

AGENDA
CANBY CITY COUNCIL
Works Session 6:15 PM – Willow Creek Conference Room
Regular Meeting 7:00 PM - Council Chambers
Work Session 7:30 PM – Council Chambers
January 15, 2020
222 NE 2nd Avenue, 1st Floor
Mayor Brian Hodson

Council President Tim Dale
Councilor Trygve Berge
Councilor Traci Hensley

Councilor Greg Parker
Councilor Sarah Spoon
Councilor Shawn Varwig

CITY COUNCIL WORK SESSION - 6:15 PM
Willow Creek Conference Room

The City Council will be meeting in a Work Session to receive an update on PERS.

CITY COUNCIL MEETING – 7:00 PM
Council Chambers

- 1. CALL TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance
- 2. COMMUNICATION**
- 3. PRESENTATIONS:**
 - A. The Friends of the Library will present a check to the City for Library programs.
 - B. Recognition of the Government Finance Officers Association's Distinguished Budget Presentation Award.
- 4. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. Please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. For Agenda items, please fill out a testimony/comment card and give to the City Recorder noting which item you wish to address.
- 5. MAYOR'S BUSINESS**
- 6. COUNCILOR COMMENTS & LIAISON REPORTS**
- 7. CONSENT AGENDA:** This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.
 - A. Approval of Minutes of the December 18, 2019 City Council Meeting.
 - B. Appointment to the Heritage and Landmark Commission.
 - C. Appointment to the Library Board.
 - D. Appointment to the Parks and Recreation Advisory Board.
 - E. Appointment to the Traffic Safety Commission.

8. RESOLUTION

- A. **Res. 1330:** A Resolution authorizing Columbia Distributing's Strategic Investment Zone application and authorizing the City Administrator to enter into a contract with Columbia Distributing and Clackamas County.

9. NEW BUSINESS

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- A. Bi-Monthly Reports - in City Council packet

11. CITIZEN INPUT

12. ACTION REVIEW

13. ADJOURN

CITY COUNCIL WORK SESSION - 7:30 PM
Council Chambers

The City Council will be meeting in a Work Session to discuss potential redevelopment of the former Library.

*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 Melissa Bisset at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov. City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: January 15, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Julie Blums, Finance Director

Summary

Work session – PERS Presentation

Background

With the passing of SB1049 there are new changes to the PERS program that will have an effect on the City of Canby PERS rates. In addition there is an opportunity to participate in a matching program that could lower our rates in the future.

Discussion

During the work session we will see a presentation on the new PERS changes and be presented with different options that could affect future PERS rates for the City of Canby.

Attachments

N/A

Fiscal Impact

The fiscal impact will depend on which option is chosen.

Options

The presentation will go over a few options and impacts of each of them.

Recommendation

Staff recommends the Council review the presentation and advise staff of what option to move forward with.

Proposed Motion

N/A



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City Council Staff Report

DATE: January 15, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Scott McClure, City Administrator

FROM: Irene Green

Summary: The Friends are here at city council tonight to present the city with a check for library programs.

Background: Funds for library programs are made possible from sales at the Library Book Garden Store, the Summer Patio Garden Tour, and the Christmas Tour of Homes.

Discussion: Believing that a good library is essential to the cultural, educational and economic well-being of our community, members of the Friends of the Canby Public Library are advocates and ambassadors for our library. They provide the funds for the library's diverse range programs including the Summer Reading Program for children, the Winter Reading Program for adults, family cultural programs, movie licensing, children, family, adult and teen programs, as well as outreach programs to our Hispanic community. Over 6,000 people have attended library events at the library over the past six months.

Attachments: None

Fiscal Impact: Funding from the Library District is not sufficient to operate all aspects of the library. With the increase in PERS and other operating expenses, funds are at a shortfall. There simply is no money for library programs. Because programming is an essential library service, we rely on the Friends of the Library to provide the funds for the majority of our library programs. Additional program funding comes from grants.

For FY 19/20 the Friends have committed to give the library \$22,000 for library programs.

- Family Cultural Passes \$825
- Movie Licensing \$350
- Children's Summer Reading Program: \$2,500
- Adult Winter Reading Program: \$500
- Family Programs \$6,000
- Adult Programs \$6,000
- Teen Programs \$3,000
- Book Page \$325
- Outreach to Spanish Speakers \$2,500

Options: N/A

Recommendation: N/A

Proposed Motion: N/A



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City Council Staff Report

DATE: January 15, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Melissa Bisset, City Recorder
ITEM: Government Finance Officers Association's Distinguished Budget Presentation Award

Summary

The City of Canby's Finance Department has received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. The attached Media Release from GFOA explains the significance of the award. Mayor Hodson will present the award to Finance Director Julie Blums and Finance Department.

Attachment

GFOA Media Release

Fiscal Impact

N/A

Options

N/A

Recommendation

N/A

Proposed Motion

N/A



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

FOR IMMEDIATE RELEASE

November 11, 2019

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Canby, Oregon**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 20,500 members and the communities they serve.

Washington, DC Office

Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax: 202.393.0780

City Council Packet, Page 4 of 144
www.gfoa.org

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
December 18, 2019**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Trygve Berge, Tim Dale, Traci Hensley, Greg Parker and Shawn Varwig.

COUNCIL ABSENT: Sarah Spoon

STAFF PRESENT: Scott McClure, City Administrator; Joseph Lindsay, City Attorney; Melissa Bisset, City Recorder; Bryan Brown, Planning Director; and Ryan Potter, Associate Planner.

OTHERS PRESENT: Mark Triebwasser, Carol Palmer, Gordon Christensen and Don Morgan.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:02 p.m. in the Council Chambers followed by the opening ceremonies.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:

Carol Palmer, Canby resident, provided surveys related to the Historic Preservation Plan. She noted that the surveys were posted online in English and in Spanish. Hard copies could be picked up at offices around town. She encouraged everyone to take the survey by January 10. There would be a public meeting on January 22 to present the results of the survey. In 1969 the City planned a centennial celebration with a public contest for a theme. Home of the Good Earth was chosen, and it was on the City's seal. The City was thinking about rebranding and she thought that during the sesquicentennial year would be a good time to redo the seal. In 1970 there was dishware made for the centennial with the City's emblem on it. There was a meeting on January 14th for planning the 150th celebration.

Discussion ensued regarding a new City seal and what was included in the centennial celebration.

Gordon Christensen, Canby resident, said there was a booth at CTV5 for creating your own Podcasts and Vlogs.

MAYOR'S BUSINESS: Mayor Hodson stated that the Park and Recreation Advisory Board met and they interviewed candidates for open positions, discussed improvements to Maple Street Park, and discussed updates to the Park Master Plan and Willamette Wayside Master Plan. At the last C4 meeting they discussed the Housing Needs Analysis recommendations. There was a Housing Needs Task Force who developed action steps. There was also discussion regarding how C4 and the County Commission could work together on housing needs. They had a conversation about the 2020 legislative session. C4 was asking that any conversations cities had with legislators be about I-205 and the funding for the expansion. They also had a conversation on T-2020, the Metro transportation bond. He had submitted a letter to the Task Force about the transportation bond and how it needed to address the growth in Clackamas County. Clackamas County Economic Development and Clackamas Business Alliance hosted an event called Growth Clackamas County which featured Canby's ICC Northwest. ICC had purchased JV Northwest and they maintained the employees and rehired anyone who was laid off. They

had received a \$200,000 strategic reverse fund loan which allowed them to expand operations in Oregon. He thanked City staff for their great work on the Light Up The Night event.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Berge shared the last Planning Commission vacancy would be filled later in the meeting.

Councilor Parker said the Bike and Pedestrian Committee submitted and received a \$35,000 grant request to do design work on a bike path between Canby and Molalla. He recognized Mindy Montecucco, Carol Palmer, and Calvin LeSueur for their help with the grant. He asked for coordination between the Park and Recreation Advisory Board and the Bike and Pedestrian Committee for the project.

Councilor Hensley stated that she and Traffic Safety Commission Chair Coleman would be interviewing candidates for the open seat on the Commission. The Canby Suicide Prevention Task Force was working on a Public Service Announcement to air on CTV5.

Council President Dale attended the Canby Utility Board (CUB) awards banquet and the City employee breakfast. A CUB Board vacancy was coming up at the end of February. There was one vacancy on the Budget Committee and two on the Urban Renewal Agency Budget Committee.

Councilor Varwig noted the continued priority for the Library Board was the service boundary.

CONSENT AGENDA: **Council President Dale moved to adopt the minutes of the December 4, 2019 City Council meeting and to approve the appointment of Michael Hutchinson to the Planning Commission. Motion was seconded by Councilor Hensley and passed 5-0.

RESOLUTION:

Resolution 1329 – Bryan Brown, Planning Director, explained that there was a Clackamas County Board Order to surrender jurisdiction to the City a portion of North Maple Street that was inside the City limits. There had been a lot of citizen concern about the condition of this section of road. There was also a condition of approval for the recently approved seven acre subdivision to make improvements on Maple Street which included this section and it was preferable for the permitting and review of the road improvement to be under one jurisdiction. The County had agreed and passed the order to surrender it. It would need to be approved by the City within 90 days of the County's approval or it expired. It would improve efficiencies for maintenance and public services. City staff requested that the County provide the City a dollar amount equivalent to the cost of a two inch asphalt overlay however, the County declined stating the road was in good condition and the developer would be widening it.

****Councilor Varwig moved to approve Resolution 1329 accepting Clackamas County's Board Order offering to surrender jurisdiction of a portion of N Maple Street being approximately 490 linear feet in length and 50 feet in width lying between NE Maple Court and NE 23rd Avenue (County Road No. 2579 between Mile Point 0.00 and Mile Point 0.09) located entirely within the Canby Corporate City Limits. Motion was seconded by Councilor Dale and passed 5-0.**

Councilor Parker encouraged holding a Work Session about roads, priorities, and maintenance. He would like to discuss the strategy for bringing roads in from the County and in what order as well as what the street maintenance priorities were for the next couple of years.

Mayor Hodson had driven the City with Public Works and looked at all the projects they were working on. They had talked about the road maintenance and additions as well as funding for those projects including the Street Maintenance Fee and new County Vehicle Registration Fee. There might be some policy pieces coming to Council at some point on those issues.

Scott McClure, City Administrator, explained that there were multiple layers of funding sources for street and sidewalk maintenance. They could create a matrix with the project list and funding to better clarify and make the best list they could.

Councilor Parker thought there should be a policy discussion about using the Vehicle Registration Fee to bond and get all of the road projects done in a few years like the city of Sandy. He would also like clarification on the policy of bringing County roads into the City. He would like a full list of the streets that were County roads, their condition, how well they were traveled, and the priority of bringing them in and up to City standards.

Mayor Hodson said in the discussions for the Vehicle Registration Fee projects, turning streets over to Canby was fourth on the list. They were looking at giving the streets to the City with some money to apply as the City saw fit.

Councilor Parker thought to be good stewards, they needed to look towards the future growth of the City and invest in the City's streets enough to handle the increased transportation demands.

NEW BUSINESS:

Canby Park and Recreation Advisory Board Recommendation and Update – Mark Triebwasser, Park and Recreation Advisory Board Chair, stated the Board was recommending that the Council submit a letter to the Clackamas County Board of Commissioners in support of reducing the size of the Canby Area Park and Recreation District (CAPRD). They thought reducing the district would help with passing a tax base and providing recreation services. If the County agreed, before going out with a measure for the tax base there would have to be an agreement between CAPRD and the City so they would each know who would be doing what.

Don Morgan, CAPRD, stated they had taken the petition to the County, and the County wanted to see a recommendation from the City Council. CAPRD had never been funded. They wanted to create a good plan they could take to the voters to get a tax base passed. Part of the requirements was a description of what the new boundaries would be. That would be the City limits, he stated the City did not have a description of the current City limits.

Councilor Parker thought they needed to be unanimous in what the outcome would be and then decide what the vehicle would be to get there. They had a growing community and they needed to build programs and structures that would provide services in the future.

Mr. Morgan stated they had never worked with the City before and that needed to happen. He agreed they needed to be unified. He thought the first step was to shrink the district.

Mr. McClure stated a resolution could be brought to the next Council meeting supporting the reduction of the district.

There was consensus to hold a Work Session on this item before a resolution was brought forward.

Associate Planner Position – Mr. McClure said this was a request for an additional employee in the Planning Department. Currently there were three employees in the department who were barely keeping up. Customer service was the priority and there were multiple projects in process as well as parks, housing, and State mandates that needed to be addressed. Because they were growing so fast, the planning fees would cover the position for at least a year and a half. He thought they would be able to fund the position with no issues. These were projects that were needed to keep the community going in the right direction.

Mayor Hodson was in support of filling this position.

Councilor Parker was also in support as he did not want a burned out Planning Department.

Councilor Dale said even if there was a downturn in the economy, they could still work on future planning needs such as master planning.

****Councilor Hensley moved to approve the addition of an Associate Planner position in the Planning Department. Motion was seconded by Councilor Varwig and passed 5-0.**

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS:

Staff Report on Boards, Committee, Commission Appointment Process – Melissa Bisset, City Recorder, had included information about the committee appointment process in the Council packet.

Councilor Parker would work on this and bring back a recommendation for a more centralized and uniform process.

Councilor Berge was not sure if having one process would work for every committee.

Councilor Hensley thought the current processes were working, but for some boards a supplemental questionnaire could be included with the application. The applications could be submitted with the recommendation to the Council so the Council could see the background of how the recommendation came about.

Councilor Parker said the question was whether they wanted a distributed system or centralized system. He also thought applicants that were not appointed should be put in a pool and contacted if any committee had an opening.

Councilor Varwig thought one size did not fit all and that there would not be one system that would work for every committee.

There was consensus for Councilor Parker to come back with recommendations at the first meeting in February.

Mr. McClure shared the Splash Pad feedback had gone well and 110 surveys had been completed. He noted that the lobby area of the Civic Offices was a good area to provide information and there would be more City outreach using this area. They were working on streamlining the permit process including looking at chemicals some businesses were using. Regarding Walnut Street, there would need to be a Transportation System Plan amendment for the project and it would also include other improvements to the Industrial Park. For development activity, Trammel Crow would be putting in three spec buildings.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Resolution 1329.
3. Approved the addition of an Associate Planner position to the Planning Department.

Mayor Hodson adjourned the Regular Meeting at 8:39 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

DRAFT



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: January 15, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Melissa Bisset, City Recorder
ITEM: Heritage and Landmark Commission Appointment

Summary

Larry Vargas resigned from the Heritage and Landmark Commission (HLC) creating a vacancy. The position was advertised and one application was received.

Background

The HLC was established by Ordinance and amended through [Ordinance No. 1469](#) in 2018. The HLC has several duties including review and rendering of decisions on historic landmark and historic district applications and application of the Historical Protection Overlay Zone. The Commission is made up of seven members who serve three year terms. Canby Municipal Code explains that members are to be appointed by the City Council upon recommendation of the Commission Chairperson and Council Liaison.

Discussion

Larry Vargas resigned effective November 26, 2019. Larry's term was set to expire on June 30, 2022. One candidate applied for the vacancy. Chair Jennifer Giller met with the candidate and discussed the roles of a Heritage and Landmark Commissioner.

Attachment

Ron Burn's Application

Fiscal Impact

None.

Options

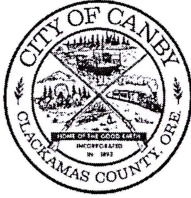
1. Appoint Ron Burn to the Heritage and Landmark Commission.
2. Take no action.

Recommendation

The Council Liaison and Commission Chair recommend that Ron Burn be appointed to the Heritage and Landmark Commission.

Proposed Motion

This item is under the consent agenda and one motion will be made to approve the consent agenda unless this item is moved off of the consent agenda for discussion.



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

Date: December 4, 2019 Position Applying For: The Heritage and Landmark Co
Name: Ron Burn Occupation: Retired
Home Address: 259 S. Sequoia Pkwy, K-102
Employer: N/A Position: N/A
Daytime Phone: [REDACTED] Evening Phone:
E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? I used to live in Cedar Mill (Washington County. There I was a volunteer with the Cedar Mill Historical Society. I was also a volunteer with Beaverton CERT.

What are your major interests or concerns in the City's programs? I am Interested in the City's history, along with keeping it's historic value. I am also interested in beautification of the city. I believe both can go hand in hand

Reason for your interest in this position: I'd love to see Canby keep it's historic value, and also promote Canby's historic value.

Experience and educational background: I have been interested in history for a long time. I have been a volunteer with the Cedar Mill Historical Society. Since moving to Canby, I've been interested in history of the area.

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

Referred by (if applicable):

Please return to:

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

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 10/2019

Date Received: 12/4/19 MB Date Appointed: Term Expires:
Date Resigned: Destruction Date:



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City Council Staff Report

DATE: January 15, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Melissa Bisset, City Recorder
ITEM: Canby Library Board Appointment

Summary

Cameron Jones resigned from the [Library Board](#) creating a vacancy. The position was advertised and one application was received.

Background

The Canby Library Board was established through Ordinance and amended by [Ordinance No. 1498](#) on December 5th, 2018. The Canby Library Board has several powers and duties outlined in [the Canby Municipal Code § 2.20.060](#) including developing long-range plans for library service and facilities and recommending policies and procedures. The Commission is made up of seven members who serve four year terms and members are limited to two consecutive terms. Ordinance No. 1498 explains that members are to be appointed by the City Council upon recommendation of the Board Chairperson and City Council liaison to the Library Board.

Discussion

Cameron Jones resigned effective October 24, 2019. Cameron's term was set to expire on June 30, 2020. One candidate applied for the vacancy. An interview was conducted on Friday, December 20 with the Library Chair Linda Warwick and Library Director Irene Green.

Attachments

Application of Judi Jarosh
Recommendation email from Library Board Chair

Fiscal Impact

None.

Options

1. Appoint Judi Jarosh to the Canby Library Board.
2. Take no action.

Recommendation

The Council Liaison and Board Chair recommend that Judi Jarosh be appointed to the Canby Library Board.

Proposed Motion

This item is under the consent agenda and one motion will be made to approve the consent agenda unless this item is moved off of the consent agenda for discussion.



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

Date: _____ Position Applying For: _____

Name: _____ Occupation: _____

Home Address: _____

Employer: _____ Position: _____

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

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

What are your major interests or concerns in the City's programs? _____

Reason for your interest in this position: _____

Experience and educational background: _____

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

Referred by (if applicable): _____

Please return to:

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

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 10/2019

Date Received: _____ Date Appointed: _____ Term Expires: _____

Date Resigned: _____ Destruction Date: _____

Melissa Bisset

From: Linda Warwick <lwarwick1362@gmail.com>
Sent: Thursday, December 26, 2019 3:39 PM
To: Melissa Bisset
Cc: Irene Green; Shawn Varwig
Subject: Library Board Vacancy

To: The Honorable Mayor Hodson and Canby City Council Members,

The Canby Public Library Board, and Council Liaison to the Board Shawn Varwig, would like to nominate Judi Jarosh to fill the current vacancy on the Canby Public Library Board. Ms. Jarosh resides in the unincorporated section of the library's service area and will represent that area as specified in Section 2.4 of the 2009 IGA between Clackamas County and the City of Canby for Capital Contribution.

Ms. Jarosh is well qualified for the board as she has strong partnership, leadership and project management skills from her experience as an IT director. She is a strong advocate for the library and is familiar with the wide range of the library's programs and services. Ms. Jarosh has a clear focus on the library's mission to support community priorities and be an essential anchor institution for Canby

I, as chair of the library board, and Shawn Varwig, Council Liaison to the library board, recommend the Canby City Council appoint Judi Jarosh to the vacant position on the library board.

--

Linda Warwick



City of Canby

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www.canbyoregon.gov

City Council Staff Report

DATE: January 15, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Melissa Bisset, City Recorder
ITEM: Parks and Recreation Advisory Board Appointments

Summary

Eric Pfeiffer-Robinson and Stephen Berry resigned from the [Parks and Recreation Advisory Board](#) creating a vacancies. The position was advertised, four applications were received and interviews were conducted.

Background

The Parks and Recreation Advisory Board was established through Ordinance. The Board has several duties including acting in an advisory capacity to the City Council. The Board is made up of nine members who serve three year terms. [Canby Municipal Code § 2.56.040](#) explains that members are to be appointed by the City Council upon recommendation of the Board Chairperson and Council Liaison.

Discussion

Stephen Berry resigned effective September 17, 2019 and Eric Pfeiffer-Robinson resigned effective December 17, 2019. Both terms were set to expire on June 30, 2021. Four candidates applied for the position and attended the December 17 Parks and Recreation Advisory Board Meeting. Interviews took place and the board voted in a rank-order of their preferences of candidates as follows:
#1 David Biskar and #2 Barbara Karmel.

Attachments

David Biskar's Application
Barbara Karmel's Application

Fiscal Impact

None.

Options

1. Appoint David Biskar and Barbara Karmel to the Parks and Recreation Advisory Board.
2. Take no action.

Recommendation

The Council Liaison, Commission Chair, and Parks and Recreation Advisory Board recommend that David Biskar and Barbara Karmel be appointed to the Parks and Recreation Advisory Board.

Proposed Motion

This item is under the consent agenda and one motion will be made to approve the consent agenda unless this item is moved off of the consent agenda for discussion.



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

Date: 12/5/2019

Position Applying For: Park and Rec Board

Name: David Biskar

Occupation: Retired

Home Address: 234 NW 5th Ave. Canby, Or. 97013

Employer: _____

Position: _____

Daytime Phone: [REDACTED]

Evening Phone: _____

E-Mail Address: [REDACTED]

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

What are your major interests or concerns in the City's programs? _____

Some of the play equipment at some of the parks is old and out dated and needs to be updated.

Reason for your interest in this position: I would like to improve the parks in the city boundaries and bring more recreational opportunities to the citizens of Canby.

Experience and educational background: I was employed as the Facility Manager at the Canby Swim Center for 31 years.

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

I volunteered with the Canby Fire Department's water rescue unit.

Referred by (if applicable): _____

Please return to:

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10/2019

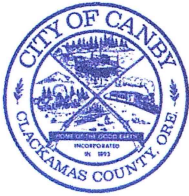
Date Received: _____

Date Appointed: _____

Term Expires: _____

Date Resigned: _____

Destruction Date: _____



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

Date: December 5, 2019 Position Applying For: Parks & Rec Advisory Committee
Name: Barbara M. Karmel Occupation: Management Consultant (Ret.)
Home Address: 219 NW Territorial (no mail service) P. O. Box 1047 Canby, OR 97013
Employer: (Until recently) The Reed Company, LLC Position: Owner/Founder
Primary Phone: [REDACTED] Evening Phone: [REDACTED]
E-Mail Address: [REDACTED]

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

I've lived in Canby for 14 years, watching Canby's growth and the important role of volunteers. We've moved from small town with limited amenities to become a planning-oriented, energetic village. That said, growing pains are showing up. I'd like to help, particularly with management of public lands and recreation.

What are your major interests or concerns in the City's programs?

I believe that Canby will increasingly need to insure that our resource allocations are well balanced and carefully prioritized. One helpful strategy to accomplish this is to encourage the dedicated volunteers of our committees to monitor public needs and preferences on a regular basis and be alert to changing circumstances.

Reason for your interest in this position: I've always been an outdoor person with a passion to manage public lands wisely and respectfully. I believe that the volunteer members of Parks and Rec Committee perform an essential community service by providing thoughtful in-depth study and recommendations to Council.

Experience and educational background: Professor of Management in business schools at Oregon State and 2 other universities. Undergrad from Cornell, PhD from Purdue. Subsequently owner of Management Consulting firm. Now retired. Former Commissioner of 8-member Portland Development Commission (PDC)

List any other City or County positions on which you serve or have served: Chair of Canby Police Chief Search Committee (for Chief Bret Smith); Chair of Special Committee to evaluate readiness for a dog park and draft a dog park plan a few years ago. Canby Chamber of Commerce member for 10 years. When I previously lived in Wilsonville, I served on board committees and learned a lot in that city about the need to anticipate and mitigate growing pains.

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

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

Date Received: 12/6/19 MB Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: January 15, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Melissa Bisset, City Recorder
ITEM: Traffic Safety Commission Appointment

Summary

Andrea Warnock resigned from the [Traffic Safety Commission](#) creating a vacancy. The position was advertised, three applications were received and interviews were conducted.

Background

The Traffic Safety Commission was established through Resolution No. 567 and amended through [Resolution No. 846](#). The Traffic Safety Commission has several duties including acting in an advisory capacity to the City Council in the coordination of traffic safety activities. The Commission is made up of seven members who serve three year terms. Resolution No. 846 explains that members are to be appointed by the City Council upon recommendation of the Commission Chair and Council liaison.

Discussion

Andrea Warnock resigned effective October 11, 2019. Ms. Warnock's term was set to expire on June 30, 2022. Three candidates applied for the vacancy. All three applicants were invited and attended a Traffic Safety Commission meeting where questions were asked and answered from the applicants and Commission. Council Liaison to the Traffic Safety Commission Traci Hensley and Chair Clint Coleman interviewed all candidates on December 20th and a determination was made to recommend Chris Wadsworth. A list of the interview questions is provided for your reference. The City Recorder notified the applicants of the recommendation that would be moving forward to Council.

Attachments

Chris Wadsworth's Application
Interview Questions

Fiscal Impact

None.

Options

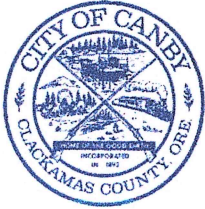
1. Appoint Chris Wadsworth to the Traffic Safety Commission.
2. Take no action.

Recommendation

The Council Liaison and Commission Chair recommend that Chris Wadsworth be appointed to the Traffic Safety Commission.

Proposed Motion

This item is under the consent agenda and one motion will be made to approve the consent agenda unless this item is moved off of the consent agenda for discussion.



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



Date: November 1, 2019 Position Applying For: Traffic Safety Commission
Name: Christian "Chris" L. Wadsworth Occupation: Retired
Home Address: [REDACTED] Canby, OR 97013
Employer: Retired from Oregon City Police Dept. Position: _____
Daytime Phone: [REDACTED] Evening Phone: _____
E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? I am newly retired and have the time to get involved with my community. I am very active with the OC Optimist, OC Womans Club and Angels in the Outfield.

What are your major interests or concerns in the City's programs? I believe traffic is a major issue in most communities and I would like to be a part of the solution.

Reason for your interest in this position: Retired from the Oregon City Police Department and now have time to give back to the community where I live.

Experience and educational background: 20 years with City of Oregon City, 16 years with the police department. Community Outreach & Crime Prevention

List any other City or County positions on which you serve or have served: While being a City employee I was not able to hold such a position. Conflict of interest and lack of time commitment.

Referred by (if applicable): _____

Please return to:

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

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 10/2019

Date Received: 11/4/19 MB Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____

TRAFFIC SAFETY APPLICANT QUESTIONS:

1. Are you confident that if you are selected for the open Traffic Safety Board Member position that you will be able to attend regular monthly meetings?
2. In the event you are not selected for the open Traffic Safety Board Member position do you think you will attend monthly meetings and would you be open to applying for future open Traffic Safety Board Member positions?
3. What are your top 3 Traffic Safety concerns in the City of Canby at this time?
4. What solutions would you recommend to solve these Traffic concerns?
5. What do you consider the 3 most dangerous roads in the City of Canby at the present time?
6. What recommendations would you make to improve the safety on these roads?
7. Are you committed to Traffic Safety throughout the City of Canby and not just your neighborhood?



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: January 15, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Jamie Stickel, Economic Development Director

Summary

Columbia Distributing submitted a Strategic Investment Zone application for their project in the Canby Pioneer Industrial Park.

Background

In August 2010, Clackamas County established the Rural Strategic Investment Zone, as part of Business Oregon's Strategic Investment Program. The Rural Strategic Investment Zone was created by Clackamas County and encompasses Canby along with other rural communities across the county. The program was established to assist in the recruitment of large, industrial businesses to Clackamas County.

Discussion

Columbia Distributing is the first company to utilize the Strategic Investment Zone within Clackamas County. The Strategic Investment Zone is an incentive where businesses with a project within the zone will pay full property taxes on the first \$25,000,000 investment. Taxes on the property in excess of the \$25,000,000 are abated for 15 years. Businesses pay an annual community service fee of lesser of 25% of business tax savings on investments over \$25 million or \$500,000 per year. The community service fee is intended to mitigate direct impacts of the development on the community that are needed over and above the systems development charges collected. Once those needs are addressed, additional revenues will be used to fund high priority projects or programs of the community.

Attachments

Canby, County, Columbia Distributing – Standardized Agreement
Exhibit A – Columbia Distributing – SIZ application to Business Oregon
Exhibit B – Columbia Distributing site map
Exhibit C – Columbia Distributing SIZ tax lots
Exhibit D – Columbia Distributing – SIZ First Source Hiring Agreement
Exhibit E – Columbia Distributing SIZ First Source Contracting Agreement

Appendix C

Fiscal Impact

None.

Options

1. Approve Columbia Distributing's Strategic Investment Zone application and authorize the City Administrator's authority to enter into the agreement.
2. Deny Columbia Distributing's Strategic Investment Zone application.

Recommendation

Staff recommends the Council approve the application for Columbia Distributing's use of the Strategic Investment Zone and authorizes the City Administrator's authority to enter into the agreement.

Proposed Motion

"I move to approve Columbia Distributing's rural Strategic Investment Zone application and authorize the City Administrator to enter into the agreement."

RESOLUTION NO. 1330

A RESOLUTION AUTHORIZING COLUMBIA DISTRIBUTING'S STRATEGIC INVESTMENT ZONE APPLICATION AND AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH COLUMBIA DISTRIBUTING AND CLACKAMAS COUNTY

WHEREAS, the city of Canby is located within Clackamas County's Rural Strategic Investment Zone, a business recruitment tool which is used to attract large capital investments from traded-sector businesses; and

WHEREAS, the Strategic Investment Zone has been in place since August 2010 and allows for a 15-year property tax abatement capped at capital investments of \$25,000,000 and higher; and

WHEREAS, the company is required to pay a community service fee equal to 25% of the tax savings per year to offset community impacts with a cap of an annual maximum community service fee of \$500,000 in rural areas; and

WHEREAS, Columbia Distributing applied to the City of Canby and Business Oregon as their Canby Pioneer Industrial Park investment demonstrates eligibility under the Clackamas County Strategic Investment Zone.

NOW, THEREFORE, BE IT RESOLVED by the City of Canby City Council:

1. The application of Columbia Distributing for a Strategic Investment Zone is authorized.
2. The City Administrator is authorized to enter into an agreement between the City of Canby, Clackamas County, and Columbia Distributing that demonstrates the investment and adheres to the Strategic Investment Zone guidelines.

This Resolution shall take effect on January 15th, 2020.

ADOPTED this 15th day of January, 2020 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder

CLACKAMAS COUNTY STRATEGIC INVESTMENT ZONE

STANDARDIZED AGREEMENT BETWEEN

CLACKAMAS COUNTY AND

THE CITY OF CANBY AND

COHO DISTRIBUTING LLC, dba COLUMBIA DISTRIBUTING

Date: NOVEMBER 19, 2019

This is an agreement (the “Agreement”) by and between Clackamas County, a duly constituted governmental entity under the laws of the State of Oregon (the “County”) and the City of Canby, an Oregon municipality (the “City”), and Coho Distributing LLC, dba Columbia Distributing, (the “Company”). Its purpose is to define the rights, responsibilities, and obligations of the County, the City, and the Company in terms of the Clackamas County Strategic Investment Zone.

RECITALS

- A. The County, the City, and the Company all agree that it is in their individual and mutual best interests for the Company to locate its business in Clackamas County.
- B. The County, the City, and the Company recognize that the Company is a capital intensive business as to which the elements of a strategic investment zone are especially important. Capital intensive businesses are especially attractive to the County and the City because these businesses invest in developing the skill levels of their employees, pay their employees higher wages, and contribute in other ways to the economic vitality of a region.
- C. Oregon law at ORS 285C.623 through 285C.639 and in rules established by the Oregon Business Development Department and the Oregon Department of Revenue sets out the establishment and operation of strategic investment zones. Key characteristics of strategic investment zones include:
 - 1. Businesses approved as a strategic investment zone project receive a partial property tax abatement under ORS 307.123 under the terms of which the business must pay full property taxes on the first \$25 million invested. Taxes on the value of property in excess of that amount are abated; however, this cap increases by 3% each year.
 - 2. Businesses approved as a strategic investment zone project must pay an annual Community Service Fee equal to the lesser of 25% of exempt taxes or \$500,000.00.
 - 3. Businesses approved as a strategic investment zone project must enter into a First Source Hiring Agreement, which promotes gainful work for persons already residing in the proximate area or region of the approved project.
 - 4. Oregon will distribute 50% of the personal income tax revenue attributable to the strategic investment zone to the local taxing authorities according to the agreed upon distribution of community service fee payments.
 - 5. The term of the benefits of a strategic investment zone to a specific project is temporary, lasting no longer than 15 years.

- D. On August 19, 2010 the County approved co-sponsorship and operation of the Clackamas County Strategic Investment Zone.
- E. On August 4, 2010 the City approved co-sponsorship and operation of the Clackamas County Strategic Investment Zone.
- F. On August 19, 2010 the County and the City entered into an Intergovernmental Agreement in order to co-sponsor the establishment of the Clackamas County Strategic Investment Zone and set out their respective rights and obligations under its operation.
- G. The Company wishes to place its project (the “Project”) within the Clackamas County Strategic Investment Zone, and has filed an application (the “Application”). A copy of the Application is attached as Exhibit “A”.
 - A. The Project is wholly located within the Clackamas County Strategic Investment Zone. The property is contiguous, and is not within an existing strategic investment zone. The Project is shown on the map in Exhibit “B” and described by a list of affected tax lot numbers in Exhibit “C”.
 - B. Under the terms of the Application, the Company has requested that the Company receive approval for the special tax treatment of Projects within a strategic investment zone.
- H. The County, the City, and the Company have agreed to enter into this Standardized Agreement which is a requirement of the County and City Intergovernmental Agreement and constitutes the local approval necessary for the granting of status as a strategic investment zone project.

NOW, THEREFORE, in consideration of the following mutual promises the County, the City, and the Company all agree as follows:

- 1. Limitations on Qualification of the Project for Abatement.
 - A. Only that portion of any property that the Business Development Commission has authorized as a Project according to OAR 123-623-1600 and related rules shall receive the abatement under ORS 307.123.
 - B. All other property not authorized for abatement according to Section 1-A above, including future additions to the Project, shall be subject to the balance of the laws as to tax assessment and collection, without regard to ORS 307.123.

2. Term.

This Agreement shall take effect on the date the Oregon Business Development Commission formally authorizes the Company's qualification as a Project in a strategic investment zone. It shall continue for the fifteen years described in ORS 307.123.

3. The ORS 307.123 Tax Abatement of the Project.

- A. The Company's Application represents that the Project will have a total investment of \$68,277,098.00. The County, City, and the Company agree that the assessed value of the property associated with the Project shall be calculated according to ORS 307.123.
- B. The Project shall have its taxes calculated according to ORS 307.123 for fifteen tax years, commencing with the year the Company is first eligible for the calculation.
- C. Pursuant to OAR 123-623-1600(4)(d), the Project will not consist of any property formerly or currently exempt under ORS 285C.175 and the Company shall not acquire status as an authorized business firm for any investment at the same location in an enterprise zone.
- D. The Company shall provide timely information to the Oregon Business Development Department, County Assessor, and or the Department of Revenue as may be requested, required, or otherwise necessary under ORS 307.123 or other applicable laws, including but not limited to information as to the date when any taxable property is initially placed in service, occupied, used, or operated.

4. Obligations of the Company.

- A. The Company shall pay a Community Services Fee ("CSF") for community services support that relates to the direct impact of the eligible project on public services as set forth in this section and ORS 285C.623(4) and other applicable law.
 - 1) Amount. For each year the Company shall pay to the County a CSF as provided in ORS 285C.623(4)(b) an amount equal to 25% of the property taxes that would, but for the tax abatement, be due on the exempt property in each assessment year, but not exceeding \$500,000 in instances where the investment is in Rural SIZ #1 and \$2 million where the investment is in Urban SIZ #2, per eligible project in any year.

2) Due Date. On or before October 25 of each year, the County shall provide the Company with a statement describing CSF calculations and the amount due. The Company upon receiving such statement shall pay the amount due by November 15 of the same year. The CSF payment shall be made to:

Tax Collector
Assessment and Taxation Department
Clackamas County
Development Services Building
150 Beaver Creek Rd.
Oregon City, OR 97045

3) Adjustments. If the assessed value of the Company is adjusted after November 15 of any tax year in such a manner that property taxes due from the Company are reduced, and the reduction reduces the CSF for that year, the County shall pay the amount of the reduction to the Company, together with interest at the rate established by law for tax refunds according to ORS 311.505(2) from the date of payment of the CSF.

a. If the County does not pay the amount by November 10 of the following year, the Company may withhold the unpaid amount, plus interest as provided in this Section, from subsequent CSF payments due from the Company.

b. If the remaining CSF payments due from the Company are less than the amount owed by the County to the Company under this Section, the County shall pay the amount due to the Company not later than December 15 of the year following the year in which the reduction occurs. An appeal of the assessed value does not defer the CSF payment obligation set forth above. Any adjustments based on the outcome of the appeal shall be in accord with this Section 4-A-3-b.

4) Late Payment of CSF. Failure to pay the CSF sum in full by the due date shall result in penalty and interest being charged on the past due balance in the same amount as is provided by law for late payment of ad valorem property taxes.

5) Nonpayment of CSF. If the Company fails to pay the CSF by the end of the tax year in which it is due, the tax exemption shall be revoked and the property shall be fully taxable for the tax year next following the tax year for which the fee remains unpaid.

B. First Source Agreements.

1) The Company shall enter into a standardized First Source Hiring Agreement (“FSHA”), a copy of which is attached as Exhibit “D” to this Agreement. Its terms are incorporated by reference into this Agreement.

a. If the County designates a Publicly Funded Training Provider, the Company shall enter into a separate FSHA with the designated Publicly Funded Training Provider under substantially the same terms as set out in Exhibit D.

b. If there is a conflict between this Agreement and Exhibit D, this Agreement shall take precedence. If there is a conflict between Exhibit D and the Public Funded Training Provider First-Source Hiring Agreement, Exhibit D shall control.

2) The Company shall enter into a standardized First Source Contracting Agreement (“FSCA”), a copy of which is attached as Exhibit “E” to this Agreement. Its terms are incorporated by reference into this Agreement.

C. Reporting Obligations.

1) In addition to any other report or filing required by law the Company shall file with the Department of Revenue the information required by ORS 308.290 in the form of the annual industrial property return.

2) In addition to any other report or filing required by law the Company shall file with the Oregon Business Development Department and Clackamas County the annual participation report required by ORS 285C.615, along with any other information related to the terms of this Agreement that the County may require.

D. Payment of Property Taxes

The Company shall pay all property taxes owed on the Project on or before November 15th of the year in which they were assessed.

5. Obligations of the County and City

The County and the City shall, by action of the respective Commission and Council, affirmatively endorse the Company’s proposed project if the Company

submits a strategic investment zone application in accordance with Oregon statutes, rules, and the County and City strategic investment program.

6. Breach; Default; and Remedy.

A. The County and the City shall each designate a Strategic Investment Zone Manager with the duty to monitor compliance by the Company with the terms of this Agreement. The respective Strategic Investment Zone Managers are:

The County: Strategic Investment Zone Coordinator
Business and Economic Development Department
Development Services Building
150 Beavercreek Rd.
Oregon City, OR 97045

For the City: Economic Development Director
City of Canby
222 NE 2nd Ave.
Canby, OR 97013

Or such other individuals as the City and County may designate from time to time.

B. If either the County or the City has cause to believe that the Company has materially failed to comply with any term of this Agreement, or the FSHA, or the FSCA, and that such failure is not excused, the County and the City shall confer.

1) If, after such consultation and examination, the County continues to believe that the Company has materially failed to comply with one or more terms of this Agreement and the failure is not excused, the County shall notify the Company of this belief and the basis therefore.

2) The Company shall not be deemed to have failed to comply with this Agreement if the failure is caused by a force majeure, as provided under Section 6-I-3 below.

C. Any required notice shall be in writing and shall be sent to the Company at the following address:

Paul Meade, Chief Financial Officer
Columbia Distributing
6840 North Cutter Circle
Portland, OR 97217

Notice sent by regular mail shall be treated as if received on the third day after mailing. Notice had delivered, sent via electronic mail, or by facsimile transmission shall be treated as having been delivered at the time of transmission, or if the transmission occurred after normal business hours, the next business day.

D. Upon receipt of the notice described in Section 5-B above, the Company shall have 45 days to respond in writing. The Company's written response shall be delivered to the County at the address of its Strategic Investment Zone Manager set out in Section 5-A above.

E. The Company's response shall include such supporting documentation as is related to the issues raised by the notice described in Section 5-B above.

1) The County shall have 45 days in which to review and consider the Company's response and to notify the Company in writing if the County believes the Company is not in compliance, and to state the basis for the County's belief.

2) If the County does not give the Company such written notice within 45 days, the matter shall be deemed closed.

F. If the County notifies the Company that the County continues to believe that a failure of performance by the Company has occurred, the matter shall be submitted to mediation in front of a mediator who is an attorney and mutually acceptable to all parties.

1) Such mediation shall take place within 90 days' of a party's receipt of a request in a neutral location mutually acceptable to all parties.

2) Each party shall be responsible for paying its own costs and expenses (including legal fees, if necessary) for the mediation and share equally the expenses of the mediator.

G. In the event that the mediation is unsuccessful, either party may initiate litigation to resolve the dispute. In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.

H. Notwithstanding the foregoing, any dispute in which specific performance or injunctive relief is sought need not be submitted to mediation, but may instead be immediately brought by the aggrieved party to an appropriate court.

I. A breach shall be deemed to have occurred if:

- 1) Before or after mediation, the Company acknowledges that it has failed to comply with its obligations under this Agreement; or
- 2) A court of competent jurisdiction, in a final judgment that is either nonappealable or whose appeal rights have lapsed, determines that the Company has failed to comply with its obligations under this Agreement and the associated law.
- 3) The Company shall not be deemed to have failed to comply with this Agreement if the failure is caused by a force majeure.

a. Force majeure is defined as follows:

- 1) Acts of God; strikes, lockouts or other industrial disturbances; acts of the public enemy; orders or restraints of any kind of the government of the United States of America or of the state wherein the County is located or any of their departments, agencies or officials, or any civil or military authority; insurrections; riots; landslides; earthquakes; volcanic eruption; fires; storms; droughts; floods; explosions; breakage or accident to machinery, transmission pipes, or canals; or any similar or different cause or event not reasonably within the control of the Company; and
- 2) Any substantial reduction in market demand for the products produced at the Project which makes it economically infeasible for the Company to operate the Project at a profit and in compliance with this Agreement.

b. To excuse the performance of any obligation of the Company due to force majeure, the Company must notify the County as soon as reasonably possible after the force majeure has occurred and the Company has had an opportunity to determine the effect of the force majeure upon the Company's business and its obligations hereunder.

1) The notice shall state the nature of the occurrence, the anticipated effect of the occurrence on the Company's obligations, and when the Company will be able to resume compliance with this Agreement.

2) If the County, following consultation with the City, does not agree that the Company shall be excused from performance in the manner stated in the Company's notice, the County shall notify the Company within 90 days and the parties shall commence the dispute resolution procedures set out above.

J. Sanctions.

1) If the breach relates to a failure of the Company to pay the CSF or any other payment the Company is required to pay to the County under this Agreement or related Oregon law, the County shall be entitled to the amount of the delinquency, plus interest, and in addition may recover the following penalties:

a. If the payment is made more than ten days after the payment is due and written demand has been made to the Company for payment, the County shall be entitled to receive a penalty of 10% of the delinquent amount.

b. If the payment is made more than 45 days after the payment is due and written demand has been made to the Company for payment, the County shall be entitled to receive a penalty of 100% of the delinquent amount.

c. If the Company fails to pay by the end of the tax year in which it is due, the tax abatement provided by ORS 307.123 shall be revoked and the property shall be fully taxable for the tax year next following the tax year for which the fee remains unpaid.

2) If the breach relates to a failure of the Company to notify the County in accordance with the FSHA of the Company's hiring needs for job openings, the Company shall pay to the County an amount equal to twice the average gross annual salary plus benefits for the median wage paid at the Project by the Company.

If the Company fails to act in good faith to meet its obligations under the FSHA, and the failure results in effective abandonment of the FSHA by the Company, the Company shall pay as an additional payment to the County 75% of the annual payment calculated according to ORS 307.123 for each year the abandonment continues. It shall not constitute an abandonment if the Company's failure is due to nonperformance by the County of its obligations under the FSHA.

3) If the breach relates to a failure of the Company to notify the County in accordance with the FSCA of the Company's contracting opportunities, the Company shall pay as an additional payment to the County an amount equal to twice the cost of the project, including all overhead and profit.

If the Company fails to act in good faith to meet its obligations under the FSCA, and the failure results in effective abandonment of the FSCA by the Company, the Company shall pay as an additional payment to the County 75% of the annual payment calculated according to ORS 307.123 for each year the abandonment continues. It shall not constitute an abandonment if the Company's failure is due to nonperformance by the County of its obligations under the FSCA.

4) If the breach relates to a failure of the Company to meet its reporting requirements under this Agreement or related law, the Company shall pay to the County twice the amount necessary to have an auditor investigate and prepare any report.

5) Any funds collected under Section 6-J above shall be held in a segregated fund for the Shared Community Services fund set out in Exhibit C to the Clackamas County Strategic Investment Zone #1 Intergovernmental Agreement.

7. General Terms.

A. No discrimination: No persons shall be denied or subject to discrimination in receipt of the benefits of any services or activities made possible by or resulting from the Agreement on the grounds of sex, sexual orientation, gender identity, race, color, creed, marital status, age, national origin, mental health or physical handicap, disabled or Vietnam era veteran status (except where there are bona fide occupational qualifications). Any violation of this provision shall be considered a material violation of the Agreement.

B. Public contracts: If applicable, the requirements of the Oregon Revised Statute Chapters 279A and B are incorporated herein by reference. This provision is intended to incorporate only those provisions which are required for all public contracts. The parties acknowledge that other portions of ORS Chapter 279 do not apply; that this Agreement is not one for a public improvement or public work; and the wages and other compensation paid by the Company to its employees are not subject to ORS Chapters 279A and 279B.

C. Governing law: This Agreement shall be governed by the law of the State of Oregon. Any actions or suits commenced in connection with this Agreement shall be in the Clackamas County Circuit Court or Federal District Court for Oregon.

D. Complete Agreement: This Agreement and its attached exhibits are the complete agreement between the parties and supersede all prior agreements or proposals, oral or written. No modifications this Agreement will be binding on any party except as a written addendum signed by authorized agents of each party.

E. Waiver of Rights: All rights and remedies of each party shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of either party according to law.

F. ORS 307.123 Payments Not Property Taxes: The parties acknowledge that any payments required under this Agreement do not constitute property taxes and are not subject to the limits under Section 11b, Article XI of the Oregon Constitution.

G. Corporate Dissolution or Bankruptcy: In the event of a corporate dissolution or a bankruptcy proceeding under the Federal Bankruptcy Code, the full real market value of the Project shall be placed on the tax roll as taxable property.

H. Successors and Assigns: Each and every provision of the Agreement is binding on any and all successors in interest to the applicant by virtue of sale, lease, assignment, merger, or any other transfer of any interests in the applicant corporation to any other person or entity, whether voluntary or involuntary

I. Good Faith Contests Permitted: Nothing in this Agreement shall be construed as:

- a. Preventing the Company from contesting in good faith any tax, assessment or other fee imposed by the County or any other governmental entity; or
- b. Granting rights to any employee of the Company.

J. No Third Party Beneficiaries: The obligations of the Company in this Agreement are for the benefit of the County and the City, and for the general benefit of their citizens. No individual or entity not a party to this Agreement shall be treated as a third party beneficiary of this Agreement.

K. Counterparts: This Agreement may be signed in counterparts; when each party has signed a counterpart all parties shall be bound by this Agreement.

L. Debt Limitation. This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.

CLACKAMAS COUNTY

CITY OF CANBY

JIM BERNARD
Chair

BRIAN HODSON
Mayor

Date: _____

Date: _____

Recording Secretary

Recorder

Reviewed for legal sufficiency
and form:

Counsel

Reviewed for legal sufficiency
and form:

Counsel

COHO DISTRIBUTING LLC, dba COLUMBIA DISTRIBUTING

INSERT NAME OF OFFICER: _____

Date: _____

INSERT NOTARY BLOCK FOR OFFICER OR OFFICERS



Strategic Investment Program (SIP)
ORS 285C.600-285C.635 & 307.123

**Application for Project Determination
by Business Oregon Commission**

DUE before the purchase or lease of property or any on-site work begins that will comprise investments in the project.

Applicant Business

Coho Distributing LLC dba Columbia Distributing	6840 North Cutter Circle	
Business Name	Mailing Address	
Paul Meade	Chief Financial Officer	(503) 265-3099
Contact Person	Title	Phone Number
paul.meade@coldist.com	www.coldist.com	
Email	Web page with company background, history and financials	
Limited Liability Company	Oregon	Portland, Oregon
Form of Organization (e.g., C-corporation)	US State of Incorporation	Headquarter Location

Proposed Investment (the project)

Location	County(s) <u>Clackamas</u> and <u>-choose-</u>
Columbia Distributing Warehouse	Inside a city's corporate limits? <input checked="" type="radio"/> Yes <input type="radio"/> No
Project/property name, as applicable	urban growth boundary (UGB) containing a city of 40,000 or more in current population? (if yes, it is an urban project) <input checked="" type="radio"/> Yes <input type="radio"/> No
Canby Pioneer Industrial Park 2525 SE First Avenue, Canby Oregon	Indian reservation (if yes, tribal government assumes county role) <input type="radio"/> Yes <input checked="" type="radio"/> No
Street Address	
Attached	
Assessor map, tax lot number(s), etc.	

If located in a strategic investment zone (SIZ):

Canby SIZ
Name of SIZ, if applicable

- ☒ If using SIZ to receive SIP tax treatment, check here that standardized SIZ agreement and all other local approval documentation are included here.

Estimated cost of each property type:

Real estate (land and existing structures) to be acquired *	\$8,716,963.00
New construction/improvements	\$53,597,135.00
Reconstruction, remodeling of existing buildings & structures	\$0.00
Real property (heavy/affixed) machinery & equipment	\$5,963,000.00
Personal property (readily movable equipment, etc.)	\$0.00
Total	\$68,277,098.00

- ☒ Check here—whether using an SIZ or not—that all eligible project property subject to SIP will be newly located inside the SIZ boundary.

Check below that all eligible project property subject to SIP:

- ☒ Will be newly acquired by the applicant business.
☒ Has not been part of any previously exempt SIP project.
☒ Has/will not receive Oregon enterprise zone exemption.

Anticipated time line—dates for:

Construction or other project work to commence	April 2019
Project completion	June 2020
Start of business operations with new facility/property	September 2020

* Not applicable if inside an SIZ.

Application for Project Determination by Business Oregon Commission

Project description

In the space below/attachment, provide a brief narrative regarding building and investment plans consistent with the information above, including but not necessarily limited to facility square footage, construction phases, or potential impacts of construction on public services. ☒ information attached

See attached.

Local Approval Process (not applicable if using an SIZ)

Indicate that this application includes executed copies—or the status—of the following:

Any special report, document, etc., prepared for or provided to local governments regarding project	<input checked="" type="radio"/> Yes	<input type="radio"/> Unfinished	<input type="radio"/> N/A
Evidence of county public hearing (agenda, sign-in sheet, etc.) prior to executing local SIP agreement	<input checked="" type="radio"/> Yes	<input type="radio"/> Pending	
Executed local SIP agreement with county and any applicable city	<input type="radio"/> Yes	<input checked="" type="radio"/> Pending	
Official action by county commission/court approving project for SIP after executing agreement	<input type="radio"/> Yes	<input checked="" type="radio"/> Pending	

If any of the above items are still pending/unfinished, check the following to confirm for this project:

- ☒ Evidence and information is included demonstrating that the local-county SIP application process has been initiated.
- ☒ It is hereby acknowledged that state approval for SIP must await full receipt by Business Oregon of the above items, and that even then, it cannot be guaranteed, so that if commencing construction or other project work in the meantime, the applicant hereby accepts the risk of not receiving local or state approval to receive SIP tax treatment on any such investment.

Existing Employment

Annual average number of full-time equivalent (FTE) employees—dividing total hours paid over the past 12 months by 2,080—who are subject to withholding taxes by your or any commonly controlled business, and that are located:

At the site, facility or operations, to which the proposed investment will be made 300.0 Anywhere throughout Oregon (estimate) 1,600.0

(NOTE: Also include in the above figures for "retained jobs" the employees of any general contractor that entirely operates any such facility for your business, if applicable, but not those of any other type of contractor, subcontractor, vendor or supplier)

Implications for existing operations or jobs with your or any commonly controlled business anywhere in Oregon:

Is there any probability that such jobs will be curtailed during the succeeding year? ☐ Yes ☒ No

Is there any expectation that such operations elsewhere in the state may be transferred to the above site or facility to work with property comprising the proposed SIP project? ☒ Yes ☐ No

Operations currently in Northeast and Northwest Portland are being consolidated into the new facility in Canby. All current employees will be offered the opportunity to relocate but it is anticipated less than half of the employees at these facilities will choose to do so. Additionally approximately 10 jobs currently run out of the Eugene operation will be transferred to Canby. All of these employees will be given the opportunity to relocate also.

Application for Project Determination by Business Oregon Commission

Business Operations with New Facility or Property

In the space below/attachment, describe these operations and goods or services to be produced, and the way in which they are engaged in markets for which national or international competition exists—that is, how do they relate to a traded-sector industry?

☒ information attached

Columbia Distributing is a multi-brand beverage distributor. Brands include national brands such as Coors, Pabst and 7 Up and international brands such as Heineken, Corona and Red Bull. Columbia Distributing's primary competition comes in the form of other beverages such as Anheuser-Busch Inbev (Budweiser), Coke and Pepsi. Columbia also distributes many other local, national and international beer, non-alc and wine brands throughout the State of Oregon.

Estimated Future Employment Pursuant to Proposed Investments

Total FTE jobs at the site, facility or operations (consistent with instructions/calculation above for retained jobs)	300.0	Average annual taxable income to be paid, per job	\$ 57,500.00
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In the space below/attachment, describe notable attributes of this workforce, such as major occupations, special training, use of local hires, or anticipated special demands on local public services (e.g., schools).

☐ information attached

There will be two primary occupations working out of this facility. The largest occupation is general warehouse work which consists of receiving product, putting away product and picking product. The other primary occupation working out of this facility are delivery drivers. Columbia offers an in-house training program for those interested in obtaining their CDL. It is anticipated that over time the majority of the workforce will live within 15 miles of the warehouse.

General Enclosures for All Projects

Check below that this application includes all of the following as attachments or appendices, in addition to any applicable item above:

- ☒ Filing fee of \$5,000 or \$10,000 for an urban project (payable to "Oregon Business Development Department")
- ☐ Copy of first-source hiring agreement executed with local contact agency (nearest [Worksource Oregon](#) center) *pending*
- ☒ Map of proposed project, site plans and similar materials to supplement above project description
- ☒ Company background, history, financials and so forth, if not readily available from the Internet (if Web site entered above will suffice, leave unchecked)
- ☐ Any existing information or analysis about economic, local employment or public revenue impacts/benefits to be associated with the project or future business operations (if nothing relevant is available, leave unchecked)

General Commitments for All Projects

Check each one below to affirm that you, the applicant business, will do each of the following:

- ☒ Consider efforts to maximize the hiring or use of current residents, labor, etc., within the local community or region, to the extent practicable, in making investments and operating facilities associated with the project.
- ☒ Provide timely notification or evidence to the county assessor or the Oregon Department of Revenue (DOR), as requested, including but not limited to the date when property is certified for occupancy or used to effectively produce goods or services for sale.
- ☒ Ensure that the ultimate lessee of any leased project property is responsible for the taxes due on that property.
- ☒ Annually submit [report on employment and payroll](#) to Business Oregon under ORS 285C.615 by April 1, following the end of each property tax year of exemption.
- ☒ Pay additional fee of \$10,000, or \$50,000 for an urban project, after approval by the Business Oregon Commission, in order to be officially authorized to use the Strategic Investment Program (half of fee amount goes to DOR).

Declaration by Applicant

I hereby declare to have examined this application and all included documents. To the best of my knowledge, they are true, correct and complete in every material respect. If any such information changes significantly, I will notify the department and submit proper written amendments. It is understood that project property will receive the tax treatment under the Oregon Strategic Investment Program only if my business satisfies the requirements of ORS 285C.600 to 285C.635 and 307.123.



Signature (use blue or black ink)

July 1, 2019

Date

Paul Meade

Printed name

Chief Financial Officer

Title of authorized company representative

Submit signed original, non-refundable application fee and
all items and information requested here, unless otherwise indicated, to:

SIP Determination
Business Oregon
775 Summer Street NE, Suite 200
Salem OR 97301

Project Description

Headquartered in Oregon, Coho Distributing LLC, dba Columbia Distributing ("Columbia") has been distributing some of the best-known brands in the beverage business since 1935. Today Columbia Distributing services over 22,000 retail customers covering more than 172,000 square miles in Oregon, Washington and California. Columbia is one of the largest beverage distributors in the U.S. and the largest in the Pacific Northwest region. Columbia's beverage portfolio is made up of over 500 of the finest beverage brands, including craft, domestic and imported beers, wine & spirits and non-alcoholic products. Columbia's success is based on the deep-rooted tradition of delivering quality products, timely service and a genuine concern for customers' needs. This is achieved by providing ongoing, sustainable opportunities and growth for its employees, customers, suppliers, shareholders and communities.

Since Columbia's merger with Mt. Hood Beverage in 2008, Columbia's Portland Metropolitan operation have been conducted primarily out of two facilities located within the Portland City limits. The primary picking facility is located on Swan Island in NE Portland while the backstock facility is located in NW Portland. Since 2008 Columbia has been actively looking for a location to consolidate all operations into one facility.

In early 2019 Columbia reached an agreement with Trammell Crow Company to develop a 530,148 square foot facility in Canby (see bid narrative). Upon completion of the facility Canby East LLC will acquire the facility and Columbia Distributing will enter into a 15-year lease of the facility. The ownership of Canby East substantially reflects the ownership of Columbia Distributing.

Columbia expects to begin moving into the facility in late spring of 2020 and be fully operational by fall of 2020. At this time the facility will serve the entire Portland Metropolitan area along with Salem, a substantial portion of the Columbia Gorge and the Northern Oregon Coast. The facility will also serve as a hub for the Columbia branches located in Medford, Springfield, Bend and Pendleton.

Once fully operational Columbia expects to employ roughly 300 full time employees out of the facility. These employees will receive, pick and deliver in excess of 16 million cases of product per year.

Columbia Distributing prides itself on providing a living wage, outstanding benefits and an inclusive and desirable work environment to its 3,100+ employees whose families live in the communities in which they work.

January 3, 2019

BRYAN BROWN

City of Canby
222 NE 2nd Ave. – PO Box 930
Canby, OR 97013

via email: brownb@canbyoregon.gov

Re: Supplement to DR Narrative
Project: Project Shakespeare – DR 18-10

Dear Bryan:

In follow up your recent email and our subsequent correspondence, the intent of this letter and the attached exhibits is to present supplemental information regarding concerns raised about the proposed orientation and spacing of the primary access drives for the Shakespeare project.

For clarification purposes, please find attached the following;

- EX1.0 - Updated Site Plan illustrating;
 - Proposed Drive locations along SE 1st Ave. with off-set dimensions and stationing
 - Existing Drive locations (primary & secondary) along SE 1st Ave. with off-set dimensions and stationing
 - Street cross-sections illustrating proposed improvements at S Walnut, SE 1st Ave & S Mulino (NOTE: Cross-sections at SE 1st Ave. & Mulino have not been updated to reflect the increased ROW per 12/20/2018 meeting)
- EX1.1 - Enlarged Partial Site Plan illustrating;
 - Drive locations
 - Aerial Photo with drive overlay
 - Photos of existing primary & secondary driveways along SE 1st Ave.

OVERVIEW

The subject property is located at the NE corner of the Canby Pioneer Industrial Park with frontage along S Walnut St. (west boundary), SE 1st Ave. (north boundary) and S Mulino Rd. (east boundary). SE 1st Ave. and S Mulino Rd. are currently under the jurisdiction of Clackamas County whereas S Walnut St. is within the City of Canby's jurisdiction. According to the current Canby Transportation System Plan (TSP) Figure 7-1, S Mulino is classified as a 'collector' whereas SE 1st Ave. and S Walnut are classified as 'local' streets.

The single family residential properties to the north of SE 1st Ave. are within Clackamas County and Clackamas County TSP designates SE 1st Ave. as a 'collector' street. Recent planning efforts by the City of Canby have indicated that a future functional class modification to collector may be appropriate for SE 1st Ave. to accommodate the future transportation system.



Site topography on the proposed development property slopes from east to west with approximately 30ft of grade change from S Mulino St. to S Walnut St. A cell tower fronting S Walnut St. is also located at the central west side of the property. The orientation of the proposed building has been designed to allow for a secured truck court with loading on both the east and west sides of the building with employee parking occurring along the SE 1st Ave. frontage. The siting of the building has been designed to accommodate phased expansions to the South and the potential for redevelopment to accommodate bulk distribution use. Site access includes 3 entrances off SE 1st Ave. with the primary truck entrance located approximately 158ft east of Walnut and the two auto drives spaced 203ft and 286ft east of the respective drives.

A detailed traffic impact analysis for the proposed development was completed by DKS Associates and is provided with the Design Review submittal package. The study included an extensive review of the existing conditions surrounding the property, an impact analysis for the proposed development with detailed site plan evaluation and associated mitigation recommendations. The fully developed site (740,000sf with maximized potential of expansion) is anticipated to generate 81 vehicle trips during the AM peak hour and approximately 89 vehicle trips during the PM peak hour.

DEVELOPMENT STANDARDS & GUIDELINES

The site design and development standards for the subject property are outlined in the City of Canby Municipal code. Applicable Roadway and Street design standards are outlined in the City's TSP (Transportation System Plan), Canby Public Works Standards and the Clackamas County Roadway Standards.

Applicable sections to the access management for the proposed development include;

- Ch. 16.35 – Canby Industrial Area Overlay (I-O) zone
- Ch. 16.46 – Access Limitations on Project Density
- Ch. 7 – City of Canby TSP
- Ch. 2 – City of Canby Public Works Standards
- Section 220 – Clackamas County Roadway Design Standards

ACCESS CONFIGURATION

The aforementioned standards recommend locating site access points via lower classified roadways if feasible. Unfortunately, given the site design criterion and the topographic constraints of the property, coordinating the primary access points to serve the property from S. Walnut street will not be practical due to the following;

- Safe & Secured Truck Access & Yard
 - Truck Access needs to be located at the front (office) side of the building
 - Sufficient queuing needs to be provided to allow multiple trucks to stage at the secured access
 - Truck yard needs to be secured for public safety and product security
- Site Topography
 - Retaining walls along the east and west sides of the secured yard would require steeply sloped access drives which will not allow for practical access for large distribution traffic

- Storm drainage & retention systems occur along the west side of the secured yard to provide water quality treatment and retention
- Property dimension/configuration limitations
 - Building width, truck maneuvering / trailer staging and secured yard project criterion dictates the required property width
- Future expansion
 - Warehouse expansion would be encumbered if the truck access were located at Walnut
- Limited redevelopment potential
 - Access drives for emergency egress and future redevelopment of the site are proposed at the SE & SW corners of the property at S Mulino and S Walnut St.
 - The potential demising of the building to accommodate multiple tenants would be limited for distribution uses
- Cell tower encroachment limits access potential
- Cemetery encroachment into ROW limits safe truck access/maneuvering along S Walnut

ACCESS SPACING

The referenced design standards outline access and roadway spacing guidelines with subtle ambiguities. The City of Canby Public Works standards (2.211.g), the City of Canby TSP (Table 7-2) and Section 16.46.030 (Table 16.46.30) of the City's Municipal code all specify 100ft as the requirement for spacing between driveways and roadways/driveways classified as 'collectors' whereas Section 16.35.050.F (Industrial-Overlay design standards) notes a minimum of 200ft spacing between 'designated parkways and collectors'. The Clackamas County Roadway Standards (Table 2-2) recommends a minimum 150ft spacing between intersecting roadways and 100ft between driveways along 'collector' classified roadways. The City's TSP currently classifies SE 1st Ave. as a 'local' street which allows for a 10ft driveway to driveway spacing.

The spacing of ALL proposed driveways along SE 1st Ave. meets the more restrictive County standards for both drive and roadway/intersection spacing (100ft between driveways and 150ft between intersecting roadways). However, the spacing of the primary truck drive to the Walnut street intersection does not meet the 200ft spacing outlined in the Industrial-Overlay design standard. The access management guidelines outlined in table 16.46.30 also note that the spacing standards should be measured from 'both sides of the street' which appears to be contrary to the respective County and City standards. The County Roadway Standards (220.3.b.1) states that *"the proximity of minor driveways (ADT < 400) are not a consideration of new public and private roadway intersection spacing unless a safety issue would result"*.

Several of the residents on the north side of SE 1st Ave. have more than one access drive. We have illustrated these primary and secondary drives on the attached site plans. The potential turning conflicts between existing and proposed driveways would be low with the limited residential ADT (average daily trips) and should not affect traffic safety along the corridor.

NUMBER OF ACCESS DRIVES

To minimize potential conflicts between the trucks and autos entering the site, three separate driveways are proposed. The truck entrance is being designed with a 50ft wide drive and two entrance drive lanes

with approximately 340ft of queuing depth. This will allow trucks to safely enter and exit the site and minimize the potential for traffic conflicts. The two auto driveways will allow for improved dispersion of the employees during shift changeovers.

SUMMARY

The proposed access management for the development meets the intent of the City and County standards by providing reasonable access and balancing the needs of ALL roadway users. The development will include significant improvements to the existing roadways which exceed the current jurisdictional standards. All frontage streets are being designed with bike lanes, sidewalks and street lights that will enhance the surrounding areas and provide for safe and efficient traffic circulation for the existing and future developments.

The development will incorporate the transportation mitigation measures recommended by the traffic impact analysis and complete the ROW improvements as required by the associated jurisdictions. Although both SE 1st Ave. and S Mulino are under the County's jurisdiction, the City of Canby is requesting an increase to the County's roadway cross-section standards. As such, the development will be burdened with an additional 7ft of ROW and half street improvements which will also improve safety along these traffic corridors.

Please review the attached drawings and call me should you have questions.

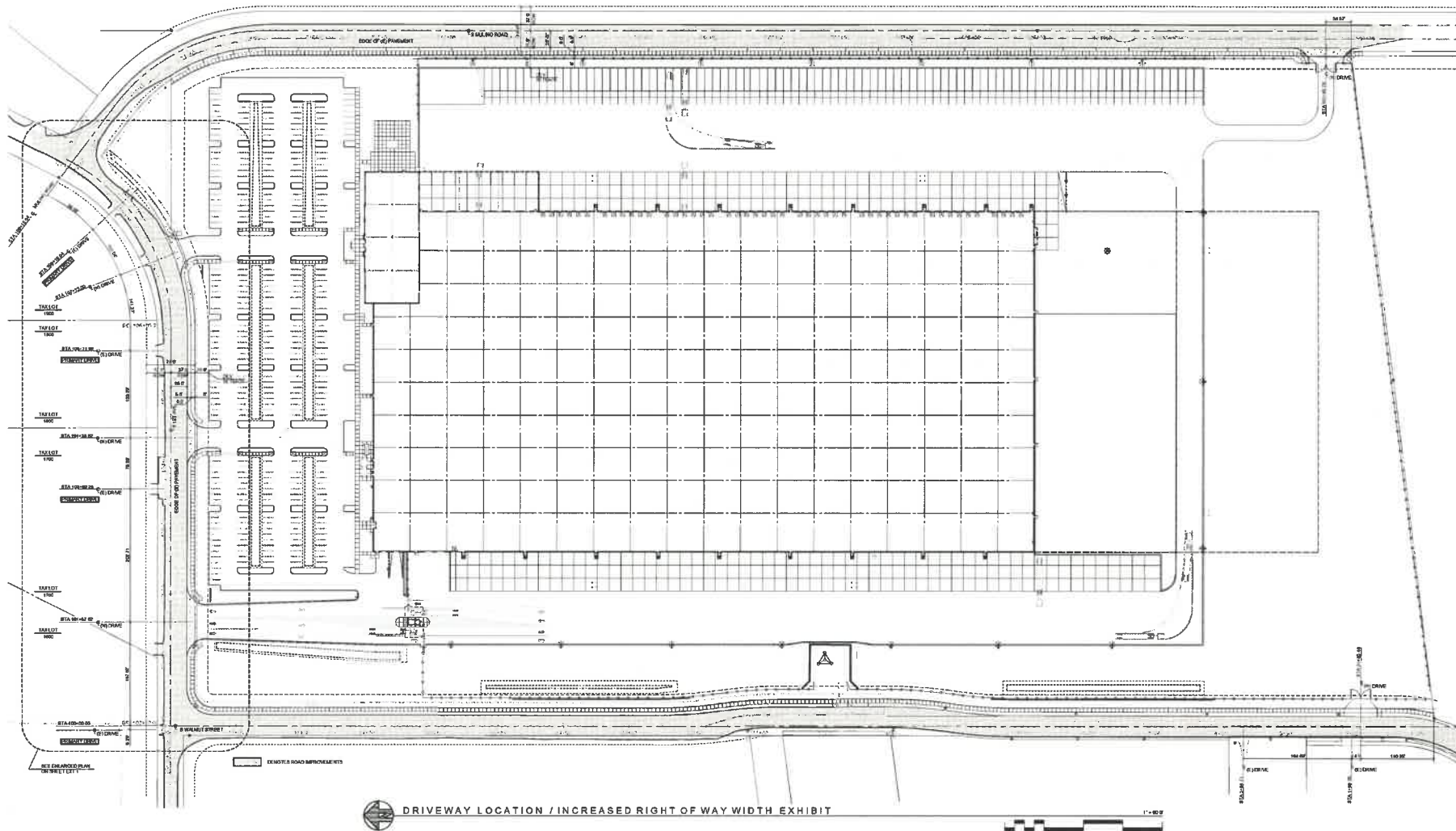


Sincerely,
VLMK Engineering + Design

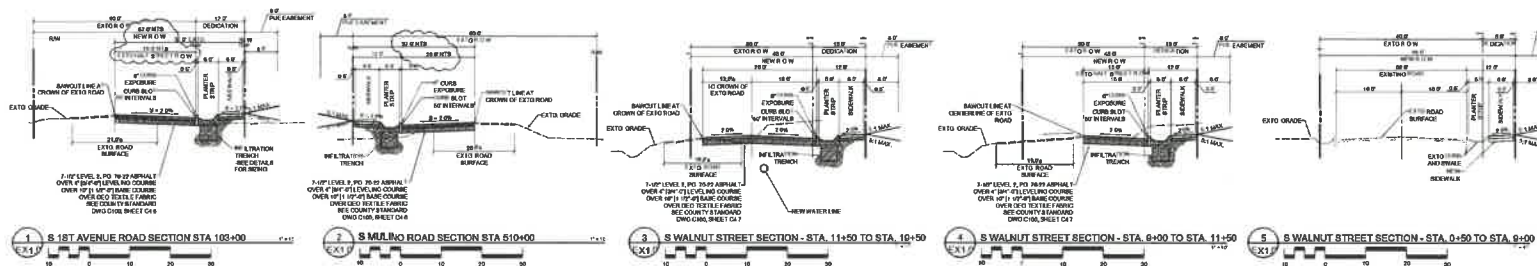
GREG BLEFGEN, PE/SE
Sr. Principal

cc: Steve Sieber, Trammell Crow Development
Garth Appanaitis, DKS

Attachments: EX1.0 & EX1.1 – Site Plan and Enlarged SE 1st Ave Street & Driveway Plan



DRIVEWAY LOCATION / INCREASED RIGHT OF WAY WIDTH EXHIBIT



VLMK
ENGINEERING + DESIGN
3233 SW Kelly Avenue
Portland, Oregon 97239
503.222.4453
VLMK.COM



Partner with Canby



OTTEN OLD
Landscape Architects, Inc.



PROJECT NAME
**PROJECT
SHAKESPEARE -
CANBY PROGRAM**

A NEW
DISTRIBUTION
FACILITY

2525 SE FIRST AVENUE
CANBY, OREGON
97013

REVISION	DATE	DESCRIPTION

DATE	REVISION	PROJECT NO.

ROAD
IMPROVEMENT
EXHIBIT



EX.1.0





City of Canby

Planning and Building Department

Sent Via Email

Steve Sieber, SSieber@trammellcrow.com

Jennifer Kimura, jenniferk@vlmk.com

DATE: January 29, 2019

TO: Steve Sieber, Trammell Crow
Jennifer Kimura, VLMK

RE: Notice of Decision/Final Order for DR 18-10 PROJECT SHAKESPEARE

The Canby Planning Commission hereby provides notice that a decision to approve **DR 18-10 PROJECT SHAKESPEARE** has been rendered. The enclosed Findings, Conclusions and Final Order is your notice of the official action of the City of Canby Planning Commission.

According to Section 16.89.50 (I) of the Canby Municipal Code, this decision may be appealed to the City Council within ten (10) days of the date this notice was mailed. To do so, you must file an application for appeal with the Planning Director. If no appeal is taken within the specified period, and if no appeal is initiated by action of the City Council, the decision of the Planning Commission shall be final.

The application for appeal shall clearly state the nature of the decision being appealed and the reasons why the appellant is aggrieved. A \$1,920 fee must be enclosed with your appeal application.

If you have any further questions or concerns, please contact the Planning office at 503-266-7001.

Sincerely,

A handwritten signature in cursive script, reading "Bryan C. Brown".

Bryan C. Brown
Planning Director

Attachment: Signed Final Findings

CERTIFICATE OF MAILING

This Notice of Decision was postmarked and placed in the mail and/or emailed on
January 29, 2019 and sent to all parties with standing.

The appeal period will end on February 8, 2019

Bryan C. Brown, Planning Director



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

A REQUEST FOR SITE AND DESIGN)
REVIEW AND CONDITIONAL USE)
PERMIT FOR SHAKESPEARE PROJECT)
SOUTHWEST CORNER)
SE 1ST AVE AND S. MULINO ROAD)

FINDINGS, CONCLUSION & FINAL ORDER
DR 18-10/CUP 18-07
TRAMMELL CROW

NATURE OF THE APPLICATION

The Applicant has sought an approval for a Site and Design Review DR 18-10 and Conditional Use Permit CUP 18-07 Project Shakespeare to construct a warehouse building with a total of 531,148 square feet to provide work space and storage space for a distribution business on property addressed as 220 S. Walnut Street, 23397 and 23399 S. Mulino Road otherwise described as Tax Lots 31E3400100, 31E3402101, 31E3402100, 31E3402200, City of Canby, Clackamas County, Oregon. The property is zoned Light Industrial (M-1) and Canby Industrial Area Overlay (I-O) Zone under the Canby Municipal Code ("CMC").

HEARINGS

The Planning Commission considered application **DR 18-10/CUP 18-07 Project Shakespeare** after the duly noticed hearing on January 14, 2019 during which the Planning Commission by a 7/0 vote approved **DR 18-10/CUP 18-07 Project Shakespeare**. These findings are entered to document the specifics of the approval.

CRITERIA AND STANDARDS

In judging whether or not a Site and Design Review and Conditional Use Permit application shall be approved, the Planning Commission determines whether criteria from the Code are met, or can be met by observance of conditions, in accordance with Chapter 16.49.040 Site and Design Review, 16.50 Conditional Uses and other applicable code criteria and standards reviewed in the Staff Report prepared for and presented at the January 14, 2019 meeting of the Canby Planning Commission.

FINDINGS AND REASONS

The Staff Report was presented by staff with a recommendation for approval of the Site and Design Review and Conditional Use Permit applications (without benefit of the public hearing) along with Conditions of Approval in order to ensure that the proposed development will meet all required City of Canby Land Development and Planning Ordinance approval criteria.

After holding the public hearing where written and oral testimony was received from the applicant, other proponents, those who were neutral, and opponents in attendance; the Planning Commission closed the public hearing and moved into deliberation where they utilized the findings and conditions listed in the staff report along with the overall presentation record at the public hearing to make the

following findings beyond those contained in the staff report to arrive at their decision and support their recommended conditions of approval and the exact wording thereof:

- The planning director indicated at the hearing that it is clear that the majority of trucks from the Shakespeare project would utilize SE 1st Avenue to Hazel Dell Way to get to 99E until a more alternative industrial access road directly to 99E is constructed.
- This is a top priority for the City to accomplish to preserve the development potential of the Pioneer Industrial Park and would benefit and is desired to serve the Shakespeare project as well.
- S Walnut Street, a local industrial street adjacent to the west side of the project is proposed to be improved at least 20' + in width per the City's standard half-street plus standard to assure two vehicles can pass if necessary on the improved pavement.
- The Director voiced concern that improved industrial road infrastructure had not yet been adequately addressed off-site from the Shakespeare project for that section of SE 1st Avenue between S Walnut Street and Hazel Dell Way which has been identified to be the likely primary route for the majority of trucks to use to and from 99E. This section of the road, although now in the City and under the City's control, has never been improved from when it was a narrow county rural road built to serve sparse residential rural vehicle uses. Truck traffic from the proposed project will undoubtedly deteriorate this roadway in short order.
- The director concluded that adequate public street infrastructure was not currently fully in place nor had a plan been put in place to address this necessary off-site improvement. Two options were provided for consideration at the hearing – require a proportional improvement contribution from “the project developer” for improving the substandard roadway segment or restrict truck traffic to use Walnut Street until the segment of SE 1st Avenue from S Walnut Street to Hazel Dell Way is improved to adequately accept truck traffic. Upon questions from the Commission to the Director and discussion, it became clear that the restricting access until the necessary improvement is made was the best option due to uncertainty in setting the proportion of contribution by the applicant and ability of the City to construct a timely improvement.
- The Planning Commission choose to restrict truck access to use of Walnut Street until SE 1st Avenue is improved to adequately accept truck traffic. Condition #10 in these findings represent these additional findings and decision by the Planning Commission.

CONCLUSION

In summary, the Planning Commission adopted the findings contained in the Staff Report along with the modifications indicated above, concluded that the Site and Design Review and Conditional Use Permit application meets all applicable approval criteria, and recommended that **DR 18-10/CUP 18-07 Project Shakespeare** be approved with the Conditions of Approval stated below. The Planning Commission decision is reflected in the written Order below.

ORDER

The Planning Commission concludes that based on the record on file including testimony of the

DR 18-10/CUP 18-07 Project Shakespeare/Trammel Crow

Findings, Conclusion, & Final Order
Page 2

applicant and public at the public hearing, that the application will meet the requirements for Site and Design Review and Conditional Use Permit approval. Therefore, **IT IS ORDERED BY THE PLANNING COMMISSION** of the City of Canby that **DR 18-10/CUP 18-07 Project Shakespeare** is approved, subject to the following conditions of approval:

Conditions of Approval

Staff concludes that, with conditions, the application will meet the requirements for site and design review and conditional use permit approval. The city will not approve the building permit until all applicable conditions of approval are either met or shown to be met on the final construction plans. Staff has concluded the following conditions of approval are appropriate to assure conformance with applicable review criterion:

Conditions Unique to this Proposal

1. The applicant shall file a sign permit for any future signs that shall be limited to the size and height standards applicable to the I-O (Canby Industrial Area Overlay Zone) as indicated in Section 16.42.050, Table 7, of the sign ordinance. Proposed signs, after been found to conform to the sign ordinance, must secure a building permit from Clackamas County Building Inspection prior to their installation.
2. The project must be in conformance with the applicable findings and suggestions outlined by the City Engineer in his memorandum dated December 20, 2018.

Procedural Conditions

Prior to Issuance of a Building Permit the following must be completed:

3. The design engineer shall submit to the City of Canby for review and approval at the time of final construction plan approval a storm drainage analysis and report applicable to the defined development area detailing how storm water disposal from both the building and the parking areas is being handled. Any drainage plan shall conform to an acceptable methodology for meeting adopted storm drainage design standards as indicated in the Public Works design standards.
4. A Sediment and Erosion Control Permit will be required from the City prior to commencing site work.
5. Prior to the issuance of a building permit, the installation of public or private utilities, or any other site work other than rough site grading, construction plans must be approved and signed by the City and all other utility/service providers. A Pre-Construction Conference with sign-off on all final construction plans is required. The design, location, and planned installation of all roadway improvements and utilities including but not limited to water, electric, sanitary sewer, lighting standards, natural gas, telephone, storm water, cable television, and emergency service provisions is subject to approval by the appropriate utility/service provider. The City of Canby's preconstruction process procedures shall be followed.
6. Construction plans shall be designed and stamped by a Professional Engineer registered in

the State of Oregon.

7. Clackamas County will provide structural, mechanical, grading, and review of Fire & Life Safety, Plumbing, and Electrical permits for this project.


Prior to Occupancy of the Facility:

8. Prior to occupancy of the facility, all landscaping plant material indicated on the submitted landscape plan shall either be installed and irrigated with a fully automatic design/build irrigation system as proposed, or with sufficient security (bonding, escrow, etc.) pursuant to the provisions of CMC 16.49.100 (B). The applicant should be aware that the City street tree fee is now \$250 per tree if planted by the City, and the City recommends submittal of a separate Street Tree Plan to assist in the location, species, and total tree count.
9. The applicant shall meet the recommendations of the TIA and as amended by staff as follows:
 - A) Provide a proportionate share (five percent) of the costs for the following off-site transportation improvement:
 - a) New traffic signal at the intersection of S Sequoia Parkway/Hazel Dell Way and associated required stripping improvement outlined by ODOT on Hwy 99E and S Sequoia Parkway.
 - B) Communicate truck route information to drivers, including awareness that they should avoid the following roadways in the vicinity of the project site:
 - a) S Haines Road between the project site and OR 99E to the north
 - b) S Bremer Road east of S Haines Road
 - c) S Mulino Road south of SE 1st Avenue/ S Haines Road
 - d) N Redwood Street north of OR 99E
 - e) Territorial Road as a route to Knights Bridge Road
 - f) Township Road west of Sequoia Parkway
 - g) SE 13th Avenue west of Sequoia Parkway
 - h) Access to or from Mulino Road shall be generally limited to extraordinary or emergency use until either (1) the alternative industrial access road to 99E from Mulino Road and/or Walnut Street is constructed and either a suitable roundabout or improvements at the intersection of SE 1st Avenue/Haines Road/Mulino Road to a collector standard is completed; or (2) S Haines Road has been brought up to County collector standards to 99E.
 - C) Ensure adequate site-access and circulation:
 - a) Site driveways shall be kept clear of visual obstructions (e.g., landscaping, signing, etc.) that could potentially limit sight distance for exiting drivers. This may require removal of existing vegetation to achieve adequate sight distance for the eastern driveway.

- b) Prior to occupancy, sight distance at any existing access points will need to be verified, documented, and stamped by a registered professional Civil or Traffic Engineer licensed in the State of Oregon.
 - D) The City concurs with the County that a left turn lane analysis to determine the need for a left turn lane on SE 1st Avenue will be required prior to approval of a County Development Permit.
 - E) The applicant's development standards with regard to access, street drainage, and improvements along SE 1st Avenue and S Mulino Road frontages shall conform to the recommended conditions of approval in the County memorandum dated Jan. 3, 2019, except where the City's industrial collector street cross section indicated in the 2010 TSP is more stringent in terms of ROW, paving and sidewalk widths. In addition, the applicant shall enter into a maintenance agreement for any water quality facilities located within the public right-of-way for streets under County control.
10. Trucks from the Shakespeare project shall be required to take S Walnut Street to Sequoia Parkway until the segment of SE First Ave from S Walnut Street to Hazel Dell Way is improved to adequately accept those trucks.

I CERTIFY THAT THIS ORDER for DR 18-10/CUP 18-07 PROJECT SHAKESPEARE which was presented to and APPROVED by the Planning Commission of the City of Canby.
DATED this 14th day of January, 2019.


John Savory
Planning Commission Chair


Bryan Brown
Planning Director


Laney Fouse Attest
Recording Secretary

ORAL DECISION: January 14, 2019

Name	Aye	No	Abstain	Absent
John Savory	x			
Larry Boatright	x			
Derrick Mottern	x			
Andrey Chernishov	x			
J. Ryan Adams	x			
Jeff Mills	x			
Jennifer Trundy	x			

WRITTEN DECISION: January 28, 2019

Name	Aye	No	Abstain	Absent
John Savory	✓			
Larry Boatright	✓			
Derrick Mottern	✓			
Andrey Chernishov	✓			
J. Ryan Adams	✓			
Jeff Mills	✓			
Jennifer Trundy	✓			



STRATEGIC INVESTMENT ZONE APPLICATION FORM

Date: June 26, 2019

APPLICANT INFORMATION

Business Name: Coho Distributing LLC, dba Columbia Distributing

Applicant's Name + Title: Paul Meade, Chief Financial Officer

Mailing Address: 6840 North Cutter Circle
Portland, OR 97217

Phone: 503-265-3099 Email: paul.meade@coldist.com

PROPERTY INFORMATION

Property Address: 2525 SE 1st Avenue, Canby, OR 97013

Name(s) of owners: Canby East Associates, LLC

PROJECT INFORMATION

Estimated timeline for project construction/occupancy/start-up operation:

See project timeline attached.

Estimated amount of investment (building and land):

Building and Land - \$62,314,098

Equipment - \$5,963,000

See budgets attached.

Number of Jobs:

Approximately 300 employees will be working out of the facility.

PROJECT DESCRIPTION *(add attachments as necessary)*

See attachments:

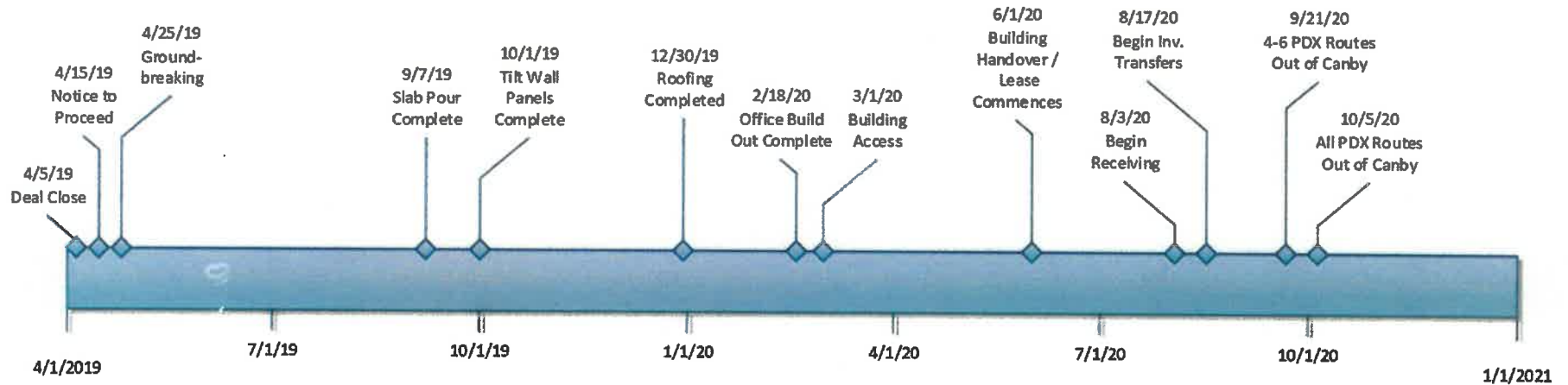
Project Description

Bid Narrative

For more information, please contact:

Jamie Stickel, *Economic Development Director*
503.266.0701
StickelJ@CanbyOregon.gov

Project Milestones



Year:	Date:	Milestone:
2019	✓ April 5 th	Deal Close
	✓ April 15 th	Notice to Proceed
	✓ April 25 th	Ground-Breaking
	October 1 st	Tilt Panel Wall Installation Complete
	December 30 th	Roofing Installation Complete
2020	February 18 th	Office Build-out Completed
	March 1 st	Building Access Granted
	March – May	Racking Installation
	March – July	IT, Office, & WH Infrastructure Fit-up
	June 1 st	Lease Commencement
	August 3 rd	Begin Receiving
	August 17 th	Begin Inventory Transfers
	September 21 st	4-6 Initial Routes out of Canby
	October 5 th	Full WH & Delivery Operations out of Canby

Project Budget

	Budget
Land or Building Purchase	\$ 8,716,963
Off-site Improvements	560,000
Site & Building Shell	36,257,996
Tenant Improvement - Office TI Allowance	2,500,000
Tenant Improvement - Tenant Rep Services Allowance	765,950
Tenant Improvement - Tenant Change Allowance	1,000,000
Design, Engineering and Other Consultants	1,347,687
Legal	605,000
Insurance	131,031
Taxes	101,640
Testing & Inspection	318,800
Agency & Utility Fees (Permits & SDCs)	2,523,641
Bonds	20,000
Leasing Commissions	1,628,254
Development Fee	1,911,105
Finance Fees	475,750
Interest Expense	966,726
Development Contingency	2,483,555
Total Building & Land	\$ 62,314,098

	Budget
Racking	\$ 3,841,000
Information Technology	1,233,000
Security Systems	727,000
Battery Charging	162,000
Total Equipment	\$ 5,963,000

Project Description

Headquartered in Oregon, Columbia Distributing has been distributing some of the best-known brands in the beverage business since 1935. Today Columbia Distributing services over 22,000 retail customers covering more than 172,000 square miles in Oregon, Washington and California. Columbia is one of the largest beverage distributors in the U.S. and the largest in the Pacific Northwest region. Columbia's beverage portfolio is made up of over 500 of the finest beverage brands, including craft, domestic and imported beers, wine & spirits and non-alcoholic products. Columbia's success is based on the deep-rooted tradition of delivering quality products, timely service and a genuine concern for customers' needs. This is achieved by providing ongoing, sustainable opportunities and growth for its employees, customers, suppliers, shareholders and communities.

Since Columbia's merger with Mt. Hood Beverage in 2008, Columbia's Portland Metropolitan operation have been conducted primarily out of two facilities located within the Portland City limits. The primary picking facility is located on Swan Island in NE Portland while the backstock facility is located in NW Portland. Since 2008 Columbia has been actively looking for a location to consolidate all operations into one facility.

In early 2019 Columbia reached an agreement with Trammell Crow Company to develop a 530,148 square foot facility in Canby (see bid narrative). Upon completion of the facility Canby East LLC will acquire the facility and Columbia Distributing will enter into a 15-year lease of the facility. The ownership of Canby East substantially reflects the ownership of Columbia Distributing.

Columbia expects to begin moving into the facility in late spring of 2020 and be fully operational by fall of 2020. At this time the facility will serve the entire Portland Metropolitan area along with Salem, a substantial portion of the Columbia Gorge and the Northern Oregon Coast. The facility will also serve as a hub for the Columbia branches located in Medford, Springfield, Bend and Pendleton.

Once fully operational Columbia expects to employ roughly 300 full time employees out of the facility. These employees will receive, pick and deliver in excess of 16 million cases of product per year.

Columbia Distributing prides itself on providing a living wage, outstanding benefits and an inclusive and desirable work environment to its 3,100+ employees whose families live in the communities in which they work.



BID NARRATIVE

Project: Project Shakespeare

Site: Address: 2525 SE 1st Ave, Canby OR

Tax Lot: Tax Lots #100 (Zimmer Parcel) and #2100, #2101, and #2200 (Borg Parcels). Approximately 42.0 acres total

CrossStreets: South Mulino Road at Southeast 1st Avenue

Proposal: The project will develop approximately 36 acres for the construction of a new 530,148sq. ft. distribution warehouse with accommodations for a 2 phased future warehouse expansion. The developed site will include both auto and truck trailer parking, secured truck entry with loading docks on each side of the building.

OVERVIEW:

This document will provide a general overview and brief narrative of the project to assist contractors in understanding the project scope. Please refer to the detailed instructions to bidders as prepared by Trammell Crow Company (TCC) for specifics on the schedule and outline for the RFP.

TCC will be developing the site to accommodate the proposed build to suite distribution facility. Off-site improvements will include half street improvements along the property frontages at S. Walnut St., SE 1st. Ave and S. Mulino Rd. Building construction consists of concrete tilt up perimeter walls with steel roof structure providing a minimum 36ft clear height and supported on a conventional foundation. The warehouse will include an approximate 53,000sf cooler with accommodations for a future 30,000sf expansion. The facility will have an approximate 16,648sf class A office with ancillary spaces on the site and within the warehouse as illustrated on the bid plans provided.

VLMK Engineering + Design has been retained by TCC as the engineer of record for the project. In this capacity, we are providing site planning, civil & structural engineering, design and general project coordination services for the site and building shell. LRS Architects is providing the space planning and interior design for the office, MKE is providing design-assist consulting services for the plumbing, mechanical & electrical systems and The Harrington Group is providing a base design for the fire protection & fire alarm systems. The cooler and refrigeration system will be bidder designed to meet the minimum general requirements outlined in this narrative and outline specifications as provided by Permacold Engineering.

GeoDesign has prepared Preliminary & Final Geotechnical reports for the project and a supplemental addendum to their report to address additional infiltration testing within the street ROW. The soils are moisture sensitive and will require stabilization with wet weather construction. Surcharging the building pad is not anticipated to be required.

SITE CONDITION & JURISDICTION

The subject 42.0 acre property contains 4 separate parcels which will be consolidated into a single lot. The properties are currently occupied by at least 3 different residents which have all been in agriculture use for the last several decades. The cell tower located at the central west portion of the property will remain. Site topography slopes east to west with upwards of 28ft of grade change.

The property is located within the City of Canby's Pioneer Industrial Park. Site & Design Planning Review and the Walnut half street improvements will be reviewed by the City of Canby whereas the building permit and half street improvements along SE 1st Ave. and S. Mulino Rd. will be reviewed by Clackamas County. Canby Utility will serve the property with power, water and sanitary services with natural gas provided by NW Natural gas. The existing PGE services at Walnut will be replaced with underground services provided by Canby Utility whereas the PGE OH power poles and service lines along SE 1st Ave. will be relocated with new services provided to the associated residents.

BID NARRATIVE

The following will provide a generalized summary of the improvements associated with the site, building and off-site improvements;

1. General Sitework

- a. Strippings and Excess Material – Contractor may place strippings on the undeveloped property to the south providing that the toe of the stockpiles are setback a minimum of 10ft from the property to the south, 100ft from the surrounding street frontages, placed in a neat and orderly manner with uniform side slopes with accommodations for surface drainage and exposed surfaces protected from erosion with BMP's as required by the local jurisdictions. Excess structural fill may also be placed in the undeveloped area providing that the underlying surface is stripped, compacted and fill is placed in a uniform manner in strict accordance with GeoDesign's recommendations. If structural fill material is required within the developed area, suitable fill material may be excavated from the undeveloped area providing that the borrow area is graded uniformly, compacted and rough seeded in accordance with VLMK's directives.
- b. Wet weather site protection – Contractor shall incorporate BMP's to ensure that the site is protected through wet weather conditions.
- c. Pavement Sections – Contractor shall assume that the pavement sections will include cement treatment of the subgrade.
- d. Allowances – Contractor shall outline all site work related allowances to include temp drainage, boulder allowances, etc....
- e. Site security – Contractor shall provide site security as appropriate to protect the site throughout the construction duration
- f. Site and Civil Plans – The plans attached with the bid package are approximately 90% complete and have not been reviewed by the jurisdictions. Additional items required but not illustrated or specified within these plans shall be incorporated into the bid as required and appropriate for the project.

2. Site Demolition

- a. Existing structures, wells, UST/AST's & septic systems. – Contractor shall coordinate required testing of materials and remove/dispose of all debris off site in accordance with jurisdictional requirements. Trammell Crow has coordinated environmental reviews, soil management plan (SMP) and proposals for well abandonment, underground/above ground tank removal and septic system decommissioning. This information is included in Addendum No. 1.

3. Street Improvements

- a. S. Walnut St. (City of Canby) – Half street improvements will be required along the entire frontage and will be limited to sidewalk, landscape plantings and driveway south of the cell tower with full half street improvements north of the tower. The full half street improvements will include paving, sidewalk, stormwater treatment/retention planter strip, landscape plantings and street lights with water, power, gas, phone and cable extending to SE 1st. Ave. The existing PGE power poles which serve a single 1.5acre parcel south of the cemetery on the west side of Walnut will be removed and replaced with a new Canby PUD service. Contractor will need to coordinate directly with Canby PUD and include adequate scope for trenching, conduit/vault placement (to include power, street lighting, telephone, cable & natural gas), multiple trench backfills and coordination efforts with the associated utilities.
- b. SE 1st Ave. (Clackamas County) – Half street improvements will be required along the entire frontage and will include paving, sidewalk, stormwater treatment/retention planter strip, landscape plantings and street lights with phone and cable extending to the end of the property. The existing PGE power poles/service lines will be relocated within the new planter strip. These efforts will need to be coordinated directly with PGE. Contrary to the current plans a new 12" water line will be extended from Walnut St. along the length of the SE 1st St. improvement AND the street lighting will need to meet the City of Canby standards with service provided by Canby PUD. Contractor will need to coordinate directly with Canby PUD and include adequate scope for trenching, conduit/vault placement (to include power, street lighting, telephone, cable & natural gas), multiple trench backfills and coordination efforts with the associated utilities.
- c. S. Mulino Rd. (Clackamas County) – Half street improvements will be required along the entire frontage and will be limited to sidewalk, landscape plantings, stormwater treatment/retention planter strip and driveway.

4. Foundations & Superstructure

- a. Slab & Foundations – Building foundations will consist of continuous reinforced concrete footings at the perimeter walls with isolated spread footings at the interior columns. An 8" reinforced concrete slab on grade will occur throughout the warehouse with vapor barrier provided at the office and cooler areas. A subsurface heating system at the cooler area will not be required.
- b. Roof Structure – The roof structure at the warehouse, office, side load & patio canopies will consist of metal decking supported by open-web steel joists and girders. The underside of the metal decking at the warehouse will be pre-primed with white paint. The roof structure at the cooler area will be designed with sufficient collateral load to support the suspended cooler system and associated refrigeration units (evaporative coolers & condensing units) from the roof structure.
- c. Roofing - The roofing at the warehouse and office will consist of a mechanically fastened 60mil TPO membrane overlying protection board and 2 layers of rigid insulation with minimum R-values of R20 and R30 respectively. The roofing over the side load and patio canopies will consist of a metal roof sheeting overlaying condensation insulation. Walking pads will extend from 2 roof hatches (located above the electrical room and office area) to provide access to all mechanical roof top units.
- d. Lateral Resisting System – The metal roof deck will transfer out of plane loads into the concrete tilt panels and interior BRBF's (Buckling Restrained Braced Frames) within the warehouse.

5. Exterior Walls & Finishes

- a. Refrigerated Storage Standards – Finishes and appurtenances throughout the warehouse will be required to meet minimum ASI Food Safety standards for refrigerated storage. At a minimum, this will include rodent strips/strips around the building perimeter, patching of all interior panel pick points, and sealant installed at the interior floor and wall panel joints.
- b. Warehouse slab - The warehouse floor will have a hard steel trowel finish to achieve a minimum OAFF/OAFL = 50/35 respectively. Contractors shall protect the slab/joints throughout the construction duration, re-saw and fill all doweled control joints with epoxy, all other sawcut control joints with sealant and scrub/seal the floor with a densifier/hardener prior to turnover. Additional floor scrubbing will be required throughout the construction as noted in the general housekeeping specifications.
- c. Exterior Walls – Exterior walls will contain form liners and multiple reveals of varying sizes extending around the building perimeter. All exposed panel joints and edges at openings will be chamfered and/or tooled with surfaces patched, ground and voids filled to provide a smooth and uniform finish prior to paint. Panel joints at the interior concrete wall panels will be sealed and painted up to the underside of the roof structure. Paint scheme at the perimeter wall panels will include 3-4 complimenting body and accent colors
- d. Interior Columns – Interior columns and braces will be painted safety yellow/red in accordance with the specifications. The base of all building columns not located within the confines of the racking will be protected with 30" dia. X 4ft reinforced concrete surrounds anchored into the foundations and painted safety yellow.

6. Cooler

- a. Cooler System – The cooler system will be a design-build system as coordinated by the general contractor to provide a consistent 35deg +/- 1deg temperature setting. Condensing units will be roof mounted with fan-coils suspended from the roof structure via suspension through the ceiling panels. A ventilation system shall be designed above the ceiling panels to provide sufficient air movement below the roof structure. The minimum clear height of the cooler ceiling shall be maximized to provide a minimum 36ft clear height. Lights shall be held tight to the ceiling with fan coils aligned with the rack aisles to minimize impacts to the clear height.
- b. Insulated ceiling and wall panels – For budgeting purposes, insulated ceiling and wall panels shall meet the specifications of the Kingspan 300 Series Minor Rib panel system with 24ga finish at both interior and exterior faces. Ceiling and wall panels will be a minimum of 5" and 6" thickness respectively and supported from the bottom chords of every other roof joist with maximum spans of no more than 16ft oc. Seismic bracing of the panels shall consist of compression struts, seismic plates and aircraft cable bracing connected to the top chords of the roof joist and uniformly spaced to meet site specific seismic loading requirements.
- c. Ceiling penetrations – All penetrations through the cooler ceiling panels shall be properly sealed to minimize condensation potential. Threaded rods shall have thermal breaks with insulation wrap extending 24" above the ceiling and penetrations filled with insulating foam. Building column penetrations shall be wrapped with vapor tape and encased with insulated panels extending 4ft below and 1ft above the ceiling.

- ## 11. Plumbing & Site Utilities

- a. Domestic Water – A 2” water meter set with 3” service line will extend domestic water into the fire riser/pump room.
- b. Fire Water – The Harrington Group has provided a base design system and outline specifications for the design-build fire protection and fire alarm systems. Refer to the plans and specifications for additional information.
- c. Sanitary – Sanitary service to the building will be extended from the existing lateral in Walnut street. The City will likely require a sampling vault prior to connection to the public line.
- d. Stormwater – All storm water run-off from the site will be retained on the property via 3 separate pods of drywells. The depth of the drywells will extend approximately 5ft into the dense gravel zone which is anticipated to occur at approximately 25ft at the pod on the east side of the building, 20ft at the pod north of the cell tower and 13ft at the pod on the south side of the cell tower. Roof run off will drain directly into the drywells whereas the run off from the paved surfaces will be treated with storm filter cartridges contained within a vault at the east truck yard and vegetated swales at the employee parking area along the backside of the future trailer parking at the west truck yard.

12. HVAC

- a. Design-Build – The mechanical systems will be design-build as coordinated by the general contractor with systems designed in accordance with the attached outline specifications as provided by MKE. See attached concept drawing and outline spec under separate cover.
- b. Warehouse – The warehouse will be heated for freeze protection only via gas fired space heaters with make up air provided with roof top fan units. Electric wall mounted heaters will be provided in the electrical room & warehouse bathrooms. A small unit heater will be provided at the fire pump/riser room and a ductless split system will be provided at the Will-Call area.
- c. Office – The office will be conditioned with gas fired packaged roof top units designed in accordance with the referenced outline specification. The IT server room will be conditioned with a dedicated unit.

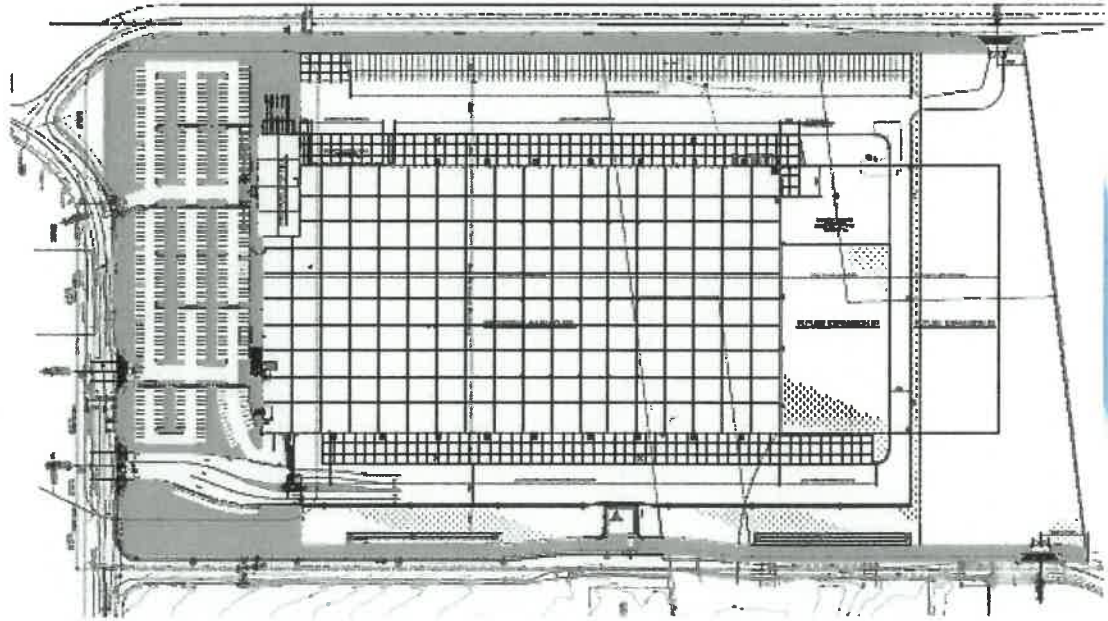
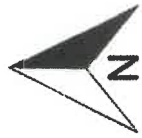
13. Fire Protection

- a. Design-Build – The fire protection systems will be design-build as coordinated by the general contractor with systems designed in accordance with the attached outline specifications as provided by The Harrington Group. See base design drawings and specifications.
- b. Warehouse – The warehouse will be protected with an ESFR system and pressurized with an electric motor driven fire pump. The pump will have back up power provided by the diesel fired emergency generator. Dry systems will be required at the cooler and exterior canopies (side load canopy at truck dock and patio canopy). The space above the cooler will be protected by conventional sprinkler heads via the ESFR system.
- c. Office – The office will be protected by a conventional fire protection system within the ceiling systems as proposed by the office interiors consultant. Refer to the general pricing notes as provided by LRS under separate attachment for specifics regarding the proposed ceiling systems.

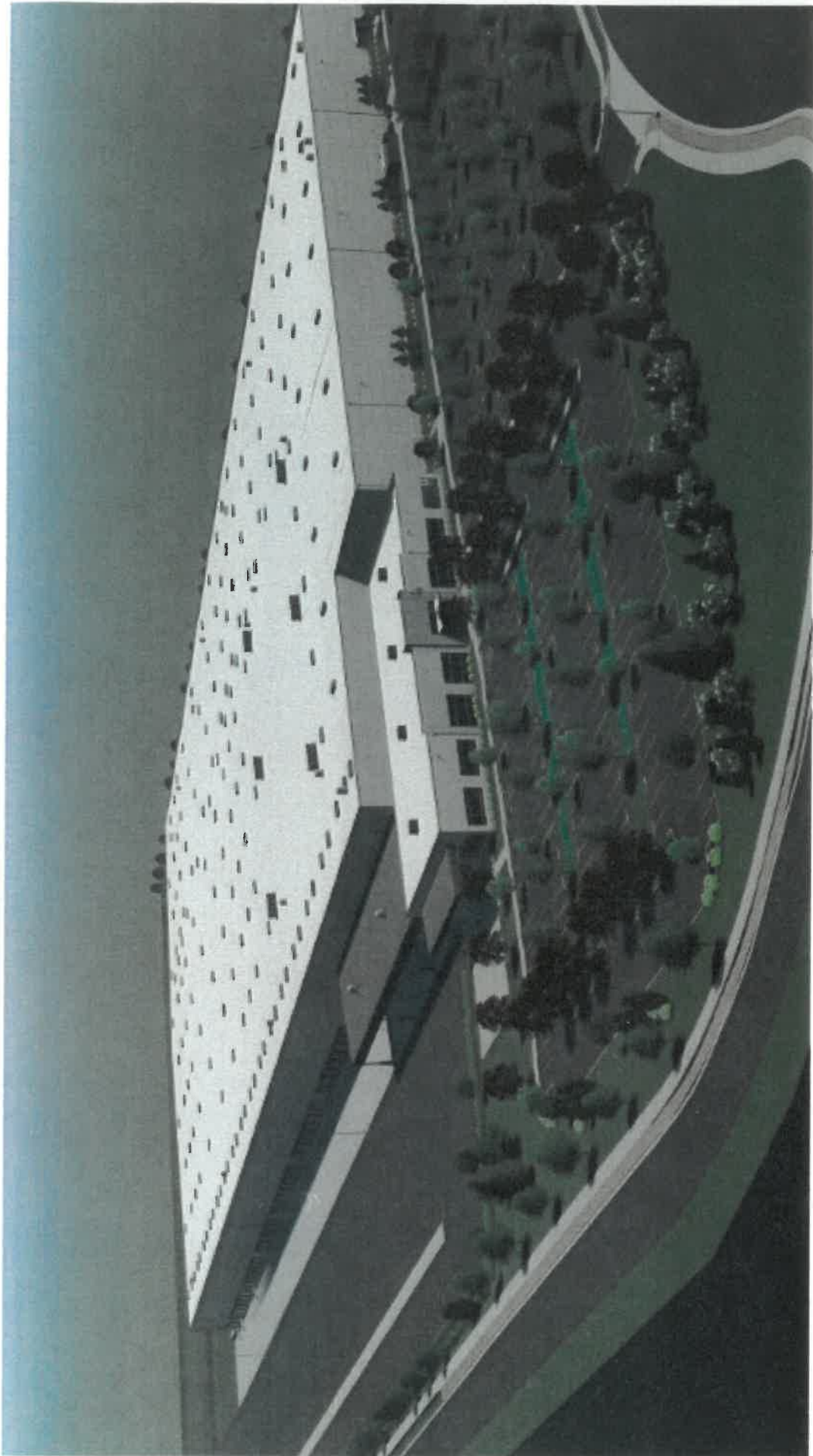
14. Electrical

- a. Design-Build – The electrical systems will be design-build as coordinated by the general contractor with systems designed in accordance with the attached outline specifications as provided by MKE. See outline spec under separate cover.
- b. Power – Service to the building will be extended from the new Canby PUD service line extension within Walnut st. Power requirements to serve the initial phase of the development are anticipated to require a minimum of 3000A of 3phase 277/480V service. Contractor shall design the system to accommodate future expansions and shall provide all trenching and back fill for the service extension to include transformer vault, pad as well as the primary and secondary conduits.
- c. Emergency Power – Contractor shall design an emergency power system of sufficient size to operate all systems with the initial and future phases of the development with exception of the refrigeration system for the cooler as outlined in the specifications.
- d. Lighting – All lighting systems shall be LED and designed to achieve the minimum level of photometrics as noted in the outline spec and illustrated in the plan provided by MKE. Site and warehouse fixtures shall be the luminaires as specified on the MKE drawings.

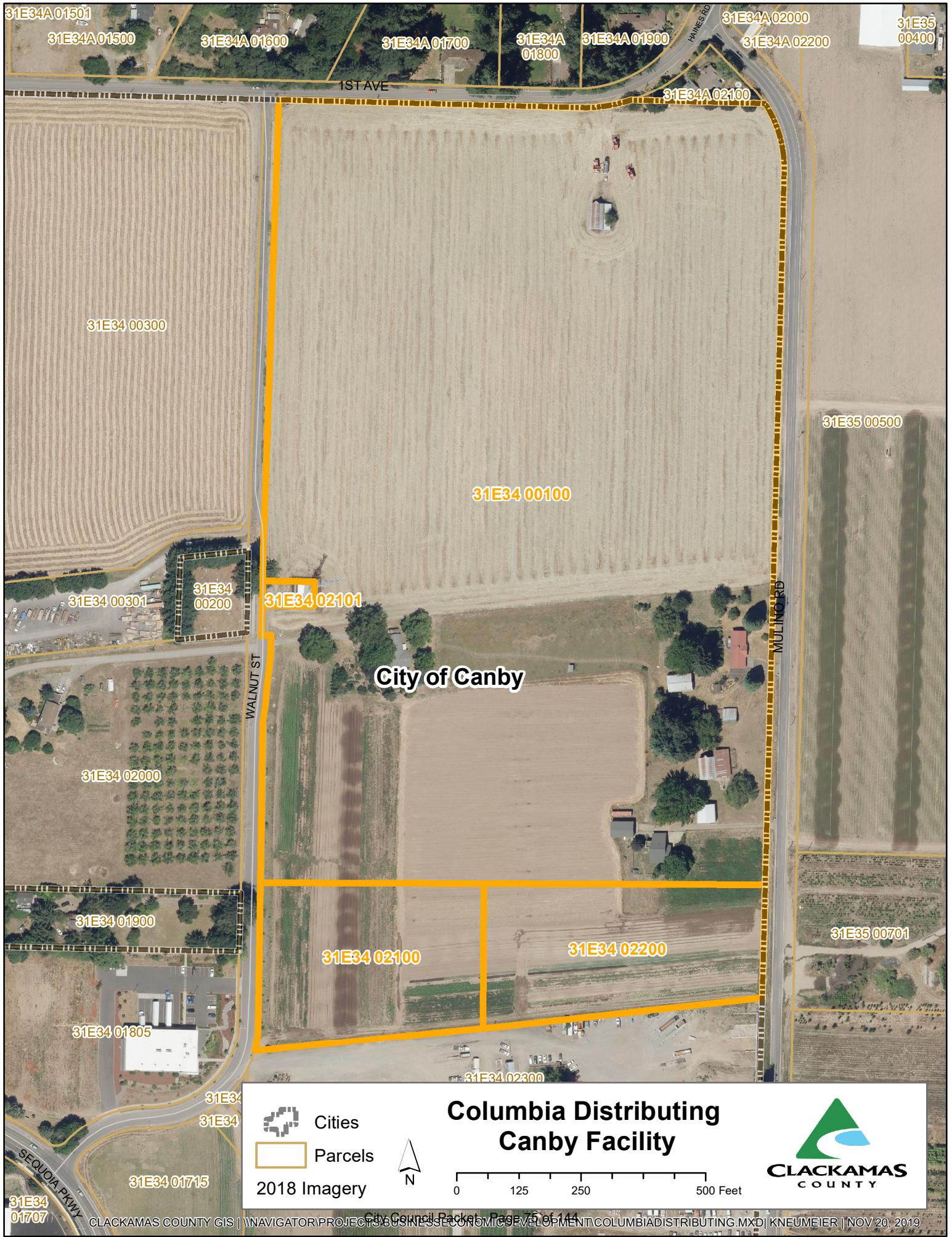
Project Description











Columbia Distributing - Canby Facility

MAP TAXLOT #	PARCEL #	SITUS ADDRESS	ASSESSED VALUE	ACRES
31E34 00100	797828	2525 SE 1ST AVE	4525883	36.32
31E34 02100	798051	2525 SE 1ST AVE	325043	3.25
31E34 02101	798060	202 S WALNUT ST	15508	0.12
31E34 02200	798079	2525 SE 1ST AVE	349359	3.23

EXHIBIT C: Community Service Fee and Income Tax Revenue Share Distribution

Clackamas County will collect Community Service Fees of 25% of abated taxes, income tax payments of 50% of personal income tax paid by employees of the company and any other future revenue sources associated with the SIZ annually and distribute funds based on the distribution approach below.

Option A: Address Business Impacts and Community Priorities

For the Cities of Sandy, Canby and Milwaukie, all Community Service Fees and Revenue Share proceeds will be managed by the City Council. Revenues associated with the SIZ program will be allocated first to mitigate direct impacts of the development on the community that are needed over and above systems development charges collected. Once those needs are addressed, additional revenues will be used to fund high priority projects or programs of the community.

Option B: Support Local Taxing Districts

For cities of Estacada, Lake Oswego and unincorporated Clackamas County, revenues associated with the SIZ program will be allocated on a pro rata share to all affected taxing districts to partially compensate them for lost property tax revenue on SIZ investments over \$25 million in rural areas and \$100 million in urban areas. Taxing districts are encouraged to meet soon after a business application has been submitted and periodically thereafter to discuss the potential of pooling resources to invest in projects of mutual interest that have a bigger impact on the community.

In unincorporated Clackamas County and other jurisdictions that so choose, an affected taxing district may apply to Clackamas County for reimbursement of its direct costs associated with the review and inspection of the proposed development or specific investment needed to accommodate specialized response.

Option B (1): Support of Local Taxing Districts Through Committee Direction

For the City of Molalla, a special advisory committee to the city council will examine the impacts of the SIZ investment on taxing districts and specifically advise the council on how to address those impacts. If no specific impacts are identified revenues associated with the SIZ program will be allocated on a pro rata share to all affected taxing districts.

Dispute resolution: In the event the County, the City and other affected taxing districts do not agree as to the allocation of revenues, the matter shall be submitted to mediation before a mediator that is mutually acceptable to all parties. Such mediation shall take place within 60 days of a party's request for mediation in a neutral location mutually acceptable to all parties. Each party shall be responsible for paying its own costs and expenses (including legal fees, if necessary) for the mediation and share equally the expenses of the mediator.

The mediator shall issue his or her decision within 10 days of the mediation. In the event that the mediation is unsuccessful, the Oregon Business Development Commission shall determine the formula for distribution of the fee according to ORS 285C.609 (6) (b).

EXHIBIT C: Community Service Fee and Income Tax Revenue Share Distribution

Clackamas County will collect Community Service Fees of 25% of abated taxes, income tax payments of 50% of personal income tax paid by employees of the company, and any other future revenue sources associated with the SIZ annually and distribute funds based on the distribution approach below.

Option A: Address Business Impacts and Community Priorities

For the Cities of ?, and ?:

Revenues associated with the SIZ program will be allocated first to mitigate direct impacts of the development on the community that are needed over and above systems development charges collected. Once those needs are addressed, additional revenues will be used to fund high priority projects or programs of the community as determined by the City Council for projects within City limits and by the Board of County Commissioners for projects in unincorporated Clackamas County. The County and City will make decisions regarding SIZ investment priorities jointly and discuss decisions every 2 years to assess and maximize the impacts of SIZ investments for the community.

Option B: Create a Community Enhancement Fund.

For the Cities of ?, and ?

Revenues associated with the SIZ program will be distributed into separate funds established for each community, or unincorporated Clackamas County, that is impacted by Projects. The funds will be managed by Clackamas County as to projects within its jurisdiction, or according to the direction given by Community Enhancement Fund members of impacted cities. Members include one representative each from the City, the County, all affected taxing districts, and any other representative the City and County jointly agree to appoint. The Committee will first seek consensus; in the event consensus is not reached, decisions shall be made on the basis of a vote demonstrating a majority of the members in attendance.

The Committee will meet within two weeks of receiving a complete application, discuss potential business impacts on the community, determine allocation of the funds and document funding allocations in writing, and they will revisit enhancement fund decisions two years after the initial decisions were made to make any needed adjustments. The purpose of the fund is to provide for coordinated community services support relating to the impacts and needs of project within the Clackamas County SIZ.

Option C: Support Local Taxing Districts

For cities of Molalla, ?, and ?...:

Revenues associated with the SIZ program will be allocated on a pro rata share to all affected taxing districts to partially compensate them for lost property tax revenue on SIZ investments over \$25 million in rural areas and \$100 million in urban areas. Taxing districts are encouraged to meet soon after a business application has been submitted and periodically thereafter to discuss the potential of pooling resources to invest in projects of mutual interest that that have a bigger impact on the community.

Dispute resolution: In the event the County, the City, and other affected taxing districts do not agree as to the allocation of revenues, the matter shall be submitted to mediation before a mediator is mutually acceptable to all parties. Such mediation shall take place within 60 days of a party's request for mediation in a neutral location mutually acceptable to all parties. Each party shall be responsible for paying its own costs and expenses (including legal fees, if necessary) for the mediation and share equally the expenses of the mediator.

The mediator shall issue his or her decision within 10 days of the mediation. In the event that the mediation is unsuccessful, the Oregon Business Development Commission shall determine the formula for distribution of the fee according to ORS 285C.609(6)(b).



State of Oregon
FIRST-SOURCE HIRING AGREEMENT
Clackamas County Rural Strategic Investment Zone

This First Source Agreement for referral of qualified job applicants is entered into between WorkSource Oregon (Oregon Employment Department, (OED)), 7995 SW Mohawk Street, Tualatin, OR., 97062 hereinafter referred to as "OED," which coordinates job referrals for and represents the publicly funded job training fund administrator, for Clackamas County WIB (Workforce Investment Board) CLACKAMAS WORKFORCE PARTNERSHIP and their training providers for the area covered in the Interagency Agreement under OAR 123-070-12100, hereinafter referred to as "PROVIDER", and the following business firm located in this geographic area, Columbia Distributing ID#197565 (from iMatchskills) hereinafter referred to as the 'EMPLOYER.'

The EMPLOYER is or will be receiving benefits from the following program or programs (check those that apply):

Rural Strategic Investment Zone: Specify yes or no - ____ if seeking an extended exemption period (up to five years)

Other: specify _____.

I. GENERAL TERMS

Under this First Source Agreement, the EMPLOYER will use the OED as its first source for referral of Qualified Applicants for all external job openings of the EMPLOYER at the following location(s) COMPANY ADDRESS such that the EMPLOYER agrees to the following:

To provide the EMPLOYER'S designated internal liaison, if they are not the APPROVED contract signer on this FSH Agreement, and who will serve as the single point of contact for communications with OED related to job openings. Employer will notify OED immediately of any change for this internal liaison.

II. AS JOBS ARE OPENED, THE EMPLOYER AGREES TO:

Effectively notify OED of all external job openings, no later than when notification is received by any other job referral source external to the EMPLOYER or any public announcement for the job opening, throughout the term of this agreement;

That each such notice to OED shall include job qualifications and a deadline for referrals;
To ensure that the OED and the PROVIDERS will have:

Sufficient lead time (minimum lead time is 10 (CAN VARY DEPENDING ON TERMS) business days before the job application close date, (except in temporary or emergency situations); and complete information to make meaningful referrals for jobs that will be filled by the EMPLOYER;

That all job information may be shared with all PROVIDERS for which referrals are coordinated by the OED; and

That all job openings shall be listed in the PUBLIC LABOR EXCHANGE SYSTEM of the state Employment Department, insofar as a local office of that State agency is a PROVIDER.

For purposes of this Agreement long-term jobs will be defined as those positions 180 days or more in duration. Jobs lasting less than 180 days will be considered temporary and will not be subject to the terms of this Agreement.

Positions filled by internal transfers, promotions or recall of laid off employees on recall status will not be subject to the terms of this Agreement.

Give permission for OED to share the job posting and hire information with the **Clackamas County** Economic Development Program Representative. Other than the above permission, it is understood that OED will hold all information regarding the company and the job seekers in the strictest confidence.

III. UPON RECEIPT OF THE JOB OPENING NOTIFICATION, OED AGREES TO:

That to the extent Qualified Applicants are available through OED and among the relevant PROVIDERS, to refer those individuals to the EMPLOYER for job openings; and

To facilitate and implement the listing of all job openings in the "PUBLIC LABOR EXCHANGE SYSTEM", in cooperation with other PROVIDERS (though, not necessarily to the exclusion of other referral methods).

To provide OED's designated internal liaison, if they are not the APPROVED contract signer on this FSH Agreement, and who will serve as the single point of contact for communications with the EMPLOYER'S related to job openings.

IV. UPON RECEIPT OF REFERRALS FROM WORKSOURCE, THE EMPLOYER AGREES TO:

Fully consider for employment any Qualified Applicant referred by the OED by the referral deadline;

Notify OED with the name of the Qualified Applicant when a Qualified Applicant is hired by the EMPLOYER; and

Provide after-the-fact information to the OED about applicable overall hiring and job vacancies in a prescribed manner, or as requested by OED, in accordance with OAR 123-070-1900(1) to (3).

Comply with all relevant laws regarding employment of Qualified Applicants of this State or the Federal Government, including but not limited to not discriminating on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other reason prohibited by such laws.

The EMPLOYER will make all final decisions on hiring new employees. After the EMPLOYER has hired the employees, the EMPLOYER assumes full responsibility for them as employees.

All persons hired under this Agreement are subject to the EMPLOYER's regular personnel policies and procedures and have no special or additional rights arising from this Agreement.

If the terms of this Agreement conflict with the provisions of a collective bargaining agreement to which the EMPLOYER is a party, the bargaining agreement shall prevail.

Both OED and EMPLOYER agree to attempt to resolve all areas of misunderstanding, disagreement or dissatisfaction with each other as soon as they arise. If the parties are unable to resolve the issue, either may:

Initiate a meeting between the EMPLOYER and either OED, all of the PROVIDERS; or request assistance from the Oregon Economic and Community Development Department.

This agreement shall take effect on the date of the last signature by the contracting parties below, and shall be in full force and effect until DECEMBER 31 OF THE LAST YEAR OF THE EXEMPTION PERIOD (for Enterprise Zone Businesses) or, until the end of the term, period or periods as described in OAR 123-070-1600

APPROVING PARTIES

WorkSource Oregon

Name: Tracy Calderon
Title: Office Manager, Tualatin
Address: 7995 SW Mohawk St.
Tualatin, OR 97062
Phone: 503.612.4240 FAX 503.612.4250
Email: Tracy.K.Calderon@oregon.gov

Signature Tracy K Calderon
Date 7-22-2019

OED INTERNAL LIAISON

Name: Michelle Higgins
Title: Regional Business Specialist
Address: 7995 SW Mohawk St.
Tualatin, OR 97062
Phone: 971.235.4914
Email: michelle.d.higgins@oregon.gov

Signature Michelle Higgins
Date 7/22/19

Federal Employer ID Number 26-2863088

State Business ID Number: 01365449-5

Name: Paul Meade

Title: CFO

Address: 6840 N. Culter Circle
Portland, OR 97217

Phone: 503-265-3099

Email: paul.meade@coldist.com

Signature Paul Meade
Date 7/26/19

EMPLOYER INTERNAL LIAISON

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Signature _____
Date _____



CLACKAMAS COUNTY STRATEGIC INVESTMENT ZONE FIRST SOURCE CONTRACTING AGREEMENT

This First Source Agreement for referral of qualified contractors is entered into between Clackamas County, hereinafter referred to as the “CONTACT AGENCY,” which coordinates contractor referrals, hereinafter referred to as “PROVIDERS,” and the following business firm located in this geographic area, hereinafter referred to as the “EMPLOYER.” (Insert name of SIZ project here).

The EMPLOYER is or will be receiving benefits from the Clackamas County Strategic Investment Zone program. Under this First Source Agreement, the EMPLOYER will use the CONTACT AGENCY as its first source for external referral of qualified contractors for all local construction, operations, training, and suppliers of the EMPLOYER:

Such that the EMPLOYER agrees to the following:

- To effectively notify the CONTACT AGENCY of all contracting opportunities with the company no later than when notification is received by any other referral source external to the EMPLOYER or any public announcement for the contracting opportunity, throughout the term of this agreement;
- That each such notice to the CONTACT AGENCY shall include contractor qualifications and a deadline for referrals;
- To ensure that the CONTACT AGENCY and the PROVIDERS will have sufficient lead time (minimum lead time is ____ business days) before the contractor bid closing date, except in temporary or emergency situations); and information to make meaningful referrals for contracting opportunities that will be filled by the EMPLOYER;
- That all contracting information may be shared with all PROVIDERS for which referrals are coordinated by the CONTACT AGENCY; and

The CONTACT AGENCY agrees to the following:

- That to the extent that Qualified contractors are available among the relevant PROVIDERS, to refer those firms to the EMPLOYER for contracting opportunities; and

The EMPLOYER agrees to:

- Fully consider for employment any Qualified contractor referred by the CONTACT AGENCY by the referral deadline;

- Notify the CONTACT AGENCY when a Qualified contractor is retained by the EMPLOYER; and
- Provide after-the-fact information to the CONTACT AGENCY about applicable overall contracting arrangements annually to include name of contractor, amount of contract, jobs created, and other economic indicators on request.

Comply with all relevant laws regarding contracting for goods and services of this State and the Federal government, including but not limited to not discriminating on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other reason prohibited by law.

The EMPLOYER will make all final decisions on contracting arrangements.

The CONTACT AGENCY, the EMPLOYER and the contractor agree to attempt to resolve all areas of misunderstanding, disagreement or dissatisfaction with each other as soon as they arise

This agreement shall take effect on the date of the last signature by the contracting parties below, and shall be in full force and effect until DECEMBER 31 of the last year of the fifteen year exemption period or early closure or relocation of the business.

APPROVED

CONTACT AGENCY

Name
Title
Address

Phone

Signature and Date

EMPLOYER

Name
Title
Address

Phone

Signature and Date



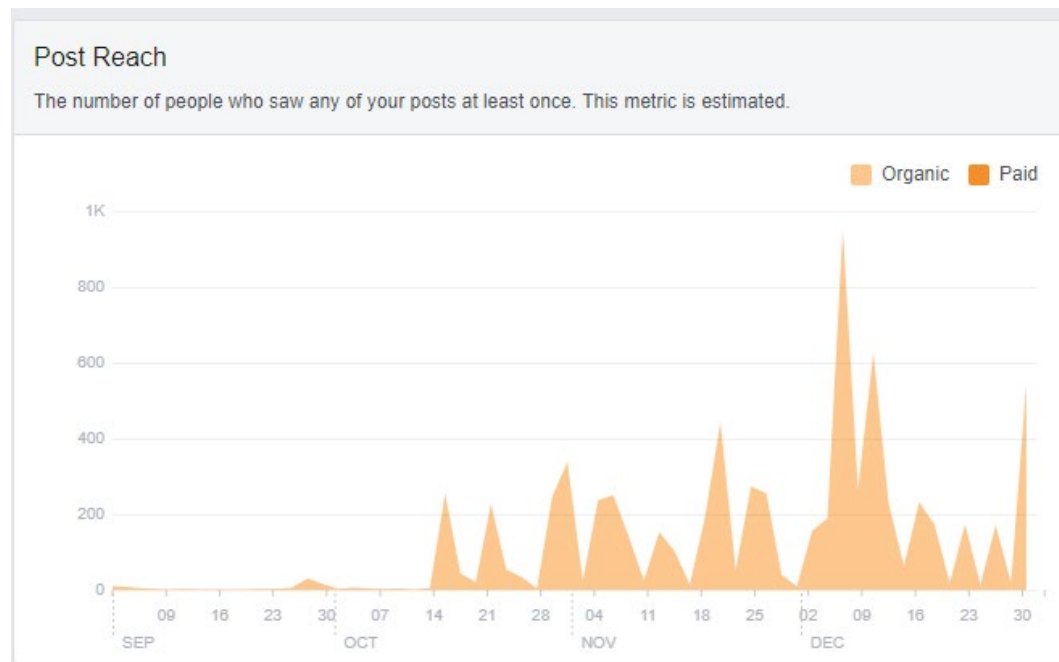
City of Canby Bi-Monthly Report
Department: Administration
For Months of: November & December 2019

To: The Honorable Mayor Hodson & City Council
From: Melissa Bisset, City Recorder
Prepared by: Same as above.
Through: Scott McClure, City Administrator
Date: January 15, 2020

Communications

Communication efforts were increased. A City Newsletter was published and emailed out. It had a 45 percent open rate. The Government Agency average open rate is 21.64 percent.

The City's Facebook page was utilized on a more frequent basis to communicate surveys, meetings, new businesses, events, job announcements, and boards and commission vacancies. We have seen an increased number of post reach, post engagement, views and followers on the City's Facebook page.



Board and Commissions

It was a busy couple of months with vacancies on several of our Boards, Commissions and Committees.

Board/ Commission/ Committee	Vacancy	Applications Received	Filled
Bike and Pedestrian Committee	1	3	0
Budget Committee	2	2	0
Heritage and Landmark Commission	1	1	to be filled on 1/15/20
Library Board	1	1	to be filled on 1/15/20
Parks and Recreation Advisory Board	2	2	to be filled on 1/15/20
Planning Commission	2	2	2
Traffic Safety Commission	1	3	to be filled on 1/15/20
Transit Advisory Committee	2	0	0
Urban Renewal Agency Budget Committee	2	0	0

Training/Meetings

The City Recorder visited the Police Department, Municipal Court, Transit Office, Development Services and Public Works to discuss Records Management.

The City Recorder attended the Oregon Municipal Records Association (OAMR) Conference Committee and Board meetings on November 15th at Tualatin Civic Offices.

The City Recorder's Office hosted the OAMR Records Management Committee Meeting on November 22nd. City Records from nine cities were present along with representatives from the Oregon State Archives and the Oregon Law Enforcement Records Association.



Three Records Management trainings were hosted for City Staff:

- Records Disaster Preparedness
- Records Management for Modern Communications
- Intro to Oregon Public Records Law (Records Management 101)

Recruitments

Recruited for and filled the following:

- Police Records Specialist (filled internally)

Posted the following positions, which are still open:

- Program Coordinator, Swim Center
- Associate Planner
- Confidential Administrative Asst.
- Municipal Court Clerk (vacancy due to internal transfer)

Projects

Maple St. Splash Pad

The community involvement process to help us narrow down design choices was very successful. We had over 170 responses. It was great to watch people carefully consider the choices. Staff will now work with the architect to finalize a design and prepare a new cost estimate.

Quiet Zone

This project is in the final comment phase. Comments will be taken through February 5, 2020.

Grant Street Arch

The final design details being completed. This project will be integrated with the Quiet Zone Project

Walnut St. to 99E Connection

We are working with our in-house engineering firm to prepare an RFP for design services. Staff is working with a consultant to have this connection included in our Transportation System Plan.

Public Records Requests

Three public records request were processed.

Business Licenses

	Issued	Inactivated	Renewals Mailed	Total Licenses
November & December 2019	30	29	170	1529 677 have Canby addresses
November & December 2018	32	34	174	1510 685 have Canby addresses

Cemetery

	Property purchases recorded	Internments recorded
November 2019	4	3
December 2019	1	4

Special Animal Permits

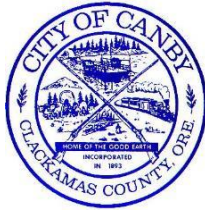
No special animal permits were issued.

Sidewalk/Park Vending Permit

No Sidewalk/Park Vending Permits were issued.

Liquor Licenses Processed

One liquor license application was processed.



City of Canby Bi-Monthly Report
Department: Court
November and December 2019

To: The Honorable Mayor Hodson and City Council
Prepared By: Jessica Roberts, Municipal Court Supervisor
Through: Scott McClure, City Administrator
Date: January 6, 2020

Canby Municipal Court has jurisdiction over all city and state law offenses committed within city limits other than felonies. These include: violations, traffic crimes, misdemeanors and City code violations. *Note: Statistic category terms outlined on page 2*

Monthly Statistics	November	December
Misdemeanors		
Offenses Filed	45	28
Cases Filed	22	11
Warrants Issued	16	12
Misdemeanor Case Detail		
Diversion/Deferred Sentence	12	5
Offenses Dismissed	4	9
Offenses Sentenced	3	13
Offenses not filed by City Prosecutor	3	3
Traffic & Other Violations		
Offenses Filed	166	125
Cases/Citations Filed	117	94
Parking Citations Filed	3	1
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class)	14	17
Dismissal (Fix It Tickets)	8	18
Dismissed by City Prosecutor or Judge	17	7
Sentenced by Judge	27	21
Handled by Violations Bureau	46	36
Guilty by Default	63	25
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	6	7
Defendant Accounts referred to Collections	\$43,273.75	\$78,593.44
Fines & Surcharges Collected	\$45,001.22	\$42,864.69

Explanation of terms:

1. Difference between Offenses Filed vs. Cases Filed
 - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop or arrest.
 - Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.
2. Offenses not filed by City Prosecutor. Crimes cited by the police department go to the city prosecutor for review. At times those charges are not filed on against the defendant at the determination of the City Prosecutor.
3. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Wednesday. A court clerk processes the default convictions.
4. The Violations Bureau applies to traffic violations only.

Under the Judge's authority, court clerks can accept pleas, offer a deferred sentence program (if qualified) and set a payment plan. Where a crime is charged, a court appearance before the judge is mandatory.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
- 1st Offender – Traffic violation (if under the age of 18)
- 1st Offender - Minor in Possession of Alcohol/Marijuana citation

5. Fix It Citations

The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation. This is reflected in the traffic violations dismissed statistic.



City of Canby Bi-Monthly Report

Department: Economic Development

For Months of: November & December 2019

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Prepared by: Same as above
Through: Scott McClure, City Administrator
Date: 1/15/2020

150th Anniversary: August 9, 2020 will mark the 150th Anniversary of the platting of Canby. Carol Palmer and Jennifer Giller – both with the Heritage and Landmark Commission – have begun to meet with the Economic Development Department to discuss plans to commemorate the 150th Anniversary. As the coordinating committee prepares for the Canby-wide kick off meeting in January, they have hired designer Gina Hutchinson to help prepare a logo which is intended to be used with all of the event and community efforts around the 150th Anniversary. The work on the logo is underway, and will include input from the Heritage and Landmark Commission.

Community Response Team Meeting: The City of Canby held its fall Community Response Team meeting on November 6th. The Community Response Team mission is to engage community partners in Economic Development policy, marketing initiatives and business recruitment and retention efforts. Community Response Team Members include city staff, Clackamas County Economic Development, Canby Utility, Fire District, DirectLink, Chamber of Commerce staff and president, Greater Portland Inc. staff, and the Canby School District. The efforts enhance Canby's economic development efforts and also promote opportunities for cross promotion and sharing of ideas.

Canby Restaurant Recruitment: As Canby continues to grow and expand, the need for additional eateries has become apparent. The City of Canby has completed the Retail Market Analysis (2016), the Downtown Strategic Plan (2019), as well as participated in additional visioning community at large. Many of the businesses which have been identified as needed in Canby are Italian, Ice Cream, and fine dining. The Economic Development Director identified 16 businesses in Salem, Albany, McMinnville, Independence, Cottage Grove, and Corvallis which may be ripe to open a second location in Canby. Recruitment packets were sent to the companies in mid-November.

Canby Design Lab: Clackamas Community Prosperity Collaborative (CCPC) has created design labs in Estacada, Milwaukie, and Canby. The Canby Design Lab looks to explore possibilities about how to make resources more equitable and accessible. On December 4th, the CCPC held an event “Equity: From Surviving to Thriving” at Clackamas County Business and Community Services. The event featured speaker Erin Jones, as well as small group work on beginning to think how each individual approaches work and community from an equity perspective. Economic Development Department participates as a Lab member in addition to Clackamas Workforce Partnership, Canby High School, Bridging Cultures, and others. The Canby Design Lab is a year-long process and funded by Clackamas County.



Grow Clackamas Event: Clackamas County Economic Development Commission, Clackamas Workforce Partnership, and the Clackamas County Business Alliance held the Grow Clackamas: A Business Appreciation and Engagement Event on Wednesday, December 18th. Five Clackamas County communities nominated businesses for a spotlight award. ICC-NW was one of the businesses highlighted at the event. ICC-NW purchased JVNW in October 2018, hired new employees and re-hired JVNW employees. In October 2019, ICC-NW was successful in securing a \$200,000 Strategic Reserve Fund forgivable loan in order for the company to begin operations at a second Oregon location in Tualatin – retaining 130 full-time employees in Canby and adding an additional 60 employees in Tualatin. The Strategic Reserve Fund application was a partnership between the City of Canby, City of Tualatin, Clackamas County, and Business Oregon.



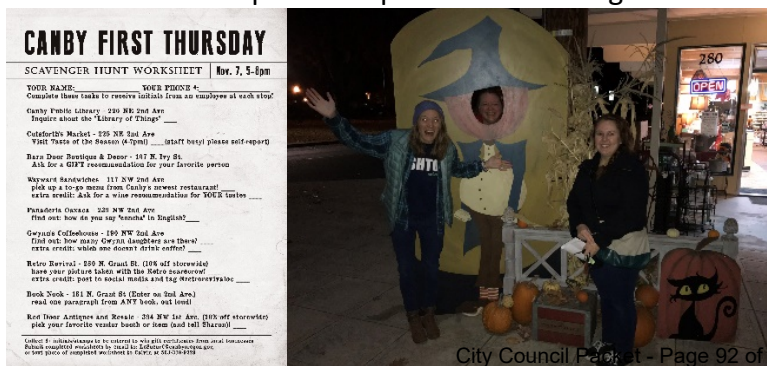
Economic Development and Tourism Updates

Promotion

Light Up The Night – On Friday December 6, The Economic Development Coordinator hosted *Light Up The Night* in Wait Park, featuring a holiday parade through downtown Canby and a tree lighting ceremony. The event was supported by several nonprofit and business groups who distributed free hot cocoa, cider, cookies and donuts to the community. Mayor Hodson greeted the community and introduced special guest Yolanda Sanchez to turn the lights on (Yolanda was voted in for excellent community service). The Oregon Trail Pitchpipers performed several songs and Santa stayed until every child was able to visit with him and Mrs. Claus.



Canby Business First Thursdays – On November 7 and December 5, the Economic Development and Tourism Coordinator organized First Thursday events to promote specials and events inside various Canby businesses throughout Canby. The Canby Area Chamber of Commerce hosted a First Thursday “Christmas Bazaar” event at the Canby Pioneer Chapel Performing Arts in December and Several teams competed for prizes in a Scavenger Hunt on November 7.



Organization

Bicycle and Pedestrian Advisory Committee – The Economic Development and Tourism Coordinator was notified in December that a grant application submitted to Clackamas County Tourism for \$35,000 to fund a development plan for the Molalla Forest Road will be awarded to the City of Canby. The grant will fund a study of the extension of Canby's Logging Road Trail along land recently donated to the City of Canby. The plan will also look at subsequent connections to places including the City of Molalla.

Heritage and Landmark Commission (HLC): Comprehensive Historic Preservation Plan – Coordination is ongoing with Northwest Vernacular Architecture as the firm studies Canby in support of a comprehensive historic preservation plan. During the period, a community wide survey was implemented online and in print at various locations.

Tourism

Tourism Plan –The Economic Development and Tourism Coordinator met with Full Bloom Digital on December 12 to address tourism plan action items related to marketing (Visit Canby brand and logo refresh) and VisitCanby.com website updates.

Willamette Water Trail – The Economic Development and Tourism Coordinator is serving on the steering committee for the Willamette Water Trail [rural tourism studio](#) , organized by the Willamette Valley Visitors Association (WVVA). The steering committee met on December 11 in Wilsonville to explore methods of collaborating with other riverside communities on the sustainable development of tourism opportunities on the Willamette. This work will continue over several months, with Canby hosting a steering committee meeting on March 3 and an input session on April 15.

Design

Clackamas County Arts Alliance – The Economic Development and Tourism Coordinator was awarded a grant for \$1200 from the Clackamas County Arts Alliance to bring cultural programming to First Thursdays in Wait Park. The grant money will supplement the Canby Public Library's budget for their concert series, which will move to First Thursday beginning in March and occur in Wait Park when weather allows.

Façade Improvement Program – The Economic Development and Tourism Coordinator is in process with 3 applicants to the Façade Improvement Program to update their properties with matching funds from Canby's Urban Renewal Agency. On November 20, the URA approved two matching grants of up to \$25,000 to update the properties at 651 and 593 SE 1st Ave in accordance with the program.



City of Canby Bi-Monthly Report
Department: Finance Department
For Months of: November and December 2019

To: The Honorable Mayor Hodson & City Council
From: Julie Blums, Finance Director
Prepared by: Suzan Duffy, Financial Analyst
Through: Scott McClure, City Administrator
Date: 1/15/2020

In addition to providing services and responding to inquiries from both internal and external customers, and performing the tasks listed statistically on the last page, the Finance Department reports the following items of interest this period.

- The City received Canby Utility's audited financial statements allowing for final review of the City's financial statements by the auditors. The Comprehensive Annual Financial Report (CAFR) for 18/19 was issued with an unmodified opinion. The document is available on the City's website at <https://www.canbyoregon.gov/Departments/Finance/CAFR/FY18-19CityofCanbyCAFR.PDF>
- The Finance Director and City Administrator held meetings with each department to review current-year budget projections.
- The City was approved for matching funds from the PERS Employer Incentive Fund. More information will be provided to the City Council at a work session on January 15th.
- Over the past couple of years the Finance Department has implemented several projects to automate processes to provide more effective and efficient workflows. The newest endeavor includes converting benefit rates into one system module. This will allow staff to change rates in one place instead of individually on each employee record, saving time and creating less room for errors.
- Finance helped prepare information for and the review of a grant application to reconstruct ADA Ramps in the city.
- Finance staff are gearing up for the calendar year end. This includes updates for W-2's, 1099's and ACA reporting.

Finance staff participated in the following meetings, trainings and events this period:

- Oregon Public Purchasing Association Fall conference
- GAAP webinar
- Caselle webinars
- Team meeting with City Administrator
- Thanksgiving Potluck
- Holiday Breakfast
- Transit Director Interviews
- Meeting regarding Transit pass sales in the Library

Statistics for FY 2019-2020:

	<u>July- Aug</u>	<u>Sept - Oct</u>	<u>Nov - Dec</u>	<u>Jan - Feb</u>	<u>Mar - Apr</u>	<u>May - June</u>
Accounts Payable						
Invoices:	522	520	458			
Invoice entries:	1,075	1,165	1,105			
Encumbrances:	19	13	4			
Manual checks:	3	6	2			
Total checks:	354	352	279			
Payroll						
Timesheets processed:	638	478	491			
Total checks and vouchers:	739	539	546			
New hires/separations:	7/6	9/8	4/3			
Transit Tax Collection						
Forms sent:	27	795	1021			
Penalty & Int. notices sent:	9	5	17			
Pre-collection notices sent:	0	122	126			
Accounts sent to collections:	130	52	0			
Accounts opened/closed:	41/33	44/45	28/29			
Returns posted:	810	719	394			
Utility Billing						
Bills sent:	9,853	9,951	9,941			
Counter payments:	206	216	194			
Accounts opened and closed:	182	158	94			
Lien payoffs:	3	10	6			
Lien payoff inquiries:	62	33	37			
Collection notices sent:	8	0	11			
Accounts sent to collections:	0	0	5			
New homes occupied:	16	9	21			
General Ledger						
Total Journal entries:	532	286	438			
Cash Receipts Processed						
Finance:	1,213	1,025	758			
Utility:	392	383	382			



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: November & December 2019

To: The Honorable Mayor Hodson & City Council
 From: Robert Stricker, Lead Mechanic
 Prepared by: Same as above
 Through: Scott McClure, City Administrator
 Date: 1/15/2020

Nov-19

Department

Administration	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Adult Center	1	\$179.83	\$127.77	\$22.66	\$330.26
Facilities	0	\$0.00	\$0.00	\$316.80	\$316.80
Wastewater Collections	1	\$82.52	\$3.03	\$80.64	\$166.19
Wastewater Treatment	6	\$791.39	\$714.86	\$590.74	\$2,096.99
Parks	3	\$246.78	\$811.52	\$55.69	\$1,113.99
Police	3	\$264.04	\$81.13	\$905.40	\$1,250.57
Streets	10	\$986.44	\$540.65	\$4,311.34	\$5,838.43
Fleet Services	6	\$598.03	\$1,109.14	\$1,276.76	\$2,983.93
Canby Area Transit (CAT)	0	\$0.00	\$0.00	\$56.26	\$56.26
CUB	33	\$4,375.16	\$3,855.08	\$7,547.84	\$15,778.08
Total	63			Total	\$29,931.50

Dec-19

Administration	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Adult Center	4	\$489.61	\$76.37	\$24.05	\$590.03
Facilities	1	\$334.15	\$64.05	\$265.63	\$663.83
Wastewater Collections	0	\$0.00	\$0.00	\$120.69	\$120.69
Wastewater Treatment	6	\$697.26	\$458.27	\$238.52	\$1,394.05
Parks	8	\$250.29	\$46.06	\$47.83	\$344.18
Police	9	\$4,104.96	\$6,977.50	\$328.41	\$11,410.87
Streets	28	\$3,329.94	\$2,243.21	\$3,845.20	\$9,418.35
Fleet Services	13	\$1,135.52	\$136.95	\$676.20	\$1,948.67
Canby Area Transit (CAT)	3	\$158.70	\$40.97	\$0.00	\$199.67
CUB	24	\$2,967.45	\$1,374.59	\$6,637.18	\$10,979.22
Total	96			Total	\$37,069.56

Fleet Service Highlight: Completed all DEQ testing for the 2019 Year.



City of Canby Bi-Monthly Report
Department: Library
For Months of: January & February 2020

To: The Honorable Mayor Hodson & City Council
From: Irene Green, Library Director
Prepared by: Irene Green, Library Director
Through: Scott McClure, City Administrator
Date: 1/15/2020

Library Operations:

- The library would like to welcome Terri Jones as one of our part-time OSII librarians. Terri was the recreation coordinator for the City of West Linn. Her skills will be a tremendous asset to our library.
- The library is now selling bus passes for CAT. This will give people a greater opportunity to purchase passes as the library is open more hours than CAT.
- We are looking at a new scheduling software "Schedule3W" to help save staff time. Quite a few LINCC libraries are now utilizing this software and its cost savings. If we are able to purchase it, implementation will most likely begin in the next budget year.
- LINCC, as a consortium, will issuing a press release on their support of a digital embargo of MacMillan e-books. The American Library Association is working the issue of publishers limiting e-book content to libraries. It is expected to rise to the Supreme Court.
- Libraries in Clackamas County were mentioned in the county's "Use of Funds Survey". We are waiting on the results.
- Our city manager Scott McClure, and our library director Irene Green, met with Tony Konkol Oregon City's manager and their library director Maureen Cole on the boundary issue on December 23rd. Nothing was resolved.
- Library staff will be weeding their collections in the next few months. LINCC has purchased an inventory control wand for libraries to use. We will be using the wand when we are closed to the public on Martin Luther King's birthday to find missing and misplaced items.
- We had an issue with teens accessing explicit pornographic materials on the children's computers and tricking a staff person to see it by claiming the monitor was broken. The filtering issue was immediately resolved by LINCC.
- Someone left 24 boxes of books outside the front of the library in the rain. Facilities hauled it to the trash.
- The Educators book request form is now live on the LINCC website.
- We were having an issue with the Chromebooks logging off as they were programmed using another time zone. LINCC has fixed the issue.
- Library staff enjoyed a holiday get together after work at Wayward Sandwiches. We would like to thank Matt Morrissey for hosting us. It was a great time enjoying food and fun with our coworkers.

Staff Training:

- Marisa and Lizzie attended Records Management trainings in December.
- Lizzie and Marisa are also registered to attend a leadership training sponsored by the Canby Chamber of Commerce.
- The library will be a Census Resource Center. The week of April 19-26 we will have trained volunteers assisting anyone who needs help filling out the online census. Census training for LINCC libraries will begin on January 28th. Canby will host additional trainings on March 9th and 10th for staff and volunteers.

Library Facilities:

- A family/gender-neutral restroom is now available in the Story Garden (inside the library) for patron use. A sign is posted on the public restrooms in the lobby letting patrons know of the option.
- Our meeting rooms are consistently booked and unfortunately we are having to turn away requests.
- Library staff are requesting an additional panic button be installed at the circulation desk. There is one at the Information Desk, however, staff at that desk are frequenting away from it helping patrons. Because circ staff are by the entrance to the library, and are usually at that desk, the ability to get help using a panic button would be time saving in the event of an attack. The issue was brought up to the safety committee which they heavily supported. Unfortunately, it was dismissed by city staff. Irene will pursue this further as safety is now a big concern in libraries in view of the recent attacks in Auburn, Billings, Winchester and Placer County over the last few months.
- We are also trying to work with the Canby police asking them to do a regular walk-through in the library.
- LINCC support staff have notified library directors that our Envisionware coin/bill collectors are nearing end of life. We need to think about incorporating the costs in next year's budget.
- We continue to have issues with the carpet coming up around the adult computers. We may need to look for a solution other than having facilities re-glue them on a regular basis.
- The fireplace was not working and needed repair. There was an issue with the igniter switch and is now working great.
- The janitor reported that someone who we later identified as a young teen, sprayed whip topping all over the drinking fountain and the women's bathroom counter, floor and sink.
- The library would like to thank the Ledding Library of Milwaukie for giving us a new rug for our children's area. They purchased it for the pod and it doesn't work in their new library.

Library Board:

- We have an applicant for the vacancy on the library board. The recommendation to nominate the person is on the January 15th city council agenda.

Library District Advisory Committee (LDAC):

- Canby's LDAC representative has made multiple requests for the county upload the audio from the September 23rd LDAC meeting. A link was finally sent to Canby's library board but as of yet the audio has not been uploaded on the Library District's website.
- Canby's representatives for the "Big Task Force" have been chosen. Our city manager, Scott McClure will be on the "Governance" task force, Julie Blums, Canby's finance director, will be on "Funding" taskforce and Irene Green, the library's director, will be on "Services".

Partnerships:

- The library partnered with the Kiwanis in collecting food and toys for the community food and toy drive. Over 50 toys were placed under the tree in the library. We would like to thank our library patrons and members of the community for bringing Christmas smiles to the kids in Canby.
- The library also collected applications for the Kiwanis Food Baskets

Programming:

- The library is still looking for someone to do our Spanish storytimes. The lack of a Spanish outreach position has had a huge impact on the services the library previously provided to the Spanish speakers in Canby. It is also a concern because it is listed as an essential service according to Oregon Public Library Standards. The standards state that someone needs to be available when more than 10% of a community speaks a language other than English in the home.
- Our adult winter reading program begins on January 2nd and ends March 16th. The first 100 people to sign up will receive a tote bag. Those completing the program will be entered into a drawing for \$25 gift card from various businesses in Canby.
- Our program on Brain Health presented by Oregon Health and Science University was a huge success with 92 people attending the program. We actually exceeded the room's capacity! Because of its huge success, OHSU has added Canby to their outreach area and by next summer OHSU plans to bring a series of health talks to Canby.
- The library participated in Canby's Halloween event. Our children's librarian, Peggy Wickwire, worked extremely hard putting together an absolutely fantastic program with books and crafts. 1,090 people walked through the door in just three hours!!! The library gave away 848 books (660 in English and 188 in Spanish) and 817 crafts! Everything was funded by the Friends of the Library! We also want to thank the Veterans of Foreign Wars that supplied us with 126 treat bags.
- Tech Tuesday is now up and running every Tuesday from 5-6 pm. This is a drop-in style program where patrons can get one-on-one assistance anything tech-related such as e-readers, digital books/audiobooks, tablets, laptops, smartphones, email, Google Drive, and much much more.
- The library is working with the Heritage and Landmark Commission on the city's big sesquicentennial. Currently there are a series of five programs for the event that will take place over the span of six months.
- We held our annual holiday open house on Thursday, December 5th. Santa and Mrs. Claus gave out books and candy canes. Tyler, our Read to the Dog friend, posed for pictures and the community enjoyed cider and cookies!

Library Tours/Outreach:

- Baker Prairie Middle School students visited the library in December. Before they visited they were given library card applications for their parents to fill out and several took home library cards.
- Two fourth grade classes from Knight Elementary toured the library in November.

Friends of the Library:

- The Friends of the Library held their third annual Christmas Tour of Homes on Saturday, December 14th. The Friends raised a little over \$1,020 with the event.
- The Friends will present the city with a check to support the library's programs at the January 15th city council meeting.
- The Friends Book Garden sales for November were \$1,036.20.
- The Friends Boo Garden sales for December were \$1,557.80.

Volunteers:

- Volunteer of the month for November was Ashley Wilsey.
- There was no volunteer selected for December because of the holiday.

Library Artwork:

- The art display for the month of November was provided by Charles Gordon. Mr. Gordon happens to be the father of one of our On-call Britta Gordon.
- December's art work is from the Watercolor Society of Oregon.

Nov-19		Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM			
	Date		Adults	Teen	Children		Adult	Teen	Children's	Family
CHILDREN										
Storytimes										
Toddler Time (ages 1-3)	11/6/2019	yes	13	1	18	32	0	0	1	0
Toddler Time (ages 1-3)	11/13/2019	yes	17	1	22	40	0	0	1	0
Toddler Time (ages 1-3)	11/20/2019	yes	11	0	16	27	0	0	1	0
Toddler Time (ages 1-3)	11/27/2019	yes	16	0	25	41	0	0	1	0
Friday Storytime	11/1/2019	yes	5	0	6	11	0	0	1	0
Friday Storytime	11/8/2019	yes	6	0	7	13	0	0	1	0
Friday Storytime	11/15/2019	yes	8	0	17	33	0	0	1	0
Friday Storytime	11/22/2019	yes	6	0	8	14	0	0	1	0
Discovery Room	11/4/2019	yes	3	0	6	9	0	0	0	1
Discovery Room	11/6/2019	yes	4	0	5	9	0	0	0	1
Discovery Room	11/13/2019	yes	0	0	1	1	0	0	0	1
Discovery Room	11/18/2019	yes	2	0	2	4	0	0	0	1
Discovery Room	11/22/2019	yes	6	0	8	14	0	0	0	1
Discovery Room	11/25/2019	yes	0	0	0	0	0	0	0	1
Discovery Room	11/27/2019	yes	10	0	19	29	0	0	0	1
Stretch Dance Play	11/4/2019	yes	12	0	18	30	0	0	1	0
FAMILY										
Read to the Dog	11/7/2019	no	0	0	5	5	0	0	1	0
Read to the Dog	11/21/2019	no	0	0	7	7	0	0	1	0
Legos at the Library	11/6/2019	no	4	0	8	12	0	0	0	1
STEAM Night	11/14/2019	yes	7	0	9	16	0	0	0	1
TOTAL			130	2	207	347	0	0	11	9
HISPANIC FAMILY AND CHILDREN'S PROGRAMS	CANCELLED		0	0	0	0	0	0	0	0
TOTAL			0	0	0	0	0	0	0	0
TOTAL CHILDREN'S AND FAMILY PROGRAMS			130	2	207	347	0	0	11	9
TEENS										
TAC	11/5/2019	yes	1	6	0	7	0	1	0	0
Marvel Movie Night	11/5/2019	yes	1	8	0	9	0	1	0	0
Pizza & Ping Pong	11/6/2019	yes	2	18	0	20	0	1	0	0
Game Night Unplugged	11/12/2019	yes	1	9	0	10	0	1	0	0
Anime Movie Night	11/13/2019	yes	2	14	0	16	0	1	0	0
YouTube University	11/14/2019	no	3	14	0	17	0	1	0	0
Wii Dance	11/19/2019	yes	1	16	0	17	0	1	0	0
Maker Night	11/20/2019	yes	2	20	0	22	0	1	0	0
Cult Movie Classic	11/26/2019	yes	1	14	0	15	0	1	0	0
Wii Game Night	11/27/2019	yes	2	16	0	18	0	1	0	0
D & D Club	11/2/2019	yes	0	5	0	5	0	1	0	0
D & D Club	11/9/2019	yes	0	7	0	7	0	1	0	0
D & D Club	11/16/2019	yes	0	5	0	5	0	1	0	0
D & D Club	11/23/2019	yes	0	3	0	3	0	1	0	0
TOTAL TEEN PROGRAMS			16	155	0	171	0	14	0	0
ADULT										
Music in the Stacks										
Two Fleas and a Fluke	11/2/2019	yes	35	0	0	35	1	0	0	0
General Programs										
Tuesday Craft	11/5/2019	yes	15	0	0	15	1	0	0	0
Travel Smart - Pack Light	11/12/2019	no	37	0	0	37	1	0	0	0
Tuesday Craft	11/19/2019	yes	20	0	0	20	1	0	0	0
Song Circle	11/9/2019	no	11	0	0	11	1	0	0	0
Rethinking Careers	3x/wk	no	4	0	0	4	1	0	0	0
Rethinking Careers	3x/wk	no	2	0	0	2	1	0	0	0
Book Clubs										
Book Group -	11/21/2019	no	10	0	0	10	1	0	0	0
Instruction Classes										
Tech Tuesday	11/5/2019	no	1	0	0	1	1	0	0	0
Tech Tuesday	11/12/2019	no	1	0	0	1	1	0	0	0
Tech Tuesday	11/19/2019	no	1	0	0	1	1	0	0	0
Tech Tuesday	11/26/2019	no	0	0	0	0	1	0	0	0
E-Reader Help	ongoing	no	3	0	0	3	1	0	0	0
Knitting and Crocheting	11/7/2019	no	8	0	0	8	1	0	0	0
Knitting and Crocheting	11/14/2019	no	7	0	0	7	1	0	0	0
Knitting and Crocheting	11/21/2019	no	8	0	0	8	1	0	0	0
ESL classes	11/6/2019	no	1	0	0	1	1	0	0	0
ESL classes	11/13/2019	no	1	0	0	1	1	0	0	0
ESL classes	11/20/2019	no	1	0	0	1	1	0	0	0
ESL classes	11/27/2019	no	1	0	0	1	1	0	0	0
TOTAL			167	0	0	167	20	0	0	0
ADULT HISPANIC PROGRAMMING										
Intercambio	11/2/2019	no	2	0	0	2	1	0	0	0
Intercambio	11/9/2019	no	1	0	0	1	1	0	0	0
Intercambio	11/16/2019	no	2	0	0	2	1	0	0	0
Intercambio	11/23/2019	no	1	0	0	1	1	0	0	0
Intercambio	11/30/2019	no	3	0	0	3	1	0	0	0
Citizenship class	11/7/2019	no	8	0	0	8	1	0	0	0
Citizenship class	11/14/2019	no	9	0	0	9	1	0	0	0
Citizenship class	11/21/2019	no	7	0	0	7	1	0	0	0
TOTAL			33	0	0	33	8	0	0	0
TOTAL ADULT PROGRAMS			200	0	0	200	28	0	0	0
TOTAL ALL PROGRAMS			346	157	207	718	28	14	11	9
Knight 4th grade tour; Mr Wilborn		no	3	0	27	30	0	0	1	0
Knight 4th grade tour; Mrs Gallagher		no	2	0	28	30	0	0	1	0
TOTAL			5	0	55	60	0	0	2	0
Outreach - Not in the library						0	0	0	0	0
TOTAL			0	0	0	0	0	0	0	0

Dec-19		Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM			
	Date		Adults	Teen	Children		Adult	Teen	Children's	Family
CHILDREN										
Storytimes										
Toddler Time (ages 1-3)	12/4/2019	yes	9	1	16	26	0	0	1	0
Toddler Time (ages 1-3)	12/11/2019	yes	14	0	20	34	0	0	1	0
Toddler Time (ages 1-3)	12/18/2019	yes	10	0	11	21	0	0	1	0
Friday Storytime	12/6/2019	yes	3	0	5	8	0	0	1	0
Friday Storytime	12/13/2019	yes	7	0	8	15	0	0	1	0
Friday Storytime	12/20/2019	yes	6	0	8	0	0	0	1	0
Friday Storytime	12/27/2019	yes	5	0	8	13	0	0	1	0
Stretch Dance Play	12/2/2019	yes	9	0	11	20	0	0	1	0
Discovery Room	12/2/2019	yes	3	0	5	8	0	0	0	1
Discovery Room	12/4/2019	yes	5	0	9	14	0	0	0	1
Discovery Room	12/9/2019	yes	2	0	5	7	0	0	0	1
Discovery Room	12/11/2019	yes	3	0	7	10	0	0	0	1
Discovery Room	12/14/2019	yes	1	0	4	0	0	0	0	1
Discovery Room	12/23/2019	yes	1	0	4	5	0	0	0	1
FAMILY										
Read to the Dog	12/5/2019	no	0	0	6	6	0	0	1	0
Read to the Dog	12/12/2019	no	0	0	5	5	0	0	1	0
Read to the Dog	12/19/2019	no	0	0	7	7	0	0	1	0
Read to the Dog	12/26/2019	no	0	0	8	8	0	0	1	0
Legos at the Library	12/4/2019	no	5	0	11	16	0	0	0	1
STEAM Night	12/12/2019	yes	15	0	30	45	0	0	0	1
Family Evening	12/26/2019	yes	4	0	5	9	0	0	0	1
TOTAL			102	1	193	277	0	0	12	6
HISPANIC FAMILY AND CHILDREN'S PROGRAMS	cancelled		0	0	0	0	0	0	0	0
TOTAL			0	0	0	0	0	0	0	0
TOTAL CHILDREN'S AND FAMILY PROGRAMS			102	1	193	277	0	0	12	6
TEENS										
TAC	12/3/2019	yes	1	3	0	4	0	1	0	0
Pizza & Ping Pong	12/4/2019	yes	2	9	0	11	0	1	0	0
Game Night Unplugged	12/10/2019	yes	1	10	0	11	0	1	0	0
Anime Movie Night	12/11/2019	yes	2	23	0	25	0	1	0	0
Wii Dance Party	12/17/2019	yes	1	4	0	5	0	1	0	0
Teen Xmas Party	12/18/2019	yes	2	24	0	26	0	1	0	0
D & D Club	12/7/2019	yes	0	4	0	4	0	1	0	0
D & D Club	12/14/2019	yes	0	6	0	6	0	1	0	0
D & D Club	12/28/2019	yes	0	5	0	5	0	1	0	0
TOTAL TEEN PROGRAMS			9	88	0	97	0	9	0	0
ADULT										
Music in the Stacks										
A Very Cello Christmas	12/7/2019	yes	56	0	0	0	1	0	0	0
General Programs										
Holiday Swag Making (1)	12/3/2019	no	22	0	0	22	1	0	0	0
Holiday Swag Making(2)	12/3/2019	no	23	0	0	23	1	0	0	0
Tuesday Craft	12/10/2019	yes	20	0	0	20	1	0	0	0
Holiday Open House	12/5/2019	yes	70	20	100	190	1	0	0	0
Community Song Circle	12/14/2019	no	10	0	0	10	1	0	0	0
Book Club										
Book Group -		no	12	0	0	12	1	0	0	0
Instruction Classes										
E-Reader Help	ongoing	no	4	0	0	4	1	0	0	0
Knitting and Crocheting	12/5/2019	no	6	0	0	6	1	0	0	0
Knitting and Crocheting	12/12/2019	no	5	0	0	5	1	0	0	0
Knitting and Crocheting	12/19/2019	no	5	0	0	5	1	0	0	0
TOTAL			233	20	100	353	11	0	0	0
ADULT HISPANIC PROGRAMMING										
Intercambio	12/7/2019	no	1	0	0	1	1	0	0	0
Intercambio	12/14/2019	no	1	0	0	1	1	0	0	0
Intercambio	12/21/2019	no	3	0	0	3	1	0	0	0
Intercambio	12/28/2019	no	3	0	0	3	1	0	0	0
Citizenship class	12/5/2019	no	7	0	0	7	1	0	0	0
Citizenship class	12/12/2019	no	5	0	0	5	1	0	0	0
Citizenship class	12/19/2019	no	5	0	0	5	1	0	0	0
TOTAL			25	0	0	25	7	0	0	0
TOTAL ADULT PROGRAMS			258	20	100	378	18	0	0	0
TOTAL ALL PROGRAMS			369	109	293	752	18	9	12	6
Library Tours	None									
Outreach - Not in the library	None									

CIRCULATION, INFORMATION AND PROGRAM STATISTICS FY 2019-2020

CIRCULATION	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Registered Borrowers*	11,267	11,426	11,500	10,474									
New Library Cards	142	100	147	116									
Number of Materials Owned	58,132	58,436	58,840	59,065									
Monthly Circulation	24,696	24,579	23,233	22,902									
Materials Added	786	738	645	652									
Holds Placed	5,817	5,971	5,711	5,510									
Self-Check	65.60%	66.00%	64.90%	66.30%									
Downloaded Books	2,254	2,311	2,346	2,316									
Public Internet Sessions	1,820	1,839	1,420	1,474									
Facebook Likes	1,073	1,095	1,125	1,167									
People Counter	12,549	11,779	9,797	12,323									
Mobile Print Users	30	49	33	24									
Study Room Use	96	100	70	120									
Volunteer Hours	255.00	238.00	209.25	241.00									
INFORMATION	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Reference (Informational questions, placing holds)	917	878	771	837									
Operational (Addressing directional questions)	768	737	544	596									
Computer Help (Assisting with email, printing, MS Office)	239	291	257	216									
Reader's Advisory (Recommending books, movies, etc.)	22	19	8	14									
Computer Passes	119	187	113	115									
Help In Spanish	11	3	4	2									
E-Book Help (Instruction on downloading e-books)	8	11	11	10									
Email Questions (Answering questions via CA Reference email)	35	28	31	29									
TOTAL INFORMATIONAL ASSISTANCE	2,119	2,154	1,739	1,819									
PROGRAMS	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Number of Children and Family Programs	23	15	19	22									
Attendance to Children and Family Programs	969	207	245	1,615									
Number of Hispanic Children and Family Programs	1	5	4	2									
Attendance to Hispanic and Children's Programs	2	21	20	13									
Number of Teen Programs	13	12	9	12									
Attendance to Teen Programs	184	173	104	246									
Number of Adult Programs	11	9	14	16									
Attendance to Adult Programs	64	77	160	257									
Number of Hispanic Adult Programs	8	9	8	7									
Attendance to Hispanic Adult Programs	75	34	53	53									
Library Tours	1	0	0	0									
Number in Tours	39	0	0	0									
Number of Library Outreach	3	6	0	5									
Number of People Reached	245	746	0	220									
TOTAL PROGRAM COUNTS	1,638	1,314	636	2,468									

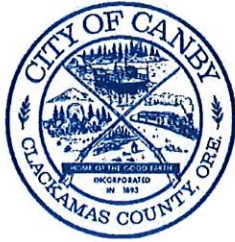
Canby Service Population = 23,984

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*LINCC purges expired accounts in October of each year

CIRCULATION, INFORMATION AND PROGRAM STATISTICS FY 2019-2020

Canby Service Population = 23,984

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*LINCC purges expired accounts in October of each year



City of Canby Bi-Monthly Report
Department: Parks
For Months of: November & December 2019

To: The Honorable Mayor Hodson & City Council
 From: Jeff Snyder, Parks Maintenance Lead Worker
 Prepared by: Same as above
 Through: Scott McClure, City Administrator
 Date: 1/15/2020

Two Month Deferred Maintenance Report

November and December

City Park Properties	November December 2018	November December 2019	Deferred Maintenance Tasks
	Snapshot of Actual Hours		
Arneson Gardens	77	87.5	Landscape maintenance, increase in service level
Baker Prairie Cemetery	14.5	20.5	Increase in landscaping
Community Park	264.5	278.5	Increase in service level, asset maintenance
Disc Golf	1	6	Trail maintenance increase
Eco Park	11	11	Maintenance standard reached
Faist 5 - Undeveloped	1	0	Service as needed
Legacy Park	51	114.5	Increase in service level, increased maintenance projects
S. Locust Park	65.5	45.5	Service level reached, building restoration project finished, maintenance as needed
Forest Road Path	36	48.5	Increase in service level, tree trimming project
Fish Eddy	6.5	2	Service level reached, maintenance as needed
Maple Park	137.5	140.5	increase in services level, asset improvements
19 th Loop	10	1	service as needed
Northwood Park	30.5	14	Service as needed
Simnitt - Undeveloped	0	0	Service as needed
Skate Park	19	14.5	Service level reached
Territorial CLC	0	169.5	Maintained by volunteers, drinking fountain/irrigation project
Timber Park	29.5	28.5	Service level reached maintenance as needed
Triangle Park	6.5	5	Service as needed
Wait Park	494.5	497	increase in services level, light installation

Within the body of the November/December snapshot, the difference between the **2018** and 2019 cycles, there has been an increase of 228.5 hours dedicated towards all park maintenance.

Our priority for the *next reporting cycle* will be to start deferred maintenance tasks in the following order:
 (1) Shrub bed maintenance (2) Playground safety surfacing installation (3) Turf restoration

Parks Maintenance

November – December 2019

Park Renovations and Volunteers

A joint effort between the Canby Livability Coalition and the City of Canby produced improvements to the Art Park/Bike Hub. A drinking fountain/water bottle filler and a small irrigation system was installed at the site. Once the threat of freezing weather has past, the system will be fired up for all to enjoy. Thank you CLC for your community support.

Natthias Armstrong, troop 258 is working on his Eagle Scout project. Natthias is proposing a gaga ball court installation at Community Park. More info to come once the plans are finalized.

The Legacy Park safety surfacing replacement project was compleeted and opened to the public by November the 22nd. The 5-12 year old play area looks good. See attached photo.

Park Maintenance

All of the park assets were winterized by the mid November. The last of the mowing was completed in early December. The leaf removal projects were compleeted ahead of schedule this year due to the dry weather we experienced. Storm debris cleanup also occupied staff time over the last two months. Staff was also very busy with the Light Up The Night decorating at Wait Park. Staff also installed lights in the civic plaza at the Library/City hall and the trees along First Ave.

Canby Municipal Courts community service referrals were utilized in the parks. **For November and December we received 139 hours of labor in the parks from the court referrals.**

The Parks Department spent 5hrs. addressing graffiti and vandalism over the last two months.

Regular maintenance is starting to be performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Beck Pond, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Knights Bridge right of way, Legacy Park, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, NW 1st Ave., NW 2nd Ave., Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands (19th Loop), WWTP property and Zion Cemetery.

Meetings attended

I attended a midyear budget review, Park and Rec meeting, Lead Workers meeting and a Splash Pad meeting. We all attended the Holiday breakfast and had our annual hearing tests.

Zion Cemetery

At the cemetery, winterizing, leaf removal, floral decoration cleanup and sexton duties were performed. Canby Municipal Courts community service referrals were utilized at the cemetery. **For November and December we received 11.5 hours of labor at the cemetery from the court referrals.**

For your Information

Please see attached park maintenance actual hours for the months of September and October.

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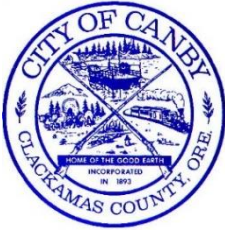
Hours are based on number of employee's (each day) x 7.5hrs.



Parks Department	November 2019 Actual Hours																															Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Adult Center						4.0						4.0														10.0							18.0
Arneson Gardens	0.5			1.0				0.5							0.5			1.0		0.5		1.0			1.0								6.0
Baker Prairie Cem.	2.0																	12.0		0.5													14.5
Beck Pond																																	0.0
Community Park	10.0			13.0	1.0	0.5		18.5				3.0	2.0		3.0			17.0		8.5		9.5			5.0		23.5						114.5
CPIP Sign Property																																	0.0
Disc Golf Course																									1.0	2.0							3.0
Eco Park				0.5								2.0						1.0															3.5
Faist V (5)																																	0.0
Holly-Territorial Sign				16.0																													16.0
Hulberts-sign property																																	0.0
Klohe Fountain						1.0																											1.0
Knights Brdg.																																	0.0
Legacy Park	2.5			1.0	1.5	5.5	1.5	1.0				5.5	1.0	2.0	17.0			4.0	15.0	2.0	22.5	4.0			2.0		1.0					89.0	
S. Locust Park	12.5			1.0	0.5	3.0		0.5				1.0			1.0			1.0		1.0		8.0			1.0		1.0						31.5
Logging Rd. Path	4.5			0.5											1.0			1.0		1.5					2.0	13.0							23.5
Fish Eddy-Log Boom				0.5											0.5										1.0								2.0
Maple St. Park	1.0			2.0			10.0	1.5				1.5	5.0	9.5	2.0				7.0	2.0		25.5			15.0		1.0						83.0
19th Loop																																	0.0
Northwood Park	0.5			0.5				0.5				1.0			0.5			1.0				1.0			1.0								6.0
Street Landscaping				0.5	23.5	15.0	10.5	15.0					20.0									1.0						0.5					86.0
Storm/Collect mow														2.0					3.0									1.0					6.0
Police Department				0.5				0.5																									1.0
Simnitt Property																																	0.0
Skate Park				0.5								0.5			0.5			1.0		1.0		1.0											4.5
Shops/tools-trucks	4.0																																4.0
Swim Center						3.0						4.0														5.0							12.0
Territorial-CLC Prop.				16.0	31.0	15.0	16.0					15.0	21.0							16.0													130.0
Timber Park	0.5			1.0		0.5		0.5				1.0			1.5			1.0		0.5		1.0			1.0		1.0						9.5
Transit Bus stop	0.5			0.5				0.5				1.0			1.0			1.0		0.5		1.0			1.0		0.5						7.5
Triangle Park				1.0			0.5																										1.5
Wait Park	2.0			18.0		1.0		21.0				4.0	2.5	37.0	17.0			17.0	42.5	13.5	15.0	20.0			18.0	15.0	23.0						266.5
Veterans Memorial					0.5	8.0	7.5																										16.0
WWTP property																																	0.0
Zion Cemetery	12.5			7.5			10.0					7.5		1.0	14.5					3.0	37.5				1.0								94.5
Administration	4.0			2.0	2.0	3.5	4.0					1.5	1.0					2.0		5.0		2.0			2.5								29.5
Monthly Total																																1080.0	

Parks Department	December 2019 Actual Hours																															Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Adult Center																																0.0
Arneson Gardens		1.0				1.0			1.0		27.0	45.0	0.5			1.0		0.5		1.0						0.5				3.0		81.5
Baker Prairie Cem.																6.0																6.0
Beck Pond																																0.0
Community Park		2.0		1.0		10.0			5.5	1.0	15.0		2.5			7.0		23.5	38.0	9.0			4.5			26.0	10.0			8.5	0.5	164.0
CPIP Sign Property																																0.0
Disc Golf Course									3.0																							3.0
Eco Park		0.5		0.5					0.5		3.0		0.5			0.5		0.5					0.5				0.5			0.5		7.5
Faist V (5)																																0.0
Holly-Territorial Sign																																0.0
Hulberts-sign property																														1.5		1.5
Klohe Fountain																											2.0					2.0
Knights Brdg.																																0.0
Legacy Park		1.0		1.0		1.0			1.0	0.5			1.5			1.0		0.5	3.0	1.5			3.0			1.0			2.5	37.0		55.5
S. Locust Park		1.0		0.5		1.0			1.0	0.5			1.5			1.0		0.5		1.5			3.0			0.5			2.0			14.0
Logging Rd. Path		1.0		0.5					2.0				2.0					0.5		4.0			4.0			2.0	9.0					25.0
Fish Eddy-Log Boom																																0.0
Maple St. Park		4.0		0.5		3.0			1.5				1.0			9.5	30.0	0.5	2.0	2.0			1.0				0.5			2.0		57.5
19th Loop																1.0																1.0
Northwood Park		0.5		0.5					0.5				1.0			1.0		0.5		1.5						0.5	0.5			1.5		8.0
Street Landscaping				0.5	5.0	4.0			2.5				0.5					0.5		1.5			1.0									15.5
Storm/Collect mow				2.0	12.0													8.0														22.0
Police Department																																0.0
Simnitt Property																																0.0
Skate Park		0.5		0.5		0.5			1.0				1.0			1.5		0.5		1.0			1.0			0.5				2.0		10.0
Shop/ tools-trucks																				3.0			3.5							3.0		9.5
Swim Center																																0.0
Territorial-CLC Prop.									4.0	35.5																						39.5
Timber Park		2.0		0.5		1.0			1.0				4.5			2.0		0.5					4.0			0.5	1.0			2.0		19.0
Transit Bus stop		0.5		0.5		1.0			1.0				1.0			1.0		0.5		1.5					0.5	1.0				1.5		10.0
Triangle Park					2.0															1.5												3.5
Wait Park		27.0	52.5	41.0	22.0	17.0			9.0				28.5			11.5		1.0	2.0	10.0			4.0			1.5	1.5			2.0		230.5
Veterans Memorial		1.0							1.0									2.0					9.5			9.0	16.0					38.5
WWTP property																																0.0
Zion Cemetery		8.0		3.0	12.5	9.5			15.0	18.5	12.5	7.5	1.5			21.0	12.0	5.0	15.0	9.5			1.0				1.0					152.5
Administration					4.0	0.5			2.0				2.0			1.0	10.5	7.5		4.0			3.0			2.5	2.0			3.0		42.0

Monthly Total 1019.0



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: November & December 2019

To: The Honorable Mayor Hodson & City Council
From: Bryan Brown, Planning Director
Prepared by: Same as above
Through: Scott McClure, City Administrator
Date: 1/7/2020

The following report provides a summary of the Planning and Development Services activities for the months of November and December, 2019. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and development site plan review coordination projects for building permits.

Development Services Activities:

- 1. DLCD Continues to Implement New State Housing Mandates.** New State requirements are headed our way with the first requirements to be in effect starting in 2022 as a result of the passage of House Bills 2001 and 2003 that will require the effective elimination of the single-family zone by allowing duplexes wherever single-family homes are allowed, and new housing reporting requirements and standards that will require cities – including Canby - to create a Housing Production Strategy which will be monitored with actual production goals to be enforced by DLCD, and adoption of a Housing Needs Analysis addressing specific land and associated zoning to address all identified housing type deficiencies with associated actionable solutions.
- 2. Splash Park.** During November and December, the City collected public feedback on play equipment and features to be installed in the upcoming splash pad at Maple Park, including online and at a temporary information station in the library/civic office lobby. The response has been robust and the City is looking forward to incorporating this input into the splash pad's final design. The splash pad is targeted to be open for summer 2020 and will showcase a design theme reflecting Canby's status as the "garden spot."
- 3. Clackamas Community Prosperity Collaborative Project.** The County has taken the lead in a project to facilitate action items that can be taken to assist the disadvantaged within our own community faced with food and housing insecurity. The project has moved forward with partnership building within the cities of Estacada, Canby and Milwaukie with the launch of individual "community design lab groups" designed to solicit wealth-building strategies within our own City for those less fortunate.
- 4. DLCD Technical Assistance Grant Application.** In late December, Senior Planner, Sandy Freund received word from DLCD that the TA-Grant had been awarded to the City for the requested \$50,000. The grant will enable staff to hire a consultant in order to prepare an Economic Opportunities Analysis (EOA). The resultant analysis will assist staff in developing a cohesive strategy for continued economic growth of our community through a focused identification of local barriers and challenges to growth, as well as market trends. The EOA document will also provide targeted information for staff in order to identify policies to bring forward to Council for discussion for an update to the Economic Element of the City of Canby Comprehensive Plan, as well as meeting the requirements of Statewide Planning Goal 9.
- 5. Project Proposal for Federal CDBG Funds.** Planning staff, with assistance from public works and our consulting City Engineering staff prepared and submitted for a competitive Community Development Block Grant application proposal in December to access federal grant funding coordinated and awarded by Clackamas County's Community Development Division that is primarily to benefit low and moderate income people. The City's project proposal

involves either new construction and/or retrofit reconstruction of inventoried American with Disabilities Act corner street intersection sidewalk ramps that are required to meet new ADA technical design and slope standards. Funding has been requested to construct 32 new sidewalk ramps – 25 ramps inside the designated Low to Moderate Income mapped area, and 7 ramps just outside this designated area in Canby. Funding has been requested for the 2020 – 2021 program year.

6. **PSU Population Forecast Survey.** Every 4-years PSU is charged by State Legislation to provide State-wide population forecasts by Region on a rotating basis. These include both a 25 and 50-year forecast and they rely on survey input from all local jurisdictions to provide information on all current and known planned development, knowledge about the demographics of the population, any observations about housing in the community, future employers locating to the community, indication of the capacity of the communities infrastructure to accommodate growth, and any promotions or hindrances to new population growth, and any plans for UGB expansion. Staff completed the survey's requested materials which were due in early December.
7. **2020 Census New Construction Program.** Staff agreed to participate in assisting the U.S. 2020 Census Program in compiling accurate addresses for all new development back to March of 2018 to be certain that new construction is included in the Census enumeration count. Staff completed the data gathering and delivered to the Census Program in early December.
8. **Miscellaneous Items of Interest.**
 - **2019 Department Statistics:** We processed a record 235 Building Permit Site Plan Reviews, including 134 new single-family home permits!
 - Timber Park on SE 13th Avenue, our largest newer subdivision with 105 platted lots has just submitted the 104th new home permit.



LAND USE APPLICATION ACTIVITY**Pre-Application Conference(s) Submitted November 1 - December 31, 2019:**

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRA 19-15	Mark Dane Planning	9-lot subdivision	1629 N Redwood St
PRA 19-14	Canby Utility/Mackenzie	Canby Utility Operations Center Phase 2	1265 SE Pine St
PRA 19-13	Icon Construction/Rick Givens	Redwood Landing 2 Subdivision	1126, 1212, 1234, 1260 & 1350 N Redwood
PRA 19-12	Ken Sandblast, Westlake Consultants	Tofte South Annexation and Development Concept Plan	East of S Ivy, South of SE 16th & SE 17th

9. Land Use Applications Submitted November 1 - December 31, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
DR 19-03	Stanton Furniture	Proposed construction of a 150,350 SF building & associated site work	23849 S Mulino Rd
DR 19-02	Caruso Produce/VLMK	Proposed Construction of a 95,037 sf building & associated site work	23625 S Mulino Rd
SUB 19-03	Dodd's Subdivision	88 lot subdivision	1882 N Holly St

10. Pre-Construction Conference(s) Held November 1 - December 31, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRC 19-13	Smartlink/Cingular Wireless	New 130' monofir Cell Tower near high school	640 SW 2nd Ave

11. PC Agenda Items Reviewed November 1 - December 31, 2019:

- **Tofte Farms 6 Subdivision** - Applicant requested and received approval to subdivide an approximately 4.06 acre parcel into a 16 single-family residential tax lots with associated public infrastructure. This is the final phase of the Tofte Farms Subdivision Master Plan (SUB 19-02).

12. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permits November 1 - December 31, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 19-234	Lennar NW, Inc.	SFR	1749 S Fig St, Beck Pond, Lot 65

SP 19-233	Lennar NW, Inc.	SFR	1765 S Evergreen St, Beck Pond, Lot 52
SP 19-232	Lennar NW, Inc.	SFR	1773 S Evergreen St, Beck Pond, Lot 51
SP 19-231	Tom Scott, Scott Investments	Trail Crossing Apartments (58 Units)	1203 NE Territorial Rd
SP 19-230	Esteban Morales	New Deck and Patio Roof	1055 N Noble Court
SP 19-229	Lennar NW, Inc.	SFR	1772 S Fig St, Beck Pond, Lot 50
SP 19-228	Lennar NW, Inc.	SFR	1750 S Fig St, Beck Pond, Lot 46
SP 19-227	Lennar NW, Inc.	SFR	1762 S Fig St, Beck Pond, Lot 49
SP 19-226	Stafford Homes	SFR	1711 N Sweetgum St, Redwood Landing, Lot 16
SP 19-225	Stafford Homes	SFR	1709 N Sweetgum St, Redwood Landing, Lot 15
SP 19-224	Stafford Homes	SFR	1690 NE 17th Ave, Redwood Landing, Lot 14
SP 19-223	Stafford Homes	SFR	1668 NE 17th Ave, Redwood Landing, Lot 13
SP 19-222	Stafford Homes	SFR	1646 NE 17th Ave, Redwood Landing, Lot 12
SP 19-221	Stafford Homes	SFR	1624 NE 17th Ave, Redwood Landing, Lot 11
SP 19-220	Stafford Homes	SFR	1582 NE 17th Ave, Redwood Landing Lot 9
SP 19-219	Stafford Homes	SFR	1598 NE 17th Ave, Redwood Landing, Lot 10
SP 19-218	Stafford Homes	SFR	1708 N River Alder St, Redwood Landing, Lot 8
SP 19-217	Katie Harbaugh/Marquis Hope Village	Fire Alarm System	1577 S Ivy St
SP 19-216	Wilson Construction Co	New generator and sidewalk	1190 NW 3rd Ave
SP 19-215	Kermit Wilkerson	Studio Apt. Addition	333 SE 2nd Ave

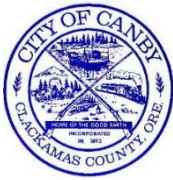
SP 19-214	Karen Archibald	Attic addition - need building permit	464 SW 4th Ave
SP 19-213	Lennar NW, Inc.	SFR	1736 S Fig St, Beck Pond, Lot 42
SP 19-212	Lennar NW, Inc.	SFR	1748 S Fig St, Beck Pond, Lot 44
SP 19-211	Blackcomb Construction	SFR	1553 NE 17th Ave, Redwood Landing, Lot 23
SP 19-210	Blackcomb Construction	SFR	1559 NE 17th Ave, Redwood Landing, Lot 24
SP 19-209	Holt Homes	SFR	2176 SE 12th Ave, Timber Park, Lot 1
SP 19-208	Providence Medical Center	Tenant Improvement	200 SE Hazel Dell Way
SP 19-207	Stonecreek Development	SFR	1015 NE 18th Ave, Tanoak, Lot 6
SP 19-206	Lennar NW, Inc.	SFR	1741 S Fig St, Beck Pond, Lot 66
SP 19-205	Lennar NW, Inc.	SFR	1739 S Fig St, Beck Pond, Lot 67
SP 19-204	Lennar NW, Inc.	SFR	1727 S Fig St, Beck Pond, Lot 68
SP 19-203	Lennar NW, Inc.	SFR	1713 S Fig St, Beck Pond, Lot 69
SP 19-202	Holt Homes	SFR	2155 SE 12th Ave, Timber Park, Lot 3
SP 19-201	Holt Homes	SFR	2177 SE 12th Ave, Timber Park, Lot 4
SP 19-200	Doug Sprague, Canby Excavating	Relocation of building & new construction of modular office building	294 S Walnut St
SP 19-199	Ed Netter Construction	SFR	1847 SE 11th Ave, Faist 8, Lot 4
SP 19-198	Julie Croasdell, Stantec Architecture	ADA Site Impv - Chase Bank	435 N Holly St
SP 19-197	Canby Manor Estates	Mfg. Home Replacement	835 SE 1st Ave, Lot 21
SP 19-196	Holt Homes	SFR	2132 SE 12th Ave, Timber Park, Lot #16
SP 19-195	Jim Cromwell Const	Interior Remodel Basement	484 SE Township Rd
SP 19-194	Scott Benthin	Repair Fire Damaged House	1155 NE 13th Circle
SP 19-193	Darren Michel	Patio Cover	Teakwood

Signs Submitted for Plan Review November 1 - December 31, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 19-13	Rudnick Signs	Wall Sign - Baker Prairie Bakery	1385 SE 1st Ave

13. City of Canby Signoff for Active Permit Finals for Occupancy by Clackamas County, November 1 - December 31, 2019:

DATE FINALLED	APPLICANT	PROJECT	ADDRESS
12/30/2019	HERITAGE HOMES	SFR	1254 S WILLOW ST, TIMBER PARK LOT 28
12/26/2019	LENNAR NW	SFR	488 SW 15TH AVE, BECK POND LOT 21
12/24/2019	HERITAGE HOMES	SFR	2103 SE 11TH PL, TIMBER PARK LOT 18
12/24/2019	LENNAR NW	SFR	464 SW 15TH AVE, BECK POND LOT 19
12/24/2019	LENNAR NW	SFR	476 SW 15TH AVE, BECK POND LOT 20
12/24/2019	HERITAGE	SFR	1280 S WILLOW ST, TIMBER PARK LOT 27
12/19/2019	NICK NETTER CONSTRUCTION INC	SFR	1946 SE 11TH PL, FAIST 8 LOT 38
12/13/2019	HERITAGE HOMES	SFR	2157 SE 11TH PL, TIMBER PARK LOT 20
12/10/2019	STONECREEK DEVELOPMENT	SFR	2180 SE 10TH AVE, TIMBER PARK LOT 101
12/10/2019	LENNAR NW	SFR	467 SW 15TH AVE, BECK POND LOT 15
11/29/2019	OREGON DEVELOPMENT WEST LLC	SFR	1844 SE 11TH AVE, FAIST ADDITION 6 LOT 17
11/26/2019	LENNAR NW	SFR	462 SW 15TH AVE, BECK POND LOT 18
11/18/2019	STONECREEK DEVELOPMENT LLC	SFR	2178 SE 10TH AVE, TIMBER PARK LOT 100
11/8/2019	5 PARKSIDE DESIGN	SFR	725 NE 10TH AVE, NORTHWOOD ESTATES LOT 86
11/6/2019	ED NETTER CONSTRUCTION INC	SFR	2083 SE 11TH AVE , FAIST 8 LOT 59
11/18/2019	LENNAR NW	SFR	465 SW 15th AVE , BECK POND LOT 16
11/7/2019	HERITAGE HOMES	SFR	2180 SE 11 TH PL, TIMBER PARK LOT 36



City of Canby Bi-Monthly Report Department: Police
November / December 2019

To: The Honorable Mayor Hodson and City Council
From: Chief Bret Smith
Through: Scott McClure, City Administrator
Date: January 7, 2020

	November	December
Calls for Service Dispatched 911 and non-emergency calls	892	905
Property Crimes Reported		
Burglary	1	4
Motor Use of Motor Vehicle / Unlawful entry of Motor Vehicle	17	19
Fraud	0	0
Robbery	0	0
Theft I, II, & III	14	25
Forgery	0	0
Trespass	3	4
Vandalism (Criminal Mischief)	5	5
Person Crimes Reported		
Assault I, II, IV	0	1
Carrying Concealed Weapons (knife, blade, etc.)	0	2
Disorderly Conduct (includes resisting arrest)	2	2
Endangering Welfare of a Minor/Recklessly endangering	0	1
Felon in possession of firearm	0	0
Harassment, Intimidation or Threats	1	2
Identity Theft	1	3
Interfering with Peace Officer	2	1
Menacing	1	2
Sex Offenses	1	2
Strangulation	0	0
Arrests		
Warrant Arrests (and contempt of court, restraining order, parole violations)	9	19
Adult and Juvenile Custodies (includes juvenile curfew)	36	28
Drug Crimes		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	3	4
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
Traffic Crimes, Accidents, Citations		
Attempt to Elude	1	0
Driving Under the Influence of Intoxicants	10	10
Other Traffic Crimes (hit & run, driving while suspended, etc.)	18	14
Traffic Accidents	18	10
Traffic Citations	336	264

Crimes combine misdemeanor and felony offenses,
reported to State of Oregon for inclusion in the annual national FBI crime report.





City of Canby Bi-Monthly Report
Department: Public Works
For Months of: November & December 2019

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Operations Supervisor
Prepared by: Same as above
Through: Scott McClure, City Administrator
Date: 1/15/2020

Facilities

We just completed the four month process to repair the 10,000 square feet of flood damage to the Canby Police Station. Now we can go back to the normal work load of maintain the rest of the City facilities.



Facilities	Total Hours
November	130
December	160

Streets Department

Finished up 2019 leaf season and is getting geared up to remove and repair all of the tree planters on NW 2nd Ave. We continue to do all locates and street light repairs. This time of year Public Works is focused on Sewer cleaning.



Streets	Total Hours
Street Sweeping	132
Street Maintenance	129
Sidewalks	12
Driveway Approach & Sidewalk Inspections	4
Street Sign Manufacturing	5
Street Sign Maintenance	17
Street Sign Installation	18

Streets	Total Hours
Street Sweeping	67
Street Maintenance	285.5
Sidewalks	8
Driveway Approach Inspections	10
Street Sign Manufacturing	2
Street Sign Maintenance	24
Street Sign Installation	1

Sewer Collections

The collections crew has cleaned 12 miles of sewer main these last two months. This is a picture of a lateral repair on NE 13th Circle.



Sewer	Total Hours
Sewer Cleaning	203
Sewer TV'ing	14
Sewer Maintenance/Repair	20
Locating Utilities	63
Sewer Inspections	2
Drying Beds	2

Sewer	Total Hours
Sewer TV	31.5
Sewer Laterals	17
Sewer Cleaning	115.5
Locating Utilities	85.5
Sewer Inspections	2.5
Vactor Usage	80

Storm Water

This picture is the Dry well being installed on S Walnut for part on the street improvement for Colombia Distributing.



November Stormwater	Total Hours
Catch Basins Maintenance/Repair	16
Storm line Maintenance/Repair	6
Vactor Truck	2
Erosion Control	1

December Stormwater	Total Hours
Catch Basin Maintenance/Repair	27
Drywell Maintenance	3
Storm line Maintenance/Repair	7
Vactor Truck	10
Erosion Control	7



City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: November & December 2019

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Prepared by: Same as above
Through: Scott McClure, City Administrator
Date: 1/15/2020

As 2019 comes to a close we look back over the past few months and see some changes and some things that remain the same. Much of our schedule has remained the same, although we have needed to make some changes due to staffing levels. This winter we changed the schedule closing on Sundays. It has helped with water chemistry and with the ability to staff the rest of the week but our revenue and attendance numbers have taken a hit. It is all to be expected. We feel we need to maintain a certain level of service and couldn't currently do that all weekend with current staff levels. Staff will continue to evaluate the programs and hours and make adjustments.

We have continued to remain busy as in November and December beyond our usual schedule we have special public swims on non – school days. We have hosted a couple large weekend swim meets for the Canby Gators. In November was the Animal Meet, a one day invitational that provides challenging events for all ages. In December there was the IMX/IMR meet which was a 3 day meet with a short and long event format also an invitational. Four Canby Gators were honored at the Oregon Swimming Top 5 Awards, as well as, coaches Nathan Templeman and David Biskar.

Canby High School also started their season in November. Canby will host all 7 dual meets this season. The First two were in December, and the Canby Cougars girls came out of December with two wins. The boys also did very well splitting the two meets. Cougars are off to a great start.

This year we continue to collect food and toys for the Canby Kiwanis food and toy drive. The Canby Swim Center offers a free admission from November 10 –December 10 with a donation.

Attendance and revenue numbers are down quite a bit from last year. With schedule reductions and a longer closure in the fall it reduces then number of swims and revenue. Attendance is down about 4,200 swims and revenue is down about \$17,000. I think we will be fine, but we will keep an eye on it over the next few months.

Nathan continues to make some little changes that make a big difference. He recently purchased some new signage to make it easier to educate our customers about safe swimming. There are many new signs, but some include, "Non-swimmers wear a life jacket", "Parents watch your children", "No diving in shallow water" and "No Long Breath Holding". The signage is posted in several areas and is large and easy to read.

**LIFEGUARD
ON DUTY**

**SALVAVIDAS
DE GUARDIA**



DANGER

Watch your children closely.

Drowning happens quickly.
People drowning cannot call out for help.

Keep children within arm's reach when in the water.

No diving in shallow water.

Reduce the risk of head, neck and spinal injuries.

Only enter feet first in shallow water.

Non-swimmers should wear life jackets.

Reduce the risk of drowning.

No long underwater breath holding.

Prolonged repetitive breath holding can be deadly.

Doing so tells your body not to ask for oxygen, which can cause you to pass out and drown.



PELIGRO

Supervise de cerca a sus hijos.

Cualquier persona se puede ahogar rápidamente.

Las personas que se están ahogando no pueden gritar para pedir ayuda.

Procure que los niños estén a su alcance mientras estén en el agua.

Los clavados están prohibidos en aguas poco profundas.

Reduzca el riesgo de lesiones en la cabeza, columna y cuello.

Ingresa a las aguas poco profundas sumergiendo primero solo los pies.

Las personas que no naden deben usar chalecos salvavidas.

Reduzca el riesgo de ahogamiento.

No contenga la respiración bajo el agua por mucho tiempo.

Contener la respiración de forma repetitiva y prolongada puede ser mortal.

Si lo hace le dice a su cuerpo que no pida oxígeno, lo que puede causar que usted pierda el conocimiento y se ahogue.



**You MUST
be this tall
to swim
without an
adult.**



City of Canby Bi-Monthly Report
Department: Tech Services
For Months of: November & December 2019

To: The Honorable Mayor Hodson & City Council
From: Amanda Zeiber, Assistant City Administrator/ HR Director
Prepared by: Bryce Frazell, WebsThatWork
Through: Scott McClure, City Administrator
Date: 1/15/2020

Google Analytics Summary Report: November and December 2019

Open Business Days	<u>November</u>	<u>December</u>
	18	20
<u>Audience Overview</u>	<u>November</u>	<u>December</u>
Page Views	14,994	14,818
Sessions (site visits)	7,453	7,399
Users	4,359	4,399
New Users	3,628	3,717
Pages per Session	2.01	2
Number of Sessions per User	1.71	1.68
Average Session Duration	1 min 29 sec	1 min 27 sec
Bounce Rate (% of single-page visits)	60.89%	62.68%

Decrease in site visit numbers for both months compared to Sept/Oct 2019 report - most likely because of holi

<u>New Vs. Returning Visitors</u>	<u>November</u>	<u>December</u>
New	67.71%	67.76%
Returning	32.29%	32.24%

<u>Browser & Operating System</u>	<u>November - Top 5 Browsers</u>	<u>December - Top 5 Browsers</u>
	Google Chrome	Google Chrome
	Safari	Safari
	Internet Explorer	Internet Explorer
	Mozilla Firefox	Microsoft Edge
	Microsoft Edge	Mozilla Firefox

Top 3 browser rankings have remained the same since Feb 2015

<u>Overview (Technology)</u>	<u>November</u>	<u>December</u>
Desktop	46.57%	48.47%
Mobile	49.58%	47.24%
Tablet	3.85%	4.29%

Note that Mobile Access was higher than Desktop use in November

<u>Mobile Devices (top 3)</u>	<u>November</u>	<u>December</u>
	Apple iPhone	Apple iPhone
	Apple iPad	Apple iPad
	Samsung Galaxy S8	Samsung Galaxy S8

iPhone & iPad continue to dominate mobile device preference

<u>Landing Pages (top 5)</u>	<u>November</u>	<u>December</u>
	Home Page (Index)	Home Page (Index)
	Swim Center Home Page	Job Openings
	Job Openings	Swim Center Home Page
	Transit Home Page	Transit Home Page
	Transit Routes	Transit Routes

Top 5 Landing Pages remain pretty consistent

KEY

Sessions (total number of sessions to your site)

Users (total number of unique users to your site – unduplicated visits)

Pageviews (total number of pages viewed on your site – repeated views of a single page are counted)

Pages per Session (average number of pages viewed per session - repeated views of a single page are counted)

Average Session Duration (average session length of all users)

Bounce Rate (percent of single-page sessions – visits in which a person left your site from the entrance page)

New Sessions/Users (percent of total users who came your site for the first time)

Landing Pages

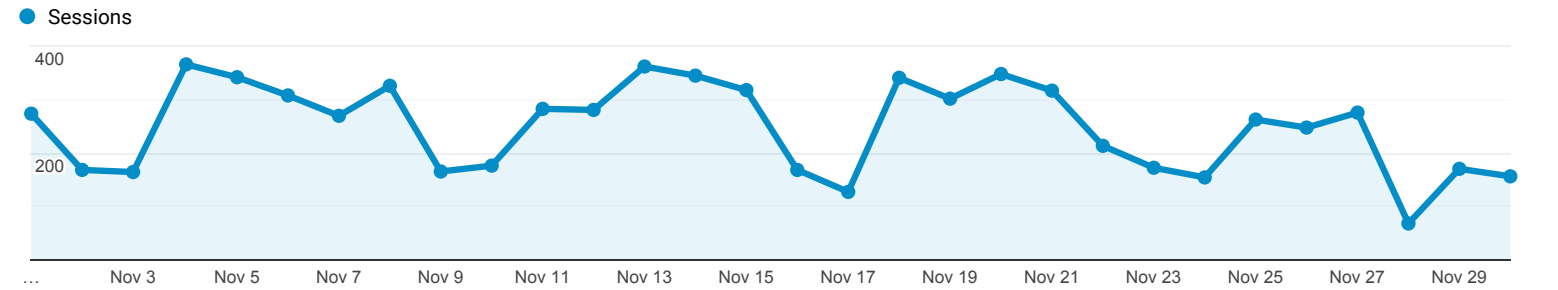
All Users


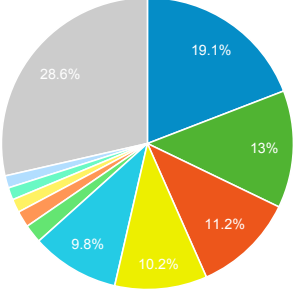









100.00% Entrances

Nov 1, 2019 - Nov 30, 2019

Explorer


Summary



Landing Page	Sessions	Sessions	Contribution to total: Sessions
	7,453 % of Total: 100.00% (7,453)	7,453 % of Total: 100.00% (7,453)	
1.  /index.html	1,427	19.15%	
2.  /Departments/swim/swim center.htm	969	13.00%	
3.  /Jobs/jobopenings.htm	837	11.23%	
4.  /transportation/CAThome page.htm	762	10.22%	
5.  /transportation/routes.htm	727	9.75%	
6.  /Departments/swim/schedule.htm	153	2.05%	
7.  /cityservices/utilities.htm	135	1.81%	
8.  /Departments/swim/rates.htm	111	1.49%	
9.  /RFPs.htm	102	1.37%	
10.  /Departments/development_services/municode.htm	101	1.36%	

Rows 1 - 10 of 158

Devices

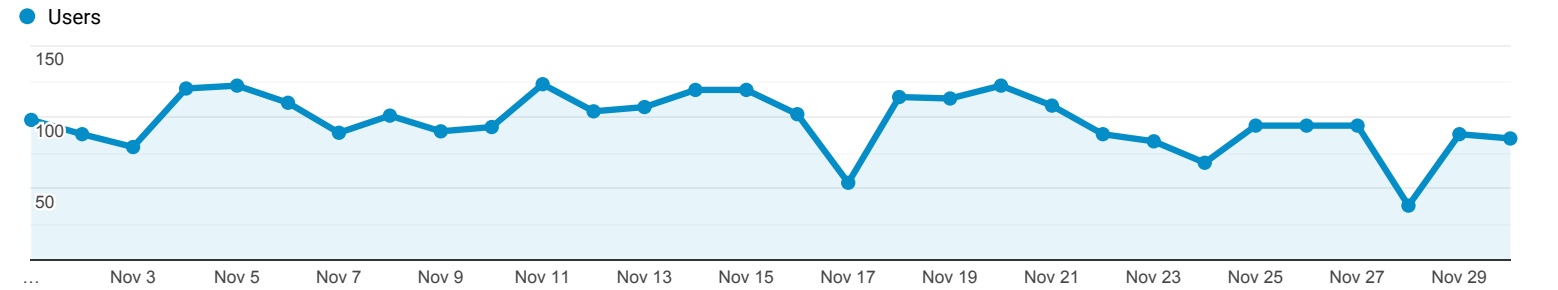



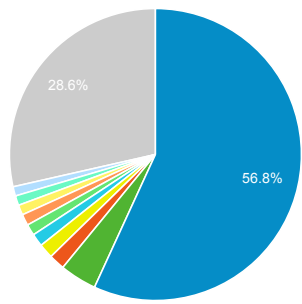









All Users
53.43% Users

Nov 1, 2019 - Nov 30, 2019

Explorer

Summary



Mobile Device Info	Users	Users	Contribution to total: Users
	<div>2,329</div> <div>% of Total: 53.43% (4,359)</div>	<div>2,329</div> <div>% of Total: 53.43% (4,359)</div>	
1.  Apple iPhone	1,324	56.85%	
2.  Apple iPad	95	4.08%	
3.  Samsung SM-G950U Galaxy S8	41	1.76%	
4.  Samsung SM-G960U Galaxy S9	38	1.63%	
5.  (not set)	33	1.42%	
6.  Samsung SM-G930V Galaxy S7	29	1.25%	
7.  Samsung SM-G965U Galaxy S9+	29	1.25%	
8.  Samsung SM-G975U Galaxy S10+	26	1.12%	
9.  Samsung SM-N960U Galaxy Note9	25	1.07%	
10.  Microsoft Windows RT Tablet	24	1.03%	

Rows 1 - 10 of 266

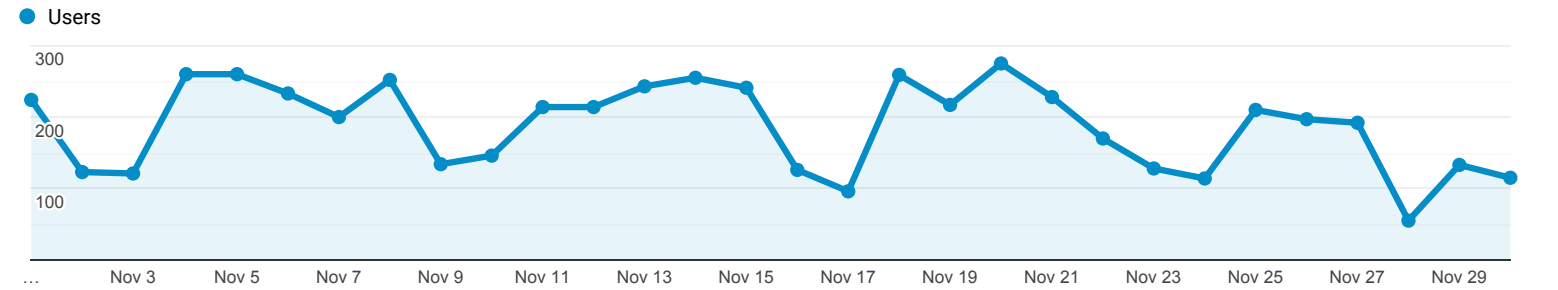
Overview

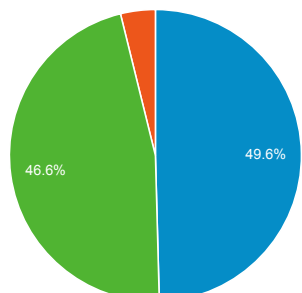
All Users
100.00% Users

Nov 1, 2019 - Nov 30, 2019

Explorer

Summary



Device Category	Users	Users	Contribution to total: Users
	<div>4,359</div> <div>% of Total: 100.00% (4,359)</div>	<div>4,359</div> <div>% of Total: 100.00% (4,359)</div>	
1. mobile	2,161	49.58%	
2. desktop	2,030	46.57%	
3. tablet	168	3.85%	

Rows 1 - 3 of 3

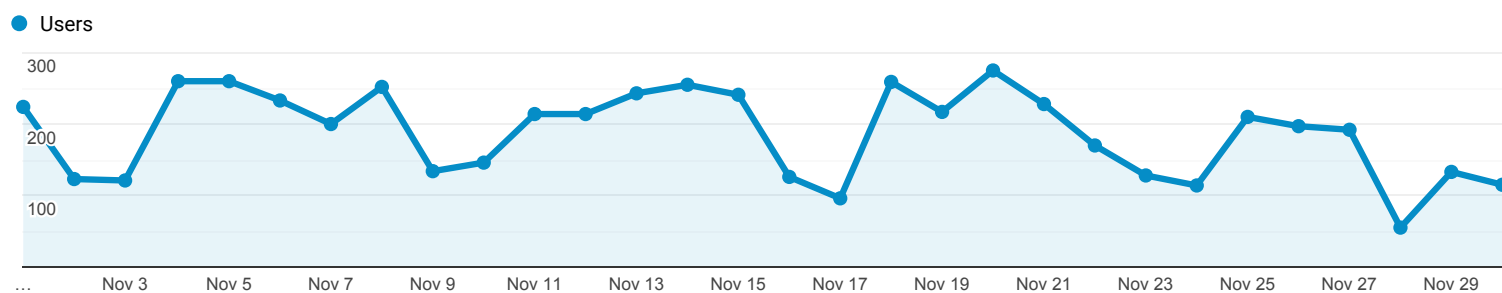
Browser & OS

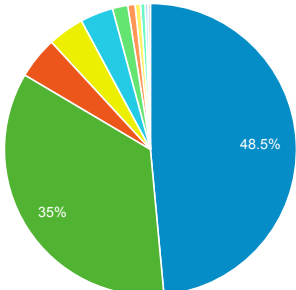
 All Users
100.00% Users

Nov 1, 2019 - Nov 30, 2019

Explorer

Summary



	Browser	Users	Users	Contribution to total:
		4,359 % of Total: 100.00% (4,359)	4,359 % of Total: 100.00% (4,359)	
	1. Chrome	2,115	48.52%	
	2. Safari	1,525	34.99%	
	3. Internet Explorer	202	4.63%	
	4. Firefox	175	4.01%	
	5. Edge	159	3.65%	
	6. Samsung Internet	74	1.70%	
	7. Safari (in-app)	35	0.80%	
	8. 'Mozilla	26	0.60%	
	9. Android Webview	22	0.50%	
	10. Amazon Silk	14	0.32%	

Rows 1 - 10 of 14

New vs Returning

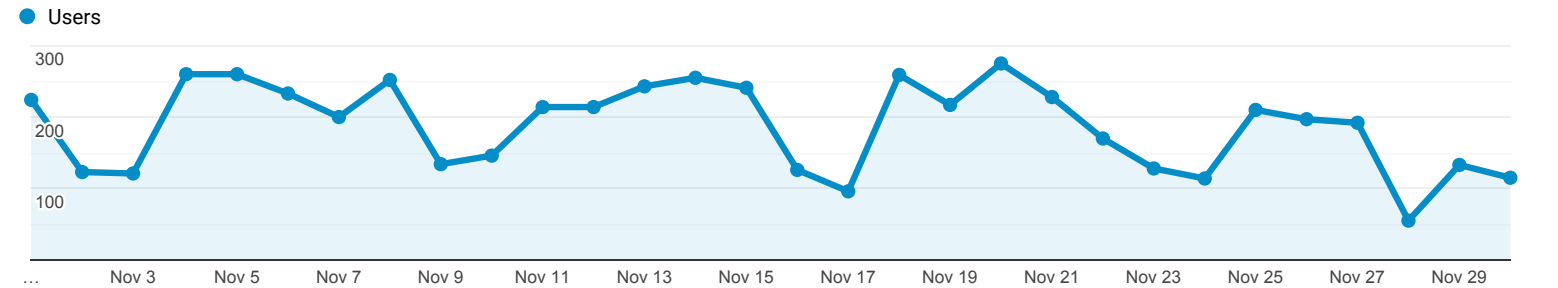
All Users

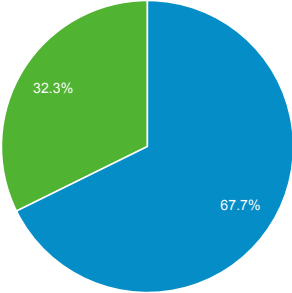
100.00% Users

Nov 1, 2019 - Nov 30, 2019

Explorer

Summary



User Type	Users	Users	Contribution to total: Users
	<div>4,359</div> <div>% of Total: 100.00% (4,359)</div>	<div>4,359</div> <div>% of Total: 100.00% (4,359)</div>	
1. <div>New Visitor</div>	<div>3,628</div>	<div>67.71%</div>	<div>  </div>
2. <div>Returning Visitor</div>	<div>1,730</div>	<div>32.29%</div>	

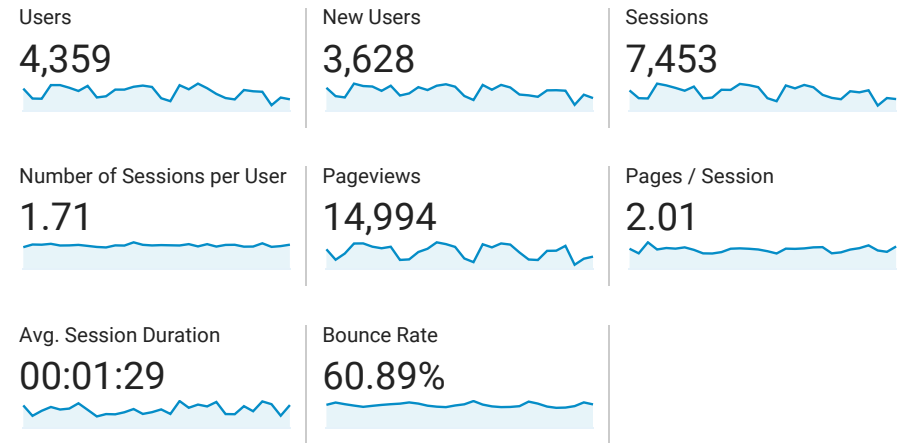
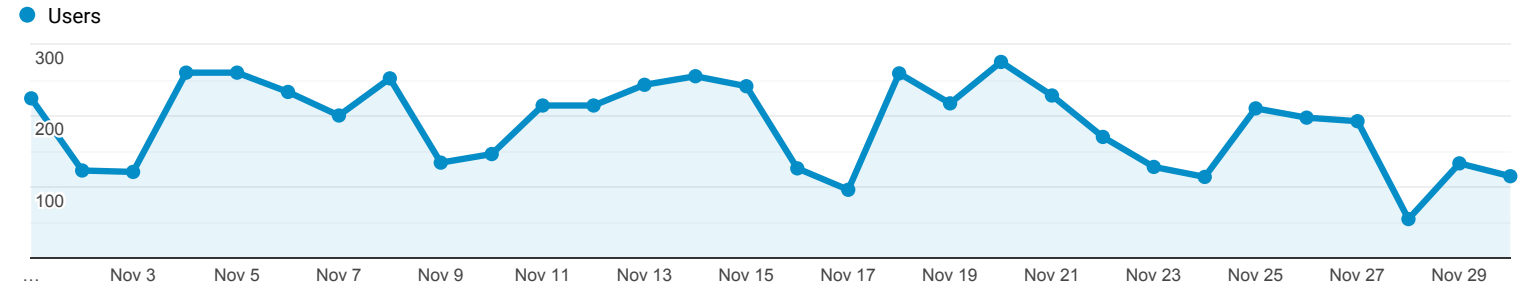
Rows 1 - 2 of 2

Audience Overview

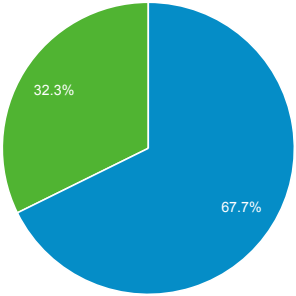
All Users
100.00% Users

Nov 1, 2019 - Nov 30, 2019

Overview



■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	4,284	98.28%
2. ko	12	0.28%
3. en-gb	8	0.18%
4. es-419	7	0.16%
5. es-us	6	0.14%
6. de-de	5	0.11%
7. en	5	0.11%
8. es-es	5	0.11%
9. es-xl	5	0.11%
10. ru-ru	4	0.09%

December 2019

Landing Pages

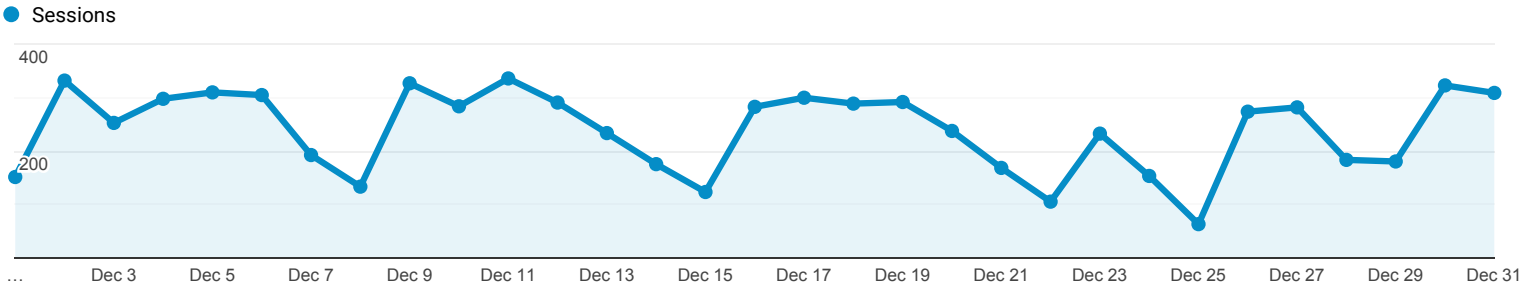
All Users


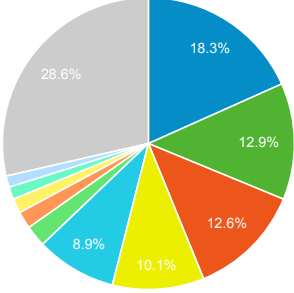









100.00% Entrances

Dec 1, 2019 - Dec 31, 2019

Explorer


Summary



Landing Page	Sessions	Sessions		Contribution to total: Sessions
		7,399 % of Total: 100.00% (7,399)	7,399 % of Total: 100.00% (7,399)	
1.  /index.html		1,355	18.31%	
2.  /Jobs/jobopenings.htm		955	12.91%	
3.  /Departments/swim/swim center.htm		933	12.61%	
4.  /transportation/CAThome page.htm		750	10.14%	
5.  /transportation/routes.htm		660	8.92%	
6.  /Departments/swim/schedule.htm		175	2.37%	
7.  /cityservices/utilities.htm		141	1.91%	
8.  /RFPs.htm		119	1.61%	
9.  /transportation/transittax.htm		103	1.39%	
10.  /Departments/department s.htm		93	1.26%	

Rows 1 - 10 of 160

Devices



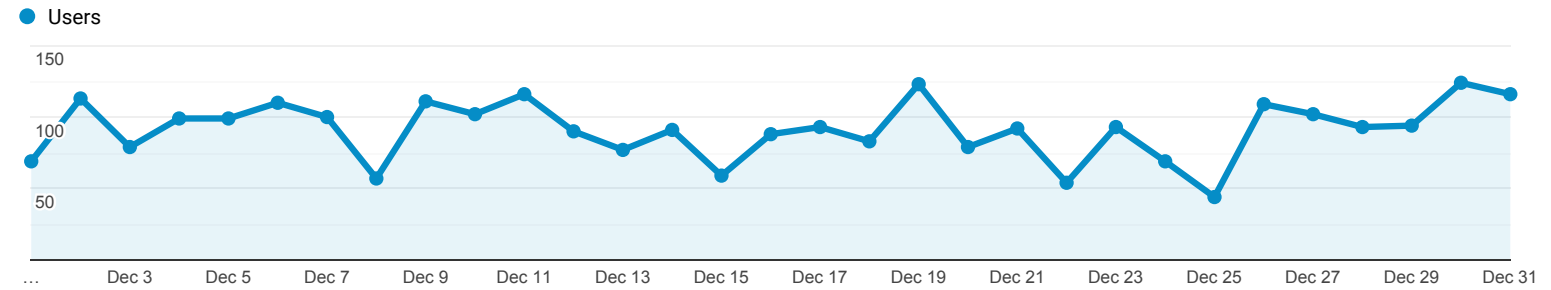
All Users

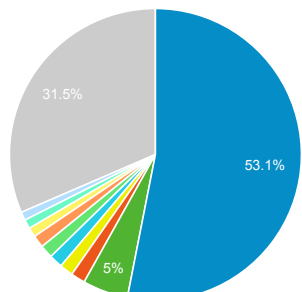
51.56% Users

Dec 1, 2019 - Dec 31, 2019

Explorer

Summary



Mobile Device Info		Users	Users	Contribution to total: Users
		2,268 % of Total: 51.56% (4,399)	2,268 % of Total: 51.56% (4,399)	
1.	Apple iPhone	1,204	53.09%	
2.	Apple iPad	114	5.03%	
3.	Samsung SM-G950U Galaxy S8	36	1.59%	
4.	Samsung SM-G960U Galaxy S9	34	1.50%	
5.	Samsung SM-N960U Galaxy Note9	34	1.50%	
6.	(not set)	33	1.46%	
7.	Samsung SM-G965U Galaxy S9+	31	1.37%	
8.	Microsoft Windows RT Tablet	24	1.06%	
9.	Samsung SM-G975U Galaxy S10+	23	1.01%	
10.	Samsung SM-G930V Galaxy S7	21	0.93%	

Rows 1 - 10 of 278

Overview

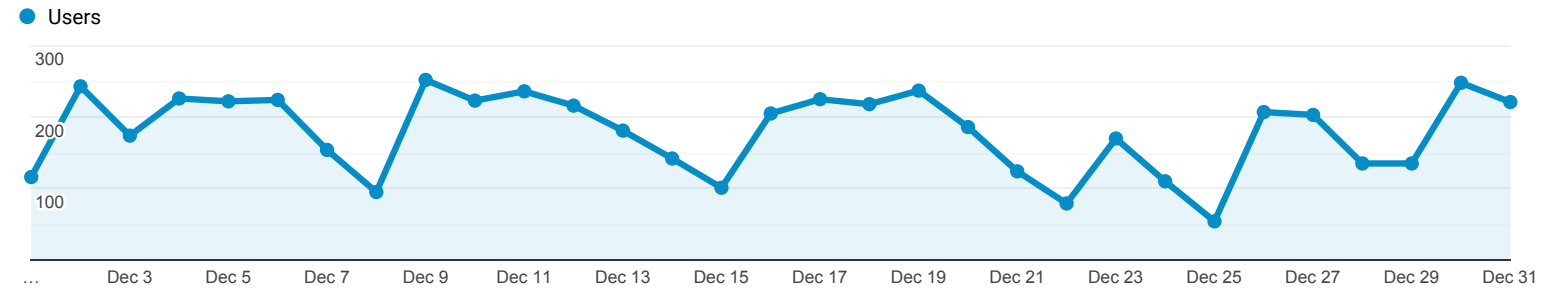
All Users

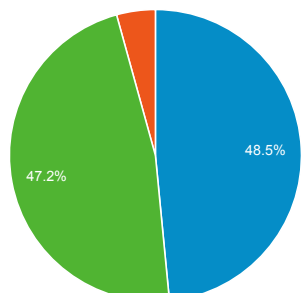
100.00% Users

Dec 1, 2019 - Dec 31, 2019

Explorer

Summary



Device Category	Users	Users	Contribution to total: Users
	<div>4,399</div> <div>% of Total: 100.00% (4,399)</div>	<div>4,399</div> <div>% of Total: 100.00% (4,399)</div>	
1. desktop	2,133	48.47%	
2. mobile	2,079	47.24%	
3. tablet	189	4.29%	

Rows 1 - 3 of 3

Browser & OS

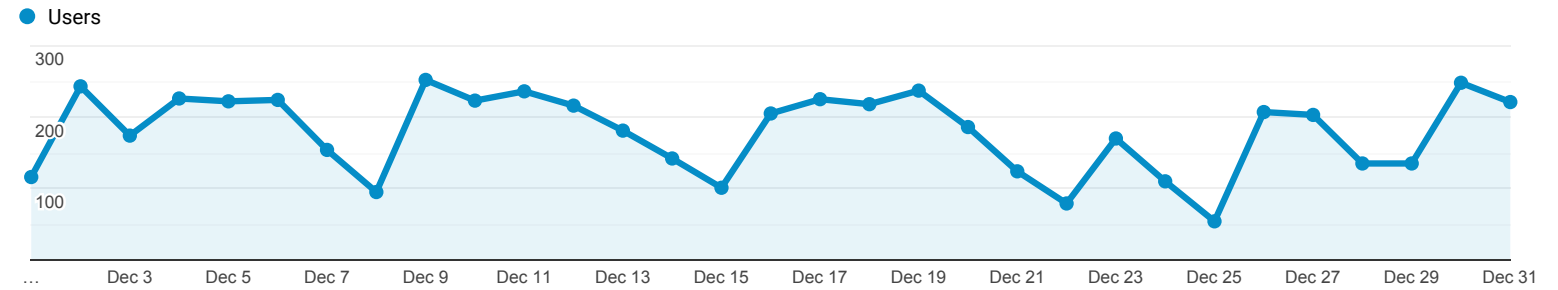
All Users

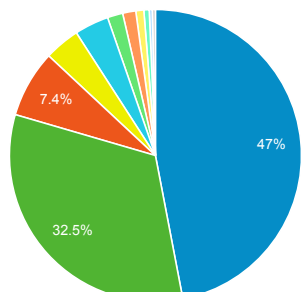
100.00% Users

Dec 1, 2019 - Dec 31, 2019

Explorer

Summary



Browser	Users	Users	Contribution to total:
	4,399 % of Total: 100.00% (4,399)	4,399 % of Total: 100.00% (4,399)	
1. Chrome	2,067	46.99%	
2. Safari	1,431	32.53%	
3. Internet Explorer	327	7.43%	
4. Edge	173	3.93%	
5. Firefox	167	3.80%	
6. Safari (in-app)	75	1.70%	
7. Samsung Internet	64	1.45%	
8. Android Webview	39	0.89%	
9. "	26	0.59%	
10. Amazon Silk	15	0.34%	

Rows 1 - 10 of 18

New vs Returning

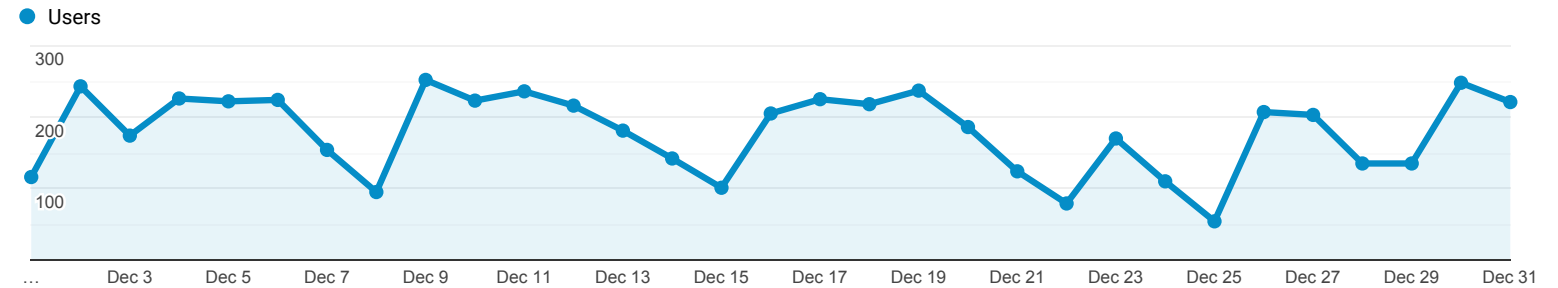
All Users

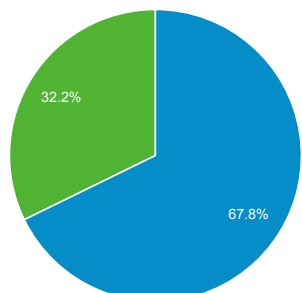
100.00% Users

Dec 1, 2019 - Dec 31, 2019

Explorer

Summary



<div> <div></div> <div>User Type</div> </div>	<div> <div>Users</div> <div></div> </div>	<div> <div>Users</div> <div></div> </div>	<div> <div>Contribution to total:</div> <div>Users</div> <div></div> </div>
	<div> <div>4,399</div> <div>% of Total: 100.00% (4,399)</div> </div>	<div> <div>4,399</div> <div>% of Total: 100.00% (4,399)</div> </div>	
<div> <div>1.</div> <div> <div></div> <div>New Visitor</div> </div> </div>	<div> <div>3,711</div> </div>	<div> <div>67.76%</div> </div>	<div>  </div>
<div> <div>2.</div> <div> <div></div> <div>Returning Visitor</div> </div> </div>	<div> <div>1,766</div> </div>	<div> <div>32.24%</div> </div>	

Rows 1 - 2 of 2

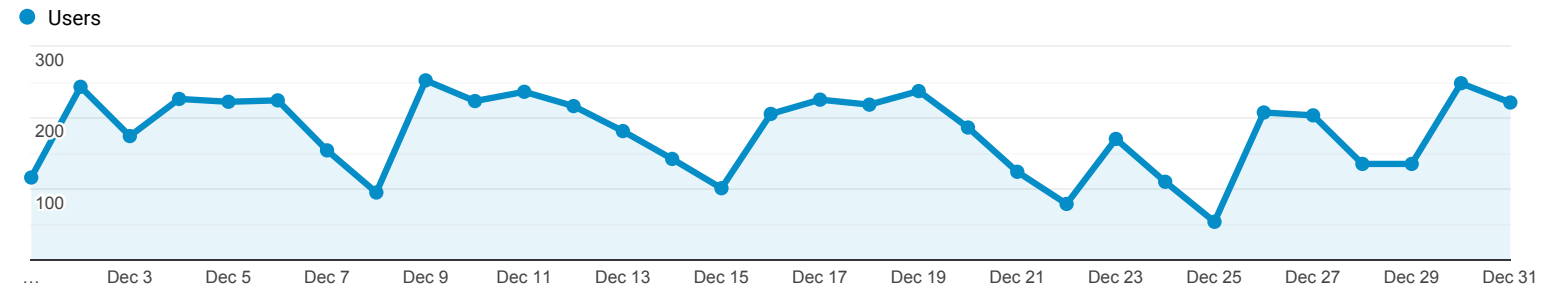
Audience Overview

All Users

100.00% Users


Dec 1, 2019 - Dec 31, 2019

Overview




Users

4,399




New Users

3,717



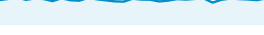
Sessions

7,399




Number of Sessions per User

1.68




Pageviews

14,818




Pages / Session

2.00




Avg. Session Duration

00:01:27



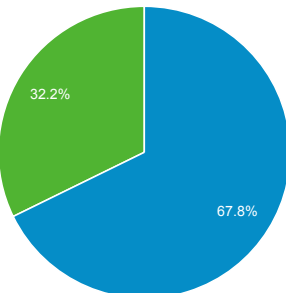
Bounce Rate

62.68%



■ New Visitor

■ Returning Visitor



Language	Users	% Users
1. en-us	4,316	98.11%
2. es-xl	16	0.36%
3. en-gb	13	0.30%
4. ko	11	0.25%
5. es-us	8	0.18%
6. es-419	7	0.16%
7. c	5	0.11%
8. zh-cn	5	0.11%
9. en	2	0.05%
10. ru	2	0.05%



City of Canby Bi-Monthly Report

Department: Transit

For Months of: November & December 2019

To: The Honorable Mayor Hodson & City Council
From: Julie Wehling, Transit Director
Prepared by: Same as above
Through: Scott McClure, City Administrator
Date: 1/6/2020

1) Grant Funding and Contracts:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) The TriMet Quarterly STIF Report was submitted in OPTIS.
- c) The ODOT Quarterly Report was submitted electronically in OPTIS.
- d) The NTD report finalized online for ODOT
- e) On December 9, 2019 the Special Transportation Fund (STF) Grant Agreement GP200836GS was executed between TriMet and the City for \$240,000 to be budgeted at \$120,000 annually in support of the Dial-A-Ride program. All grant contracts for FY 2019-20 have now been executed.

2) Ridership:

Year to date for FY 2019-2020 total ridership was up by 9.14 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 6,921 rides in November (1.42% fewer than November of 2018).
 - 1,274 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 6.16% fewer than were provided during November of 2018.
 - 5,647 Route 99X rides (.3% fewer rides than November of 2018).
- b) 6,315 rides in December (10.27% more rides than December of 2018).
 - 1,251 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 5.39% more rides than was provided during December of 2018.
 - 5,064 Route 99X rides (11.54% more rides than December of 2018).

These numbers include the new Saturday service which started on September 7, 2019.

3) Updates:

- a) The Rider of the Month for November was Norberto Martinez. The Rider of the Month for December was Canelia Bermuda. Both riders received a free bus pass and other goodies.
- b) In November and December we provided 239 same day rides on a space available basis.
- c) CAT provided 545 Saturday rides in November and 346 Saturday rides in December.
- d) On December 4th Canby Area Transit and our subcontractor MV Transportation, Inc. underwent an FTA Drug and Alcohol Program audit.
- e) On December 18th Canby Area Transit held its' 7th annual Open House and Holiday Lights tour. There was a great turnout this year. More than 40 people went on the Light Tour and we had about 50 riders in attendance at the event. Many cookies and pumpkin empanadas were consumed along with gallons of hot chocolate. Everyone went home with a raffle prize and candy canes.

4) Collisions and Incidents

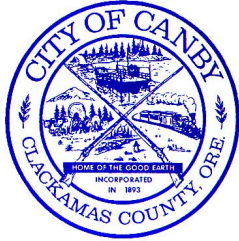
No accidents or incidents in November

On December 5th a vehicle failed to stop at a stop sign which cause the CAT driver to hard break to avoid a collision. Two passengers were on board. One passenger reported a minor injury. Canby PD and medical response were called. No one was transported to the hospital.

On December 17th a bus was struck by another vehicle at 10th Street and 99E in Oregon City. The driver of the other vehicle did not stop. 5 passengers were onboard. No one reported injuries.

5) Events Attended: City staff, contractors and/or volunteers represented CAT or participated in activities and trainings in the following venues:

- On November 7th Julie Wehling attended the C4 meeting in Oregon City.
- On November 19th Julie Wehling participated in the 2020-2022 Discretionary Grant Training Webinar conducted by ODOT Rail and Public Transit Division.
- On November 21st the Transit Advisory Committee held their regular meeting. There was not a quorum of members in attendance.
- On December 2nd Julie Wehling attended the ODOT Region 1 ACT meeting in Portland.
- On December 5th Julie Wehling attended the C4 meeting in Oregon City.
- On December 9th Julie Wehling participated in the South Clackamas Transportation District's Transit Master Planning process.
- On December 14th MV held a driver safety meeting.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

November & December 2019

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Scott McClure, City Administrator
Date: January 15, 2020

Facility Operations & Maintenance

The water quality for the months of November and December remain good with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance.

The list below highlights a few of the maintenance tasks and WWTP program duties since the last bi-monthly report.

- Repaired several water lines, patched concrete and blacktop areas.
- Repaired sink hole at back gate where new effluent line was installed.
- Replaced valve sleeves and backfill at tank #1 valve cluster.
- Installed new chicane pipe and handle on belt press.
- Repaired shaft and bearings on belt press conveyor #2.
- Pumped and cleaned primary clarifier scum pit.
- Completed load testing of emergency standby pumps.
- Routine daily maintenance and repairs of equipment, buildings and grounds.

Biosolids Program:

- **November** Production: Belt run time = 16 days. 5 loads to Heard farms 150 wet tons.
- **December** Production: Belt run time = 15 days. 5 loads to Heard Farms, 153 wet tons.

Pretreatment Inspection/Reporting, FOG Program

- **November** Pump Outs: 25
- Inspections: 5 fog, 1 pretreatment
- **December** Pump Outs: 18
- Inspections: 2 fog, 4 pretreatment

Pretreatment activities also included monthly review of business license, reviewing environmental surveys, plan review, industrial inspection, reports and working with businesses on BMP agreements.

1. Issued an industrial wastewater discharge permit to Grand Northern Products.

Daily Lab Activity

- Routine daily lab procedures, process control and permit testing.
- Weekly BOD's, E-coli, solids, NH3 and Alkalinity testing.
- Completed 3 Day pollutant scan sampling.
- Completed Johnson Controls sampling.
- Grand Northern Products TSS testing.

Personnel Meetings/Training Attended

- OAWU operator's conference.
- Pretreatment meeting.
- End of year operator conference.
- Annual hearing test.
- Work site safety and city safety meeting.



City Council Staff Report

DATE: January 15, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Scott McClure, City Administrator

FROM: Jamie Stickel, Economic Development Director

Summary

Discussion regarding redevelopment options for the former library building.

Background

The City of Canby opened Request for Expressions of Interest for its former public library building in 2017 and 2018, receiving three and four proposals, respectively. After much discussion, the city chose to retain possession of the building, and redevelop the building into a public market with office space in the back corner.

Discussion

The City contracted LRS Architects – who had completed previous façade renderings through a Clackamas County grant – to work on preliminary renderings for the redevelopment of the public market with office space. In addition to the renderings, the architects provided a cost analysis of the exterior and interior renovations needed to upgrade the building. The estimates for the public market are substantially over budget.

There has been increased interest over the last few weeks in the former library building from several parties interested in leasing and/or purchasing the building.

Attachments

None.

Fiscal Impact

None.

Options

1. Reopen the Request for Expressions of Interest.
2. Continue with the Public Market and Office Space.

Recommendation

Reopen the Request for Expressions of Interest due to the renewed interest from several parties over the last few weeks.

Direction

Direct staff to open the Request for Expressions of Interest on the former library building.