



AGENDA
CANBY CITY COUNCIL
Meeting can be viewed on CTV Channel 5 or YouTube
Work Session 6:15 PM – Council Chambers
Regular Meeting 7:00 PM – Council Chambers
April 1, 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 - Council Chambers - Meeting can be viewed on CTV Channel 5 or YouTube

**Discussion regarding City Administrator Hiring Standards,
Criteria and Policy Directives.**

CITY COUNCIL MEETING – 7:00 PM
Council Chambers - Meeting can be viewed on CTV Channel 5 or YouTube

- 1. CALL TO ORDER**
- 2. COMMUNICATION**
- 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** Council will be attending this meeting virtually and as this is the first run of a virtual meeting, written comments and input on agenda items are being accepted until 5:00 pm on Tuesday March 31st – please send to bissetm@canbyoregon.gov. There will be no public comments or input made during the meeting.
- 4. MAYOR’S BUSINESS**
- 5. COUNCILOR COMMENTS & LIAISON REPORTS**
- 6. CONSENT AGENDA:** This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.
 - A. Approval of Minutes of the March 4, 2020 City Council Work Session and Pg. 3 Regular Meeting.
 - B. Appointment of Melody Thompson to the Canby Utility Board. Pg.15
- 7. RESOLUTIONS**
 - A. **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. Pg. 17

- B. **Resolution No. 1332:** A Resolution adopting a revised City of Canby Drug & Alcohol Policy for use with DOT Regulated Employees and identifying an effective date and repealing Resolution No. 1281. Pg. 80

8. NEW BUSINESS

- A. Approve Declaration of Emergency. Pg. 97
B. Approval of City Administrator Hiring Standards, Criteria and Policy Directives. Pg. 98

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- A. Bi-Monthly Reports – January & February 2020 (in packet) Pg. 99

10. ACTION REVIEW

11. ADJOURN

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

****We are requesting that rather than attending in person you view the meeting on CTV Channel 5 or on YouTube:** <https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

If you do not have access virtually, there are a small number of chairs provided inside so the City is in compliance with public meeting laws and the Governor's Executive Order.

**CANBY CITY COUNCIL
WORK SESSION MINUTES
March 4, 2020**

PRESIDING: Mayor Brian Hodson

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

STAFF PRESENT: Amanda Zeiber, Interim City Administrator; Joseph Lindsay, City Attorney; Melissa Bisset, City Recorder; Jamie Stickel, Economic Development Director

OTHERS PRESENT: Lynn Longfellow, Clackamas County Appraisal Manager and Cindy Moore, Clackamas County Economic Development Coordinator

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:00 p.m.

Jamie Stickel, Economic Development Director, gave some background on the Strategic Investment Zone and explained Columbia Distributing's application. Business Oregon had Strategic Investment Zones that were established in order to streamline the process for businesses applying for a strategic investment program. Clackamas County's Strategic Investment Zone was approved in 2010. This provided an incentive for projects \$25 million or greater to pay full property taxes on the first \$25 million, which for Columbia Distributing would mean \$371,000, but the taxes in excess of the \$25 million would be abated for 15 years. Businesses would pay a Community Service Fee of 25% of the abated taxes or \$500,000 per year, whichever was less. The Fee for Columbia Distributing would be approximately \$92,000 for the first year and that would continue every year for 15 years. Columbia Distributing submitted their application to Business Oregon on July 2, 2019. The tax abatement would include activities that occurred after July 2. There was an email from Business Oregon indicating that the State, County, and Columbia Distributing had sorted out the issue of when the construction work began and its relation to the application date. The County Commission voted on February 25 to move the standardized agreement forward and the final reading was on their consent agenda for March 5. It would be coming before Council by resolution on March 18. If approved, the agreement would go to Business Oregon on April 10. The special taxing districts would work together to determine a distribution plan for the Community Service Fee.

Councilor Spoon asked if the City could elect to take some money off of the top to address any expenses related to the business before the remainder was distributed. Lynn Longfellow, Clackamas County Appraisal Manager, said it could be negotiated. She explained that 75% of the taxing districts had to decide on how the funds could be distributed. If they could not make a decision, the State would make it. Cindy Moore, Clackamas County Economic Development Coordinator, clarified that rule was in State Statute.

Ms. Longfellow distributed a sheet that listed the real market values and taxable values of the property with no exemption, the taxable portion, and the abated tax portion as well as how the Community Service Fee could be distributed by the taxing districts. The assessed value would

grow by 3% annually as long as the maximum assessed value was well above real market value. If real market value should tank and the assessed value did not grow, that would be the only time it would remain flat. They had spoken with the Department of Justice and they thought they found a path forward in approving the exemption. All of the site improvements were allowed. The construction of the building happened 21 days prior to the application submittal date. Construction began on the slab prior to the submittal and they would exclude that portion from the eligible project and the rest of the building would be eligible. She did not know what the real market value of the slab was, but it would be taxable. They would be looking at the best approach to determine the value, which might be the cost approach. The Oregon Department of Revenue would be valuing the property as required by State Statute.

There was discussion regarding the cost vs. value approach.

Councilor Parker asked how the local area would benefit from the First Source Contract Agreement. Ms. Moore stated the public would be noticed when any work opportunities were available, either for jobs with the company or contracting for future needs.

Councilor Parker asked if the City was getting what they were promised in giving up the taxes. The building was already built and money had already been spent and less than 10% of the contractors were in Clackamas County. He thought one of the major benefits of this program to local communities was not being realized.

Ms. Longfellow said the First Source Contracting Agreement was part of the application approval process and moving forward upon approval those contracting opportunities would be allowed.

Councilor Parker stated this application did not follow the rule of doing these things first before the building was constructed, and it was difficult to explain to his constituents.

Ms. Moore stated that all of the businesses were being treated the same when it came to this program. All of the parties moved forward in good faith in trying to make sure that they administered the program the way it was intended. This was the first application for Clackamas County and the City, and there was some navigation to get to where they were today.

Councilor Parker asked what would happen if another application was submitted, would they apply before construction?

Ms. Moore said yes, they would. Lessons had been learned through this process and there was now a template that would be expedited for any future applications.

Councilor Spoon asked what they would do if another company applied after construction was done.

Ms. Longfellow stated they would make sure to tell all companies they needed to apply before construction. All statutes had been complied with and no laws had been broken in this case. In the assessor's office all businesses were treated equally and they followed state statute.

Councilor Parker expressed concern with not getting all of the things promised. It put the City in a weak position.

Ms. Longfellow thought Columbia Distributing's future expansion would qualify for the abatement, which was not included in the current numbers. The contracting agreement would be in place for any new construction. The abatement would not start over for any new construction but only if it was done in the 15 years. That would also mean the Community Service Fee would go up.

Councilor Parker clarified the City would not be deciding alone how the Community Service Fee would be distributed. Ms. Longfellow explained 75% of the taxing districts must agree, which could be the City, County, and Fire District.

Councilor Spoon said there was an email from January 23 that referred to a state statute regarding the definition of existing property. She thought the application was in violation of that statute. Ms. Longfellow said that the DOJ determined that it was not in violation and County counsel was okay with the opinion of the DOJ. Business Oregon would be reviewing the application on April 10.

Ms. Moore said Business Oregon would not entertain the application unless there was a standardized agreement with both the County and the City. There were 90 days for negotiations on the Community Service Fee after it was approved by Business Oregon.

Councilor Dale expressed his displeasure with the process and how not all the parties who would be suffering loss were at the table.

Councilor Spoon asked if at the March 18 Council meeting the IGA on how the Fee would be distributed and the application could be done separately.

Mr. Lindsay said in 2010 the Council agreed that if the zone was created they would not stand in the way of an eligible entity and that the standardized agreement would be signed. Council could decide in the future if they would like to no longer entertain that.

Councilor Parker would like to have the discussion as he did not think they needed to give tax breaks for businesses to come to the City.

Ms. Stickel said there were lessons learned about having conversations that needed to happen differently or earlier in the process.

Councilor Spoon thought cities could add additional requirements to the program.

Discussion ensued regarding what program elements could be changed.

Councilor Parker asked if this was approved, was this setting a precedence. Mr. Lindsay thought they could still enforce that the application needed to be approved before construction.

Councilor Spoon said it cost agencies money for businesses to come in and they made assumptions about the tax revenue that would be brought in, but the business did not apply until

after construction. It put the City in the position where they were making expense decisions based on numbers that were not true.

Mr. Lindsay said there was a meeting in September 2018 where this was discussed and everyone was excited about it. The process had not been put in place properly and there were 11 months where they were acting in good faith. They were provided information about this program in February 2018.

Councilor Spoon thought the applicant was responsible for their own due diligence.

Ms. Moore explained the First Source Contracting and Hiring agreements that would be put in place. The standardized agreement was what was going to be decided upon by the Council, and then it would move forward to Business Oregon.

Councilor Berge stated that as time went by the City would be reaping a lot of benefits, especially after the 15 years. If they didn't want this originally, they as a City should have said no back then. He did not think they should say no in the eleventh hour. This was going to benefit the City in the long run and it would not be right to pull it at the last minute.

Ms. Moore stated regarding the timing, Business Oregon would review the application at their April 10 meeting, and their next meeting was not until July 17. If this did not move forward, there would be some tax implications.

Ms. Longfellow explained how the exemption was granted at the assessor's office at the beginning of the tax year, which was July 1. If Business Oregon did not approve the application by July 1, the company would not get the exemption.

Mayor Hodson adjourned the Work Session at 6:57 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
March 4, 2020**

PRESIDING: Mayor Brian Hodson

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

STAFF PRESENT: Amanda Zeiber, Interim City Administrator; Joseph Lindsay, City Attorney; Melissa Bisset, City Recorder, Jamie Stickel; Economic Development Director

OTHERS PRESENT: Kevin Starrett, Greg Perez, Paul Ylvisaker, Brenda Ylvisker, Carol Palmer, Jennifer Giller, Kelly Harms, Steve Pierson, Mindy Montecucco, Vernon Hulikt, Sarah Rodriguez, Bri Condon, Dah Goodman Greiner, Diana Cerasin, Kristi Smith, Jordan Tibbals, Amira Stanley, and Cathy Rae Smith.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:05 p.m. in the Council Chambers followed by the opening ceremonies.

Oregon Trail Pitchpipers – A member of the Pitchpipers stated there would be a show on March 14 at 3:00 pm at the Fine Arts Center and the theme was songs of America. Their organization had been around for 50 plus years and everyone was invited to come to the show.

150th Celebration – Jamie Stickel, Economic Development Director, invited everyone to the 150th Celebration of the City of Canby.

Carol Palmer, Canby resident, gave a history of the beginning of the City in 1870. She encouraged everyone to participate in the next six months and introduced a special guest, a Philander Lee descendant, Jennine Cursey.

Mayor Hodson presented a sesquicentennial t-shirt and commemorative plate to Jennine Cursey.

Ms. Cursey thanked the City for authorizing the burial of Bertha Lee in the Pioneer Cemetery with her family. She thanked Ms. Palmer for the clean ups at the cemetery and giving the Lee oak tree pioneer status. She discussed some of the history of the City from her own memories and gave a history of the Lee family. She was proud to be a sixth generation Oregonian.

Ms. Stickel reviewed the various events planned and encouraged all summer events to share in the spirit and use the logo.

COMMUNICATIONS: Amanda Zeiber, Interim City Administrator, stated Clackamas County had been authorized to give the City some money to take over some of the County roads in the City limits. She asked if the Council wanted staff to move forward. The County had authorized funds for a two year period and the amount was based on putting in a 2 inch overlay on the roads and ADA improvements. Any other improvements would be up to the City to do.

Mayor Hodson noted that it was a long term project that they had been trying to accomplish for some time.

Ms. Zeiber said it was up to \$700,000 per year for two years.

There was a general interest from Council to hear more.

Ms. Zeiber gave an update on the Quiet Zone and Arch. The bid packages would go out at the end of the month.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:

Greg Perez, Canby resident, stated that he would like to see everyone work together to further the projects that were on the table. There were issues in the Industrial Park that they needed to come together and move forward as a team. He would like to see everyone work together.

Cathy Rae Smith, Canby resident, was the president of Canby Area Beautification. In conjunction with the City they were putting on an Arbor Day event on April 24. There would be a ceremonial tree planting in honor of Canby's 150th year.

Sarah Rodriguez, Canby resident, discussed the International Transgender Day of Visibility and inclusion. At its core inclusion was a community issue, livability issue, health issue, and life or death issue. Loneliness and need for community were strong biological needs. They had asked for inclusion of trans siblings as valuable members of the community and the queer youth in Canby were asking who cared for them. As a whole the Council had neglected to acknowledge some of the most vulnerable citizens and how they might suffer from this exclusion. They had contributed to their marginalization. Councilor Spoon and Councilor Parker had expressed support and Councilor Hensley had offered to meet over coffee to see how they were able to reach queer youth and help prevent suicide. Inclusion began when these things started to occur in the City.

Amira Stanley, Canby resident, thought the proclamation had been denied due to personal beliefs. It was a dangerous message to prohibit folks' rights in the name of God. It was up to the Mayor to decide on the proclamations, but her struggle had been with the passive, misleading, and avoiding behavior of the Mayor. She had asked Canby youth if they wanted them to continue fighting for this proclamation and they had said yes. Clackamas United Church of Christ welcomed all and loved all people. She asked the Mayor to consider the proclamation.

Jordan Tibbals, Canby resident, stated that the Council and Mayor had his family support in supporting all groups of citizens and not creating a deeper divide by highlighting one group above any other. He found it disheartening to hear doubts about the authenticity of fellow citizen Christian beliefs because they did not recognize Transgender Day. As Christians they were called to love their neighbors as themselves, and not to judge others. They were not to make anyone feel unworthy of love for not holding the same values. However not allowing a specific day of recognition was not denying love to anyone. If the objective of the proclamation was for unity and equality, he thought it would do the opposite in tribalism and division. They should be highlighting what brought them together and not what separated them. People should be

appreciated and valued for who they were, and sexuality and gender were a small part of who God made people to be. He thought if there must be a proclamation that it be for a Canby Unity Day for all citizens.

Mindy Montecucco, Bike and Pedestrian Committee Chair, would like to expand the Committee from seven to nine members. They recently had an opening and there was an overwhelming response and they had a lot of work to do. People were willing to serve and were very talented and it was very difficult to pass them by when they were ready and able to give a hand. They needed help with Safe Routes to Schools, Logging Road Trail with the Traverso donation, volunteers for trail clearing, and many others. It would require a change in the Ordinance.

Mayor Hodson said it would be a new business item for Council to discuss at a future meeting.

MAYOR'S BUSINESS: Mayor Hodson thanked everyone for coming to the meetings. He stated that the transgender proclamation was not a religious decision. He was not going to start singling out or putting one group over another. He was not discouraging the recognition of the day. He was sorry that there were citizens who did not feel safe in the community. He met with the Police Chief and the School District regarding these safety issues, and no reports of harassment or violence against transgender community members had been filed. The Police Department went through sensitivity training every year and the Department was there to keep everyone safe. If someone wasn't safe, he asked them to let him know so it could be addressed. He appreciated the time and the respectful dialogue they had.

Mayor Hodson said the Clackamas County Coordinating Committee meeting was tomorrow. Regarding the Corona virus, he thanked Fire Chief Davis, School District Superintendent, and Ms. Zeiber for their efforts. Canby Fire had put into place their emergency process. City agencies were also taking serious measures.

Mindy Montecucco, Canby resident, thought the proclamation was important to the community in teaching them how to open their arms and love one another. There were people who were suffering in the community including children and she did not want to lose them.

Kristi Smith, Canby resident, said regarding the lack of numbers that had been reported in to law enforcement, in places where people did not feel validated or visible, they would not call law enforcement. They did not think they would be listened to or heard. The numbers might be accurate, but that was because they did not feel safe to call law enforcement. She thought a proclamation could show folks that they were valid in the community, would be heard and respected, and the community would be there for them.

Diana Cerasin, Canby resident, was an ordained minister. It had been brought up multiple times about crimes that were not being tracked by the Police Department. People of a minority did fear law enforcement. The numbers were correct on paper but not in person. Every time they heard the word no or the silence, it was telling everyone they did not care. People were going to be afraid if they didn't have the support of their government and representation. They were not getting responses to emails from the Mayor and Council. Waiting two weeks and then being brushed under the rug was unacceptable.

Dah Goodman Griener, Canby resident, said the incidents were underreported because people did not come to the police. That happened because the investigation afterwards became as traumatic as the event that occurred. There was a problem and people were suffering and conversations could take place and people who needed help could get the help they needed. People needed to hear that they cared. They could respect people they disagreed with and the Council and Mayor had been invited to meetings and did not come. There needed to be a time where the Council would meet and talk with them.

Councilor Hensley said she had set up a meeting on Friday and she invited Dah Goodman Griener to join Sarah Rodriguez at the meeting.

Bri Condon, Executive Director of a women's domestic violence shelter, supported Paul Ylvisaker as his neighbor. She watched what happened to him when he came back from a Council meeting. She was concerned with the poor leadership decisions and uninformed perspectives. There was a decent amount of data to back up why things like targeted assaults were not documented. There was an advocacy group in Canby that was making itself available to educate them, however it was not their responsibility but the responsibility of leadership. They had the opportunity to lead the community.

Amira Stanley, Canby resident, stated that she was frustrated that the Mayor pulled up those facts when he had people he could talk to about what was going on. Leaders had to deal with difficult things and had to be real even if it hurt people's feelings.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Berge said the Caruso Produce application would be discussed at the next Planning Commission meeting.

Councilor Parker joined the Friends of Canby Park group who were working to remove ivy off of trees. There would be another ivy removal day on March 7 at 1 pm for one hour. There were 25 people and 200 trees were worked on.

Council President Dale said they still had to do one more interview for the Canby Utility Board appointment which would be done at the next meeting. He thanked Chief Davis for inviting him to the Fire District Awards Banquet. The Fire Department had some awards for Canby personnel.

Councilor Varwig stated that the retired City Administrator won the Chief's Award at the Fire District Awards Banquet.

Councilor Spoon said there were still openings on the Transit Advisory Committee. They were appointing two Committee members tonight and there were two more vacancies. She announced First Thursday would be tomorrow.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the February 19, 2020 City Council Work Session and Regular Meeting; appointment to the Bike and Pedestrian Committee; reappointments to the Transit Advisory Committee; and a new limited on-premises OLCC liquor license application for Coffee Doodle Doo. Motion was seconded by Councilor Hensley and passed 6-0.

PUBLIC HEARING: Noise Variance Application – North Lake Physical Therapy Gator Grinder Triathlon (May 9, 2020 from 8:00 am - 12:00 pm) – Mayor Hodson read the public hearing format.

Conflict of Interest

Councilor Berge – No conflict, plan to participate.

Councilor Parker – No conflict, plan to participate.

Councilor Hensley – No conflict, plan to participate.

Councilor Dale – No conflict, plan to participate.

Councilor Varwig – His daughter was part of the Canby Gators Swim Club but would not be participating in this event. He planned to participate.

Councilor Spoon – She was within the noticed boundary of the noise variance. She planned to participate.

Mayor Hodson – No conflict, plan to participate.

Ex Parte Contact

Councilor Berge – No contact.

Councilor Parker – No contact.

Councilor Hensley – No contact.

Councilor Dale – No contact, but lived within close proximity to the site and had also received notice of the variance.

Councilor Varwig – No contact, but was at the swim center several times per day and week.

Councilor Spoon – No contact, but was on the site often.

Mayor Hodson – No contact, but drove by the site several times per day.

Staff Report: Melissa Bisset, City Recorder, said the City received a request from Canby Gators Swim Club for a noise variance for May 9 from 8 a.m. to 12 p.m. The variance was being requested for the North Lake Physical Therapy Gator Grinder Triathlon. Noise variances had previously been approved for the last several years for this event and no complaints had been received from last year's event. Everyone within 600 feet had been sent a notice and it had been posted in the *Canby Herald* and around town.

Mayor Hodson opened the public hearing at 8:30 p.m.

Applicant: Steve Pierson, applicant, stated this was a good event for the community and for the youth. It was a fundraiser and run by volunteers. There was some music and an amplifier for awards. There had been no complaints from adjacent neighbors. The PA system was set up in the parking lot and faced towards the surrounding athletes.

Proponents: None.

Opponents: None.

Mayor Hodson closed the public hearing.

Councilor Spoon lived about four houses away and it had never been disruptive. The staff and volunteers had always been respectful of the neighborhood.

****Councilor Varwig moved to approve the Noise Variance for the North Lake Physical Therapy Gator Grinder Triathlon on May 9, 2020 from 8:00 am-12:00 pm. Motion was seconded by Councilor Hensley and passed 6-0.**

NEW BUSINESS: Discussion on Noise Ordinance Specific to Fireworks – Joe Lindsey, City Attorney, said the City’s noise ordinance had some exceptions and if an application did not meet those exceptions, a variance was needed. A few years ago, the School District requested an exception for the fireworks at football games which allowed them not to have to get a variance each year. Another exception was the Fourth of July fireworks. Part of the issue with the football games was the randomness of the exception. The question was whether they wanted to keep the exception or go back to the way it was before with the School District applying for a variance every year.

Councilor Parker said they needed to be able to explain the Ordinance to people and why there was a two tier system where in some instances people had to come in for a variance and others did not. He would like to treat everyone the same.

Councilor Spoon stated that for variances they were able to ask if there had been any complaints and it helped them determine if any adjustments needed to be made. She didn’t want to end the fireworks, but thought they should follow the same process of notice to neighbors and giving citizens the option to come in and comment. She agreed they should treat everyone the same and wanted to make sure they were giving citizens the best and most fair venue to air their concerns.

Councilor Berge agreed there should not be a two tiered system, but for reoccurring events like the Gator Grinder they could make an exception so they did not have to keep coming back. The fireworks had been going on for a very long time and the Gator Grinder had been going on for a long time as well. If it was something that happened for ten years straight, they could consider exceptions if it was done respectfully. He thought the ordinance should be kept in place.

Councilor Varwig liked the fireworks a lot and lived near the high school. He understood that it was annoying to people and he wanted to be sympathetic to that, but he didn’t want the fireworks to go away. He would like to solve both issues.

Councilor Spoon appreciated the notice and thought it was a good thing to have and perhaps the School District could apply annually for the variance and let everyone know the dates the fireworks would occur.

Councilor Hensley said the ordinance was for football games, but since then they had added fireworks to the graduation.

Councilor Berge asked if there were several complaints about the fireworks, would it change the approval.

Councilor Parker explained that there was a time when there were complaints about the Gator Grinder and they had an opportunity to discuss with the organizers how to mitigate that. He thought they should give citizens every opportunity to have a voice in a formal setting that was relevant to the issue at hand.

Council President Dale said the Council had amended the ordinance because they respected the tradition and thought that the outcome would be the same. If that was not still valid for the high school fireworks, then they could remove that in the ordinance and have the School District come with an application every year. He didn't see a way out of the two-tier process because they still did it for the Fourth of July and Rodeo. He did not think it would give the relief Mr. Ylvasiker desired, because he did not think they would stop the fireworks from happening.

Paul Ylvasiker, Canby resident, said he had a petition signed by at least 60 people. It was the randomness of the explosions that was the issue. He was not willing to tolerate the random explosions. He was tired of the pain the fireworks caused and the issues with his pets as well as when he was trying to sleep and the fireworks woke him up. It had nothing to do with the Fourth of July fireworks which he supported. He asked if the variance superseded the Canby Municipal Code. Giving a variance to a place that was already in a noise sensitive land use area was a compromise that should not have been given. The School District said they would look into the least percussive explosions when in fact they were already using them and he was not going back to the School District. The random explosions from touchdowns and the end of a winning game became a detriment to the neighborhood and the tradition needed to end. He suggested the City create one more quiet zone, the Canby Cougar Complex, where no explosive devices could be used. The cost of the quiet zone was 0 dollars and was a win-win. He supported the idea of the Quiet Zone on the north side of town for the railroad, and thought they should be allowed to have one in his neighborhood as well. He admonished the Council to revisit their core values.

Brenda Ylvasiker moved to Canby in 1994. She raised a son that went through the School District. She was a special education teacher and was very familiar with tradition. The tradition seemed to be so strong that they could not see through anything else. She thought the tradition needed to change and she asked Council to consider Paul's proposal. She understood that tradition at the football games could be fun and likable; it was not conducive to everyone. She thought there was a fairness issue with the Canby football team only getting to have fireworks and other teams were not being celebrated. She proposed that the tradition be changed. She suggested to fund, develop, and implement a new way to celebrate and create a new tradition in this decade. Students could be involved in creating the new tradition. It was within the Council's power to not grant the variance so that the neighborhood could have peace of mind.

Councilor Parker stated that he would still like to have a discussion on the process and whether the School District needed to apply every year.

Councilor Berge was good with how the current process was; he questioned having the School District come every year if they were going to give approval anyway.

Councilor Varwig didn't see the Council denying the fireworks variance request.

Councilor Spoon thought there was value in having more conversation and opening up the ordinance. She saw it as continuing to have a conversation with citizens, the City, and School District and thought that it was good governance.

There was consensus to open up the ordinance for further conversation and Mayor Hodson would work with staff on when to bring it forward and what it would look like.

Greg Perez, Canby resident, would like to see the Council meet with the Canby School District Superintendent and Mr. Ylvasiker. He thought that they should come together so they could make a decision so that it could come to an end.

Mr. Ylvasiker asked about the new quiet zone by the railroad. Was it something that was going to be implemented? Mayor Hodson replied yes, it was moving forward and construction would begin in June.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: None.

CITIZEN INPUT: None.

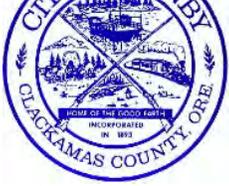
ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved the noise variance request for the Gator Grinder Triathlon.

Mayor Hodson adjourned the Regular Meeting at 9:23 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor



City Council Staff Report

DATE: April 1, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Amanda Zeiber, Interim City Administrator
FROM: Melissa Bisset, City Recorder
ITEM: Canby Utility Board Appointment

Summary

Walt Daniels second term on the Canby Utility Board expired on February 29th, 2020. The position was advertised and three applications were received and interviews were conducted.

Background

The Canby Utility Board was established in the [City Charter Chapter X, Section 4](#). The Board has exclusive jurisdiction, control and management of the Electric Department and all of its operations and facilities. The Board is made up of five members who serve three year terms and no member may serve more than two successive terms. The Canby City Charter explains that members are appointed by the Mayor and confirmed by a majority of the Canby City Council.

Discussion

Walt Daniels second term on the Board expired on February 29th, 2020. Since it was his second successive term he was no longer eligible to serve as a member. Three candidates applied for the vacancy and all were interviewed by the Mayor, Council President, and Chair of the Canby Utility Board. The recommendation is that Melody Thompson be appointed for a three year term.

Attachments

Melody Thompson's Application

Fiscal Impact

None.

Options

1. Appoint Melody Thompson to the Canby Utility Board.
2. Take no action.

Recommendation

The Interview Panel recommends that Melody Thompson be appointed to the Canby Utility 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: 1/29/2020 Position Applying For: Canby Utility Board
Name: Melody Thompson Occupation: Retired
Home Address: [REDACTED] Canby OR 97013
Employer: N/A Position: N/A
Daytime Phone: [REDACTED] Evening Phone: [REDACTED]
E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? Since retiring from public service employment, we have traveled and focused on family. Hobbies include hiking with our 2 labrador retrievers, music, writing, geneology.

What are your major interests or concerns in the City's programs? To support Canby's essential and quality of life services and programs; Keep relevant planning around future business & residential growth; Maintain partnerships with boards, committees, businesses & citizens to meet changing needs.

Reason for your interest in this position: Canby Utility is a critical and valued business in Canby's community. I enjoyed working with the Board regarding a BPA wholesale rate proposal and later with Canby's growing economic development focus and success. I think these experiences would be helpful as board member.

Experience and educational background: High school graduate, college courses, NW Clerk's Institute (City Recorder Professional Develop I/II/III). Retail store sales & management; local city government - City Recorder/ Finance (Aurora), Recording Services (Gresham), Police Records Supv. (Troutdale), Police Administrative Supervisor (Canby).

List any other City or County positions on which you serve or have served: Canby Budget Committee Vice Chair, Urban Renewal Budget Committee; City of Canby Mayor, Urban Renewal Chair; Clackamas County Coordinating Committee (C4); Metro-Washington/Multnomah/Clackamas counties Urban Rural Reserves Committee.

Referred by (if applicable): N/A

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: 1/29/2020 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: April 1, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Amanda Zeiber, Interim 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.

At the January 15th, 2020 City Council meeting, the Canby City Council delayed the decision regarding the standardized agreement to allow for more time for the council to review the Strategic Investment Zone program. Additionally, several questions were posed to city staff and are included in this packet under "Strategic Investment Zone FAQs". After much discussion between Business Oregon, Columbia Distributing, Clackamas County, and the City of Canby, the project was deemed eligible by Business Oregon and the standardized agreement was amended. The new standardized agreement addresses the date the Business Oregon Application was received (July 2nd), as well as noting the costs related to the work which began before the application was submitted will be excluded from the Strategic Investment Zone project. This can be found in the attachment "Updated Columbia Distributing Project Description".

Clackamas Board of County Commissioners reviewed the standardized agreement at their February 25th policy session. Staff from Business and Community Services and the Assessor's Office attended the March 4th Canby City Council Work Session to field questions related to the Strategic Investment Zone and Columbia Distributing's application.

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
- Updated Columbia Distributing Project Description
- 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
- Exhibit F – Community Service Fee
- Strategic Investment Zone FAQ’s
- Abated Tax by District + 1st Year Taxes Imposed

Fiscal Impact

None.

Options

1. Authorize the Interim City Administrator to enter into the agreement with Columbia Distributing and Clackamas County as part of the Strategic Investment Zone application.
2. Deny Interim City Administrator’s authorization to enter into the agreement with Columbia Distributing and Clackamas County as part of the Strategic Investment Zone application.

Recommendation

Staff recommends the Council authorize the Interim City Administrator to enter into the Strategic Investment Zone standardized agreement with Columbia Distributing and Clackamas County.

Proposed Motion

“I move to approve authorization of the Interim City Administrator to enter into the Strategic Investment Zone standardized agreement with Columbia Distributing and Clackamas County.”

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 March 18th, 2020.

ADOPTED this 18th day of March, 2020 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder

CLACKAMAS COUNTY STRATEGIC INVESTMENT ZONE

AGREEMENT BETWEEN

CLACKAMAS COUNTY AND

THE CITY OF CANBY AND

COHO DISTRIBUTING LLC, dba COLUMBIA DISTRIBUTING

Date: March 5, 2020

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 exemption under ORS 307.123 under the terms of which the business must pay full property taxes on the first \$25 million invested. The value of property in excess of that amount is exempt from taxation; 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. The Department of Revenue and the County shall make income tax distributions in accordance with ORS 285C. 635(3).

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".
 1. 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".
 2. Under the terms of the Application, the Company has requested that the Company receive approval for the tax treatment of the Project 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 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 Exemption.
 - A. Only that portion of any property that the Business Development Commission has authorized as an eligible Project shall receive the tax exemption under ORS 307.123.
 - B. All other property not authorized for tax exemption according to Section 1 A above, including portions of the Project constructed prior to submission of an application for project determination to the Business Development Commission, shall be subject to the laws as to tax assessment and collection, without regard

to ORS 307.123. The parties expressly acknowledge and agree that certain construction work, including ground work and the pouring of a concrete slab, were performed prior to Company's submission of its project determination application. As such, the parties anticipate that the Business Development Commission will not consider those portions of the project eligible for tax exemption. The parties further acknowledge and agree that Business Development Commission will make the final decision as to what portions of the project are eligible for tax exemption under 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 an eligible Project in a strategic investment zone. It shall continue for the fifteen tax years described in ORS 307.123.

3. The ORS 307.123 Tax Exemption for 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. Taxes assessed on the eligible portion of the Project shall be calculated according to ORS 307.123 for fifteen tax years, commencing with the tax 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 exemption, 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 property 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 of the CSF to the Company, together with interest at the rate established by law for tax refunds under 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 accordance with this Section 4-A-3.

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 following the tax year in 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 tax 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 Beaver Creek 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 hand 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, upon confirmation of transmission.

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 the mediation 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) The Company acknowledges that it has failed to comply with its obligations under this Agreement; or
- 2) A court of competent jurisdiction or an arbitrator, in a final judgment that is either nonappealable or whose appeal rights have lapsed, determines that the Company 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 Oregon law, the County shall be entitled to the amount of the delinquency, plus interest in the amount set forth in Section 4 (A)(4), 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 exemption provided by ORS 307.123 shall be revoked and the property shall be fully taxable for the tax year following the tax year in 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 breach 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 to 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 Tax Contests Permitted: Nothing in this Agreement shall be construed as:

- a. Preventing the Company from contesting in good faith any tax, assessment, fees or charges assessed against it by the taxing authority; 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:

Reviewed for legal sufficiency
and form:

Counsel

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

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

Proposed Investment (the project)

<u>Columbia Distributing Warehouse</u> Project/property name, as applicable	County(s) <u>Clackamas</u> and <u>-choose-</u>	
<u>Canby Pioneer Industrial Park</u> 2525 SE First Avenue, Canby Oregon	Inside a city's corporate limits?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Street Address</u>	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
<u>Attached</u> Assessor map, tax lot number(s), etc.	Indian reservation (if yes, tribal government assumes county role)	<input type="radio"/> Yes <input checked="" type="radio"/> No

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.

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	<u>April 2019</u>
Project completion	<u>June 2020</u>
Start of business operations with new facility/property	<u>September 2020</u>

Estimated cost of each property type:

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

* 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. [X] 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 [X] Yes [] Unfinished [] N/A
Evidence of county public hearing (agenda, sign-in sheet, etc.) prior to executing local SIP agreement [X] Yes [] Pending
Executed local SIP agreement with county and any applicable city [] Yes [X] Pending
Official action by county commission/court approving project for SIP after executing agreement [] Yes [X] Pending

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

- [X] Evidence and information is included demonstrating that the local-county SIP application process has been initiated.
[X] 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 [X] 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? [X] 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 checkbox

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

Table with 2 columns: Description of jobs and Average annual taxable income to be paid, per job. Values: 300.0 jobs, \$ 57,500.00 income.

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 checkbox

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:

- Checklist of enclosures: Filing fee, hiring agreement, map, company background, and economic analysis.

General Commitments for All Projects

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

- Checklist of commitments: Hiring efforts, notification to county assessor, tax responsibility, annual reporting, and additional fees.

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.

Handwritten signature of Paul Meade

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.

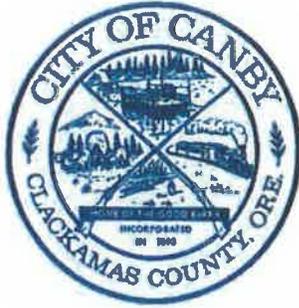


Sincerely,
VLMK Engineering + Design

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



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,

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)	FINDINGS, CONCLUSION & FINAL ORDER
REVIEW AND CONDITIONAL USE)	DR 18-10/CUP 18-07
PERMIT FOR SHAKESPEARE PROJECT)	TRAMMELL CROW
SOUTHWEST CORNER)	
SE 1ST AVE AND S. MULINO ROAD)	

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.

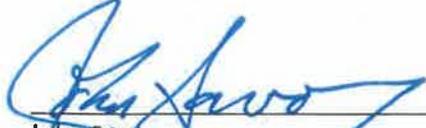
7. Clackamas County will provide structural, mechanical, grading, and review of Fire & Life Safety, Plumbing, and Electrical permits for this project.

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

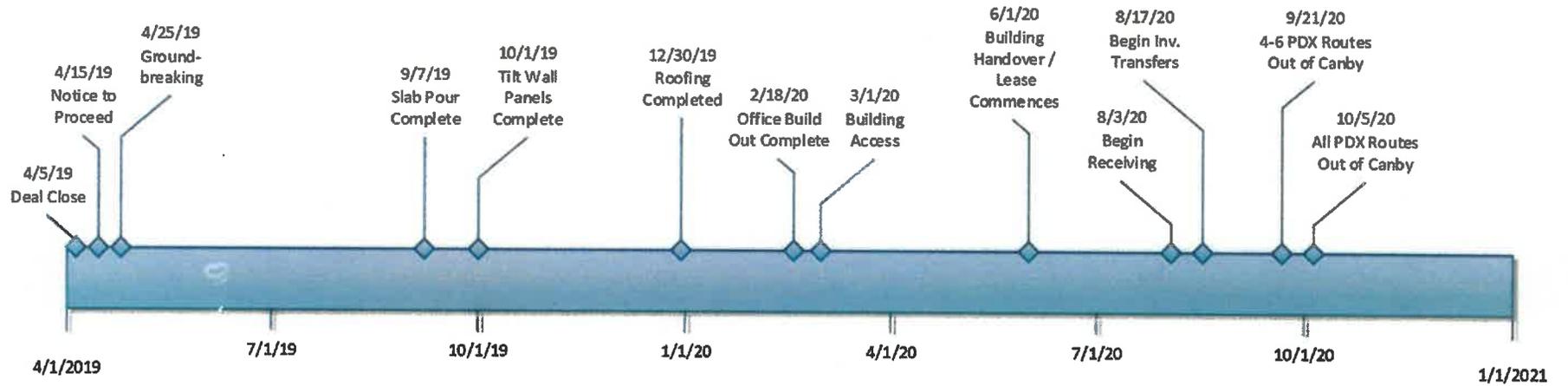
For more information, please contact:

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/stripes 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.

- 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.

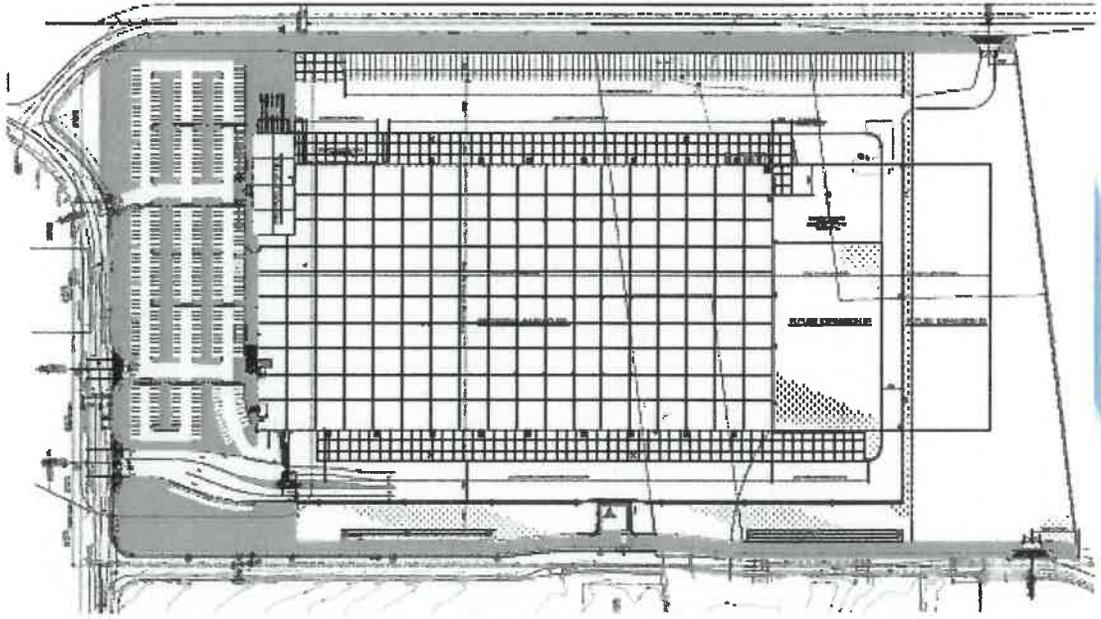
13. Fire Protection

- 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.

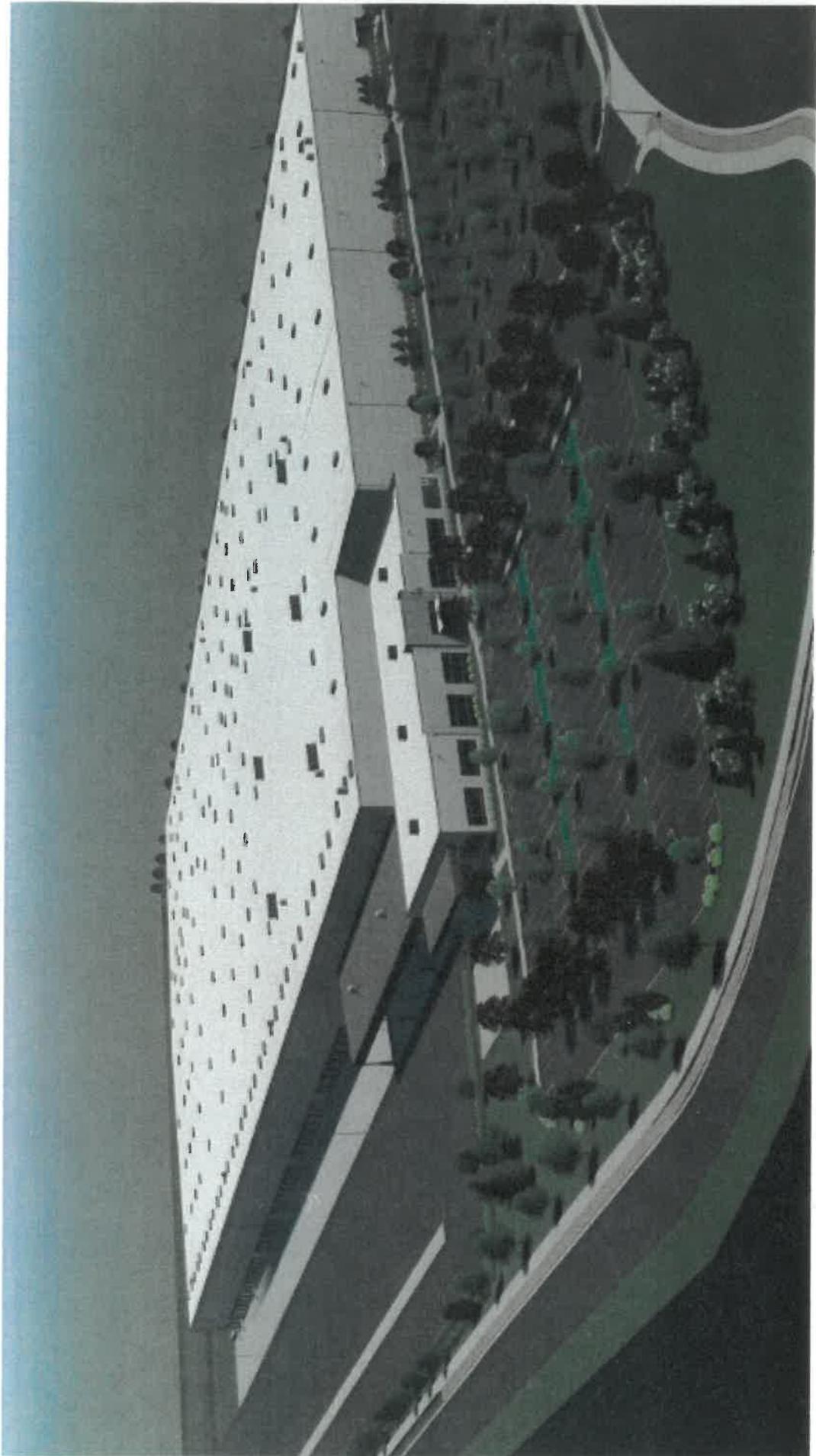
14. Electrical

- 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









Project Description (revised March 4, 2020)

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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.

