

ORDINANCE NO. 1660

AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH SUMMIT STAFFING IN THE AMOUNT OF \$250,000 FOR THE STAFFING OF THE CANBY SWIM CENTER AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby's Swim Center currently receives staffing services from a contractor, including temporary and seasonal staffing, and requires such ongoing services;

WHEREAS, the City of Canby ("City") desires to enter into a contract with a contractor to provide such ongoing services;

WHEREAS, the City's local procurement and contracting policy, adopted by Resolution 1433, authorizes the City to select a contractor and award a contract for services in an amount not to exceed \$250,000 by informally soliciting at least three competitive proposals from potential contractors for the desired services;

WHEREAS, the City performed such informal solicitation and received three competitive proposals and, upon review, determined that selecting Summit Staffing is in the best interest of the City because Summit Staffing possesses the capability and experience to provide the desired staffing services;

WHEREAS, the City and Summit Staffing are already parties to a contract through which Summit Staffing provides such services to the City entitled Summit Staffing Personal Services Agreement;

WHEREAS, pursuant to the City's selection of Summit Staffing through its informal solicitation process and in order to continue receiving such services from Summit Staffing, the City Council desires to authorize the Interim City Manager to, on behalf of the City, enter into the Second Amendment to the Summit Staffing Personal Services Agreement, which is attached to this Ordinance as Exhibit A; and

WHEREAS, the City Council finds that the public health and safety require that the City to continue providing Swim Center services to the public without interruption caused by any lapses in staffing and, therefore, adopts this Ordinance as an emergency.


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

Section 1. The Interim City Administrator is hereby authorized on behalf of the City of Canby, to enter a Second Amendment to the Summit Staffing Personal Services Agreement in substantially the same form as Exhibit A to this Ordinance.

Section 2. The Interim City Administrator is authorized to administratively take all actions necessary to correct any scrivener's or formatting errors in Exhibit A.

Section 3. This Ordinance is adopted as an emergency and is, therefore, declared to be effective immediately upon its enactment.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, December 17, 2025, order posted as required by the Canby City Charter; and scheduled for a second reading on January 7, 2026, commencing at the hour of 7:00 p.m. in the Council Chambers located at 222 NE 2nd Avenue, First Floor, Canby, Oregon.


Maya Benham, CMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on January 7, 2026, by the following vote:

YEAS 6 NAYS 0


Brian Hodson
Mayor

ATTEST:


Maya Benham, CMC
City Recorder

FIRST AMENDMENT
to
SUMMIT STAFFING SOLUTIONS PERSONAL SERVICES AGREEMENT

This First Amendment to Personal Services Agreement ("Amendment") is entered into between the City of Canby, ("City") and Summit Staffing Solutions, Inc., a domestic business corporation of the state of Oregon ("Consultant").

RECITALS

The parties entered into a Personal Services Agreement ("Agreement") whereby Contractor agreed to provide the City with certain services as set forth in the Agreement. Although the initial Agreement compensation was set as not to exceed \$25,000, the Parties agree the costs within the term are likely to exceed initial amount prior to reaching its full term. The Parties now desire to amend the Agreement to increase the Agreement compensation to thirty-one thousand, two hundred and fifty dollars (\$31,250.00). The Parties desire and intend all other terms and conditions of the Agreement to remain in full force and effect.

TERMS

1. The Amendment to Agreement. The first paragraph of Section 4 of the Agreement is hereby as follows:

The City agrees to pay Contractor in accordance with the Fee Schedule, which is attached to this Agreement as Exhibit B and incorporated herein by this reference, for satisfactory completion of all Services. However, in no event will the total cost of the Services exceed thirty-one thousand and two hundred and fifty dollars (\$31,250.00) without the City's prior written approval. Upon satisfactory completion by Contractor and City's acceptance of any tasks, milestones, or other deliverables described in Exhibit A, City agrees to pay Contractor at the times and in the amount(s) set forth in this Agreement.

2. Interpretation; Remaining Terms. From and after the Effective Date of this amendment, "Agreement" means the original Agreement as amended by this amendment. Except as expressly modified by the terms and conditions of this Amendment, the Parties ratify and confirm each of the terms and conditions of the Agreement which, the Parties acknowledge and agree, remains in full force and effect. In case of conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall apply.

IN WITNESS WHEREOF, the Parties have executed this Amendment intending it to be effective as of the date last set forth below (the "Effective Date").

CITY OF CANBY, OREGON

By: 

Print Name: RANDY EARLY

Title: INT. CITY ADMIN

Date: 1-8-26

CONSULTANT

By: 

Print Name: Sierra Freund-Chaudhary

Title: Project Manager/Staffing Coordinator

Date: 12/3/25

AFFIDAVIT OF POSTING

STATE OF OREGON)
)
County of Clackamas) ss:
)
CITY OF CANBY)

I, Maya Benham, being first duly sworn, depose and say that I am the City Recorder for the City of Canby, Clackamas County, Oregon, a City duly incorporated under and by virtue of the laws of the State of Oregon.

That on the 17th day of December, 2025, the Council for said City of Canby held a Regular City Council Meeting, at which meeting Ordinance No. 1660 was read for the first time and passed by the vote of said Council and then and there ordered posted in at least three (3) public and conspicuous places in said City for a period of five (5) days prior to the second reading and final vote on said Ordinance, as provided in Section 2 of Chapter 8 of the Charter of the City of Canby, and

Thereafter, on the 18th day of December, 2025, I posted said Ordinance in the following three (3) conspicuous places, all within the said City of Canby, to wit:

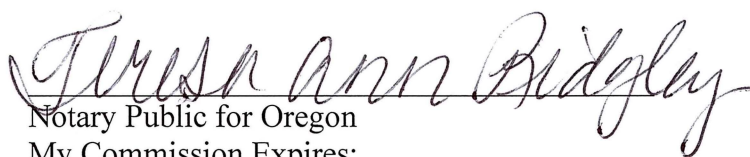
1. Canby Civic Building
2. Canby Post Office
3. City of Canby Web Page

That since said posting on the date aforesaid, the said Ordinance will remain posted in the said three (3) public and very conspicuous places for the period of more than five (5) days and until the very 7th day of January, 2026.


Maya Benham, CMC
City Recorder

Subscribed and sworn to before me this 18th day of December, 2025.




Notary Public for Oregon
My Commission Expires: