

CANBY CITY COUNCIL

Regular Session

May 5, 2004

JED AGENDA – 7:30 PM – Council Chambers

OPENING CEREMONIES:

- A. Call to Order, Flag Salute

PRESENTATION:

- A. Hometown Hero

Pg. 1

3. PROCLAMATIONS:

- A. Mental Health Awareness Month and Mental Health Counselors Week
- B. Unity Week

Pg. 6

Pg. 7

4. CITIZEN INPUT ON NON-AGENDA ITEMS:

5. CONSENT AGENDA:

Minutes – Regular Meeting and Executive Session, April 21, 2004

Accounts Payable - \$158,548.56

New Liquor License Application for Mi Tierra Mexican Restaurant

Appointment to Transit Advisory Board

Pg. 8

Pg. 12

6. COMMUNICATIONS:

7. CONTINUATION OF PUBLIC HEARING:

- A. ZC 04-01 Netter (No Further Public Testimony to be Heard)

8. NEW BUSINESS:

9. UNFINISHED BUSINESS:

10. RESOLUTIONS & ORDINANCES:

- A. Res. 857, Amending Resolution 790 Regarding Transit Advisory Board

Pg. 13

- B. Res. 859, Appointing a City Recorder Pro Tem for the City of Canby

- C. Ord. 1139, Amending Articles 15 & 16 of Transit Contract Dated June 19, 2002

Pg. 15

- D. Ord. 1140, Amending Articles 10, 12 & 13 of Transit Contract Dated June 19, 2002

Pg. 21

11. MANAGER'S REPORT:

12. CITIZEN INPUT:

13. COUNCILORS' ISSUES:

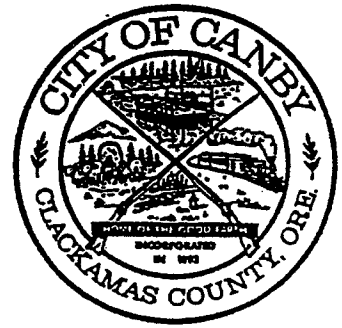
14. ACTION REVIEW:

15. EXECUTIVE SESSION: ORS 192.660(2)(d) labor negotiations, ORS 192.660(2)(e) real property, ORS 192.660(2)(h) pending litigation, and ORS 192.660(3) labor negotiations

6. 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 before the meeting to Kim Scheafer at 503.266.4021 ext. 233.

CITY COUNCIL SIGN-IN SHEET



Date: May 5, 2004

PLEASE PRINT CLEARLY

NAME

ADDRESS

Adrienne + Jordan Carstensen	13826 S Carus Rd OC 97045
Suzie Voss Am. Legion	235 SW 10th Canby
Carl's Hillner	1550 N Maple St
Ed Netter	334 SE 10th Ave Canby, Or 97013
Ralph Netter	22375 Airport Rd. N.E. Aurora
Pat Sumrain	500 NW 6th AVE, STE 206, PDX 97209
PAT SISUL	375 PORTLAND AVE GLADSTONE, OR 97027
Morgan Christensen	1168 SE 16th Ave. Canby, OR 97013
Alyssa McBee	1176 N.E. 14th Pl. Canby, OR. 97013
Jude Christensen	1168 SE 16th Av. Canby, OR 97013
Ruth + Thila Gottman	10381 Simulino Rd Canby
Grove Bighouse	366 S.E. 7th Way Canby
Shantel Harney	1631 SE 10th Canby 97013
Kacie Rapp	1115 N. Manzanita 97013
JJ Simanovicki	520 Fenton Ave. Molalla 97038
Mark + Jean Volke	356 SE 7th Way
GREG KROPPEN	CANBY, OR
Tony Crawford	795 NW SIXTH AVE CANBY

Memo to: Mayor and City Council

From: John H. Kelley, City Attorney



Date: April 29, 2004

Re: Resolution No. 859 - Appointing City Recorder, Pro Tem

I believe most of you know that Chaunee Seifried has requested to be relieved of her duties as City Recorder, Pro Tem. I have spoken to the Mayor and she and Mark Adcock believe Kim Scheafer, while still somewhat inexperienced, is capable of performing the duties on a temporary basis. Therefore it is their recommendation that she be appointed to the position. As Recorder, Pro Tem, she is not technically an officer, but will report directly to Mr. Adcock as she is doing at the present time. Resolution No. 859 would appoint her to that position if the majority of the Council believes it to be acceptable.

Any questions, feel free to call me at 266-4021, ext 254

RESOLUTION NO. 859

A RESOLUTION APPOINTING A CITY RECORDER, PRO TEM, FOR THE CITY OF CANBY, OREGON.

WHEREAS, Section 5 of Chapter III of the Canby City Charter, enacted January 1, 1983, establishes the position of City Recorder,

WHEREAS, Section 3 of Chapter V of the Canby City Charter sets forth the duties and responsibilities of the City Recorder, and,

WHEREAS, it is the City Council's desire to appoint a new temporary City Recorder for the City of Canby, now therefore

IT IS HEREBY RESOLVED that Kimberly D. Scheafer, is hereby appointed to the position of City Recorder, Pro Tem and shall continue in that position until her successor is appointed. She shall perform the all duties and responsibilities as set forth in the Canby City Charter.

This resolution shall take effect May 6, 2004.

ADOPTED this ____ day of May, 2004, by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Chaunee Seifried, City Recorder, Pro-Tem

CANBY CITY COUNCIL

Regular Session

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3. PROCLAMATIONS:
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 - B. Unity Week Pg. 7
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Attn: Kim



**CANBY CITY HALL
REGULAR CITY COUNCIL**

Wednesday, May 5, 2004
Regular Session Agenda - 7:30 PM
Council Chambers

Presentation:

- Hometown Hero Award

Proclamations:

- Mental Health Awareness Month & Mental Health Counselors Week
- Unity Week

Consent Agenda:

- Accounts Payable/Minutes of Previous Meeting
- New Liquor License Application for Mi Tierra Mexican Restaurant
- Appointment to Transit Advisory Board

Continuation of Public Hearing:

- ZC 04-01 Netter (No Further Public Testimony to be Heard)

Resolutions & Ordinances:

- Res. 857, Amending Res. 790 RE: Transit Advisory Board
- Ord. 1139, Amending Articles 15 & 16 of Transit Contract Dated 6-19-02
- Ord. 1140, Amending Articles 10, 12 & 13 of Transit Contract Dated 6-19-02

Executive Session:

- ORS 192.660(2)(d) labor negotiations
- ORS 192.660(2)(e) real property
- ORS 192.660(2)(h) pending litigation
- ORS 192.660(3) labor negotiations

Canby Council 5-5-04

Please add Below Res. 857

Res. 859 Appointing a City Recorder
Pro Tem for the City of Canby

Please fax another
Proof

Thanks
Kim

285

Attn: Kim



CANBY CITY HALL REGULAR CITY COUNCIL

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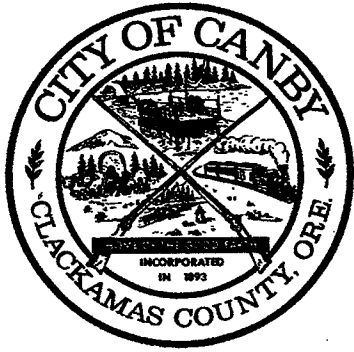
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- ORS 192.660(3) labor negotiations

Canby Council 5-5-04

2004



City Council FYI Update

To: Mayor & City Council
Date: 27 April 2004

City Council Agenda Items for May 5 Council Meeting

1. **Presentation - Hometown Hero Award**: The Mayor will be presenting the Hometown Hero Award posthumously to Bob Rapp. The award nomination letters are included in your agenda materials. Bob's daughters will be on hand to accept the award on behalf of their father.
2. **Proclamation - Mental Health Awareness Month & Mental Health Counselors Week**: This proclamation has been placed on the agenda at the request of Mayor Thompson.
3. **Proclamation - Unity Week in Canby**: As you are aware, Tony Crawford came to the Council some time back and spoke to you and the community about an upcoming community festival to be sponsored by the students at Ackerman and the High School. He also asked for the enclosed proclamation. Mr. Crawford will be on hand at the Council meeting to accept the proclamation and talk more about the Community Festival to be held on May 13 at Canby High School.
4. **Consent Agenda**: In addition to the payments of invoices and approval of minutes, we have added a new liquor license request for Mia Tierra Restaurant and the reappointment of Clair Kuppenbender to the Transit Advisory Board (see attached email from Mr. Kuppenbender).
5. **Councilor Deliberations - Zone Change 04-01 (Netter)**: This public hearing has been closed regarding an application filed by Ed Netter to change the zoning designation of a tax lot from low density residential to high density residential. The Council asked to continue its deliberations until May 5 in order to review additional information submitted at the last Council meeting.

RESOLUTIONS AND ORDINANCES

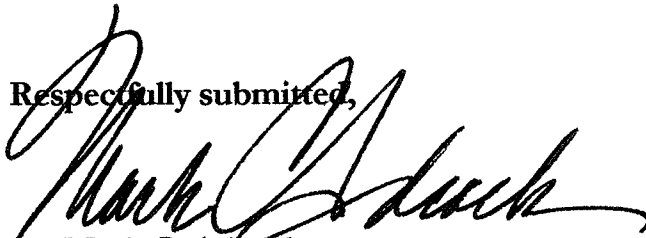
6. **Resolution 857 Re: Amending Resolution 790 Regarding the Transit Advisory Board:** This is another “housekeeping” resolution prepared by John Kelley relating to City boards and committees. Attached is a staff report prepared by John.
7. **Ordinance 1139 - Amending Contract with Oregon Housing & Associated Services (OHAS)** - This ordinance amends the current contract between the City of Canby and Oregon Housing and Associated Services for transit system operations. The specific relate to changes in the requirement that the contractor (OHAS) provide insurance for automobile non-ownership and hired liability insurance. Margaret has discussed the matter with Scott Gustafson and rather than OHAS having to pass on the increased cost of such insurance renewal to the City, this coverage can be provided by CIS at no additional cost to the City. Attached is Margaret’s staff report along with a copy of the ordinance.
8. **Ordinance 1140 - Extension of Contract with OHAS for Transit Operations:** This ordinance extends the current contract with OHAS for Transit System operations. Attached is Margaret’s staff report and a copy of the ordinance.
9. **Manager’s Report:** Nothing at this time.
10. **Executive Session:** Mike Swanson has requested an Executive Session with the Council to brief you on the status of labor negotiations with AFSCME. *I’ll be sending you a confidential memorandum from Mike on that issue.* The City Attorney has asked that we list “real property” in the event we have any additional information to share with the Council by May 5.
11. **Miscellaneous Non-agenda Items:**
 - > City Administrator “*Out and About*” for April 2004
 - > City Administrator Councilor meetings/discussions for April 2004
 - > A status report from Beth Saul regarding the Willamette Wayside Management Plan process.

> A copy of a letter from the Planning Commission to ODOT regarding the Commission's concerns about the intersection of 99E & Territorial.

> A copy of a report from John Williams to the Urban Renewal Advisory Committee focusing on suggestions for economic development incentives that could be funded through the use of Agency funds. These incentives provide attractive alternatives to the traditional abatement of property taxes. I am familiar and have used revolving loan programs in other jurisdictions and they are effective and a proven incentive. In addition, the use of university interns is a cost-effective means to augment existing staff in a specific focused area such as marketing & recruitment. Our former associate planner, Clint, started with the City under such a program. I have discussed the need to expand our exposure at trade shows with both Greg Jenks and John Williams. John's report addresses this need as well.

John has discussed these incentives with the CBRD Board this week and they were receptive. John and I hope to include these programmatic elements to the Agency's proposed budget for FY 2004-2005.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark C. Adcock", written over the typed name.

Mark C. Adcock

Attachments



Hometown Hero Award

Robert Rapp

In posthumous recognition for Leadership and Community Involvement as demonstrated by tireless and longstanding contribution to the Canby Community.

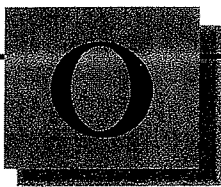
Thanks to Bob for his dedication to the Children of the Canby area, in forming Canby Kids, and serving as a coach for innumerable high school, college and little league teams.

Almost no committee or organization has been untouched by Bob's guiding force including two terms as Mayor of Canby, serving as City Administrator, as City Councilor, and on the boards of OCTS, the Chamber of Commerce, CBRD, Clackamas County Fair and many many more.

For all this and for all Bob embodied as a Citizen of Canby we honor him from a most grateful Community as a Hometown Hero

Melody Thompson, Mayor

Presented May 5, 2004



OLIVER INSURANCE

12-10-03

To: City of Canby

Re: Nomination of Bob Rapp for Hometown Hero

Contact Person: Shantel Harney
243 NW 2nd
Canby, OR 97013
Phone: 503-263-8737

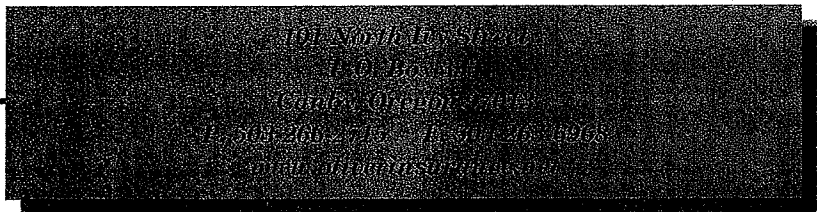
Bob Rapp is a very worthy candidate for this award. His leadership and progressive thinking were an asset as City Councilor and Mayor. The development of Maple Street Park being one of his major accomplishments. His work with Canby Kids, Inc which has been recognized by being named to the State of Oregon Softball Hall of Fame.

I would also like the City to consider naming Field #2 at Maple Street Park after Bob Rapp. This would give us Harry Wyman Field and Bob Rapp Field. These two were instrumental in creating this park.

Thank you for your consideration of Bob for the honor. I know the family would be greatly honored.

Sincerely Yours,

Wayne Oliver



December 9, 2003

Hometown Hero Nomination

Robert Rapp

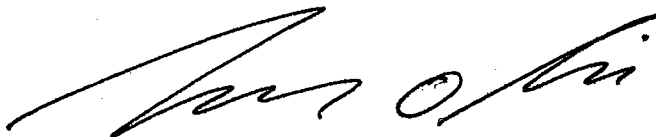
I would like to officially nominate the late Robert Rapp as a Canby Hometown Hero. Robert or "Bob" as he was known was my uncle and I was privileged enough to have his influence for first 30 years of my life but his hard work and dedication to the City of Canby and Clackamas County will go on for generations.

If you look at all the things Bob did in his lifetime it really is amazing. Here is some of what Bob contributed to:

- *Forming of Canby Kids Inc.
- *Canby High School Varsity Softball Coach
- *Clackamas Community College Asst. Coach
- *Public Address announcer for Canby High Football
- *Canby Booster Club President
- *President of Oregon Softball
- *Clackamas County Fair Board
- *OCTS Board of Directors
- *Canby Adult Center building committee
- *Canby Chamber of Commerce Board
- *South Clackamas Recreation District Board
- *CBRD Board of Directors
- *Canby City Administrator
- *Canby City Council
- *Mayor of Canby (2 terms)

As you can see Bob was not just a Coach or a Mayor or a Board Member, Bob was a real Hometown Hero and Canby is a better place because of it.

With that, I hope my Uncle Bob gets consideration for this great award that I feel is truly overdue....and I hope the rest of the community can recognize Bob as so many others have.



Ryan Oliver
1155 N Ponderosa St
Canby Or 97013
503.263.7979

12/3/2003

To Whom It May Concern:

I would like to express just a few words regarding the award given for our "Home Town Hero" and who my choice would be for that award.

First it makes me very proud that our fair city takes the time to honor our heroes. Not every community does this or anything like it as far as I know.

Now to give you my choice for this award, and this is an easy one for me. Bob Rapp has given of his time so quickly and freely for so long that I think that we all come to expect it.

It was no surprise to anyone when Bob would raise his hand to spearhead a community function or an organizational project. Again and again Bob would be at the forefront of different challenges that have faced our town in the past. Many times it was projects that benefited our kids. Bob believed that the children of the community needed to have places to play, projects to work on and people to help. He gave his time to see that they had those opportunities. He built entire programs around kids getting involved and helping build those programs. What mattered to Bob was that it was something that benefited, whether it be the young or old.

We are so very fortunate to have a town with several of this type of individual, unselfish and giving of time and or money for the benefit of others. Bob truly was a step above and I think that by honoring him with this award it does our community a great service. We have this chance to show our gratitude and pride for Bob Rapp just as he did our community for so many years.

A handwritten signature in cursive script, reading "Larry N. Chapman". The signature is fluid and elegant, with a large, sweeping loop at the end.

Larry N. Chapman

Hometown Hero Nomination:
Robert Rapp

December 6, 2003

Canby City Council,

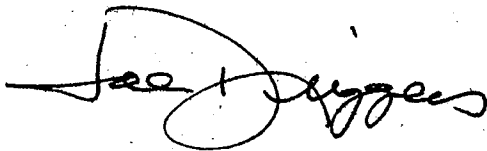
Please accept this nomination and support letter for Robert Rapp as Canby's Hometown Hero.

I had the privilege to know Bob for more than twenty-five years. He was always a positive mentor, and role model for my involvement in our community. Bob served on nearly every committee, fund raiser, commission and council in Canby and Clackamas County. I have no idea what a complete list of his activities might look like, this list is just a few of the things that I am aware of:

- City of Canby Mayor
- City of Canby Council Member
- Member of the Clackamas County Fair Board
- Canby High School Varsity Coach
- Canby Kids Volunteer, Board member and lifelong coach
- Clackamas Community College Coach
- Member of Oregon ASA Softball Hall of Fame
- Candidate for Clackamas County Commissioner
- Volunteer for numerous school and political campaigns

Thinking back, I never heard Bob tell anyone no when asked to help on a project. If the project was going to benefit Canby, Bob was in line to help. Not only did Bob volunteer often, he was a tremendous leader and contributor for every activity. His experience and wisdom were valued by everyone.

I believe that there can be few members of the Canby community that have had a greater impact over the years than the Bob Rapp. I hope that all of you can support Bob's selection as this year's Canby Hometown Hero.



Joe Driggers
972 NE 12th Place
Canby

P.S. I have heard suggestions that one of the softball fields at Maple Park be named after Bob. I think that would be a wonderful, permanent tribute for someone who gave so much of his time to the sport, and his community.



Office of the Mayor

Proclamation

"Mental Health Awareness Month and Mental Health Counselors Week"

WHEREAS, as the Mayor of n (AMHCA) and the Oregon Mental Health Counselors Association (OMHCA) to declare that the month of May 2004 be designated as **The Month of Mental Health Awareness** in Oregon and that the week from 5/2/2004 to 5/8/2004 be designated as **Mental Health Counseling Week**.

WHEREAS, our society, already stressed over inter and intrapersonal issues, would benefit from an awareness of Mental Health, as demonstrated by the effects of 9/11; and

WHEREAS, people need to recognize the difference between the lack of Mental Health and the process of creating Mental Health; and

WHEREAS, cultivating this awareness could help people avoid the consequences of untreated anxiety, untreated depression, and physical deterioration; and

WHEREAS, the clearer a person's thought process is, the more opportunity he or she has to deal with and grow beyond the stressors, and thus help to prevent the occurrence of DOMESTIC VIOLENCE, CHILD ABUSE, and FAMILY INSTABILITY; and

WHEREAS, focusing and preparing for Mental Health Awareness can help transform a perception of emotional deprivation and vulnerability into a perception of emotional prosperity and effectiveness; and

WHEREAS, the vehicle for promoting Mental Health Awareness can take the form of a United States Postage Stamp, every citizen could benefit from this constant reminder; and

NOW, THEREFORE, I, Melody Thompson, the Mayor of Canby, do hereby support the designation of May 2004 as

The Month of Mental Health Awareness

and also, I support the designation of the week of 5/2/2004 to 5/8/2004 as

Mental Health Counselors Week

It is my understanding that the thrust of this year, as well as this week, will be the support of the creation of a Mental Health Awareness Postage Stamp and the promotion of the Positive, Progressive Nature of recognizing and promoting Mental Health.

Given unto my hand this 5th day of May, 2004.

Melody Thompson
Mayor



Office of the Mayor

Proclamation

"Unity Week in the City of Canby"

WHEREAS, the students of Ackerman Middle School and Canby High School "think globally, but act locally, to create world peace;" and

WHEREAS, all Students at these schools, and all schools in our community, should be made to feel safe, secure and happy; and

WHEREAS, the students of Ackerman Middle School and Canby High School wish to set a good example for their community; and

WHEREAS, all citizens in Canby should be made to feel welcome and a part of our community.

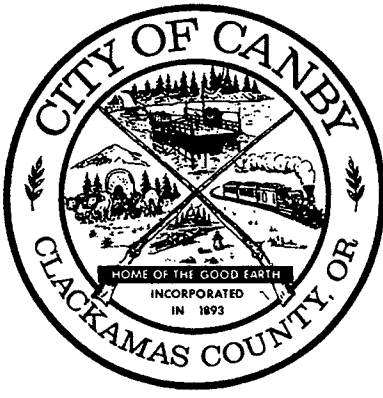
NOW, THEREFORE, I, Melody Thompson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim the week of May 10 thru 14, 2004 as

UNITY WEEK IN THE CITY OF CANBY

and urge all citizens of our community to celebrate this observance by attending the first annual Community Festival to be held at Canby High School on Thursday, May 13, 2004.

Given unto my hand this 5th day of May, 2004.

Melody Thompson
Mayor



City of Canby

Police Department

April 26, 2004

To: Mayor Thompson
Members of City Council

From: Chief Ken Pagano 

Re: Mi Tierra Mexican Restaurant Liquor License Application

I have contacted Mr. Juan Sanchez and reviewed the liquor license application with him. Mr. Sanchez is applying for a Limited On-Premises License. Mr. Sanchez and his wife Linda have completed the required training classes with OLCC. Mr. Sanchez is also the owner of the La Mexicana Store which is connected to the Mi Tierra Mexican Restaurant.

I recommend the Canby City Council recommend approval of the Mi Tierra Liquor License to the Oregon Liquor License Control Commission.

OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

RECEIVED

APR 07 2004



211

PLEASE PRINT OR TYPE

CITY OF CANBY

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
☐ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☒ Limited On-Premises Sales (\$202.60/yr)
☐ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☐ Change Ownership
☐ New Outlet
☐ Greater Privilege
☒ Additional Privilege
☐ Other _____

P320342
LS2277

Applying as:

- ☒ Individuals ☐ Limited Partnership ☐ Corporation ☐ Limited Liability Company

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By: _____ (signature) _____ (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: S. Thicke

Date: 3/31/04

90-day authority: ☐ Yes ☒ No

1. Applicant(s): [See SECTION 1 of the Guide]

① JUAN J. SANCHEZ ③ _____

② LINDA SANCHEZ ④ _____

2. Trade Name (dba): LA MEXICANA - MI TIERRA

3. Business Location: 729 SE 1ST AVE CANBY CLACK OR 97013
(number, street, rural route) (city) (county) (state) (ZIP code)

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

5. Business Numbers: 503) 266-8982 503) 266-8984
(phone) (fax)

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

7. If yes to whom: JUAN J & LINDA SANCHEZ Type of License: OFF-PREMISES SALES

8. Former Business Name: LA MEXICANA

9. Will you have a manager? ☐ Yes ☒ No Name: _____
(manager must fill out an individual history form)

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

11. Contact person for this application: JUAN J. SANCHEZ 503) 266-8982 or 503) 266-8984
(name) (phone number(s))
729 SE 1ST AVE CANBY OR 97013 503) 266-8984 JUAN SANCHEZ 7970@MSN.COM
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① Juan J Sanchez Date 1/20/04 ③ _____ Date _____

② Linda Sanchez Date 1/20/04 ④ _____ Date _____

1-800-452-OLCC (6522)

www.olcc.state.or.us

(rev. 09/02)

OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY



PLEASE PRINT OR TYPE

YOU MUST ANSWER ALL QUESTIONS ON THIS FORM. IF THE QUESTION DOES NOT APPLY, WRITE N/A IN THE SPACE.
ATTACH ADDITIONAL SHEETS IF NECESSARY.

- Trade Name (d.b.a.): LA MEXICANA City: CANBY
1. Name: SANCHEZ (last) LINDA (first) C. (middle)
2. Other names used (maiden, other): none
3. Residence Address: 6015 SW 4th Ave (number and street) CANBY (city) OR (state) 97013 (ZIP code)
4. Home Phone: (503) 263-7970 Business Phone: (503) 266-8982
5. *SSN: 544-21-6393 Place of Birth: MEXICO CITY MX (State/Country) DOB: 11 (mm) 08 (dd) 1972 (yyyy) Sex: M ☐ F ☒
6. Driver License or State ID #: 9341957 State: OR Spouse's name: JUAN J. SANCHEZ
7. List all states, other than Oregon, where you have lived during the past ten years:
none
8. Do you currently hold, or have you ever held a liquor license in this or any other state? ☒ Yes ☐ No
If yes, when and where? CURRENTLY IN OREGON
9. In the past ten years, have you been convicted of **any** violation, misdemeanor or felony?
(include traffic violations, if the fine was more than \$50.00) ☐ Yes ☒ No
If yes, what, when and where? _____
10. Have you ever entered into a diversion agreement? ☐ Yes ☒ No
If yes, when and where? _____
11. Do you have any arrests or citations that have not been resolved? ☐ Yes ☒ No
If yes: Arrested/Cited for: _____ Date: _____ County/City/State: _____
12. If you are applying for a retail liquor license:
a. Do you have any financial interest, direct or indirect, in any manufacturer or distributor of alcohol? ☐ Yes ☒ No If yes, what and where: _____
b. Does any person having a financial or ownership interest in a manufacturer or distributor have an interest in, or potential claim upon your business or premises, for instance through investment, a loan, lease or contract? ☐ Yes ☒ No If yes, who? _____
13. Have you ever had a warning, violation, suspension, fine, cancellation or refusal as a licensee or service permittee, in Oregon or any other state? ☐ Yes ☒ No If yes: When: _____ Where: _____

I UNDERSTAND THE OLCC WILL USE THE ABOVE INFORMATION TO CHECK FOR CRIMINAL RECORDS. I UNDERSTAND IF MY ANSWERS ARE NOT TRUE AND COMPLETE, THE OLCC MAY DENY MY LICENSE APPLICATION.

Applicant Signature: Linda Sanchez Date: 1/30/04

***SOCIAL SECURITY NUMBER DISCLOSURE** As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). The OLCC will refuse a license to any applicant or licensee who fails to provide his/her SSN. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Applicant Signature: Linda Sanchez Date: 1/30/04

OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY



PLEASE PRINT OR TYPE

YOU MUST ANSWER ALL QUESTIONS ON THIS FORM. IF THE QUESTION DOES NOT APPLY, WRITE N/A IN THE SPACE.
ATTACH ADDITIONAL SHEETS IF NECESSARY.

- Trade Name (d.b.a.): LA MEXICANA City: CANBY
1. Name: SANCHEZ (last) JUAN (first) J (middle)
2. Other names used (maiden, other): none
3. Residence Address: 6015 SW 4th Ave (number and street) CANBY (city) OR (state) 97013 (ZIP code)
4. Home Phone: (503) 263-7970 Business Phone: (503) 266-8982
5. *SSN: 544-19-9558 Place of Birth: Puerto Leon Mexico (State/Country) DOB: 04/18/1969 (mm) (dd) (yyyy) Sex: M ☒ F ☐
6. Driver License or State ID #: 4571789 State: OR Spouse's name: LINDA C SANCHEZ
7. List all states, other than Oregon, where you have lived during the past ten years: none
8. Do you currently hold, or have you ever held a liquor license in this or any other state? ☒ Yes ☐ No
If yes, when and where? CURRENTLY IN OREGON
9. In the past ten years, have you been convicted of any violation, misdemeanor or felony? (include traffic violations, if the fine was more than \$50.00) ☐ Yes ☒ No
If yes, what, when and where? _____
10. Have you ever entered into a diversion agreement? ☐ Yes ☒ No
If yes, when and where? _____
11. Do you have any arrests or citations that have not been resolved? ☐ Yes ☒ No
If yes: Arrested/Cited for: _____ Date: _____ County/City/State: _____
12. If you are applying for a retail liquor license:
a. Do you have any financial interest, direct or indirect, in any manufacturer or distributor of alcohol? ☐ Yes ☒ No If yes, what and where: _____
b. Does any person having a financial or ownership interest in a manufacturer or distributor have an interest in, or potential claim upon your business or premises, for instance through investment, a loan, lease or contract? ☐ Yes ☒ No If yes, who? _____
13. Have you ever had a warning, violation, suspension, fine, cancellation or refusal as a licensee or service permittee, in Oregon or any other state? ☐ Yes ☒ No If yes: When: _____ Where: _____

I UNDERSTAND THE OLCC WILL USE THE ABOVE INFORMATION TO CHECK FOR CRIMINAL RECORDS. I UNDERSTAND IF MY ANSWERS ARE NOT TRUE AND COMPLETE, THE OLCC MAY DENY MY LICENSE APPLICATION.

Applicant Signature: Juan J Sanchez Date: 1/30/04

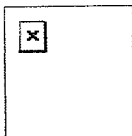
***SOCIAL SECURITY NUMBER DISCLOSURE** As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). The OLCC will refuse a license to any applicant or licensee who fails to provide his/her SSN. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Applicant Signature: Juan J Sanchez Date: 1/30/04

Margaret Yochem - Advisory Committee

*From: "Clair L. Kuppenbender" <clkupp@canby.com>
To: "Margaret M Yochem" <yochemm@ci.canby.or.us>
Date: 2/12/2004 10:20 AM
Subject: Advisory Committee*



Clair L. Kuppenbender

616 South Pine Street

Canby, Oregon 97013

503-266-3322

Clkupp@canby.com

February 12, 2004

Margaret Yochem, Director

City of Canby Transportation

Re: Expiration of my Term on the Committee

It has been a pleasure to have been involved in the establishment of the C A T and to see it grow to unbelievable heights. I was appointed to the first official Committee and was involved in the interviewing process of your position, Director. I was involved with the process of acquiring the firm that provides our drivers and have assisted in the development and procurement of the fleet of vehicles.

If I can truly be of assistance to the City and to this Committee for an additional term, I will gladly place my name in for re-appointment. If, however, you feel it is best to reduce the size of the Committee or if you have others that can do a better job for the City, then by all means, I recommend that you appoint them.

I will accept a re-appointment at the pleasure of the City of Canby.

Sincerely,

file:///C:/Documents%20and%20Settings/Margaret%20Yochem/Local%20Settings/Temp/... 4/28/2004 12

Memo to: Mayor and City Council

From: John Kelley, City Attorney 

Date: April 21, 2004

Re: Resolution No. 857 - Amending Resolution No. 790 re Transit Advisory Committee

I have prepared Resolution No. 857 which amends Resolution No. 790 establishing the Canby Transit Advisory Committee to change the appointment process for the Committee members to conform with the process we use now in all other advisory groups. The Council appoints the new member upon a recommendation of the Committee chairperson and the Council liaison to that Committee.

The only other change made was to reduce the Committee size from nine (9) members to seven (7) members. This is at the request of the members of the current committee and Margaret Yochem, Director. It has been difficult to keep nine members interested in serving. No other changes were made in this Resolution. Any questions, please call me to discuss.

RESOLUTION NO. 857

A RESOLUTION AMENDING RESOLUTION NO. 790 REGARDING THE
APPOINTMENT OF MEMBERS OF THE CANBY TRANSIT ADVISORY COMMITTEE.

THE CITY OF CANBY HEREBY RESOLVES AS FOLLOWS:

Section 1. Section 3 A of Resolution No. 790 is amended to read as follows:

A. Membership: The committee shall consist of a **seven (7)** member board with a City Council member to serve as a non-voting liaison. All members must reside within the City of Canby limits or within the City's Urban Growth Boundary. The members of the committee shall be **appointed by the City Council upon recommendation of the committee chairperson and City Council transit committee liaison. The Mayor may vote only to break a tie, if necessary.** The members of the committee shall serve at the pleasure of the Council.

Section 2. All other provisions of Resolution No. 790 shall remain in full force and effect

This Resolution shall take effect on May 5, 2004.

ADOPTED this ____ day of May, 2004 by the Canby City Council.

Melody Thompson - Mayor.

ATTEST:

Chaunee Seifried, City Recorder - Pro Tem



CITY COUNCIL MEMORANDUM

DATE: APRIL 28, 2004
TO: MAYOR MELODY THOMPSON AND CITY COUNCIL
FROM: MARGARET YOCHER, TRANSIT DIRECTOR
RE: ORDINANCE #1139

Synopsis:

To amend Articles 15 & 16 of the Transit Contract between the City and OHAS for the daily operation of the Canby Area Transit System.

Issue:

The proposed contract is in effect through June 30, 2004, however, when we entered into this contract the language in Article 15 stated that "Contractor shall provide evidence to City for Automobile Non-Ownership and Hired Auto Liability, with limits no less than \$1,000,000.00". The renewal of this insurance for the contractor has become prohibitive and will be passed through to the City through operational costs and in essence we would be paying duplicative costs for vehicle insurance.

Upon research with the City's insurance agent Scott Gustafson, it was determined that since we already pay vehicle liability insurance on all transit vehicles through the City's policy with CIS at no additional cost, it is not necessary to have the contractor pay

as well and then pass his additional costs of approximately \$1,000 per year per vehicle to the City.

The renewal date for the Contractor is May 24, 2004 so time is of the essence.

Staff Recommendation:

Pass Ordinance #1139 amending the contract.

ORDINANCE NO. 1139

AN ORDINANCE AMENDING ARTICLES 15 AND 16 OF TRANSIT CONTRACT DATED JUNE 19, 2002, BETWEEN CITY OF CANBY, HEREINAFTER REFERRED TO AS "CITY" AND OREGON HOUSING AND ASSOCIATED SERVICES, INC. (OHAS), dba WHEELS COMMUNITY TRANSPORTATION, HEREINAFTER REFERRED TO AS "CONTRACTOR" REGARDING INSURANCE PROVISIONS BETWEEN THE PARTIES, AND DECLARING AN EMERGENCY.

WHEREAS, "City" entered into a contract, dated June 19, 2002 with "Contractor" for the purpose of providing bus service for the citizens of the City of Canby, and

WHEREAS, it is the desire of the parties to amend Articles 15 and 16 of said Contract to reflect changes in the Insurance provisions provided therein, now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Article 15 of the Transit Contract dated June 19, 2002 is amended to read as follows:

ARTICLE 15. INSURANCE

Contractor shall procure and maintain, at Contractor's sole expense, at all times during the duration of this Contract, the following kinds and forms of insurance, which shall include as an Additional Insured, the City of Canby, its Elected Officials, Officers, Employees, Agent and Volunteers, from any and all claims for Bodily Injury, Death, or Property Damage, which may arise from Contractor's operations under this Contract.

Other additionally insured certificates shall be provided as required, i.e., Oregon Department of Transportation, Federal Transit Administration, Tri-Met, etc.

A. General Liability Insurance

Contractor shall provide evidence of General Liability insurance, with a minimum per occurrence limit of \$1,000,000.00, and an aggregate limit of \$2,000,000.00. The insurance coverage shall include, but not be limited to, Premises and Operations, Products and Completed Operations, Personal and Advertising Injury Liability and Contractual Liability, which shall apply to the indemnity provisions contained in this Contract.

B. Vehicle Coverage

City shall provide vehicle coverage with limits no less than \$1,000,000.00 and name Contractor as additionally insured.

C. Workers' Compensation Insurance

Contractor shall procure and maintain Workers' Compensation coverage and Employers Liability coverage in accordance with the laws of the State of Oregon. Minimum coverage limit for Employers Liability shall be \$1,000,000.00. Contractor shall also provide City with evidence of insurance for any and all subcontractors that Contractor may employ regarding this Contract.

Contractor shall provide City with updated Certificate(s) of Insurance evidencing the required coverages. Certificates and evidence of insurance shall also provide the following:

- Minimum thirty days written notice of policy or coverage cancellation, or material alteration or reduction in coverages or coverage limits.**
- Contractor's insurance carrier(s) shall be liable for the full amount of any loss or claim for which Contractor is liable, up to and including the total limit of liability, without right of contribution from any other insurance which may be in effect for the benefit of City.**

The insurance policies shall be written by an insurance company or companies authorized to conduct business in the State of Oregon and acceptable to City. All insurance carriers shall carry a Best Rating of "A" or better.

Any liability arising on behalf of Contractor with regard to this Contract is not limited by the insurance requirements listed above.

Contractor shall provide the City Transit Director copies of completed accident reports within seven days after an accident.

Contractor shall notify law enforcement officers and the City Transit Director of any vehicle accident, missing, vandalized or stolen vehicles or equipment or incidents involving the vehicle and any operations that might result in a claim within 24 hours of discovery. Incident reports shall include date, time, and employee narrative along with name, address, and phone contact of all parties involved.

Section 2. Article 16 of the Transit Contract dated June 19, 2002 is amended to read as follows:

ARTICLE 16. INDEMNIFICATION

Contractor shall take all responsibility for the work, other than vehicle related as provided for by the City in Article 15 B., shall bear all losses and damages directly or indirectly resulting to him, to any subcontractor, to City, to City officers and employees, or to parties designated by City, on account of the performance or character of the work, unforeseen difficulties, accidents, occurrences or other causes predicated on active or passive negligence of Contractor or of any subcontractor. Contractor shall indemnify, defend and hold harmless City, its officers, officials, directors, employees and agents from and against any or all loss, liability, expense, claim, costs (including costs of defense), suits, and damages of every kind, nature and description directly or indirectly arising from the performance of the work. This paragraph shall not be construed to exempt City, its employees and officers from loss caused solely by the negligence of City or from its own fraud, willful injury or violation of law whether willful or negligent. By execution of this Contract, Contractor acknowledges and agrees that it has read and understands the provisions hereof and that this paragraph is a material element of consideration.

City shall take all responsibility for vehicle related accidents or occurrences as provided for in Article 15 B., shall bear all losses and damages directly or indirectly resulting to Contractor, Contractor officers and employees in the event of vehicle accidents or occurrences.

Approval of the insurance contracts does not relieve Contractor or subcontractors from liability under this paragraph, including but not limited to the duty to indemnify City set forth herein.

Section 3. All other sections, not amended in this Ordinance, shall remain in full force and effect as they presently appear.

Section 4. It being in the best interests of the citizens of the City of Canby that the insurance provisions of the current contract be amended immediately, an emergency is hereby declared to exist and this amendment become effective immediately upon second reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 5, 2004, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter

and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, May 19, 2004, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

Chaunee Seifried
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on May 19, 2004, by the following vote:

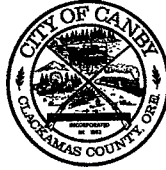
YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Chaunee Seifried, City Recorder - Pro Tem



CITY COUNCIL MEMORANDUM

DATE: APRIL 28, 2004
TO: MAYOR MELODY THOMPSON AND CITY COUNCIL
FROM: MARGARET YOCHER, TRANSIT DIRECTOR
RE: ORDINANCE #1140

Synopsis:

To amend Articles 10, 12 & 13 of the Transit Contract between the City and OHAS for the daily operation of the Canby Area Transit System.

Issue:

The proposed contract is in effect through June 30, 2004, however, stated in the Contract is the "Option to Extend" for another two-year term. (July 1, 2004 – June 30, 2006)

I feel Canby Area Transit would not be where it is today without the due diligence and hard work our contractor (OHAS) has put into the program.

Staff Recommendation:

Pass Ordinance #1140 extending the contract between the City and OHAS.

ORDINANCE NO. 1140

AN ORDINANCE AMENDING ARTICLES 10, 12 & 13 OF TRANSIT CONTRACT DATED JUNE 19, 2002, BETWEEN CITY OF CANBY, HEREINAFTER REFERRED TO AS "CITY" AND OREGON HOUSING AND ASSOCIATED SERVICES, INC. (OHAS), dba WHEELS COMMUNITY TRANSPORTATION, HEREINAFTER REFERRED TO AS "CONTRACTOR" EXERCISING THE OPTION TO EXTEND CURRENT CONTRACT FOR ANOTHER TWO (2) YEAR TERM AND ESTABLISHING COMPENSATION THEREFOR.

WHEREAS, "City" entered into a contract, dated June 19, 2002 with "Contractor" for the purpose of providing bus service for the citizens of the City of Canby, and

WHEREAS, it is the desire of the parties to amend Articles 10, 12 and 13 of said Contract to exercise its option to extend the current Transit Contract for an additional two (2) year term commencing July 1, 2004 and ending June 30, 2006, and establishing compensation to the Contractor for the extended term, now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Article 10, ("Maximum Obligation") of the Transit Contract dated June 19, 2002 is amended to read as follows:

"CITY agrees to pay Contractor in consideration for the transit services as described in Article 3, Scope of Service. The maximum cost to be paid by CITY to Contractor for all transit service for year one (1) (FY 04-05), is not to exceed \$530,000.00 and for year two (2) (FY 05-06) not to exceed \$556,500.00.

Section 2. Article 12, ("Term of Contract") of the Transit Contract dated June 19, 2002 is amended to read as follows:

The term of this Contract shall be from July 1, 2004 through June 30, 2006. Contractor shall provide the fixed route service, dial-a-ride service, and each other service specified in Article 3, Scope of Services, through June 30 2006, within the budgets defined in Article 10, Maximum Obligation.

Section 3. The City hereby exercises its option to extend said Contract for an additional two (2) year term in accordance with Article 13, ("Option to Extend") of the Transit Contract dated June 19, 2002.

Section 4. All other sections, not amended in this Ordinance, shall remain in full force and effect as they presently appear.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 5, 2004, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, May 19, 2004, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

Chaunee Seifried
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on May 19, 2004, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Chaunee Seifried, City Recorder - Pro Tem

April. 2004

City Administrator - Out and About

The following is a list of external meetings and community events/activities attended by the City Administrator.

April 5 - Monday	Regular weekly mtg of Canby Kiwanis Club
April 6 - Tuesday	Eight lane track dedication ceremony at CHS PUBLIC RELATIONS GOAL
April 6 - Tuesday	Chamber of Commerce monthly membership lunch PUBLIC RELATIONS GOAL
April 12 - Monday	Weekly Canby Kiwanis Club meeting
April 12 - Monday	Guest speaker for Canby Lions Club meeting PUBLIC RELATIONS GOAL
April 13 - Tues	City Administrator's Round Table Luncheon PUBLIC RELATIONS GOAL
April 13 - Tues	Canby Adult Center Endowment Dedication w/ Mayor and Council President Carson PUBLIC & PARTNERSHIP RELATIONS GOAL
April 13 - Tues	Meeting w/ Rich Ares and new president of Canby Telephone - Keith Galitz: on the occasion of Rich Ares' pending retirement from CTA.
April 16 - Friday	Event at Canby Depot in recognition of Oregon City Amtrak Station opening. COMMUNITY RELATIONS GOAL

April 17 - Saturday

**Canby Kiwanis Club annual bark dust sale - downtown
PUBLIC RELATIONS GOAL**

April 19 - Monday

Regular Canby Kiwanis Club meeting

April 26 - Monday

Regular Canby Kiwanis Club meeting

April 27 - Tues

**Press briefing w/ David Howell on City's Proposed
Budget MEDIA RELATIONS GOAL**

April 27 - Tues

**Back to School Week - Community Showcase at Canby
High School COMMUNITY RELATIONS
GOAL**

April 30 - Friday

Police Officer of the Year Dinner @ Tres Cafe

April 2004

Communications/Council Relations Goal

City Council/Mayor Miscellaneous Meetings

April 5 - Monday	Coffee meeting with Councilor Oliver. Discussion re: misc. city topics.
April 5 - Monday	Dinner mtg with Council Blackwell. Discussion re: misc city topics.
April 7 - Wed.	Lunch mtg. with Councilors Oliver & Newton. Discussion re: misc. city topics.
April 8 - Thurs.	Breakfast mtg w/ Mayor and Councilors Carson & Johnson
April 15 - Thurs.	Lunch mtg w/ Councilor Daniels
April 20 - Tuesday	Breakfast mtg w/ Mayor Thompson @ Denny's
April 20 - Tuesday	Lunch mtg w/ Councilor Oliver @ Wild Hare
April 21 - Wed	Brief discussion w/ Councilor Blackwell at City Hall
April 22 - Thurs.	Lunch mtg w/ Council Pres. Carson

*W. City Council
FUI*
[Signature]

DATE: April 26, 2004
MEMO TO: Mark Adcock, City Administrator
FROM: Beth Saul, Library and Parks Director
RE: Willamette Wayside Management Plan issues

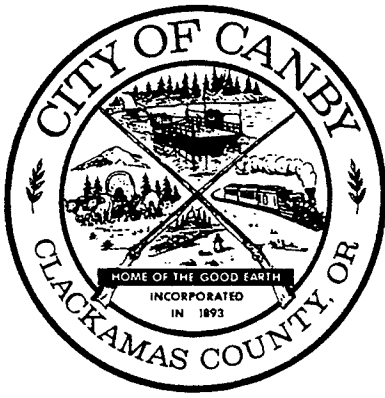
At the Park and Recreation Advisory Board meeting on April 20, 2004 the Community Planning Workshop brought some preferred alternatives to the Board and the Willamette Wayside Task Force (made up of affected neighbors, various stakeholders, and interested citizens).

These alternatives for designing the amenities on the site were developed through a series of public meetings and represent the majority viewpoint for how the properties should be developed.

A few issues continue to concern some of the neighbors. One is the possibility of a restroom at Eco Park. Another concerns pedestrian and vehicle access and safety across Territorial Road to continue on the newer section of path. There are several alternative ways that these concerns might be addressed. We feel confident that solutions will be found that will be acceptable to nearly everyone involved. In fact, Matilda Deas offered to schedule a special meeting to address these concerns prior to the final adoption of the plan, so citizens present at this meeting have already been given assurances that their concerns will be further discussed.

One neighbor in particular opposes nearly every aspect of further development. However, most of the neighbors have legitimate concerns about privacy and security that we believe can be worked out through the above mentioned issue-specific meeting that will involve the neighbors, Traffic Safety, Park and Recreation Advisory Board and interested citizens.

In addition, it should be noted that no development is planned in the near future, and all development will be approved by Council as we go along. Final recommendations for development will be the result of choices approved by a majority of the citizens involved in the process, and will, of course, take into consideration both safety and security for all.



TO CITY COUNCIL FYI + REVIEW.

City of Canby

Planning and Building Department

April 26, 2004

Mr. Matthew Garrett
ODOT Region 1 Manager
123 NW Flanders
Portland, OR 97209

RE: Reconstruction of intersection at OR 99E & Territorial Rd.

Dear Mr. Garrett:

As you may know, ODOT has a safety project scheduled for 2006 on OR 99E just north of Canby. This project will reconstruct and signalize the intersection of 99E and Territorial Road. This much needed work will dramatically improve safety and access to 99E for Canby residents and through traffic. We are very appreciative that ODOT has funded this project.

However, the work is not scheduled to begin construction for two years, and wrecks continue to happen at this location, including a fatality in January of this year. The Planning Commission in Canby serves as both the advisory committee on streets and as the citizen involvement body, so we are very familiar with the problems at this intersection. This is why we are writing. The Planning Commission urges ODOT to prioritize and complete this project as early as possible. The sooner you can complete this project, the fewer serious wrecks we will have.

At every meeting we deal with development applications that often hinge on this intersection's safety and have many times issued denials based on the level of service here. This is why we are looking forward to hearing back from you regarding your proposed timeline. Again, thank you for your commitment to this project. Please contact Community Development & Planning Director John Williams if you have any questions.

Sincerely,

Handwritten signature: Randy E. Ewert

Handwritten signature: [Signature]

Handwritten signature: [Signature]

Canby Planning Commission

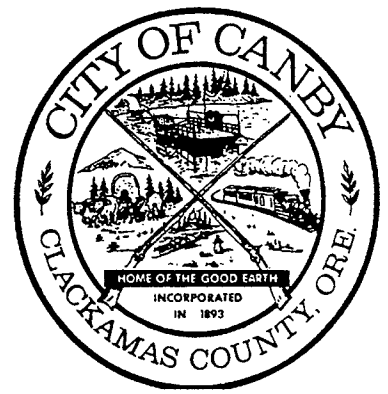
cc: Canby City Council
Rep. Wayne Scott
Sen. Kurt Schrader

Handwritten signature: [Signature]
DAN EWERT PC.

TO CITY COUNCIL

John

MEMORANDUM



TO: *Urban Renewal Advisory Committee*
FROM: *John R. Williams, Community Development & Planning Director*
DATE: *April 26, 2004*
RE: *Economic development incentives*

The strategic actions for the ED plan have been prioritized (see attached), and staff has started to work on devising implementation plans for those that ranked highest. Although we will work on each item, I've started with the only two that ranked in the top five across the board: streamlining the permit process and creating local incentives for economic development. In this memo I would like to outline a recommendation for local incentives.

The Urban Renewal District has so far focused its energy on infrastructure provision, committing over \$3 million into roads and utilities in the Pioneer Industrial Park. However, we have spent a very small amount of money on marketing and recruitment. CBR&D has spearheaded most of these efforts but their budget is very restricted – in fact, they have less than \$1,000 to spend in the next fiscal year on marketing efforts. To me, this is like opening a new business and not spending any money on advertising. Canby has made a decision to invest taxpayer dollars on infrastructure, and we should work as hard as possible to reap the gains from this investment.

Therefore, I would recommend that the URDAC and Agency consider committing a significant amount of money in the next fiscal year to economic development programs and incentives for job creation and local investment. After reviewing a wide variety of programs and our current programmatic needs, I would offer five specific items, in order of the dollars required. Total investment if all were approved would be \$185,500 this year (assuming all incentives were utilized).

- **SDC credits for job creation.** The City of Grants Pass has a program offering up to \$5,000 per job in credits towards city permit costs. Jobs must meet a variety of requirements and be secured with binding development agreements. What I like about this program is that it's a win-win scenario: the City gets SDC revenues for future projects, while businesses cut their costs and are encouraged to create the types of jobs desired by the City. It also directly incentivizes new construction, generating new tax increment. *Recommendation: create a "first-come, first-served" program offering \$1,000 to \$2,500 per job created towards SDCs for jobs meeting minimum requirements (wage level, for example). The level of available money could be set year-to-year depending on resources and needs. A \$100,000 pool could allow for 50-100 jobs per year.*
- **Building renovation loan fund.** Several cities have a revolving loan fund encouraging rehabilitation of existing buildings. These are typically smaller pools of money providing

for façade improvements or interior tenant improvements, requiring a 50% or higher applicant match, with strict repayment terms and a favorable interest rate. This would encourage aesthetic improvements to existing business areas, which presumably generate increased tax increment through increased valuation. *Recommendation: Utilize this program if the Agency would like to direct funds towards existing business areas. Considering existing resources, it might be best to cap applications at \$5,000 or \$10,000. \$50,000 per year could allow five to ten such projects per year.*

- **Technical/consulting assistance program.** Another program offered by the City of Grants Pass. They have a pool of money available to hire consultants to solve technical problems presenting barriers to development (for example, to hire a seismic engineer to deal with issues discovered during a building rehab; to hire an environmental consultant to conduct site investigations; or to hire a planner to apply for a conditional use permit). This allows the city to ensure that standards are rigorously enforced while making processes affordable, particularly to small businesses. *Recommendation: This could be an important part of smoothing the permit process. However, staff is still researching exactly how this program would work and we do not have a specific recommendation at this time. We will return with more information if desired.*
- **Hire additional staff for marketing and recruitment.** Staff is not able to keep up with the workload in this area. We need help developing and updating marketing materials, building and land inventories, educational materials, and the website; assisting with lead management and follow-up contacts (mailings are great but nothing replaces simply working the phones); and staffing tradeshows and other promotional events. *Recommendation: for \$20,000 we could hire an intern from the University of Oregon's RARE (resource assistance for rural environments) program to provide 1,700 hours of work in the next year in these areas. This is a great program that Canby has used before.*
- **Specific project funding.** We have not formally allocated URD money to recruitment and marketing projects in the past. Staff recommends funding the following projects, for which no other funding source has been identified (total = \$10,500):
 - Registration at 3 tradeshows: \$6,000
 - Lead management mailings: \$1,000
 - Canby portfolio update: \$2,500
 - Update display booth graphics (already out-of-date due to land sales): \$1,000In addition, I am going to recommend publication of a quarterly "URD update" newsletter as part of the community education action item. Annual cost is estimated at \$5,000.

These recommendations are made after reviewing a variety of incentive programs across the country. It's very important to note that very few local jurisdictions in Oregon offer a slate of programs like this. It would be a large commitment, but when combined with our infrastructure could put us head and shoulders above competing jurisdictions. Obviously it's up to the City's policy bodies to decide if these efforts are worth spending taxpayer dollars on. There are many other worthy items that our limited existing URD resources could be focused on, such as parks and streets.

Strategic action rankings:

A. Generate and attract industrial business

1. Develop infrastructure for new industrial park development
2. Create local incentives for business development
3. Streamline permit process
4. Community education regarding benefits of industrial development
5. Encourage state to further develop funding for economic development

B. Retain and expand industrial business

1. Improve transportation
2. Develop marketing program for retention and expansion of existing industries
3. Streamline permit process
4. Create low-interest revolving loan resource to benefit expanding businesses and for improvements to existing buildings
5. Encourage business-to-business connectivity

C. Generate and attract commercial/retail business

1. Create local incentives for business development
2. Streamline permit process
3. Develop list of target businesses and create marketing program
4. Code work to encourage desirable uses
5. Continue and expand local, regional, and state partnerships

D. Retain and expand commercial/retail business

1. Develop marketing program for retention and expansion of existing business
2. Streamline permit process
3. Encourage people to shop locally
4. Create low-interest revolving loan resource to benefit expanding businesses and for improvements to existing buildings
5. Create customer service friendly environment