



## AGENDA

### CANBY CITY COUNCIL MEETING

August 2, 2017

7:30 PM

Council Chambers

222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor

*Mayor Brian Hodson*

*Council President Tim Dale*

*Councilor Tracie Heidt*

*Councilor Traci Hensley*

*Councilor Greg Parker*

*Councilor Tyler Smith*

*Councilor Sarah Spoon*

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### CITY COUNCIL MEETING – 7:30 PM

1. **CALL TO ORDER – 6:30 PM – Willow Creek Conference Room** – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers.
2. **EXECUTIVE SESSION: ORS 192.660(2)(d) Labor Negotiations**
3. **OPENING CEREMONIES – 7:30 PM – Council Chambers**
  - A. Invocation
  - B. Pledge of Allegiance
  - C. Historic Review Board Project List Update Pg. 1
  - D. Canby Main Street Annual Report Pg. 23
4. **COMMUNICATIONS**
5. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

*(This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. You are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. For Agenda items, please fill out a testimony/comment card and give to the City Recorder noting which item you wish to speak on.)*
6. **MAYOR'S BUSINESS**
7. **COUNCILOR COMMENTS & LIAISON REPORTS**
8. **CONSENT AGENDA**

*(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.)*

  - A. Approval of Minutes of the July 19, 2017 City Council Work Session and Regular Meeting
  - B. New Outlet Liquor License Application for the Canby Liquor Store Pg. 52

**9. RESOLUTIONS & ORDINANCES**

- A. Ord. 1462, Authorizing Amended Contract with Kintechnology, Inc. to Continue to Provide Computer Technical Services for the City; and Declaring an Emergency (**2<sup>nd</sup> Reading**) Pg. 54

**10. NEW BUSINESS**

- A. Recommendation from the Parks and Recreation Advisory Board Regarding Park Maintenance Funding Pg. 63

**11. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

**12. CITIZEN INPUT**

**13. ACTION REVIEW**

**14. EXECUTIVE SESSION: ORS 192.660(2)(h) Litigation**

**15. ADJOURN**

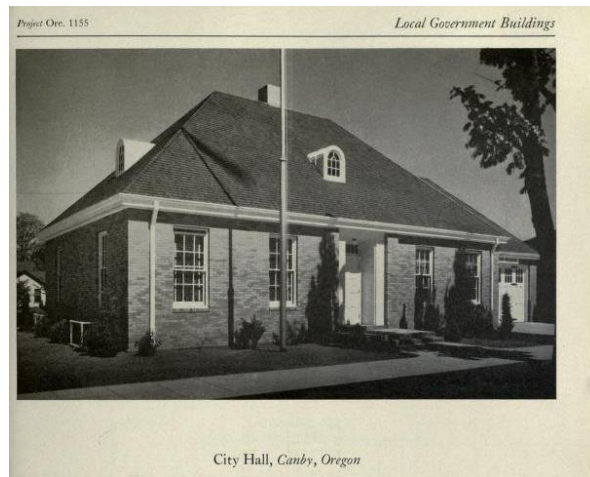
\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.0733. A copy of this Agenda can be found on the City's web page at [www.canbyoregon.gov](http://www.canbyoregon.gov). City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.

# Canby's Historic Review Board: Leveraging Our Past to Create a Stronger Future

# Purpose of the Historic Review Board

- “Promote the historic, educational, cultural, architectural, economic, and general welfare of the public, and to safeguard the city’s historic and cultural heritage through the identification, preservation and protection of structures, sites, objects, and district of cultural interest within the city.”

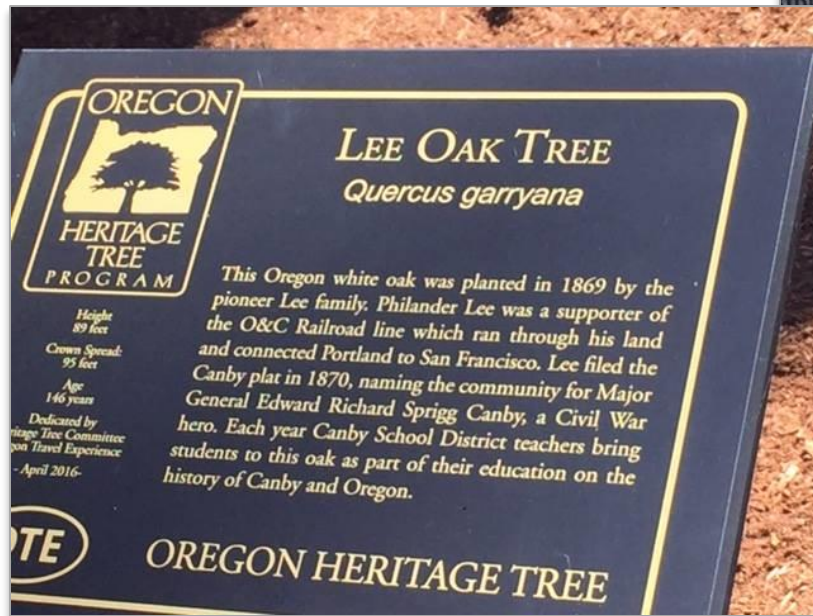
- (Canby municipal code 16.110)



# Accomplishments 2016 - 2017

# Philander Lee Tree

- Designated an Oregon Heritage Tree in 2016
- Formal dedication, April 2016





# Downtown Heritage Trail

- Launched, August 2016
- Features 10 sites throughout downtown Canby



The City of Canby's Historic Review Board  
*invites you to attend the unveiling of:*



**EXPLORING  
COMMUNITY  
CONNECTIONS**

*The Downtown Canby  
Heritage Trail*

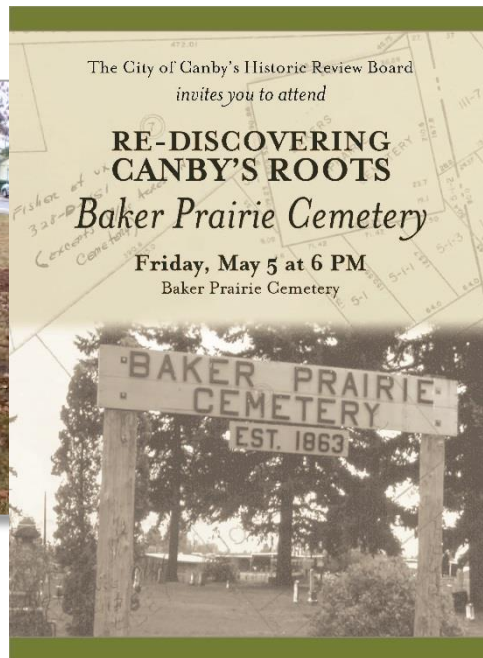
*The unveiling will be held in conjunction with the  
AUGUST FIRST FRIDAY EVENT.*

**Friday, August 5 at 6 PM**  
Gazebo at Wait Park

Come help us celebrate the town's first official  
heritage trail and experience the fun of a First Friday!

# Baker Prairie Cemetery

- 26 grave markers repaired, September 2016
- Marker Cleaning Project, October 2016
- Rededication event, May 2017





# 2017 – 2018 Projects funded by:

- Certified Local Government Grant, May 2017
- Oregon Heritage Cemetery Grant, June 2017



# Baker Prairie Cemetery Rehabilitation Project

- Repair remaining 28 grave markers, July/August 2017
- Marker cleaning project, September 2017
- Incorporate Baker Prairie into Local Landmarks program



# SOLV Cemetery Clean Up

- Applied for and accepted as a SOLV site for their September 23, 2017 statewide cleanup event
- Access to cleaning supplies
- Access to additional grant funding
- Expanded publicity – Canby's Baker Prairie Cemetery will be featured on their website and in all media material

The screenshot shows a webpage for the Baker Prairie Cemetery Cleanup event. The title is "Baker Prairie Cemetery Cleanup". On the left, there is a navigation menu with options: "VOLUNTEER FOR AN EVENT", "PICK IT UP: PORTLAND!", "CORPORATE VOLUNTEERING", "BECOME A SOLVE LEADER", "BOY SCOUTS", "SOLVE TRAININGS", and "GLOBAL YOUTH SERVICE DAY". Below the menu, there is a section titled "Volunteer For An Event" with the text "There are many events coming up!" and a "Find an Event ..." link. Further down, there is a "Project Oregon" section with "SOLVE a problem in your community" and a "Become a Project Leader ..." link. At the bottom left, there is a "Stay Connected" section with the text "Keep up to date with the latest news and volunteer information".

