### **EXECUTIVE SEARCH SERVICES AGREEMENT**

### City of Canby, Oregon

### **City Administrator**

A complete description of the services to be provided is contained in a proposal from Peckham & McKenney, Inc. to the City of Canby dated January 29, 2019 which is incorporated herein by reference.

The all-inclusive fee for the recruitment of the City Administrator is \$26,000. One-third of this fee is due as a retainer upon execution of this agreement. The remainder of the fee will be divided and billed in two separate, monthly invoices. Full payment of the fee is due four months from execution of the agreement or when a candidate has accepted an offer of employment, whichever comes first. The all-inclusive fee includes three on-site meetings with the City of Canby: the first to develop the Candidate Profile, the second to recommend finalists, and the third to facilitate finalist interviews. Excessive additional meetings will be negotiated and billed accordingly.

The all-inclusive fee includes expenses, and thus serves as a not-to-exceed amount. Peckham and McKenney expenses include out-of-pocket costs associated with advertising, printing, consultant travel, clerical, background checks, telephone, supplies and postage. Candidate expenses to attend finalist interviews with the City of Canby are not included in this not-to-exceed figure and if agreed, are to be reimbursed by the City directly to the candidates.

Peckham & McKenney will work closely and communicate regularly with the City. Both parties will exhibit a full faith effort to ensure a timely and successful search. Should the City of Canby choose to cancel or postpone the search at any time after execution of this agreement, the City will be responsible for payment in the amount of the percentage of the work complete as it applies to the search process.

Should the employee recommended and placed by our firm leave for any reason within the first year of employment (excluding budgetary cutbacks, promotion, or position elimination), we agree to provide another search process at no additional charge, except direct expenses.

### Executive Search Services Agreement Page Two

All information regarding candidates is provided in strict confidence and should be used solely for the purpose of selecting qualified applicants. Candidate information must not be divulged to persons who do not have a direct need to know except for reference and background investigations and with the candidate's consent.

Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit) Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is Wells Fargo Insurance, Inc., Charlotte, NC, and our coverage is provided by Sentinel Insurance Company and Hiscox Insurance Co. Limited. A Certificate of Insurance shall be provided to the City of Canby as evidence of Professional Liability and Commercial General Liability insurance coverage. City of Canby shall be named as an Additional Named Insured for Commercial General Liability Insurance Coverage.

In the event of any action or proceeding brought by either party to this agreement, the prevailing party shall be entitled to recover all costs and fees of its attorney in such action or proceeding, including cost of appeal, if any, in such amounts as are reasonable.

Thank you for the opportunity to be of service. We look forward to a successful recruitment process.

Peckham & McKenney	
Phil McKenney	Date
City of Canby	
Brian Hodson, Mayor	Date

\*\* PLEASE RETAIN COPIES FOR YOUR RECORDS \*\*

### MEMORANDUM

TO:

Honorable Mayor Hodson and City Council

FROM:

Jamie Stickel, Economic Development Director

THROUGH:

Rick Robinson, City Administrator

DATE:

February 20, 2019

**Issue:** Review downtown parking suggestions from the October Parking Task Force meeting.

### Synopsis:

The City of Canby held a downtown parking task force meeting in October 2018. The task force included representatives from downtown businesses, property owners, and City staff. The parking initiative was created to address increased demand due to the growing and changing downtown core. The need to address parking downtown has been brought by downtown businesses which rely on customers who drive to downtown Canby, or those citizens and visitors who drive downtown for business reasons.

The meeting generated many different ideas to address downtown parking, but overall focused on signage and enforcement. The parking signage is currently outdated and is not uniform throughout the downtown. Additionally, vehicles can park for longer terms than outlined on the signage due to the City's lack of parking enforcement. The task force determined that the focus and direction for downtown parking should be to "Prepare, not Repair" as Canby continues to grow and thrive.

The City completed a Parking Study through Rick Williams Consulting in 2012. The 2012 parking study served as the outline for the amount of time allotted for parking per block. The City then updated the parking map with the current business mix in mind. For example, the 20 minute parking stalls were removed from the map as the business mix that required those have either changed or moved. The City also held a parking task force meeting in 2013. At that time, the businesses asked for outreach to downtown businesses to identify employee parking but no enforcement.

