

**CANBY CITY COUNCIL**  
**Regular Session**  
**October 1, 2003**

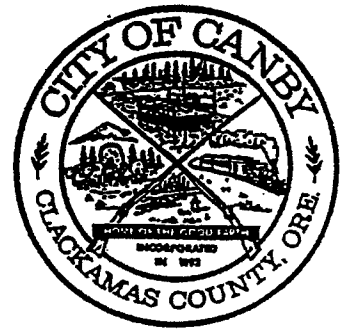
**Workshop – 6:30 PM – City Hall – City Council Workshop with Canby Historical Society**

**AGENDA – 7:30 PM – Council Chambers**

1. OPENING CEREMONIES:
  - A. Call to Order, Flag Salute
2. CITIZEN INPUT ON NON-AGENDA ITEMS:
3. CONSENT AGENDA:  
**Minutes – Workshop and Regular Meeting September 17, 2003**  
**Accounts Payable - \$264,376.08**
4. COMMUNICATIONS:
5. PUBLIC HEARING:
  - A. CPA 03-05/TA 03-01 Goal 5 Wetland & Riparian Area Regulations Pg. 3
6. NEW BUSINESS:
  - A. ODOT Fund Exchange Agreement Pg. 32
7. UNFINISHED BUSINESS:
8. RESOLUTIONS & ORDINANCES:
  - A. Ord. 1124, Adopting Local Wetlands & Riparian Inventory, Amending Canby's Comprehensive Plan, and Title 16 of the Canby Municipal Code Pg. 26
9. MANAGER'S REPORT:
  - A. Update on Vehicle Fleet Pg. 39
  - B. Update on Transit Station
  - C. Update on New Grants
10. CITIZEN INPUT:
11. COUNCILORS' ISSUES:
12. ACTION REVIEW:
13. EXECUTIVE SESSION: ORS 192.660 (1)(h) pending litigation
14. 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 503.266.4021 ext. 233.*

# CITY COUNCIL SIGN-IN SHEET



Date: October 1, 2003

**PLEASE PRINT CLEARLY**

NAME

ADDRESS

Scott Gustafson  
Luven Schweitzer  
Curtis & Lila Gottman

24574 S Skyline Dr.  
Canby, OR 97013  
Conky 22600 S. Hwy 99E  
10381 S. Mulino Rd

Child-David Howell

**CITY COUNCIL OF CANBY  
RECORD OF WORKSHOP SESSION**

**Meeting Date:** 10-1-03  
**Subject:** Workshop w/ Historical Society

**Location:** City Hall

**Present:**

<u>X</u>	Mayor Melody Thompson
<u>X</u>	Council President Randy Carson
<u>X</u>	Councilor Teresa Blackwell
<u>X</u>	Councilor Walt Daniels
<u>  </u>	Councilor Patrick Johnson
<u>  </u>	Councilor Georgia Newton
<u>X</u>	Councilor Wayne Oliver

**Staff Present:**

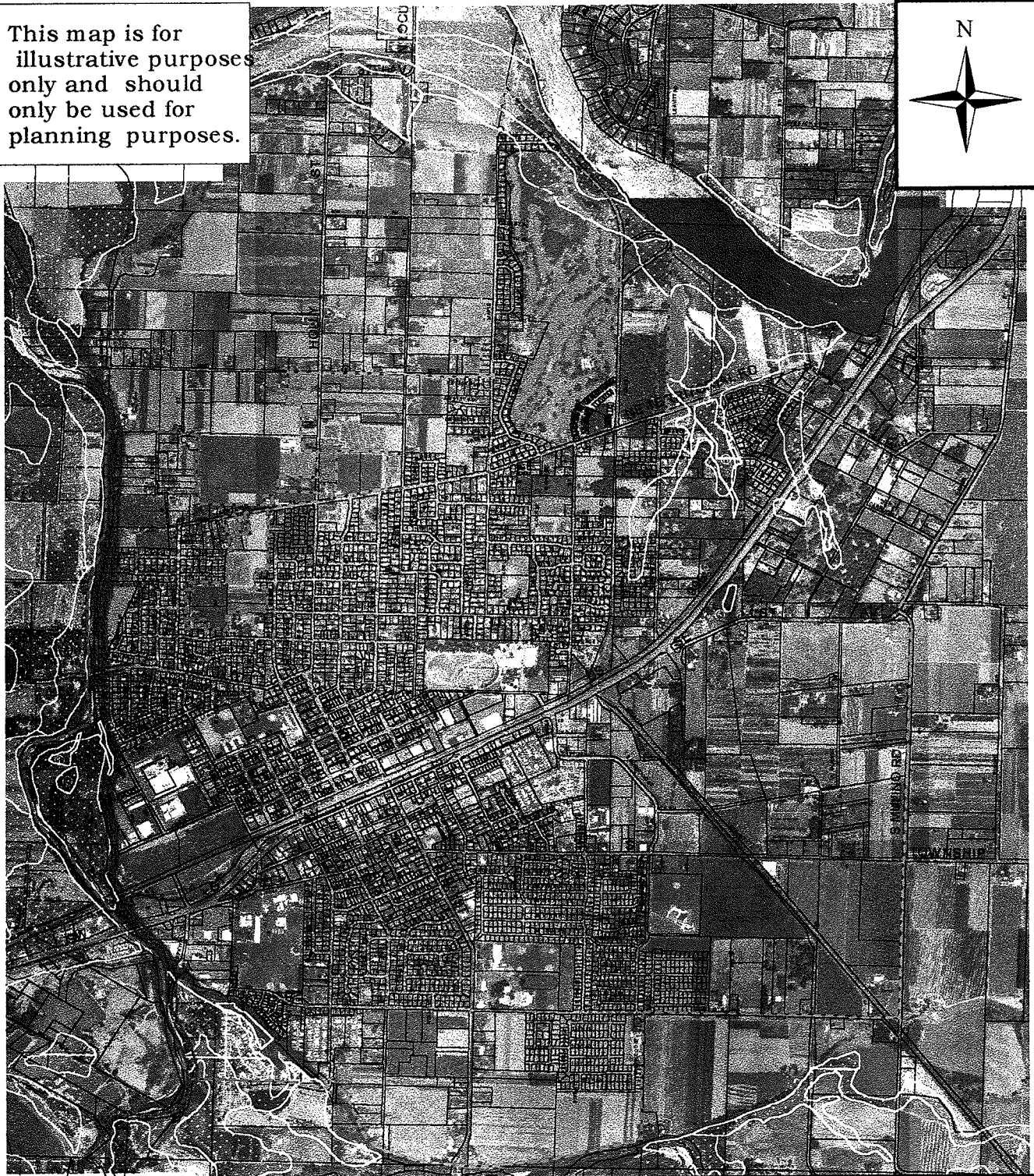
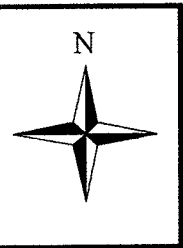
<u>X</u>	City Administrator Mark Adcock
<u>  </u>	City Attorney John Kelley
<u>  </u>	Community Development & Planning Director John Williams
<u>  </u>	Court Services & Finance Director Chauncey Seifried
<u>X</u>	Library & Parks Director Beth Saul
<u>  </u>	Police Chief Ken Pagano
<u>  </u>	Transit & General Services Director Margaret Yochem
<u>  </u>	Other(s):

Mona K. Clark - Canby Hist. Soc. Co-Pres.  
Luana Hill - Canby Hist. Soc. Board  
Wayne Guild  
Bob Wenzel  
Viki Lang  
Peggy Nelson  
Carol Meeuwse - Hist. Society  
Beth Saul  
Bob Clark - Hist. Society  
Curtis + L.A. Gottman  
Wayne Oliver  
TERESA BLACKWELL

**Convened:**  
**Adjourned:**

6<sup>35</sup> PM  
7<sup>12</sup> PM

This map is for illustrative purposes only and should only be used for planning purposes.



- ..... City Limits
- Urban Growth Boundary
- White Significant Wetlands

Hydric Soils

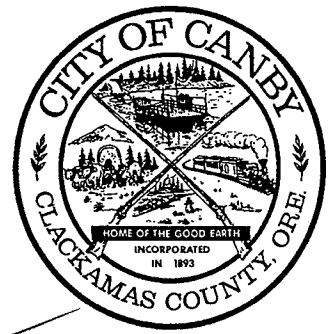
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- Top of Bank Full Stage
- 75 ft. Buffer
- Insignificant Wetlands



## City of Canby Wetland and Riparian Map

# MEMORANDUM



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John Williams, Community Development & Planning Director*  
**DATE:** *September 24, 2003*  
**RE:** *FYI UPDATE*

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Mark will be returning from his ICMA conference on Thursday. In his absence, we've put together the October 1 City Council agenda. Following is a brief rundown. As always, please contact us if you have any questions.

1. **Workshop with Historical Society.** The agenda included here was provided by the Historical Society. I'll be impressed if you get discussion on all of these topics!
2. **Public Hearing (CPA 03-05/TA 03-01).** Enclosed you'll find Matilda's staff report on the proposed wetlands and riparian area regulations. There were a few citizens with questions and concerns at the Planning Commission's hearing – some of them indicated they would be back to speak with the Council. They're concerned that the regulations will limit their use of their property. As we noted at the Commission, these rules are required by state law and we are recommending the minimum permissible approach for Canby's existing urbanized areas...so I'm not sure there are very many options for minimizing the impact any further. We believe that the regulations will actually not impact existing homes very much. Please let Matilda know if you have any questions.
3. **New Business.** The ODOT fund exchange agreement is one of those things we have to consider on a regular basis. I don't know of any issues here.
4. **Manager's report.** This will be the Margaret Yochem show. Attached you'll find her report on the administration vehicles. The other two items will be verbal updates.
5. **Non-agenda item:**
  - a. Memos from Margaret regarding the City's website and potential email addresses for the Mayor and Council. If you haven't seen the website yet, I'd encourage you to surf on over. I think the formatting is really clean and it should be very functional.

October 1 2003 FYI

**AGENDA**  
**CANBY CITY COUNCIL/HISTORICAL SOCIETY WORKSHOP**  
**October 1, 2003**  
**6:30 PM – City Hall**

**I. Introductions**

**II. Review of Historical Society Activities for Past 24 Months**

- A. Brief Canby Historical Society History
- B. Activities & events
- C. Grants & collection projects
- D. Partnerships & collaborations
- E. Membership & volunteers
- F. Growth & expectations
- G. Current plans
- H. Other?
- I. Discussion

**III. Value & Services of Society & Museum to Community**

- A. Community memory: stories, images, documents, voices of the past . . . buildings, landscape and sense of place that make Canby unique
- B. Who is responsible for preserving the community memory?
- C. Legal responsibilities of museums and non-profits
- D. Community services
- E. Community trust
- F. Tourism
- G. Other?
- H. Discussion

**IV. Challenges & Opportunities**

- A. Growth
- B. Human resources
- C. Fiscal resources
- D. Goals & potential
- E. Other?
- F. Discussion

**V. Financial**

- A. Profit & Loss
- B. Comparisons
- C. Funding alternatives
- D. Other?
- E. Discussion

**VI. Status of Potential Depot Relocation**

- A. Society's position
- B. City's position
- C. Pros & cons
- D. Other?
- E. Discussion

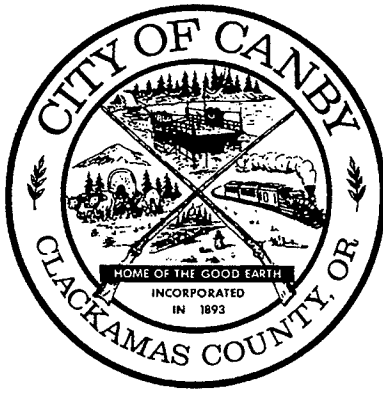
**VII. Partner Agency: Potential Areas of Assistance Provided by City & Society**

- A. Financial
- B. Personnel
- C. Services
- D. Facilities
- E. Library, City archives, other potential City partners
- F. Other?
- G. Discussion

**VIII. Conclusion & Commitments**

*"It is said that a museum reminds us of things we have forgotten and teaches us things we never knew."*

*"Preservation, access and debate over the past are essential to the health of American democracy. Enlightened decisions today require continuous reference to the historical context."*



# City of Canby

Planning and Building Department

## MEMORANDUM

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Mark C. Adcock, City Administrator*  
**THROUGH:** *John Williams, Community Development & Planning Director*  
**DATE:** *September 22, 2003*  
**PREPARED BY:** *Matilda Deas, AICP, Project Planner*

Issue: Ordinance 1124, addressing CPA 03-05/TA 03-01, amendments to selected sections of Canby's Comprehensive Plan and Municipal Code.

Synopsis: This is a legislative and quasi-judicial amendment to add sections to the City's Land Development and Planning Ordinance that address Goal 5 requirements for wetland, riparian and wildlife protection, and to update relevant sections of the Comprehensive Plan. The need for these changes was identified in the scoping process for Periodic Review and this project is part of our adopted Work Plan for Periodic Review.

Recommendation: The Planning Commission recommended approval of this application on a 5-1 vote. Therefore, staff recommends that the City Council **approve Ordinance 1124.**

Background: Canby is winding up its Periodic Review Process, which included a Goal 5 Resource assessment component. This application addresses the Goal 5 requirements set forth in our Periodic Review Work Program. Goal 5 of the State's Land Use Goals addresses wetland, riparian, and wildlife protection requirements. The City has completed a Local Wetland and Riparian Inventory, and the proposed amendments to our Municipal Code and Comprehensive Plan are based on the results of that inventory.

The wetland boundaries drawn from the Local Wetland Inventory (LWI) are approximate only, as the methods used in a LWI are by nature less

Council Staff Report  
CPA 03-05/TA 03-01  
Page 1 of 4



accurate than the more intensive methods used for wetland delineations. When development may occur in or near an area with wetlands or probable wetlands, a complete wetland delineation must be conducted at the development site to establish accurate jurisdictional boundaries for wetlands.

Within the City Limits, the City has opted to employ the “safe harbor” provision to protect riparian and wildlife corridors. The setbacks are determined by the average stream flow of the water resource.

Riparian protection for properties outside the City Limits and within Canby’s Urban Growth Boundary are subject to Clackamas County’s riparian protection regulations developed using the standard Goal 5 ESEE process (an economic, social, environmental and energy analysis). The City of Canby adopts, by reference, the County ESEE analysis and implementing regulations. When land outside Canby’s City Limits but within our Urban Growth Boundary adjacent to the Molalla River is annexed into the City, the City shall apply the adopted County regulations.

## **B. COMPREHENSIVE PLAN CONSISTENCY ANALYSIS**

Most of the Comprehensive Plan’s goals and policies are not germane to this application, other than the ones being amended. The proposals will not have a negative effect on the City’s environment, natural resources, economy, housing supply, transportation system, or public facilities and services. In fact, natural resource preservation can be found to have a positive effect in these categories. The Citizen Involvement Element has been met via the public hearing for this application.

### **Conclusion Regarding Consistency with the Policies of the Canby Comprehensive Plan:**

Staff concludes that the proposed Comprehensive Plan Amendment and text amendments are consistent with the remaining policies of the Comprehensive Plan.

## **V. CONCLUSION**

### **Criteria for Legislative Comprehensive Plan Amendment/Text Amendment**

- A. The remainder of the Comprehensive Plan of the City, as well as the plans and policies of the county, state or any local school or service districts which may be affected by the amendment;**

The commentary under section B of the staff report addresses the remainder of the Comprehensive Plan. The Division of State Lands accompanied staff on site visits for the wetland inventory.

**B. A public need for the change;**

As Canby grows it becomes increasingly important to preserve natural areas within our Urban Growth Boundary. The proposed amendments serve the public by clarifying these protection efforts. If approved, the amendments will provide a logical process for implementing the City's natural resource protection measures.

**C. Whether the proposed change will serve the public need better than any other change which might be expected to be made;**

Staff believes that the proposals effectively update our code and Comprehensive Plan and bring us into compliance with Statewide Land Use Goals.

**D. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;**

Staff believes this criterion has been met, as detailed above.

**E. Statewide Planning Goals.**

The following Statewide Planning Goals apply to this application:

Goal 1: Citizen Involvement.

The Planning Commission will make a recommendation on this application in a public hearing which was noticed in the Canby *Herald* and by notices sent to property owners.

Goal 5: Open Spaces, Scenic and Historic Areas, and Natural Resources

The Division of State Lands has been involved in the drafting of these code amendments. This review is intended to assure that the State's goals in the area of wetland and riparian preservation are met. Staff believes they have been met.

**Criteria for Quasi-Judicial Comprehensive Plan Amendment/Text Amendment**

- 1. The remainder of the Comprehensive Plan of the City, as well as the plans and policies of the county, state, or any local school or service districts which may be affected by the amendments;**

Staff believes that this criterion has been met as detailed above.

**2. Whether all required public facilities and services exist, or will be provided concurrent with the anticipated development of the area (Ord. 740 section 10.80, 1984' Ord. 981 section 16, 1997' Ord. 1080, 2001)**

No public facilities or services are required for implementation of these amendments.

***VI. RECOMMENDATION***

Based on the findings and conclusions presented in this report, and the Planning Commission's deliberations and recommendation for approval at a September 8<sup>th</sup> 2003 public hearing, staff recommends that the City Council approve CPA 03-05/TA 03-01 and the implementing Ordinance # 1124.

**Exhibits:**

1. Goal 5 summary document
2. Proposed new Wetland Code Sections
3. Proposed new Riparian Code Sections
4. Proposed Comprehensive Plan Amendments
5. Ordinance # 1124
6. Planning Commission findings

## Goal 5 Amendments Summary

### Riparian protection options:

Safe harbor and/or ESEE analysis (Economic, social, environmental, energy impacts)  
Safe-harbor is standard 75' setback for top of bank full stage. We are using standard 75' setback from top of bank for Molalla within City Limits, and adopting by reference the County's setbacks and approved ESEE analysis for property within UGB, but out of City Limits. Their setback is 100' (under some circumstances it can be increased to 150')

Creating Riparian overlay zone and Riparian Preservation Section of Code.

Permitted activities:(if designed to minimize intrusion)

- Streets, roads, paths
- Drainage facilities, utilities, irrigation pumps
- Water related and water dependent uses
- Replacement of existing structures in same location
- Expansion of preexisting structures that are already partially or wholly within the riparian area as long as expansion is not into the riparian area.
- Existing lawns may be maintained, but not expanded into riparian area
- Shoreline stabilization and flood control structures maintained and expanded under some situations.
- Removal of non-native species if replaced with native species
- Removal of vegetation necessary to accommodate water related uses.

### Prohibited activities:

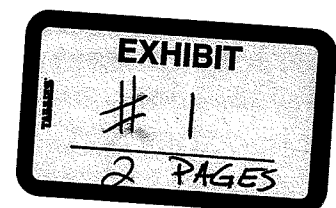
- Permanent alteration of riparian area by grading, placement of structures except as allowed above.
- Removal of riparian vegetation except as allowed above.

### Setback adjustments allowed if:

- Remaining building envelope is 800 square feet or less or building depth is less than 25 ft.---reduction is the minimum necessary to meet above requirements, up to ½ the required yard setback and ½ the riparian setback. Otherwise a variance is required.

### Variance criteria:

- The proposed development requires deviation
- Adhering to standards would effectively preclude a use of the parcel that could be reasonably expected to occur in the zone, and property owner would be precluded a substantial property right enjoyed by majority of landowners in the vicinity
- Setback adjustments don't remedy the problem



Wetlands: We have 8 locally significant wetlands (approximately 22 acres)

Local Wetland Inventory: Map significant wetlands that are over ½ acre in size and meet DSL and OFWAM (Oregon freshwater assessment methodology) criteria.

- Wetland overlay zone
- Wetland preservation code
- Map significant wetlands—not a substitute for delineation

Applies to all proposed developments impacting significant wetlands or within 50 ft. of significant wetlands----required to conduct wetland delineation to determine precise boundaries.

Permitted uses within locally significant wetlands:

- Planting native plants
- Removal of fill/refuse that is consistent with OR removal –fill regs
- Removal of non-native and/or invasive plants
- Channel maintenance for storm water, flood control etc
- Site maintenance/management that improves natural functions/values/public health
- Wetland restoration/enhancement (if less than 50 cubic yds)

Prohibited uses:

- New development
- Storage or use of chemicals, pesticides, fertilizer, hazardous or toxic materials
- Construction of new public drainfields
- Channelizing or straightening of natural drainageways
- Removal or destruction of rare, threatened or endangered species
- Filling, grading, excavating of wetland

Uses subject to sight and design review:

- Nature interpretive centers etc
- Storage/maintenance facilities for wetlands
- Construction of trails, kiosks, bikeways, access roads, stormwater treatment facilities that use biofiltration etc
- Realignments/reconfiguration of banks, channels, including restoration that involve more than 50 cubic feet of earth.

Variances:

- Parcels that have no usable building site if standards are applied. Must minimize impact to wetland
- Claims of map error verified by DSL
- PC and City Council jointly determine the public need outweighs potential adverse impacts of development in or near wetland.

**Chapter 16.39**  
**WETLAND OVERLAY ZONE(WO)**

Sections:

- 16.39.010 Purpose
- 16.39.020 Wetlands and Riparian Map
- 16.39.030 Uses permitted outright and conditional uses
- 16.39.040 Development standards
- 16.39.050 Severability

16.39.010 Purpose

The City of Canby recognizes significant wetlands as community assets that provide educational, recreational and aesthetic values, that contribute to the City's long-term goals of sustainable community development. The Wetlands Overlay Zone (WO) is intended to be used in conjunction with any of the city's underlying base zones (example: R-1/WO, C-2/WO, etc.) to assure that the future development of the site will provide ample protection for locally significant wetlands. The Wetlands Overlay (RO) zone implements the policies of the Canby Comprehensive Plan and is intended to resolve conflicts between development and conservation of riparian corridors identified in the City of Canby Local Wetlands and Riparian Inventory.

16.39.020 Wetlands and Riparian Map

The Canby Wetlands and Riparian Inventory Map is adopted by reference and declared to be part of this chapter.

Copies of this map shall be kept on file with the official zoning map of the city.

16.39.030 Uses permitted outright and conditional uses.

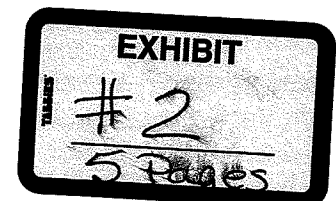
Uses permitted outright and conditional uses in the Riparian Overlay Zone are the uses permitted outright and conditionally in the underlying base zone, provided the provisions of Chapter 16.120, Wetlands Preservation, are met.

16.39.040 Development standards

Development regulations for the Wetlands Overlay Zone are as provided in Chapters 16.12.01 through 16.120.110 of this title.

16.39.050 Severability

Invalidity of a section or part of a section of this ordinance shall not affect the validity of the remaining sections or parts of sections. (Ord. 905 sections 4, 1994)



## **Division XI: Wetland Preservation**

### **Chapter 16.120**

#### **GENERAL PROVISIONS**

##### **Sections:**

- 16.120.010 Purpose**
- 16.120.020 Definitions**
- 16.120.030 Applicability and Generalized Mapping**
- 16.120.040 Permitted uses**
- 16.120.045 Uses subject to site and design review**
- 16.120.050 Prohibited uses**
- 16.120.060 DSL notification required**
- 16.120.070 Appeals**
- 16.120.080 Variances**
- 16.120.090 Conflicts**
- 16.120.100 Findings of facts**
- 16.120.105 Amendments**
- 16.120.110 Severability**

##### **16.120.010 Purpose**

The purpose of this ordinance is to establish a process and standards which will minimize the degradation and destruction of significant wetlands within the City of Canby's Urban Growth Boundary, and conserve wetland resources and their functions and values. This ordinance is intended to protect and enhance local water quality; to preserve fish and wildlife habitat; to provide flood storage capacity, and to preserve open spaces within the City of Canby.

##### **16.120.020 Definitions**

As used in this ordinance the following words and phrases shall mean:

Enhancement: An activity which improves one or more specific functions or values of an existing wetland.

Function and Values: Functions refers to the environmental roles served by wetlands and buffer areas including, but not limited to , water quality protection and enhancement, fish and wildlife habitat, flood storage, nutrient attenuation , and sediment trapping. Values reefers to the qualities ascribed to a wetland such as educational and recreational opportunities, open space and visual aesthetic qualities.

Restoration: To improve a disturbed wetland by returning wetland parameters which may be missing; adding soils, water, or plants. The restoration may return a missing or damaged wetland function to achieve a desired outcome.

"Wetland" is an area that is inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions;

- a. A "significant Wetland" is a wetland that meets the Division of State Lands definition of a Locally Significant Wetland, and which appears on the City of Canby Wetlands and Riparian Corridors Map;
- b. An "Associated Wetland" is a significant wetland, all or part of which is within 75 feet of the Molalla River top-of-bank.

- c. An "Isolated Wetland" is a significant wetland, all of which is located outside of the riparian setback;
- d. A "Non-Significant Wetland" is a wetland that does not meet the Division of State Lands definition of a Locally Significant Wetland. Non-significant wetlands are not regulated by this chapter, but do require DSL notification under ORS 227.350.

#### **16.120.030 Applicability and Generalized Mapping**

The wetland regulations contained in this ordinance apply to those areas identified as significant wetlands on the Canby Wetlands and Riparian Corridors Map, and wetland sites meeting Division of State Lands criteria. Precise wetland boundaries may vary from that shown on the Canby Wetlands and Riparian Inventory Map if an on-site delineation or other City approved documentation indicate more accurate boundaries. For any proposed development impacting significant wetlands or within 50 feet of identified significant wetlands, the applicant shall be required to conduct a wetland delineation to determine the precise wetland boundary for application of the Revoval –Fill Law, and if applicable, the nature and extent of development impacts on adjacent wetlands. The more precise boundaries obtained through a wetland delineation can be identified, mapped, and used for a development without a change in the Canby Wetland and Riparian Inventory Map. All developments proposed within or adjacent to a designated

Wetland area shall be subject to the provisions of this ordinance and Site Plan Review pursuant to Canby's Land Development and Planning Ordinance.

#### **16.120.040 Permitted uses**

The following uses are permitted within wetlands identified as locally significant.

1. Removal of fill and any refuse that is in violation of local, state or federal regulation. Removal of fill must be consistent with State of Oregon Removal-Fill regulations.
2. Removal of non-native vegetation or invasive plant species.
3. Planting or replanting with native plants.
4. Channel maintenance to maintain storm water conveyance and flood control capacity, as required by local policies, state and federal regulations, or intergovernmental agreements.
5. Site management and maintenance practices, whose purpose is to maintain or improve natural functions and values or protect public health and safety, and which are consistent with adopted plan and policies, including but not limited to perimeter mowing and other cutting necessary for hazard prevention;
6. Wetland and natural area restoration and enhancement of natural function and values which involve displacement, excavation or relocation of less than 50 cubic yards of earth, and which carry out the objective of



- this ordinance and are consistent with adopted policies and plans.
7. Preservation and maintenance activities associated with historic structures.

#### **16.120.045 Uses subject to site and design review**

Within locally significant wetlands the following uses are subject to site and design review in accordance with Canby's Land Development and Planning Ordinance.

1. Nature interpretive centers and wetland research facilities, when specified in or consistent with adopted plans or policies.
2. Maintenance facilities for storage of equipment and materials used exclusively for maintenance of wetlands and other natural resources
3. Construction of trails, boardwalks, viewing platforms, information kiosks, and trail signs.
4. Realignments and reconfigurations of channels and pond banks, including the restoration and enhancement of natural functions and values which involve displacement, excavation or relocation of more than 50 cubic yards of earth and which carry out the objectives of this ordinance.
5. Construction of access roads for maintenance of channels, wetlands and other natural resource areas.
6. Construction of bikeways and other paved pathways.

7. Construction of stormwater quality treatment facilities that use biofiltration methods.

#### **16.120.050 Prohibited uses**

Within locally significant wetlands, practices that are specifically not allowed and would adversely affect wetland function and values include, but are not limited to the following:

1. New development or expansion of existing development.
2. Storage or use of chemical pesticides, fertilizers, or other hazardous or toxic materials.
3. Construction of new septic drainfields.
4. Channelizing or straightening natural drainageways.
5. Removal or destruction of rare, threatened or endangered plant species or valuable native plant species as found on a list determined by the Oregon Natural Heritage Program and kept on file at Canby City Hall.
6. Filling, grading, and/or excavating wetland areas.

#### **16.120.060 DSL notification required**

In addition to the restrictions and requirements of this Section, all proposed development activities wholly or partially within areas identified as wetlands are also subject to DSL standards and approval. Where there is a difference, the more restrictive regulation shall apply. The City shall be responsible for notifying DSL whenever any portion of any wetland is proposed for development, in accordance with ORS 227.350. No action can be taken on a proposed development until such notification is provided.

**16.120.070 Appeals**

Any decision by the City of Canby on a land use application concerning the wetland protection requirements herein may be appealed to the Planning Commission and City Council pursuant to Canby's Land Development and Planning Ordinance.

**16.120.080 Variances**

- A. For parcels that have no usable building site through application of the requirements of this ordinance, a variance may be granted to allow development on the parcel, provided that the design of the development minimizes impact to the wetland.
- B. A variance may be granted in those instances where claims of map error are verified by the Division of State Lands.
- C. A variance may be granted in those instances where the Planning Commission and City Council jointly determine that the public need outweighs the potential adverse impacts of the development in or near a locally significant wetland resource.

**16.120.090 Conflicts**

To best protect important values of wetlands in the event that the requirements of this section conflict with other ordinance requirements, the City shall apply the requirements that best provide for the protection of the resource.

**16.120.100 Findings of facts**

The City Council adopts the above findings of fact as a basis for adoption of this land use ordinance.

**16.120.105 Amendments**

All amendments made to this ordinance shall be in accordance with the amendment procedures set forth in Canby's Land Development and Planning Ordinance.

**16.120.110 Severability**

The sections and subsections of this ordinance are severable. The invalidity of one section or subsection shall not affect the validity of the remaining sections, or permit approvals and prosecutions brought pursuant to this section.

**Chapter 16.37**  
**RIPARIAN OVERLAY ZONE (RO)**

Sections:

16.37.010 Purpose  
16.37.020 Wetlands and Riparian Map  
16.37.030 Uses permitted outright and conditional uses  
16.37.040 Development standards  
16.37.050 Severability

16.37.010 Purpose.

The Riparian Overlay Zone is intended to be used in conjunction with any of the city's underlying base zones (example: R-1/RO, C-2/RO, etc.) to assure that the future development of the site will provide ample protection for riparian areas, thereby protecting and restoring the hydrologic, ecological and land conservation functions these areas provide. The Riparian Overlay (RO) zone implements the policies of the Canby Comprehensive Plan and is intended to resolve conflicts between development and conservation of riparian corridors identified in the City of Canby Local Wetlands and Riparian Inventory.

16.37.020 Canby Wetlands and Riparian Map

The Canby Wetlands and Riparian Inventory Map is adopted by reference and declared to be part of this chapter. Copies of this map shall be kept on file with the official zoning map of the city.

16.37.030 Uses permitted outright and conditional uses.

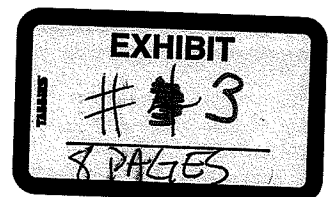
Uses permitted outright and conditional uses in the Riparian Overlay Zone are the uses permitted outright and conditionally in the underlying base zone, provided the provisions of Chapter 16.120, Riparian Preservation, are met.

16.37.040 Development standards.

Development regulations for the Riparian Overlay Zone are as provided in Chapters 16.130.01 through 16.130.130 of this title.

16.37.050 Severability

Invalidity of a section or part of a section of this ordinance shall not affect the validity of the remaining sections or parts of sections. (Ord. 905 sections 4, 1994)



## **Division XII: Riparian Preservation**

### **Chapter 16.130**

#### **GENERAL PROVISIONS**

##### **Sections:**

- 16.130.010 Purpose**
- 16.130.020 Definitions**
- 16.130.030 Applicability and generalized mapping**
- 16.130.040 Permitted and prohibited activities**
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- 16.130.070 Variances**
- 16.130.080 Molalla river riparian reduction**
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##### **16.130.010 Purpose**

Riparian land regulations contained in this chapter are intended to implement the policies of the Canby Comprehensive Plan, and are intended to resolve conflicts between development and conservation of riparian areas. Specifically, this chapter allows reasonable economic use of property while establishing clear and objective standards to protect and maintain the integrity of the rivers and streams in Canby by minimizing erosion, promoting bank stability, maintaining and enhancing water quality, and fish and wildlife habitats, and preserving scenic quality and recreation potential.

##### **16.130.020 Definitions**

- (1) “Building Envelope” means the land area, outside of all required setbacks, which is available for construction of a primary structure on a particular property.
- (2) “Fish Use” means inhabited at any time of the year by anadromous or game fish species or fish that are listed as threatened or endangered species under the federal or state endangered species acts. Fish use is determined from Oregon Department of Forestry Stream Classification maps.
- (3) “Impervious surface” means any material which reduces and prevents absorption of storm water into previously undeveloped land.
- (4) “Lawn”: is grass or similar materials maintained as a ground cover of less than 6 inches in height. For purposes of this ordinance, lawn is not considered native vegetation regardless of the species used.
- (5) “Mitigation” means taking one or more of the following actions listed in order of priority:
  - (a) Avoiding the impact altogether by not taking a certain development action or parts of that action;
  - (b) Minimizing impacts by limiting the degree or magnitude of the development action and its implementation;
  - (c) Rectifying the impact by repairing, rehabilitating, or restoring the affected environment;

- (d) Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the development action by monitoring and taking appropriate corrective measures;
  - (e) Compensating for the impact by replacing or providing comparable substitute resources or environments.
- (6) “Net Loss” means a permanent loss of habitat units or habitat value resulting from a development action despite mitigation measures having been taken.
- (7) “Non-conforming” is a structure or use that does not conform to the standards of this ordinance but has been in continuous existence from prior to the date of adoption of this ordinance up to the present. Non-conforming uses are not considered violations and are generally allowed to continue, though expansion, re-construction, or substantial improvement may be regulated.
- (8) “Off-Site Mitigation” means habitat mitigation measures undertaken in areas distant from a development action, and which are intended to benefit fish and wildlife populations other than those directly affected by that action.
- (9) “On-Site Mitigation” means habitat mitigation measures undertaken within or in proximity to areas affected by a development action, and which are intended to benefit fish and wildlife populations directly affected by that action.
- (10) “Riparian corridor ” includes a river or major stream, associated wetlands, and the “riparian setback” area:
- (11) The “riparian setback area” is a slope distance measured from the Molalla River top-of-bank, mean high water line, or the edge of an associated wetland, whichever is greater. The riparian setback is the same as the “riparian corridor boundary” in OAR 660-23-090 (1) (d).
- a. Within the City Limits of Canby, the standard Molalla River riparian setback is 75 feet, unless modified in accordance with this chapter;
  - b. Clackamas County 100 foot riparian setbacks for the Molalla River apply to lands currently outside the City Limits but within the Urban Growth Boundary (Section 704 of Clackamas County Zoning and Development Ordinance.
  - c. Isolated wetlands and minor streams (including adjacent wetlands) have no riparian setback;
- (12) “Structure” is a building or other major improvement that is built, constructed or installed, not including minor improvements, such as fences, utility poles, flagpoles, or irrigation system components, that are not customarily regulated through zoning ordinances.

(13) "Substantial Improvement" is any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

- (a) Before the improvement or repair is started, or
- (b) If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition Substantial Improvement is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not, however, include either:

- (c) Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions, or
  - (d) Any alteration of a structure listed on the National register of Historic Places or a State Inventory of Historic Places.
- (14) "Top of Bank" means the stage or elevation at which water overflows the natural banks of streams or the waters of the state and begins to inundate upland areas. It has the same meaning as "bankfull stage" as defined in OAR 141-85-0101 (2): In the absence of physical evidence

aerials may be used to approximate the bankfull stage or delineate the top of bank.

#### **16.130.030 Applicability and generalized mapping**

The inventory of riparian areas contained in the Canby Wetlands and Riparian Inventory specifies which streams and lakes are fish-bearing, and the stream –size category. Based on the classification contained in this inventory, the following riparian corridors shall be established:

- (1) Along the Molalla River within the City Limits, with average annual stream flows greater than 1,000 cubic feet per second (2760 cfs ), the riparian corridor boundary shall be 75 feet upland from the top of each bank.
- (2) Clackamas County 100 foot riparian setbacks for the Molalla River apply to lands currently outside the City Limits but within the Urban Growth Boundary (See Section 704 of Clackamas County Zoning and Development Ordinance).
- (3) Where the riparian corridor includes all or portions of a significant wetland as identified in the Local Wetland and Riparian Inventory, and mapped on the Canby Wetland and Riparian Inventory Map, the standard distance to the riparian corridor boundary shall be measured from, and include, the upland edge of the wetland.
- (4) Except as provided for in 16.130.030(2), the measurement of distances to the riparian corridor boundary shall be from the top of bank. The measurement shall be a

slope distance. In areas where the top of each bank is not clearly defined, the riparian corridor boundary shall be measured from the ordinary high water level, or the line of non-aquatic vegetation, whichever is most land ward. In areas where the predominant terrain consists of steep cliff, the distance to the corridor boundary shall be measured as a horizontal distance until the top of the cliff is reached, and as a slope distances from that point.

#### **16.130.040 Permitted and prohibited activities**

(A) The permanent alteration of the riparian area by grading or by the placement of structures of impervious surfaces is prohibited, except for the following uses provided they are designed to minimize intrusion into the riparian area and no other option or location area feasible:

- (1) Streets, roads, and paths;
- (2) Drainage facilities, utilities, and irrigation pumps;
- (3) Water related and water-dependent uses;
- (4) Replacement of existing structures with structures in the same location that do not disturb additional riparian surface area;
- (5) Structures or other non-conforming alterations existing fully or partially within the riparian area may be expanded provided the expansion does not occur within the riparian area.

Substantial improvement of a non-conforming structure in the riparian area shall require compliance with the standards of this ordinance.

- (6) Existing lawn within the riparian area may be maintained, but not expanded within the riparian area. Development activities on the property shall not justify replacement of riparian area with lawn.
- (7) Existing shoreline stabilization and flood control structures may be maintained. Any expansion of existing structures or development of new structures shall be evaluated by the Director and appropriate natural resource agency staff. Such alteration of the riparian area shall be approved only if less-invasive or non-structural methods will not adequately meet the stabilization or flood control needs.
- (B) Removal of riparian vegetation is prohibited, except for:
  - (1) Removal of non-native vegetation and replacement with native plant species. The replacement vegetation shall cover, at a minimum, the area from which vegetation was removed, and shall maintain or exceed the density of the removed vegetation.
  - (2) Removal of vegetation necessary for the development of approved water-related or water-dependents uses. Vegetation removal shall be kept to the minimum necessary to allow the

water –dependent or water –  
related use.

Trees in danger of falling and thereby posing a hazard to life or property may be removed, following consultation and approval from this department . if no hazard will be created, the department may require these trees, once felled, to be left in place in the riparian area.

#### **16.130.050 Alteration requiring mitigation**

(A) Permanent alteration of the riparian area by placement of structures or impervious surfaces is allowable under the following procedures, subject to the mitigation requirements of 16.130.050 (B).

- (1) A setback adjustment as allowed under 16.130.060.
- (2) A Variance to the riparian setback approved through the procedures of 16.130.070.
- (3) On the Molalla River, having average annual stream flow exceeding 1,000 cubic feet per second and having a 75-100-ft. riparian buffer established under this ordinance, the riparian setback may be reduced as allowed under 16.130.080.

(B) Proposals for development activities within the riparian area allowed in 16.130.050 shall be reviewed by the Oregon Department of Fish and Wildlife (ODFW), as per OAR 635-415 Fish and Wildlife Habitat Mitigation Policy. A mitigation recommendation shall be obtained from ODFW. For purposes of implementing Goal 5, the goal is no net loss of protected resources;

correspondingly, for purposes of designing appropriate mitigation , site should be considered at least in “Habitat Category 2” (OAR 635-415-030), which strives for no net loss of habitat values. Approval of the development proposal shall be conditional, requiring compliance with the mitigation recommendation of ODFW.

#### **16.130.060 Setback adjustment**

(1) Qualifying lots: Lots on which the riparian setback required by this ordinance exceeds any other setback in a particular yard, and which, when combined with other required yard setbacks, results in a building area depth of 25 ft. or less or a building envelope of 800 sq ft or less.

(2) Setback reduction procedure. Setback reduction shall be the minimum necessary to create a building envelope 25-feet deep or a building envelope of 800 sq ft (whichever requires a lesser reduction of the setback). The yard setback opposite the riparian area may be reduced of to ½ the standard setback. If this does not create a sufficient building envelope, the riparian setback may be reduced up to ½ the required setback. Additional reduction of setbacks require a variance. Removal of vegetation within the original riparian setback shall be the minimum necessary to allow development of the use, and shall otherwise conform with the standards of Section IIB of this ordinance.



### **16.130.070 Variances**

- (1) In cases where the provision for a Setback Adjustment under Section 16.130.060 are not sufficient, a property owner may request a Variance to the riparian setback. Granting of a Variance requires finding that:
  - (a) the proposed development requires deviation from the riparian standards; and
  - (b) strict adherence to the riparian setback and other applicable standards would effectively preclude a use of the parcel that could be reasonably expected to occur in the zone, and that the property owner would be precluded a substantial property right enjoyed by the majority of landowners in the vicinity; and
  - (c) the provisions of Section 16.130.060 are insufficient to remedy the hardship.

### **16.130.080 Molalla river riparian reduction**

- (B) Molalla River Riparian Reduction : Structures and impervious surfaces may be placed within the 75-100 foot riparian setback as follows:

- (1) The removal of vegetation shall be limited to the minimum amount necessary to accommodate the use. Any vegetation removed in excess of this standard shall be non-native species, and the proposal shall specify replacement of that vegetation with native species.
- (2) The applicant shall provide sufficient information regarding the proposed

development and potential impacts to riparian resources to allow the staff, in consultation with the Oregon Department of Fish and Wildlife, to determine whether the proposal will provide equal or better protection of riparian resources. This information includes, but is not necessarily limited to: a plot plan showing the top of the stream or water body bank, the extent of development within the riparian setback, uses that will occur within the riparian setback and potential impacts (for example: chemical runoff, noise, etc.), the extent of vegetation removal proposed, characteristics of the existing vegetation (types, density), any proposed alterations of topography or drainage patterns, existing uses on the property and any potential impacts they could have on riparian resources.

- (3) In no case shall such alterations occupy more than 50% of the width of the riparian area measured from the upland edge of the corridor.

### **16.130.090 Appeals**

Any decision by the City of Canby on a land use application concerning the riparian protection requirements herein may be appealed to the Planning Commission and City Council pursuant to Canby's Land Development and Planning Ordinance.

### **16.130.105 Conflicts**

To best protect important values of riparian areas in the event that the requirements of this section conflict with other ordinance requirements, the City shall apply the requirements that best provide for the protection of the resource.

**16.130.110 Findings of facts**

The City Council adopts the above findings of fact as a basis for adoption of this land use ordinance.

**16.130.120 Amendments**

All amendments made to this ordinance shall be in accordance with the amendment procedures set forth in Canby's Land Development and Planning Ordinance.

**16.130.130 Severability**

The sections and subsections of this ordinance are severable. The invalidity of one section or subsection shall not affect the validity of the remaining sections, or permit approvals and prosecutions brought pursuant to this section.

## PROPOSED COMPREHENSIVE PLAN TEXT AMENDMENTS.

Normal type = existing text

**Bold type** = Amendments/additions

~~Strike-through text~~ = deleted text

Environmental concerns element

Policy NO: 8-R

### SPECIAL NOTE:

Willamette Greenway:

The Willamette Greenway does include the southern shoreline of the Willamette River on the north side of the City. However the Greenway does not extend into the Urban Growth Boundary and, therefore encroachment of potential urban uses should not be a problem. Furthermore, most, if not all of the greenway is in the floodplain; therefore, development will be restricted to comply with Federal Flood Insurance requirements.

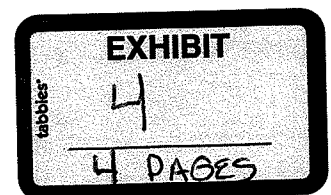
**One of the goals identified in the Canby Parks Master Plan and Acquisition Plan Addendum is to acquire parcels of land that will enable the City to connect all the areas parks and recreational facilities via pathways and multi-use trails. The parcels abutting Canby's Urban Growth Boundary that are adjacent to the Willamette River are identified in the Master Park Plan as key park connectors. The City has recently acquired these parcels and plans to develop the sites as passive recreational areas that can provide a wide range of community benefits including valuable open spaces, and education and research needs. The planning of multi-use paths, nature centers and building of wildlife observation points will create important places to socialize, recreate, and learn; uses identified as compatible with the goal of the Willamette River Greenway.**

### FINDING NO. 9-R

Fish and Wildlife Resources:

~~According to an inventory and analysis conducted by the State Department of Fish and Wildlife in 1976, parts of the Canby area are significant habitat areas for fish and non-game wildlife. Of special importance are the Willamette and Molalla Rivers and their adjacent riparian environments, Spring Branch Creek and its riparian surroundings and all open space areas in and around the City. Hawks, owls, songbirds, small mammals, and various reptiles and amphibians, as well as both anadromous and fresh water fish are considered to be resources of the Canby area.~~

~~No rare or endangered species are known to inhabit this area, and no significant habitat areas have been identified for game wildlife in Canby or its urbanizable surroundings.~~



~~Without attempting to isolate individual nesting sites or other specific features, it is apparent that the City does have the capability to maintain habitat area overall by some fairly basic actions. These included limiting development of the steep slopes adjacent to the Molalla River and preserving open space as much as possible in new developments. Encouraging tree planting and landscaping programs may also be of some help.~~

~~What this means is that the types of measures promoted elsewhere in the Comprehensive Plan to encourage clustering of buildings, meet federal air and water quality standards, and limit development in hazardous locations, will have residual benefits in terms of fish and wildlife protection.~~

**The City of Canby recognizes natural resources as community assets providing environmental, educational, recreational and aesthetic values, while contributing to the City's long-term sustainable development. The policies of this element emphasize the protection of fish and wildlife habitat.**

**The Molalla River is a fish bearing stream and is therefore considered a Goal 5 significant resource. The City has adopted The City of Canby Local Wetlands and Riparian Inventory, which identifies and qualifies the city's significant wetlands and riparian areas and associated wildlife habitats.**

**Data from the Oregon Natural Heritage Program indicates that at least 6 rare, threatened, or endangered plant and animal species inhabit areas within a two mile radius of Canby's UGB. Wildlife habitat sites that have not yet been documented, may exist within Canby's UGB. Riparian and wetland protection benefits a range of terrestrial and aquatic plant and animal habitats. Protection of riparian corridors creates an interconnected system of important natural wildlife corridors.**

**POLICY NO. 9-R :CANBY SHALL ATTEMPT TO MINIMIZE THE ADVERSE IMPACTS OF NEW DEVELOPMENTS ON FISH AND WILDLIFE HABITATS.**

**IMPLEMENTATION MEASURES:**

**(E) Continue to cooperate with the State Department of Fish and Wildlife in the management of fish and wildlife at the Community Park and the Canby Utility property along the Molalla River.**

**(F) Enforce overlay zoning for riparian corridors and their associated wetlands to protect habitat for wildlife, protect water quality for human uses and for aquatic life, control erosion and limit sedimentation, and reduce the effects of flooding.**

**(G) The City will utilize the Canby Wetland and Riparian Corridor Map as a resource in determining potential for impact by development activities.**

FINDING NO. 10-R  
Wetlands:

*Replace all existing text with the following text:*

**Statewide Planning Goal 5 covers more than a dozen resources and instructs local governments to adopt programs that will protect natural resources and conserve scenic, historic, and open space resources for present and future generations. In \_\_\_\_ of 2003, the Oregon Division of State Lands approved an inventory documenting the location, quality, and quantity of wetlands and riparian areas within Canby's Urban Growth Boundary. The City of Canby adopted the City of Canby Local Wetlands and Riparian Inventory, which identifies and qualifies the city's significant wetland resources.**

**Canby's wetlands inventory catalogued eight significant wetlands and 3 non-significant wetlands. The 8 locally significant wetlands, totaling approximately 22 acres, warrant protection under Statewide Planning Goal 5. Both the locally significant wetlands and non-significant wetlands are shown on Canby's Wetland and Riparian Corridors Map documented in Canby's Local Wetland and Riparian Inventory (LWRI). The LWRI includes descriptions of each significant wetland site.**

Policy NO. 10-R

**(E) The City will utilize the attached Federal Northwest Inventory of Wetlands Map Canby's Local Wetland and Riparian Inventory and the Canby Wetland and Riparian Corridor Map as a resource resources in determining potential for impact by development activities.**

**POLICY 11-R: CANBY SHALL INCORPORATE NEWLY IDENTIFIED NATURAL RESOURCES, INLCUDING WILDLIFE AND WILDLIFE HABITAT SITES, INTO THE LOCAL RESOURCE INVENTORIES.**

**IMPLEMENTATION MEASURES:**

**Newly identified natural resources, including wildlife and wildlife habitat sites, shall be addressed in the following manner:**

- a) The site shall be inventoried, incorporating the use of experts, for specific location, quantity and quality. This inventory shall be done in a timely manner. Constraints on access to private lands, availability of qualified experts, and the difficulty of identifying the suspected natural resource at certain times of the year may require an extended time period for the study.**
- b) Upon completion of the preliminary inventory, the city shall determine whether the identified resource is significant and adopt supporting findings. Significance will be determined on a case-by-case basis, according to whether the resource is on a federal, state, or local listing, and based on the uniqueness or scarcity of the resource locally. If necessary to protect the site,**

**the city shall apply interim protection measures. The city shall notify any interested parties of the decision and any interim protection measures to be undertaken.**

- c) If a resource is determined significant, within one year, the city shall initiate a Goal 5 Environmental, Social, Economic, and Energy conflict resolution analysis. The City will release a draft working paper with recommendations which will be reviewed by the Planning Commission and City Council.**
- d) Staff will coordinate with affected property owners and interested parties throughout the process.**

**ORDINANCE NO. 1124**

**AN ORDINANCE ADOPTING THE CITY OF CANBY'S LOCAL WETLANDS AND RIPARIAN INVENTORY, AMENDING CANBY'S COMPREHENSIVE PLAN, AND TITLE 16 OF THE CANBY MUNICIPAL CODE.**

**WHEREAS**, the Land Conservation and Development Commission (LCDC) has amended statewide Planning Goal 5 and LCDC's administrative rules pertaining to Goal 5 resources, including wetlands, riparian corridors, and wildlife; and

**WHEREAS**, the City of Canby's periodic review work program instructs the City to develop regulations, policy and plan amendments, and changes to the City Comprehensive Plan and Land Development and Planning Ordinance to protect significant wetlands, riparian corridors, and wildlife habitat, and so to be in compliance with state rules pertaining to Goal 5 resources; and

**WHEREAS**, the Canby Planning Commission, after providing appropriate public notice, conducted a public hearing on said amendments, during which the citizens of Canby were given the opportunity to come forward to present testimony on these proposed changes; and

**WHEREAS**, the Planning Commission found that the standards and criteria of Section 16.88.160 and 16.88.180 of the Land Development and Planning Ordinance, concerning Text Amendments and Comprehensive Plan Amendments, were met, and recommended approval to the City Council on a 5-1 vote; and

**WHEREAS**, the City Council, after reviewing the record of the Canby Planning Commission regarding the subject amendments, concluded that the Planning Commission's findings of fact and the amendment itself are appropriate.

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

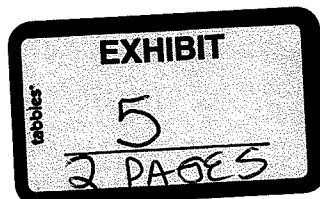
- (1) CPA 03-05/TA 03-01 is hereby approved, the City of Canby's Local Wetlands and Riparian Inventory is adopted, and the Land Development and Planning Ordinance and Comprehensive Plan are hereby amended as detailed in Exhibits 2 through 4.

**SUBMITTED** to the Council and read the first time at a regular meeting thereof on October 1, 2003, ordered posted in three (3) public and conspicuous places in the City for a period of five (5) days, as authorized by the Canby City Charter; and to come up for final reading and action by the Canby City Council at a regular meeting thereof on October 15, 2003, commencing after the hour of 7:30 p.m., at the Council's regular meeting chambers at the Canby City Hall in Canby, Oregon.

**ENACTED** on the second and final reading by the Canby City Council at a regular meeting thereof on October 15, 2003 by the following vote:

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

\_\_\_\_\_  
Melody Thompson, Mayor



ATTEST:

Chaunee F. Seifried, City Recorder Pro Tem



**BEFORE THE PLANNING COMMISSION  
OF THE  
CITY OF CANBY**

**A LEGISLATIVE AND QUASI-JUDICIAL  
AMENDMENT, TO ADOPT GOAL 5  
UPDATES TO THE COMPREHENSIVE PLAN  
TEXT AND MAP, AND TO MODIFY  
SECTIONS OF THE CITY'S LAND  
DEVELOPMENT AND PLANNING  
ORDINANCE**

**FINDINGS, CONCLUSION, & ORDER  
CPA 03-05/TA 03-01  
(City of Canby)**

**NATURE OF APPLICATION**

This is a legislative and quasi-judicial amendment to add sections to the City's Land Development and Planning Ordinance that address Goal 5 requirements for wetland, riparian and wildlife protection, and to update relevant sections of the Comprehensive Plan. The need for these changes was identified in the scoping process for Periodic Review and this project is part of our adopted Work Plan for Periodic Review.

**HEARINGS**

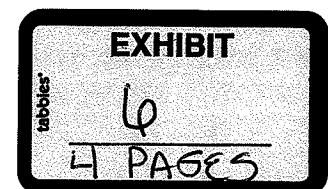
The Planning Commission held public hearings and considered this application at its September 8, 2003 meeting.

**CRITERIA AND STANDARDS**

**Section 16.88.160      Amendments to Text of Title**

In judging whether or not this title should be amended or changed, the Planning Commission and City Council shall consider:

- A. The Comprehensive Plan of the City, and the plans and policies of the county, state, and local districts, in order to preserve functions and local aspects of land conservation and development;
- B. A public need for the change;
- C. Whether the proposed change will serve the public need better than any other change which might be expected to be made;
- D. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;
- E. Statewide planning goals.



### **Section 16.88.180 Comprehensive Plan Amendments (Legislative)**

In judging whether a legislative plan amendment shall be approved, the Planning Commission and City Council shall consider:

- A. The remainder of the Comprehensive Plan of the City, as well as the plans and policies of the county, state or any local school or service districts which may be affected by the amendment;
- B. A public need for the change;
- C. Whether the proposed change will serve the public need better than any other change which might be expected to be made;
- D. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;
- E. Statewide planning goals.

### **Section 16.88.180 Comprehensive Plan Map Amendments (Quasi-judicial)**

In judging whether a quasi-judicial plan amendment shall be approved, the Planning Commission and City Council shall consider:

- A. The remainder of the Comprehensive Plan of the City, as well as the plans and policies of the county, state, or any local school or service districts which may be affected by the amendments.
- B. Whether all required public facilities and services exist, or will be provided concurrent with the anticipated development of the area.

### **FINDINGS AND REASONS**

The Planning Commission, after holding a public hearing on September 8, 2003, and considering the August 29, 2003 staff report, deliberated and reached a decision on September 22, 2003. The Commission adopted the findings and conclusions contained in the August 29, 2003 staff report.

### **CONCLUSION**

The Planning Commission of the City of Canby concludes that based on public testimony, the recommendations and conclusions contained in the staff report, and Commission deliberations at the public hearing, that the proposal to adopt Goal 5 amendments to the Canby Comprehensive Plan, and the Land Development and Planning Ordinance is in conformance with the applicable

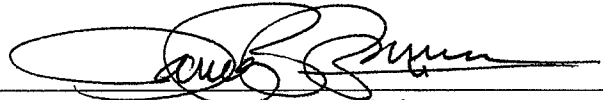
criteria and is appropriate at this time.

**ORDER**

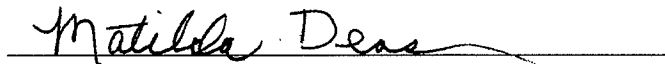
**THE PLANNING COMMISSION** of the City of Canby recommends that the City Council approve CPA 03-05/TA 03-01.

**I CERTIFY THAT THIS ORDER** recommending approval of **CPA 03-05/TA 03-01** was presented to and **APPROVED** by the Planning Commission of the City of Canby.

DATED this 22<sup>nd</sup> day of September, 2003.



James R. Brown, Chair  
Canby Planning Commission



Matilda Deas, AICP  
Project Planner

**ATTEST:**

**ORAL DECISION – September 8, 2003**

AYES: Molamphy, Manley, Ewert, Brown, Thalhofer

NOES: Able

ABSTAIN: None

ABSENT: None

**WRITTEN FINDINGS – September 22, 2003**

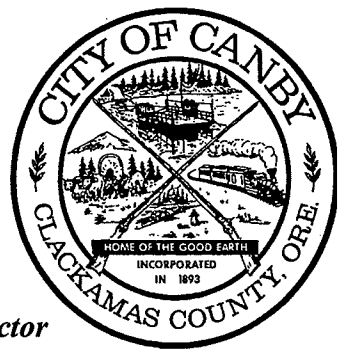
AYES: Molamphy, Manley, Brown, Thalhofer

NOES: None

ABSTAIN: None

ABSENT: Ewert, Able

# MEMORANDUM



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**DATE:** *September 11, 2003*  
**THROUGH:** *Mark C. Adcock, City Administrator*

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Issue: 2003 ODOT Fund Exchange agreement.

Synopsis: The City receives an annual allocation of funds from the federal government for road projects. For several years Canby, like most smaller cities, has exchanged this federal money for state money in order to avoid the amount of paperwork and bureaucracy required when using federal funds. The current arrangement will provide ODOT with \$73,112 in federal money in exchange for \$68,725 in state funds.

Recommendation: Staff recommends the City Council authorize the mayor to execute the 2003 Fund Exchange agreement with the Oregon Department of Transportation.

Rationale: Under this program ODOT takes our federal money and uses it for their projects, giving us state money with far fewer strings attached. ODOT gives us 94 cents for each \$1.00 of federal money. This is a good deal for cities because the six percent lost is significantly less than the cost of environmental analyses, hiring regulations, paperwork, etc. if we used the federal money directly – since we do so few projects.

Background: The City has directed this money to the N. Ivy Street project, and will save the \$68,725 to pay for future road segments from 4<sup>th</sup> Avenue north.

You may recall that in March the Council approved the 2002 fund exchange agreement; that one was late in arriving, which is why we are dealing with two in one year.

Options: 1. Use the federal money directly. Staff did not recommend this option due to the significant amount of analyses and paperwork required to comply with federal funding rules. Most cities under 100,000 population take advantage of this agreement in a similar fashion.

Attached: 1. 2003 Fund Exchange Agreement.

2003 FUND EXCHANGE AGREEMENT  
North Ivy Street – North 4<sup>th</sup> Ave to North 10<sup>th</sup> Ave

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State", and the CITY OF CANBY, acting by and through its elected officials, hereinafter referred to as "Agency".

**RECITALS**

1. By the authority granted in ORS 190.110, 366.770 and 366.775, State may enter into cooperative agreements with counties and cities for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.

**NOW THEREFORE**, the premises being in general as stated in the foregoing recitals, it is agreed by and between the parties hereto as follows:

**TERMS OF AGREEMENT**

1. Agency has submitted a completed and signed Part 1 of the Project Prospectus, or a similar document agreed to by State, outlining the schedule and costs associated with all phases of improvements to sidewalks, curbs, bike lanes and paved shoulders, and paving on North Ivy Street from North 4<sup>th</sup> Ave to North 10<sup>th</sup> Ave, hereinafter referred to as "Project".
2. To assist in funding the Project, Agency has requested State to exchange 2003 Federal Funds, which have been allocated to Agency, for State funds based on the following ratio:

\$94 State for \$100 Federal

Based on this ratio, Agency wishes to trade \$73,112 Federal Funds for \$68,725 State Funds.

3. State has reviewed Agency's prospectus, considered Agency's request for the fund exchange, and has determined that Agency's Project is eligible for the exchange funds.

M C & A No. 20,902  
CITY OF CANBY

4. This agreement shall be for two years beginning on the date all required signatures are obtained and shall terminate two calendar years later on the same month and day, unless otherwise extended or renewed by formal agreement of the parties.
5. The parties agree that the exchange is subject to the following conditions:
  - A. The Federal Funds transferred to State may be used by State at its discretion.
  - B. State dollars transferred to Agency must be used for the N. Ivy Street 4<sup>th</sup> to 10<sup>th</sup> Avenue project. This fund exchange is to provide funding for specific roadway projects and is not intended for maintenance.
  - C. State funds may be used for all phases of the Project, including preliminary engineering, right of way, utility relocations and construction. Said use shall be consistent with the Oregon Constitution and statutes (Section 3a of Article IX Oregon Constitution). Agency shall be responsible to account for expenditure of State Funds.
  - D. This Fund Exchange shall be on a reimbursement basis, with State funds limited to a maximum amount of \$68,725. All costs incurred in excess of the fund exchange amount will be the sole responsibility of Agency.
  - E. State certifies at the time this agreement is written that sufficient funds are available and authorized for expenditure to finance costs of this agreement within State's current appropriation or limitation. Funds available for reimbursement on or after July 1, 2001, are contingent upon the legislatively approved budget of State.
  - F. Agency shall be responsible for all costs and expenses related to its employment of individuals to perform the work under this agreement, including but not limited to retirement contributions, workers' compensation, unemployment taxes, and State and Federal income tax withholding.
  - G. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this agreement, including, without limitation, the provisions of ORS 279.312, 279.314, 279.316, 279.320 and 279.555, which hereby are incorporated by reference. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil

Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

- H. Agency, or its consultant, shall conduct the necessary preliminary engineering and design work required to produce final plans, specifications and cost estimates; purchase all necessary right of way in accordance with current State and Federal laws and regulations; obtain all required permits; be responsible for all utility relocations; advertise for bid proposals; award all contracts; perform all construction engineering; and make all contractor payments required to complete the Project.
- I. Agency shall compile accurate cost accounting records. Agency shall bill State in a form acceptable to State no more than once a month for costs incurred on the Project. State will reimburse Agency at 100 percent of the billing amount not to exceed \$68,725. The cost records and accounts pertaining to the work covered by this agreement shall be retained for inspection by representatives of State for a period of three years following final payment. Copies shall be made available upon request.
- J. Agency shall upon completion of Project maintain and operate the Project at its own cost and expense.
- K. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Agency shall ensure that each of its subcontractors complies with these requirements.
- L. This agreement may be terminated by mutual written consent of both parties.
  - 1. State may terminate this agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:



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CITY OF CANBY

- a. If Agency fails to provide services called for by this agreement within the time specified herein or any extension thereof.
  - b. If Agency fails to perform any of the other provisions of this agreement, or so fails to pursue the work as to endanger performance of this agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within 10 days or such longer period as State may authorize.
2. Either party may terminate this agreement effective upon delivery of written notice to the other party, or at such later date as may be established by the terminating party, under any of the following conditions:
  - a. If either party fails to receive funding, appropriations, limitations or other expenditure authority at levels sufficient to pay for the work provided in the agreement.
  - b. If Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this agreement is prohibited or either party is prohibited from paying for such work from the planned funding source.
3. Any termination of this agreement shall not prejudice any rights or obligations accrued to the parties prior to termination.
- M. State and Agency hereto agree that if any term or provision of this agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular term or provision held to be invalid.
6. Agency shall enter into and execute this agreement during a duly authorized session of its City Council.

7. This agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. No waiver, consent, modification or change of terms of this agreement shall bind either party unless in writing and signed by both parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this agreement shall not constitute a waiver by State of that or any other provision.

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**IN WITNESS WHEREOF**, the parties hereto have set their hands and affixed their seals as of the day and year hereinafter written.

The funding for this fund exchange program was approved by the Oregon Transportation Commission on February 13, 2002, as a part of the 2002-2005 Statewide Transportation Improvement Program.

The Program and Funding Services Manager approved the fund exchange on May 19, 2003.

The Oregon Transportation Commission on February 13, 2002, approved Delegation Order No. 2, which authorizes the Director to approve and execute agreements for day-to-day operations when the work is related to a project included in the Statewide Transportation Improvement Program or a line item in the biennial budget approved by the Commission.

M C & A No. 20,902  
CITY OF CANBY

On September 6, 2002, the Director of the Oregon Department of Transportation approved Subdelegation Order No. 2, in which the Director grants authority to the Region Managers for their respective Region, to approve and execute agreements up to \$75,000 when the work is related to a project included in the Statewide Transportation Improvement Program, other system plans approved by the Commission, or in a line item in the approved biennial budget.

STATE OF OREGON, by and through  
its Department of Transportation

CITY OF CANBY, by and  
through its elected officials

By \_\_\_\_\_  
Region 1 Manager

By \_\_\_\_\_  
Mayor

Date \_\_\_\_\_

Date \_\_\_\_\_

APPROVED AS TO  
LEGAL SUFFICIENCY

APPROVED AS TO  
LEGAL SUFFICIENCY

By \_\_\_\_\_  
Assistant Attorney General

By \_\_\_\_\_  
Agency Attorney

Date \_\_\_\_\_

Date \_\_\_\_\_



## MEMORANDUM

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**DATE:** SEPTEMBER 22 2003  
**TO:** MAYOR THOMPSON & CITY COUNCILORS  
**THROUGH:** MARK ADCOCK, CITY ADMINSTRATOR  
**FROM:** MARGARET YOCHEN *[Signature]*  
**RE:** ADMINISTRATIVE FLEET CARS

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### ISSUE:

Updating, replacing and keeping the administrative fleet of city owned vehicles versus doing away with them and having staff drive their own vehicles.

### BACKGROUND:

The city presently has four administrative vehicles for employee use on city business. At this time the vehicles are being used as follows:

- ❖ Unit #21 - 1999 Ford Taurus assigned to the City Administrator, but made available to staff during the day
- ❖ Unit #27 - 1990 Ford Taurus used primarily by Tech Services
- ❖ Unit #28 - 1990 Ford Taurus used by staff primarily in town
- ❖ Unit #22 - 1987 Buick deemed no longer road worthy and needs to be disposed of

Upon research it is clear that staff doesn't find Units #27 & #28 reliable and most are nervous to use them outside of the city limits. I have found that overall staff prefers to use their own cars due to age and condition of city vehicles. Reimbursement charges for mileage are approximately \$4,500.00 per year.

## **DISCUSSION:**

I have had a lengthy discussion with our insurance carrier as to the risk management and liability the city faces when staff uses their own vehicles versus city owned. When a city employee uses their own vehicle for city business, we have insurance in place which defends any action the city may incur as a result of this use. The employee however, must rely on their own automobile insurance for their personal liability and damage repair. In addition the employee is responsible for their own deductible as well as rental car if needed.

Of course the other issue surrounding vehicle use is that of Workers Compensation. While on city business, the employee is covered by the city's workers compensation insurance (on the job injury). Workers comp is involved in the injury part of an auto accident regardless of fault.

## **RISK MANAGEMENT:**

From a risk management standpoint, city management has more control over liability issues related to employee's driving by requiring city owned vehicles to be used for city business. It was recommended by our insurance agent that because of the management objective for risk avoidance, all employees should use city owned vehicles and on the rare occasion where a personal vehicle is to be used a special exception should be made. However, having said that it is important to recognize the place airbag technology plays in dramatically reducing injury resulting from automobile accidents and from a risk management standpoint it is important to plan on having vehicles within the pool, which have said technology.

The basic risk management issue is the matter of managing the risk of employee's driving. If the decision is made to do away with the city's fleet, at that point we rewrite the employee policy to incorporate proof of employee insurance and decent driving record. It doesn't matter if an employee gets a DUI driving a city vehicle versus a personal vehicle on company time. The liability for the employee as well as the city is one and the same.

Currently the four vehicles we have cost the city approximately \$4,300 a year to maintain and fuel. Mileage reimbursement is approximately \$4,500 a year. With the city administrator retaining the 1999 Taurus and getting rid of two of the oldest vehicles the city would save approximately \$2,700 a year in maintenance and fuel, however I estimate mileage reimbursement would go up as high as \$6,000 a year.

The current market value of the vehicles is between \$7,238 and \$10,895.

- ❖ 1999 Ford Taurus      \$5000 – 6,835
- ❖ 1990 Ford Taurus      \$ 975 – 1,650
- ❖ 1990 Ford Taurus      \$1,025 – 1,700
- ❖ 1986 Buick              \$ 238 – 710

Clearly there is a need to find a balance between what we already own and use and what we need to own and use.

**RECOMMENDATION:**

- ❖ Dispose of the 1987 Buick
- ❖ Keep the black 1990 Ford Taurus to be used in town by Tech Services
- ❖ Keep the white 1990 Ford Taurus to be used in town by staff
- ❖ Purchase one new vehicle in FY03-04 (please see attached state bid sheet)
- ❖ Retire the black 1990 Ford Taurus in June 2004
- ❖ Reassign the white 1990 Ford Taurus to Tech Services for in town use
- ❖ Purchase one new vehicle in FY04-05

Fiscal impact to the city:	\$ 23,000 approved in FY03-04 budget
Expenditure for new car:	14,091
Carry over	8,909 towards 2 <sup>nd</sup> vehicle in FY04-05
Mileage reimbursement savings	3,000 approximately

**OPTIONS:**

- ❖ Keep the 1999 Ford Taurus for the City Administrator's use and retire the two 1990 Taurus's (1987 Buick isn't an issue since it's red-tagged)
- ❖ Staff would drive their own vehicles

Fiscal impact to the city:

Mileage and maintenance savings     \$   2,700

Mileage reimbursement costs             6,000 approximately

STATE OF OREGON  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PURCHASING DIVISION  
PRICE AGREEMENT SUMMARY PAGE: 1  
COMMODITY CODE: 07006 PA NUMBER: 2310  
BUYER NAME: J. WEBER (503) 373-1197 REVISION NUMBER: 002  
EFFECTIVE DATE: 07/09/2003

ITEM: CHEVROLET IMPALA FULL SIZE SEDAN, 4 DOOR FRONT  
WHEEL DRIVE. STARTING WITH MODEL YEAR 2004 WITH  
OPTIONS TO RENEW FOR ADDITIONAL PERIODS

AGENCY: STATE AGENCIES AND AUTHORIZED ORCPP MEMBERS

CONTRACTOR: MURRAY CHEVROLET  
1999 E POWELL BLVD  
PO BOX 750  
GRESHAM OR 97080

PH#:(503) 661-2222 FAX:50366993270000 CONTACT:JACK WHITE

BRAND/TRADE NAME: CHEVROLET IMPALA, 1WF19

PRICE: \$14,091.00

TERMS: NET 30  
FOB: FOB DESTINATION

CONTRACT PERIOD: NOV 18 2002 THROUGH AUG 1 2004

DAYS REQUIRED FOR DELIVERY: 120 DAYS AFTER RECEIPT OF PURCHASE ORDER  
MINIMUM ORDER: ONE UNIT  
TRANSPORTATION CHARGES: NONE WITHIN SALEM OR PORTLAND CITY LIMIT  
OTHER CONDITIONS: DELIVERY CHARGES FOR ALL OTHER DESTINA-  
TIONS WILL BE BY MUTUAL AGREEMENT BETWEEN  
THE CONTRACTOR AND AUTHORIZED PURCHASER  
AT TIME OF ORDER

PRICE AGREEMENT HAS BEEN RENEWED FOR THE 2004 MODEL YEAR. OPTION  
PRICING MAY CHANGE. CHECK WITH DEALER BEFORE PLACING ORDER

FOR CONTRACTOR PROVIDED UNDERCOATING AND EXTRA KEY COSTS, SEE SECTION  
4 OF THE SUMMARY UNDER D.20 AND D.21



THIS CONTRACT COVERS ONLY THOSE ITEMS LISTED.

DATE OF ISSUANCE: 11/15/2002  
BID NO.: 10200062 02

STATE OF OREGON  
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PURCHASING DIVISION  
PRICE AGREEMENT SUMMARY PAGE: 2

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ITEM - 00001 UNIT - EA COMMODITY - 07006 PRICE - \$14,091.0000  
Year: 2004 Make : Chevy Cars  
Model: Impala Style: 1WF19 4dr Sdn

\*\*\*\*\* STANDARD EQUIPMENT \*\*\*\*\*

<<< MECHANICAL >>>

Engine, 3.4L 3400 V6 SFI (180 HP 1/4134.2 kW| @ 5200 rpm, 205 lb.-ft.  
1/4276.7 N-m @ 4000 rpm)  
Transmission, 4-speed automatic, electronically controlled  
w/overdrive  
Axle, 2.86 ratio  
Front wheel drive  
Suspension, 4-wheel independent, Touring  
Tires, P225/60R16, all-season, blackwall  
Tire, spare, compact  
Wheels, 16" (40.6 cm) steel w/bolt-on covers  
Steering, power, rack-&-pinion  
Brakes, 4-wheel disc  
Fuel capacity, approximate, 17 gallon (64 liters)  
Exhaust, stainless-steel

<<< EXTERIOR >>>

Moldings, bodyside, Charcoal  
Moldings, rocker, Charcoal  
Headlamps, halogen, composite-including: automatic exterior lamp  
control  
Daytime running lamps  
Mirrors, outside rearview, power, body-color

Glass, Solar-Ray light tinted  
Wipers, intermittent, front

<<< INTERIOR >>>

Seats, front Cloth 60/40 split-bench-including: driver & front  
passenger 2-way manual adjuster, driver & front passenger manual  
recline, front passenger seatback storage, front center console  
w/storage & armrest & fixed-back rear  
Cupholders, dual, front armrest  
Steering column, Tilt-Wheel, adjustable  
Monitor, engine oil-wear  
Door locks, power-including: lockout protection & delayed locking  
Keyless entry, remote  
Windows, power-including: driver express-down & passenger lockout  
Trunk release, power  
Theft-deterrent system, PASSLock

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Air conditioning, dual-zone, manual-including: individual climate  
settings for driver & right front passenger, manual climate control  
& rear seat heating/cooling outlets  
Air filtration system-including: pollen filter  
Defogger, rear-window, electric  
Sound system, ETR AM/FM stereo w/cassette player-including:  
Radio Data System, seek-&-scan, digital clock, auto tone control,  
automatic volume, TheftLock & 6 speakers in 4 locations  
Antenna, integral, rear  
Mirror, inside rearview, manual day/night-including:  
dual reading lights  
Visors, vanity mirrors, driver & front passenger,  
covered-including: extendable sunshades  
\* Visors, illuminated vanity mirrors, deluxe covered-including:  
extendable sunshades  
Lighting, interior-including: trunk, instrument panel-mounted ashtray  
& delayed entry/exit w/theater dimming

<<< SAFETY >>>

Brakes, 4-wheel disc  
Air bags, frontal, driver & right front passenger  
Trunk emergency release handle  
Tether anchors, rear, top & lower, for child safety seat,  
LATCH anchorage system  
Daytime running lamps

## \*\*\*\*\* FACTORY OPTIONS \*\*\*\*\*

## OPTION

CODES DESCRIPTION

Invoice

OPTION CODES	DESCRIPTION	Invoice
1WF19	4dr Sdn	14091.00

## &lt;&lt;&lt; EMISSIONS &gt;&gt;&gt;

FE9	EMISSIONS, FEDERAL REQUIREMENTS	0.00
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NG1	EMISSIONS, NEW YORK OR VERMONT STATE REQUIREMENTS	0.00
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NE1	EMISSIONS, MASSACHUSETTS OR MAINE STATE REQUIREMENTS	0.00
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YF5	EMISSIONS, CALIFORNIA STATE REQUIREMENTS	0.00
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STATE OF OREGON  
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PRICE AGREEMENT SUMMARY

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VCL EMISSIONS, FEDERAL CLEAN AIR (for use by central fueled fleets in federally mandated non-attainment areas) Note: Option (VCL) Emissions, Federal Clean Air must be ordered to receive the (LEV) Emissions, California emission compliance - HD certification. If (VCL) Emissions, Federal Clean Air is not ordered, the vehicle will be produced w/the base (FE9) Emissions, Federal requirements will not be (LEV) Emissions, (cont)

0.00

— EMISSIONS, FEDERAL CLEAN AIR (cont)

California emission compliance - HD certified

(REQ: LA1 Engine)

0.00

NB8 EMISSIONS OVERRIDE, CALIFORNIA, NEW YORK, MASSACHUSETTS OR MAINE (FOR VEHICLES ORDERED BY DEALERS IN STATES OF CALIFORNIA, NEW YORK, VERMONT, MASSACHUSETTS OR MAINE W/FEDERAL EMISSIONS) (REQ: FE9 Emissions)

0.00

NC7 EMISSIONS OVERRIDE, FEDERAL (FOR VEHICLES ORDERED BY DEALERS IN FEDERAL EMISSION STATES)

W/CALIFORNIA, NEW YORK, VERMONT, MASSACHUSETTS  
OR MAINE EMISSIONS; MAY ALSO BE USED BY  
DEALERS IN STATES OF CALIFORNIA, NEW YORK,  
VERMONT, MASSACHUSETTS OR MAINE TO ORDER  
DIFFERENT STATE-SPECIFIC EMISSIONS)  
(REQ: NG1, NE1 or YF5 Emissions) 0.00

## &lt;&lt;&lt; ENGINE &gt;&gt;&gt;

LA1 ENGINE, 3.4L 3400 V6 SFI (180 HP ¼134.2 kW| @  
5200 RPM, 205 LB.-FT. ¼276.7 N-m| @ 4000 RPM)  
(STD) 0.00

L36 ENGINE, 3.8L 3800 V6 SFI-including: (JL9) Brakes,  
4-wheel anti-lock, 4-wheel disc, traction  
control, sport touring suspension & tire  
inflation monitor (200 HP ¼149.2 kW| @ 5200  
rpm, 225 lb.-ft. ¼303.7 N-m| @ 4000 rpm)  
(REQ: QNX Tires) (N/A w/1SA or 1SB Preferred  
Equipment Group) 1SD, 1SE, 1SF require PYO 885.55

## &lt;&lt;&lt; TRANSMISSION &gt;&gt;&gt;

MX0 TRANSMISSION, 4-SPEED AUTOMATIC,  
ELECTRONICALLY CONTROLLED W/OVERDRIVE (STD) 0.00

## &lt;&lt;&lt; PREFERRED EQUIPMENT GROUP &gt;&gt;&gt;

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1SA PREFERRED EQUIPMENT GROUP-including: base vehicle 0.00

1SB PREFERRED EQUIPMENT GROUP-including: cruise  
control, illuminated visor mirrors, passenger  
assist grips w/courtesy lights, AM/FM stereo  
w/CD player, overhead console, cargo net,  
front/rear floor mats \*NET\* 774.30

1SC PREFERRED EQUIPMENT GROUP-including: cruise  
control, illuminated visor mirrors,  
passenger assist grips w/courtesy lights,  
aluminum wheels, leather-wrapped steering  
wheel w/radio controls, AM/FM stereo w/CD  
player, overhead console, 6-way power driver  
seat, mirror group, cargo net, front/rear  
floor mats \*NET\* 2060.35

1SD PREFERRED EQUIPMENT GROUP-including: cruise

control, front/rear floor mats, OnStar  
 system, custom cloth seat trim \*GROSS\*  
 w/AM6 1326.10  
 w/o AM6 1326.10

\_\_\_ 1SD PREFERRED EQUIPMENT GROUP SAVINGS  
 \*DISCOUNT\* -740.00

1SE PREFERRED EQUIPMENT GROUP-including: cruise  
 control, front/rear floor mats, custom cloth  
 seat trim \*GROSS\*  
 w/AM6 992.35  
 w/o AM6 992.35

\_\_\_ 1SE PREFERRED EQUIPMENT GROUP SAVINGS  
 \*DISCOUNT\* -490.00

1SF PREFERRED EQUIPMENT GROUP-including: cruise  
 control, power driver seat, front/rear floor  
 mats \*GROSS\* 582.95

\_\_\_ 1SF PREFERRED EQUIPMENT GROUP SAVINGS -450.00

<<< TIRES >>>

\_\_\_ TIRES, P225/60R16, ALL-SEASON, BLACKWALL  
 (STD) 0.00

QNX TIRES, P225/60R16, TOURING, BLACKWALL (REQ:  
 L36 Engine) (N/A w/1SA or 1SB Preferred

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Equipment Group) 40.05

<<< SEAT TYPE >>>

AM6 SEATS, FRONT CLOTH 60/40 SPLIT-BENCH-including:  
 driver & front passenger 2-way manual  
 adjuster, driver & front passenger manual  
 recline, front passenger seatback storage,  
 front center console w/storage & armrest &  
 fixed-back rear (STD) 0.00

AR9 SEATS, FRONT CUSTOM CLOTH BUCKET-including: 6-way  
 power driver seat, driver manual lumbar,  
 driver & front passenger manual recline,  
 front passenger seatback storage, front center

console w/storage & armrest & split-folding  
 rear w/armrest & cupholders (REQ:   C Cloth  
 Seat Trim) 0.00

## &lt;&lt;&lt; SEAT TRIM &gt;&gt;&gt;

- B CLOTH SEAT TRIM (STD) 0.00  
  C SEATS, CUSTOM TRIM PACKAGE-including: Custom Cloth,  
 6-way power driver seat,driver manual lumbar,  
 driver & front passenger manual recline,  
 front passenger seatback storage,front center  
 console w/storage & armrest & split-folding  
 rear w/armrest & cupholder (N/A w/1SA or 1SF  
 Preferred Equipment Group)  
     w/AM6,1SB Call Dealer for price  
     w/AM6,1SC Call Dealer for price  
     w/AR9,1SC Call Dealer for price  
     w/o AM6 Call Dealer for price
- 2 LEATHER SEAT TRIM (N/A w/1SA, 1SB & 1SF  
 Preferred Equipment Group) (REQ: AM6 Seat)  
     w/AM6 & 1SD Call Dealer for price  
     w/AM6 & 1SE Call Dealer for price  
     w/o AM6 Call Dealer for price

## &lt;&lt;&lt; PAINT &gt;&gt;&gt;

- SOLID PAINT (STD) 0.00

## &lt;&lt;&lt; RADIO &gt;&gt;&gt;

- SOUND SYSTEM, ETR AM/FM STEREO W/CASSETTE  
 -including: Radio Data System, seek-&-scan, digital  
     STATE OF OREGON  
     DEPARTMENT OF ADMINISTRATIVE SERVICES  
     PURCHASING DIVISION  
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clock, auto tone control, automatic volume,  
 TheftLock & 6 speakers in 4 locations (STD)  
 (N/A w/1SB or 1SC Preferred Equipment Group) 0.00

- UN0 SOUND SYSTEM, ETR AM/FM STEREO W/CD PLAYER  
 -including: Radio Data System, seek-&-scan, digital  
 clock, auto tone control, automatic volume &  
 TheftLock & (UQ3) Sound system feature,  
 premium audio sound w/auxiliary amplifier &  
 6 speakers in 4 locations 307.05  
 UP0 SOUND SYSTEM, ETR AM/FM STEREO W/CD PLAYER &

CASSETTE-including: Radio Data System, seek-&-scan,  
digital clock, auto tone control, automatic  
volume, TheftLock & (UQ3) Sound system  
feature, premium audio sound w/auxiliary  
amplifier & 6 speakers in 4 locations

w/1SA, 1SD, 1SE or 1SF	396.05
w/o 1SA, 1SD, 1SE or 1SF	89.00

## &lt;&lt;&lt; WHEELS &gt;&gt;&gt;

— WHEELS, 16" (40.6 cm) STEEL W/BOLT-ON COVERS (STD)	0.00
---	------

PY0 WHEELS, 16" (40.6 cm) ALUMINUM, CUSTOM (N/A w/1SA Preferred Equipment Group)	311.50
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## &lt;&lt;&lt; ADDITIONAL OPTIONS &gt;&gt;&gt;

AW6 AIR BAG, SIDE IMPACT, DRIVER (N/A w/1SA or 1SF Preferred Equipment Group)	311.50
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AP9 CARGO CONVENIENCE NET, TRUNK	40.05
----------------------------------	-------

B34 FLOORMATS, FRONT & REAR	71.20
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PDG MIRROR GROUP-including: (DK2) Mirrors, outside  
rearview, power, heated, body colored &  
(DD6) Mirror, inside rearview, electrochromic  
(light sensitive auto dimming) w/dual reading  
lights (N/A w/1SA Preferred Equipment Group) 146.85

STATE OF OREGON

DEPARTMENT OF ADMINISTRATIVE SERVICES

PURCHASING DIVISION

PRICE AGREEMENT SUMMARY

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AG1 SEAT ADJUSTER, POWER, DRIVER 6-WAY	289.25
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AG2 No Longer Available	
-------------------------	--

JL9 BRAKES, 4-WHEEL ANTILOCK, 4-WHEEL DISC-including:  
tire inflation monitor & (NW9) Traction  
control 534.00

K05 ENGINE BLOCK HEATER 31.15

K34 CRUISE CONTROL, ELECTRONIC W/SET & RESUME  
SPEED 222.50

UK3 STEERING WHEEL, STEERING WHEEL MOUNTED RADIO  
CONTROLS (N/A w/1SA Preferred Equipment  
Group) 173.55

CF5 SUNROOF, POWER, TILT-SLIDING, ELECTRIC-including:  
sunshade (REQ: 1SB or 1SC Preferred Equipment  
Group) \*Deletes overhead console\* 801.00

W01 SEATING COMFORT PACKAGE-including: (AG2) Seat  
adjuster, power, front passenger 6-way &  
(KA1) Seats, heated, driver & front passenger  
(REQ: \_\_2 Leather Seat Trim) (REQ: 1SC  
Preferred Equipment Group) 396.05

U68 DRIVER INFORMATION & SECURITY GROUP-including:  
trip computer w/outside temperature &  
compass, Universal transmitter & theft-  
deterrent alarm system \*Deletes overhead  
console\* (REQ: 1SB or 1SC Preferred Equipment  
Group, JL9 Anti-lock brakes) 262.55

STATE OF OREGON  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PURCHASING DIVISION  
PRICE AGREEMENT SUMMARY

PAGE: 9

COMMODITY CODE: 07006 REVISION NUMBER: 002  
PA NUMBER: 2310

\*\*\*\*\* WARRANTY \*\*\*\*\*



## &lt;&lt;&lt; PRELIMINARY 2003 WARRANTY &gt;&gt;&gt;

Basic: 3 Years/36,000 Miles

Drivetrain: 3 Years/36,000 Miles

Corrosion: 6 Years/100,000 Miles

Roadside Assistance: 3 Years/36,000 Miles

## Color Chart

2004 Chevy Impala 4dr Sdn

EXTERIOR COLORS ----- INTERIOR COLORS -----

	Med	Regal	
	Ntrl	Gray	Blue
Galaxy Silver Met			X X
Superior Blue		X	X X
White	X	X	X
Black	X	X	
Sandstone metallic		X	
Victory Red	X	X	
Medium Gray Metallic		X	X X
Berry Red Metallic		X	X
Cappuccino Frost Met		X	X

## Color Chart Legend

Abbreviation ----- Full Name ----- Code -----

## INTERIOR COLORS

Ntrl	Neutral	52
Med Gray	Medium Gray	92
Regl Blue	Regal Blue	27

## EXTERIOR COLORS

Galaxy Silver Met	Galaxy Silver Metallic	12
Superior Blue	Superior Blue	22
White	White	40
Black	Black	41
Sandstone Metallic	Sandstone Metallic	15
Victory Red	Victory Red	74
Medium Gray Metallic	Medium Gray Metallic	08
Berry Red Metallic	Berry Red Metallic	87
Cappuccino Frost Met	Cappuccino Frost Metallic	97

STATE OF OREGON  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PURCHASING DIVISION  
PRICE AGREEMENT SUMMARY

PAGE: 10

REVISION NUMBER: 002

COMMODITY CODE: 07006

PA NUMBER: 2310

This is a "Price Agreement Summary" document placed on the State of Oregon's Vendor Information Program (VIP) system pursuant to the Price Agreement awarded for Invitation to Bid (ITB) #10200062-02, for Chevrolet Impala, Full Size Sedan, Front Wheel Drive . starting with 2003 models. Some of the numbering sequences included in this document may appear to be out of order since the text for this summary document was taken directly from the Invitation to Bid./awarded Price Agreement.

\*\*\*\*\*

THIS PRICE AGREEMENT SUMMARY IS FOR INFORMATIONAL PURPOSES ONLY. IN THE EVENT THAT ANY PART OF THIS SUMMARY CONFLICTS WITH ANY OF THE TERMS AND CONDITIONS OF THE CONTRACT RESULTING FROM INVITATION TO BID #10200062-02, THE TERMS AND CONDITIONS OF SAID CONTRACT SHALL GOVERN. ALL TERMS AND CONDITIONS AND SPECIFICATION REQUIREMENTS AS STATED IN INVITATION TO BID #10200062-02 APPLY, EVEN THOUGH THEY MAY NOT BE STATED IN THIS PRICE AGREEMENT SUMMARY.

SECTION C - GENERAL BIDDING INFORMATION  
SECTION D - SPECIFICATIONS  
SECTION E - ORCPP PARTICIPATION  
SECTION F - PRICE AGREEMENT TERMS AND CONDITIONS  
SECTION G - STANDARD CONTRACT TERMS AND CONDITIONS  
SECTION H - SPECIAL CONTRACT TERMS AND CONDITIONS

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SECTION C - GENERAL BIDDING INFORMATION

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C.1 GENERAL DEFINITIONS:

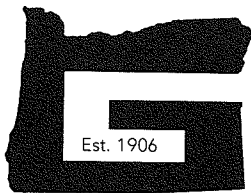
C.1.1 "Addendum" or "Addenda" means an addition or deletion to, a material change in, or clarification of, the ITB. Addenda shall be labeled as such and shall be made available to all interested Bidders in accordance with the Oregon Administrative Rule (OAR) 125-030-0007(4).

C.1.2 "Authorized Purchaser" means the State of Oregon, acting by and through DAS and Purchasing Agencies submitting Purchase Orders pursuant to DAS purchasing authority and direction. It may also include ORCPP Participants with appropriate purchasing authority under their applicable rules or regulations who submit Purchase Orders to Contractor.

STATE OF OREGON  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PURCHASING DIVISION  
PRICE AGREEMENT SUMMARY      PAGE: 11

REVISION NUMBER: 002

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A Family of Insurances

## Gustafson Insurance Agency

334 NW First Avenue • Canby, OR 97013 • (503) 266-2216 • FAX (503) 266-7510

May 6, 2003

Margaret Yochem  
City Of Canby  
182 N Holly  
Canby, OR 97013

Dear Margaret,

Per our phone conversation relating to employee use of City owned vehicles contrasted with use of privately owned vehicles for City business.

From the risk management standpoint, City of Canby management has more control over liability issues related to employee driving by requiring City owned vehicles to be used for City business. The Staff Driving Manual we put in place outlines criteria for use of City owned vehicles. This manual goes on to outline when driving privileges can be revoked. Because of the management objective for risk avoidance, all employees should use City owned vehicles and on the rare occasion where a personal vehicle is to be used a special exception should be made.

When a City employee uses their own vehicle for City business, we have insurance in place which defends any action the City may incur as a result of this use. The employee however, must rely on their own automobile insurance for their personal defense and damage repair.

The other issue surrounding vehicle use is that of Workers Compensation. While on City business, the employee is covered by the City's Workers Comp insurance (on the job injury). Workers Comp is involved in the injury part of an auto accident regardless of fault. With this in mind, it is important to recognize the place airbag technology plays in dramatically reducing injury resulting from automobile accidents. From a risk management standpoint it is important to plan on having vehicles within the pool, which have the airbag technology.

Let me know if there is any further information I can provide on this subject.

Best Regards,

Scott Gustafson

# City Of Canby

## 39.0 USE OF CITY-OWNED VEHICLES

In the event a work assignment requires the use of a City-owned vehicle, the employee is required to be qualified and possess the appropriate class of license for the type of vehicle used. The employee shall immediately report any limitation on his/her ability to safely operate the vehicle or any change in his/her licensing status to the employee's supervisor. Failure to report may result in disciplinary action up to and including termination.

City vehicles are to be used only in the performance of official City business; however, personnel whose work assignment is primarily in the field may utilize their assigned City vehicle during meal and rest periods for personal business as approved by the employee's supervisor. Employees doing so must conduct themselves in a manner that does not bring discredit upon the City or incur additional costs for fuel or vehicle maintenance.

The following additional guidelines for the use of a City-owned vehicle shall apply:

- Any out-of-pocket expenses such as fuel, emergency repairs, parking or tolls shall be reimbursed upon presentation of receipts
- No reimbursement will be made for parking fines or any other charge levied for violation of a motor vehicle law
- Family members or other non-City employees shall not be transported in City vehicles except as specifically authorized by the Department Head or consistent with department policy or in cases in which the City vehicle is permanently assigned to the employee as a provision of an employment contract.
- The City prohibits temporary employees, contractors or volunteers from driving a City vehicle without the specific authorization of the City Administrator, verification of appropriate motor vehicle license and approval.

**To:** Margaret Yochem  
Fleet Services Director

**From:** Joe Witt  
Fleet Services

**Date:** May 8, 2003

**Subject:** Staff Vehicles

Margaret; the information below includes the annual operating cost of staff vehicles and the estimate value of these vehicles. These values are from the Guide to Kelly Blue Book Value Rating Web Site. ( [www.kellybluebook.com](http://www.kellybluebook.com))

Trade-In Report: Value that a dealer may pay for a vehicle.

Private Party Report: Value that a private consumer may pay for a vehicle.

<u>Unit # 21</u>	<u>1999 Ford Taurus</u>	<u>Mileage: 22,000</u>	<u>Cost</u>
One Year Operating Cost: Fuel & Maintenance Cost:			\$673.35
Annual Miles Driven Average: 5,500			
Monthly Average Cost:			\$56.12
Current Value: Kelly Blue Book Estimate:			
Trade-in Report:			\$5,000.00
Private Party Report:			\$6,835.00
Current Assignment: City Administrator			

<u>Unit # 27</u>	<u>1990 Ford Taurus</u>	<u>Mileage: 80,000</u>	<u>Cost</u>
One Year Operating Cost: Fuel & Maintenance Cost:			\$1,500.38
Annual Miles Driven Average: 6,154			
Monthly Average Cost:			\$125.03
Current Value: Kelly Blue Book Estimate:			
Trade-in Report:			\$975.00
Private Party Report:			\$1,650.00
Current Assignment: Tech Services			

<u>Unit # 28</u>	<u>1990 Ford Taurus</u>	<u>Mileage: 68,000</u>	<u>Cost</u>
One Year Operating Cost: Fuel & Maintenance Cost:			\$916.25
Annual Miles Driven Average: 5,230			
Monthly Average Operating Cost:			\$76.35
Current Value: Kelly Blue Book:			
Trade-in Report:			\$1,025.00
Private Party Report:			\$1,700.00
Current Assignment: Staff			

<u>Unit # 22</u>	<u>1986 Buick Century</u>	<u>Mileage: 130,414</u>	<u>Cost</u>
One Year Operating Cost:			\$1,192.89
Annual Miles Driven Average: 7,671			
Monthly Average Operating Cost:			\$99.40
Current Value: Kelly Blue Book:			
Trade-in Report:			\$238.00
Private Party Report:			\$710.00
Current Assignment: Red Tagged			

# Cost Reporting

*05/06/2002 through 05/07/2003, Selected Vehicle IDs*

Vehicle ID : 21

## Inside Transaction Summary

17	Fuel transactions	\$323.58
8	Labor transactions	\$317.50
2	Oil transactions	\$12.35
2	Parts transactions	\$5.35
Inside Total		\$658.78


## Outside Transaction Summary

1	Fuel transactions	\$14.56
Outside Total		\$14.56
21 Total		\$673.35



## MEMORANDUM

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**DATE:** SEPTEMBER 18, 2003  
**TO:** MARK ADCOCK  
**FROM:** MARGARET YOCHEM   
**RE:** TRANSIT & GENERAL SERVICES UPDATE FOR AUGUST

---

### Transit

- August ridership report attached (another record month)
- Development of new transit stop.
- Meeting with area businesses regarding new transit stop
- Work with Trimet personnel on the pullout of line #35, community outreach
- Continuation on RFP for City Council Goal #4 on developing a long-term facilities plan
- Preliminary work done on grant application for STG Discretionary funds for the 03-05 biennium
- Meetings and other functions

Tri-County Transportation

Clackamas Consortium

Social Services Steering Committee

Oregon Transit Association

ODOT grant application process

Regional Transportation Coordination Council

City Customer Service Committee

Chamber of Commerce Luncheon

Rural Transportation Coordination

### Tech Services

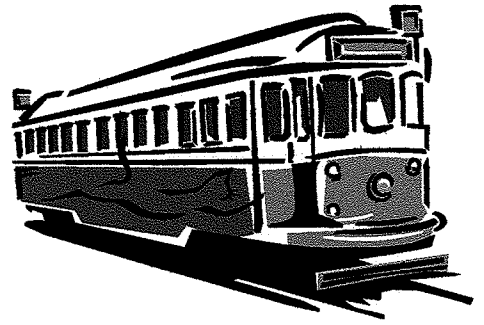
- Work continues on the City's new web site (which is up and running)
- Investigation of Mayor and Council city e-mail (see separate memo)
- Ongoing maintenance of computers

### Fleet Services

- Ongoing maintenance of City's rolling stock
- Outfitting of two new police cars
- Continuation of Comprehensive study being done on all city rolling stock
- Write up on current status of Administrative fleet cars (see separate memo)
- In process of writing IGA with Fire Chief Kunze between the fire district and the city for their fleet maintenance



# **The City of Canby Transportation Advisory Committee Meeting**



**DATE: Wednesday, October 8, 2003**  
**TIME: 5:30 – 6:30 PM**  
**PLACE: Transit Office**

## **Meeting Agenda:**

### **A. Old Business**

1. Ride report recap
2. Bus Shelter
3. Wilsonville ridership update
4. New Transit Stop

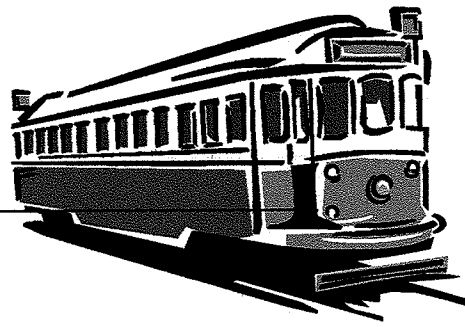
### **B. New Business**

1. Mayor Melody Thompson, re: adopted policies and operating guidelines.

**\*\* Please call if you would like to submit an agenda item**

**Final Discussion**

# The City of Canby Transportation Advisory Committee Meeting



August 13, 2003

Transit Offices

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## Members Present:

Clair Kuppenbender  
Jean Tallman  
Richard Ball

Suzanne VanAmburgh  
Michael Calvert  
Margaret Yochem

Bob Trappe  
Steve Willis

## Members Absent:

Steve Allen

Patrick Johnson

## Discussions items

### A. Old Business

**Ride Reports** – *Reviewed ridership for the month of July, which is highest since beginning of service.*

**Bus Shelter** – *Margaret reported that the shelter is done and has been approved by the building inspector. Currently two are being manufactured for placement in the new Transit Center.*

**Wilsonville ridership report** – *Steve was excused however, called to let the committee know that in the month of July SMART carried 750 passengers..*

**Transit Center** – *Margaret showed the committee the architectural drawings for the new Transit Center. The Mayor and council were shown a presentation at the last council meeting and approved the project. Phase I will be started on approximately 9/2/03 and the majority of the work is to be done by Public Works..*

### B. New Business

*None.*

### C. Final Discussion – Carolyn brought up concerns about the drivers not stopping long enough at Hope Village. Carolyn also brought up concerns about staff using transit vehicles for personal use. Margaret assured her and the committee that

transit vehicles were used for transit purposes only which included transit meetings.

Jean Tallman (our new chair) asked that as members of this committee, if you had agenda items to please call Margaret ahead of time to get them on the agenda.

Lastly, Margaret let everyone know that we are moving ahead with Trimet on the pulling out of line #35. That we would be starting the public process soon and hopefully Trimet would be done by March of '04 with Canby which would be a nice savings and no longer a duplication of services.

**Meeting adjourned 6:40 PM**

# Margaret's Daily Recap: Aug-03

DAY	O/C Rt 1	O/C Rt 2	Rt 2	Rt 3	Lift 1	Lift 2	Sat Lift	Special	DAR 1	DAR 2	TOTALS
1	119	123	132	106	8	2	0				490
2	118	0	34	38	0	0	8				198
3	0	0	0	0	0	0	0				0
4	149	132	100	75	6	1	0				463
5	161	178	112	119	12	6	0				586
6	175	150	104	121	5	5	0				560
7	168	143	125	114	15	4	0				569
8	130	150	122	130	11	3	0				546
9	113	0	37	49	0	0	5				204
10	0	0	0	0	0	0	0				0
11	144	130	118	78	6	2	0				478
12	143	184	119	72	15	6	0				539
13	147	149	127	124	11	6	0				564
14	127	134	100	68	13	8	0				450
15	142	141	82	71	2	6	0				444
16	148	0	46	38	0	0	12				244
17	0	0	0	0	0	0	0				0
18	121	116	104	91	10	0	0				442
19	140	141	131	102	6	4	0				524
20	144	143	156	126	10	6	0				585
21	133	148	232	119	14	5	0				651
22	121	114	147	99	13	3	0				497
23	185	0	38	43	0	0	8				274
24	0	0	0	0	0	0	0				0
25	137	133	127	78	9	0	0				484
26	156	131	125	94	9	2	0				517
27	180	124	142	144	14	0	0				604
28	181	136	124	105	12	8	0				566
29	179	169	127	103	11	2	0				581
30	100	0	78	41	0	0	6				225
31	0	0	0	0	0	0	0				0
TOTALS	3,761	2,957	2,889	2,348	212	79	39		0	0	12,285

### Passenger Statistics: Canby Area Transit Fixed Routes

# Canby-Oregon City #1

[illegible]

## Canby-Oregon City #2

[illegible]

## Canby-South #2

[illegible]

### Canby-North #3

[illegible]





# Aug: Monthly Passenger Statistics: Canby Oregon City Rt #2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	TOTALS
1	2	0	89	32				123
2								
3								
4	3	2	89	38				132
5	3	4	97	72				176
6	0	0	76	74				150
7	5	1	111	26				143
8	5	1	104	40				150
9								
10								
11	0	1	87	42				130
12	2	4	112	66				184
13	5	5	89	50				149
14	3	1	93	37				134
15	8	4	92	37				141
16								
17								
18	1	1	75	39				116
19	1	0	82	58				141
20	1	0	93	49				143
21	3	12	66	67				148
22	4	7	58	45				114
23								
24								
25	3	0	91	39				133
26	1	0	84	46				131
27	2	5	84	33				124
28	6	1	73	56				136
29	2	4	97	56				159
30								
31								
TOTALS	60	53	1,842	1,002	0	0	0	2,957



## Aug: Monthly Passenger Statistics: Canby-South Route #2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	TOTALS
1	3	0	58	71				132
2	1	2	17	14				34
3								
4	2	1	54	43				100
5	4	1	57	50				112
6	9	1	32	62				104
7	2	0	50	73				125
8	12	1	58	51				122
9	2	0	17	18				37
10								
11	6	3	47	62				118
12	6	0	51	62				119
13	12	1	61	53				127
14	4	3	51	42				100
15	3	1	33	45				82
16	0	0	31	15				46
17								
18	1	2	47	54				104
19	4	6	53	68				131
20	10	0	54	92				156
21	2	1	83	146				232
22	5	1	58	83				147
23	4	0	6	28				38
24								
25	6	1	50	70				127
26	3	0	48	74				125
27	7	0	44	91				142
28	2	1	53	68				124
29	2	0	50	75				127
30	6	0	26	46				78
31								
TOTALS	118	26	1,189	1,556	0	0	0	2,889 120

### Aug: Monthly Passenger Statistics: Canby-North Route #3

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	TOTALS
1	3	0	50	53				106
2	1	0	19	18				38
3								
4	1	1	43	30				75
5	3	2	64	50				119
6	5	4	48	64				121
7	1	0	42	71				114
8	2		62	66				130
9	0	0	21	28				49
10								
11	2	2	45	29				78
12	6	1	21	44				72
13	9	2	65	48				124
14	2	0	26	40				68
15	2	0	32	37				71
16	1	0	19	18				38
17								
18	0	1	46	44				91
19	5	3	39	55				102
20	3	2	48	73				126
21	0	0	53	66				119
22	1	1	51	46				99
23	3	0	18	22				43
24								0
25	3	5	40	30				78
26	6	1	26	61				94
27	1	3	56	84				144
28	0	0	37	68				105
29	2	0	49	52				103
30	4	0	10	27				41
31								
TOTALS	66	28	1,030	1,224	0	0	0	2,348
								98

Aug: Monthly Passenger Statistics: Canby Lift 1

DAY	Senior	Disabled	Regular	Youth	Child	Aides	TOTALS
1	8	0	0				8
2							
3							
4	0	6	0				6
5	8	4	0				12
6	3	2	0				5
7	11	4	0				15
8	5	6	0				11
9							
10							
11	2	4	0				6
12	7	8	0				15
13	5	6	0				11
14	6	5	2				13
15	1	1	0				2
16							
17							
18	2	6	2				10
19	5	1	0				6
20	9	0	1				10
21	12	2	0				14
22	8	5	0				13
23							
24							
25	5	4					9
26	2	7					9
27	10	4					14
28	8	3	1				12
29	4	7					11
30							
31							
TOTALS	121	85	6	0	0	0	212
							11

# Aug: Monthly Passenger Statistics: Canby Lift 2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	TOTALS
1	2	0	0				2
2							
3							
4	0	1	0				1
5	6	0	0				6
6	3	2	0				5
7	4	0	0				4
8	2	1	0				3
9							
10							
11	0	2	0				2
12	2	4	0				6
13	2	2	2				6
14	5	2	1				8
15	3	3	0				6
16							
17							
18							
19	3	1	0				0
20	5	0	1				4
21	5	0	0				6
22	2	1	0				5
23							3
24							
25							
26	1	1					0
27							2
28	3	4	1				0
29		2					8
30							2
31							
TOTALS	48	26	5	0	0	0	79
							4

Aug: Monthly Passenger Statistics: Canby Saturday Lift

DAY	Senior	Disabled	Regular	Youth	Child	Aides	TOTALS
1							
2	6	2					8
3							
4							
5							
6							
7							
8							
9	3	2					5
10							
11							
12							
13							
14							
15							
16	8	4					12
17							
18							
19							
20							
21							
22							
23	6	2					8
24							
25							
26							
27							
28							
29							
30	4	2					6
31							
TOTALS	27	12	0	0	0	0	39

To City Council + Mayor FYI  
- John



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## MEMORANDUM

---

**DATE:** SEPTEMBER 23, 2003  
**TO:** MARK ADCOCK  
**FROM:** MARGARET YOCHEN *May*  
**RE:** CITY WEBSITE

---

The new city website was uploaded over the weekend. While we are still working out a few glitches and bugs, now is the time to get the word out to the Mayor and Council and anyone else you feel appropriate to garner feedback.

We are making some changes right away which should be accomplished by the end of this week. We are going to use only four pictures on the home page and also will be replacing the collage on the sub pages with just one (the dahlia's) for now.

This has been a fun project and by no means over. I think the city's web site will continue to evolve for a while. I look forward to hearing your thoughts after your review of the site.

Thanks.



## MEMORANDUM

**DATE:** SEPTEMBER 19, 2003  
**TO:** MAYOR THOMPSON & CITY COUNCILORS  
**THROUGH:** MARK ADCOCK, CITY ADMINISTRATOR  
**FROM:** MARGARET YOCHER *[Signature]*  
**RE:** MAYOR AND COUNCIL CITY E-MAIL ADDRESSES

Per your request I have researched the possibility of adding seven addresses to our city e-mail licensing. Accessibility can be done very easily from anywhere. I have outlined the costs associated with separate e-mail accounts for you and the councilors. Please let me know how you would like to proceed.

IP address on the DSL line	10.00 a month (120.00)
User yearly fee's each	118.00 a year (826.00)
Set up fee to secure GroupWise Web Access on the system would be	Approx. 475.00 one time
<b>Total</b>	<b>\$1,421.00 first year</b> <b>(\$946.00 thereafter)</b>