The main content area features a photograph of a person in a blue jacket holding a bundle of greenery. To the right of the photo, there is a "Status: Volunteers Needed" section with a red "REGISTER NOW" button. Below this, the event details are listed: "When: Saturday, 09/23/2017 10:00 AM-1:00 PM", "Where: Baker Prairie Cemetery 405 NW Knightsbridge Road, Canby", and "Directions: From I5 south, take exit 282A. At the first stoplight turn left onto Arndt Rd. At the second stop sign on Arndt Road, veer slightly left to transition to Knightsbridge Road. After entering the city limits, Baker Prairie Cemetery is on the right." A map shows the location of the cemetery in Canby, Oregon, with a blue pin. Below the map, there is a "Meeting Spot" section with the text "On-street parking available on Knightsbridge Road or Grant Avenue Baker Prairie Cemetery" and a "Safety Issues" section with the text "Uneven or Slippery Ground" and "Minimum age".

# 2017 Certified Local Government Grant

- Translate Heritage Trail Brochure to Spanish
- Develop Women's Heritage Trail
  - English/Spanish brochures
  - Plaques at each site
  - Launch event



# 2017 Certified Local Government Grant

- Complete the Local Landmark Program
  - Add Depot Museum to local register
  - English/Spanish brochures
  - Public event
  - Update the City's website





# Looking Forward

# All-Star Heritage Community Designation

- How do we achieve the designation?
  - To qualify a community must meet at least 15 out of 20 criteria.
  - SHPO staff will screen our submission and provide assistance
  - Oregon Heritage Commission makes the final decision
- What is the benefit to Canby?
  - Metal signs that can be displayed with city entrance signs or at other locations
  - Space and recognition on the Travel Oregon website
  - A logo to use in publications and marketing materials
  - Access to special grants (when available)
  - Additional services and attention from Oregon Heritage – technical support, workshops, other tools.
- 7 communities have achieved this designation: Albany, Astoria, Bend, Oregon City, Cottage Grove, Salem, and Roseburg



# Criteria Canby Already Meets (10/15)

- Historic Preservation Program (have an ordinance, a landmark commission that regularly meets, and CLG status).
- Historic Sites Register (active process for surveying/documenting historic properties & list as appropriate on local or national registries).
- History Museum (with regularly scheduled hours, in operation for two years, and open at least 120 hours per year).
- Grant Funded Projects (obtained and successfully completed at least five grants in past decade for heritage related projects).
- Public Education (produced/conducted substantial public education offering, including signage, walking tour, publication or other media presentation).
- Oregon Main Street Program (has an active Main Street program accepted by the Oregon Main Street Program)
- Heritage Tourism Partnership (with Oregon Travel Experience – Lee Tree, and Travel Oregon – TeleTales).
- Heritage Events (heritage event held annually for the past 25 years or holds Oregon Heritage Tradition designation – Clackamas Co. Fair)
- Historic Cemetery Designation (at least one historic cemetery recognized by the Oregon Commission on Historic Cemeteries).
- Award Recognition (a project, person, or organization has received a state or national award for achievement – last decade)



# Potential Path to Achieve 15:

## Requires minimal effort and expense

- Non-profit partner (at least one non-profit that works closely with city in promoting the community's history). Need resolution from the CHS.
- School Programs (a school in the district includes local history studies in its curriculum). Need curriculum documentation from the Canby School District.

## Requires Investigation and/or Expense:

- Long Term Businesses (three or more locally owned, active businesses that have been in operation for 50+ years and a formal recognition program). Multiple businesses in Canby qualify – need to partner with the Chamber to identify and develop a recognition program.
- Heritage Website (community maintains a website on city's history, including heritage activities & programs)  
Included in 2017-8 CLG grant.  
Photo Archive (an organization in the community has a program to gather identify preserve and make accessible to the public photographs related to the community's past)



# Collaborations + Partnerships

*Critical to our success and ability to complete our projects.*

- Canby Historical Society
- Canby Arts Association
- Canby Area Chamber of Commerce
- Bike + Pedestrian Committee (City of Canby)
- Willamette Falls Heritage Area Coalition
- Clackamas County Heritage Council
- Canby Kiwanis
- Canby Public Library
- Canby School District





# Historic Review Board

The Members

- Carol Palmer

- Carol Palmer has an MBA from the University of Oregon. In 2003, after a 31 year career, she retired from an executive position in the telecommunications industry. She enrolled in the Arizona State University Public History Program, receiving her MA in 2007 and PhD in 2012. An Oregon native, she and her husband returned to the state in 2013 after two decades away, choosing Canby as their new home.



- John Serlet

- John Serlet moved to Canby in 2007 for a better quality of life. He is a retired FFA licensed aircraft mechanic. His interests include raising chickens, gardening, and his two classic cars: 1965 Pontiac GTO and 1978 Pontiac Firebird. Along with the Historic Review Board, he is also a member of the Planning Commission and a Habitat for Humanities ReStore volunteer.



- Tony Crawford

- Tony Crawford moved to Canby with his wife Betty in 1980. Crawford taught history and geography in Canby Schools for 35 years, retiring in 2015. Crawford is excited to serve our community on the Historic Review Board. Crawford currently serves on the Bridging Cultures Board, as Vice President of Canby Kiwanis, and President of the Western Oregon University Alumni Association.



- Pam Judy

- Pam Judy has lived in Canby for the last 23 years. She is a native Oregonian with a Bachelor's in English Literature from Willamette University. She grew up in Tualatin when the population was just 250. A love of old buildings and their histories started in Tualatin and continues to this day. She lives in one of Canby's older homes with husband and youngest son. She also volunteers for Providence Hospital and Special Olympics.



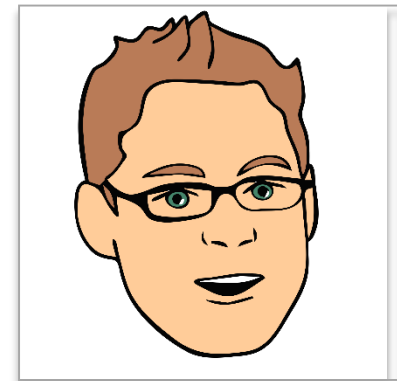
- Rowena Bates-Price

- Rowena Price moved to Canby with her husband in 2014. She grew up in S.E. Portland, following her family's immigration from British Columbia. Rowena was raised in a PDX house built in 1906 in the Belmont/Hawthorne area, where her 95 year old mother still resides. She graduated from PSU and retired in 2003 following over 20 years of serving as a Parole and Probation Officer for Multnomah County. After retirement she became a realtor, earning an international award for sales. She retired from her second career in 2015. Rowena and her husband Donald live in their 1898 historic home (The Weber House) and have been lovingly restoring it. "We consider ourselves to be stewards of our property for the next generation and look forward to becoming longtime Canby residents." Don and Rowena Price



- Brian Masterson

- I am a fifth generation resident of the Canby area as well as graduate of Canby High School [1966]. I spent a few years outside of Oregon and graduated from Dickenson State College, Dickenson, North Dakota with BS in High School Education. I returned to Canby in 1979 with my wife and children. I am greatly interested in the history of Canby as relatives from both sides of my family settled in this area in the late 1800s. I am now retired and love walking around Canby remembering what it used to be like.



