



CITY COUNCIL & URBAN RENEWAL AGENCY Agenda

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

JANUARY 31, 2025

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

SPECIAL CALLED MEETING – 3:00 PM – 8:00 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION REGARDING CITY COUNCIL & URBAN RENEWAL AGENCY (URA) GOALS AND PRIORITIES.**
- 3. RECESS FOR DINNER.**
- 4. CONTINUED DISCUSSION REGARDING CITY COUNCIL & URA GOALS AND PRIORITIES.**
- 5. ADJOURN/ POTENTIAL RECESS TO SATURDAY, FEBRUARY 1, 2025**

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



SSW CONSULTING

CITY OF CANBY: 2025 CITY COUNCIL RETREAT

DATE: January 31, 2025

TIME: 3:00 PM to 8:00 PM

LOCATION: Canby City Hall, 222 NE 2nd Ave.

WORKSHOP OUTCOMES

- Refine the Council Goals to be clear, reasonable, and achievable to guide the work of the organization
- Build a shared understanding of the current environment to inform the goal refinement process
- Foster a unified team to advance the goals together

AGENDA

- 3:00 PM WELCOME + AGENDA OVERVIEW (15 MINUTES)**
- Call to Order and Welcome, Mayor Brian Hodson
 - Agenda Overview + Develop Guidelines for Success
- 3:15 PM 2024 GOAL UPDATES (45 MINUTES)**
- Refinement Process Overview
 - Review Current Goals
- 4:00 PM GOAL REFINEMENT, PART 1 (90 MINUTES)**
- Review Themes for Goal Refinement
 - Discuss Goal Outcomes
 - Refine Goals with Clear Desired Outcomes + Measurable Results
- 5:30 PM DINNER (30 MINUTES)**
- 6:00 PM GOAL REFINEMENT, PART 2 (1 HOUR, 45 MINUTES)**
- Refine Goals with Clear Desired Outcomes + Measurable Results
 - 2025 Goal Review
- 7:45 PM Wrap-up, Questions, + Next Steps**
- Implementation + Progress Reporting
 - Next Steps
- 8:00 PM Adjourn**

FY 24-26 Canby City Council Goals and Objectives

GOALS	#	OBJECTIVES	DEPT	YEAR	Council Priority 2024	Notes/ Third Quarter Status
1. PROMOTE FINANCIAL STABILITY	1.1	Develop the City's policy for reserve levels to balance savings and spending to meet community needs	Finance	FY23-24	1	The Council would like to keep the reserve levels set between 20-25%. DONE. Financial Policy #5 Revenue Constraints and Fund Balance was changed to reflect this.
	1.2	Adjust the City's operational fees to reflect current costs of providing services.	Finance	FY23-24	2	Annually in June, staff presents a Master Fee Schedule update to the Council. Consider a grant writer position if self-funded through grants, maximize franchise and recycling fees. DONE. Master Fee Schedule updated for FY 24-25.
	1.3	Adjust the City's System Development Charges (SDCs).	PW/Planning	FY24-25	3	STATUS: FCS Group is working with staff on the SDC updates, documenting existing and future facility needs. Parks and storm/sewer SDC's will be updated first, followed by transportation. A 90-day state notice and 60-day review period are required. A work session will occur in February or March to seek input and provide an update on the adoption schedule. Staff is wanting to get this work completed as quickly as possible.
	1.4	Finalize the transition of the current Urban Renewal District expenses and projects.	Finance/ Economic Development	FY24-25	4	DONE. Final decision on projects and expenses made in June 2024. ED program expenses will be brought into City upon expiration of URA in FY 25-26. Final URA projects selected.
	1.5	Conduct assessment on current and future City staffing needs for next three years.	HR/City Administrator/F inance	FY24-25	5	To be done in conjunction with FY 24-25 budget and 5 year financial projection. STATUS: Organizational needs are being identified. So far, Police (3 FTE), Code Enforcement (1 FTE), Public Works (3 FTE), Fleet (1 FTE), Procurement (1 FTE). These will be considered during the FY 25-26 Budget process.
	1.6	Discuss options for a future Urban Renewal District to support new economic development and park opportunities in conjunction with UGB expansion	Finance/ Economic Development	FY25-26	6	Conduct a work session in FY 24-25 to begin discussions on strategy. STATUS: Not yet scheduled.
	2.1	Complete the City's Housing Needs Analysis and Housing Production Strategy.	Planning	FY23-24	1	STATUS: The HNA was approved by City Council on July 17. The HPS is anticipated to be ready for hearing in Summer 2025, staff is awaiting the results of other communities completing their HPS's to determine if financial commitments will be required.
	2.2	Recruit a hotel/motel for Canby.	Economic Development	FY23-24	2	STATUS: Update given to Council at October 2 meeting. Economic Development staff continues to meet with interested developers, site selectors, property owners, and other interested parties to recruit a hotel. Council is not interested in creating financial incentives, however.

2. ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH	2.3	Consider updates to City Charter	City Administrator	FY24-25	3	Conduct a work session to consider changes. Staff suggests increasing the \$50,000 threshold in section X1.4 STATUS: Will introduce topic after Council discusses its Operating Policies and Guidelines update.
	2.4	Complete the City's development code update	Planning	FY25-26	4	STATUS: Cottage cluster and planned unit development code updates (Housing Efficiency Measures) have been adopted. The Canby development code update will require consultant assistance and the code update will be budgeted for FY 25/26. Clackamas County is completing a development code audit, and our staff will be looking at the merits of a similar code audit combined with a code update. Staff will be developing a scope of work for addressing the code update.
3. PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH	3.1	Complete the transportation system plan update	Planning	FY23-24/24-25	1	STATUS: The TSP technical work is anticipated for completion by Summer 2025 with adoption Fall 2025. The TSP update and the comprehensive plan update are on the same schedule.
	3.2	Establish a task force to determine the level of service for streets and set street maintenance fees accordingly	Public Works	FY23-24	2	STATUS: A task force has been meeting since July and hopes to have a recommendation for the City Council as soon as the city completes an audit of the fees charged to industrial customers.
	3.3	Update downtown parking district master plan	Economic Development/Police (Code Compliance)	FY24-25	3	STATUS: Economic Development staff met with consultant in December and are currently working through the procurement process. Once completed, work will begin on parking update.
	3.4	Present an evaluation of County roads in current city limits and urban growth boundary. Determine cost and impact of integration into the local transportation system.	Public Works	FY 24-25	4	STATUS: County roads in the city limits include Ivy, N. Pine, and various half streets such as Mulino Rd. and S. 1st St. Ivy is underway, the city's contribution is \$4.24 million. N. Pine is still being scoped. The cost for the others is unknown.
	3.5	Identify County roads in future urban growth boundary and determine cost and impact of integration into the local transportation system	Public Works/Planning	FY 25-26	5	STATUS: This work will be addressed during the concept planning process and will include a financial assessment. The city will be receiving \$250K from an ODOT TGM grant, covering concept planning work starting FY 25/26.
4. DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN	4.1	Research and present funding options for parks in current city limits and UGB.	Public Works/Finance	FY23-24/24-25	1	STATUS: To maintain current park maintenance standards, the Parks Master Plan states we need three (3) more FTE's. Parks Advisory Board is developing a CIP for Council consideration for FY 25-26 budget.
	4.2	Identify and plan for land acquisition for future athletic fields.	City Administrator/ Public Works/ Economic	FY23-24/24-25	2	STATUS: Continuing to stay in touch with COGEO, meanwhile need to discuss with CSD/return to Ackerman site as a potential location.
	4.3	Consider hiring a consultant to evaluate how to provide park and recreation services in Canby (park district versus a parks department.)	City Administrator/ Public Works	FY 24-25	3	STATUS: Met with CAPRD Executive Director to learn background issues. Convened Canby Community Partners to discuss issues of community concern, including lack of a functioning recreation program in Canby. Discussed with School Superintendent on 10/14.

	4.4	Research and develop funding options for additional parks in the future UGB expansion areas.	Public Works/Planning/Finance	FY 25-26	4	STATUS: To maintain current park maintenance standards, the Parks Master Plan states we need (3) more FTE's. Future UGB areas to be identified.
5. ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES	5.1	Conduct a community survey on customer service and city service levels	City Administrator/Communications/HR	FY23-24/24-25	1	Funding included in FY 24-25 budget. STATUS: In follow up discussions with Communications Specialist, City Administrator determined the need for community survey has changed and the overall outreach efforts will be more beneficial in connecting with community.
	5.2	Create a strategy for increasing youth engagement in local government	Communications	FY24-25	2	Work with Canby School District. To include the library as it would be a great support for this. STATUS: Communications Plan with strategies for youth engagement and increasing diversity is nearing final draft and will be presented to City Administrator with final version expected in Winter 2025.
	5.3	Create a strategy for increasing diversity in citizen engagement in local government	Communications	FY24-25	3	Work with Bridging Cultures, Canby Center, faith communities, and the library. STATUS: Communications Plan with strategies for youth engagement and increasing diversity is nearing final draft and will be presented to City Administrator with final version expected in Winter 2025.
	5.4	Develop a communications plan for the city	Communications	FY23-24	4	Evaluate other cities' programs for implementation ideas. STATUS: Communications Plan with strategies for youth engagement and increasing diversity is nearing final draft and will be presented to City Administrator with final version expected in Winter 2025.
	5.5	Update Council policies and guidelines	Council/City Recorder	FY23-24	5	Desire to reflect the new Council appointment process. STATUS: City Recorder and City Attorney working with a Council subcommittee. Scheduled for presentation to Council in .
	5.6	Create a Canby Civic Engagement Academy	Communications/HR	FY24-25	6	DONE: Inaugural CCEA began in January 2025 with 26 participants.

2024 Retreat Parking Lot

Parking lot - Develop short-term (can we purchase the prop) and long-term strategy (if can't purchase, then buy other land) of the Aquatic and Adult center. Eileen discuss with Superintendent

Parking lot: Pedestrian/ADA access to community parks (not in MP, but in CIP and will be prioritized as part of budget process)

Parking Lot - What to do with Traverso property (not in MP, not in city limits)

Parking lot - RV Dump Site

Hybrid Work + Customer Service recommendations

Other Comments from 3/13/24

List Council Goals on staff reports. **DONE.**

Give Council a quarterly report on goals. **JULY, OCTOBER, JANUARY, APRIL.**

Conduct a mid-year goal review. **HOLD IN CONJUNCTION WITH GOAL SETTING.**

Include goals in bi-monthly reports. **DONE.**

2025-26 Strategic Planning Session

Administration & Court Departments

Accomplishments FY 24-25

- Formed Canby Community Partners to discuss issues of mutual interest
- Received grant from Clackamas County to support homeless initiatives in Canby
- Assisted the Canby Adult Center to relocate to Canby United Methodist Church through funding assistance and determination that CDBG obligations have been met
- Extended City Hall operational hours to 5 p.m.
- Successfully returned Criminal Court cases to Municipal Court
- Created and launched the Canby Civic Engagement Academy

Work in Progress FY 24-25

- Conducting assessment of staffing needs for next 3 to 5 years
- Working with a Council Subcommittee to update the Council Operating Guidelines
- Identifying issues to update to the Canby City Charter
- Planning for a future Canby Sports Complex
- Continuing discussions with Canby Community Partners about City's recreation needs
- Community Survey – still formulating whether this is necessary
- Beginning negotiations with AFSCME and CPA CBAs

Proposed Work for FY 25-26

- Implement Council goals and directives for FY 25-26
- Begin online program that tracks data related for each committee, commission, and board
- Implement terms of new CBAs with AFSCME and CPA
- Evaluate citywide risk and safety programs

2025-26 Strategic Planning Session

Economic Development, Communications, and Tourism Department

Accomplishments FY 24-25

- City of Canby Events: Canby Independence Day Celebration, Big Night Out Street Dance, Canby's Spooktacular Village, Light Up the Night, and First Thursday Night Market.
- Canby Beer Library successfully opened its taproom and 7 food carts.
- Local Business Meeting held to discuss priorities, objectives, and opportunities.
- Natural Hazard Mitigation Plan Completion and Adoption.
- Second year of Shop Local Canby with increased business and community participation.

Work in Progress FY 24-25

- Inaugural Canby Civic Engagement Academy.
- Downtown Parking Update with Rick Williams Consulting.
- Job Fair partnership with Canby Public Library, Goodwill, and local businesses.
- Business Enhancement Grants for local businesses within city limits.
- Community Enhancement Grants for local non-profit and not-for-profit organizations.
- Recruitment of hotel development in Canby.
- Heritage & Landmarks Commission Certified Local Government Grant application for 2025.
- Communications Plan completion and distribution.
- Aurora Airport Master Plan PAC attendance.
- Canby South/OLCC support through planning, permitting, and construction phases.

Proposed Work for FY 25-26

- Sunset Urban Renewal District in 2026 and successfully transition Economic Development department to General Fund.
- Continue comprehensive plan and urban growth boundary expansion work with Planning.
- Historic Preservation Plan Adoption by ordinance for inclusion in comprehensive plan.
- Canby Pioneer Industrial Park support for new and existing industrial businesses.
- Continued promotion and marketing of Canby to businesses, visitors, and developers.
- Enhance tourism opportunities and partnerships in Canby.

2025-26 Strategic Planning Session

Finance Department

Accomplishments FY 24-25

- Adopted URA projects to transition the fund for closing
- Hosted mid-year budget meeting to increase committee and council engagement
- Finalized the allocation of the ARPA funds
- Developed the City's policy for fund balance reserve levels – 20% - 25%
- Received GFOA's Distinguished Budget Presentation Award

Work in Progress FY 24-25

- Continue assessment of current and future City staffing needs for the next three years
- Update and finalize the City's contracting and procurement policy
- Continue cross training of finance staff

Proposed Work for FY 25-26

- Discuss options for future Urban Renewal District
- Continuation of evaluating and supporting other departments in the adjusting of the City's fee structures to meet current costs of providing services, such as street maintenance fee, park maintenance fee, business license, etc.
- Research accounting software options to improve reporting and department capabilities for more transparency

2025-26 Strategic Planning Session
Library Department

Accomplishments FY 24-25

- Stats for FY 23-24 compared to FY 22-23:
 - Approx. 7,000 more patrons in the library
 - Approx. 300 more room reservations
 - Approx. 11,000 more digital checkouts
 - Approx. 22,000 more physical checkouts
 - More than doubled the amount of programs & program participants
- Received \$15,000 donation from Canby Kiwanis Club for Maker Lab
- Created new Strategic Plan 24-27 (Approved by LAB 9/17/24 & City Council 10/15/24)
- Policy Manual Revised (Adopted by LAB 10/15/24)
- Teen Room Mural unveiling and Open House
- New LINCC logo
- Grants:
 - Created grant brainstorming team
 - Received:
 - Teen Intern Grant 2024
 - Talk Story Grant 2024
 - Ready to Read Grant 2025
 - Clackamas County Homelessness Initiative Grant 2025 & 2026
 - Submitted grant applications for:
 - Libraries Transforming Communities Grant: Accessibility Grant 2025
 - Mini Grants for Rural Libraries 2025
 - Will Eisner Graphic Novel Grant for Libraries - Innovation Grant, 2025
 - NEA Big Read 2025-2026 Grant
- *Friends of the Library* has a full board

Work in Progress FY 24-25

- Complete Emergency Evacuation Plan for the library and train staff (almost complete)

- Civic Engagement Academy presentation (March 2025)
- Library Open House with short online survey about services (May 2025)
- Leverage social media for education, information, and engagement
- Create job center with grant funding (Clackamas County Homelessness Initiative Grant 2025 & 2026)
- Continue building Maker Lab space to offer more programming
- Seed Library programming
- Community Reads 2025
- Build *Library Foundation* board (add 3 board members)
- Grant applications being worked on:
 - Better World Books Literacy Grants 2025
 - Libraries Transform Communities: Engagement Grant 2025
 - Teen Internship Grant 2025
 - Public Library Program Grant 2025
 - ALA Game On! Grant 2025
 - Dollar General Literacy Foundation Grants 2025

Proposed Projects for FY 25-26

- Apply for and utilize grant funding to improve services
- Add to job center with grant funding (Clackamas County Homelessness Initiative Grant 2025 & 2026)
- Community Reads 2026
- Library Open House with short online survey (May 2026)
- Address priorities of Strategic Plan 2024-2027
- Work on LINCC Tactical Plan initiatives

2025-26 Strategic Planning Session

Planning Department

Accomplishments FY 24/25

- Adopted housing needs analysis with no appeals
- Adopted housing efficiency measures (planned unit development and cottage cluster ordinances)
- Advanced the comprehensive plan and transportation system plan updates (Goal 14 Alternative Analysis and comprehensive plan polices being developed now)
- Advanced housing production strategy document
- Starting System Development Fee Updates
- Received \$250,000 grant from ODOT for concept planning related to our urban growth boundary expansion process
- Will provide deliverables for reimbursement up to \$75,000 from 2023 DLCD grant associated with housing code and urban growth boundary completed work

Work in Progress FY 24/25

- Beginning Canby floodplain code update per FEMA requirements
- Will be updating the land use and building permit fees to be adopted July 1, 2025
- Continue System Development Charge update work
- Continue housing production strategy update
- Continue comprehensive plan and transportation system plan update work
- Continue urban growth boundary expansion work

Proposed Work for FY 25/26

- Continue Canby floodplain code update per FEMA requirements (anticipated adoption July 2025)
- Continuing System Development Charge update work (anticipated adoption summer 2025)
- Continue housing production strategy (anticipated adoption summer 2025)
- Continue comprehensive plan and transportation system plan update work (anticipated adoption fall 2025)
- Continue urban growth boundary expansion work (anticipated urban growth boundary application submittal fall 2025)

