \$100,000 beyond the current offer.

The cost increases pose a financial burden on Canby Area Transit and if increases like these continue the services may need to be adjusted to meet incoming revenue levels.

Attachments

Ordinance No. 1620
Contract Amendment
Cost Sheet

Fiscal Impact

This is an 18% increase in overall service costs in the first year with an additional 4% the second year and 3.5% the third year for a total increase of 25.5% over the three-year period.

While the first year is easily absorbed the second year will make things very tight and by the third year without additional grant growth or payroll tax growth, services may need to be paired back.

Options

Approve Ordinance No. 1620

Take no action at this time

Proposed Motion

“I move to approve Ordinance No. 1620: An Ordinance Authorizing the City Administrator to Amend the Contract with First Transit, Inc. of Chicago, IL, to Provide Services for an Additional Three Years to a second reading on May 15, 2024.”

ORDINANCE NO. 1620

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT AMENDMENT WITH FIRST TRANSIT, INC. OF CHICAGO, IL TO PROVIDE SERVICES FOR AN ADDITIONAL THREE YEARS.

WHEREAS, the Parties entered into a contract for Transit Services dated June 1, 2021, with an initial contract term of three (3) years, effective July 1, 2021 to June 30, 2024;

WHEREAS, the contract was amended on June 1, 2023;

WHEREAS, the contract states: "An option of three (3) one year contract extensions will be provided with maximum option ending June 30, 2027.";

WHEREAS, the City intends to extend the contract for each of the remaining three years; and;

WHEREAS, the Contractor has provided, in writing and after negotiation, its desire and rate to extend for each of the three years.

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

The City Administrator hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate amendment to the contract with First Transit, Inc. of Chicago, IL. A copy of said amendment is attached hereto as Exhibit "A" and by this reference incorporated herein.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 1, 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, May 15, 2024 commencing at the hour of 7:00PM in the City Council Chambers located at 222 NE 2nd Avenue, 1stFloor, Canby, Oregon.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on May 15, 2024, by the following vote:

YEAS_____

NAYS_____

Brian Hodson,
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

**Amendment 2
Contract for Transit Services
No.: CAT2021**

THE CONTRACT was previously entered into on the 1st day of June 2021 between the City of Canby, Oregon, a municipal corporation hereinafter called "City," and First Transit, Inc., with headquarters located in Chicago, IL hereinafter called "Contractor", and collectively referred to herein as the "Parties".

WITNESSETH THAT:

WHEREAS, the Parties entered into a contract for Transit Services dated June 1, 2021, with an initial contract term of three (3) years, effective July 1, 2021 to June 30, 2024 ("The Agreement"); and

WHEREAS, The Agreement was amended on July 1, 2023, to included liability insurance and additional service; and

WHEREAS, The Agreement has reached the end of the initial period; and

WHEREAS, The Agreement states: "An option of three (3) one year contract extensions will be provided with maximum option ending June 30, 2027."; and

WHEREAS, the Contractor has provided, in writing and after negotiation, three years of extensions; and

WHEREAS, the extensions are as follows:

**Budget year 2025 \$1,945,342.17 (21,033 VRH - @ \$92.49 per vehicle revenue hour) Budget year
2026 \$2,025,484.12 (20,996 VRH - @ \$96.47 per vehicle revenue hour) Budget year 2027
 \$2,098,462.41 (21,033 VRH - @ \$99.77 per vehicle revenue hour)**

; and

WHEREAS, liability insurance, which was added via amendment 1 as a separate cost, will now be included in the above stated rates and not as a separate cost.

All other terms, conditions, agreements, amendments, and addendums remain in effect between the parties.

IT IS SO AGREED, City and Contractor have executed this Transit Contract Amendment 2 effective July 1, 2024.

_____ Date

_____ Date

_____ Name:
_____ Title:

_____ Name:
_____ Title:

City of Canby
PO Box 930
Canby, OR 97031
503.266.0745

First Transit Inc.
22192 Network Place
Chicago, IL
972.391.4600

**COST
PROPOSAL
Canby Area Transit (CAT)
Operations**

Based upon the estimated figures provided in Section 1.3 and Attachment I, indicate the proposed costs for CAT Operations for 3 years of service.

