



CITY COUNCIL Agenda

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

MAY 15, 2024

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

The meetings can be viewed on YouTube at:

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

The public can register to attend the meeting virtually by contacting the Deputy City Recorder;
ridgleyt@canbyoregon.gov or call 503-266-0637.

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

WORK SESSION – 6:00 PM

1. CALL TO ORDER
2. HOUSING PRODUCTION STRATEGY DISCUSSION
3. ADJOURN

Pg. 1

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER
 - a. Invocation
 - b. Pledge of Allegiance
2. NEW EMPLOYEE INTRODUCTIONS
3. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. If you would like to speak virtually, please contact the Deputy City Recorder by 4:30 pm on May 15, 2024, with your name, the topic you'd like to speak on and contact information: ridgleyt@canbyoregon.gov or call 503-266-0637.

4. CONSENT AGENDA

- a. Approval of the February 16, 2024, and March 13, 2024, City Council & Urban Renewal Agency Special Meeting Minutes. Pg. 2
- b. Appointment to the Heritage and Landmark Commission of Member Hannah Ellison with a term ending June 30, 2026. Pg. 13
- c. Appointment to the Heritage and Landmark Commission of Member Ron LeBlanc with a term ending June 30, 2025.

5. ORDINANCES & RESOLUTIONS

- a. Consider **Ordinance No. 1620**: An Ordinance Authorizing the City Administrator to Amend the Contract with First Transit, Inc of Chicago, IL, to Provide Services for an additional three years. *(Second Reading)* Pg. 17
- b. Consider **Ordinance No. 1621**: An Ordinance Authorizing the City Administrator to enter into an Agreement with Heard Farms for Removal of Wastewater Sludge to a second reading on June 5, 2024. *(First Reading)* Pg. 25
- c. Consider **Ordinance 1622**: An Ordinance Awarding the Construction Contract with Eagle-Elsner Inc, in the amount of \$1,120,120.00 for construction of the 2024 Street Maintenance & Urban Renewal Agency Improvements Project to a second reading on June 5, 2024. *(First Reading)* Pg. 28
- d. Consider **Resolution No. 1405**: A Resolution Authorizing a Rate Increase and Establishing a New Rate Schedule for Garbage Collection by Canby Disposal within the City of Canby. Pg.41
- e. Consider **Resolution No. 1406**: A Resolution of the City of Canby Adopting the Limitation of Liability for Certain Claims Arising from the Use of Trails or Structures within Public Easements and Unimproved Rights-of-Way Pursuant to ORS 105.668. Pg. 51

6. OLD BUSINESS

- a. City Attorney Recruitment

7. MAYOR'S BUSINESS

8. COUNCILOR COMMENTS & LIAISON REPORTS

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- a. Bi-monthly Reports Pg. 55

10. CITIZEN INPUT

11. ACTION REVIEW

12. 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.

There will be an Urban Renewal Agency Meeting after the Regular Meeting but not before 8:00 PM.



CITY COUNCIL Staff Report Work Session

Meeting Date: 5/15/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Don Hardy, Planning Director
Agenda: Housing Production Strategy Discussion

Summary

This is an update on Canby's housing production strategy based on the March 25, 2024 draft Housing Needs Analysis.

Background

The housing production strategy was funded by a Department of Land Conservation and Development (DLCD) grant. In order to address those housing needs within the Canby community, strategies are required to identify and address ways to achieve housing affordability over the next 8-years based on resident incomes. Strategies include a list of specific tools, actions, and policies that the City plans to take to address the housing needs identified in the Housing Needs Analysis over the next 20-years. This includes the City's plan and timeline for adopting and implementing each strategy. Implementation of these strategies will require updating city codes, processes and working with the community. Several of the strategies are also housing efficiency measures that include: Permit Cottage Cluster Residential Development, Identify Opportunities to Streamline Planned Unit Developments (PUD's) and Code Incentives to Encourage PUD's, and Amend Commercial Zoning to Allow Mixed-Use Housing.

Attachments

- None, a PowerPoint presentation will be provided to the city council on May 14.

Options

No formal action is needed but, city council direction on moving forward toward adoption of the housing production strategy as hearing dates will be scheduled this summer/fall.

Fiscal Impact

No fiscal impact will occur.

Recommended Action

Staff recommends that city council direct staff to move forward with the adoption hearing process for the housing production strategy.

**CITY OF CANBY WORK SESSION
CANBY CITY COUNCIL/URBAN RENEWAL AGENCY
GOAL SETTING
February 16, 2024**

FACILITATORS: Sara Wilson and Ashley Sonoff

COUNCIL PRESENT: Brian Hodson, Traci Hensley, Herman Maldonado (arrived late), James Davis, Jason Padden, Daniel Stearns, and Scott Sasse.

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/City Recorder; Don Hardy, Planning Director; Jamie Stickel, Economic Development Director/Communications Specialist; Jorge Tro, Police Chief; Jerry Nelzen, Public Works Director; Kevin Aguilar, Human Resources Director; Todd Wood, Transit, Fleet, & IT Director; and Marisa Ely, Library Director,

CALL TO ORDER: Mayor Hodson called the Goal Setting Work Session to order at 8:45 a.m. in the Council Chambers.

WELCOME/AGENDA OVERVIEW: Sara Wilson, Facilitator, welcomed everyone and reviewed the agenda and workshop outcomes.

The Council and Leadership Team discussed the process and established a list of rules for success.

CORESTRENGTHS TRAINING:

Facilitator Wilson discussed the results from the Motivational Value System (MVS) personality assessment.

The Council and Leadership Team shared their strengths and broke up into small groups for an activity to share positive feedback they had received from others, describe when they were most engaged at work, and what triggered conflict for them. There was further discussion regarding the motivations for each type as it pertained to people, performance, and process.

Facilitator Wilson discussed the team strengths portrait, dealing with conflict, the roles of Council and Leadership Team, and expectations for these two groups to work together.

ENVIRONMENTAL SCAN: Everyone highlighted accomplishments from last year and noted those who contributed to the successes.

LUNCH: The group recessed for lunch at 12:12 p.m. and reconvened at 12:48 p.m.

CONTEXT WRAP-UP: Everyone discussed the strengths, weaknesses, opportunities, and threats for where they currently were. The challenges identified were IT, contracts, and remote work.

Eileen Stein, City Administrator, reviewed the results of the employee survey regarding remote work. Employees appreciated the ability to work a hybrid schedule, however there were complaints about employees not responding to phone calls when they were at home.

Councilor Hensley said only 50% of employees filled out the survey. She did not think the questions were appropriate. The hybrid schedule impacted customer service and she thought everyone should be back in the office.

Councilor Stearns thought customer service issues needed to be handled by administration.

Councilor Davis said employees should be in the office and accessible to citizens. He thought City Hall should open earlier than 9 a.m.

Councilor Maldonado thought if staff were hired to work for the public, they should be accessible to other staff and the public.

Mayor Hodson thought working from home should be an option and it was up to the City Administrator to make that decision.

Councilor Padden said most employees were not remote working every day. There were benefits to having employees work from home and this was an evolving work environment. The City Administrator managed staff and should make the decision.

Councilor Sasse thought it should be the City Administrator's call for remote work. He wanted to make sure people could contact staff and thought City Hall's hours needed to be changed.

Facilitator Wilson said there was consensus to leave it at the administration level but shore up the policy to emphasize customer service and accessibility.

Todd Wood, Transit, Fleet, & IT Director, gave a background on IT that was contracted, then brought in house, and then changed back to a contract. He was going to send out an RFP to see what the costs would be for in house vs. contract.

Councilor Hensley said the Budget Committee was not happy with the decisions that had been made by the previous City Administrator and Assistant City Administrator. She was glad they were going out for an RFP.

Councilor Stearns thought it was a decision to be made by the current City Administrator. There needed to be better continuity and stability in this department.

Councilor Davis wanted to see the pros and cons and costs of the options.

Mayor Hodson thought it was up to the City Administrator to decide how it fit in the budget.

Councilor Padden said this was an internal issue. He did not think there would be a good comparison between past and current costs because of the chaos of the last few years. If there

was an RFP, he thought it should be comparative to services, similar to what they were doing for the City Attorney. This was an Administrator decision.

Councilor Sasse wanted to get the best service for the best price. Councilor Maldonado agreed.

Facilitator Wilson said there was consensus that this was an Administrator decision, but there were budget considerations to address.

Ms. Stein did not think they could compare what they had in the past to what the service needed to be now. They had to have adequate services for the future and that was what the RFP would be looking at.

Don Hardy, Planning Director, said broadcasting meetings was a key component to the IT service. There had been a lot of good changes since Mr. Wood took over the IT department.

Jerry Nelzen, Public Works Director, agreed that good progress had been made.

Marisa Ely, Library Director, said good IT support did cost money. They wanted good service, as well as security.

Facilitator Wilson discussed challenges that had come up from the outreach conversations. Under the area of problems, they had looming budget shortfalls, limited staff capacity, staff retention and turnover, unclear roles between staff and Council, staffing and leadership instability, clarity on Council priorities, changes in employment law, growing pains from a small to medium size city, and preemptive state laws regarding land use and affordable housing requirements. This was a time of change for the organization, and she thought they should be mindful of not overwhelming the plate or adding too much. She asked if anything else should be added to the list.

Councilor Stearns said better responsiveness and interaction between the public and City.

Councilor Davis thought public outreach and community partnerships.

Facilitator Wilson discussed opportunities. These included leadership stability and strong staff team, more staffing for increased service levels, downtown economic development, evaluating potential revenue options, community engagement, sports complex, future urban renewal for the industrial area, TSP update, UGB expansion, and Comprehensive Plan update. She asked for an update on the sports complex.

Ms. Stein said there was an organization who prepared a set of renderings for a sports complex at Molalla State Park, but that site would not work. They were in the process of preparing renderings for a different site in the Industrial Park outside of the UGB. It had not been determined who would buy the property and who would manage the site.

Councilor Davis said it was a priority for the Parks and Recreation Advisory Board. Staff was going to look at funding options if the Council wanted to move forward with purchasing the property. Staff was going to look at the new renderings in an upcoming meeting.

Facilitator Wilson said the threat identified was collective bargaining agreements being unsuccessful. The Council and staff did not see this as a threat.

There was consensus that the threats were: lack of revenues, election cycle and a shift of priorities, big asks from the community for future projects and bonds, inflation and increased costs for services, new state legislation and changes to local control, public discontent and misinformation, lack of community involvement and shift in leadership, investing in infrastructure and deferred maintenance, staff morale, increase in crime, and the houseless.

Facilitator Wilson said the strengths included: community events, Leadership Team, the City was a desirable place to live, public safety, schools, the City was fiscally responsible, Industrial Park, diverse tax base, business owners, passionate citizens, infrastructure, good community partners, ISO rating, the City had its own public utility and was self-sufficient, commitment to economic development, and Canby Adult Center,

The group recessed for a break at 1:57 p.m. and reconvened at 2:07 p.m.

GOAL REFINEMENT PART 1:

Facilitator Wilson gave an overview of the following goals:

Promote Financial Stability

Align Resources to address future community growth

Plan a transportation system that eases the impacts of growth

Develop a more robust parks and recreation program aligned with the Parks Master Plan

Enhance engagement and communications that represent broad perspectives

Staff gave a status report on the goals and objectives.

Everyone broke into small groups to work on refining the goals at 2:20 p.m. for 25 minutes.

GOAL REFINEMENT PART 2:

Goal 1 - Promote Financial Stability

Changes to this goal included:

1.1 – Change the word “revisit” to “present to Council” regarding the reserve policy.

1.2 – Remove “evaluate the City’s fee structure.” Move the Park Maintenance Fee evaluation to Goal 4 and make a separate goal for the evaluation of the Street Maintenance Fee.

1.3 – Remove the entire goal.

1.4 – Remove the entire goal.

Add a goal to explore revenue stream options and present recommendations to Council by December 2024, to include an evaluation of a grant writer position, franchise fees, and SDCs.

Goal 2 – Align Resources to Address Future Community Growth

2.1 – Add the Housing Production Strategy.

- 2.2 – Remove the entire goal.
- 2.3 – Add completion dates.
- 2.4 – Add completion dates.
- 2.5 – Remove the entire goal.
- 2.6 – Change the wording to “finalize the exit strategy for the Urban Renewal District. Strategize moving staff, materials, and services to the General Fund.”
- 2.7 – No change.
- 2.8 – No change.
- 2.9 – present at Budget Committee meeting.

Goal 3 – Plan a Transportation System that Eases the Impacts of Growth

- 3.1 – No change.
- 3.2 – Continue the goal and focus on N Pine Street.
Add a goal to revisit the Downtown Parking Plan.
Add a goal to establish the level of service for streets and set the Street Maintenance Fee accordingly.

Goal 4 – Develop a More Robust Parks and Recreation Program Aligned with the Parks Master Plan

- 4.1 – No change.
- 4.2 – No change.
Add a goal to evaluate funding and property for the sports complex.
Add a goal to develop short and long term strategies for the Adult Center and Swim Center.
Add a goal to evaluate the financial sustainability of funding the City’s park system including the Park Maintenance Fee and Parks District.

Deciding what to do with the Traverso property and pedestrian ADA access to Community Park were put on the parking lot list.

It was noted that the Parks and Recreation Advisory Board was looking at how much money was in the SDCs fund and updating the CIP for parks to send a recommendation to the Council.

There was discussion regarding an RV dump site. It was added to the parking lot list.

Goal 5 – Enhance Engagement and Communications that Represent Broad Perspectives

- 5.1 – No change.
- 5.2 – No change.
- 5.3 – No change.
- 5.4 – Remove the entire goal.
- 5.5 – No change.
- 5.6 – Remove the entire goal.
- 5.7 – Change to “review and update Council policies and guidelines” with a note that part of the review would be the Council appointment process.
Add a citizen’s academy for engagement.

There was discussion regarding the Oregon Pacific Railroad's request for funding for a fence. There was consensus that this was not a goal to add to the list.

NEXT STEPS:

Facilitator Wilson said the updated document would be sent to the Council. They would need to discuss prioritizing the goals and team agreement at a future meeting.

Everyone gave feedback on today's experience. Staff appreciated being involved in the process and Council appreciated making progress on the goals and input from staff.

The meeting was adjourned at 4:00 p.m.

Maya Benham, CMC
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood

**CANBY CITY COUNCIL AND URBAN RENEWAL AGENCY MEETING
WORK SESSION
March 13, 2024**

PRESIDING: Brian Hodson

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

STAFF PRESENT: Eileen Stein, City Administrator, and Maya Benham, Administrative Director/City Recorder.

CALL TO ORDER: Mayor Hodson called the Special Called Work Session meeting to order at 6:32 p.m.

DISCUSSION REGARDING REFINEMENT OF FY 2024/2025 CITY COUNCIL & URBAN RENEWAL AGENCY GOALS AND PRIORITIES:

Eileen Stein, City Administrator, said the leadership team met on February 22, 2024, to refine the goals after the City Council had their first goal session meeting on February 16, 2024. They had identified number one priorities as well. The objectives had not been changed.

Council President Hensley asked what criteria was used for the priorities. Ms. Stein said they had looked at what needed to be accomplished first to make progress on other priorities.

Goal 1 – Promote Financial Stability

Ms. Stein stated the 28% reserve level was not found in the city code, and Canby had a history of keeping a 28% reserve level. Staff suggested lowering the level to free up some funding.

Mayor Hodson confirmed this was not a policy.

Councilor Davis asked what the current reserve number was. He also wanted to know what the carryover was to operate between July to November. He supported the 28% level without knowing the additional information.

Councilor Stearns wanted to have staff bring back a recommendation.

Ms. Stein said staff needed direction for the upcoming budget process and to identify the service priorities. If they were to carry the reserve at 15%, that would free 13% to do something with. They would have to identify what that 13% equated to in terms of City services.

Councilor Sasse did not want to go below 20%.

Councilor Padden wanted to move forward with Goal 1.1. He thought it would require a Work Session to figure out the reserve number.

Council President Hensley also did not want to go below 20%. She didn't care about what other cities were doing and wanted the best for Canby.

Councilor Davis wanted six months operating capital in the reserves in order to pay the bills.

1.2 – There was consensus to stay with this goal.

1.3 – There was consensus with this goal to remain as is.

1.4 – Councilor Davis agreed with finalizing the transition of the current URA staff but to strike the rest because there were no new UGB boundaries at this time. He thought it should be next year with the updated Comprehensive Plan Map which would show where possible industrial/business areas would be.

Councilor Padden suggested a language change: finalize the transition of the current Urban Renewal staff, identify final projects, and shut down the Urban Renewal District.

Mayor Hodson did not want to take out discussion of a future Urban Renewal District as a goal.

Councilor Davis thought there was nothing else needed to expand the downtown.

Councilor Padden suggested creating a separate goal to investigate a new Urban Renewal District in the future.

Council President Hensley was not open to another Urban Renewal District, but at the very least they needed to wait for the Comprehensive Plan update to see if there was a need. She thought any new district should go before the voters. She agreed it should be a separate goal.

There was consensus to create a goal 1.6 to discuss future Urban Renewal District options after the Comprehensive Plan update was completed and change goal 1.4 to: finalize the transition of Urban Renewal staff and identify final projects to shut down the District by Fiscal Year 25-26.

1.5 – Councilor Padden suggested changing this goal to: conduct assessment of current staff levels and forecast future staffing needs for the next three years.

Goal 2 – Align Resources to Address Future Community Growth

2.1 – Consensus to leave as is.

2.2 – Council President Hensley agreed to keep this goal as listed but wanted to set a realistic deadline for the goal. Ms. Stein said it was planned for FY 25-26.