- Doug Birkeland

- Doug moved to Canby in 1975, and married into a local family (Vertner). He graduated from Oregon State University in 1990 majoring in Animal Science/Agricultural Economics. He worked in the agriculture retail business, mostly at Wilco and Coastal Farm & Ranch. I currently serve on the Board of Directors of Clackamas County 4H Association. I am a resource 4H leader for livestock. I was appointed to serve on the Clackamas County Junior Livestock in 1991, I have been serving as Secretary since 2001. National Life and Charter State Life member of FFA Alumni association. I helped restore the Canby railroad depot (1982-1984). Member and past president of the Canby Kiwanis Club. Member of the Oregon Trail Pitchpipers. I am happy to continue to serve the Canby community as a member of the Historic Review Board.





# For More Information, Please Contact:

**Jamie Stickel | Main Street Manager**

503.266.0772

[StickelJ@CanbyOregon.gov](mailto:StickelJ@CanbyOregon.gov)

222 NE 2<sup>nd</sup> Avenue | Canby OR 97013

# Canby Main Street Annual Report 2016-2017



Jamie Stickel, Main Street Manager

# Canby Main Street Mission

- ▶ To carry out the Canby Urban Renewal Plan to ensure economic vitality of the downtown commercial district, revitalize buildings and street environments, and enhance Canby's identity through promotion of downtown.



# Main Street America 4-Point Approach©

- ▶ Promotion
- ▶ Economic Vitality
- ▶ Organization
- ▶ Design



# Promotion

- ▶ Promotion creates a positive image that will rekindle community pride and improve consumer and investor confidence in our commercial district. Advertising, retail promotions, special events, and marketing campaigns help sell the image and promise of Main Street to the community and surrounding region.





# Downtown Canby First Friday

- ▶ May - December
- ▶ Year round laminated signage
- ▶ Targeted Facebook Advertising
- ▶ Posters in participating businesses
- ▶ Wait Park First Friday Community Faire



# Heritage Trail Unveiling

- ▶ Unveiling occurred in Wait Park
- ▶ August 5<sup>th</sup>
- ▶ Plaque and brochure unveiling



The City of Canby's Historic Review Board  
*invites you to attend the unveiling of:*



## EXPLORING COMMUNITY CONNECTIONS

### *The Downtown Canby Heritage Trail*

*The unveiling will be held in conjunction with the  
AUGUST FIRST FRIDAY EVENT.*

**Friday, August 5 at 6 PM**  
Gazebo at Wait Park

**Come help us celebrate the town's first official  
heritage trail and experience the fun of a First Friday!**

# Canby's Big Night Out Street Dance

- ▶ August 26<sup>th</sup>, 5:00 -10:00pm
- ▶ 2<sup>nd</sup> Annual
- ▶ Live Music - Global FM
- ▶ Free Children's Activities
- ▶ Local food & beverage booths
- ▶ Organized by community group
- ▶ Kick off Canby's Big Weekend



# Downtown Spooktacular Village

- ▶ Monday, October 31<sup>st</sup>
- ▶ Local businesses encouraged to participate
- ▶ Trunk or Treat
- ▶ Canby Fire District participates in Main Street booth





# Light Up The Night

- ▶ December 2<sup>nd</sup> - First Friday
- ▶ Tree lights and ground effects in Wait Park
- ▶ Fire Department, Chamber, CTV5, Police Department, Public Works
- ▶ Lights on NW 1<sup>st</sup> Ave
- ▶ Oregon Trail Pitchpipers
- ▶ Santa and Mrs. Klaus





# Canby Independence Day Celebration

- ▶ July 4<sup>th</sup> in Wait Park
- ▶ Parade, Street Fair, Car Show, Live Music, Children's Activities, Fire Department Obstacle Course, Historical Society Pancake Breakfast, and more!
- ▶ Kid's zone with bouncy houses, game truck, face painting



# Independence Day Celebration





# Marketing Materials

- ▶ Visitor & Newcomers Brochure
- ▶ Website updates
- ▶ Social Media Updates
- ▶ Weekly e-newsletter
- ▶ Retail Recruitment Brochure



# Economic Vitality

- ▶ Economic Vitality strengthens our community's existing economic assets while diversifying its economic base. This is accomplished by recruiting and expanding successful businesses to provide a balanced commercial mix, sharpening the competitiveness and merchandising skills of business owners, and attracting new businesses that the market can support. The goal is to build a commercial district that responds to the needs of today's consumers.



# Business Outreach

- ▶ Targeted Outreach
- ▶ Face-to-face Business Contact
- ▶ Topic Related Outreach
- ▶ New Business Outreach



# Marketing Available Space

- ▶ Downtown Canby has very few openings
- ▶ Available Space Inventory, updated quarterly
- ▶ Business Recruitment to fill niches from market study
- ▶ Connection with property owners
- ▶ Broker Sheet





# Organization

- ▶ Organization establishes consensus and cooperation by building partnerships among the various downtown stakeholders. By working toward the same goal, the Main Street program can provide effective, ongoing, management and advocacy for our downtown. Through volunteer recruitment and collaboration with partners, the program can incorporate a wide range of perspectives into its efforts.



# Community Partnerships

- ▶ Downtown Merchants
- ▶ Chamber of Commerce
- ▶ Canby Public Library
- ▶ Main Street Programs
- ▶ Historic Review Board
- ▶ Historical Society
- ▶ Arts & Culture Advisory Council



# Oregon Main Street Network

- ▶ Quarterly Meetings
- ▶ Networking and idea sharing opportunities
- ▶ Oregon Main Street Listserve



# National Main Street Now Conference

- ▶ Pittsburgh, PA
- ▶ May 1<sup>st</sup> - May 3<sup>rd</sup>
- ▶ Featured national speakers on an array of Main Street topics, including Ed McMahon chair of the National Main Street Center Board of Directors.
- ▶ Focused on placemaking in small downtowns, creative events and promotions, and activating spaces, people, organizations, and businesses that are unique to downtowns.
- ▶ Pittsburgh has activated spaces such as its Market Square, features a strong bike share program, and is well-known as a place for arts, culture, and sporting events.



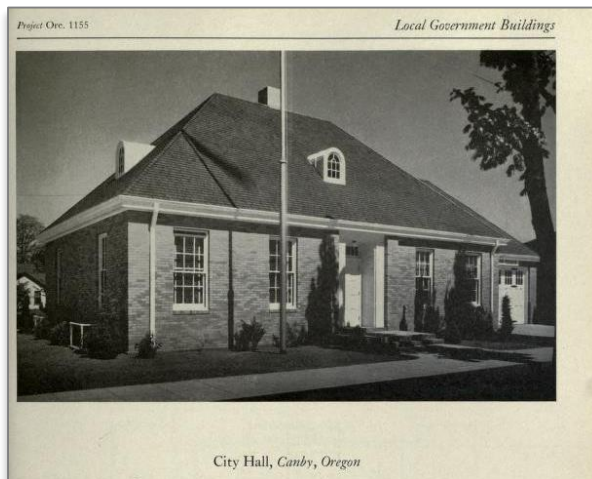
# Historic Review Board

- ▶ Seven members with unique backgrounds
- ▶ Local Landmarks oversight
- ▶ Grant Administration
  - ▶ Certified Local Government Grant
  - ▶ Oregon Historic Cemeteries Grant



# Local Register - former City Hall

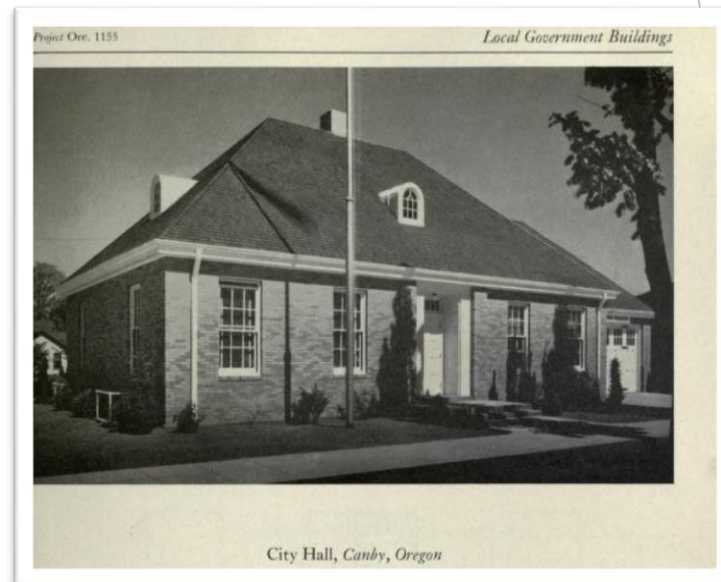
- ▶ The former City Hall was added to the Local Register of Historic Resources
- ▶ Constructed in 1937, Public Works Administration project
- ▶ Approved by Historic Review Board, Planning Commission, and Canby City Council





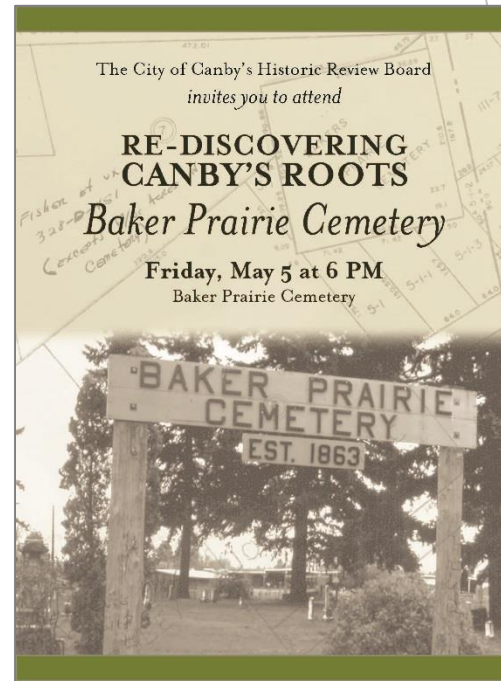
# Certified Local Government Grant

- ▶ Awarded in early 2017
  - ▶ Local Registry Project
  - ▶ Women's Heritage Trail
  - ▶ Exploring Community Connections brochure update
  - ▶ Intensive Level Research
  - ▶ Board Education



# Oregon Historic Cemetery Grant

- ▶ Phase One Awarded in July 2016
  - ▶ Repaired 28 grave markers
  - ▶ Provided training for volunteers
  - ▶ Rededication event held on May 5<sup>th</sup>
- ▶ Phase Two Awarded in June 2016
  - ▶ Repair remaining 28 grave markers
  - ▶ Solv Cemetery clean up



# Community Partnership Program Grant

- ▶ Awarded in Spring 2017
- ▶ Administered by the Canby Area Chamber of Commerce
  - ▶ Canby Independence Day Celebration
    - ▶ Marketing and Advertising
    - ▶ 50+ miles from Canby
    - ▶ Via! Magazine, 98.7 the Bull, targeted Facebook Advertising
  - ▶ Newcomer & Visitor Guides
    - ▶ Printing for guides that are showcased around town - Civic Center, Chamber of Commerce, local businesses, etc.



# Design

- ▶ Design means getting Main Street into top physical shape and creating a safe, inviting environment. An appealing atmosphere, created through attention to all of the visual elements, conveys a positive message about the commercial district and what it has to offer. Design activities also include, enhancing the district's physical appearance, education about design quality, and long-term planning.





# Downtown Flower Program

- ▶ Flower Baskets - S&K Nursery, Hubbard
- ▶ Ken Daniels, devoted to downtown
- ▶ Garden Showcase on NW 1<sup>st</sup> Avenue
  - ▶ Swan Island Dahlias
  - ▶ Wooden Shoe Tulips



# Façade Improvement Program

- ▶ Loren Bell, 358 NW 1<sup>st</sup> Avenue
- ▶ Hostetler, 608 SW 4<sup>th</sup> Avenue
- ▶ Kiwanis Thrift Store, 257 SE 1<sup>st</sup> Avenue
- ▶ Graham Building, Blade Sign Program, 181 N Grant Street





# Library Sculpture

- ▶ Committee formed of Arts & Culture members, Chamber Director, and City Staff
- ▶ Theme: **Growing, Learning, Giving**
- ▶ Received three submissions from local artists



# For More Information

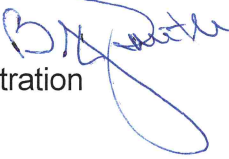
**Jamie Stickel**

Main Street Manager  
503.266.0772

[StickelJ@ci.canby.or.us](mailto:StickelJ@ci.canby.or.us)



# Memo

To: Mayor Brian Hodson & Members of City Council  
From: Bret J. Smith, Chief of Police   
CC: Kim Scheafer, General Administration  
Date: July 17, 2017  
Re: Liquor License Application / New Owner & Location Outlet /  
Canby Liquor Store

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I have reviewed the attached liquor license application completed by the applicant/owner Heather and Andy Doern, for the business, "Canby Liquor Store", an OLCC outlet soon to be located at 1433 SE1<sup>st</sup> Avenue, #104, Canby, Oregon.

On July 17, 2017, I spoke with Ms. Doern and we discussed the expectations and responsibilities involving the sale of alcoholic beverages. Ms. Doern told me she and her husband, to include all hired personnel will take an OLCC training course. Ms. Doern said she and her husband will ensure they and the employees will be trained on the Oregon liquor laws and everyone understand the consequences for failure to comply with the rules as set forth by Oregon State law.

It is my recommendation that the Canby City Council approve this application to the Oregon Liquor Control Commission (OLCC).



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

pd 15/17/10  
#1010  
kg

Application is being made for:

**LICENSE TYPES**

Full On-Premises Sales (\$402.60/yr)

Commercial Establishment

Caterer

Passenger Carrier

Other Public Location

Private Club

Limited On-Premises Sales (\$202.60/yr)

Off-Premises Sales (\$100/yr)

with Fuel Pumps

Brewery Public House (\$252.60)

Winery (\$250/yr)

Other: \_\_\_\_\_

**ACTIONS**

Change Ownership

New Outlet

Greater Privilege

Additional Privilege

Other \_\_\_\_\_

**90-DAY AUTHORITY**

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

**APPLYING AS:**

Limited Partnership

Corporation

Limited Liability Company

Individuals

**CITY AND COUNTY USE ONLY**

Date application received: 7-5-2017

The City Council or County Commission:

City of Canby  
(name of city or county)

recommends that this license be:

Granted  Denied

By: \_\_\_\_\_  
(signature) (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

---

**OLCC USE ONLY**

Application Rec'd by: [Signature]

Date: 6-28-17

90-day authority:  Yes  No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Heather Doern ③ \_\_\_\_\_

② Andy Doern ④ \_\_\_\_\_

2. Trade Name (dba): Canby Liquor Store

3. Business Location: 1433 SE 1st Ave #104 Canby, OR 97013  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: same  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503 2666 3563  
(phone) (fax)

6. Is the business at this location currently licensed by OLCC?  Yes  No

7. If yes to whom: \_\_\_\_\_ Type of License: \_\_\_\_\_

8. Former Business Name: \_\_\_\_\_

9. Will you have a manager?  Yes  No Name: \_\_\_\_\_  
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Canby (Clackamas county)  
(name of city or county)

11. Contact person for this application: Heather Doern  
(name) (phone number(s))

426 NW 1st Ave Canby, OR 97013  
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

**Applicant(s) Signature(s) and Date:**

① [Signature] Date 6/15/17 ③ \_\_\_\_\_ Date \_\_\_\_\_

② [Signature] Date 6-16-17 ④ \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED  
JUN 29 2017

**ORDINANCE NO. 1462**

**AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO AN AMENDED CONTRACT WITH KINTECHNOLOGY, INC. TO CONTINUE TO PROVIDE COMPUTER TECHNICAL SERVICES FOR THE CITY; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Canby desires to continue its contract between the City and KinTechnology, Inc. to provide computer technical services for the City; and

**WHEREAS**, the current contract with KinTechnology, Inc. needs to be renewed and amended;

**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 amended Personal Services Agreement with KinTechnology, Inc. to continue to provide computer technical services for the City. A copy of the Personal Services Agreement is attached hereto as Exhibit "A."

**Section 2.** Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to maintain computer technical services in order to provide both essential and general services to the public, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, July 19, 2017, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, August 2, 2017, commencing at the hour of 7:30 p.m. at the Council Meeting Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor, Canby, Oregon.

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Kimberly Scheafer, MMC  
City Recorder

2nd Reading

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 2nd of August 2017 by the following vote:

YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

---

Brian Hodson  
Mayor

ATTEST:

---

Kimberly Scheafer, MMC  
City Recorder



## PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and KINTECHNOLOGY, INC. (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
  - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" and "B" attached hereto. Contractor agrees that \$100,000.00 is the not to exceed price for general services of this contract without prior written approval from the City. Out of contract fees are per the hourly rate schedule listed in Exhibit "B".
  - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
  - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
  - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.

- B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes.
  - C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.
5. **Subcontractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.**
6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.
7. Term.
- A. This Agreement may be terminated by:
    - 1. Mutual written consent of the parties.
    - 2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
    - 3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
      - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
      - b. If Contractor fails to abide by the terms of this Agreement.
      - c. If services are no longer required.
8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

By entering into this agreement, contractor represents and warranties that they

have complied with the tax laws of the State of Oregon and the City of Canby. Further, for the duration of this contract, Contractor promises to continue to comply with said State and local tax laws. Any failure to comply with tax laws will be considered a default of this contract and could result in the immediate termination of this agreement and/or other sought damages or other such relief under applicable law.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:

A. For Comprehensive General Liability Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. For Professional Liability—errors and omissions—a \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. (**Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.**). For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.

11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.

12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Rick Robinson, City Administrator  
 City of Canby  
 PO Box 930  
 Canby, OR 97013

CONTRACTOR: Shauna Kimble  
 KinTechnology, Inc.  
 PO Box 305  
 Canby, OR 97013

**Please submit invoices to: Attn: Accounts Payable  
 City of Canby  
 PO Box 930  
 Canby, OR 97013  
 potterl@canbyoregon.gov**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

**CONTRACTOR: CITY OF CANBY**

By: \_\_\_\_\_ By: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_  
**Subcontractors will be used  Yes  No (If Yes, please complete List of Subcontractors attached to this Agreement)**

Approved as to Form:

\_\_\_\_\_  
 Joseph Lindsay, City Attorney

11/6/15



## **EXHIBIT A**

### **Monthly Scope of Services –**

KinTech agrees to manage and maintain the City of Canby computer network system using the following services:

- One technician for an average of 36-40 hours per week.
- Maintain network level web filtration system.
- Maintain inventory documentation.
- Coordinate and consolidate all requests for support using KinTech ticketing system.
- Monitor network system status and performance.
- Create and manage users and groups.
- Manage data organization and security.
- Manage data backup and data restore systems.
- Planning, installation, and maintenance of physical network backbone.
- Manage internal and external network security.
- Planning and maintenance of email systems.
- Research and implement technology advancements.
- Plan, research, and assist with acquisitions of new hardware and software.
- Setup, configure, and maintain new and current workstations.
- Troubleshoot software and hardware issues.
- Relocate user workstation environments.
- Removal of malware and viruses from network systems.
- Troubleshoot and maintain network printing.
- Assess user requirements and propose solutions to meet them.
- Manage hardware recycling and, or secure disposal.

Scope of Services does not include the following:

- All hardware needs - costs will be discussed as needed.
- Anti-Virus licensing renewals - City will be responsible for renewal fees.
- Web Filtration subscription – Three systems available for \$475 per month.
- Anti-Spam filtration subscription - Service available at a cost of \$5.90 per user per month.
- Create documentation for training purposes.
- Provide training for users on hardware and software systems.



## **EXHIBIT B**

### **Monthly Service Fee:**

\$8,333.33 set monthly fee not to exceed \$100,000.00 for the 17'18 budget year.

### **Other Services:**

Other services not included in the above *Monthly Scope of Services* will be charged at our regular rates listed below. All charges will be approved in advance by an authorized City representative. [Authorized City representatives include Assistant City Administrator/HR Director, City Administrator, and City Recorder.]

Rates - Base hourly rates apply to services provided during normal weekday business hours Monday through Friday, 8:00am to 6:00pm in the time zone where services are performed. Holiday rates will be charged at double the base hourly rate on national holidays. Emergency rates will be charged at double that base hourly rate for non-scheduled urgent-care-response events. *Overtime* rates will be charged at one and one half times the base hourly rate during non-holiday, non-emergency and non-weekday business hours. KinTechnology reserves the right to change base hourly rates with prior notice to customers.

#### **Base Hourly Rates**

\$95/hr

\$145/hr

\$145/hr

\$95 to \$145/hr

\$95 to \$145/hr

#### **Consulting Position**

PC/MAC Tech

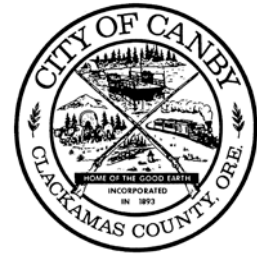
Networking Tech

Server Tech

Programmer

Training

# MEMORANDUM



**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Matilda Deas AICP, Senior Planner*  
**DATE:** *July 24, 2017 for August 19, 2017 Council Agenda*  
**THROUGH:** *Rick Robinson, City Administrator*

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## **Issue/Objective:**

The City's Parks Maintenance Division maintains City parks and other landscaped City properties. For purposes of this report, references to City Parks includes the other landscaped City properties as well.

The City lacks the funding to fully maintain its City parks and other landscaped City properties. As a consequence, the City has deferred maintenance activities in existing parks and delayed the opening of new parks. The City Council Values and Goals statement adopted by the Council on April 5, 2017 has a defined goal to "Identify funding and strategic alliances for acquisition, improvement, and maintenance of park lands."

The information provided with this staff report summarizes the current status of existing City parks and the opportunities for improvements to our park system that funding enhancements would create, and includes a funding recommendation from the City's Parks and Recreation Advisory Board.

## **Summary:**

The Canby City Council identified the necessity to resolve the unmet funding needs for park maintenance in both the 2013 Canby Community Visioning Plan and the 2017 Council Values and Goals Statement. To support this priority, the Canby Parks and Recreation Advisory Board has worked to gather the information needed to provide an informed recommendation to the City Council. Their efforts have been productive, and the Parks Advisory Board has unanimously voted to submit their recommendations to the City Council for consideration.

The recommendation of the Canby Parks and Recreation Advisory Board is divided into near term and long term objectives. The near term recommendation is to continue the current percentage of General Fund allocation to parks and additionally establish a \$5 per month Park Maintenance Fee that would be subject to an annual CPI adjustment. The long term objective is to establish a special park district, subject to voter approval, specifically addressing the needs of the Canby community.

The Parks and Recreation Advisory Board's official letter with detailed recommendations is included in the attachments.

## **Discussion & Background:**

When staffing was reduced due to budget constraints, some of the maintenance activities that would typically be done in our Parks on a recurring basis had to be deferred or eliminated. Our Parks maintenance crew has worked during the past year to quantify these tasks and the hours required to perform them. An estimated 2,869 hours of work is deferred annually due to staffing reductions. Adding the staff time required to maintain currently unimproved city owned park lands increases the shortfall of maintenance time to an estimated 5,481 hrs.

The Canby Parks and Recreation Advisory Board has worked closely with City Staff to develop an objective understanding of both the challenges associated with maintaining our current parks, and the obstacles inherent in considering the expansion of our park system. To assist in gathering information, the Advisory Board developed two resident surveys. The goal was to better understand the desires of our Canby community residents, particularly relating to the maintenance and expansion of the Park system.

Using this information as a basis for their analysis, the Canby Parks and Recreation Advisory Board worked with Staff to identify feasible strategies to fund park maintenance in Canby. The results of these efforts are included as attachments in this report and summarized in the points below.

- The majority of survey respondents believe well maintained parks are important.
- While a majority of respondents indicated that they support additional funding for park maintenance, they also indicated that they are generally satisfied with the current level of park maintenance.
- The research conducted indicates that Park and Recreation Districts generally provide the most stable funding and successful park and recreation services. There are at least 14 established park and recreation districts in Oregon, distributed across the state.
- Currently 8 Oregon communities that are not included in one of the 14 districts have implemented monthly park maintenance fees. Two additional communities have plans to do so.
- The City currently has approximately 4,750 active sewer connections in the City. If the City were to implement a Park Maintenance Fee of \$5 a month, calculated based on the number of sewer connections in the City (4,750), the fee would generate approximately \$285,000 annually. This equates to approximately three positions and 5,300 labor hours.

## **Recommendation:**

*Staff recommends the Council:*

- *Schedule a public hearing for the City Council meeting of August 16, 2017, to consider an ordinance implementing a monthly \$5 park maintenance fee to be adjusted annually (as per the Consumer Price Index for the Portland MSA);*
- *Work towards establishing a Canby park district to provide stable long term funding for*

- Canby area Parks; and*
- ⊙ *Accept the Parks and Recreation Advisory Board's recommendations to continue current level of general fund contributions to parks maintenance.*

**Recommended Motion:**

***“I move to accept the recommendations of the Parks and Recreation Advisory Board and to direct staff to schedule a public hearing for the City Council meeting of August 16, 2017, to consider an ordinance implementing a monthly \$5 park maintenance fee.”***

**Attachments:**

- Exhibit A: July 24, 2017 Parks and Recreation Advisory Board recommendation memo
- Exhibit B: Deferred park maintenance memo from Parks Maintenance Lead.
- Exhibit C: Staff park maintenance workshop presentation information
- Exhibit D: Canby Park maintenance fee FAQ

DATE: July 18, 2017

MEMO TO: Honorable Mayor Hodson and City Councilors

FROM: Canby Parks and Recreation Advisory Board

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RE: Recommendations from Canby Parks and Recreation Advisory Board

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**Issue:**

Insufficient sources of funds to maintain existing and planned Canby parks at our current level of maintenance.

**Recommendations:**

Near term:

- Continue current percentage of General Fund allocation to parks
- Establish a \$5 a month park maintenance fee to be included in the monthly utility billing
- Annually adjust as per CPI (Consumer Price Index for Portland MSA)
- This option would address our current and near term unmet park maintenance needs.

Long term:

- Establish a special park district specifically for Canby. This option depends on voter approval and will require sustained focus and extensive marketing to achieve. Not feasible for the near term, but if successfully implemented it could provide a source of stable funding to meet our future park maintenance needs.

**Background:**

In the spring of 2016 the Canby Parks and Recreation Advisory Board worked with staff to identify additional viable funding sources for park maintenance. The Board researched and reviewed funding options, and developed and distributed two park surveys to the Canby Community via US Mail and social media. Survey results helped the Board identify which additional funding sources could be supported by the Canby community. The Board reviewed the results and shared those results with the City Council. The Council requested the Board make an official recommendation to the Council regarding feasible funding sources for current and future park maintenance. After much deliberation, the Board voted unanimously to present the above recommendations to the City Council.

**Related Council Policies:**

**Council Goal: Parks and Recreation**

*Identify funding and strategic alliances for acquisition, improvement, and maintenance of park lands.*

**Council Vision: General Parks Aspiration**

PRIORITY GAP: *Expand Funding and Resources*

ACTION STEPS: *Explore feasibility of implementing a Park Maintenance Fee (Paid monthly by residents) and user fees.*

# Deferred Maintenance

16-17 Budget cycle, estimated on 03-17-2017

The City of Canby has 3 Full time Employee's dedicated to parks. Each employee represents approximately 1760 hours of actual annual maintenance hours (2080 hours less time off, meetings and training). This number is further reduced by half for the Lead Worker to account for time, report writing, project review and coordination. 3 FTE's = 4400 hours available for actual park maintenance.

The Parks Department has been grant 1.5 Full Time Equivalent of seasonal maintenance workers. To date we have utilized 1550 hours of Part Time Labor or 65% of the available hours. While the hours utilized and provided by the PT employees and volunteers (500 hours) are basic in nature, they provide a dramatic aesthetic improvement and help enhance our service level.

Here is an estimate of the maintenance being deferred at each location. The deferred annual hours are needed to maintain the said assets. Note: additional hours will be required to bring assets back to a maintained state.

Adult Center - Service Level adequate, unless otherwise directed.

Arneson Gardens- pressure washing (16 hrs.), path maintenance (60 hrs.), mulching (70 hrs.), shrub trimming/fertilizing (90 hrs.), tree trimming (16 hrs.) and asset repairs (24 hrs.). **276 hrs.**

Baker Prairie Cem. - Service Level adequate, unless otherwise directed.

City Hall-old - N/A next budget cycle.

Community Park – pressure washing (45 hrs.), painting (60 hrs.), tree trimming (120 hrs.), cleaning (104 hrs.), asset repair (60 hrs.), signage (20 hrs.), trail maintenance (140 hrs.), string trimming (30 hrs.) and fence maintenance (40 hrs.) **619 hrs.**

CPIP Sign property – sign cleaning, mulching/fertilizing and one more shrub trimming. **16 hrs.**

Disc Golf Course - Service Level adequate, unless otherwise directed.

Eco Park – trail maintenance/inspection (40 hrs.), tree trim/remove (24 hrs.), parking lot maintenance (30 hrs.), **94 hrs.**

Faist 5 lot - Service Level adequate, unless otherwise directed.

Finance Landscape-old - N/A next budget cycle.

Holly and Territorial sign - Service Level adequate, unless otherwise directed.

Klohe Fountain - Service Level adequate, unless otherwise directed.



Deferred Maintenance Continued, page 2.

Library-old - N/A next budget cycle.

Legacy Park - pressure washing (60 hrs.), painting (60 hrs.), asset repair (40 hrs.), turf maintenance/irrigation (80 hrs.), and cleaning (104 hrs.) **344 hrs.**

S. Locust Park - pressure washing (30 hrs.), painting (60 hrs.), asset repair (24 hrs.), turf maintenance/irrigation (44 hrs.), and cleaning (104 hrs.) **262 hrs.**

Logging Rd. Path – tree trimming (24 hrs.), sweeping (24 hrs.), asset repair/replace, painting and cleaning/pressure wash (112 hrs.) **160 hrs.**

Fish Eddy- Log Boom - Service Level adequate, unless otherwise directed.

Maple St. Park - pressure washing (40 hrs.), painting (50 hrs.), asset repair (72 hrs.), turf maintenance/irrigation (56 hrs.), tree trim/ remove (40 hrs.) and cleaning (104 hrs.) **362hrs.**

19<sup>th</sup> Loop – pressure washing (16 hrs.), asset repairs/brush control (80 hrs.) and water level control “Beaver issues” (40 hrs.) **136 hrs.**

Northwood Park – pressure washing (8 hrs.), turf maintenance/ irrigation (16 hrs.) **24 hrs.**

Police Department – landscape maintenance (120 hrs.), leaf removal and hardscape cleaning (80 hrs.) **200 hrs.** **Note!!** Even if the 200 hrs. are granted for this site, there is still a 160 hour maintenance deficit from what the Landscape Contractor recommends as a best practice.

Simnitt Property - undeveloped at this time, N/A

Skate Park – pressure washing (16 hrs.), turf maintenance (16 hrs.) asset maintenance (30 hrs.) **62 hrs.**

Shop Complex - Service Level adequate, unless otherwise directed.

Swim Center - Service Level adequate, unless otherwise directed.

Territorial-CLC Property - Property thus far has been maintained by the CLC Art Park organization. With the addition of the bicycle repair kiosk and any other future development slated, maintenance cannot be determined until the level of involvement is known. Service Level adequate, unless otherwise directed.

Transit Bus Stop – pressure washing (24 hrs.), painting (16 hrs.), sweeping (12 hrs.) and Landscape repair/replace (12 hrs.) **64 hrs.**

Triangle Park – pressure wash (8 hrs.) and landscaping (8 hrs.) **16 hrs.**

Wait Park – pressure wash (40 hrs.), paint (60 hrs.), asset repairs (40 hrs.), cleaning (104 hrs.), turf maintenance (80 hrs.), mulching (40 hrs.) and tree trimming (126 hrs.) **490 hrs.**

Deferred Maintenance Continued, page 3.

Veterans Memorial - Hardscapes thus far has been maintained by the Arora VFW organization. The Parks department is responsible for the irrigation system and the landscaping. Fertilization and weed control (40 hrs.) **40 hrs.**

Knights Bridge Property - Service Level adequate, unless otherwise directed.

WWTP - Service Level adequate, unless otherwise directed.

**New: Timber Park Subdivision** – Restroom cleaning/garbage pickup (312 hrs.), mowing (108 hrs.), string trimming/edging (60 hrs.), turf maintenance (24 hrs.), spraying/weed control (16 hrs.), irrigation, on/off, adjust/repair (40 hrs.), asset repairs (40 hrs.), graffiti/vandalism (16 hrs.) and tree trimming/leaf and debris removal (80 hrs.) **696 hrs.**

**Deferred Maintenance – Total = 3,861 hours**

The majority of park assets are heavily used March through October. Currently we are not able to take advantage of the off season (November through February) to perform maintenance tasks due to the current staffing level granted.

It has been my experience that every fully developed park we acquire will take approximately 700 hrs. of maintenance per acre to achieve a low to moderate service level.

Hours are based on the time it takes a competent employee to finish assigned tasks. Hours are inclusive of fueling, loading of equipment, travel time, unloading of equipment, cleaning of equipment and offloading of debris.

Parks can be built to be maintenance friendly... Wooden structures require more maintenance than cement or steel building. Shrub beds drive up maintenance costs. The hours needed to maintain shrub beds compared to mowing the same amount of turf area is astronomical.

The Parks Department has been tasked with tracking actual hours being spent at each park. We now have eight months' worth of actual data (July 16 through February 17) complete. An example of a low maintenance park would be Northwood Park. We are currently only deferring 24 hours of maintenance at this location. To date we have only spent 119.5 hrs. maintaining this site in the last eight months. No shrub beds, no restrooms, no fences, no mature trees, just fertilize, water, edge, spray, mow and go...

Respectfully Submitted,

Jeff G. Snyder, Park Maintenance Lead

## Canby Parks and Recreation Advisory Board Park Maintenance Funding Recommendations

### Near Term Funding Recommendation:

- ▶ Continue current percentage of General Fund allocation to parks
- ▶ Establish a \$5 a month park maintenance fee.
  - Include the fee on the monthly utility billing, as we do with the street maintenance fee.
  - This would generate approximately: \$280,560 per year, and would provide salaries and benefits for an additional 3 or 4 maintenance personnel, at our current salary levels for maintenance personnel.
  - The additional personnel would enable the City to maintain existing and planned parks at our current standards.
  - Annually adjust as per CPI (Consumer Price Index for Portland msa)

## Canby Parks and Recreation Advisory Board Park Maintenance Funding Recommendations

Oregon communities with established park maintenance fees:

- West Linn
- Gresham
- Medford
- Central Point
- Tigard
- Talent
- Jacksonville
- Silverton

All maintenance fees enacted by Council action, not voter approval.

Fees vary considerably from city to city, as do the percentage of general fund contributions for parks and recreation. All communities (except Talent, population 6,000, provide general fund monies for recreation as well as parks.)

Most fees are annually adjusted using a local Consumer Price Index (CPI)



## Canby Parks and Recreation Advisory Board Park Maintenance Funding Recommendations

### Long term funding recommendation:

- ▶ Establish a special park district specifically for Canby.
- This district could potentially include all land within our Urban Growth Boundary (UGB) and possibly also include undesignated rural reserve lands adjacent to our UGB.
- This would require voter approval and would be a property tax.
- This solution will require sustained focus and extensive marketing to achieve, and the Board considers it most suitable as a long term solution.

## The Issue:

*Inadequate sources of funds to maintain existing and planned Canby parks at our current level of maintenance.*

- ➔ Canby's general fund is unlikely to have additional funds available for park maintenance for several years due to existing obligations and constraints.
- ➔ Canby's current staffing for park maintenance is inadequate to provide for our current level of maintenance for existing and planned parks.
- ➔ Volunteers are not a sustainable solution for daily maintenance.
- ➔ Canby's System Development Charges cannot legally be used for park maintenance.
- ➔ Canby Area Park and Recreation District is unfunded and not likely to have future funding.

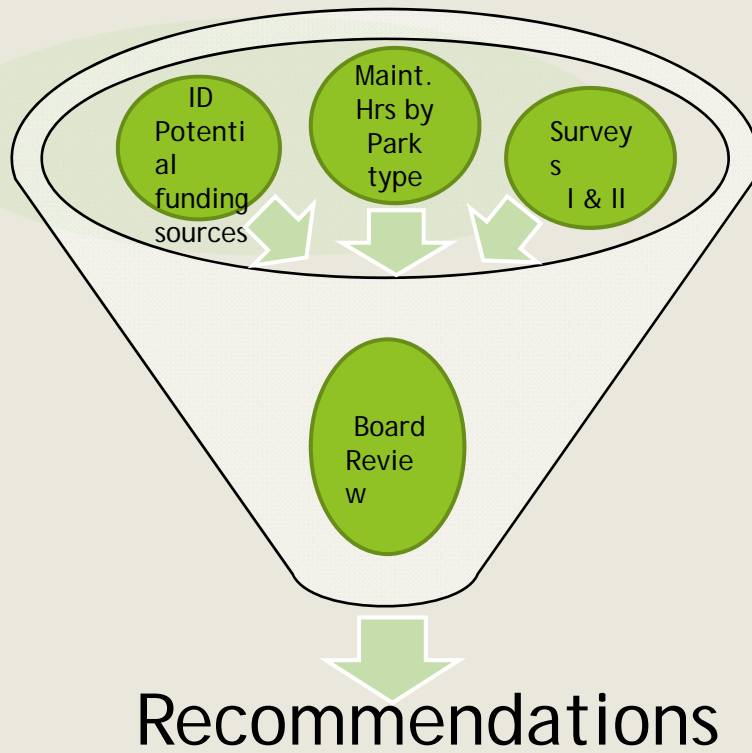


# The Challenge:

*Identify additional funding source(s) for park maintenance to supplement the general fund*

- Review park maintenance funding options available to Canby
- Review what options are successful in other comparable communities
- Review current level of park maintenance & determine future maintenance requirements for developed and undeveloped parks
- Determine if residents value park maintenance & if they are satisfied with current level of maintenance.
- Assess community level of support for each identified potential additional funding source.
- Make funding recommendation (s) to Canby City Council.

## Advisory Board Process:





## Most Viable Park Maintenance Funding Sources for the City of Canby\*

- Special Park District (ie Tualatin Hills)
- Park maintenance fee (i.e. street maintenance fee)
- Local option levy (i.e. Canby Swim Center)

\* Volunteers are most effective when employed for special events, not daily maintenance. Agencies who have the most effective volunteer programs have a volunteer coordinator on staff.

\* Canby has few facilities to charge fees for use, and we have no personnel to administer that option.

## Canby Parks and Recreation Advisory Board Park Maintenance Funding Recommendations

### Alternative Funding Option Considered:

- ▶ Local option levy ( voter approval required)
  - \$.20 per \$1000 assessed value would yield approximately \$280,992 per year and would provide 3-4 additional maintenance personnel at our current salary levels.
  - The additional personnel would enable the City to provide and maintain existing and planned parks at our current standards.

*The Park and Recreation Advisory Board considers this option a less stable form of funding and believes citizens do not look favorably upon new taxes/levies at this point in time.*



# Maintenance Hours:

*Number of employee hours per acre per month required to maintain current level of maintenance for developed parks like Legacy Park, and less developed parks and natural areas like the Willamette Wayside properties.*

## Employee

Hrs:  
Developed Parks: Average of approximately 9 hours per acre per month

Less developed parks & natural areas:

Average of approximately 0.7 hours per acre per month

Current acres of **developed parks**: 35

Maintenance hrs. required per month: 314

Maintenance hrs. required per year: 3,772

Current acres of **less developed parks & natural areas** : 120

Maintenance hrs. required per month: 83

Maintenance hrs. required per year: 996

\* Current maintenance employees spend, on average, 1,379 hours annually on **non-park** ground maintenance.