SERVICE TYPE	FY 2024-25	FY 2025-26	FY 2026-27
	Per Revenue Hour	Per Revenue Hour	Per Revenue Hour
Fixed Route / Commuter Route 99	\$92.49	\$96.47	\$99.77
Demand Response - Dial-A-Ride	\$92.49	\$96.47	\$99.77
City Circulator	\$92.49	\$96.47	\$99.77

Annual Cost	FY 2024 25	FY 2025 26	FY 2026 27
Fixed Route / Commuter Route 99	\$960,786.12	\$1,000,683.31	\$1,037,109.15
Demand Response - Dial-A-Ride	\$640,493.25	\$667,090.05	\$691,406.10
City Circulator	\$344,062.80	\$357,710.76	\$369,947.16
Total Annual Cost	\$1,945,342.17	\$2,025,484.12	\$2,098,462.41

Revenue Vehicle Hours per year based on the following: year 3 21,033, year 4 20,996, year 5 21,033.

Company Name

Signature of Authorized Official

Address

**Name, Title of Authorized Official
(print or type)**

City, State, Zip

Date

Phone

**Attachment B
BUDGET
FORM**

Proposed Budget

Company Name:	First Transit, Inc.		
Category	Budgeted Amount		
	FY 2024-25	FY 2025-26	FY 2026-27
Driver Wages	\$864,132.60	\$902,640.33	\$937,744.52
Driver Benefits	\$118,697.22	\$124,652.74	\$130,796.24
Dispatch Wages	\$184,373.02	\$191,833.20	\$197,012.70
Dispatch Benefits	\$39,853.18	\$41,843.55	\$43,920.92
Supervisor Wages	\$66,075.88	\$68,207.36	\$70,189.64
Management Wages	\$115,000.00	\$117,875.00	\$120,821.88
Management Fringes	\$15,631.99	\$16,343.62	\$17,087.99
Payroll Taxes	\$142,661.30	\$147,499.92	\$151,921.78
Workers Comp	\$40,512.63	\$41,525.44	\$42,563.58
Liability Insurance	\$134,425.60	\$140,294.30	\$146,786.44
Communications	\$1,950.72	\$1,999.49	\$2,049.48
Driver Uniforms	\$5,115.23	\$5,243.11	\$5,374.19
Driver Physicals & D/A Testing	\$1,460.26	\$1,496.77	\$1,534.19
Employee Recruiting/Training	\$8,362.27	\$8,571.32	\$8,785.61
Office Supplies/ADP	\$8,685.88	\$8,886.47	\$9,092.08
Start Up	\$0.00	\$0.00	\$0.00
Interest	\$0.00	\$0.00	\$0.00
Administrative Overhead/Profit	155,603.81	161,971.61	167,859.40
Other - Bus Wash Labor & Supplies	\$32,092.04	\$33,641.30	\$34,583.06
Other - Copier lease, usage and maintenance	\$3,230.67	\$3,311.44	\$3,394.22
Other - Technology	\$7,477.87	\$7,647.15	\$6,944.49
Total:	\$1,945,342.17	\$2,025,484.12	\$2,098,462.41
Number of Fixed Route Vehicle Revenue Hours	10,388	10,373	10,395
Number of City Circulator Vehicle Revenue Hours	3,720	3,708	3,708
Number of Demand Response Vehicle Revenue Hours	6,925	6,915	6,930
Total Vehicle Revenue Hours	21,033	20,996	21,033
Fixed Route - Cost per Vehicle Revenue Hour	\$92.49	\$96.47	\$99.77
City Circulator - Cost per Vehicle Revenue Hour	\$92.49	\$96.47	\$99.77
Demand Response - Cost per Vehicle Revenue Hour	\$92.49	\$96.47	\$99.77
Total cost:	\$1,945,342.17	\$2,025,484.12	\$2,098,462.41

Submit with Proposal



CITY COUNCIL Staff Report

Meeting Date: 5/1/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Jerry Nelzen, Public Works Director
Agenda: Consider Resolution No. 1403: A Resolution Establishing New Rules and Regulations for the Zion Memorial Park Cemetery and Repealing Resolution 931.

Summary

City of Canby's Zion Memorial Park Cemetery is revising the Rules and Regulations for the Zion Memorial Park Cemetery to meet current standards and requirements.

Background

The Zion Memorial Park Cemetery's Resolution 931 was adopted August 2, 2006 and established the newest rules and regulations for the cemetery, this helped our cemetery sexton to better perform their maintenance and burial duties over the last 18 years.

Attachments

Resolution 1403
Cemetery Rules Final
Cemetery Rules 9-18-06 - Showing Changes

Fiscal Impact

None.

Options

Approve Resolution 1403
Take no action at this time

Proposed Motion

"I move to approve Resolution 1403: A Resolution Establishing New Rules and Regulations for the Zion Memorial Park Cemetery and Repealing Resolution 931."

RESOLUTION NO. 1403

A RESOLUTION ESTABLISHING NEW RULES AND REGULATIONS FOR THE ZION MEMEORIAL PARK CEMETERY AND REPEALING RESOLUTION 931

WHEREAS, the City Council of the City of Canby has determined that the rules and regulations for the Zion Memorial Park Cemetery should be changed to meet current needs and requirements; and

WHEREAS, the Council had previously established rules and regulations for the Zion Memorial Park Cemetery through Resolution 931.

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

- (1) The Rules and Regulations listed in Exhibit “A” shall henceforth be the City’s rules and regulations for the Zion Memorial Park Cemetery.
- (2) Resolution 931 is hereby repealed.

This Resolution will take effect on May 1, 2024.

ADOPTED this 1st day of May, 2024 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

CITY OF CANBY
ZION MEMORIAL PARK CEMETERY RULES & REGULATIONS

All rules and laws of the State of Oregon and the Canby Municipal Code apply to Zion Memorial Park Cemetery. In addition, the following specific rules and regulations are applied under the authority of City Council Resolution _____, to be enforced by City management and the Cemetery Sexton, acting as their representative.

HOURS OF OPERATION

1. Visitors are welcome from 8:00 a.m. to dusk every day.
2. Burials may be held Monday through Saturday, excepting listed holidays. The Sexton must be given notice a minimum of 48 hours in advance. There is an additional fee for burials on Saturday and on other legal holidays not listed. In some situations, at the Sexton's discretion, burials may be performed on Sundays and the additional fee applies. All funerals will be concluded and exited from the Cemetery by 4:30 p.m. or an overtime charge will apply.
3. Observed holidays are: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day and the Day After, Christmas Eve and Christmas Day.

FLORAL AND GROUNDS REGULATIONS

1. Floral arrangements accompanying the casket or urn at time of burial will be placed on the completed grave. Natural cut or artificial flowers may be placed in built-in vases or in plastic cone type vases on graves at any time of the year. They will be removed when they become unsightly or when it becomes necessary to facilitate Cemetery operations such as mowing or trimming.
2. Permitted items are allowed for a period of seven days before and seven days after the following holidays and observances: Easter Sunday, Mother's Day, Memorial Day, Father's Day, Christmas, and the birthday or anniversary of death of the person buried. Items must not extend beyond the perimeter of the headstone.
3. **Prohibited** plantings such as (flowers, bulbs, shrubs, etc.), vigil lights, and breakable objects (including glass or pottery vases) will be removed by the Sexton. Adornments considered offensive or otherwise inconsistent with the dignity of the Cemetery are prohibited. Items that pose a hazard or interfere with Cemetery maintenance are prohibited. The Sexton has the discretion to remove, and discard prohibited items at any time.
4. The pounding in or insertion of any type of stake or metal rod into the ground anywhere in the Cemetery is prohibited.
5. The Cemetery is not responsible for the theft or damage of any items left on gravesites or at the mausoleum.

BURIAL REGULATIONS

1. The Sexton must be notified 48 hours before any interment or entombment.
2. All burials require a vault or concrete liner.
3. No cremains may be scattered on top of burial sites.
4. All cremains to be buried must be in a non-decomposing container; otherwise, a cremains liner is required.
5. All opening and closing of any nature with the mausoleum will be done by the Cemetery Sexton only. In ground burials must be supervised and approved by the Cemetery Sexton.
6. Each full size gravesite may be used for one full burial and one cremation, or two cremations. Two full burials are not allowed.
7. As described below, a person may reserve a space in the cemetery for their future burial. In such cases, if a person to be buried is not the person for whom the space is reserved, the representative of the person to be buried must establish the right to burial to the satisfaction of the Sexton.
8. Fees for services and liners must be paid after scheduling but before the burial or entombment.
9. The Cemetery reserves the right to refuse full burials in the Old Section due to ground stability and other issues. Cremains burials are recommended in this section.

PROPERTY PURCHASES AND TRANSFER

1. Gravesites and mausoleum spaces may be purchased at any time in advance of need. Purchases are generally made at the Cemetery. A Certificate of Title will be issued by mail upon completion of recording at the City of Canby. Time payments are not allowed.
2. Reselling property, except back to the City, is prohibited. Should the owner wish to rescind ownership, the City will buy back the property at the original selling price. A signed written request along with the Certificate of Title is required.
3. Title may be transferred to relatives or heirs by submitting a written request along with the original Certificate of Title and a \$100.00 recording fee. In the event the original title is no longer available, other documentation and/or signed affidavits may be accepted, at the discretion of the City Recorder. If the person requesting the transfer is not the original owner, they must prove their right to make the transfer.

MEMORIAL MARKERS (HEADSTONES)

1. The Sexton must be notified 48 hours before any memorial marker can be set in Cemetery and should be approved and inspected by the Sexton before and after installation.
2. All memorial markers must have a concrete border with total width not exceeding 2 feet. For example:
 - On a 24" x 12" stone the pour will be 36" long x 24" wide
 - On a 36" x 12" stone the pour will be 48" long x 24" wide (**not allowed in sections E, F-East and F-West 1**).

On a 48" x 12" stone the pour will be 60" long x 24" wide (**only allowed for side by side double plots**).

This results in a 6" border of concrete unless a vase is added to the top of stone, in which case the borders would be 8" on top and 4" on the bottom. Additional vases can be placed to the side of the headstone if space is available.

3. All memorial markers must be placed on the gravesite so it will be read facing east.
4. Either flat or upright markers are allowed in the Old Section as well as in the following blocks of the New Section: H, K, N, O, P, S, T, and U. New Section F West is reserved for upright markers only. All other blocks in the New Section, as well as all child, baby and cremains plots are limited to flat memorial markers only.
5. No rock or rock products will be allowed as a border around memorial markers.
6. Only one memorial marker is allowed per gravesite.
7. No foot markers are allowed.
8. Temporary markers will be removed after six months.
9. Memorial markers that have been removed due to disinterment/relocation or marker exchange will be destroyed and disposed of after three months if not claimed and removed by the owner(s).
10. The Cemetery assumes no obligation to repair or pay for repair of memorial markers that are caused by vandalism or age decay. The Cemetery is willing to work with owners to arrange necessary repairs to concrete border settings that were installed at the Cemetery.

CITY OF CANBY

ZION MEMORIAL PARK CEMETERY RULES & REGULATIONS

All rules and laws of the State of Oregon and the Canby Municipal Code apply to Zion Memorial Park Cemetery. In addition, the following specific rules and regulations are applied under the authority of City Council Resolution 931, to be enforced by City management and the Cemetery Sexton, acting as their representative.

HOURS OF OPERATION

1. Visitors are welcome from 8:00 a.m. to dusk every day.
2. Burials may be held Monday through Saturday, excepting listed holidays. The Sexton must be given notice a minimum of 24 hours in advance. There is an additional fee for burials on Saturday and on other legal holidays not listed. In some situations at the Sexton's discretion, burials may be performed on Sundays and the additional fee will apply. All funerals will be concluded and exited from the Cemetery by 4:30 p.m. or an overtime charge will apply.
3. Observed holidays are: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.

FLORAL AND GROUNDS REGULATIONS

1. Floral arrangements accompanying the casket or urn at time of burial will be placed on the completed grave. Natural cut or artificial flowers may be placed in built-in vases or in plastic cone type vases on graves at any time of the year. They will be removed when they become unsightly or when it becomes necessary to facilitate Cemetery operations such as mowing or trimming.
2. Other permitted items are allowed for a period extending seven days before and seven days after the following holidays and observances: Easter Sunday, Mother's Day, Memorial Day, Father's Day, Christmas, and the birthday or anniversary of death of the person buried. Items must not extend beyond the perimeter of the headstone.
3. Permanent plantings (flowers, bulbs, shrubs, etc.), vigil lights, and breakable objects (including glass or pottery vases) are prohibited. Adornments considered offensive or otherwise inconsistent with the dignity of the Cemetery are prohibited. Items that pose a hazard or interfere with Cemetery maintenance are prohibited. The Sexton has the discretion to remove and discard prohibited items at any time.
4. The pounding in or insertion of any type of stake or metal rod into the ground anywhere in the Cemetery is prohibited.
5. The Cemetery is not responsible for the theft or damage of any items left on gravesites or at the mausoleum.
6. Permanent plantings may be allowed in the Memorial Garden area with prior permission and supervision of the Sexton.

BURIAL REGULATIONS

1. The Sexton must be notified 24 hours before any interment or entombment.
2. All burials require a vault or concrete liner.
3. No cremains may be scattered on top of burial sites.
4. All cremains to be buried must be in a non-decomposing container; otherwise, a cremains liner is required.
5. All opening and closing of any nature will be done by the Cemetery Sexton only.
6. Each full size gravesite may be used for one full burial and one cremation, or two cremations. Two full burials are not allowed.
7. In the event that the titled owner of a pre-owned space is different from the person to be buried, the person making arrangements must establish the right to burial to the satisfaction of the Sexton.
8. Fees for services and liners must be paid after scheduling but before the burial or entombment.
9. The Cemetery reserves the right to refuse full burials in the Old Section due to ground stability and other issues. Cremains burials are recommended in this section.