Councilor Padden suggested re-organizing the goal order and moving 2.4 up to 2.2. He also wanted a goal added to update the Council’s policies. Ms. Stein noted that item was listed under 5.4.

Council President Hensley asked what changes were needed in the Charter. Ms. Stein mentioned changing Section 11 to raise the \$50k limit for contracts to be approved by the City Administrator.

Councilor Padden said the rules that governed the advisory committees did not align with each other in the Charter and some language needed to be modernized. Councilor Stearns suggested changing the goal to: City Administrator present possible changes to the City Charter. He also suggested for 2.4 to strike the word “actively.”

2.1 – stay same

2.2 – Recruit a hotel/motel for Canby and remove “actively.”

2.3 – stay the same

2.4 – complete the City’s Development Code update

Mayor Hodson wanted the Council to start thinking more aspirationally with the goals and not the nitty gritty. He didn’t think it would be looked upon negatively on City staff if the goals weren’t completed this year.

Councilor Maldonado also wanted to leave out “actively” and if a goal was not completed this year, it would be added to the next one.

Councilor Padden suggested removing the year 2024 so that items didn’t have to be accomplished in the next 12 months. The hotel was not all within the Council’s control. He didn’t think it would be considered a failure when it was out of their control.

Council President Hensley agreed to remove the “2024” and change to “Revised Canby City Council Goals and Objectives.” She also didn’t want to see the language “on-going” and instead wanted a specific date and a report on what had been done to move the project forward, what was holding it up, and where they could help.

Goal 3 – Plan a Transportation System that Eases the Impacts of Growth

Councilor Padden proposed re-ordering the goals as follows:

- 3.1 – keep as is – complete the TSP
- 3.2 – create a task force to evaluate the street system
- 3.3 – complete the update to the Downtown Parking District Master Plan
- 3.4 – present evaluation of County roads in the current UGB
- 3.5 – evaluate roads in the future UGB

There was consensus to change the order as proposed.

Goal 4 – Develop a More Robust Parks + Recreation Program Aligned with the Parks Master Plan

4.1 – Councilor Davis wanted to change the language: to hire a consultant to evaluate and make recommendations on the Park Maintenance Fee and present it to City Council.

Councilor Padden suggested for 4.1, Create a five year plan for new parks and updates to existing parks and identify the funding that would be needed. Then 4.2 could be, Hire a consultant to evaluate the funding mechanisms to make it happen and 4.3 could be Identify future land for parks in the updated UGB.

Councilor Davis explained how some of that work had already been done in the updated Parks Master Plan.

Ms. Stein thought adequate park maintenance should be evaluated as well as projections on additional parks in the Urban Growth Boundary and how those would be paid for. She suggested separating out the sports complex.

The Council agreed to move the athletic fields to a separate goal.

Council President Hensley wanted to remove the “ongoing” and “continuing efforts” language.

Councilor Padden thought a consultant should be hired to look at park service level options and the funding needed.

There was discussion regarding the proposed dog park location.

There was consensus to rearrange the goals as follows:

4.1 – Establish service levels of existing and future parks and funds needed to meet those levels

4.2 – Plan for the athletic complex

4.3 – Plan for future parks in the current UGB

4.4 – Identify new park land in the new UGB

Goal 5 – Enhance Engagement and Communications that Represent Broad Perspectives

5.1 – Council President Hensley wanted to remove “ongoing” and set a deadline for moving forward. She wanted to work with the High School before the end of the school year so that maybe in the new school year there would be new youth engagement. She suggested that Councilor Stearns also work with her and Ms. Stein and involve Bridging Cultures.

Councilor Stearns suggested a joint Work Session with the School District to offer some credit to students for participating or as a senior project.

Council President Hensley suggested a Day at City Hall event for kids to visit.

Councilor Padden suggested changing the order to:

5.1 – Conduct a customer service level survey

5.2 – Create an engagement plan for youth

5.3 – Create a diverse engagement plan for the Canby community

5.4 – Develop a communications plan for the City as a whole

5.5 – Update Council policies and operating guidelines

5.6 – Evaluate and create a civic engagement academy

There was discussion around doing a beginning survey and one after the efforts were completed and how the surveys should be conducted.

Council President Hensley would like the survey questions to come to Council first before they were sent out. She suggested looking into what Molalla did for communications.

The Council wanted to see how the goals related to agenda items in staff reports as well as have laminated copies of the goals on the dais. They also wanted to receive a mid-year goal review.

The Council took a break at 8:45 p.m. and reconvened at 8:50 p.m.

Parking Lot Items

- Purchase property for the Swim Center and Adult Center.

Councilor Davis wanted Ms. Stein to meet with the School Superintendent about the property.

Council President Hensley wanted to add this to a long-term opportunities list with items that had no deadlines.

Councilor Sasse thought there should be a Work Session with the School Board regarding the property.

- Pedestrian/ADA access to Community Park

This item was added to Goal 4.5.

- Traverso property

This item was placed on the long-term opportunities list.

There was consensus for Chief Tro to give Council an update on patrolling that property.

- RV Dump Site

This item was already being worked on

- Hybrid Work

This item would be discussed through the customer service survey efforts.

Councilor Davis asked for City Hall hours to move to 8:00 a.m. to 5:00 p.m.

The updated goals would come to Council for adoption on April 3. The potential Work Session list would also be updated.

Ms. Stein would review whether the items were realistic or would require additional budget needs.

Mayor Hodson adjourned the Work Session at 9:11 p.m.

Maya Benham, CMC
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood



CITY COUNCIL Staff Report

Meeting Date: 5/15/2024

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

Summary

There are currently vacancies on the Heritage and Landmark Commission. The vacancies have been advertised on the City's website.

Background

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

Discussion

Councilor Sasse and Staff Liaison Tyler Nizer interviewed Hannah Ellison and Ron leBlanc on April 30, 2024. After interviews, it was recommended that Hannah Ellison and Ron leBlanc be appointed to the Heritage and Landmark Commission.

Attachments

Hanna Ellison Application
Ron leBlanc Application

Fiscal Impact

None

Recommendation

1. Appoint Hannah Ellison and Ron leBlanc to the Heritage and Landmark Commission.
2. Take no action.

Proposed Motion

"I move to approve the appointment of Member Hannah Ellison to the Heritage and Landmark Commission with a term ending June 30, 2026, and Member Ron LeBlanc to the Heritage and Landmark Commission with a term ending June 30, 2025.

2022-HLC - Heritage & Landmark Commissioner

Contact Information -- Person ID: 52463034

Name: Hannah Ellison Address: [REDACTED]
 Canby, Oregon 97013 US

Home Phone: [REDACTED] Alternate Phone:

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

Notification Preference: Email Former Last Name:

Education

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

Work History

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

Certificates and Licenses

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

Skills

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

Additional Information

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

References

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

Resume

Text Resume

Attachments

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

Supplemental Questions

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

A: I serve on the planning commission, and I own a local small business.

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

A: I would like to see more diversity/perspectives, across the board, in our city's programs.

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

A: I like having the opportunity to positively affect the wonderful town that I live in, in any way I can.

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

A: I have served on the planning commission since June of 2023, and I have some college education. I am a local realtor, and have developed a fondness of our local architecture and want to preserve historic pieces of our special town.

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

A: Planning Commission

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

A: Jamie Stickel & Tyler Nizer

2022-HLC - Heritage & Landmark Commissioner

Contact Information -- Person ID: 57571315

Name: Ron leBlanc Address: [REDACTED]
Canby, Oregon 97013 US

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

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

Notification Preference: Email Former Last Name: [REDACTED]

Education

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Work History

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Additional Information

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References

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

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

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

Supplemental Questions

1. Q: What are your community interests (committees, organizations, special activities)?
A: Recently relocated to Canby. Interested in volunteering my time for the benefit of the entire community.

2. Q: What are your major interests or concerns in the City's programs?
A: I am interested in topics/areas that address the quality of life in Canby.

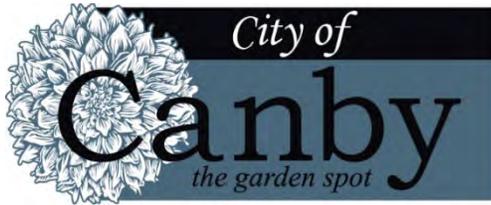
3. Q: Why are you interested in this volunteer position?
A: Local history defines the character of the community. I have an interest in exploring ways to bring the heritage of this community to a broader audience, within and outside the community. There is a great story to tell and I would like to be part of the team effort.

4. Q: Please share your experience and educational background.
A: After 40+ years in the profession, I retired as a city manager. My experience includes working in cities with historical significance. I have worked with Historic Preservation Commissions in the past and helped to create historic districts.

5. Q: Please list any other City or County positions on which you serve or have served.
A: I have not served on any previous City of Canby boards, committees or commissions, nor, have I served in any similar capacity on any Clackamas County organizations. I previously served as City Manager of Springfield OR as my only previous Oregon municipal experience.

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

A: Eileen Stein brought to my attention the various vacancies on volunteer boards, commissions and committees.



CITY COUNCIL Staff Report

Meeting Date: 5/15/2024

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

Summary

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

Background

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

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

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

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

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

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

Attachments

Ordinance No. 1620
Contract Amendment
Cost Sheet

Fiscal Impact

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

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

Recommendation

Staff recommends the City Council approve the request to amend the contract with First Transit, Inc. of Chicago, IL, to provide services for an additional three years.

Proposed Motion

“I move to adopt Ordinance No. 1620: An Ordinance Authorizing the City Administrator to Amend the Contract with First Transit, Inc. of Chicago, IL, to Provide Services for an Additional Three Years.”

ORDINANCE NO. 1620

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

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

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

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

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

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

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

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 1, 2024, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, May 15, 2024 commencing at the hour of 7:00PM in the City Council Chambers located at 222 NE 2nd Avenue, 1stFloor, Canby, Oregon.

Maya Benham, CMC
City Recorder

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

YEAS _____

NAYS _____

Brian Hodson,
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

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

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

WITNESSETH THAT:

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

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

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

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

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

WHEREAS, the extensions are as follows:

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

; and

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

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

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

_____ Date

_____ Date

Name:
Title:

Name:
Title:

City of Canby
PO Box 930
Canby, OR 97031
503.266.0745

First Transit Inc.
22192 Network Place
Chicago, IL
972.391.4600

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

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

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

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

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

Company Name

Signature of Authorized Official

Address

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

City, State, Zip

Date

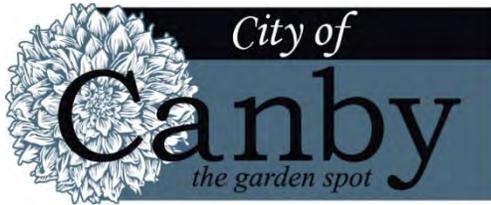
Phone

**Attachment B
BUDGET
FORM**

Proposed Budget

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

Submit with Proposal



CITY COUNCIL Staff Report

Meeting Date: 5/15/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Monica Stone, Wastewater Treatment Plant Supervisor
Agenda: Consider Ordinance No. 1621: An Ordinance authorizing the City Administrator to execute a contract with Heard Farms, for sludge removal at the City of Canby Wastewater Plant. *(First Reading)*

Summary

Consider Ordinance No. 1621: An Ordinance authorizing the City Administrator to execute a contract with Heard Farms, for sludge removal at the City of Canby Wastewater Treatment Plant (WWTP) for \$105/ton.

Background

For the past 10 years, the City of Canby has contracted with Heard Farms to transport, treat and beneficially reuse the sludge produced at the WWTP. The current contract with Heard Farms will expire on June 30, 2024.

Attachments

Ordinance No. 1621

Fiscal Impact

The adopted FY 23/24 budget allocates \$180,000 for sludge disposal. This is an annual operations and maintenance expense associated with operating the WWTP. The proposed City of Canby FY 24/25 budget is \$220,000 for sludge disposal. The increase in the budget is due to increased wages and fuel costs.

Options

Approve Ordinance No. 1621

Take no action at this time.

Proposed Motion

"I move to approve Ordinance No. 1621. An Ordinance authorizing the City Administrator to execute a contract with Heard Farms, for sludge disposal at \$105/ton to come up for a second reading on June 5, 2024."

ORDINANCE NO. 1621

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH HEARD FARMS IN THE AMOUNT OF \$105/TON FOR SLUDGE DISPOSAL.

WHEREAS, the City of Canby requires the transportation and disposal of partially treated sewage sludge as part of its' wastewater treatment process;

WHEREAS, the Canby City Council is the local contract review board in accordance with Oregon Revised Statute (ORS) 279.075 and is vested with procurement authority under ORS 279A.050;

WHEREAS, the City of Canby proposed FY 24/25 budget allocates \$220,000 for sludge disposal,

WHEREAS, Heard Farms was selected as the qualified Contractor; and

WHEREAS, the Canby City Council has reviewed the contract price of \$105/ton and believes this to be in the best interest of the City to execute a contract with Heard Farms.

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

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into an agreement with Heard Farms in the amount of \$105/ton.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 15, 2024, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, June 5, 2024, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 5th day of June, 2024, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder



CITY COUNCIL Staff Report

Meeting Date: 5/15/2024

To: The Honorable Mayor Hodson & City Council
 Thru: Eileen Stein, City Administrator
 From: Jeremy S. Thomas, CURRAN-MCLEOD, Inc
 Agenda Item: Consider Ordinance No. 1622: An Ordinance Awarding the Construction Contract with Eagle-Elsner Inc., in the amount of \$1,120,120.00 for Construction of the 2024 Street Maintenance and Urban Renewal Agency Improvements Project. *(First Reading)*

Summary

On April 23, 2024, the City of Canby received four bids for the 2024 Street Maintenance & URA Improvements Project. This staff report is to recommend the URA concur in the City’s award of the approval for the construction contract to Eagle-Elsner Inc, in the amount of \$1,120,120.00.

Background

In January, the City of Canby authorized CURRAN-McLEOD to prepare plans and specifications for the annual street maintenance program and URA funded alleyway improvements project. This project is part of the Street Maintenance Program funded through the street maintenance fee, as well as URA funding. URA funding is only allocated to Schedule C, for alleyway improvements. The intent of the alleyway improvements is to fix storm drainage on various alleyways, as well as retrofit existing driveways to meet ADA standards.

Schedules A & B are funded by the City of Canby through the street maintenance fund. The street maintenance portion of the project is a continuation of the annual street maintenance program based on the Pavement Condition Index survey.

The four bids received for the 2024 Street Maintenance & URA Alleyway Improvements project are listed below:

1.	Eagle-Elsner, Inc.	\$1,120,120.00
2.	KNL Industries	\$1,158,320.00
3.	S-2 Contractors, Inc.	\$1,337,350.00
4.	North Santiam Paving	\$1,405,275.00

Eagle-Elsner's bid was deemed to be responsive and responsible. There are no concerns listed on the Oregon Construction Contractors Board (CCB) records for this company, therefore, CURRAN-McLEOD recommends the contract be awarded to Eagle-Elsner.

Attachments

Ordinance 1622

Bid Tabulation and Contract for Construction

Fiscal Impact

This project is being funded using \$748,385.00 from the City of Canby FY 24-25 annual street maintenance fee, and \$371,735.00 from the FY 24-25 URA funds.

Recommendation

Staff recommends the Commission approve Ordinance 1622 awarding the construction contract with Eagle-Elsner Inc, in the amount of \$1,120,120.00 for construction of the 2024 Street Maintenance & URA Improvements Project.

Proposed Motion

"I move to approve **Ordinance 1622**: An Ordinance awarding the construction contract with Eagle-Elsner Inc, in the amount of \$1,120,120.00 for construction of the 2024 Street Maintenance & URA Improvements Project to come up for a second reading on June 5, 2024."

ORDINANCE NO. 1622

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE- ELSNER, INC. IN THE AMOUNT OF \$1,120,120.00 FOR CONSTRUCTION OF THE 2024 STREET MAINTENANCE & URA ALLEYWAY IMPROVEMENTS PROJECT.

WHEREAS, the City of Canby has heretofore advertised and received four (4) bids for the 2024 Street Maintenance & URA Alleyway Improvements;

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on April 3, 2024;

WHEREAS, bids were received and opened on April 23, 2024, at 2:00 pm at City Hall and the bids were read aloud;

WHEREAS, the bidders are as listed below and a detailed tabulation of all items is attached herein and summarized as follows:

The summary of cost for each of the four (4) bidders is listed below:

1.	Eagle-Elsner, Inc.	\$1,120,120.00
2.	KNL Industries	\$1,158,320.00
3.	S-2 Contractors, Inc.	\$1,337,350.00
4.	North Santiam Paving	\$1,405,275.00

WHEREAS, the Canby City Council, acting as the City’s Contract Review Board, met on Wednesday, May 15, 2024, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

WHEREAS, the Canby City Council determined that the low responsive bid was that of Eagle-Elsner, Inc.

NOW THEREFORE; THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Subject to the URA approving a Resolution to reimburse the City of Canby for the 371,735.00 URA Alley Way Improvements listed in Schedule C, the City Administrator is hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Eagle-Elsner, Inc. of Sherwood, Oregon for the 2024 Street Maintenance & URA Alleyway Improvements in the amount of \$1,120,120.00. A copy of the contract with Eagle-Elsner, Inc. is attached hereto and incorporated herein.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 15, 2024; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, June 5, 2024, after the hour of 7:00 pm at the Council Meeting Chambers located at 222 NE 2nd Avenue, Canby, Oregon.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 5th day of June, 2024, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

April 23, 2024

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

City of Canby
222 NE 2nd Avenue
Canby, OR 97013
Attn: Ms. Eileen Stein, City Administrator

**RE: CITY OF CANBY
2024 CANBY STREET MAINTENANCE & URA ALLEYWAY IMPROVEMENT
BID TABULATION & RECOMMENDATION OF AWARD**

Mr. Mayor and City Council Members:

On Tuesday, April 23rd, 2024, the City of Canby received four (4) bids for the 2024 Street Maintenance & URA Alleyway Improvements Project. A summary of the bids is shown on the attached tabulation, with the low bid received from **Eagle-Elsner, Inc.**

The summary of cost from each of the four (4) bidders is shown on the attached tabulation and listed below:

1.	Eagle-Elsner, Inc.	\$1,120,120.00
2.	KNL Industries	\$1,158,320.00
3.	S-2 Contractors, Inc.	\$1,337,350.00
4.	North Santiam Paving	\$1,405,275.00

BID REVIEW

Each bid was reviewed for compliance with the bidding requirements listed in the contract documents. All bids were reviewed for mathematical entries, acknowledgement of addenda, bonding information, first tier subcontractor disclosure information and execution of the bid. All bidders are deemed responsive and responsible.

The low bidder, **Eagle-Elsner, Inc.**, has a good record with the Construction Contractors Board, is prequalified with the Oregon Department of Transportation, is a local contractor and has fulfilled numerous contracts with the City in the past with no issue.

SUMMARY & RECOMMENDATION

After review of all bids received, we recommend the City of Canby award the 2024 Street Maintenance & URA Alleyway Improvements project to the low responsive bidder, **Eagle-Elsner, Inc.** in the amount of One Million One Hundred Twenty Thousand One Hundred Twenty and 00/100 Dollars (\$1,120,120.00).

We have enclosed a staff report, an ordinance, a bid tabulation, and a contract for construction for the City to proceed with award of the contract. In anticipation of awarding the contract, we have issued the Notice of Intent to Award on April 24, 2024, to all bidders.

Very truly yours,

CURRAN-McLEOD, INC.



Jeremy S. Thomas, P.E.

Enclosures: Staff Report
Ordinance
Bid Tabulation
Contract for Construction

BID TABULATION - ALL SCHEDULES				Eagle-Elsner	KNL Industries	S-2 Contractors	N. Santiam Paving
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total
Schedule A - Street Overlay							
A.1	Mobilization, Including Bonding, Insurance & Miscellaneous Costs Not Identified as a Bid Item	1	LS	\$ 35,000.00	\$ 40,000.00	\$ 41,500.00	\$ 79,000.00
				\$ 35,000.00	\$ 40,000.00	\$ 41,500.00	\$ 79,000.00
A.2	Traffic Control & Temporary Erosion Control Measures	1	LS	\$ 36,000.00	\$ 40,000.00	\$ 50,000.00	\$ 53,500.00
				\$ 36,000.00	\$ 40,000.00	\$ 50,000.00	\$ 53,500.00
A.3	Site Restoration	1	LS	\$ 7,000.00	\$ 1,000.00	\$ 10,000.00	\$ 8,500.00
				\$ 7,000.00	\$ 1,000.00	\$ 10,000.00	\$ 8,500.00
A.4	Grind Existing Pavement, (6' wide panel along the curb, 0" to 2" depth)	10,100	LF	\$ 2.70	\$ 3.00	\$ 2.30	\$ 4.25
				\$ 27,270.00	\$ 30,300.00	\$ 23,230.00	\$ 42,925.00
A.5	Full Depth Reconstruction of Failed Roadway Sections, Includes Saw Cut, 16" Common Excavation, 12" of Base Rock & 4" of ACP in two lifts	220	SY	\$ 108.00	\$ 100.00	\$ 210.00	\$ 165.00
				\$ 23,760.00	\$ 22,000.00	\$ 46,200.00	\$ 36,300.00
A.6	1/2" Dense Mix ACP Overlay with PG 58-28 Binder, 2" Thick Single Lift	2,550	Tons	\$ 100.00	\$ 99.00	\$ 110.00	\$ 117.50
				\$ 255,000.00	\$ 252,450.00	\$ 280,500.00	\$ 299,625.00
A.7	1/2" Dense Mix ACP Pre-Level with PG 58-28 Binder	400	Tons	\$ 110.00	\$ 105.00	\$ 150.00	\$ 118.00
				\$ 44,000.00	\$ 42,000.00	\$ 60,000.00	\$ 47,200.00
A.8	4" Wide White or Yellow Thermoplastic Stripe	5,700	LF	\$ 1.65	\$ 2.00	\$ 2.30	\$ 1.60
				\$ 9,405.00	\$ 11,400.00	\$ 13,110.00	\$ 9,120.00
A.9	12" Wide White Stop Bars or 24" Wide White Thermoplastic Crosswalk Bars, 2' Wide x 9' Long Continental Crosswalk	590	SF	\$ 12.00	\$ 13.00	\$ 19.00	\$ 12.00
				\$ 7,080.00	\$ 7,670.00	\$ 11,210.00	\$ 7,080.00
A.10	Bike Stencils, Left Turn Arrows, Straight & Right Turn Arrows	8	Ea.	\$ 430.00	\$ 450.00	\$ 550.00	\$ 410.00
				\$ 3,440.00	\$ 3,600.00	\$ 4,400.00	\$ 3,280.00
A.11	ADA Truncated Warning Dome	22	Ea.	\$ 625.00	\$ 1,000.00	\$ 800.00	\$ 650.00
				\$ 13,750.00	\$ 22,000.00	\$ 17,600.00	\$ 14,300.00
A.12	4" Concrete Sidewalk	435	SY	\$ 215.00	\$ 165.00	\$ 160.00	\$ 250.00
				\$ 93,525.00	\$ 71,775.00	\$ 69,600.00	\$ 108,750.00
A.13	Concrete 'C' Curb, or Short Curb	880	LF	\$ 50.00	\$ 50.00	\$ 60.00	\$ 69.00
				\$ 44,000.00	\$ 44,000.00	\$ 52,800.00	\$ 60,720.00
A.14	Sawcut for Sidewalks	1,000	LF	\$ 4.50	\$ 3.00	\$ 3.00	\$ 2.50
				\$ 4,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00
A.15	Minor Manhole Grade Adjustment Ring	37	Ea.	\$ 215.00	\$ 600.00	\$ 400.00	\$ 530.00
				\$ 7,955.00	\$ 22,200.00	\$ 14,800.00	\$ 19,610.00
A.16	Reinstall Sign in Sidewalk with new V-Loc Base	9	Ea.	\$ 300.00	\$ 1,000.00	\$ 1,000.00	\$ 725.00
				\$ 2,700.00	\$ 9,000.00	\$ 9,000.00	\$ 6,525.00
Subtotal				\$ 614,385.00	\$ 622,395.00	\$ 706,950.00	\$ 798,935.00
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total
Schedule B - Slurry Seal Treatment							
B.1	Mobilization, Including Bonding, Insurance & Miscellaneous Costs Not Identified as a Bid Item	1	LS	\$ 20,000.00	\$ 10,000.00	\$ 8,000.00	\$ 12,000.00
				\$ 20,000.00	\$ 10,000.00	\$ 8,000.00	\$ 12,000.00
B.2	Traffic Control Measures, Including Public Outreach/Notification	1	LS	\$ 6,000.00	\$ 15,000.00	\$ 2,000.00	\$ 9,250.00
				\$ 6,000.00	\$ 15,000.00	\$ 2,000.00	\$ 9,250.00
B.3	Turn Arrow Stencils	3	Ea.	\$ 500.00	\$ 550.00	\$ 800.00	\$ 480.00
				\$ 1,500.00	\$ 1,650.00	\$ 2,400.00	\$ 1,440.00
B.4	4" Wide White or Yellow Thermoplastic Striping	1,000	LF	\$ 2.30	\$ 3.00	\$ 5.00	\$ 2.15
				\$ 2,300.00	\$ 3,000.00	\$ 5,000.00	\$ 2,150.00
B.5	Crack Seal Treatment	5,500	LF	\$ 2.50	\$ 2.00	\$ 9.50	\$ 3.25
				\$ 13,750.00	\$ 11,000.00	\$ 52,250.00	\$ 17,875.00
B.6	Type II Slurry Seal Treatment	20,100	SY	\$ 4.50	\$ 7.25	\$ 8.00	\$ 4.00
				\$ 90,450.00	\$ 145,725.00	\$ 160,800.00	\$ 80,400.00
Subtotal				\$ 134,000.00	\$ 186,375.00	\$ 230,450.00	\$ 123,115.00
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total
Schedule C - Alleyway Improvements							
C.1	Mobilization, Including Bonding, Insurance & Miscellaneous Costs Not Identified as a Bid Item	1	LS	\$ 17,965.00	\$ 25,000.00	\$ 28,000.00	\$ 48,000.00
				\$ 17,965.00	\$ 25,000.00	\$ 28,000.00	\$ 48,000.00
C.2	Traffic Control & Temporary Erosion Control Measures	1	LS	\$ 8,000.00	\$ 30,000.00	\$ 10,000.00	\$ 34,000.00
				\$ 8,000.00	\$ 30,000.00	\$ 10,000.00	\$ 34,000.00
C.3	Site Restoration	1	LS	\$ 4,570.00	\$ 2,500.00	\$ 2,000.00	\$ 1,500.00
				\$ 4,570.00	\$ 2,500.00	\$ 2,000.00	\$ 1,500.00
C.4	Common Excavation, Estimated 16" Depth	2,050	CY	\$ 40.00	\$ 25.00	\$ 42.00	\$ 51.50
				\$ 82,000.00	\$ 51,250.00	\$ 86,100.00	\$ 105,575.00
C.5	Sawcut for Driveways and Storm	600	LF	\$ 3.00	\$ 3.00	\$ 4.00	\$ 2.75
				\$ 1,800.00	\$ 1,800.00	\$ 2,400.00	\$ 1,650.00
C.6	8" of 1" Minus Base Rock	4,750	SY	\$ 19.00	\$ 13.00	\$ 21.00	\$ 20.00
				\$ 90,250.00	\$ 61,750.00	\$ 99,750.00	\$ 95,000.00
C.7	1/2" Dense Mix ACP Overlay with PG 58-28 Binder, 3" Thick Single Lift	750	Tons	\$ 118.00	\$ 110.00	\$ 110.00	\$ 135.00
				\$ 88,500.00	\$ 82,500.00	\$ 82,500.00	\$ 101,250.00
C.8	10" HDPE Pipe Storm Line	250	LF	\$ 105.00	\$ 150.00	\$ 120.00	\$ 95.00
				\$ 26,250.00	\$ 37,500.00	\$ 30,000.00	\$ 23,750.00
C.9	Core Existing Catch Basin & Connect New Storm	1	Ea.	\$ 500.00	\$ 5,000.00	\$ 1,000.00	\$ 1,750.00
				\$ 500.00	\$ 5,000.00	\$ 1,000.00	\$ 1,750.00
C.10	ODOT G-2 Catch Basin	3	Ea.	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,750.00
				\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 14,250.00
C.11	6" Concrete for Residential Driveway	250	SY	\$ 150.00	\$ 125.00	\$ 160.00	\$ 202.00
				\$ 37,500.00	\$ 31,250.00	\$ 40,000.00	\$ 50,500.00
C.12	Minor Catch Basin/Manhole Grade Adjustment	4	Ea.	\$ 600.00	\$ 1,500.00	\$ 800.00	\$ 1,500.00
				\$ 2,400.00	\$ 6,000.00	\$ 3,200.00	\$ 6,000.00
Subtotal				\$ 371,735.00	\$ 349,550.00	\$ 399,950.00	\$ 483,225.00

TOTAL BASIC BID - SCHEDULES A & B \$ 748,385.00 \$ 808,770.00 \$ 937,400.00 \$ 922,050.00

TOTAL BASIC BID - SCHEDULE C \$ 371,735.00 \$ 349,550.00 \$ 399,950.00 \$ 483,225.00

TOTAL BASIC BID - ALL SCHEDULES \$ 1,120,120.00 \$ 1,158,320.00 \$ 1,337,350.00 \$ 1,405,275.00

CONTRACT FOR CONSTRUCTION

THIS AGREEMENT is dated as of the _____ day of _____ in the year 2024 by and between

City of Canby
(hereinafter called OWNER) and

Eagle-Elsner, Inc.
(hereinafter called CONTRACTOR)

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 - WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents:

**City of Canby
2024 STREET MAINTENANCE & URA ALLEYWAY IMPROVEMENT PROJECT**

The City reserves the right to adjust the basic bid quantities if the submitted low responsive bid exceeds the available budget. All adjusted quantities will be paid based on the bid unit prices.

The scope of work generally consists of milling approximately 10,000 lf along existing curbs and placing approximately 3,650 tons of ACP overlays; reconstruction of 22 ADA ramps; applying approximately 20,600 SY of type II slurry seal with crack seal repairs; new stripping; and improvements to approximately 2,900 lf of existing alleys, including ACP surfacing and storm drainage improvements where required.

ARTICLE 2 - ENGINEER

The Project has been designed by CURRAN-McLEOD, INC., Consulting Engineers, who is hereinafter called ENGINEER and who will assume all duties and responsibilities and will have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3 - CONTRACT TIME

- 3.1 The Work will be substantially completed within 75 calendar days after the date when the Contract Time commences to run as provided in paragraph 4.01 of the General Conditions and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 30 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.
- 3.2 Liquidated Damages: OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not substantially complete on time.

Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER or the OWNER may withhold from amounts due the CONTRACTOR Two Hundred Fifty Dollars (\$250.00) for each day that expires after the time specified in paragraph 3.1. for Substantial Completion until the Work is substantially complete AND/OR for each day of delay beyond the deadline for Final Completion.

ARTICLE 4 - CONTRACT PRICE

- 4.1 OWNER shall pay CONTRACTOR for performance of the Work in accordance with the Contract Documents in current funds by check, an amount totaling:

One Million One Hundred Twenty Thousand One Hundred Twenty & 0/100 Dollars

(\$1,120,120.00) as shown in the attached Bid Proposal.

ARTICLE 5 - PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

- 5.1 Progress Payments: OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR'S Applications for Payment as recommended by ENGINEER, on or about the 25th day of each month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the schedule of values provided for in paragraph 2.03 of the General Conditions.

- 5.1.1 Prior to Substantial Completion progress payments will be in an amount equal to:
- (a) 95 % of the Work completed; and
 - (b) 95 % of materials and equipment not incorporated in the Work but delivered and suitably stored, less in each case the aggregate of payments previously made.
- 5.1.2 Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95% of the value of the Contract Work completed, less such amounts as ENGINEER shall determine in accordance with paragraph 15.01 of the General Conditions.
- 5.2 Final Payment: Upon final completion and acceptance of the Work in accordance with paragraph 15.06 of the General Conditions, OWNER shall pay the remainder of the value of the Contract Work completed, as recommended by ENGINEER as provided in said paragraph 15.06.

ARTICLE 6 - INTEREST

All monies not paid when due hereunder shall bear interest at the maximum rate allowed by law at the place of the Project, when requested in accordance with ORS 279C.570

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- 7.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 CONTRACTOR has carefully studied all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which were relied upon by ENGINEER in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data in addition to those referred to in paragraph 7.2 as he deems necessary for the performance of the Work at the

Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.

7.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.

7.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

ARTICLE 8 - CONTRACT DOCUMENTS

8.1 This Agreement

8.2 Exhibits to this Agreement.

8.3 Performance and other Bonds

8.4 Notice of Award.

8.5 General Conditions of the Construction Contract

8.6 Supplementary Conditions

8.7 Technical Specifications as listed in the Table of Contents.

8.8 Drawings & Specifications bearing the following general title:

City of Canby
2024 Street Maintenance
& URA Alley Improvement Project

8.9 Addenda numbers 0 thorough 0.

8.10 CONTRACTOR'S Bid

8.11 Any Modification, including Change Orders, duly delivered after execution of Agreement.

There are no Contract Documents other than those listed above in this ARTICLE 8. The Contract Documents may only be altered, amended, or repealed by a Modification (as defined in Article 1 of the General Conditions).

ARTICLE 9 - MISCELLANEOUS

- 9.1 Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.
- 9.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically by without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- 9.3 OWNER and CONTRACTOR each bind himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.
- 9.4 In the event a suit, arbitration or other legal action is required by either the OWNER or the CONTRACTOR to enforce any provisions of this Agreement, the prevailing parties shall be entitled to all reasonable costs and reasonable attorney's fees upon trial or subsequent appeal.

IN WITNESS WHEREOF, the parties hereto have signed three counterparts of this Agreement.

This Agreement will be effective on _____, 2024.

OWNER:

**City of Canby
P.O. Box 930
Canby, OR 97013**

CONTRACTOR:

By: _____

By: _____

Name/Title: _____

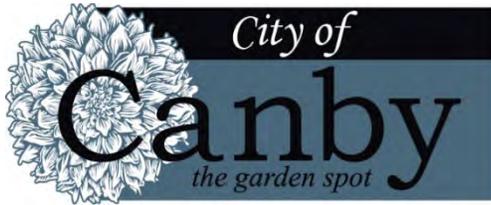
Name/Title: _____

Name/Title: _____

Attest: _____

Address for giving notices:

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CITY COUNCIL Staff Report

Meeting Date: 5/15/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Jerry Nelzen, Public Works Director
Agenda: Consider Resolution No. 1405: A Resolution Authorizing a Rate Increase and Establishing A New Rate Schedule for Garbage Collection by Canby Disposal within the City of Canby.

Summary

Canby Disposal enjoys an exclusive franchise for garbage collection in the City of Canby. Canby Disposal is coming to the City Council per their franchise agreement to ask for an annual adjustment to the fees. Section 7.3 of the franchise agreement states that the company shall be entitled to an annual adjustment.

Background

Canby Disposal wrote a letter this spring to ask to adjust their rates under Section 7.3 of their exclusive franchise agreement. They are appearing before the Council, as the Council has to approve rate adjustments be resolution.

Under the agreement, Canby Disposal is entitled to an adjustment to their rates annually, so the discussion becomes whether the rate increases are in line with the methodology established in the franchise agreement—which calls for either 80% of the last year’s CPI-U index or 5%, whichever is less.

The agreement also states that the City will make a good faith effort to adjust rates by May 15th, so that they can be effective by July 1st.

Attachments

Resolution No. 1405

Exhibit A – Fee Schedule & Proposed Rates, Comparative Rates, & CPI Index

Fiscal Impact

None to the City

Options

Approve the rate as presented.

Offer a different rate based on the methodology set forth in the franchise agreement.

Proposed Motion

“I move to adopt Resolution No. 1405, a Resolution Authorizing a Rate Increase and Establishing a New Rate Schedule for Garbage Collection by Canby Disposal within the City of Canby.”

RESOLUTION NO. 1405

A RESOLUTION AUTHORIZING A RATE INCREASE AND ESTABLISHING A NEW RATE SCHEDULE FOR GARBAGE COLLECTION BY CANBY DISPOSAL WITHIN THE CITY OF CANBY.

WHEREAS, CANBY DISPOSAL COMPANY has applied to the Canby City Council for approval of an over-all rate increase in accordance with Section 7.3 of the Franchise Agreement between City of Canby, Oregon, and Canby Disposal for Solid Waste, Recyclable Materials and Yard Debris Collection Services granted in Canby Ordinance No. 1328, dated June 16, 2010;

WHEREAS, CANBY DISPOSAL COMPANY has furnished sufficient evidence to the Council concerning the changes in costs and fees sufficient to calculate the aforementioned over-all rate increase using the agreed upon methodology;

WHEREAS, the City Council has considered the evidence and information furnished by the Franchisee, and the Council is satisfied that the request is reasonable and justified.

NOW, THEREFORE, BE IT RESOLVED BY the City of Canby City Council that the application by CANBY DISPOSAL COMPANY for an over-all garbage collection rate increase as set forth in the attached EXHIBIT “A” is hereby approved, and said rates shall apply to services performed under the Franchise Agreement between City of Canby, Oregon, and Canby Disposal for Solid Waste, Recyclable Materials, and Yard Debris Collection Services effective July 1, 2024.

ADOPTED this 15th day of May, 2024, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder



3/29/2024

Eileen Stein
Canby City Manager
222 NE 2nd Ave.
Canby, OR 97013

Re: Proposed July 1, 2024, Rate Adjustment - City of Canby Solid Waste and Recycling Services

Dear Eileen,

As a result of increases in tipping fees and inflation, Canby Disposal Company proposes to make rate adjustments for solid waste and recycling services delivered to Canby customers effective July 1, 2024. The net effect of these cost increases to the typical 35-gallon cart single family customer in Canby is \$1.40 per month.

We propose to carry out the interim year methodology described in Section 7.3 of the franchise agreement between The City of Canby and Canby Disposal Company that lays out the formula for calculating annual rate adjustments. For the purposes of this calculation, rates shall be composed of three (3) components: a monthly collection rate, a monthly disposal rate, and a franchise fee. Itemized below are the relevant subsections that explain the calculations required to arrive at the rate as delineated in section 7.3 of the agreement. Section 4.1.1 of the agreement explains the calculations required to arrive at the franchise fee component of the rate.

7.3 Annual Adjustment of Rates

7.3.1 Annual Adjustment

Subject to the terms herein, the Company shall be entitled to an annual adjustment of all rates. Each rate includes and operating component and tipping fee component, which are annually adjusted. The City Council shall make a good faith effort to approve adjusted rates by May 15 of each year, and such rates shall be effective on July 1. If rate adjustments are not approved by May 15, then prior rates remain in effect until such adjustment is made.

7.3.2 Adjustment of the Operating Component

The original contract utilizes a Half1 component of the Portland-Salem CPI-U index. When the Bureau of Labor and Statistics stopped producing this index in 2019, we migrated to the CPI-U West B/C index, which is published monthly. We are utilizing the annual change in the revised index as of the most recent December.

The operating component of the rates specified in Exhibit 2 shall be adjusted annually, using the method below, to reflect 80% of the change in the Index, or by 5%, whichever is less.



7.3.3 Adjustment of the Tipping Fee Component

The solid waste disposal and yard debris processing tipping fee component of each rate will be adjusted to reflect any percentage change in the per-ton tipping fees charged at the approved transfer station and the approved yard debris processing site, as appropriate. There shall be no adjustment to the recyclable materials processing tipping fee component of each rate over the term of the Agreement.

7.3.4 Calculation of the Adjusted Rates

Adjusted Rates shall be calculated as follows:

Adjusted Rate = Adjusted Operating Component + Adjusted Tipping Fee Component

4.1 City Franchise Fee

4.1.1 Franchise Fee Amount

Beginning on July 1, 2011, company shall pay to City five (5) percent (or another amount as provided in Section 4.1.3) of the gross revenues collected by Company from services provided in City.

Finally, as we have done in the past, shown in the following table are the sequence of calculations that start with current rates, and work through the process to arrive at the rates that are proposed to be in effect on July 1, 2024.

The table on the following page lays out the calculation sequence that is itemized in the franchise agreement. We have applied this methodology for the development of the new monthly rate for the standard level of residential service (i.e., the 35-gallon roll-cart weekly service) and a basic level of commercial service (1 loose yard collected weekly). A weighted average 6.98% increase on disposal at our primary disposal locations impacts the disposal portion of this rate increase. The contract methodology also calculates an increase on operating costs based upon 80% of the CPI-U West(B/C) index. The annual change in the index was 4.21%, resulting in a 3.37% increase in our model. The combination of these two factors increases the 35 Gallon Weekly Cart service by 4.25%. Other rates increase similarly; a complete schedule of the proposed rates as of July 1, 2024, is attached to this letter.

We have also attached a comparative rate study of solid waste and recycling rates for 16 other rate jurisdictions throughout the Metro Region. Studies like this should be viewed with caution, as variations in programs, rate design and geography can result in differences in rates. Furthermore, some comparative rates do not consider increases in the current year. Given this disclaimer, Canby's proposed 35-gallon weekly rate of \$34.34 compares favorably to the average of \$35.75 for the other jurisdictions.



Interim Years (Section 7.3.1)
Rate Adjustment Methodology

	Line-Item Description	Source	Residential	Commercial	Drop Box
A	Current Rate - Effective July 1, 2023	Current Canby rate schedule	\$32.94	\$188.08	\$121.87
B	Disposal Portion	7.3 Annual Adjustment of Rates	23.53%	23.53%	0.00%
C	Current Disposal Rate	A * B	\$7.75	\$44.25	\$0.00
D	Franchise Fee %	Section 4.1.1.	5.00%	5.00%	5.00%
E	Current Franchise Fee	A * D	\$1.65	\$9.40	\$6.09
F	Current Collection Rate	A - C - E	\$23.54	\$134.43	\$115.78
G	80% of Change in CPI	Section 7.3.2	3.37%	3.37%	3.37%
H	Proposed Collection Rate	F * (1 + G)	\$24.33	\$138.96	\$119.68
I	<i>Change in Total Tipping Fee</i>	Canby Transfer Station	6.98%	6.98%	6.98%
J	Proposed Disposal Rate	C * (1 + I)	\$8.29	\$47.34	\$0.00
K	Proposed Franchise Fee	(H + J) / 0.95) - (H + J)	\$1.72	\$9.81	\$6.30
L	July 2024 Total Rate	H + J + K	\$34.34	\$196.11	\$125.98

Percentage increase from current rates	4.25%	4.27%	3.37%
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If you have any questions, please feel free to contact me at your earliest convenience. My office number is 503.504.6457.

Sincerely,

Kris Wright

Kris Wright
 Canby Disposal Company

Attachments: Proposed Rates, Effective July 1, 2024
 Comparative Rate Study as of February 2024
 CPI Index Worksheet

Canby Disposal Company
City Rates (Residential includes weekly yard debris collection)
Rates effective date July 1, 2024

Residential Service:

<u>Service Type</u>	Current Rate July 1, 2023	Method	Proposed Rate July 1, 2024	Percent Increase
20-gallon cart weekly curbside	\$ 27.66	Residential	\$ 28.83	4.25%
20-gallon cart weekly w/in 50' of road	\$ 32.27	Residential	\$ 33.64	4.25%
32-gallon cart weekly curbside	\$ 32.94	Residential	\$ 34.34	4.25%
32-gallon cart weekly w/in 50' of road	\$ 37.59	Residential	\$ 39.18	4.25%
32-gallon cart monthly curbside	\$ 16.46	Residential	\$ 17.16	4.25%
32-gallon cart monthly w/in 50' of road	\$ 18.77	Residential	\$ 19.56	4.25%
65-gallon cart weekly curbside	\$ 52.73	Residential	\$ 54.97	4.25%
65-gallon cart weekly w/in 50' of road	\$ 57.34	Residential	\$ 59.78	4.25%
95-gallon cart weekly curbside	\$ 58.46	Residential	\$ 60.94	4.25%
95-gallon cart weekly w/in 50' of road	\$ 63.08	Residential	\$ 65.76	4.25%
Yard Debris Subscription	\$ 7.40		\$ 7.71	4.25%

Commercial Service:

<u>Service Type</u>	Current Rate July 1, 2023	Method	Proposed Rate July 1, 2024	Percent Increase
32-gallon cart weekly curbside	\$ 30.89	Commercial	\$ 32.20	4.27%
32-gallon cart weekly w/in 50' of road	\$ 30.89	Commercial	\$ 32.20	4.27%
65-gallon cart weekly curbside	\$ 46.32	Commercial	\$ 48.30	4.27%
65-gallon cart weekly w/in 50' of road	\$ 46.32	Commercial	\$ 48.30	4.27%
95-gallon cart weekly curbside	\$ 50.96	Commercial	\$ 53.14	4.27%
95-gallon cart weekly w/in 50' of road	\$ 50.96	Commercial	\$ 53.14	4.27%

Mobile Home Courts and Apartments

(Four or more units , where owner accepts and pays billing)

Extra Hauling

Extra trash	\$7.72		\$ 8.05	4.27%
Extra yard debris	\$2.26		\$ 2.36	4.27%

<u>Service Type</u>	Current Rate July 1, 2023	Method	Proposed Rate July 1, 2024	Percent Increase
21-gallon cart weekly curbside	\$ 22.32		\$ 23.27	4.27%
32-gallon cart weekly curbside	\$ 25.25	Residential	\$ 26.33	4.27%
65-gallon cart weekly curbside	\$ 43.44		\$ 45.30	4.27%
95-gallon cart weekly curbside	\$ 49.89		\$ 52.02	4.27%

**Note: If billed separately, regular residential rates apply.*

Canby Disposal Company
City Rates (Residential includes weekly yard debris collection)
Rates effective date July 1, 2024

Container Service - Loose:

<u>Service Type</u>	Current Rate July 1, 2023	Method	Proposed Rate July 1, 2024	Percent Increase
1.5-yard picked up 1x/week	\$ 188.08	Commercial	\$ 196.11	4.27%
1.5-yard picked up 2x/week	\$ 362.28		\$ 377.74	4.27%
1.5-yard picked up 3x/week	\$ 536.48		\$ 559.39	4.27%
1.5-yard picked up 4x/week	\$ 710.68		\$ 741.02	4.27%
1.5-yard picked up 5x/week	\$ 871.47		\$ 908.68	4.27%
1.5-yard picked up 6x/week	\$ 1,059.08		\$ 1,104.29	4.27%
2-yard picked up 1x/week	\$ 250.67	Commercial	\$ 261.37	4.27%
2-yard picked up 2x/week	\$ 486.85		\$ 507.63	4.27%
2-yard picked up 3x/week	\$ 723.02		\$ 753.88	4.27%
2-yard picked up 4x/week	\$ 959.17		\$ 1,000.13	4.27%
2-yard picked up 5x/week	\$ 1,195.36		\$ 1,246.39	4.27%
2-yard picked up 6x/week	\$ 1,431.54		\$ 1,492.66	4.27%
3-yard picked up 1x/week	\$ 338.82	Commercial	\$ 353.29	4.27%
3-yard picked up 2x/week	\$ 663.74		\$ 692.08	4.27%
3-yard picked up 3x/week	\$ 988.68		\$ 1,030.89	4.27%
3-yard picked up 4x/week	\$ 1,313.60		\$ 1,369.68	4.27%
3-yard picked up 5x/week	\$ 1,638.52		\$ 1,708.48	4.27%
3-yard picked up 6x/week	\$ 1,963.39		\$ 2,047.21	4.27%
4-yard picked up 1x/week	\$ 431.31	Commercial	\$ 449.73	4.27%
4-yard picked up 2x/week	\$ 848.72		\$ 884.96	4.27%
4-yard picked up 3x/week	\$ 1,270.16		\$ 1,324.39	4.27%
4-yard picked up 4x/week	\$ 1,683.58		\$ 1,755.46	4.27%
4-yard picked up 5x/week	\$ 2,100.99		\$ 2,190.69	4.27%
4-yard picked up 6x/week	\$ 2,518.42		\$ 2,625.95	4.27%
Additional 1.5-yard picked up 1x/week	\$ 174.20	Commercial	\$ 181.63	4.27%
Additional 1.5-yard picked up 2x/week	\$ 348.47		\$ 363.35	4.27%
Additional 1.5-yard picked up 3x/week	\$ 516.01		\$ 538.04	4.27%
Additional 1.5-yard picked up 4x/week	\$ 683.56		\$ 712.75	4.27%
Additional 1.5-yard picked up 5x/week	\$ 851.10		\$ 887.43	4.27%
Additional 1.5-yard picked up 6x/week	\$ 1,058.84		\$ 1,104.05	4.27%
Additional 2-yard picked up 1x/week	\$ 236.17	Commercial	\$ 246.25	4.27%
Additional 2-yard picked up 2x/week	\$ 473.29		\$ 493.49	4.27%
Additional 2-yard picked up 3x/week	\$ 702.92		\$ 732.93	4.27%
Additional 2-yard picked up 4x/week	\$ 932.51		\$ 972.32	4.27%
Additional 2-yard picked up 5x/week	\$ 1,162.12		\$ 1,211.73	4.27%
Additional 2-yard picked up 6x/week	\$ 1,391.73		\$ 1,451.14	4.27%
Additional 3-yard picked up 1x/week	\$ 324.92	Commercial	\$ 338.79	4.27%
Additional 3-yard picked up 2x/week	\$ 659.02		\$ 687.15	4.27%
Additional 3-yard picked up 3x/week	\$ 981.65		\$ 1,023.56	4.27%
Additional 3-yard picked up 4x/week	\$ 1,304.23		\$ 1,359.91	4.27%
Additional 3-yard picked up 5x/week	\$ 1,626.81		\$ 1,696.27	4.27%
Additional 3-yard picked up 6x/week	\$ 1,879.22		\$ 1,959.45	4.27%
Additional 4-yard picked up 1x/week	\$ 417.41	Commercial	\$ 435.23	4.27%
Additional 4-yard picked up 2x/week	\$ 851.46		\$ 887.82	4.27%
Additional 4-yard picked up 3x/week	\$ 1,270.23		\$ 1,324.46	4.27%
Additional 4-yard picked up 4x/week	\$ 1,688.99		\$ 1,761.10	4.27%
Additional 4-yard picked up 5x/week	\$ 2,107.73		\$ 2,197.72	4.27%
Additional 4-yard picked up 6x/week	\$ 2,526.50		\$ 2,634.37	4.27%

**Note: Compacted container rates shall be 2.5 times the loose rate*

Source Separated Food Waste: 90% of Commercial Rates

Canby Disposal Company
City Rates (Residential includes weekly yard debris collection)
Rates effective date July 1, 2024

Cleanup Containers:

<u>Service Type</u>	Current Rate July 1, 2023	Method	Proposed Rate July 1, 2024	Percent Increase
3-yard container	\$ 103.24	Commercial	\$ 107.65	4.27%
4-yard container	\$ 132.09	Commercial	\$ 137.73	4.27%

**Note: Price is per dump*

Drop Box Services - Loose:

Permanent Accounts

<u>Service Type</u>	Current Rate July 1, 2023	Method	Proposed Rate July 1, 2024	Percent Increase
10-yard haul fee	\$ 121.87	Drop Box	\$ 125.98	3.37%
20-yard haul fee	\$ 121.87	Drop Box	\$ 125.98	3.37%
30-yard haul fee	\$ 158.85	Drop Box	\$ 164.21	3.37%
40-yard haul fee	\$ 173.99	Drop Box	\$ 179.86	3.37%

Occasional Accounts

<u>Service Type</u>	Current Rate July 1, 2023	Method	Proposed Rate July 1, 2024	Percent Increase
10-yard haul fee	\$ 161.27	Drop Box	\$ 166.71	3.37%
20-yard haul fee	\$ 161.27	Drop Box	\$ 166.71	3.37%
30-yard haul fee	\$ 199.60	Drop Box	\$ 206.33	3.37%
40-yard haul fee	\$ 216.93	Drop Box	\$ 224.25	3.37%

**Note: Price is for haul fee only; disposal and franchise fees are extra*

Drop Box Services - Compacted:

<u>Service Type</u>	Current Rate July 1, 2023	Method	Proposed Rate July 1, 2024	Percent Increase
Under 20 yards (rate per haul)	\$ 139.11	Drop Box	\$ 143.80	3.37%
20-29 yards (rate per yard)	\$ 8.54	Drop Box	\$ 8.83	3.37%
30-39 yards (rate per yard)	\$ 7.65	Drop Box	\$ 7.91	3.37%
40 yards or more (rate per yard)	\$ 6.73	Drop Box	\$ 6.96	3.37%

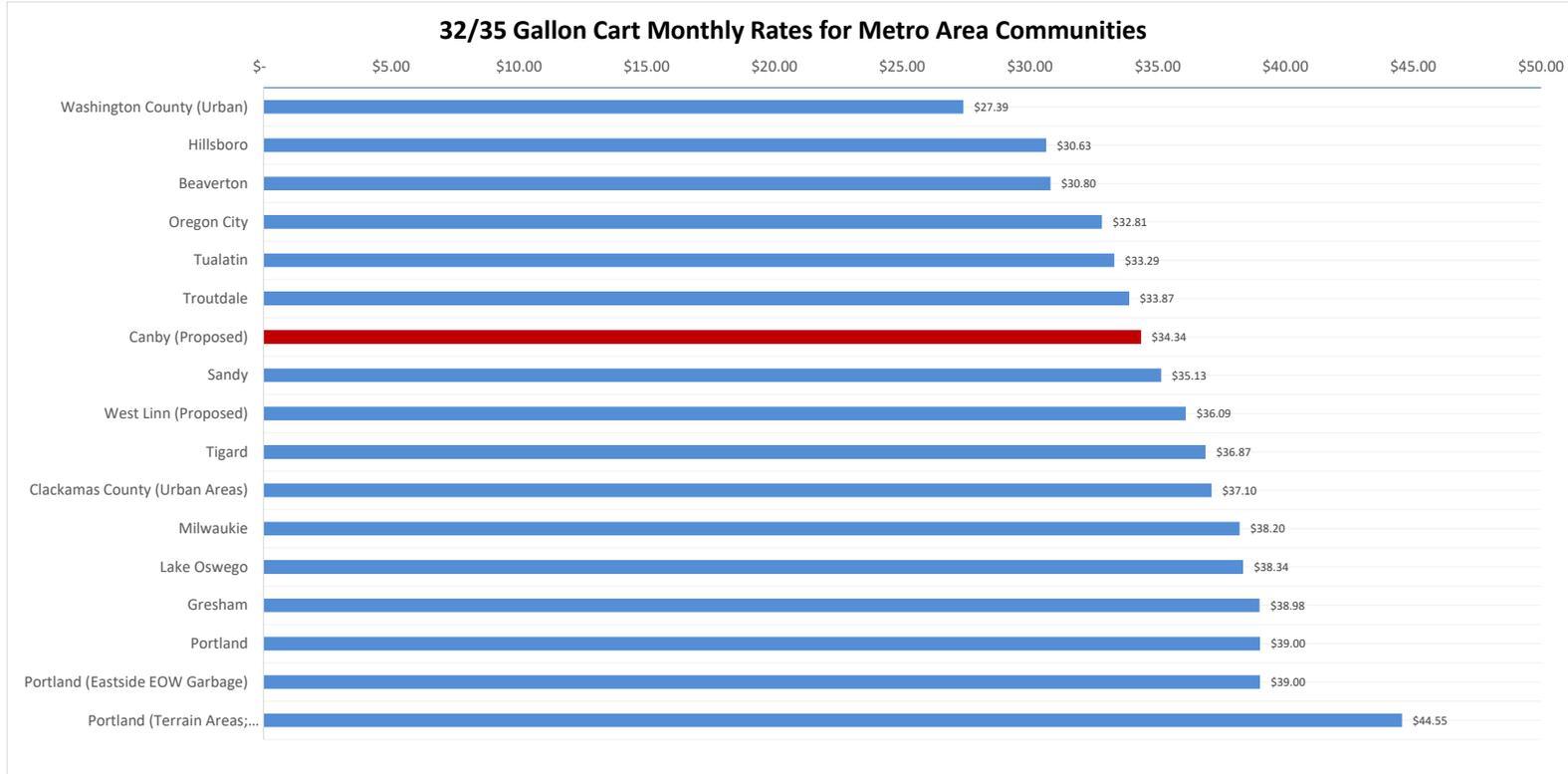
**Note: Price is for haul fee only; disposal and franchise fees are extra*

Demurrage Charge:

<u>Service Type</u>	Current Rate July 1, 2023	Method	Proposed Rate July 1, 2024	Percent Increase
Permanent accounts (per month)	\$ 93.77	Drop Box	\$ 96.93	3.37%

Solid Waste/Recycling Rate and Service Comparisons of Communities in the Metro Area as of February 2024

Container Size & Service	Beaverton	Sandy	Washington County (Urban)	Canby (Proposed)	Hillsboro	Tigard	West Linn (Proposed)	Tualatin	Lake Oswego	Troutdale	Gresham	Milwaukie	Clackamas County (Urban Areas)	Oregon City	Portland	Portland (Terrain Areas; West Hills)	Portland (Eastside EOW Garbage)
20-gallon Cart	\$ 26.70	\$ 29.51	\$ 25.22	\$ 28.83	\$ 26.44	\$ 33.25	\$ 30.29	\$ 28.36	\$ 28.45	\$ 28.19	\$ 33.68	\$ 32.95	\$ 32.00	\$ 26.66	\$ 33.95	\$ 39.50	\$ 33.95
32/35-gallon Can																\$ 44.55	
32/35-gallon Cart	\$ 30.80	\$ 35.13	\$ 27.39	\$ 34.34	\$ 30.63	\$ 36.87	\$ 36.09	\$ 33.29	\$ 38.34	\$ 33.87	\$ 38.98	\$ 38.20	\$ 37.10	\$ 32.81	\$ 39.00	\$ 44.55	\$ 39.00
60/65 gallon Can/Cart	\$ 46.19	\$ 56.21	\$ 41.08	\$ 54.97	\$ 42.55	\$ 42.67	\$ 57.80	\$ 44.40	\$ 56.99	\$ 40.05	\$ 51.21	\$ 49.80	\$ 48.55	\$ 44.17	\$ 43.55	\$ 49.10	\$ 43.55
90/95 gallon Can/Cart	\$ 54.08	\$ 62.53	\$ 48.83	\$ 60.94	\$ 54.32	\$ 47.94	\$ 63.56	\$ 49.89	\$ 59.71	\$ 48.69	\$ 57.82	\$ 59.00	\$ 57.60	\$ 47.76	\$ 49.90	\$ 55.45	\$ 49.90
Yard Debris: Cart Size	60-gallon	65-gallon	60-gallon	65-gallon	60-gallon	60-gallon	65-gallon	90-gallon	60-gallon	60-gallon	60-gallon	65-gallon	65-gallon	65-gallon	60-gallon	60-gallon	60-gallon
Yard Debris: Frequency	Weekly	Weekly	EOW	Weekly	EOW	EOW	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Recycling: Container	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Carts	Cart	Cart	Cart	Cart
Recycling: Size	60 gallon	95-gallon	96 gallon	95-gallon	95 gallon	90 gallon	95-gallon	65-gallon	60-gallon	60 gallon	60-gallon	60-gallon	65-gallon	95 gallon	60 gallon	60 gallon	65/95 gallon
Recycling: Glass	Weekly	Weekly	EOW	Weekly	EOW	Monthly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Effective Date	10/1/2023	3/1/2023	8/1/2023	7/1/2024	8/1/2023	1/1/2024	7/1/2024	1/1/2024	1/1/2024	8/1/2023	7/1/2023	7/1/2023	7/1/2023	9/1/2023	7/1/2023	7/1/2023	7/1/2023
Information Source	Waste Management Website	City of Sandy Rate Schedule	Washington County Website	City of Canby Rate Schedule	Waste Management Website	Waste Management Website	Waste Management Website	City of Tualatin Website	City of Lake Oswego Website	Waste Management Website	City of Gresham Rate Schedule	City of Milwaukie Rate Schedule	Clackamas County Rate Schedule	Confirmed via Oregon City Garbage 2/20/2023	City of Portland Website	City of Portland Website	City of Portland Rate Schedule



Bureau of Labor Statistics

CPI for All Urban Consumers (CPI-U)

Original Data Value

Series Id: CUURN400SA0, CUUSN400SA0

Not Seasonally Adjusted

Series Title: All items in West - Size Class B/C, all urban consumers, not seasonally adjusted

Area: West - Size Class B/C

Item: All items

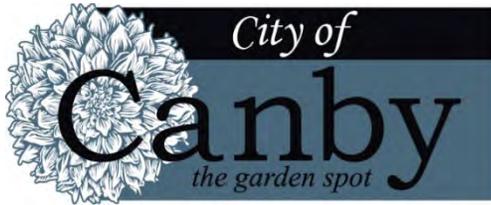
Base Period: DECEMBER 1996=100

Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	139.865	141.072	141.573	141.788	141.838	141.805	141.940	142.228	142.277	141.954	141.736	141.751	141.652	141.324	141.981
2014	141.998	142.120	142.813	143.077	144.253	144.522	144.435	144.317	144.506	144.214	143.398	142.669	143.527	143.130	143.923
2015	142.022	143.005	143.887	144.426	145.346	145.198	144.917	144.752	144.507	144.379	143.595	143.398	144.119	143.981	144.258
2016	143.932	144.128	144.264	145.128	145.942	145.866	145.850	145.829	146.130	146.328	146.004	145.918	145.443	144.877	146.010
2017	146.469	147.451	147.880	148.496	148.789	148.792	148.691	149.255	149.954	150.336	150.003	149.920	148.836	147.980	149.693
2018	150.564	151.200	151.702	152.350	153.201	153.546	153.464	153.797	154.158	154.729	154.625	154.228	153.130	152.094	154.167
2019	154.328	154.671	155.178	156.523	157.488	157.564	157.465	157.654	157.738	158.635	158.482	158.496	157.019	155.959	158.078
2020	158.599	159.183	159.129	158.824	158.301	158.857	159.752	160.528	160.846	161.141	161.069	160.840	159.756	158.816	160.696
2021	161.199	162.042	163.257	165.088	166.813	168.425	169.267	169.477	169.977	171.226	172.214	172.722	167.642	164.471	170.814
2022	174.269	175.890	178.019	179.339	180.810	182.790	183.277	183.543	184.088	185.410	184.626	183.686	181.312	178.520	184.105
2023	184.717	185.968	187.301	188.008	188.833	189.295	189.737	190.368	191.238	191.321	190.409	190.095	188.941	187.354	190.528

3.49%	4.21%	2023 Annual Change
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2.79%	3.37%	80% of Annual Change
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CITY COUNCIL Staff Report

Meeting Date: 5/15/2024

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: David Doughman, Interim City Attorney
Agenda: Consider Resolution No. 1406: A Resolution Adopting the Limitation of Liability for Certain Claims Arising from the Use of Trails or Structures within Public Easements and Unimproved Rights of Way Pursuant to ORS 105.668

Background

At your May 15, 2024 meeting, we will recommend the Canby City Council adopt a resolution related to recreational immunity. As you may recall, in 2023 the Oregon Court of Appeals curtailed the immunity Oregon cities possessed when allowing third-parties to recreate on publicly owned land.

ORS 105.668 limits the liability of cities for personal injuries or property damage that arises out of the public's non-motorized use of trails and structures in public easements and unimproved rights of way. ORS 105.668 automatically applies to cities with populations of 500,000 or more. Cities with smaller populations must affirmatively opt-in to ORS 105.668's protections via either resolution or ordinance.

ORS 105.668 also applies to cities' officers, employees, and agents; owners of land abutting the public easement or unimproved right of way; and nonprofits and their volunteers who construct and maintain trails and structures in public easements and unimproved rights of way. Opting in to ORS 105.668 could encourage landowners to grant easements for the public's use by reducing their risk of liability. It could also encourage nonprofits to assist the city with trail maintenance and construction by reducing their risk of liability.

ORS 105.668 would also expand the city's existing limitations of liability. The recreational immunity provided by ORS 105.682 and ORS 105.688 already apply to the city. However, according to the Oregon Court of Appeals, the immunity in those statutes only protects the city when an individual is injured while engaged in "recreational activities." ORS 105.668 applies regardless of the individual's reason for using trails or structures in public easements or unimproved rights of way.

ORS 105.668's limitation of liability is not absolute, however. By its terms, it does not apply to property that is not a trail or a structure in a public easement or unimproved rights of way. In addition, it will not protect the city if an individual is injured due to the city's gross negligence or reckless, wanton, or intentional misconduct. While imperfect, opting in to the statute's protections will only benefit the city.

Attachments

Resolution No. 1406

Fiscal Impact

None to the City

Options

Approve Resolution No. 1406

Or Not Approve Resolution No. 1406

Proposed Motion

"I move to adopt Resolution No. 1406, a Resolution Adopting the Limitation of Liability for Certain Claims Arising from the Use of Trails or Structures within Public Easements and Unimproved Rights of Way Pursuant to ORS 105.668."

RESOLUTION NO. 1406

A RESOLUTION ADOPTING THE LIMITATION OF LIABILITY FOR CERTAIN CLAIMS ARISING FROM THE USE OF TRAILS OR STRUCTURES WITHIN PUBLIC EASEMENTS AND UNIMPROVED RIGHTS OF WAY PURSUANT TO ORS 105.668

RECITALS

WHEREAS, ORS 105.668(2) limits the liability of cities, adjacent property owners, and certain non-profit groups for injuries or property damage that result from the public's non-motorized use of trails or structures that are in a public easement or an unimproved right of way;

WHEREAS, ORS 105.668(3) authorizes cities with populations less than 500,000 to adopt such limitation of liability by resolution;

WHEREAS, Canby's population is less than 500,000;

WHEREAS, Canby has trails or structures within its public easements and unimproved rights of way that may be used by the public for non-motorized activities such as walking, hiking, or biking;

WHEREAS, the Canby City Council finds that the City of Canby's trails and structures are an important public amenity, that the public's use of such trails or structures is important for the health and enjoyment of the community, and that use should be encouraged; and

WHEREAS, the Canby City Council finds that it is important to protect the city, adjacent property owners, and certain nonprofit groups who provide the public with access to and perform maintenance for such trails and structures so that the public may continue to access such trails and structures; and

WHEREAS, the Canby City Council finds that opting into the limitation of liability in ORS 105.668(2) will provide the city, adjacent property owners, and nonprofit groups with such protection and will encourage the public's continued use of trails and structures in Canby's public easements and unimproved rights of way.

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

Section 1. **Findings.** The Canby City Council incorporates the above recitals into this resolution.

Section 2. **Limitation of Liability.** Pursuant to ORS 105.668(3), the Canby City Council hereby adopts the limitation of liability provided by ORS 105.668(2).

Section 3. **Severability.** The Canby City Council intends for this resolution to be severable. If any provision, section, phrase, or word of this resolution or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or its application.

Section 4. **Effective Date.** This resolution is effective immediately following its approval and adoption.

The Canby City Council adopts this resolution on the 15th day of May, 2024.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder



City of Canby Bi-Monthly Report
Department: Administration
For Months of: March & April 2024

To: The Honorable Mayor Hodson & City Council
 From: Maya Benham, Administrative Director/City Recorder
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 5/15/2024

Boards and Commissions - Current Vacancies

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	1		Term ends 6/30/2026
Transit Advisory Committee	1		Term ends 3/31/2025
Heritage & Landmark Commission	5	2	2 Terms end 6/30/2024, 1 Term ends 6/30/2025, 1 Term ends 6/30/2026, & 1 Student Term ends upon graduation

Liquor Licenses/ Noise Variance Application

There were two OLCC Liquor Licenses.
 There were no Noise Variance Applications.

Public Records Requests

Processed six public records requests.

Recruitments

- Wastewater Treatment Plant Supervisor
- Wastewater Operator II
- Environmental Compliance Coordinator
- Lifeguard II – Seasonal
- Library Assistant I – On Call
- Library Teen Intern
- Maintenance Worker I Seasonal
- Library Assistant II

New Hires

- Librarian, Collection Development & Volunteer Coordinator
- Library Assistant II, Adult Programming
- Lifeguard (5)
- Maintenance Worker I
- Maintenance Worker II
- Wastewater Treatment Plant Supervisor
- Deputy City Recorder
- Wastewater Operator I
- Wastewater Operator III



City of Canby Bi-Monthly Report
Department: Municipal Court
For Months of: March and April 2024

To: The Honorable Mayor Hodson & City Council
 From: Jessica Roberts, Municipal Court Supervisor
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 5/15/2024

Canby Municipal Court has jurisdiction over all city and state traffic offenses and City Code violations committed within city limits.

Monthly Statistics	March	April
Misdemeanors		
Warrants Issued	5	3
Misdemeanor Case Detail		
Diversion/Deferred Sentence	0	0
Offenses Dismissed	9	7
Offenses Sentenced	4	4
Traffic & Other Violations		
Offenses Filed	245	185
Cases/Citations Filed	182	141
Parking Citations Filed	2	7
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	16	26
Dismissal (Fix It Tickets)	8	12
Dismissed by Judge	17	11
Sentenced by Judge	65	39
Handled by Violations Bureau	59	59
Guilty by Default	38	48
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	25	18
Defendant Accounts referred to Collections	\$50,246.67	\$47,930.80
Fines & Surcharges Collected	\$58,368	\$52,150

Explanation of terms:

1. Difference between Offenses Filed vs. Cases Filed
 - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop.
 - Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.
2. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Thursday. A court clerk processes the default convictions.
3. The court's Violations Bureau Order allows court clerks to accept pleas, offer a deferred sentence program (if qualified) and set a payment plan, under the Judge's authority.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
 - 1st Offender - Minor in Possession of Alcohol/Marijuana citation
4. The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation.
 5. As of July 1, 2022, the Canby Municipal Court no longer processes misdemeanor offenses committed within city limits. The Municipal Court continues to process criminal matters cited into the court before July 1, 2022. The Misdemeanor Case Details provided in this report refer to those matters.



City of Canby Bi-Monthly Report
Department: Economic Development
For Months of: March & April 2024

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 5/15/2024

Economic Development Director Updates

Cultivating Canby: The City of Canby continues its long -range planning and community engagement efforts with Cultivating Canby which includes a Comprehensive Plan Update, Transportation Systems Plan Update, and potential Urban Growth Boundary (UGB) expansion. These efforts are combined as part of “Cultivating Canby”, which is a process that includes several years of planning and outreach efforts. For community members interested in learning more about Cultivating Canby, visit: www.publicinput.com/cultivatingcanby

Historic Preservation Plan Adoption: As part of the Comprehensive Plan Update, the Department of Land Conservation and Development (DLCDD) has advised the City of Canby that in order to ensure the Historic Preservation Plan is included in the Comp Plan Update, it is imperative that it is adopted by ordinance. The plan was adopted in 2020 with a resolution. The Economic Development Director is working to bring the Preservation Plan through the adoption process – which includes adoption at the Heritage and Landmarks Commission, Planning Commission, and City Council. The process should begin in late summer and continue into early fall.

Future Needs: The Planning and Economic Development staff met with Canby Police Department, Canby Fire, and the Canby School District to discuss future land needs for each of the agencies over the next 20 years. As the City of Canby continues to plan for Canby’s future growth, we have worked diligently to ensure the agencies that serve Canby will be reflected in the updated Comprehensive Plan.

Capital Projects Planning Team: The City’s internal Capital Projects Planning Team has continued its efforts focused on planning for capital improvement projects. The team met in March 21st and April 4th to discuss projects currently underway and begin preparations for the 2024/25 budget cycle. The planning team met for the first time in August 2023 – the focus was to convene staff focused on development and planning projects while working to identify fiscal impacts, coordinate across departments, and the allocated funds are used for an individual project. The team includes members of administration, finance, economic development, planning, and public works. Much of the funding for these projects is from Systems Development Charges (SDC), though it can include funding from urban renewal or the general fund. The Capital Projects Planning Team will continue to meet on a regular basis and plans to meet through the spring on a monthly basis.

Canby Beer Library Update: At the April 17th City Council meeting, the owner of Canby Beer Library attended to provide an update to the City Council and community. Bryce Morrow, owner, presented on the timeline of the work, anticipated outcomes, and



Future Home of Canby Beer Library

provided renderings of the final project. Mr. Morrow noted the project should be completed by July 2024 and he looks forward to further integrating himself and his business into Canby.

3rd Grade Tours: On Tuesday, April 23rd, the City of Canby hosted several 3rd grade tours at the Canby Police Department. Staff from the Police Department, Public Works, Administration, and Economic Development participated in the greetings and tours, and Council President Hensley helped to greet and provide an introduction on City services. The children asked questions of staff and had the opportunity to explore many of the City's vehicles up close and personal.



3rd Grade Tours

Economic Development and Tourism Coordinator Updates

Promotion

First Thursday Night Market – The First Thursday Night Market has continued into 2024 with growing excitement and energy! The consistency of the event has contributed to more visitors and residents participating in the event on a monthly basis because they can count on it taking place. There has been continued interest in new businesses wanting to participate, we look forward to what the rest of 2024 has in store for the First Thursday Night Market! Local businesses continue to meet monthly after the First Thursday Night Market and have expressed the mission and goals are continually being met. We look forward to continuing the success and providing an evening for residents and visitors to Shop, Dine, and Play in Canby.

- **Mission:** *The First Thursday Night Market seeks to promote downtown Canby as a destination for residents and visitors to explore local businesses while providing an opportunity to shop, dine, and play monthly.*
 - **Goal 1:** *Offer a fun evening that captures visitors/residents to experience Canby businesses/organizations.*
 - **Goal 2:** *Develop a new customer base for local businesses who continually return and shop locally.*
 - **Goal 3:** *Provide an opportunity for Business-to-Business cross promotion of goods and services.*

The market occurs monthly on the first Thursday from 5:00 – 8:00p. The event encourages businesses to stay open late and invites visitors and the local community to come downtown. We look forward to seeing you at the next First Thursday Night Market.

Shop Local Canby- The City of Canby Economic Development team added more value to our local businesses with a new #FeatureFriday. This opportunity provided participating businesses to be featured on Canby Business social media with video/picture of them selecting a winner of a prize from their business. The business representative also provided details about their business and what visitors can expect when they come to their location. Businesses have really enjoyed this opportunity and are pleased with the efforts to help promote what they have to offer!

Organization

Canby Heritage & Landmark Commission - In 2023, The City of Canby was awarded a Certified Local Government for the following: Reconnaissance Level Survey, Intensive Level Survey, Commission Assistance and Mentoring Program (CAMP), Digitize Clackamas County Historic Resources Guide for the future, and working the Heritage Trail. The Heritage and Landmark Commission is currently focused on the Reconnaissance Level Survey portion of the grant. This will help with completing the other items on the list that the grant supports. The City of Canby awarded NW Vernacular with their bid to perform a Reconnaissance Level Survey (RLS) of a specified area in Downtown Canby. City staff received a draft of the RLS and shared that with the Heritage and Landmarks Commission as well as interested parties. NW Vernacular will present to the HLC at their May 6th meeting.

Grant Street Arch Time Capsule: The Economic Development Department has been working with the community to prepare a time capsule for the Grant Street Arch. The arch was built with a special location for a time capsule. As staff works on gathering items, the community is encouraged to participate by bringing items for the time capsule to City Hall through April 26th. The installation of the time capsule is scheduled for the First Thursday Night Market

in May. May is National Historic Preservation Month and staff felt this provided an opportunity to install the time capsule during a month that works to preserve history. Additionally, the May First Thursday Night Market will include a historic tree planting at the Canby Civic Block. The tree planting was scheduled for 2020, when the City of Canby was commemorating its sesquicentennial – or 150 years!

Economic Vitality

Governor’s Conference on Tourism – City of Canby’s Economic Development Department participated in the Governor’s Conference on Tourism, March 11-13th. The conference is held yearly by Travel Oregon and features keynote speakers, breakout sessions, and opportunities to connect with other Tourism professionals in the area. The event was held at the Salem Convention Center and highlighted local businesses and opportunities within the Willamette Valley.

Agritourism Summit: As part of the continued efforts of Mt. Hood Territories, the Economic Development and Tourism Coordinator, Tyler Nizer, attended the 8th annual Agritourism Summit. The event featured presentations about visitor data trends, how to establish relationships and create “value add” products for local farmers, and networking with top professionals in their fields.

Design

Façade Improvement Program – The City of Canby Economic Development team has received interest from local businesses about the Façade Improvement Program. Information about the program has been delivered and we are eager for what transpires from those meetings.



City of Canby Bi-Monthly Report
Department: Finance
For Months of: March & April 2024

To: The Honorable Mayor Hodson & City Council
From: Scott Schlag, Finance Director
Prepared by: Katy Joyner, Financial Analyst
Through: Eileen Stein, City Administrator
Date: 5/15/2024

In addition to providing services and responding to inquiries from both internal and external customers, the Finance Department reports the following items of interest this period.

- The 2024-2025 budget process continues to progress to the finish line. The FY2024-25 Proposed Budget will be available to the public on May 8th. Budget Committee meetings will be held May 16th & 23rd.
- Finance staff are working with departments to review and update the Master Fee Schedule. The updated Master Fee Schedule will go before the City Council in June.
- The Utility Billing Specialist updated the payment options on the backside of the bills to give customers information on locations and times where payments are accepted.
- The Finance team is working on clarifying the verbiage on the Transit Tax forms to align with the verbiage from Ordinance 1391, specifically regarding “gross wages paid”.
- Staff mailed over 200 Penalty & Interest notices to Transit Tax customers who filed and paid late. We have received more than half of those back with payment, bringing those accounts to good standing.
- The Finance Team participated in the following meetings, trainings, and events this period:
 - CIP Funding Meetings
 - Caselle Webinars
 - Finance Team Meetings
 - Leadership Team meetings

Payment Options

CUSTOMER SERVICE

For questions about your bill, updates on your account information, or to update your Auto Pay with office assistance.

Contact:

utilitybilling@canbvoregon.gov

(503) 266-0747 City Office

(503) 266-1799 Fax

SELF-SERVICE

Information & Forms:

Move In/Move Out Request Forms
Landlord Tenant Payment Agreements
Reduced Sewer Rates Application

<https://www.canbvoregon.gov/finance/page/utility-billing-customer-services>

By Phone:

1-877-429-0693

Online:

www.xpressbillpay.com

-Set Up Auto Pay
-Email Alerts
-Review prior Billing Statements

In Person:

City Hall Civic Office
222 NE 2nd Ave
Canby, OR 97013
Mon-Fri 9AM - 4PM
By Appointment 8-9 & 4-5

Drop Box 1:

City Hall Lobby
1st Floor, left of elevator

Drop Box 2:

Cutsforth's Thriftway
On the right after entering the front door

By Mail:

City of Canby
c/o US Bank Lockbox
PO Box 5157
Portland, OR 97208-5157
DO NOT MAIL CASH

ACCOUNTS IN COLLECTIONS

If your account is in collections, you will not be able to make payments online or through Xpress Bill Pays automated phone line. You must call the city office to make a payment on your monthly Statement.

To make a payment towards your collection balance please call

(503)496-0732.

LATE FEES: Accounts that are 45 days past due will be assessed a \$10.00 late fee per month.

If your Mailing Address has changed, please indicate the change below:

Name: _____ Account No.: _____

Address: _____

City: _____ State: _____ Zip Code: _____



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: March-April 2024

To: The Honorable Mayor Hodson & City Council
 From: Robert Stricker, Lead Mechanic
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 5/15/2024

Mar-24

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$332.92	\$332.92
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	0	\$0.00	\$0.00	\$199.99	\$199.99
Wastewater Collections	1	\$145.35	\$14.61	\$261.36	\$421.32
Wastewater Treatment	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	8	\$1,420.71	\$967.14	\$846.60	\$3,234.45
Police	12	\$1,414.25	\$232.72	\$6,963.62	\$8,610.59
Streets	4	\$81.46	\$489.44	\$2,287.60	\$2,858.50
Fleet Services	1	\$221.20	\$186.43	\$160.91	\$568.54
Canby Area Transit (CAT)	26	\$2,325.96	\$3,857.24	\$12,752.37	\$18,935.57
Total	52			Total	\$35,161.88

Apr-24

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$127.50	\$28.18	\$323.62	\$479.30
Facilities	2	\$58.14	\$152.55	\$72.18	\$282.87
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	1	\$232.56	\$96.00	\$767.37	\$1,095.93
Wastewater Treatment	3	\$702.61	\$1,345.07	\$446.39	\$2,494.07
Parks	8	\$1,548.40	\$425.65	\$1,606.72	\$3,580.77
Police	21	\$2,833.05	\$1,348.24	\$7,490.74	\$11,672.03
Streets	7	\$624.50	\$1,694.18	\$3,190.14	\$5,508.82
Fleet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Canby Area Transit (CAT)	27	\$4,014.41	\$3,559.54	\$13,999.18	\$21,573.13
Total	70			Total	\$46,686.92



City of Canby Bi-Monthly Report
Department: IT
For Months of: March & April 2024

To: The Honorable Mayor Hodson & City Council
From: Todd M. Wood, Fleet, Transit, & IT Director
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 5/15/2024

- 1.) The RFP for IT services has been completed. Polar Systems of West Linn was the successful bidder. The contract will be brought to council on the 5th of June with an expected start date of July 22, 2024.
- 2.) A temporary contract with Kintechnology will continue to provide temporary IT services and server backup until when the new contract takes over.
- 3.) A temporary employee from Robert Half will remain on staff until the new contract takes over.
- 4.) Recruitment for an IT coordinator will begin in June 2024.
- 5.) Mowreader consulting will continue to provide IT support services for the Police Department through June 2024 and beyond.
- 6.) IT has cleared 173 tickets in March and April



City of Canby Bi-Monthly Report
Department: Library
For Months of: March & April 2024

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 5/15/2024

Usage Metrics Overview

		<h1 style="text-align: center;">CANBY PUBLIC LIBRARY</h1> <h2 style="text-align: center;">MAR/APR '24 SNAPSHOT</h2>	
Items added to the collection - 1,292		Items checked in 42,163	
Holds filled 9,036		 New cards 210	
Digital checkouts 8,390		Room reservations 243	
Physical checkouts 41,598		 Adult events - 18 Participants - 232	
Customer interactions - 2,526		Children's events - 47 Participants - 1,223	
Visitors 16,220		 Teen events - 8 Participants - 48	

Staff

- Steven Hager started as our new Collection Development & Volunteer Coordinator on March 19th!
- Melissa Allott officially started as our new Adult Programming Coordinator on April 15th!
- Our library intern, Ember, completed her final day with us on April 29th!
- Maud Whalen, one of our on-calls, will start as our new Library Assistant II (20-hour) on May 1st!
- We began our hiring process for a new Library Assistant II (25-hour) and additional on-calls.
- The library was awarded a Teen Intern Grant through the State Library of Oregon, a project funded in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon. This grant allows for us to hire a temporary summer teen intern from June to August of this year. The job posting closed on 4/28 and we will start interviews soon.

Spaces

- The library received donations from the Friends of the Library and the Library Foundation to start outfitting the new Maker Lab with tables, stools, chairs, and some of the fun gadgets that Phillip will be making available soon.

Collections

- Our brand new Seed Library is officially available for patron use! It is located behind the library service desk, and patrons can “checkout” (although there are no due dates and nothing to return) up to 5 different seed varieties per visit. Thank you to Terri Jones, Lisa Nead, Melissa Allott, the Friends of the Library, the Canby Garden Club, and Kay Everts.



- Steven is in the process of adding to our adult graphic novels collection, so be on the lookout for many new books.
- Next year's OBOB's have arrived.

Programming

Age Group	Program/Event
Children	Arts, Crafts, and Coloring
	Family Storytime
	Lego Play
	Maker Lab (<i>pictured</i> →)
	Minecraft Club
	Baby & Toddler Storytime
	SPECIAL EVENT: Earth Day Celebration with Canby Kiwanis (<i>pictured</i>)
	Outreach Storytime
Totals: 47 events / 1,223 participants	
Teen	Dungeons & Dragons
	Young Teen Crafting (<i>pictured</i>)
Totals: 8 events / 48 participants	
Adult	Book Club
	Knit & Stitch Group
	Canby Reads
	OSU Master Gardener Seed Starting
	Native Bees Presentation
	Colored Wax Egg Decorating
	Music in the Stacks
	Tech Talks
	Tech Sources for Job Hunting
Totals: 18 events / 232 participants	



General News

- Phillip Yocham, Children’s Librarian, and Marisa Ely, Library Director, presented at an April luncheon for the Canby Rotary to seek more support for the Maker Lab space.
- The Library Advisory Board, supported by the Library Director, presented their annual state of the library report to City Council on April 17th.
- There is a short, 10-question library survey online for the Canby community to share thoughts and feedback on library services. The survey closes on May 4th!
- The library’s social media presence has gotten a fun refresh thanks to our new full-time staff members, Melissa and Steven! Their humor shines through our social media and the community has been loving it!
- The library was recently awarded a grant of \$500 for American Indian/Alaskan Native family programming in November for Native American Heritage Month!
- Our new library open hours began on March 4th!
- Carus elementary 1st graders toured the library on April 11th.
- On April 26th, artist Mary Eagle, was in the library to chat about her work.

Upcoming Events & News

- Join us on Canby's First Thursday in May (May 2nd, 5-8pm) for our Library Open House! We will be open an hour later so you can have more fun! Complete a bingo sheet with fun activities to help you learn about the library & what’s coming up! The event is FREE and for all ages! We will have a Library of things petting zoo, live music, featuring The June Bugs, SRP info, a behind-the-scenes look, the official Seed Library launch, and more!
- Our new adult program, Adult Art Café, will start in May. Adults can come and be creative with supplies provided.
- The library is currently doing research to add a community bulletin board inside the library. Stay tuned!



City of Canby Bi-Monthly Report
Department: Police
For Months of: March & April 2024

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Eileen Stein, City Administrator
 Date: 5/15/2024

	MAR	APR
Calls for Service - Dispatched 911 and Non-Emergency Calls	1137	1123
PROPERTY CRIMES REPORTED		
Burglary	0	1
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	8	1
Robbery	0	1
Theft I, II, & III	20	12
Forgery / Counterfeiting	0	1
Trespass	13	8
Vandalism / Criminal Mischief	3	7
PERSON CRIMES REPORTED		
Assault I, II, IV	0	4
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	5	1
Endangering Welfare of a Minor / Recklessly Endangering	2	2
Felon in Possession of Firearm / Restricted Weapon	0	0
Harassment, Intimidation or Threats	9	11
Identity Theft	5	0
Interfering with Peace Officer	0	0
Menacing	2	0
Sex Offenses	6	4
Strangulation	0	0
ARRESTS		
Warrant Arrests (includes contempt of court, restraining order violations, parole violations)	15	21
Adult and Juvenile Custodies (includes juvenile curfew)	44	54

DRUG CRIMES		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	1
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
TRAFFIC CRIMES, ACCIDENTS, CITATIONS		
Attempt to Elude	0	0
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	8	14
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, Failure to Surrender Suspended License / Use Invalid License)	8	15
Traffic Accidents	8	17
Traffic Citations	407	336

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

MONTHLY TRAFFIC SAFETY REPORT

MARCH 2024

CITATIONS:	407
DUII ARRESTS:	7
TRAFFIC CRIMES:	8
TRAFFIC CRASHES:	Injury (Traffic): 0 Injury (Patrol): 2 Non-Injury (Traffic): 1 Non-Injury (Patrol): 1 Hit & Run (Traffic): 2 Hit & Run (Patrol): 2 TOTAL CRASHES: 8
TRAFFIC COMPLAINTS:	10

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

MONTHLY TRAFFIC SAFETY REPORT

APRIL 2024

CITATIONS:	336
DUII ARRESTS:	14
TRAFFIC CRIMES:	15
TRAFFIC CRASHES:	Injury (Traffic): 1 Injury (Patrol): 3 Non-Injury (Traffic): 4 Non-Injury (Patrol): 6 Hit & Run (Traffic): 2 Hit & Run (Patrol): 1 TOTAL CRASHES: 17
TRAFFIC COMPLAINTS:	8



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: March & April 2024

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Laney Fouse Lawrence, Planning Technician
Through: Eileen Stein, City Administrator
Date: 5/15/2024

The following report provides a summary of Planning and Development Services activities for the months of March 1 – April 30, 2024. Please feel free to call department staff if you have questions or desire additional information about any of the listed projects or activities. This report identifies ongoing planning activities, a list of pre-application and pre-construction applications, a list of project hearings and the number of projects for which the City has performed site plan review for building permits.

Development Services Activities:

- 1. DLCD Housing Needs Analysis (HNA), Housing Production Strategy (HPS), and Economic Opportunity Analysis (EOA).** The EOA was adopted as part of the comprehensive plan update by the City Council on September 6. The EOA is now in the final DLCD review and approval process. The HNA and HPS are anticipated to be reviewed in a Planning Commission work session on December 11, 2023, with Planning Commission and City Council adoption of both by Summer/Fall of 2024.
- 2. Comprehensive Plan and Transportation System Plan.** The Comprehensive Plan and Transportation System Plan Project Advisory Team third meeting occurred on October 17, 2023. The first community outreach open house was September 14, 2023, and the second community open house was November 14, 2023. A City Council work session to provide an update on the comprehensive plan work occurred on November 1, 2023. A Listening Session/Open House with those property owners in the potential urban growth boundary expansion area occurred on November 6. The City Council adopted a resolution on August 16, 2023 to start the sequential urban growth boundary process and was adopted by the Clackamas County Board of Commission's on September 12, 2023 with DLCD approval in December 2023. The Housing Efficiency Measures code updates are continuing with anticipated approval by Summer/Fall 2024. DLCD provided Canby with notice of the intent to provide grant money associated with the urban growth boundary expansion process and awarded \$75,000 to Canby in December 2023. Upcoming comprehensive plan community meetings include, June 4 Spanish Community Summit, June 11 Listening Session and June 20 Community Summit #4.
- 3. Parks and Recreation Planning.** Planning staff continue to provide support for park projects spearheaded by Public Works, including a planned fitness court at Legacy Park, parking and other upgrades at Community Park, and improvements to athletic fields at Maple Street Park. Additionally, planning staff have provided support to the Parks and Advisory Board in the search of a potential sports field location.
- 4. Freeway I-205 Tolling Project.** At the request of ODOT a list of road projects anticipated to be impacted in Canby by I-205 tolling diversion was provided to ODOT on September 8, 2023. Additionally, the City Council adopted a resolution supporting the C4 Committee Values Statement on September 6, 2023, that was provided to ODOT. The governor paused tolling and the current state focus is on housing and housing affordability and the C4 Committee will be reviewing both housing and city transportation revenue sources.

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of March 1 – April 30, 2024: Canby Area Transit New Operations Facility, and Mark’s Place – Emerald Necklace Trail.
2. **Pre-Construction Conferences** held for the period of March 1 – April 30, 2024: None
3. **Site Plans Submitted for Zoning Conformance** March 1 – April 30, 2024: 39 site plan review applications were submitted and have been or are being released for building permits
4. **Signs Submitted for Plan Review** March 1 – April 30, 2024: 3 applications submitted

Planning Commission Activity:

1. Agenda Items Reviewed March 1 – April 30, 2024. During this period, the Planning Commission:
 - a. Viewed a staff presentation on Hearing Procedures and Processes,
 - b. Viewed a staff presentation on Housing Needs Analysis and Housing Production Strategy Update,
 - c. Viewed a staff presentation on Fence Code Discussion #4, and
 - d. Viewed a staff presentation on a Housing Needs Analysis Update.

City Council Activity:

1. March 1 – April 30, 2024. During this period, the City Council:
 - a. Viewed a staff presentation on the Housing Needs Analysis

¹ Note that the applications listed here do not capture the department’s full backlog of active land use applications and site plan reviews, many of which were either submitted prior to this reporting period or have been submitted but are currently deemed incomplete applications.



City of Canby Bi-Monthly Report
Department: Public Works
For Months of: March & April 2024

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Public Works Director
Prepared by: Ronda Rozzell, Office Specialist III
Through: Eileen Stein, City Administrator
Date: 5/15/2024

Facilities

The Facility Maintenance Department received and installed the new backup generator for City Hall.



Facilities	Total Hours
March	148
April	167

Parks Department

The Parks Department had a few projects completed in between our daily routine. In March, the Parks Department pruned 2nd Ave. near the Civic Center. Plants were also added to the Plaza planters. Graffiti has been a weekly challenge to cover and help minimize. We also had a couple Eagle Scout projects in the disc golf course and restoring the trail @ Community Park behind Village on the Lochs.

In April, the Parks Department pruned and prepped the Veterans Memorial. We had some volunteers from Councilor Padden help barkdust the area. Playground surfacing (chips) were also applied to the playgrounds. The playground equipment has had some breakage. Fixed accordingly. Example: chains on swings. A new Memorial bench was installed off the logging road trail behind the sewer plant. This in near the culvert that leads out to the river. The Legacy pad was poured for the fitness equipment. The Parks Department will fix the irrigation and detail around the pad with dirt and grass.



Parks	Total Hours
March	1070.5
April	1046

Sewer Collections

The Public Works Collections crew are performing our yearly maintenance of our sewer mains. This is a thorough cleaning of our sewer main line going into our maintenance hole, where we vactor it out and bring it to our sewer bays for cleaning.



March Sewer	Total Hours
Sewer Cleaning	49
Sewer Maintenance/Repair	63
Sewer TV'ing	13
Lift Station Maintenance	50
Locating Utilities	67
Sewer Inspections	7
Vactor Usage	11

April Sewer	Total Hours
Sewer Cleaning	225
Sewer Laterals/Maintenance	124
Sewer TV'ing	47
Lift Station Maintenance	13
Locating Utilities	46
Vactor Usage	55

Storm Water

Our stormwater crew cleaning our drywell systems at Public Works and around Canby.



March Stormwater	Total Hours
Catch Basin Maintenance	3
Drywell Maintenance	1
Erosion Control	2
Vactor Usage	1
Stormline Inspections	5
Pretreatment	67
Drying Beds	5

April Stormwater	Total Hours
Catch Basin Maintenance	2
Storm Line Maintenance/Repair	14
Erosion Control Inspections	5
Vactor Usage	14
Drying Beds	2
Pretreatment	45

Streets Department

The Public Works crew graded, filled in potholes, and re-rocked the alley way between SE 1st and SE 2nd Avenues.



March Streets	Total Hours
Street Sweeping	80
Street Maintenance	130
Sidewalks Inspections	56
Driveway Approach Inspections	13
Street Sign Manufacturing	5
Street Sign Maintenance	13
Street Sign Installation	11
Streetlight Repair	11
Mini Trackhoe	5

April Streets	Total Hours
Street Sweeping	85
Street Maintenance	229
Sidewalk Inspections	17
Driveway Approaches	6
Street Sign Maintenance	11
Street Sign Installation	11
Banners	6
Streetlights	2
Tree Trimming/Removal	5
Mini Trackhoe	18

Wastewater Treatment Plant

Wastewater Treatment Plant (WWTP) NPDES Permit and Safety Compliance

All NPDES permit compliance requirements were met and no safety incidents were reported. Cumulatively, the operations and maintenance team treated **62.7 million gallons** of wastewater between March and April 2024.

NPDES Permit Parameter	NPDES Permit Limit	WWTP - March Monthly Avg	WWTP - April Monthly Avg
Biochemical Oxygen Demand (BOD)	25 mg/l	3 mg/l	3 mg/l
Total Suspended Solids (TSS)	30 mg/l	4 mg/l	7 mg/l
BOD Removal Efficiency	85%	99%	99%
TSS Removal Efficiency	85%	99%	97%

WWTP Performance and Process Control

Overall, plant performance was very good. The effluent temperature transitioned from 15.7°F to 19.2 °F and sludge settleability became influenced by a shift in microbiology. As the filamentous bacteria population increased, the Mean Cell Residence Time was reduced from 9.8 days to 7.6 days, which effectively increased the food to microorganism ratio. These changes improved settleability and NPDES permit compliance was maintained throughout.



Solids settling challenges (left) due to an abundance of filamentous bacteria (right).

Environmental Compliance Programs: Laboratory, Pretreatment, Stormwater and FOG

The annual laboratory calibration service and monthly maintenance activities were completed in accordance with NPDES permit requirements, Standard Methods, and manufacturers' recommendations. All scheduled laboratory activities were conducted and listed below:

- 150 NPDES permit compliance tests completed
- 184 process control tests completed
- 8 industrial pretreatment compliance tests & 13 contract laboratory tests completed
- 6 special sampling events – ACWA (PFAS Study) and OSU (COVID-19 WW Study)

Pretreatment activities included monthly review of business licenses, environmental surveys, industrial sampling data and construction plans. City staff conducted industrial inspections, worked with local businesses on BMP agreements and coordinated with ACWA and a local business to obtain samples for a PFAS study. The stormwater WPCF permit expired March 31, 2024. However, the renewed permit is expected to arrive soon. The local limits evaluation is also currently underway.

March	April
<ul style="list-style-type: none">➤ FOG Pump Outs: 34➤ Inspections: 0 FOG, 1 Pretreatment	<ul style="list-style-type: none">➤ FOG Pump Outs: 34➤ Inspections: 2 FOG, 2 Pretreatment➤ Sampling: 1 PFAS

Asset Management and Maintenance Program

Preventative maintenance tasks were planned and prioritized. There were no emergency tasks. 40 work orders were completed with a backlog of 12 tasks remaining. This work includes:

- ✓ Repaired raw pump #4 - Delta pump
- ✓ Installed new lime silo level sensor in lime slurry tank (twice due to faulty sensor)
- ✓ Replaced aeration basin - south recirculation pump and tightened piping
- ✓ Replaced brushes on secondary clarifiers – preparation for summer NPDES permit
- ✓ Replaced faulty components on biosolids doors
- ✓ Replaced squeegees on the rake arm skimmer on primary clarifiers
- ✓ Landscape maintenance: Cleared branches, spraying, repairing sprinklers and irrigation valves mowing and edging
- ✓ Plant wash-downs, spiral screen cleaning, scum pit pumping, sky plume filter change
- ✓ Rotate motors, check pump amp draws and pump pressures
- ✓ Routine Plant checks 7 days per week/twice daily
- ✓ Cleaning, calibration, and verification of D.O. probes, pH probes and samplers



Secondary Clarifier brushes replaced to reduce the accumulation of algae along the weirs.

Biosolids Program

Nearly 2 million gallons of solids were dewatered and transported to Heard Farms for beneficial reuse. The current sludge hauling contract expires June 30, 2024. A request for quotes was solicited and bids are due May 6th.

Month	WWTP Solids Processed	WWTP - Belt Press Operation	Solids Hauled to Heard Farms
March	891,300 gallons	20 days	250 wet tons/9 loads
April	997,300 gallons	18 days	162 wet tons/7 loads

Administration, Public Involvement, Safety and Training Programs

As of April 29th, the wastewater operator and supervisory vacancies have been filled and staff have adjusted back to a 4/10 work schedule. Mark Vogel and Patrick Mahoney (pictured below) are two new wastewater operators that bring several years of operations and maintenance experience to the team. Oregon DEQ has been notified of staffing updates as well.



Left to right: Mark Vogel and Patrick Mahoney

In coordination with treatment plant staff, Niel Olsen has continued to carry out the Pretreatment Coordinator's responsibilities while the position has remained vacant. With the support of Human Resources, the Pretreatment Coordinator position has been reviewed and updated to an Environmental Compliance Coordinator job classification. The recruitment for this position is currently underway.

Training: There has been a coordinated effort to update the Operator Training and Safety Orientation checklist to enhance the on-boarding experience for new employees and to continue skills training for current staff as well. *Jon Patrick* has been instrumental in developing these documents and has had full team support and participation.

Safety: Recently an audit of the Hazard Communication Program was conducted, and several bulk chemical Safety Data Sheets were updated. Specific tasks that involve handling these chemicals were reviewed, and 5 standard operating procedures (SOPs) were created with a focus on pre-task planning and job safety analysis. These new SOPs will be added to the training matrix. New personal protective equipment has been purchased and a respiratory protection program will be developed in the future. An overall review of the safety training matrix is underway in coordination with CIS support.

Safety Committee: After working with the City Safety Committee for a total of 6 years, Bob Wengert has stepped down from the committee. Monica Stone attended the City Safety Committee in April and is filling in until a new WWTP representative is established.

Public Involvement: There were multiple interagency committees attended by staff including the Oregon Water Education Foundation Committee, the ACWA Water Quality, Pretreatment and Stormwater Committees. A total of 6 tours were provided at the wastewater plant and Monica Stone joined the Public Works/Police Department's educational event that hosted local 3rd grade students.



City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: March & April 2024

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatics Program Manager
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 5/15/2024

March and April have come and gone, and everything is busy. Lap Swims are very busy with the Triathlon coming up in a couple of weeks. Athletes are getting their last minute, tune up in the pool. All of our programs have had good numbers the last couple of months. Swimming lessons are full, and Saturday's public swims have been very popular. We continue with the 2nd grade swimming lessons as they are coming every day through the end of the year. We continue to offer lifeguard classes, adult lessons as well as the children's lessons and penguin club.

The Canby Gators have finished their short course season which means they have started the long course season after a week off for spring break. The Gators are in a transition or rebuilding phase and are looking for swimmers that would like to improve. They will start swim meets again this weekend and will be spending a lot of time racing in long course (50 meter) pools. The Canby Gators fund raiser, the Gator Grinder Triathlon is coming up on May 11 at the Canby Swim Center. As some of the activities go into the afternoon, we will be closed that day. After the race we will also be doing some staff training.

Attendance and revenue are continuing to rebound a little more each year since Covid. Attendance was up 900 these last two months, and we are up about 6,000 swims for the year. Revenue was up \$1,000 over March and April and we continue to be ahead of last year. Currently we are ahead of last year by about \$15,000. We are now gearing up for the summer. Summer lesson registration begins on May 15th at 10:00am. We expect all the first half of the summer classes to fill up on the first day. If anyone is late to the registration party, they should look into August lessons, the weather is great and there are usually openings.

SUBJECT: March 2024 Monthly Attendance Numbers

CANBY SWIM CENTER March	ADMIT 2023	ADMIT 2024	PASS 2023	PASS 2024	TOTAL 2023	TOTAL 2024	YTD TOTAL 22-23	YTD TOTAL 23-24
MORNING LAP	44	21	351	342	395	363	2302	2831
ADULT RECREATION SWIM	25	49	299	361	324	410	2416	2825
MORNING WATER EXERCISE	61	76	212	202	273	278	1541	2226
PARENT/ CHILD/ Family Swim	192	176	0	0	192	176	1725	1718
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3110	3232
SCHOOL LESSONS	450	276	0	0	450	276	450	460
NOON LAP	99	118	371	378	470	496	2528	3111
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	546	632	22	17	568	649	3305	3671
PENGUIN CLUB	0	0	98	114	98	114	742	1215
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	979	1144
CANBY GATORS	0	0	345	504	345	504	5408	4904
MASTER SWIMMING	0	0	16	28	16	28	52	111
EVENING LESSONS	836	824	0	0	836	824	5358	7075
EVENING LAP SWIM	54	35	36	38	90	73	568	672
EVENING PUBLIC SWIM	194	296	17	14	211	310	1663	2025
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	32	9	0	0	32	9	140	118
GROUPS AND RENTALS	8	16	0	0	8	16	34	102
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	2541	2528	1767	1998	4308	4526	32321	37440

SUBJECT: April 2024 Monthly Attendance Numbers

CANBY SWIM CENTER April	ADMIT 2023	ADMIT 2024	PASS 2023	PASS 2024	TOTAL 2023	TOTAL 2024	YTD TOTAL 22-23	YTD TOTAL 23-24
MORNING LAP	34	29	299	368	333	397	2635	3228
ADULT RECREATION SWIM	38	39	311	402	349	441	2765	3266
MORNING WATER EXERCISE	74	118	157	225	231	343	1772	2569
PARENT/ CHILD/ Family Swim	256	238	0	0	256	238	1981	1956
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3110	3232
SCHOOL LESSONS	1201	1184	0	0	1201	1184	1651	1644
NOON LAP	119	129	307	422	426	551	2954	3662
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	378	232	8	5	386	237	3691	3908
PENGUIN CLUB	0	0	112	196	112	196	854	1411
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	979	1144
CANBY GATORS	0	0	650	558	650	558	6058	5462
MASTER SWIMMING	0	0	16	27	16	27	68	138
EVENING LESSONS	920	1326	0	0	920	1326	6278	8401
EVENING LAP SWIM	52	65	43	57	95	122	663	794
EVENING PUBLIC SWIM	235	300	33	14	268	314	1931	2339
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	30	21	0	0	30	21	170	139
GROUPS AND RENTALS	6	10	0	0	6	10	40	112
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	3343	3691	1936	2274	5279	5965	37600	43405



City of Canby Bi-Monthly Report
Department: Transit
For Months of: March & April 2024

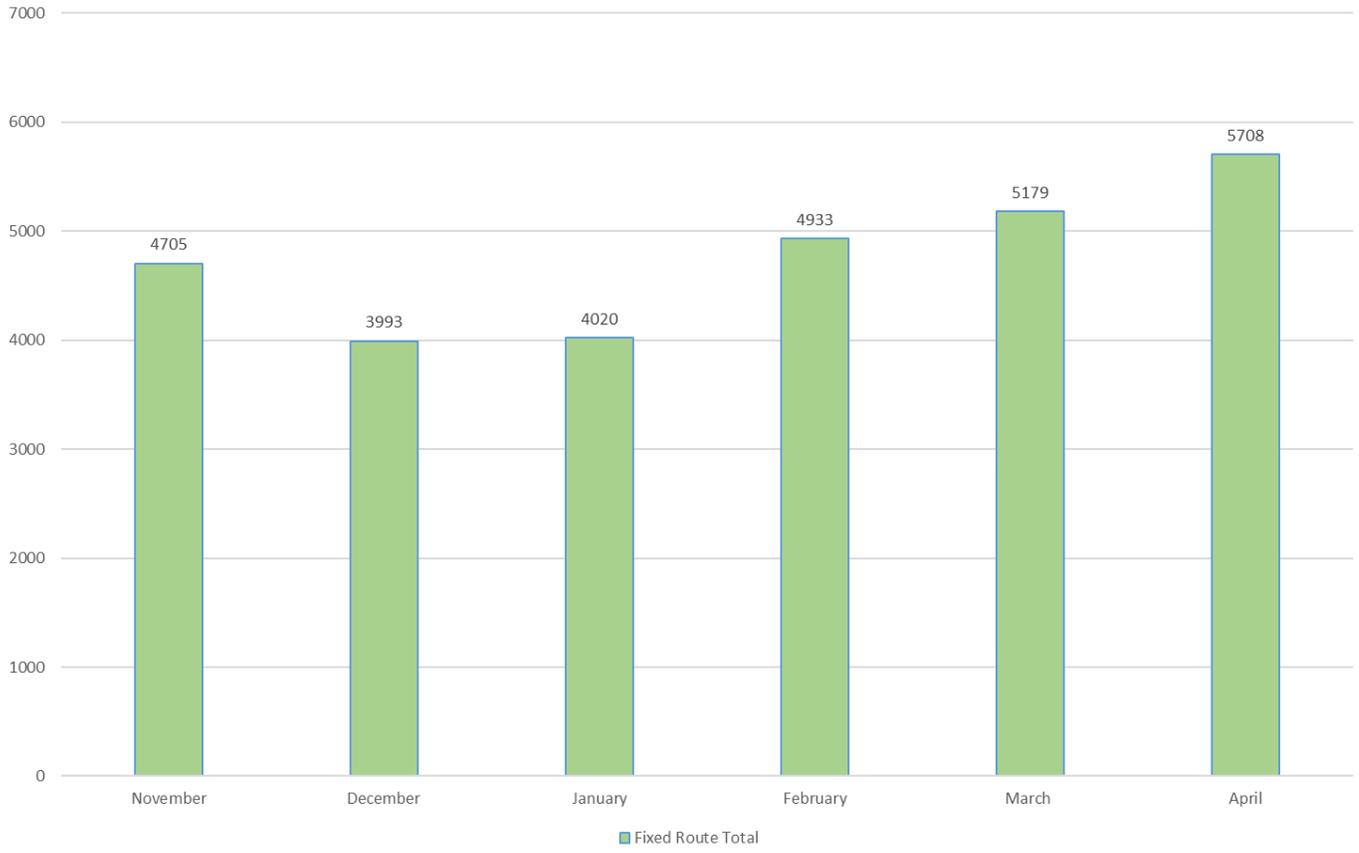
To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit Director
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: 5/15/2024

1) Ridership:

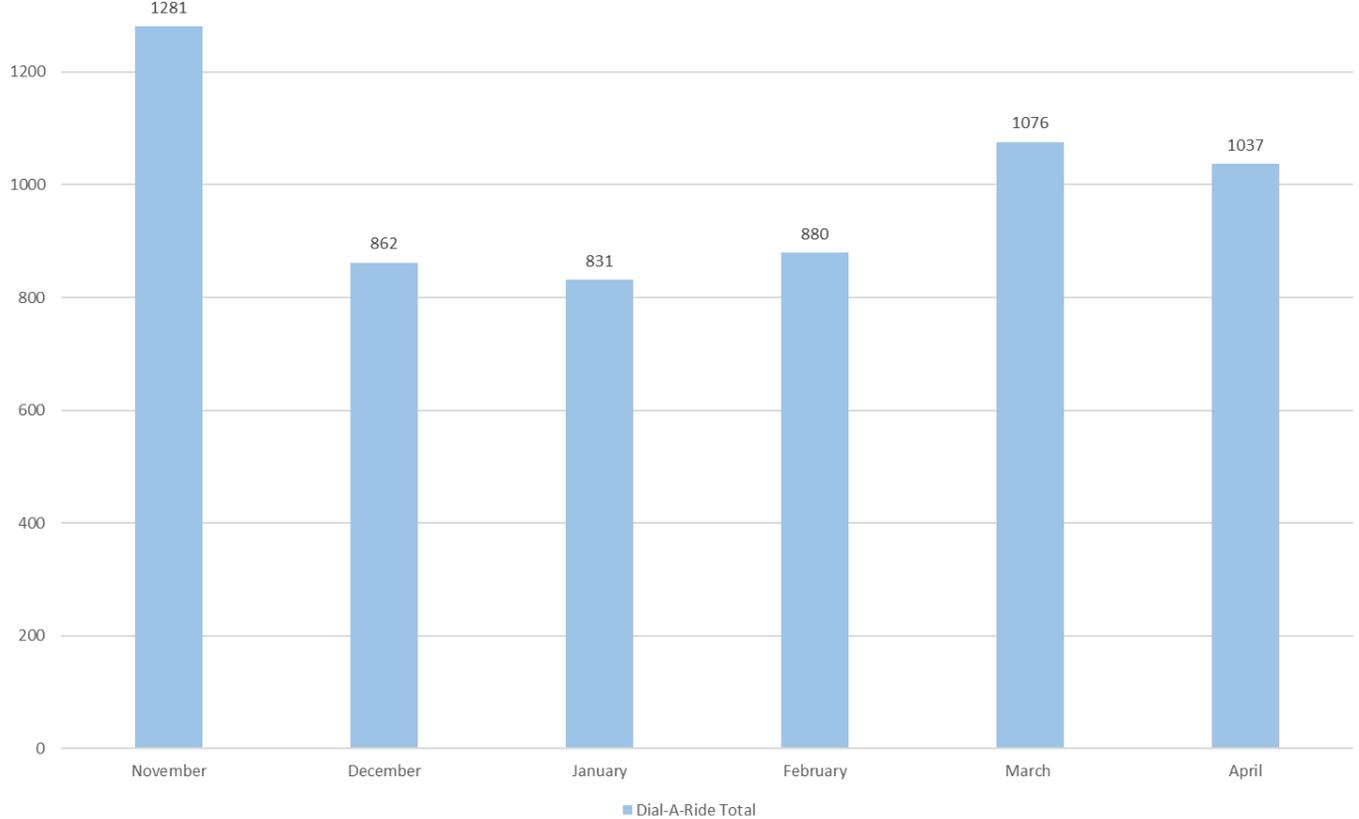
March and April saw steady increases in fixed route service with a steady ridership in DAR services. The Loops' popularity continues as many are choosing it over the alternatives.

March average daily weekday daily 99x route ridership:	219 trips
March average daily weekend daily 99x route ridership:	112 trips
April average daily weekday daily 99x route ridership:	239 trips
April average daily weekend daily 99x route ridership:	111 trips
March average daily weekday Dial-a-Ride route ridership:	45 trips
March average daily weekend Dial-a-Ride route ridership:	26 trips
April average daily weekday Dial-a-Ride route ridership:	42 trips
April average daily weekend Dial-a-Ride route ridership:	27 trips
March average daily weekday daily Loop route ridership:	102 trips
March average daily weekend daily Loop route ridership:	50 trips
April average daily weekday daily Loop route ridership:	93 trips
April average daily weekend daily Loop route ridership:	52 trips

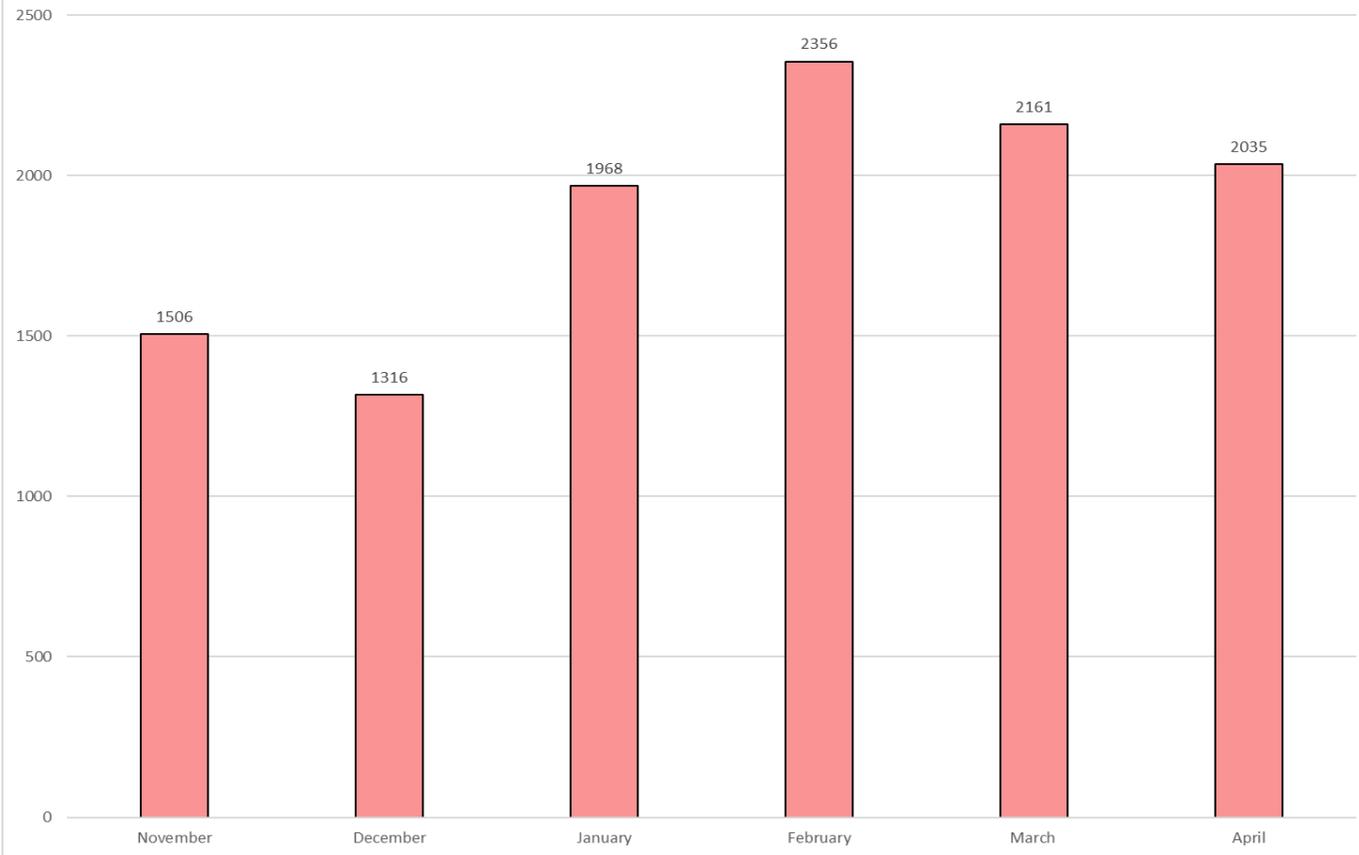
99x Ridership November Thru April

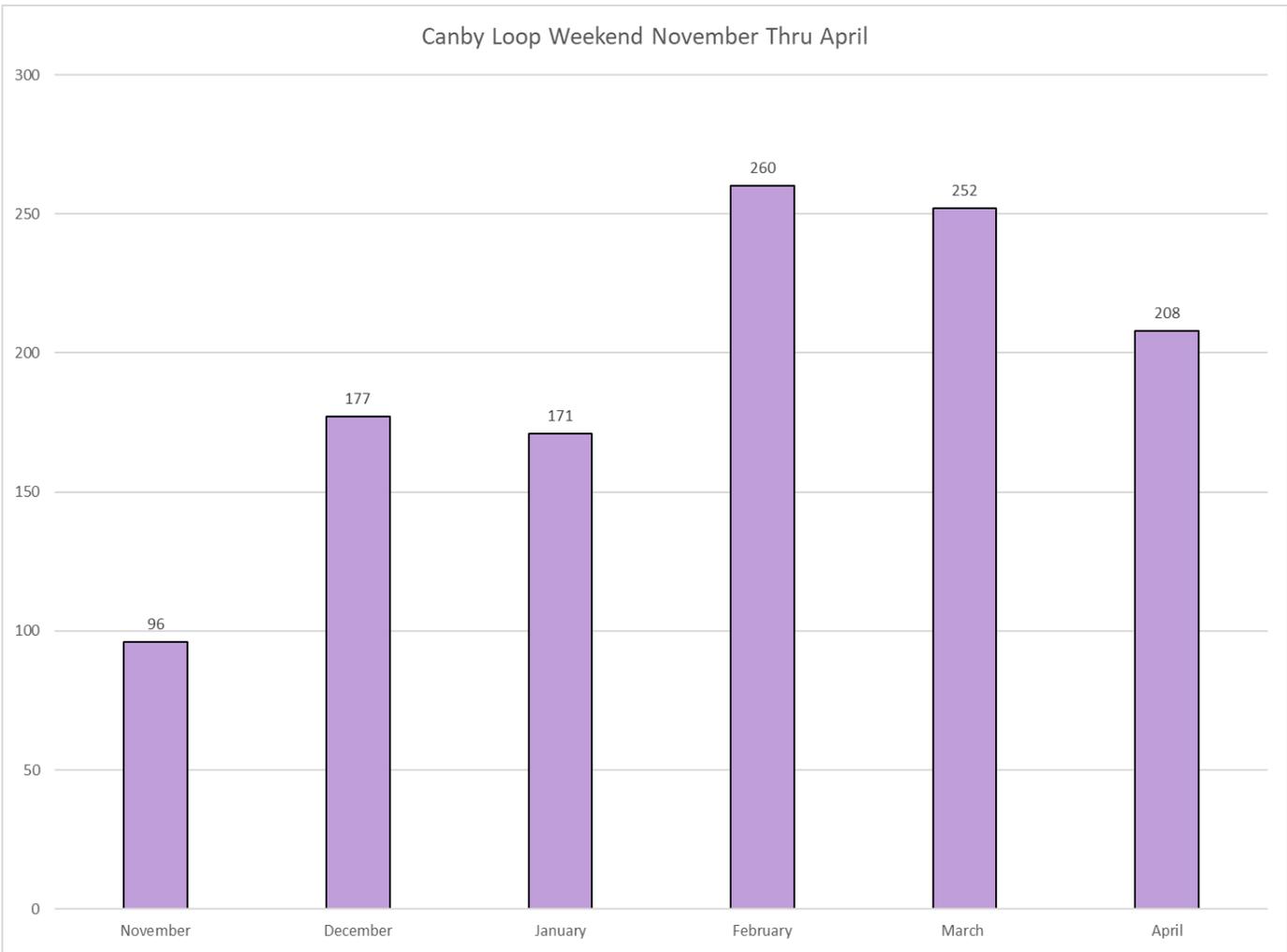


Dial-A-Ride Ridership November Thru April



Canby Loop Weekday November Thru April





2) Transit Advisory Committee:

Transit Advisory will meet May 30, 2024, in council chambers or possibly the Mt Hood room if budget is still ongoing. We will be discussing the building update, contract rates and budget, and STIF funding for the coming biennium.

3) Shelter Project:

The shelter project is tied to ODOTs 99E project. There are 10 stops that will be updated in accordance with the project. Of the 10 total stops, 6 will be prepared by ODOT and completed by the city. Four stops will be prepared and completed by the city.

The ODOT project is moving forward again and we are looking forward to installing the shelters soon.

4) New Transit Building:

Transit has been working on building and site layouts. Next will be a community meeting as well as cost estimates.

5) Transit Master Plan:

The transit master plan group gave an update to the city council on May 1, 2024. It is now moving into phase 2 of public engagement.

6) Contract Update:

The council has approved the first reading of a three-year contract extension with First Transit. The first year shows an 18% increase in overall costs with 4.5% and 3.5% increases thereafter. In 2027 transit will need to issue a new RFP for services.