## Deferred Maintenance:

*At our current staffing level certain annual maintenance operations cannot be completed for several of our park assets.*

*Park staff has estimated the number of maintenance hours that are being deferred annually. The annual estimates, however, do not include hours required to bring assets back to a fully maintained state.*

*Deferred maintenance includes a broad range of activities such as power washing, painting, mulching, tree trimming, turf maintenance, asset repairs, trail maintenance, and general cleaning.*

*Deferring maintenance has long term consequences for park assets, and can result in more expensive repairs needed in the long run.*

*Deferred Annual Maintenance Hours: 2869*



# Annual Maintenance Hours Summary

Current park maintenance hours: 4768

Deferred park maintenance hours: 2869

Total park maintenance/deferred maintenance hours needs: 7637

City owned parks approved for development pending maintenance funds:

NE neighborhood park on NW Locust & 22nd: 2.4 acres

Faist: .3 acres

Willow Creek linear wetlands trail park: 9 acres

Timber Park: 1.4 acres

Parks desired by community:

Dog park: 2.5 acres

Splash pad at Maple or Legacy Park: .7 acres

Annual maintenance hour needs for planned pending parks: 713

Total (all park maint-current-deferred-pending) 8350 hours



## Selected Results From Both Surveys

- Approximately 91% of both mailed and online responses indicated that the current level of park maintenance was good to excellent.
- Approximately 95% of both mailed and online respondents indicated that they thought it is important to keep our parks well maintained.
- Approximately 62% of mailed responses and 78% of on line responses indicated support for additional funds for park maintenance.
- 67% of mailed responses & 85% online responses supported a Local Option Levy. \$0.15/1000 was the first choice and \$0.20 was a close second.
- 52% of mailed responses and 67% of online responses supported a monthly maintenance fee. \$5 a month was the clear choice.

*\* Although there was support for a special park district, the Board decided a district would be a more appropriate strategy for a long term solution.*

## Supplementary Information

- Canby currently has 4.5 FTE (Full Time Employees) dedicated to city parks and ground maintenance. The 2016 national average for communities with less than 20,000 people is 9.3 FTE per 10,000 people.
- If Canby met the national average, we would currently have 13 FTE. If we met our own adopted park standards and maintained them at our current maintenance level Canby would still be far below the national average for communities of our size.
- Canby adopted park acres per 1000 people standard: 10
- Estimated additional acres of developed park land per year needed to meet this standard based on 20 yr. population growth estimates: 10
- Canby currently budgets \$60,000-\$75,000 per each maintenance employee (including benefits).



## Supplementary Information (cont.)

### Estimates for park maintenance fee:

\$ 3 month= \$168,336 or 2.2-2.8 employees

\$4 month = \$224,448 or 3-3.7 employees

\$5 month= \$280,560 or 3.7-4.7 employees

\$6 month= \$336,672 or 4.5-5.6 employees

There are approximately 4,676 utility billing customers

### Estimates for local option levy:

\$0.10/1000 = \$140,461

\$0.15/1000 = \$210,692

\$0.20/1000 = \$280,992

\$0.25/1000 = \$351,153

Estimated assessed values for 2017/2018: \$1,404,614 (per 1000)

Estimates are calculated for a year.

## Supplementary Information (cont.)

### Annual maintenance hours summary:

Employees assigned to park and grounds maintenance: 4.5 FTE

Annual park and grounds maintenance employee hours : 9360

Current maintenance hours for **non park** assets: 1379

Deferred **non park** maintenance hours: 992

Total current and deferred **non park** maintenance hours: 2371

1010 hours **park** maintenance deficit; the additional hours needed to meet current, deferred and pending park maintenance.

#### Notes:

Parks staff have not yet calculated cost estimates for hours needed to bring assets up to standard.

# Parks Maintenance Fee



The Canby City Council is proposing to establish a park maintenance fee to address unmet park maintenance needs in our community. The proposed monthly fee is \$5 per month per utility customer. Here are some commonly asked questions and answers about this fee:

**Question:**

Can the City charge these fees without a vote of City residents?

**Answer:**

Yes. The City Council is authorized under State law, the City Charter, and Municipal Code to establish fees and charges for services provided by the City. The Oregon cities listed below currently have monthly park maintenance fees included in their utility bills:

- |           |              |           |               |
|-----------|--------------|-----------|---------------|
| Silverton | Tigard       | West Linn | Talent        |
| Gresham   | Jacksonville | Medford   | Central Point |

**Question:**

Why charge fees for park maintenance?

**Answer:**

Maintenance of the City’s park assets protects the City’s investment in parks. Deferring maintenance can cost more in the long run. Routine maintenance is important to ensure our parks and paths are safe, clean and accessible for all to enjoy.

**Question:**

Why not use property tax money to pay for park maintenance:

**Answer:**

The City of Canby’s general fund is unlikely to have additional funds available for park maintenance for several years due to existing obligations and constraints.

**Question:**

Why not use System Development Charges (SDC’s) paid by developers when they develop properties in Canby for park maintenance?

**Answer:**

Canby’s Park System Development Charges cannot legally be used for park maintenance. They can only be used to develop new parks and park facilities.



**Question:**

I never use the parks, so why do I have to pay?

**Answer:**

City parks are an important component of Canby's livability, even if you do not use them. Our parks and open spaces make Canby a great place to live. Additional revenues are required to maintain our parks.

**Question:**

What types of things does this fee pay for?

**Answer:**

Park maintenance fee revenues are directed solely toward parks maintenance. Maintenance staff are responsible for mowing, cleaning, seeding, irrigation, inspection, replacement and other general maintenance services for all Canby parks. More specifically, \$5 a month maintenance fee would enable the City to take care of deferred maintenance and replace worn out safety surfaces, out dated playground equipment at Legacy, Maple and Locust Street parks, and replace deteriorated courts at Maple Street Parks. The fee will enable the development of the following parks:

City owned parks approved for development pending maintenance funds:

NE neighborhood park on NW Locust and 22<sup>nd</sup> : 2.4 acres

Timber Park on SE 13<sup>th</sup> : 1.4 acres

Willow Creek park/wetland trail: 9 acres

Faist: .3 acres

Parks desired by Canby community:

Splash pad at Maple or Legacy park: .7 acres

Dog Park off N. Territorial Rd: 2.5 acres

*Estimated maintenance costs for the parks listed above: \$322,386 -if part of the costs of replacing equipment can be funded with grants. The city is often successful in procuring some level of grant funds, though grants are more difficult now due to Federal reductions in funding. Additional cost savings could accrue from partnering with established organizations to manage specific parks and/or facilities.*





**Question:** What benefits do parks provide to our community?

**Answer:**

Numerous studies have documented the many benefits of parks to individuals and to communities. An abbreviated list of some of more significant benefits are:

- Economic benefits
  1. Parks improve the local tax base and increase property values when located near a well maintained park.
  2. Parks are one of the top 3 reasons businesses relocate to a community.
  3. Parks attract tourists who then recreate and shop in the community.
    4. Parks provide storm water retention, reducing costs to communities for storm water retention facilities.
- Health and environmental benefits
  1. Parks are where people go to get healthy and stay fit
  2. Living close to parks significantly reduces the risk of obesity and being overweight in youths.
  3. Mental health is significantly related to residential distance from parks, with most benefits derived from living within walking distance to a park (within 3 blocks).
  4. Parks improve water quality, improves the air we breathe, buffers development, produced habitat for wildlife, and provides a place for children and families to connect with nature and recreate outdoors together.
- Social importance
  1. Parks provide gathering places for families, social groups and individuals of all ages, abilities and economic status.
  2. Community involvement in neighborhood parks is associated with lower levels of crime and vandalism.
  3. Access to parks and recreation opportunities is strongly linked to reduced juvenile delinquency.
  4. In Canby, well maintained parks promote positive interactions with families, groups and individuals using the parks and help our police peruse our parks more effectively.