



AGENDA

CANBY CITY COUNCIL MEETING

April 4, 2018

7:30 PM

Council Chambers

222 NE 2nd Avenue, 1st Floor

Mayor Brian Hodson

Council President Tim Dale

Councilor Tracie Heidt

Councilor Traci Hensley

Councilor Greg Parker

Councilor Tyler Smith

Councilor Sarah Spoon

CITY COUNCIL WORK SESSION - 6:30 PM

Willow Creek Conference Room

222 NE 2nd Avenue, 1st Floor

The City Council will be meeting in a Work Session to discuss the results from the Canby Hotel Study and a Transient Room Tax.

Pg. 1

CITY COUNCIL MEETING – 7:30 PM

1. **CALL TO ORDER – 6:00 PM – Willow Creek Conference Room** – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers.
2. **EXECUTIVE SESSION: ORS 192.660(2)(e) Real Property**
3. **OPENING CEREMONIES**
 - A. National Library Week Proclamation Pg. 6
 - B. Grange Month Proclamation Pg. 7
 - C. Window Safety Month Proclamation Pg. 8
4. **COMMUNICATIONS**
5. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

8. CONSENT AGENDA

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

- A. Approval of Minutes of the March 21, 2018 Regular Meeting
- B. Appointment to the Canby Utility Board Pg. 9
- C. Appointments to the City Budget Committee Pg. 11
- D. Reappointment to the Bike & Pedestrian Committee Pg. 14
- E. Reappointment to the Heritage & Landmark Commission Pg. 15
- F. Reappointment to the Traffic Safety Commission Pg. 16

9. RESOLUTIONS & ORDINANCES

- A. Ord. 1474, Amending Canby Municipal Code Chapter 2.04.010 Regarding Council Regular Meetings by Changing the Start Time of Regular Meetings to 7:00 PM with an Effective Date of July 5, 2018 (**2nd Reading**) Pg. 17

10. NEW BUSINESS

11. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

12. CITIZEN INPUT

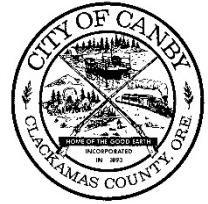
13. ACTION REVIEW

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

15. ADJOURN

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

MEMORANDUM



TO: *Honorable Mayor Hodson and City Council*
FROM: *Renate Mengelberg, Economic Development Director*
THROUGH: *Rick Robinson, City Administrator*
DATE: *April 4th, 2018*

Issue: Overview of the Market Analysis of Hotel Development Opportunities

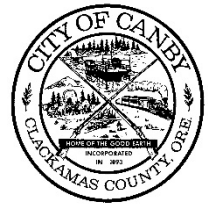
Synopsis: Johnson Economics conducted a study to determine if there was demand for an additional hotel in Canby. The next phase is to reach out to prospective hotel developers and encourage them to build a hotel in Canby. Key findings include:

- There is a case for an additional hotel in Canby to meet the demand from both business travelers and meetings and events.
- The ideal hotel would offer 60 to 80 rooms on a site of about 1.2 to 1.8 acres. It would cost between \$10-13 million to develop. There are several suitable hotel sites in Canby.
- An Upper Midscale Hotel best meets the market needs here. Examples include a Hampton Inn, or Holiday Inn Express, etc. In August during the peak season, this type of hotel could achieve occupancy rates of 87.5%, room rates of \$160 and the revenue per available room (RevPAR) of \$140. In December during the low season, occupancy rates drop to 55%, room rates to \$110 and a RevPAR of \$60.50.
- A Midscale hotel such as a La Quinta Inn, Quality Inn, etc. would work for some events/tourism, but they are unsure of reception from the business community.
- A flagged or brand name hotel will add higher costs and longer term expensive commitments to staffing and standards. An independent hotel model can be more customized and authentic to Canby, less expensive to build and more nimble in adjusting to business cycles.
- There is a seasonal component to Canby's hotel demand. It would be event-driven occupancy through summer months and business-driven in the winter months.
- Realistically, hotel development projects can take years to pull together. The soonest a hotel could be opening their doors in Canby is likely 2020 or beyond.
- There is no competition for an upper midscale hotel in Canby or within a 15 minute drive. The developer would have a monopoly in this growing market for at least 10 years. They would benefit from a strong and growing employment base at the Canby Pioneer Industrial Park and strong and underserved event, sports and wedding markets.