The updated suggestions include new signage, outreach campaigns, and parking enforcement. The task force felt these steps were necessary due to the increase of new businesses, additional retail space, and new downtown residents. The code enforcement officer could provide random enforcement which assists in controlling the costs spent on downtown parking but also assures compliance.

The task force identified short term and long term solutions to alleviate parking issues within downtown Canby.

### Short Term:

- Increase parking fine to \$25
- Create updated, comprehensive signage
  - $\circ$  8:00 am 5:00 pm, Monday Friday
- Community Outreach Campaigns
  - o Targeting business owners/employees
  - o Targeting community/customers
- Parking Enforcement



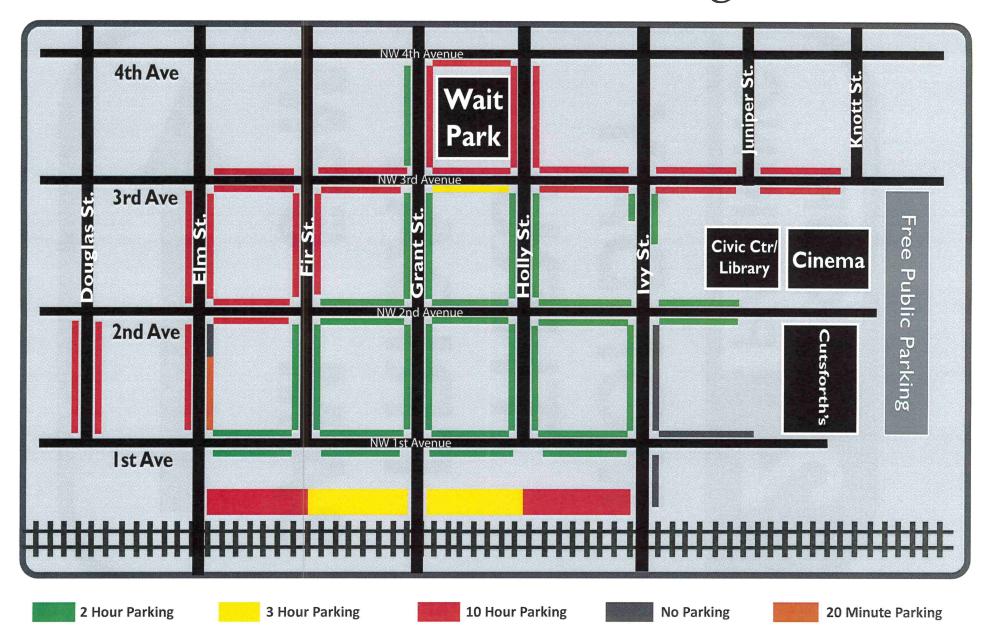
### Long Term:

• Updated viable, long term parking study

- Attachments:

   Downtown Parking Map
  - Sample of cohesive, comprehensive signage

### Downtown Parking



### HOUR PARKING

# MONDAY THRU FRIDAY 8AM – 5PM

## IWO JIMA FLAGRAISING CEREMONY SATURDAY, FEBRUARY 23, 2019 10 AM CANBY ADULT CENTER 1250 S. IVY

THE CANBY-AURORA VFW 6057 POST/AUXILIARY
CORDIALLY INVITES YOU TO THE 24th
ANNIVERSARY OF THE IWO JIMA FLAGRAISING
CEREMONY AT THE CANBY ADULT CENTER.
PLEASE INVITE ANY WWII VETERAN YOU KNOW