As of the strategic investment zone (SIZ) application date, total cost for the project was anticipated to be \$68,277,098, consisting of \$8,716,963 in land, \$53,597,135 in new construction and \$5,963,000 in other real property, machinery & equipment, and personal property. Broken down further, the new construction costs consist primarily of design, permitting, development fee, site work, building shell

(foundation, walls, roof), refrigeration and other tenant improvements. The other real and personal property consists primarily of racking, cabling, furniture and other office improvements.

As of the July 2, 2019, the date of the SIZ application, the land had been purchased, design and permitting was largely complete, and work on the site and foundation had begun. It is anticipated that costs related to these activities will be excluded from the SIZ project. Costs related to activities begun subsequent to the application date, are anticipated to be included in the SIZ project. These activities and related costs generally consist of walls, roof, refrigeration, HVAC, electrical, racking and other material handling equipment, landscaping, cabling, security and other building improvements.



 Cities

 Parcels

2018 Imagery

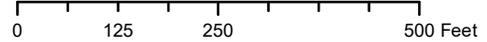


N

Columbia Distributing Canby Facility



CLACKAMAS
COUNTY



0 125 250 500 Feet

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



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: CEO
Address: 6840 N. Cutler 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

EMPLOYER

Name
Title
Address

Name
Title
Address

Phone

Phone

Signature and Date

Signature and Date

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).

**Columbia Distributing
Abated Tax by District**

Abated Assessed Value																		21,752,539	22,405,115	23,077,269	23,769,587	24,482,674	25,217,155	25,973,669	26,752,879	27,555,466	28,382,130	29,233,594	30,110,601	31,013,919	31,944,337	32,902,667				
Tax Code: 086-002	2019 Tax Rate	Estimated 2020 Abated Tax	Estimated 2021 Abated Tax	Estimated 2022 Abated Tax	Estimated 2023 Abated Tax	Estimated 2024 Abated Tax	Estimated 2025 Abated Tax	Estimated 2026 Abated Tax	Estimated 2027 Abated Tax	Estimated 2028 Abated Tax	Estimated 2029 Abated Tax	Estimated 2030 Abated Tax	Estimated 2031 Abated Tax	Estimated 2032 Abated Tax	Estimated 2033 Abated Tax	Estimated 2034 Abated Tax	Estimated Total Abated Tax	% of Total Rate	1 year - 2020 Estimated Community Service Fee if Uniformly Distributed	1 year 2020 Estimated Taxes of \$371,342 on Taxable Property																
COM COLLEGE CLACKAMAS	0.4750	10,332	10,642	10,962	11,291	11,629	11,978	12,337	12,708	13,089	13,482	13,886	14,303	14,732	15,174	15,629	192,172	2.79%	2,583	10,356																
ESD CLACKAMAS CO	0.3144	6,839	7,044	7,255	7,473	7,697	7,928	8,166	8,411	8,663	8,923	9,191	9,467	9,751	10,043	10,345	127,198	1.85%	1,710	6,855																
SCH 086 CANBY	3.9251	85,381	87,942	90,581	93,298	96,097	98,980	101,949	105,008	108,158	111,403	114,745	118,187	121,733	125,385	129,146	1,587,992	23.05%	21,345	85,577																
Education Total	4.7145																																			
CITY CANBY	3.0023	65,308	67,267	69,285	71,363	73,504	75,709	77,981	80,320	82,730	85,212	87,768	90,401	93,113	95,906	98,784	1,214,651	17.63%	16,327	65,458																
CITY CANBY LOC OPT 2017	0.4900	10,659	10,979	11,308	11,647	11,997	12,356	12,727	13,109	13,502	13,907	14,324	14,754	15,197	15,653	16,122	198,241	2.88%	2,665	10,683																
COUNTY CLACK CITY	2.0681	44,986	46,336	47,726	49,158	50,633	52,152	53,716	55,328	56,987	58,697	60,458	62,272	64,140	66,064	68,046	836,699	12.14%	11,247	45,090																
COUNTY EXTENSION SVC	0.0427	929	957	985	1,015	1,045	1,077	1,109	1,142	1,177	1,212	1,248	1,286	1,324	1,364	1,405	17,275	0.25%	232	931																
COUNTY LIBRARY	0.3389	7,372	7,593	7,821	8,056	8,297	8,546	8,802	9,067	9,339	9,619	9,907	10,204	10,511	10,826	11,151	137,110	1.99%	1,843	7,389																
COUNTY PUBLIC SAFETY LOC OPT 201	0.2480	5,395	5,556	5,723	5,895	6,072	6,254	6,441	6,635	6,834	7,039	7,250	7,467	7,691	7,922	8,160	100,334	1.46%	1,349	5,407																
COUNTY SOILS CONS	0.0427	929	957	985	1,015	1,045	1,077	1,109	1,142	1,177	1,212	1,248	1,286	1,324	1,364	1,405	17,275	0.25%	232	931																
FIRE 062 CANBY	1.3257	28,837	29,702	30,594	31,511	32,457	33,430	34,433	35,466	36,530	37,626	38,755	39,918	41,115	42,349	43,619	536,343	7.78%	7,209	28,904																
FD62 CANBY LOC OPT 2016	0.4500	9,789	10,082	10,385	10,696	11,017	11,348	11,688	12,039	12,400	12,772	13,155	13,550	13,956	14,375	14,806	182,058	2.64%	2,447	9,811																
PORT OF PORTLAND	0.0599	1,303	1,342	1,382	1,424	1,467	1,511	1,556	1,602	1,651	1,700	1,751	1,804	1,858	1,913	1,971	24,234	0.35%	326	1,306																
REC CANBY AREA PARKS	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0	0																
ROAD DIST 8 CAN	0.0000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0	0																
URA CITY CANBY	2.2336	48,586	50,044	51,545	53,092	54,685	56,325	58,015	59,755	61,548	63,394	65,296	67,255	69,273	71,351	73,491	903,656	13.11%	12,147	48,698																
URA CLACKAMAS COUNTY	0.0103	224	231	238	245	252	260	268	276	284	292	301	310	319	329	339	4,167	0.06%	56	225																
VECTOR CONTROL CLACK CO	0.0056	122	125	129	133	137	141	145	150	154	159	164	169	174	179	184	2,266	0.03%	30	122																
Vector Control Local Option 2015	0.0250	544	560	577	594	612	630	649	669	689	710	731	753	775	799	823	10,114	0.15%	136	545																
Gener Government Total	10.3428																																			
COM COLL CLACK BOND	0.1122	2,441	2,514	2,589	2,667	2,747	2,829	2,914	3,002	3,092	3,184	3,280	3,378	3,480	3,584	3,692	45,393	0.66%	610	2,446																
COM COLL CLACK BOND 2015	0.0374	814	838	863	889	916	943	971	1,001	1,031	1,061	1,093	1,126	1,160	1,195	1,231	15,131	0.22%	203	815																
COUNTY RADIO SYSTEM BOND 2017	0.0814	1,771	1,824	1,878	1,935	1,993	2,053	2,114	2,178	2,243	2,310	2,380	2,451	2,525	2,600	2,678	32,932	0.48%	443	1,775																
FD62 CANBY BOND 2019	0.2057	4,474	4,609	4,747	4,889	5,036	5,187	5,343	5,503	5,668	5,838	6,013	6,194	6,380	6,571	6,768	83,221	1.21%	1,119	4,485																
SCH CANBY BOND	1.5380	33,455	34,459	35,493	36,558	37,654	38,784	39,948	41,146	42,380	43,652	44,961	46,310	47,699	49,130	50,604	622,234	9.03%	8,364	33,532																
Excluded from Limit Total	1.9747																																			
Abated Tax:	17.0320	370,489	381,604	393,052	404,844	416,989	429,499	442,384	455,655	469,325	483,404	497,907	512,844	528,229	544,076	560,398	6,890,698																			
Community Service Fee	25%	92,622	95,401	98,263	101,211	104,247	107,375	110,596	113,914	117,331	120,851	124,477	128,211	132,057	136,019	140,100	1,722,674	100.00%	92,622																	
Estimated Taxes Imposed																				371,342																

This estimates uses the values and includes the same assumptions as the "Tax Savings Estimate" dated February 13, 2020



City of Canby

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City Council Staff Report

DATE: April 1, 2020

TO: Honorable Mayor Hodson and City Council

FROM: Amanda Zeiber, Interim City Administrator

Summary

In February 2018 the Canby City Council adopted an updated DOT Drug & Alcohol Policy and established an effective date. The policy was previously updated in June 2012. An adopted DOT Drug & Alcohol Policy must be in place for the City to be eligible to receive federal (FTA) grant funding. The DOT policy covers individuals performing safety-sensitive functions and is mandated under DOT (the U.S. Department of Transportation) and FTA regulations. In January-February 2020 the City of Canby DOT Drug & Alcohol Policy was updated to ensure compliance with applicable federal regulations.

Background

The Federal Transit Administration (FTA) periodically conducts Drug and Alcohol Compliance Audits of recipients and sub recipients of funds under 49 USC Sections 5307, 5309, and 5311. Oregon (ODOT) was selected for an audit in 2019. This was a routine audit. The FTA auditors chose nine (9) sub recipients/contractors for site visits, including Canby Area Transit. Sub recipients were chosen to create diversity in areas such as location and number of safety-sensitive employees. As part of the audit, ODOT contracted with Cahill Swift, LLC to review the City of Canby's D&A Policy and to make recommendations for updates to ensure compliance with applicable federal regulations. Several revisions were recommended by Cahill Swift, LLC., including general housekeeping items and clarification and update of current regulations to keep the City in compliance. Suggested revisions were incorporated and the revised policy was provided to AFSCME for review and feedback. No additional feedback was received. The updated D&A Policy is before you tonight for adoption.

Recommendation

Staff recommends the Council adopt Resolution 1332, adopting the City of Canby Drug & Alcohol Policy for use with DOT regulated employees and identifying an effective date.

Attachments

Resolution No. 1332

Updated City of Canby Drug & Alcohol Policy

Proposed Motion

I move to adopt Resolution 1332, A RESOLUTION ADOPTING A REVISED CITY OF CANBY DRUG & ALCOHOL POLICY FOR USE WITH DOT REGULATED EMPLOYEES AND IDENTIFYING AN EFFECTIVE DATE AND REPEALING RESOLUTION NO. 1281.

RESOLUTION NO. 1332

A RESOLUTION ADOPTING A REVISED CITY OF CANBY DRUG & ALCOHOL POLICY FOR USE WITH DOT REGULATED EMPLOYEES AND IDENTIFYING AN EFFECTIVE DATE AND REPEALING RESOLUTION NO. 1281.

WHEREAS, the City of Canby is committed to a safe and drug free workplace; and

WHEREAS, for individuals performing safety-sensitive functions, an employee substance abuse testing program is mandated under U.S. Department of Transportation (DOT), and Federal Transit Administration (FTA) regulations; and

WHEREAS, Section III-14a of the Oregon State Management Plan for Public Transportation programs requires that certain grant sub recipients develop and adopt an anti-drug use and alcohol abuse policy in accordance with 49 CFR Part 655; and

WHEREAS, the City of Canby has these Drug and Alcohol Testing policies for safety and for compliance with the FTA regulations 49 CFR Parts 40 and 655.

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

To adopt the City of Canby Drug & Alcohol Policy for Use with DOT Regulated Employees and to identify an effective date, attached hereto as Exhibit "A".

This resolution repeals Resolution No. 1281, which was effect February 21, 2018.

ADOPTED this 18th day of March 2020, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder

**CITY OF CANBY, OREGON
DRUG AND ALCOHOL POLICY
FOR USE WITH DOT REGULATED EMPLOYEES**

Effective March 18, 2020

The City of Canby ("CITY") is committed to a safe and drug free workplace. For individuals performing safety-sensitive functions, an employee substance abuse testing program is mandated under U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) regulations. City of Canby has these Drug and Alcohol Testing policies for safety and for compliance with the FTA regulations 49 CFR Parts 40 and 655.

Any provisions set forth in this policy that are included under the sole authority of City of Canby and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of City of Canby will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

This Policy includes communication of resources for employees who voluntarily seek assistance before an alcohol or drug dependency problem affects their work performance or is discovered through a drug and alcohol test.

This Drug and Alcohol Testing Policy is intended to comply with FTA regulations.

This policy applies to the job classifications which are safety sensitive, but may not be limited to: drivers, dispatchers and fleet maintenance workers. These job classifications are considered safety-sensitive positions and individuals filling these positions are subject to this policy as a condition of employment.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

This policy provides guidelines for circumstances under which this Department of Transportation (DOT) mandated testing will be conducted.

Individuals covered by this policy have been provided a copy of these DOT provisions and by your signature, you are verifying that you have read and understand the policy. Employees should note that in addition to the required DOT regulations they are also subject to any other CITY drug and alcohol policy.

The following conditions and activities are expressly prohibited:

The manufacture, sale, use, or possession of alcohol, any controlled or illegal substance, or prohibited drug or any other substances that may impair job performance or pose a hazard, when use or possession occurs on CITY premises or property, or during work time, or while representing the CITY in any work-related fashion.

Reporting for work having consumed alcohol; or used illegal or prohibited drugs, on or off-duty; or controlled substances at a time, or in such quantities, or in a manner that may impair work performance is prohibited. The

covered employee may be subject to drug testing at any time during his/her work day. Random and Reasonable Suspicion alcohol testing will be conducted just before, during or just after performing safety-sensitive functions. No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions. Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of .04 or greater regardless of when the alcohol was consumed. No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

For purposes of this policy, having any detectable level of an illegal or controlled drug in one's system while covered by this policy will be considered to be a violation and subject to discipline. Employees with an alcohol concentration of less than .04 will not be subject to discipline beyond the provisions listed in this policy. If an employee has one or more events where their BAC was .04 or greater, the employee may be subject to discipline, up to and including termination.

The City of Canby shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.

Alcohol and Drug Problems

In some cases alcohol and drug abuse can be a result of chemical dependency that can be successfully treated with professional help. Individuals who are having problems with alcohol or drug use are encouraged to seek voluntary counseling and treatment. The individual is responsible for seeking help when needed, and prior to any discovery of a substance abuse problem on the job. The following Substance Abuse Professionals can provide help and referrals:

Katherine Hager
3276 Commercial Street SE
Salem, OR 97302
503.428.7211

Or

Peter Barbur
107 NE Broadway, Suite 220
Portland, OR 97232
503.295.7974

In addition, the City offers an Employee Assistance Program, which is a free and confidential counseling and referral service for you. Assistance is available 24 hours a day by calling toll free 888-993-7650 or visiting www.deeroakseap.com.

Any tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations.

Education and Training

It is the CITY's policy that training and education programs will be made available to all covered employees and independent contractors. Covered employees will receive at least 60 minutes of training on the signs and symptoms of drug use, including the effects and consequences of drug use on personal health, safety, and the

work environment. The training will also include manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

Definitions

"Alcohol" means the intoxicating agent in beverage alcohol.

"Alcohol concentration (or content), BAC" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

"Alcohol use" means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

"Contractor" means a person or organization that provides a safety-sensitive service for a recipient, subrecipient, employer, or operator consistent with a specific understanding or arrangement. The understanding can be a written contract or an informal arrangement that reflects an ongoing relationship between the parties.

"Covered Employee" means any person, including an applicant or transferee, who performs or will perform a safety-sensitive function for an entity subject to 49 CFR Part 655.

"Drug" has the meaning of any controlled substances, prescription, or over-the-counter medication.

"EBT (or evidential breath testing device)" means an EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.

"Employer" means a recipient or other entity that provides public transportation service or which performs a safety-sensitive function for such recipient or other entity. This term includes subrecipients, operators, and contractors.

"FTA" means the Federal Transit Administration, an agency of the US Department of Transportation.

"Licensed Medical practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

"Medical Review Officer (MRO)" means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

"Performing (a safety-sensitive function)" means a covered employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

"Prohibited drug" Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended

"Recipient" means a person/entity that receives Federal financial assistance under 49 U.S.C. 5307, 5309, or 5311 directly from the Federal Government.

"Refuse to submit (to an alcohol or drug test)" means that a covered employee:

- Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- Fails to remain at the testing site until the testing process is complete; provided that an applicant who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused the test. The testing process commences once the applicant has been provided the specimen collection cup.
- Fails to attempt to provide a urine or breath specimen for any drug or alcohol test required by 49 CFR Part 40 or DOT agency regulations. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the provision of a specimen.
- Fails or declines to take a second test the employer or collector has directed.
- Fails to provide a sufficient amount of urine when directed, unless it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure to provide.
- Fails to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative (DER) under 40.193(d) for drug testing. In the case of pre-employment drug testing, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment.
- Fails to undergo a medical examination or evaluation, as directed by the Designated Employer Representative (DER) as part of the insufficient breath procedures outlined at 40.265(c).
- Fails to sign the certification at Step 2 of the alcohol testing form (ATF).
- Fails to cooperate (e.g., refuse to empty pockets when so directed by the collector, fail to wash hands after being directed to do so by the collector) or otherwise interferes with any part of the testing process.
- Is reported by the MRO as having a verified adulterated or substituted test result.
- For an observed collection, fails to follow the observer's instructions to raise his/her clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if he/she has any type of prosthetic or other device that could be used to interfere with the collection process.
- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- Admits to the collector or MRO that he/she has adulterated or substituted the specimen.

- Fail to remain readily available following an accident.
- Any refusal as reflected in this section constitutes a violation of employer policy.

"Performing" (a safety sensitive function) means a covered employee is considered to be performing a safety sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

"Safety-sensitive function" means:

- Operating a revenue service vehicle, including when not in revenue service;
- Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Drivers License;
- Controlling movement or dispatch of a revenue service vehicle;
- Maintaining a revenue service vehicle or equipment used in revenue service, unless the recipient receives Section 5307 funding and is in an area of less than 200,000 population; or, Section 5311 funding and contracts out such services.
- Carrying a firearm for security purposes.

"Substance Abuse Professional" means licensed physician (Medical Doctor or Doctor of Osteopathy); or a licensed or certified psychologist, social worker, or employee assistance professional; state-licensed or certified marriage and family therapist; or addiction drug and alcohol counselor (certified by the National Association of Alcohol and Drug Abuse Counselors Certification Commission (NAADAC), the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse (ICRC), or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC)). All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug -related disorders.

"Vehicle" means a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, work truck, vessel. A "public transit vehicle" is a vehicle used for public transportation or ancillary services.

Prohibited Substances

Prohibited substances addressed by this policy include the following:

1. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

2. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a [TRANSIT SYSTEM

NAME] supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

3. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited.

Prohibited Conduct

The following is considered prohibited conduct under this policy:

1. No covered employees shall report for duty or remain on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended
2. No covered employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
3. No covered employee shall use alcohol while performing safety-sensitive functions.
4. No covered employee shall perform safety-sensitive functions within four hours after using alcohol. *On call employees* are prohibited from consuming alcohol during the specified hours that he/she is on-call. The following procedure shall be followed:
 - (a) The opportunity for the covered employee to acknowledge the use of alcohol at the time he/she is called to report to duty and the inability to perform his/her safety-sensitive function.
 - (b) The requirement that the covered employee take an alcohol test, if the individual has acknowledged the use of alcohol, but claims ability to perform his/her safety-sensitive function.
5. No covered employee shall refuse to submit to a drug and/or alcohol test required by 49 CFR Part 655 or 49 CFR Part 40. A refusal to test constitutes a positive test result.
6. No covered employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the individual uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, who has advised the individual that the substance will not adversely affect his/her ability to safely and effectively perform his/her assigned duties.
7. Prescription Medications: The appropriate use of legally prescribed medications is not prohibited. However, the employee has the responsibility to discuss the potential effects of any prescription medication in relation to his/her safety-sensitive job duties with the prescribing medical practitioner including its potential to impair mental functioning, motor skills, or judgment. The employee must refrain from performing any safety-sensitive function any time their ability to safely perform their job duties is adversely impacted by the use of a prescription medication or any time the prescribing medical practitioner indicated that the employee's fitness-for-duty may be compromised.
 - a) A legally prescribed drug means the employee has a prescription or other written approval from a medical practitioner for his/her use of a drug in the course of medical treatment. The written statement must include the employee's name, the name of the substance, quantity/amount to be taken, and the period of authorization.

- b) The misuse or abuse of prescription medications is prohibited. Examples of misuse and/or abuse include:
- Use of a medication that is not prescribed for the employee.
 - The employee exceeds the prescribed dosage or frequency of use.
 - Use of medication for purposes other than their intended use.
 - Use of any medication that contains alcohol within four hours of performing safety-sensitive functions.
 - The use of any prescription medications that adversely impacts the employee's ability to safely perform his/her safety-sensitive job functions.
- c) In some instances employees may be able to judge how a substance is impacting him/her. As such, the employee has the responsibility to inform the prescribing medical practitioner of performance altering side effects and request medical disqualification from performance of his/her safety-sensitive duties. The employee is encouraged to discuss/consider alternative treatments that do not have the performance altering side effects.
- d) Additionally, an employee will be medically disqualified from the performance of safety-sensitive functions if the medical practitioner determines that the employees medical history, current condition, side effects of the medication being prescribed and other indications pose a potential threat to the safety of coworkers, the public and/or the employee.
- e) The medical practitioner statements and any other medical information obtained through this process are confidential information and will be maintained in confidential medical files in the HR Manager's office.

If, as a result of testing under this policy, the individual is found to have the presence of controlled substances in the body which is a result of the use of his/her legally prescribed medication that has not been reported, the individual shall be removed from service until it is determined that the use of medication will not impair his/her ability to safely and effectively perform assigned duties.

8. No covered employee shall report for duty, remain on duty, or perform a safety-sensitive function, if the individual tests positive for alcohol or prohibited drugs.

Other Related Alcohol Conduct

Although not a violation of USDOT-FTA regulation, following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

Drug and Alcohol Testing

The covered employee may be subject to drug testing at any time during his/her work day, except pre-employment, and alcohol testing will be conducted just before, during or just after performing safety-sensitive functions.

In addition, any covered employee who receives a negative dilute test result will be required to submit a second test. Once notified the applicant/covered employee must proceed immediately to the collection site. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

Employees and / or applicants will be subject to testing as follows:

Pre-Employment

Covered employees will be tested for prohibited drugs, and the employer must receive notification of a verified negative drug test result, prior to the individual performing any safety-sensitive function. An individual may not

transfer from a non safety-sensitive function to a safety-sensitive function until he/she takes a drug test with a verified negative test result. A covered employee who has not performed a safety-sensitive function for 90 consecutive calendar days, regardless of reason, and was removed from the random testing pool during that time, shall submit to a pre-employment drug test with a verified negative result prior to resuming performance of safety-sensitive functions. If the applicant or employee's test is canceled, then he/she must take another pre-employment drug test. An applicant who tests positive on a pre-employment test will not be hired and will not be eligible to reapply for employment with the City of Canby.

Applicants are required (even if ultimately not hired) to provide the City of Canby with signed written releases requesting FTA drug and alcohol records from all previous, DOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. The City of Canby is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide The City of Canby proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The driver/applicant will be responsible to pay for the pre-treatment evaluation, education and/or treatment, and the subsequent pre-employment test. This is a condition of employment. Refusing will result in the job offer being withdrawn. If an applicant or transferring employee's test is canceled, then he/she must take another pre-employment drug test.

Random

The employer is using a consortium/third party administrator to facilitate the random selection and notification to the employer of the covered employee(s) and individual contractor(s) selected for testing. The consortium/third party administrator is:

Bio-Med Testing Service Inc.
3110 25th St. SE
Salem, OR 97302
503-585-6654

Covered employees and individual contractors will be subject to random alcohol and drug testing under the following program:

1. Random selection of covered employees and individual contractors will be made by a scientifically valid method using a computer-based random number generator that is matched with the individual's Employer identification number.
2. Each covered employee shall have an equal chance of being drawn each time selections are made.
3. Selections for testing are unannounced and reasonably spread throughout the calendar year.
4. Random selections are made to ensure testing for prohibited drugs is conducted at not less than the minimum annual rates, as established by the Federal Transit Administration (FTA). The current year random testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.
5. A covered employee shall only be randomly tested for alcohol just before, during, or just after performing safety-sensitive functions, however, he/she may be tested for prohibited drugs anytime while performing work for the employer.

6. Once a covered employee is notified of selection for random alcohol and/or drug testing he/she shall proceed to the test site immediately.
7. Random drug and alcohol tests conducted under this part are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing is conducted at all times of the day when safety-sensitive functions are performed.

Reasonable Suspicion

Covered employees will be tested for alcohol and/or drugs whenever the employer has reasonable suspicion that the individual has used a prohibited drug and/or engaged in alcohol misuse.

Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse.

Reasonable suspicion drug testing is authorized when the supervisor's observation of the covered employee's behavior occurs anytime during the workday. Reasonable suspicion alcohol testing is authorized only if the supervisor's observation of the covered employee's behavior has been made during, just preceding, or just after the employee was performing any safety-sensitive function.

Reasonable Suspicion documentation is evaluated by the HR Director (or the City Administrator, if the supervisor in question is the HR Director) to prevent abuse of Reasonable Suspicion testing. In the interest of safety, such review may occur after removing the employee from service and sending the employee to testing.

The alcohol test must be completed within two (2) hours of the observation, if not, the CITY must document the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the observation. After eight (8) hours the attempt to test will cease, and the CITY must again provide the reasons for the test not being administered.

If an alcohol test is not completed within the two (2) or eight (8) hour time periods, the employer shall prepare and maintain on file a record stating the reasons the test was not administered within the appropriate time frames.

Supervisors and any CITY representative that may be expected to serve in a supervisory capacity, and who may be required to make a reasonable suspicion determination, must have received at least 60 minutes of training on the indications of probable drug use and an additional 60 minutes training on the indicators of probable alcohol misuse. Only those individuals who have received this two (2) hours of training are qualified to make these decisions.

Post-Accident Testing

As soon as practicable following an accident, each surviving covered employee on duty in the vehicle at the time of the accident shall be tested for prohibited drugs and alcohol. Any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information at the time of the decision, shall be tested for prohibited drugs and alcohol if any of the following conditions are met:

1. If the accident involved the loss of human life (fatality).
2. If the accident involved bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident.

3. If the accident involved one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. Disabling damage includes any damage, which precludes the departure of a motor vehicle from the scene of an accident in its usual manner in daylight after simple repair. This includes damage to vehicles that could have been driven, but would have been further damaged by such movement (i.e. limped away).

A covered employee may not consume alcohol for eight (8) hours following an accident that requires the DOT alcohol test. The alcohol test must be completed within two (2) hours of the accident, if not, the covered employee or independent contractor must advise the CITY of the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the accident. After eight (8) hours the attempt to test will cease, and the individual must again provide the reasons for the test being administered

If an alcohol test is not completed within the two (2) or eight (8) hour time periods, the employer shall prepare and maintain on file a record stating the reasons the test was not administered within the appropriate time frames. Upon request, these records shall be submitted to the FTA Administrator.

A drug test shall be administered as soon as practicable following the incident, up to 32 hours following the accident. After 32 hours the attempt to test will cease, and the covered employee or individual contractor must provide the reasons for the test not being administered properly.

All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident.

A post-accident test of the operator will be conducted if a non-fatal accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operator's performance can be completely discounted as a contributing factor to the accident. Additionally, any other covered employee will be tested whose performance cannot be completely discounted as a contributing factor to the accident.

A covered employee must remain readily available for testing, or may be deemed by the CITY to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident, or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that the CITY is unable to perform a drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), the CITY may use drug and alcohol post-accident test results administered by local, state, or federal law enforcement officials in lieu of the test. The local, state, or federal law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

Return-to-Duty

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP has full authority over the type(s) of return-to-duty testing an employee is required to take and will recommend a course of

rehabilitation unique to the individual. If a return-to-duty drug test is required, it shall be conducted under direct observation.

Follow-Up Testing

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP’s assessment of the employee’s unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing. If a follow-up drug test is required, it shall be conducted under direct observation.

Failure to Cooperate

Individuals who are subject to this policy are expected to comply fully with any required testing as a condition of employment.

Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer.

This will also be considered a violation of CITY policy that will subject the individual to discipline, up to and including termination of employment and/or contract.

The CITY also reserves the right to involve law enforcement officials for any conduct it believes might be in violation of local, state or federal law.

Testing Procedures

Drug and alcohol testing will be conducted in accordance with procedures of 49 CFR Part 40, as amended. Detailed collection and alcohol testing procedures are available to all covered employees and can be obtained from the HR Director.

Medical Review

All drug test results will be reviewed by a Medical Review Officer (MRO) before being reported to the CITY. The MRO will attempt to contact the covered employee to discuss the test results before reporting positive results to the CITY.

The Medical Review Officer for the City of Canby is:

Dr. Fernando Proano
1500 1st Avenue S, Suite 106
Burien, WA 98148
503.400.6660

Notification of Results

The CITY will notify the affected covered employee of any alcohol or drug test that is reported positive by the BAT or MRO and will immediately remove the employee from performing safety-sensitive functions. An employee may request a copy of drug test results from the CITY with a written request.

Reanalysis of Original Specimen or Split Specimen Retest

Any covered employee who questions the results of a required drug test under this policy may request that the split sample be tested. Any covered employee who questions the results of an invalid test result may not request a split sample to be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. The City of Canby will ensure that the cost for the split specimen are covered in order for a timely analysis of the sample, however The City of Canby will seek reimbursement for the split sample test from the employee.

If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled. If the split specimen is not available to analyze the MRO will direct The City of Canby to retest the employee under direct observation.

Confidentiality and Information Disclosure

Drug/alcohol testing records shall be maintained by the City of Canby Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.

Records will be released to a subsequent employer only upon receipt of a written request from the employee.

Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the preceding.

Records will be released to the National Transportation Safety Board during an accident investigation.

Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

Records will be released if requested by a Federal, state or local safety agency with regulatory authority over [GRANTEE/TRANSIT SYSTEM NAME] or the employee.

If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken

In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

Evaluation and Referral

DOT regulations require that any covered employee who violates the prohibitions of the alcohol and drug rules of 49 CFR Part 655 or Part 40 be advised of available evaluation resources and be evaluated by a Substance Abuse Professional. In addition to the CITY’s Employee Assistance Program, the following Substance Abuse Professional can provide help and referrals:

Katherine Hager
3276 Commercial Street SE
Salem, OR 97302
503.428.7211

Consequences

Employees violating this policy or federal regulations will be prohibited from performing any safety-sensitive functions as defined by this policy and may be subject to disciplinary action up to and including termination of employment. The CITY also reserves the right to involve law enforcement officials for any conduct, which it believes, might be in violation of local, state or federal law.

Questions?

If you have any questions about this policy or the regulations, you may contact the Designated Employer Representative (DER): - City of Canby HR Director 503.266.0635.

This policy replaces and supersedes any previously distributed policy.

The policy has been approved by:

Signature

Amanda Zeiber, Interim City Administrator

Printed Name and Title

Date

Revision 1 effective April 1, 2015 – Resolution #1212
Revision 2 effective January 1, 2018 – Resolution #1281
Revision 3 effective March 18, 2020 – Resolution #1332

**CITY OF CANBY, OREGON
DRUG AND ALCOHOL POLICY
FOR USE WITH DOT REGULATED EMPLOYEES**

CERTIFICATE OF ACKNOWLEDGEMENT

I hereby acknowledge that I was notified that the City of Canby would require me to complete a pre-employment drug test.

CERTIFICATE OF RECEIPT

I hereby certify that on the date shown below I received a copy of City of Canby Drug and Alcohol Policy for Use With DOT-Regulated Employees, consisting of thirteen (13) pages plus these Certificates of Receipt, and a copy of drug and alcohol awareness training materials. I agree to comply with this policy, including any required alcohol or drug testing.

CERTIFICATE OF TRAINING

I hereby certify that I have reviewed the drug and alcohol awareness training materials included with City of Canby Drug and Alcohol Policy.

Signature

Printed Name and Title Date

-----**Do Not Write Below – For Office Use**-----

Time and Date of Pre-employment Test: _____

Time and Date Test Result Received: _____ Reported By: _____

Date Hired: _____

(Original to be kept in employee file.)

(Employee to receive duplicate copy.)



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: April 1, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Amanda Zeiber, Interim City Administrator

FROM: Melissa Bisset, City Recorder

ITEM: Declaration of State of Emergency

Summary

Mayor Brian Hodson declared a State of Emergency in the City of Canby related to COVID-19 on March 17th. Canby Municipal Code Chapter 2.52 explains that the City Council must approve the Declaration of State of Emergency.

Background

[Canby Municipal Code Chapter 2.52](#) contains the City's Emergency Ordinance and details the regulation and control powers related to a State of Emergency.

Attachments

Declaration of State of Emergency

Fiscal Impact

The State of Emergency declaration provides the City with the latitude to coordinate an effective response by redirecting funding for emergency use as needed and suspending standard procurement procedures. This designation also aids the City's efforts when requesting assistance and/or reimbursement for expenditures related to COVID-19 response.

Recommendation

Staff recommends the Council approve the Mayor's Declaration of State of Emergency.

Proposed Motion

I move to approve the Declaration of State of Emergency dated March 17th



City of Canby

PO Box 930 Phone: 503.266.4021
222 NE 2nd Ave Fax: 503.266.1574
Canby, OR 97013 www.canbyoregon.gov

DECLARATION OF STATE OF EMERGENCY

TO: Tom Heider, Public and Government Affairs
Clackamas County Office of Emergency Management

FROM: Mayor Brian Hodson, City of Canby OR

At 5:34pm (time) on 3/17/2020 (date),

The COVID-19 Pandemic is spreading within the State of Oregon, Clackamas County. Clackamas County has already declared a local State of Emergency in its Resolution 2020-14, effective until June 30, 2020. The State of Oregon has as well.

Therefore, pursuant to Canby Municipal Code (CMC) 2.52.050, as Mayor of the City of Canby, I hereby declare a State of Emergency in the City of Canby, Clackamas, Oregon as of the date and time above:

Taking this action triggers the regulation and control powers vested in the Canby City Council under CMC 2.52.070. It allows the Mayor and City staff greater flexibility to quickly address hazards posed by the COVID-19 by facilitating more expedient coordination with public agencies and quicker deployment of resources and staffing to safeguard the community. It also provides for the ability to modify work schedules of emergency responders to meet reduced staffing or increased emergency responses due to the COVID-19. The state of emergency declaration provides the City with the latitude to coordinate an effective response by redirecting funding for emergency use as needed and suspending standard procurement procedures. Additionally, the designation aids the City's efforts when requesting assistance and/or reimbursement for expenditures related to COVID-19 response.

This declaration will need to be approved as soon as possible by the Canby City Council.

The geographic boundaries of the emergency are: The City Limits of Canby OR 97013

WE DO HEREBY DECLARE THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF CANBY AND THAT THE CITY HAS EXPENDED OR WILL SHORTLY EXPEND ITS NECESSARY AND AVAILABLE RESOURCES. WE RESPECTFULLY REQUEST THAT THE COUNTY WILL PROVIDE ASSISTANCE, CONSIDER THE CITY AN "EMERGENCY AREA" AS PROVIDED FOR IN ORS 401, AND, AS APPROPRIATE, REQUEST SUPPORT FROM STATE AGENCIES AND/OR THE FEDERAL GOVERNMENT.

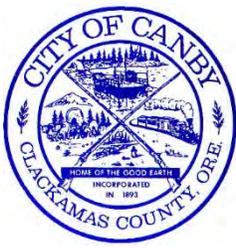
Signed: _____

Mayor Brian Hodson

Date/Time: _____

3/17/2020

5:34pm



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

To: The Honorable Mayor Hodson & City Council
 From: Melissa Bisset, City Recorder
 Prepared by: Same as above.
 Through: Amanda Zeiber, Interim City Administrator
 Date: March 18, 2020

Communications

A City Newsletter was published and emailed out in February. It had a 50.9 percent Open Rate. The Government Agency average open rate is 21.64 percent.

Public Records Requests

Eleven public records request were processed.

Training/Meetings

The City Recorder attended training in January from the Oregon Secretary of State’s office for a training on Oregon Revised Statute (ORS) 260.432 – political campaigning by public employees.

Two Records Management trainings were offered to staff:

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

Board and Commissions

Board/ Commission/ Committee	Vacancy	Applications Received	Filled
Bike and Pedestrian Committee	1	4	March 4 th
Budget Committee	1	3	February 19 th
Canby Utility Board	1	3	Scheduled for March 18 th
Transit Advisory Committee	2	2	Scheduled for April
Urban Renewal Agency Budget Committee	2	4	February 19 th

Business Licenses

	Issued	Inactivated	Renewals Mailed	Total Licenses
January & February 2020	38	31	239	683 have Canby addresses 1,533 Total
January & February 2019	56	48	237	684 have Canby addresses 1,515 Total

Cemetery

	Property purchases recorded	Internments recorded
January 2020	2	7
February 2020	6	4

Noise Variance Application

One noise variance application was received and public hearing notices were mailed out.

Special Animal Permits

Two special animal permits were issued.

Sidewalk/Park Vending Permit

No Sidewalk/Park Vending Permits were issued.

Liquor Licenses Processed

Two new liquor license applications were processed.

38 Annual liquor license renewals were processed.



City of Canby Bi-Monthly Report
Department: Choose an item.
For Months of: January & February 2020

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Prepared by: Same as above
Through: Amanda Zeiber, Interim City Administrator
Date: 3/18/2020

Economic Development Director Updates

150th Anniversary: August 9, 2020 will mark the 150th Anniversary (sesquicentennial) of the platting, surveying, and naming 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. On January 14th, they held a meeting with local businesses, community organizations, and event organizers to provide an overview on the sesquicentennial celebrations occurring throughout 2020. Gina Hutchinson Designs was contracted to create the 150th Anniversary logo to be used in marketing, window decals, and on banners throughout downtown. The official kickoff is slated for the March 4th Canby City Council meeting.



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. At the February 3rd CCPC meeting, the City of Canby participated in a larger discussion with the three design labs to identify resources and opportunities that are available within Clackamas County. Local Canby Design Meetings have been held in English and Spanish. The meetings focus on identifying a problem statement and determining the best steps forward to ensure Canby is equitable for all.

Strategic Investment Zone: The City of Canby is working with Columbia Distributing, Clackamas County, and Business Oregon on the Strategic Investment Zone application Columbia Distributing submitted. The Strategic Investment Zone (SIZ) is a Clackamas County incentive program of which Canby is a co-sponsor. The SIZ is a 15 year tax abatement on projects \$25,000,000 and over, where businesses pay taxes on the first \$25,000,000, plus a yearly community service fee.

The SIZ was brought to the Canby City Council at their January 15th meeting. At that time, the City Council determined it best to delay voting so they would have more time to review the SIZ program and Columbia Distributing project. The SIZ is slated to be presented at a Work Session and City Council meeting in March. Clackamas County reviewed the program at a Policy Session on Tuesday, February 25th. The item is scheduled to proceed to a Clackamas County Board of County Commissioner's Business Session in March. The Business Oregon Development Council will review the application at their April 10th, 2020 meeting.

Industrial Park Expansion: In January, Caruso Produce and Stanton Furniture went before the Planning Commission as they look to relocate their businesses to the Canby Pioneer Industrial Park. The City's Economic Development and Planning Departments have been working with Caruso Produce for approximately nine months and Stanton Furniture for nearly a year. Both business were approved at the planning commission and continue to work with staff and our community partners to ensure the developments are within code.

Former Canby Public Library: In early January, the City of Canby received an increase in inquiries about the former Canby Public Library. During the January 15th City Council Work Session, the City Council discussed the plans for the former library including the cost associated with the City retaining ownership and opened the Request for Expressions of Interest for the month of February



Additionally, the City of Canby contracted with Mario De Leon, a muralist, to create a temporary art installation on the windows of the former library building. The artist created window paintings featuring dahlias and people, which he felt was representative of Canby and particularly its proximity to Wait Park. The artwork will remain as the City of Canby determines which proposal is the best fit for the building, negotiates with the new tenant, and as due diligence is completed.

Economic Development and Tourism Coordinator Updates

Organization

- **Canby Business Downtown Association** – On January 16 and February 20, the Economic Development and Tourism Coordinator (ED&TC) organized the first meetings of the Canby Business Downtown Association. This group was formed per the recommendations in Canby’s Downtown Plan (2019). It is based on the existing group of volunteers and business owners participating in First Thursday promotional activities. We intend to expand this coalition to include others and expand the mission to include issues such as downtown parking and downtown design.
- **Bicycle and Pedestrian Advisory Committee (BPC)** – The ED&TC in his capacity as staff liaison to the BPC, organized monthly meetings with the committee and provided administrative support to the group. On January 21 and January 28, joint meetings were held between the BPC and the Parks Advisory board to collaborate on the development plan for the Molalla Forest Road.
- **Heritage and Landmark Commission (HLC):** The ED&TC continues to support the work of the HLC, including coordinating monthly meetings, collaborating on Canby’s 150th Anniversary, supporting preservation planning, and managing ongoing grants.

Promotion

- **Canby Business First Thursdays** – On January 2 and February 6, the ED&TC organized First Thursday events to promote specials and events inside various Canby businesses throughout Canby. These events were promoted by the ED&TC appearing on the Canby Now Podcast (monthly) and advertising on Facebook.
- **Summer Events** – Planning for Canby’s Independence Day Celebration, Canby’s Big Night Out, and The Friends of the Canby Public Library Concert Series began in earnest during the period. Updating information for 2020, coordination with vendors, City staff, and partner agencies is underway. The First Independence Day Coordination meeting has been scheduled for Thursday March 12 at 11am.
- **Tourism Tech Series Training-** On February 10 the ED&TC attended a training offered by Clackamas County Tourism on *Instagram Stories*. The knowledge gained in this training is now being used on Canby Business’s Instagram and Facebook feed, especially to promote First Thursdays and downtown businesses and events.
- **Weekly Newsletters and Social Media** – The ED&TC produced weekly newsletters and daily social media posts during the period to promote Canby Business and Tourism news, including community news and events.

Tourism

- **Marketing** –The ED&TC is working with Full Bloom Digital to do a logo refresh and website update for Visit Canby. Several rounds of designs have been reviewed with feedback provided to the contractor.

- **Molalla Forest Road** – The ED&TC continues to work on the grant-funded development plan for the logging road trail extension project. On February 7 a mini-tour was organized with the Bike and Ped Committee Chair, the City Administrator, and the Public Works lead. Conference calls with contractors and local trails experts have yielded important insights into the development of an evolving scope-of-work for hiring a contractor to help with the development plan.

Design

- **Storefront Improvement Program** – The ED&TC presented a draft “storefront improvement program” to the Downtown Association, and will refine the design of the program based off of their feedback as well as feedback from a designer versed in this type of work. The next draft will be largely based off of the City of Hillsboro’s Storefront Improvement Program, which was identified as an exemplar model. Implementing such a program was an explicit recommendation of Canby’s Downtown Plan (2019).
- **Façade Improvement Program** – The ED&TC is managing the Façade Improvement Program and has processed invoices for work completed on two properties during the period.
- **Mural** – The ED&TC has been supporting the Director of Economic Development by coordinating with muralist Mario De Leon on the commission of murals in the windows at the Old Library Building at 292 N. Holly St.



**City of Canby Bi-Monthly Report
Department: Finance Department
For Months of: January and February 2020**

To: The Honorable Mayor Hodson & City Council
From: Julie Blums, Finance Director
Prepared by: Suzan Duffy, Financial Analyst
Through: Amanda Zeiber, Interim City Administrator
Date: 3/18/2020

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.

- Preparations have begun on the 20/21 budget. City staff held a Budget kickoff meeting in January to go over guidelines, forms and deadlines.
- Interviews were held to fill vacant positions on the City and URA Budget Committees.
- The Budget Committee met in January to review the current year budget to actuals, the 20/21 budget outlook, and to begin thinking of budget ideas and initiatives for 20/21. A discussion of the fee schedule process was also held at the meeting.
- The Finance Director presented information at a City Council work session, regarding SB 1049 and the possible impacts to the City. SB 1049 makes changes to the PERS program including the new Employer Incentive Fund. There was a general consensus to put \$500,000 in the new fund in order to receive a 25% match and reduce future PERS rates.
- The Finance Director worked with the Public Works Supervisor on a work session presentation regarding street project priorities and funding sources.
- Finance staff completed year-end IRS reporting of 1099's and W-2's. Work was also done on ACA reporting which will be completed in March.
- Finance staff are working with US Bank to meet the new requirements of HB 2415. All public improvement projects over \$500,000 now require use of an escrow account for retainage. The City Attorney is reviewing the proposed agreement for US Bank to provide this service.
- The Census Bureau annual survey of local government finances was completed in January.
- Finance staff participated in the following meetings, trainings and events this period:
 - Conference call with Caselle regarding ACA
 - Caselle user group meeting
 - Court clerk and HR assistant interviews
 - Budget law training
 - UALRP Focus Group (PERS) meeting

Statistics for FY 2019-2020:

	<u>July-</u> <u>Aug</u>	<u>Sept -</u> <u>Oct</u>	<u>Nov -</u> <u>Dec</u>	<u>Jan -</u> <u>Feb</u>	<u>Mar -</u> <u>Apr</u>	<u>May -</u> <u>June</u>
Accounts Payable						
Invoices:	522	520	458	420		
Invoice entries:	1,075	1,165	1,105	1,058		
Encumbrances:	19	13	4	11		
Manual checks:	3	6	2	12		
Total checks:	354	352	279	322		
Payroll						
Timesheets processed:	638	478	491	615		
Total checks and vouchers:	739	539	546	678		
New hires/separations:	7/6	9/8	4/3	4/6		
Transit Tax Collection						
Forms sent:	27	795	1021	487		
Penalty & Int. notices sent:	9	5	17	9		
Pre-collection notices sent:	0	122	126	0		
Accounts sent to collections:	130	52	0	54		
Accounts opened/closed:	41/33	44/45	28/29	39/31		
Returns posted:	810	719	394	1081		
Utility Billing						
Bills sent:	9,853	9,951	9,941	9,974		
Counter payments:	206	216	194	181		
Accounts opened and closed:	182	158	94	90		
Lien payoffs:	3	10	6	4		
Lien payoff inquiries:	62	33	37	37		
Collection notices sent:	8	0	11	41		
Accounts sent to collections:	0	0	5	0		
New homes occupied:	16	9	21	16		
General Ledger						
Total Journal entries:	532	286	438	294		
Cash Receipts Processed						
Finance:	1,213	1,025	758	1425		
Utility:	392	383	382	333		

Fleet Service BI-Monthly Report
By Robert Stricker, Lead Mechanic

Jan-20

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost
Administration	0	\$0.00	\$0.00	\$0.00
Adult Center	2	\$142.63	\$29.48	\$264.40
Facilities	1	\$231.21	\$76.04	\$177.69
Wastewater Collections	3	\$128.46	\$0.00	\$485.41
Wastewater Treatment	0	\$0.00	\$0.00	\$0.00
Parks	3	\$1,888.80	\$249.10	\$833.14
Police	14	\$2,991.92	\$1,334.56	\$4,100.88
Streets	11	\$3,276.86	\$2,466.00	\$1,093.45
Fleet Services	1	\$110.02	\$0.00	\$58.45
Canby Area Transit (CAT)	23	\$2,429.17	\$1,731.38	\$7,725.69
CUB				
Total	58			Total

Feb-20

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost
Administration	0	\$0.00	\$0.00	\$0.00
Adult Center	1	\$89.65	\$177.09	\$199.30
Facilities	0	\$0.00	\$0.00	\$135.96
Wastewater Collections	5	\$559.14	\$162.44	\$173.46
Wastewater Treatment	0	\$0.00	\$0.00	\$166.90
Parks	6	\$1,051.50	\$70.66	\$812.90
Police	14	\$1,650.89	\$416.74	\$3,913.82
Streets	10	\$2,104.81	\$117.96	\$841.90
Fleet Services	2	\$104.52	\$38.05	\$72.66
Canby Area Transit (CAT)	22	\$2,949.07	\$2,013.81	\$6,670.23
CUB				
Total	60			Total

Fleet Service Highlights

sold two vehicle at auction totaling \$6034.00
sold excess shop equipment totaling \$489.00

Total Cost

\$0.00
\$436.51
\$484.94
\$613.87
\$0.00
\$2,971.04
\$8,427.36
\$6,836.31
\$168.47
\$11,886.24
\$31,824.74

Total Cost

\$0.00
\$466.04
\$135.96
\$895.04
\$166.90
\$1,935.06
\$5,981.45
\$3,064.67
\$215.23
\$11,633.11
\$24,493.46

0



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

To: The Honorable Mayor Hodson & City Council
From: Amanda Zeiber, Interim City Administrator/ HR Director
Prepared by: Valerie Kraxberger, IT Office Specialist
Through: Amanda Zeiber, Interim City Administrator
Date: 3/18/2020

The City of Canby Tech Services Department issued:

January 2020 -

96 new work orders with 92 being completed

February 2020-

97 new work orders with 109 being completed

Some of the projects we have been working on are:

Upgrading WiFi in PD
Finalizing Windows 10 Upgrades
Email Migrations to new servers for PD and City Of Canby
Transit Additional Workspaces
PD/Court New Cubicle Coordination
PD Watchguard Server Update
PD Netmotion Upgrade
Ongoing Server Maintenance
Replacement Computer Projections



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: Amanda Zeiber, Interim City Administrator
Date: 3/18/2020

Library Operations:

- The library was closed to the public Monday, January 20th (Martin Luther King Jr. Day). Staff used the day as an in-house work day for weeding collections, planning and inventory.
- We had issues with a patron displaying serial killer videos on a public computer so others could view. Because this was his second offense displaying these videos, he was banned permanently.
- We received several complaints about the lack of patron confidentiality. Sound travel acoustics were not properly addressed when the library was constructed. When we first opened the HVAC ran continuously and that deadened some of the noise. Now that it does not run on a continuous basis, conversations (phone and face-to-face) can be heard across the library. Most concerning is when people give out their library card number, credit card information, titles of books they have checked out and/or PIN number. Reference questions, some sensitive in matter, are not private. Anyone in the vicinity can clearly hear the patron/staff interaction. Conversations (credit card numbers and PIN) can also be heard from callers on the other end of the line when people are purchasing items on the Internet. This concern has risen to a high level of importance as it has become an ethical violation of the American Library Association Patron Bill of rights. Confidentiality is one of our most important core values. Article VII of the Library Bill of Rights states that "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." The city's value of Honesty, Ethics, and Accountability states that we adhere to the highest standard of honesty, ethical conduct and accountability that inspire public confidence and trust. Irene submitted a budget request to the interim city manager for an acoustics study.
- We changed the time patrons can use our public Internet computers. With a LINCC library card patrons can now use them for 4 hours. Teens are still one hour. Patrons are only allowed one guest pass per day, for 30 minutes.
- We are looking at the possibility of having a special design for children's library cards. Other libraries are interested, so LINCC Network is willing to pay for this. A proposal for an art contest has been submitted to the Kids Committee, so we can have original artwork.
- We will be implementing a new policy for our study rooms in March. Users will need a library cards in order to use them. This makes it easier to secure contact info for users in case there are problems.
- Beginning March 3rd, there will be changes to the Library of Things. Patrons will be allowed to check out 2 items for two weeks and get up to five renewals.
- Patrons will soon be able to get a LINCC eCard online. The rollout is expected sometime this spring. The benefit of the eCard is that anyone in Clackamas County can sign up online, 24/7, and get immediate access to eBooks and research databases.

Staff Training:

- Lizzie and Marisa are attending the 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. Canby will host additional trainings on March 9th and 10th for staff and volunteers.

Library Facilities:

- Library staff requested, and the safety committee reviewed and recommended that the library add an additional panic button at the Accounts desk.

Library Board:

- On February 13th, we dropped off the book return crates at Canby's elementary and middle schools. So far we've had about a half dozen books returned in the crates from each school (except from Trost where nothing has been returned in the crates). These returns are checked in fine-free, and while we don't expect the volume to be overwhelming, it has gotten an enthusiastic response from patrons so far.

Library District Advisory Committee (LDAC):

- The first meeting of the Library District Large Task Force was held on January 24th. Over 60 people attended the meeting. Library directors presented the challenges they are currently facing with funding. Our previous city administrator represented Canby on this task force. We have no confirmation on who will be representing Canby as of this date. The next meeting is scheduled for March 20th.

Programming:

- The library is working with the Heritage and Landmark Commission to plan programs and events for Canby's 150th anniversary.
- 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 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 began on January 2nd and ends March 16th. The first 100 people to sign up received a tote bag. Those completing the program will be entered into a drawing for \$25 gift cards from either Wayward Sandwiches, Gwynn's Coffee House or Thriftway.
- Tech Tuesday is every Tuesday from 5-6 pm. This is a drop-in style program where patrons can get one-on-one assistance with anything tech-related such as e-readers, digital books/audiobooks, tablets, laptops, smartphones, email, Google Drive, and much more.
- Tyler and her owner Laura, continue to be a huge success with the Read to the Dog program.



Library Tours/Outreach:

- In celebration of early literacy month, Peggy visited the Molalla and Barlow Head Start where she made a presentation to parents on early literacy.
- Trost Elementary asked Peggy to come and talk about how tax dollars fund organizations in the community such as the library.
- Peggy attended the Mom's Club Preschool fair at Canby Alliance. She promoted the library and the importance of early literacy

Friends of the Library:

- The Friends held their annual meeting on February 20th. Catrina Nelson was voted in as the new president.
- Music in the Stacks was renamed and moved to First Thursday Concert Series.
- 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 January was Ed Wales. Ed started and runs the Community Song Circle here at the library.
- Volunteer of the month for February was Melissa Allot. She helps with the picklist

Library Artwork:

- The art display for the month of January and February was provided by the Watercolor Association of Oregon.

Feb-20	Date	Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM				
			Adults	Teen	Children		Adult	Teen	Children's	Family	
CHILDREN											
Storytimes											
Toddler Time (ages 1-3)	2/5/2020	yes	9	0	14	23	0	0	1	0	
Toddler Time (ages 1-3)	2/12/2020	yes	11	0	14	0	0	0	1	0	
Toddler Time (ages 1-3)	2/19/2020	yes	14	0	16	30	0	0	1	0	
Toddler Time (ages 1-3)	2/26/2020	yes	8	0	10	18	0	0	1	0	
Stretch Dance Play	2/3/2020	yes	16	0	23	39	0	0	1	0	
Friday Storytime	2/7/2020	yes	10	0	13	23	0	0	1	0	
Friday Storytime	2/14/2020	yes	6	0	9	0	0	0	1	0	
Friday Storytime	2/21/2020	yes	12	0	30	42	0	0	1	0	
Friday Storytime	2/28/2020	yes	11	0	14	25	0	0	1	0	
Discovery Room	2/3/2020	yes	0	0	3	3	0	0	0	1	
Discovery Room	2/5/2020	yes	2	0	4	6	0	0	0	1	
Discovery Room	2/10/2020	yes	0	0	2	2	0	0	0	1	
Discovery Room	2/12/2020	yes	2	0	4	6	0	0	0	1	
Discovery Room	2/19/2020	yes	1	0	2	0	0	0	0	1	
Discovery Room	2/24/2020	yes	0	0	0	0	0	0	0	1	
Discovery Room	2/26/2020	yes	1	0	2	3	0	0	0	1	
Winter Reading Wrap-Up Party	2/29/2020	yes	3	0	6	9	0	0	0	1	
FAMILY											
Read to the Dog	2/6/2020	no	0	0	8	8	0	0	1	0	
Read to the Dog	2/13/2020	no	0	0	10	10	0	0	1	0	
Read to the Dog	2/20/2020	no	0	0	12	12	0	0	1	0	
Read to the Dog	2/27/2020	no	0	0	10	10	0	0	1	0	
Legos at the Library	2/5/2020	no	8	0	12	20	0	0	0	1	
STEAM Night	2/13/2020	yes	5	0	10	15	0	0	0	1	
Family Evening/Kung Fu	2/27/2020	yes	10	0	11	21	0	0	0	1	
TOTAL			106	0	206	325	0	0	13	8	21
HISPANIC FAMILY AND CHILDREN'S PROGRAMS											
Spanish Storytime (for the whole family)	cancelled	yes									
Spanish Storytime (for the whole family)	cancelled	yes									
Spanish Storytime (for the whole family)	cancelled	yes									
Spanish Storytime (for the whole family)	cancelled	yes									
TOTAL			0	0	0	0	0	0	0	0	0
TOTAL CHILDREN'S AND FAMILY PROGRAMS			106	0	206	325	0	0	13	8	21
TEENS											
Marvel Movie Night	2/3/2020	yes	1	16	0	17	0	1	0	0	
TAC	2/4/2020	yes	1	8	0	9	0	1	0	0	
pizza & Ping Pong	2/5/2020	yes	2	26	0	28	0	1	0	0	
Wii Dance Party	2/10/2020	yes	1	15	0	16	0	1	0	0	
Anime Movie night	2/12/2020	yes	2	19	0	21	0	1	0	0	
Escape Room	2/19/2020	yes	3	25	0	28	0	1	0	0	
Kahoot!	2/24/2020	yes	2	6	0	8	0	1	0	0	
Wii Game Night	2/26/2020	yes	2	8	0	10	0	1	0	0	
D & D Club	2/1/2020	yes	0	5	0	5	0	1	0	0	
D & D Club	2/8/2020	yes	0	5	0	5	0	1	0	0	
D & D Club	2/15/2020	yes	0	5	0	5	0	1	0	0	
D & D Club	2/22/2020	yes	0	6	0	6	0	1	0	0	
Ready, Set, CODE	2/10/2020	no	0	13	0	13	0	1	0	0	
Ready, Set, CODE	2/24/2020	no	0	13	0	13	0	1	0	0	
TOTAL TEEN PROGRAMS			14	170	0	184	0	14	0	0	14
ADULT											
General Programs											
Eco-friendly funerals	2/4/2020	Yes	21	0	0	21	1	0	0	0	
Tuesday Craft	2/11/2020	yes	20	0	0	20	1	0	0	0	
Tuesday Craft	2/18/2020	yes	18	0	0	18	1	0	0	0	
Suicide Prevention	2/25/2020	no	4	0	0	4	1	0	0	0	
BOOST vaccine workshop	2/6/2020	no	0	0	0	0	1	0	0	0	
Community Song Circle	2/8/2020	no	12	0	0	12	1	0	0	0	
Book Clubs											
Book Group -	2/20/2020	no	13	0	0	13	1	0	0	0	
Instruction Classes											
Tech Tuesdays	2/4/2020	no	8	0	0	8	1	0	0	0	
Tech Tuesdays	2/11/2020	no	7	0	0	7	1	0	0	0	
Tech Tuesdays	2/18/2020	no	9	0	0	9	1	0	0	0	
Tech Tuesdays	2/25/2020	no	9	0	0	9	1	0	0	0	
E-Reader Help	ongoing	no	1	0	0	1	1	0	0	0	
Knitting and Crocheting	2/6/2020	no	3	0	0	3	1	0	0	0	
Knitting and Crocheting	2/12/2020	no	3	0	0	3	1	0	0	0	
Knitting and Crocheting	2/20/2020	no	2	0	0	2	1	0	0	0	
Knitting and Crocheting	2/27/2020	no	3	0	0	3	1	0	0	0	
TOTAL			133	0	0	133	16	0	0	0	16
ADULT HISPANIC PROGRAMMING											
Intercambio	1/1/1900	no	2	0	0	2	1	0	0	0	
Intercambio	1/8/1900	no	2	0	0	2	1	0	0	0	
Intercambio	1/15/1900	no	2	0	0	2	1	0	0	0	
Intercambio	1/22/1900	no	3	0	0	3	1	0	0	0	
Intercambio	1/29/1900	no	2	0	0	2	1	0	0	0	
Citizenship class	1/6/1900	no	12	0	0	12	1	0	0	0	
Citizenship class	1/13/1900	no	11	0	0	11	1	0	0	0	
Citizenship class	1/20/1900	no	10	0	0	10	1	0	0	0	
Citizenship class	1/27/1900	no	9	0	0	9	1	0	0	0	
TOTAL			53	0	0	53	9	0	0	0	9
TOTAL ADULT PROGRAMS			186	0	0	186	25	0	0	0	25
TOTAL ALL PROGRAMS			306	170	206	695	25	14	13	8	60
Library Tours	None										
TOTAL											
Outreach - Not in the library											
TOTAL			0	0	0	0	0	0	0	0	0

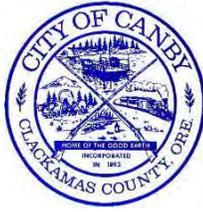
Jan-20		Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM			
Date			Adults	Teen	Children		Adult	Teen	Children's	Family
CHILDREN										
Storytimes										
Toddler Time (ages 1-3)	1/8/2020	yes	8	0	13	21	0	0	1	0
Toddler Time (ages 1-3)	1/15/2020	yes	16	0	17	0	0	0	1	0
Toddler Time (ages 1-3)	1/22/2020	yes	22	0	27	49	0	0	1	0
Toddler Time (ages 1-3)	1/29/2020	yes	23	0	26	49	0	0	1	0
Stretch Dance Play	1/6/2020	yes	15	0	20	35	0	0	1	0
Friday Storytime	1/3/2020	yes	4	0	7	11	0	0	1	0
Friday Storytime	1/10/2020	yes	7	0	18	25	0	0	1	0
Friday Storytime	1/17/2020	yes	4	0	8	0	0	0	1	0
Friday Storytime	1/24/2020	yes	9	0	10	19	0	0	1	0
Friday Storytime	1/31/2020	yes	9	0	12	21	0	0	1	0
Discovery Room	1/6/2020	yes	1	0	3	4	0	0	0	1
Discovery Room	1/8/2020	yes	2	0	6	8	0	0	0	1
Discovery Room	1/13/2020	yes	1	0	2	3	0	0	0	1
Discovery Room	1/15/2020	yes	2	0	4	6	0	0	0	1
Discovery Room	closed	yes								
Discovery Room	1/22/2020	yes	0	0	3	3	0	0	0	1
Discovery Room	1/27/2020	yes	2	0	4	6	0	0	0	1
Discovery Room	1/29/2020	yes	1	0	3	0	0	0	0	1
FAMILY										
Read to the Dog	1/2/2020	no	3	0	5	8	0	0	1	0
Read to the Dog	1/9/2020	no	3	0	8	11	0	0	1	0
Read to the Dog	1/30/2020	no	0	0	2	2	0	0	1	0
Legos at the Library	1/8/2020	no	4	0	11	15	0	0	0	1
STEAM Night	1/9/2020	yes	11	0	19	30	0	0	0	1
Family Evening	1/30/2020	yes	22	0	35	57	0	0	0	1
TOTAL			132	0	198	383	0	0	13	7
HISPANIC FAMILY AND CHILDREN'S PROGRAMS										
Spanish Storytime (for the whole family)	cancelled	yes								
Spanish Storytime (for the whole family)	cancelled	yes								
Spanish Storytime (for the whole family)	cancelled	yes								
Spanish Storytime (for the whole family)	cancelled	yes								
TOTAL			0	0	0	0	0	0	0	0
TOTAL CHILDREN'S AND FAMILY PROGRAMS			132	0	198	383	0	0	13	7
TEENS										
TAC	1/7/2020	yes	1	5	0	6	0	1	0	0
Mavel Movie Night	1/6/2020	yes	1	16	0	17	0	1	0	0
Pizza & Ping Pong	1/8/2020	yes	2	26	0	28	0	1	0	0
WiiDance Party	1/13/2020	yes	1	10	0	11	0	1	0	0
Anime Movie Night	1/15/2020	yes	2	21	0	23	0	1	0	0
Maker Night	1/22/2020	yes	2	13	0	15	0	1	0	0
Kahoot!	1/27/2020	yes	1	10	0	11	0	1	0	0
Wii Game Night	1/29/2020	yes	2	31	0	33	0	1	0	0
D & D Club	1/4/2020	yes	0	6	0	6	0	1	0	0
D & D Club	1/11/2020	yes	0	6	0	6	0	1	0	0
Ready, Set, CODE	1/27/2020	no	0	13	0	13	0	1	0	0
TOTAL TEEN PROGRAMS			12	157	0	169	0	11	0	0
ADULT										
Music in the Stacks										
Orchard Mountain String Band	1/4/2020	yes	39	0	0	39	1	0	0	0
General Programs										
Tuesday Craft	1/7/2020	yes	20	0	0	20	1	0	0	0
Estate Planning	1/14/2020	no	31	0	0	31	1	0	0	0
Tuesday Craft	1/21/2020	yes	20	0	0	20	1	0	0	0
Medical Advance Directives (POLST)	1/28/2020	no	14	0	0	14	1	0	0	0
Community Song Circle	1/10/2020	no	7	0	0	7	1	0	0	0
Book Clubs										
Book Group -	1/16/2020	no	9	0	0	9	1	0	0	0
Instruction Classes										
Tech Tuesday	1/7/2020	no	2	0	0	2	1	0	0	0
Tech Tuesday	1/14/2020	no	4	0	0	4	1	0	0	0
Tech Tuesday	1/21/2020	no	3	0	0	3	1	0	0	0
Tech Tuesday	1/28/2020	no	3	0	0	3	1	0	0	0
E-Reader Help	ongoing	no	0	0	0	0	1	0	0	0
Knitting and Crocheting	1/2/2020	no	3	0	0	3	1	0	0	0
Knitting and Crocheting	1/9/2020	no	6	0	0	6	1	0	0	0
Knitting and Crocheting	1/16/2020	no	5	0	0	5	1	0	0	0
Knitting and Crocheting	1/23/2020	no	5	0	0	5	1	0	0	0
Knitting and Crocheting	1/30/2020	no	3	0	0	3	1	0	0	0
TOTAL			174	0	0	174	17	0	0	0
ADULT HISPANIC PROGRAMMING										
Intercambio	1/4/2020	no	2	0	0	2	1	0	0	0
Intercambio	1/11/2020	no	2	0	0	2	1	0	0	0
Intercambio	1/18/2020	no	3	0	0	3	1	0	0	0
Intercambio	1/25/2020	no	2	0	0	2	1	0	0	0
Citizenship class	1/2/2020	no	10	0	0	10	1	0	0	0
Citizenship class	1/9/2020	no	12	0	0	12	1	0	0	0
Citizenship class	1/16/2020	no	9	0	0	9	1	0	0	0
Citizenship class	1/30/2020	no	22	0	0	22	1	0	0	0
TOTAL			62	0	0	62	8	0	0	0
TOTAL ADULT PROGRAMS			236	0	0	236	25	0	0	0
TOTAL ALL PROGRAMS			380	157	198	788	25	11	13	7
Library Tours										
None										
TOTAL										
Outreach - Not in the library										
Molalla Head Start	1/14/2020	no	13	0	2	15	0	0	0	1
Barlow Head Start	1/16/2020	no	18	0	0	18	0	0	0	1
Trost Elementary (3rd graders)	1/16/2020	no	2	0	72	74	0	0	1	0
MOMs Club Preschool Fair	1/20/2020	no	0	0	0	44	0	0	0	1
TOTAL			54	0	97	151	0	0	1	3

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	10,581	10,666	10,774	10,865					10,865
New Library Cards	142	100	147	116	91	82	101	98					877
Number of Materials Owned	58,132	58,436	58,840	59,065	44,150	44,286	44,583	44,918					44,918
Monthly Circulation	24,696	24,579	23,233	22,902	21,962	20,585	23,197	22,252					183,406
Materials Added	786	738	645	652	579	455	653	622					5130
Holds Placed	5,817	5,971	5,711	5,510	5,239	4,779	5,893	5,405					44,325
Self-Check	65.6%	66.0%	64.9%	66.3%	64.4%	62.9%	65.4%	63.2%					518.7%
Downloaded Books	2,254	2,311	2,346	2,316	2,309	2,321	2,688	2,634					19,179
Public Internet Sessions	1,820	1,839	1,420	1,474	1,223	1,151	1,419	1,317					11,663
Facebook Followers	1,073	1,095	1,125	1,167	1,182	1,196	1,202	1,225					9265
People Counter	12,549	11,779	9,797	12,323	9,711	9,587	11,161	10,578					87,485
Mobile Print Users	30	49	33	24	31	25	36	43					271
Study Room Use	96	100	70	120	137	113	114	104					854
Volunteer Hours	255.00	238.00	209.25	241.00	181.50	154.25	193	176					1,647.50
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	622	565	710	610					5,910
Operational (Addressing directional questions)	768	737	544	596	473	487	466	370					4,441
Computer Help (Assisting with email, printing, MS Office)	239	291	257	216	171	170	231	186					1,761
Reader's Advisory (Recommending books, movies, etc.)	22	19	8	14	9	12	28	12					124
Computer Passes	119	187	113	115	110	102	78	88					912
Help In Spanish	11	3	4	2	4	4	19	11					58
E-Book Help (Instruction on downloading e-books)	8	11	11	10	13	6	37	14					110
Email Questions (Answering questions via CA Reference email)	35	28	31	29	27	30	29	33					242
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	20	18	20	21					158
Attendance to Children and Family Programs	969	207	245	1,615	347	277	383	535					4,578
Number of Hispanic Children and Family Programs	1	5	4	2	0	0	0	0					12
Attendance to Hispanic and Children's Programs	2	21	20	13	0	0	0	0					56
Number of Teen Programs	13	12	9	12	14	9	11	14					94
Attendance to Teen Programs	184	173	104	246	171	97	169	184					1,328
Number of Adult Programs	11	9	14	16	20	11	17	16					114
Attendance to Adult Programs	64	77	160	257	167	353	174	133					1,385
Number of Hispanic Adult Programs	8	9	8	7	8	7	8	9					64
Attendance to Hispanic Adult Programs	75	34	53	53	33	25	62	53					388
Library Tours	1	0	0	0	2	0	0	0					3
Number in Tours	39	0	0	0	60	0	0	0					99
Number of Library Outreach	3	6	0	5	0	0	4	0					18
Number of People Reached	245	746	0	220	0	0	151	0					1,362

CANBY SERVICE POPULATION = 23,984

* LINCC purges expired accounts in October of each year



City of Canby Bi-Monthly Report
 Department: Court
 January and February 2020

To: The Honorable Mayor Hodson and City Council
 Prepared By: Jessica Roberts, Municipal Court Supervisor
 Through: Amanda Zeiber, Interim City Administrator
 Date: March 18, 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	January	February
Misdemeanors		
Offenses Filed	26	17
Cases Filed	17	12
Warrants Issued	15	8
Misdemeanor Case Detail		
Diversion/Deferred Sentence	8	3
Offenses Dismissed	16	5
Offenses Sentenced	14	11
Offenses not filed by City Prosecutor	5	4
Traffic & Other Violations		
Offenses Filed	123	174
Cases/Citations Filed	83	160
Parking Citations Filed	10	10
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class)	1	6
Dismissal (Fix It Tickets)	15	6
Dismissed by City Prosecutor or Judge	22	7
Sentenced by Judge	46	35
Handled by Violations Bureau	54	42
Guilty by Default	53	45
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	9	2
Defendant Accounts referred to Collections	\$26,575.50	\$46,195.38
Fines & Surcharges Collected	\$34,651.20	\$45,639.46

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.

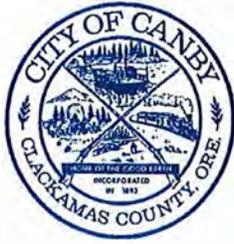
If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

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: Parks
For Months of: January & February 2020

To: The Honorable Mayor Hodson & City Council
 From: Jeff Snyder, Parks Maintenance Lead Worker
 Prepared by: Same as above
 Through: Amanda Zeiber, City Administrator
 Date: 3/18/2020

Two Month Deferred Maintenance Report

January and February

City Park Properties	January February 2019	January February 2020	Deferred Maintenance Tasks
	Snapshot of Actual Hours		
Arneson Gardens	68.5	42	Service level reached maintenance as needed
Baker Prairie Cemetery	8.5	2.5	Maintenance as needed
Community Park	337	178	Maintenance as needed
Disc Golf	9	.5	Decrease in storm debris
Eco Park	12.5	16.5	Maintenance standard reached
Faist 5 - Undeveloped	0	1	Service as needed
Legacy Park	99.5	104.5	Service level reached, maintenance as needed
S. Locust Park	161	76.5	Service level reached, building restoration project finished, maintenance as needed
Forest Road Path	58.5	26	Maintenance as needed
Fish Eddy	11	10	Service level reached, maintenance as needed
Maple Park	163	211.5	increase in services level, asset improvements
19 th Loop	2	0	service as needed
Northwood Park	22	30	Service as needed
Simnitt - Undeveloped	0	0	Service as needed
Skate Park	27.5	30	Service level reached
Territorial CLC	2	0	Maintained by volunteers
Timber Park	76	49	Service level reached maintenance as needed
Triangle Park	4.5	7.5	Service as needed
Wait Park	217	212.5	Service as needed

Within the body of the January/February snapshot, the difference between the 2019 and 2020 cycles, there has been a decrease 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) Continue turf restoration (2) Un-winterize adjust, repair water systems (3) Pressure wash and clean park assets

Parks Maintenance

January – February 2020

Park Renovations and Volunteers

A new group of volunteers has emerged to help Canby Parks. "The Friends of Canby Parks" has held three volunteer ivy removal projects in the Eco Park. To date group has removed ivy off the base of 400 plus trees and volunteered over 60 community service hours.

New barbeque pits were installed at Maple and Community Parks.

Park Maintenance

The Christmas decoration were taken down and stored at the end of the holiday season. At Maple St. Park, we chipped up over 275 Christmas that were dropped off at the park. All the Christmas tree chips were spread out on our nature trails. All of the shrub beds we maintain received a dormant pruning. Tree trimming and storm debris removal was performed were needed. Building maintenance issues were addressed as found. By the end of February or focus has turned towards landscape maintenance. Mowing, edging, fertilizing, and weed spraying was performed were needed. All of the playgrounds received a fresh coat of engineered wood fiber. A 130 cubic yards of EWF was distributed to the playgrounds safety surfacing areas.

Canby Municipal Courts community service referrals were utilized in the parks. **For January and February we received 24 hours of labor in the parks from the court referrals.**

The Parks Department spent 14 hrs. 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 met with the Park and Rec. Board and gave a parks tour to three of the board members. I met with a playground manufacture to obtain quotes for new play structures. I attended the budget kickoff meeting and wrote and held an employee evaluation. Four staff member attended a chainsaw safety training course. One staff member attended a pesticide training class to keep his certifications current. A meeting was held with the Canby Kiwanis and the Friends of the Canby Parks to discuss projects in the Eco Park.

Zion Cemetery

At the cemetery storm debris removal, mowing, floral decoration cleanup and sexton duties were performed. Canby Municipal Courts community service referrals were utilized at the cemetery. **For January and February we received 29.5 hours of labor at the cemetery from the court referrals.**

For your Information Please see attached park maintenance actual hours for the months of January and February 2020. Hours are based on number of employee's (each day) x 7.5hrs.

Parks Department

January 2020 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			13.5						12.0																							25.5
Arneson Gardens		0.5				0.5				0.5			1.5		1.0		11.0			0.5		1.0		1.0			1.0		0.5		2.0	21.0
Baker Prairie Cem.										0.5																						0.5
Beck Pond																					1.0											1.0
Community Park		1.0	11.0			2.0		2.0	4.0	2.0			3.5	1.0	2.0		15.0			5.0		2.0	1.0	8.0			3.0		1.0	0.5		64.0
CPIP Sign Property			3.0																													3.0
Disc Golf Course																											0.5					0.5
Eco Park									1.0				3.0		0.5		0.5			0.5										2.0		7.5
Faist V (5)																																0.0
Holly-Territorial Sign															3.5																	3.5
Hulberts-sign property															3.5																	3.5
Klohe Fountain																																0.0
Knights Brdg.																																0.0
Legacy Park		31.5	0.5			1.0		2.0		2.0			1.5		1.0		1.0			1.0		1.0		1.0			1.0		0.5		4.0	49.0
S. Locust Park		0.5	0.5					2.0		1.0			3.0		7.5		1.0			1.0		2.5		1.0			1.0		0.5	1.0	2.0	24.5
Logging Rd. Path		0.5				1.0				0.5			4.0		1.0							2.0		1.5			2.0					12.5
Fish Eddy-Log Boom									1.0						0.5		5.0							0.5			0.5					7.5
Maple St. Park		1.0	3.0			2.0		2.0	7.0	14.0			2.5		2.0		3.0			1.5		1.0		3.0			2.0		0.5		4.0	48.5
19th Loop																																0.0
Northwood Park		0.5				0.5				0.5			1.5		0.5		1.0			0.5		0.5		1.0			0.5		0.5		2.0	9.5
Street Landscaping								16.0	3.5	1.0					0.5		2.0					21.5	35.0	26.5			36.5	34.5	30.5	37.5		245.0
Storm/Collect mow																					6.0											6.0
Police Department																30.0				28.0	30.0											88.0
Simnitt Property																																0.0
Skate Park		0.5								0.5			1.5		9.5		0.5			0.5		0.5		1.0						2.0		16.5
Shops/tools-trucks			1.0			2.0				2.0			5.0				1.0					1.0		4.0					4.0	1.0	4.0	25.0
Swim Center									10.5	15.0																						25.5
Territorial-CLC Prop.																																0.0
Timber Park		0.5	8.0					2.0		0.5			1.5		1.0		1.0			1.0		0.5		1.0			1.0		0.5		2.0	20.5
Transit Bus stop		0.5				0.5		0.5		1.0			1.5		1.0		1.0			1.0		0.5		1.0			1.0		0.5		2.0	12.0
Triangle Park													1.5																			1.5
Wait Park		1.5	2.0			32.0	45.0	17.5	4.0	3.0			5.5		2.0		2.0			1.5		2.0		1.0			2.0		0.5	0.5	4.0	126.0
Veterans Memorial														36.5																		36.5
WWTP property																																0.0
Zion Cemetery		7.5	5.5			1.5			6.0	7.5			10.5	9.0	13.0	15.0	6.5			7.5	9.0	16.5	13.5					15.0	7.5	7.5	15.0	173.5
Administration		6.5	4.5			2.0		1.0	2.0	1.0			2.0		0.5	7.5	1.0			2.0			3.0	1.0			0.5		4.0	4.5	7.5	50.5

Monthly Total 1108.0

Parks Department	February 2020 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																		0.5		0.5	2.0					3.5	2.0						8.5	
Arneson Gardens			1.0		1.0		2.0			1.5		2.0		1.0				1.5			5.0			5.0				1.0					21.0	
Baker Prairie Cem.																										2.0							2.0	
Beck Pond																				1.0						1.0							2.0	
Community Park			2.0	0.5	2.0	1.0	3.0			7.0	17.5	3.0		3.0				3.0		3.0	10.0			9.0	15.0	8.5	16.0	10.5				114.0		
CPIP Sign Property					0.5																												0.5	
Disc Golf Course																																		0.0
Eco Park			0.5		1.0		0.5			1.5								1.5								1.0	0.5	2.5					9.0	
Faist V (5)																									1.0								1.0	
Holly-Territorial Sign																										0.5							0.5	
Hulberts-sign property														1.0								1.5				0.5							3.0	
Klohe Fountain																												2.0					2.0	
Knights Brdg.																										0.5							0.5	
Legacy Park			2.0	6.0	1.0	1.0	1.0			3.5	3.0	2.0		1.0				1.5	5.5	16.0	2.0			4.5	1.0	2.5	2.0					55.5		
S. Locust Park			1.0	3.0	1.0		2.0			6.0		3.0		11.0				14.5	2.0	1.0	1.0			2.0	1.0	2.5	1.0					52.0		
Logging Rd. Path				2.0						1.5				3.0				3.0			1.0						1.0	2.0					13.5	
Fish Eddy-Log Boom			0.5		1.0		1.0																										2.5	
Maple St. Park			2.0	0.5	2.0		28.0			7.0		2.0	37.5	21.0				4.0	9.0	5.0	13.5			2.5	5.0	4.0	0.5	9.5				153.0		
19th Loop																																	0.0	
Northwood Park			0.5		1.0		1.0			1.5	1.0	0.5		0.5				4.5	5.5					1.0			0.5	3.0					20.5	
Street Landscaping				33.5		24.0	2.0			2.0		0.5		0.5						0.5				1.0		1.0	0.5						65.5	
Storm/Collect mow			30.0								4.5															3.5							38.0	
Police Department																						2.5		0.5	2.5	0.5		2.0					8.0	
Simnitt Property																																	0.0	
Skate Park			0.5		1.0		1.0			1.5		0.5		0.5				1.5		2.5	0.5				2.5	0.5	0.5	0.5					13.5	
Shops/tools-trucks				7.5															4.0		2.0			1.5				2.0					17.0	
Swim Center										1.0		7.5						1.0		0.5													10.0	
Territorial-CLC Prop.																																	0.0	
Timber Park			1.0		2.0		1.0			1.5		2.0		1.0				1.5	2.5	4.0	1.0			4.5			5.5	1.0					28.5	
Transit Bus stop			0.5		1.0	12.5	1.0			1.5		1.0		0.5				1.5		1.0	1.0			1.0			0.5	1.0					24.0	
Triangle Park																		1.0						0.5	3.0	0.5		1.0					6.0	
Wait Park			2.0	0.5	3.0		1.5			6.5	22.5	3.0		3.0				1.5	4.5	2.0	2.0			9.0	17.0	0.5	6.0	2.0				86.5		
Veterans Memorial			1.0																	2.0													3.0	
WWTP property																																	0.0	
Zion Cemetery			0.5	2.0	15.0	7.5	7.5			11.0	20.5		7.5	1.0				7.5	16.0	7.5	5.0			8.0	7.5	3.5	7.5	7.5				142.5		
Administration				6.5	7.5	6.5				1.0	1.0	31.0	7.5	4.5				3.0	11.0	0.5	2.5			2.5		3.0		2.0				90.0		

Monthly Total 985.0



City of Canby Bi-Monthly Report Department: Police
January / February 2020

To: The Honorable Mayor Hodson and City Council
From: Chief Bret Smith
Through: Amanda Zeiber, Interim City Administrator
Date: March 18, 2020

	January	February
Calls for Service Dispatched 911 and non-emergency calls	820	915
Property Crimes Reported		
Burglary	1	1
Unauthorized Use of Motor Vehicle / Unlawful entry of Motor Vehicle	2	4
Fraud	1	1
Robbery	0	1
Theft I, II, & III	13	13
Forgery	2	4
Trespass	2	6
Criminal Mischief (Vandalism)	8	7
Person Crimes Reported		
Assault I, II, IV	0	0
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	0	0
Endangering Welfare of a Minor/Recklessly endangering	0	1
Felon in Possession of a Firearm/Restricted Weapon	2	2
Harassment, Intimidation or Threats	2	7
Identity Theft	1	4
Interfering with Peace Officer	0	0
Menacing	0	0
Sex Offenses	1	1
Strangulation	0	1
Arrests		
Warrant Arrests (and contempt of court, restraining order, parole violations)	14	11
Adult and Juvenile Custodies (includes juvenile curfew)	39	32
Drug Crimes		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	9	8
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	1
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
Traffic Crimes, Accidents, Citations		
Attempt to Elude	1	0
Driving Under the Influence of Intoxicants	12	10
Other Traffic Crimes (hit & run, driving while suspended, etc.)	9	14
Traffic Accidents	7	12
Traffic Citations	217	211

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: Development Services
For Months of: January & February 2020

To: The Honorable Mayor Hodson & City Council
From: Bryan Brown, Planning Director
Prepared by: Same as above
Through: Amanda Zeiber, Interim City Administrator
Date: 3/18/2020

The following report provides a summary of the Planning and Development Services activities for the months of January and February, 2020. 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. The plan is to pursue formal Council adoption of the previously prepared and reviewed Housing Needs Analysis with the inclusion of necessary actionable items this coming fall/winter timeframe.
- 2. Splash Park.** The preferred and final design/layout has been decided on for the upcoming splash pad at Maple Park. The project scope was expanded to include sidewalks, benches, and a gazebo. The components included in the splash pad represent the feedback provided by the community. The contractors are targeting a July 4, 2020 completion date for this project. The design theme reflects Canby's status as the "garden spot."
- 3. DLCD Technical Assistance Grant Application.** Senior Planner, Sandy Freund has solicited 3 to 5 responses from consultants with previous experience in preparing an Economic Opportunities Analysis (EOA) for Canby. A consultant will be chosen in April with DLCD to begin an analysis that will assist 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.
- 4. 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.
- 5. 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 attended a Region 3 Small Cities in Clackamas Population Forecast Webinar. Reviewing generated forecasts from the models used are expected next.

6. CDBG ADA Intersection Retrofit Ramps: The City received funding recommendations for project proposals for Community Development Block Grant (CDBG) funds for the two-year period from July 1, 2020 to June 30, 2022. The 2020 projects will be included in the County’s Action Plan which will be considered by the Board of County Commissioners at a Public Hearing on Thursday, April 9, 2020. It must be submitted to HUD by the end of May in order for the County to be eligible to receive 2020 funds. The generous portion of the City of Canby’s ADA Ramp and Sidewalk Improvements project proposal north and south of Hwy. 99E and other areas as needed was included at a funding level of \$120,000 for 2020 funds.

7. Miscellaneous Items of Interest.

- Planning Director Retirement – Bryan Brown is headed into retirement at the end of March. He has served as the City of Canby’s Planning Director for nearly 11 years during a planning career that encompassed 35 years with contributions in four additional jurisdictions.
- Alpha Scents will begin construction in Canby Pioneer Industrial Park at 360 S Sequoia Parkway. The long-awaited project will include a new office for research, development, and manufacturing of insect pheromone lures, traps, and pest management products. Rendition below represents the south side of the building along S Sequoia Parkway.



8. LAND USE APPLICATION ACTIVITY

Pre-Application Conference(s) Submitted January 1 - February 29, 2020:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRA 19-16	Hemmerling/Riverside Homes	Comprehensive Plan Amendment & Zone Change for 15 to 20 lot subdivision	102 NE Territorial Rd.

9. Land Use Applications Submitted January 1 - February 29, 2020:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
FP 20-01	Robert Evans Associates Cliff Parsons	Final plat (Caruso & Parsons)	23625 S Mulino Rd
MOD 20-01	SR Smith	Interior Remodel within existing buildings, demo 2 buildings to make room for additional parking.	1017 SW Berg Pkwy
SUB 20-01	17th Ave Subdivision	9-lot subdivision	1629 N Redwood St

10. Pre-Construction Conference(s) Held January 1 - February 29, 2020:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRC 20-01	Canby Development, LLC Corey Westermann	Storm Drain Connection at 3500 N Maple St	3500 N Maple

11. PC Agenda Items Reviewed January 1 - February 29, 2020:

- **Caruso Produce** - Applicant requested and received approval to construct a 90,000-square-foot produce distribution facility on a 9.59-acre lot located on the north side of the future extension of SE 4th Ave, just east of S Sequoia Parkway. (DR 19-02).
- **Stanton Furniture** – Applicant requested and received approval to construct 167,000 square-foot manufacturing and distribution facility at the corner of SE 4th Ave and S Mulino Rd (DR 19-03)

12. PC Work Session Items Reviewed January 1 – February 29, 2020:

- Small cell (5G) wireless communication facilities within the public right-of-way;
- Building Height:
 - R-2 Multi-family zone – increase height from 35 feet to 45 feet
- Appeal of land use decision time-frame (Chapter 16 of Municipal Code):
 - Change from 10-days to 12-days to comply with ORS 227.175

**13. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permits
January 1 - February 29, 2020:**

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 20-37	Organic Green Roots/Reimers	Tenant Improvement	138 S Hazel Dell Way #103
SP 20-36	Gary Hodgson	Finish Existing addition by previous owner	477 SW 5th Ave
SP 20-35	Richmond American Homes	SFR	1541 N Sycamore Street / Redwood Landing Lot 44
SP 20-34	Blackcomb Construction	SFR	1701 N River Alder St, Redwood Landing Lot 5
SP 20-33	Simple Construction/Reimers	Tenant Improvement	138 S Hazel Dell Way #105
SP 20-32	Makin Studio/Reimers	Tenant Improvement	138 S Hazel Dell Way #115
SP 20-31	Owens Pump/Reimers	Tenant Improvement	138 S Hazel Dell Way #112
SP 20-30	Encore Dev, LLC	SFR	1724 S Sweetgum St, Redwood Landing Lot 18

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 20-29	Richmond American Homes	SFR	1727 NE 15th Ave, Redwood Landing Lot 78
SP 20-28	Richmond American Homes	SFR	1749 NE 15th Avenue / Redwood Landing Lot 79
SP 20-27	Lennar NW, Inc.	SFR	1755 S Evergreen St, Beck Pond, Lot 55
SP 20-26	Lennar NW, Inc.	SFR	484 SW 16th Ave, Beck Pond, Lot 13
SP 20-25	Lennar NW, Inc.	SFR	487 SW 16th Ave, Beck Pond, Lot 30
SP 20-24	Lennar NW, Inc.	SFR	483 SW 16th Ave, Beck Pond, Lot 31
SP 20-23	A-Affordable Septic	Sewer Hook-up installation	399 S Sequoia Parkway
SP 20-22	ICON Construction	SFR	1764 NE 17th Ave, Lot 20
SP 20-21	ICON Construction	SFR	1742 NE 17th Ave, Redwood Landing, Lot 21
SP 20-20	Concept Custom Homes, Inc.	SFR	1591 NE 17th Ave, Redwood Landing, Lot 26
SP 20-19	Concept Custom Homes, Inc.	SFR	1575 NE 17th Ave, Redwood Landing, Lot 25
SP 20-18	Stonecreek Development	SFR	983 NE 18th Ave, Tanoak Lot 8
SP 20-17	City of Canby	S Ivy Pump Station	1953 S Ivy St
SP 20-16	Ed Netter Construction	SFR	2055 SE 12th Ave, Faist 8, Lot 47
SP 20-15	Jeffrey Hartwell	Addition to basement to include bedroom, kitchenette and bathroom	815 N Juniper St
SP 20-14	Charles Clark Construction	SFR	912 N Locust St, Canby Gardens, Lot 26
SP 20-13	Ed Netter Construction	SFR	2087 SE 12th Ave, Faist 8, Lot 47
SP 20-12	Roy Pitman	Columbia Dist cooler enclosure	2525 SE 1st Ave
SP 20-11	Ray Kahut	SFR	790 NW 11th Ave Northwood Estates Lot 88
SP 20-10	Oregon Development West, Tom Kendall	SFR	1835 SE 10th Pl, Faist 6, Lot 17
SP 20-09	Ed Netter Construction	SFR	2084 SE 11th Pl, Faist 8 Lot 54
SP 20-08	Lennar NW, Inc.	SFR	1752 S Evergreen St Beck Pond Lot 63
SP 20-07	Lennar NW, Inc.	SFR	1764 S Evergreen St. Beck Pond Lot 64
SP 20-06	Nick Netter Construction	SFR	2051 SE 11th Ave Faist 8 Lot 58
SP 20-05	Richmond American Homes	SFR	1563 N Sycamore St, Redwood Landing Lot 43
SP 20-04	AT&T	130' Monofir Cell Tower	640 SW 2nd Ave
SP 20-03	Wilson Construction Co	SFR	965 NE 18th Ave, Tanoak Lot 7
SP 20-02	Wilson Construction Co	SFR	1025 NE 18th Ave, Tanoak Lot 5
SP 20-01	Holt Homes	SFR	2272 SE 11th Pl, Timber Park, Lot 30

14. Signs Submitted for Plan Review January 1 - February 29, 2020:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SN 20-01	Rudnick Signs	Canby Music	590 NW 1st Ave

15. City of Canby Signoff for Active Permit Finals for Occupancy by Clackamas County, January 1 - February 29, 2020:

DATE FINALLED	APPLICANT	PROJECT	ADDRESS
2/10/2020	HERITAGE HOMES	SFR	2297 SE 11TH AVE, TIMBER PARK, LOT 49
2/10/2020	HERITAGE HOMES	SFR	2102 SE 12TH AVE, TIMBER PARK LOT 17
2/25/2020	HERITAGE HOMES	SFR	2154 SE 12TH AVE, TIMBER PARK LOT 15
2/27/2020	HERITAGE HOMES	SFR	2133 SE 11TH PL, TIMBER PARK LOT 19
1/15/2020	ED NETTER CONSTRUCTION INC	SFR	1916 SE 11TH AVE, FAIST 7, LOT 31
1/29/2020	STONECREEK DEVELOPMENT LLC	SFR	980 NE 18TH AVE, TANOAK LOT 3
1/29/2020	STONECREEK DEVELOPMENT LLC	SFR	970 NE 18TH AVE, TANOAK LOT 2
1/2/2020	HERITAGE HOMES	SFR	2137 SE 11TH AVE, TIMBER PARK LOT 41
1/17/2020	HERITAGE HOMES	SFR	2179 SE 11TH PL, TIMBER PARK LOT 21
1/17/2020	HERITAGE HOMES	SFR	1072 S WALNUT ST, TIMBER PARK LOT 77
1/17/2020	HERITAGE HOMES	SFR	1277 S WALNUT ST, TIMBER PARK LOT 22
1/21/2020	LENNAR NORTHWEST INC	SFR	489 SW 15TH AVE, BECK POND LOT 14
1/23/2020	LENNAR NORTHWEST INC	SFR	490 SW 15TH AVE, BECK POND LOT 22
1/24/2020	ED NETTER CONSTRUCTION INC	SFR	1035 N DOUGLAS ST, NORTHWOODS LOT 78



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

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Operations Supervisor
Prepared by: Same as above
Through: Amanda Zeiber, Interim City Administrator
Date: 3/18/2020

Facilities

Facility Maintenance (Dustin Breese) assisting the Streets Department with street light repairs.



Facilities	Total Hours
January	183
February	144

Getting dry utilities to Columbia Distributing in one of many trench lines.



January Streets	Total Hours
Street Sweeping	58
Street Maintenance	394
Sidewalks	108.5
Driveway Approach & Sidewalk Inspections	2.5
Street Sign Manufacturing	4
Street Sign Maintenance	2
Street Sign Installation	4

February Streets	Total Hours
Street Sweeping	35
Street Sweeper Maintenance	2
Street Maintenance	254
Sidewalks	168
Driveway Approach Inspections	4
Street Sign Manufacturing	3
Street Sign Maintenance	1
Street Sign Installation	1

Sewer Collections

Public Works crew working with Clackamas County Plumbing Department on meeting all on-site storm retention regulations at Redwood Landing Subdivision.



January Sewer	Total Hours
Sewer Cleaning	110.5
Sewer TV'ing	22
Sewer Maintenance/Repair	48
Locating Utilities	67.5
Sewer Inspections	6
Lift Station Maintenance	14

February Sewer	Total Hours
Sewer TV	4.5
Sewer Laterals	70
Sewer Cleaning	14
Lift Station Maintenance	40
Locating Utilities	64
Sewer Inspections	12
Vactor Usage	5
Drying Beds	2.5

Storm Water

Pictured below are the Public Works crew replacing a catch basin next to Canby Cinema. Before, during and completion of project.



January Stormwater	Total Hours
Catch Basins Maintenance/Repair	13
Storm line Maintenance/Repair	5
Vactor Truck	2
Erosion Control	3
Drywell Maintenance	7

February Stormwater	Total Hours
Catch Basins Maintenance/Repair	41
Storm line Maintenance/Repair	15
Vactor Truck	5
Erosion Control	4
Storm line Inspections	5



**City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: January & February 2020**

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Prepared by: Same as above
Through: Amanda Zeiber, Interim City Administrator
Date: 3/18/2020

The Canby Swim Center is moving forward as Canby High School swimming finishes and Canby second grade swimming lessons get going. We will be teaching swimming lessons to every 2nd grader in Canby between February and June. This year Mulino did not come for lessons in January which accounts for half of the 2000 less swims than last year. Attendance was Down for January but was up about 350 swims for February. Attendance is still down about 6,000 swims from last year. Revenue is still down, this has a lot to do with being closed Sunday and no Mulino lesson revenue, and a little because a change in the evening programming.

It seems a little early but we are planning for spring and summer currently. During spring break we will offer a lifeguard class and special public swims. Canby Schools are on break Friday the 20 and all the next week March 23-27 and we will have a 1-3pm public swim all of those days. After spring break it will be time to get going on planning for the summer lessons and pool hours.

Canby High School swim season just ended and finished very strong with 9 swimmers going to OSAA 6A state, with the Canby Girls finishing in 15th place. Canby High School swimming hosted all 7 of their dual meets this year. It is always nice to swim at home. The Canby Gators are in the middle of their Championship season and have swam at state for a couple different age groups. They have been doing very well and had several different swimmers finish in the top 6 in the state individually. Canby Gators also hosted their annual Canby Valentines meet with about 250 swimmers in attendance.



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

To: The Honorable Mayor Hodson & City Council
From: Amanda Zeiber, Assistant City Administrator/ HR Director
Prepared by: Bryce Frazell, WebsThatWork
Through: Amanda Zeiber, Interim City Administrator
Date: 3/10/2020

Google Analytics Summary Report: January and February 2020

Open Business Days	<u>January</u>	<u>February</u>
	22	20

<u>Audience Overview</u>	<u>January</u>	<u>February</u>
Page Views	19,728	16,853
Sessions (site visits)	9,690	8,537
Users	5,541	5,064
New Users	4,764	4,279
Pages per Session	2.04	1.97
Number of Sessions per User	1.75	1.69
Average Session Duration	1 min 25 sec	1 min 24 sec
Bounce Rate (% of single-page visits)	61.27%	62.95%

Increase in site visit numbers for both months as compared to Nov/Dec 2019 report

<u>New Vs. Returning Visitors</u>	<u>January</u>	<u>February</u>
New	68.32%	67.68%
Returning	31.68%	32.32%

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

Top 3 browser rankings have remained the same since Feb 2015

<u>Overview (Technology)</u>	<u>January</u>	<u>February</u>
Desktop	52.64%	49.86%
Mobile	44.13%	46.60%
Tablet	3.23%	3.53%

Desktop and Mobile Phones continue to be almost equal in use

<u>Mobile Devices (top 3)</u>	<u>January</u>	<u>February</u>
	Apple iPhone	Apple iPhone
	Apple iPad	Apple iPad
	Samsung Galaxy S9	Samsung Galaxy S9

iPhone & iPad continue to dominate mobile device preference

<u>Landing Pages (top 5)</u>	<u>January</u>	<u>February</u>
	Home Page (Index)	Home Page (Index)
	Swim Center Home Page	Swim Center Home Page
	Transit Home Page	Transit Home Page
	Job Openings	Job Openings
	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)

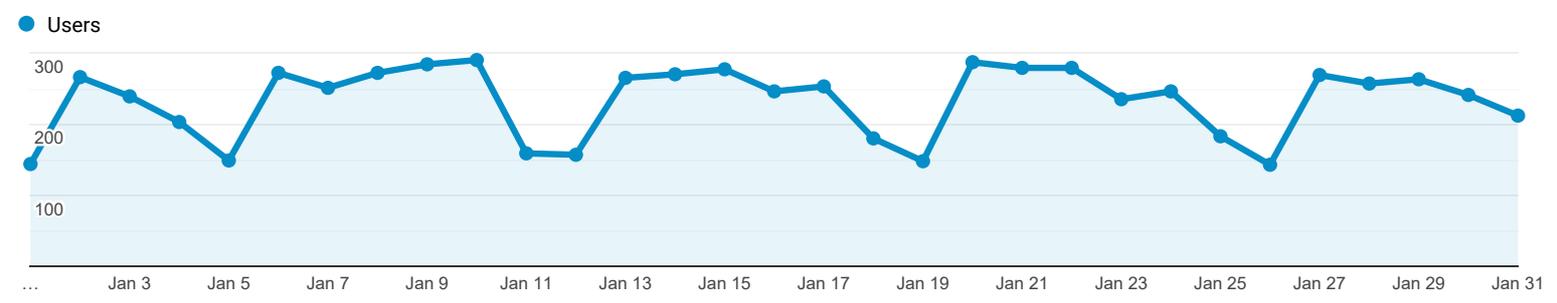
New Sessions/Users (percent of total users who came your site for the first time)

Audience Overview

Jan 1, 2020 - Jan 31, 2020

All Users
100.00% Users

Overview



Users 5,541	New Users 4,764	Sessions 9,690
Number of Sessions per User 1.75	Pageviews 19,728	Pages / Session 2.04
Avg. Session Duration 00:01:25	Bounce Rate 61.27%	



Language	Users	% Users
1. en-us	5,447	98.27%
2. es-xl	16	0.29%
3. en-gb	15	0.27%
4. es-419	10	0.18%
5. en-ca	7	0.13%
6. zh-cn	7	0.13%
7. en	6	0.11%
8. c	5	0.09%
9. es-us	5	0.09%
10. ko	5	0.09%

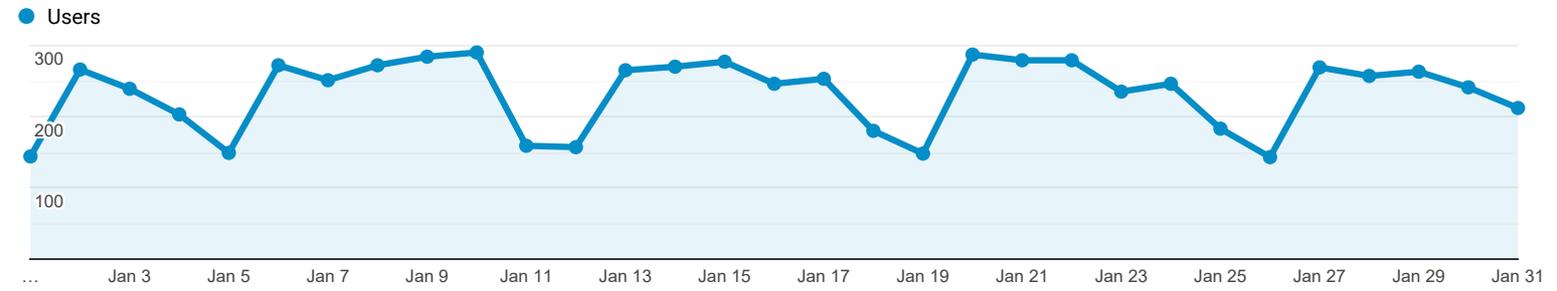
New vs Returning

All Users
100.00% Users

Jan 1, 2020 - Jan 31, 2020

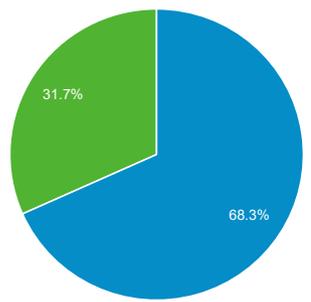
Explorer

Summary



User Type	Users	Users
	5,541 % of Total: 100.00% (5,541)	5,541 % of Total: 100.00% (5,541)
1. ■ New Visitor	4,763	68.32%
2. ■ Returning Visitor	2,209	31.68%

Contribution to total: Users



Rows 1 - 2 of 2

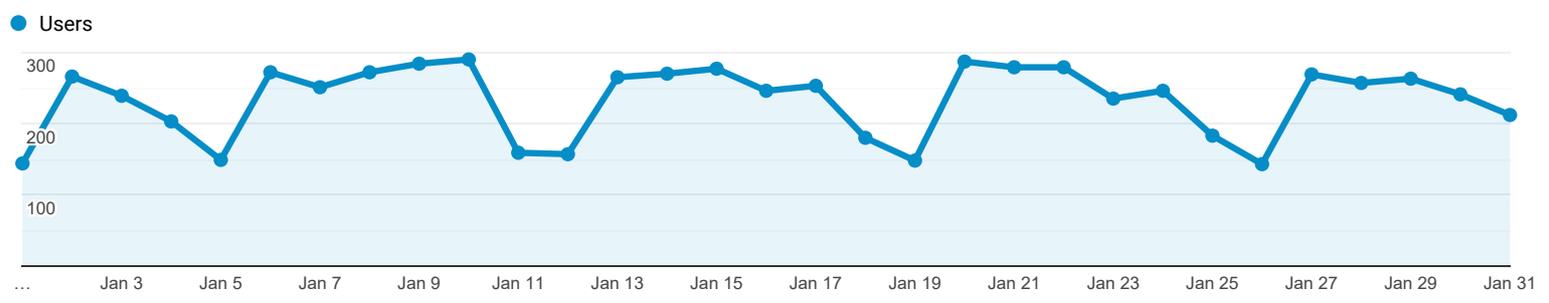
Browser & OS

Jan 1, 2020 - Jan 31, 2020

All Users
100.00% Users

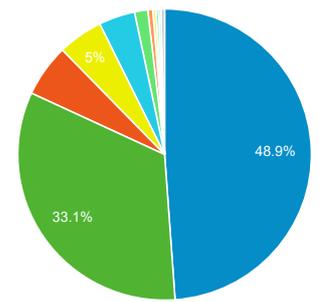
Explorer

Summary



Browser	Users	Users
	5,541 % of Total: 100.00% (5,541)	5,541 % of Total: 100.00% (5,541)
1. Chrome	2,708	48.86%
2. Safari	1,832	33.06%
3. Internet Explorer	322	5.81%
4. Edge	276	4.98%
5. Firefox	221	3.99%
6. Samsung Internet	81	1.46%
7. "	30	0.54%
8. Safari (in-app)	19	0.34%
9. Amazon Silk	16	0.29%
10. Android Webview	14	0.25%

Contribution to total: Users



Rows 1 - 10 of 17

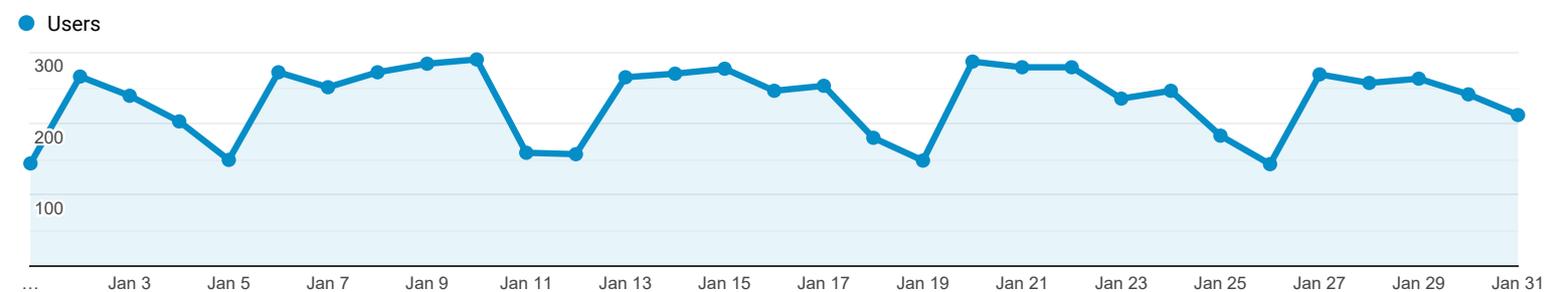
Overview

All Users
100.00% Users

Jan 1, 2020 - Jan 31, 2020

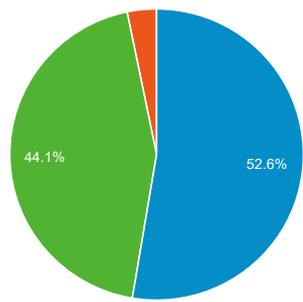
Explorer

Summary



Device Category	Users	Users
	5,541 % of Total: 100.00% (5,541)	5,541 % of Total: 100.00% (5,541)
1. desktop	2,918	52.64%
2. mobile	2,446	44.13%
3. tablet	179	3.23%

Contribution to total: Users



Rows 1 - 3 of 3

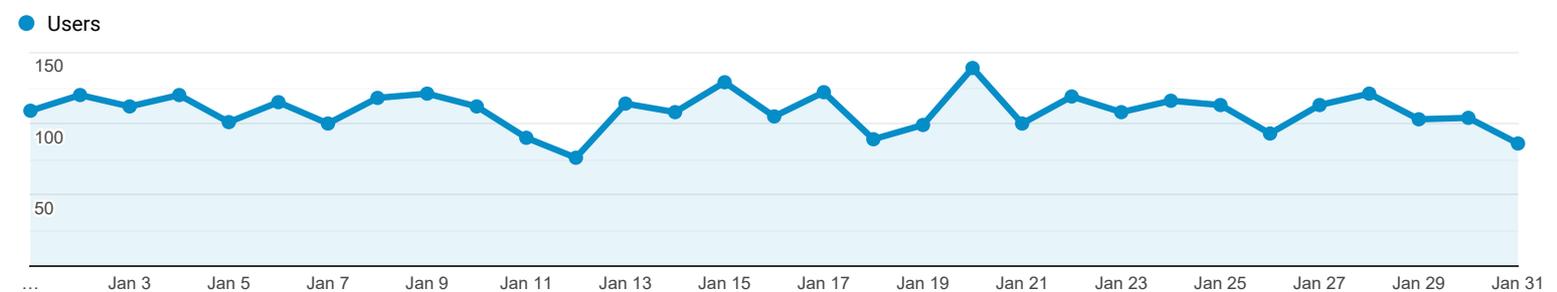
Devices

All Users
47.36% Users

Jan 1, 2020 - Jan 31, 2020

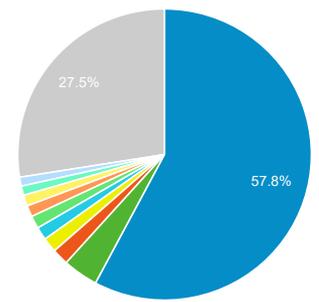
Explorer

Summary



Mobile Device Info	Users	Users
	2,624 % of Total: 47.36% (5,541)	2,624 % of Total: 47.36% (5,541)
1. Apple iPhone	1,517	57.79%
2. Apple iPad	102	3.89%
3. Samsung SM-G960U Galaxy S9	48	1.83%
4. Samsung SM-G950U Galaxy S8	43	1.64%
5. Samsung SM-G965U Galaxy S9+	38	1.45%
6. Samsung SM-G975U Galaxy S10+	37	1.41%
7. Samsung SM-G973U Galaxy S10	33	1.26%
8. (not set)	32	1.22%
9. Microsoft Windows RT Tablet	27	1.03%
10. Samsung SM-N960U Galaxy Note9	26	0.99%

Contribution to total: Users



Rows 1 - 10 of 264

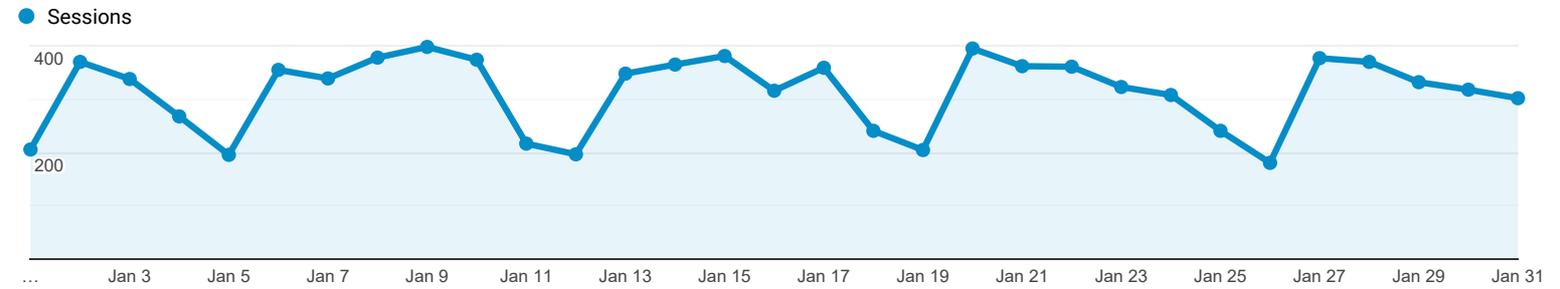
Landing Pages

All Users
100.00% Entrances

Jan 1, 2020 - Jan 31, 2020

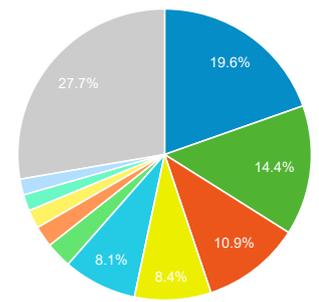
Explorer

Summary



Landing Page	Sessions	Sessions
	9,690 % of Total: 100.00% (9,690)	9,690 % of Total: 100.00% (9,690)
1. /index.html	1,897	19.58%
2. /Departments/swim/swim-center.htm	1,397	14.42%
3. /Jobs/jobopenings.htm	1,055	10.89%
4. /transportation/CAThome-page.htm	816	8.42%
5. /transportation/routes.htm	786	8.11%
6. /Departments/swim/schedule.htm	279	2.88%
7. /RFPs.htm	227	2.34%
8. /transportation/transit/x.htm	200	2.06%
9. /CityGovernment/planningcommission/planningcommission.htm	176	1.82%
10. /Departments/swim/rates.htm	171	1.76%

Contribution to total: Sessions



Rows 1 - 10 of 140

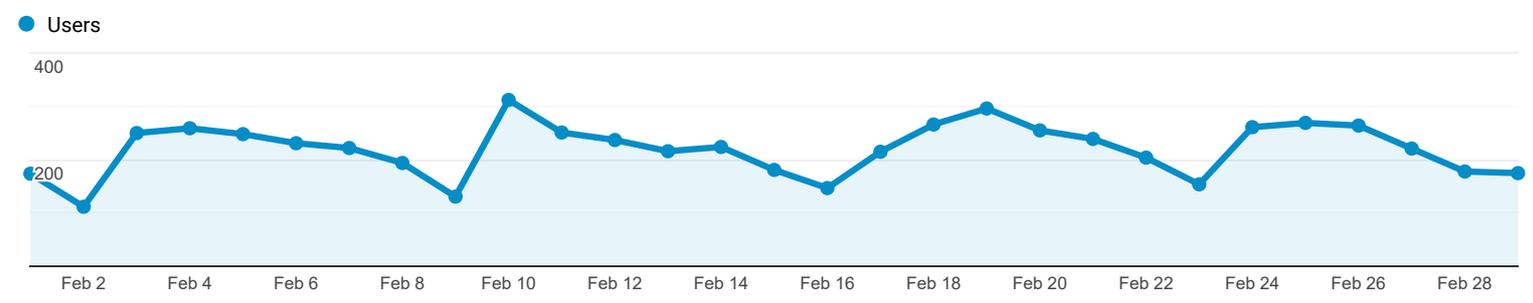
February 2020

Audience Overview

Feb 1, 2020 - Feb 29, 2020

All Users
100.00% Users

Overview



Users 5,064	New Users 4,279	Sessions 8,537
Number of Sessions per User 1.69	Pageviews 16,853	Pages / Session 1.97
Avg. Session Duration 00:01:24	Bounce Rate 62.95%	



Language	Users	% Users
1. en-us	4,991	98.56%
2. en-gb	16	0.32%
3. es-xl	14	0.28%
4. es-419	9	0.18%
5. ko	9	0.18%
6. zh-cn	4	0.08%
7. en	3	0.06%
8. es-es	3	0.06%
9. en-ca	2	0.04%
10. en-za	2	0.04%

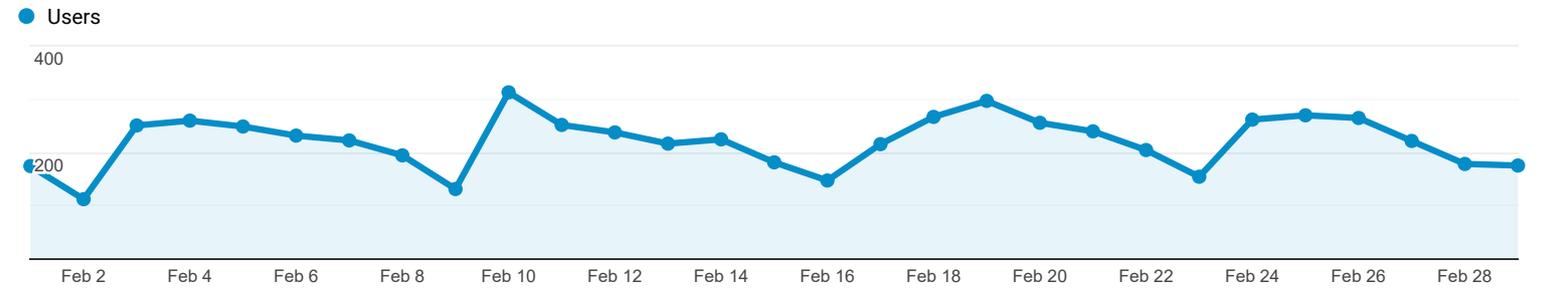
New vs Returning

All Users
100.00% Users

Feb 1, 2020 - Feb 29, 2020

Explorer

Summary



User Type	Users	Users	Contribution to total: Users
	5,064 % of Total: 100.00% (5,064)	5,064 % of Total: 100.00% (5,064)	
1. ■ New Visitor	4,279	67.68%	
2. ■ Returning Visitor	2,043	32.32%	

Rows 1 - 2 of 2

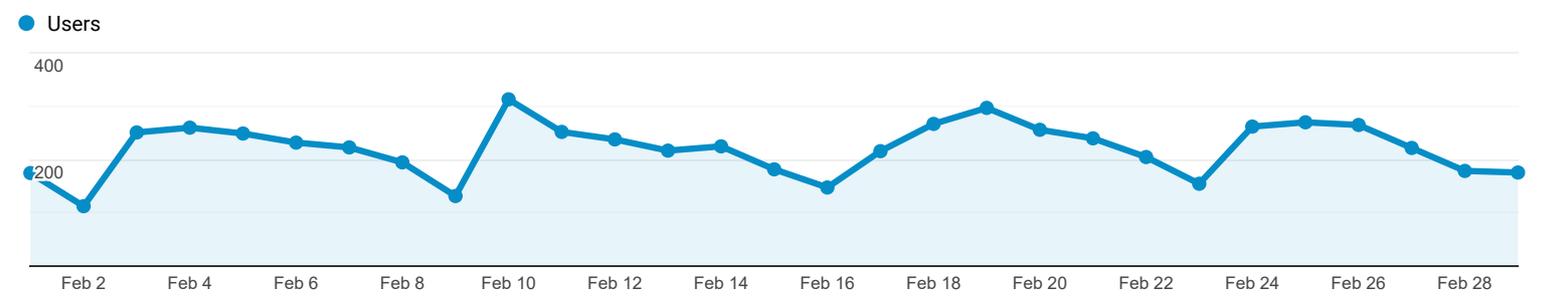
Browser & OS

All Users
100.00% Users

Feb 1, 2020 - Feb 29, 2020

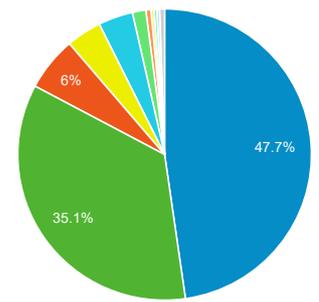
Explorer

Summary



Browser	Users	Users
	5,064 % of Total: 100.00% (5,064)	5,064 % of Total: 100.00% (5,064)
1. Chrome	2,417	47.73%
2. Safari	1,775	35.05%
3. Internet Explorer	303	5.98%
4. Edge	197	3.89%
5. Firefox	193	3.81%
6. Samsung Internet	75	1.48%
7. Safari (in-app)	28	0.55%
8. Amazon Silk	17	0.34%
9. "	16	0.32%
10. Android Webview	15	0.30%

Contribution to total: Users



Rows 1 - 10 of 18

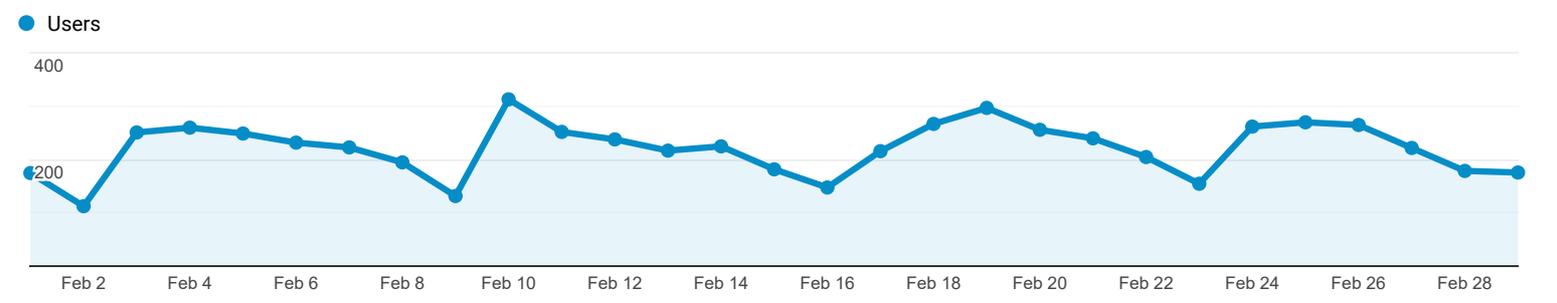
Overview

 All Users
100.00% Users

Feb 1, 2020 - Feb 29, 2020

Explorer

Summary



Device Category	Users	Users	Contribution to total: Users
	5,064 % of Total: 100.00% (5,064)	5,064 % of Total: 100.00% (5,064)	
1. desktop	2,525	49.86%	
2. mobile	2,360	46.60%	
3. tablet	179	3.53%	

Rows 1 - 3 of 3

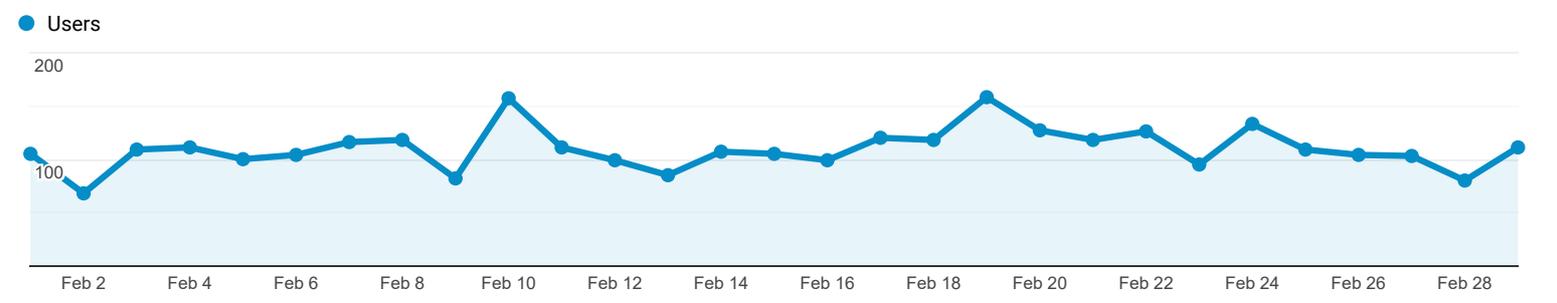
Devices

All Users
50.14% Users

Feb 1, 2020 - Feb 29, 2020

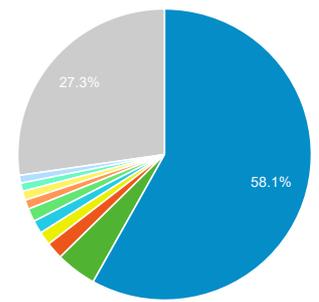
Explorer

Summary



Mobile Device Info	Users	Users
	2,539 % of Total: 50.14% (5,064)	2,539 % of Total: 50.14% (5,064)
1. Apple iPhone	1,475	58.09%
2. Apple iPad	114	4.49%
3. Samsung SM-G960U Galaxy S9	48	1.89%
4. Samsung SM-G950U Galaxy S8	38	1.50%
5. Samsung SM-G965U Galaxy S9+	37	1.46%
6. Samsung SM-G975U Galaxy S10+	37	1.46%
7. Microsoft Windows RT Tablet	26	1.02%
8. Samsung SM-G973U Galaxy S10	26	1.02%
9. Samsung SM-G955U Galaxy S8+	23	0.91%
10. Samsung SM-G930V Galaxy S7	22	0.87%

Contribution to total: Users



Rows 1 - 10 of 263

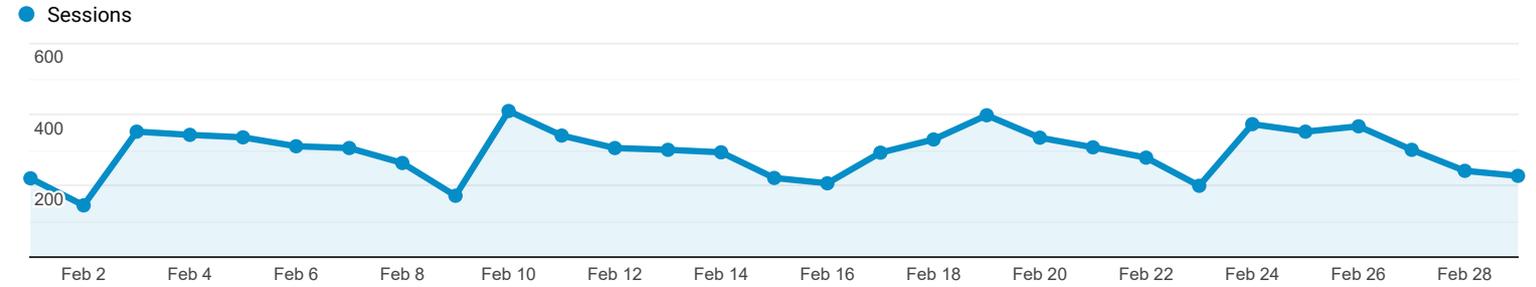
Landing Pages

All Users
100.00% Entrances

Feb 1, 2020 - Feb 29, 2020

Explorer

Summary



Landing Page	Sessions	Sessions	Contribution to total:
	8,537 % of Total: 100.00% (8,537)	8,537 % of Total: 100.00% (8,537)	
1. /index.html	1,559	18.26%	
2. /Departments/swim/swim center.htm	1,361	15.94%	
3. /transportation/CAThome page.htm	694	8.13%	
4. /Jobs/jobopenings.htm	692	8.11%	
5. /transportation/routes.htm	681	7.98%	
6. /Departments/swim/schedule.htm	271	3.17%	
7. /Departments/swim/rates.htm	166	1.94%	
8. /RFPs.htm	158	1.85%	
9. /CityGovernment/council minutes_agenda.htm	152	1.78%	
10. /cityservices/utilities.htm	140	1.64%	

Rows 1 - 10 of 150



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

To: The Honorable Mayor Hodson & City Council
From: Julie Wehling, Transit Director
Prepared by: Same as above
Through: Amanda Zeiber, Interim City Administrator
Date: 3/18/2020

1) Grant Funding and Contracts:

- a) On February 3rd an application for Federal Transit 5339 funds was submitted to ODOT for bus stop improvements which would include bus shelters, lighting, sidewalk, pavement improvements and ADA access where required. If funded, the project would improve 10 bus stops along 99E within the Canby UGB. The estimated project total is \$333,625. Six of the stops would be included in ODOT's 99E Pine Street – Berg Parkway repaving project.
- b) The TriMet Quarterly STF Report was submitted to TriMet.
- c) Charter Bus Report submitted to ODOT.
- d) Monthly Elderly and Disabled Transportation reports were submitted to TriMet.
- e) The TriMet Quarterly STIF Reports were submitted electronically in OPTIS.
- f) The ODOT Quarterly Report was submitted in OPTIS.
- g) Annual MIS Reports for the City and MV were submitted online for ODOT review.

2) Ridership:

Year to date for FY 2019-2020 total ridership was up by 13.38 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 7,319 rides in January (1.69% more than January of 2019).
 - 1,336 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 1.33% fewer than were provided during January of 2019.
 - 5,983 Route 99X rides (2.39% more rides than January of 2019).
- b) 7,250 rides in February (16.67% more rides than February of 2019).
 - 1,373 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 9.23% more rides than was provided during February of 2019.
 - 5,877 Route 99X rides (18.56% more rides than February of 2019).

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

3) Updates:

- a) The Rider of the Month for January was Krista Bargsten. The Rider of the Month for February was Bennie Thompson Both riders received a free bus pass and other goodies.
- b) In January and February we provided 143 same day rides on a space available basis.
- c) CAT provided 353 Saturday rides in January and 492 Saturday rides in February.

4) Collisions and Incidents

On January 22nd the roof of a bus and an entryway structure were damaged when the driver pulled under the covered entryway of a church (maximum clearance not posted). There was one passenger on board. No reported injuries. The roof of the bus sustained minor damage and there were a few scrape marks on the entryway overhang.

No accidents or incidents in February.

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

- On January 8th Julie Wehling participated in the South Clackamas Transportation District's Transit Master Planning process.
- On January 23rd the Transit Advisory Committee held their regular meeting.
- On January 18th MV held a driver safety meeting.
- On February 6th Julie Wehling attended the C4 meeting in Oregon City.
- On February 12th Julie Wehling joined other Clackamas County Public Transit professionals in presenting an overview of Public Transit services in the County at the February Clackamas County Business Alliance (CCBA) Breakfast Forum.
- On February 20th Julie Wehling participated via conference call in a TriMet HB2017 Regional Coordination Technical Committee meeting held in Portland.
- On February 22nd MV held a driver safety meeting.
- On February 26th Julie Wehling participated in a forum for South Clackamas Transportation District's Transit Master Planning process designed specifically for service providers whose services connect with SCTD.



City of Canby Bi-Monthly Report Department: Wastewater Treatment Plant For Months of: January & February 2020

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Amanda Zeiber, Interim City Administrator
Date: March 18, 2020

Facility Operations & Maintenance

The water quality for the months of January and February remain good with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance. Annual biosolids report and DMR's were completed on time and without any issues.

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

- Repaired more water lines and concrete/asphalt area.
- Installed new carrier chain on biosolids roll up door.
- Replaced lag roller on conveyor #2.
- Annual crane/overhead hoist inspection completed.
- R&R aeration basin recirculation pump #4 and sent motor for rewind.
- Drained and cleaned Primary clarifier for CIP inspection.
- Installed new 6" pipe elbow on tank 3 discharge.
- Routine daily maintenance and repairs of equipment, buildings and grounds.

Biosolids Program:

- **January** Production: Belt run time = 19 days. 7 loads to Heard farms 211 wet tons.
- **February** Production: Belt run time = 15 days. 7 loads to Heard Farms, 197 wet tons.

Pretreatment Inspection/Reporting, FOG Program

- **January** Pump Outs: 27
- Inspections: 2 fog, 3 pretreatment

- **February** Pump Outs: 20
- Inspections: 1 fog, 1 pretreatment

Pretreatment activities also included monthly review of business license, reviewing environmental surveys, plan review, industrial inspection, industrial permit/compliance data review of reports and working with businesses on BMP agreements. The last couple months have also included reviewing of our own data in preparation for a program audit from DEQ.

Daily Lab Activity

- Routine daily lab procedures, process control and permit testing.
- Weekly BOD's, E-coli, solids, NH3 and Alkalinity testing.
- Continued monitoring and calibrating of aeration basin D.O meters.
- Yearly nutrient profile testing completed.

Personnel Meetings/Training Attended

- Fire extinguisher training.
- Work site safety and city safety meeting.