Recommendation: Encourage staff to promote the results of the hotel study, contact prospective hotel developers and support their efforts to locate a hotel in Canby.

M E M O R A N D U M



TO: *Honorable Mayor Hodson and City Council*
FROM: *Renate Mengelberg, Economic Development Director*
THROUGH: *Rick Robinson, City Administrator*
DATE: *April 4th, 2018*

Issue: Creation of a city-wide transient room tax that is paid by hotel and other lodging guests to fund tourism promotion and development efforts.

Synopsis:

Canby is one of the few cities in the area that does not have a transient room tax. This program could fund tourism promotion and development initiatives that would support our local businesses and events. Supporting tourism and creating a transient room tax were identified in the Canby Community Vision under the Arts and Culture Aspiration: “Increase, coordinate, and promote arts and events that can build community cohesiveness and attract tourism to Canby”.

The city has proactively supported tourism recently by creating the new Visit Canby website and tourism and heritage brochures. A wayfinding signage system is coming soon. Transient room tax revenues can offset the cost of event coordination and related police and public works support.

Our local hotel already collects the 1.8% State of Oregon tax, and the 6% Clackamas County tax, so an additional city tax is not an extra burden. They can keep 5% of the transient room taxes they collect to cover administration costs. The tax would apply to hotels, bed and breakfasts, campgrounds and intermediaries such as AirBnB, Vacasa, HomeAway, etc. By state statute, lodging facilities collect and remit the taxes quarterly, and 70% of the funds must be used to support tourism related projects. The other 30% of the funds can be used for general government purposes.

Clackamas County has seen steady growth in occupancy rates, revenue per available night, and average daily revenue. Canby could consider a 3% to 5% rate to match peer cities in the area. Based on current occupancy levels, a 3% tax would generate \$9,120 and a 5% tax would generate \$15,590 a year. The recently completed hotel study demonstrates that Canby could support another 60-80 room hotel. If that level of hotel is built, the two hotels combined could raise \$39,000 to \$70,000 per year.

Next steps:

- The Council provides direction on whether to pursue a transient room tax.
- If so, what is the appropriate tax rate and allocation of revenue?
- Staff could bring a proposal and resolution to City Council for consideration later this spring.

Options for Council Consideration:

- Implement a tax rate of 3%, 4%, or 5%
- Direct 100% or 70% of the revenue toward tourism

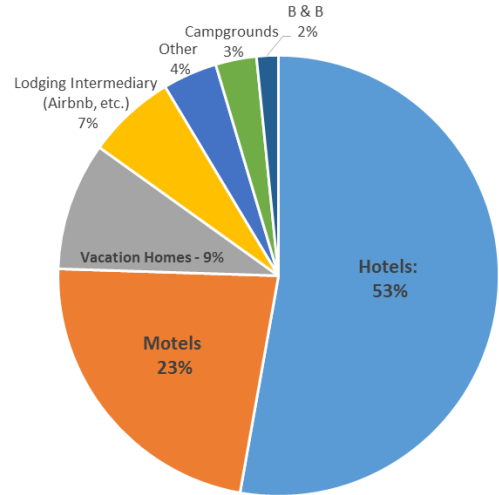
Recommendation: Adopt a transient lodging tax between 3% and 5% and dedicate these funds to tourism promotion and development projects. Implement it on July 1, 2018.

Attachments: Transient lodging tax overview

Transient Lodging (Hotel) Tax Overview

Regional Accommodation Overview:

- Canby could attract business from the Portland Metro, Mt. Hood, and Willamette Valley markets.
- Local hotel markets have seen impressive growth since the 2008 recession. Clackamas County has seen occupancy rates rise 22.3% since 2011.
- Close to 9.1 million stays in the Portland area in the past year generating \$253.8 million in tax revenue provided by about individual 400 lodging providers.
- Occupancy rates, average daily revenue, and revenue per available room have also been steadily on the rise.



Types Of Lodging - Portland Area 2015

Local Accommodation Overview:

- In Canby, there is only one property, the newly rebranded Motel 6 (formerly the Canby Country Inn). It is a centrally located 35 room property that offers basic amenities with rates at \$76 per night.
- There is a shortage of business class lodging options in the Canby area.
- The main Canby lodging competitors are located in Wilsonville and Oregon City
- Within a 22-24 minute radius of Canby, there are thirty six hotels that offer 2,199 rooms.

Comparison of regional Transient Lodging Taxes:

- State-wide – additional city taxes range from 1%-12% with an median rate of 8%
- Four cities in Clackamas County have local Transient Lodging taxes that range from 3% to 6%

	Portland Metro Cities			Clackamas County Cities				
	Portland	Beaverton	Hillsboro	Lake Oswego	Wilsonville	Oregon City	Sandy	Canby
City	8%	4%	3% (proposed)	6%	5%	4%	3%	None
County	5.5%	9%	9%	6%	6%	6%	6%	6%
State	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%
Total	15.3%	14.8%	13.8%	13.8%	12.8	11.18	10.8	7.8%

State Requirements for allocation of local transient lodging taxes:

70% must go to tourism related programs – This includes advertising, promotion, and support of tourism facilities like conference/visitor centers. Event related police or public works staffing, and directly related tourism infrastructure investments can be included, if clearly documented.

30% can be allocated to general funds – this is unrestricted in use according to HB 2267.

Neighboring City Case Studies – Examples to guide Canby efforts

Wilsonville – is comparable in size to Canby with similar location and attractions. They benefit from high visibility and access to I-5 and have significantly more hotels than Canby. Six hotels generated \$242,000 in tax revenue in the past year. They have established a non-profit Destination Management Organization (DMO) to guide growth and manage tourism related programs. They offer city and county level grants for programs focused on tourism.

Wilsonville attracts tourists because of their direct access to I-5 and proximity to Portland. They have built specialty markets around horse shows and the new House of Speed museum. They attract group stays such as school trips, conferences and tourist groups looking for cheaper rates.

Oregon City - has the 114 room Rivershore Best Western Plus Hotel, a 35 space RV Park and a handful of Airbnb's, cabins, farm stays and small lodges in the surrounding area. There is one hotel project in the works. Their location off I-205 and Highway 99E is within a reasonable commute to Portland for tourists.

The city has had a Transient Room tax of 3% since 1982 and increased the tax in 1986 by 1% to 4%. It generates approximately \$78,170 in transient room tax revenues a year. Currently the city is dedicating its Transient Room Tax funds on creating and implementing a new tourism strategy. It will focus is on increasing overnight stays and encourage longer trips. It will promote historic buildings and bountiful Main Street, the Willamette Falls Legacy Project pedestrian walkway. The city is expecting significant growth in tourism in coming years.

In the past, the city has used tax proceeds to fund a Community Partnership Program (CPP) for tourism related projects. Grant eligible projects included Agro-tourism, outdoor recreation, heritage/Cultural /Arts, Multi-property lodging promotion or lodging facility development, Social Media & Internet marketing, Market/Product Promotion or Development and Bicycle Tourism Promotion or Development.

Sources of Lodging demand in Canby:

- Clackamas County event center and fair – including attendees and exhibitors
- Business related stays: tied to the Industrial park and local businesses
- Tourism related stays
- Group stays for school/tourist groups
- Sporting events and tournaments
- A lower cost alternative for tourists visiting Portland
- Hosting training sessions (police department)

Canby Hotel Tax Revenue Estimates

Projected revenues based on current conditions

Total room nights (Current): 12,775

Rate: \$76

Annual Occupancy Rate		3% Tax rate	4% Tax rate	5% Tax rate	6% Tax rate
Low	35%	\$9,120	\$12,455	\$15,590	\$19,120
Moderate	50%	\$12,956	\$17,190	\$21,440	\$25,830
High	70%	\$18,020	\$23,998	\$30,455	\$36,200

Assumptions based on current Motel 6 with 35 rooms at an average room rate of \$76

Projected revenues with a new hotel

New total room nights: 34,675

Combined Avg. rate: \$93

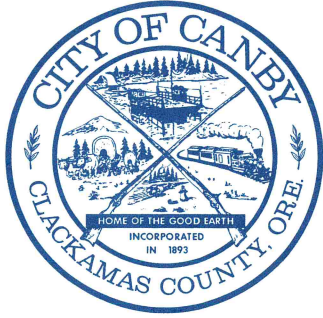
	Occupancy	3% Tax rate	4% Tax rate	5% Tax rate	6% Tax rate
Low	35%	\$39,780	\$52,774	\$65,967	\$79,010
Moderate	50%	\$56,756	\$75,391	\$94,238	\$113,042
High	70%	\$79,340	\$105,547	\$131,934	\$158,231

Assumptions: The current Motel 6 plus a new 80 room hotel w. average room rates of \$100/night

Recommendations

Staff recommends that the council adopt a transient lodging tax rate between 4% and 5% dedicated entirely to tourism. This rate is consistent with rates charged by Oregon City and Wilsonville.

The city would invest this dedicated revenue to fund future tourism development promotion efforts. City initiated tourism efforts so far include the new tourism focused website, VisitCanby.com, a visitor information brochure, heritage tourism brochures and historic building plaques. A wayfinding system is also under development.



Office of the Mayor

Proclamation

National Library Week

WHEREAS, libraries everywhere play a vital role in supporting the quality of life in their communities; and

WHEREAS, our nation's school, academic, public and special libraries make a difference in the lives of millions of Americans, today, more than ever; and

WHEREAS, librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in a challenging economy; and

WHEREAS, libraries serve as crucial technology hubs for people in need of free Web access, computer training, and assistance finding job resources; and

WHEREAS, libraries are part of the American Dream – places for opportunity, education, self-help and lifelong learning; and

WHEREAS, libraries serve as community gathering spaces, encouraging civic engagement and discourse; and

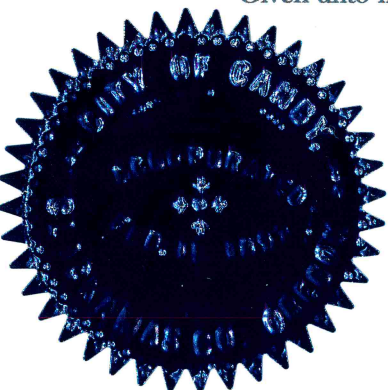
WHEREAS, libraries promote early childhood education and literacy, helping parents and families prepare their children for success in school and life; and

WHEREAS, library use is up nationwide among all types of library users, continuing a decade-long trend; and

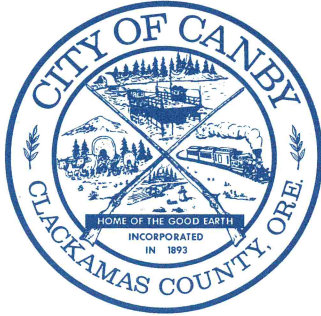
WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim April 8-14, 2018 as National Library Week and call upon individuals, schools, churches, organizations and business establishments in the City of Canby to visit the library this week to take advantage of the wonderful library resources available at your library. You belong at your library.

Given unto my hand this 4th day of April 2018 in the City of Canby, Oregon.



Brian Hodson
Mayor



Office of the Mayor

Proclamation

Grange Month

WHEREAS, the National Grange of the Order of Patrons of Husbandry is celebrating 151 years of service to America and the Oregon State Grange will celebrate 145 years of service at their State Convention this June in Astoria, Oregon; and

WHEREAS, Grange programs are family oriented, beginning with Junior Grange for children of ages four through 13 for the purpose of getting children involved with their community, with agriculture, and with good citizenship, and Grange membership includes full voting rights and the right to hold office at age 14; and

WHEREAS, the service through educational efforts of the Grange and its members have aided innumerable people, both in and out of the Order, to reach their full potential as leaders and people; and

WHEREAS, the service of non-partisan legislative advocacy of the Grange through the unified efforts of its membership have immeasurably benefited local communities and our nation as a whole; and

WHEREAS, the fellowship and family atmosphere of the Grange have served millions of Americans by strengthening the social connections through a multitude of activities; and

WHEREAS, Grangers are supportive of agriculture, rural America and American Values as these form the bedrock of American society; and

WHEREAS, the Grange continues to serve every American through their hometown roots.

NOW, THEREFORE, I, Brian Hodson, by the virtue of the authority vested in me as the Mayor of the City of Canby, hereby proclaim the month of April as:

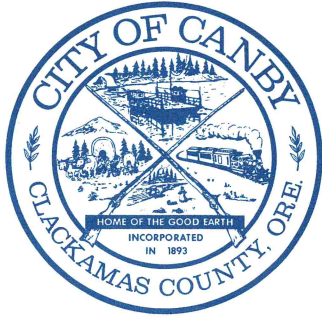
Grange Month

in the City of Canby and do urge all those in the Canby area to support and promote this observance.

Given unto my hand this 4th day of April 2018.

Brian Hodson
Mayor





Office of the Mayor

Proclamation

Window Safety Month

WHEREAS, every year around the nation, 4,000 children under 10 years of age fall from residential windows, resulting in broken bones, brain injuries and sometimes death. In Oregon the average number is 50 children per year; and

WHEREAS, window fall prevention campaigns have demonstrated 66% and 83% reductions in the numbers of children falling from windows in the cities of Boston and Chicago; and

WHEREAS, the month of April has been designed as National Window Safety month with the goal of heightening year around awareness of what parent and caregivers should do to help keep their homes and families safe from the risk of window falls or injuries in the home; and

WHEREAS, together with the citizens of neighboring cities, Safe Kids Oregon, the Children's Hospital at Legacy Emanuel and community partners have together researched, developed and launched a similar statewide window fall prevention campaign, "STOP at 4: The Campaign to STOP Window Falls"; and

WHEREAS, the City of Canby supports the "STOP at 4" program.

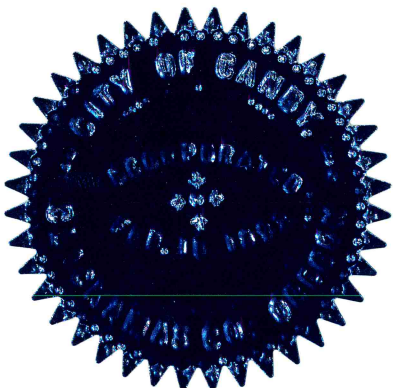
NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim the month of April as:

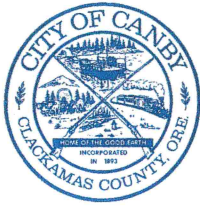
WINDOW SAFETY MONTH

in the City of Canby and do urge all those in the Canby area to support and promote this observance.

Given unto my hand this 4th day of April 2018 in the City of Canby, Oregon.

Brian Hodson
Mayor





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

Date: Feb. 8, 2018 Position Applying For: Canby Utility Board
 Name: Robert L. Hill Occupation: Retired
 Home Address: Canby
 Employer: Retired Position: _____
 Daytime Phone: _____ Evening Phone: Same
 E-Mail Address: _____
 What are your community interests (committees, organizations, special activities)? Very active in Canby Kiwanis Club. Occasional volunteer with Bridging Cultures
 What are your major interests or concerns in the City's programs? See attached letter.

Reason for your interest in this position: See attached letter

Experience and educational background: Canby High grad, B.A. from University of Oregon, M.A. from Tufts University, M.A. from U of O. 35 years as a journalist

List any other City or County positions on which you serve or have served: On the School District Budget Committee several years ago

Referred by (if applicable): Dan Murphy of Canby Utility

Please return to:

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

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 5/2017

Date Received: 2-9-2018 Date Appointed: 4-4-2018 Term Expires: 2-28-2021
 Date Resigned: _____ Destruction Date: _____

February 8, 2018

Canby, Oregon 97013

Re: Open Canby Utility Board Seat

Dear Mayor Hodson, Council President Dale, Council Members:

Attached to this letter is my completed application for service on the Canby Utility Board.

Before I retired at the end of 2009 after 35 years as a journalist, several portions of my career had a direct connection to the utility industry both in the Northwest and nationally. While working toward my M.A. at the University of Oregon, I spent a summer as an intern in the information office of the Bonneville Power Administration, the power supplier for Canby Utility. During that summer I learned about and wrote about the Northwest's unique power supply situation.

In part because of that BPA experience I landed a job that I held for several years as an associate editor with *Public Utilities Fortnightly*, a well-known industry magazine, that covers virtually all public utility issues. My job was to research, write and edit feature and news articles on public utility related trends, developing technologies, political issues, and just about anything else of interest to public utility stakeholders including management, employees, and consumers. So I accumulated a good deal of knowledge during those years about public utilities such as Canby's.

I also spent 10 years as editor of the monthly *Oregon Business Magazine*. In that role I interviewed CEOs of Pacific Power, PGE and Northwest Natural Gas for stories and had to be knowledgeable about all aspects of the energy sector of the Pacific Northwest. Since most of my career was writing about business, I also learned a good deal about business operations.

I believe that with my experience in the public utility industry and business in general, I can be a positive influence and participate in the oversight responsibilities in a constructive, helpful way.

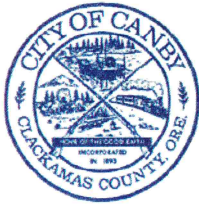
After graduating from Canby High and working in several cities in the U.S., my wife Luana and I moved back here in 1981. Since then we have been active in a number of volunteer projects in the schools and community at large. Currently, we are both very active in the Canby Kiwanis Club. I am also very interested in Oregon history, since one of my ancestors came across the Oregon Trail, so I volunteer two days a week at the End of the Oregon Trail Center and two days a week at the McLoughlin House, both in Oregon City. Most of my duties there are as a docent.

We love Canby and want to give back to this community. I believe I can make a positive contribution on the board and help our already excellent public utility meet the challenges of the ever-changing utility industry and help to continue to provide the services our citizens enjoy.

Sincerely,



Robert L. Hill



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

Date: 02/02/2018 Position Applying For: Canby Budget Committee
 Name: Andrea McCracken Occupation: Finance/Accounting
 Home Address: _____, Canby, OR, 97013
 Employer: City of Portland Position: OMF - Financial Analyst
 Daytime Phone: _____ Evening Phone: _____
 E-Mail Address: _____

What are your community interests (committees, organizations, special activities)? _____
City Budget, women development and training, and children and adults with
disabilities and life threatening illnesses.

What are your major interests or concerns in the City's programs? Working for the City of
Portland, I see how the budget is used on a large scale. I am interested in how
it is utilized and split on a smaller scale. Mostly focusing on women and kids.

Reason for your interest in this position: Personal gain, self-interest, experience,
knowledge and reasoning, and professional growth.

Experience and educational background: City of Portland Office of Management and
Finance, Financial Analyst. Albertsons Companies, Inc., Operations Analyst.
MBA in Interdisciplinary Business and BS in Science

List any other City or County positions on which you serve or have served: City of Portland,
Financial Analyst for Office of Management and Finance. CAO strategic plan
committee. Deputy CAO Portland Building design committee for guests.

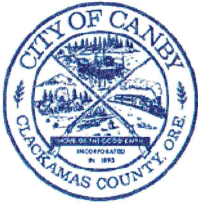
Referred by (if applicable): _____

Please return to:

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

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable
 on the City's web page. 5/2017

Date Received: 2-2-2017 Date Appointed: 4-4-2018 Term Expires: 6-30-2021
 Date Resigned: _____ Destruction Date: _____



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

Date: 03/06/2018 Position Applying For: Canby Budget Committee
Name: Michelle Hensley Occupation: Accountant
Home Address: Canby, Or. 97013
Employer: CUI Inc. Position: Accounting Specialist - Treasury
Daytime Phone: _____ Evening Phone: _____
E-Mail Address: _____

What are your community interests (committees, organizations, special activities)? Any committee, organization, or special activity that helps build goodwill within the community is important to me.

What are your major interests or concerns in the City's programs? My major interest in the City's programs are the economic development, schools, and citizen safety.

Reason for your interest in this position: Having recently moved into the community, becoming involved is a high priority for me, and allows me to be able to connect with others as well as bringing fulfillment to my life all while enhancing the community. "Leading by example".

Experience and educational background: My educational background is A.G.S from Clackamas Community College. B.A.S from Marylhurst University, as well as currently seeking a Post Bacc in Accounting from Linfield College. I have collaborated, developed and analyzed budgets for prior employers.

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

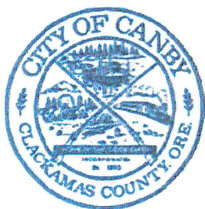
Referred by (if applicable): _____

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Phone: 503.266.0733 Fax: 503.266.7961 Email: scheaferk@canbyoregon.gov*

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 5/2017

Date Received: 3-7-2018 Date Appointed: 4-4-2018 Term Expires: 6-30-2020
Date Resigned: _____ Destruction Date: _____



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

Date: March 6th 2018 Position Applying For: City Budget Committee
Name: Edward Warnock Occupation: Information Technology
Home Address: _____
Employer: Advantis Credit Union Position: Information Security Manager
Daytime Phone: _____ Evening Phone: _____
E-Mail Address: f _____

What are your community interests (committees, organizations, special activities)? I am currently not involved in any community activities, however I am looking to take that first step to do so. We plan on being here for the long haul, and would like to be involved.

What are your major interests or concerns in the City's programs? Of course I am interested in the tech side due to my career choice, however I am also interested in the growth and planning of the city as a whole.

Reason for your interest in this position: I am interested in how the budget is formed and decided. I am also interested in how that money is spent to help Canby grow. I am also interested in seeing any technological advances the city has planned.

Experience and educational background: 10 1/2 years in the US Army, Honorable Discharge Associates Degree Computer Information Systems, Network Administration from PCC Currently attending Kennesaw State University, Bachelors Degree of Science in Cybersecurity

List any other City or County positions on which you serve or have served: N/A

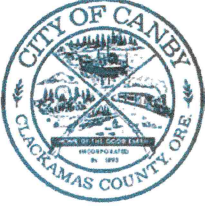
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PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: scheaferk@canbyoregon.gov

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 5/2017

Date Received: 3.7.2018 Date Appointed: 4-4-2018 Term Expires: 6-30-2019
Date Resigned: _____ Destruction Date: _____



Term to Expire 6.30.2021

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

Date: 3/19/2018 Position Applying For: Bike & Pedestrian Committee
Name: Bruce W Parker Occupation: retired optometric physician
Home Address: Canby OR 97013
Employer: --- Position: ---
Daytime Phone: --- Evening Phone: ---
E-Mail Address: ---

What are your community interests (committees, organizations, special activities)?

Canby Bike Pedestrian Committee, Chair of Clatsop County
Pedestrian Bike Advisory Committee

What are your major interests or concerns in the City's programs? (1) promoting safety
of pedestrians & cyclist (2) improve walkability of Canby

Reason for your interest in this position: renewal of present position

Experience and educational background: See above, Optometric Physician

List any other City or County positions on which you serve or have served: ---

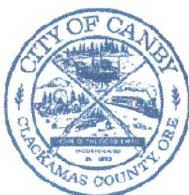
Referred by (if applicable): self

Please return to:

City of Canby - Attn: City Recorder
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Date Received: 3.20.2018 Date Appointed: 4-4-2018 Term Expires: 6.30.2021
Date Resigned: --- Destruction Date: ---



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

Date: 3/19/18 Position Applying For: Heritage and Landmarks Commission

Name: Tony Crawford Occupation: Retired Teacher

Home Address: Canby, Oregon 97013

Employer: (former) Canby School District Position: Teacher

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

What are your community interests (committees, organizations, special activities)? I currently serve on the HLC, Canby Kiwanis, Bridging Cultures, and Western Oregon University Alumni Association.

