



## CITY COUNCIL Agenda

222 NE 2<sup>nd</sup> Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | [www.canbyoregon.gov](http://www.canbyoregon.gov)

### OCTOBER 23, 2024

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

The meetings can be viewed on YouTube at:

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

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

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

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### WORK SESSION – 6:00 PM

1. CALL TO ORDER
2. FEMA MODEL ORDINANCE/OPTION IMPLEMENTATION
3. ADJOURN

Pg. 1

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### REGULAR MEETING – 7:00 PM

1. CALL TO ORDER
  - a. Invocation
  - b. Pledge of Allegiance
2. NEW EMPLOYEE INTRODUCTIONS
3. CANBY PREVENTION COALITION PRESENTATION UPDATE
4. CANBY PUBLIC LIBRARY STRATEGIC PLAN PRESENTATION
5. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. If you would like to speak virtually, please contact the Deputy City Recorder by 4:30 pm on October 23, 2024, with your name, the topic you'd like to speak on and contact information: [ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or call 503-266-0637.

Pg. 14

Pg. 30

**6. CONSENT AGENDA**

- a. Approval of the September 11, 2024, City Council Work Session Minutes. Pg. 52
- b. Approval of the September 18, 2024, City Council Work Session and Regular Meeting Minutes. Pg. 54
- c. Approval of the October 2, 2024, City Council Work Session and Regular Meeting Minutes. Pg. 59

**7. ORDINANCES & RESOLUTIONS**

- a. Consider **Ordinance 1632**: An Ordinance Authorizing the City Administrator to Amend the Personal Services Contract with Curran-McLeod, Inc. Consulting Engineers for Design and Construction Phase Engineering Services for the Extension of Walnut Street to Highway 99E. (*Second Reading*) Pg. 64
- b. Consider **Ordinance 1633**: Consider Ordinance No. 1633: An Ordinance Authorizing the City Administrator to Extend a one (1) to two (2) year contract with MSNW Group LLC, in the amount of \$144,960.00 per year for custodial services for the City of Canby. (*First Reading*) Pg. 73

**8. OLD BUSINESS**

- a. City Attorney Legal Services Appointment
- b. Canby Adult Center ARPA Request

**9. MAYOR’S BUSINESS**

**10. COUNCILOR COMMENTS & LIAISON REPORTS**

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

- a. Council Goals Update Quarter 2 Pg. 91

**12. CITIZEN INPUT**

**13. ACTION REVIEW**

**14. ADJOURN**

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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 Teresa Ridgley at 503-266-0637. A copy of this Agenda can be found on the City’s web page at [www.canbyoregon.gov](http://www.canbyoregon.gov).



## CITY COUNCIL Staff Report Work Session

Meeting Date: 10/23/2024

To: The Honorable Mayor Hodson & City Council  
Thru: Eileen Stein, City Administrator  
From: Don Hardy, Planning Director  
Agenda Item: Federal Emergency Management Agency (FEMA) Ordinance/ Option Implementation  
Goal: Align Resources to Address Future Community Growth  
Objective: N/A

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### Summary

The work session will review the new FEMA required regulatory process for floodplain permitting that applies in designated floodplains in Canby. Canby needs to select a floodplain option among three options provided by FEMA by December 1, 2024. This is the focus of the work session to select the option going forward.

Between December 1, 2024, and July 2025, the Canby Floodplain Ordinance would be developed and reviewed by City Council for adoption. In the interim, the current Canby Floodplain Ordinance regulations will continue to apply.

Canby does not have a lot of floodplain area and floodplains are concentrated in the southwest portion of the city associated with the Molalla River.

The three options FEMA is providing for selection for cities by December 1, 2024 include:

- Prohibit all new floodplain development
- Assess floodplain development on a case-by-case basis, incorporating the federal Endangered Species Act into the Canby Floodplain Ordinance
- Adopt the FEMA model ordinance which requires permit applicants to follow the model and to demonstrate no net loss as measured in the ordinance

Ashleigh Dougill with Beery Elsner & Hammond (BEH) will present the background for the new FEMA requirements and review the options with city council. BEH recommends selecting the FEMA model ordinance as the best option. She will cover details of her recommendation and factors, such as cost, risk and predictability for the city implementation and for applicants.

The development of the model ordinance is anticipated to occur between the first and second quarter of calendar year 2025 with City Council adoption by July 2025. Some additional revisions to the model ordinance will need to occur to address storm drainage, undeveloped space, impervious surface, and tree requirements tailored to Canby to meet clear and objective standards. This will require consulting assistance to provide the appropriate language.

### **Background**

As an outcome of litigation, FEMA was required to update its regulations to address endangered fishery species as part of flood plain permitting approvals.

### **Attachments**

- PowerPoint presentation
- Floodplain map of Canby

### **Options**

The City may choose one of the three options listed above. We are seeking support from City Council to select the model FEMA ordinance option and proceed with review and drafting efforts.

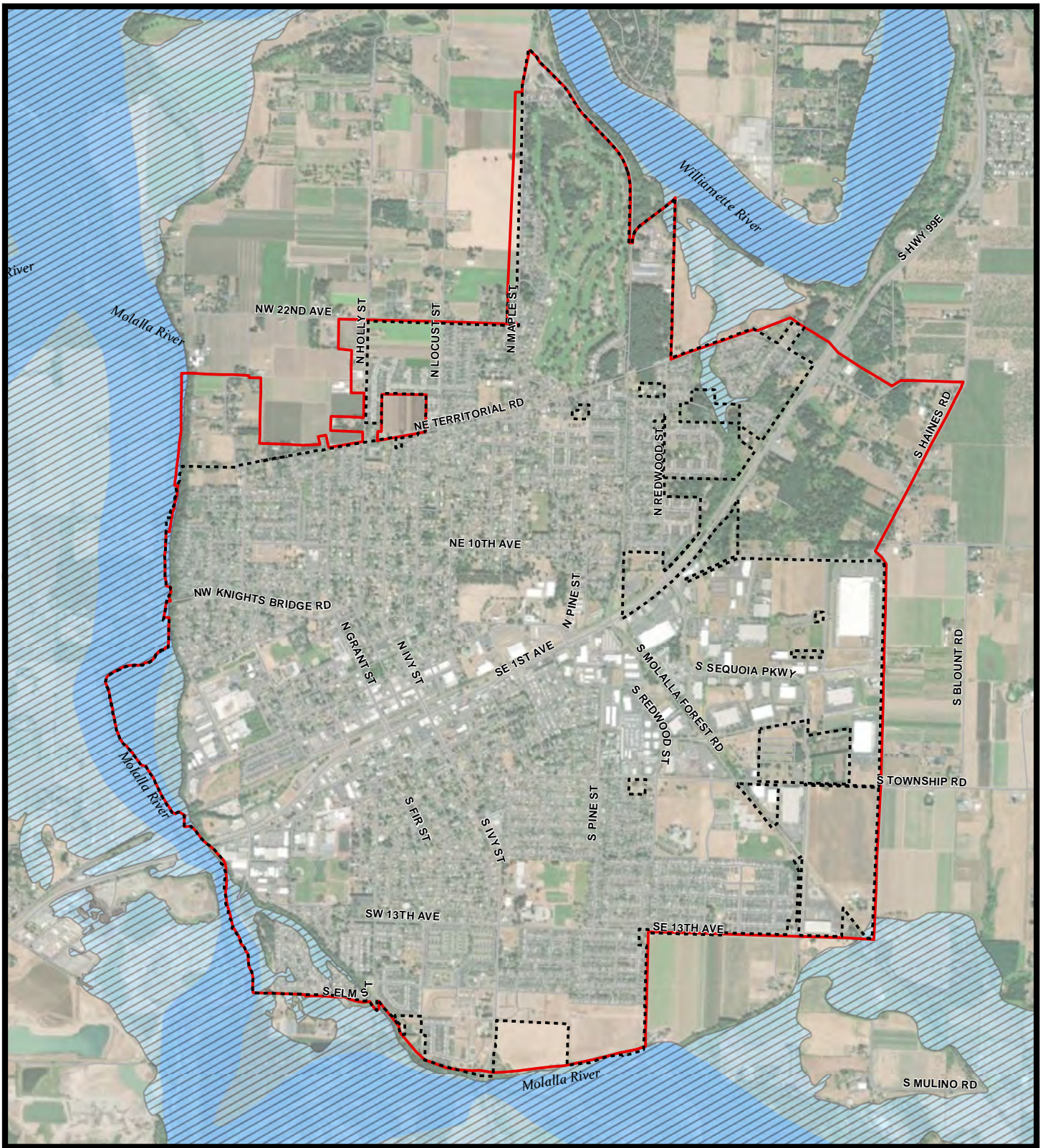
### **Fiscal Impact**

No fiscal impact will occur from selection of the FEMA model ordinance.

The updates to the model ordinance to make it clear and objective will require consulting services but those can't be determined at this time.

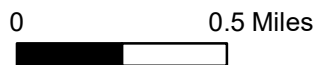
### **Recommended Action**

Selection of the FEMA model ordinance as the path forward for future implementation.


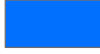




# City of Canby Floodplain Map

October 2024



## Legend

-  Floodplain
-  Floodway
-  City Limits
-  UGB

The information depicted on this map is for general reference only. The City of Canby cannot accept any responsibility for errors, omissions, or positional accuracy.

# Floodplain NFIP Updates October 23, 2024

Ashleigh Dougill

BEERY ELSNER & HAMMOND, LLP

t (541) 728-6089 | f (503) 226 2348

[www.behlaw.com](http://www.behlaw.com)

# Acronyms

- CLOMR-f = Conditional Letter of Map Revision based on fill
- DBH = diameter at breast height
- EIS = Environmental Impact Statement
- EPA = Environmental Protection Agency
- ESA = Endangered Species Act
- FEMA = Federal Emergency Management Agency
- FIRM = Flood Insurance Rate Map
- LOMR-f = Letter of Map Revision based on fill
- NEPA = National Environmental Policy Act
- NFIP = National Flood Insurance Program
- NMFS = National Marine Fisheries Service
- PICM = Pre-Implementation Compliance Measures
- RBZ = Riparian Buffer Zone
- SFHA = Special Flood Hazard Area









# NFIP in Oregon

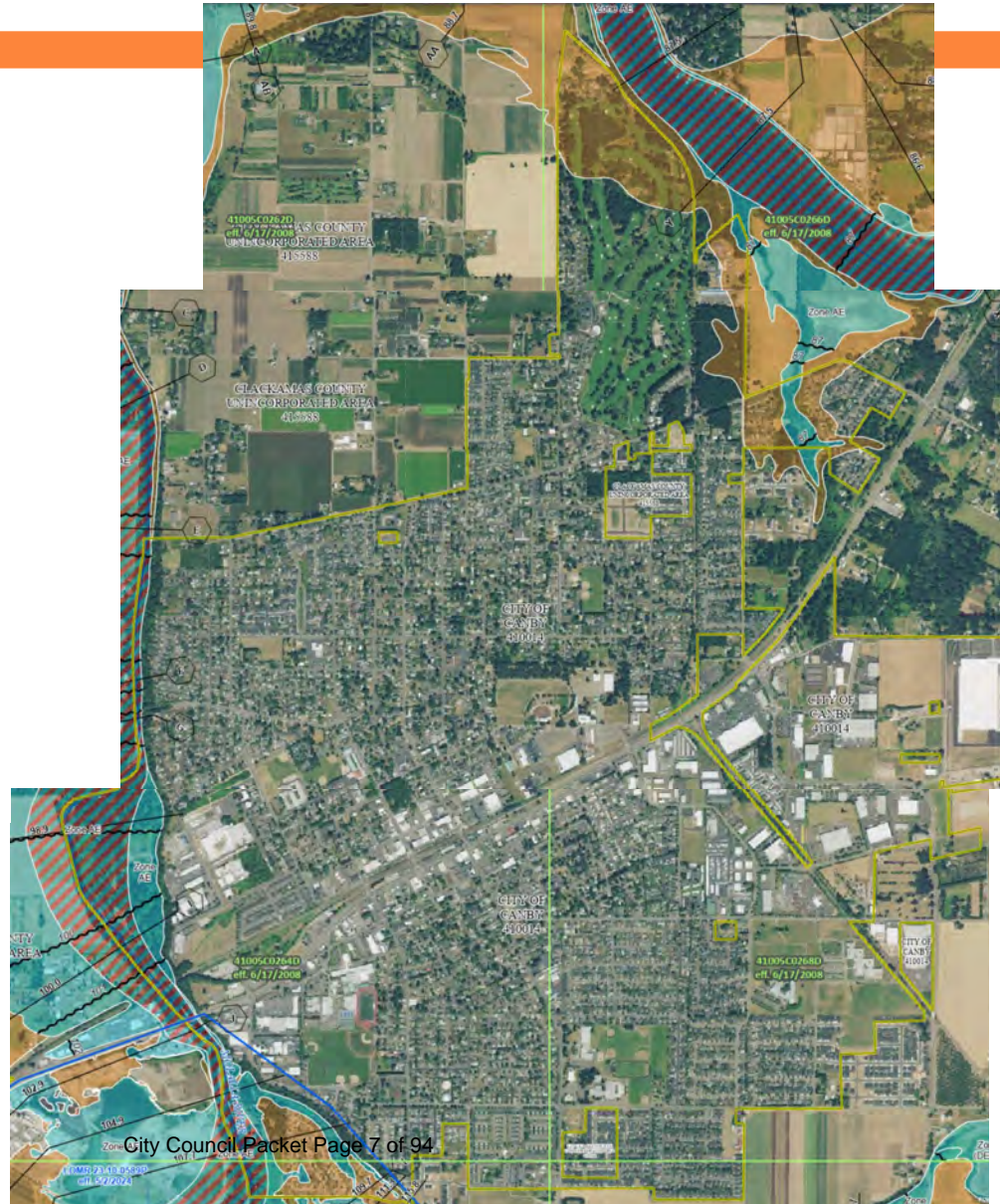
- Maps flood hazards, offers insurance, and regulates development to reduce flood damages in high-risk areas
  - Floodplain insurance
  - Floodplain development regulations
  - Floodplain maps
- In order to participate in and remain covered by NFIP, Oregon cities and counties must comply with FEMA development regulations within designated floodplain areas
- Update maps periodically, or upon request (LOMR, CLOMR, LOMA)



# FEMA Map for Canby

## Flood Hazard Zones

-  1% Annual Chance Flood Hazard
-  Regulatory Floodway
-  Special Floodway
-  Area of Undetermined Flood Hazard
-  0.2% Annual Chance Flood Hazard
-  Future Conditions 1% Annual Chance Flood Hazard
-  Area with Reduced Risk Due to Levee
-  Area with Risk Due to Levee



# PICM - Background

- 2007 – FEMA sued by Audubon Society of Portland, NWF, Northwest Environmental Defense Center, Association of Northwest Steelheaders.
- July 12, 2010 – US District Court of Oregon required FEMA to consult with NMFS on impacts of NFIP on ESA listed species.
- July 2011 – FEMA submitted Biological Assessment and concluded no adverse affect on ESA-listed species.
- April 14, 2016 – NMFS issued Biological Opinion, concluding that NFIP implementation in fact jeopardizes 18 ESA-listed species.
- June 13, 2016 – FEMA issues letter informing cities and counties of lawsuit outcome.
- 2016-2024 – Lawsuit outcome implementation on pause (likely for political reasons).
- August, 2024 – FEMA issues a PICM Overview and begins offering informational sessions to Oregon communities.
- August 1, 2024 = FEMA indefinitely suspends LOMR-f and CLOMR-f processing.

# PICM Options

1. Prohibit all new floodplain development.
2. Assess floodplain development requests on a case by case basis by incorporating the ESA into local floodplain ordinances.
3. Adopt the FEMA model ordinance, which requires permit applicants developing within the SFHA to demonstrate that that development will achieve “no net loss.”

# Model Ordinance

- Requires any landowner “developing” within a SFHA to demonstrate that the development will achieve “no net loss” to (1) undeveloped space, (2) impervious surfaces, and (3) trees that are 6-inches dbh or greater.
- Considerations:
  - Broad “development” definition
  - RBZ interplay
  - Stormwater management
  - Exceptions
  - SFHA in residential zones: clear and objective standards?
  - Language review by subject matter experts (legal, floodplain, and others)
  - Time needed for development code amendment

# Required Actions and Timeline

- December 1, 2024 – Inform FEMA which of the three options Canby is choosing.
  - Email FEMA at: [FEMA-R10-MIT-PICM@FEMA.dhs.gov](mailto:FEMA-R10-MIT-PICM@FEMA.dhs.gov)
  - Continue to enforce existing Development Code until new code is implemented
- July, 2025 – Codify new Development Code updates.
- 2026 – FEMA will finalize and issue Oregon’s NFIP-ESA Implementation Plan.
- 2027 – FEMA will have fully implemented the final Plan.

# Risk of Non-Compliance With PICM

- EPA lawsuit
- Third party lawsuit alleging ESA violation
- FEMA audit
  - Note: no new FEMA rules in place yet (these are PRE-implementation compliance measures), so no real other enforcement powers. However, would still be advisable to try to comply.

# Questions or Comments?

Thank you!

Please feel free to call or email.

Ashleigh Dougill ([ashleigh.dougill@behlaw.com](mailto:ashleigh.dougill@behlaw.com))

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## **2024 HIGHLIGHTS**

**JACKIE JONES**  
**TREVOR HIGGINS**





# TALKING POINTS



- HISTORY
- OVERVIEW
- ACTIVITY HIGHLIGHTS
- FUNDING
- SUPPORT WE NEED



# ABOUT US

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## Mission

**We believe that all families are key to developing prevention strategies to promote healthy youth and reduce illicit opioid use and prescription misuse-  
(update with mission)**

## Vision

**We believe To provide all the opportunity to learn of the risks of the dangers of illicit opioid use an prescription drug misuse.**





INITIAL MEETING  
WERE HELD IN FALL OF  
2022



Community  
Perspective



Utilize Community  
Recommendations  
To Create Plans

# OUR PROCESS



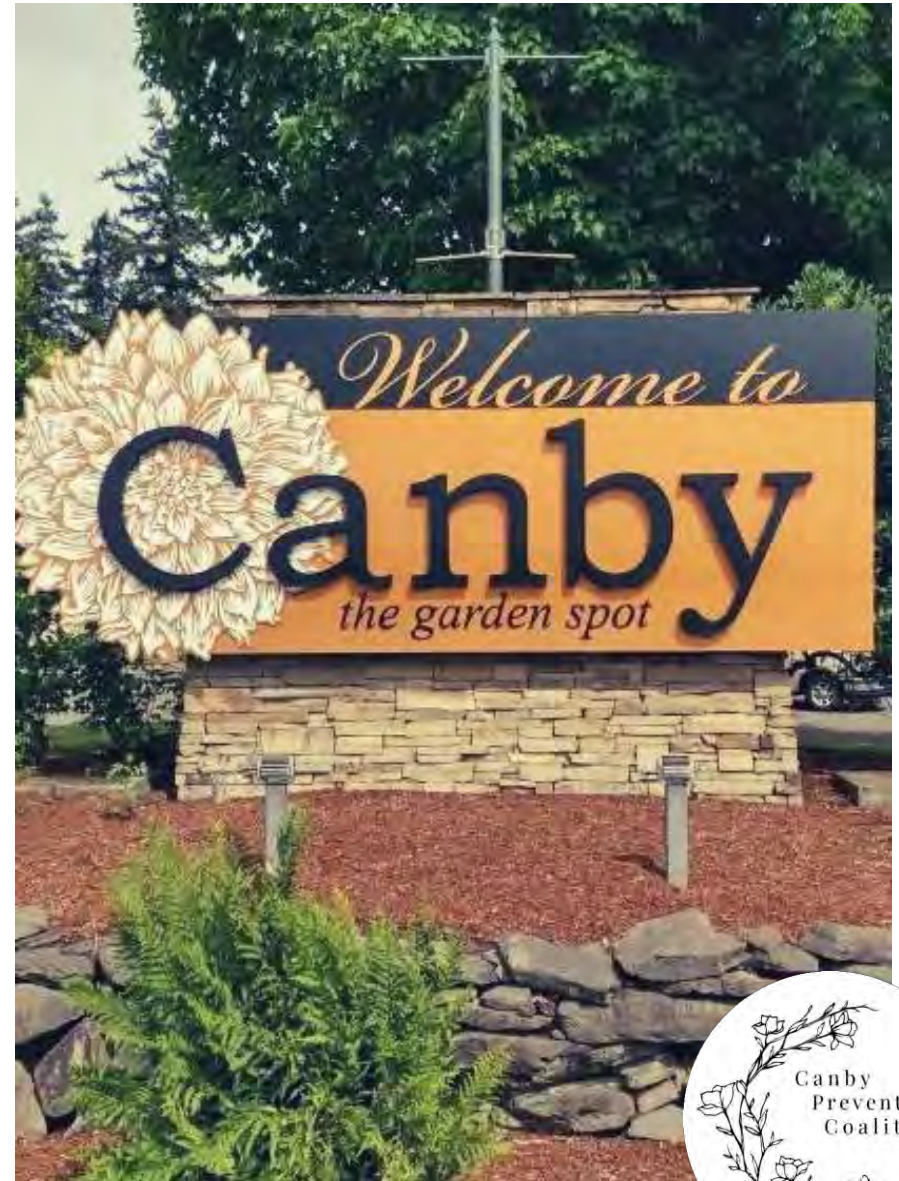
# FROM OUR INTERVIEWS

Fresh from Interview & feedback sessions.

**The data show that opioid and other substance abuse is an issue in Clackamas County.**

**Lack of services, Stigma, Fear/Isolation, Geography**

**Local Community Driven Response Needed**



# SUGGESTED APPROACHED



NORMALIZING HELP SEEKING BEHAVIORS



BETTER OUTREACH IN PERSON & ONLINE



RAISING AWARENESS

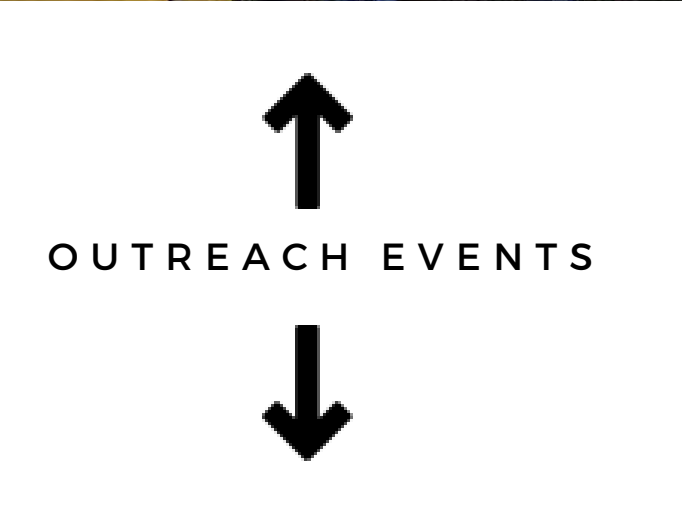


EDUCATION: HELPFUL TIPS





COMMUNITY  
EDUCATION



OUTREACH EVENTS



NORMALIZING  
MENTAL HEALTH &  
HELP SEEKING  
BEHAVIORS



FROM JULY -  
NOVEMBER:  
WE COMPLETED  
OVER 12 DIFFERENT  
OUTREACH EVENTS

City Council Packet Page 20 of 94



# End of 2023

## Highlights and Outcomes



### **PROCLAMATION**

Proclamation for City of Canby is developed and signed.

### **DATA GATHERING**

Canby has worked on securing support for the collecting data.

### **GRANT APPLICATIONS**

Canby Applies for federal funding- doesn't receive it.



# 2024 HIGHLIGHTS

## OUTREACH

- Grill N Chill
- Canby Schools
- Halloween
- Canby Center
- 12 sectors
- Clackamas Fair

## EDUCATION

- Proclamation  
(City Hall)
- Data Discuss  
(Canby Schools)

## FUNDING

- Applied for  
DFC grant
- Funds  
Awarded
- Awaiting  
Approval

## RESOURCES

- Updated Cards
- CPC logo
- Website





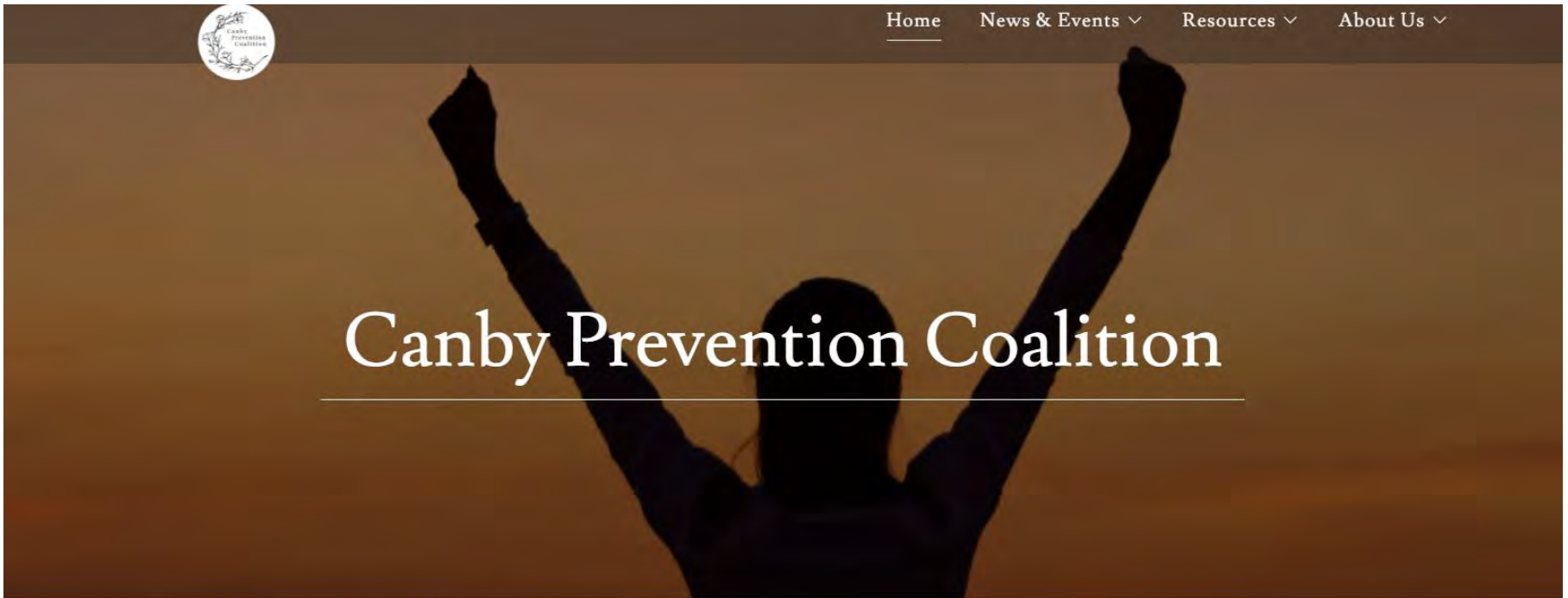
# OUTREACH EVENTS

2024



# WEBSITE

## COMING IN 2024



GET INVOLVED

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**Drug Free Communities Grant:**  
establish and strengthen collaborations  
to support the efforts of community  
coalitions working to prevent and reduce  
substance use among youth.

## GOALS

1. Strengthen collaboration
2. Reduce youth substance

## REQUIREMENTS

Plans must cover seven strategies to be implemented over 12 months

Our plan involves in securing data at schools

## MISCELLANEOUS

Funding Available—  
125K annually for up to 5 years

Hire a coordinator  
Recruit members to attend regular meetings.





# timeline

## Quarter 1.

### OCTOBER

Scope of Work is reviewed.

Recruitment renewed

### NOVEMBER

Presentation to School board and Canby Schools

Recruitment continues

### DECEMBER

Luncheon/ Information Session on DFC Strategic Action Plan

### JAN-FEB

Trainings on SPF & DFC begin.

Reports, Conference, New Hire etc..





# Priorities:

## Year 1.



Hire a new coordinator



School Data



SPF Trainings



Coalition Academy



Needs Assessment





# How You Can Support!

Introduction by Jackie Jones

add a footer





# Thank You

Trevor Higgins

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thiggins@Clackamas.us

Canby Prevention Coalition





## CITY COUNCIL Staff Report

Meeting Date: 10/23/2024

To: The Honorable Mayor Hodson & City Council  
Thru: Eileen Stein, City Administrator  
From: Marisa Ely, Library Director  
Agenda Item: Library Strategic Plan  
Goal: N/A  
Objective: Library Strategic Plan 2024—2027

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### **Summary**

The library's new Strategic Plan 2024 – 2027 was unanimously approved by the Library Advisory Board at their September 17, 2024, meeting. This presentation will review the new Strategic Plan, along with an updated library mission and vision statement, and be ready for feedback by City Council.

### **Background & Discussion**

The library's previous Strategic Plan 2018 – 2023 was upended by the COVID-19 pandemic and staff turnover. The new plan, which will be in place from 2024 – 2027, was created to address three specific priorities that are a result of the changes in our community, library staff group, and those presented by other library stakeholders.

Strategic Priority #1: Advance community education and outreach

Strategic Priority #2: Build community through quality programming and services

Strategic Priority #3: Improve departmental and organizational health and stability

The goal was to create a plan that focuses on the entire Canby community, but also to shine a brighter light on certain populations that need more attention, like working class folks, educators, and older adults. It was also important to create a plan that our small library staff group could work on in a sustainable way, in addition to answering the goals and priorities of Canby City Council (2024 – 2026) and the Libraries in Clackamas County (LINCC) Tactical Plan (2024 – 2027). The library's Strategic Plan 2024 – 2027 addresses the following City Council Goals and Objectives (2204 – 2026):

- (1) Promote financial stability
- (2) Align resources to address future community growth
- (5) Enhance engagement and communications that represent broad perspectives

This new plan came about through over one year of work and was created with input from the community via an online survey that was open for one month in May 2024, library staff, city staff, Library Advisory Board, Library Foundation, Friends of the Library board, Kiwanis Club of Canby, Canby School District staff, Libraries in Clackamas County, and several other support groups.

### **Attachments**

- Canby Public Library Strategic Plan 2024 – 2027
- Presentation Slides
- Previous Strategic Plan 2018 – 2023



**Fiscal Impact**

One of the underlying goals with the new Strategic Plan is to apply for and utilize grant funding in order to expand services to underserved communities. It will be a focus of the Library Director and library support boards to find grant opportunities to fill in service gaps whenever possible. In addition, the library will partner with other organizations to continue providing quality programs and services.

The Libraries in Clackamas County (LINCC), which is the consortium our library is a part of, understands that our permanent tax rate, approved by voters in November 2008, of \$0.3974 per thousand of assessed value is not able to cover the full cost of running each of our libraries. Because of this, it is a future goal to create a successor district to get adequate funding for each of the libraries in Clackamas County. This will hopefully ease up the contributions from city general funds.

**Recommendation**

It is recommended that City Council support the Canby Public Library Strategic Plan 2024 – 2027.



Canby  
Public  
Library

# STRATEGIC PLAN 2024 - 2027



**1. Become an integral part of the community.**

*Residents inside the city of Canby and those in the library's service area use the library's resources and services and value its importance to the community.*

Key Initiative:

- A. The library will increase the number of registered borrowers to population served from 45% to at least 60%.
  - a. The library will implement mobile circ. to register new patrons.
  - B. The library will expand its volunteer base 10% by recruiting members of the service area.
  - C. The library will gather community diversity information from the United States Census, the most current Clackamas County Diversity Assessment, and the Canby Vision Survey to better serve the community needs.

**2. Support early literacy and create young readers.**

*The library will have materials, services, and programs that support young readers and prepare them to enter school ready to learn to read, write, and listen.*

Key Initiative:

- A. The library will offer developmentally appropriate weekly story times.
  - a. The library will initiate monthly story times for home daycares.
  - b. The library will provide weekly story times for preschoolers.
- B. The library will add resources and programs for parents.
- C. The library will provide story times to underserved populations such as non -native English speakers and children with special needs.
- D. The library will incorporate the Science, Technology, Engineering, Arts, Math (S.T.E.A.M.) initiative into story times.

**3. Become a Central Player in Economic Development**

*The Canby Public Library will be the premier center in the community supporting workforce development and small businesses resources.*

Key Initiatives:

- A. Businesses will have the resources they need to develop and maintain strong, viable organizations.
  - a. The library will provide at least one computer with software focused on small business marketing.
  - b. The library will collaborate with other agencies and provide classes and counseling for small business owners to encourage innovation and support growth.
  - c. The library will provide opportunities for both new and seasoned entrepreneurs to collaborate and share ideas.
  - d. The library will build public awareness campaigns to ensure our patrons take full advantage of these exceptional programs and resources.

B. The library will support workforce development.

- a. The library will partner with workforce development organizations to expand services to the unemployed and career changers.
- b. The library will provide materials and resources to support job research.
- c. The library will provide trained staff to assist library users with online job applications.
- d. The library will provide assistance with creating and submitting resumes.
- e. The library will provide programs to support job searching and resume building.
- f. The library will provide at least one designated computer for job seekers.
- g. The library will build public awareness campaigns to ensure our patrons take full advantage of

**4. Satisfy Curiosity: Lifelong Learning**

*Canby residents will have access to the resources they need to explore topics of personal interest to continue to learn throughout their lives.*

Key Initiative:

- A. The library will provide at least four programs, annually, focused towards seniors.
  - a. The library will extend outreach to senior living communities.
  - B. The library will extend outreach services to minority populations.
  - C. The library will provide at least three monthly programs of interest to adults.
  - D. The library will provide unique items for the community to check -out.

**5. Stimulate the imagination through reading, viewing and listening.**

*The Canby community will have materials and programs that stimulate imagination and provide pleasurable reading, viewing and listening experiences.*

Key Initiatives:

- A. The library will purchase additional materials specifically for Canby patrons.
- B. Library patrons will have access to popular materials in a timely manner.
- C. Staff will create monthly promotional materials and displays to engage readers.
- D. Patrons will have access to "read -a-likes" or genre booklists.
- E. The library will create a Readers' Advisory link on their website.
- F. Teens will have materials and a supportive environment that provides entertaining, reading, viewing, and listening opportunities that respond to their current interests.
  - a. The Library will increase access to technologies for teens.
  - b. The library will provide at least one monthly program focused towards young adults.
  - c. The library will form a teen advisory group to get input from the community.

**6. Connect Our Community to the Online World**

*Residents of Canby will be aware of the availability of, and have access to, current and emerging technologies and the assistance they need to use them effectively and confidently in their daily lives.*

Key Initiatives:

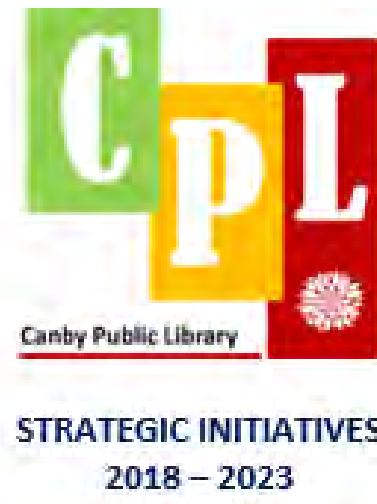
- A. The library will increase the number of Internet access stations.
- B. The library will purchase at least six new computers (laptops, tablets) to use in house.
- C. The library will expand our online presence using social media.

**7. Provide access to share and create digital content**

*Patrons will have access to technologies and software that allow them to create original online content.*

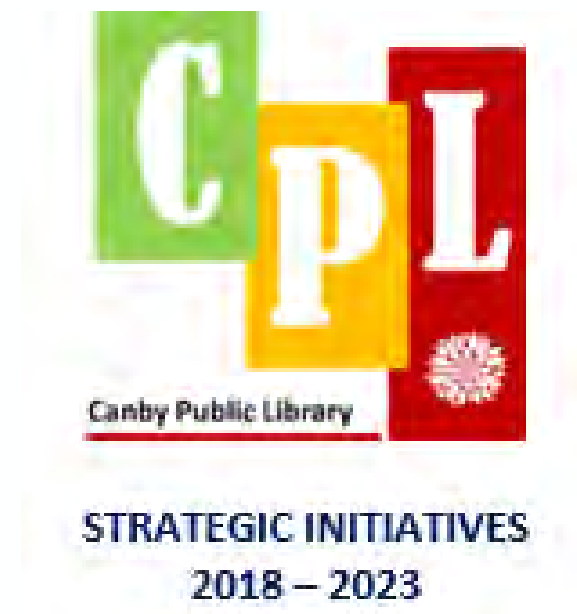
Key Initiatives:

- A. The library will provide the software necessary to create print, video, audio, and visual online content.
- B. The community will have access to skilled and competent staff trained to support and troubleshoot online and digital technologies.
  - a. Staff will be given the opportunity to take in -person and online instruction to increase their knowledge in new technologies.



## Mission

The Canby Public Library will be recognized as a dynamic and transformational force in the community by creating an environment that nurtures intellectual freedom, inspires curiosity, connects people with resources, supports new technologies, and contributes to the success of the community.



## Vision

We are dedicated to providing the highest level of service to all library customers and ensuring open access to appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

# VISION

The Canby Public Library is a values -driven organization and community hub dedicated to cultivating personal and collective growth through quality services and compassionate interactions.



The Canby Public Library strives to provide a safe, welcoming, and dynamic environment where all come to learn, explore, invent, create, and connect with free and equitable services . By providing information, resources, assistance, programming, and access to technology, we are investing in a stronger Canby community .

# MISSION

# Strategic Priority

01

## ADVANCE COMMUNITY EDUCATION AND OUTREACH

Engage/re-engage with those in the Canby service area

- Re-establish relationships and collaborate with Canby area schools
- Support educators and students with special events and tailored resources
- Participate in community events (outreach), including those in unincorporated areas, to increase awareness of the library's value and services
- Partner with other city departments, local businesses, and community organizations for program and outreach opportunities
- Increase library card registrations

Leverage social media to educate library users on our processes and how best to interact with our resources

Apply for and utilize grant funding to expand services to underserved communities

Support workforce and career development with dedicated resources and education

- Provide programs and workshops that address financial, health and wellness, and job searching needs
- Provide dedicated hardware and software for work and career support



# Strategic Priority

02

## BUILD COMMUNITY THROUGH QUALITY PROGRAMMING AND SERVICES

Apply an equity lens to investigate ways to remove barriers and create more opportunities to stimulate curiosity and lifelong learning for all ages

- Implement more programs for all ages and all abilities, including active and passive programs
- Deliver programs that highlight other cultures and communities
- Develop seed library programs related to gardening and sustainability
- Develop and offer Maker Lab STEAM programming for all ages
- Connect all services and programs to our available resources for continued learning

Create an annual feedback survey for patron input on library resources and services



Engage the community to help spread the library's value

- Leverage partnerships with local community groups and library support organizations
- Empower volunteers to be vocal advocates for the library
- Plan an annual library open house to share our available resources

# Strategic Priority 03

## IMPROVE DEPARTMENTAL AND ORGANIZATIONAL HEALTH AND STABILITY

Ensure strong working relationships and build capacity for all members of the Library Advisory Board, Library Foundation and Friends of the Library to support ongoing staff and library championing work

Foster relationships with City Council, other city departments, and community stakeholders to support our collective work

Invest in organizational culture, staff wellbeing, and growth

- Increase engagement and communication with City Council, city departments, and community stakeholders
- Present Strategic Plan annual progress report with the Library Advisory Board

- Establish a training plan focused on helping library staff succeed in their work and prevent burnout
- Provide learning and development opportunities for staff to feel engaged and supported
- Evaluate staff and operational capacity to successfully carry out current and planned library programming, services, and outreach
- Focus on sustainability long term





## City Council Goals & Objectives (2024 -2026) Addressed with Strategic Plan

(1) Promote financial stability

(2) Align resources to address future community growth

(5) Enhance engagement and communications that represent broad perspectives



# THANK YOU!



# FEEDBACK? QUESTIONS?

## CONTACT:



MARISA ELY, MLIS,  
ED.D.



Library Director  
[elym@canbyoregon.gov](mailto:elym@canbyoregon.gov)



Canby  
Public  
Library

# STRATEGIC PLAN

2024 - 2027



The Canby Public Library is a values-driven organization and community hub dedicated to cultivating personal and collective growth through quality services and compassionate interactions.

# VISION



# MISSION

The Canby Public Library strives to provide a safe, welcoming, and dynamic environment where all come to learn, explore, invent, create, and connect with free and equitable services. By providing information, resources, assistance, programming, and access to technology, we are investing in a stronger Canby community.



# Strategic Priority 01

## ADVANCE COMMUNITY EDUCATION AND OUTREACH

### ➤ Engage/re-engage with those in the Canby service area

- Re-establish relationships and collaborate with Canby area schools
- Support educators and students with special events and tailored resources
- Participate in community events (outreach), including those in unincorporated areas, to increase awareness of the library's value and services
- Partner with other city departments, local businesses, and community organizations for program and outreach opportunities
- Increase library card registrations

In this document, "community" includes all those in the Canby service area (the geographic area that the library was established to serve) and all that use the library's resources and services.

### ➤ Leverage social media to educate library users on our processes and how best to interact with our resources

### ➤ Apply for and utilize grant funding to expand services to underserved communities

### ➤ Support workforce and career development with dedicated resources and education

- Provide programs and workshops that address financial, health and wellness, and job searching needs
- Provide dedicated hardware and software for work and career support





# Strategic Priority 02

## **BUILD COMMUNITY THROUGH QUALITY PROGRAMMING AND SERVICES**



Apply an equity lens to investigate ways to remove barriers and create more opportunities to stimulate curiosity and lifelong learning for all ages

- Implement more programs for all ages and all abilities, including active and passive programs
- Deliver programs that highlight other cultures and communities
- Develop seed library programs related to gardening and sustainability
- Develop and offer Maker Lab STEAM programming for all ages
- Connect all services and programs to our available resources for continued learning



Create an annual feedback survey for patron input on library resources and services



Engage the community to help spread the library's value

- Leverage partnerships with local community groups and library support organizations
- Empower volunteers to be vocal advocates for the library
- Plan an annual library open house to share our available resources





# Strategic Priority 03

## IMPROVE DEPARTMENTAL AND ORGANIZATIONAL HEALTH AND STABILITY

-  Ensure strong working relationships and build capacity for all members of the Library Advisory Board, Library Foundation and Friends of the Library to support ongoing staff and library championing work
-  Foster relationships with City Council, other city departments, and community stakeholders to support our collective work
  - Increase engagement and communication with City Council, city departments, and community stakeholders
  - Present Strategic Plan annual progress report with the Library Advisory Board
-  Invest in organizational culture, staff wellbeing, and growth
  - Establish a training plan focused on helping library staff succeed in their work and prevent burnout
  - Provide learning and development opportunities for staff to feel engaged and supported
  - Evaluate staff and operational capacity to successfully carry out current and planned library programming, services, and outreach
  - Focus on sustainability long term







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# Goals Addressed with Strategic Plan

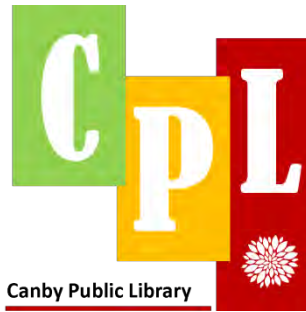
## City Council Goals & Objectives (2024-2026):

- (1) Promote financial stability
- (2) Align resources to address future community growth
- (5) Enhance engagement and communications that represent broad perspectives



## LINCC (Libraries in Clackamas County) Strategic & Tactical Plan (2024-2027):

- (2.1) Develop and implement policies and services to widen access
- (2.2) Provide a full range of valuable and inclusive materials and opportunities for youth
- (2.3) Anticipate emerging needs and provide innovative solutions
- (2.4) Support inclusive communities by providing diverse collections and opportunities for safe and respectful community conversations
- (3.1) Develop and implement a public relations strategy to frame and communicate our story
- (3.2) Build support for and pass a successor library district which provides a sufficient tax rate and clarity around the roles of all district participants (city libraries, LINCC Library Services central office, the county, and district-wide advisory groups)



## STRATEGIC INITIATIVES 2018 – 2023

### Mission Statement:

The Canby Public Library will be recognized as a dynamic and transformational force in the community by creating an environment that nurtures intellectual freedom, inspires curiosity, connects people with resources, supports new technologies, and contributes to the success of the community.

### Priorities

#### 1. Become an integral part of the community.

Residents inside the city of Canby and those in the library's service area use the library's resources and services and value its importance to the community.

##### *Key Initiative:*

- A. The library will increase the number of registered borrowers to population served from 45% to at least 60%.
  - a. The library will implement mobile circ. to register new patrons.
- B. The library will expand its volunteer base 10% by recruiting members of the service area.
- C. The library will gather community diversity information from the United States Census, the most current Clackamas County Diversity Assessment, and the Canby Vision Survey to better serve the community needs.

#### 2. Support early literacy and create young readers.

The library will have materials, services, and programs that support young readers and prepare them to enter school ready to learn to read, write, and listen.

##### *Key Initiative:*

- A. The library will offer developmentally-appropriate weekly story times.
  - a. The library will initiate monthly story times for home daycares.
  - b. The library will provide weekly story times for preschoolers.
- B. The library will add resources and programs for parents.
- C. The library will provide story times to underserved populations such as non-native English speakers and children with special needs.
- D. The library will incorporate the Science, Technology, Engineering, Arts, Math (S.T.E.A.M.) initiative into story times.

### **3. Become a Central Player in Economic Development**

The Canby Public Library will be the premier center in the community supporting workforce development and small businesses resources.

#### **Key Initiatives:**

- A. Businesses will have the resources they need to develop and maintain strong, viable organizations.
  - a. The library will provide at least one computer with software focused on small business marketing.
  - b. The library will collaborate with other agencies and provide classes and counseling for small business owners to encourage innovation and support growth.
  - c. The library will provide opportunities for both new and seasoned entrepreneurs to collaborate and share ideas.
  - d. The library will build public awareness campaigns to ensure our patrons take full advantage of these exceptional programs and resources.
- B. The library will support workforce development.
  - a. The library will partner with workforce development organizations to expand services to the unemployed and career changers.
  - b. The library will provide materials and resources to support job research.
  - c. The library will provide trained staff to assist library users with online job applications.
  - d. The library will provide assistance with creating and submitting resumes.
  - e. The library will provide programs to support job searching and resume building.
  - f. The library will provide at least one designated computer for job seekers.
  - g. The library will build public awareness campaigns to ensure our patrons take full advantage of these exceptional programs and resources.

### **4. Satisfy Curiosity: Lifelong Learning**

Canby residents will have access to the resources they need to explore topics of personal interest to continue to learn throughout their lives.

#### **Key Initiative:**

- A. The library will provide at least four programs, annually, focused towards seniors.
  - a. The library will extend outreach to senior living communities.
- B. The library will extend outreach services to minority populations.
- C. The library will provide at least three monthly programs of interest to adults.
- D. The library will provide unique items for the community to check-out.

**5. Stimulate the imagination through reading, viewing and listening.**

The Canby community will have materials and programs that stimulate imagination and provide pleasurable reading, viewing and listening experiences.

*Key Initiatives:*

- A. The library will purchase additional materials specifically for Canby patrons.
- B. Library patrons will have access to popular materials in a timely manner.
- C. Staff will create monthly promotional materials and displays to engage readers.
- D. Patrons will have access to “read-a-likes” or genre booklists.
- E. The library will create a Readers’ Advisory link on their website.
- F. Teens will have materials and a supportive environment that provides entertaining, reading, viewing, and listening opportunities that respond to their current interests.
  - a. The Library will increase access to technologies for teens.
  - b. The library will provide at least one monthly program focused towards young adults.
  - c. The library will form a teen advisory group to get input from the community.

**6. Connect Our Community to the Online World**

Residents of Canby will be aware of the availability of, and have access to, current and emerging technologies and the assistance they need to use them effectively and confidently in their daily lives.

*Key Initiatives:*

- A. The library will increase the number of Internet access stations.
- B. The library will purchase at least six new computers (laptops, tablets) to use in house.
- C. The library will expand our online presence using social media.

**7. Provide access to share and create digital content**

Patrons will have access to technologies and software that allow them to create original online content.

*Key Initiatives:*

- A. The library will provide the software necessary to create print, video, audio, and visual online content.
- B. The community will have access to skilled and competent staff trained to support and troubleshoot online and digital technologies.
  - a. Staff will be given the opportunity to take in-person and online instruction to increase their knowledge in new technologies.

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
September 11, 2024**

**PRESIDING:** Brian Hodson

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

**COUNCIL ABSENT:** Herman Maldonado

**STAFF PRESENT:** Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; and David Doughman, Interim City Attorney.

**CALL TO ORDER:** Mayor Hodson called the Work Session to order at 7:00 p.m.

**CANBY ADULT CENTER BUILDING DISCUSSION:** Eileen Stein, City Administrator, stated there were two issues to consider, what the Community Development Block Grant (CDBG) funds could be used for and what repayment was necessary. Two Block Grants were granted, one in 1983 for \$342,000, and one in 1994 for \$170,000 for a total of \$512,000. The City had allocated that much in ARPA Funds for the building, and the Council would need to decide what they'd like to do with the ARPA Funds. A one-time financial contribution of that amount to the Canby Adult Center would satisfy the obligation for the CDBG. Another way to satisfy the CDBG funds would be to continue to use the building for some other type of community purpose such as a childcare center or community center. Upon consulting the City Attorney, he indicated that the City's obligation to ensure continued operation might be over because so much time had passed since the grants were awarded.

Mark Sirois, Clackamas County Community Development Manager, agreed with the City Attorney that it was an old agreement and was unclear. The important thing would be for the City to notify the CDBG program in writing that the building was not being used for that purpose anymore, that the Canby Adult Center moved of their own accord voluntarily, and the City assisted with the move. It wouldn't have to be dollar for dollar since the agreement was written with no end date. Current agreements were more term limited, and the County acknowledged that.

David Doughman, City Attorney, stated his research suggested if the City were to replace it with a use that was consistent with the objectives of the CDBG program along with HUD approval, there might not be any requirement of repayment. Mr. Sirois agreed. They could change the use of the building to any CBDG eligible activity without repayment.

The Council discussed the City's obligations in the lease agreement with the School District, need for improvements to the current building, whether or not the ARPA funds were set aside specifically for the Canby Adult Center organization or for a City-owned building, estimate to demo the building and remediate the property, other organizations that would want to move into the building to meet a community need, and the appropriate/legal use of ARPA funds with the concern that the City could give the funds to a non-government entity who could turn around and sell the property to a private party. Many Councilors agreed the need for a teen center and use of the building for that purpose would be a great possibility.

Mr. Doughman would look at the lease with the School District and appropriate/legal uses of ARPA funds.

The Mayor clarified information the Council wanted staff to bring back:

Did ARPA funds follow the organization or the building?

What was the maintenance history of the building currently occupied by the Canby Adult Center and funds for maintenance?

What was the cost of the improvements identified for the building?

Get an estimate of tearing down the building and remediating the property.

What were ARPA uses and restrictions?

Follow up with the Sherwood YMCA to get an idea of what it took to run their building.

What did they continue to use the building for?

What organizations could move into that building to avoid repaying CDBG?

What were the City's obligations to the School District for that building?

What was the obligation if the City decided not to use the building any longer?

Ms. Stein would give an update on this information at the meeting next week, and the Council would decide what would be done with the ARPA funds in October.

Mayor Hodson adjourned the Work Session at 7:58 p.m.

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
September 18, 2024**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Scott Sasse, James Davis, Daniel Stearns, and Jason Padden.

**COUNCIL ABSENT:** Herman Maldonado

**STAFF PRESENT:** Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Don Hardy, Planning Director; and Monica Stone, Wastewater Treatment Plant Supervisor.

**CALL TO ORDER:** Mayor Hodson called the Work Session to order at 6:08 p.m.

**TRANSPORTATION SYSTEM PLAN UPDATE:** Don Hardy, Planning Director, introduced Reah Flisakowski and Kevin Chewuk with DKS Associates, consultants assisting with the Transportation System Plan (TSP). They shared a presentation covering an overview of the plan, purpose of the TSP, performance-based planning process, key development stages, community review process, timeline of the project, TSP goals, trends and targets for travel demand and characteristics, forecasted land use growth, household growth, and employment growth (2023 to 2043), current and future estimates of trips, street network performance assessment – 2043 PM peak, safety evaluation, pedestrian and bicycle network assessment, system completeness—sidewalks and bikeways, transit access, and next steps.

There was discussion regarding tolling, how the document was used, annual reporting to identify what had been done each year, need for better paying jobs and affordable housing so people could live and work in the City, emergency vehicle access standards, and community feedback.

Mayor Hodson adjourned the Work Session at 7:01 p.m.



**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
September 18, 2024**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Scott Sasse, James Davis, Daniel Stearns, Jason Padden, and Herman Maldonado.

**COUNCIL ABSENT:** None.

**STAFF PRESENT:** Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Monica Stone, Wastewater Treatment Plant Supervisor; Todd Wood, Fleet/Transit/IT Director; Elie Enderle, IT Coordinator; Jorge Tro, Police Chief; and David Doughman, Interim City Attorney (attended virtually).

**CALL TO ORDER:** Mayor Hodson called the meeting to order at 7:08 p.m.

**NEW EMPLOYEE INTRODUCTIONS:** Todd Wood, Fleet/Transit/IT Director, introduced Elie Enderle, IT Coordinator.

**POW/MIA PROCLAMATION:** Mayor Hodson read a proclamation declaring September 20, 2024, as POW/MIA Remembrance Day.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:**

Steve Gutierrez, Canby resident, asked for help from Council regarding a house next door which had partially burned down two years ago (as of November) and was abandoned. It presented a danger from feral animals and fire hazard from weeds and was a livability issue.

Eileen Stein, City Administrator, responded Clackamas County was responsible for labeling it as a dangerous building and had not done so. Ms. Stein, Chief Tro, and Mr. Doughman had been working on the issue. Once it was labeled as dangerous, there were things that could be done to clean up the property and put a lien on it.

Mayor Hodson asked Ms. Stein to follow up with Mr. Gutierrez.

Councilor Davis responded the Fire Department was posting on the building that it was unsafe to enter. They had made attempts to contact the County, but there had been no response.

**CONSENT AGENDA: \*\*Council President Hensley moved to approve the minutes of the August 21, 2024, City Council Work Session and Regular Meeting and the minutes of the September 4, 2024, City Council Work Session and Regular Meeting. Motion was seconded by Councilor Maldonado and passed 6-0.**

**ORDINANCES AND RESOLUTIONS:**

Resolution 1420 – Chief Tro introduced Andrew Phelps, Chief Operating Officer, and Rebekah Manon, Senior Planning Consultant, from AC Disaster Consulting, who gave a presentation on 9/18/2024 City Council Work Session & Regular Meeting Minutes

the Emergency Operation Plan (EOP). The last time it was updated was 2012, and the goal was to improve the existing plan. The consultants discussed the scope of work, initiation and assessment, development and finalization of the plan, primary updates, and purpose and benefits.

There was discussion regarding collaborating with other agencies and their EOP plans, community education, and the importance of Council's role in the EOP.

**\*\*Councilor Davis moved to approve Resolution 1420, A RESOLUTION ADOPTING THE CITY OF CANBY EMERGENCY OPERATIONS PLAN AND REPEALING RESOLUTION NO. 1125. Motion was seconded by Councilor Padden and passed 6-0.**

**NEW BUSINESS:** 2025/2026 LOC Legislative Priorities Ballot – Mayor Hodson explained the list of 23 items for next year's League of Oregon Cities legislative priorities. The Council needed to provide input on their priorities from the list and choose 5 to forward to the LOC. He and Council President Hensley had come up with their top 10.

A tally was taken of what each Council member thought were the priorities for Canby.

**\*\*Council President Hensley moved to approve the City of Canby's participation in the ballot for the 2025/2026 League Legislative Priorities and identify the top priorities of the City were Infrastructure Funding, Behavioral Health Enhancements, Restoration of Recreational Immunity, Employment Land Readiness and Availability, and Shift from Gas Tax to a Road User Fee. Motion was seconded by Councilor Maldonado and passed 6-0.**

**OLD BUSINESS:** City Attorney Recruitment – Ms. Stein said the RFP closed Friday, September 20. No responses had been received yet, but she expected them all to come in on Friday.

**MAYOR'S BUSINESS:** Mayor Hodson attended the September 11 Remembrance Ceremony at the Fire Station where the City received a plaque from Guardians of Never Forget, a national organization that supported the ongoing remembrance of 9/11. He was collecting input from the Oregon Mayors Association regarding remote work and would give that information to Ms. Stein. A Library District Task Force was being put together.

#### **COUNCILOR COMMENTS & LIAISON REPORTS:**

Council President Hensley also attended the 9/11 Remembrance Ceremony. She brought pocket size constitutions in remembrance of Constitution Day as well as magnets in remembrance of Suicide Prevention Awareness Month. She attended the Traffic Safety Commission meeting where they received a citizen complaint regarding SW 3rd with construction detours, speeding, and impatient people. They also discussed one-way streets and cameras. They were researching getting a trial camera unit. The Council received an email from the union that proposed suspending all hiring, firing, and promoting until a union matter was resolved.

**\*\*Council President Hensley moved to suspend all hiring, firing, and promoting until the union matter was resolved. Motion was seconded by Councilor Maldonado.**

Councilor Padden was opposed to the motion. The union negotiated with the City Attorney and City Administrator and not the Council. There was a process for employees to follow if there were problems going on within City management. It was very clear in the City Charter what the role of Council was when it comes to City staff.

There was Council discussion regarding the union email. Some Councilors had not read it as it was not received until 3:30 p.m. and did not feel informed to vote.

David Doughman, City Attorney, said he could not provide any legal advice until he was able to read the email. He agreed that matters with employees lay with the City Administrator. He suggested not voting until there was legal advice to provide a better understanding.

Mayor Hodson suggested giving Ms. Stein the opportunity to consult with the City Attorney to handle the matter.

**Motion failed 2-4 with Councilors Padden, Davis, Stearns, and Sasse opposed.**

Councilor Padden stated the union issue had been made public, which did not give an opportunity to discuss it in Executive Session. He attended a function at Dragonberry with a group that worked with students from Vietnam. There had been an email chain regarding the Canby Adult Center among Council which was considered a public meeting that was not noticed. He suggested the email be entered into the minutes the next time the Council discussed the Adult Center so it was made public.

Councilor Maldonado stated the presentations for the 9/11 Remembrance Ceremony were phenomenal, and respect could not have been paid any better.

Councilor Davis thanked everyone who spoke at the 9/11 ceremony. He reported on the Parks and Recreation Advisory Board where Bruce Parker from the Bike and Pedestrian Committee talked about enforcing no motorized bikes on the bike trail per City ordinance. They would make recommendations for possible changes to the ordinance. He then gave an update on parks projects. He had helped at the Dahlia Run event last weekend.

Councilor Stearns reported on the Bike and Pedestrian Committee meeting and how they didn't want to ban electric bikes, just address the speeding issues on the trails. Bridging Cultures had expressed the desire to see more City Council at events. He was notified that the tables outside the Dahlia Building made it hard for disabled people to access the building. He suggested moving the tables to make the sidewalk more accessible. He discussed the email from the union and suggested if someone wanted to bring something to Council, they should be present at the meeting to discuss it.

Councilor Sasse mentioned the Library had created a flyer promoting the Library Advisory Board, the Library Foundation, and Friends of the Library. The Friends of the Library had seen an increase in book sales at the Dahlia Days event. Two Board members met with the School Librarian and former Councilor Chris Bangs about finding a teen liaison for the Library Advisory Board. The Strategic Plan was almost finalized and would be brought to Council. They were working on teen interviews next week.

Mayor Hodson reminded Council about the upcoming October meetings.

**CITY ADMINISTRATOR’S BUSINESS:** Ms. Stein shared the reformatted Bi-Monthly Reports which identified the Council Goals, department statistics, and department activities. She would be at the ICMA (International City/County Management Association) Conference from Saturday, September 21, through Wednesday, September 25. She also shared professional development trainings and conferences for many of the directors/managers over the next couple months. She hosted a Canby Community Partners meeting last week, which included the City Administrator, Chief Davis, Chief Tro, Kathy Robinson from Canby Adult Center, the new School Superintendent, Carol Sullivan from Canby Utility Board, Ray Keen from the Canby Center, and Belinda from the Chamber of Commerce. They would meet on a quarterly basis to address issues facing the community.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Approved Resolution 1420.
3. Approved the City of Canby’s participation in the 2025/2026 LOC legislative priorities and identified the top priorities of the City.

Mayor Hodson adjourned the meeting at 9:00 p.m.

Maya Benham, CMC  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes – Susan Wood

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
October 2, 2024**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Scott Sasse, James Davis, Daniel Stearns, and Jason Padden.

**COUNCIL ABSENT:** Herman Maldonado.

**STAFF PRESENT:** Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Todd Wood, Fleet/Transit/IT Director; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; and Heidi Muller, Transit Operations Manager.

**CALL TO ORDER:** Mayor Hodson called the Work Session to order at 6:06 p.m.

**TRANSIT MASTER PLAN:** Todd Wood, Fleet/Transit/IT Director, gave a background on the Transit Master Plan. He introduced Álvaro Caviedes from Jarrett Walker + Associates, Brenda Martin from Enviroissues, and Adam Russell from TooleDesign to discuss the proposed updates to the Transit Master Plan, which was last updated in 2017.

Mr. Caviedes introduced the team and discussed what a Transit Master Plan was, key goals, and Canby's existing routes. The key goals were to increase the amount of service provided, to make transit more relevant to the community's needs, to adapt to post-COVID travel patterns, and to create a network that was useful and attractive for many people's trips.

Ms. Martin summarized the public engagement including stakeholder interviews, community surveys, community tabling events, and open house. She then explained future engagement plans.

Mr. Caviedes gave highlights of the draft plan, projected 2029 network, and service at different times of the day.

Mr. Russell summarized the existing fleet and expected growth, bus stop inventory, technologies, and capital and policy recommendations.

Mr. Caviedes explained the next steps and asked if there was any feedback.

There was discussion regarding keeping existing services after cost increases, extending routes and improving travel times, funding options, and survey questions. Priorities included: a two-way Canby Loop, adding service to Wilsonville, longer hours on the Loop, connection to downtown Woodburn, and extending service to Milwaukie.

There was consensus for staff to bring back the final plan for Council adoption.

Mayor Hodson adjourned the Work Session at 7:06 p.m.

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
October 2, 2024**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Scott Sasse, James Davis, Daniel Stearns, and Jason Padden.

**COUNCIL ABSENT:** Herman Maldonado.

**STAFF PRESENT:** Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Heidi Muller, Transit Operations Manager, Jorge Tro, Police Chief; David Doughman, Interim City Attorney (attended virtually).

**CALL TO ORDER:** Mayor Hodson called the meeting to order at 7:25 p.m.

**NEW EMPLOYEE INTRODUCTIONS:** None.

**PRESENTATION OF CANBY CIVIC ENGAGEMENT ACADEMY:** Jamie Stickel, Economic Development Director/Communications Specialist, presented information on the Canby Civic Engagement Academy which would be held from 5:30-8:30 p.m. the second Thursday of each month from January to June 2025. The goal of the academy was to help the public gain insights into the daily operations of the City, to engage with fellow community members, and to provide avenues for participation in City boards and committees. The Leadership Team would rotate presentations from each department. It would also give participants an inside view of the City with tours of the Library, Civic Center, Public Works, and the Police Department. Registration would open in November and December for 25 people and Spanish interpretation would be available upon request. A marketing flyer was presented to the Council which would be translated into Spanish also.

There was discussion regarding getting presentations from outside agencies, capping the number of participants, ages of participants, translators, and thanks for the work.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:**

James Heckathorn, president of the Canby Rebels, along with his daughter Ava, presented handouts and coupon booklets and shared about the tournaments held, plaques and trophies received, sponsors, and teams from all over the country this last year. He also discussed how the Rebels were promoting Canby.

**CONSENT AGENDA: \*\*Council President Hensley moved to approve the limited on-premises OLCC application for Chipotle Mexican Grill located at 597 SW 1<sup>st</sup> Avenue. Motion was seconded by Councilor Padden and passed 5-0.**

## **ORDINANCES AND RESOLUTIONS:**

Ordinance 1632 – Jerry Nelzen, Public Works Director, explained the need to amend the contract with Curran-McLeod to design a roundabout required by ODOT for the new signal. An 18-inch water main was also required to help with the future water treatment facility.

There was discussion regarding how the design was for a potential future roundabout.

**\*\*Councilor Davis moved to approve Ordinance 1632, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE PERSONAL SERVICES CONTRACT WITH CURRAN-McLEOD, INC., CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE EXTENSION OF WALNUT STREET TO HIGHWAY 99E to come up for second reading on October 23, 2024. Motion was seconded by Council President Hensley and passed 5-0 on first reading.**

**OLD BUSINESS:** City Attorney Recruitment – Eileen Stein, City Administrator, mentioned this recruitment would be discussed during the Executive Session tonight. David Doughman, City Attorney, was resigning from Beery, Elsner, and Hammond.

The Council thanked Mr. Doughman for his service.

**MAYOR'S BUSINESS:** Mayor Hodson attended the Chamber Luncheon on Tuesday where the new School Superintendent spoke. He reminded the Council of the Work Session next Wednesday at 7:00 p.m.; there would not be a meeting on October 16; and there would be a meeting on October 23. This Friday at 5:30 p.m. Canby High School would be doing a homecoming parade through downtown. Clackamas County Coordinating Committee would meet tomorrow night. The Region One Area Commission on Transportation meeting would be on Monday. He asked Council President Hensley to report to the Traffic Safety Commission about an accident at Maple and Territorial to see if the stop sign on Maple needed to be moved.

## **COUNCILOR COMMENTS & LIAISON REPORTS:**

Councilor Sasse noted the Library Board's thanks to Public Works for the arrows in the alley behind City Offices where the book drop was located.

Councilor Stearns mentioned a citizen complaint about off-leash dogs in town. Another citizen requested simultaneous Spanish translation during Council meetings, and another asked when Pine Street would be done.

Councilor Davis said the sculptures on the bike trail turned out very nice. He reminded everyone of the Legacy Park ribbon cutting on October 9 at 5:00 p.m. The Parks and Recreation Advisory Board still received comments about speeding on the bike trail. He discussed the Rebels tournament and issues with parking at Maple Street Park. He recommended asphalt where a house used to be next to the parking area to increase parking.

Mayor Hodson recommended the Parks and Recreation Advisory Board get costs for asphalt and the Traffic Safety Commission look at options for preventing parking on one side of Maple Street.

Councilor Padden suggested looking into long-term solutions, such as a parking garage or shuttling people to Maple Street Park.

Councilor Davis said the Fire Department was fully staffed with volunteer fire fighters. They were trying to get more water tankers and a fire fighter testing process had just been completed. The Adult Center was working on their Conditional Use permit for the new facility. They recently had to fix their refrigeration system. He asked where citizen complaint forms were going. Ms. Stein responded they would go to her to determine which department could handle it.

Councilor Davis said the burned-out house that was brought to Council's attention at the last meeting was still being worked on. Some notifications had to be made internationally, which slowed down the process. Ms. Stein said a status report was given to the citizen who made the public comment.

Council President Hensley attended the ribbon cutting for the Neighborhood Health Center and the Chamber Luncheon. She also met with the School Superintendent, who was excited to participate in conversations regarding dirt vs. building ownership. She attended the Street Maintenance Taskforce meeting, and they were closer to coming to Council with a recommendation. She read a public service announcement about Domestic Violence Awareness Month.

Councilor Padden attended the Chamber Luncheon. He encouraged supporting the Kiwanis Thrift Store with purchases or donations due to a reduction of 40% in sales because of the road construction on 99E. He discussed real-time Spanish translation during meetings.

**CITY ADMINISTRATOR'S BUSINESS:** Ms. Stichel said they continued to do outreach for a hotel.

Chief Tro discussed the Emergency Operation Plan training session on October 30.

Ms. Stein discussed the City's response to Dr. Perman, but she had not received a response back. She announced the Canby Disposal Cleanup event on October 19 from 8:00 a.m.-3:00 p.m. by appointment only, the Legacy Park Fitness Court grand opening on October 9 at 5:00 p.m., and OLCC ceremonial ribbon cutting for their building on December 5.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Approved Ordinance 1632 to a second reading on October 23, 2024.

**\*\*Council President Hensley moved to go into Executive Session pursuant to ORS 192.660(2)(a) Employment of a Public Officer. Motion was seconded by Councilor Padden and passed 5-0.**

Mayor Hodson read the Executive Session statement and recessed the Regular Meeting at 8:33 p.m.



Mayor Hodson reconvened the Regular Meeting at 9:02p.m. and immediately adjourned.

Maya Benham, CMC  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes – Susan Wood

DRAFT



## CITY COUNCIL Staff Report

Meeting Date: 10/23/2024

To: The Honorable Mayor Hodson & City Council  
Thru: Eileen Stein, City Administrator  
From: Jerry Nelzen, Public Works Director  
Agenda Item: Consider Ordinance No. 1632: An Ordinance Authorizing the City Administrator to Amend the Personal Services Contract with Curran-McLeod, Inc. Consulting Engineers for Design and Construction Phase Engineering Services for the Extension of Walnut Street to Highway 99E (*Second Reading*)  
Goal: Plan a Transportation System the Eases the Impacts of Growth  
Objective: N/A

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### **Summary**

The City is currently completing plans and specifications to construct a new signalized intersection with Highway 99E and extension of Walnut Street from the highway to SE 1<sup>st</sup> Avenue. The design work began in June of 2022 and the scope of work has been modified several times to address new requirements from ODOT and Canby Utility. This amendment is to increase the engineering design budget by \$164,000 to cover the additional design and construction phase efforts.

### **Background**

The City of Canby solicited proposals for engineering services for the design and construction of SE Walnut Street in early 2022. Curran-McLeod, Inc., with DKS Associates as a subconsultant, was selected to provide the engineering services. A personal services agreement was executed on June 7, 2022.

After completion of the preliminary design, ODOT required a scope modification to expand the highway to provide a dedicated right turn lane and expand Walnut Street to provide dual left turn lanes. ODOT has also required intersection improvements include a through route for a joint use bike and pedestrian path.

Following completion of the preliminary design, Canby Utility required the City to increase the waterline to 18" diameter and extend it across Highway 99E to connect to Teakwood Circle.

Work has continued on this project for more than two years which has impacted the engineering services budgets.

### **Attachments**

- Ordinance No. 1632
- Correspondence from Curran-McLeod re Walnut Street Design Issues
- Walnut Street Engineer Amendment Narrative
- Preliminary Cost Estimate March 2024

**Fiscal Impact**

This amendment to the engineering contract will increase the engineering budget to a total of \$765,000 or 10.9% of the construction cost estimate. The total project costs were estimated at \$9.4 million in March of 2024 and budgeted to begin construction in Fiscal Year 24-25.

**Options**

1. Adopt Amendment No. 1 to the Personal Services Agreement with Curran-McLeod, Inc., or
2. Deny or modify the budget amendment and work with ODOT and Canby Utility to modify or eliminate the project scope modifications.

**Recommendation**

It is recommended that City Council approve Amendment No. 1 as presented.

**Proposed Motion**

“I move to adopt Ordinance 1632, Authorizing the City Administrator to Amend the Personal Services Agreement with Curran-McLeod, Inc. Consulting Engineers, in the amount of \$164,000, for Design and Construction Phase Engineering Services for the Extension of Walnut Street to Highway 99E.”

**ORDINANCE NO. 1632**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE PERSONAL SERVICES AGREEMENT WITH CURRAN-MCLEOD, INC. CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE EXTENSION OF WALNUT STREET TO HIGHWAY 99E**

**WHEREAS**, The City of Canby on February 10, 2022, published a formal Request for Qualifications (RFQ) for professional services to complete the S. Walnut Street Extension to Highway 99E;

**WHEREAS**, a City review committee reviewed the qualifications submitted and recommended award of the engineering contract to Curran-McLeod, Inc., Consulting Engineers, and executed a personal services agreement on June 7, 2022; and

**WHEREAS**, Curran-McLeod, Inc. has expanded the scope of work to address additional ODOT and Canby Utility requirements as documents in the correspondence dated September 10, 2024.

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

Section 1. 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 amendment to the personal services agreement to increase the engineering services budget in an amount not to exceed \$164,000 to establish the total engineering budget at \$765,000 for preliminary design, design, and construction phase services for the extension of S Walnut Street to Highway 99E.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, October 2, 2024; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, October 23, 2024, after the hour of 7:00 pm at the Council Chambers at the Canby City Hall, 222 NE 2<sup>nd</sup> Avenue, Canby, Oregon.

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Maya Benham, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 23<sup>rd</sup> day of October, 2024, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Brian Hodson  
Mayor

ATTEST:

\_\_\_\_\_  
Maya Benham, CMC  
City Recorder

September 10, 2024

CURRAN-McLEOD, INC.  
CONSULTING ENGINEERS

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

Mr. Dave Conner, Public Project Coordinator  
Mr. Jerry Nelzen, Public Works Director  
City of Canby  
222 NE 2<sup>nd</sup> Avenue  
Canby, OR 97013

**RE: CITY OF CANBY  
WALNUT STREET EXTENSION AND  
HIGHWAY 99E SIGNALIZATION**

Dear Jerry & Dave:

As we have discussed, we have expended the majority of our engineering budgets for the preliminary and design phase work on the Walnut Street connection from Highway 99E to SE 1<sup>st</sup> Avenue. To date we are still well below our contract amount of \$601,000, however, we do not have sufficient budgets to cover our expenses for the modified designs through the remaining design and construction phases of the work. With this letter we are requesting an increase in the engineering budget.

We have submitted the preliminary plan set to ODOT and have responded to multiple requests for changes. A new plan set is anticipated to be submitted to ODOT in the next week. We anticipate the ODOT approval will be secured in the next two months and then the project advertised for bids by the end of the year, for construction to begin in the spring of 2025.

We have also prepared a preliminary set of plans for the City's improvements to Walnut Street from the Highway to SE 1<sup>st</sup> Avenue, which will be bid separately to keep the ODOT work isolated from the City's project. The City's work requires approval of a change in scope, as discussed below prior to finalizing the plans. Also note we anticipate soliciting independent bids for the sewer and water highway crossings, separate from the Walnut work scope.

We are requesting an increase in our Walnut Street engineering budget to account for the additional efforts expended to address changes in our work scope. The original project scope was presented to the City in May of 2022 has had several scope changes that have impacted our efforts. After the preliminary design was complete, additional tasks were mandated that included:

1. ODOT required preparation of a traffic circle conceptual design before approving the signalized intersection. This new geometric design for the circle was submitted to ODOT in January 2024, and ODOT subsequently rejected the idea and approved the use of a traffic signal on January 18, 2024.
2. ODOT required a dedicated right-turn lane be added to the northbound highway travel lanes, which required acquiring additional right-of-way from the adjacent Lyons property.

Mr. Dave Conner  
Mr. Jerry Nelzen  
September 10, 2024  
Page 2

ODOT also mandated Walnut Street have dual left turn lanes approaching the highway, which mandated redesign of the street approaching the Highway and the ADA sidewalk improvements. Revised Walnut Street plans were completed on March 25<sup>th</sup> to include a dedicated right turn lane on the highway, and dual left turn lanes on Walnut Street approaching the highway.

3. The water system work scope in our contract was initially to install 2,600 feet of 12” PVC waterline the full length of the new Walnut Street. Canby Utility has modified that to require an 18” line in Walnut Street and an additional 600 feet of 8” PVC bore to cross the highway and railroad, and loop into Teakwood Circle. This will require securing new highway and railroad permits and securing an easement from the property owner north of the railroad. We are requesting the City’s approval of this additional work before we solicit bids for the highway utility crossings.
4. Most recently, ODOT has required the design include a 10 to 12-foot shared use bike and pedestrian path separated from the future highway curblin by a planter strip, and extending through the curb returns at the Walnut Street intersection. We are currently preparing this modification, which requires redesigning the curb returns, relocating the pedestrian push buttons and potentially requiring relocation of the signal pole and securing additional right-of-way from the restaurant property owner.
5. In an overview, the time delays have also been a substantial drain on our resources. Our office began work on this project in June 2022, over two years ago, with a budget that anticipated construction would be completed in 2023. Multiple delays and modified requirements have required substantial additional efforts. Construction is now anticipated to not begin until early 2025.

The most recent cost estimate sent to the City was prepared in March 2024, totaling \$9.4 million. This cost is anticipated to continue to increase until the construction contract is executed. A summary of our estimate is listed below:

ODOT Highway Improvements	\$2,175,700
Walnut Street Improvements	<u>4,854,600</u>
TOTAL CONSTRUCTION	\$7,030,300
Canby Utility Power Supply	\$ 250,000
Engineering & Contingency (30%)	<u>2,119,700</u>
TOTAL PROJECT COST	<u>\$9,400,000</u>

Mr. Dave Conner  
Mr. Jerry Nelzen  
September 10, 2024  
Page 3

Our existing engineering budget totals \$601,000 which is approximately 8.5% of the construction cost. To cover our expenses, we are asking that the project budget be increased by \$164,000 to a total of \$765,000, which is then approximately 10.9% of the estimated construction cost. This restores our budget to complete design and administer the construction.

Our firm has always worked to keep engineering costs low. On this project we have expended a substantial amount of time and efforts over the past two years and appreciate your consideration to increase our budgets to permit completion of the work.

Our personal services agreement was executed in June of 2022. Attached is an amendment to our Personal Services Agreement for your approval. Please let me know if you have questions or concerns.

Very truly yours,

**CURRAN-McLEOD, INC.**

  
Curt J. McLeod, P.E.

Enclosure: Amendment No. 1 to the Personal Services Agreement  
March 2024 Project Cost Estimate



**ODOT RIGHT-OF-WAY: 99E & WALNUT INTERSECTION**

Three-way Signalized Intersection, Additional NB Right Turn Lane & Bike Lane  
 8" water Highway & Railroad Crossing, 8" Sanitary Sewer Highway & Railroad crossing  
 Preliminary Estimate March 2024

	<i>Quantity</i>	<i>Units</i>	<i>Unit Price</i>	<i>TOTAL</i>
<b>SITWORK:</b>				
Mobilization	All	LS	\$ 100,000.00	\$ 100,000.00
Traffic Control	All	LS	\$ 100,000.00	\$ 100,000.00
Erosion Control	All	LS	\$ 5,000.00	\$ 5,000.00
Site Restoration	All	LS	\$ 30,000.00	\$ 30,000.00
Common Excavation	1,500	CY	\$ 40.00	\$ 60,000.00
Sawcut	600	LF	\$ 5.00	\$ 3,000.00
			<b>Subtotal</b>	<b>\$ 298,000.00</b>
<b>AC SURFACING:</b>				
1/2" Dense Mix AC (9")	710	Tons	\$ 150.00	\$ 106,500.00
Crushed Rock (12")	1,400	SY	\$ 30.00	\$ 42,000.00
2" Grind & Inlay AC (2")	170	Tons	\$ 180.00	\$ 30,600.00
Geotextile Fabric	1,400	SY	\$ 15.00	\$ 21,000.00
			<b>Subtotal</b>	<b>\$ 200,100.00</b>
<b>SIGNAL/TRAFFIC:</b>				
Traffic Signal, Signing, & Striping	1	EA	\$ 700,000.00	\$ 700,000.00
			<b>Subtotal</b>	<b>\$ 700,000.00</b>
<b>PUBLIC UTILITIES:</b>				
8" Sanitary Line	440	LF	\$ 140.00	\$ 61,600.00
Standard Manhole	6	EA	\$ 10,000.00	\$ 60,000.00
12" Storm Culvert	500	LF	\$ 100.00	\$ 50,000.00
Ditch Inlet	1	EA	\$ 5,000.00	\$ 5,000.00
Rip Rap Outfall	1	EA	\$ 1,000.00	\$ 1,000.00
Sanitary Highway & RR Bore	500	LF	\$ 800.00	\$ 400,000.00
8" Water Highway & RR Bore	500	LF	\$ 800.00	\$ 400,000.00
			<b>Subtotal</b>	<b>\$ 977,600.00</b>
			<b>ODOT Construction Total</b>	<b>\$ 2,175,700.00</b>

**CITY OF CANBY RIGHT-OF-WAY: WALNUT ST**

60' curb with Dual Left Turn Lanes at 99E, 50' curb to curb to SE 1st Avenue,  
 18" DI Waterline, 8" Sanitary Sewer, Stormwater Collection & Disposal, Lighting & Power Distribution  
 Preliminary Estimate March 2024

	<i>Quantity</i>	<i>Units</i>	<i>Unit Price</i>	<i>TOTAL</i>
<b>Street Construction</b>				
Mobilization	All	LS	\$ 150,000.00	\$ 150,000.00
Traffic Control	All	LS	\$ 20,000.00	\$ 20,000.00
Erosion Control	All	LS	\$ 40,000.00	\$ 40,000.00
Site Restoration	All	LS	\$ 50,000.00	\$ 50,000.00
Common Excavation	12,400	CY	\$ 30.00	\$ 372,000.00
Embankment	6,000	CY	\$ 30.00	\$ 180,000.00

Sawcut	400	LF	\$ 5.00	\$ 2,000.00
Berm Grading	800	CY	\$ 40.00	\$ 32,000.00
			<b>Subtotal</b>	<b>\$ 846,000.00</b>
<b>AC &amp; CONCRETE SURFACING:</b>				
1/2" Dense Mix AC (5")	5,000	Tons	\$ 140.00	\$ 700,000.00
Crushed Rock (22")	18,000	SY	\$ 30.00	\$ 540,000.00
4" Sidewalk & 2" Leveling Rock	1,200	SY	\$ 100.00	\$ 120,000.00
ADA Truncated Domes	4	EA	\$ 1,000.00	\$ 4,000.00
Curb & Gutter	5,600	LF	\$ 40.00	\$ 224,000.00
Concrete Driveways	150	SY	\$ 150.00	\$ 22,500.00
Private 3" Asphalt Driveway/Parking	400	Tons	\$ 120.00	\$ 48,000.00
			<b>Subtotal</b>	<b>\$ 1,658,500.00</b>
<b>STORM DRAINAGE:</b>				
Catch Basin	12	EA	\$ 5,000.00	\$ 60,000.00
Drywell	3	EA	\$ 20,000.00	\$ 60,000.00
12" Storm Line w/select bfl	1,500	LF	\$ 120.00	\$ 180,000.00
18" Storm Line w/native bfl	1,000	LF	\$ 150.00	\$ 150,000.00
48" Manhole	9	EA	\$ 10,000.00	\$ 90,000.00
48" Sedimentation Manhole	3	EA	\$ 15,000.00	\$ 45,000.00
Surface Outfall	1	EA	\$ 5,000.00	\$ 5,000.00
			<b>Subtotal</b>	<b>\$ 590,000.00</b>
<b>SANITARY SEWER:</b>				
48" Manhole	12	EA	\$ 10,000.00	\$ 120,000.00
8" PVC 3034 w/select bfl	2,700	LF	\$ 140.00	\$ 378,000.00
			<b>Subtotal</b>	<b>\$ 498,000.00</b>
<b>DI WATERLINE:</b>				
18" DI Water w/select bfl	2,700	LF	\$ 320.00	\$ 864,000.00
Stubs for Future Development	3	EA	\$ 5,000.00	\$ 15,000.00
Fire Hydrants	8	EA	\$ 7,500.00	\$ 60,000.00
Misc Fittings	20	EA	\$ 1,000.00	\$ 20,000.00
Valves	6	EA	\$ 12,000.00	\$ 72,000.00
			<b>Subtotal</b>	<b>\$ 1,031,000.00</b>
<b>POWER, LIGHTING, COMMUNICATIONS:</b>				
Street Lights	18	EA	\$ 2,500.00	\$ 45,000.00
2" PVC Sch 40 Conduit	3,500	LF	\$ 25.00	\$ 87,500.00
Junction Boxes	18	EA	\$ 200.00	\$ 3,600.00
Power & Communication Trenching	3,500	LF	\$ 25.00	\$ 87,500.00
Utility Vaults	5	EA	\$ 1,500.00	\$ 7,500.00
			<b>Subtotal</b>	<b>\$ 231,100.00</b>
			Canby Total	\$ 4,854,600.00
			ODOT Total	\$ 2,175,700.00
			<b>Subtotal</b>	<b>\$ 7,030,300.00</b>
			Engr & Contingency (30%)	\$ 2,119,700.00
			Canby Utility Power	\$ 250,000.00
			<b>TOTAL PROJECT COST (exc. land)</b>	<b>\$ 9,400,000.00</b>



## CITY COUNCIL Staff Report

Meeting Date: 10/23/2024

To: The Honorable Mayor Hodson & City Council  
Thru: Eileen Stein, City Administrator  
From: Jerry Nelzen, Public Works Director  
Agenda Item: Consider Ordinance No. 1633: An Ordinance Authorizing the City Administrator to Extend a one (1) to two (2) year contract with MSNW Group LLC, in the amount of \$144,960.00 per year for custodial services for the City of Canby. (First Reading)  
Goal: N/A  
Objective: N/A

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### **Summary**

Consider Ordinance No. 1633: An Ordinance Authorizing the City Administrator to extend the one (1) to two (2) year contract with MSNW Group LLC, in the amount of \$144,960.00 per year for custodial services for the City of Canby. The purpose of entering a two-year contract with MSNW Group LLC is to provide custodial services for the five City-owned and operated buildings. This service includes general cleaning, restroom maintenance, floor care, trash removal, surface sanitation, and specialized services such as upholstery cleaning, pressure washing and window cleaning.

### **Background**

Currently, the custodial services contract ends December 31, 2024.

### **Discussion**

The City Facilities Department advertised through an RFP (Request for Proposal) process. Two (2) proposals were received. City staff did a scoring process and chose the company best suited for custodial services for the city of Canby. The decision was made to select MSNW Group LLC.

### **Attachments**

Ordinance No. 1633  
MSNW Group LLC Custodial Contract

### **Fiscal Impact**

Custodial Services went through the budget process and was approved by the City Council.

### **Options**

Approve the contract for Custodial Services with MSNW Group LLC, or  
Deny the contract with further instructions to staff.

### **Recommendation**

It is recommended that the City Council approve the custodial contract with MSNW Group LLC as presented.

### **Proposed Motion**

"I move to approve Ordinance 1633, Authorizing the City Administrator to extend the one (1) to two (2) year contract with MSNW Group LLC, in the amount of \$144,960.00 per year for custodial services for the City of Canby to a second reading on November 6<sup>th</sup>, 2024."

**ORDINANCE NO. 1633**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXTEND A ONE (1) TO TWO (2) YEAR CONTRACT WITH MSNW GROUP LLC, IN THE AMOUNT OF \$144,960.00 PER YEAR FOR CUSTODIAL SERVICES FOR THE CITY OF CANBY.**

**WHEREAS**, on August 16, 2023, the City of Canby published a formal request for proposals (RFP) for professional services to provide Custodial Services for City owned and operated buildings;

**WHEREAS**, MSNW Group LLC was selected in the aforementioned process as a qualifying Custodial Service;

**WHEREAS**, the City of Canby has budgeted for Custodial Services in the adopted 2024/25 budget in the amount of \$150,000; and

**WHEREAS**, the Canby City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed the contract price of \$144,960.00 and the Staff Report and believes this to be in the best interest of the City to enter into a contract with MSNW Group LLC.

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

**Section 1.** The City Administrator is hereby authorized on behalf of the City to enter into an agreement with MSNW Group LLC in the amount of \$144,960.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, October 23<sup>rd</sup>, 2024 ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, November 6<sup>th</sup>, 2024 commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor Canby, Oregon.

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Maya Benham, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 6<sup>th</sup> day of November, 2024, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Brian Hodson  
Mayor

ATTEST:

\_\_\_\_\_  
Maya Benham, CMC  
City Recorder

## Exhibit "A"



### FACILITY SERVICES CONTRACT

This agreement is entered into this 28<sup>th</sup> day of September 2023, by and between City of Canby, hereinafter referred to as "Client", and MSNW Group, LLC. ("MSNW"), hereinafter referred to as "Contractor" (the "Contract").

#### WHEREAS:

- (a) Client owns a building or buildings defined in Exhibit A (the "Property"); and
- (b) Client wishes to retain from Contractor, and Contractor wishes to provide to Client, certain janitorial and/or maintenance services for the Property.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants set forth below, and for other good and valuable consideration, the sufficiency of which is acknowledged by Client and Contractor, the parties agree as follows.

1. The Contractor shall commence performance of this Contract on the 1<sup>st</sup> day of January 2024 and, unless this Contract is otherwise terminated pursuant to paragraph 8 below, shall continue such performance until the 31<sup>st</sup> day of December 2024 (the "Term"). Unless otherwise terminated pursuant to paragraph 8 below, this Contract shall automatically renew for an additional (1) one year. Should such an automatic renewal occur, however, Contractor will be entitled to increase the Service Charge (as defined below) for Facility Services (as defined below) performed by Contractor following expiration of the initial Term of the Contract.
2. During the Term of this Contract, the Contractor shall provide the janitorial services specified in Exhibit B hereto for the Property (the "Facility Services"). Client shall provide Contractor access to the Property as reasonably necessary to allow Contractor to perform the Facility Services and/or any Additional Services (as defined below) requested by Client.
3. Payment for the Facility Services in the amount specified in Exhibit B will be made to the Contractor by the Client no later than the first (1<sup>st</sup>) day of each month (the "Service Charge"). Any services provided to Client by Contractor not specified in Exhibit B (the "General Janitorial Specifications") will be charged to Client at the rates set forth for Additional Services in Exhibit C. Payment for Additional Services will be due within ten (10) days of provision thereof. Any amounts not paid pursuant to the terms and conditions of this Contract will accrue interest at the rate of eighteen percent (18%) per annum or one and one-half percent (1.5%) per month, until paid in full.
4. The Contractor shall be responsible for furnishing all cleaning products and equipment necessary for provision of the Janitorial Services. Any required inventory of paper and plastic products, and light bulbs shall be maintained by Contractor, and the cost of same shall be billed to Client on a monthly basis.
5. Client shall provide, free of charge, adequate, conveniently located storage space for the cleaning materials and equipment of the Contractor and shall be responsible to the Contractor for the security of such storage space.
6. Client agrees that during the term of this Agreement Client shall not directly or indirectly solicit or assist in the solicitation of any person to leave employment who is an employee of the Contractor.
7. Client and Contractor may at any time and from time to time alter or vary the terms and conditions of this Contract but, except as to any increase in the Service Charge and rates for Additional Services provided for in paragraph 1 and 12, no such change shall be binding on either party unless reduced to writing and signed by the party to be charged therewith.
8. This Contract may be terminated by either party for cause upon sixty (60) days' written notice. Should either party wish not to renew this Contract upon expiration of its Term, said party shall provide written notice to the other party at least thirty (30) days prior to the expiration of the Term hereof. In the event Client terminates this Contract without cause prior to the expiration of the Term, Client shall pay to the Contractor an early termination fee equal to twenty percent (20%) of the Service Charge defined in Exhibit B for each month that remains in the Term of the Contract.

Facility Services Contract

MSNW – Proprietary Information Please Do Not Copy or  
Distribute Without Consent



9. Contractor shall in no way be responsible for any failure to perform the Facility Services due to the act or negligence of the Client or any employee or other representative of the Client or due to strikes, lockouts, fire, flood, adverse weather conditions, unavoidable casualties, or by any other cause of any kind whatsoever beyond the control of the Contractor.
10. It is acknowledged and agreed that the Contractor is not an employee of the Client and is acting as an independent contractor.
11. Both parties agree to defend, protect, indemnify, and hold harmless one another and their respective directors, officers, employees, agents, and representatives, against and from any liabilities, loss, claims, acts or suits, including costs and reasonable attorneys' fees, arising from activities related to or regarding the services identified herein, including but not limited to those services provided by the Contractor and the Client and any other contractors, employees and agents on the Property. However, neither party shall be obligated to indemnify or hold the other harmless against liability for damages caused by or resulting from the sole negligence of that party and each party shall only be liable to defend and indemnify the other to the extent of its own negligence.
12. Contractor may increase the Service Charge on an annual basis to address cost of living, minimum wage updates, and healthcare reform expenses. The increase notification will be provided in writing from the Contractor to the Client.
13. All notices required by this Contract shall be in writing and shall be hand delivered, sent via electronic mail with a delivered receipt, or sent via the U.S. Mail (return receipt requested) with postage prepaid. Notices to Client shall be addressed to: [pfenningp@canbyoregon.gov](mailto:pfenningp@canbyoregon.gov); notices to Contractor shall be addressed to: MSNW, Attn: Contracts Administrator, 2257 Northgate Spur, Ferndale, WA 98248 or sent via electronic mail to: [accounting@msnwgroupp.com](mailto:accounting@msnwgroupp.com). The foregoing addresses may be changed by either party by providing the other party written notice of a new address. All notices sent pursuant to this paragraph shall be deemed to have been received by the recipient on the date of hand delivery, the date the electronic mail with delivery receipt was delivered or the third (3<sup>rd</sup>) business day following the mailing thereof.
14. This Contract shall be construed and enforced in accordance with the laws of the State of Washington, and the venue of any disputes hereunder shall be Whatcom County, Washington.
15. In the event a dispute arises between the parties hereunder, the prevailing party of any such dispute shall be entitled to recover its reasonable attorneys' fees and costs.
16. This Contract embodies the entire agreement of the parties with regard to the matters herein and no other agreement shall be deemed to exist except as entered into in writing by the parties to this Contract. If any part of this Contract is held or rendered invalid or illegal, the remaining provisions of the Contract shall continue to apply.

 10-23-23  
 City of Canby Date  
 By: Eileen Stein, Interim City Administrator

 12/04/2023  
 MSNW Group, LLC Date  
 By: Terell Weg, President & CEO



## Exhibit A SERVICE LOCATIONS

Library/Civic Center  
220-222 NE 2<sup>nd</sup> Ave  
Canby, OR 97013

Police Department  
1175 NW 3<sup>rd</sup> Ave  
Canby, OR 97013

Transit Office  
195 S Hazel Dell Way  
Canby, OR 97013

Transit Kitchen/Restroom  
100 N Ivy  
Canby, OR 97013

Water Treatment Center  
1480 NE Territorial Rd  
Canby, OR 97013

Public Works (& heated bay restroom)  
1470 NE Territorial Rd  
Canby, OR 97013





### Exhibit B SERVICE CHARGE

Service Location	Days per Week	Monthly Rate
Library/Civic Center	3	\$ 4,800.00
Police Department	3	\$ 4,455.00
Transit Office	2	\$ 460.00
Transit Kitchen/Restroom	2	\$ 420.00
Water Treatment Center	2	\$ 1,090.00
Public Works (& heated bay restroom)	2	\$ 855.00
<b>Total Monthly Rate</b>		<b>\$12,080.00</b>

### GENERAL JANITORIAL SPECIFICATIONS

GENERAL OFFICES/ COMMON AREAS	2-3/WK	WKLY	MTHLY
Trash containers - Empty and replace liners as needed. Spot Clean as needed. (Liners to be furnished by Client)	X		
Recycling - Handle recycling per client's instructions.	X		
Carpets - Vacuum high traffic patterns.	X		
Hard floors - Dust mop or vacuum.	X		
Hard floors - Spot mop to remove spills and stains.	X		
Dusting - Thoroughly dust horizontal surfaces including office equipment, files, windowsills, chairs, and tables.	X		
Dusting - Picture frames to height of six (6) feet.	X		
Dusting - Cleared desktops.	X		
Glass partitions - Spot clean to remove fingerprints/smudges.	X		
Water Fountains - Clean with a disinfectant solution, then polish.	X		
Entrance Doors - Clean/disinfect inside and out to remove fingerprints.	X		
Carpets - Thoroughly vacuum.		X	
Hard floors - Thoroughly damp mop with neutral cleaner.		X	
Disinfecting - Telephones, light switches, and door frames.		X	
Dusting - Baseboards and low vents.		X	
High Dusting - Ceiling vents and ledges to a height of twelve (12) feet.			X



<b>RESTROOMS</b>	<b>2-3/WK</b>	<b>WKLY</b>	<b>MTHLY</b>
Stocking - Towels, tissue, seat covers, and hand soap. (To be furnished by Client)	X		
Empty Sanitary napkin receptacles and wipe with disinfectant.	X		
Trash containers - Empty containers and replace liners.	X		
Mirrors - Clean and polish.	X		
Disinfect - Dispensers, doorknobs, push plates.	X		
Toilets and urinals - Clean and disinfect inside and out.	X		
Toilet seats - Clean and disinfect on both sides.	X		
Sinks - Clean with a non-abrasive cleaner and disinfectant.	X		
Bright Work - Clean and polish.	X		
Partition walls - Spot clean with a detergent disinfectant solution.	X		
Partition tops - Dust.	X		
Walls - Spot clean to remove soap splashes, fingerprints/smudges.	X		
Hard floors - Sweep then mop with disinfectant.	X		
Dusting - Ceiling vents and ledges that can be reached from the floor.		X	
Floor drains - Add water and enzymes.			X

<b>BREAKROOMS / COFFEE STATIONS</b>	<b>Z-3/WK</b>	<b>WKLY</b>	<b>MTHLY</b>
Trash containers - Empty containers and wipe before relining.	X		
Wipe wall behind garbage can.	X		
Recycling - Handle recycling per client's instructions.	X		
Stocking - Towels and hand soap. (To be furnished by Client)	X		
Sinks - wash with non-abrasive cleaner and disinfect.	X		
Bright Work - Clean and polish.	X		
Microwave - Clean inside and out, making sure to disinfect all touch surfaces.	X		
Refrigerator - Clean and disinfect front and handles.	X		
Countertops and cabinets - Clean and disinfect exposed surfaces and	X		
Tables and chairs - Clean and disinfect exposed surfaces.	X		
Hard floors - Sweep and damp mop with neutral cleaner.	X		
Countertops - Pull items out, clean, and disinfect behind easily movable		X	
Wall surfaces around light switches - spot clean		X	

<b>ELEVATORS / STAIRWELLS</b>	<b>Z-3/WK</b>	<b>WKLY</b>	<b>MTHLY</b>
Elevator - Vacuum or damp mop floors.	X		
Elevator - Wipe clean and polish doors and walls.	X		
Elevator - Vacuum door tracks.	X		
Stairwells - Steps and landings - spot sweep or vacuum.	X		
Stairwells - Clean and disinfect handrails.	X		
Stairwells - Dust ledges.		X	



## **ANNUAL SERVICES**

### **Carpet Cleaning Services**

- Library/Civic Center
- Police Department
- Transit Office
- Public Works

### **Upholstery Cleaning Services**

- Library/Civic Center (all public furniture)

### **Interior/Exterior Window Cleaning Services**

- Library/Civic Center
- Police Department
- Waste Water Treatment Center (Main Bldg. only)



### Exhibit C ADDITIONAL SERVICES

Janitorial Services	\$60 per hour
Construction Cleanup Services	\$85 per hour
HAZMAT Cleanup Services	\$95 per hour
Window Cleaning Services	\$75 per hour
Floor Strip and Wax - \$0.46 per square foot	\$250 minimum
Carpet Care Services - \$0.18 per square foot	\$250 minimum
Tile Maintenance \$1.60 per sq. foot	\$250 minimum
General Maintenance/Construction Services	\$85 per hour
Lighting Repair/Electrical Services by Licensed Electrician	priced per bid
HVAC Maintenance (scheduled filter replacements, oil & belt checks, etc.)	priced per bid
HVAC Repair (troubleshooting & repair services)	priced per bid
Major Plumbing Repair by Licensed Journeyman Plumber	priced per bid
Water Damage/Water Remediation Services	\$95 per hour
Water Damage/Water Extraction with truck mount unit	\$95 per hour
Landscaping Maintenance Services	\$85 per hour
Landscaping Installation/Project Services	\$85 per hour
Irrigation Installation and Repair Services	\$95 per hour
Pressure Washing with water reclamation	\$95 per hour
Snow Removal Services – pricing available by request	

Prices are subject to change at Contractor's discretion. Any Additional Services will be billed at a 2-hour minimum. Any emergency call-out (including after hours and holidays) will be billed at 1 ½ time's general hourly rate plus a \$75 emergency call out fee. Regular business hours are Monday through Friday, 8:00 am until 5:00 pm. Holidays Observed: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day



## PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and MSNW GROUP, LLC (Contractor). The effective date of this Agreement is January 1, 2024 (“Effective Date”).

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

The Parties Agree a Follows:

- 1. Scope of Services. Contractor’s services under this Agreement are set forth in Exhibit “A”, attached hereto and incorporated by reference. Terms and conditions in this Agreement will take precedence over any conflicting term or condition in an exhibit to this Agreement, including Exhibit A.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor’s Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
  - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor’s proposal. See Exhibit “A” attached hereto. Contractor agrees that \$144,960.00 is the not to exceed price of this contract, without prior written approval from the City.
  - B. City agrees to pay Contractor within 30 days after receipt of Contractor’s itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
  - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
  - A. Contractor’s services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
  - B. Contractor certifies that it is either a carrier-insured employer or a self-

insured employer as provided in Chapter 656 of the Oregon Revised Statutes.

- C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.
- D. Contractor expressly acknowledges that as an independent contractor, Contractor is not entitled to indemnification by City or the provision of a defense by City under the terms of ORS 30.285.

5. **Subcontractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions of this agreement as well as applicable OSHA regulations and requirements.**

6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.

7. Term.

A. This Agreement will run from the Effective Date until December 31, 2024. If the term ends on a specific date, the Agreement will terminate at 5pm on that date.

B. This Agreement may be terminated by:

- 1. Mutual written consent of the parties.
- 2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
- 3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
  - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
  - b. If Contractor fails to abide by the terms of this Agreement.
  - c. If services are no longer required.

8. Professional Standards and Compliance with Laws. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

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

Without limiting its obligation to comply with all applicable laws, Contractor will comply with the following laws, which the State of Oregon requires to be expressly incorporated into this Agreement: ORS 279B.220; ORS 279B.230; and ORS 279B.235.

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

A. For Comprehensive General Liability Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. ~~For Professional Liability—errors and omissions—a \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. (Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.).~~ For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder. Professional liability not required as a part of this agreement.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage. Procuring of such required insurance at the above-stated levels shall not be



construed to limit the Contractor's liability hereunder. The coverage provided by insurance required under this Agreement shall be primary, and any other insurance carried by City shall be excess. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, expense or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement, and Contractor shall indemnify, defend and hold the City of Canby harmless from and against such damages, injuries, losses, expenses or costs.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys' fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
13. Applicable Law and Venue. The laws of the State of Oregon govern this Agreement, without regard to conflict of laws principles. Any dispute arising out of or related to this Agreement between the parties will be resolved in the Circuit Court of the State of Oregon, Clackamas County. The parties agree to the personal jurisdiction of Clackamas County Circuit Court.
14. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
15. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.
16. Records. Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three (3) years after City makes final payment on this Agreement and all other pending matters are closed. In addition, Contractor shall allow City (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing

retention requirement.

- 17. Third-Party Beneficiaries. The only parties to this Agreement are the City of Canby and the Contractor. No third-parties are intended to benefit from this Agreement, by implication or otherwise.
- 18. No Waiver. A waiver of any provision of this Agreement will only be effective if it is made in writing and signed by the waiving party. The failure of any party to require the performance of any term or obligation of this Agreement, or the waiver by any party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

CITY: Eileen Stein, Interim City Administrator  
 City of Canby  
 PO Box 930  
 Canby, OR 97013

CONTRACTOR: Terell Weg, President & CEO  
 MSNW Group, LLC  
 2257 Northgate Spur  
 Ferndale, WA 98248

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

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

**CONTRACTOR: CITY OF CANBY**

By: 

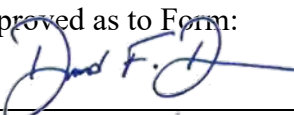
By:

Date: 12/04/2023

Date:

**Subcontractors will be used  Yes  No (If Yes, please complete List of Subcontractors attached to this Agreement)**

Approved as to Form:

  
 \_\_\_\_\_  
 David Doughman, Interim City Attorney

8/4/23

**LIST OF SUBCONTRACTORS**

*As per Section 5 of the Personal Services Agreement, the following businesses will be subcontractors. Subcontractors are required to have a City of Canby Business License prior to commencing work under this contract.*

Name of Business	Address	Phone	CCB#
MS Windows	22845 SW Washington St, Sherwood, OR	909-200-5692	

The City hereby approves the above listed subcontractors.

\_\_\_\_\_  
City of Canby

\_\_\_\_\_  
Date

**SIGNATURE CERTIFICATE**



**REFERENCE NUMBER**

5E3F8C3A-D9DF-4E99-AABB-090BB1B80712

**TRANSACTION DETAILS**

**Reference Number**  
5E3F8C3A-D9DF-4E99-AABB-090BB1B80712

**Transaction Type**  
Packager

**Sent At**  
12/04/2023 17:03 EST

**Executed At**  
12/04/2023 17:39 EST

**Identity Method**  
email

**Distribution Method**  
email

**Signed Checksum**  
e3a730056f4acba099e1f99abf0ea1469b6fe53a28a8eb337413db47906aeeaf

**Signer Sequencing**  
Disabled

**Document Passcode**  
Disabled

**DOCUMENT DETAILS**

**Document Name**  
Beth Pons

**Filename**  
Exhibit\_A\_-\_MSNW\_Group\_COC\_FacilityServicesContract-citysigned.pdf


**Pages**  
14 pages

**Content Type**  
application/pdf

**File Size**  
2.55 MB

**Original Checksum**  
bf1ec899edb4149ddebd69c30fff3e504be7e6af7e18f0e823f3ce274df71b72

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Terell Weg</p> <p><b>Email</b> t.weg@msnwgroupe.com</p> <p><b>Components</b> 4</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> d43b9394e22d741214d1ce4d119a0bdf98e5bde3b3e58babc833334cce32db05</p> <p><b>IP Address</b> 74.220.255.142</p> <p><b>Device</b> Microsoft Edge via Windows</p> <p><b>Drawn Signature</b> </p> <p><b>Signature Reference ID</b> 612E59A5</p> <p><b>Signature Biometric Count</b> 2</p>	<p><b>Viewed At</b> 12/04/2023 17:38 EST</p> <p><b>Identity Authenticated At</b> 12/04/2023 17:39 EST</p> <p><b>Signed At</b> 12/04/2023 17:39 EST</p>

**AUDITS**

TIMESTAMP	AUDIT
12/04/2023 17:03 EST	Megan Pen (m.pen@msnw.org) created document 'Beth_Pons.pdf' on Chrome via Windows from 68.117.121.171.
12/04/2023 17:03 EST	Terell Weg (t.weg@msnwgroupe.com) was emailed a link to sign.
12/04/2023 17:38 EST	Terell Weg (t.weg@msnwgroupe.com) viewed the document on Microsoft Edge via Windows from 74.220.255.142.
12/04/2023 17:39 EST	Terell Weg (t.weg@msnwgroupe.com) authenticated via email on Microsoft Edge via Windows from 74.220.255.142.
12/04/2023 17:39 EST	Terell Weg (t.weg@msnwgroupe.com) signed the document on Microsoft Edge via Windows from 74.220.255.142.

## FY 24-26 Canby City Council Goals and Objectives

GOALS	#	OBJECTIVES	DEPT	YEAR	Council Priority 2024	Notes/ <b>Second</b> Quarter Status
<b>1. PROMOTE FINANCIAL STABILITY</b>	1.1	Develop the City's policy for reserve levels to balance savings and spending to meet community needs	Finance	FY23-24	1	The Council would like to keep the reserve levels set between 20-25%. <b>DONE.</b> Financial Policy 5 Revenue Constraints and Fund Balance was changed to reflect this.
	1.2	Adjust the City's operational fees to reflect current costs of providing services.	Finance	FY23-24	2	Annually in June, staff presents a Master Fee Schedule update to the Council. Consider a grant writer position if self-funded through grants, maximize franchise and recycling fees. <b>STATUS:</b> Master Fee Schedule updated for FY 24-25.
	1.3	Adjust the City's System Development Charges (SDCs).	PW/Planning	FY24-25	3	<b>STATUS:</b> Will start full SDC update work upon scope of work approval by City Council at the July 17, 2024 meeting. <b>STATUS:</b> The consultants are under contract as of October and will be starting the SDC update work soon along with a project schedule.
	1.4	Finalize the transition of the current Urban Renewal District expenses and projects.	Finance/ Economic Development	FY24-25	4	<b>DONE.</b> Final decision on projects and expenses made in June 2024. ED program expenses will be brought into City upon expiration of URA in FY 25-26. Final URA projects selected.
	1.5	Conduct assessment on current and future City staffing needs for next three years.	HR/City Administrator/ Finance	FY24-25	5	To be done in conjunction with FY 24-25 budget and 5 year financial projection. <b>STATUS:</b> Police Department is just starting to analyze its staffing needs for next three years. Public Works needs 3 FTE to adequately maintain existing city parks. <b>Areas/departments continue to be identified and discussed.</b>
	1.6	Discuss options for a future Urban Renewal District to support new economic development and park opportunities in conjunction with UGB expansion.	Finance/ Economic Development	FY 25-26	6	Conduct a work session in FY 24-25 to begin discussions on strategy. <b>STATUS:</b> Not yet scheduled.
	2.1	Complete the City's Housing Needs Analysis and Housing Production Strategy.	Planning	FY23-24	1	<b>STATUS:</b> Estimated to be done by July 1st. Council Hearing HNA will be July 17th. HPS hearings will be Fall/Winter 2024. <b>STATUS:</b> The HNA was approved by City Council on July 17 and no appeals have been filed.
	2.2	Recruit a hotel/motel for Canby.	Economic Development	FY23-24	2	Keep the Council regularly apprised of market opportunities. <b>STATUS:</b> Update given to Council at October 2 meeting.

<b>2. ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH</b>	2.3	Consider updates to City Charter	City Administrator	FY24-25	3	Conduct a work session to consider changes. Staff suggests increasing the \$50,000 threshold in section X1.4 <b>STATUS:</b> Scheduled for January 8, 2025.
	2.4	Complete the City's development code update	Planning	FY25-26	4	<b>STATUS:</b> Identified low-hanging fruit last year, needs more work for mid-hanging fruit (would require consultant support to look at all codes holistically and recommend changes.) Full update 25/26 - needs to wait for completion of Comp Plan update. Incremental housing code updates 24-25. Minor residential code updates will occur with adoption of Housing Efficiency Measures Fall/Winter 2024. Full code update will start in FY25/26. <b>STATUS:</b> Cottage cluster and planned unit development code updates (Housing Efficiency Measures) anticipated by end of 2024 along with adoption of Housing Production Strategy (HPS). HPS-strategies will be addressed in code update starting in FY25/26.
<b>3. PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH</b>	3.1	Complete the transportation system plan update	Planning	FY23-24/24-25	1	For the area within the current city limits and UGB. TSP and Comp Plan will be updated following UGB expansion. <b>STATUS:</b> Still tracking for TSP update Summer 2025 with adoption Summer/Fall 2025.
	3.2	Establish a task force to determine the level of service for streets and set street maintenance fees accordingly	Public Works	FY23-24	2	<b>STATUS:</b> We have currently had one meeting and will be scheduling the next meeting in August 2024.
	3.3	Update downtown parking district master plan	Economic Development/ Police (Code Compliance)	FY24-25	3	Involve Library staff as Library Advisory Board has expressed interest in expanding disabled parking. <b>STATUS:</b> Will begin in Winter 2025.
	3.4	Present an evaluation of County roads in current city limits and urban growth boundary. Determine cost and impact of integration into the local transportation system.	Public Works	FY 24-25	4	Continue efforts and focus on North Pine Street. <b>STATUS:</b> County roads will be evaluated that are within the current urban growth boundary as part of the current TSP work. See below for the UGB expansion area.
	3.5	Identify County roads in future urban growth boundary and determine cost and impact of integration into the local transportation system	Public Works/ Planning	FY 25-26	5	Incorporate efforts into current UGB expansion process. <b>STATUS:</b> Planning will coordinate with Public Works and consultants as UGB expansion process continues. <b>STATUS:</b> This work will be address during the concept planing process upon UGB expansion approval and will include a financial assessment. The city also was just awared about \$250K in an ODOT TGM grant for this work.
	4.1	Research and present funding options for parks in current city limits and UGB.	Public Works/Finance	FY23-24/24-25	1	<b>STATUS:</b> In progress. To maintain current park maintenance standards, the Parks Master Plan states we need (3) more FTE's.

<b>4. DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN</b>	4.2	Identify and plan for land acquisition for future athletic fields.	City Administrator/ Public Works/ Economic Development	FY23-24/24-25	2	<b>STATUS:</b> Continuing to explore sites and opportunities as they are identified.
	4.3	Consider hiring a consultant to evaluate how to provide park and recreation services in Canby (park district versus a parks department.)	City Administrator/P ublic Works	FY 24-25	3	<b>STATUS:</b> Met with CAPRD Executive Director to learn background issues. <b>Convened Canby Community Partners to discuss issues of community concern, including lack of a functioning recreation program in Canby. Discussed with School Superintendent on 10/14.</b>
	4.4	Research and develop funding options for additional parks in the future UGB expansion areas.	Public Works/Plannin g/Finance	FY 25-26	4	<b>STATUS:</b> To maintain current park maintenance standards, the Parks Master Plan states we need (3) more FTE's. Future UGB areas to be identified.

<b>5. ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES</b>	5.1	Conduct a community survey on customer service and city service levels	City Administrator/ Communication s/HR	FY23-24/24-25	1	<b>STATUS:</b> Funding included in FY 24-25 budget.
	5.2	Create a strategy for increasing youth engagement in local government	Communication s	FY24-25	2	Work with Canby School District. To include the library as it would be a great support for this. <b>STATUS:</b> Will fold into Communications Plan.
	5.3	Create a strategy for increasing diversity in citizen engagement in local government	Communication s	FY24-25	3	Work with Bridging Cultures, Canby Center, faith communities, and the library. <b>STATUS:</b> Will fold into Communications Plan.
	5.4	Develop a communications plan for the city	Communication s	FY23-24	4	Evaluate other cities' programs for implementation ideas. <b>STATUS:</b> Reaching out to other cities to gather plans and templates.
	5.5	Update Council policies and guidelines	Council/City Recorder	FY23-24	5	Desire to reflect the new Council appointment process. <b>STATUS:</b> Council subcommittee identified and first meeting is being set up. <b>City Recorder has drafted an update with track changes showing. Next subcommittee meeting is scheduled for October 22, 2024.</b>
	5.6	Create a Canby Civic Engagement Academy	Communication s/HR	FY24-25	6	Evaluate other cities' programs for implementation ideas. <b>STATUS:</b> Staff committee is meeting and developing ideas, plans to roll-out to Council in October and begin recruitment in Nov/December. <b>Inaugural CCEA will begin January 2025.</b>

**2024 Retreat Parking Lot**

Parking lot - Develop short-term (can we purchase the prop) and long-term strategy (if can't purchase, then buy other land) of the Aquatic and Adult center. Eileen discuss with Superintendent.  
 Parking lot: Pedestrian/ADA access to community parks (not in MP, but in CIP and will be prioritized as part of budget process)  
 Parking Lot - What to do with Traverso property (not in MP, not in city limits)

**Other Comments from 3/13/24**

- List Council Goals on staff reports.
- Give Council a quarterly report on goals
- Conduct a mid-year goal review

Parking lot - RV Dump Site  
Hybrid Work + Customer Service recommendations

Include goals in bi-monthly reports