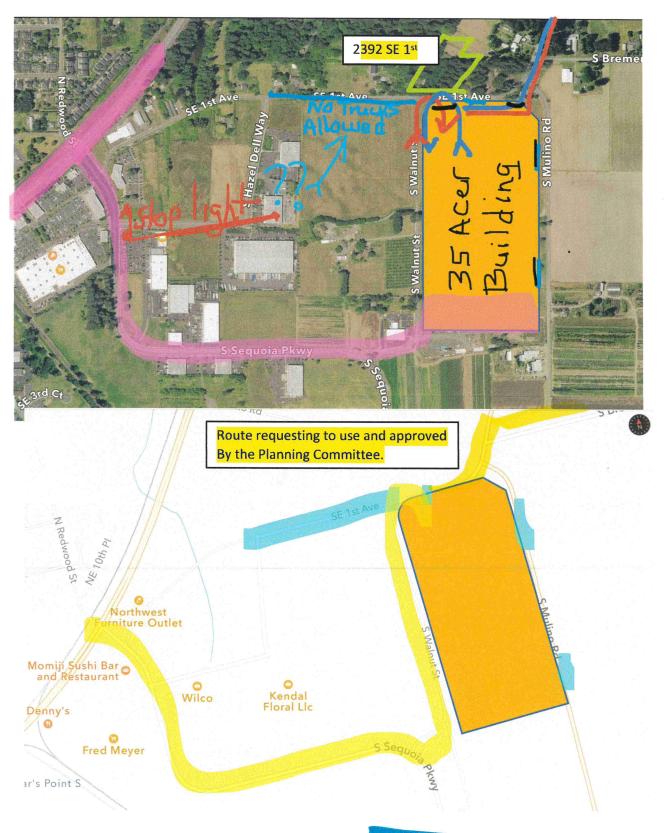
ALL VETERANS GROUPS AND SERVICE ORGANIZATIONS
ARE INVITED TO BRING THEIR COLORS AND BE A
PART OF THE CEREMONY
ASSEMBLY TIME- 9:30 A.M.

BREAKFAST WILL BE SERVED
BY THE CANBY ADULT CENTER IMMEDIATELY FOLLOWING
THE CEREMONY, PLEASE RSVP ON HOW MANY ARE COMING

ADULTS: \$8.00, CHILDREN (10 YEARS AND UNDER): \$5.00 FOR MORE INFORMATION PLEASE CALL (503) 266-4527

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Truck Route that should be used





September 21, 2018

### SHAKESPEARE PROGRAM

Re: Neighborhood Meeting Notice

Dear Property Owner:

You are cordially invited to attend a meeting on Wednesday, October 10, 2018 at 6:30 pm at the Canby Adult Center, Class Room #2 located at 1250 S lvy Street, Canby, Oregon 97013.

This meeting shall be held to discuss a proposed project located at Southeast 1st Avenue between S. Mulino Road and S. Walnut Street, Tax Lots #100 (Zimmer Parcel), #2100, #2101, and #2200 (Borg Parcels). The proposed project will develop approximately 36 acres for the construction of a 526,240 sf distribution warehouse with accommodations for future office and warehouse expansion. The developed site will include auto and truck trailer parking as well as secure truck entry and loading docks.

The purpose of the meeting is to provide a means for the applicant and surrounding property owners to meet and discuss this proposal:

If you have any questions regarding the proposal, please feel free to call me at 971.254.8300 or email at <u>jenniferk@vlmk.com</u>

Sincerely, VLMK Engineering + Design

JENNIFER KIMURA

Attachments: Site Plan



Hi My Name is Patty Green I live at 2392 SE 1<sup>St</sup> Ave Canby OR

I received this letter about a proposed project called the SHAKESPEARE PROJECT.

A 36 Acre Beverage Distribution Warehouse, over ½ million square feet 36 feet tall and 35 Acre Concert Building at SOUTH MULINO ROAD Down 1st ave and down Walnut.

September 21 2018 they told us that this Distribution center will run

 $7\,\text{days}$  a week and  $24\,\text{hours}$  a day.  $35\,\text{trucks}$  an hour,  $840\,\text{Trucks}$  a day 24,000 a month. Plus 120 employees. Not enough employee for the acreage.

I spoke with the Canby City Planner Brian Brown, and he told me that the Shakespeare project will go in front of the City Counsel on Dec 10<sup>th.</sup>

And it did not. It will be on the 14th of January

This Building will be in the City limits.

I don't want to stop progress, But they are trying to fast track this Project. Without putting the right infrastructure in place before this project goes in. Brian Brown (City Planner) told me it is because this company's lease is up. This is not this city's or community's problem. All industrial traffic should use the Sequoia industrial parkway. As it was made for.

Thank you for your time. Please keep your eyes on the counsel meeting at city of Canby web sight and come join to voice your say in this. Patty Green

Planning committee meeting January 14<sup>th</sup> city hall 7pm The Shakespeare project does not have the 12 acres per employe to have such a large Building. They should not have any entrances on 1<sup>st</sup> ave. or be allowed to not fallow city Ordinances because of who they are..

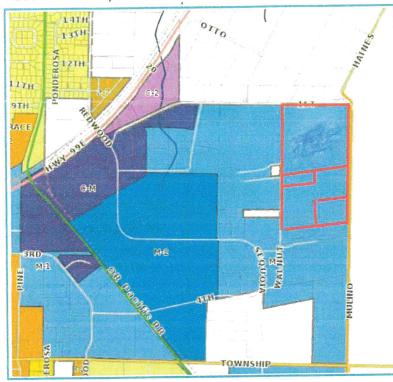


### PUBLIC HEARING NOTICE & REQUEST FOR COMMENTS

City File No.: DR 18-10/CUP 18-07 PROJECT SHAKESPEARE PLANNING COMMISSION PUBLIC HEARING DATE: MONDAY, JANUARY 14, 2019

7 PM, CITY COUNCIL CHAMBERS

The purpose of this Notice is to invite you to a Planning Commission Public Hearing and to request your written comments regarding a Site & Design Review (Type III) application (**DR 18-10/CUP 18-07 PROJECT SHAKESPEARE**). Applicant proposes to develop an approximate 531,148 SF warehouse and beverage distribution facility with office space. The development has been designed to accommodate a phased expansion which could add an additional 224,640 SF to the warehouse.



**Location:** 220 S Walnut Street, 23397 S Mulino Road, 23399 S Mulino Road (See property outlined in red on map at left).

Tax Map & Lot#: 31E34 00100, 31E34 02100, 31E34 02200, 31E34 02101

Lot Size & Zoning: 42 (+/-) Acres, M-1 Light Industrial,

and I-O - Canby Industrial Overlay Zone

Property Owners: Trammel Crow Portland

Development, Inc. (Contract for Purchase)

Applicant: VLMK Engineering + Design

Application Type: Site & Design Review & Conditional

Use Permit (Type III)

City File Number: DR 18-10/CUP 18-07

Contact: David Epling, Associate Planner at 503-266-

0686 or eplingd@canbyoregon.gov

Comments due – If you would like your comments to be incorporated into the City's Staff Report, please return the Comment Form by Wednesday, January 2, 2019. Written and oral comments can also be submitted up to the time of the Public Hearing or be

delivered in person during the Public Hearing.

What is the Decision Process? The Planning Commission will make a decision after the Public Hearing. The Planning Commission's decision may be appealed to the City Council.

Where can I send my comments? Written comments may be mailed to the Canby Planning Department, P O Box 930, Canby, OR 97013; delivered in person to 222 NE 2<sup>nd</sup> Ave; or emailed to <a href="mailed-to-publicComments@canbyoregon.gov">PublicComments@canbyoregon.gov</a>.

How can I review the documents and staff report? Weekdays from 8 AM to 5 PM at the Canby Planning Department. The staff report will be available for inspection starting Friday, January 4, 2019, and can be viewed on the City's website: <a href="https://www.canbyoregon.gov">www.canbyoregon.gov</a>. Copies are available at \$0.25 per page or can be emailed to you upon request.

### **Applicable Canby Municipal Code Chapters:**

- 16.08 General Provisions
- 16.10 Off Street Parking
- 16.32 M-1 Light Industrial Zone
- 16.35 I-O Canby Industrial Overlay Zone
- 16.42 Signs

- 16.43 Outdoor Lighting Standards
- 16.46 Access Limitations on Project Density
- 16.49 Site & Design Review
- 16.50 Conditional Uses
- 16.89 Application & Review Procedures

<u>Please Note:</u> Failure of an issue to be raised in a hearing, in person or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the board based on that issue.