PROPERTY PURCHASES AND TRANSFER

1. Gravesites and mausoleum spaces may be purchased at any time in advance of need. Purchases are generally made at the Cemetery. A Certificate of Title will be issued by mail upon completion of recording at the City of Canby. Time payments are not allowed.
2. Reselling of property, except back to the City, is prohibited. Should the owner wish to rescind ownership, the City will buy back the property at the original selling price. A signed written request along with the Certificate of Title is required.
3. Title may be transferred to relatives or heirs by submitting a written request along with the original Certificate of Title and a \$75 recording fee. In the event the original title is no longer available, other documentation and/or signed affidavits may be accepted, at the discretion of the City Recorder. If the person requesting the transfer is not the original owner, they must prove their right to make the transfer.

MEMORIAL MARKERS (HEADSTONES)

1. The Sexton must be notified 24 hours before any memorial marker can be set in Cemetery.
2. All memorial markers must have a concrete border with the total width not exceeding 2 feet. For example:
 - On a 24" x 12" stone the pour will be 36" long x 24" wide
 - On a 36" x 12" stone the pour will be 48" long x 24" wide
 - On a 48" x 12" stone the pour will be 60" long x 24" wideThis results in a 6" border of concrete unless a vase is added to the top of stone, in which case the borders would be 8" on top and 4" on the bottom. Additional vases can be added only to the east side of stone in a 9" square concrete pour.

3. All memorial markers must be placed on the gravesite so it will be read facing east.
4. Either flat or upright markers are allowed in the Old Section as well as in the following blocks of the New Section: H, K, N, O, P, S, T, and U. New Section F West is reserved for upright markers only. All other blocks in the New Section, as well as all child, baby and cremains plots are limited to flat memorial markers only.
5. No rock or rock products will be allowed as a border around memorial markers.
6. Only one memorial marker is allowed per gravesite.
7. No foot markers are allowed.
8. Temporary markers will be removed after six months.
9. Memorial markers that have been removed due to disinterment/relocation or marker exchange will be destroyed and disposed of after three months if not claimed and removed by the owner(s).
10. The Cemetery assumes no obligation to repair, or pay for repair of memorial markers that are caused by vandalism or age decay. The Cemetery will work with owners to arrange necessary repairs to concrete border settings that were installed by the Cemetery. Resetting fees may apply unless evidence that perpetual care fees were paid is provided. Fees may also apply if requested repairs are cosmetic only.



CITY COUNCIL Staff Report

Meeting Date: 5/1/2024

To: The Honorable Mayor Hodson & City Council
 Thru: Eileen Stein, City Administrator
 From: Jamie Stickel, Economic Development Director
 Agenda Item: Consider Resolution No. 1404: A Resolution adopting a Supplemental Budget for the 2023-2024 Fiscal Year.

Summary

Adoption of a Supplemental Budget for the 2023-2024 Fiscal Year.

Background

To maintain compliance with local budget law, an appropriation transfer resolution must be adopted to allow for the increase and decrease in expenditure appropriations between departments.

Discussion

A supplemental budget is required when unanticipated revenues are received and the City wants to be able to spend or transfer them in the current fiscal year.

In summer 2023, the City of Canby received the \$200,000 Oregon Main Street Revitalization Grant for the redevelopment of the former Canby Public Library. The building was sold to Canby Library Holdings, LLC in 2021, and City staff worked with the state to ensure the Oregon Main Street Revitalization Grant could be utilized with the new ownership in place. The grant concluded June 30, 2023 and the City of Canby was issued the grant payment. City staff proceeded with Ordinance No. 1609 in order to authorize the expenditure to Canby Library Holdings, LLC.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

Fund:	General Fund			
	Resource	Amount	Expenditure	Amount
	Economic Dev. City Grant	\$200,000	Economic Dev.	\$200,000
	Revised total fund resources	\$636,000	Revised total fund requirements	\$951,464

Attachments

Resolution 1404

Fiscal Impact

None.

Options

1. Approve Resolution 1404 to adopt a Supplemental Budget for the 2023-2024 Fiscal Year.
2. Do not approve Resolution 1404 to adopt a Supplemental Budget for the 2023-2024 Fiscal Year.

Recommendation

Staff recommends the City Council adopt Resolution 1404.

Proposed Motion

“I move to adopt Resolution 1404, A Resolution adopting a Supplemental Budget for the 2023-2024 Fiscal Year.”

RESOLUTION NO. 1404

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2023-2024 FISCAL YEAR.

WHEREAS, the City of Canby budget for the 2023-2024 fiscal year was adopted by the City Council at a regular meeting thereof on Wednesday, June 21, 2023;

WHEREAS, the City of Canby has unforeseen expenses; and

WHEREAS, a supplemental budget is required in order to appropriate funds.

NOW THEREFORE, BE IT RESOLVED by the Canby City Council hereby adopts the following appropriation transfer, makes appropriations, and adjusts the fiscal year 2023-2024 adopted budget as follows:

SUMMARY OF PROPOSED BUDGET CHANGES				
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED				
Fund:	General Fund			
	Resource	Amount	Expenditure	Amount
	Economic Dev. City Grant	\$200,000	Economic Dev.	\$200,000
	Revised total fund resources	\$636,000	Revised total fund requirements	\$951,464

This resolution will take effect on May 1, 2024.

ADOPTED by the Canby City Council at regular meeting thereof on May 1, 2024.

ATTEST:

Brian Hodson, Mayor

Maya Benham, CMC
City Recorder

Maya Benham

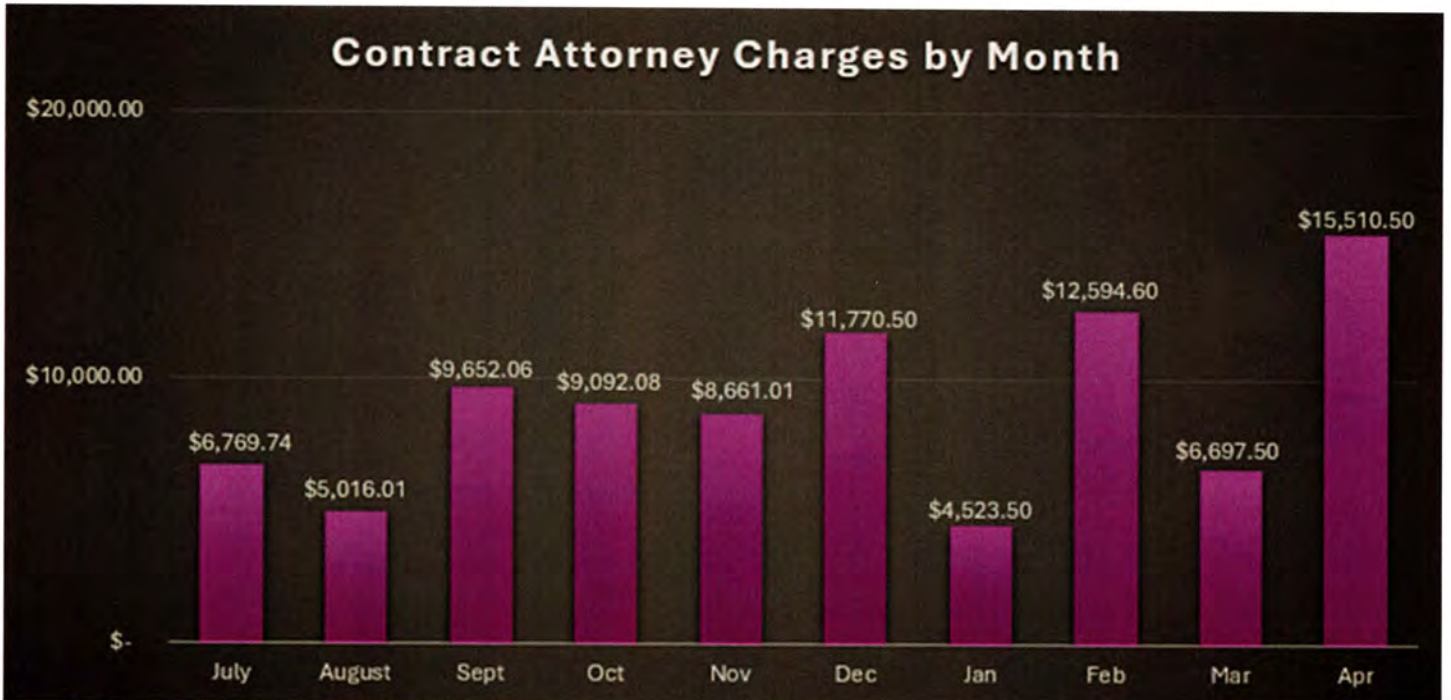
Mayor and Council,

Here is the City Attorney cost breakdown by month through April. The total billed to date is \$90,284 and so just adding in a couple of months at \$9,028 (average) equals a projected amount for FY 23-24 of \$108,340, say \$110,000. We can discuss this next Wednesday under Old Business/City Attorney update if you wish. April is high due to the time spent on personnel issues.

Also, it was stated that in addition to the staff cost for an in-house City Attorney, that there was a budget for Joe to tap into to use outside counsel. An examination of the actual costs for FY 21-22 and FY 22-23 does not bear that out, however. Most of the actual costs in the Professional and Technical line item are for minutes and records management costs, and some legal costs related to personnel issues that came up last year (FY 22-23).

Eileen Stein, ICMA-CM

City Administrator
City of Canby
Phone 503.266.0745
Wk Cell 503.592.4530
steine@canbyoregon.gov





CITY COUNCIL Staff Report

Meeting Date: 5/1/2024

To: The Honorable Mayor Hodson & City Council

Thru: Eileen Stein, City Administrator

From: Todd M. Wood, Transit/Fleet/IT

Agenda Item: Technical Services Program Direction

Summary

This report compares the pros and cons of in-house vs managed service providers (MSP) for providing and supporting IT infrastructure for the city of Canby.

Background

Prior to 2021 the IT needs of the city were provided partially by an MSP along with one internal employee for the City of Canby. After reviewing the city's needs, and current structure, the administration determined that the IT needs of the city would be better served by an internal IT department. The MSP contract was terminated, equipment was purchased, one position was eliminated, and two new positions were created, the Network Administrator and the Help Desk Technician.

In 2023 both IT staff members left, and a temp agency was brought in to cover IT while administration changed. In 2024 an RFP was issued to determine the current cost of a managed service provider for City IT.

The RFP had four responses. The responses were reviewed by three independent IT professionals. The scores were tallied, averaged, and discussed.

Discussion

In-House Estimated Costs for two internal employees: \$310k

MSP Cost is based on three of the four submitted proposals: \$300-\$330k.

The benefits of In-House IT are not easily quantifiable. The cost is very comparable to an MSP and thus on a dollar per dollar level there does not appear to be a direct benefit. However, there are numerous non-financial benefits an in-house can provide:

- Employees will have direct knowledge of the City's systems. There are numerous IT products out in the world, and each has its own nuance. Once installed it has even more nuance. Internal employees become intimately familiar with the hardware and software they directly work on and thus become Subject Matter Experts on those systems.
- Internal Employees are more stable. Larger MSPs are more likely to have higher turnover rates and thus your technician may not be the same from week to week. Internal employees are not just techs, but also become a part of the community of the city and thus tend to stick around and be more stable.
- In-house IT gives more control over the system. MSPs will want to make sure that while protecting the city they also protect themselves. Thus, they will make recommendations and changes that may not always be

the best. This could include software they are more familiar with or have a better relationship with vs alternatives that the City may prefer. While the City can also make requests or demands they will not always be met.

- MSPs tend to be profit driven vs having ownership. Internal employees are not profit driven and tend to have more ownership of the system. This makes the concern for the city, and their system the #1 driver.
- MSPs will have overhead they must cover that the city does not. These costs are built into the annual rate and the city has no say or control over them. Internally, the City has full control over all costs including overhead and can make decisions about the costs easier than when contracting out.
- The city tends to own all hardware and software when the system is internal. MSPs often bring in their own management software and sometimes their own hardware. This can make the transition to different MSPs difficult and costly. This can be mitigated by purchasing the hardware and software, but limits warranty and guarantees by the MSP.
- Internal IT tends to think more about how to align the future of IT and the city's goals. Most MSPs are less concerned with the city's goals and future and more concerned with managing the now. Internal employees think more about how to align what IT is capable of and the cost with the direction set by council and the administrator. They are often able to offer better suggestions based on historical data and future growth.

The benefits of an MSP come from both a cost perspective and a resource perspective. There are many benefits to having an MSP over internal IT:

- MSPs tend to have a wider range of knowledge. While internal employees are experts in what we have, MSPs have a large bank of knowledge for what exists and thus it gives them the advantage when things go wrong. They have a large pool to pull from and more solutions at the ready.
- MSPs don't pass turnover costs on. Internal employees sometimes move on, and when they do there is a cost to bring in new staff, train them and get them up to speed. MSPs have a larger pool of people and thus when one moves on there is another already familiar with the system to take their place.
- Like turnover costs, MSPs have enough people to cover time off or illness. When internal employees go on vacation or are sick, coverage becomes limited and the longer they are gone, the harder it is on the system. MSPs have multiple people to jump in and pick up the reins and thus there is zero lag during vacations and sick time.
- As stated previously MSPs have their own software and hardware they use for monitoring, troubleshooting and other services. This can save the city money as it is generally built into the contract costs.
- Because MSPs have a larger staff and service multiple different providers they are generally skilled in future planning. Though the planning isn't as catered to as it would be internally, they tend to have a larger knowledge pool to draw from and have experience in the pros and cons of certain approaches.
- Most MSPs serve many different companies and because of this there tends to be a much larger lesson learned databased to draw from. They also have more experience in Cyber security breaches and how to deal with recovery. Experience drawn from other contracts will often be applied to this contract, reducing learning time and improving outcomes.
- While the city has more control over finances internally MSPs can spread their costs over multiple contracts. The larger the MSP the higher the overhead but because they have more clients, the

overhead is spread out over among all. This allows them to keep the costs lower while allowing more available resources to service the city.

Some additional considerations:

- Two IT staff may not be enough for the city. The average is 75 employees per IT staff. While the City has not yet reached 150 employees and thus would technically need only two IT staff, that doesn't account for vacations or time off. It also makes weekends more challenging to cover and the city has many departments that are open on Saturday and a few that are also open on Sunday. Support on those days is needed, but it is too difficult to cover with only two members. This would add over \$100k to the cost.
- The need for a contract coordinator may arise. When the city previously used an MSP, the contract was partially managed and supported by an internal coordinator. Depending on the workload this need is likely to rise again, adding an additional \$100k or more to the cost.
- MSP contracts end. This means going back out for RFP and maybe ending up with a new contractor, starting the relationship all over. These transitions can be disruptive.
- Good IT people are hard to find. In today's world high quality IT professionals are in high demand. Finding good ones can be a challenging proposition and keeping them may be even more of a challenge. Those challenges are often financial, driving up the cost.

Research

In researching cities of similar size, the staff has found that most if not all have internal IT departments. The largest city without internal IT surveyed was Silverton:

City	Population	# of IT Employees or contractors	IT Personnel Services	IT Budget Total (2023-24 unless otherwise noted)	Total City Annual Budget
West Linn	27,167	3.0 FIE	968,000	2,798,000	92,000,000
Woodburn	26,222	7.0 FIE	731,660	2,006,790	127,975,000
Wilsonville	25,992	6.50 FIE (Director, GIS, Analyst, etc.)	670,015	1,785,245	276,400,000
Happy Valley	24,381	2.0 FIE	Per City Recorder, They allocate budgets differently than some cities, and do don't have a budget specific to IT.		
Milwaukie	21,195	3.0 FIE	987,000	3,147,000	193,225,000
Sherwood	20,286	Director of IT, 2 support assistants	569,550	1,860,170	58,927,185
Central Point	19,123	2.0 FIE	654,010	1,330,730	**
Lebanon	18,587	6.0 FIE	none noted	1,671,908	89,520,309
Troutdale	16,150	1.0 FIE	397,639		
Sandy	12,592	1.3 FIE	346,500	782,050	39,390,302
Silverton	10,558	Contract			
Molalla	10,201	Contract with Molalla Communications	IT support over 30 hours = \$125 per hour		

Recommendation

Based on the pros of In-House IT and the research conducted Staff recommends Canby retain an In-House IT department.

City of

IT SERVICES

IN-HOUSE VS MANAGED SERVICE

BASELINE COST COMPARISON

In-House

- PC Technician: \$135k
- Network Technician: \$175k
- Total for two employees in house: \$310k

MSP

- Successful bids average was around \$315k. The low bid was \$300k, with the highest bid being nearly \$400k. Each had varying levels of cost based on services chosen. Our need would be in the \$300-\$330k range with variance based on need.

BASELINE COST CONSIDERATIONS

In-House

- Two employees may not be enough which may add over \$100k to the cost.
- There may be additional software / hardware costs.
- Turnover and Recruitment is expensive and not included.
- High quality IT staff are difficult to recruit and expensive to retain.

MSP

- The average costs do not include expanding employee base.
- The average costs do not include major upgrades, or software expansions.
- Unforeseen costs are likely.
- The addition of coordinator may be necessary adding \$100k to the overall cost.

THE PROS OF IN-HOUSE SERVICE

- Internal Knowledge.
- Employee Stability.
- Full System Control and Decision making.
- Concern for the city and the system is the #1 driver.
- More direct control over costs.
- Full Ownership of all systems and software.

THE PROS OF A MANAGED SERVICE PROVIDER

- Access to the knowledge of many technical employees.
- Reduced Turnover Costs.
- Coverage for Time off.
- Equipment and Software that we would have to purchase ourselves.
- Knowledgeable Planning from multiple sources.
- Experience learned from other contracts.
- Overhead costs are spread out over multiple contracts.