



CITY COUNCIL & URBAN RENEWAL AGENCY Agenda

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

FEBRUARY 16, 2024

The City Council meeting may be attended in person in the Council Chambers at
222 NE 2nd Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

The public can register to attend the meeting virtually by contacting the City Recorder;
benhamm@canbyoregon.gov or call 503-266-0720.

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

SPECIAL CALLED MEETING – 8:30 AM – 4:00 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION REGARDING CITY COUNCIL & URBAN RENEWAL AGENCY (URA) GOALS AND PRIORITIES.**
- 3. RECESS FOR LUNCH.**
- 4. CONTINUED DISCUSSION REGARDING CITY COUNCIL & URA GOALS AND PRIORITIES.**
- 5. ADJOURN**

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



SSW CONSULTING

CITY OF CANBY 2024 CITY COUNCIL RETREAT

DATE: February 16, 2024

TIME: 8:30 AM to 4:00 PM

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

WORKSHOP OUTCOMES

- Review the roles and responsibilities of Council and administration establishing a strong partnership to advance the Council's goals.
- Refine the Council's goals providing guidance and direction for the administration
- Conduct intentional team building using the CoreStrengths tool to support effective working relationships amongst Council and staff

AGENDA

- 8:30 AM ARRIVAL + REFRESHMENTS**
- 8:45 AM WELCOME + AGENDA OVERVIEW**
- Call to Order and Welcome, Mayor Brian Hodson
 - Agenda Overview
 - Review Process and Establish Rules for Success
- 9:00 AM CORESTRENGTHS TRAINING**
- 10:30 AM BREAK**
- 10:40 AM COUNCIL + ADMINISTRATION ROLES**
- Overview of Roles + Responsibilities
 - Team Discussion- Challenges + Opportunities
- 11:40 AM ENVIRONMENTAL SCAN**
- Team Success
 - Context Updates
- 12:00 PM LUNCH**
- 12:30 PM CONTEXT WRAP-UP**
- 1:00 PM GOAL REFINEMENT PART 1**
- Goal Updates + Identify Areas for Refinement
 - Discuss Themes from Outreach
 - Small Group Discussions – Goal Proposals
- 2:00 PM BREAK**
- 2:10 PM GOAL REFINEMENT PART 2**
- Review Goal Proposals
 - Clarify Desired Outcomes + Success Measures



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- 2:45 PM** **City Council Goal Review**
- 3:15 PM** **Team Agreement**
- 3:55 PM** **Wrap-up, Questions, + Next Steps**
- Implementation + Progress Reporting
 - Next Steps
- 4:00 PM** **Adjourn**



City of

Canby

the garden spot



CITY COUNCIL GOALS

2023- 2025

MARCH
2023



SSW CONSULTING

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INTRODUCTION

The City of Canby is pleased to present the summary of their annual goal-setting retreat. The City Council and staff gathered on February 10th to review progress of the 2022 goals, provide direction for the organization in the coming year, and refine the progress reporting structure to support ongoing two-way communication and accountability to implement the goals for the City Council and staff.

The City partnered with SSW Consulting, a professional strategic planning and facilitation firm, to guide the process for the goal-setting workshop. To prepare an engaging and productive retreat, SSW conducted interviews with City Council and met with staff to refine the goal-setting process, discuss challenges and opportunities on the horizon, and identify their potential priorities to support the community and organization. The input gathered during these conversations informed the design of the retreat agenda to achieve the following outcomes:

- **Develop a clear understanding of Council roles and responsibilities.**
- **Identify shared goals and priorities to guide the team and direct the work of the organization.**
- **Identify clear short-term and long-term goals and an implementation plan that keeps the team accountable and focused.**

The retreat built on the previous work of the City Council and staff from the 2022 retreat and resulted in refined and actionable goals and supporting objectives to provide clear direction to staff as the City works to address the most pressing issues of the community and organization. Additionally, Council and staff continued building their progress reporting framework to support regular and timely information and communication to further strengthen their partnership and a high-performing organization.

In addition to these goals, the City will continue delivering high-quality essential services to the community. The City Council and staff are committed to serving the people of Canby and look forward to working with community members and partner organizations to implement the goals.

OUR TEAM

CITY COUNCIL

Brian Hodson, Mayor
 Traci Hensley, Council President
 Christopher Bangs
 James Davis
 Herman Maldonado
 Jason Padden
 Shawn Varwig

CONSULTANT/FACILITATION TEAM

Sara Singer Wilson
 Principal/Owner
 Ashley Sonoff
 Associate
 Sasha Konell
 Communications and Engagement Strategist

LEADERSHIP TEAM

Scott Archer
 City Administrator
 Joseph Lindsay
 City Attorney/Assistant City Administrator
 Maya Benham
 City Recorder
 Jamie Stickel
 Economic Development Director
 Eric Kytola
 Finance Director
 Melissa Bisset
 Human Resources & Administrative Director
 Danny Smith
 Library Director
 Don Hardy
 Planning Director
 Jorge Tro
 Police Chief
 Jerry Nelzen
 Public Works Director
 Todd Wood
 Transit/Fleet Director
 Eric Laitinen
 Aquatics Program Manager

ENVIRONMENTAL SCAN

The environmental scan is an exercise designed to build a shared foundation of the current organizational and community context to inform the goal-setting process. The team participated in a SPOT (strengths, problems, opportunities, and threats) analysis exercise to explore current challenges and opportunities. In identifying these factors, the team considered how the strengths, problems, opportunities and threats were interrelated and how they might factor in to the goal setting process.

Additionally, City staff provided a financial update to Council to highlight the current organizational capacity and available resources to support the Council’s goals. As the team assessed its current position to achieve Council priorities and continue delivering essential services, the discussion generated insights and opportunities for Council to consider in refining the goals. The following graphic summarizes the key points from the exercise:

<div style="display: flex; justify-content: space-between;"> Canby Spot Analysis City of Canby Friday, February 10 </div>	
<div style="background-color: #c85130; color: white; padding: 5px; text-align: center; font-weight: bold;">Strengths</div> <ul style="list-style-type: none"> • Extremely qualified team • Financially strong reserves • Visibility of staff in community - community engagement • Public Safety - Police, Fire, EMS (top 6 in Oregon) • Fairgrounds • Adult center 	<div style="background-color: #c85130; color: white; padding: 5px; text-align: center; font-weight: bold;">Opportunities</div> <ul style="list-style-type: none"> • Urban renewal goal setting • Re-institute trust with community • Flexible work options to support recruitment • Gather community data - customer service and trust • Comp plan - determine our destiny, industrial area • More opportunity with 99 Corridor beautification • In post-pandemic world, what does customer service mean and look like? • TSP, economic development, housing needs and city codes • Economic Development for downtown businesses, (hotel/ motel) • Housing analysis and comp plan • Walnut Street Expansion opportunity for housing • Sports complex/ athletic fields • Parks: land to build • Molalla State Park or find land
<div style="background-color: #c85130; color: white; padding: 5px; text-align: center; font-weight: bold;">Problems/ Opportunities</div> <ul style="list-style-type: none"> • Employee recruitment + retention • Unfunded mandates (see below) • Maintaining financial reserves in tough economic times • Pandemic has shifted employee expectations for work - public expectations for customer service • Increase in wages - working on class/ comp study • Affordable housing - cost of living (housing analysis/ comp plan update) 	<div style="background-color: #c85130; color: white; padding: 5px; text-align: center; font-weight: bold;">Threats</div> <ul style="list-style-type: none"> • Public discontent and how they see decisions City is making • Finances - inflation, budget this year will be interesting • Growth 0 how to provide and meet the service demands • Impact of I-205 tolling on traffic • Potential legislation - impact on housing plan • Recession • Inflation and increased cost

2023 - 2025 GOALS

In preparation for the goal-refinement process, City Council and staff discussed each of the existing five goal areas and the subsequent objectives. City staff provided an update on the objective given the work completed over the past year and the team determined which objectives were complete, ongoing, or needing refinement. The team developed proposals for updates to the goals as well as new proposals to reflect additional community priorities and/or the opportunities identified in the environmental scan. The team clarified the desired outcome associated for each objective and how the objective should be refined to support the desired outcome.

Following the retreat, SSW worked with City staff to refine the objectives to reflect the team discussion and presented Council with the proposed updated goals and objectives for further discussion and prioritization. During the City Council meeting, the Council participated in a prioritization exercise of the objectives to provide direction to staff as they develop the annual budget and organizational work plan.

To support goal implementation, City staff has assigned a 'project lead' department and identified a timeline for the implementation of each objective. The goals and objectives will be addressed by the organization in department work plans and aligned with the City budget in addition to other projects already underway and the ongoing delivery of high-quality, essential City services to the Canby community.

GOAL 1 PROMOTE FINANCIAL STABILITY

Objectives	Department	Year	Council Priority Rank (FEB 23')
1.1 Revisit the City's policy for reserve levels to balance savings and spending to meet community needs	Finance	Ongoing	2
1.2 Evaluate the City's fee structure. Include the consideration to sunset the park maintenance fee, provide direction on the street maintenance fee, and continue planning permit fee to address cost recovery	Finance/ PW	23-24	3
1.3 Host a mid-fiscal-year joint budget committee meeting to increase engagement with the committee and Council	Finance	Ongoing	4
1.4 Prioritize and allocate ARPA funds to recover loss and build for the future	Finance/ City Administrator	23-24	1

GOAL 2**ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH**

Objectives	Department	Year	Council Priority Rank (FEB 23')
2.1 Complete the City's Housing Needs Analysis	Planning	23- 24	3
2.2 Complete the City's Economic Needs Analysis	Planning	23- 24	2
2.3 Complete the City's development code update	Planning	Ongoing	7
2.4 Complete the update of the City's Comprehensive Plan and pursue an urban growth boundary expansion	Planning	In progress + ongoing	1
2.5 Prepare an analysis of inclusionary zoning tools and how they could help expand housing opportunities in Canby	Planning	TBD	8
2.6 Coordinate a workshop to discuss the future of and set goals for the Urban Renewal Agency	City Admin/ Finance	23- 24	5
2.7 Review and consider updates to City Charter	City Attorney	TBD	9
2.8 Actively recruit a hotel/motel for Canby	Ec Dev	Current/ ongoing	4
2.9 Conduct assessment on current and future City staffing needs	HR/ City Admin	24- 25	6

GOAL 3 PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

Objectives	Department	Year	Council Priority Rank (FEB 23')
3.1 Complete the transportation system plan update	Planning	23- 24/ 24- 25 In progress	1
3.2 Evaluate County roads in urban growth boundary and determine cost and impact of integration into local transportation system	PW	23- 24	2

GOAL 4 DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN

Objectives	Department	Year	Council Priority Rank (FEB 23')
4.1 Educate the Council on funding mechanisms/financing options for parks and recreation development and ongoing maintenance	PW/ Parks/ Finance	23- 24/ 24- 25	2
4.2 Identify and plan for land acquisition	PW/ Parks/ City Admin	23- 24	1

GOAL 5

ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

Objectives	Department	Year	Council Priority Rank (FEB 23')
5.1 Evaluate opportunities for increasing youth engagement	PW/ Parks/ Library	Ongoing	2
5.2 Develop a communications and engagement plan	City Admin	23- 24/ 24- 25	3
5.3 Leverage ARPA funds to update the City's emergency management plan	City Admin	23- 24	4
5.4 Gather input on diversity, equity, inclusion, and belonging from Clackamas County and determine next steps for City	TBD	TBD	6
5.5 Conduct a community survey	City Admin	23- 24	1
5.6 Conduct an employee satisfaction/ engagement survey	HR	23- 24	5
5.7 Appoint a subcommittee to update Council policies and guidelines	Council/ City Admin	TBD	7



2023 - 2025
**CANBY
CITY COUNCIL
GOALS**



TEAM AGREEMENT

The team agreement identifies how the City Council agrees to work together in alignment with their Council Ground Rules. This team agreement was developed as part of the 2022 goal setting workshop. The purpose of this agreement is to guide the team in working together, build trust, and facilitate open communication and accountability.

Community Advocate

We commit to supporting an open and honest environment that facilitates transparency and accountability in our work to serve the public. We will engage regularly with constituents and bring their perspective forward to staff through timely and well-informed communication.

Trust

We will build and preserve a strong foundation of trust within our team, organization, and community through respect, authenticity, consistency, and safety. Trust is foundational to the success of our team and the delivery of services to the Canby community.

Flexible

We recognize priorities may change due to unforeseen circumstances or changes in resources. We will remain flexible in our approach and commit to working creatively together to develop innovative solutions and/or adjusting our course as needed to preserve community well-being and support a high-performing organization.

Teamwork to Serve the Community

We commit to serving in the best interest of the Canby community. Although we may have differences of opinion at times, we will remain respectful and united as one body to provide clear direction, decisions, and expectations to the organization.

Partnership

We recognize being a high-performing organization requires a strong partnership with each other and City staff. Our partnership includes a commitment from City staff to provide regular updates, appropriate lead time for review, technical expertise, and neutral advice. Similarly, we commit to be prepared, informed, and engaged in our communication with City staff while following communication protocols. We will seek clarification when needed and provide clear direction to the organization.

IMPLEMENTATION + PROGRESS REPORTING

To support accountability to the goals and transparency between the Council, City staff, and the community, the team developed the following process to support the implementation of the goals. This process will include evaluating and tracking progress on the goals over the next two years.

On a quarterly basis, staff will present an update on the goals and objectives. These updates will include progress, any challenges to be addressed, technical information, and areas needing further direction from Council. Staff will highlight goals and objectives in relevant staff reports, including dates and timelines where appropriate. Additionally, staff will provide real time updates on projects as they progress.



City of

Canby

the garden spot

 503-266-4021

 222 NE 2nd Avenue

2023 Canby City Council Goals and Objectives

GOALS	#	OBJECTIVES	DEPT	YEAR	COUNCIL PRIORITY RANK (FEB 2023)	STATUS REPORT
1. PROMOTE FINANCIAL STABILITY	1.1	Revisit the City's policy for reserve levels to balance savings and spending to meet community needs	Finance	Ongoing	2	Ongoing. Staff is working on nailing down best estimates for capital projects, currently.
	1.2	Evaluate the City's fee structure. Include the consideration to sunset the park maintenance fee. provide direction on the street maintenance fee. and continue planning permit fee to address cost recovery	Finance/PW	23-34	3	City Council adopted revised planning permit fees on 7/1/2022 to come closer to cost recovery. During FY 23-24 budget proceedings. Council decided to place 5 year sunset/ re-evaluation of park maintenance fee. Direction on street maintenance fee is needed.
	1.3	Host a mid-fiscal-year joint budget committee meeting to increase engagement with the committee and Council	Finance	Ongoing	4	Meeting was scheduled for January 17, 2024, but postponed due to ice storm. Meanwhile, there are 4 vacancies on the Budget Committee that need to be filled.
	1.4	Prioritize and allocate ARPA funds to recover loss and build for the future	Finance/City Administrator	23-34	1	Council adopted Resolution 1395 on September 20, 2023 then modified staff direction on November 15, 2023. Council approved community allocations but pulled back on non-budgeted City projects due to need to address the City's long range financial condition.
2. ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH	2.1	Complete the City's Housing Needs Analysis	Planning	23-24	3	The Housing Needs Analysis adoption is anticipated by June 2024.
	2.2	Complete the City's Economic Needs Analysis	Planning	23-24	2	The Economic Opportunities Analysis adoption occurred on September 6, 2023.
	2.3	Complete the City's development code update	Planning	Ongoing	7	Full code update anticipated to start in FY 25/26 post the comprehensive plan update. Development code updates are continuing with current focus is on housing efficiency measures. updates (cottage cluster, PUD update and providing for horizontal mixed use in the Highway Commercial District).
	2.4	Complete the update of the City's Comprehensive Plan and pursue an urban growth boundary expansion	Planning	In progress/ Ongoing	1	The comprehensive plan and transportation system plan adopting updates are anticipated by December 2024 within the current city limits and UGB and anticipated by December 2025 for the urban growth boundary expansion area.
	2.5	Prepare an analysis of inclusionary zoning tools and how they could help expand housing opportunities in Canby	Planning	TBD	8	Inclusionary zoning discussions need to occur with city council to obtain further direction and implementation through adoption of housing efficiency measures and housing production strategies both anticipated by August 2024.

GOALS	#	OBJECTIVES	DEPT	YEAR	COUNCIL PRIORITY RANK (FEB 2023)	STATUS REPORT
	2.6	Coordinate a workshop to discuss the future of and set goals for the Urban Renewal Agency	Finance/City Administrator	23-24	5	Workshop held on June 21, 2023, to determine remaining priorities which are Fir Street (1st to 2nd) and Alleyways. URA set to expire in 2026.
	2.7	Review and consider updates to City Charter	City Attorney	TBD	9	No progress due to staff turnover.
	2.8	Actively recruit a hotel/motel for Canby	Economic Development	Current/Ongoing	4	Ongoing, staff continues to work with a potential developer to identify the steps necessary to build a hotel in Canby. The developer is eager to build in Canby and will continue to examine options for financial backing to do so.
	2.9	Conduct assessment on current and future City staffing needs	HR/City Admin	24-25	6	Will be done in context of long range financial assessment and FY 24-25 budget decisions.
3. PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH	3.1	Complete the transportation system plan update	Planning	23-34/24-25 In progress	1	The transportation system plan update adoption is anticipated by December 2024 within the current city limits and UGB and anticipated by December 2025 for the urban growth boundary expansion area.
	3.2	Evaluate County roads in urban growth boundary and determine cost and impact of integration into local transportation system	Public Works	23-24	2	Ongoing, staff continues to work with Clackamas County on negotiation of prices of the road transfers. These efforts continue on a case-by-case basis.
4. DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN	4.1	Educate the Council on funding mechanisms/financing options for parks and recreation development and ongoing maintenance	Public Works/Parks/Finance	23-24/24-25	2	Ongoing. Will be done in context of long range financial assessment and FY 24-25 budget decisions. Need to discuss adding a Recreation Program to city.
	4.2	Identify and plan for land acquisition for future parks and athletic fields	Public Works/Parks/City Admin	23-24	1	Ongoing. Park Master Plan was adopted in August 2022. Several park improvement projects underway. Staff will continue working with third party to identify a path forward for a sports complex. Relates to Priority #2 on staffing a Recreation Program.
5. ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES	5.1	Evaluate opportunities for increasing youth engagement	Public Works/Parks/Library/Aquatics	Ongoing	2	The Library provides many opportunities for engagement for families, children, and teens including storytimes, special programs, events, game nights, and the summer reading program. The Canby Swim Center (CSC) also offers programs for all ages (6 months to seniors) and provides swim lessons to ALL 2nd graders in the Canby School District. Other programs hosted at the CSC are designed for general community support.
	5.2	Develop a communications and engagement plan	City Admin	23-24/24-25	3	Delayed due to turnover. Will be done in FY 24-25.
	5.3	Leverage ARPA funds to update the City's emergency management plan	City Admin	23-24	4	Consultant selection is underway.
	5.4	Gather input on diversity, equity, inclusion, and belonging from Clackamas County and determine next steps for City	City Admin/HR	23-24	6	Worked into employee survey.
	5.5	Conduct a community survey	City Admin	23-24	1	Delayed due to turnover. Will be done in FY 24-25.

GOALS	#	OBJECTIVES	DEPT	YEAR	COUNCIL PRIORITY RANK (FEB 2023)	STATUS REPORT
	5.6	Conduct an employee satisfaction/engagement survey	HR	23-24	5	Survey will be sent out on 01/16/24 (closed on 01/30/24) and results will be shared by the end of March 2024.
	5.7	Appoint subcommittee to update Council policies and guidelines	Council/City Admin	TBD	7	No progress due to turnover.

2023 Retreat Parking Lot

Develop strategic plan to implement the Parks Master Plan Knight Bridge Park.

Other Topics

How Boards and Commissions can support Council Goals



Public Works/Parks/WWTP Project Tracking Sheet

Project Name	Project Description	Job Number	Projected Start Date	Completion Date	Current Phase	Notes	Project Budget
Street Projects							
N Pine Street Realignment	Realign N Pine St to Reduce Congestion	J1024	May, 2024	TBD	Engineering	In Design	850,000
NE 10th Ave - N Locust to N Pine St	Road, Sidewalks, Parking, Storm & Sewer Improvements	J1054	May, 2024	TBD	Engineering	In Design	1,900,000
Public Works Fuel Station	Build Fuel Station at Public Works Shops	J1044	March, 2024	TBD	Planning Stage	Design Almost Complete	1,000,000
Industrial Park to 99E Connection	Extend Walnut St to 99E	J1005	July, 2024	TBD	Engineering	Update to Council in Feb	3,000,000
S Ivy St Sidewalks & Overlay		J1012	June, 2022	Oct-25	Engineering	Advertise bid, Febuary 2024	1,922,306
S Ivy Power Undergrounding	CUB City joint project	Part J1012	April, 2022	June, 2023	Construction	Phase 1 complete.	1,300,000
Sewer Projects							
Safeway Pump Station Removal	Reverse Flow to NW 3rd Ave & N Baker St Pump Station	J1030	May, 2023	TBD	Construction	80% Complete, Waiting for gene	1,035,249
WWTP Upgrades	UV, Generator, Maintenance Building, Old A.B	J1049	July, 2023	TBD	Construction	Just Started Construciton	1,125,000
Stormwater Projects							
Park Projects							
Auburn Farm Park Property	Master Planning new Park	J1053	TBD	TBD	Master Plan	Feb 7th Council first reading	\$1,500,000
Maple Street Park Turf & Lighting	New Turf and Lighting	J1052	TBD	TBD	Pending	Waiting for contract	1,600,000
Highway 99E Bridge upgrades	Bridge Painting and Walking Path	J1029	July, 2022		Engineering		2,200,000
Legacy Fitness Court Park	Construct Fitness Court at Legacy Park	J1051	April, 2024	TBD	Out to Bid	Waiting for three bids	220,000
Urban Renewal Projects							
Paving Downtown Alleys			July, 2024	Aug-24	In Design	In Design	585,000
Community Park Bathrooms	Install New Bathrooms at Community Park	J1050	May, 2023	TBD	Construction	80% Complete	767,804

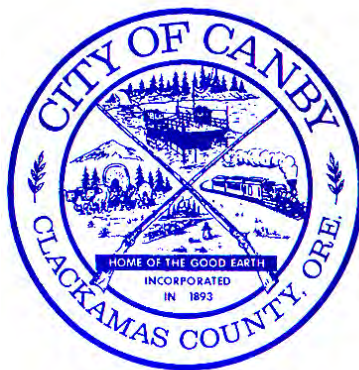
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Street Projects							
Elm, Grant & Ivy St Improvements	Canby Quite Zone	J1013	March, 2021	November, 2022	Completed		791,521
Signal @ Sequoia & Hazel Del	Install Signal and Lane Changes	J1014		30-Oct-20	Completed	Over Budget by \$16,974	834,745
Street Maint Fee Projects	Street Overlays	No #	July 18,2022	September, 2022	Completed		888,889
Takeover of County Roads	Council Workshop, Feb 3, 2021	No #	May, 2021	July, 2021	Completed	County Pay \$700,000	700,000
Sewer Projects							
S Ivy Pump Station		J1006	May, 2020	January, 2021	Completed	Completed	1,000,000
S Ivy Sewer 2nd - 13th		J1022	November, 2020	February, 2021	Completed	Completed	900,000
Primary Clarifier	New PC, Rehab old PC, Misc Eq	J1015	May, 2020	Late Spring 2021	Completed	Completed	1,365,000
WWTP Site Improvements	Roadway, Fencing, Pipe Repairs	J1025	January, 2020	Late Spring 2021	Completed	Completed	400,000
Baker Rd pump station paving	Pave Road to Pump Station	J1027	May, 2020	2-Oct-20	Completed	\$18,367 Under Budget	56,500
Stormwater Projects							
Drywell	Drywell Installations - NE 22nd Ave & N Maple St & NE 10th Ave & N Juniper St		June, 2023	June, 2023	Complete	Complete	49,500
Park Projects							
S Locust Park Playground Replacement	Replace the Playground Equipment	J1026	November, 2020	January, 2021	Completed	Completed	150,860
Parks Masterplan	Council Workshop	H1019	12-Feb-21		Completed	Completed	200,000
Maple Park Splash Pad	Install Splash Pad at Maple St Park	J1018		23-Nov-20	Completed	\$39,046 Under Budget	475,000
Pickle Ball Court	Construct New Pickle Ball Courts Maple Park	J1028		June, 2022	Completed		400,000
Locust Park Picnic Shelter	Install new Picnic shelter at Locust Park	J1036	September, 2022	October, 2022	Complete	Complete	110,000

City of Canby

POLICIES & OPERATING GUIDELINES

For Members of the Canby City Council



Updated December 2018



POLICIES & OPERATING GUIDELINES

For Members of the Canby City Council

Introduction

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

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

1. Act in the Public Interest

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

2. Comply with the Law

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

3. Conduct of Council Members

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

4. Respect for Process

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

5. Conduct of Public Meetings

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

6. Public Meetings Law

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

7. Decorum in Council Meetings

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

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

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

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

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

8. Conflict of Interest

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

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

9. Ex Parte Contacts and Disqualification

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

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

10. Use of Electronic Communications Devices During Council Meetings

Definitions for this section:

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

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

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

11. Decisions Based on Merit

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

12. Motions

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

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

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

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

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

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

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

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

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

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

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

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

13. Social Media

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

14. Electronic Mail

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

14. Communication

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

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

15. Confidential Information

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

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

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

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

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

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

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

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

17. Advocacy/Communication with Other Public Agencies

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

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

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

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

18. Policy Role of Council Members/Staff Relations

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

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

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

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

19. Independence of Boards and Commissions

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

20. City Council Work Session Guidelines

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

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

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

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

The entity originating the workshop should come to meetings prepared.

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

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

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

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

21. City Council Executive Session Guidelines

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

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

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

22. City Council Executive Session News Media Attendance Policy

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

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

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

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

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

The City of Canby hereby adopts the following policy:

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

3. No other entity shall be permitted to attend an Executive Session unless it is recognized through the process described in Section 2 below.

B. Recognition of Other News Media Organizations.

1. The following entities are recognized as news media organizations eligible to attend Executive Sessions:
 - a. A general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters or a member of the Associated Press; or
 - b. A newspaper that the City of Canby uses for publication of public notices and that meets the requirements of ORS 193.020; or
 - c. An entity recognized by the City of Canby as being a news source that: is organized and operated to regularly and continuously publish, broadcast, transmit via the Internet or otherwise disseminate news to the public, and that regularly reports on activities of the City of Canby or matters of the nature under consideration by the City of Canby; and
2. Is determined by the City of Canby to be a business entity that is institutionalized¹ and that is committed to, and is structured to support, the terms of ORS 192.660(4).² In making this determination, the City of Canby may consider and weigh any factors that it deems to be relevant, including, without limitation, the existence of any of the following factors:
 - a. The entity has multiple personnel with defined roles within its organizational structure;
 - b. The names of news-reporting personnel, and responsible entity management personnel, together with addresses and contact telephone numbers, are readily available;
 - c. The entity has an available process for correcting errors, including violations of Executive Session statutes, by a person with authority to take corrective measures.
 - d. It shall be the entity's burden to persuade the City of Canby by substantial evidence that it should be recognized as a news media organization meeting the criteria in Section 2(a) of this policy. Such evidence must be submitted [time period] in advance of the first Executive Session that the entity desires to attend. The City of Canby shall make a determination within [time period] of receiving the evidence submitted by the entity. The City of Canby may elect to forgo this procedure in cases where the City of Canby, in its sole discretion, determines that it can immediately recognize that an entity qualifies under this policy, or in cases where the public body, in its sole discretion, determines that other good cause exists for making an expedited determination. A determination that the entity is not recognized shall be based upon written findings addressing the criteria in Section 2(a).

- C. Attendance at Executive Sessions. Representatives of news media organizations recognized pursuant to Sections 1 and 2 of this policy shall be allowed to attend Executive Sessions, except as described in ORS 192.660(4) and 192.660(5), pursuant to the following process:

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

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

¹ *For the purposes of this policy, “institutionalized” means long-established or well-established*

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

23. Implementation

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

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

24. Compliance and Enforcement

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

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

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

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

MEMBER STATEMENT

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

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

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

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

Respect the dignity and privacy of individuals and organizations;

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

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

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

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

Date: _____

Printed Name & Office: _____

Signature: _____

FORM OF GOVERNMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Boards, Committees & Commissions

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

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

The duties of the committee shall include:

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

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

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

The duties of the Library Board shall include:

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

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

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

The Board, in the efficient and economical operation of the Electric Department and Water Department, both inside and outside the City limits, may:

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

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

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

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

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

- A. Adopt rules to govern its deliberations and decisions, including a method to record its proceedings;
- B. Carry out the duties described for it in this ordinance and assist the Planning Director, Planning Commission and Canby City Council on historic preservation matters;
- C. Maintain and update an inventory of historic resources within the City, as provided under section 16.110.035;
- D. Review and render decisions on all historic landmark and historic district applications, as provided under section 16.110.045;
- E. Review and make recommendations on application of the Historical Protection Overlay Zone, as provided under section 16.110.045;
- F. Review and render decisions on proposals to alter the exterior of a Historic Landmark subject to the procedures and criteria set forth in section 16.110.080;
- G. Review and render decisions on all proposed new construction on property where a Historic Landmark is located, or within a Historic District, subject to the procedures and criteria set forth in section 16.110.080;
- H. Review all requests for demolition of a historic landmark or contributing resource, as provided under section 16.110.075;

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF CANBY



CHARTER

A CHARTER

To provide for the government of the City of Canby, Clackamas County, Oregon; and to repeal all Charter provisions of the City enacted prior to the time that this Charter takes effect.

BE IT ENACTED by the people of the City of Canby, Clackamas County, Oregon:

CHAPTER I NAMES AND BOUNDARIES

Section 1. TITLE OF ENACTMENT. This enactment may be referred to as the City of Canby Charter of 1983, and as revised on July 1, 2009.

Section 2. NAME OF CITY. The municipality of Canby, Clackamas County, Oregon, shall continue to be a municipal corporation with the name "City of Canby".

Section 3. BOUNDARIES. The corporate limits of the City shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by a majority of the voters. Unless mandated by law, annexations, delayed or otherwise, to the City of Canby, may only be approved by a majority vote among the electorate. The Recorder shall keep at the City Hall at least two (2) copies of this Charter in each of which shall be maintained an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at anytime during regular office hours of the Recorder.

CHAPTER II POWERS

Section 1. POWERS OF THE CITY. The City shall have all powers which the Constitutions, statutes and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers.

Section 2. CONSTRUCTION OF CHARTER. In this Charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the City would have if this particular power were not mentioned. The Charter shall be liberally construed to the end that the City may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to State laws and the municipal home rule provisions of the State Constitution.

Section 3. POWER TO LICENSE, TAX AND REGULATE. The City Council shall have power to license, tax and regulate for the purpose of City revenue, all businesses, callings, trades, employments and professions as the Council may require to be licensed, and which are not prohibited by the laws of the State of Oregon.

Section 4. INITIATIVE AND REFERENDUM POWERS. The power to enact or amend the Charter of the City of Canby and all other rights guaranteed to the people of this City under the Initiative and Referendum Provisions of Section 1-a, Article IV of the Constitution of the State of Oregon are hereby reserved and guaranteed to the people of the City of Canby by this Charter, and the

Council shall provide the method of carrying into effect the initiative and referendum power of the people.

CHAPTER III FORM OF GOVERNMENT

Section 1. WHERE POWERS VESTED. Except as this Charter provides otherwise, all powers of the City shall be vested in the Council.

Section 2. COUNCIL. The Council shall be composed of six Council Members elected from the City at large.

Section 3. COUNCIL MEMBERS. The Council Members in office at the time this Charter takes effect shall continue in office, until the end of their term as fixed by the Charter of the City in effect at the time this Charter is adopted. At each biennial general election after this Charter takes effect, three Council Members shall be elected, each for a term of four years; and at each biennial general election the number of Council Members required to fill vacancies pursuant to Chapter VII, Section 2, of this Chapter shall also be elected.

Section 4. MAYOR. At each biennial general election a Mayor shall be elected for a term of two years.

Section 5. ADMINISTRATOR, JUDGE, CITY ATTORNEY, AND OTHER OFFICERS. Additional officers of the City shall be a City Administrator, Municipal Judge, and City Attorney, each of whom the Council shall appoint, and such other officers as the Council deems necessary. Appointed officers shall hold their office during the pleasure of the Council or until their successors are appointed and qualified. Appointed officers are subject to removal at any time by the Council with or without cause and may be suspended in accordance with the provisions of Chapter V, Section 2(c)(3). The duties of all officers not defined in this Chapter may be prescribed by the Council. The Council may combine any two or more appointive offices.

Section 6. SALARIES. The compensation for the services of each City officer and employee shall be the amount fixed by the Council.

Section 7. QUALIFICATIONS OF OFFICERS. No person shall be eligible for an elective office of the City unless at the time of election such person is a qualified elector within the meaning of the State Constitution and has resided in the City during the 12 months immediately preceding the election. The Council shall be final judge of the qualifications and election of its own members.

CHAPTER IV COUNCIL

Section 1. MEETINGS. The Council shall hold a regular meeting in the City at least once each month at a time and place which it designates. It shall adopt rules for the government of its members and proceedings. The Mayor may, or at the request of three members of the Council shall, by giving notice thereof to all members of the Council then in the City and public notice to all interested persons, call a special meeting of the Council for a time not earlier than twenty-four nor later than forty-eight hours after the notice is given. Special meetings of the Council may also be held at any time by the

common consent of all the members of the Council and after twenty-four hours reasonable notice to the public. Emergency meetings of the Council may be called by the Mayor, or the President of the Council in the absence of the Mayor, for an actual emergency, and notice thereof shall be given by telephone calls to the press and interested persons.

Section 2. QUORUM AND CONTROL OF CONDUCT. A majority of the members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in the manner provided by Ordinance. The Council may reprimand any member for disorderly conduct at any meeting or for refusing or neglecting to attend any regular meeting without sufficient excuse therefore, and may, by unanimous vote of all other Council Members, expel a member for good cause.

Section 3. RECORD OF PROCEEDINGS. The Council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

Section 4. PROCEEDINGS TO BE PUBLIC. No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 5. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS. The Mayor shall be chairperson of the Council and preside over its deliberations and shall have no vote on any questions before it except in the case of tie. The Mayor shall have authority to preserve order, enforce the rules of the Council and determine the order of business under the rules of the Council.

Section 6. PRESIDENT OF THE COUNCIL. At its first meeting after this Charter takes effect and thereafter at its first meeting of each odd-numbered year, the Council by vote shall elect a President from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of the office, the President shall act as Mayor.

Section 7. VOTE REQUIRED. Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting at which a quorum is present shall be necessary to decide any question before the Council.

Section 8. SUPERVISION OF CITY EMPLOYEES. Neither the Council nor any of its members shall give orders or directives to any subordinate or City employee, other than officers of the City, either publicly or privately, except to and through the City Administrator.

CHAPTER V POWERS AND DUTIES OF OFFICERS AND PROFESSIONAL CONTRACTORS

Section 1. MAYOR. The Mayor shall appoint the committees provided by the rules of the Council; and shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power. In the Mayor's absence, the President of the Council shall sign all Ordinances passed by the Council within five days after their passage. After the Council approves a bond of a City officer or a bond for a license, contract or proposal, the Mayor shall endorse the bond.

Section 2. CITY ADMINISTRATOR.

(a) **Qualifications.** The City Administrator shall be the administrative head of the government of the City and shall be appointed by the Council without regard to political considerations and solely with reference to executive and administrative qualifications. A City Administrator need not be a resident of the City of Canby or the State at the time of appointment, but promptly thereafter shall become and remain a resident of the City during the term of the office. Before taking office, the City Administrator shall give a bond in such amount and with such surety as may be approved by the Council. The premiums on such bond shall be paid by the City.

(b) **Term.** The Administrator shall be appointed for an indefinite term and may be removed at the pleasure of the Council.

(c) **Powers and Duties.** The powers and duties of the Administrator shall be as follows:

(1) Devote full time to the discharge of official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.

(2) See that all Ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.

(3) Hire or remove all City employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another. The Administrator shall supervise the departments to the end of obtaining the utmost efficiency in each of them. He shall have the power to suspend an appointed City Officer pending review and final action of the Council.

(4) Act as purchasing agent for all departments of the City.

(5) Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as that body requests.

(6) Supervise the operation of all public utilities owned and operated by the City excepting the electric utility department for which the Canby Utility Board has exclusive jurisdiction, control and management as provided in the following Chapter X. The City Administrator shall have general supervision over all City property.

(7) Perform such other duties as may be prescribed from time to time by the Council.

Section 3. MUNICIPAL JUDGE. The Municipal Judge shall hold within the City a court known as the Municipal Court for the City of Canby, Clackamas County, Oregon. All areas within the City shall be within the territorial jurisdiction of the Court. The Municipal Judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by the Ordinances of the City and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by Ordinances of the City. The Municipal Judge shall have authority to issue process for the arrest of any person accused of an offense against the Ordinances of the City, to commit any such person to jail or admit to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in Court on the trial of any cause, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the Court, and to punish witnesses and others for contempt of Court. When not governed by Ordinances or this Charter, all proceedings in the Municipal Court for the violation of a City ordinance shall be governed by the applicable general laws of the State governing Justices of the Peace and Justice Courts, except that the Municipal Court shall not exercise any civil jurisdiction.

Section 4. CITY ATTORNEY. The City Attorney is a legal adviser of the officials of the City of Canby and shall be retained by the Council. It shall be the duty of such Attorney to attend all regular Council meetings and such special meetings as may be required unless excused therefrom by the Council. The City Attorney shall represent and defend the City in all suits, actions at law and all

matters and things in which the City of Canby may be legally interested. The City Attorney, or a deputy appointed by him, shall also represent the City in the Municipal Court including violations of any City Ordinances or for the violation of all other laws under which the Municipal Court has jurisdiction.

Section 5. AUTHORITY TO CONTRACT FOR PROFESSIONAL SERVICES. The Council shall have authority to contract for the professional services of those whose professional skills, training and knowledge may be required at any time or from time to time for the administration of City affairs and municipal government.

CHAPTER VI ELECTIONS

Section 1. STATE LAW. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for City offices must be nonpartisan.

Section 2. QUALIFICATIONS.

- (a) The Mayor and each Council Member must be a qualified elector under state law, and reside within the City for at least one year immediately before election or appointment to office.
- (b) No person may be a candidate at a single election for more than one City office.
- (c) Neither the Mayor nor a Council Member may be employed by the City.
- (d) The Council is the final judge of the election and qualifications of its members.

Section 3. NOMINATIONS. The Council must adopt an ordinance prescribing the manner for a person to be nominated to run for Mayor or a City Council Member position.

Section 4. TIE VOTES. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the Council.

Section 5. TERMS. The term of a person elected at a general election begins immediately after the first regular council meeting after the first of the year following the election, and continues until the successor qualifies and assumes the office.

Section 6. OATH OF OFFICE. Before entering upon the duties of the office, each officer shall take an oath or shall affirm support of the Constitutions and Laws of the United States, the State of Oregon and the City of Canby and to faithfully perform the duties of the office.

CHAPTER VII VACANCIES IN OFFICE

Section 1. WHAT CREATES VACANCY. An office shall be deemed vacant upon the incumbent's death, adjudicated incompetence, conviction of a felony or other offense pertaining to the office, unlawful destruction of public records, resignation, recall from office, ceasing to possess the qualifications for the office, failure of a person elected or appointed to an office to qualify therefore within ten days after the term of office commences, or in the case of a Mayor or Council Member, upon their absence from the City for 30 days without the consent of the Council or because of absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the

vacancy.

Section 2. FILLING OF VACANCIES. Vacant elective offices in the City shall be filled by appointment by a majority vote of the Council. The appointee's term shall begin immediately upon the appointment and shall continue until the beginning of the year following the next general biennial election and until a successor is elected and qualified. The successor for the unexpired term shall be elected at the next general biennial election after said appointment. During the temporary disability of any elected officer or during their absence temporarily from the City for any cause, the offices may be filled pro tem in the manner provided for the filling of vacancies in office permanently.

CHAPTER VIII ORDINANCES

Section 1. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted by the Council shall be: "THE CITY OF CANBY ORDAINS AS FOLLOWS:"

Section 2. MODE OF ENACTMENT. All ordinances shall be read at two meetings of the Council. If approved by the Council the first reading may be by title only and a brief outline covering the purpose of the ordinance. The second reading may be by title only unless any person present requests to have the ordinance or any part thereof read in full. Immediately following the first reading of a proposed ordinance, it shall be signed and published by the Recorder at least once at full length in a newspaper published in Canby; provided, however, that the Council may order instead that the proposed ordinance be posted in three public and conspicuous places in said City for a period of 5 days prior to the passage of said ordinance. Whenever the Council proposes to take final action on any proposed ordinance at a special meeting, notice thereof, giving the time of such meeting, shall be published or posted along with the ordinance. In any event, before final action has been taken on any proposed ordinance, there shall be filed by or with the Recorder proof by affidavit of the publication or posting of the proposed ordinance.

Section 3. REQUIREMENT TO PASS ORDINANCES. It shall require the majority vote of all members of the Council as then constituted to pass an ordinance on its final reading.

Section 4. WHEN ORDINANCES TAKE EFFECT. An ordinance enacted by the Council shall take effect on the 30th day after its enactment; however, when the Council deems it advisable, an ordinance may provide a different time for it to take effect, and, in case of emergency, it may take effect immediately.

Section 5. RECORDING VOTE AND SIGNING ORDINANCE. Upon the final vote on an ordinance, the ayes and nays of the Council Members shall be taken and entered in the record of the proceedings and also on the ordinance. Upon enactment of the ordinance, the Mayor shall sign it with the date of its final passage and it shall be attested by the signature of the Recorder.

CHAPTER IX PUBLIC IMPROVEMENTS

Section 1. CONDEMNATION. Any necessity of taking property for the City by condemnation shall be determined by the Council and declared by a Resolution of the Council describing the property and stating the uses to which it shall be devoted. Taking of property for the City by condemnation

shall be in accordance with provisions of the Oregon Constitution and Oregon Law.

Section 2. IMPROVEMENTS. The procedure for making, altering, repairing, vacating or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the State. Action on any proposed public improvement, except a sidewalk or other improvement unanimously declared by the Council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of the land to be specially assessed therefore. The number of owners necessary to suspend the action will be determined by ordinance. In this Section, "owner" shall mean the record holder of legal title, or where land is being purchased under a recorded land sale contract verified to the Recorder in writing by the record holder of legal title to the land, the purchaser shall be deemed the "owner".

Section 3. SPECIAL ASSESSMENTS. The procedure for levying, collecting and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinances.

Section 4. BIDS. Public contracting shall be done in compliance with the provisions of Oregon's Public Contracting Code, the rules and regulations promulgated thereunder and with all local contracting rules established by the City.

Section 5. MUNICIPAL SEWER SYSTEM. The City shall continue to own and operate a municipal sewer system and in addition to the other methods provided by Charter, the Council may, when in its discretion it is deemed advisable, provide by ordinance for the construction or reconstruction either by contract or City construction method or the combination of both and for the maintenance, extension, operation or enlargement of sewers, sewer systems, pumping stations, sewage treatment or disposal plant, together with all appurtenances necessary, useful or convenient for the collection, treatment and disposal of sewage and for such purposes may acquire by gift, purchase, grant or condemnation, the necessary lands and rights of way therefore, either within or without the corporate limits of the City of Canby, all or any part of the foregoing being hereinafter referred to as the facilities. The City Council may construct or reconstruct that part of the foregoing facilities consisting of a treatment plant, outfall sewers, trunk sewers, main sewers and pumping plants as an entire unit or as separate units in order to continue to provide the City of Canby with a basic sanitary sewage system; and the Council may provide that the same or that part so constructed will be paid for by all of the residents of the City or property owners therein regardless of whether their property is to be actually connected with or presently served by said systems or units.

CHAPTER X UTILITIES

Section 1. UTILITY DEPARTMENTS: There is hereby created a utility department of electric service of the City of Canby and a utility department of water service of the City of Canby. Each department shall be responsible for the development, production, purchase and distribution of all water or electric revenue producing utilities of the City.

Section 2. WATER DEPARTMENT. The City Council shall have jurisdiction, control and management of the Water Department and all of its operations and facilities. The City Council shall have all the powers and duties necessary to construct, acquire, expand and operate the water system, and to do any and all acts or things that are necessary, convenient or desirable in order to operate,

maintain, enlarge, extend, preserve and promote an orderly, economical and businesslike administration of the Water Department. The City Council may assign or delegate all or a portion of its powers and duties over the Water Department to the Canby Utility Board; provided, however, that the City Council shall retain ultimate jurisdiction, control and management of the Water Department and its operations and facilities.

Section 3. UTILITY BOARD. There is hereby created the Canby Utility Board of the City (hereinafter referred to as the Board), which shall have exclusive jurisdiction, control and management of the Electric Department and all its operations and facilities. The Board shall have all the powers and duties possessed by the City to construct, acquire, expand and operate the electric system, and to do any and all acts or things that are necessary, convenient or desirable in order to operate, maintain, enlarge, extend, preserve and promote an orderly, economical and businesslike administration of the electric system. The Board shall operate as a separate unit of City government and except as provided in this Charter, both the Board and the Electric Department shall be free from the jurisdiction, direction and control of other City Officers and of the City Council. The Board may sue and be sued in its own name. All damage claims arising from the operation of the Board and the Electric Department shall be the responsibility of and be liquidated by the Board.

Section 4. ORGANIZATION OF THE CANBY UTILITY BOARD.

(a) **Number and Qualification of Board Members.** There shall be five (5) members of the Canby Utility Board appointed by the Mayor and confirmed by a majority of the Canby City Council. They shall hold office until their successors are appointed and qualified. They are subject to removal at any time by the Mayor and with the approval of a majority of the Council Members with or without cause and with or without notice. At the first Council meeting after the first of the next month after this Charter takes effect, two (2) Board members shall be appointed to serve terms of three years, two (2) Board members shall be appointed to serve terms of two years, and one (1) Board member shall be appointed to serve a term of one year. Their successors shall be appointed for terms of three years. No Board member may serve more than two successive terms. No person shall be eligible for appointment as a Board member or entitled to hold such office unless at the time of appointment and continuing thereafter, such person is a qualified elector within the meaning of the State Constitution and has resided in the City of Canby during the six months immediately preceding appointment and continues to reside in the City for the term of the appointment. The City Council shall be the final judge of the qualifications and appointment of Board members, but no Council Member or Mayor (during their term of office) shall be eligible to appointment as a member of that Board.

(b) **Vacancies.** Vacancies shall be filled for the unexpired term by the Council. No vacancy in the Board shall impair the right of remaining Board members to exercise all the powers of the Board to transact its business.

(c) **Compensation.** The compensation for the services of each Board member shall be whatever amount the Board fixes.

(d) **Organization of the Board.** Within ten (10) days after their appointment and at its first meeting in January each year thereafter, the Board members shall elect one of their number as Chairman. If the Chairman is absent at any meeting, a pro-tem shall be appointed by the members present. The Chairman shall preside over all meetings of the Board and in doing so, shall, so far as possible, follow Roberts Rules of Order. The Chairman shall, with the approval of the Board, sign all Resolutions and Orders of the Board and all notes, contracts, deeds, mortgages, bonds, and other agreements of the Board. No action shall be taken by the Board except by the affirmative vote of the majority of the members.

(e) **Quorum.** Three (3) Board members shall constitute a quorum.

(f) **Secretary-Clerk.** The Board shall appoint and fix the compensation of a Secretary-Clerk who is not a member of the Board and who shall serve at the pleasure of the Board and is subject to removal at any time and for any reason. Before entering upon the duties of the office, the Secretary-Clerk shall post a bond in such amount and with such surety or sureties as the Board may approve and to assure the faithful performance of duties. The Secretary-Clerk shall attend all meetings of the Board unless excused therefrom by the Board, keep an accurate record of its proceedings in a book provided for that purpose, sign the approved minutes of its meetings and may, with approval of the Board, sign or cosign checks for disbursement of funds.

(g) **Meetings.** The Board shall hold a regular meeting at least once a month at a time and place to be fixed by the Board. Special meetings may be called by the Chairman of the Board, or by two members of the Board. Notice of all meetings shall be given by the Secretary-Clerk in the manner and for the time required for public meetings by ORS 192.640. All regular or special meetings of the Board shall be open to the public.

Section 5. ORGANIZATION OF THE ELECTRIC DEPARTMENT.

(a) **Employees.** The Canby Utility Board shall have the authority to employ a General Manager and such supervisors, bookkeepers, attorneys, laborers, mechanics and other employees, as may be determined, and fix compensation thereof, and discharge the same at pleasure, and for any reason.

(b) **Compensation.** The Board shall have the authority to fix compensation of the Clerk and other employees of the Board and change the same from time to time.

Section 6. POWERS AND DUTIES OF THE CANBY UTILITY BOARD.

(a) **Real Estate and Contracts.** The Board, in the efficient and economical operation of the Electric Department, both inside and outside the City limits, may:

(1) purchase and sell electric power and energy and services to public and private corporations and to other consumers;

(2) construct plants, transmission lines and other facilities;

(3) purchase real estate and franchises in its name; and

(4) enter into all contracts, leases and agreements in furtherance thereof.

(b) **Extension of Services.** The Board may adopt regulations governing extension of services of the Electric Department both inside and outside the City limits. The regulations shall provide the conditions under which the extensions shall be made to render them compensatory and shall provide that each extension project shall, when completed, become the property of the Electric Department whether on public or private property. The Board may provide for the form of refunds where advances by the persons benefited are necessary to make extensions compensatory.

(c) **Joint Operations with Others.** The Board may contract with any public or private corporation or any individual, both inside and outside the City limits:

(1) for the joint use of poles and other property belonging either to the Electric Department or to the other contracting party or jointly to both parties;

(2) for the joint acquisition of real property and franchises and the joint financing, construction and operation of plants, transmission lines and other facilities, whereby any property acquired may become the property of both the Electric Department and the other contracting party; and

(3) for the purchase of energy.

(d) **Eminent Domain.** The Board may enter upon any land or water for the purpose of making surveys and may exercise the right of eminent domain on behalf of the City whenever public necessity or convenience requires.

(e) **Use of Thoroughfares for Utility Installations.** Canby Utility may use the ground over, under or along any road, railroad, highway, street, sidewalk, thoroughfare or alley in the operation of

the Electric Department, but shall in all cases and subject to the applicable general regulation of the City, cause the surface of the public way to be restored in its usual condition.

(f) **Rates.** The Board shall fix rates to be charged for electricity sold and services rendered by the Electric Department. Rates shall be fair, reasonable and compensatory and shall be uniform for all consumers within the same class, but different rate schedules may be applied to different classes of consumers as determined by the Board. Rates shall be sufficient to pay all operating and maintenance costs of the Electric Department and its operations and all bond interest and bond redemption costs. The Board may require reasonable deposits for security for payment of charges for electric services and may provide for the return of deposits when satisfactory consumer credit has been established. Any proposed change in rates and the notice of a public hearing thereon shall be advertised once a week for two successive weeks in a newspaper having a general circulation in the City of Canby. Such notice shall state the proposed rate change, the reasons therefore and the time and place of the public hearing which shall be held within ten (10) days after the last publication of such notice. At the public hearing the Board shall discuss the matter and consider any objections or recommendations. The Board is not bound, however, by any public remonstrances or objections to its proposed rate change.

(g) **Authority for Expenditures.** No money shall be drawn from the funds of the Department nor shall any obligation for the expenditure of money be incurred except as authorized by the Board. No claim against the Department shall be paid unless evidenced by a voucher approved by the General Manager or by some other employee designated by him.

(h) **Bond Issues.** The Board may authorize the sale and issuance of revenue bonds necessary to finance the acquisition, construction, reconstruction, improvements and extensions of the utility system. The Board has the power to provide funding for the operation, maintenance or expansion of existing facilities. A vote of the registered voters will be required for any exploration, construction or development of energy sources over the amount of that department's gross revenues for the preceding fiscal year.

(i) **Short Term Loans.** The Board may borrow money for periods not to exceed five (5) years and may issue negotiable notes, payable from the revenues of the Electric Department, as evidence of the loans. Total loans outstanding at any one time for the Electric Department shall not exceed fifty percent (50%) of that department's gross revenue for the preceding fiscal year.

(j) **No Power to Tax.** The Board shall have no power or authority to levy ad valorem taxes on any taxable property; however, the City Council may, when in its judgment it is deemed necessary or advisable, levy such taxes for the use and benefit of said Board or for the joint use and benefit of the City and said Board.

Section 7. ANNUAL ACCOUNTING AND BUDGET. The Canby Utility Board shall prepare a budget for each fiscal year and file a copy of such budget with the City Council prior to July 1. The Board shall make an annual accounting to show the financial condition of the Electric Department prepared according to generally accepted public utility accounting principles, and file a copy of the same with the City Council each year.

Section 8. GENERAL PROVISIONS.

(a) **Disposition of Public Utilities.** The Canby Utility Board shall have no authority to cease to operate or to sell, lease or abandon, or in any other way dispose of the electric utility system and department controlled by it, without the prior express written approval of the City Council and the approving vote of a majority of the votes cast by the registered voters of the City at a general or special election called by the Council and held for that purpose.

(b) **Existing Obligation.** Contracts, obligations and bond issues relating to the electric utility system of the City legally incurred, approved or authorized prior to the taking effect of this Charter

provision shall not be impaired and shall be binding upon the Board insofar as they apply to the Electric Utility Department.

CHAPTER XI MISCELLANEOUS PROVISIONS

Section 1. DEBT LIMIT. City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize City indebtedness.

Section 2. TORTS. Tort liability of the City of Canby shall be set by limits imposed under Oregon law and shall follow all procedures set forth thereunder.

Section 3. EXISTING ORDINANCES CONTINUED. All ordinances of the City consistent with this Charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 4. CONTRACTUAL OBLIGATIONS. Except gifts of money to the City for specified purposes, expenditures of sums not budgeted and expenditures of budgeted funds for a single purchase or contract in excess of \$50,000.00 shall be authorized by an ordinance; and the City shall not be bound by any such contract in excess of \$50,000.00, unless the same is in writing and signed by the Mayor or City Administrator and attested to by the Recorder on behalf of the City.

Section 5. REPEAL OF PREVIOUSLY ENACTED PROVISIONS. All Charter provisions of the City enacted prior to the time that this Charter takes effect are hereby repealed.

Section 6. SEPARABILITY OF PROVISIONS. The Sections and Subsections of this Charter are declared to be separable; and in the event that any one or more Sections, Subsections or parts of this Charter are declared unconstitutional, it shall not affect the validity of other provisions of the Charter.

Section 7. TIME OF EFFECT OF CHARTER. This Charter shall take effect July 1, 2009.-

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2023 Administration Accomplishments

CITY ADMINISTRATION

Hired new City Administrator and oversaw the re-hiring of many senior leadership positions. Conducted a Management Evaluation Investigation to determine causes and contributions of the turnover. We are in the process of implementing the recommendations in that report.

CITY RECORDER:

Records Management: Worked on moving hard file records to Oregon Records Management Solution (ORMS) electronic system. There is a backlog of records to undergo the filing and potential destruction process. (On-going process) However, there has been progress, which is pertinent to the City Recorders office to keep up to date and abide under State law.

Council Minutes: Got up to date on City Council minutes.

Advisory Committees: Working on getting vacancies filled on city advisory committees.

RISK MANAGEMENT (Property & Liability):

Canby successfully performed it's appraisal which is performed every five years covering the City's property and equipment items. The insured values went up, which is what we would expect on a five-year appraisal cycle. All of the appraised items looked good and were all accounted for. There were no significant changes to be made.

HUMAN RESOURCES

Filling Key Leadership and Director Roles: Successfully recruited and onboarded candidates for crucial leadership and director positions, ensuring continuity and effectiveness in management.

Redesigning and Improving Probation/Annual Evaluation Programs: Overhauled the probation and annual evaluation programs to enhance their effectiveness and relevance, resulting in more meaningful assessments of employee performance and development.

Revamping Classification, Compensation, and Pay Equity Study: Comprehensive review of the classification, compensation, and pay equity systems within the City. Expected completion by the end of March 2024, this endeavor aims to ensure pay equity, transparency, and competitiveness in compensation practices.

Employee Engagement Programing: Reshaping the culture and building an inclusive workplace. In addition, to team-building events a benefits fair has been scheduled for April 2024.

Streamlining Processes: Increased efficiency by maximizing partnerships with established vendors. Eliminated manual data entry and repetitive processes where possible. Increased availability and responsiveness to employees' needs and concerns. Examples include:

- Advance Reporting – established a new process with the background check vendor to have candidates submit their request directly on their portal. This has eliminated the need for HR to send forms to the employee to complete, to then manually enter all of the information in the background check.

- Neogov Onboard – implemented a new hire feed that directly imports new hires and eliminates manual data entry.
- Bio Med – is our partner for FTA and FMCSA random drug/ alcohol testing. Implemented a process for them to complete our annual reporting requirements.)

Employee Engagement Survey: Retained Workplace Solutions LLC to conduct an employee engagement survey. We had close to a 60% completion rate and the results will be delivered by the end of March 2024. These results will help shape our work as we move forward with rebuilding trust and improving employee retention.



ECONOMIC DEVELOPMENT

- **Canby Pioneer Industrial Park Outreach**
 - Dragonberry Produce Expansion Grand Opening
 - Canby South Development
 - OLCC Development
 - Walnut Street Extension
 - Clarios 50th Year Anniversary
 - Okada International Grand Opening
- **City of Canby Sponsored Events**
 - Canby Independence Day Celebration
 - Big Night Out Street Dance
 - Canby's Spooktacular Village
 - Light Up The Night
 - First Thursday Night Market
- **Small Business and Downtown Canby Marketing**
 - "Here is Oregon", downtown Canby focus – Oregonian
 - City of Canby events – Canby Advantage Magazine/Active Media
 - Shop Local Canby campaign – KOIN
 - City of Canby events – Canby Herald
 - Summer Activity Guide – Canby Herald
 - Ongoing Facebook Advertising
- Canby Beer Library Final Approval
- Completion of Oregon Main Street Revitalization Grant



City of Canby | Economic Development
222 NE 2nd Avenue, Canby OR 97013 | 503.266.7001
www.canbyoregon.gov/business



ECONOMIC DEVELOPMENT

- Canby Depot Museum added to Local Register of Historic Resources
- Certified Local Government Grant - \$17,000
- Internship – Macaela Bennett
- Canby Business Safety Meeting
- New banner systems & process
 - Grant Street Arch
 - Wait Park Gazebo
 - Collaboration with Public Works, Parks, Planning
- New Civic Center Lobby Reservation Process
- Hanlon Development
 - DeMuro Award Ceremony
 - Certificates of Completion Issued
 - Historic City Hall
 - Former Police Building
- Small Business Marketing Workshop

TOURISM

- Hotel Development
- Development of Sports Complex
- Governors' Conference on Tourism
- Tourism Website Development

COMMUNICATIONS

- Community Enhancement Grants
- Capital Projects Planning Team
- Cultivating Canby Planning and Communications
 - Comprehensive Plan Update
 - Transportation Systems Plan Update
 - Potential Urban Growth Boundary Expansion
- Economic Opportunity Analysis Coordination
- Housing Needs Analysis & Housing Production Strategy Coordination
- Canby Area Transit Logo Design Team
- Emergency Operations Center Planning Meetings & Disaster Planning
- Arts in the Parks

COMMUNITY ENGAGEMENT

- Bridging Cultures
- Business Oregon
- Canby Historical Society
- Canby Area Chamber of Commerce
- Canby Rotary
- Canby School District
- Canby Kiwanis
- Clackamas County Economic Development
- Clackamas County Fairgrounds & Event Center
- Clackamas Workforce Partnership
- French Prairie Forum
- Greater Portland Inc.
- International Economic Development Council
- Main Street America
- Mt. Hood Territories
- Oregon Economic Development Association
- Oregon Main Street
- Travel Oregon
- Willamette Falls & Landings Heritage Area Coalition
- Willamette Valley Visitors Association



Finance Department Accomplishments in 2023-2024

2023-24 Goals - (Citywide Value – Fiscal Responsibility)

- Continuation of training for each Finance Department staff position.
- Add additional staff members to the Finance Department to allow for cross training.
- Continue creation of process manuals for each position's daily tasks and duties.
- Add a Transit Payroll Tax portal to our online payment system to make it easier for customers to file and pay their transit tax.
- Focus on great customer service for internal departments and citizens with timely responses.
- Complete the FY2023 audit by December 31, 2023, and present it to council.
- Update City Automated phone messages English/ Spanish
- Approval for requesting more PII from new customers.
- Translate forms to Spanish for our Hispanic community.
- Gather financial resources for residents struggling to pay their sewer bills.

Accomplishments

I. Hiring of Staff

- Office Specialist, Natalia Erofeeff
 - Natalia was hired November 6, 2023, as a new Office Specialist to assist with greeting customers, routing calls to the appropriate destination, and serving as the primary resource for utility questions. Natalia brings a warm positive attitude to this much needed position.
- Finance Director, Scott Schlag
 - Scott was hired January 2, 2024, to fill the City's Finance Director position previously held by Eric Kytola. Scott brings several years of municipal government accounting experience as a former municipal auditor.

II. Cross Training and Development

- Created opportunities to shadow and cross train within the Department to support team members and broaden the overall knowledge of Finance Department areas.
- Completed multiple process manuals including Cash Receipting, Business License, Balancing Xpress Payments, Cemetery Cash Receipting, and Cemetery Title Making.
- Updated the Payroll checklist and process manual instructions to include regular routine payroll, final check & payout check payrolls, 941 quarterly tax reporting, year-end payroll process, and yearly ACA reporting.

III. **Community Engagement**

- Implemented real time payments for business license customers.
- Continue to educate and train those businesses to utilize the City's payment portal.
- Council approved a new billing due date, from the 15th of each month to the 20th of each month, providing customers an extended period to pay their bills.

IV. **Innovation and Technology**

- Implemented PDF editing, notation, and signatures as a cost savings tool to reduce paper use and waste.
- 2023 W2s & ACA 1095-C forms distributed electronically and by third party mailing, saving staff time.
- Contract files are available electronically throughout the procurement process.

V. **Problem-Solving and Collaboration**

- Coordinated a "Working from home" schedule for each team member who had interest. Supplied home office necessities for functional *work from home* environment.
- Created a 5-year forecasting model.
- Created a CIP team working to sharpen the City budget for CIP projects.
- Presented a mid-year budget review to City Council.
- Audit completed earlier than previous 2 years, however, just shy of the December 31st goal.
- Improved workflow in contracting process across departments, prioritizing t utilization of the procurement checklists to assist in streamlining processing personal service agreements and issuing PO's.
- SAIF WC Audit went much easier this year (second year) with an in-depth review of WC Pay Codes, Calculation, and updating WC Classification Codes settings. All happened in 2023.
- Made a change for UB partners from Eagle Mailing to Metro Pre-sort.
- Connected Image Look on Single Point to daily download to avoid future unapplied payments.

Conclusion

The Finance Department continues to implement updated strategies collaborated by its staff to contribute to an improved process.

MUNICIPAL COURT ACCOMPLISHMENTS

Traffic Citations cited to Municipal Court in 2023:
2,222 which is about a 34% increase in citations from 2022.

For comparison:

2022 Cites: 1,657

2021 Cites: 1,271

Collection Report:

Total fines and fees collected in 2023: \$640,226, which is about a 16% increase in revenue.

For comparison:

2022: \$553,120

2021: \$518,634

We have increased our collection efforts in-house before sending accounts off to collections. We have implemented a court docket for certain delinquent accounts (individuals that are on strict payment plans approved by Judge) that will require an appearance before Judge Grafe to reconcile their accounts before being sent to a collection agency. This has increased collections on our end but also allows the court to issue license suspensions if the individual fails to appear for court.

There has been a general push from state legislation over the past couple years for courts to be more accommodating and flexible with customers when they are unable to pay. There is a large movement of “not punishing the poor”. The courts have been restricted on the types of suspensions we can enter when a customer fails to pay and there have been two remission orders entered in the past year to clear holds and account balances on thousands of accounts. Our court is much more flexible in these circumstances than other courts but there is always more room to improve.

Future: We would like to implement a program that would allow community service hours to be completed to offset fines and fees owed in some cases that are in collections. The court issues a suspension of the defendant’s license on most of the accounts that end up in collections. Typically, the customer would need to pay the balance in full to release the hold. However, Judge Grafe regularly allows payment plans on these accounts to release the holds sooner. We would like to implement a program that may allow community service to be completed in town to offset some of the fines and fees owed in certain cases. This would not only allow customers without the financial means to pay their citation the opportunity to satisfy their court debts but could also benefit the City. We used to allow community service to be completed with Canby Parks in criminal matters. The defendants would put work at the cemeteries and parks around town as a condition of their court probation. This stopped when Covid occurred. Additionally, the defendants in the criminal matters weren’t always reliable and Parks decided it was too much to monitor. However, if we were to offer community service to individuals with traffic violations, it is likely those customers would be reliable. This would take collaboration with Parks to assist and monitor hours but potentially benefit the City again.

As to the future, there is significant discussion at court conferences on the mental health crisis and providing resources. If we were to prosecute criminal matters again, it would be impactful to develop a community outreach to provide resources to individuals that may need it. We could potentially collaborate with Brandon Leonard, Mental Health Specialist at the PD, Canby Center or other local resources to help rehabilitate some of our repeat offenders.

Planning Department Accomplishments

Here is short list of planning department accomplishments over FY 23/24:

- Led the comprehensive plan, transportation system plan and urban growth boundary expansion processes and managed the consultant's work. Coordinated with DLCD staff on multiple overlapping processes and schedules.

Successfully gained approval by City Council, Clackamas County and DLCD for:

- The Economic Opportunity Analysis
- The Sequential Urban Growth Boundary Process

Other Work

- Advanced the Housing Needs, Housing Production Strategy and Housing Efficiency Measures assessments and code updates and maintained project schedules.
- Led three Comprehensive Plan and Transportation System Plan Community Summits, one Listening Session with community members located outside the UGB, on-going Project Advisory Committee meetings and will be commencing a Traffic Advisory Committee meeting.
- Applied for and secured an additional \$75,000 DLCD grant for continuing comprehensive plan and urban growth boundary work.
- Led the coordination with ODOT for Canby for the I-205 Tolling project including coordination with DKS Consultants to prepare Nexus Project List of needed road improvement anticipated to be impacted by I-205 Tolling.

Canby Police Accomplishments in 2023-2024

2023-24 GOALS

- Manage a staffing plan that allows for three officers' minimum shift coverage and supervisory oversight that maintains public safety, addresses neighborhood livability, and emergency response for 24/7 operations.
- Increase social media and public information presence.
- Restore K9 program.
- Collaborate with ODOT to establish a traffic safety plan along Hwy 99.
- Continue to increase community outreach with activities & events.

ACCOMPLISHMENTS

I. Crime Reduction

Our Detective Unit successfully apprehended suspects in two significant crime cases, resulting in the arrests of two suspects. One of the cases involved a child predator in possession of multiple explicit photographs of minors. The other case involved an individual who was stealing property from a fragile senior citizen while she was residing at Hope Village.

We have implemented targeted shoplifting enforcement missions at our local Fred Meyer's store and other stores in the Metro area to decrease the rampant shoplift crisis in our State and the Metro area.

The City of Canby was rated 6th safest city in the state of Oregon referenced by SafeWise Team

II. Public Safety Enhancement

To reduce traffic accidents and increase public safety, we have implemented many public safety enforcement missions such as DUUI saturation, distracted driving, safety belts, speed, and 99E construction zone safety enforcement missions. We also implemented educational and public awareness campaigns through our social media before the missions to educate and make the public aware.

City's Emergency Operations Plan - Chief Tro has been overseeing the RFP process for updating the City's EOP project.

III. Community Engagement

Increased community policing initiatives by attending Bridging Cultures events with our minority community, such as Thanksgiving dinners and local park BBQs during the summer. Attending these events results in positive interactions with the community, improving trust, making community members comfortable reporting crimes and requesting services within the City and County.

We continued strong partnerships with the Canby School District, Canby Fire District, Canby Chamber of Commerce, Clackamas County Juvenile Department, Kiwanis, Rotary, The Canby Adult Center, and surrounding law enforcement agencies.

We host three annual community events, such as Grill & Chill (National Night Out), Shop with a Cop event, and our Bike Rodeo, to foster positive relationships with residents.

IV. Innovation and Technology

We have equipped all officers with body-worn cameras, promoting transparency and accountability.

Acquired a newer and improved Drone with thermal cameras to assist officers in locating missing children, fragile adults with mental disabilities, and suspects.

V. Officer Training and Development

Provided officers with 8 hours of the C.A.L.M. Approach training, emphasizing effective communication strategies, de-escalation techniques, sound decision-making, humane physical control and restraint techniques, and active medical monitoring to enhance survivability and ensure everyone goes home safely.

VI. Problem-Solving and Collaboration

We participate with a Mental Health Response group that works together with our Behavioral Health Specialist in other local cities to increase de-escalation and crisis intervention to minimize fewer use-of-force incidents involving individuals with mental illness.

We have partnered with other Police Department's Traffic Units to organize traffic missions to minimize traffic accidents.

We assigned a Detective to the Clackamas County Interagency and Drug Task Force to reduce the overwhelming overdose fentanyl crisis within the county and the state.

VII. Increased Staffing Levels

2022-2023, we recruited a Behavior Health Specialist, a Code Compliance Officer, and a Police Sergeant to increase supervision during the late night/early morning hours.

2023-2024 we continued our strong partnership with the Canby School District, and we were able to add a School Resource Officer for Baker Prairie Middle School.

CONCLUSION

The Canby Police Department is committed to serving the community and ensuring the safety and well-being of all residents. We are proud of the accomplishments outlined in this memo and remain dedicated to continuous improvement.

I hope this helps! Let me know if you have any other questions.

Library Department Accomplishments

JULY/AUGUST '22

- Summer Reading Program 2022 (Theme: *Read Beyond the Beaten Path*):
 - Children Sign-ups: 517 | Children Finishers: 134
 - Teen Sign-ups: 138 | Teen Finishers: 51
 - Adult Sign-ups: 148 | Adult Finishers: 15
 - Take & Make Craft Kits: 900
 - Book Giveaways: 1,200

SEPTEMBER/OCTOBER '22

- We brought on a new Children's Librarian, Phillip Yocham, and Operations Manager, Amber Quinn.
- With the help of Facilities and both internal and Network IT, the back workroom area (where materials are checked in, received/shipped, and prepared for reshelving) underwent needed changes for safety, ergonomics, and efficiency.
- Popular teen programs included *Unplugged Game Night*, *Wii Game Night*, and a Teen Halloween Party.
- Popular adult programs included *Medicare 101*, *Crafting Classes*, *Annual Repair Fair*, and *Veteran Benefits & Healthy Nutrition*.

NOVEMBER/DECEMBER '22

- Several of the spaces around the facility were rethought for usability and discoverability. Staff worked hard to create open sight lines, more accessible and visible collections, and new learning spaces for the Canby community.
- The entire library collection underwent routine maintenance. This means that the entire collection underwent cleaning, shelf-reading (making sure items are in order), deselection, and auditing to find holes in certain collection areas that could be filled by purchasing new materials.
- Popular children programs included storytime, *Dance Party*, and a Holiday Party.
- Popular teen programs included a Teen Library Advisory Committee meeting, *Finders Seekers Challenge*, *Pizza & Ping Pong*, and a book giveaway.
- Popular adult programs included crafting, acupuncture, and music events.

JANUARY/FEBRUARY '23

- The children's area of the library was rearranged to allow for more asynchronous craft and STEM/STEAM events adjacent to the Discovery Room storage area.
- Popular adult programs included *Tame the Mess: Practical Organizing for Real People* and *An Introduction to Writing for Publication* workshop.

MARCH/APRIL '23

- New children's manipulative toys were added to storygarden.
- Phillip, the Children's Librarian, visited several different schools/classrooms to talk about the services we provide for students and families in the library.
- Popular teen programs included making no-sew book bags using t-shirts and a newspaper seed-starter pot craft.

- Popular adult programs included a *Native Bees of Oregon* presentation, a glass fusion art class, and a workshop on growing berries presented by Clackamas County Master Gardener Jane Collier.

MAY/JUNE '23

- We began our next Summer Reading Program.
- All of the Canby School District 3rd graders visited the library for a tour and talk about the library. The 3rd graders were visiting sites all over Canby as part of a social studies unit at school. With teachers, parents, and kids, we hosted 346 total visitors.
- Popular adult programs included presentations on *Prescription Drug Information* and *Creating Year Round Color in the Garden*.
- To finish up the year, we lost 6 staff members total and brought on 5 new staff members.

FY '22-'23 STATISTICS:

	JULY/AUG '22	SEPT/OCT '22	NOV/DEC '22	JAN/FEB '23	MAR/APR '23	MAY/JUNE '23	TOTALS FY '22-23	
Total Visitors	14,645	14,507	13,236	14,971	15,940	15,785	89,084	Total Visitors
Items Added	1,009	762	755	1,125	1,261	977	5,889	Items Added
Holdings Filled	9,252	8,880	8,570	10,149	10,090	8,633	55,574	Holdings Filled
Digital Checkouts	5,710	5,500	5,258	5,817	6,075	6,643	35,003	Digital Checkouts
Items Checked In	42,372	40,094	39,586	43,064	45,854	40,173	251,143	Items Checked In
New Cards	240	208	162	227	198	251	1,286	New Cards
Physical Checkouts	22,333	37,005	35,416	39,042	41,131	39,592	214,519	Physical Checkouts
Reference Questions	1,933	1,704	1,868	1,612	2,100	2,200	11,417	Reference Questions
Room Reservations	158	112	100	135	175	162	842	Room Reservations
Children's Programs	1	3	7	21	35	35	102	Children's Programs
Children's Participants	55	124	196	714	1,024	887	3,000	Children's Participants
Teen Programs	6	4	4	4	3	4	25	Teen Programs
Teen Participants	28	17	20	24	8	26	123	Teen Participants
Adult Programs	6	7	4	4	5	2	28	Adult Programs
Adult Participants	214	140	121	99	125	25	724	Adult Participants

Public Works Achievements

Collections:

- NW 3rd Ave & N Baker Sewer Lift Station new generator. Removed the Safeway sewer lift station and rerouted 1,000 ft of 8 inch sewer main.
- Installed new sewer main and laterals for N Maple Lane.
- Installed new sewer main and laterals on N Locust Street.
- Removed 300 ft of transite pipe on N Juniper Street to 3034 sewer main pipe.

Facilities:

- Removed old 1940's generator and installed a new diesel generator.
- Installed all automatic garage doors to all Public Works buildings.
- Upgraded Public Works security systems.
- Install new concrete pad and electrical for the new generator at the Civic Center.
- Increased employee safety by realigning Courts doors.
- Insulated all Public Works shop bays.
- Painted Eileen's office.
- Resurfaced the Police public parking and private police parking lots.

Parks:

- Upgraded Community Park with new sewer line and lift station, parking lots, new water lines, new electrical and two new bathroom buildings.
- Covered area for S Locust Street Park.
- Repaved basketball court at S Locust Street Park.
- Added security camera at S Locust Street Park.

Stormwater:

- Installed four new drywells on our storm system to alleviate flooding.
- Installed new storm system on N Locust between NE 4th to NE 10th Avenues.
- New storm system on N Redwood Street and NE Territorial Road intersection.
- New storm system from the Logging Road (walking path) to N Redwood Street.

Streets:

- Reconstructed entire roadway and sidewalks on N Locust Street.
- Resurfaced N Maple Lane with asphalt
- Installed conduit to underground power from 99E to s Township Road.
- Installed new sidewalks and curb line on NE Territorial Road and N Redwood Street.

WWTP:

- Installed new storage building.
- Upgraded the pressate basin and pumping system.

Canby Swim Center Accomplishments Over the Past Year

In the beginning of 2023, the biggest maintenance issue was a very leaky, 53-year-old, water main to the Canby Swim Center. Nathan worked hard to get our main water line replaced. At first, we had a temporary patch on it, and it took a couple weeks to get all the information to know what needed to be done. The main went under the sidewalk by our spectator door. Nathan was able to line everything up, so we didn't have any real down time and were able to stay open, thanks to Nathan and help from other city employees.

The fall closure this year was a short one and the staff painted and cleaned everything. We were able to open a couple days early for lap swimmers and Senior/Adult recreation swim. During the winter Nathan also hired an electrician to replace all the florescent lights with LEDs and was also able to get some small electrical issues taken care of.

As of the beginning of 2023 we were continuing to look for more staff, both lifeguards and swim instructors as we were still trying to catch up from Covid years. We spent the spring and summer recruiting and training. Finally in the fall of 2023 we were back to a full complement of staff. As always, we have lost a few since then so we will stay vigilant with the recruiting and training all year round.

The Canby Swim Center once again hosted the Gator Grinder Triathlon. The Triathlon is always the day before Mother's Day and numbers are starting to rebound for that too. We are also home to the Canby Gators swim meets and Canby High school meets as well as practices. Last spring was filled with second grade swimming lessons, and we are just about to get going again as we teach all the second graders in the Canby School District.

Transit Department Accomplishments

Saturday Loop: Began the Saturday Loop service in October of 2023. The service provides 12 hours, 22 loops from 8am to 9pm. The service is free for anyone who wishes to ride. We currently serve 40 to 50 riders per Saturday.

99x Schedule: Improved the 99X schedule which increased efficiency by reducing the amount of downtime between trips and adding additional service to Woodburn.

Transit Office: Council approved a new lease for the Transit Office at its current location. Meanwhile, the Council also awarded a contract to WaterLeaf Architects to begin the design process for the permanent Transit Office at 185 S Hazel Dell way. The preliminary design for the building has been done and includes a 4500 sqft office, enough space for 30 buses and a facility to wash the buses.

Transit Master Plan: Began the update of the Transit System Master Plan. The plan is currently in the data collection phase and is gathering data to determine how better to serve the community of Canby.