2025-26 Strategic Planning Session

Police Department

Accomplishments FY 24-25

- Added a second School Resource Officer to service middle and elementary schools
- City of Canby rated the 2nd Safest City in Oregon (Safewise 2024).
- Grill and Chill event had record attendance
- Restored K9 program by purchasing and training a patrol dog
- Secured over \$150,000 in traffic safety grants
- Received \$25,000 grant from Oregon State police for electronic finger printing machine
- Worked with Canby Municipal Court to bring back the prosecution of misdemeanor crimes that occur within the city limits
- Held first Touch-a-Truck event in collaboration with Public Works, Canby Fire District, Canby Utility and others

Work in Progress FY 24-25

- Continue emergency management exercises integrating the new Emergency Operations Plan
- Work with Community Development, Planning Department and Council on downtown parking plan

Proposed Work for FY 25-26

- Department Re-Accreditation – last time was Fall 2022, required every three years
- Enhance traffic safety program with the addition of a 2nd traffic safety officer
- Continue to increase social media and public information presence
- Develop strategy for hiring and retention of police officers (i.e. advertising, marketing, retention campaigns)
- Continue to enhance peer support/wellness program for staff
- Succession planning for the department

2025-26 Strategic Planning Session

Public Works Department

Accomplishments FY 24-25

- Provided the Canby Civic Center with a new updated access control system.
- Completed the City Street maintenance paving program including eight downtown alley ways.
- Installed new generator at the 3rd and Baker Sewer Lift station.
- Completed the Maple Street Park Turf and Lighting project.
- Constructed a new Fitness Court at Legacy Park.
- Community Park bathrooms and parking lot expansion.
- 100 percent compliance gold award from NACWA for NPDES permit compliance at Wastewater treatment.

Work in Progress FY 24-25

- Engineering phase for Auburn Farms Park development.
- S Ivy Street pedestrian safety improvement project.
- S Walnut Street industrial Park Road extension.
- NE 10th Ave sidewalk and street reconstruction project.
- Public Works Fuel station project.
- Pedestrian Walking path Logging Road to 99E connection.

Proposed Work for FY 25-26

- Wastewater treatment UV disinfection project.
- Wastewater treatment Admin building compliance safety upgrade.
- Wastewater treatment influent pump and recycle pump replacement project.
- Wastewater treatment solids handling design and upgrades.
- Complete all 24-25 street, collection and stormwater projects.
- Update safety policies procedures and training at Public Works.
- Implement a full-scale asset management program for Public Works.
- Transition from contracting to inhouse custodial services.
- Update Parks Capital improvement plan System Development Charges.

2025-26 Strategic Planning Session

Canby Swim Center

Accomplishments FY 2024

- Taught swimming lessons to all second-grade students in Canby
- Taught 18,900 public swimming lessons to Canby Residents and surrounding areas
- Provided recreational and fitness swimming to adults with lap swims, senior rec swims, water exercise classes and masters swimming
- Provide a safe place for people to swim at a very reasonable rate. Lowest cost in the area, I think this is important to offer swimming that is accessible to all
- Provide a place for people who need showers for free
- Provide a place for young people to learn responsibility as an employee lifeguarding and teaching swimming lessons, as well as, taking care of the facilities and customers
- Give swimmers a place to learn about friendly competition with the Canby Swim Club and the Canby HS Swim Team.

Work in Progress FY 24-25

- Continue with the planning process for remodeling the Canby Swim Center to bring it more up to date and fix much needed infrastructure issues

Proposed Work for FY 25-26

- Remodel the facility
- Continue to offer swimming at an affordable price to the community

2025-26 Strategic Planning Session

Tech Services Department

Accomplishments FY 24-25

- Issued RFP for Managed Services support
- Began new three-year contract with Polar Systems for Managed Services support
- Replaced all Library PCs
- Replaced Networking Switch for Public Works

Work in Progress FY 24-25

- Have begun replacing aging PCs
- Revising The Garden and the City Website as needed
- Inventorying the City's IT and communications equipment

Proposed Work for FY 25-26

- Continue replacing aging PCs
- Evaluate and replace aging servers and switches
- Update phone service contract and equipment

2025-26 Strategic Planning Session
Transit/Fleet Departments

Accomplishments FY 24-25

- Updated and Adopted the Transit Master Plan
- Provided over 93,000 rides
- Applied for and received a grant for five new vehicles
- Applied for and received operating grants for the FY 26-27 Biennium
- Installed six new bus shelters

Work in Progress FY 24-25

- Continue exploring options to resume Transit Building HQ Project
- Assessing needs for Fleet maintenance support for FY 25-26

Proposed Work for FY 25-26

- Determine the next steps for moving Transit to a permanent location
- Purchase and replace four new transits and one new cutaway into service
- Revise Transit Schedules to improve efficiency and meet the needs of the community
- Build and install the remaining four bus shelters