

CANBY CITY COUNCIL

Regular Session

November 5, 2003

Workshop – 6:30 PM – City Hall – with General Canby Days Committee

AGENDA – 7:30 PM – Council Chambers

1. **OPENING CEREMONIES:**
 - A. Call to Order, Flag Salute
2. **SWEARING IN CEREMONY:**
 - A. New Canby Police Officer
3. **PROCLAMATION:**
 - A. Flag Respect
4. **CITIZEN INPUT ON NON-AGENDA ITEMS:**
5. **CONSENT AGENDA:**

Minutes – Regular Meeting, October 15, 2003
Accounts Payable - \$171,922.21
6. **COMMUNICATIONS:**
7. **PUBLIC HEARING:**
 - A. Parks & Recreation System Development Charges (*Postponed to the 12-17-03 City Council Mtg.*)
8. **NEW BUSINESS:**
9. **UNFINISHED BUSINESS:**
10. **RESOLUTIONS & ORDINANCES:**
 - A. Res. 840, Accepting Dedication of Land from Ray Burden and the Zimmer Family for Right-of-Way Purposes
 - B. Res. 845, Amending Personnel Policy Regarding Pre-Employment Drug Testing
 - C. Ord. 1125, Repeal of Residency Requirements (*2nd Reading*)
 - D. Ord. 1126, Amending Canby's Comprehensive Plan by Adding a New "Area of Special Concern" (*2nd Reading*)
 - E. Ord. 1127, Authorizing the Lease/Purchase of Two Police Vehicles
11. **MANAGER'S REPORT:**
 - A. Update on K9 Unit Donation Program
12. **CITIZEN INPUT:**
13. **COUNCILORS' ISSUES:**
14. **ACTION REVIEW:**
15. **EXECUTIVE SESSION:** ORS 192.660 (1)(h) pending litigation
16. **ADJOURN:**

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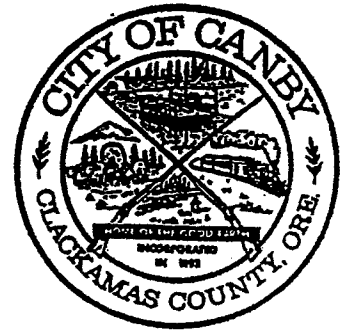
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**The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233.*

CITY COUNCIL SIGN-IN SHEET



Date: 11-5-03

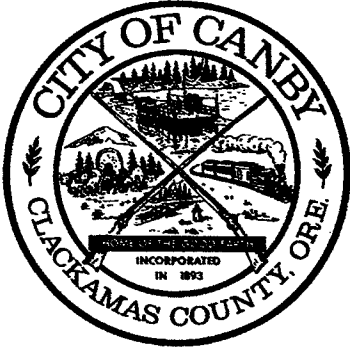
PLEASE PRINT CLEARLY

NAME

ADDRESS

KENNETH SCHUH
Marlene Elmer
S. Blackwell
Ben Deol
Curtis & Lila Gottman
Ven Pagano

PO BOX 985 CANBY
Traffic Safety - CCPD-volunteer
160 NW 13th Ave Canby
Chamber
10381 S. Mulino Rd Canby
Police Dept



City Council FYI Update

To: Mayor & City Council
Date: 28 October 2003

Work Shop With General Canby Day Committee

We have scheduled a work shop with the General Canby Day Committee for November 5 prior to the regular City Council meeting. The agenda for the work shop is included in the attached materials. The work shop is at 6:30 P.M. in the City Hall conference room and a light meal will be served.

Work Shop With Planning Commission - Requested Date Change

Also, we have been informed that the November 10 date originally discussed for a work shop with the Planning Commission to discuss annexation issues is not a good date for the Commission. Four planning commissioners will be out of town on that date and they have requested the Council consider meeting with them on November 24.

Public Hearing Re: Park System Development Charges

The public hearing for the Park SDC's was noticed for November 5. Due to a family emergency with Matilda Deas, the key staff person assigned to this project, we will be moving the public hearing to a date in the future. There may be people on hand for the public hearing at your November 5 meeting. We ask that the Mayor simply make an announcement at the beginning of the November 5 meeting that the matter has been rescheduled for a date in the future and it would be re-noticed accordingly.

City Council Agenda Items for November 5, 2003 Council Meeting

1. **Swearing-in Ceremony for New Police Officer:** Chief Pagano will be introducing our newest officer, Nate Dicenzo. Officer Dicenzo will be sworn in at the November 5 meeting by the Municipal Court judge.
2. **Proclamation Re: Respect for the U. S. Flag:** Attached is a proclamation requested by Mr. "Ace" Wehus, a senior citizen and veteran regarding paying proper respect to the U.S. flag. Mr. Wehus will be on hand at the Council meeting to accept the proclamation.

3. **Consent Agenda:** Includes the minutes of previous meetings and accounts payable.
4. **Ordinances & Resolutions:** The following ordinances / resolutions appear on your agenda:

Resolution 840 Re: Acceptance of Land Dedication from Burden and Zimmer Family for Sequoia Parkway Right-of-Way. Attached is a staff report prepared by John Williams along with the resolution. It should be noted that the unfortunate passing of Mr. Burden will have no impact on the dedication of this portion of right-of-way. The attached map indicates the property addressed by this resolution.

Resolution 845 Re: Amending City Personnel Policies Regarding Pre-employment Drug Testing. Attached is a staff report prepared by John Kelley explaining the need to amend our Personnel Policies with regard to pre-employment drug-screening in order to comply with the Fourth Amendment to the Constitution. Changes to the Personnel Policies require a resolution of the City Council. John Kelley will be on hand to answer any questions you may have about the need for this change.

Ordinance 1125 Re: Repeal of City Residency Requirement for City Employees (Second Reading)

Ordinance 1126 Re: Area of Special Concern - Northwoods Property (Second Reading)

Ordinance 1127 Re: Lease/Purchase of Replacement Two Police Patrol Cars and Related Replacement Equipment: Attached is a staff report prepared by Chief Pagano relating to the lease/purchase of two 2004 Ford police cars from Gresham Ford (State Bid Awardee). The Chief will be on hand to answer any questions you have regarding this item which has been included in the approved 2003-2004 Police Department Budget.

5. **Manager's Report** I have been advised by Chief Pagano that one of our two police dogs is rapidly approaching its career end as a police service dog due to age. I have asked the Chief to come before the Council to report on the police canine program and efforts in the past that have been successful in raising funds for replacement dogs for the department.

7. Miscellaneous Non-agenda Items: We have a few for you to review and they are listed below.

> *Confidential Report on Industrial / Commercial Recruitment Activities:* You have been provided with a new report on our industrial and commercial recruitment activities. I'd appreciate hearing some feedback for the Council as to whether or not you find this report useful and any suggestions you have to improve on it.

> *City Administrator's Round Table Luncheon:* The second of this series of lunches was held and well attended. Those in attendance included: Scott Field of Postal Annex, Bill Cassel of the Canby Herald, Dawn McCarn of Washington Mutual Bank, Deborah Sommer, Wayne Oliver, Mike Boonstra of Canby Insurance & Investments and Shawn Carroll of Columbia River Bank. Due to the Holiday Season being upon us, the lunches for November and December will be combined and we have scheduled our next Round Table luncheon for December 9. Those in attendance provided us with some excellent feedback and positive statements as to the current direction of the City. In addition, some stated how much they appreciate the opportunity to meet together in such a setting and they believe the luncheons to be quite informative. So, that's a good thing.

> *Point of View Article on Business Licensing:* This is yet another of a series of articles written by City staff to better educate the public about City programs, policies and projects. We have found approximately 30 child care businesses that are working in homes that are not licensed as a business with the City. This is our attempt to softly put the word out that these businesses need to be licensed, give the operators an ample period of time to react to the article and come in and get licensed, before we start our enforcement activities.

> *Recruitments for Office Specialist II and Office Specialist III:* We have had a resignation in City Hall with Office Specialist II Tahanie Branz giving her notice. She has accepted a full-time position and her resignation is effective on November 7. A recruitment is underway for her position and it closes on November 7. The recruitment for the newly authorized Office Specialist III in Transit closes on October 31.

MISCELLANEOUS CORRESPONDENCE

> A memorandum from Darren Nichols re: an invitation from the State Historic Preservation Organization.

> A copy of an email sent to Councilor Daniels by John Williams regarding the painting of signs on street corners indicating "no skating/biking/rollerskating."

> A letter from FEMA indicating approval of our Natural Hazard Mitigation Plan

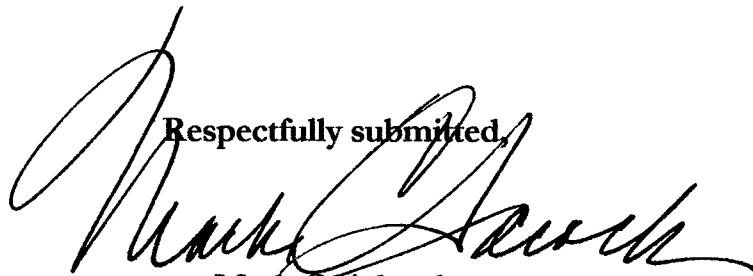
> An article provided by Councilor Daniels re: fund raising for the Stayton Public Library

> A memorandum from John Williams regarding the Oregon Transportation Investment Act Bridge Funding.

> A memorandum to Council President Carson in response to his inquiry as to what fees are associated with the construction of a house. Please note that if the Council decides to waive any building permit fees in the future, the General Fund will have to pay those fees to the Building Department. Also, waiving the Construction Excise Tax payment is governed by the Municipal Code.

> Two press releases related to recent criminal activity in Canby

Respectfully submitted,



Mark C. Adcock

Attachments

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

Meeting Date:

11-5-03

Subject:

Workshop w/ General Canby
Days Committee

Location:

City Hall

Present:

X
X
X
X
X
X

Mayor Melody Thompson
Council President Randy Carson
Councilor Teresa Blackwell
Councilor Walt Daniels
Councilor Patrick Johnson
Councilor Georgia Newton
Councilor Wayne Oliver

Staff Present:

X
X
X
X
X
X

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

Lila & Curtis Gottman
Charles Blackwell
Betty Fish-Ferguson

Convened:

6:30

Adjourned:

7:27

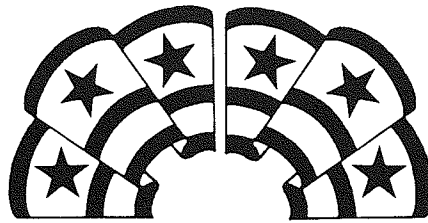
*Discussed history, duties
& goals*

CANBY CITY COUNCIL
Workshop with General Canby Days Committee
November 5, 2003

AGENDA – 6:30 PM - City Hall

1. Overview of Canby General Days Event
2. Draft Budget for Next Year
3. Why We Want to be Non-Profit - Discussion
4. Questions & Comments

**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.*



GENERAL CANBY DAY COMMITTEE

P.O. BOX 35 • CANBY, OREGON 97013

Date: October 27, 2003
To: Honorable Mayor and Council
Re: Workshop

Dear Honorable Mayor and Council,

Enclosed you will find a copy of a packet for the 1993 Council prepared by the Committee that was serving at that time. In it you will find the objectives and goals as identified by the Committee and a budget for that year. Please note that booths fees were in place at that time.

You will also find a copy of our current budget, vendor application and parade application. Please remember that these are all draft items. The Committee will review and approve the budget on November 6. The applications will be reviewed and approved at a letter date.

Some of the area that we are currently looking at are, a more stable source of funding, improving the kids activities, adding more events through out the year, extending the hours at the park and becoming a non-profit.

Our current Committee feels the need to move away from the business community for donations to put this event on. They also think we should have more things for kids to do for free. More activities during the year would give the event more exposure and perhaps produce some opportunities for fund raising. Some of these activities might include a golf tournament, a fun run, coronation ball, talent contest or an auction. A non-profit status would change some prices on products we purchase for use in the event. It would allow us to apply for grant money. As a non-profit we could approach airlines for complimentary tickets that could be used in a raffle held on the 4th of July.

These are just a few of the things that could be implemented to improve the event if we gained non-profit status.

As members of the General Canby Day Committee we all remain committed to our first obligation which is to plan and develop the event and secondly to keep it alive and vital. This can only be done through growth and change while keeping the originals goals as our primary objectives.

General Canby Day started in 1982 as an event to help bring people to an art show. It has grown to a scale that demands structure and organization to survive.

Thank you for your time and the opportunity to share our thoughts and goals with you.

Respectfully

Lila Gottman
Chairman to the
General Canby Day Committee

RESOLUTION NO. 815

A RESOLUTION AMENDING RESOLUTION NO. 583 ESTABLISHING AN ADVISORY COMMITTEE FOR GENERAL CANBY DAY, ESTABLISHING FEES FOR PARTICIPATION AND ESTABLISHING GEOGRAPHIC BOUNDARIES FOR LOCATION OF THE CELEBRATION.

WHEREAS, Resolution No. 583 was approved in 1995 establishing an advisory committee for General Canby Day in order to provide local citizens with an annual celebration on July 4th of each year; and

WHEREAS, the present General Canby Day Committee recommends to the Canby City Council that it establish fees for participation, establish the geographic area for the activities and prohibit sale of items and food not previously approved by the Committee within the area during the celebration, and

WHEREAS, the cost of providing the celebration has increased substantially and the Canby City Council believes it has become necessary for the committee to charge fees for merchants that wish to provide booths at the celebration and prohibit other merchants that do not pay the fee from operating booths within the immediate area of Wait Park during the celebration;

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby, as follows:

Section 1. General Canby Day Advisory Committee established.

There is hereby created and established an advisory committee to be entitled and designated as the General Canby Day Committee under the authority granted by the Canby City Council.

Section 2. Geographic Boundary of Area for Celebration.

The Canby City Council hereby establishes the boundaries of the area for General Canby Days downtown celebration as follows:

N. First Street north to and including N. Fifth Street between N. Holly Street and N. Grant Street.

The parade and fireworks display may be held outside of these boundaries.

Section 3. Duties and Responsibilities of the Committee.

The advisory committee shall be specifically responsible for but not limited to the following:

- A. Act in an advisory capacity to the City Council regarding General Canby Day activities.
- B. Developing, implementing and coordinating the annual General Canby Day celebration.
- C. Review and approve applications for participation in General Canby Day.
- D. Serve as liaison between the City of Canby and other outside agencies in developing, implementing and coordinating General Canby Day.
- E. Promote public interest in General Canby Day.
- F. Create and work within an annual budget. The Committee may establish fees for applicants who wish to operate booths within the above designated area at/near Wait Park or for participants in the annual parade. The Committee may carry out various fund-raising activities throughout the year to support General Canby Day.
- G. Prohibit unpermitted vendors from operating in the above designated area at/near Wait Park during the General Canby Day activities.
- H. Provide an annual presentation to the City Council, or, if needed, more often as the Council desires, to advise of the committee's work.

Section 4. Organization of the Advisory Committee.

- A. Membership: The advisory committee shall consist of a maximum of ten (10) members. The advisory committee shall consult and coordinate the celebration with the Canby Arts Association and the Canby Chamber of Commerce. The members of the committee shall be appointed by the City Council upon recommendation of the Committee Chairperson and City Council Committee Liaison. The Mayor may vote only to break a tie, if necessary.
- B. Term of Office: Term of office shall be for three years. Members may be reappointed for additional terms should they desire to continue. If a vacancy occurs during the term of a member, the Mayor shall appoint a new member to complete the unexpired term, with the confirmation of the City Council. Any member failing to attend three consecutive meetings without the approval of the committee chairperson, may be removed by the City Council and a new member appointed to complete the unexpired term.
- C. Officers: Chairperson, vice chairperson and secretary shall be elected by the committee and shall serve two year terms. It shall be the duty of the secretary to send all notices for the meetings; keep and preserve all minutes; have custody and keep all documents and papers while with said committee. The chairperson and vice-chairperson shall advise and

consult with the City Council and City officials as to the work and recommendations of said committee; work with organized community groups and others to carry forward all plans and policies of the committee as to General Canby Day activities; and perform such other duties as may be prescribed by said committee.

- D. Meetings: The committee shall meet at least once each month and shall meet on the call of the Chairperson or on call by a majority of its members. A majority of the members shall constitute a quorum.

Section 5. Exemptions.

Any business that is located within the above downtown geographic boundaries may operate on General Canby Day without paying a booth fee, however, any business that does operate on General Canby Day within the designated downtown area must comply with all rules and regulations established by the Committee for General Canby Day participants.

Section 6. Repeal.

Resolution No. 583 is hereby repealed.

This Resolution shall take effect April 2, 2003.

ADOPTED this ____ day of April, 2003, by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Chaunee Seifried,
City Recorder, Pro-Tem

RESOLUTION NO. 583

A RESOLUTION ESTABLISHING AN ADVISORY COMMITTEE FOR GENERAL CANBY DAY FOR THE PURPOSE OF COORDINATION OF THE ANNUAL EVENT WITHIN CANBY; AND TO BE KNOWN AS THE GENERAL CANBY DAY ADVISORY COMMITTEE

WHEREAS, the City Council is of the opinion that it is in the public interest to provide the citizens of Canby with an annual event known as General Canby Day; and

WHEREAS, it is recognized that there is a need in the City of Canby for a committee to coordinate the activities for said event that will have full City and public support, now therefore

IT IS HEREBY RESOLVED BY THE CANBY CITY COUNCIL:

Section 1. General Canby Day Advisory Committee

There is hereby created and established an advisory committee to be entitled and designated as the General Canby Day Committee under authority granted by the Canby City Council.

Section 2. Duties and Responsibilities of the Committee

The advisory committee shall be specifically responsible for but not limited to the following:

- A. Act in an advisory capacity to the City Council regarding General Canby Day activities.
- B. Developing, implementing and coordinating the annual General Canby Day activities.
- C. Review and approve applications for participation in General Canby Day.
- D. Serve as liaison between the City of Canby and other outside agencies in developing, implementing and coordinating General Canby Day.
- E. Promote public interest in General Canby Day.
- H. Create and work within an annual budget.

Section 3. Organization of the Advisory Committee

A. **Membership:** The advisory committee shall consist of a minimum of ten (10) members with at least one member representing the Canby Arts Association and one member representing the Canby Chamber of Commerce. The members of the committee shall be appointed by the Mayor and confirmed by the City Council and serve at the pleasure of the Council.

B. **Terms of Office:** At their first meeting, the appointed members of the advisory committee shall choose their term of office by lot as following:

at least two members shall initially hold office for one two year period;

at least four members shall initially hold office for one three year period; and


at least four members shall initially hold office for one full four year term.

Succeeding appointees shall hold office for a term of four (4) years from July 1st in their appointment. At the expiration of the term of any member, the Mayor shall appoint a new member or may reappoint a member for another term of four (4) years with the confirmation of the City Council. If a vacancy occurs during the term of a member, the Mayor shall appoint a new member to complete the unexpired term, with the confirmation of the City Council. Any member failing to attend three (3) consecutive meetings without approval of the committee chairperson, may be removed by the City Council and a new member appointed to complete the unexpired term.

C. Officers: At the first meeting the committee shall select a chairperson, vice-chairperson and secretary who shall serve for a term of two (2) years. It shall be the duty of the secretary to send all notices for the meetings; keep and preserve all minutes; have custody and keep all documents and papers while with said commission. The chairperson and vice-chairperson shall advise and consult with the City Council and City officials as to the work and recommendations of said committee; work with said committee and its subcommittees; work with organized community groups and others to carry forward all plans and policies of the committee as to activities of General Canby Day; and perform such other duties as may be prescribed by said committee.

D. Meetings: The advisory committee shall meet at least once each month and shall meet on the call of the Chairperson or on call by a majority of its members. A majority of the members shall constitute a quorum.

ADOPTED by the Canby City Council at a regular meeting, April 19, 1995.


Scott Taylor, Mayor

ATTEST:


Marilyn K. Perkett, City Recorder

RESOLUTION NO. 504

A RESOLUTION ESTABLISHING AN ADVISORY COMMITTEE FOR GENERAL CANBY DAY FOR THE PURPOSE OF COORDINATION OF THE ANNUAL EVENT WITHIN CANBY; AND TO BE KNOWN AS THE GENERAL CANBY DAY ADVISORY COMMITTEE

WHEREAS, the City Council is of the opinion that it is in the public interest to provide the citizens of Canby with an annual event known as General Canby Day; and

WHEREAS, it is recognized that there is a need in the City of Canby for a committee to coordinate the activities for said event that will have full City and public support, now therefore

IT IS HEREBY RESOLVED BY THE CANBY CITY COUNCIL:

Section 1. General Canby Day Advisory Committee

There is hereby created and established an advisory committee to be entitled and designated as the General Canby Day Committee under authority granted by the Canby City Council.

Section 2. Duties and Responsibilities of the Committee

The advisory committee shall be specifically responsible for but not limited to the following:

- A. Act in an advisory capacity to the City Council regarding General Canby Day activities.
- A. Developing, implementing and coordinating the annual General Canby Day activities.
- C. Review and approve applications for participation in General Canby Day.
- D. Serve as liaison between the City of Canby and other outside agencies in developing, implementing and coordinating General Canby Day.
- E. Promote public interest in General Canby Day.
- H. Create and work within an annual budget.

Section 3. Organization of the Advisory Committee

A. Membership: The advisory committee shall consist of ten (10) member board with at least one member representing the Canby Arts Association and one member representing the Canby Chamber of Commerce. The members of the committee shall be appointed by the Mayor and confirmed by the City Council and serve at the pleasure of the Council.

B. Terms of Office: At their first meeting, the ten (10) appointed members of the advisory committee shall choose their term of office by lot as following:

two members shall initially hold office for one two year period;

four members shall initially hold office for one three year period; and

four members shall initially hold office for one full four year term.

Succeeding appointees shall hold office for a term of four (4) years from July 1st in their appointment. At the expiration of the term of any member, the Mayor shall appoint a new member or may reappoint a member for another term of four (4) years with the confirmation of the City Council. If a vacancy occurs during the term of a member, the Mayor shall appoint a new member to complete the unexpired term, with the confirmation of the City Council. Any member failing to attend three (3) consecutive meetings without approval of the committee chairperson, may be removed by the City Council and a new member appointed to complete the unexpired term.

C. Officers: At the first meeting the committee shall select a chairperson, vice-chairperson and secretary who shall serve for a term of two (2) years. It shall be the duty of the secretary to send all notices for the meetings; keep and preserve all minutes; have custody and keep all documents and papers while with said commission. The chairperson and vice-chairperson shall advise and consult with the City Council and City officials as to the work and recommendations of said committee; work with said committee and its subcommittees; work with organized community groups and others to carry forward all plans and policies of the committee as to activities of General Canby Day; and perform such other duties as may be prescribed by said committee.

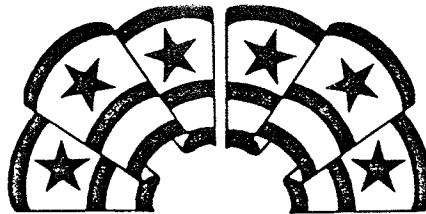
D. Meetings: The advisory committee shall meet at least once each month and shall meet on the call of the Chairperson or on call by a majority of its members. A majority of the members shall constitute a quorum.

ADOPTED by the Canby City Council at a regular meeting, April 15, 1992.


Shawn P. Carroll, Mayor

ATTEST:


Marilyn K. Perkett, City Recorder



GENERAL CANBY DAY COMMITTEE

P.O. BOX 35 • CANBY, OREGON 97013

March 23, 1993

City of Canby
PO Box 930
Canby, OR 97013

On behalf of the General Canby Day Advisory Committee, as set forth by the City of Canby in Resolution No. 504, enclosed is an agency mission statement, goals and objectives as requested in the budget format.

The advisory committee set up subcommittees for each activity so that we could be more effective and efficient with the coordination and implementation of the entire two day event. I have broken out each activity, stating the goal for each with the intent to further demonstrate the overall objective of the General Canby Day event. Enclosed is a 1993 proposed budget, as well as a financial statement as of October 12, 1992.

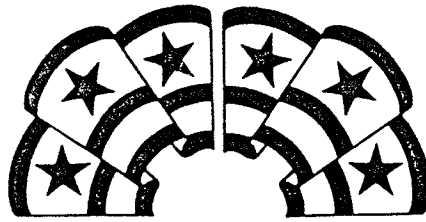
The General Canby Day committee requests \$850. in funding from the City of Canby. The funding will be used to balance the proposed 1993 budget.

Thank you for your consideration. I am available for questions at 266-6565.

Respectfully submitted,

General Canby Day Advisory Committee

Susan Cazier
Susan Cazier, Treasurer



GENERAL CANBY DAY COMMITTEE

P.O. BOX 35 • CANBY, OREGON 97013

GENERAL CANBY DAY MISSION STATEMENT

To develop, coordinate and implement the annual Fourth of July family activities, known as General Canby Day, for the community of Canby.

TO ACCOMPLISH THIS WE WILL:

- * Identify activities.
- * Create subcommittees to develop each activity.
- * Elect a chairperson for each subcommittee with the intent that each chairperson will pull in volunteers from their representative group.
- * The officers of the advisory committee will coordinate, assist and advise the subcommittees.
- * The officers of the advisory committee will take responsibility for fundraising and advise subcommittees on budgetary matters.
- * Extend invitation to other organizations to provide complimentary activities.

ACTIVITIES AND GOALS

Activities scheduled for Saturday, July 3, 1993.

FUN RUN AND WALK is chaired by Barry Lucas, who represents the Canby Boosters.

GOAL: To provide an activity for runners, also with the intent to provide some funding for the entire event.

1992 REVENUE: \$450.00

STREET DANCE is a fund raiser for the Canby Prevention Team.

MINATURE STEAM TRAIN RIDES. This is a new activity for 1993. Leo Garre of the Flower Farmer will be instrumental in getting this activity off the ground.

GOAL: To tie in with our 1993 theme of "100 YEARS OF MAKIN' TRACKS TO CANBY". This activity should be a lucrative source of revenue.

ART SHOW is sponsored by the Canby Art Association.

GOAL: To provide an opportunity for local artists to display their art.

Activities scheduled for Sunday, July 4, 1993.

MINATURE STEAM TRAIN RIDES to continue on Sunday.

ART SHOW to continue on Sunday.

PANCAKE BREAKFAST: Sponsored by the Canby Area Chamber of Commerce.

GOAL: To provide a convenient breakfast for the vendors and workers of the event and to raise money for holiday decorations.

BOOTHs: Marie Johnson of Petal Pushers is in charge of organizing the sign up and layout of the vendor booths.

GOAL: To provide fundraising activities for non-profit groups and for small businesses in the area.

REVENUE: \$1350.00 in 1992.

ENTERTAINMENT: Carson McMannus of Canby Telephone is chairing the subcommittee.

GOAL: To provide family entertainment throughout the day.

COMMUNITY ACTIVITIES: Patti Elliot representing the Heritage League is chairing this subcommittee.

GOAL: To provide an opportunity for various community groups to share what they do. The Heritage League will put on an 1893 fashion show, in the past 4-H groups have performed, and numerous kids activities have been planned.

AUCTION: Susan Cazier representing the Canby Chamber will chair this subcommittee.

GOAL: Fundraising event.

REVENUE: \$380.25 in 1992, however, this was 1/2 of the proceeds. Last year we split with the Canby Art Association.

PARADE: We have several volunteers; Mel and Jim Guitteau and Kelly Gregson, but have no chair yet. The officers of the advisory committee will chair this subcommittee if there are no volunteers to act as chairperson.

GOAL: To provide community entertainment.

INFORMATION BOOTH: Maureen Miltenburger representing the City of Canby has agreed to chair this subcommittee.

GOAL: To provide information about our event and also to provide information about other events in the county.

ROYALTY: Janice Weeks, Canby Kiwanis, will chair the subcommittee.

GOAL: To recognize a senior couple from the community for their outstanding community service.

PROMOTIONS: Luana Hill will chair our promotions subcommittee.

GOAL: To promote the event beyond the community of Canby.

FIREWORKS DISPLAY: Dirk Borgess of the Canby Utility Board will chair this activity.

GOAL: To provide a local, quality fireworks display as the grand finale of the entire event.

FULL SIZE STEAM ENGINE: On both days of the event there will be a full size steam engine on the side tracks in town. The engine will be decked out for the Fourth of July; painted red, white and blue.

GENERAL CANBY DAY
1993 PROPOSED BUDGET

	<u>REVENUE</u>	<u>EXPENSE</u>
Food/Craft Booths	\$1350.	\$ 50.
Parade		
Ribbons		\$ 150.
Flowers		50.
Royalty Gift		50.
Car Signs		150.
Royalty Coronation		\$ 100.
Entertainment & Gazebo Decorations		
Donations:	\$ 550.	
Entertainment		\$ 550.
Gazebo Decorations		100.
Auction	\$ 750.	\$ 200.
Tents		\$ 250.
Fireworks		
Booth Sales	\$1000.	\$ 500.
Booth Labor		250.
F.W. Display		3000.
Donation	250.	
Fun Run	\$ 500.	\$ 250.
Steam Train Rides	\$1000.	\$ 250.
Promotions		
Buttons	\$ 300.	\$ 175.
Advertising		250.
Miscellaneous		
NW Sanitation		\$ 225.
	-----	-----
	\$5675.	\$6525.

GENERAL CANBY DAY, JULY 4, 1992

Financial Statement as of October 12, 1992

Revenue:

Initial deposit to checking	\$ 5.00
Booth Fees	1,350.00
Buttons	300.00
Donation - First Interstate & Cutsforths Thriftway	550.00
Fireworks Booth	971.45
Concessions	75.40
Games & Activities	229.65
Fun Run & Walk	450.00
Auction (1/2 split with Art Assoc.)	380.25
Reimburse on Button Expense (Hotel Tax)	88.05
Total	\$4,399.80

Expense:

Buttons	\$ 102.60
Entertainment	325.00
Forever American Kids	\$250.00
Clackamas Community Band	75.00
Fireworks Display	2,500.00
Trophies	345.24
Flowers	127.00
Fireworks Booth	589.48
Karaoke	60.00
Booth Refund	50.00
Total	\$4,099.32

Balance in Checking	\$ 300.48
---------------------	-----------

Scott Taylor

Approved by

1-5-93

Date

Historic Canby Ferry—River of Memories

I. Committees (positive remarks)

(constructive remarks)

A. Booths

- | | | |
|----|--|--|
| 1. | -good variety of booths | -have more electrical outlets |
| 2. | -vendor survey = B+ | -registration fee felt too high by some |
| 3. | -good communication | -publicize in Herald |
| 4. | -food booths=lots of money | -private property is not jurisdiction of committee |
| 5. | -more power outlets in 1998 | -publicize availability of forms |
| 6. | -consider "misting shower" concept(Dirk) | -communicate with Community School |
| 7. | - | -temperature toooooo warm |
| 8. | - | -crafts = low spending on part of public |
| 9. | - | -many, many late entries this year |

B. Entertainment

- | | | |
|----|------------------------------------|---|
| 1. | -great Master of Ceremonies | -need more chairs |
| 2. | -smooth flow of activities | -consider using hay bales for seats if fits theme |
| 3. | -excellent opening | -have host/hostess for dignitaries all day |
| 4. | -Dixieland group was good | -m.c. needs more community information for filler |
| 5. | -good time limit of groups | -take photos of entertainment during the day |
| 6. | -Jack's opening for committee good | - |

C. Fireworks

- | | | |
|----|-------------------------------------|---|
| 1. | -wonderful show | -need to have access to cell phone |
| 2. | -lots of people | -some fireworks within playing field area |
| 3. | -not as much garbage left this year | -sensor light turned grandstand lights on |
| 4. | - | -pay attention to post-fireworks crowd |

D. Fundraising

- | | | |
|----|---|--|
| 1. | -increase in donations great | -start setting up to sell glow sticks earlier |
| 2. | -glow sticks are a BIG hit | -have more cash/\$1 available for glow stick sales |
| 3. | -buttons sold very well at breakfast | -have more people in field selling glow sticks |
| 4. | -Dick sold many buttons at Rotary for \$2 | -donation barrels down this year(made \$200) |
| 5. | -glow stick price of \$2 is good deal | -have flashlights to sell glow sticks when dark |
| 6. | -Jim has quivers for next year | |

E. Parade

- | | | |
|----|---|--|
| 1. | -convertibles for dignitaries appreciated | -announce award recipients at 4pm?? |
| 2. | -good organization | -breakdowns caused break in parade flow |
| 3. | -band was big and great | -have a host for dignitaries/royalty |
| 4. | -"wonderful", "huge" | -cars went through parade at 9th & Holly |
| 5. | -order of parade good | -need walkers along entire parade for problems |
| 6. | -John has contact for convertibles | - |

F. Promotions

- | | | |
|----|-------------------------------------|--|
| 1. | -readerboards great(Barlow Rd+) | -royalty coverage earlier with picture would be nice |
| 2. | -TV coverage - good | -grand marshall interview must be still to come |
| 3. | -Oregonian - great | -Channel 8 interview did disservice to Canby |
| 4. | -Herald with Cam - wonderful | - |
| 5. | -banners on East end of town-thanks | |

G. Sanitation

- | | | |
|----|---|--|
| 1. | -Dario works hard | -vendors need to dump own garbage in dumpster |
| 2. | -park kept very, very clean | -water wanted in restrooms |
| 3. | -good placement of port-a-pots | -city employees need to be more helpful on the 4th |
| 4. | -use of 'restroom' signs seemed effective | - |
| 5. | -recycleable can boxes - good idea | - |

H. Set Up

- | | | |
|----|---|---|
| 1. | -excellent! | -chairs under royalty tent before opening |
| 2. | -smooth | - |
| 3. | -John is so personable and fun | - |
| 4. | -good help on July 3rd by committe/family | - |
| 5. | -work with tents was great | - |

II. Other Activities

A. Breakfast - Canby Kids Youth Football

- | | | |
|----|---|---------------------------------------|
| 1. | -busy | -sausage not good |
| 2. | -good flow of people | -crowd dropped off at 10am |
| 3. | -attention of table boys great | -swinging of cleaning rags frowned at |
| 4. | -great sign | - |
| 5. | -well organized | - |
| 6. | -possibly consider rotating sponsorship | - |

B. Art Show - Canby Art Association

- | | | |
|----|------------|-------------------------------------|
| 1. | -wonderful | -bigger it gets, more tables needed |
| 2. | -growing | - |

C. Auction - Canby Chamber of Commerce

- | | | |
|----|----------------------------|---|
| 1. | -more money made this year | -number of people low |
| 2. | - | -bouncers pay attention to "closing activities" |
| 3. | - | -increase silent bids in predetermined increments |

D. Kid Corner - Canby PTA & Community School

- | | | |
|----|----------------|---|
| 1. | -well attended | -face painting booth communication needed |
|----|----------------|---|

III. Miscellaneous

A. Decorations

- | | | |
|----|---|-------------------------------------|
| 1. | -attractive | -keep direction sign at Grant & 4th |
| 2. | -Park guys put up decor inside gazebo | - |
| 3. | -flowers were great | - |
| 4. | -Ferry signs - marvelous! - Thanks Irene! | - |
| 5. | -directions signs - good idea | - |

B. Information Booth

- | | | |
|----|--------------------------|--|
| 1. | -busy | -should be set up by 8 or 9am to assist people |
| 2. | -easy to notice and find | -have Spanish speaking person in booth |
| 3. | -good communication link | -have a 'blow up' sign of time/happenings |
| 4. | -well manned | - |

General Canby Day Income & Expense 2003 & 2004

INCOME	2002 Actual	2003 Proposec	2003 Actual	2004 Proposed
201 Interest		350.00	81.00	-
202 Donations	3,190.00	1,500.00	3,515.00	1,600.00
203 Check Book Balance		2,200.00		5,000.00
300 Food/Craft Booths	5,785.00	4,000.00	5,870.00	4,000.00
401 Fireworks Donations	500.00		-	
702 Buttons	500.50	150.00	300.00	180.00
703 Water	718.82	1,200.00	1,630.80	2,000.00
704 Glow Sticks	1,053.49	1,100.00	1,201.40	1,450.00
705 Inflatable		900.00	182.90	
600 Parade		500.00	975.00	800.00
708 Coronation				100.00
709 Kids Korner				200.00
800 Pancake Breakfast				115.00
802 Tent Rental				210.00
TOTAL INCOME	11,747.81	11,900.00	13,756.10	15,655.00
EXPENSES				
201 Storage				360.00
202 Education		300.00	295.00	900.00
203 School Rental	20.00	0.00	0.00	
204 Portapots	350.00	475.00	379.00	500.00
205 Tents	679.96	0.00	0.00	60.00
206 Supplies-Stationary	335.01	75.00	40.96	100.00
209 Information Booth	34.56	0.00		50.00
210 Administration Misc	345.04	1,660.00	1,454.26	1,600.00
211 Banking	31.05	0.00		75.00
208 Appreciation Dinner	184.00	200.00	450.00	300.00
301 Stamps	319.86	400.00	481.00	525.00
404 Fireworks Display	4,035.92	4,000.00	4,000.00	4,000.00
500 Sound System				200.00
501 Pioneer Encampment				400.00
502 Entertainment	1,747.76	2,075.00	2,025.00	1,000.00
503 Decorations	52.00	100.00	0.00	250.00
505 Kids Korner				700.00
504 Inflatable				500.00
600 Parade supplies	149.97	0.00	49.95	30.00
602 Parade Awards	325.22	180.00	193.10	500.00
603 Signs	119.76	125.00		200.00
701 Advertising Marketing	16.96	260.00	35.00	1,000.00
702 Button Supplies	610.00	110.00	242.00	321.00
703 Water	364.57	370.00	403.20	800.00
704 Glow Sticks	520.00	600.00	431.82	450.00
801 Gifts-Royalty	59.95	60.00	59.95	75.00
802 Flowers-Royalty		40.00		50.00
803 Meals-Royalty	335.00	340.00	107.00	200.00
804 Misc-Royalty	33.54	40.00		50.00
805 Decorations-Royalty	245.70	25.00	100.00	100.00
901 Bank Fees	25.00	25.00		0.00
905 Car Show	115.50	300.00	300.00	400.00
906 Clean Up	243.20	50.00	200.00	200.00
908 scavenger hunt			100.00	100.00
TOTAL EXPENSES	11,299.53	11,810.00	11,347.24	15,636.00
NET INCOME	448.28	90.00	2,408.86	19.00

GENERAL CANBY DAY JULY 4TH VENDOR APPLICATION

Date _____

BUSINESS NAME _____

CONTACT PERSON _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

ITEM/ FOOD BEING SOLD _____

Use back of application if needed. All Items must be listed.

Vendors are NOT ALLOWED to sell BOTTLED WATER or GLOW STICKS.

Watt listing from electrical appliance being used _____

Electricity is only available to food vendors. Please be very accurate in reporting your electrical needs. If you use more than you report or overload the system, you will be disconnected

SIGNATURE _____

Your signature signifies that you agree to follow all rules.

FEES:

Non food spaces are \$45.00

Food spaces are \$125.00

All spaces are 10 x 10 feet

Spaces _____	x 45.00 = \$ _____
Spaces _____	x 125.00 = \$ _____
Total _____	Total _____

There is a \$10.00 discount for registering before April 25th.

You must purchase enough spaces to accommodate your display or booth size.

There is a \$25.00 charge for all returned checks

Send application and check or money order to:

GENERAL CANBY DAY COMMITTEE

PO BOX 35

CANBY, OR 97013

All vendors must check in at information booth before setting up

Check in time starts at 7:00AM July 4th

Bring 3 redeemable coupons for free or discount items to information booth

Hours of operation are 10:00AM to 7:00PM

Booths may not be removed before 7:00PM

Unsigned or incomplete applications may not get assigned a space.

Registration fees must accompany application.

A conformation letter with your assigned space will be sent by June 1st.

For questions or information call 503-266-5733

DATE _____

GROUP/NAME _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____

SIGNATURE _____

PARENT MUST SIGN FOR MINOR

ENTRY CATEGORY (CHECK ONE)

COMMERCIAL REGISTRATION FEE: \$45.00
\$35.00 if registered before April 25th.

- | | | |
|--|--|---|
| <input type="checkbox"/> Antique Tractor | <input type="checkbox"/> Float, Non-Commercial | |
| <input type="checkbox"/> Antique Vehicle | <input type="checkbox"/> Horses, Jr | <input type="checkbox"/> Pets |
| <input type="checkbox"/> Bicycles Jr | <input type="checkbox"/> Horses, Sr | <input type="checkbox"/> Walking Group Jr |
| <input type="checkbox"/> Bicycles Sr | <input type="checkbox"/> Marching Unit Jr. | <input type="checkbox"/> Walking Group Sr |
| <input type="checkbox"/> Classic Car | <input type="checkbox"/> Marching Unit Sr. | <input type="checkbox"/> Queens/Courts |
| <input type="checkbox"/> Costume | <input type="checkbox"/> Motor Group | |
| <input type="checkbox"/> Float, Commercial | <input type="checkbox"/> Musical Group | |

PARADE LINE-UP BEGINS AT 12:00 PM BEHIND KNIGHT SCHOOL

(Corner of NE 5th and Fir)

JUDGING BEGINS PROMPTLY AT 1:00 PM

PARADE STARTS AT 2:00 PM SHARP

There will be 1st, 2nd, and 3rd place ribbon awards for all categories. There will also be an award for the best theme entry. A sweepstakes winner will be chosen from the 1st place winners. (All entries will receive a participation button.) **Please note: Trophies will be awarded at 5:00 PM at the Park Gazebo.**

In the event of death, injury, or damage to ether person, animal, or property, I/we the undersigned understand and agree not to hold the City of Canby, The General Canby Day Advisory Committee members, all parade coordinators, or anyone connected with the event liable or responsible for such death, injury, or damage.

Horse riders under ten(10) years of age must be physically accompanied on the parade route by an adult. There must be a lead rope on all horses, with no exceptions.

Entries must maintain a 30 - 40 foot distance behind the entry in front of them.

You must be registered by 12:00 to be judged!!!
A signed application is required of all entrants.

An entry is considered Commercial if it meets any of the follow criteria:.

1. The vehicle pulling the float or the float has a business name or advertizing on it.
2. Advertizing is passed out in the form of "free give aways"

Return registration forms before July 2 to General Canby Day Committee PO Box 35 Canby Oregon 97013
For more information please call 503-266-5733.

THE HONOR AND RESPECT DUE OUR FLAG; A PROCLAMATION

WHEREAS, TITLE 4, UNITED STATES CODE, CHAPTER 1, THE FLAG CODE, SETS FORTH THE PROPER ETIQUETTE FOR THE DISPLAY AND USE OF THE UNITED STATES FLAG; AND

WHEREAS, RESPECT FOR THE FLAG IS CALLED FOR IN THE CODE IN ORDER THAT THE SYMBOLISMS OF OUR FLAG BE REMEMBERED AND RESPECTED BY ALL, AND PARTICULARLY BY OUR YOUTH; AND

WHEREAS, THESE SYMBOLISMS INCLUDE RIGHTS, LIBERTIES, JUSTICE FOR ALL, FREEDOMS, AND THE PURSUIT OF HAPPINESS; AND

WHEREAS, THE FLAG SERVES AS AN IMPORTANT EMBLEM OF THE COURAGEOUS SACRIFICES OF FREEDOM LOVING MEN AND WOMEN THROUGHOUT THE HISTORY OF THE UNITED STATES OF AMERICA; AND

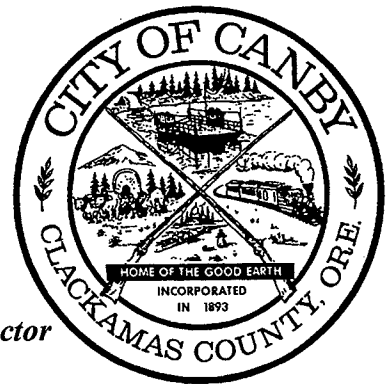
WHEREAS, PARENTS, TEACHERS, AND COMMUNITY LEADERS ARE ENTRUSTED WITH THE RESPONSIBILITY TO TEACH AND DEMONSTRATE THESE SYMBOLISMS OF THE FLAG AND THE IMPORTANCE OF REMEMBERING AND RESPECTING, THROUGH PROPER DISPLAY AND USE OF THE FLAG, THE SACRIFICES OF VETERANS AND OTHERS WHO HAVE FOUGHT TO PROTECT THESE FREEDOMS;

NOW THEREFORE, I, MELODY THOMPSON, MAYOR OF THE CITY OF CANBY, DO HEREBY DECLARE THE MONTH OF NOVEMBER TO BE "RESPECT OUR FLAG" MONTH IN THE CITY OF CANBY, AND URGE ALL CITIZENS TO VISIT THE CANBY PUBLIC LIBRARY, CITY HALL, OR A LOCAL SCHOOL IN ORDER TO OBTAIN A COPY OF THE FLAG CODE, AND URGE ALL CITIZENS TO BECOME KNOWLEDGEABLE IN FLAG ETIQUETTE WITH THE GOAL OF INCREASING RESPECTFUL USE AND DISPLAY OF THE FLAG TO HONOR THE REMEMBRANCE OF THE MANY SACRIFICES REPRESENTED BY THE UNITED STATES FLAG.

GIVEN UNTO MY HAND THIS 5TH DAY OF NOVEMBER, 2003.

MELODY THOMPSON
MAYOR

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *October 24, 2003*

Issue: Acceptance of land dedication for Sequoia Parkway.

Synopsis: The property owners abutting Sequoia Parkway have agreed to dedicate the road right-of-way to the City following the adopted Memorandum of Understanding. The Council's acceptance is required.

Recommendation: Staff recommends that the City Council approve Resolution 840, a resolution accepting dedication of land from Ray L. Burden and the Zimmer Family limited partnership for right-of-way purposes.

Rationale: The City should own this land and this property is being dedicated following the terms of an adopted agreement.

Background: Sadly, Ray Burden has passed away since this agreement was signed. Staff understands that the family is committed to moving forward with the development of their properties and does not expect Mr. Burden's death to impact this road dedication.

Attached: 1. Resolution 840; Deeds for road purposes; legal description; maps.

RESOLUTION NO. 840

A RESOLUTION ACCEPTING DEDICATION OF LAND FROM RAY L. BURDEN AND THE ZIMMER FAMILY LIMITED PARTNERSHIP FOR RIGHT-OF-WAY PURPOSES.

WHEREAS, the City desires to obtain right-of-way for the construction of S. Sequoia Parkway and a neighboring road (tentatively called Hazeldell Way); and

WHEREAS, the property described in the attached deeds for road purposes (Exhibit "A") is needed to be able to extend these roads at their full right-of-way width; and

WHEREAS, Ray L. Burden and the Zimmer Family Limited Partnership, being owners of the property, have offered the required additional right-of-way, as described in Exhibit "A"; and

WHEREAS, Section 16.88.060 of the Canby Municipal Code requires this right-of-way dedication to be accepted by the city council;

NOW THEREFORE IT IS HEREBY RESOLVED, by the City Council of the City of Canby, as follows:

- (1) The Canby City Council accepts the three deeds for road purposes described in Exhibit "1" for right-of-way purposes.

This Resolution shall take effect on November 5, 2003.

ADOPTED BY THE CANBY CITY COUNCIL at a regular meeting thereof on November 5, 2003.

Melody Thompson, Mayor

ATTEST:

Chaunee Seifried
City Recorder, pro-tem

AFTER RECORDING, RETURN TO:

The City of Canby
182 N. Holly Street - P.O. Box 930
Canby, OR 97013

SEND TAX STATEMENT TO:

The City of Canby
Post Office Box 930
Canby, OR 97013

DEED FOR ROAD PURPOSES

KNOW ALL MEN BY THESE PRESENTS, That Ray L. Burden, hereinafter called the grantor, for the consideration hereinafter stated, to grantor paid by the City of Canby, a Municipal Corporation, hereinafter called the grantee, does hereby grant bargain, sell and convey unto the grantee and grantee's heirs, successors and assigns, that certain real property for purposes of road and utility improvements and road right-of-way, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining, situated in Clackamas County, State of Oregon, described as follows, to-wit:

See Attached Exhibit "A" and sketch Exhibit "B"
for dedication of Sequoia Parkway

The true and actual consideration for this perpetual conveyance consists of other property or value given or promised, which is the whole consideration.

In construing this deed, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this deed shall apply equally to corporations and to individuals.

In Witness Whereof, the grantor has executed this instrument this 22ND day of JULY, 2003, if a corporate grantor, it has caused its name to be signed and its seal, if any, affixed by an officer or other person duly authorized to do so by order of its board of directors.

Ray L. Burden
Ray L. Burden

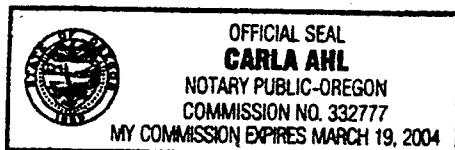
7/22/2003
Date

STATE OF OREGON)

)ss.

County of CLACKAMAS)

This instrument was acknowledged before me this 22 day of July, 2003,
by Ray L. Burden.



Carla Ahl
Notary Public for Oregon

My Commission Expires

3-19-04

Accepted by: The CITY OF CANBY

By: _____
Its: _____

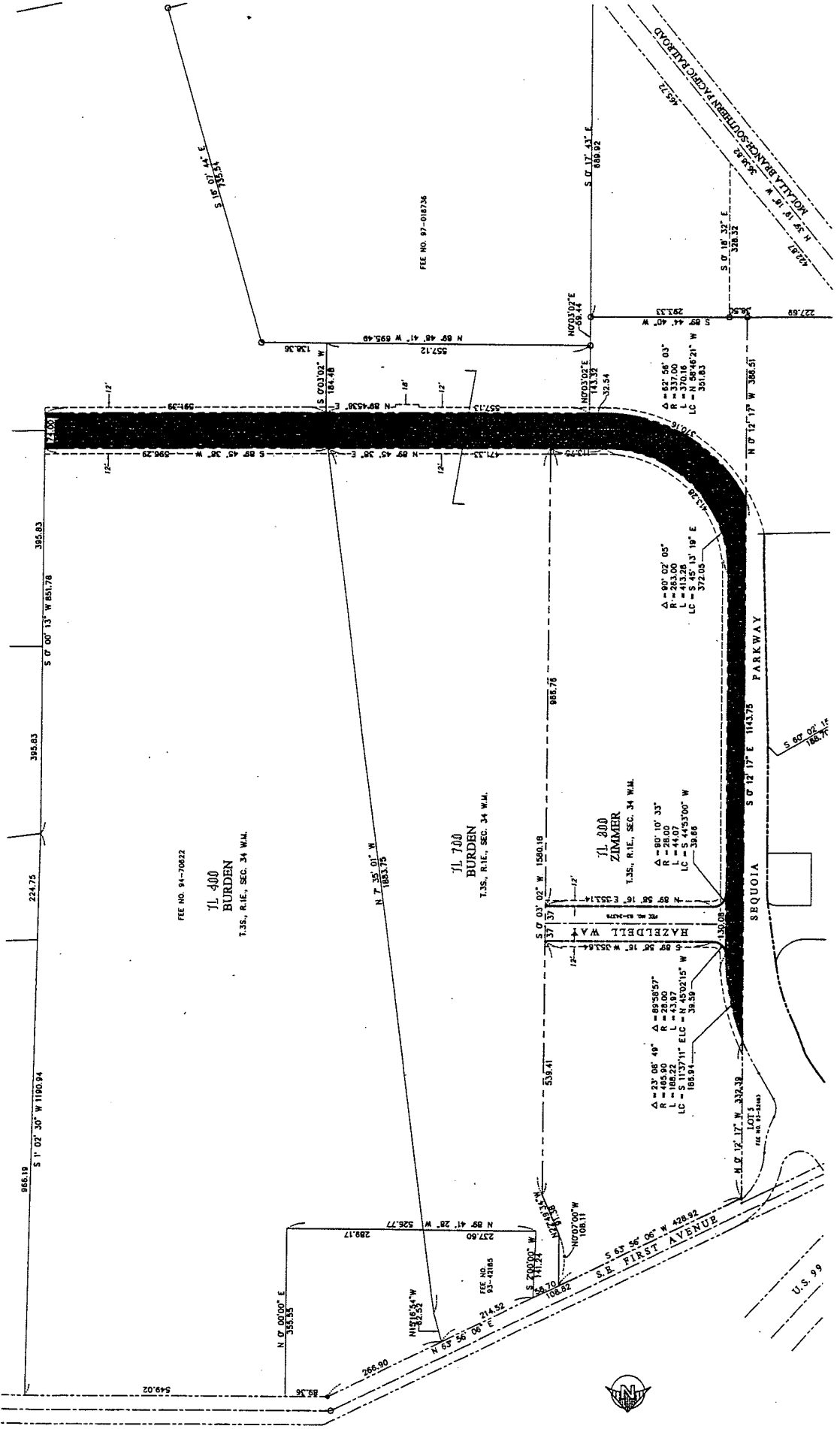
SEQUOIA PARKWAY RIGHT-OF-WAY DEDICATION
BURDEN TO CITY OF CANBY

T3S, R1E, Section 34, Tax Lots 400 and 700

July 21, 2003

Beginning at the southeast corner of that tract of land conveyed to Roy F. Zimmer and Betty J. Zimmer recorded as Deed Number 93-24378, Clackamas County Deed Records in Township 3 South, Range 1 East, Clackamas County, Oregon; thence North $0^{\circ} 03' 02''$ East, 202.76 feet along the eastern boundary of said Zimmer tract to the true point of beginning; thence South $89^{\circ} 45' 38''$ West a distance of 32.54 feet; thence 370.16 feet along a 337 foot radius curve right with chord length of 351.83 feet bearing North $58^{\circ} 46' 21''$ West to the western boundary of said Zimmer tract; thence North $0^{\circ} 12' 17''$ West along the western boundary of said tract 1143.75 feet more or less to the southern most point of Lot 5 Canby Market Center, a duly recorded plat, Clackamas County, Oregon; thence 188.22 feet along a 465.90 foot radius non-tangent curve right with chord length of 186.94 feet bearing South $11^{\circ} 37' 11''$ East; thence South $0^{\circ} 12' 17''$ East a distance of 806.98 feet; thence 413.28 feet along a 263 foot radius curve left; thence North $89^{\circ} 45' 38''$ East, 1181.37 feet more or less to the eastern boundary of that tract of land conveyed to Ray L. Burden recorded as Deed Number 94-070622, Clackamas County, Oregon; thence South $00^{\circ} 00' 13''$ West projected along the eastern boundary of said Burden tract a distance of 74 feet; thence South $89^{\circ} 45' 38''$ West, 1148.52 feet more or less to the eastern boundary of said Zimmer tract, to the true point of beginning; said described area totaling to approximately 3.5 acres.

Additionally, a 12 foot public utility easement shall be created parallel and abutting all right-of-way dedication; the easement shall increase to 18 foot wide for a length of 50 feet centered on the proposed utility vault located 385 feet east of the true point of beginning.



CURRAN-MCLEOD, INC.
CONSULTING ENGINEERS

6655 SW HAMPTON ST., SUITE 210
PORTLAND, OREGON 97223
PHONE (503) 684-3478

BURDEN SEQUOIA PARKWAY DEDICATION
CITY OF CANBY
SCALE: 1"=200'

EXHIBIT B

07/16/03

AFTER RECORDING, RETURN TO:

The City of Canby
182 N. Holly Street - P.O. Box 930
Canby, OR 97013

SEND TAX STATEMENT TO:

The City of Canby
Post Office Box 930
Canby, OR 97013

DEED FOR ROAD PURPOSES

KNOW ALL MEN BY THESE PRESENTS, That Ray L. Burden, hereinafter called the grantor, for the consideration hereinafter stated, to grantor paid by the City of Canby, a Municipal Corporation, hereinafter called the grantee, does hereby grant bargain, sell and convey unto the grantee and grantee's heirs, successors and assigns, that certain real property for purposes of road and utility improvements and road right-of-way, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining, situated in Clackamas County, State of Oregon, described as follows, to-wit:

See Attached Exhibit "A" and sketch Exhibit "B"
for dedication of Hazeldell Way

The true and actual consideration for this perpetual conveyance consists of other property or value given or promised, which is the whole consideration.

In construing this deed, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this deed shall apply equally to corporations and to individuals.

In Witness Whereof, the grantor has executed this instrument this 22ND day of July, 2003, if a corporate grantor, it has caused its name to be signed and its seal, if any, affixed by an officer or other person duly authorized to do so by order of its board of directors.

Ray L. Burden
Ray L. Burden

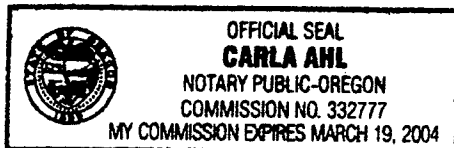
7/22/2003
Date

STATE OF OREGON)

)ss.

County of CLACKAMAS)

This instrument was acknowledged before me this 22 day of July, 2003,
by Ray L. Burden.



Carla Ahl
Notary Public for Oregon

My Commission Expires

3-19-04

Accepted by: The CITY OF CANBY

By: _____
Its: _____

City of Canby

BURDEN-HAZELDELL WAY DEDICATION
BURDEN TO CITY OF CANBY

T3S, R1E, Section 34, Tax Lot 700

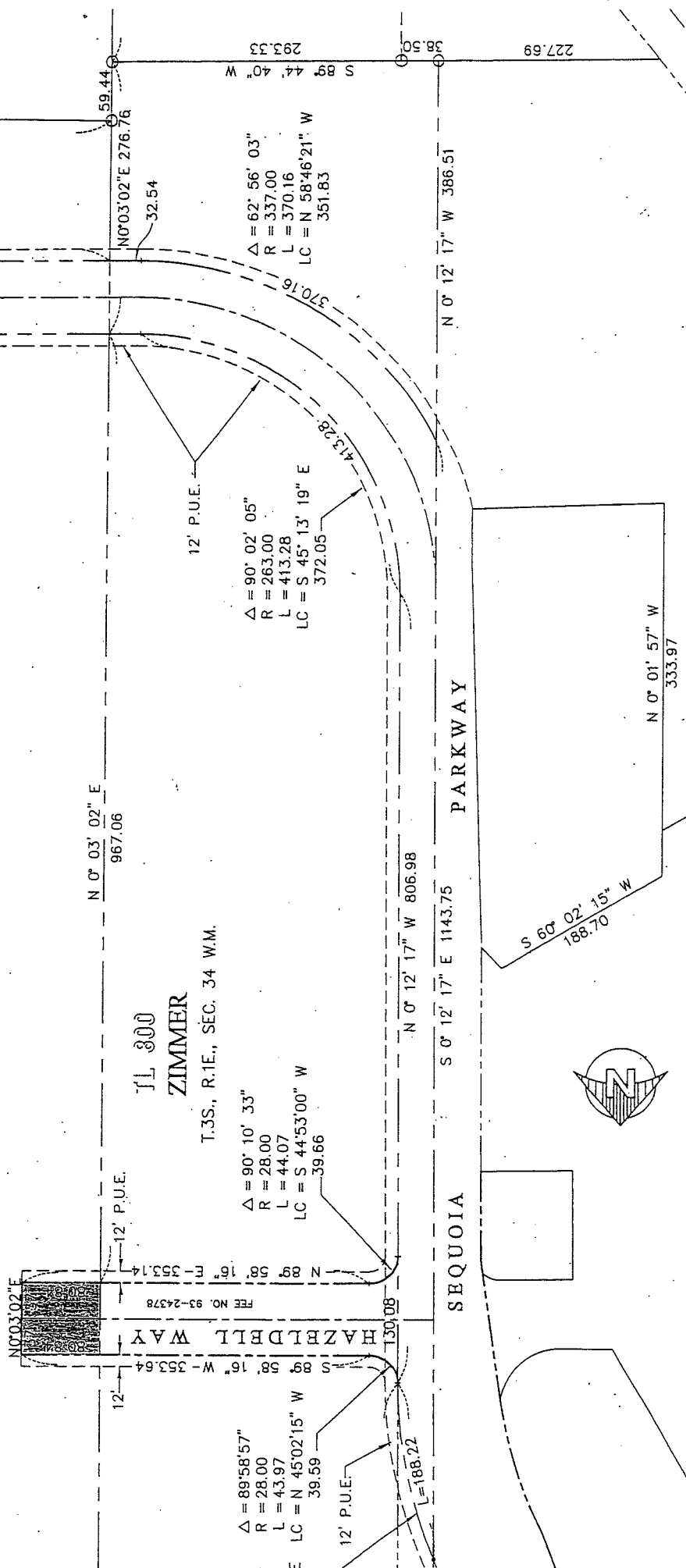
July 16, 2003

Beginning at the southeast corner of that tract of land conveyed to Roy F. Zimmer and Betty J. Zimmer recorded as Deed Number 93-24378, Clackamas County Deed Records in Township 3 South, Range 1 East, Clackamas County, Oregon; thence North 0° 03' 02" East a distance of 1243.82 feet, to the true point of beginning, said point being on the western boundary of that tract of land conveyed to Ray L. Burden and Irene B. Burden recorded as Deed Number 70-16025, Clackamas County Deed Records in Township 3 South, Range 1 East, Clackamas County, Oregon; thence North 0° 03' 02" East 74 feet along the western boundary of said Burden tract; thence North 89° 58' 16" East a distance of 80.84 feet; thence South 0° 03' 02" West 74 feet; thence South 89° 58' 16" West a distance of 80.84 feet more or less to the western boundary of said Burden tract to the point of beginning; said described area totaling approximately .14 acres.

Additionally, a 12 foot public utility easement shall be created parallel and abutting the right-of-way dedication on the northern and southern boundaries.

TL 700
BURDEN
T.3S., R.1E., SEC. 34 W.M.

TL 300
ZIMMER
T.3S., R.1E., SEC. 34 W.M.



CURRAN-MCLEOD, INC.
CONSULTING ENGINEERS
6655 SW HAMPTON ST., SUITE 210
PORTLAND, OREGON 97223
PHONE (503) 684-3478

BURDEN-HAZELDELL WAY DEDICATION
CITY OF CANBY
SCALE: 1" = 100'

EXHIBIT B

07/16/03

AFTER RECORDING, RETURN TO:

The City of Canby
182 N. Holly Street - P.O. Box 930
Canby, OR 97013

SEND TAX STATEMENT TO:

The City of Canby
Post Office Box 930
Canby, OR 97013

DEED FOR ROAD PURPOSES

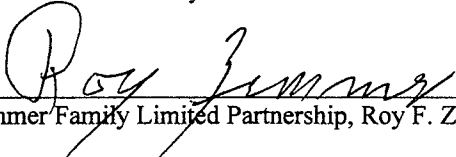
KNOW ALL MEN BY THESE PRESENTS, That the Zimmer Family Limited Partnership, hereinafter called the grantor, for the consideration hereinafter stated, to grantor paid by the City of Canby, a Municipal Corporation, hereinafter called the grantee, does hereby grant bargain, sell and convey unto the grantee and grantee's heirs, successors and assigns, that certain real property for purposes of road and utility improvements and road right-of-way, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining, situated in Clackamas County, State of Oregon, described as follows, to-wit:

See Attached Exhibit "A" and Sketch Exhibit "B"
for dedication of Hazeldell Way

The true and actual consideration for this perpetual conveyance consists of other property or value given or promised, which is the whole consideration.

In construing this deed, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this deed shall apply equally to corporations and to individuals.

In Witness Whereof, the grantor has executed this instrument this 21 day of July, 2003; if a corporate grantor, it has caused its name to be signed and its seal, if any, affixed by an officer or other person duly authorized to do so by order of its board of directors.

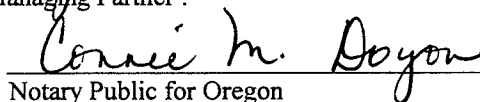


Zimmer Family Limited Partnership, Roy F. Zimmer, Managing Partner

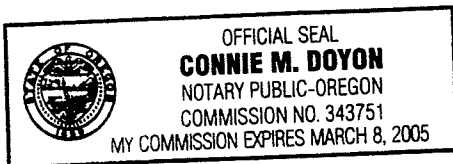
July 21, 2003
Date

STATE OF OREGON)
)ss.
County of CLACKAMAS)

This instrument was acknowledged before me this 21st day of July, 2003,
by the Zimmer Family Limited Partnership, Roy F. Zimmer, Managing Partner.


Notary Public for Oregon

My Commission Expires March 8, 2005



Accepted by: The CITY OF CANBY

By: _____
Its: _____

City of Canby

HAZELDELL WAY DEDICATION
ZIMMER TO CITY OF CANBY

T3S, R1E, Section 34, Tax Lot 800

July 2003

Beginning at the southern most point of Lot 5 Canby Market Center, a duly recorded plat, Clackamas County, Oregon; thence 188.22 feet along a 465.90 foot radius non-tangent curve right with chord length of 186.94 feet bearing South 11° 37' 11" East to the true point of beginning; thence 43.97 feet along a 28 foot radius curve left with chord length of 39.59 feet bearing South 45° 02' 15" East; thence North 89° 58' 16" East a distance of 272.80 feet; thence South 0° 03' 02" West a distance of 74 feet; thence South 89° 58' 16" West a distance of 272.30 feet; thence 44.07 feet along a 28 foot radius curve left with chord length of 39.66 feet bearing South 44° 53' 00" West; thence North 0° 12' 17" West a distance of 130.08 feet to the point of beginning; said described area totaling approximately .66 acres.

Additionally, a 12 foot public utility easement shall be created parallel and abutting the right-of-way dedication; the easement will also parallel the southerly and westerly boundaries of the Zimmer tract south of Lot 5 Canby Market Center, a duly recorded plat, Clackamas County, Oregon.

33

Memo to: Mayor and City Council

From: John H. Kelley, City Attorney



Date: October 27, 2003

Re: Resolution No. 845 - Amending Personnel Policy Manual regarding pre-employment drug testing

Recently Kim Scheafer attended an employment seminar. One of the subjects was "pre-employment" drug tests and "due process" under the 4th Amendment to the Constitution in conjunction with hiring. Kathy Peck was the instructor. Her advice was to eliminate general pre-employment testing as a condition of employment unless the job involved what she described as "safety sensitive" duties. We have categorized our job descriptions accordingly and made the changes in the personnel policy manual. You need to approve Resolution No. 845 to legally effect the change. Any questions, feel free to call me. (That Darn Constitution!)

RESOLUTION NO. 845

A RESOLUTION AMENDING THE CITY OF CANBY PERSONNEL POLICY MANUAL REGARDING PREEMPLOYMENT DRUG TESTING

WHEREAS, on February 20th, 2002, the Canby City Council passed Resolution No. 775 adopting a personnel policy manual for municipal employees, and

WHEREAS, due to recent legal decisions, it is necessary to amend Section 15.1 of the current personnel policy regarding preemployment drug testing, now therefore

IT IS HEREBY RESOLVED that Section 15.1 of the City of Canby personnel policy manual, attached hereto as Exhibit "A" and by this reference incorporated herein, is adopted and implemented by the Canby City Council.

This resolution shall take effect November 6, 2003.

ADOPTED this ____ day of November, 2003, by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Chaunee Seifried, City Recorder, Pro-Tem

City Of Canby

15.1 Pre-Employment Drug Testing

The City of Canby, in a positive effort to provide a healthy and safe working environment for all its employees and the citizens of the community, requires a pre-employment drug screen for certain categories of employees. Finalists for safety sensitive positions including protection of sensitive information or positions dependent upon workplace integrity must successfully pass the drug screen test as a final condition of the job offer. The confirmed presence of any illegal drug in a urine or blood sample will be cause for disqualifying an applicant. If an applicant is taking prescription medication, this must be substantiated by a physician's report or statement. The report should indicate whether or not the taking of these legal drugs will prevent or alter the person's ability to perform essential job duties. If the report indicates the person cannot perform essential job duties while under the influence of these prescribed legal drugs, this shall be grounds for disqualification.

15.2 Controlled Substances & Alcohol Use & Testing Program

Employees covered by the Federal Highway Administration (USDOT)

Reference-Appendix A:

Employee Acknowledgment Form and Information

Reference- Appendix B:

City of Canby Safety Handbook

ORDINANCE NO. 1125

AN ORDINANCE REPEALING CHAPTER 2.60 OF THE CANBY MUNICIPAL CODE WHICH ESTABLISHES RESIDENCY REQUIREMENTS FOR OFFICERS AND EMPLOYEES OF THE CITY OF CANBY.

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Chapter 2.60 of the Canby Municipal Code which establishes residency requirements for officers and employees of the City of Canby is hereby repealed in its entirety.

Section 2. This ordinance shall take effect on the thirtieth day after its enactment by the Canby City Council.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, October 15, 2003, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, November 5, 2003, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

Chaunee Seifried
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 5th day of November, 2003, by the following vote:

YEAS _____ NAYS _____

Melody Thompson, Mayor

ATTEST:

Chaunee Seifried, City Recorder - Pro Tem

(2nd Reading)
37

ORDINANCE NO. 1126

**AN ORDINANCE AMENDING THE CANBY COMPREHENSIVE PLAN BY
ADDING A NEW "AREA OF SPECIAL CONCERN."**

WHEREAS, the Planning Commission has proposed a comprehensive plan amendment as authorized by CMC 16.88.180(A); and

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

WHEREAS, the Planning Commission found that the standards and criteria of Section 16.88.180(D) of the Land Development and Planning Ordinance, concerning Comprehensive Plan Amendments, were met and recommended approval by a vote of 6-0 to the City Council after making certain modifications; 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 03-04 is hereby approved and the Comprehensive Plan of the City of Canby is modified as detailed in Exhibit 1.

SUBMITTED to the Council and read the first time at a regular meeting thereof on October 15, 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 November 5, 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 November 5, 2003 by the following vote:

YEAS _____ NAYS _____

Melody Thompson, Mayor

ATTEST:

Chaunee F. Seifried, City Recorder Pro Tem

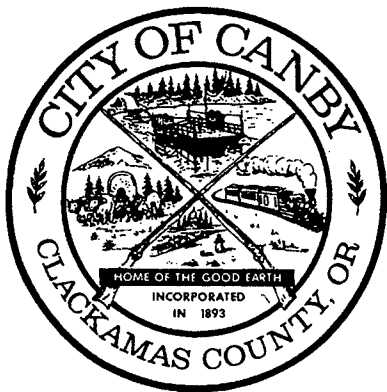
(2nd Reading)

ORDINANCE 1126 Exhibit 1

(City of Canby CPA 03-04)

TEXT TO BE ADDED TO IMPLEMENTATION MEASURE B OF POLICY 6, LAND USE ELEMENT:

Area "L" comprises approximately 30 acres of parcels zoned for low density residential development. The parcels have been farmed for many years and were outside the Urban Growth Boundary of the City until 2003. The area presents a unique challenge because it is surrounded by existing neighborhoods that could be impacted by development. In addition, the City has infrastructure requirements that must be addressed, such as parks provision and street design. Therefore, Area "L" should be developed following a comprehensive master plan addressing parks and/or open space provision, street and infrastructure design, public safety facilities, buffering, and other relevant issues. The master plan should integrate reasonable foreseeable uses of adjacent properties. Subdivision of the property should not occur unless such a master plan is approved by the Planning Commission. Creation of the master plan should include input from the public and neighborhood association.




City of Canby

Police Department

October 16, 2003

To: Mayor Thompson
Members of City Council

From: Chief Ken Pagano 

Re: Vehicle Lease Purchase

I have asked the City Attorney to draft an ordinance for the lease purchase of two new Crown Victoria police vehicles. Last year I had previously advised the City Council that I would be requesting these two vehicles to keep up with our vehicle replacement plan. These two vehicles will replace two staff vehicles which will be moved to patrol. The two staff vehicles will be ready for patrol after having the doors and roof painted white. This plan was developed previously to make better use of our police vehicle fleet. This replacement plan works very well for the department. We will get more service out of patrol vehicles with this plan instead of placing them on patrol when first purchased. Vehicles that are placed on patrol have a lot of miles placed on them in a short time. These two vehicles will be owned by the city at the end of the four-year lease agreement. This agreement is through Gresham Ford who is a participant in the state bid program.

We will also be financing new equipment for these two new vehicles. Several of the department's patrol vehicles are due for replacement. Recently one of the K-9 vehicles was taken out of service due to the age and condition. One of the remaining state leased vehicles was moved to K-9. With the purchase of these two new vehicles and upon receiving them one of the state leased vehicles will be returned. Last year we lost a vehicle due to an accident which will also be replaced. Our patrol fleet will still be short one vehicle due to the replacement of the K-9 vehicle.

I recommend the approval of the attached Municipal Finance Application and ordinance.

cc: City Administrator
City Attorney

ORDINANCE NO. 1127

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A LEASE/PURCHASE AGREEMENT WITH GRESHAM FORD OF GRESHAM, OREGON AND FORD MOTOR CREDIT COMPANY FOR THE LEASE/PURCHASE OF TWO(2) 2004 FORD CROWN VICTORIA POLICE SEDANS WITH EMERGENCY EQUIPMENT PACKAGES, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to lease/purchase two(2) 2004 Ford Crown Victoria sedans for use by the Canby Police Department, and

WHEREAS, the lease/purchase will be made in compliance with ORS 279.015 (1)(g)(A) utilizing an existing solicitation for the State of Oregon, and

WHEREAS, The State of Oregon has consented to the use of their existing solicitation by the City of Canby, and

WHEREAS, Gresham Ford of Gresham, Oregon submitted the low bid for the State of Oregon police automobiles according to the State's Motor Pool purchasing department under Contract #PA-3196 and Bid #10200038 03, and

WHEREAS, Gresham Ford has proposed a lease/purchase of two(2) 2004 Ford Crown Victoria sedans with emergency equipment packages through Ford Motor Credit Company for the total price of \$52,897.02, now therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate lease/purchase contract with Gresham Ford of Gresham, Oregon and Ford Motor Credit Company to lease/purchase two(2) 2004 Ford Crown Victoria sedans with emergency equipment packages for the bid amount of \$52,897.02.

Section 2. Emergency Declared. It being necessary for the health, safety and welfare of the citizens of Canby that these two (2) police vehicles be put into service as soon as possible, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, November 5, 2003, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular

meeting thereof on Wednesday, November 19, 2003, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

Chaunee Seifried
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 19th day of November, 2003, by the following vote:

YEAS _____ NAYS _____

Melody Thompson, Mayor

ATTEST:

Chaunee Seifried, City Recorder - Pro Tem

To: Chief Ken Pagano
Canby Police Dept.

From: Joe Witt
Fleet Services Dept.

Date: October 14, 2003

Subject: 2004 Ford Crown Victoria Police Interceptor Patrol Units (Payment Options)

Sir; find listed below some payment options for two 2004 police interceptors.

Note: All payment options figured on a four year lease to purchase agreement.

Option # 1	Vehicles only (2)	Total: (2)	\$ 43,988.14
		Total: (1)	\$ 21,994.07
		Yearly: (2)	<u>\$ 11,943.79</u>
		Yearly: (1)	\$ 5,971.90
		Monthly: (2)	\$ 995.32
		Monthly: (1)	\$ 497.66
Option # 2	Vehicles & Equipment Not Including Radio's or VRM Equipment: \$ 8,908.88	Total: (2)	\$ 52,897.02
		Total: (1)	\$ 26,448.51
		Yearly: (2)	<u>\$14,362.76</u>
		Yearly: (1)	\$ 7,181.38
		Monthly: (2)	\$ 1,196.90
		Monthly: (1)	\$ 598.45

Order Amount	Part Number	Part Description	Cost Each	Total Cost
Two	747A2	MX7000 Light Bar	\$839.95	\$1,679.90
Two	TSI-806MF	6 Head Strobe Power Unit	\$284.15	\$568.30
Two	3942L6	Siren Control Unit	\$416.95	\$833.90
Two	SA4204	Siren Speaker	\$159.95	\$319.90
Two	LF18TR	Map Light	\$42.50	\$85.00
Two	ELS-270	AR15 Rifle Mount	\$273.95	\$547.90
Two	ELS-210	Shotgun Mount	\$199.95	\$399.90
Two	10-S	Partition	\$384.00	\$768.00
Two	10-S RP	Partition / Lower Panel	\$45.00	\$90.00
Two	SE10	Chicago Screen	\$47.50	\$95.00
Two	V6005	Portland Side Bars	\$159.95	\$319.90
Two	DP100	Door Panels	\$75.00	\$150.00
Two	PCM012-A	Transport Seat	\$368.95	\$737.90
Two	CC-CO8	Equipment Concole	\$378.75	\$757.50
Two	CF-28	Computer Docking Station	\$498.00	\$996.00
Two	SL-22052	Flashlight Charger / Holder	\$8.50	\$17.00
Two	SL-22051	Charger 12v DC Cord	\$9.50	\$19.00
Two	55WE-R/B	Halogen Deck Light	\$60.95	\$121.90
Two	SHO-ME3	Aux. Power Outlet	\$15.95	\$31.90
Two	P-GR084	Mirror Beam Strobes	\$184.99	\$369.98
Total:			\$4,454.44	\$8,908.88



Ford Motor Credit Company

The American Road
P.O. Box 1739
Dearborn, Michigan 48121-1739

October 1, 2003

Joe Witt
City of Canby

Re: Ford Municipal Finance Program - Quotation for City of Canby, OR

Please review the following information. Rates and payment factors are applicable for total amounts funded from \$25,000 - \$74,999. The quote is good until 01/31/2004. This finance proposal applies to *one to two 2004 Ford Crown Victoria Police Interceptor(s) @ \$21,844.07 each.*

A Documentation Fee of \$300 is required per transaction - not per unit, for the total amounts funded under \$150,000 that can be paid at delivery or funded over the term. If applicable, documentation fee is included in payment amount.

<u>(Range)</u> <u>Total Amount Funded</u>	<u>No</u> <u>of Pymts</u>	<u>Payment</u> <u>Timing</u>	<u>Rate</u>	<u>Factor</u>	<u>Payment</u> <u>Amount</u>
<u>Option A</u>					
1 Unit: \$22,144.07	3	Annual in Advance	5.90	0.352614	\$7,808.31
1 Unit: \$22,144.07	4	Annual in Advance	6.20	0.272989	\$6,045.09
1 Unit: \$22,144.07	36	Monthly in Advance	5.90	0.030228	\$669.37
<u>Option B</u>					
2 Units: \$43,988.14	3	Annual in Advance	5.50	0.351331	\$15,454.40
2 Units: \$43,988.14	4	Annual in Advance	5.80	0.271523	\$11,943.79
2 Units: \$43,988.14	36	Monthly in Advance	5.50	0.030058	\$1,322.20

*Payment amounts are calculated by multiplying total amounts funded times the payment factor.

The Ford Municipal lease-purchase finance plan requires no security deposit, has no prepayment penalty, no mileage penalty, or hidden fees. The program is non-recourse to the dealer, the same as cash sale from the dealer to the municipal customer. At inception, the new equipment title/registration indicates the municipality as Registered Owner, and designates Ford Motor Credit Company, P.O. Box 1739, Dearborn, MI 48121-1739, as First Lienholder. At term end, the municipality buys the equipment \$1. The municipality, as Owner of record, is eligible for the Ford Government Price Concessions or other discounts, to reduce product cost.

Please note: Ford Credit's financing is subject to. 1) completed and notarized Municipal Finance Application; 2) Review and approval of the Municipality's two most recent audited financial statements; and 3) Mutually acceptable documentation.

If you need additional information, please call me at 1-800-241-4199, then Press 1. Thank you for your interest in the Ford Municipal Finance Plan.

Sincerely,

Barbara Lyons
Barbara Lyons
Marketing Coordinator

Ford Motor Credit Company Municipal Finance Application

Legal Name of Municipality ("Lessee")		Department Using Equipment ("equipment")	Years in Operation
Federal ID Number		County	
Street Address		City, State and Zip	
Billing Address (if different from above)		City, State and Zip	
Accounts Payable Contact Person:		Accounts Payable Phone Number	
How will equipment be used?		Does this equipment replace previous equipment? <input type="checkbox"/> Yes; replaces equipment purchased in _____ (year(s)) <input type="checkbox"/> No; explain _____ <i>If more space is needed, continue on additional sheet.</i>	
How many units currently perform this function?			
Breakdown of Vehicles in Fleet Number of Vehicles in Fleet: _____ Range of Model Year(s) _____ _____ _____ _____ <i>If more space is needed, continue on additional sheet.</i>		Public Liability Insurance coverage limits in the amount of \$1 million or the State maximum (if lower) is required. Self Insured: <input type="checkbox"/> No <input type="checkbox"/> Yes; the Appropriated Loss Reserve Amount: \$ _____ Name of Insurance Provider: _____ Phone Number, including Area Code: _____ General Liability Coverage Limits: \$ _____	
Source of funds for proposed payments:	Fiscal Year End:	Date of most recent Audited Financial Statement:	
<input type="checkbox"/> General Fund	Fund Balance:	Funds have been appropriated for the current year: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> _____ Fund	As of _____	Major source of revenue: _____	
Bank Reference:		Bank Contact Name and Phone Number, including Area Code:	

CERTIFICATION

I am the duly appointed, qualified and acting _____ (Clerk or Secretary) of the Lessee and I certify as follows:

(1) Lessee did, at a meeting of the governing body of the Lessee held on _____, by motion duly made, seconded and carried, in accordance with all requirements of law, approve and authorize the execution and delivery of the proposed Lease of the equipment on its behalf by the following representative of the Lessee.

Print Name and Title of Authorized Official	Signature of Authorized Official
---	----------------------------------

This signature line is to be signed by a person authorized by the governing body to execute the Lease on behalf of the Lessee.

(2) The meeting of the governing body of the Lessee at which the Lease was approved and authorized to be executed was duly called, regularly convened and attended throughout by the requisite majority of the members thereof or by other appropriate official approval and that the action approving the Lease and authorizing the execution thereof has not been altered or rescinded. The above-named representative of the Lessee held at the time of such authorization and holds at the present time the office set forth above.

(3) The above information is true and correct, to the best of my knowledge.

(Signature of Clerk or Secretary)

(Print Name)

(SEAL) _____ Dated _____, _____

Subscribed and sworn before me this _____ day of _____, _____.

Notary Public _____

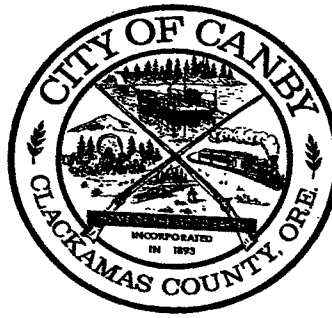
An executed Opinion of Counsel will be required for transactions totaling more than \$100,000.

Printed Name of Attorney for Lessee:	Attorney Phone and Fax Numbers, including Area Code:
--------------------------------------	--

Revised September 2001

PLEASE NOTE: An ORIGINAL SEALED/NOTARIZED Municipal Finance Application is required when a transaction is \$100,000 or less AND there is no Opinion of Counsel provided. Please fax an advance copy to (313) 390-3783. Mail original to: Ford Motor Credit Co., PO Box 1739-MD 7500, Dearborn, MI 48121-1739; ATTN: Municipal Finance.

A COPY of the Municipal Finance Application (MFA) is acceptable when an ORIGINAL executed Opinion of Counsel is provided. In this instance, the MFA does not need to be notarized and sealed. Please fax a copy to (313) 390-3783.



OFFICE OF THE CITY ADMINISTRATOR

MEMORANDUM FOR THE MAYOR & CITY COUNCIL

Date: October 28, 2003
Subject: Good News

As Gomer Pyle, USMC used to say, "Good news, good new, good news." I received a telephone call today from Margaret Yochem who is attending the Oregon Transit Association conference in Seaside. She advised that Canby Area Transit has received the honor of being TRANSIT SYSTEM OF THE YEAR. This is a real honor and reflects great credit on the hard work done by all involved in making Canby Area Transit a reality.

We'll make a public announcement at the November 5 City Council meeting. Also I'll prepare a press release/article/etc. letting people know that our first-class transit operation has been recognized by its peers and other public transit professionals for this honor.

Mark C. Adcock
City Administrator