



**AGENDA
CANBY CITY COUNCIL
WORK SESSION – 6:00 PM
REGULAR MEETING – 7:30 PM**

The City Council Regular meeting can be viewed on CTV Channel 5 and YouTube:
<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

**July 21, 2021
Council Chambers
222 NE 2nd Avenue, 1st Floor
Mayor Brian Hodson**

Councilor Christopher Bangs
Council President Traci Hensley
Councilor Sarah Spoon

Councilor Jordan Tibbals
Councilor Greg Parker
Councilor Shawn Varwig

WORK SESSION – 6:00 PM

- 1. CALL TO ORDER**
- 2. PRESENTATION AND DISCUSSION REGARDING TRANSIT BUILDING (45 Minutes)** Pg. 3
- 3. PRESENTATION AND DISCUSSION REGARDING STREET MAINTENANCE FEE. (45 Minutes)** Pg. 31
- 4. ADJOURN**

Regular Meeting – 7:30 PM

- 1. CALL TO ORDER**
 - a. Invocation
 - b. Pledge of Allegiance
- 2. PRESENTATION OF HOMETOWN HERO AWARD**
- 3. 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. Please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Staff and the City Council will make every effort to respond to questions raised during citizens input before the 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 address.

4. 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 June 2 nd Work Session and Regular City Council meetings.	Pg. 45
b. Appointment of Gary Bryant to the Traffic Safety Commission.	Pg. 54
5. PRESENTATIONS	
a. OC Brewing	Pg. 56
b. City’s new website	Pg. 58
6. ORDINANCES & RESOLUTION	
a. Resolution No. 1356: A Resolution authorizing and directing the City Recorder to certify to the Clackamas County Clerk a measure submitting to the Electorate for the November 2, 2021 Election, a proposed renewal of a Five-Year, Local Option Levy for the Canby Swim Center at the rate of \$0.49 per \$1000 assessed value beginning in Fiscal Year 2022-2023.	Pg. 59
b. Ordinance No. 1558: An Ordinance amending Canby Municipal Code (CMC) Chapter 9.48.050(A) regarding Noise Variance exceptions. (<i>Second Reading</i>)	Pg. 64
c. Ordinance No. 1559: An Ordinance authorizing the City Administrator to execute a contract with R. L. Reimers Company for the Maple Street Park Pickleball Court & Gazebo Improvement Project. (<i>First Reading</i>)	Pg. 68
7. NEW BUSINESS	
a. Letter of support for a grant associated with the Oregon Department of Land Conservation and Development (DLCD) Housing Needs Analysis (HNA) and Housing Production Strategy (HPS).	Pg. 77
b. Letter of Support for CAPRD	Pg. 98
8. MAYOR’S BUSINESS	
9. COUNCILOR COMMENTS & LIAISON REPORTS	
10. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS	
a. Demonstration of new online recruitment website.	
b. Bi-Monthly Reports in packet	Pg. 102
11. CITIZEN INPUT	
12. ACTION REVIEW	
13. 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 Melissa Bisset at 503.266.0733. A copy of this Agenda can be found on the City’s web page at www.canbyoregon.gov. **City Council and Planning Commission Meetings are typically broadcast live and can be viewed on CTV Channel 5.** For a schedule of the playback times, please call 503.263.6287.



City of Canby

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City Council Staff Report

DATE: July 21, 2021
TO: Honorable Mayor Hodson and City Council
THRU: Scott Archer, City Administrator
FROM: Todd M. Wood, Transit Director
ITEM: Property build options and next steps

Summary

In August of 2020 Canby Area Transit (CAT) commissioned Curran-McLeod to study several property options for building a new transit lot and office. Curran-McLeod hired waterleaf architecture to evaluate building sites, costs and future expansion. In addition CAT later requested further consideration of electric vehicle charging stations. The final report contains assessment of four sites with costs for two.

Background

Canby Area Transit currently rents a 1700 sqft office space in a small strip mall located next to Wilco. In 2019 CAT purchased a 2 acre property behind the mall next to Pioneer Pump. Currently, all buses are located on this lot. The intention was to build a full transit site at this location.

In 2020 it was determined that CUB would be leaving the City's shop. There was some consideration that it may be best to locate Transit near the mechanics and consolidate City services into one location. At a Work session in August of 2020 Council directed CAT to study the various options and report back.

Discussion

Transit has been renting the building at 195 S. Hazel Dell way for over 6 years. The current owner is interested in the CAT offices moving so that the property can be rented to other businesses.

The current offices are inadequate for CAT. There are 17 employees (between the contractor and the city) that report out of the office. There are no training facilities, no meeting spaces, no dedicated IT closet, little storage and only one restroom.

The current bus yard is too small for the number of buses needed now and in the future. The facilities are inadequate to wash buses, store chemicals, store required parts and supplies (i.e. bus stops), and allow safe smooth bus operation and training. Additionally the current property layout shares an entrance and open space with Pioneer Pump which can at times lead to conflicts with bus movement.

With the new circulator coming online the lot will need to accommodate an additional two buses, plus a new van. The office will need to accommodate two more contract drivers at minimum, and potentially a part time admin. The current facilities do not have adequate space.

The recommended property is already owned by CAT, has adequate spacing and an ideal shape. The property will allow will allow for proper security, a larger building with at least 4000sqft of space, a wash building, a chemical storage facility, and room for fleet expansion. The building will be accessible to the public, and have some options for expanded operations in the future including electrical vehicle charging.

Long term the system may eventually outgrow the property, but that should take many years.

Attachments

Final report with Cost analysis

Fiscal Impact

The cost of the new building would be over \$3,000,000. CAT currently has 1.5M in cash reserves specifically for the building. The remaining cash will need to be obtained through other means such as loan, grant etc.

CAT would no longer pay rent, but would instead have additional building fees, including any payback, plus increased utility fees and upkeep. There would be an increase in administrative overhead for facilities maintenance which is based on square footage.

Recommendation

Staff recommends that the Council approve site 1 and authorize CAT to proceed to design the building through either our current engineering firm or through an RFP.

Once the design is complete CAT would send out an RFP for the building with hopes to begin construction in late 2021, early 2022.



Operations Facility Site Selection Study

June 2021

Curran-McLeod Consulting Engineers Inc.

w a t e r l e a f

419 SW 11th Ave Suite 200
Portland, Oregon 97205
Phone: 503/228-7571
Fax: 503/273-8891



architecture, interiors & planning

December 30, 2020
Revised January 11, 2021
Revised June 24, 2021

Mr. Todd Wood
Transit Director – Canby Area Transit
City of Canby
195 S Hazel Dell Way, Suite C
Canby, OR 97013

**RE: Canby Area Transit
Operations Facility Site Selection Study**

Dear Mr. Wood:

Bound herein is the Site Selection Study with an analysis of four potential sites for a new Canby Area Transit Operations Facility. Our work included coordination with You, Canby Planning, Canby Public Works, and each private utility provider to identify the approvals and costs associated with development of each site.

Four potential sites were identified in our discussions with you and The City of Canby. Aerial photos of each of the four site options studied are included in Section 1 | Site Options. The required program elements for the facility are summarized in Section 2 | Program Summary. The program elements include an approximate 4,000 square foot administration/operations building, vehicle washing to meet current environmental standards, a minimum of six 42-foot and twenty 30-foot spaces for bus parking, and 30 spaces for employees and public vehicle parking. All public and private utility services were provided to each site.

Site 1 includes two tax lots owned by the City of Canby on SE Hazel Dell Way and is currently used by the Transit District. This site is approximately 2 acres with frontage on the fully developed Hazel Dell Way in the Canby Pioneer Industrial Park. The site is partially paved and has access to all public utilities along the street frontage simplifying service to the site.

Site 2 is also owned by the City of Canby and is located adjacent to the City owned park property along the east side of the access road to the Public Works Shops and Wastewater Treatment Facility, off of Territorial Road. The site has a substantial number of trees that will need to be removed. This site is also approximately 2 acres although that acreage also includes an easement for the roadway that provides access to the Public Works Shops and Wastewater Treatment Facility. Sanitary sewer is adjacent to the proposed facility; however, all other public and private utility services must be extended to reach the site. This site is directly south of the new Fire Department facility currently in the planning stage that could provide some joint development economies.

Site 3 is located within the current employee parking area at the Public Works Shops. This site is approximately 1 acre and would require relocation of the current City employee parking area. Utility services to this area are comparable to Site 2.



Due to the limited site area and adjacent public works facilities, this site would not accommodate a wash building or future maintenance building as are provided on Sites 1 and 2. Due to the site limitations, this site was eliminated for further consideration.

Site 4 is located within the fenced area of the Public Works Shops, along the western boundary of the facility. The useable area is approximately 1.3 acres. Canby Utility's scheduled relocation in 2021 to their new facility on South 3rd Avenue would provide this area for redevelopment. Utility services to Site 4 are more readily available than to sites 2 or 3. Due to the limited area, site security concerns, and coordination that would be required with the public works operations, this site was eliminated for further consideration.

Conceptual site layouts and zoning and planning information for each of the four site options are included in Section 3 | Conceptual Site Layouts. Cost estimates for Site 1 and 2 are included in Section 4 | Conceptual Cost Estimates. The estimated cost for development of Site 1 is \$3.04 million. The estimated cost for development of Site 2 is \$3.17 million. Although the projects estimated costs for Site 1 and 2 are essentially the same, with comparable improvements, the site configurations are substantially different. Site 1 is a more standard layout for a bus operations facility with adequate space for circulation of buses. Site 2 is narrow and therefore requires use of the access road for circulation of buses which will create conflicts with vehicles traveling to and from the Public Works and Wastewater Treatment facilities.

In determining the best site option, the City could consider the value of the two tax lots at Site 1 which are owned by the Transit District. The two tax lots currently have a Clackamas County real market value (RMV) estimated at \$800,000. If the City elects to locate the Transit Operations Facility at Site 2, the Site 1 lots could be declared surplus and sold to help offset development costs.

The Site Selection Study has been expanded to include consideration of possible future conversion of the Canby Area Transit fleet to Battery Electric Bus (BEB) technology. Federal infrastructure funding and other grants may become available for "Zero Emission Vehicles" such as BEB's. A new Section 5 has been added to the Site Selection Study titled "Battery Electric Bus (BEB) Reference Information and Conceptual Site Layouts".

Conceptual site layouts have been developed for Site 1 and Site 2 which illustrate the required infrastructure (shown in BLUE) to accommodate a full BEB fleet. The BEB infrastructure includes switchgear, transformers, chargers and underground power lines to feed dispensers located within the bus parking. Two conceptual site layouts have been developed for Site 1, Scheme A and Scheme B with different bus circulation options. The Site 2 conceptual site layout accommodates fewer buses than the Site 1 schemes and the bus circulation has been modified from the earlier layouts to eliminate the turnaround required to return to the bus yard when heading south on the Access Road. However, this change creates undesirable bus circulation complexity at the north end of the site around the wash bay.

The cost for full BEB implementation will depend on the number and type of BEB's and the infrastructure selected. TriMet's BEB pilot project at their Merlo Road facility in Beaverton includes switchgear, transformers, chargers, buried power lines and 12 dispensers. The rough order of magnitude (ROM) cost for the Merlo Road infrastructure was \$450,000. TriMet's BEB pilot project includes eight (8) "New Flyer" battery electric buses (5 short range and 3 long range) at a cost ranging from \$850,000 to \$1,000,000.

The City of Canby should consider installation of underground power lines and other sitework to support future conversion to Battery Electric Bus. Federal infrastructure funding and other grants may be available to support an initial BEB Pilot Project.

Thank you for your assistance with the Site Selection Study. Let us know if we can assist with your presentation to the Canby City Council and if there is anything we can do to help as you move forward with the CAT Operations Facility.



Sincerely,

Waterleaf Architecture
An Oregon Limited Liability Company

A handwritten signature in blue ink, appearing to read "Jon C. Styner".

Jon C. Styner, AIA | LEED AP BD+C
Partner

CONTENT

- 1 | SITE OPTIONS
- 2 | PROGRAM SUMMARY
- 3 | CONCEPTUAL SITE LAYOUTS
- 4 | CONCEPTUAL COST ESTIMATES
- 5 | BATTERY ELECTRIC BUS (BEB)
REFERENCE PHOTOS &
CONCEPTUAL SITE LAYOUTS

1 | SITE OPTIONS



CAT OPERATIONS FACILITY - OPTION 1

CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 1

waterleaf

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CAT OPERATIONS FACILITY - OPTION 2

CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 2

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CAT OPERATIONS FACILITY - OPTION 4

CAT OPERATIONS FACILITY - OPTION 3



CAT CANBY AREA TRANSIT

SITE SELECTION STUDY

SITES 3 & 4

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2 | PROGRAM SUMMARY



To: Todd Wood / CAT
Date: Revised Sept. 3, 2020
Project: Canby Area Transit - Site Selection Study
Project No.: 20-30
Subject: Summary of 8/27/2020 Site Tours
Distribution: Attendees (see below)
By: Jon Styner

This memo summarizes the program elements and other key considerations discussed at the site tours with the City of Canby / Canby Area Transit on August 27, 2020.

Attendees:

Todd Wood / Canby Area Transit
Jerry Nelzen / City of Canby
Curt McLeod / Curran-McLeod
Jon Styner / Waterleaf Architecture

- CAT currently has 15 vehicles: 2 - 35' buses; 11 - 25/26' buses, 1 – dial-a-ride van; and 1 – car
- CAT will be acquiring 5 new vehicles: 1 – 35' bus; 4 - 25/26' buses
- The new facility should accommodate these 20 vehicles in addition to some future growth
- The new facility should not preclude the possibility of adding Battery Electric Buses (BEB's) in the future
- CAT has two employees: Todd Wood, Transit Director and a Transit Coordinator position. A new position, Fleet Service Tech, is being added in the Fleet Department that is allocated at least ½ time to Transit Fleet maintenance.
- CAT contracts for Bus Operators and Dispatch with MV Transit
- CAT currently leases approximately 1,700 square feet for their administration, operations in a strip mall building 195 S Hazedel Way.

- The lease space includes a breakroom that is also used as a conference room. A separate conference room is needed.
- Buses are parked behind the strip mall building. Vehicle washing is done in the bus parking lot with a hose and pressure washer which does not meet City stormwater / environmental standards.
- Vehicle maintenance is performed at the City shops complex.
- Buses are fueled at Pacific Pride (One of the advantages with co-location of CAT at the City shops complex is that a new fueling facility would serve both city vehicles and CAT buses.)
- The 1.8 acre site to the east of the strip mall will need to accommodate the following:
 - Approximately 4,000 sq. ft. for admin / operations
 - Parking for 20 transit vehicles plus some accommodation for future growth
 - Future Battery Electric Buses (BEB's)
 - Parking for staff and bus operators
 - Vehicle washing to meet current stormwater / environmental standards
 - Some space for light maintenance that is not required to be performed at the City shops complex.
 - Vehicle fueling will be provided at Pacific Pride or a new fueling facility at the City shops complex
- The three (3) alternative sites at the city shops complex will need to accommodate the following:
 - Approximately 4,000 sq. ft. for admin / operations
 - Parking for 20 transit vehicles plus some accommodation for future growth
 - Future Battery Electric Buses (BEB's)
 - Parking for staff and bus operators
 - Vehicle washing will be accommodated at the existing wash pad at the south edge of the City shops complex
 - Vehicle fueling will be provided at Pacific Pride or a new fueling facility at the City shops complex

3 | CONCEPTUAL SITE LAYOUTS

SITE SUMMARY

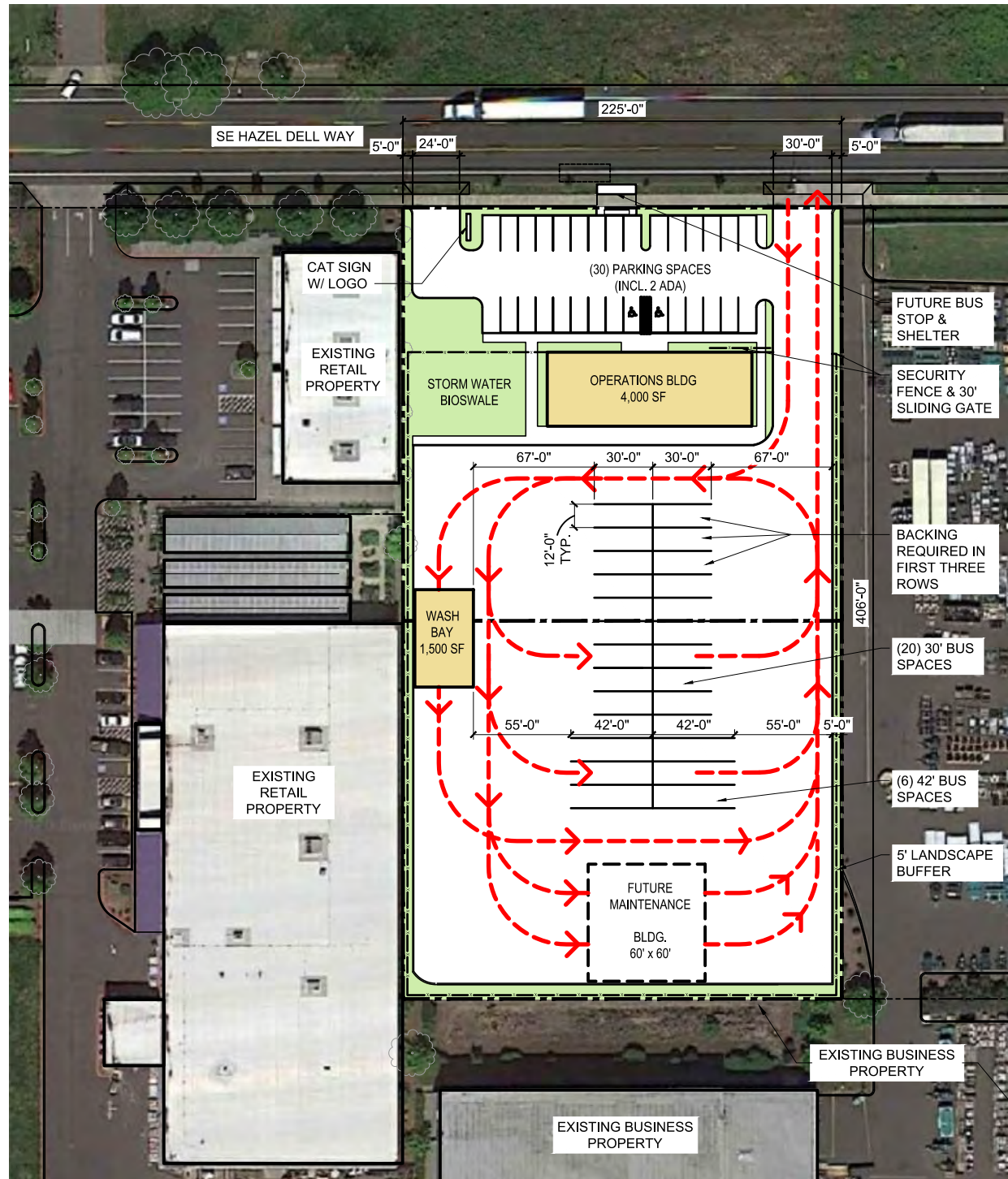
Site Area: 2.09 acres

**Bus Parking: 20 - 30' Spaces
6 - 42' Spaces**

Auto Parking: 30 spaces (including 2 accessible)

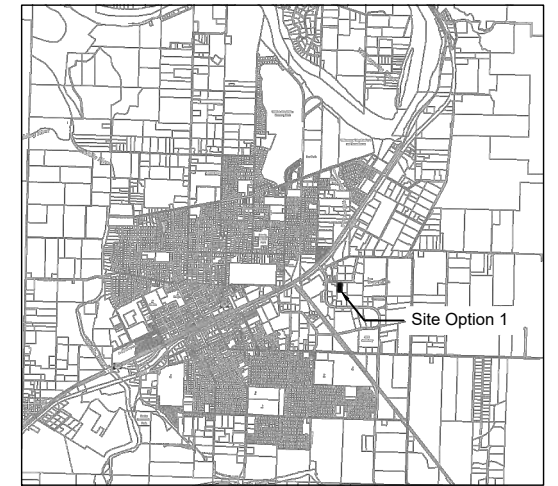
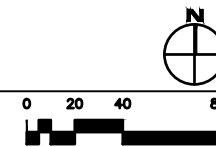
SITE DATA

- a. **Zoning:** M2 Heavy Industrial Zone. Public buildings are allowed outright per Canby Municipal Code 16.32.010.Y (M1 zone but M2 refers to M1 for allowed uses) The conditional use application must comply with the requirements in CMC 16.50.
- b. **Minimum lot size:** For M-2 zone, 5,000 sf. (existing lot sizes: north parcel: 47,506 sf, south parcel: 43,504 sf.)
- c. **Setbacks:** Street yard, none, except twenty feet where abutting a residential zone. Interior yard, none, except twenty feet where abutting a residential zone.
- d. **Maximum building height:** Freestanding signs: thirty feet. All other structures: forty-five feet.
- e. **Maximum lot coverage:** No limit.
- f. **Other regulations:** Vision clearance distances shall be fifteen feet from any alley or driveway and thirty feet from any other street or railroad. The site shares a common access drive with the parcel immediately east, currently an industrial equipment vendor.
- g. **Outside storage areas abutting a residential zone:** (none currently effected) shall be screened from view by a site-blocking fence, landscaping, or berm and shall be of such material and design as will not detract from adjacent residences.
- h. **Utilities:** Site 1 utilities are all located in Hazel Dell Way including a 12" waterline 5 feet from the south curb line, an 8" sanitary sewer that is already stubbed into the property, and all private utility services. Storm drainage is required to be disposed on-site if possible and if not, a detention system overflow would be permitted to drain to the street.



SITE 1 - CONCEPTUAL LAYOUT

SCALE: 1"=40'-0"



LOCATION - CITY OF CANBY

SCALE: NTS



AERIAL VIEW

SCALE: NTS



SITE SELECTION STUDY - SITE 1

12.10.2020

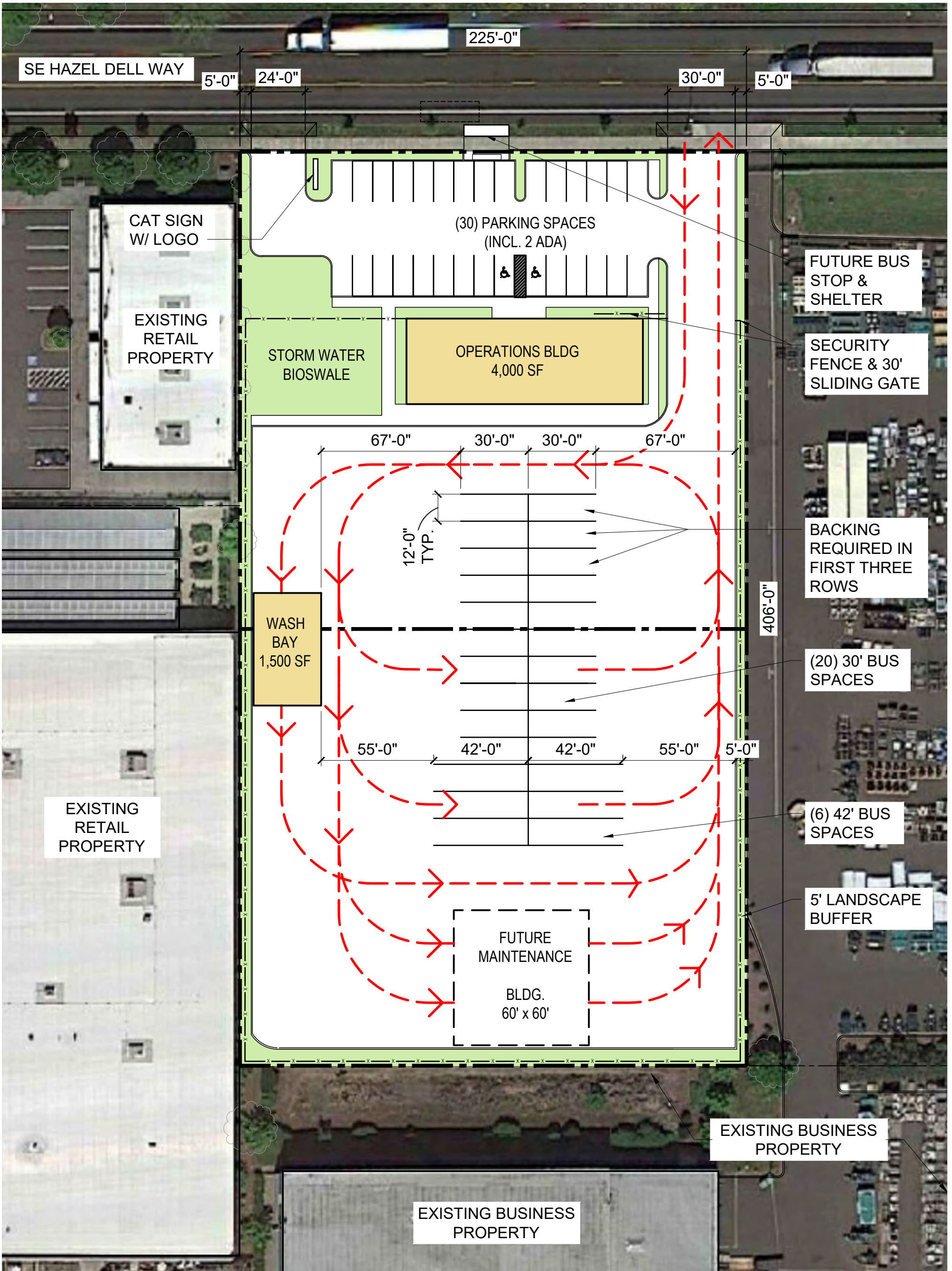


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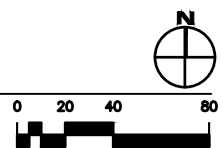


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SITE 1 - CONCEPTUAL LAYOUT
SCALE: 1"=40'-0"



CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 1

12.10.2020

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SITE SUMMARY

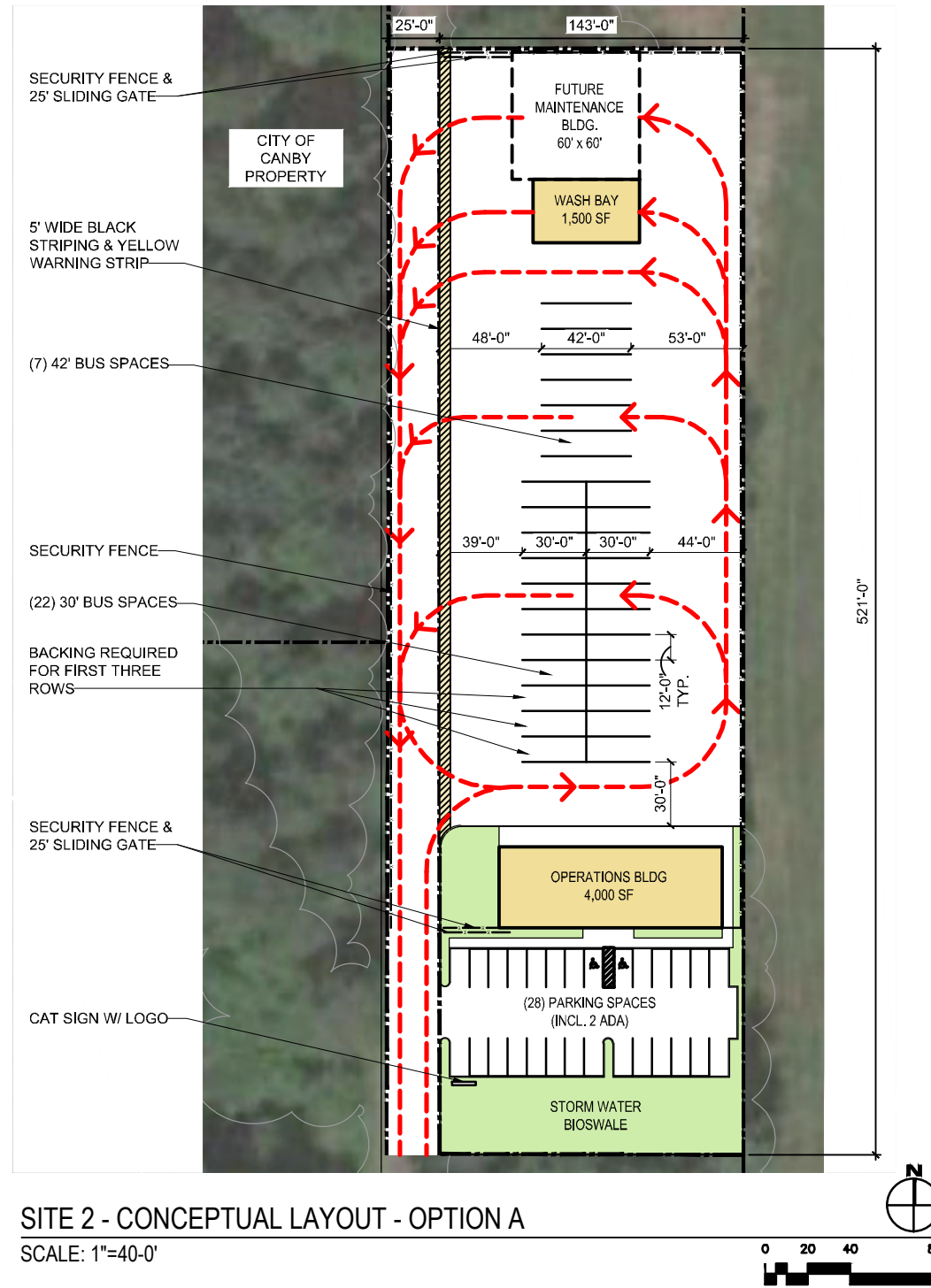
Site Area: 2.01 acres (incl. 25'-0" Access Easement)

**Bus Parking: 22 - 30' Spaces
6 - 42' Spaces**

Auto Parking: 28 spaces (including 2 accessible)

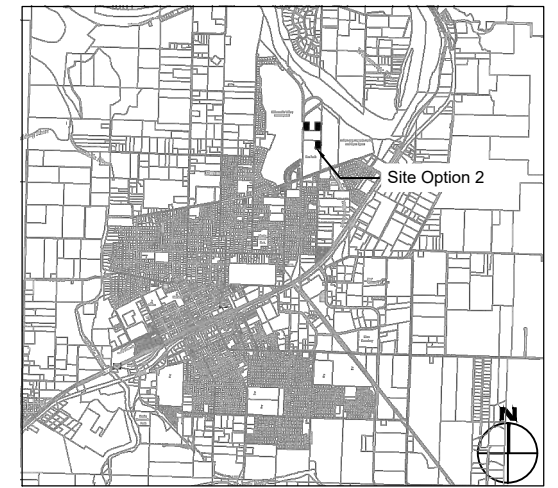
SITE DATA

- a. **Zoning R-1, Low Density Residential:** The site will (likely) require a conditional use process for approving a transit facility and the City of Canby has yet to review such. **The following development standards are for R-1 only.**
- b. **Minimum lot size:** Seven thousand (7,000) square feet minimum, and ten thousand (10,000) square feet maximum (per single-family dwelling) (proposed lot size: 47,140 sf. - not including access easement)
- c. **Setbacks:** Street yard: twenty feet on side with driveway; fifteen feet for all other street sides; except that street yards may be reduced to ten feet for covered porches only.
- d. **Maximum building height:** Principal building: thirty-five feet.
- e. **Maximum impervious surface:** The maximum amount of impervious surface allowed shall be 60 percent of the lot area.
- f. **Note:** Site 2 and 3 adjoin Willamette Wayside Park on the east (Clackamas County) which may require additional development standards for property boundary adjoining this parcel.
- g. **Utilities:** Sanitary sewer is located at North Redwood St. (access road) Water line located in front of the staff building inside the public works fence (approximately 700 feet) Storm drainage must be disposed on-site. Natural gas, telephone or cable would need to be brought from the public works building area as well.



SITE 2 - CONCEPTUAL LAYOUT - OPTION A

SCALE: 1"=40'-0"



LOCATION - CITY OF CANBY

SCALE: NTS



AERIAL VIEW

SCALE: NTS

CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 2

12.10.2020

OPTION A

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SECURITY FENCE & 25' SLIDING GATE

CITY OF CANBY PROPERTY

5' WIDE BLACK STRIPING & YELLOW WARNING STRIP

(7) 42' BUS SPACES

SECURITY FENCE

(22) 30' BUS SPACES

BACKING REQUIRED FOR FIRST THREE ROWS

SECURITY FENCE & 25' SLIDING GATE

CAT SIGN W/ LOGO

25'-0"

143'-0"

FUTURE MAINTENANCE BLDG. 60' x 60'

WASH BAY 1,500 SF

48'-0"

42'-0"

53'-0"

39'-0"

30'-0"

30'-0"

44'-0"

12'-0" TYP.

30'-0"

521'-0"

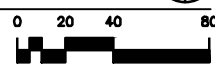
OPERATIONS BLDG 4,000 SF

(28) PARKING SPACES (INCL. 2 ADA)

STORM WATER BIOSWALE

SITE 2 - CONCEPTUAL LAYOUT - OPTION A

SCALE: 1"=40'-0"



CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 2

12.10.2020

OPTION A

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SITE SUMMARY

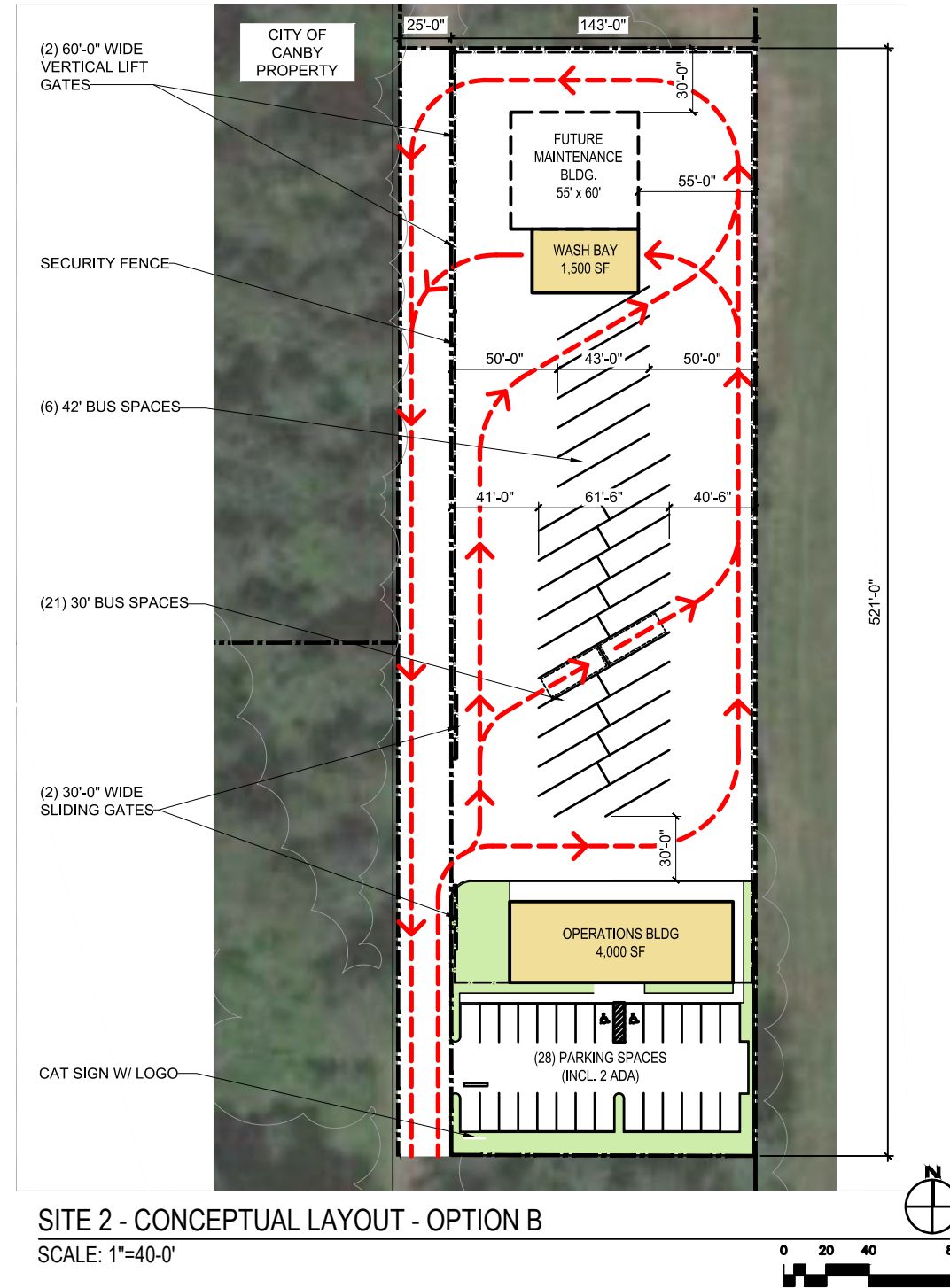
Site Area: 2.01 acres (incl. 25'-0" Access Easement)

**Bus Parking: 22 - 30' Spaces
6 - 42' Spaces**

Auto Parking: 28 spaces (including 2 accessible)

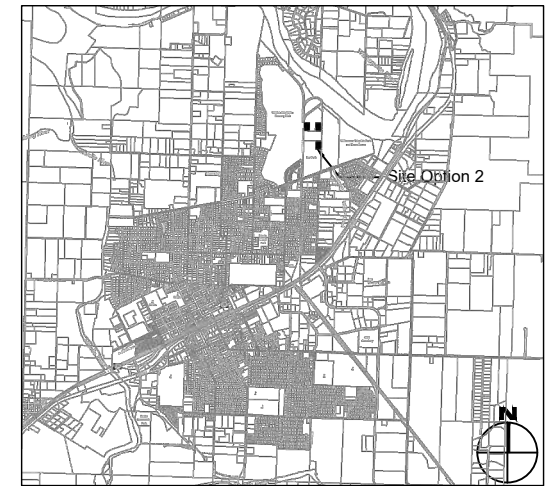
SITE DATA

- a. **Zoning R-1, Low Density Residential:** The site will (likely) require a conditional use process for approving a transit facility and the City of Canby has yet to review such. **The following development standards are for R-1 only.**
- b. **Minimum lot size:** Seven thousand (7,000) square feet minimum, and ten thousand (10,000) square feet maximum (per single-family dwelling) (proposed lot size: 47,140 sf. - not including access easement)
- c. **Setbacks:** Street yard: twenty feet on side with driveway; fifteen feet for all other street sides; except that street yards may be reduced to ten feet for covered porches only.
- d. **Maximum building height:** Principal building: thirty-five feet.
- e. **Maximum impervious surface:** The maximum amount of impervious surface allowed shall be 60 percent of the lot area.
- f. **Note:** Site 2 and 3 adjoin Willamette Wayside Park on the east (Clackamas County) which may require additional development standards for property boundary adjoining this parcel.
- g. **Utilities:** Sanitary sewer is located at North Redwood St. (access road) Water line located in front of the staff building inside the public works fence (approximately 700 feet) Storm drainage must be disposed on-site. Natural gas, telephone or cable would need to be brought from the public works building area as well.



SITE 2 - CONCEPTUAL LAYOUT - OPTION B

SCALE: 1"=40'-0"



LOCATION - CITY OF CANBY

SCALE: NTS



AERIAL VIEW

SCALE: NTS

CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 2

12.10.2020

OPTION B

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(2) 60'-0" WIDE VERTICAL LIFT GATES

SECURITY FENCE

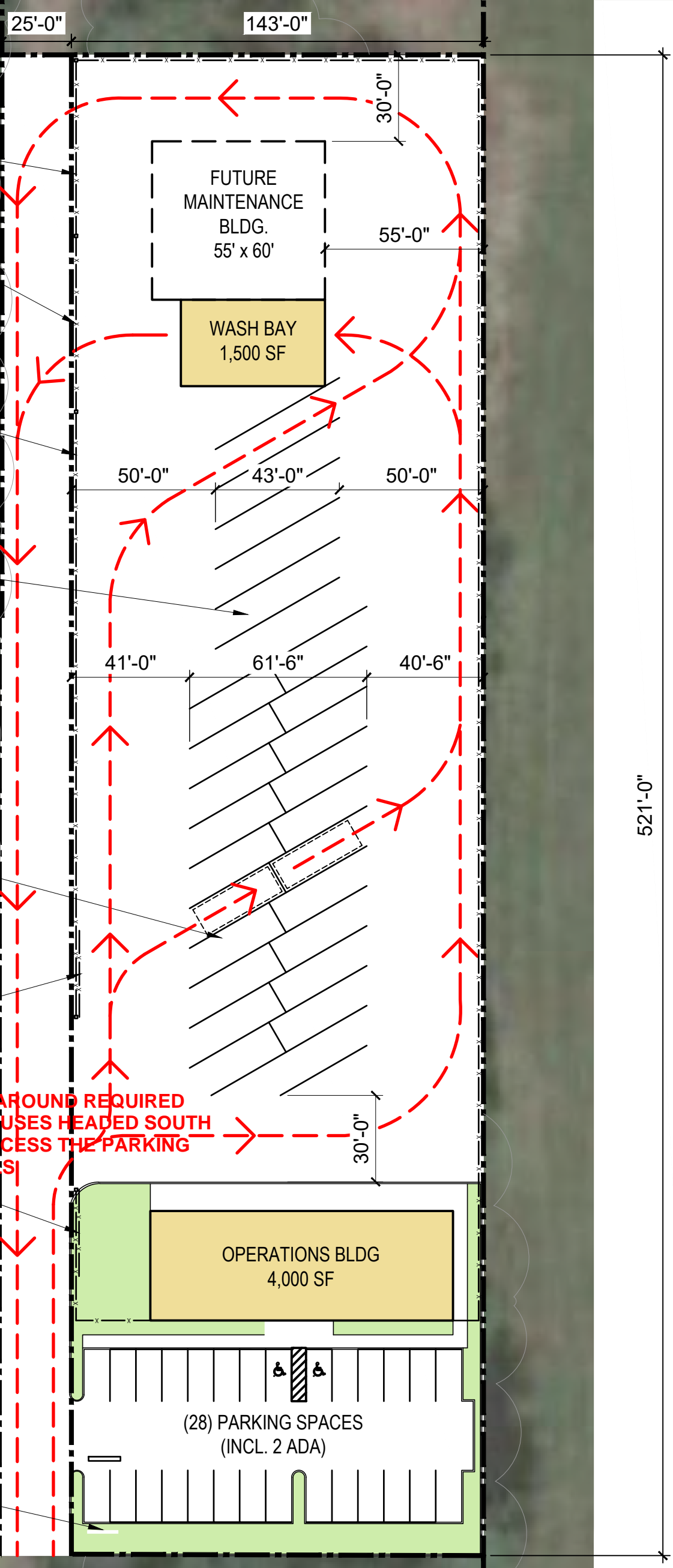
(6) 42' BUS SPACES

(21) 30' BUS SPACES

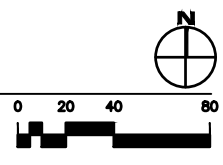
(2) 30'-0" WIDE SLIDING GATES

CAT SIGN W/ LOGO

CITY OF CANBY PROPERTY



SITE 2 - CONCEPTUAL LAYOUT - OPTION B
SCALE: 1"=40'-0"



CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 2
02.09.2021

OPTION B

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Curran-McLeod Consulting Engineers Inc.

SITE SUMMARY

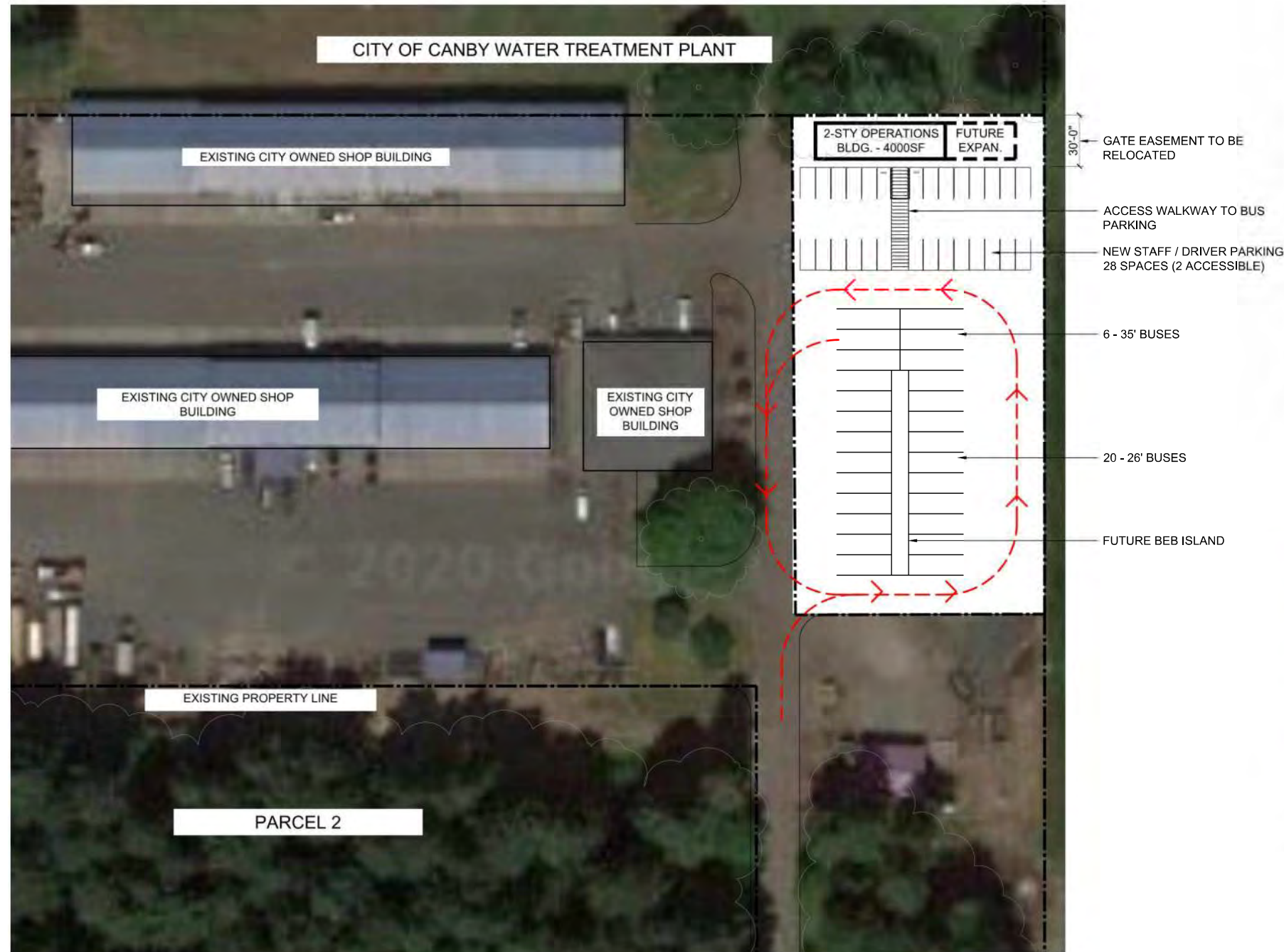
Site Area: 0.98 acres (incl. 30'-0" Gate Easment)

**Bus Parking: 20 - 26' Buses
6 - 35' Buses**

Auto Parking: 28 spaces (including 2 accessible)

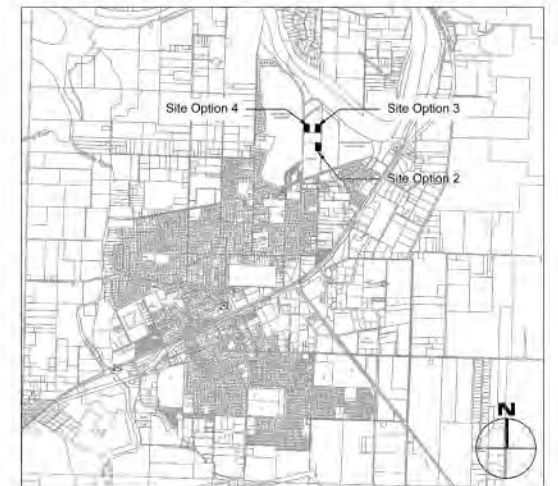
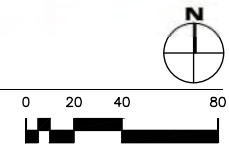
SITE DATA

- a. **Zoning R-1, Low Density Residential:** The site will (likely) require a conditional use process for approving a transit facility and the City of Canby has yet to review such. **The following development standards are for R-1 only.**
- b. **Minimum lot size:** Seven thousand (7,000) square feet minimum, and ten thousand (10,000) square feet maximum (per single-family dwelling) (proposed lot size: --,-- sf. - not including access easement)
- c. **Setbacks:** Street yard: twenty feet on side with driveway; fifteen feet for all other street sides; except that street yards may be reduced to ten feet for covered porches only.
- d. **Maximum building height:** Principal building: thirty-five feet.
- e. **Maximum impervious surface:** The maximum amount of impervious surface allowed shall be 60 percent of the lot area.
- f. **Note:** Site 2 and 3 adjoin Willamette Wayside Park on the east (Clackamas County) which may require additional development standards for property boundary adjoining this parcel.
- g. **Utilities:** Sanitary sewer is located at North Redwood St. (access road) Water line located in front of the staff building inside the public works fence (approximately 700 feet) Storm drainage must be disposed on-site. Natural gas, telephone or cable would need to be brought from the public works building area as well.



SITE 3 - CONCEPTUAL LAYOUT

SCALE: 1"=40'-0"



LOCATION - CITY OF CANBY

SCALE: NTS



AERIAL VIEW

SCALE: NTS

CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 3

11.24.2020

waterleaf

419 SW 11th Ave Suite 200
Portland, Oregon 97205
Phone: 503/228-7571
Fax: 503/273-8891



architecture, interiors & planning

Curran-McLeod Consulting Engineers Inc.

SITE SUMMARY

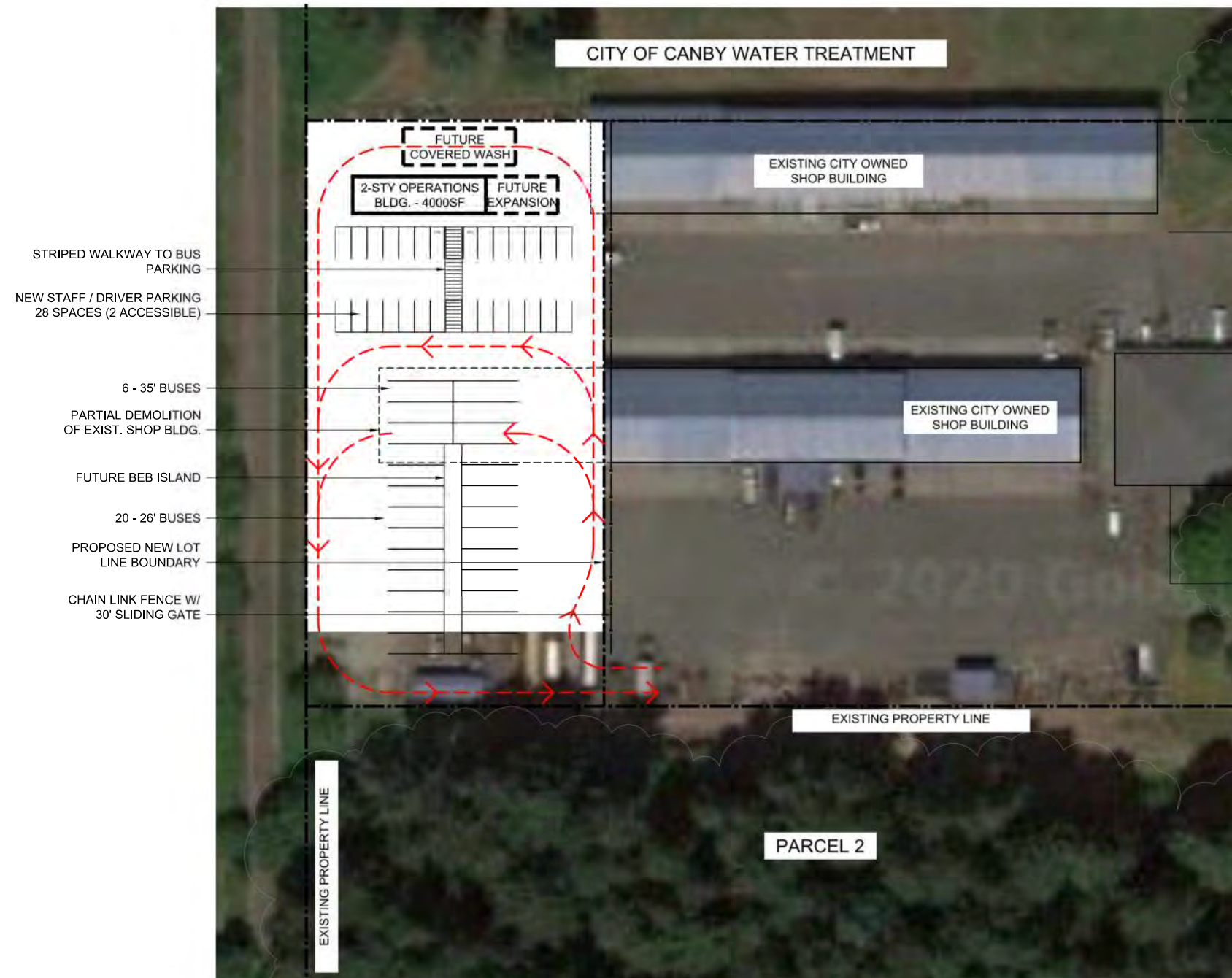
Site Area: 1.29 acres

**Bus Parking: 20 - 26' Buses
6 - 35' Buses**

Auto Parking: 28 spaces (including 2 accessible)

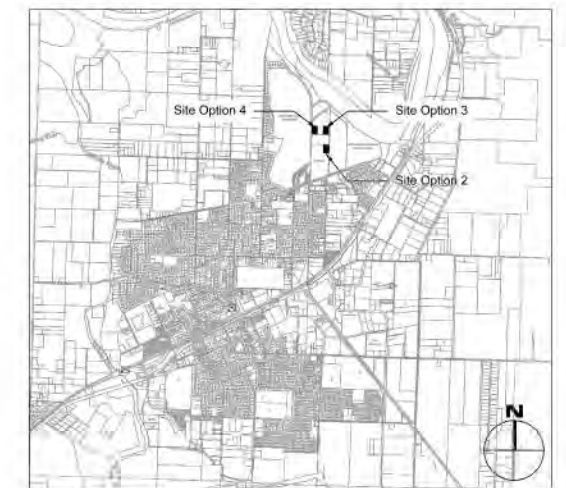
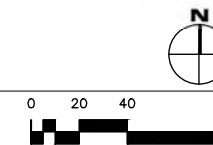
SITE DATA

- a. **Zoning R-1, Low Density Residential:** The site will (likely) require a conditional use process for approving a transit facility and the City of Canby has yet to review such. **The following development standards are for R-1 only.**
- b. **Minimum lot size:** Seven thousand (7,000) square feet minimum, and ten thousand (10,000) square feet maximum (per single-family dwelling) (proposed lot size: ---,--- sf. - not including access easement)
- c. **Setbacks:** Street yard: twenty feet on side with driveway; fifteen feet for all other street sides; except that street yards may be reduced to ten feet for covered porches only.
- d. **Maximum building height:** Principal building: thirty-five feet.
- e. **Maximum impervious surface:** The maximum amount of impervious surface allowed shall be 60 percent of the lot area.
- f. **Utilities:** Sanitary sewer is located at North Redwood St. (access road) Water line located in front of the staff building inside the public works fence (approximately 700 feet) Storm drainage must be disposed on-site. Natural gas, telephone or cable would need to be brought from the public works building area as well.



SITE 4 - CONCEPTUAL LAYOUT

SCALE: 1"=40'-0"



LOCATION - CITY OF CANBY

SCALE: NTS



AERIAL VIEW

SCALE: NTS

CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 4

11.24.2020

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architecture, interiors & planning

Curran-McLeod Consulting Engineers Inc.

4 | CONCEPTUAL COST ESTIMATES

Canby Area Transit - Site Selection Study
Conceptual Cost Estimate - Dec. 18, 2020 (Revised Jan. 11, 2021)
 Site 1 - Hazel Dell Way (2.1 Acres)

No.	Description	Quantity	Unit	Unit Cost	Total Cost
A. Site Preparation					
A.1	Mobilization, Bonding, Insurance (5%)	1	LS	\$ 100,000	\$ 100,000
A.2	Common Excavation	2,700	CY	25	67,500
A.3	Landscaping, Site Restoration	1	LS	25,000	25,000
Subtotal for Site Preparation:					\$ 192,500
B. Paving & Surfacing					
B.1	4" of AC Pavement	1,250	Ton	\$ 90	\$ 112,500
B.2	4" Concrete Sidewalk	350	SY	80	28,000
B.3	6" Concrete Driveway	120	SY	100	12,000
B.4	Concrete "C" Curb	2,000	LF	30	60,000
B.5	12" Base Rock for AC Pavement	5,600	SY	20	112,000
B.6	Pavement Striping, Signs	1	LS	2,500	2,500
Subtotal for Paving & Surfacing:					\$ 327,000
C. Utilities & Specialties					
C.1	Sewer/Water Services and On-site	1	LS	\$ 10,000	\$ 10,000
C.2	Private Utility Connections and On-site	1	LS	5,000	5,000
C.3	Fencing W/ Security Gates (2)	560	LF	40	22,400
Subtotal for Utilities & Specialties:					\$ 37,400
D. Buildings					
D.1	Aministration / Operations Building	4,000	SF	\$ 270	\$ 1,080,000
D.2	Wash Building	1,500	SF	300	\$ 450,000
Subtotal for Admin / Ops & Wash Buildings:					\$ 1,530,000
Total Direct Construction Cost:					\$ 2,086,900
General Conditions (5.0%)					\$ 104,345
Profit (5.0%)					\$ 104,345
Permits & Fees:					\$ 10,000
Architectual, Legal, Administration & Contingency (35%):					\$ 734,410
TOTAL PROJECT COST					\$ 3,040,000

Canby Area Transit - Site Selection Study
Conceptual Cost Estimate - Dec. 12, 2020 (Revised Jan. 11, 2021)
 Site 2 - Canby Public Works Access Road (2.01 Acres)

No.	Description	Quantity	Unit	Unit Cost	Total Cost
A. Site Preparation					
A.1	Mobilization, Bonding, Insurance (5%)	1	LS	\$ 100,000	\$ 100,000
A.2	Clearing, Grubbing & Tree Removal	1	LS	30,000	30,000
A.3	Common Excavation	3,050	CY	25	76,300
A.4	Landscaping, Site Restoration	1	LS	25,000	25,000
Subtotal for Site Preparation:					\$ 231,300
B. Paving & Surfacing					
B.1	4" of AC Pavement	1,500	Ton	\$ 90	\$ 135,000
B.2	4" Concrete Sidewalk	220	SY	80	17,600
B.4	Concrete "C" Curb	2,000	LF	30	60,000
B.5	12" Base Rock for AC Pavement	6,700	SY	20	134,000
B.6	Pavement Striping, Signs	1	LS	3,000	3,000
Subtotal for Paving & Surfacing:					\$ 349,600
C. Utilities & Specialties					
C.1	Sanitary Sewer from trunk line	1	LS	\$ 5,000	\$ 5,000
C.2	Power/Water (From North) and On-site	1	LS	\$ 10,000	\$ 10,000
C.3	Gas/Cable/Phone (from Territorial) and On-site	1	LS	10,000	10,000
C.4	Fencing W/ Security Gate	1000	LF	40	40,000
Subtotal for Utilities & Specialties:					\$ 65,000
D. Buildings					
D.1	Aministration / Operations Building	4,000	SF	\$ 270	\$ 1,080,000
D.2	Wash Building	1,500	SF	300	\$ 450,000
Subtotal for Admin / Ops & Wash Buildings:					\$ 1,530,000
Total Direct Construction Cost:					\$ 2,175,900
General Conditions (5.0%)					\$ 108,795
Profit (5.0%)					\$ 108,795
Permits & Fees:					\$ 10,000
Architectual, Legal, Administration & Contingency (35%):					\$ 766,510
TOTAL PROJECT COST					\$ 3,170,000

5 | BATTERY ELECTRIC BUS (BEB)
REFERENCE PHOTOS &
CONCEPTUAL SITE LAYOUTS



TRIMET MERLO - BATTERY ELECTRIC BUS (BEB) DISPENSERS

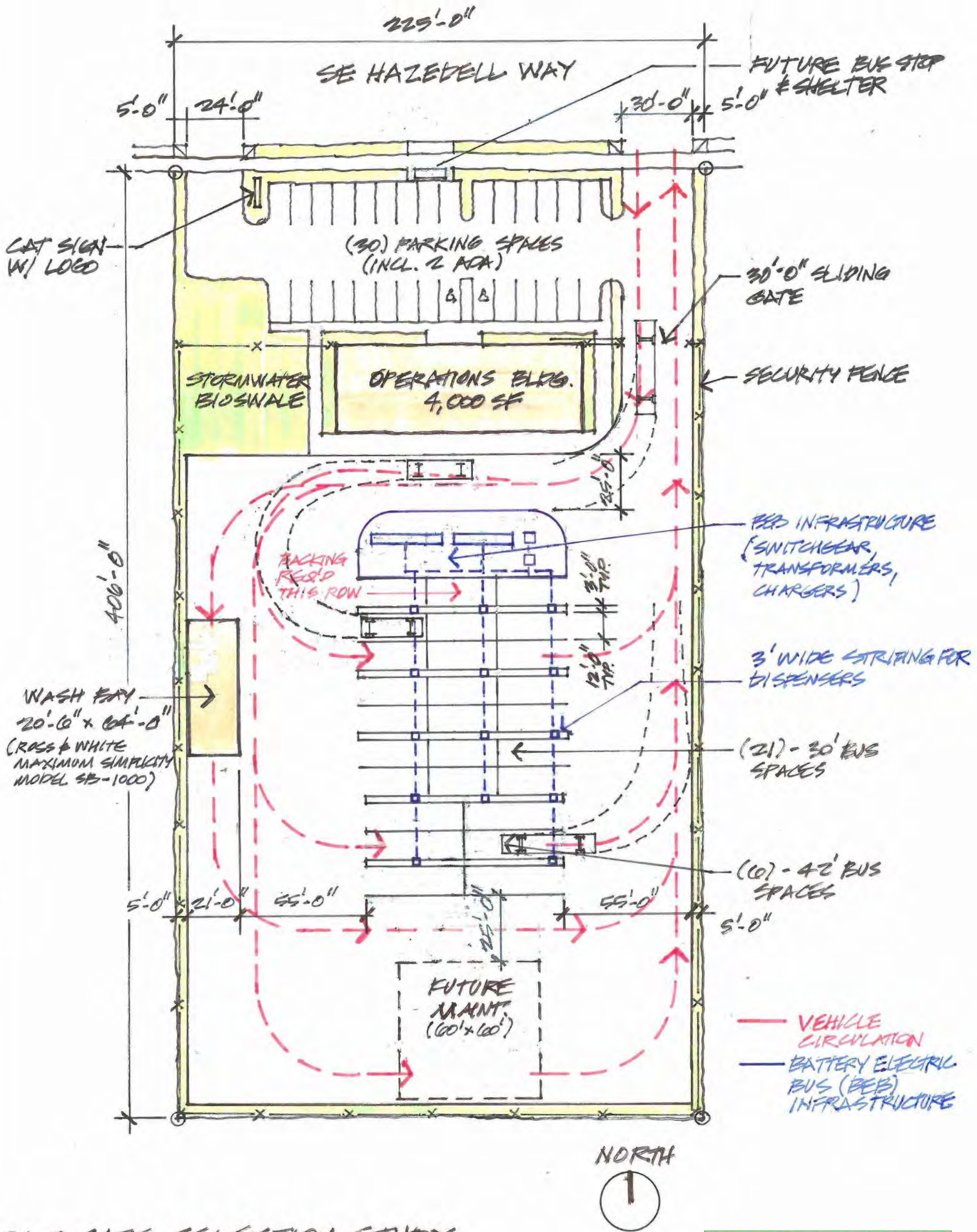


TRIMET SUNSET TRANSIT CENTER - BEB FAST CHARGER



TRIMET MERLO - BEB INFRASTRUCTURE





CAT SITE SELECTION STUDY
 SITE 1 - BEB CONCEPT LAYOUT - SCHEME 'A'
 SCALE 1" = 40'-0" 5-12-2021

CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 1

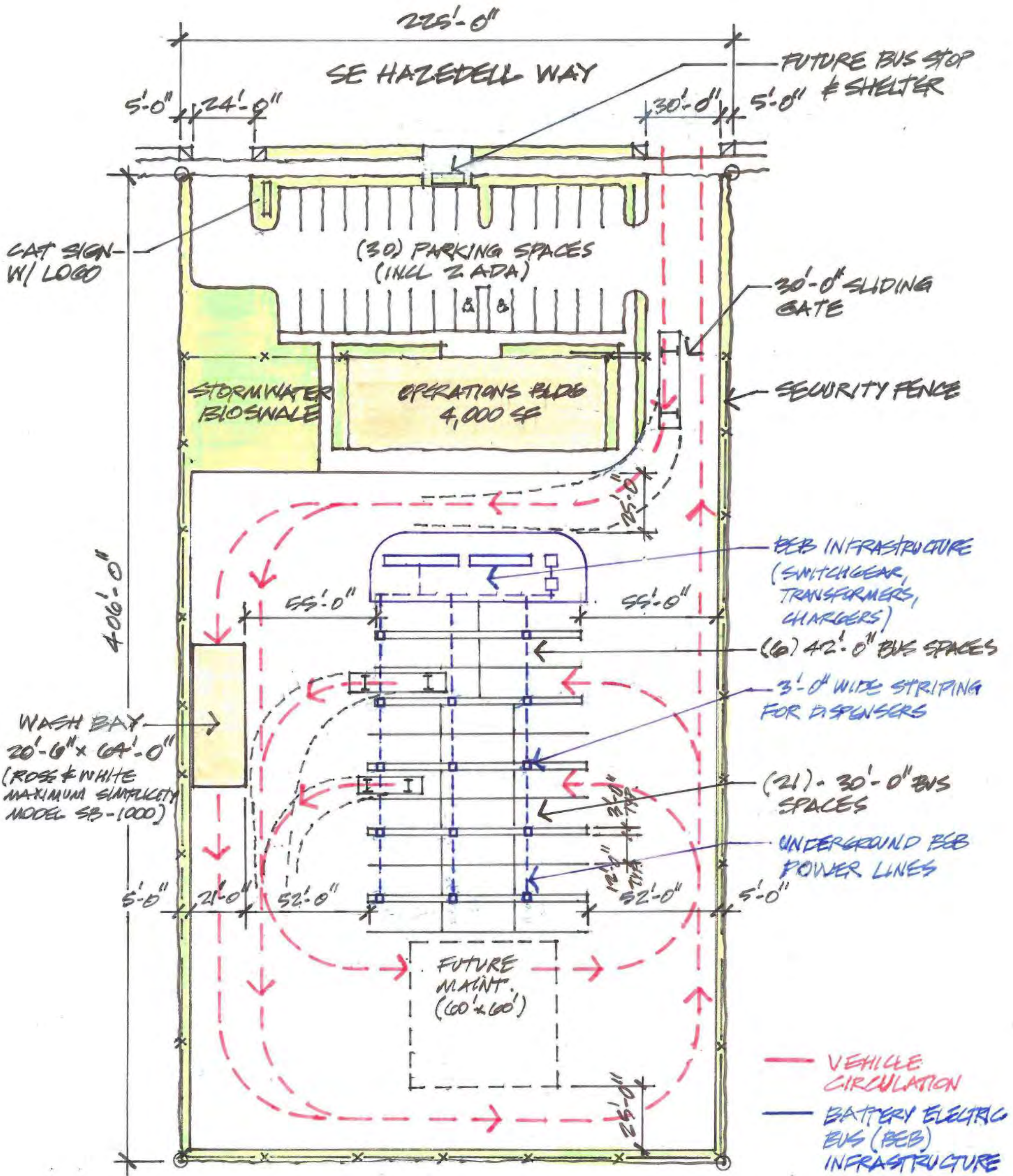
06.17.2021

waterleaf

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 Fax: 503/273-8891



Curran-Mcleod Consulting Engineers Inc.



CAT SITE SELECTION STUDY
 SITE 1 - BEB CONCEPT LAYOUT - SCHEME 'B'
 SCALE 1" = 40'-0"
 5-12-2021



CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 1

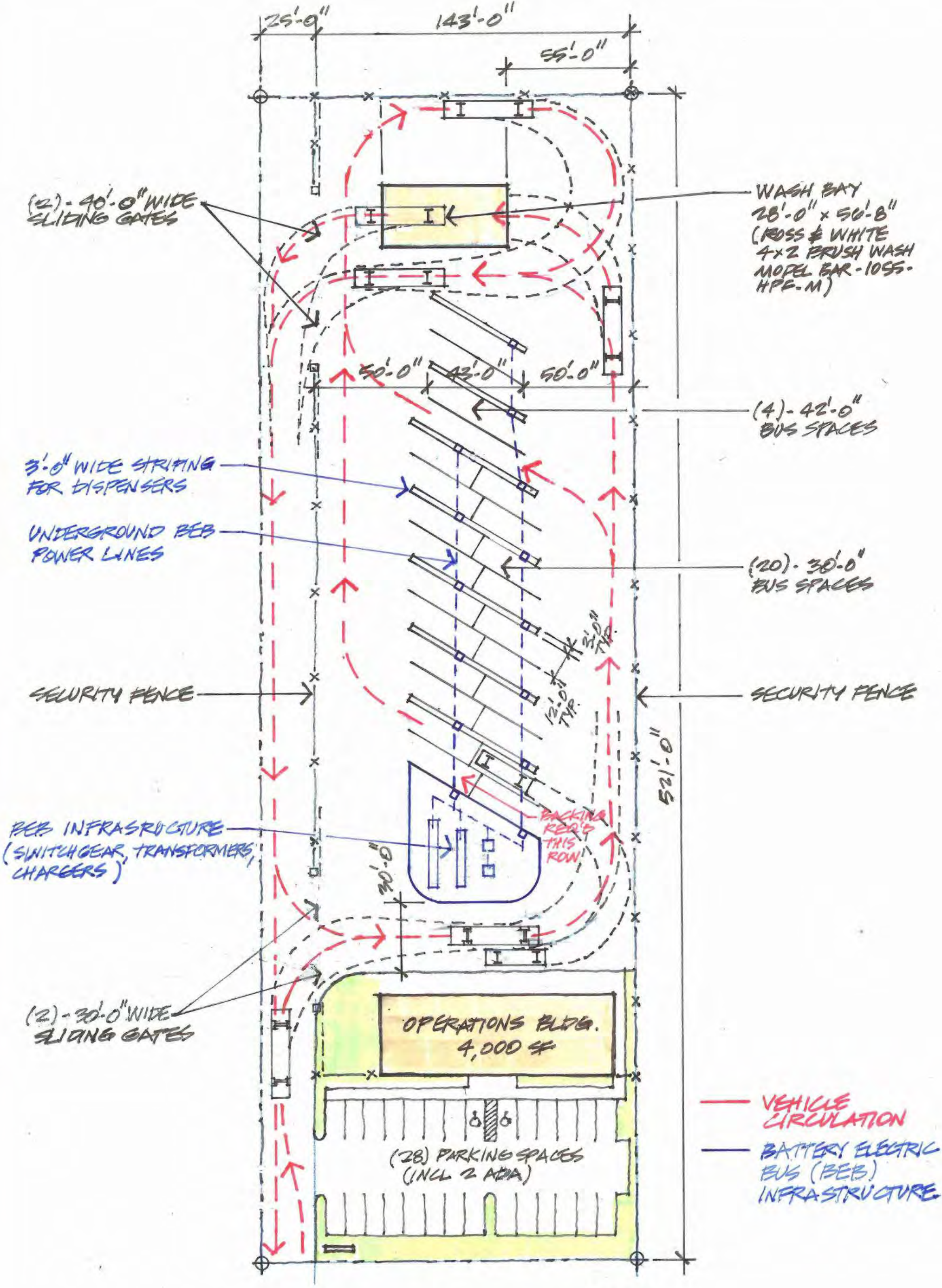
06.17.2021

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Curran-McLeod Consulting Engineers Inc.



(2) - 40'-0" WIDE SLIDING GATES

WASH BAY
28'-0" x 50'-8"
(ROSS & WHITE
4x2 BRUSH WASH
MODEL BAR-1055-
HPF-M)

(4) - 42'-0" BUS SPACES

3'-0" WIDE STRIPING FOR DISPENSERS

UNDERGROUND BEB POWER LINES

(20) - 30'-0" BUS SPACES

SECURITY FENCE

SECURITY FENCE

BEB INFRASTRUCTURE (SWITCHGEAR, TRANSFORMERS, CHARGERS)

BACKING RED'S THIS ROW

(2) - 30'-0" WIDE SLIDING GATES

OPERATIONS BLDG.
4,000 SF

(28) PARKING SPACES (INCL 2 ADA)

— VEHICLE CIRCULATION
— BATTERY ELECTRIC BUS (BEB) INFRASTRUCTURE

CAT SITE SELECTION STUDY
SITE 2 - BEB CONCEPT LAYOUT
SCALE 1" = 40'-0"
0-10-2021



CAT CANBY AREA TRANSIT

SITE SELECTION STUDY - SITE 2

06.17.2021

OPTION A

waterleaf

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architecture, interiors & planning

Curran-McLeod Consulting Engineers Inc.



City of Canby

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City of Canby Staff Report

DATE: July 21, 2021
TO: Honorable Mayor Hodson and City Council
FROM: Scott Archer, City Administrator
ITEM: Street Maintenance Fee Discussion

Summary

Discussion on the Street Maintenance Fee history, uses, and amount, continued from June 2, 2021 Council Work Session. Staff requests direction from Council on whether to leave the fee as is, consider a rate increase, or add an inflationary index to the existing rate.

Background

At the June 2, 2021 City Council Work Session, staff provided a presentation summarizing the Street Maintenance Fee. Council requested a follow-up work session to continue this discussion.

The following summary was provided for Council, along with additional information in the attached PowerPoint Presentation, at the June 2, 2021 Work Session:

Ordinance 1262 established the Street Maintenance Fee in January 2008. The rate was set as follows:

Residential fees

1. Detached single family residences shall be charged \$5.00 per month.
2. Multi-family residences, except for senior housing, mobile home parks, and congregate care, shall be charged \$3.34 per month for each dwelling unit.
3. Detached senior housing and mobile home parks will be charged \$2.09 per month for each dwelling unit.
4. Attached senior housing and congregate care facilities will be charged \$1.04 per month for each dwelling unit.

Non-residential fees

The street maintenance fee shall be calculated by multiplying the number of units set by category of use by the trip rate per unit for that assigned category of use and then by the monthly per trip charge of \$0.522 to establish the monthly fee to be billed. The minimum monthly street maintenance fee for non-residential accounts shall be \$5.00.

Discussion

There have been no increases to the Street Maintenance Fee since its inception in 2008. The cost of materials and labor has steadily increased over the past 13 years and with no increase in the fee the amount of street maintenance that can be accomplished has decreased.

Attachment

PowerPoint Presentation provided at June 2, 2021 City Council Work Session.

STREET MAINTENANCE PROGRAM

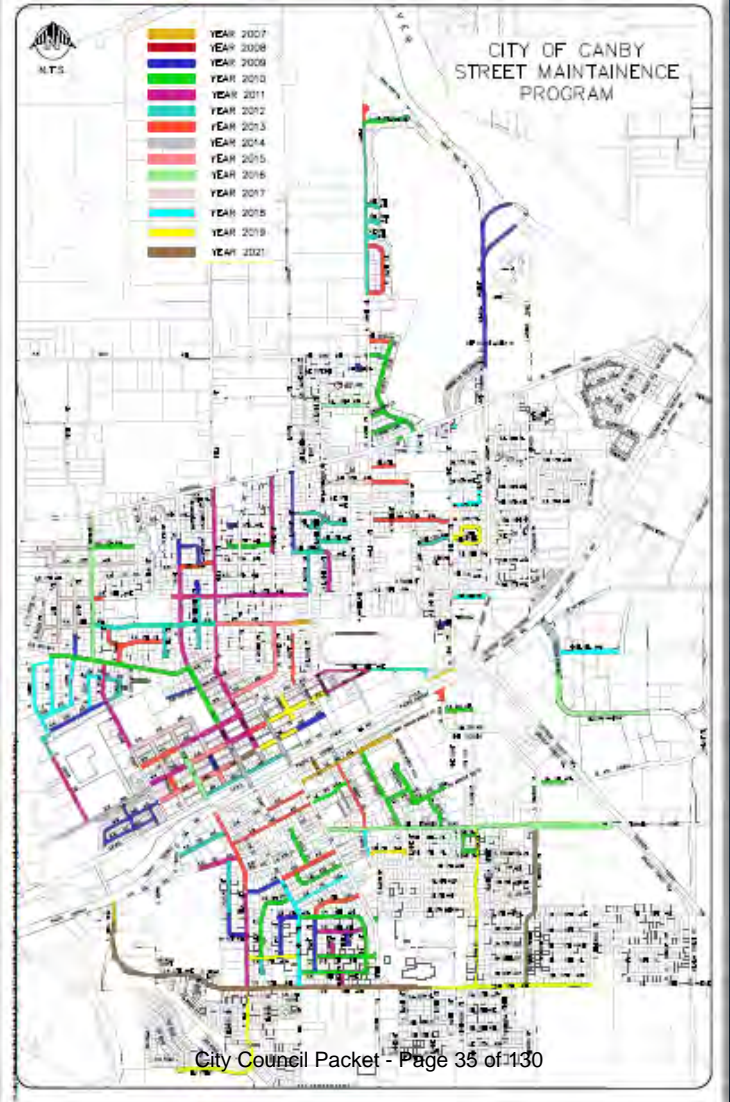
Prepared by Julie Blums, Finance Director

June 2, 2021

STREET MAINTENANCE FEE BACKGROUND

- Established in January 2008, Ordinance 1262, Municipal Code 3.30
- To maintain, repair and reconstruct city streets. Activities include the administration and collection of the street maintenance fee; preventive maintenance, rehabilitation and reconstruction projects; design and inspection of such projects; street condition monitoring and assessment, including inspection of street repairs; and staff training and consultant services in support of the above activities. (Between the Curbs)

STREET MAINTENANCE PROJECTS COMPLETED 2008-2021 (31.5 CENTERLINE MILES)



LEVEL OF SERVICE

CAPITAL ASSET & PAVEMENT SERVICES (CAPS) STUDY

OCTOBER 2018

Condition Class	Pavement Condition Index (PCI)	
	Upper Limit	Lower Limit
Excellent	100	86
Good	85	70
Fair	69	50
Poor	49	25
Failed	24	0

2018 CANBY STREET PCI'S

City-wide PCI Average – 75
 Industry Recommended - 84

	Arterial	Collector	Residential
Centerline Miles	3.32	11.4	39.31
Average PCI	69	71	76
Condition Class			
Good 70-100	3.2%	11.2%	48.6%
Fair 50-70	3.7%	6.8%	11.3%
Poor 25-50	0.0%	4.3%	9.4%
Very Poor 0-25	0.0%	0.1%	1.2%
Total	6.9%	22.4%	70.5%

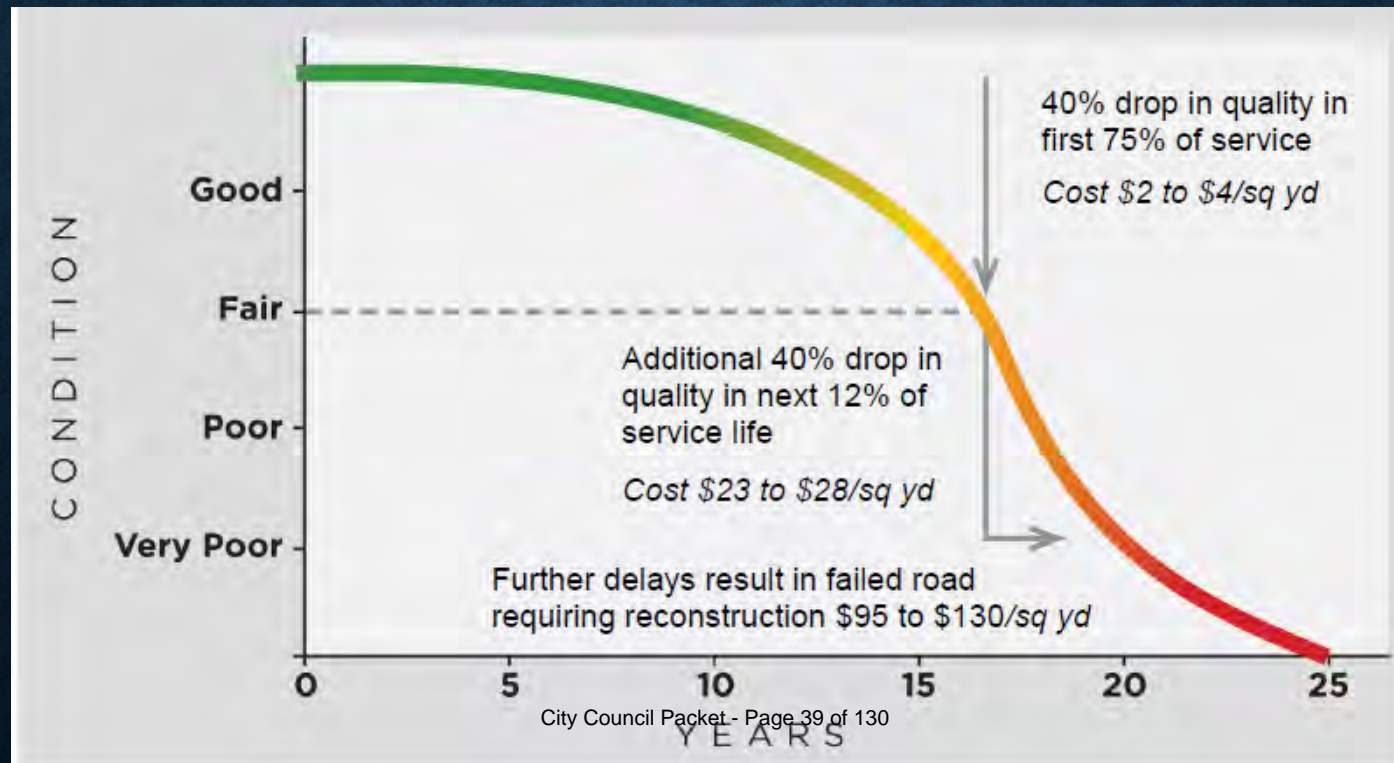
2018 PAVEMENT CONDITION INDEX (PCI) RATING AND PROJECTIONS

54.03 Centerline Miles of Streets Maintained by the City of Canby	Reduce PCI 3 Points	Maintain Current PCI	Increase PCI 5 Points	Increase PCI 9 Points
Average Annual Budget	\$670,000	\$1.0 million	\$1.8 million	\$3.0 million
Total Budget for 5 Years	\$3.35 million	\$5.0 million	\$9.0 million	\$15.2 million
Current PCI	75	75	75	75
Current % in 'Good' Condition	63%	63%	63%	63%
PCI After 5 Years (change)	72 (-3)	75 (0)	80 (+5)	84 (+9)
Backlog after 5 Years	\$12.1 million	\$10.7 million	\$6.8 million	\$0
% 'Good' in 5 Years	72.00%	76.20%	85.10%	89.90%
% 'Fair" in 5 Years	8.30%	8.30%	8.30%	8.30%
% 'Poor' in 5 Years	13.00%	8.80%	1.80%	1.80%
% 'Very Poor' in 5 Years	6.70%	6.70%	4.90%	0.00%

STREET LIFE CYCLE

\$15 square yard paving overlay (every 8-10 years)

\$3.70 square yard Micro-Slurry (every 6-8 years)



STREET MAINTENANCE FEE RATES

- Residential fees

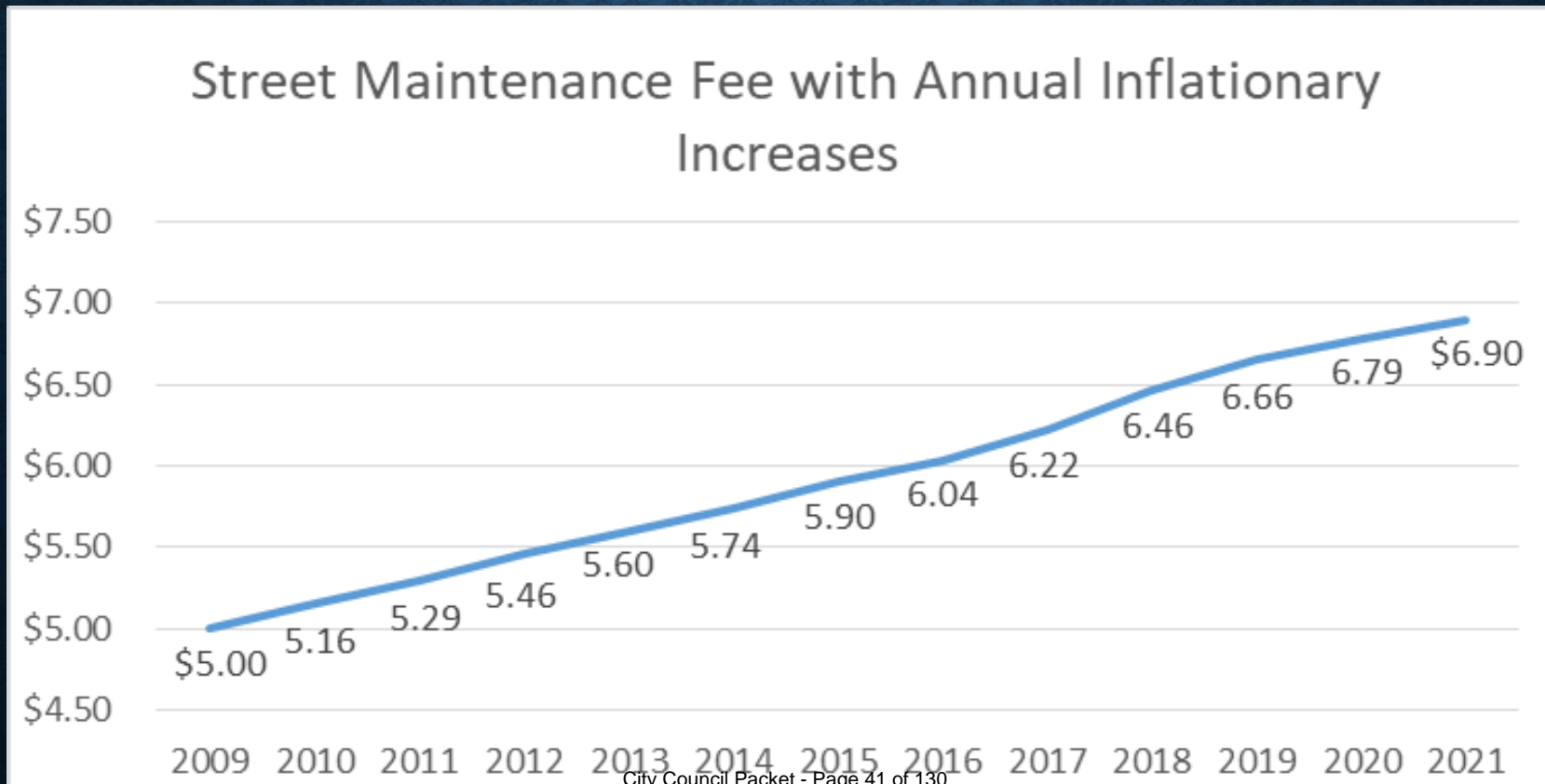
- Detached single family residences shall be charged \$5.00 per month.
- Multi-family residences, except for senior housing, mobile home parks, and congregate care, shall be charged \$3.34 per month for each dwelling unit.
- Detached senior housing and mobile home parks will be charged \$2.09 per month for each dwelling unit.
- Attached senior housing and congregate care facilities will be charged \$1.04 per month for each dwelling unit.

- Non-residential fees

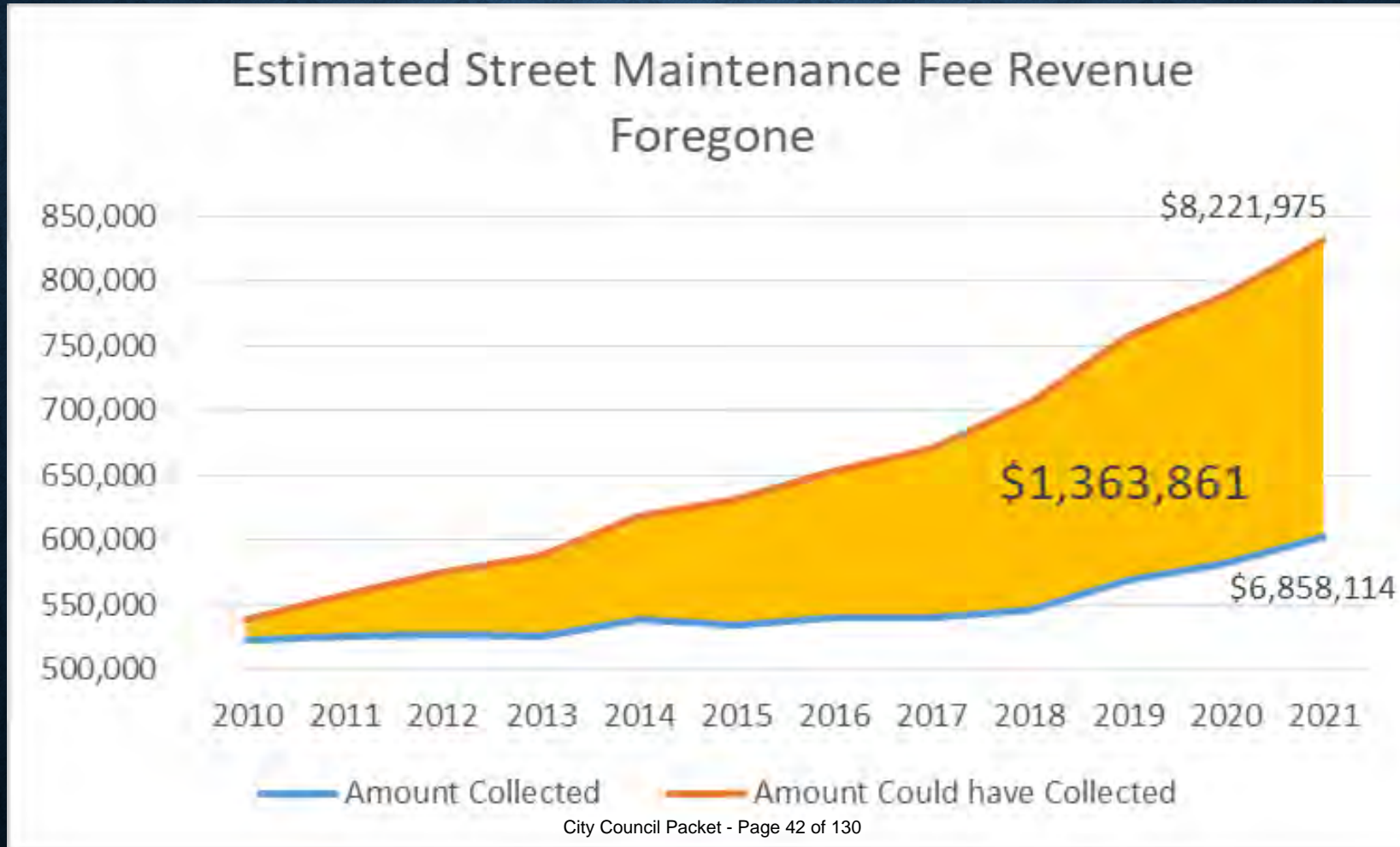
- The street maintenance fee shall be calculated by multiplying the number of units set by category of use by the trip rate per unit for that assigned category of use and then by the monthly per trip charge of \$0.522 to establish the monthly fee to be billed. The minimum monthly street maintenance fee for non-residential accounts shall be \$5.00.

STREET MAINTENANCE FEE WITH ANNUAL INFLATIONARY INCREASES

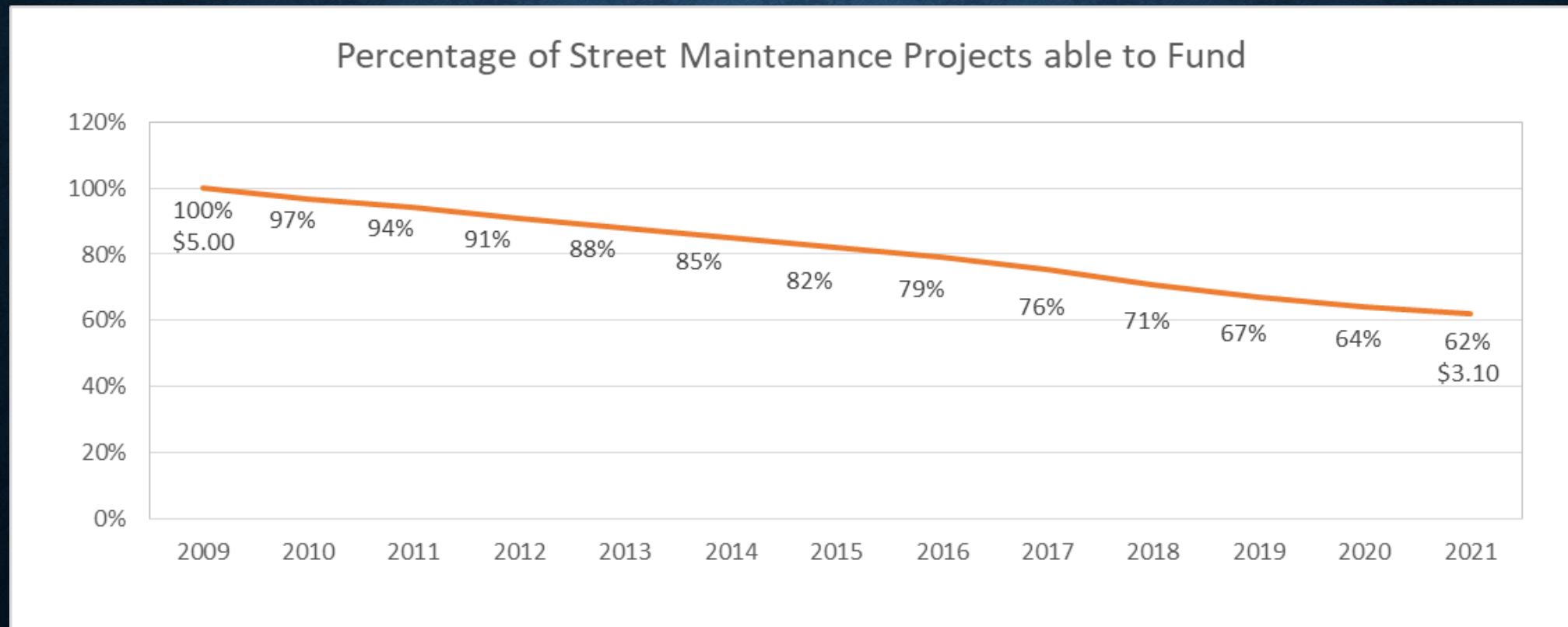
Engineering News Record (ENR) Construction Cost Index (CCI)



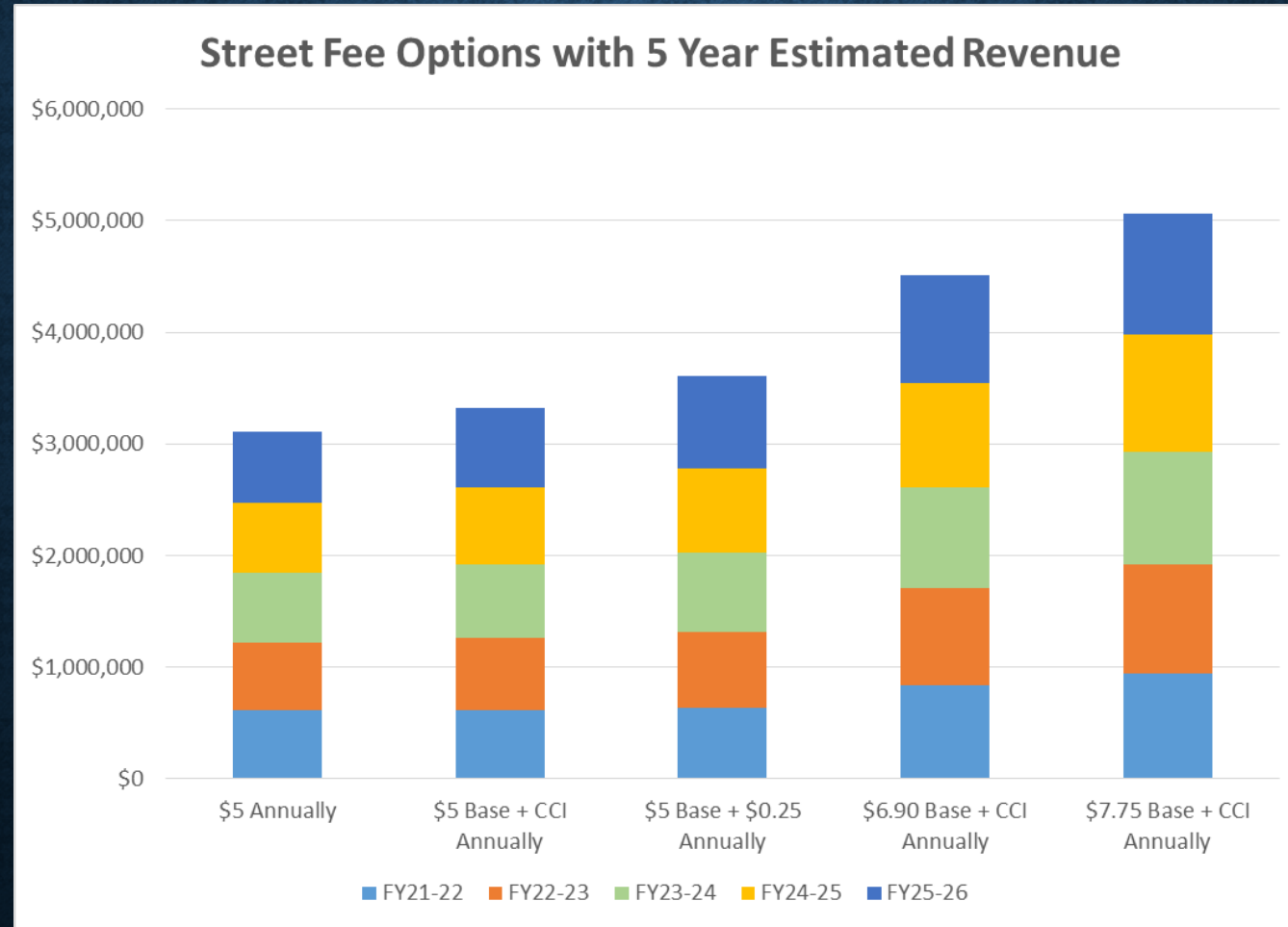
ESTIMATED STREET MAINTENANCE FEE REVENUE FOREGONE



FUNDING FOR STREET MAINTENANCE PROJECTS



STREET FEE OPTIONS



**CANBY CITY COUNCIL
WORK SESSION
June 2, 2021**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Christopher Bangs, Traci Hensley, Sarah Spoon, Greg Parker, Jordan Tibbals and Shawn Varwig.

OTHERS PRESENT: Consultants Ryan Farncomb and Mike Pyzska of Parametrix, Mindy Montecucco, Chair of the Bicycle and Pedestrian Committee.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/ Assistant City Administrator; Melissa Bisset, City Recorder/ HR Manager; Julie Blums, Finance Director, Jerry Nelzen, Interim Public Works Director; Jamie Stickel, Economic Development Director; and Calvin LeSueur, Economic Development and Tourism Coordinator.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:03 p.m.

PRESENTATION AND DISCUSSION REGARDING THE MOLALLA FOREST ROAD DEVELOPMENT PLAN

Mindy Montecucco, Bicycle and Pedestrian Committee Chair, said the Canby Community Vision adopted in 2013 was the template for the Traverso development plan. The vision prioritized the development of multi-purpose trails and external connections to the Logging Road.

Calvin LeSueur, Economic Development and Tourism Coordinator, acknowledged the efforts and time commitment of the Bike and Ped Committee on this project. He also thanked Clackamas County for their financial support. The Molalla Forest Road remained closed to the public. He introduced the consultants.

Consultants Ryan Farncomb and Mike Pyzska of Parametrix presented on the Molalla Forest Road Development Plan. They described the study area, history of the forest road, existing conditions, public outreach, outreach results, and issues raised at the online open house. They gave an overview of the Development Plan. The plan included trail users and trail design principles, trail design concepts, access points, signage, wayfinding, river access, phasing plan for improvements, and cost estimates. They explained the trail designs for the three segments of the trail. The total estimated cost was about \$5.6 million. Local and federal permits would likely be needed. Potential Phase 1 would be 13th south to the end of the existing roadway. Potential Phase 2 would be the end of the existing roadway south to Macksburg. This would be a more complicated section due to the washout and bridge. The Development Plan did not specify whether river access should be integrated into the future trail. It would require further engagement and community discussion. Volunteers would be essential. Management would be led by the City of Canby. The maintenance estimated was 5 hours per week. Safety and comfort was essential for trail users and property owners. They recommended establishing a “good neighbor” program where there was coordination between the City and nearby property owners.

Next steps for the Development Plan included: conducting additional project refinement work on key areas, continuing to engage the public, stakeholders, and property owners, determining whether access to the Molalla River was desired, and seeking grant funding to move the design and construction forward.

Councilor Bangs asked about the potential economic development along the trail. He also asked who owned the road that branched left away from the gun club. Mr. Farncomb explained the economic development was more around the opportunities of a larger trail system bringing people into the City.

Ms. Montecucco said it also improved property values and would bring in tourism.

Mr. Farncomb said the City owned the entire corridor including the road going left away from the gun club. Mr. LeSueur said because there had been no improvements, they were not giving the public access to it at this time due to the safety risks. Ms. Montecucco said the easement holders would still have access as well as City vehicles, but the public would not have vehicle access.

Councilor Bangs suggested extending the no trespassing zone down to the Milk Creek Bridge.

Council President Hensley asked how much time they had to get public input on mitigation of property owner concerns. Mr. Farncomb said there was still a lot of time for discussion. Ms. Montecucco said it had been a topic of every conversation to make sure the concerns were met. They were working with the County to watch out for Elisha Road and people did not try to access it from that direction.

Councilor Spoon thanked them for being inclusive with the Spanish population. She asked about the timeline for Phase 1. Mr. Pyzaska said it had to do with the funding and how to mitigate the slide area. There was still a lot to do regarding design and addressing concerns. He thought it would be 2-5 years depending on funding.

There was discussion regarding how this work fit in with the Park Master Plan update. Ms. Montecucco pointed out that the 2013 Canby Visioning Plan showed this trail as a top priority and a representative from the Bike and Ped Committee was serving on the Park Master Plan advisory committee. The trail was also on the County's plans. It was in a lot of plans and hopefully would continue to be included.

Councilor Varwig wanted to discuss the funding options including grants.

Councilor Tibbals asked about feedback from the Police Department and first responders about the challenges of the project. Councilor Parker had talked to the Sheriff about this. She did not think there was any reason to let the concerns inhibit the ability to develop a public amenity. She planned to work with the City and first responders to make sure this worked. Ms. Montecucco said Chief Tro was on board with the project and working with the County. They got the same response from Canby Fire.

Councilor Bangs asked if there was an issue with this extending beyond the City's Urban Growth Boundary. Mr. Archer said there was nothing that prevented the City from owning property outside of the boundary. It became a policy decision about managing the asset.

Councilor Spoon thought this would be a heavily used trail which would help with safety. She thought it was a bigger risk leaving it undeveloped than it would be to develop it.

Councilor Parker noted this was a citizen driven project. He agreed public safety would be critical. This was a project that would take time. He thought staff should continue working on the project and to integrate it into the Park Master Plan.

Mayor Hodson agreed there was tremendous amount of potential for the trail. He thought it should be folded into the Park Master Plan which would help with the funding.

Councilor Spoon suggested the Council take a tour of the area.

The Council supported moving forward with the project.

DISCUSSION REGARDING STREET MAINTENANCE FEE

Julie Blums, Finance Director, presented on the Street Maintenance Program. She gave a background on the Street Maintenance Fee, completed projects from 2008-2021 which included 31.5 centerline miles, 2018 Pavement Condition Index rating and projections, and street life cycle. The current fee rate for detached single family residences was \$5 per month. For multi-family residences, except for senior housing, mobile home parks, and congregate care, the fee was \$3.34 per month for each dwelling unit. Detached senior housing and mobile home parks were charged \$2.09 per month for each dwelling unit. Attached senior housing and congregate care facilities were charged \$1.04 per month for each dwelling unit. For non-residential fees, they were calculated by multiplying the number of units set by category of use by the trip rate per unit for that assigned category of use and then by the monthly per trip charge of \$0.522 for the monthly fee to be billed. The minimum monthly street maintenance fee for non-residential accounts was \$5. She discussed what the fee increases would have been if there had been annual inflationary increases. In 2021, the fee would be \$6.90 per household per month which equated to a loss of \$1,363,861 due to no increase. Due to increased cost of materials and labor, the \$5 fee was now worth \$3.10 and they were only able to fund 62% of the maintenance projects. She then gave options for the fee. They could continue to charge \$5 annually, \$5 base plus construction cost index annually, \$5 base plus \$0.25 annual increase, \$6.90 base plus construction cost index annually, and \$7.75 base plus construction cost index annually. She asked the Council what they wanted to set the PCI at because that would drive how much would be needed. The industry standard recommended 84 and cities typically had it set somewhere between 80-84.

Mr. Archer asked if the Council wanted to wait every 17 years to do a full overlay, should they add a slurry seal or micro seal program that would extend the life of the roads.

Mayor Hodson asked how quickly the road deteriorated from a PCI of 75 to 85. Ms. Blums said once it reached a level of fair the drop off steepened and it was an additional 40 percent drop in quality. The lower it got the more degraded it became. The fair grouping was 50 to 69 and to stay

above that it needed to be 70 to 100. She thought the study should be done again next year so they could get updated cost estimates.

There was discussion regarding the micro-slurry vs. overlays, fee options, phasing in the increase, getting to a higher level of maintenance to save the City money, difference between construction cost index and consumer price index, aging of population and how that would affect the fee discount, slurry could double the life of the roads, and how this was a fee and did not need to go to the voters.

When this came back to Council, they would discuss what level they wanted the PCI to be at, whether to add a micro-seal piece to the maintenance program, and which funding option to use.

The meeting adjourned at 7:34 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
June 2, 2021**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Christopher Bangs, Traci Hensley, Sarah Spoon, Greg Parker, Jordan Tibbals and Shawn Varwig.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/ Assistant City Administrator; Melissa Bisset, City Recorder/ HR Manager; Julie Blums, Finance Director; Jerry Nelzen, Interim Public Works Director; Jamie Stickel, Economic Development Director; Don Hardy, Planning Director.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:40 p.m.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:

David Tate, Canby resident, was in support of Resolution No. 1356. The Mayor and three Councilors were careless with the truth in writing and supporting Resolution No. 1347. The Council needed to communicate truthfully to the citizens of Canby.

Linda Tate, Canby resident, stated she felt betrayal by what the Council did. People trusted them and they had to be held accountable for their actions. She asked that the Council learn how to cooperate and work together.

Jason Padden, Canby resident, stated that by not increasing the Street Maintenance Fee, it was choking the City's ability to maintain its streets for the future. The reason it was a fee and not a tax was the leaders at the time were nearly positive that if it were to go to a vote it would not be approved. There was a group of people that tried to bring it to a vote, but that effort failed. He cautioned the Council not to raise the fee too quickly or citizens would want it brought to a vote and if it did not pass, the City would be left with brittle and broken streets. If they chose to put this to a vote, and it failed, the deteriorated roads would be on their shoulders.

UPDATE ON DOWNTOWN PARKING:

Jamie Stichel, Economic Development Director, said downtown businesses asked what could be done to remind people that there was a 2 hour parking limit without daily enforcement. The first option was updated signage which was being kicked off on NW 2nd Avenue between Ivy and Holly. The goal was to create cohesive and consistent signage throughout the downtown core. The signs were for no parking between 8 a.m. to 6 p.m. Monday through Saturday. There would also be an emphasis on outreach. Kari Iness, Code Enforcement Officer, had spoken to businesses, a press release had gone out, and they had highlighted where to park if people needed longer term parking. A flyer would be handed out to downtown businesses as well. If there were issues, businesses could call the non-emergency police number.

Councilor Spoon did not want it left up to the businesses to enforce downtown parking. She suggested if this did not resolve the issue that they revisit better enforcement of downtown parking.

Mayor Hodson thought there should be a check back to see how the signs were working.

Councilor Parker noted that there had been a public relations campaign about parking several years ago which addressed employees parking in front of businesses. He wanted to make sure the current complaints from businesses were addressed. He also thought the Council and Budget Committee could support having a more robust code enforcement program.

PUBLIC HEARING: Appeal (APP 21-01) from Edward Radulescu representing Petronella Donovan of Waterstone Investments, appealing the Planning Commission's denial of a memory care facility at 1300 S. Ivy Street, applications (DR 20-03/ CUP 20-02)

Mayor Hodson said there was new information being brought forward regarding this application. He asked if the Council wished to hear the new information or remand it back to the Planning Commission.

Councilor Parker did not think the Council wanted to be a court of de novo review with new information brought to them. He thought in reviewing appeals they needed to look at whether the process and rules were followed. The fastest way to resolve this issue was to remand it back to the Planning Commission to consider the new information.

****Councilor Parker moved to remand APP 21-01 back to the Planning Commission for them to consider the new information. Motion was seconded by Council President Hensley.**

There was discussion regarding support for the remand.

Motion passed 6-0.

CONSENT AGENDA:

****Council President Hensley moved to adopt the minutes of the May 5, 2021 City Council regular meeting; reappointments to the Bike and Pedestrian Committee—Clifford Ash, Michael Hemelstrand, and Bruce Parker; reappointments to the Budget Committee—**

Andrea McCracken and Bob Patterson; reappointments to the Heritage and Landmark Commission—Corina Kanen and Rachel Swanson; reappointments to the Parks and Recreation Advisory Board—David Biskar, Jim Davis, Terri Jones, and Barbara Karmel; and reappointments to the Traffic Safety Commission—DeAnna Ball-Karb and Clint Coleman all for three year terms that would expire on June 30, 2024. Motion was seconded by Councilor Varwig and passed 6-0.

RESOLUTIONS: Resolution 1349 – Scott Archer, City Administrator, said this was a follow on action to Council’s direction to move the process forward for County road transfers to the City. The Council approved an agreement with Clackamas County that set in motion the transfer of funds for road improvements. This resolution initiated the actual transfer of the roads.

****Council President Hensley moved to adopt Resolution 1349, A RESOLUTION REQUESTING CLACKAMAS COUNTY TO SURRENDER JURISDICTION OF N LOCUST STREET, N MAPLE STREET, AND S REDWOOD IN THE CANBY CITY LIMITS. Motion was seconded by Councilor Tibbals and passed 6-0.**

Resolution 1356 – Councilor Spoon stated that the intent of the resolution was that information be included when resolutions were presented to the Council. This was an effort to retain the public trust and was not intended to be binding or punitive. It was an agreement that data was provided when they stated there was verifiable data.

****Councilor Bangs moved to adopt Resolution 1356, A RESOLUTION FOR TRUTHFUL COMMUNICATIONS FROM THE COUNCIL AND THE MAYOR. Motion was seconded by Councilor Parker.**

Councilor Tibbals asked if there were issues in the past or if this was only in response to a recent Council action.

Councilor Spoon said this was the first time that a resolution made claims that were not presented with documentation. She thought this resolution would prevent that from happening again.

Councilor Hensley thought it was redundant as it was already in the Council’s policies and guidelines.

Councilor Tibbals thought the best compromise would be to reopen the resolution that was previously passed and discuss and possibly make changes to it.

Councilor Varwig said he had not had time to consider this resolution and was not in support. He agreed reopening the resolution was a good idea.

Councilor Parker said there were many Councilors that wanted to work on the previous resolution before it was passed. If it was a Council policy, it was not followed. This was a simple request that anything that was presented as fact was vetted by City Staff.

Councilor Spoon had stated that she was willing to work on the previous resolution and no one was interested. It shouldn't have happened if it was already a policy and she thought it should be addressed so it did not happen again.

Council President Hensley was in favor of reworking the resolution.

Councilor Bangs preferred to move on. Businesses were open now and restrictions had been lifted two days after the resolution was passed. He was willing to table the resolution so the Council could have more time to review the resolution.

****Council President Hensley moved to end the discussion and vote on the motion. Motion was seconded by Councilor Varwig and failed 3-4 with Councilors Varwig, Hensley, and Tibbals voting yes and Councilors Spoon, Parker, and Bangs and Mayor Hodson voting no.**

Councilor Parker was willing to rework the resolution due to information that was not documented or had not been developed. This resolution stated that going forward resolutions needed to be vetted and prepared in advance.

Councilor Tibbals stated in the spirit of working together he was willing to rework the resolution. He still stood behind his previous vote.

Council President Hensley stood behind her vote on the resolution. She believed that the facts were as true as they could be in the short amount of time staff had to get the resolution put together and the Mayor had since sent out data points. She was against this resolution because they already had these standards and values. She was willing to rework the previous resolution.

Councilor Varwig wanted to take the advice of citizens to not act too quickly. He thought they needed more time to discuss the resolution.

Mayor Hodson did not think there would be a benefit to reworking the resolution. They needed to move on and staff did not have time to continue to work on this. He thought they should take the current resolution at face value and trust the intent. Tabling this resolution would not change anything and he thought they should vote on it.

Councilor Varwig said in the spirit of trusting each other and moving forward, he would be in favor of the resolution.

Councilor Tibbals said he could support the resolution and the intent behind it.

Motion passed 6-0.

ORDINANCES:

Ordinance 1556 – ****Councilor Varwig moved to adopt Ordinance 1556, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A COLLECTIVE BARGAINING AGREEMENT (CBA) BETWEEN THE CITY OF CANBY, OREGON, AND LOCAL 350-6 AFSCME COUNCIL 75 AFL-CIO. Motion was seconded by Councilor Spoon and passed 6-0 by roll call vote.**

Ordinance 1557 – ****Councilor Varwig moved to adopt Ordinance 1557, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE ONE TRANSIT VAN FOR CANBY AREA TRANSIT (CAT) FROM SCHETKY NW SALES OF PORTLAND, OREGON. Motion was seconded by Council President Hensley and passed 6-0 by roll call vote.**

DISCUSSION REGARDING NOISE ORDINANCE EXCEPTIONS

Councilor Bangs proposed an amendment to the noise ordinance to add “permission from the City to allow fireworks during football games and graduation.” There had been fireworks at graduation for years, and this would recognize what they had already been doing.

Greg Dinse, Canby High School Principal, stated the fireworks at graduation were an annual traditional for students and he hoped that it would continue to be accepted.

Councilor Spoon thought Paul Ylvisaker needed to be included in the conversation since he had come to Council many times on this issue. She was in favor of adding it to the code. She suggested the school annually inform the neighbors of the dates of the football games and graduation.

Mayor Hodson said if they decided to move forward with this change, it would come back to Council at another meeting for action and citizen input.

Council President Hensley was also in support of this change. It had been a tradition for years, but agreed the School District should publish the dates for neighbors.

Councilor Bangs explained the school was willing to post the dates on the school calendar and send notice to neighbors.

Councilor Varwig agreed there should be public input on this change.

Councilor Parker asked when the fireworks would occur. Councilor Bangs clarified that there would be fireworks next Friday. It was codifying something that had been practiced for years.

There was consensus for staff to move forward with putting this item on a future agenda for Council action and to alert Mr. Ylvisaker about the fireworks next Friday.

MAYOR’S BUSINESS: None

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Bangs stated school was ending and graduation was next Friday. Students were applying for City Committees. A new Superintendent had recently been hired.

Council President Hensley said there was a vacancy on the Traffic Safety Commission.

Councilor Spoon congratulated the class of 2021. The high school theater group held their first in person play since Covid. She announced this was PRIDE month. Canby Area Transit received a new 35 foot bus that went into commission today. They were also transitioning to the new

vendor who would start on July 1. There was a route and schedule for the new circulator which would launch on October 1. There was a vacancy on the Transit Advisory Committee. She asked that the action to cancel the City's Book Page subscription be reconsidered.

Councilor Parker asked about the splash pad opening. He wanted it to be ready to go as soon as they were able.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Archer said the splash pad would open on Friday, June 18, 2021. The ribbon cutting would be at 4 p.m. The splash pad would be open every day from 9 a.m. to 9 p.m. for the remainder of the summer.

CITIZEN INPUT: None

ACTION REVIEW:

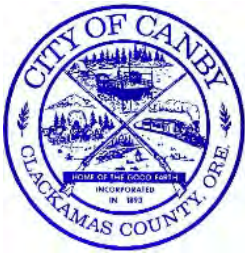
1. Approved the Consent Agenda.
2. Remanded the decision regarding APP 21-01 back to the Planning Commission.
3. Adopted Resolution No. 1349.
4. Adopted Resolution No. 1356.
5. Adopted Ordinance No. 1556.
6. Adopted Ordinance No. 1557.

There was no Executive Session.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: July 21, 2021
TO: Honorable Mayor Hodson and City Council
THRU: Scott Archer, City Administrator
FROM: Melissa Bisset, City Recorder/ HR Manager
ITEM: Traffic Safety Commission Appointment

Summary

Tom Rushton resigned from the [Traffic Safety Commission](#) creating a vacancy. The position was advertised, two applications were received and interviews were conducted.

Background

The Traffic Safety Commission was established through Resolution No. 567 and amended through [Resolution No. 846](#). The Traffic Safety Commission has several duties including acting in an advisory capacity to the City Council in the coordination of traffic safety activities. The Commission is made up of seven members who serve three year terms. Resolution No. 846 explains that members are to be appointed by the City Council upon recommendation of the Commission Chair and Council liaison.

Discussion

Tom Ruston resigned in June. His term was set to expire on June 30, 2021. Two candidates applied for the vacancy and invited and attended a Traffic Safety Commission meeting on July 9th where questions were asked and answered from the applicants and Commission. Council Liaison to the Traffic Safety Commission Traci Hensley and Chair Bob Cambra recommend appointing Gary Bryant.

Attachments

Gary Bryant's application

Fiscal Impact

None.

Recommendation

The Council Liaison and Commission Chair recommend that Gary Bryant be appointed to the Traffic Safety Commission.

Proposed Motion

This item is under the consent agenda and one motion will be made to approve the consent agenda unless this item is moved off of the consent agenda for discussion.



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: June 6, 2021 Position Applying For: Traffic Safety Commission
Name: Gary A. Bryant Occupation: Retired Teamster
Home Address: [REDACTED] Canby, Or 97013
Employer: Self employeed Position: Retired
Daytime Phone: [REDACTED] Evening Phone: _____
E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? _____
I was lured to Canby for its livability and civic activities
This dates back to the Spinning Wheels days, along with car event

What are your major interests or concerns in the City's programs? Traffic conditions
especially routing commercial traffic in a safe manner.
Speed control in nieghborhoods.

Reason for your interest in this position: I have years of experience dealing
with truck routes and safety.

Experience and educational background: MBA in life experience, driver trainer
for R.B.Matheson mail contractor, as well as drivertesting
Penske Truck leasing, Wilsonville, Or. (Currently).

List any other City or County positions on which you serve or have served: None

Referred by (if applicable): Tracy Hensley

JUN 09 2021

Please return to:

City of Canby - Attn: City Recorder
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: cityrecorder@canbyoregon.gov

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 6/2019

Date Received: 6/10/2021 Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____



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City Council Staff Report

DATE: July 21, 2021
TO: Honorable Mayor Hodson and City Council
THRU: Scott Archer, City Administrator
FROM: Jamie Stickel, Economic Development Director
ITEM: Former Canby Public Library

Summary

Oregon City Brewing Company owner, Bryce Morrow, will present his updated renderings for the Canby Beer Library – to be housed at 292 N Holly Street, the former Canby Public Library Building.

Background

The City of Canby opened a Request for Expressions of Interested (RFEI) in February 2020 for the former Canby Public Library Building. The City received five proposals and chose Oregon City Brewing Company to negotiate with for their idea for the Canby Beer Library. Through most of 2020, the City negotiated with Oregon City Brewing Company and a purchase and sale agreement was agreed upon. The Planning Department held a pre-application conference on June 9th, and the sale will close on the former library building in mid-July.

Discussion

Bryce Morrow will present his renderings and provide an overview of plans for the former Canby Public Library, located at 292 N Holly Street.

Attachments

None

Fiscal Impact

None.

Options

None.

Recommendation

None.

Proposed Motion

None.



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City Council Staff Report

DATE: July 21, 2021
TO: Honorable Mayor Hodson and City Council
THRU: Scott Archer, City Administrator
FROM: Jamie Stickel, Economic Development Director
ITEM: City of Canby Website

Summary

City of Canby staff worked with Municode to develop a new city website. The new website will go live on Thursday, July 22nd and features all of the city's webpages on one comprehensive website.

Background

The City of Canby opened a Request for Proposals (RFP) in January 2020 and received nine proposals. A committee of city staff members from various departments reviewed the proposals for the new website and invited three companies to come back and present to city staff. After the presentations, city staff chose the company Municode to construct the new website.

Discussion

Jamie Stickel, Economic Development Director, will provide background and present the new City of Canby website.

Attachments

None

Fiscal Impact

Initial investment \$30,000

Options

None.

Recommendation

None.

Proposed Motion

None.



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City Council Staff Report

DATE: July 21, 2021
TO: Honorable Mayor Hodson and City Council
THRU: Scott Archer, City Administrator
FROM: Melissa Bisset, City Recorder/ Elections Official
ITEM: Canby Swim Center Levy Renewal

Summary

The Canby Swim Center is requesting the Canby City Council to put forth on the November 2021 Ballot a Renewal of The Canby Swim Center’s 5 year local option Levy at the same rate of \$.49 per \$1,000 assessed property value. Levy for five years beginning Fiscal year 2022-2023. On May 19, 2021, the City Council met during a work session to discuss the renewal of the levy. There was consensus for staff to move forward with placing the levy on the November ballot.

Background

The Canby Swim Center has been operating on a 5 year levy system for 20 years now and it has made it possible to continue operations and provided the opportunity to keep the facility in good shape and make improvements.

Fiscal Impact

Estimated total amount of money to be raised by this tax is \$5,005,114 with the estimated amount raised each year as follows:

2022-2023	\$942,931	2025-2026	\$1,030,055
2023-2024	\$971,089	2026-2027	\$1,060,917
2024-2025	\$1,000,122		

Recommendation

Staff recommends approval of Resolution No. 1356.

Attachments

Ballot Title
Form SEL 802 - Notice of Measure Election
Measure Explanatory Statement

Proposed Motion

“I move to approve **Resolution No. 1356**: A RESOLUTION AUTHORIZING AND DIRECTING THE CITY RECORDER TO CERTIFY TO THE CLACKAMAS COUNTY CLERK A MEASURE SUBMITTING TO THE ELECTORATE FOR THE NOVEMBER 2, 2021 ELECTION, A PROPOSED RENEWAL OF A FIVE-YEAR, LOCAL OPTION LEVY FOR THE CANBY SWIM CENTER AT THE RATE OF \$0.49 PER \$1000 ASSESSED VALUE BEGINNING IN FISCAL YEAR 2022-2023”

**CITY OF CANBY
NOTICE OF BALLOT TITLE
FOR THE NOVEMBER 2, 2021 ELECTION**

NOTICE IS HEREBY GIVEN that on May 27, 2021, the City Recorder received from the City Attorney the following ballot title for a measure to be referred to the legal voters of the City:

CAPTION: RENEWAL OF FIVE-YEAR LOCAL OPTION LEVY FOR SWIM CENTER OPERATIONS.

QUESTION: SHALL THE CITY IMPOSE \$0.49 PER \$1,000.00 OF ASSESSED PROPERTY VALUE FOR FIVE YEARS, 2022-2027, FUNDING SWIM CENTER OPERATIONS? THIS MEASURE RENEWS CURRENT LOCAL OPTION TAXES.

SUMMARY: This measure asks Canby voters to approve a renewal of a five-year local option tax levy for the Canby Swim Center. The current five-year local option tax levy for the Canby Swim center expires next year, and this measure asks Canby voters to continue for another five years at the same rate currently being paid. The property tax revenue would be used to fund current swim center services and provide for future pool maintenance. This levy is based on a fixed rate of \$0.49 per \$1,000.00 of assessed property value. The levy would be imposed for five years, beginning in fiscal year 2022-2023. Estimated total amount of money to be raised by this tax is \$5,005,114 with the estimated amount raised each year as follows:

2022-2023	\$942,931
2023-2024	\$971,089
2024-2025	\$1,000,122
2025-2026	\$1,030,055
2026-2027	\$1,060,917

The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor.

NOTICE IS FURTHER GIVEN that any elector of the City who believes the proposed measure contains more than one subject or who believes the ballot title is insufficient, not concise, or unfair may file a petition for judicial review with the Circuit Court for Clackamas County no later than 5:00 PM on June 18, 2021, which is at least seven business days after this notice.

Any elector who files a petition to review the ballot title must notify the City Recorder in writing that the petition has been filed no later than 5:00 PM on the next business day following the day the petition is filed.

Melissa Bisset
City Recorder

Published in the Canby Herald on June 9, 2021

Notice of Measure Election

City

SEL 802

rev 01/18 ORS 250.035, 250.041,
250.275, 250.285, 254.095, 254.465

Notice

Date of Notice

Name of City or Cities

Date of Election

Final Ballot Title The following is the final ballot title of the measure to be submitted to the city's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

Caption 10 words which reasonably identifies the subject of the measure.

Question 20 words which plainly phrases the chief purpose of the measure.

Summary 175 words which concisely and impartially summarizes the measure and its major effect.

Explanatory Statement 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the city governing body; **or**

→ any initiative or referendum, if required by local ordinance.

Explanatory Statement Attached?

Yes

No

Authorized City Official Not required to be notarized.

Name

Title

Mailing Address

Contact Phone

By signing this document:

→ I hereby state that I am authorized by the city to submit this Notice of Measure Election; **and**

→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature

Date Signed

EXPLANATORY STATEMENT FOR THE VOTERS PAMPHLET
MEASURE RENEWING A FIVE-YEAR LOCAL OPTION LEVY FOR THE CANBY SWIM CENTER

Measure No. _____

Word Total 298 (500 max)

Since 1970, the Canby Swim Center has provided swimming lessons for all ages, water exercise and therapy classes, lap swimming, water safety training, parent-child classes, the Canby Gators swim club and the Penguin Club (a junior swim team during the summer). The Canby Swim Center also partners with Canby Schools to provide a place for practice and competitions. It is also available for private rentals and events.

Currently, funding for the maintenance and operation of the Canby Swim Center is provided by three sources including fees, concession sales, and the five-year Swim Center Levy last approved by voters in 2016. According to the forecasted Swim Center budget for 2022, the fees and concession sales will only provide approximately 20% of the total operating revenue leaving the remaining 80% to be funded by the local option levy. Renewal of this levy would allow the swim center to continue to maintain the present level of service and provide scheduled, necessary maintenance for the Swim Center for next five years. Absent the passage of this levy there is no identified source of additional funding to keep the Swim Center operating.

The Canby Swim Center is currently staffed with a full-time, certified Facility Operator, a full-time, certified Program Manager, and a full-time Program Coordinator, as well as part-time certified lifeguards and swim instructors.

This renewal is a continuation of the same rate currently paid throughout the last five years under the current swim levy. This levy is based on a fixed rate of \$0.49 per \$1000 of assessed property value. The estimated total amount of money to be raised by this tax levy is approximately \$5,005,114 over the five year period. The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor.



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City Council Staff Report

DATE: July 21, 2021

TO: Honorable Mayor Hodson and City Council

FROM: Joseph Lindsay, City Attorney/ Assistant City Manager

ITEM: An Ordinance amending Canby Municipal Code (CMC) Chapter 9.48.050 (A) regarding Noise Variance exceptions. (Second Reading)

Summary

Our Noise ordinance currently allows an exception to the School District for football games for their use of the PA system and fireworks. This amendment came about because the use of fireworks and PA systems also occur at graduations.

Discussion

The School District differs from private organizations in that it is a public entity that owns various properties that have various activities and events for the benefit of the public. Their mandate is to conduct such activities in safe and controlled ways. And they do not profit from these activities. Their current exception in the noise ordinance was an acknowledgement of past practice and the fact that football games have known schedules. Graduation arguably falls under the same sort of thinking—it is a known, isolated activity that is annually recurring and (by general standards) an entirely appropriate level of celebration.

Attachments

Ordinance No. 1558

Fiscal Impact

None

Options

1. Approve ordinance amendment, allowing for the graduation to be part of the exceptions, or
2. Deny ordinance amendment

Recommendation

Staff recommends that Council adopt Ordinance No. 1558.

Proposed Motion

“I move to adopt Ordinance No. 1558, An Ordinance amending Canby Municipal Code (CMC) Chapter 9.48.050 (A) regarding Noise Variance exceptions.”

ORDINANCE NO. 1558

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 9.48.050(A) REGARDING NOISE VARIANCE EXCEPTIONS

WHEREAS, the City of Canby currently has a noise variance ordinance; and

WHEREAS, the City of Canby desires to amend the ordinance to add language exempting sounds, including the discharge of fireworks and other explosive devices, created from the Canby School District graduation celebration from the requirement of obtaining a noise variance.

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

Section 1. The Canby Municipal Code (CMC) Chapter 9.48.050(A) is hereby amended to read as follows:

§ 9.48.050 Exceptions and variances.

- A. Exceptions. The following sounds are exempted from the provisions of this chapter:
1. Sounds caused by the performance of emergency work, vehicles and/or equipment;
 2. Aircraft operations in compliance with applicable federal laws or regulations;
 3. Railroad activities as defined in Subpart A, Part 201 of Title 40, CER of the Environmental Protection Agency’s railroad emission standards, incorporated herein by reference;
 4. Sounds produced by sound-amplifying equipment at activities, including fireworks and other explosive devices at football games and graduation, sponsored by Canby School District between 7:00 a.m. and midnight, local time;
 5. Sounds created by refuse pickup operations during the period of 6:00 a.m. to 10:00 p.m., local time;
 6. Sounds created by domestic power tools during the period 7:00 a.m. to 10:00 p.m., local time, provided sound-dissipating devices on tools so equipped are maintained in good repair;
 7. Sounds made by warning devices operating continuously for 5 minutes or less;
 8. Idling motor vehicles, including compressors on refrigerated trailers, within a Gross Vehicle Weight Rating (CVWR) of 8,000 pounds or greater between the hours of 7:00 a.m. to 10:00 p.m., local time, provided

they are equipped with an exhaust system which is in good working order and in constant operation;

9. Sounds created at the Clackamas County Fairgrounds as a result of events sanctioned by the Clackamas County Fair Board;
10. Sounds caused by business operations in the commercial and industrial zones, provided the sounds result from lawful commercial business activity or manufacturing operations;
11. Construction activities during the period of 7:00 a.m. to 10:00 p.m., local time, provided equipment is maintained in good repair and equipped with sound dissipating devices in good working order; and
12. Sounds caused by city maintenance equipment between the hours of 7:00 a.m. and 10:00 p.m.; and
13. Sounds created from city sanctioned events in the Downtown Commercial zone; and
14. Sounds, including the discharge of fireworks and other explosive devices, created from City and Canby Fire District sanctioned events.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 16, 2021, 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, July 21, 2021 commencing at the hour of 7:30 p.m. in the Council Meeting Chambers located at 222 NW 2nd Avenue, 1st Floor, Canby, Oregon.

Melissa Bisset
City Recorder, CMC

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on July 21, 2021 by the following vote:

YEAS ____ NAYS ____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder



City of Canby

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City of Canby Staff Report

DATE: July 21, 2021
TO: Hon Mayor Hodson & City Council
THRU: Mr. Scott Archer, City Administrator
FROM: Curt J. McLeod, P.E.
CURRAN-McLEOD, INC

**RE: MAPLE STREET PARK PICKLEBALL COURT & GAZEBO IMPROVEMENTS
ORDINANCE No. 1559**

Summary

On June 24, 2021, the City of Canby received four bids for construction of the Maple Street Park Pickleball Court and Gazebo Improvement Project. This staff report is to recommend the City Council approve award of the construction contract to R. L. Reimers Company from Canby, in the amount of \$395,450.

Background

The addition of pickleball courts at the Maple Street Park includes construction of four regulation courts and associated site amenities, including fencing, lighting, additional benches, and a small gazebo. The City of Canby received the following four bids on this project in its formal bid process:

1	R. L. Reimers Co.	\$395,450.00
2	Lee Contractors.	\$458,350.00
3	D & D Concrete & Utilities	\$514,048.00
4	North Santiam Paving	\$584,880.00

R. L. Reimer Company operates out of a newly constructed facility in the Canby Pioneer Industrial Park, and just recently successfully completed the Primary Clarifier improvement project and complete site restoration at the Wastewater Treatment Plant. There are no concerns listed on the Oregon Construction Contractors Board (CCB) records for this firm. Their bid was deemed to be responsive and responsible.

Discussion

This solicitation was advertised and completed in compliance with the public bid statutes in ORS 279C, as a formal bid process. All bids received were responsive and responsible. The bid from R.L. Reimers Company was the lowest responsive and responsible bid.

Fiscal Impact

This project is being funded using \$180,000 budgeted in FY 21-22 with Parks Maintenance Fee revenues, with the remainder of the project cost funded with Parks SDC revenues. The SDC Capital Improvement Plan included a Park Development and Acquisition line item totaling \$16,249,965 in the 2012 Parks and Recreation System Development Charge Study that would be used for this expenditure. This expenditure would meet the requirements of building a capital improvement to an existing park that increases capacity for future users.

Options

1. Approve the contract as presented.
2. Deny the contract as presented and give further/alternative direction to staff.

Recommendation

That the City of Canby approve Ordinance 1559 authorizing the City Administrator to execute a contract with R.L. Reimers Co. in the amount of \$395,450 for construction of the Maple Street Park Pickleball Court & Gazebo Improvements.

Proposed Motion

I move to pass Ordinance 1559 authorizing the City Administrator to execute a contract with R. L. Reimers Co. in the amount of \$395,450 for construction of the Maple Street Park Pickleball Court and Gazebo Improvements, to a second reading on August 4, 2021d.

Attachments

1. Ordinance 1559
2. Contract for Construction

ORDINANCE NO. 1559

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH R. L. REIMERS COMPANY FOR THE MAPLE STREET PARK PICKLEBALL COURT & GAZEBO IMPROVEMENT PROJECT

WHEREAS, the City of Canby has heretofore advertised and received bids for the 2021 Maple Street Park Pickleball Court & Gazebo Improvement Project; and

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on May 31, 2021; and

WHEREAS, four bids were received at 2:00 PM on June 24th, which included the following bids:

1	R.L. Reimers Co.	\$395,450.00
2	Lee Contractors.	\$458,350.00
3	D & D Concrete & Utilities	\$514,048.00
4	North Santiam Paving	\$584,880.00

WHEREAS, the Canby City Council, acting as the City’s Contract Review Board, met on Wednesday, July 21, 2021, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive and responsible bid be selected; and

WHEREAS, the Notice of Intent to Award, as required by ORS 279C.375, was issued on July 12, 2021, and requires seven days notice before the contract award will be effective, and

WHEREAS, the Canby City Council determined that the low responsive bid was that of R.L. Reimers Company;

NOW THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. In the absence of an appeal to the award within the statutory seven day period, 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 R.L. Reimers Company for the 2021 Maple Street Park Pickleball Court and Gazebo Improvement Project, for the bid amount of \$395,450. A copy of the contract form with R.L. Reimers Company is attached herein.

Section 2. This ordinance shall take effect 30 days after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 21, 2021 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, August 4th, 2021, commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 222 NE 2nd Avenue, Canby, Oregon.

Melissa Bisset, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 4th day of August, 2021 by the following vote:

YEAS _____

NAYS _____

Brian Hodson, Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder

CONTRACT FOR CONSTRUCTION

THIS AGREEMENT is dated as of the ___ day of _____ in the year 2021, by and between the:

CITY OF CANBY

(Hereinafter called OWNER) and

R. L. REIMERS COMPANY

(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
MAPLE STREET PARK PICKLEBALL COURTS
& GAZABO IMPROVEMENTS**

The scope of work consists of construction of one structure of four pickleball courts, including site preparation, concrete border and fence construction, asphalt playing surfaces, coating systems, and area lighting. Additionally, a 15-foot hexagonal gazebo shall be constructed adjacent to the courts.

ARTICLE 2 - ENGINEER

The Project has been designed by CURRAN-McLEOD, INC., Consulting Engineers, who are 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 successful bidder agrees to be substantially complete with all work within 90 calendar days after issuance of the Notice to Proceed, and to achieve final completion within 30 days of issuance of Substantial Completion.

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 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

Three Hundred Ninety Five Thousand, Four Hundred Fifty Dollars (\$395,450.00), as shown in the 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 studied carefully 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 deemed 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 Specifications bearing the following general title:

**City of Canby
MAPLE STREET PARK PICKLEBALL COURTS
& GAZEBO IMPROVEMENTS**

- 8.9 Addenda number(s) 1 through 2.
- 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 binds 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 _____.

OWNER:

**CITY OF CANBY
222 NE 2nd Ave
P.O. Box 930
Canby, OR 97013**

CONTRACTOR:

**R. L. REIMERS CO.
3939 Old Salem Rd, Ste. 200
Albany, OR 97321**

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____

Title: _____

Attest: _____

Address for giving notices:



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: July 21, 2021
TO: Honorable Mayor Hodson and City Council
THRU: Scott Archer, City Administrator
FROM: Don Hardy, Planning Director
ITEM: DLCD HB 2003 Grant Applications for HNA and HPS

Summary

The Oregon Department of Land Conservation and Development (DLCD) is requesting that cities submit grant application for consultant services related to the Housing Needs Analysis (HNA) and Housing Production Strategy (HPS) required of House Bill 2003. Cities are required to complete this work whether grant funding is provided or not, so this is an opportunity for Canby to request and likely receive funding for this labor intensive work.

Background

The grant applications for the HNA and HPS have been completed and provided to DLCD to meet the June 30, 2021 application deadline. DLCD is requesting a letter for support from the city council for these grant applications. The HNA needs to be completed by December 2022 and the HPS needs to be completed by December 2023. Both the HNA and HPS will have robust public involvement. The HNA will be focused on more macro (housing needs) of the community through demographic and buildable lands assessment while the Housing Production Strategy will focus on more micro demographic population needs of the city. The HPS will have specific recommended measures targeted at making housing more affordable. The HNA will use the draft 2019 HNA prepared by the city as a starting point.

Discussion

Staff has prepared a draft letter of support to be signed by the mayor to be submitted to DLCD. This letter is necessary to complete the grant application and to receive money from the state. The state legislature has yet to allocate funding but funding is anticipated given the significant focus on addressing affordable housing. For the HNA and HPS updates Canby is in a very good position to receive funding based on meeting the state eligibility criteria and conversations with DLCD staff. Canby would use contracted DLCD firms to complete the work and staff have reached out to two firms who specialize in this kind of work and they have worked with Canby to prepare the work plans.

Attachments

Draft letter of support from the city, HNA grant application form and work plan and HPA grant application form and work plan.

Fiscal Impact

There would be no city fiscal impact. DLCD staff have reported that the legislature adopted a large budget for the HNA and HPS updates. This money would save city expenditures for the updates.

Options

The council support letter will permit the city to receive state funding that would otherwise not be available. Without the state funding, it is unlikely city staff will be able to complete the HNA and HPS updates within the required deadlines due to the large amount of work this entails and how busy staff are with current planning permitting reviews.

Recommendation

Staff recommends that city council provide the letter of support for the DLCD HNA and HPS grant funding.

Proposed Motion

Council hereby moves to approve the letter for support associated with the DLCD HNA and HPS grant funding.



City of Canby

PO Box 930 Phone: 503.266.4021
222 NE 2nd Ave Fax: 503.266.7961
Canby, OR 97013 www.canbyoregon.gov

July 21, 2021

Mr. Gordon Howard
Community Services Division Manager
Oregon State
Department of Land Conservation and Development
635 Capital Street NE Suite 150
Salem, Oregon 97301

Dear Mr. Howard,

This letter is written in support of the Department of Land Conservation and Development 2021 to 2023 Planning Assistance grant the City of Canby is seeking for the Housing Needs Analysis (HNA) and Housing Production Strategy (HPS).

Addressing housing needs in the city is an important element to Canby's livability. We recognize that House Bill 2003 requires a HNA and HPS which will set the stage for our anticipated comprehensive plan update beginning fall 2022.

Canby is growing rapidly and having affordable housing issues associated with this growth. Based on the 2019 city analysis, 27% of Canby's home owners and 50% of Canby's renters are cost burdened.

Canby needs assistance with the development of the HNA and HPS to implement a program that addresses housing needs. Canby intends to use DLCD contracted consultants to assist the city in preparing these documents that will include demographic and buildable lands assessment, public outreach and housing strategies.

The city is committed to addressing future housing needs and the preparation of an HNA and HPS that can be used as tools to provide greater housing affordability. Please accept this letter as official city support for the HNA and HPS grants.

Sincerely,

Brian Hodson, Mayor



Department of Land Conservation and Development

2021-23 PLANNING ASSISTANCE HOUSING NEEDS ANALYSIS - PROVIDED CONSULTANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. **Submit completed applications by June 30, 2021.**

Date of Application: June 30, 2021

Applicant: City of Canby

(If council of governments, please also include the recipient jurisdiction name if applicable)

Street Address: 222 NE 2nd Avenue

City: Canby

Zip: 97013

Contact name and title: Don Hardy, Planning Director

Contact e-mail address: hardyd@canbyoregon.gov

Contact phone number: 503 266-0775

Project Title: Canby Housing Needs Analysis

Project summary: (Summarize the project and products in 50 words or fewer)

The project is the development of a Housing Needs Analysis (HNA) consistent with HB 2003. The HNA will assess housing affordability based on city demographics documenting affordability for households of all income levels and will include measures to address affordability.

Project Description & Work Program

Please describe the proposed project, addressing each of the following in an attachment.

- A. Goals and Objectives.** The primary objective of this Project is to prepare hearings-ready draft comprehensive plan amendments to update the Housing Needs Analysis (pursuant to ORS 197.296) for the City. City adoption of the amendments is not required prior to project completion on or before June 30, 2023. Please state any additional goals or overall purposes of the project. Describe particular objective(s) the community hopes to accomplish.

Anticipated goals and objectives include: preparing housing needs projections consistent with OAR Chapter 660, division 8 and identifying residential land needs based on the buildable lands assessment, public input, and advisory committee input. This work will then be used to prepare measures to accommodate needed housing within the city with final report acceptance by the city council.

B. Products and Outcomes. Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

Anticipated products and outcomes include: specific measures to address housing affordability that will be further refined into strategies during the HPS process. This work will also be used by the city in updating the comprehensive plan anticipated to start in the Fall 2022 and updates to city ordinances.

Possible HNA outcomes may include measures directed to reduce permitting fees and system development charges related to residential projects that can provide targeted rents. Other considerations might include looking at major road corridors in the city like Highway 99E and providing the opportunity for mixed residential along these corridors, promoting the development of areas in the city urban growth boundary like Area J in the NE portion of the city noted for medium and high density residential development, and looking at the anticipated areas for residential land that may be brought into the urban growth boundary with the anticipated comprehensive plan and transportation system plan starting Fall 2022. This is a stand-alone project.

C. Work Program, Timeline & Payment. A sample work program is provided in a separate attachment for your convenience and to outline the fundamental steps necessary to complete a Housing Needs Analysis. Local governments should review this sample to develop a comprehensive work program that best fits their community. Per Statewide Planning Goal 1, Public Involvement, public engagement is a necessary component of any planning process, but may be adjusted by the local government. Please also provide a preliminary schedule for the project, with identified target completion dates for each task. If other changes are necessary, please consult with your Regional Representative.

Please note that applicants are expected to submit detailed proposals that specify the work tasks, products, and timelines unique to their proposal. The attached sample work programs are not complete and will require refinement to suit specific proposals. Priority will be given to proposals that provide well-defined tasks, products, and timelines.

Please see Attachment B for the work plan and anticipated schedule.

- 1. Tasks and Products:** Provide a detailed outline the expected major tasks and deliverables for the Consultant and the City.
- 2. Timeline:** List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. Please note that this project must be completed before the end of the biennium – June 30, 2023. To ensure adequate time for billing, work tasks must conclude no later than May 31, 2023. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.

Please see Attachment B for the work plan and anticipated schedule.

D. Evaluation Criteria. Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).

The City of Canby is growing rapidly and having affordable housing issues associated with this growth and based on 2019 city analysis 27% of Canby’s home owners and 50% of Canby’s renters are cost burdened. Additionally, Canby’s multifamily vacancy rate is less than 1%. Canby needs assistance with the development of the HNA to implement a program that addresses these needs. Canby intends to use DLCD contracted consultants to complete this work, and the city does not have in-house specialized demographic, public outreach and housing strategy specialist on staff. Canby staff have been saturated with current permit work and our limited staff prevent us from allocating sufficient time to complete the update. However, city staff does have capacity to manage consultants and Don Hardy is committed to managing this team. Don bring over 32 years of public and private sector experience in managing comprehensive plans, subarea plans and large master planning efforts. Canby’s required adoption timelines also provides priority for the city per DLCD grant guidelines.

E. Project Partners. List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work; will advise; will contribute information or services, etc.).

The city anticipates partnering in the HNA effort and these partners may include, the school district, the residential development community, real estate brokers, charitable non-profits and others.

F. Advisory Committees. List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program.

An advisory committee is anticipated to be formed and is identified in the work program.

Local Official Support

The application ***must include a resolution or letter from the governing body*** of the city or county demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. *The application will not be complete if it does not include this item.* The letter of support may be received by DLCD after the application submittal deadline, but it must be received before assistance is awarded.

The Canby City Council will meet on July 21, 2021 to approve a letter of support for this project. The city will provide this to DLCD after the July 21st hearing and before assistance is awarded.

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail: DLCD.GFGrant@state.or.us

Please note that due to public health concerns, we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible to make arrangements.

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

Sean Edging, Housing Policy Analyst
sean.edging@state.or.us or (971) 375-5362

If you have questions about the Grant Program or application process, please contact:

Angela Williamson, Grants and Periodic Review Administrative Specialist
angela.williamson@state.or.us or (971) 345-1987

APPLICATION DEADLINE: June 30, 2021

City of Canby Attachment A

HOUSING NEEDS ANALYSIS – WORK PROGRAM

June 30, 2021

Task 1: Project Kickoff

The purpose of the project kickoff is for the consultant to become familiar with local housing and economic conditions and with City of Canby planning documents, for the parties to confirm the objectives of the HNA, refine the overall project schedule, and to prepare for project implementation. Prior to the kickoff, the consultant team will review the 2019 Draft HNA. The consultant will meet with City staff to establish project expectations and familiarize themselves with city-specific concerns. The consultant will verify the action items identified through this initial call with City staff and will develop and share a proposed schedule for the actions required for the completion of all tasks, building on the task timeline included in this scope. The City will confirm a list of participants on the project Advisory Committee that represents a broad range of housing interests and will guide the work of the HNA.

Task 1 Consultant Deliverables:

- *Agenda and notes for kickoff meeting, including summary of major tasks and update priorities for the project*
- *Proposed project schedule*

Task 1 Canby Deliverables:

- *Copy of relevant Comprehensive Plan sections, and other relevant city data or documents*
- *Building permit, GIS, and housing data to support the Housing Needs Analysis and Buildable Land Inventory (BLI)*
- *Advisory Committee membership roster*

Timeline: September 2021

Task 2: Housing Needs Projection

Building off the 2019 Draft HNA, the consultant will prepare a draft housing needs projection consistent with OAR chapter 660, division 8. The housing needs projection will be used to determine Canby's residential land needs in Task 4.

The consultant will meet with City staff to review current development trends and build upon issues raised at the kickoff meeting. City staff will identify and provide introductions with local housing developers, affordable housing providers, property management companies, real estate agents, or other relevant stakeholders. The consultant will schedule and conduct interviews with the identified parties to help determine perceived and real barriers to multi-family and middle housing development, and prepare written interview summaries. Interview findings will inform the draft audit findings and code concepts.

Canby will schedule, and provide notice and an agenda for Housing Advisory Committee (HAC)

Meeting #1 to review the draft Housing Needs Projection. All community engagement activities will adhere to current state and local restrictions due to the COVID-19 pandemic. The consultant will coordinate with Canby on meeting arrangements and facilitate the HAC meeting. The HAC also will review the draft Buildable Lands Inventory (BLI) prepared in Task 3 at this meeting.

Canby will schedule Public Open House #1 to present draft housing needs and buildable lands data and findings. Canby will solicit input from the public on the draft deliverables. The consultant will coordinate with Canby on meeting arrangements and facilitate Public Open House #1. The consultant also will prepare an online survey to allow participation from people who are unable to attend the meeting.

Following HAC Meeting #1, Public Open House #1, and the joint work session described in Task 3, the consultant, in consultation with Canby, will consider public input received and make any necessary revisions to the Housing Needs Projection.

Task 2 Consultant Deliverables:

- *Draft and final Housing Needs Projection*
- *Presentation materials to explain preliminary housing needs projection analyses and findings to the HAC and the public (HAC meeting #1, Public Open House #1)*
- *HAC meeting notes*
- *Summary of Public Open House #1 and online survey results*

Task 2 Canby Deliverables:

- *Review and comment on draft Housing Needs Projection*
- *HAC Meeting #1 notice and logistics*
- *Public Open House #1 notice and logistics*

Timeline: September through December 2021

Task 3: Buildable Lands Inventory

The consultant will prepare a draft update of the current inventory of buildable land consistent with OAR chapter 660, division 8. The BLI will be used to determine the Canby residential land needs in Task 4.

Canby will schedule a joint planning commission and city council work session. The consultant will present the results of the housing needs projection and buildable lands inventory along with HAC and public comments. Following the joint work session, the consultant, in consultation with Canby, will consider public input received and make any necessary revisions to the BLI.

Task 3 Consultant Deliverables:

- *Draft BLI, including all supporting GIS and Excel digital files. BLI draft shall include all assumptions made regarding the calculation of buildable lands, including thresholds for identifying developed, vacant, and partially vacant lands consistent with ORS 197.296 and OAR 660-024-0050. BLI draft shall also identify any constrained residential lands consistent with OAR 660-008-0005 and ORS*

197.296(4)(b). BLI draft shall also identify data used to estimate housing capacity consistent with ORS 197.296, including sections (4) and (5).

- *Revised BLI including staff and public comments received*
- *Presentation at joint work session*

Task 3 Canby Deliverables:

- *Review and comment on draft BLI*
- *Joint work session notice, logistics, and notes*

Timeline: September through December 2021

Task 4: Residential Land Needs Analysis (RLNA)

The consultant will prepare a draft RLNA that addresses how much land and what zoning Canby needs to accommodate its housing need, comparing the demand and supply provided in the deliverables produced in Tasks 2 and 3.

If the analysis shows that the housing need cannot be accommodated by the existing Canby Comprehensive Plan, the RLNA will be developed concurrently with Task 5 in order to consider accommodating housing needs through changes to the Comprehensive Plan and Development Code as required by OAR chapter 660, divisions 8 and 24.

Canby will schedule and provide notice and an agenda for HAC Meeting #2 to review the draft RLNA product. The consultant will coordinate with Canby on meeting arrangements and facilitate the HAC meeting. The HAC also may consider findings from Task 5 at this meeting.

Canby will schedule Public Open House #2 to present draft residential land need and housing accommodation data, findings, and recommendations. The consultant will coordinate with Canby on meeting arrangements and facilitate the public open house. The consultant also will prepare an online survey to allow participation from people who are unable to attend the meeting.

Following HAC Meeting #2 and Public Open House #2, the consultant, in consultation with Canby, will consider public input received and make any necessary revisions to the RLNA.

Task 4 Consultant Deliverables:

- *Draft and final RLNA, including all supporting GIS and Excel digital files*
- *Presentation materials to introduce preliminary RLNA and findings to the HAC and the public (HAC meeting #2, Public Open House #2)*
- *HAC meeting notes*
- *Summary of Public Open House #2 and online survey results*

Task 4 Canby Deliverable:

- *Review and comment on draft RLNA*
- *HAC Meeting #2 notice and logistics*
- *Public Open House #2 notice and logistics*

Timeline: January through April 2022

Task 5: Measures to Accommodate Needed Housing and Final HNA

The consultant will identify options for changes to the Canby Comprehensive Plan, Zoning Map, and the Development Code to address housing and residential land needs within the existing urban growth boundary. This task may be completed concurrently with Task 4. The draft measures to accommodate needed housing may be presented at HAC Meeting #2 and Public Open House #2.

Following HAC Meeting #2 and Public Open House #2, the consultant, in consultation with Canby, will consider public input received and make any necessary revisions to the measures to accommodate needed housing.

Canby will schedule and provide notice and an agenda for HAC Meeting #3 to review the draft HNA product. The consultant will coordinate with Canby on meeting arrangements and facilitate the HAC meeting.

The consultant will compile the information gathered in Tasks 2, 3, 4 and 5 into a final draft hearing-ready HNA.

Task 5 Consultant Deliverables:

- *Options for changes to the Canby Comprehensive Plan, Zoning Map, and the Development Code to address housing and residential land needs*
- *Presentation materials to introduce housing accommodation recommendations to the HAC and the public (HAC Meeting #2 and #3 and Public Open House #2)*
- *Final draft hearing-ready HNA*

Task 5 Canby Deliverables:

- *Review and comment on housing accommodation recommendations*
- *Housing Advisory Committee meetings notice and logistics*
- *Public Open House #2 notice and logistics*

Timeline: January through April 2022

Note: If the HNA identifies a residential land need that cannot be met within the current UGB under current development regulations, zoning, and comprehensive plan designations, the City must adopt measures sufficient to meet the identified land need concurrent with adoption of the HNA. However, any work necessary to address the identified deficit is not required to be completed within the timeline for this project. If such a deficit is identified, the consultant will include recommended measures in the final HNA that may be considered to address the identified deficit, consistent with the requirements of OAR 660-024-0050.

Task 6: Adoption

The City will schedule and provide notice and an agenda for one (1) Planning Commission hearing and one (1) City Council hearing to adopt the Housing Needs Analysis. The consultant will coordinate with City staff on hearing arrangements and present the Final HNA Report to the Planning Commission and

City Council.

Task 6 Consultant Deliverable:

- *Presentation at one (1) Planning Commission hearing and one (1) City Council hearing*

Task 6 Local Government Deliverables:

- *Planning Commission and City Council hearings notices, agendas, and minutes*

Timeline: May through June 2022



Department of Land Conservation and Development

2021-23 PLANNING ASSISTANCE HOUSING PRODUCTION STRATEGY - PROVIDED CONSULTANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. **Submit completed applications by June 30, 2021.**

Date of Application: June 30, 2021

Applicant: City of Canby

(If council of governments, please also include the recipient jurisdiction name if applicable)

Street Address: 222 NE 2nd Avenue

City: Canby

Zip: 97013

Contact name and title: Don Hardy, Planning Director

Contact e-mail address: hardyd@canbyoregon.gov

Contact phone number: 503 266-0775

Project Title:

Canby Housing Production Strategy

Project summary: (Summarize the project and products in 50 words or fewer)

The project is the development of a Housing Production Strategy (HPS) consistent with HB 2003. The HPS will provide implementation measures to address housing needs based of the future Housing Needs Analysis, supplemented with specific strategies to address the housing needs of the community, consistent with OAR 660-008-0050.

Project Description & Work Program

Please describe the proposed project, addressing each of the following in an attachment. (Please See Attachment A.

A. Goals and Objectives. The primary objective of this Project is to prepare a Housing Production Strategy as described in ORS 197.290 and [OAR 660-008-0050](#) that outlines how a city plans to promote the actual production of needed housing identified in an adopted Housing Needs Analysis (HNA).

Please state any additional goals or overall purposes of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent

phases and expected results, and how work beyond this project will be funded.

The primary goal is to prepare an HPS that addresses meaningful measures to provide affordable housing to identified populations. The objective will be to adopt a housing production strategy report that provides measures to reduce housing cost for those in need. This is a stand-alone project.

B. Products and Outcomes. Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have to reduce financial and regulatory impediments, create financial and regulatory incentives, and access resources available to increase the availability and affordability of needed housing.

Although the HNA has not been completed that will set the stage for HPS actions, the adopted HPS may include measures directed to reduce permitting fees and system development charges related to residential projects that can provide targeted rents. Other considerations might include looking at major road corridors in the city like Highway 99E and providing the opportunity for mixed residential along these corridors, promoting the development of areas in the city urban growth boundary like Area J in the NE portion of the city noted for medium and high density residential development, and looking at the anticipated areas for residential land that may be brought into the urban growth boundary with the anticipated comprehensive plan and transportation system plan starting Fall 2022.

C. Work Program, Timeline & Payment. A sample work program is provided in a separate attachment for your convenience and to outline the fundamental steps necessary to complete a Housing Production Strategy. Local governments should review this sample to develop a comprehensive work program that best fits their community. Per Statewide Planning Goal 1, Public Involvement, public engagement is a necessary component of any planning process, but may be adjusted by the local government. Please also provide a preliminary schedule for the project, with identified target completion dates for each task. If other changes are necessary, please consult with your Regional Representative.

Please note that applicants are expected to submit detailed proposals that specify the work tasks, products, and timelines unique to their proposal. The attached sample work programs are not complete and will require refinement to suit specific proposals. Priority will be given to proposals that provide well-defined tasks, products, and timelines.

Please see Attachment A for the work plan and anticipated schedule.

- 1. Tasks and Products:** Provide a detailed outline the expected major tasks and deliverables for the Consultant and the City.
- 2. Timeline:** List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. Please note that this project must be completed by the end of the biennium – June 30, 2023. To ensure adequate time for billing, work tasks must conclude no later than May 31, 2023. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.

Please see Attachment A for the work plan and anticipated schedule.

D. Evaluation Criteria. Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).

The City of Canby is growing rapidly and having affordable housing issues associated with this growth and based on 2019 city analysis 27% of Canby’s home owners and 50% of Canby’s renters are cost burdened. Additionally, Canby’s multifamily vacancy rate is less than 1%. Canby needs assistance with the development of the HPS to implement a program that addresses these needs. Canby intends to use DLCD contracted consultants to complete this work, and the city does not have in-house specialized demographic, public outreach and housing strategy specialist on staff. Canby staff have been saturated with current permit work and our limited staff prevent us from allocating sufficient time to complete the update. However, city staff does have capacity to manage consultants and Don Hardy is committed to managing this team. Don bring over 32 years of public and private sector experience in managing comprehensive plans, subarea plans and large master planning efforts. Canby’s required adoption timelines also provides priority for the city per DLCD grant guidelines.

E. Project Partners. List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work; will advise; will contribute information or services, etc.).

The city anticipates partnering in the HPS effort and these partners may include, the school district, the residential development community, real estate brokers, charitable non-profits and others.

F. Advisory Committees. List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program.

An advisory committee is anticipated to be formed and will likely be a continued committee from the one developed for the HNA.

Local Official Support

The application ***must include a resolution or letter from the governing body*** of the city or county demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. *The application will not be complete if it does not include this item.* The letter of support may be received by DLCD after the application submittal deadline, but it must be received before assistance is awarded.

The Canby City Council will meet on July 21, 2021 to approve a letter of support for this project. The city will provide this to DLCD after the July 21st hearing and before assistance is awarded.

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail: DLCD.GFGrant@state.or.us

Please note that due to public health concerns, we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible to make arrangements.

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

Sean Edging, Housing Policy Analyst
sean.edging@state.or.us or (971) 375-5362

If you have questions about the Grant Program or application process, please contact:

Angela Williamson, Grants and Periodic Review Administrative Specialist
angela.williamson@state.or.us or (971) 345-1987

APPLICATION DEADLINE: June 30, 2021

City of Canby Attachment B

HOUSING PRODUCTION STRATEGY – WORK PROGRAM

June 30, 2021

Task 1: Project Kick-Off

The consultant shall hold a kickoff meeting with City staff to establish project expectations and familiarize themselves with city-specific concerns. Prior to the kickoff, the consultant team will review the 2022 Draft HNA. The consultant will obtain necessary information and background materials from the City to familiarize themselves with local conditions and planning documents. The consultant will also confirm project objectives and schedule.

Task 1 Consultant Deliverables:

- *Summary of major tasks and action items for the project*
- *Proposed project schedule*

Task 1 City Deliverables:

- *Copy of relevant comprehensive plan and code sections*
- *A list of measures already adopted by the City that promote the development of needed housing*
- *Building permit and housing data to support the project*

Timeline: July 2022

Task 2: Contextualized Housing Need

2.1 Data Collection and Analysis

The consultant will gather relevant data from the City's Consolidated Plan, HNA, Regional Housing Capacity Analysis, and other available sources as needed for the HPS to describe current and future housing needs in the context of population and market trends. The City will provide the consultant access to all relevant available local data. The analysis of contextualized housing needs will include:

- Socio-economic and demographic trends of a jurisdiction's population, disaggregated by race to the extent possible with available data;
- Market conditions affecting the provision of needed housing;
- Existing and expected barriers to the development of needed housing;
- Housing need for those experiencing homelessness, using the best available data;
- Percentage of Rent Burdened Households;
- Housing by Tenure (owner vs renter);
- Percentage of housing stock that is market rate vs. subsidized; and
- Units that are in the development pipeline by housing type;

The analysis of contextualized housing needs will also draw on information gathered through engagement with housing consumers, including underrepresented communities.

2.2 Outreach and Engagement – Phase 1

The consultant will help develop a Community Engagement Plan to engage key stakeholder groups through a variety of strategies that may include interviews, focus groups, questionnaires, working with public and nonprofit partners, and/or hosting public meetings and events (virtual or in-person). The first phase of outreach will focus on housing needs, and the second phase on the draft Housing Production Strategy. The consultant will prepare a summary for each phase of outreach.

The City will confirm a list of participants on the project Advisory Committee that represents a broad range of housing interests and will guide the work of the HPS. Key stakeholders may include elected and appointed officials, City staff, the housing development community, housing advocates and many others. The Advisory Committee will meet 4 times throughout the course of the project.

Phase 1 outreach will prioritize underrepresented communities within the City, including renters, low-income households, Hispanic/Latinx residents, other racial and ethnic minorities and immigrant or refugee communities, veterans, people with disabilities, seniors, agricultural workers, and formerly and currently homeless people. Activities will be coordinated with those required under HB 4006 for severely rent burdened communities. The consultant will prepare a summary for each phase of outreach. The Phase 1 summary will be a memorandum of Contextualized Housing Needs.

All activities to engage underrepresented groups will adhere to current state and local restrictions due to the COVID-19 pandemic. The City and consultant team will work with partner agencies and/or nonprofit groups that represent or work with priority communities. As needed, outreach and engagement discussions may occur via videoconference, teleconference, or telephone calls, rather than in-person.

2.3 Advisory Committee Meeting #1

At their first meeting, Advisory Committee members will review and comment on the Contextualized Housing Needs memorandum. The City will be responsible for meeting notice and logistics and the consultant will prepare an agenda, meeting materials, and summary notes.

Task 2 Consultant Deliverables:

- *Draft and Final Community Engagement Plan*
- *Phase 1 community engagement activities implementation*
- *Draft and Final Contextualized Housing Needs memorandum.*
- *Advisory Committee meeting #1 agenda, materials, and summary notes*

Task 2 City Deliverables:

- *List of existing groups and organizations for engagement.*
- *Advisory Committee membership roster, notice, and logistics*
- *Feedback on Draft Community Engagement Plan*
- *Feedback on Draft Contextualized Housing Needs memorandum*
- *Advisory Committee Meeting #1 notice and logistics*

Timeline: July through October 2022

Task 3: Strategies to Accommodate Future Housing Need

3.1 Existing measures

The consultant will review and provide input on a City-provided summary of measures already adopted by the City that promote the development of needed housing, and existing practices that affirmatively further fair housing, link housing to transportation, provide access in Opportunity Areas, address equitable distribution of services, and create opportunities for rental housing and homeownership as those terms and requirements are defined in the final rules and state guidance for the HPS. The City will identify and provide all available information about existing relevant measures.

3.2 Proposed Strategies

The consultant will prepare a memorandum describing proposed strategies for inclusion in the City's HPS. The memorandum will include the following information for each strategy, based on consultant's evaluation, input from staff, and feedback gathered through outreach and engagement:

- A description of the strategy;
- Identified Housing Need being fulfilled (tenure and income) and analysis of the income and demographic populations that will receive benefit and/or burden from the strategy, including low-income communities, communities of color, and other communities that have been discriminated against, according to fair housing laws;
- Approximate magnitude of impact, including (where possible/applicable) an estimate of the number of housing units that may be created, and the time frame over which the strategy is expected to impact needed housing;
- Timeline for adoption and implementation;
- Actions necessary for the local government and other stakeholders to take in order to implement the strategy; and
- Opportunities, constraints, or negative externalities associated with adoption of the strategy.

3.3 Advisory Committee Meetings #2 and #3

At Advisory Committee meeting #2 and #3, members will review and comment on existing and proposed strategies. The City will be responsible for meeting notice and logistics and the consultant will prepare an agenda, meeting materials, and summary notes.

3.4 Joint Planning Commission and City Council Work Session

Following Advisory Committee Meeting #3, Canby will schedule a joint planning commission and city council work session. The consultant will present the results of Phase 1 outreach and engagement activities, and existing and proposed strategies along with Advisory Committee comments. Following the joint work session, the consultant, in consultation with Canby, will consider public input received and make any necessary revisions to the buildable lands inventory.

Task 3 Consultant Deliverables:

- *Review of the City memorandum summarizing existing measures*
- *Memorandum describing proposed strategies for consideration to address contextualized housing needs, summarizing the information required per the list above for each strategy*
- *Advisory Committee meetings #2 and #3 agenda, materials, and summary notes*
- *Presentation to joint work session*

Task 3 City Deliverable:

- *Feedback on proposed housing production strategies*
- *Advisory Committee meetings #2 and #3 notice and logistics*
- *Joint work session notice, logistics, and notes*

Timeline: November 2022 through January 2023

Task 4: Draft and Final HPS Report

4.1 Draft HPS Report

Based on feedback from City staff, the Advisory Committee, and Planning Commission and City Council, the consultant will prepare a draft HPS report with preferred strategies. The consultant will conduct limited additional evaluation and refinement of the preferred strategies. The draft HPS Report will include the following:

- Contextualized housing needs from Task 2;
- Summaries of existing measures and final proposed strategies from Task 3;
- How the City's existing measures and final proposed strategies help to achieve fair and equitable housing outcomes, affirmatively further fair housing, and overcome discriminatory housing practices and racial segregation; and
- A conclusion addressing the following:
 - A qualitative assessment of how the strategies collectively address the contextualized housing needs identified in the HCA and HPS;
 - Discussion of how the proposed actions, taken collectively, will increase housing options for population groups experiencing a current or projected disproportionate housing need;
 - How the City's existing measures and proposed strategies will affirmatively further fair housing, link housing to transportation, provide access to Opportunity, address needs for people facing homelessness and equitable distribution of services, create opportunities for rental housing and homeownership, and mitigate vulnerabilities to displacement and housing instability;
 - The rationale for any identified needs not being addressed; and
 - The City's plan for monitoring progress on the housing production strategies.

4.2 Community Engagement – Phase 2

The consultant will implement Phase 2 community engagement activities for public and key stakeholder review of the Draft HPS Report. The consultant will prepare a summary of community support and feedback on the Draft HPS Report.

4.3 Advisory Committee Meeting #4

At Advisory Committee meeting #4, members will review and comment the Draft HPS Report and the summary of public and key stakeholder feedback. The City will be responsible for meeting notice and logistics and the consultant will prepare an agenda, meeting materials, and summary notes.

4.4 Planning Commission and City Council Review

The consultant will present the Draft HPS Report and the feedback from the public and key

stakeholders, and the Advisory Committee at one (1) meeting of the Planning Commission and one (1) meeting of the City council. The City will be responsible for meeting notice and logistics and the consultant will prepare meeting materials.

4.5 Final HPS Report

Following review, the consultant will produce a Final HPS Report that considers the comments gathered throughout Task 4 and guidance from the Planning Commission and City Council.

Task 4 Consultant Deliverables:

- *Public Review Draft HPS*
- *Summary memorandum of Phase 2 community engagement results*
- *Advisory Committee meeting #4 agenda, materials, and summary notes*
- *Presentation to Planning Commission*
- *Presentation to City Council*
- *Final Housing Production Strategy*

Task 4 City Deliverable:

- *Feedback on Draft HPS Report*
- *Advisory Committee meeting #4 notice and logistics*
- *Planning Commission and City Council meeting notice and logistics*

Timeline: February through May 2023

Task 5: Adoption (if applicable)

The City will schedule and provide notice and an agenda for one (1) Planning Commission hearing and one (1) City Council hearing to adopt the Housing Production Strategy. The consultant will coordinate with City staff on hearing arrangements and present the Final HPS Report to the Planning Commission and City Council.

Task 5 Consultant Deliverable:

- *Presentation at one (1) Planning Commission hearing and one (1) City Council hearing*

Task 5 Local Government Deliverables:

- *Planning Commission and City Council hearings notices, agendas, and minutes*

Timeline: June through July 2023

From: [Debra J. Pearson, AIA](#)
To: [Scott Archer](#)
Cc: [Don Morgan](#); [Andrew Hale](#)
Subject: Canby Area Parks and Recreation District (CAPRD)
Date: Wednesday, July 14, 2021 11:14:45 PM
Attachments: [Template Letter of Support for CAPRD District Size Reduction 2021 wo Draft CoCanby.docx](#)
[CAPRD Fact Sheet History.pdf](#)
[Exhibit C Existing and Proposed reduced CAPRD Boundary.pdf](#)

Good evening, Mr. Archer.

The Canby Area Parks and Recreation District (CAPRD) voted unanimously on July 8th to reduce the size of the District. (See attached CAPRD Fact Sheet)

The vote supports the reduction of the size of our District (currently matches CSD boundaries) to match the City of Canby plus the Urban Growth Reserves. (See attached Exhibit C - Existing and Proposed Boundary Map)

This process will be administered by the Clackamas County Board of County Commissioners.

We are gathering Letters of Support from various entities: Canby School District, Canby Kids, Chamber of Commerce, Canby Parks Volunteer Board, Rotary Club, etc.

We would greatly appreciate it if the City of Canby would consider joining in that support. I've attached a 'draft' letter of support other entities have provided to us.

We look forward to hearing from you.

--
dp

Debbie Pearson
503.969.5454



EXHIBIT D

CANBY AREA PARKS AND RECREATION DISTRICT (CAPRD)

About Us

CAPRD is a special park and recreation service district whose objective is to be funded primarily by property taxes and program fees.

It's current service area spans roughly the same area as the Canby School District boundary.

The current Board's intent is to reduce the current CAPRD boundary to City of Canby City Limits (a combination of voting districts 122, 124 and 125) in addition to the undesignated properties adjacent to and within the Urban Growth boundary.

Mission Statement

CAPRD is a special park and recreation service district created to provide high-quality park and recreation facilities, programs and services that support the goal to build a community connected to nature, active lifestyles and one another while strengthening community and enriching lifestyles.

Board of Directors

Don Morgan (Chair) Position 5

Shantel Harney – Position 1

Andrew Hale – Position 2

Dick Dowdy – Position 3

Ryan Nelson – Position 4

Debbie Pearson (emeritus member)

History

In 1964, a group of citizens spearheaded a campaign to create South Clackamas County Recreation District (SCRD). Their goal was to build a swimming pool at Wait Park, which at that time was a partially-open block containing the band hall and ball fields.

At the time, the voters did not approve a corresponding tax base for the District. Because of that, the District is currently unfunded.

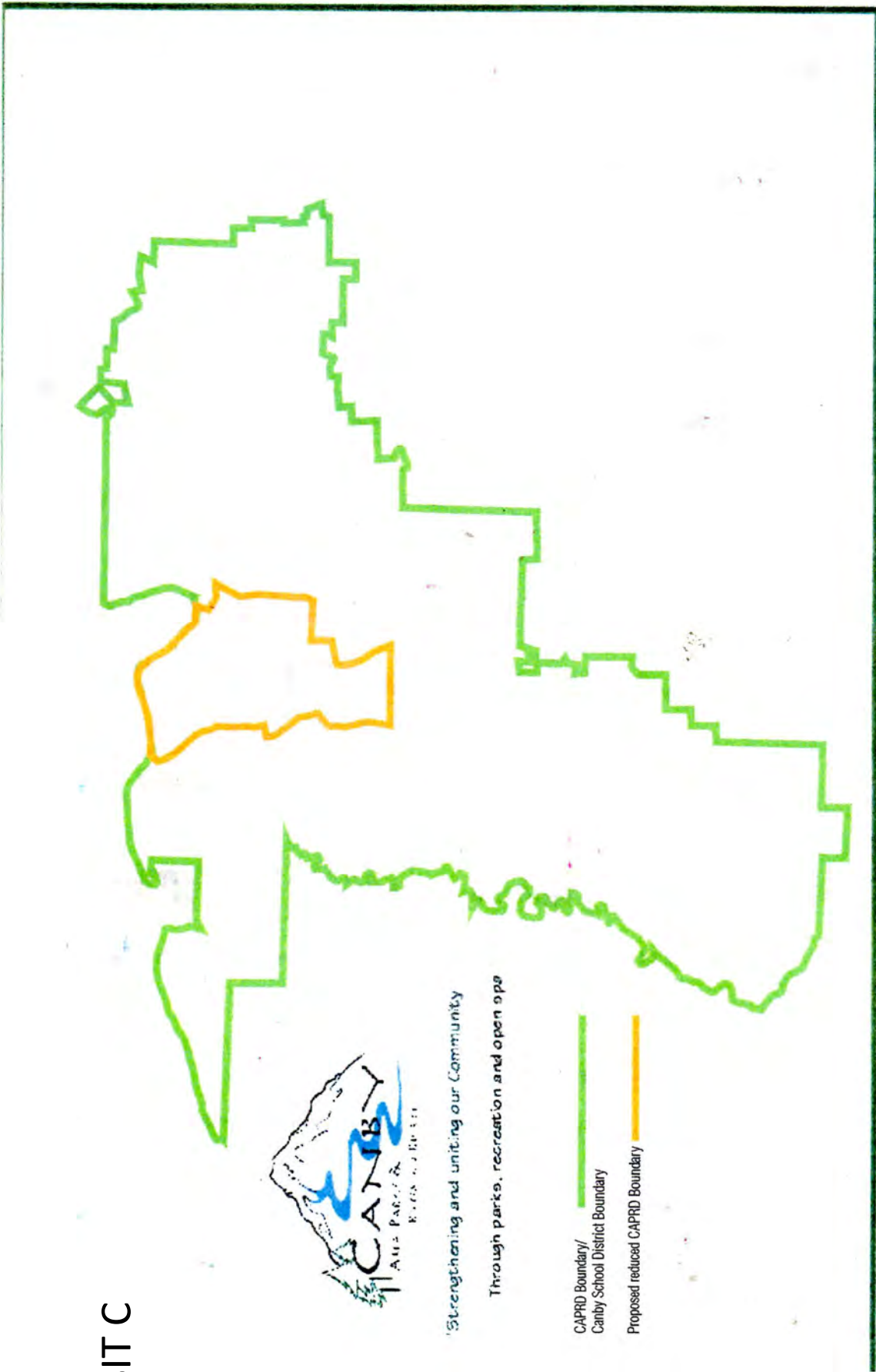
The group fronted two levies in the 1960's: both were defeated. The group went on to form a non-profit group, got a federal loan, and signed a 99-year lease with the elementary school district to build a swimming pool (back when the elementary and high school districts were separate).

The pool opened in 1970 on elementary property near Lee and Ackerman schools. After five years, the non-profit group was able to pay the interest, but never any principle on the loan. Realizing the community value of having a swimming pool, the city passed a \$150,000 levy to buy the pool from the non-profit group and also buy land for Maple Street Park. The funding package included a \$29,000 matching grant.

The Board of Directors has subsequently presented other proposals for a tax base to the voters which has yet to be approved.

Over the past four decades the name of the South Clackamas Recreation District was changed to the Blue Heron Recreation District (BHRD), and in November 2006 changed to the current Canby Area Parks and Recreation District (CAPRD). The Board of Directors at that time felt that the current name more aptly describes where the District is located, and what services they wanted to provide. ■

EXHIBIT C





City of Canby

PO Box 930 Phone: 503.266.4021
222 NE 2nd Ave Fax: 503.266.7961
Canby, OR 97013 www.canbyoregon.gov

July 21, 2021

Clackamas County Board of Commissioners
2051 Kaen Road
Oregon City, OR 97045

RE: Support for Reduction of Size of District

Dear County Commissioners:

On behalf of the City Council of Canby, we are writing to express our support for Canby Area Parks and Recreation District's (CAPRD) request to reduce the size of the district. This organization feels strongly that the District can be most effective if the District's boundary reflects an area consistent with the users who are likely to access programs and services the District offers. The current boundary is so broadly defined that it captures a large population that is extremely unlikely to access District programs and services.

It is hoped that CAPRD can obtain a voter approved tax base to support Park and Recreation activities within this reduced District. By adopting a District boundary that more clearly encompasses probable users of the District's services, the costs associated with the services would more closely align with the service beneficiaries.

Thank you for your consideration of this request.

Sincerely,

Mayor Brian Hodson
City of Canby

Scott Archer
City Administrator, City of Canby



**City of Canby Bi-Monthly Report
 Department: Administration
 For Months of May & June 2021**

To: The Honorable Mayor Hodson & City Council
 From: Melissa Bisset, City Recorder/ HR Manager
 Prepared by: Erin Burkhard, Office Specialist II
 Through: Scott Archer, City Administrator
 Date: July 21, 2021

Board and Commissions

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Heritage and Landmark Commission	1	0	
Library Board	3	3	Interviews week of July 26
URA Budget Committee	1	0	

Business Licenses

	Issued	Inactivated	Renewals Mailed	Total Licenses
May & June 2021	34	25	344	674 have Canby Addresses 1555 Total
May & June 2020	35	30	327	685 have Canby addresses 1531 Total

Cemetery

	Property purchases recorded	Internments recorded
May 2021	2	6
June 2021	6	7

Recruitments

- Conducted interviews for Entry Level Police Officer.
- Advertised for Accounts Payable/ Transit Tax Specialist, Deputy City Recorder, and Municipal Court Clerk I.
- On boarded seasonal employees, Lifeguards, and Program Coordinator for Swim Center.
- Completed implementation of NEOGOV software – recruitment portion.

Liquor Licenses/ Noise Variance Application

No liquor licenses were processed.

Public Records Requests

Processed seven public records requests.

Special Animal Permits

One special animal permit was issued.



City of Canby Bi-Monthly Report Department: Economic Development For Months of: March & April 2021

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/13/2021

Economic Development Director Updates

Communications: The Director of Economic Development has worked to assist the leadership team in expanding the City's communication by writing and distributing press releases, social media posts, and assisting at events. In May 2021, press releases and social media posts focused on Downtown Parking and the cancellation of the 2021 Independence Day Celebration. June saw press releases and social media updates for the City's Bond Rating Increase, Municipal Court Relocation to City Hall, 2021-22 Street Maintenance Work, Maple Street Park Splash Pad Grand Opening, City Facility Reopening, and New Employment Website. The Maple Street Park Splash Pad Grand Opening was held on Friday, June 18th to correspond with the end of the school year. Invitations and signage were created to complement the social media posts designed to announce the event. Additionally, the June 18th event was attended by city staff, volunteers, and citizens eager to celebrate the grand opening of the event.



IEDC Trainings: The International Economic Development Council (IEDC) hosts trainings, workshops, and conferences to highlight best practices for economic development professionals. During the COVID-19 pandemic, the meetings have been made available via Zoom which has allowed for a greater number of people to gather through the online avenue. On May 4th and 5th, the director attended the IEDC Workforce Development training which focused on innovative learning strategies for children and adults, connections between cities and schools, and how to promote opportunities in your area.

On June 3rd and 4th, IEDC hosted a Marketing and Attraction meeting which the Economic Development Director also attended. The Marketing and Attraction meeting highlighted best practices in social media, promotion of cities, counties, and regions to businesses and developers, and avenues for marketing businesses whether that be locally to citizens or outside of the area utilizing a tourism lens.

Downtown Parking: Downtown Canby has seen tremendous growth over the past few years with new businesses and property developments. The positive increase in activity for the business community also brings with it increased attention to the city’s downtown parking constraints. The Mayor and Council received a presentation at the June 2nd City Council meeting which outlined updated parking signage, business outreach, and community engagement around downtown parking. The new signage (inset) was first installed on NW 2nd Avenue between N Ivy Street and N Holly Street. The majority of downtown Canby’s public on-street parking is 2 hours between 8:00a – 6:00p, Monday through Saturday. Additionally, the public parking lots on NW 1st Avenue, between N Ivy Street and N Elm Street near the train tracks, offers 10 hour parking; while the public parking lot on NE 2nd near the cinema has no time limit attached to spots. Per the City Code, vehicles cannot be parked on any public streets for more than 72 hours. The City encourages those who visit downtown to be observant about parking regulations as long term parking in a 2 hour zone can be detrimental to businesses. Parking complaints can be called into the non-emergency police line at 503.655.8211. Economic Development staff will continue outreach to downtown businesses and will continue to work with additional city departments to ensure they maintain oversight on any parking issues.



Community Response Team Meeting: The Economic Development Department holds a bi-annual Community Response Team meeting with community partners. The spring meeting was held on May 27th. The purpose of the Community Response Team meeting is to “engage community partners in Economic Development policy, marketing initiatives and business recruitment and retention efforts.” Hosting these meetings allows for community partners to come together, share ideas, and engage regional partners. Members from Clackamas County, Greater Portland Inc, Canby Fire, Canby Chamber of Commerce, DirectLink, Canby Utility, Canby School District, and City of Canby staff members. The May 27th meeting focused on the introduction of new City staff members and provided them with an opportunity to highlight their backgrounds and comment on the projects they are most excited to get off the ground in Canby.

Former Canby Public Library: Oregon City Brewing Company purchased the former Canby Public Library building – located at 292 N Holly Street – for its Canby Beer Library concept. The Canby Beer Library held its pre-application conference with the Planning Department and community partners on June 9th. At the pre-application conference, plans were unveiled to include a 1,500 square foot rooftop bar which will be heated and covered with a view of Wait Park. The plans include four micro-kitchens which are approximately 300 square feet. Three retail spaces on NW 3rd Avenue will have garage-style roll up doors. The Beer Library will feature ample natural light as 34 sky lights are planned for the south side of the building. Bryce Morrow, owner of Oregon City Brewing Company, is working towards an opening date in April 2022 to correspond with the Oregon Main Street Grant which was awarded to the building. Bryce is scheduled for a presentation at City Council and will provide an update on his plans.



Economic Development and Tourism Updates

Promotion

- **Summer Events** – Following the cancellation of the Canby Independence Day Celebration, the Economic Development and Tourism Coordinator (ED&TC) pivoted to a supporting role for the Fourth of July in downtown Canby. Working with the Canby Farmers Market, local businesses, and the Chamber of Commerce the ED&TC coordinated street closures, Wait Park reservations, and promotions/ communications around the weekend's activities. Tentative plans are being pursued for Canby's Big Night Out Street Dance, which is expected to go forward on Friday August 27th from 6-11pm.
 - The ED&TC has temporarily taken over responsibility for Wait Park Reservations and Street Closures Requests while the Planning Office Specialist is on medical leave.
- **Discover Canby Brochure** - The ED&TC finalized a new marketing brochure with Mount Angel Publishing. The redesigned "Discover Canby: Shop & Dine Local Guide" brochure features local shops and restaurants to inspire visitation at locations unique to Canby. The brochures have been received and are available at City Hall, Canby Public Library, and more locations soon. *Figure 1: 2021 Discover Canby 'shop & dine local' brochure can be found at the end of the Economic Development Bi-Monthly Report.*
- **Social Media and Newsletter** – The ED&TC continues to use the Canby Business and Tourism Newsletter, and Canby Business accounts on Facebook and Instagram to promote local businesses and convey business and tourism news to the community.
- **Amplify Wait Park Project**– The ED&TC coordinated the purchase and installation of audio equipment in Wait Park that will be utilized for City-sponsored events such as Light Up The Night. The speakers have been tested and are in great working order, capable of broadcasting music and voice to the large crowds that Wait Park events draw. This project made possible by generous funding from Clackamas County Cultural Collective.

Organization

- **Bicycle and Pedestrian Advisory Committee (BPAC)** – The ED&TC and BPAC Chair Mindy Montecucco introduced consultants from Parametrix at City Council on June 2 for their presentation on the Development Plan for the Traverso section of the Molalla Forest Road. A final development plan is available for download at:



<https://www.canbyoregon.gov/CityGovernment/committees/MolallaForestRoad-LoggingRoadPath.htm>

- The City of Canby was awarded technical assistance from the National Parks Service's *Rivers, Trails and Conservation Assistance Program* to help with implementing phase one of the MFR Traverso Development Plan. A first call was held on June 11 with Dan Miller, Community Planner with NPS RTCA.
- **Heritage and Landmark Commission (HLC)** – Canby has been awarded a \$11,881 Certified Local Government grant to pay for projects identified in the Canby Historic Preservation Plan that are included in the organization's 2021-2 project plan.
 - Reconnaissance Level Survey of Downtown adjacent neighborhoods to ID properties over 50 years old that may qualify for local or state historic registry.
 - Historical context statement and survey of the Clackamas County Fairgrounds.

The City of Canby been awarded a grant for the State Commission on Historic Cemeteries for continued restoration work in the historic section of the Zion Memorial Cemetery. The HLC, Canby Planning Department and Oregon State Historic Preservation Office are engaged and plan a review of proposed changes to the Holly Street City Hall property. Property owner (Mary Hanlon) and architects are cooperating with the review. A Public Design Review

Meeting will be conducted once required documentation and public notification is complete. *This section gratefully adapted from bimonthly updates provided by HLC Chair Judi Jarosh.*

Economic Vitality

- **Art-O-Maddic Grand Opening** – The ED&TC attended a Grand Opening for a new art gallery on June 25. Art-O-Maddic owners Shelley and Eric Arndt are in contact with the city and exploring promotional and grant opportunities with Clackamas County Cultural Coalition. The gallery is open Wednesday through Sunday, 10am-6pm, located at 181 N Grant St, Suite 107, Canby.
- **Upstairs Downtown Workshop** – The ED&TC attended a workshop on June 22 at the Downtown Oregon City Association for a workshop on historical preservation and downtown residences. Presenters made a strong case for the economic benefits of these projects and provided resources on how to pursue this strategy. More information can be found at: <https://www.upstairsdowntown.com/>
- **Governor’s Conference on Tourism** – The ED&TC attended (virtually) the Oregon Governor’s Conference on Tourism, an annual summit of workshops, awards, and presentations on the Oregon Tourism Economy.

Design

- **Façade Improvement Program (FIP)** – The ED&TC processed reimbursements for Caldera International’s successful façade improvements, benefitting their tenant, the Book Nook. Outreach and promotion of this program is ongoing, with information provided most recently to Landis & Landis for their downtown office. Façade improvements at Holly Mall are nearly complete and have attracted new business interest.

Figure 2: 2021 Discover Canby 'shop & dine local' brochure below

ATTRACTIONS

- 1 Canby Area Chamber of Commerce & Visitor Information
- 2 Canby Bike Hub (fix-it station and water)
- 3 Canby Ferry
- 4 Canby Historical Society Depot Museum
- 5 Canby Skate Park
- 6 Clackamas County Fairgrounds & Event Center
- 7 Fir Point Farms
- 8 Flower Farmer
- 9 Frontier Golf Course
- 10 Wineries & Berries
- 11 Swan Island Dahlias
- 12 TMK Creamery
- 13 Willamette Valley Country Club
- 14 9/11 Memorial
- 15 Canby Community Park
- 16 Eco Park – with Logging Road trailhead and disc golf
- 17 Knights Bridge Park
- 18 Legacy Park
- 19 Locust Street Park
- 20 Maple Street Park & Splash Pad
- 21 Molalla State Park
- 22 Vietnam Era Veteran's Memorial

— Logging Road Trail (ends at SE 15th ave)

SHOPPING

- 23 Ace Hardware
- 24 Canby Builders Supply
- 25 Canby Liquor
- 26 La Conasuper Meat Market
- 27 Nature's Pet
- 28 Northwest Furniture Outlet
- 29 Puddin' River Chocolates
- 30 Wilco Farm Store

CANBY

0.5 mile north on River park place

11 mile north on River road

3 miles west on Arnold road

3 miles south on Dryand Rd

map courtesy Canby Area Chamber of Commerce

DINING

- 31 Baker's Prairie Bakery
- 32 Biscuits Cafe
- 33 Burgerville
- 34 Chapala Express
- 35 FOB Taproom
- 36 The Gold Dragon
- 37 Guacamole Bowl Mexican Restaurant
- 38 El Kiosko Deli
- 39 Happy Teriyaki Canby
- 40 Momiji Sushi
- 41 Nuevo Vallarta Restaurant
- 42 Odd Moe's Pizza
- 43 Route 99 Roadhouse
- 44 Roxy's Island Grill
- 45 Schmirza Pub & Grub
- 46 Thai Corner Cuisine
- 47 The Wild Hare Saloon

FITNESS

- 48 Club Fit
- 49 Snap Fitness
- 50 Total Body Pilates

Photos: Park + Lu Boutique by Chip Osborne.
Dining and bikes by Joey Hamilton.

DINING

- 51 B's Bake Shoppe
- 52 Backstop Bar & Grill
- 53 Ebner's Custom Meats
- 54 El Chilito
- 55 Fultano's Pizza
- 56 Gwynn's Coffeehouse
- 57 Joy Kitchen
- 58 La Mixteca Taqueria
- 59 Lone Elder Pizza
- 60 Los Dos Agaves
- 61 Mike's Place
- 62 Oaxaca Bakery
- 63 Pappy's Greasy Spoon
- 64 Rice Time
- 65 Rounders
- 66 Siren Song Bar
- 67 Thai Dish Cuisine
- 68 Wally's Chinese Kitchen
- 69 Wayward Sandwiches

SHOPPING

- 70 Art-O-Maddic
- 71 Barn Door Boutique & Decor
- 72 Bikes N More
- 73 The Book Nook
- 74 Bricks & Minifigs
- 75 Canby Music
- 76 Cutsforth's Market
- 77 Canby Rental & Equipment
- 78 Dahlia Home & Garden
- 79 Hulbert's Flowers
- 80 Kivanis Thrift Store
- 81 MoonDoggies Overstock & Liquidation
- 82 Park + Lu Boutique
- 83 Post Furnishings
- 84 Red Door Antiques
- 85 Retro Revival
- 86 Team Spirit

ATTRACTIONS

- 87 Canby Farmers Market
- 88 Canby Public Library (restrooms)
- 89 Canby Transit Center (restrooms)
- 90 Wait Park (restrooms)

P Public Parking

LODGING

- 91 Motel 6

FITNESS

- 92 Sunshine Athletics

ENTERTAINMENT

- 93 Canby Cinema 8
- 94 Canby Pioneer Chapel Performing Arts

Photos: Wait Park and dahlias by Chip Osborne. All others and cover by Joey Hamilton.

Welcome to Canby
the garden spot

CITY OF CANBY
222 NE Second Ave Canby, OR 97013
503-266-4021 CanbyOregon.gov

Produced by Mt. Angel Publishing, Inc.

SHOP & DINE LOCAL GUIDE



**City of Canby Bi-Monthly Report
Department: Finance Department
For Months of: May/June 2021**

To: The Honorable Mayor Hodson & City Council
From: Julie Blums, Finance Director
Prepared by: Suzan Duffy, Financial Analyst
Through: Scott Archer, City Administrator
Date: July 12, 2021

In addition to providing services and responding to inquiries from both internal and external customers, and performing the tasks listed statistically on the last page, the Finance Department reports the following items of interest this period.

- The FY2021-22 budget was approved by the Budget Committee with no changes in May and adopted by Council in June. A supplemental budget for 20/21 was also adopted in June.
- The Urban Renewal Agency approved moving forward with refinancing outstanding bonds. The Finance Director worked with bond underwriters to prepare all documents. Moody's upgraded the City's credit rating. The bond pre-sale was held and the interest savings will exceed \$6 million.
- The interim audit was held onsite in June. A preliminary Schedule of Expenditures of Federal Awards (SEFA) was provided to the auditors because we plan to spend over \$1.6 million in 20/21, triggering a separate federally required Single Audit.
- The Master Fee Schedule was updated for FY2021-22. More discussion regarding a cost of living adjustment to the Street Maintenance fee is expected in the coming year.
- Staff has been following the progress toward distribution of American Rescue Plan Act funds to small cities. The latest estimate is that we will likely not see funds until August.
- Staff had conference calls with a FEMA representative regarding possible assistance with costs from the ice storm. We are hoping that we will ultimately receive a modest percentage of assistance, but it is a lengthy process.
- Our Payroll Specialist of 23 years, Sharon Tramel has moved on to a new opportunity. We wish her well! Sharon also helped with Transit Tax, cash receipting, bank reconciliation and AR billing, so we are reassigning some of her tasks and making multiple changes. Contracts Specialist Brenda Graves will take over Payroll as we recruit for an office specialist to handle much of the AP and Transit Tax duties.
- Finance staff participated in the following meetings, trainings and events this period:
 - Local Budget Law Training
 - OPPA training
 - Meeting re: SAIF insurance
 - Reopening meeting
 - Swim Levy work session

Statistics for FY 2020-2021:

	<u>July-</u> <u>Aug</u>	<u>Sept -</u> <u>Oct</u>	<u>Nov -</u> <u>Dec</u>	<u>Jan -</u> <u>Feb</u>	<u>Mar -</u> <u>Apr</u>	<u>May -</u> <u>June</u>
Accounts Payable						
Invoices:	414	415	463	362	460	380
Invoice entries:	967	942	997	858	1055	936
Encumbrances:	59	18	21	14	9	17
Manual checks:	7	2	7	1	2	2
Total checks:	259	311	290	238	319	240
Payroll						
Timesheets processed:	530	415	504	398	303	520
Total checks and vouchers:	594	475	566	452	471	587
New hires/separations:	0/8	2/3	2/2	3/4	1/5	13/8
Transit Tax Collection						
Forms sent:	20	824	1060	470	750	774
Penalty & Int. notices sent:	1	0	1	16	15	28
Pre-collection notices sent:	0	0	221	0	174	121
Accounts sent to collections:	0	0	0	109	68	0
Accounts opened/closed:	44/37	47/24	33/22	21/32	44/50	36/26
Returns posted:	952	604	814	1083	868	542
Utility Billing						
Bills sent:	10,114	10,116	10,271	10,296	10,359	10,416
Counter payments:	0	0	0	0	2	*
Accounts opened and closed:	170	144	120	96	132	*
Lien payoffs:	0	4	6	2	1	2
Lien payoff inquiries:	42	48	27	48	35	33
Collection notices sent:	0	0	0	35	34	0
Accounts sent to collections:	0	0	0	0	0	0
New homes occupied:	18	24	27	34	32	22
General Ledger						
Total Journal entries:	614	317	335	384	309	298
Cash Receipts Processed						
Finance:	1,146	811	717	1251	1041	948
Utility:	95	100	57	16	50	47

*Not available at this time

Fleet Service BI-Monthly Report
By Robert Stricker, Lead Mechanic

May-21

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$107.56	\$19.12	\$66.28	\$192.96
Facilities	0	\$0.00	\$0.00	\$154.64	\$154.64
Wastewater Collections	0	\$876.86	\$0.00	\$248.22	\$1,125.08
Wastewater Treatment	1	\$116.28	\$0.00	\$117.25	\$233.53
Parks	8	\$1,666.62	\$1,423.52	\$1,000.41	\$4,090.55
Police	11	\$1,345.64	\$478.71	\$5,646.80	\$7,471.15
Streets	9	\$9,488.63	\$4,801.36	\$1,267.01	\$15,557.00
Fleet Services	0	\$0.00	\$0.00	\$110.71	\$110.71
Canby Area Transit (CAT)	17	\$7,512.86	\$5,754.20	\$7,399.95	\$20,667.01
Total	47			Total	\$49,602.63

Jun-21

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$129.93	\$32.70	\$0.00	\$162.63
Facilities	1	\$88.48	\$24.79	\$112.16	\$225.43
Wastewater Collections	3	\$99.54	\$0.00	\$167.05	\$266.59
Wastewater Treatment	6	\$261.34	\$6.89	\$399.23	\$667.46
Parks	8	\$1,386.52	\$628.10	\$1,539.99	\$3,554.61
Police	13	\$2,462.90	\$1,250.05	\$6,169.32	\$9,882.27
Streets	9	\$4,067.37	\$930.62	\$1,400.05	\$6,398.04
Fleet Services	1	\$16.59	\$19.98	\$0.00	\$36.57
Canby Area Transit (CAT)	25	\$3,271.95	\$1,516.06	\$8,271.16	\$13,059.17
Total	67			Total	\$34,252.77

Fleet Service Highlights



City of Canby Bi-Monthly Report
Department: Tech Services
For Months of: May & June 2021

To: The Honorable Mayor Hodson & City Council
From: Julie Blums, Finance Director
Prepared by: Valerie Kraxberger, IT Office Specialist
Through: Scott Archer, City Administrator
Date: 7/9/2021

The City of Canby Tech Services Department issued:

May 2021

42 Work Orders with 34 being completed

June 2021

46 Work Orders with 42 being completed

Some of the projects we have been working on for March and April are:

- Onboarded 15 new City employees, offboarded 3
- Transit contract change - onboarded 4
- Library Credit Card machine moves and issues
- Caselle Connect issues
- PD Watchguard and various printer issues
- Finance computer moves
- Court move from PD to City Hall
- More hybrid Council meeting planning
- Internet issues at Fleet
- Website Changeover tasks



**City of Canby Bi-Monthly Report
Department: Library
For Months of: May & June 2021**

To: The Honorable Mayor Hodson & City Council
From: Danny Smith, Library Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/10/2021

Staff

A recruitment to add to our on-call staff pool was initiated in May and interviews took place the first week of June. We're excited to welcome the following three new people to the Canby Public Library team.

- Steven Hager – On-Call Library Assistant
- Hailey Spaeth – On-Call Library Assistant
- Melissa Allott – On-Call Library Assistant

Spaces

On June 21st 2021, the library reopened to the public, restoring the majority of library services. Due to some challenges with staffing, hours will be reduced for the early months of our reopening. Programs will tentatively return sometime Fall 2021.

- Hours of Service (Summer 2021)
 - Monday – Thursday 10:00 am – 6:00 pm, Friday – Saturday 10:00 am – 4:00 pm, Sunday closed.
- Scope of Services Restored
 - Full browsing of library collections, use of spaces/rooms, furniture, and computers.
 - Holds will be available inside the library, per pre-pandemic norms. Curbside service will no longer continue once we reopen.

Collections

Staff are preparing for fiscal year 21-22 and anticipate normal expenditures on subscriptions and books to enhance Canby's collection. With loosening COVID restrictions across the country, staff are optimistic that more publications will be available for Canby-area customers in the coming fiscal year.

Events & Visits (by the numbers)

Total virtual programs: 61

Total virtual program attendees: 2,109

Total DIY crafts distributed: 884

Seasonal Book Giveaways: 280

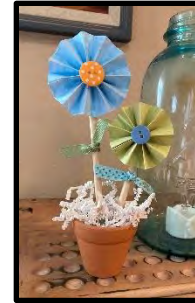
Items checked out at curbside: 13,420

Items checked in: 32,970

Unique visits at curbside: 2,447

Unique eLibrary visits: 4,811

Unique Facility Visitors (June 28-July 3): 2,318



General News

Summer Reading 2021: Reading Colors Your World

This year, the summer reading program runs from June 1 – August 6, 2021. The summer reading program is for all ages and includes take and make activities, reading logs, a raffle, and prizes (including a free book for each participant).

Cultural Passes

Many of the cultural passes have returned with venues opening and expanding access around the Portland metropolitan area.

Current destinations include:

- Evergreen Aviation Space Museum
- Pittock Mansion
- Portland Japanese Garden
- Crystal Springs Rhododendron Garden
- Oregon State Parks
- Oregon Garden
- Lan Su Chinese Garden



City of Canby Bi-Monthly Report
 Department: Court
 May and June, 2021

To: The Honorable Mayor Hodson and City Council
 Prepared By: Jessica Roberts, Municipal Court Supervisor
 Through: Scott Archer, City Administrator
 Date: July 8, 2021

Canby Municipal Court has jurisdiction over all city and state law offenses committed within city limits other than felonies. These include: violations, traffic crimes, misdemeanors and City code violations. *Note: Statistic category terms outlined on page 2*

Monthly Statistics	May	June
Misdemeanors		
Offenses Filed	41	36
Cases Filed	35	28
Warrants Issued	24	22
Misdemeanor Case Detail		
Diversion/Deferred Sentence	5	5
Offenses Dismissed	9	11
Offenses Sentenced	8	9
Offenses not filed by City Prosecutor	2	7
Traffic & Other Violations		
Offenses Filed	133	145
Cases/Citations Filed	84	97
Parking Citations Filed	5	8
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	4	10
Dismissal (Fix It Tickets)	3	2
Dismissed by City Prosecutor or Judge	11	6
Sentenced by Judge	8	18
Handled by Violations Bureau	67	40
Guilty by Default	64	43
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	2	6
Defendant Accounts referred to Collections	\$30,430	\$37,875
Fines & Surcharges Collected	\$59,986.56	\$33,941.41

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 or arrest.
 - Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.
2. Offenses not filed by City Prosecutor. Crimes cited by the police department go to the city prosecutor for review. At times those charges are not filed on against the defendant at the determination of the City Prosecutor.
3. 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 Wednesday. A court clerk processes the default convictions.
4. The Violations Bureau applies to traffic violations only.

Under the Judge's authority, court clerks can accept pleas, offer a deferred sentence program (if qualified) and set a payment plan. Where a crime is charged, a court appearance before the judge is mandatory.

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 – Traffic violation (if under the age of 18)
- 1st Offender - Minor in Possession of Alcohol/Marijuana citation

5. Fix It Citations

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. This is reflected in the traffic violations dismissed statistic.



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: May & June 2021

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/13/2021

The following report provides a summary of Planning and Development Services activities for the months of May and June, 2021. 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 a list of projects for which the City has performed site plan review for building permits.

Development Services Activities:

- 1. DLCD Housing Needs Analysis (HNA) and Housing Production Strategy (HPS) Grants.** Planning staff submitted a grant request to DLCD for consultant assistance to complete the HNA and HPS work, with anticipated grants to be awarded by September/October 2021. Staff will be seeking a city council letter of support at the July 21 hearing associated the grant application presentation.
- 2. Parks Master Plan.** GreenPlay was selected as the firm who will complete the parks master plan update with public outreach planned for end of July 2021. The master plan will establish a long-range vision for the City's parks and recreational amenities and will identify priority projects and methodologies for funding those projects.
- 3. Food Carts Joint Work Session.** Planning and Economic Development staff will be making a presentation on the possible allowance of Food Carts in the city on August 4 before the planning commission and city council. Staff is seeking direction on whether to develop code to address food carts and associated development standards.
- 4. Permit Fee Updates.** Planning staff updated a number of permit fees to be more comparative to other similar sized Oregon cities. Further assessment of permit fees is anticipated later this year.
- 5. Code Updates.** Planning Staff is continuing to review City zoning and development standards needing updating and is considering both near term code updates to bring to city council for adoption and a longer term code overhaul and the timing in relation to the Housing Need Assessment update.

LAND USE APPLICATION ACTIVITY

1. Pre-Application Conferences Submitted May 1 – June 30, 2021:

- a. **PRA 21-08 Old City Hal, 182 N. Holly Street**—Interior and exterior remodel for future tenant
- b. **PRA 21-10 Canby Beer Library, 292 N. Holy Street**—Remodel building for brew pub
- c. **PRA 21-11 Canby Center, 681 SW 2nd Avenue**—11,375 sq. ft. expansion
- d. **PRA 21-06 Tofte Farms, 371 SE 13th Avenue**—55 acre annexation, rezone and DCP
- e. **PRA 21-16 Hope Village, 1535 S. Ivy Street**—Development Agreement to address proposed phasing
- f. **PRA 21-03 Dragon Berry, 386 Sequoia Parkway**—30,000 sq. ft. building addition

g. PRA 21-12 Okada, 368 S. Sequoia Parkway—28,000 sq. ft. manufacturing building

2. Pre-Construction Conferences held May 1 – June 30, 2021:

- a. PRC 21-02 Ivy Ridge Phase 2 and 3
- b. PRC 21-01 Schneider Square Subdivision
- c. PRC 21-03 Tofte 6

3. PC Agenda Items Reviewed May 1 – June 30, 2021:

- a. DR 21-01 Canby South, 24401 S. Mulino Road—approximately 800,000 sq. ft. E-Commerce warehouse
- b. DR 21-04 State Street Apartments, 0 SW 3rd Avenue—12 unit apartment project
- c. DR 21-02 Dragon Berry, 386 Sequoia Parkway—30,000 sq. ft. building addition
- d. SUB 21-05 Hemmerling, 102 NE Territorial Road—20 lot Subdivision

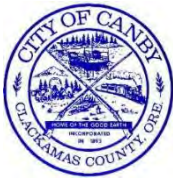
4. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permits May 1 – June 30, 2021:

CITY FILE #	PROJECT/LOCATION
SP 21-60	2108 SE 10 th Avenue, Lot 90
SP 21-75	739 N. Grant, House Repair
SP 21-04	366 SW 18 th Ave., Ivy Ridge Lot 1
SP 21-30	1041 NE 6 th Ave., Hamilton Acres, Lot 12
SP 21-22	2025 SE 11 th Place, Faist Addition No. 8, Lot 51
SP 21-67	1963 N. Knott Court, Dodd’s Farm, Lot 11
SP 21-78	1345 NW Elm Street
SP 21-10	1411 NE 17 th Ave., Postlewait Lot 4
SP 21-54	Western Storage RV Storage
SP 21-86	Ivy Ridge Phase II Grading Permit
SP 21-73	1079 NE 15 th Ave., Hamilton Acres Lot 24
SP 21-81	530 NE Territorial Road, Remodel
SP 21-83	1234 Redwood Street, Demolition Permit
SP 21-33	182 N. Holly, Demolition Permit
SP 21-34	111 NW 2 nd Ave., Tenant Improvements
SP 21-32	151 N. Ivy, Dahlia Tenant Improvements
SP 21-79	1300 N. Maple St., Pickle Ball Court
SP 21-20	1580 N. Oak St., Hamilton Acres Lot 35
SP 21-74	Canby High School Statue
SP 21-92	Camarena Patio
SP 21-84	255 SE 1 st Avenue, Mechanical Permit
SP 21-91	1935 N. Knott Ct., Dodd’s Farm Lot 14
SP 21-87	1939 S. Fir Loop, Ivy Ridge Estates, Lot 20
SP 21-14	1459 NE 17 th Ave., Postlewait, Lot 8
SP 21-99	965 N. Grant St., Driveway Replacement
SP 21-94	Tofte 6 Demolition

CITY FILE #	PROJECT/LOCATION CONTINUED
SP 21-82	999 NE 15 th Ave., Hamilton Acres Lot 28
SP 21-95	1856 S. Fir, Ivy Ridge Lot 9
SP 21-77	Canby High School Turf Replacement
SP 21-97	Mass Grading Redwood Landing III
SP 21-101	Redwood Landing II Grading Permit
SP 21-100	505 N. Baker Drive Tenant Improvement
SP 21-105	655 SW 13 th Ave., Rackleft Place Re-Roof
SP 21-109	545 NW 9 th Ave.
SP 21-107	1965 SE 11 th Place, Faist Addition Lot 8 and 42
SP 21-108	1025 N. Noble Court, Accessory Structure
SP 21-85	660, 668 680, 688, NW 3 rd Ave., 4 dwellings
SP 21-104	136 N. Grant St. Tenant Improvements
SP 21-102	Timber Park Lot 90 (new plan)
SP 21-103	Timber Park Lot 91 (new plan)
SP 21-64	1921 N. Locust St., Dodd's Farm Lot 5
SP 21-36	1050 NE 15 th , Hamilton Acres Lot 19
SP 21-72	1923 N. Knott Court, Dodd's Farm Lot 15
SP21-88	1957 N. Locus St. Dodd's Farm Lot 2
SP 21-62	1922 N. Knott Court, Dodd's Farm Lot 6
SP 21-76	1813 SE 11 th Ave., Faist Addition No. 6 Lot 29
SP 21-47	189 NE 19 th Ave., Dodd's Farm Phase 1 Model Home Lot 19
SP 21-98	690 N. Aspen Remodel
SP 21-16	1447 NE 17 th Ave., Postlewait Lot 7
SP 21-96	Beckwood Place Mass Grading
SP 21-106	Postlewait Homestead Lot 7
SP 21-111	111 404 NW 1 st Ave., Roof Replacement
SP 21-110	1235 SW 13 th Avenue, Carter Porch
SP 21-90	19443 N. Knott Court, Dodd's Farm Lot 7
SP 21-114	241 NW 2 nd Ave., King Farm to Table

5. Signs Submitted for Plan Review May 1 – June 30, 2021:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SN 21-06	Dede's Deli	Wall Sign	1477 SE 1 st St.
SP 21-07	Rite Aid	Pole Sign	891 SE 1 st St.



City of Canby Bi-Monthly Report Department: Police
May / June 2021

To: The Honorable Mayor Hodson and City Council
 From: Chief Jorge Tro
 Through: Scott Archer, City Administrator
 Date: July 13, 2021

	May	June
Calls for Service Dispatched 911 and non-emergency calls	951	847
Property Crimes Reported		
Burglary	4	0
Unauthorized Use of Motor Vehicle / Unlawful entry of Motor Vehicle	12	11
Fraud	1	1
Robbery	0	1
Theft I, II, & III	13	13
Forgery	0	1
Trespass	2	2
Vandalism (Criminal Mischief)	10	2
Person Crimes Reported		
Assault I, II, IV	2	1
Carrying Concealed Weapons (knife, blade, etc.)	1	0
Disorderly Conduct (includes resisting arrest)	1	0
Endangering Welfare of a Minor/Recklessly endangering	0	1
Felon in possession of firearm/restricted weapon	2	1
Harassment, Intimidation or Threats	3	0
Identity Theft	3	5
Interfering with Peace Officer	0	1
Menacing	0	1
Sex Offenses	1	4
Strangulation	0	1
Arrests		
Warrant Arrests (and contempt of court, restraining order, parole violations)	13	19
Adult and Juvenile Custodies (includes juvenile curfew)	33	43
Drug Crimes		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	4	2
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	3	3
Driving Under the Influence of Intoxicants	16	17
Other Traffic Crimes (hit & run, driving while suspended, etc.)	21	21
Traffic Accidents	6	13
Traffic Citations	368	392

Crimes combine misdemeanor and felony offenses, reported to State of Oregon for inclusion in the annual national FBI crime report.



City of Canby Bi-Monthly Report
Department: Public Works
For Months of: May & June 2021

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Interim Public Works Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/1/2021

Facilities

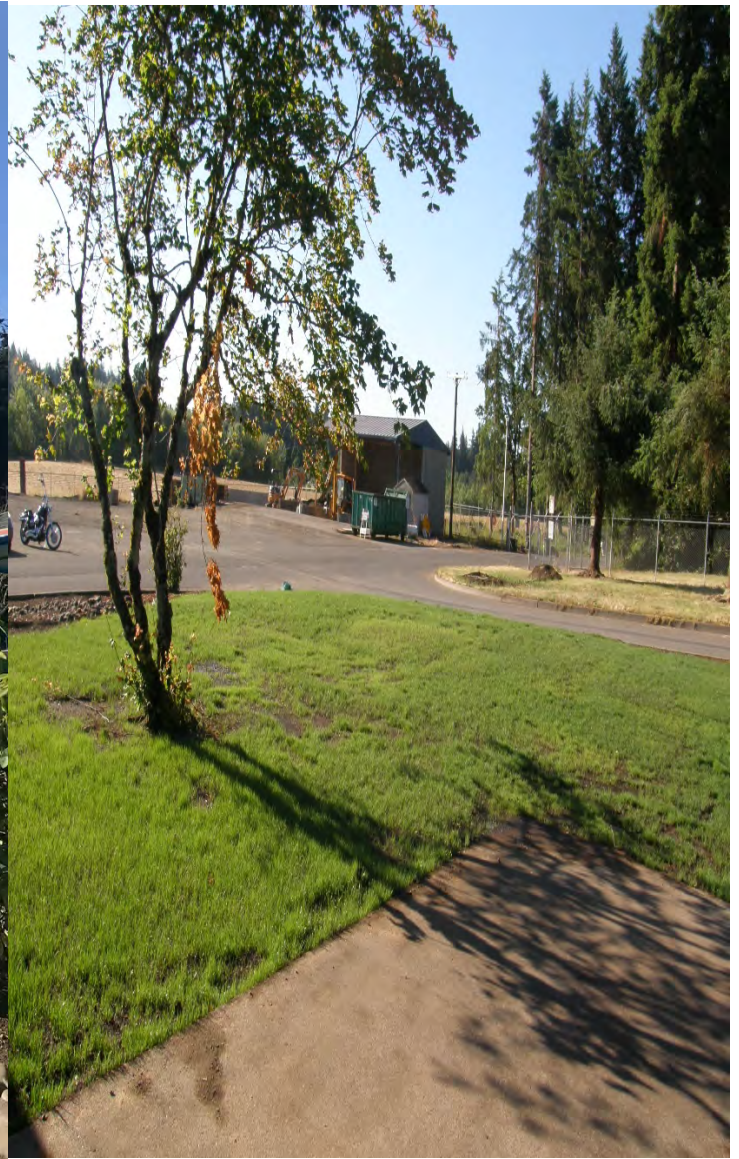
Facility Maintenance projects for the Police Department putting conduit for electric down to the lower parking lot for street lights and gate.



Facilities	Total Hours
May	152
June	169

Streets Department

Shop Complex before and after the Ice Storm, four months later.



May Streets	Total Hours
Street Sweeping	10
Street Maintenance	262
Sidewalks	21
Driveway Approach Inspections	2
Street Sign Maintenance	28
Street Sign Installation	10
Street Lights	5
Tree Trimming/Removal	24
GIS Mapping	24

June Streets	Total Hours
Street Sweeping	73
Street Sweeping Maintenance	11
Street Maintenance	397.5
Sidewalk Inspections	11
Driveway Approaches	13
Street Sign Manufacturing	28
Street Sign Maintenance	21.5
Street Sign Installation	3
Tree Trimming/Removal	36
Street Lights	4
GIS Mapping	18

Sewer Collections

Sanitary sewer connection for new townhomes on NW 4th Avenue.



May Sewer	Total Hours
Sewer Maintenance/Repair	46
Sewer TV	39
Lift Station Maintenance	24
Locating Utilities	63
Sewer Inspections	30
Drying Beds	2

June Sewer	Total Hours
Sewer TV	12
Sewer Laterals/Maintenance	38
Lift Station Maintenance	15
Locating Utilities	33
Sewer Inspections	18
Vactor Usage	15
Drying Beds	2

Storm Water

Street sweeper and Vactor truck dumping bays for street and sewer debris.



May Stormwater	Total Hours
Catch Basins Maintenance/Repair	10
Drywell Maintenance	1
Storm Line Maintenance/Repair	163
Storm Line Inspections	2
Erosion Control	8
Drying Beds	54

June Stormwater	Total Hours
Catch Basin Maintenance	13
Drywell Maintenance	11
Erosion Control	7
Storm Line Maintenance/Repair	154.5
Drying Beds	101

SUBJECT: May 2021 Attendance Numbers
 DATE: 2021 Year End

CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD TOTAL
May	2020	2021	2020	2021	2020	2021	19-20	20-21
MORNING LAP	0	157	0	578	0	735	2611	4592
ADULT RECREATION SWIM	0	68	0	248	0	316	3317	1659
MORNING WATER EXERCISE	0	0	0	0	0	0	3649	181
PARENT/ CHILD	0	0	0	0	0	0	916	0
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3416	0
SCHOOL LESSONS	0	0	0	0	0	0	1686	0
NOON LAP	0	0	0	0	0	0	2473	0
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	0	0	0	0	0	0	2811	0
PENGUIN CLUB	0	0	0	0	0	0	1266	0
CANBY H.S. SWIM TEAM	0	0	0	132	0	132	2153	490
CANBY GATORS	0	0	0	493	0	493	5542	3915
MASTER SWIMMING	0	0	0	0	0	0	80	0
EVENING LESSONS	0	0	0	0	0	0	7616	0
EVENING LAP SWIM	0	0	0	0	0	0	772	0
EVENING PUBLIC SWIM	0	0	0	0	0	0	2419	0
EVENING WATER EXERCISE	0	0	0	0	0	0	181	0
ADULT SWIMMING	0	0	0	0	0	0	93	0
GROUPS AND RENTALS	0	8	0	0	0	8	2212	50
OUTREACH SWIMMING	0	0	0	0	0	0	477	0
TOTAL ATTENDANCE	0	233	0	1451	0	1684	43690	10887

SUBJECT: June 2021 Attendance Numbers
 DATE: 2021 Year End

CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD TOTAL
June	2020	2021	2020	2021	2020	2021	19-20	20-21
MORNING LAP	0	229	0	704	0	933	2611	5525
ADULT RECREATION SWIM	0	57	0	174	0	231	3317	1890
MORNING WATER EXERCISE	0	0	0	0	0	0	3649	181
PARENT/ CHILD	0	0	0	0	0	0	916	0
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3416	0
SCHOOL LESSONS	0	0	0	0	0	0	1686	0
NOON LAP	0	0	0	0	0	0	2473	0
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	0	0	0	0	0	0	2811	0
PENGUIN CLUB	0	0	0	0	0	0	1266	0
CANBY H.S. SWIM TEAM	0	0	0	272	0	272	2153	762
CANBY GATORS	0	0	0	556	0	556	5542	4471
MASTER SWIMMING	0	0	0	0	0	0	80	0
EVENING LESSONS	0	0	0	0	0	0	7616	0
EVENING LAP SWIM	0	0	0	0	0	0	772	0
EVENING PUBLIC SWIM	0	0	0	0	0	0	2419	0
EVENING WATER EXERCISE	0	0	0	0	0	0	181	0
ADULT SWIMMING	0	0	0	107	0	107	93	107
GROUPS AND RENTALS	0	29	0	0	0	29	2212	79
OUTREACH SWIMMING	0	0	0	0	0	0	477	0

TOTAL ATTENDANCE	0	315	0	1813	0	2128	43690	13015
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**City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: Year End Report**

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/14/2021

Well COVID-19 is not over but let's hope the worst is behind us. A lot of the last year was preparing and responding to regulations due to the pandemic and opening and closing when needed. When we were open we had a much scaled back schedule with 6 to 10 swimmers at a time for lane reservations depending on what risk level our county was for that week. Sometimes we literally were changing the schedule weekly. The people who did come to swim over the past year were very pleased to get to come swim at all and appreciated us continually keeping them updated and allowing them to swim whenever possible. People needed the outlet of exercise especially when every other part of their lives was stressful.

Swim teams continued to adapt to the ever changing landscape. The Gators started the 2020 -2021 year swimming in lakes, rivers and ponds. In the fall they were able to move to outdoor pools, then to our indoor pool, then back outside, then back to our indoor pool. Nathan Templeman has proven to be very resilient thru the whole year working both the Canby Swim Center and also coaching in many different places. He also organized swimming spots for several different teams. I think he found swim times for about 10 different swim teams. He also earned coach of the year honors from Oregon Swimming and was recognized by a national coach's award. The high school team swam at the Canby Swim Center but the season continued to be a moving target. Starting out it was going to start in December, so the team practiced October and half of November until it was shut down. Then it was going to be spring so practice started in February and went for 6 weeks and was shut down. Then the pool was available in April but it was unclear when a season may occur. Practice started again in May and the high school team actually had a dual meet season in June. Each time practice was shut down the swimmer numbers dropped but the high school had a season. Canby won most of their meets with fewer swimmers than all the other teams and the girls broke a 10 year old relay record. Signs look good for a strong season next year.

Numbers for the pool are truly irrelevant this year swimmer numbers were way down, revenue was almost nonexistent, but we were open as much as we could be every time it was allowed. We opened and closed depending on Covid-19 protocols, wildfires and smoke, Covid-19 protocols, Ice and power outages, and Covid-19 protocols. Seniors and Lap swimmers were able to exercise as much as possible and swim teams kept many kids moving and getting exercise allowing them to deal with all the stress of an uncertain life. I think we had a pretty good year. We are now open with a close to normal schedule and an offering swimming lessons and public swims as well as exercise for all ages.

Life is uncertain, make the best of today!



City of Canby Bi-Monthly Report
Department: Transit
For Months of: May & June 2021

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/9/2021

1) Grant Funding and Contracts:

The following grant activities have taken place:

- New Agreements were signed for the 5311, and 5310 for FY 22-23
- Charter reporting was submitted to ODOT
- 5339 Reimbursement has been requested for new Gillig bus.
- The IGA for STIF funds is being negotiated with TriMet through the Clackamas County Transit Partnership.
- Monthly Elderly and Disabled reports have been submitted to TriMet
- The STIF Audit has been submitted to TriMet

2) Ridership:

CAT has continued to operate as normal during the COVID pandemic providing critical trips for those who have no other transportation options. Additionally, fixed route has continued to carry critical workers to places of employment including hospitals, nursing homes, grocery stores etc.

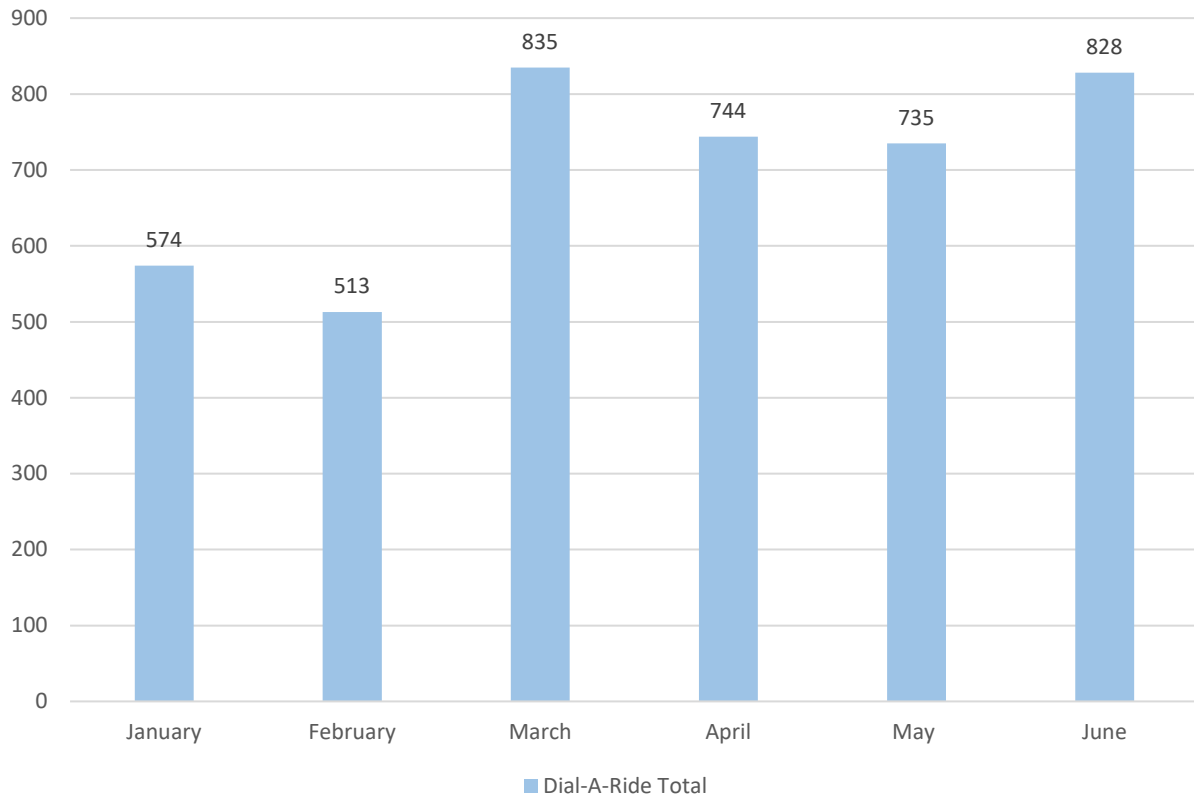
Ridership is slowly returning and will continue to do so, however, the system will continue to see ridership well below normal for quite some time. During the months of May and June an increase in ridership was seen due to vaccine availability and people returning to work:

May average weekday daily fixed route ridership:	219 trips
May average weekend daily fixed route ridership:	83 trips
June average weekday daily fixed route ridership:	215 trips
June average weekend daily fixed route ridership:	86 trips
May average weekday Dial-a-Ride route ridership:	33 trips
May average weekend Dial-a-Ride route ridership:	35 trips
June average weekday Dial-a-Ride route ridership:	16 trips
June average weekend Dial-a-Ride route ridership:	14 trips

Ridership January Through June



Dial- A- Ride Ridership January Through June



3) Continued COVID-19 responses:

Due to COVID-19 regulations, transit continues to operate with following restrictions in place:

- a) The rider of the month program is suspended.
- b) Fares are suspended until September 7, 2021
- c) All buses are being cleaned and disinfected on a daily basis by drivers.
- d) All drivers have been provided with PPE use while operating their vehicle.
- e) All passengers are required to wear masks. Masks are being provided as needed.

The State has lifted the reduced bus capacity and transit will re-instate fares beginning September 7, 2021. However, masks are still required.

4) Transit Advisory Committee:

The advisory committee will meet on July 22, 2021 at 6:00 PM in person at City Hall in the Council Chambers and will continue our planning for the City Circulator

The advisory committee has lost a long standing member in Elizabeth Chapin. We thank her for her many years of service.

5) City Circulator Update:

We are estimating a start date of October 4, 2021.

The advisory committee has begun to plan for the new City Circulator and will be looking at stops and stop placement. A public hearing will be planned for August.

6) New Transit Contractor

First transit has begun service on July 1, taking over from MV transportation. The new Manager Scott Hess comes with many years managing paratransit services in the Portland Metro area. First Transit has hired two new dispatchers, a new driver and a new field supervisor to fill vacant roles.

7) New Buses:

Transit received delivery of a new Gillig Low Floor 35' bus. It was put into service on June 28, and will bring the total large capacity buses on the 99x to three.

Transit has received delivery of two new Arboc 28' 20 passenger buses to replace two older buses. The buses are currently having graphics and radios installed. It is anticipated they will be in service near the end of July.



**City of Canby Bi-Monthly Report
Department: Wastewater Treatment Plant
For Months of: May & June 2021**

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Wastewater Services Manager
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/21/2021

Facility Operation & Maintenance:

The water quality for the months of May and June have been good. Treatment plant is running well and all reports and DMR's were completed on time and without issue. The primary clarifier punch list of items should be completed by the end of the month.

Plant Operators split time between process operations, daily maintenance and repairs of equipment, buildings and grounds.

Biosolids Program

- **May** Production: Belt run time = 18 days. 4 loads to Heard Farms, 126 wet tons.
- **June** Production: Belt run time = 16 days. 7 loads to Heard Farms, 233 wet tons.

Pretreatment Inspection/Reporting, FOG Program

- **May** Pump Outs: 29 Inspections: 4 fog, 5 pretreatment
- **June** Pump Outs: 25 Inspections: 3 fog, 4 pretreatment

Pretreatment activities also included monthly review of business license, reviewing environmental surveys, plan review, industrial inspection, industrial permit/compliance data review of reports and working with businesses on BMP agreements.

Daily Lab Activity

- Continued OSU Covid 19 Wastewater Study sampling.
- Weekly BOD's, E-coli, solids, NH3 and Alkalinity testing.
- Tier I/II toxics sampling for permit renewal
- Copper BLM and Aluminum sampling for permit renewal.

Personnel Meetings/Training Attended.

- ACWA water quality meeting.
- Preconstruction meetings.