What are your major interests or concerns in the City's programs? I am happy to support our recent projects including the Canby Women's Heritage Trail and Baker Prairie Cemetery upgrades and clean up.

Reason for your interest in this position: I always hope to connect the activities and programs of our community with the students in our schools. Our recent Women's Heritage Essay Contest is an example of my influence.

Experience and educational background: I am a retired social studies teacher. My goal is to have students engage in their community and become active citizens.

List any other City or County positions on which you serve or have served: I currently serve as Vice Chair of Canby's Heritage and Landmarks Commission. I hope to continue my service as a commissioner. Thank you.

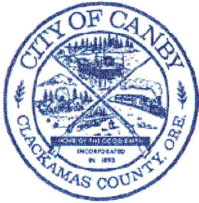
Referred by (if applicable): N/A

Please return to:

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Date Received: 3.23.2018 Date Appointed: 4-4-2018 Term Expires: 6-30-2021
Date Resigned: _____ Destruction Date: _____



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

Date: 3/20/18 Position Applying For: TRAFFIC SAFETY COMMITTEE
Name: CLINT COLEMAN Occupation: FINANCIAL ADVISOR
Home Address: CANBY, OR 97013
Employer: LPL FINANCIAL Position: FINANCIAL ADVISOR
Daytime Phone: _____ Evening Phone: _____
E-Mail Address: _____

What are your community interests (committees, organizations, special activities)? Past Canby City Councilor, past liason to Canby Planning Comm, Past liason to Canby Library, Current Canby Design Comm member, Canby Rodeo Associate

What are your major interests or concerns in the City's programs? Traffic Safety, maintaninig and improving the quality of life in Canby by being an active participant in the decisions that will shape our Communities future.

Reason for your interest in this position: With the increased number of new homes, and increased traffic, it is important to work to maintain and improve traffic safety measures to ensure the safety of our Citizens, Bikers, Joggers, Walkers Etc.

Experience and educational background: Attended Portland Community College, Portland State University, Dale Carnegie Training, Toastmasters, Ford Family Foundation Leadership

List any other City or County positions on which you serve or have served: Current member Canby Design Committee, Canby 4th of July Car show member, Canby Cutsforth Cruisin Judge, Canby Rodeo Associate, Past Canby City Councilor

Referred by (if applicable): _____

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Date Received: 3.26.2018 Date Appointed: 4-4-2018 Term Expires: 6.30.2021
Date Resigned: _____ Destruction Date: _____

ORDINANCE NO. 1474

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 2.04.010 REGARDING COUNCIL REGULAR MEETINGS BYCHANGING THE STARTING TIME OF REGULAR MEETINGS TO 7:00 PM WITH AN EFFECTIVE DATE OF JULY 5, 2018

WHEREAS, the City of Canby Municipal Code has the time of the Regular City Council Meetings starting on the first and third Wednesday of every month at 7:30 p.m.

WHEREAS, Effective July 5, 2018 the City Council desires to change the meeting time to 7:00 p.m.

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

Section 1. The Canby Municipal Code (CMC) Chapter 2.04.010 is hereby amended to read as follows:

§ 2.04.010 Regular Meetings.

Regular meetings of the Council shall be held on the first and third Wednesdays of every month at ~~7:30~~ **7:00** p.m. in the council chambers of the City Hall. In the event that the first or third Wednesday of the month is a holiday, the Council meeting shall be held on the following day.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 21, 2018, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, April 4, 2018, commencing at the hour of 7:30 p.m. in the Council Meeting Chambers located at 222 NW 2nd Avenue, 1st Floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

2nd Reading

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on April 4, 2018 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder