



**AGENDA  
CANBY CITY COUNCIL**

**Work Session with Planning Commission - 6:00 PM – Willamette Room  
Regular Meeting 7:00 PM - Council Chambers  
Work Session 7:30 PM – Council Chambers**

**March 18, 2020  
222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> 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/ PLANNING COMMISSION WORK SESSION  
6:00 PM - Willamette Room**

**Discussion on Small Cell Technology/ 5 G.**

Pg. 1

---

**CITY COUNCIL MEETING – 7:00 PM  
COUNCIL CHAMBERS**

**1. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance
- C. Presentation by Kristi Smith & Dah Goodman Greiner regarding International Transgender Day of Visibility.

**2. COMMUNICATION**

- 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. Please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. For Agenda items, please fill out a testimony/comment card and give to the City Recorder noting which item you wish to address.

**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 Regular Meeting.
- B. Appointment of Melody Thompson to the Canby Utility Board. Pg. 11

**7. RESOLUTIONS & ORDINANCE**

- 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. 13
- 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. 76
- C. **Ordinance No. 1523**: An Ordinance Amending Canby Municipal Code Chapter 8.16: Fire Prevention Code. (First Reading) Pg. 93

**8. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS**

- A. Bi-Monthly Reports – January & February 2020 Pg. 97

**9. CITIZEN INPUT**

**10. ACTION REVIEW**

**11. ADJOURN**

---

**CITY COUNCIL WORK SESSION  
7:30 PM - Council Chambers  
(will begin when Regular City Council Meeting concludes)**

**Requests for Expression of Interest for the former Library Building (292 N Holly Street)**

---

\*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](http://www.canbyoregon.gov). City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.



# City of Canby

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

Phone: 503.266.4021  
Fax: 503.266.7961  
www.canbyoregon.gov

## City Council Staff Report

DATE: March 18, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Amanda Zeiber, Interim City Administrator

FROM: Melissa Bisset, City Recorder

ITEM: Work Session regarding Small Cell Technology

---

### Summary

Senior Planner Sandy Freund will be presenting about 5G technology in this joint work session of the City Council and the Planning Commission.

### Attachment/ Link

1. Planning Commission Work Session packet materials
2. Video regarding 5G technology:  
<https://www.youtube.com/watch?v=iQeaK0NGMnA>

# Small Cell Technology: An evolution in Wireless Communication



“G” = Generation

- **1G:** Analog brick Motorola cell phone only business folks used
- **2G:**
  - Digital multiple access
  - Flip phones
  - Sim cards and internet availability
- **3G:**
  - Higher transfer speeds of 2-Mbps
  - From flip phones to smartphones
- **4G:**
  - Increased data speeds of 20 – 100 Mbps
  - High resolution phones with videos and streaming, etc.
  - Multiple access technology = multiple antennae within the phone
- **5G:**
  - Enhanced speeds of 10-Gbps
  - Seamless connectivity to support the Internet of Things (IOT)
    - Smartwatches; Support smart homes
    - Autonomous vehicles; Medical technology
    - Nano technology used in infrastructure, i.e. construction, bridges, etc.

## Fixed Wireless 5G Telecommunications Network Evolution

- Potential for 5G is unquestionable
  - 5G is the enabling technology for IoT (Internet of Things)
  - Smart Cities – those that fully utilize technology to improve efficiencies in their operations – rely on the IoT to operate and take them into the future
  - 5G connects everyone and everything
  - 5G enables municipalities to offer more services, expanded health care options through telehealth, high-speed video, innovative entertainment and educational offerings
  - Has the potential to provide greater equality between urban and rural areas in terms of services
- 
- 5G demands a dramatic increase in the number of towers and their density with each tower/site fed by a multi-gigabit fiber pipe.
  - The reach of an individual tower/site is likely measured in hundreds rather than thousands of feet
  - 5G technology is still evolving and in transition with standards still developing, with multiple deployment options
  - Customers are expected to be there if the right products and services are provided
  - Service providers establish a target network with the quantity and placement of antennas needed and options for fiber service to serve those tower/sites
  - Adoption will be slow – as costs decrease and demand for next-generation applications surges, deployments will be realized.

- 5G requires shorter wavelengths for connectivity, hence deployment of “small cell” facilities to provide the necessary connectivity of the shorter wavelengths = network densification for all providers.
- In order for providers to roll-out the number of small facilities across the country the FCC issued [a new ruling](#) in September 2018 that set federal standards for small cell deployment regulation that aims to streamline the roll-out of 5G services.
  - Shorten the time cities have to process applications for small cells to either 60 or 90 days, depending on whether they are being mounted on an existing or new structure;
  - Limit application fees for small cells to \$100 per site, and recurring fees to \$270 (“Safe Harbor rate”) per site, per year, for small cells in the rights-of-way;
  - Prohibit cities from assessing fees that include anything other than a “reasonable approximation” of “reasonable costs” directly related to maintaining the rights-of-way and the small cell facility; and
  - Limit aesthetic review and requirements (including undergrounding and historic/environmental requirements) to those that are reasonable, comparable to requirements for other rights-of-way users, and published in advance.
- Local governments are concerned that the new rules will allow wireless providers to access public rights-of-way for the placement of small cell equipment while preventing city governments from collecting fees for installing equipment, or regulating the placement and aesthetics of the new cellular equipment, thus preempting of local authority over small cell wireless facility deployment and management of local rights-of-way.
- Local governments are crafting new code language in response to the small cells deployment. Recently the cities of Oregon City, McMinnville, and Wilsonville have passed ordinances regulating how wireless service providers can install small cells within the public right-of-way.
- Canby would like provide the appropriate standards and guidelines to ensure small cell facilities installed within the public rights-of-way are designed and constructed in a way that preserve the physical capacity and aesthetic value the public-rights-of way intended uses.
- Canby will amend Chapter 16 of the municipal code with an additional section that creates the necessary guidelines and standards specific to small cell deployment within the public-right-of-way, specifically addressing design and aesthetics of small cell facilities.
- There are guidelines from the Federal Communications Commission (FCC) related to exposure of radiofrequency (RF) electromagnetic fields from wireless communications facilities. ([http://wireless.fcc.gov/siting/FCC\\_LSGAC\\_RF\\_Guide.pdf](http://wireless.fcc.gov/siting/FCC_LSGAC_RF_Guide.pdf)) Transmitting facilities must comply with the FCC’s RF exposure guidelines.
- Per FCC “Shot Clock” rules, the City must process an application for small cell facility within one of two timeframes:
  - 60-days if facility is added to (“6409-*Colocation*”) an existing cell site; or.
  - 90-days if it’s a new small cell attachment on to a new pole/structure.

# 3 Deployment Examples

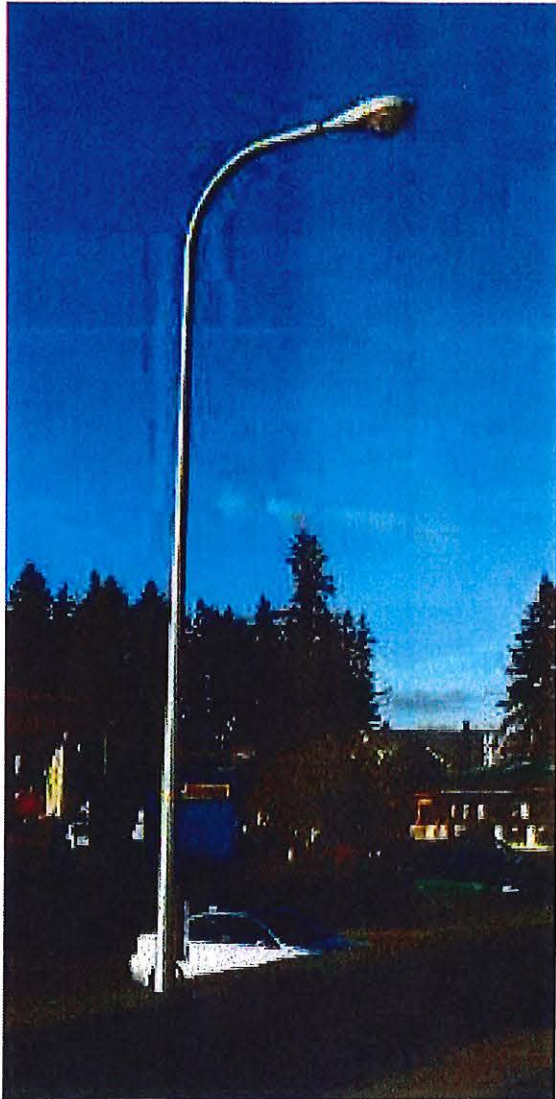
Below are examples of some appropriate and inappropriate SWF deployments, based on these Design Standards.

## Appropriate Deployments

### Collocations

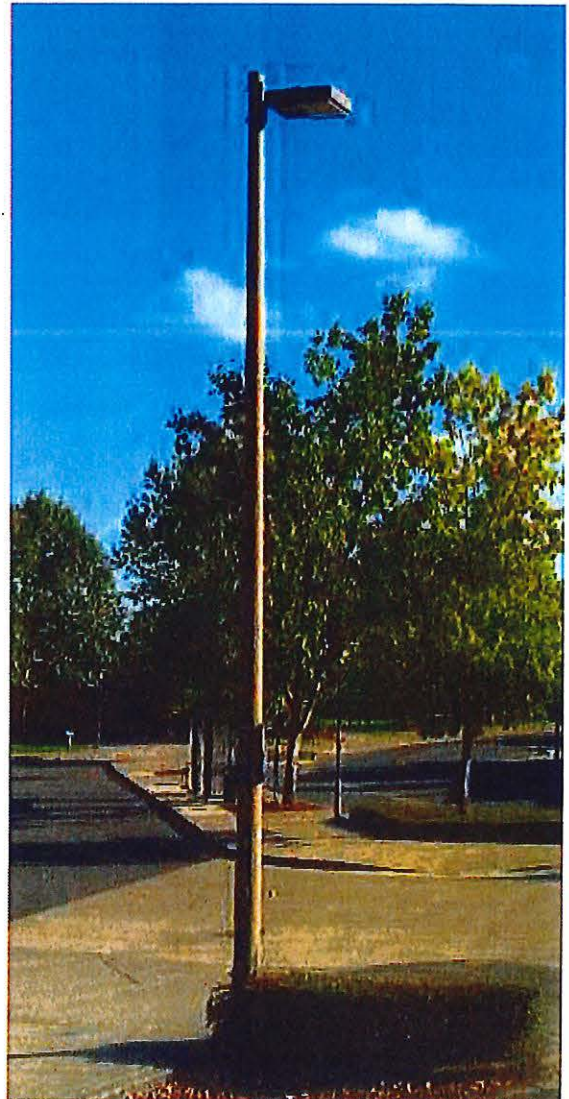
#### Cobra Head Light Pole

Acceptable:



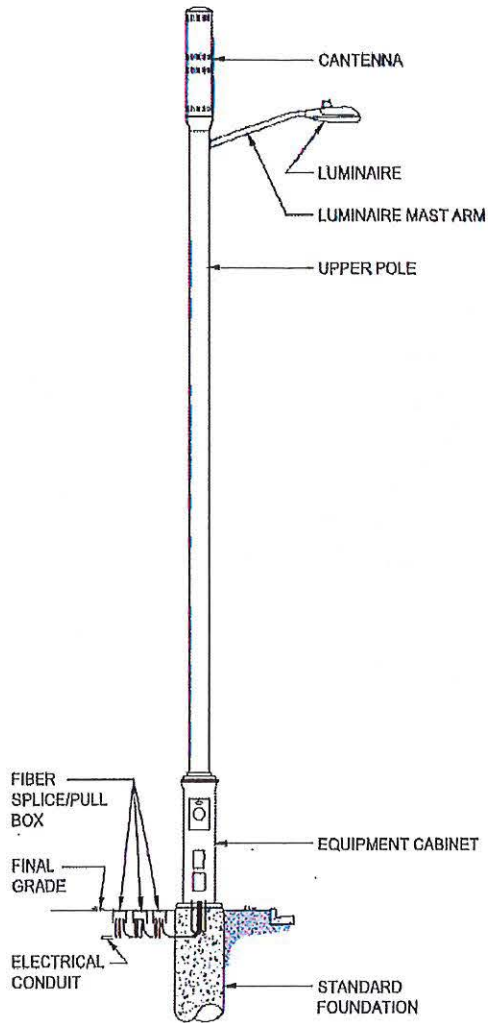
#### Shoe Box Light Pole

Acceptable:

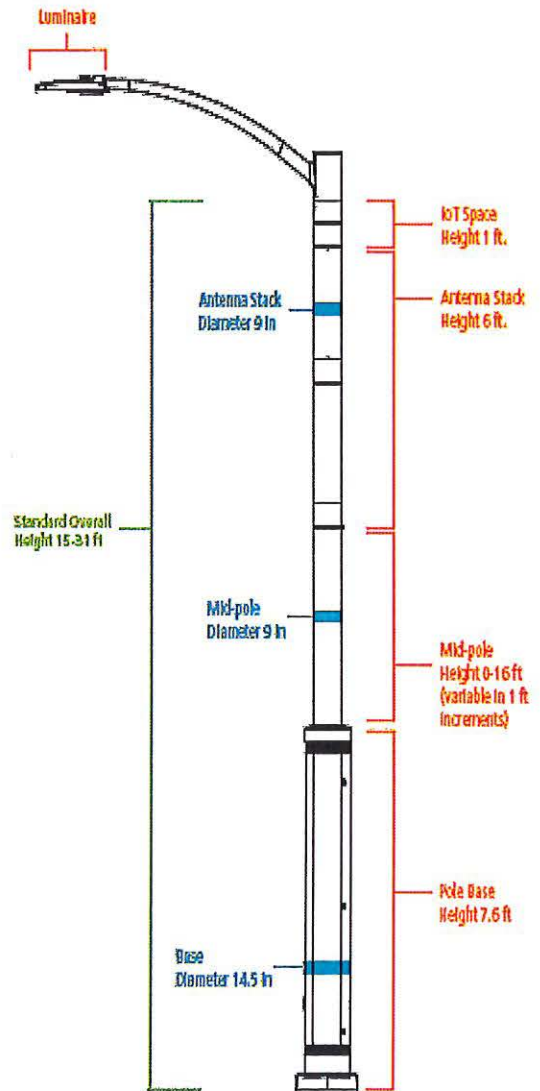


## SWF Collocation on Cobra Head Light Pole

Acceptable:



Acceptable:





# New Guide: How to Plan for Small Cell Wireless Infrastructure



**August 27, 2018**

**WASHINGTON — August 27, 2018** — Today, the National League of Cities (NLC) released a new [small cell wireless municipal action guide](http://icm-tracking.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuO) (<http://icm-tracking.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuO>)

<http://icm-tracking.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuO>

[cell-wireless-technology-in-cities&l=20180827135013.0000000b5f95%40mail6-94-usnbn1&X=MHwxMDQ2NzU4OjViODQwMTkzNjc3Nzc4NzhjZjE3MTAyOTs;PKbZS2RqT2uI5qk1Kn2-V48kwI](http://www.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuO)) and [model ordinance \(http://icm-tracking.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuO](http://www.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuO)  
[code-for-municipalities-0&l=20180827135013.0000000b5f95%40mail6-94-usnbn1&X=MHwxMDQ2NzU4OjViODQwMTkzNjc3Nzc4NzhjZjE3MTAyOTs;](http://www.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuO)

for city leaders. Small cell wireless infrastructure, which is increasingly important for wireless broadband deployment and smart city technology, has traditionally been guided by federal and industry interests, as opposed to local needs.

“As the world becomes increasingly interconnected, every resident – no matter their zip code – should have access to broadband internet,” said **Clarence E. Anthony, CEO and executive director of the National League of Cities (NLC)**. “Whether it’s a student completing homework online or a business reaching customers through a smartphone app, the strength of our communities depends on high-speed internet access for all. As cities continue to lead and pilot new technologies, we must ensure they have the necessary supports and resources at their disposal.” The “race to 5G” and small cell wireless infrastructure deployment present new challenges and opportunities for cities. Unlike traditional cellular equipment which is placed high up on single cell towers, small cell technology requires many equipment installations clustered closely together. Cities must balance the business interests of wireless providers eager to densify their networks with the management of increasingly crowded city streets and sidewalks.

Cities also face the threat of increasing preemption of their traditional authority from state and federal policies. Several states have recently passed legislation that severely limits what cities may charge for private sector use of public streets. The Federal Communications Commission and Congress are considering policy changes that would impose new unfunded mandates on cities in the form of radically shortened application timelines and additional limits on rental rates. This guide serves to explain small cell infrastructure and related policy issues in clear terms so that city leaders can thoughtfully plan for small cell deployments in their communities. The guide profiles five U.S. cities – Boston; Lincoln, Neb.; San Jose, Calif.; Raleigh, N.C., and Tempe, Ariz. – and their diverse approaches to small cell wireless infrastructure deployment.

“Thanks to NLC for helping cities to choose how they want to site small cell technology,” said **Mike Lynch, director of broadband and cable for the city of Boston and president of the National Association of Telecommunications Officers and Advisors (NATOA).**

“Small cell deployments are just one part of a bigger broadband infrastructure network, and it’s important that city, state and federal leaders, as well as wireless providers, work together to find the best solutions for each community’s individual needs.” Recommendations for city leaders include:

- 1.** Gaining a full understanding of the technology and important safety considerations.
- 2.** Articulating priorities for accommodating this technology.
- 3.** Creating clear policies for permit review that let both city staff and industry applicants know the expectations.
- 4.** Developing a template right-of-way access policy/agreement, as well as a city pole attachment agreement.

5. Thinking through in advance any beneficial items the city could negotiate with industry in exchange for use of the right-of-way – if allowed by state law.
6. Giving careful consideration to fee structures.

To read the full report, please visit our website at

<https://www.nlc.org/resource/small-cell-wireless-technology-in-cities>  
(<http://icm-tracking.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuOcell-wireless-technology-in-cities&l=20180827135013.0000000b5f95%40mail6-94-usnbn1&X=MHwxMDQ2NzU4OjViODQwMTkzNjc3Nzc4NzhjZjE3MTAyOTs:PKbZS2RqT2ul5qk1Kn2-V48kwI>).

###

*The National League of Cities (NLC) is dedicated to helping city leaders build better communities. NLC is a resource and advocate for 19,000 cities, towns and villages, representing more than 218 million Americans. Learn more at [nlc.org](https://www.nlc.org/) (<https://www.nlc.org/>).*



## City Council Staff Report

DATE: March 18, 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 29<sup>th</sup>, 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 29<sup>th</sup>, 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

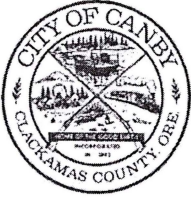
1. Appoint Melody Thompson to the Canby Utility Board.
2. Take no action.

### 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](mailto: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: March 18, 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 15<sup>th</sup>, 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 2<sup>nd</sup>), 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 25<sup>th</sup> policy session. Staff from Business and Community Services and the Assessor's Office attended the March 4<sup>th</sup> 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 + 1<sup>st</sup> 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 18<sup>th</sup>, 2020.

**ADOPTED** this 18<sup>th</sup> 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 15<sup>th</sup> 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 Beavercreek Rd.  
Oregon City, OR 97045

For the City: Economic Development Director  
City of Canby  
222 NE 2<sup>nd</sup> 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**

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

**Proposed Investment (the project)**

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

**If located in a strategic investment zone (SIZ):**

Canby SIZ  
 Name of SIZ, if applicable

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

**Estimated cost of each property type:**

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

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>

\*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 (pending), map of project, 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: Maximize hiring, timely notification, 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.

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 2<sup>nd</sup> Ave. – PO Box 930  
Canby, OR 97013

*via email:* [brownb@canbyoregon.gov](mailto: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 1<sup>st</sup> Ave. with off-set dimensions and stationing
  - Existing Drive locations (primary & secondary) along SE 1<sup>st</sup> Ave. with off-set dimensions and stationing
  - Street cross-sections illustrating proposed improvements at S Walnut, SE 1<sup>st</sup> Ave & S Mulino (NOTE: Cross-sections at SE 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> Ave. (north boundary) and S Mulino Rd. (east boundary). SE 1<sup>st</sup> 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 1<sup>st</sup> Ave. and S Walnut are classified as 'local' streets.

The single family residential properties to the north of SE 1<sup>st</sup> Ave. are within Clackamas County and Clackamas County TSP designates SE 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> Ave. as a 'local' street which allows for a 10ft driveway to driveway spacing.

The spacing of ALL proposed driveways along SE 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> Ave Street & Driveway Plan





OTTEN O'D  
 Landscape Architects, Inc.



PROJECT NAME  
 SHAKESPEARE -  
 CANBY PROGRAM

A NEW  
 DISTRIBUTION  
 FACILITY

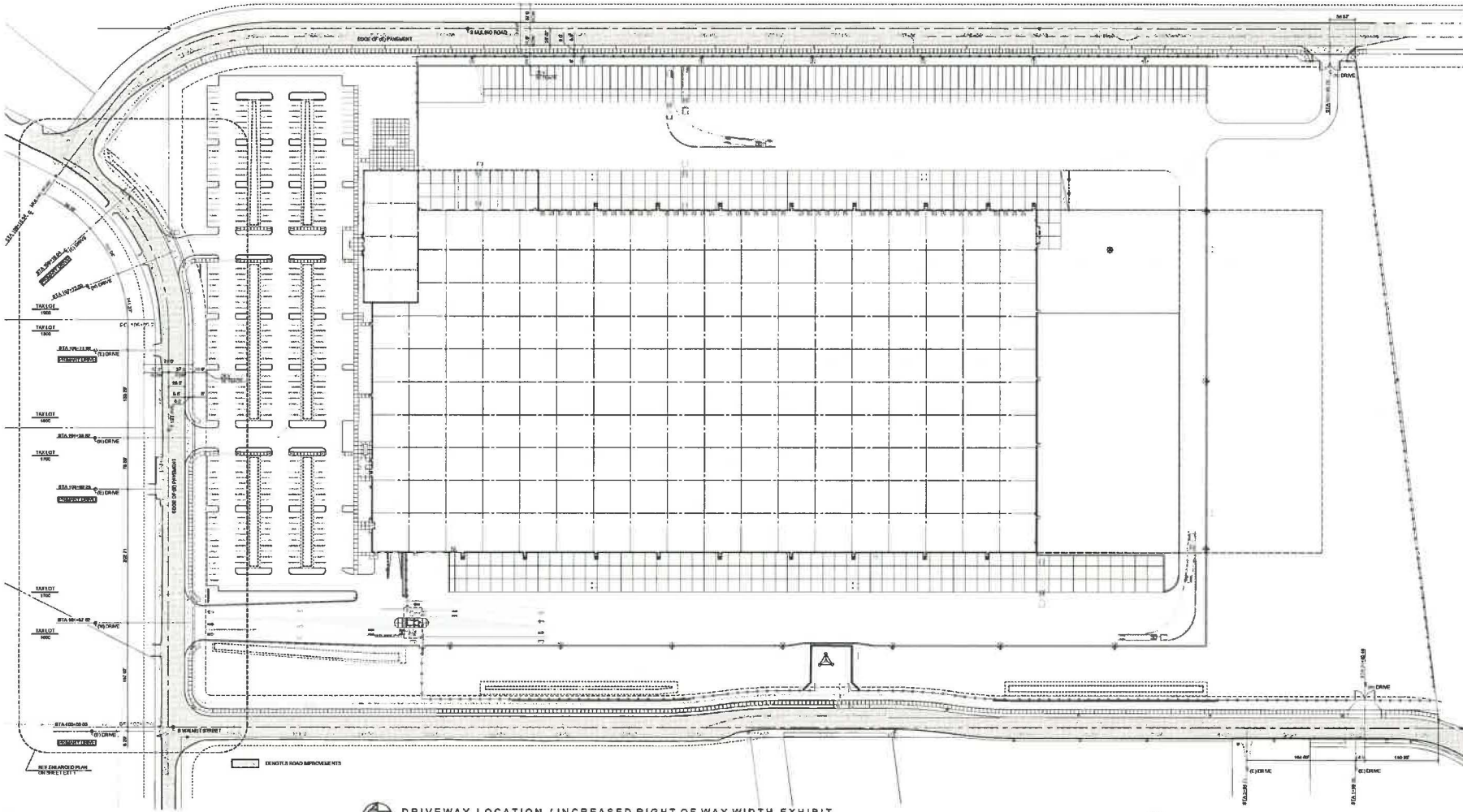
2525 SE FIRST AVENUE  
 CANBY, OREGON  
 97013

REVISION	DATE	DESCRIPTION

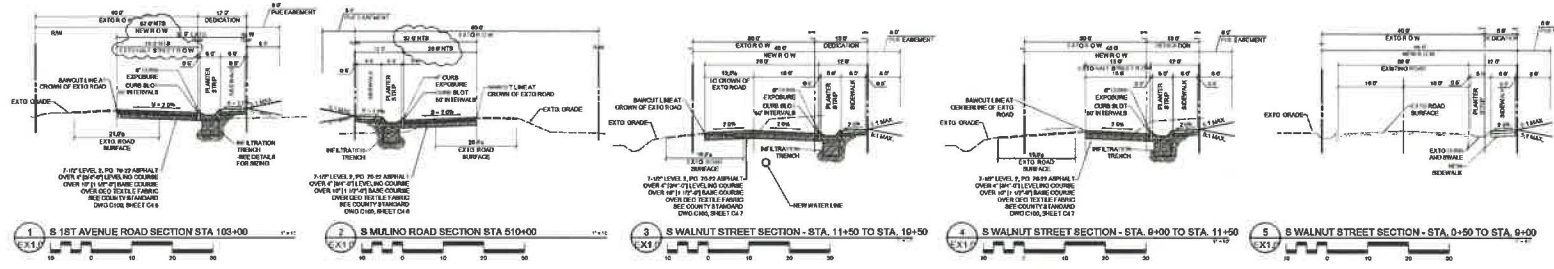
EST 08/21/18			
DATE	SUBMIT 2018	PROJ NO	
SCALE	NOED	NO-0016	
DRAWN	PH	CHECKED	

ROAD  
 IMPROVEMENT  
 EXHIBIT

**EX.10**



DRIVEWAY LOCATION / INCREASED RIGHT OF WAY WIDTH EXHIBIT





AERIAL STREET PLAN OVERLAY



TAX LOT 1900 DRIVEWAY  
PRIMARY DRIVE



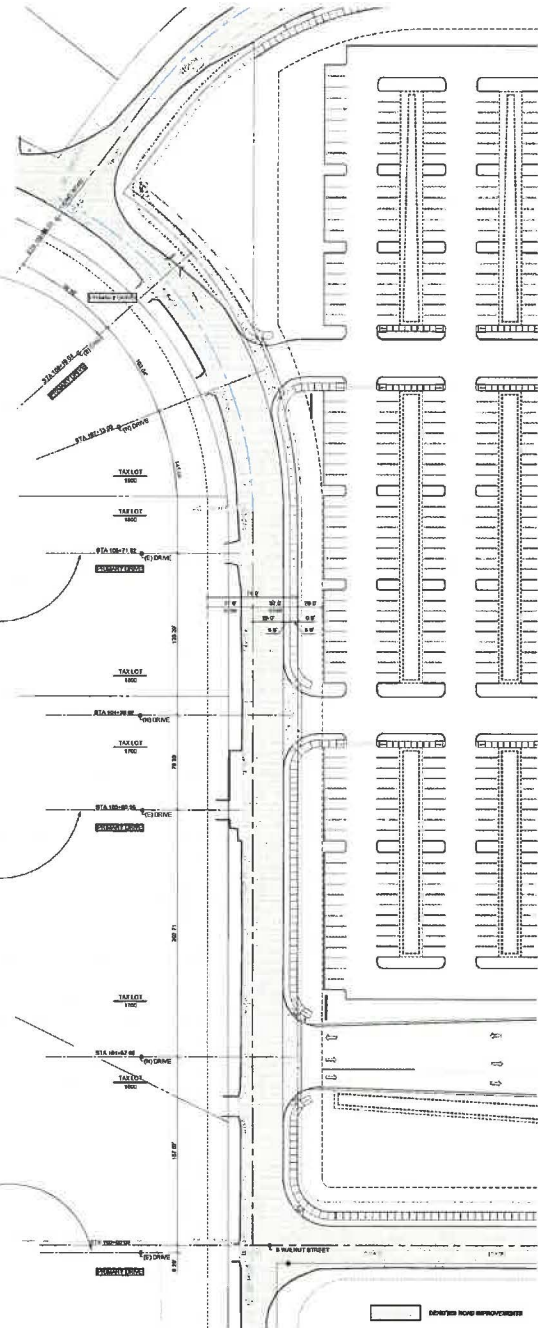
TAX LOT 1800 DRIVEWAY  
PRIMARY DRIVE



TAX LOT 1700 DRIVEWAY  
PRIMARY DRIVE



TAX LOT 1600 DRIVEWAY  
PRIMARY DRIVE



ENLARGED ROADWAY PLAN

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



Interior and Graphics



OTTEN QID  
Landscape Architects, Inc.



PROJECT NAME  
**PROJECT SHAKESPEARE - CANBY PROGRAM**  
  
A NEW DISTRIBUTION FACILITY  
  
2525 SE FIRST AVENUE  
CANBY, OREGON  
97013

REVISIONS

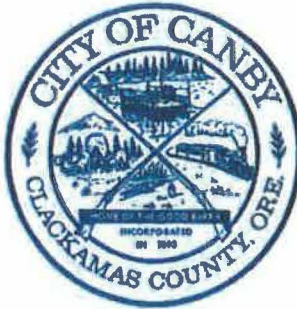
DATE	DESCRIPTION

EST. 1956/16

DATE	NO.	PROJ. NO.
MARCH 2019		
DRAWN: PBI	CHECKED: P	

ROAD IMPROVEMENT EXHIBIT

**EX.1**



# City of Canby

Planning and Building Department

**Sent Via Email**

Steve Sieber, [SSieber@trammellcrow.com](mailto:SSieber@trammellcrow.com)

Jennifer Kimura, [jenniferk@vlmk.com](mailto: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

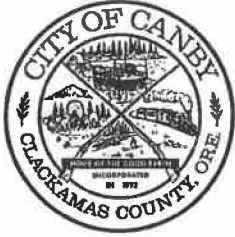
Attachment: Signed Final Findings

**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**

<b>A REQUEST FOR SITE AND DESIGN</b>	)	<b>FINDINGS, CONCLUSION &amp; FINAL ORDER</b>
<b>REVIEW AND CONDITIONAL USE</b>	)	<b>DR 18-10/CUP 18-07</b>
<b>PERMIT FOR SHAKESPEARE PROJECT</b>	)	<b>TRAMMELL CROW</b>
<b>SOUTHWEST CORNER</b>	)	
<b>SE 1<sup>ST</sup> AVE AND S. MULINO ROAD</b>	)	

**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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 13<sup>th</sup> 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 1<sup>st</sup> 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

---

---

---

---

---

---

---

---

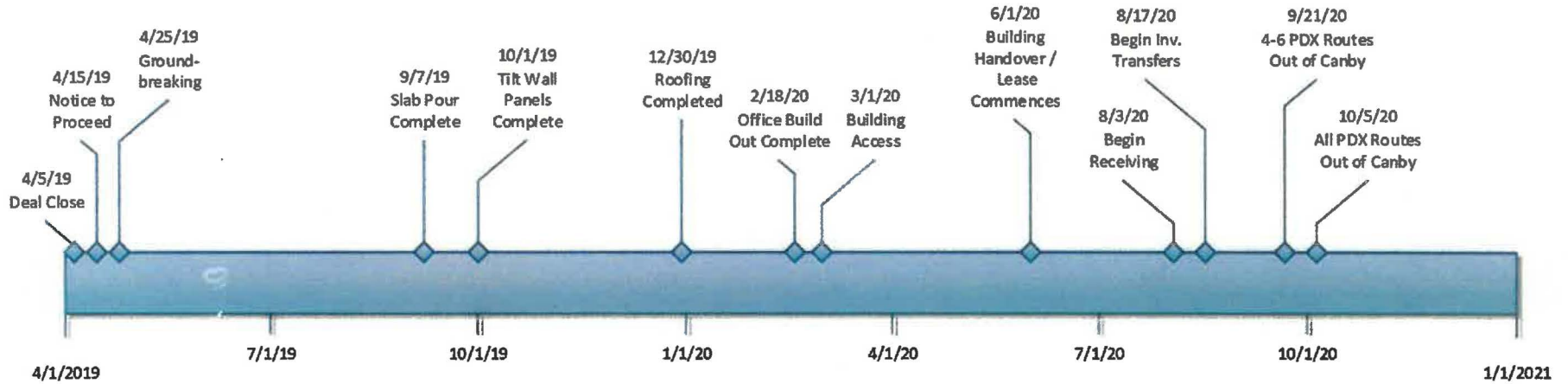
---

---

**For more information, please contact:**

Jamie Stickel, *Economic Development Director*  
503.266.0701  
[StickelJ@CanbyOregon.gov](mailto:StickelJ@CanbyOregon.gov)

# Project Milestones



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

## Project Budget

	<b>Budget</b>
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
<b>Total Building &amp; Land</b>	<b>\$ 62,314,098</b>

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

## **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 1<sup>st</sup>. 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 1<sup>st</sup> 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 1<sup>st</sup> 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 VLKMK'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 1<sup>st</sup>. Ave. The existing PGE power poles which serve a single 1.5 acre 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

- d. Wall panel anchorage & protection curbing – Wall panels shall be attached to the floor with two continuous beads of butyl and support angles installed with legs extending outward (not beneath) panel. Prior to installing wall panels, slab shall be sawcut ¾” wide x 2” dp at the centerline of the panel and filled with insulating foam and butyl sealant. The base of the wall panel shall be protected with a continuous concrete curb at both the interior and exterior of the panel with a minimum 8”w x 16”h curb tapering to 12” at the outside face and finished with a continuous bead of butyl sealant at the panel interface. Curbs shall be anchored to the slab with #5 dowels spaced at 24” oc and reinforced with (2)-#4 cont. rebar with control joints located at 10ft oc and expansion joints aligning with the slab control joints. Curbs shall be finished smooth and painted safety yellow.
  - e. Cooler doors and protection – Cooler shall be provided with (2) freezer style man doors and a minimum of (5) 8x10 high speed vertical lift FasTrax High Performance Doors as manufactured by Rite-Hite or approved equal. Doors shall be equipped with GUI (graphic user interface) operators and protected at the interior and exterior with steel pipe goal post (inverted U-type) bollards embedded 3ft into 24” dia. Concrete footings.
7. Racking and MHS
- a. Racking & MHS – PDC will be providing all steel racking and MHS systems as contracted directly by the user. A preliminary racking plan is included within the drawing package.
8. Dock Equipment & Barricades
- a. Dock loading package – All dock doors will be equipped with 7x8x40,000lb capacity air-bag actuated dock levelers with communicating chock style vehicle restraints, master control panel, z-guards at the door rails, dock shelters, steel faced dock bumpers and LED dock lights.
9. Office Improvements
- a. Office Interior – LRS Architects is in the process of preparing a DD level set of drawings for the office interiors. Contractors shall include the TI allowance for the interior finishes and office build out as referenced in the Addendum No. 1 and provide clarification for MEP systems included with the base bid.
10. Guard shack/canopy and smokers shelter
- a. Guard Shack – The guard shack will be an approximate 9x17 pre-fabricated modular unit with restroom and equipped with all required plumbing and mechanical systems (ductless split system for HVAC). Contractor shall construct the building pad and extend all services to the unit.
  - b. Canopy – Canopy at guard shack/truck entrance will be a pre-engineered system supported by 2 columns located adjacent to the guard shack with cantilevered roof construction to provide an approximate roof coverage of 24ftx36ft with 16ft clear height. Canopy will incorporate drainage and lighting within a concealed metal ceiling system. Contractor shall coordinate the procurement, design and installation of the canopy, construct the foundations and extend all services to the canopy.
  - c. Smokers Shelter – A pre-fabricated covered smoking shelter with approximate plan dimension of 10x15 will be provided at the NE corner of the exterior patio area. The shelter shall include lighting, ventilation and built in seating with vision panels at the perimeter.
11. Plumbing & Site Utilities

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

## 12. HVAC

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

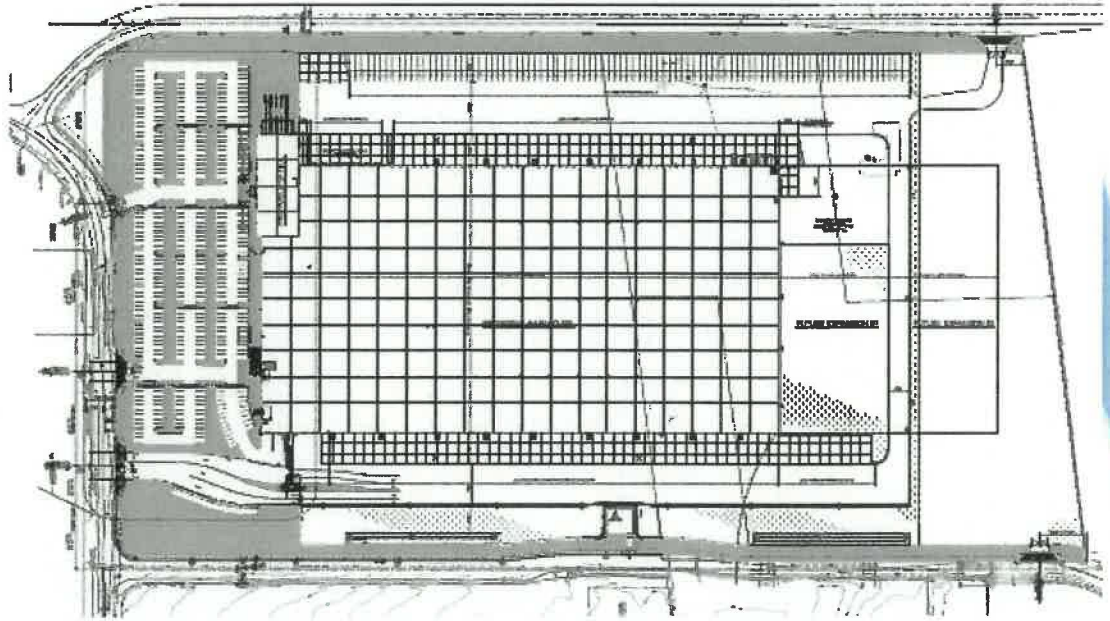
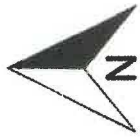
## 13. Fire Protection

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

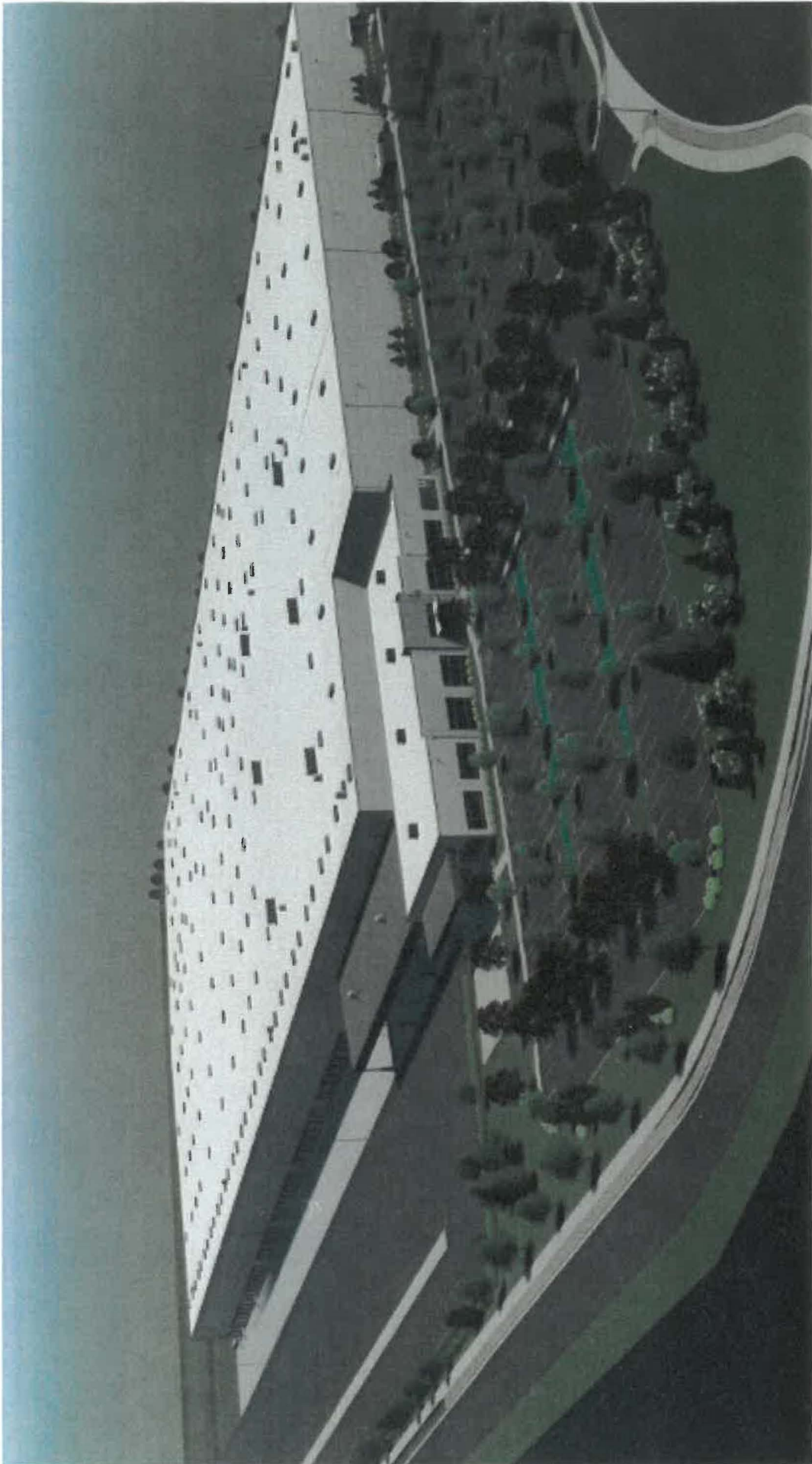
## 14. Electrical

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

# Project Description











## **Project Description (revised March 4, 2020)**

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.

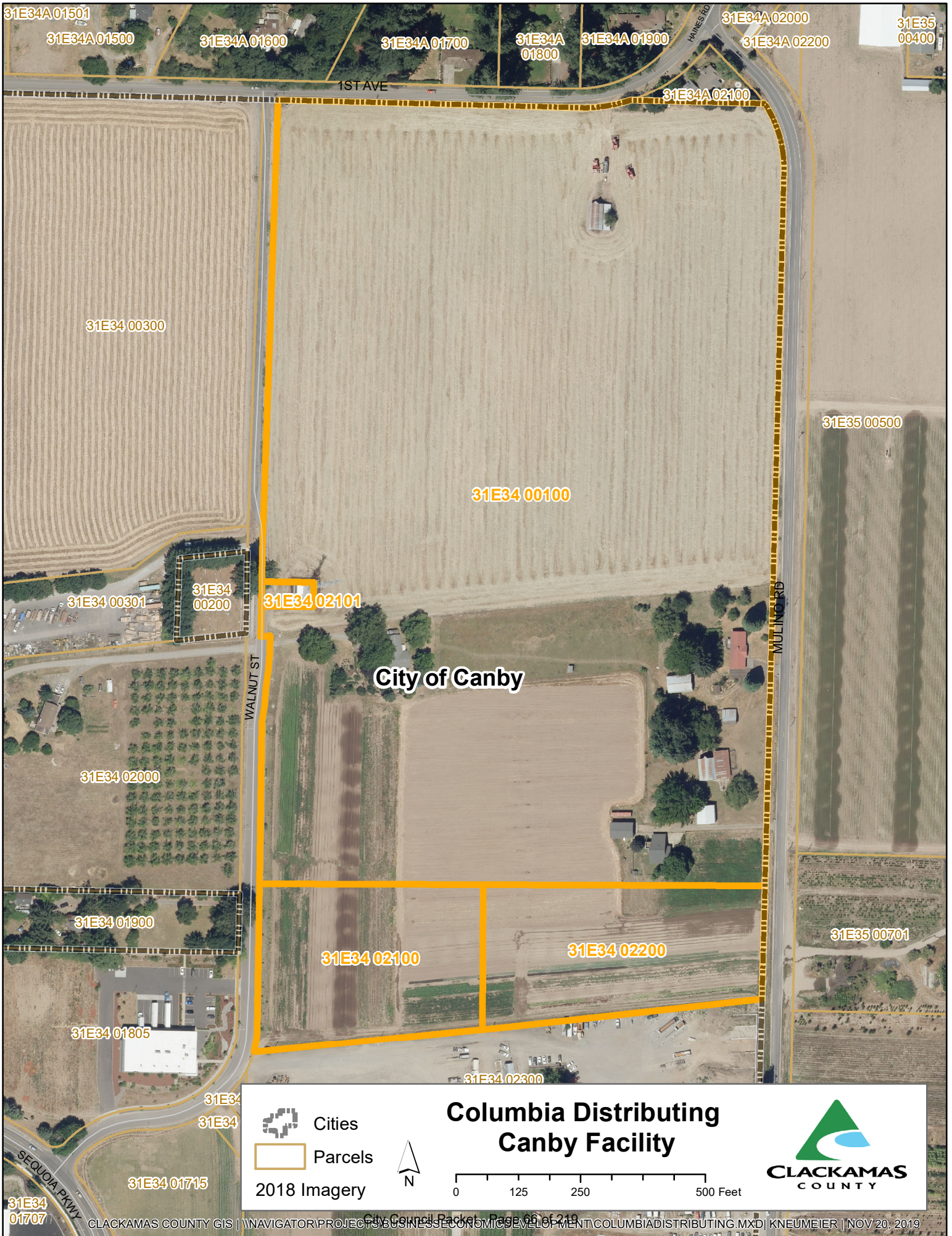
Once fully operational Columbia expects to employ roughly 300 full time employees out of the facility. These employees will receive, pick and deliver in excess of 16 million cases of product per year.

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.



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


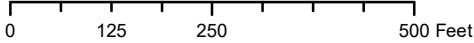
(foundation, walls, roof), refrigeration and other tenant improvements. The other real and personal property consists primarily of racking, cabling, furniture and other office improvements.


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.



**Columbia Distributing Canby Facility**

 Cities  
 Parcels  
 2018 Imagery

 N  
 0 125 250 500 Feet


**CLACKAMAS COUNTY**

## 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: CFO  
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			1 year - 2020 Estimated Community Service Fee if Uniformly Distributed	1 year 2020 Estimated Taxes of \$371,342 on Taxable Property
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																			
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																	
<b>Education Total</b>	<b>4.7145</b>																																				
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																	
<b>Gener Government Total</b>	<b>10.3428</b>																																				
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																	
<b>Excluded from Limit Total</b>	<b>1.9747</b>																																				
<b>Abated Tax:</b>	<b>17.0320</b>	<b>370,489</b>	<b>381,604</b>	<b>393,052</b>	<b>404,844</b>	<b>416,989</b>	<b>429,499</b>	<b>442,384</b>	<b>455,655</b>	<b>469,325</b>	<b>483,404</b>	<b>497,907</b>	<b>512,844</b>	<b>528,229</b>	<b>544,076</b>	<b>560,398</b>	<b>6,890,698</b>																				
<b>Community Service Fee</b>	<b>25%</b>	<b>92,622</b>	<b>95,401</b>	<b>98,263</b>	<b>101,211</b>	<b>104,247</b>	<b>107,375</b>	<b>110,596</b>	<b>113,914</b>	<b>117,331</b>	<b>120,851</b>	<b>124,477</b>	<b>128,211</b>	<b>132,057</b>	<b>136,019</b>	<b>140,100</b>	<b>1,722,674</b>	<b>100.00%</b>	<b>92,622</b>																		
<b>Estimated Taxes Imposed</b>																				<b>371,342</b>																	

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



# 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: March 18, 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 18<sup>th</sup> 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](http://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 25<sup>th</sup> 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](http://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 1<sup>st</sup> 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: March 18, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Amanda Zeiber, Interim City Administrator

FROM: Melissa Bisset, City Recorder

ITEM: Ordinance No. 1523: An Ordinance amending Canby Municipal Code Chapter 8.16

### Summary

The current Fire Prevention Code references specific years of Fire Codes. Staff met with Canby Fire District Division Chief Matt English and reviewed the Fire Code.

### Discussion

The proposed Ordinance removes references to specific dates of Fire Code. Removing the date specific references will allow for the code to stay current without having to amend the Canby Municipal Code each time the State of Oregon and International Fire Code changes.

### Attachments

Ordinance No. 1523

### Fiscal Impact

None.

### Options

1. Approve Ordinance No. 1523.
2. Not approve Ordinance No. 1523.
3. Table Ordinance No. 1523.

### Recommendation

Staff recommends Council approves Ordinance No. 1523.

### Proposed Motion

"I move to approve Ordinance No. 1523, an Ordinance amending Canby Municipal Code Chapter 8/16, Fire Prevention Code."

## ORDINANCE NO. 1523

### AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 8.16: FIRE PREVENTION CODE.

WHEREAS, Chapter 8.16 of the Canby Municipal Code contains the Fire Prevention Code for the City of Canby; and

WHEREAS, the Canby Fire District has proposed changes to Chapter 8.16 so it is current.

### NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

**Section 1.** Chapter 8.16 of the Canby Municipal Code is amended to read as noted. All other sections, shall remain in full force and effect as they presently appear.

#### **§ 8.16.010 Adoption of Fire Code.**

There is adopted by the City Council, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the State of Oregon 2004 Fire Code Amendments based on 2003 International Fire Code, save and except those portions of the code as are deleted, modified or amended in this chapter. Not fewer than 3 copies of the Fire Code as adopted in this section, are to be kept on file in the office of the city's Fire Department, and 1 copy of the Fire Code shall be kept on file in the office of the Building Official as a part of this chapter. The State of Oregon 2004 Fire Code Amendments based on International Fire Code are adopted by reference as if the same were fully set out at length in this chapter; and from the effective date of this chapter shall take effect, and the provisions thereof shall be controlling within the limits of the city.

#### **§ 8.16.020 Establishment and duties of Bureau of Fire Prevention.**

A. The Fire and Life Safety Code shall be enforced by the Bureau of Fire Prevention in the Fire Department of the city, which is established and which shall be operated under the supervision of the Chief of the Fire Department.

B. The Chief of the Fire Department may detail members of the Fire Department as inspectors as shall from time to time be necessary.

#### **§ 8.16.030 Definitions.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Chief of the Bureau of Fire (Prevention) shall mean either Fire Chief or Fire Marshal.

Corporation Counsel, whenever used in the Fire and Life Safety Code, shall mean the attorney for the city.

Jurisdiction, whenever used in the Fire and Life Safety Code, shall mean the City of Canby, Clackamas County, State of Oregon.

#### **§ 8.16.040 Storage of flammable or combustible liquids in outside, aboveground tanks; where prohibited.**



A. The outside, aboveground storage of flammable or combustible liquids, as defined in the Fire and Life Safety Code, is prohibited in all areas of the city which are zoned for commercial development.

B. The development of new bulk plants for flammable or combustible liquids, as defined in the Fire and Life Safety Code, is prohibited in all areas of the city which are zoned for residential or commercial development.

**§ 8.16.050 Bulk storage of liquefied petroleum gases; restrictions.**

The limits referred to in the Fire and Life Safety Code, in which bulk storage of liquefied petroleum gas is restricted, are established as including all areas of the city which are zoned for commercial development.

**§ 8.16.060 Storage of explosives and blasting agents; where prohibited.**

The storage of explosives and blasting agents, as defined in the Fire and Life Safety Code, is prohibited in all areas of the city which are zoned for residential or commercial development.

**§ 8.16.070 Penalty.**

A. 1. Any person who shall violate any provision of this chapter, including the Fire and Life Safety Code adopted by reference, or who shall fail to comply therewith; who shall violate or fail to comply with any order made thereunder; who shall build in violation of any detailed statement of specification or plans submitted and approved hereunder, or any certificate or permit issued thereunder and from which no appeal has been taken; or who shall fail to comply with an order as affirmed or modified by the City Council or by a court of competent jurisdiction within the time fixed herein, shall severally for each and every violation and noncompliance, respectively, be guilty of a misdemeanor punishable by a fine of not less than \$100 nor more than \$500.

2. The imposition of 1 penalty for any violation shall not excuse the violation or permit it to continue; and all these persons shall be required to correct or remedy the violations or defects within a reasonable time.

3. When not otherwise specified, each 10 days that prohibited conditions are maintained or permitted to exist shall constitute a separate offense.

B. The application of the penalties prescribed in the foregoing paragraph shall not be held to prevent the enforced removal of prohibited conditions.

**§ 8.16.080 Nonliability for damages.**

The adoption of the Fire and Life Safety Code, ~~1994 edition~~ and any amendments thereto as the fire code for the city shall not be construed to hold the city, its officers, agents or employees responsible for any damage to persons or property by reason of the inspection or reinspection authorized by the Fire and Life Safety Code, or for failure to inspect or reinspect on a permit issued or denied for use of any equipment for which a permit is required.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 18, 2020, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, April 1, 2020, commencing at the hour of 7:00 PM in the Council Meeting Chambers located at 222 NW 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor, Canby, Oregon.

---

Melissa Bisset, CMC

City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 1<sup>st</sup> day of April 2020, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Brian Hodson  
Mayor

ATTEST:

\_\_\_\_\_  
Melissa Bisset, CMC  
City Recorder



**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 <sup>th</sup>
Budget Committee	1	3	February 19 <sup>th</sup>
Canby Utility Board	1	3	Scheduled for March 18 <sup>th</sup>
Transit Advisory Committee	2	2	Scheduled for April
Urban Renewal Agency Budget Committee	2	4	February 19 <sup>th</sup>

**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 14<sup>th</sup>, 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 150<sup>th</sup> Anniversary logo to be used in marketing, window decals, and on banners throughout downtown. The official kickoff is slated for the March 4<sup>th</sup> 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 3<sup>rd</sup> 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 15<sup>th</sup> 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 25<sup>th</sup>. 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 10<sup>th</sup>, 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 15<sup>th</sup> 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 150<sup>th</sup> 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>
<b>Accounts Payable</b>						
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		
<b>Payroll</b>						
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		
<b>Transit Tax Collection</b>						
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		
<b>Utility Billing</b>						
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		
<b>General Ledger</b>						
Total Journal entries:	532	286	438	294		
<b>Cash Receipts Processed</b>						
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	<b>58</b>			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	<b>60</b>			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
<b>\$31,824.74</b>

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
<b>\$24,493.46</b>

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 20<sup>th</sup> (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 3<sup>rd</sup>, 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 9<sup>th</sup> and 10<sup>th</sup> 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 13<sup>th</sup>, 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 24<sup>th</sup>. 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 20<sup>th</sup>.

### **Programming:**

- The library is working with the Heritage and Landmark Commission to plan programs and events for Canby's 150<sup>th</sup> 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 2<sup>nd</sup> and ends March 16<sup>th</sup>. 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 20<sup>th</sup>. 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		Friends Sponsore Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM			
	Date		Adults	Teen	Children		Adult	Teen	Children's	Family
<b>CHILDREN</b>										
<b>Storytimes</b>										
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
<b>FAMILY</b>										
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
<b>TOTAL</b>			<b>106</b>	<b>0</b>	<b>206</b>	<b>325</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>8</b>
<b>HISPANIC FAMILY AND CHILDREN'S PROGRAMS</b>										
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								
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CHILDREN'S AND FAMILY PROGRAMS</b>			<b>106</b>	<b>0</b>	<b>206</b>	<b>325</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>8</b>
<b>TEENS</b>										
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
<b>TOTAL TEEN PROGRAMS</b>			<b>14</b>	<b>170</b>	<b>0</b>	<b>184</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>
<b>ADULT</b>										
<b>General Programs</b>										
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
<b>Book Clubs</b>										
Book Group -	2/20/2020	no	13	0	0	13	1	0	0	0
<b>Instruction Classes</b>										
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
<b>TOTAL</b>			<b>133</b>	<b>0</b>	<b>0</b>	<b>133</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ADULT HISPANIC PROGRAMMING</b>										
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
<b>TOTAL</b>			<b>53</b>	<b>0</b>	<b>0</b>	<b>53</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ADULT PROGRAMS</b>			<b>186</b>	<b>0</b>	<b>0</b>	<b>186</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL PROGRAMS</b>			<b>306</b>	<b>170</b>	<b>206</b>	<b>695</b>	<b>25</b>	<b>14</b>	<b>13</b>	<b>8</b>
Library Tours	None									
<b>TOTAL</b>										
Outreach - Not in the library										
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



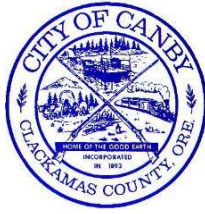
Jan-20		Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM			
Date	Adults		Teen	Children	Adult		Teen	Children's	Family	
<b>CHILDREN</b>										
Storytimes										
Toddler Time (ages 1-3)	1/8/2020	yes	8	0	13	21	0	0	1	0
Toddler Time (ages 1-3)	1/15/2020	yes	16	0	17	0	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
<b>FAMILY</b>										
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
<b>TOTAL</b>			<b>132</b>	<b>0</b>	<b>198</b>	<b>383</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>7</b>
<b>HISPANIC FAMILY AND CHILDREN'S PROGRAMS</b>										
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								
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CHILDREN'S AND FAMILY PROGRAMS</b>			<b>132</b>	<b>0</b>	<b>198</b>	<b>383</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>7</b>
<b>TEENS</b>										
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
<b>TOTAL TEEN PROGRAMS</b>			<b>12</b>	<b>157</b>	<b>0</b>	<b>169</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>
<b>ADULT</b>										
<b>Music in the Stacks</b>										
Orchard Mountain String Band	1/4/2020	yes	39	0	0	39	1	0	0	0
<b>General Programs</b>										
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
<b>Book Clubs</b>										
Book Group -	1/16/2020	no	9	0	0	9	1	0	0	0
<b>Instruction Classes</b>										
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
<b>TOTAL</b>			<b>174</b>	<b>0</b>	<b>0</b>	<b>174</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ADULT HISPANIC PROGRAMMING</b>										
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
<b>TOTAL</b>			<b>62</b>	<b>0</b>	<b>0</b>	<b>62</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ADULT PROGRAMS</b>			<b>236</b>	<b>0</b>	<b>0</b>	<b>236</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL PROGRAMS</b>			<b>380</b>	<b>157</b>	<b>198</b>	<b>788</b>	<b>25</b>	<b>11</b>	<b>13</b>	<b>7</b>
Library Tours	None									
<b>TOTAL</b>										
<b>Outreach - Not in the library</b>										
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	1/27/2020	no	0	0	44	44	0	0	0	1
<b>TOTAL</b>			<b>54</b>	<b>0</b>	<b>97</b>	<b>151</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>

## 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					5,130
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					9,265
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
<b>Misdemeanors</b>		
Offenses Filed	26	17
Cases Filed	17	12
Warrants Issued	15	8
<b>Misdemeanor Case Detail</b>		
Diversion/Deferred Sentence	8	3
Offenses Dismissed	16	5
Offenses Sentenced	14	11
Offenses not filed by City Prosecutor	5	4
<b>Traffic &amp; Other Violations</b>		
Offenses Filed	123	174
Cases/Citations Filed	83	160
Parking Citations Filed	10	10
<b>Traffic &amp; Other Violations Case Detail</b>		
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
<b>Traffic and Criminal Trials</b>		
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.

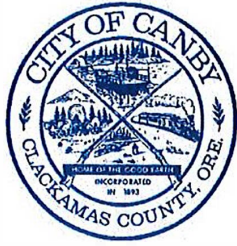
If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

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
	<b>Snapshot of Actual Hours</b>		
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 <sup>th</sup> 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 1<sup>st</sup> Ave., NW 2<sup>nd</sup> 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 (19<sup>th</sup> 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

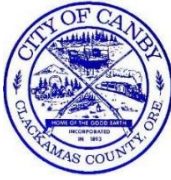
At the cemetery storm debris removal, mowing, floral decoration cleanup and sexton duties were performed. Canby Municipal Courts community service referrals were utilized at the cemetery. **For January and February we received 29.5 hours of labor at the cemetery from the court referrals.**

**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

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								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																								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		





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
<b>Property Crimes Reported</b>		
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
<b>Person Crimes Reported</b>		
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
<b>Arrests</b>		
Warrant Arrests (and contempt of court, restraining order, parole violations)	14	11
Adult and Juvenile Custodies (includes juvenile curfew)	39	32
<b>Drug Crimes</b>		
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
<b>Traffic Crimes, Accidents, Citations</b>		
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 4<sup>th</sup> 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.



<b>January Streets</b>	<b>Total Hours</b>
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

<b>February Streets</b>	<b>Total Hours</b>
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.



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

<b>February Sewer</b>	<b>Total Hours</b>
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 2<sup>nd</sup> 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 15<sup>th</sup> 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

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

<b><u>Audience Overview</u></b>	<b><u>January</u></b>	<b><u>February</u></b>
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*

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

<b><u>Browser &amp; Operating System</u></b>	<b><u>January - Top 5 Browsers</u></b>	<b><u>February - Top 5 Browsers</u></b>
	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*

<b><u>Overview (Technology)</u></b>	<b><u>January</u></b>	<b><u>February</u></b>
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*

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

*iPhone & iPad continue to dominate mobile device preference*

<b><u>Landing Pages (top 5)</u></b>	<b><u>January</u></b>	<b><u>February</u></b>
	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)

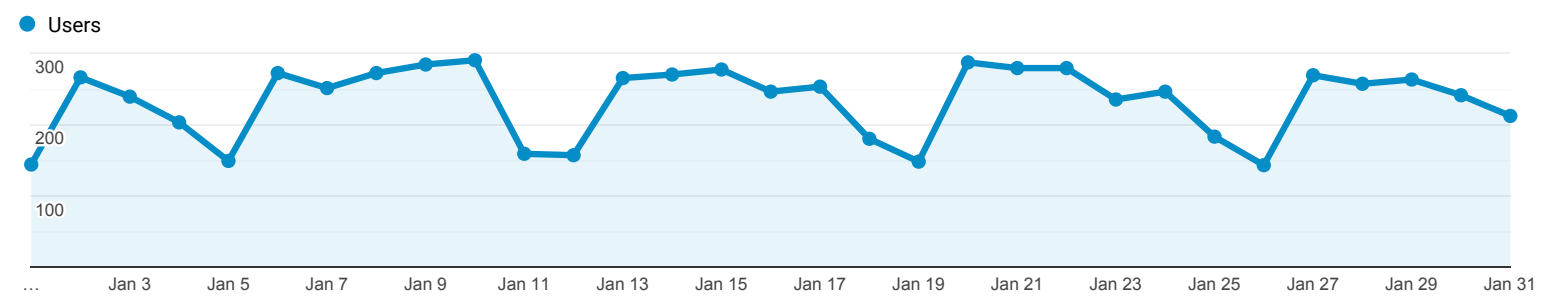
**New Sessions/Users** (percent of total users who came your site for the first time)

**Audience Overview**

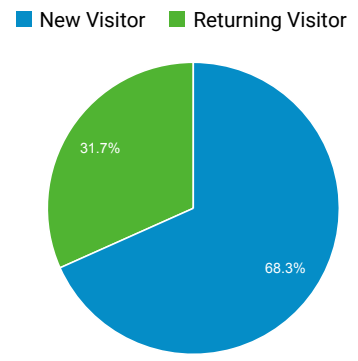
Jan 1, 2020 - Jan 31, 2020

All Users  
100.00% Users

**Overview**



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

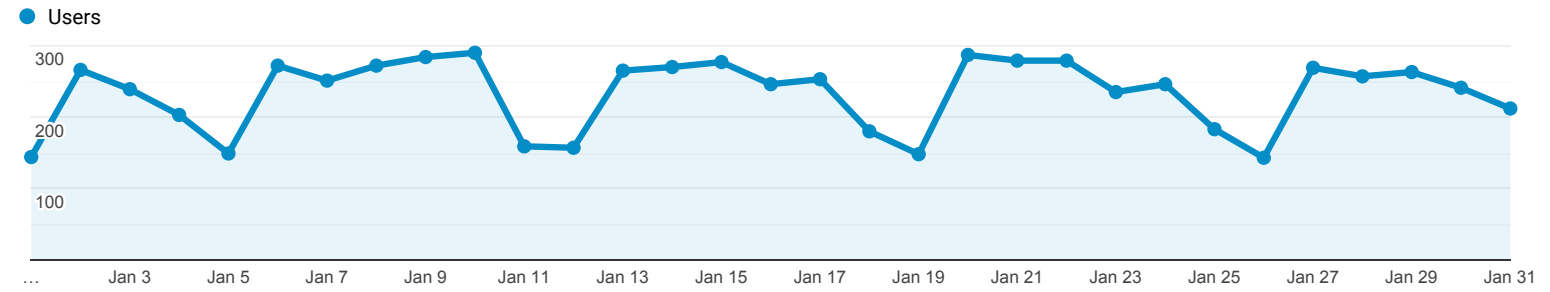
New vs Returning

● All Users  
100.00% Users

Jan 1, 2020 - Jan 31, 2020

Explorer

Summary



User Type	Users	Users	Contribution to total: Users
	<b>5,541</b> % of Total: 100.00% (5,541)	<b>5,541</b> % of Total: 100.00% (5,541)	
1. <span style="color: blue;">■</span> New Visitor	<b>4,763</b>	68.32%	
2. <span style="color: green;">■</span> Returning Visitor	<b>2,209</b>	31.68%	

Rows 1 - 2 of 2



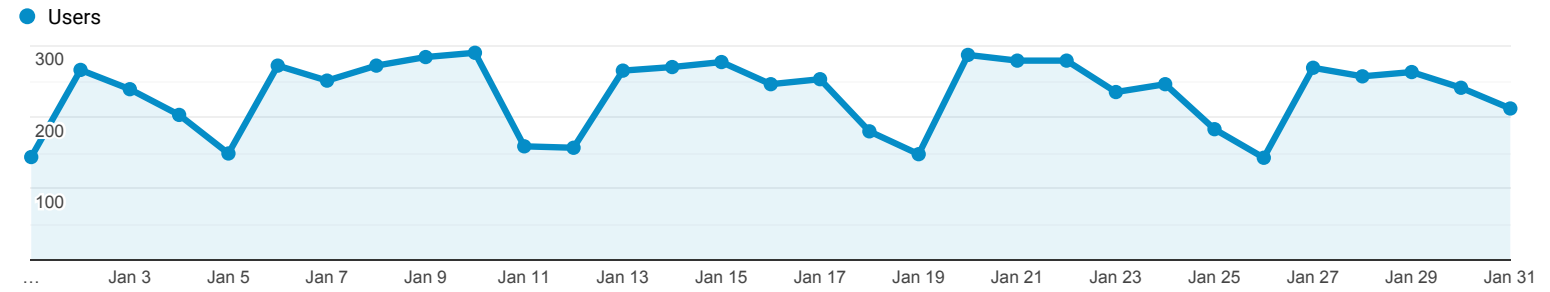
Browser & OS

**All Users**  
100.00% Users

Jan 1, 2020 - Jan 31, 2020

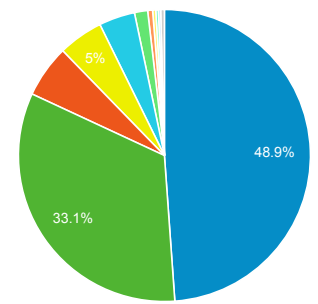
Explorer

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

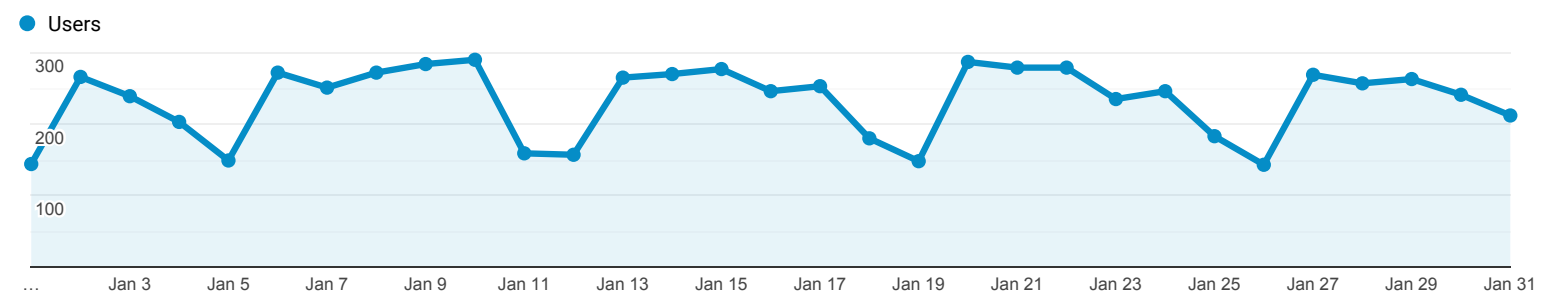
Overview

○ All Users  
100.00% Users

Jan 1, 2020 - Jan 31, 2020

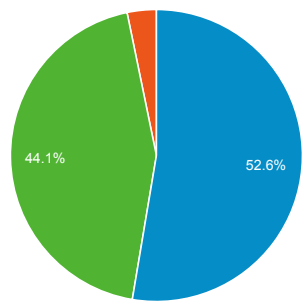
Explorer

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

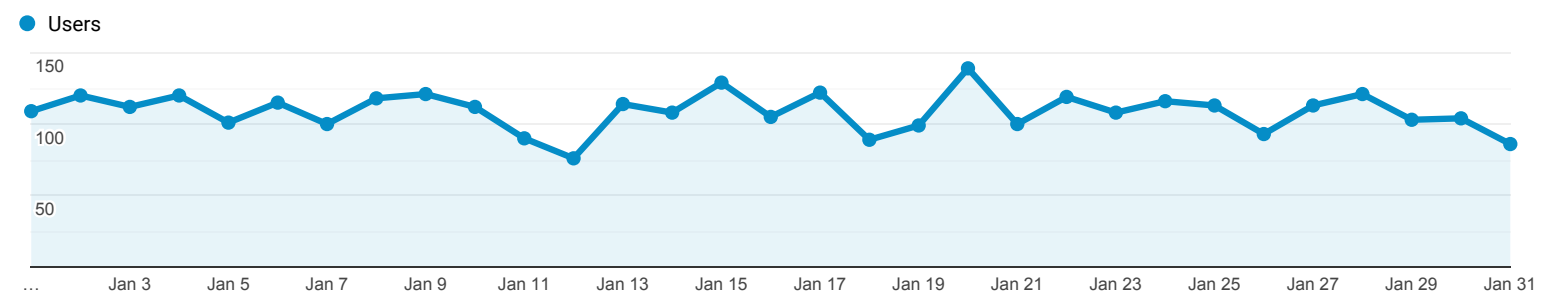
Devices

**All Users**  
47.36% Users

Jan 1, 2020 - Jan 31, 2020

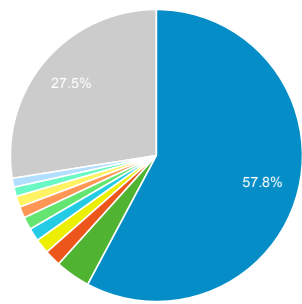
Explorer

Summary



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

Contribution to total: Users



Rows 1 - 10 of 264

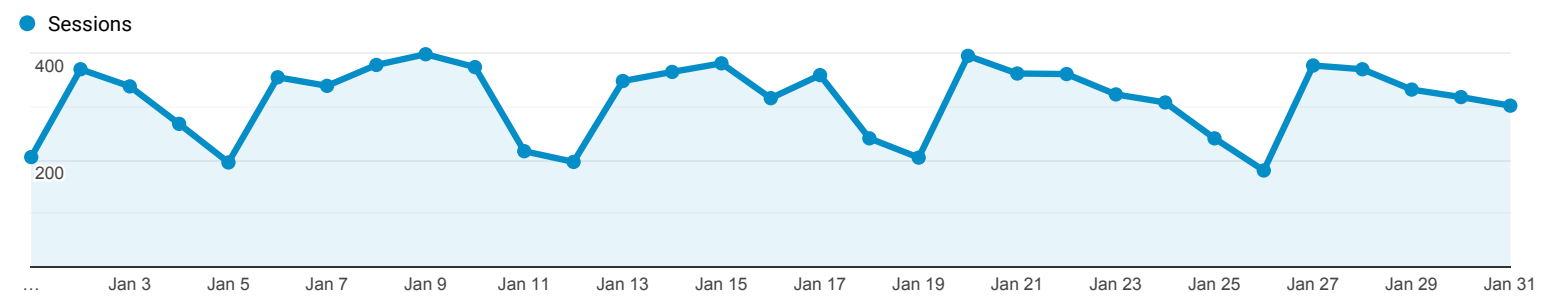
Landing Pages

**All Users**  
100.00% Entrances

Jan 1, 2020 - Jan 31, 2020

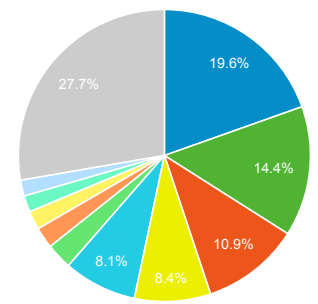
Explorer

Summary



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

Contribution to total: Sessions



Rows 1 - 10 of 140

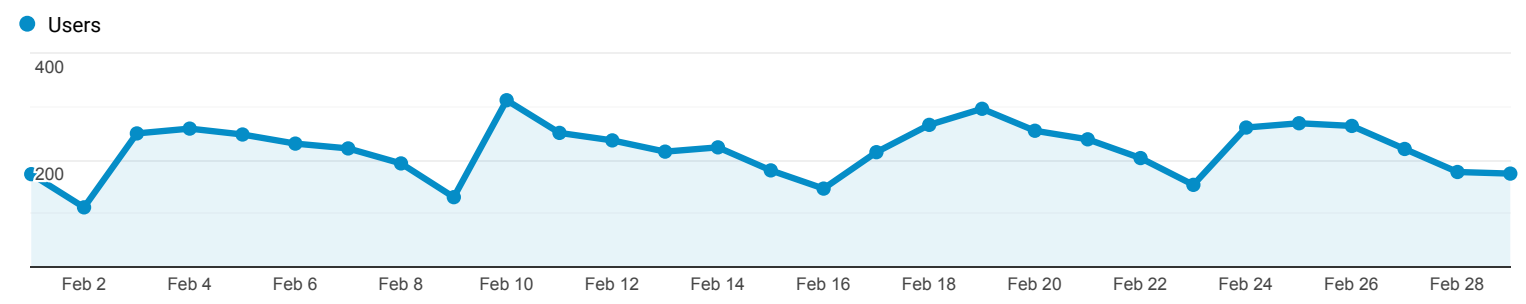
# February 2020

**Audience Overview**

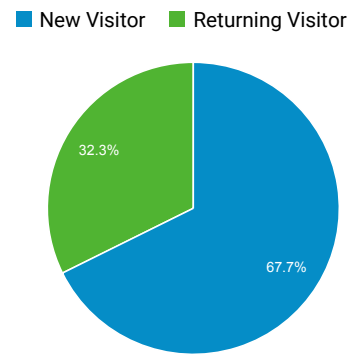
Feb 1, 2020 - Feb 29, 2020

All Users  
100.00% Users

**Overview**



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

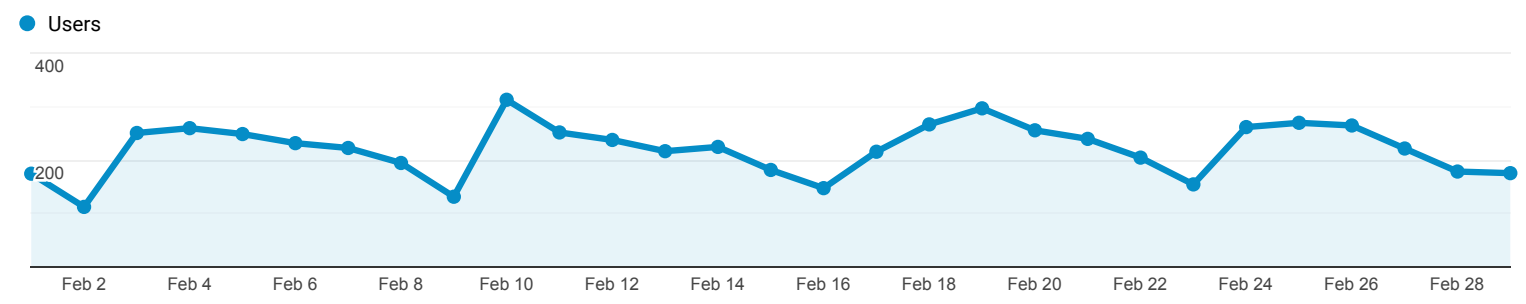
### New vs Returning

**All Users**  
100.00% Users

Feb 1, 2020 - Feb 29, 2020

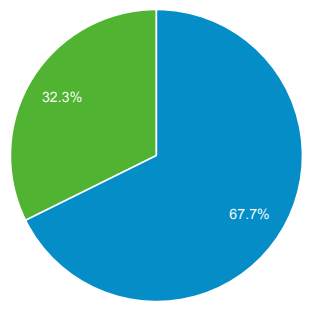
**Explorer**

Summary



User Type	Users	Users
	<b>5,064</b> % of Total: 100.00% (5,064)	<b>5,064</b> % of Total: 100.00% (5,064)
1. <span style="color: blue;">■</span> New Visitor	<b>4,279</b>	67.68%
2. <span style="color: green;">■</span> Returning Visitor	<b>2,043</b>	32.32%

Contribution to total: **Users**



Rows 1 - 2 of 2

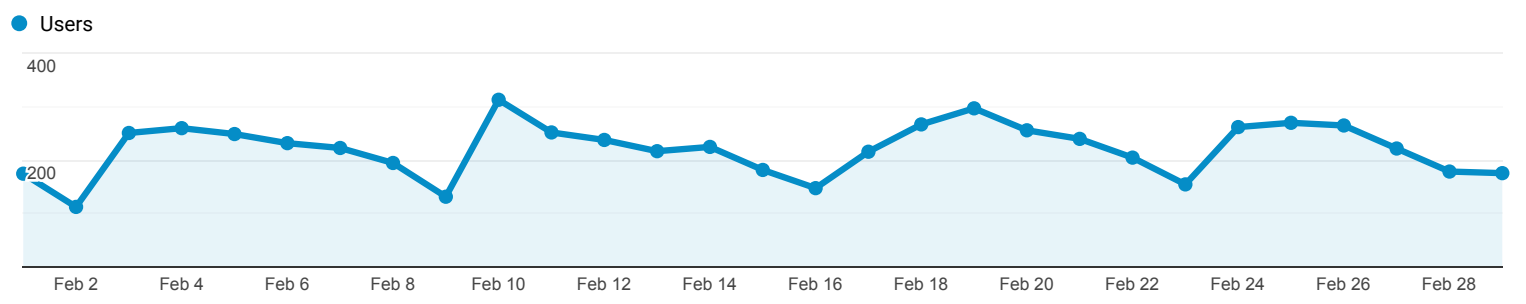
Browser & OS

Feb 1, 2020 - Feb 29, 2020

All Users  
100.00% Users

Explorer

Summary



Browser	Users	Users	Contribution to total: 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%	

Rows 1 - 10 of 18



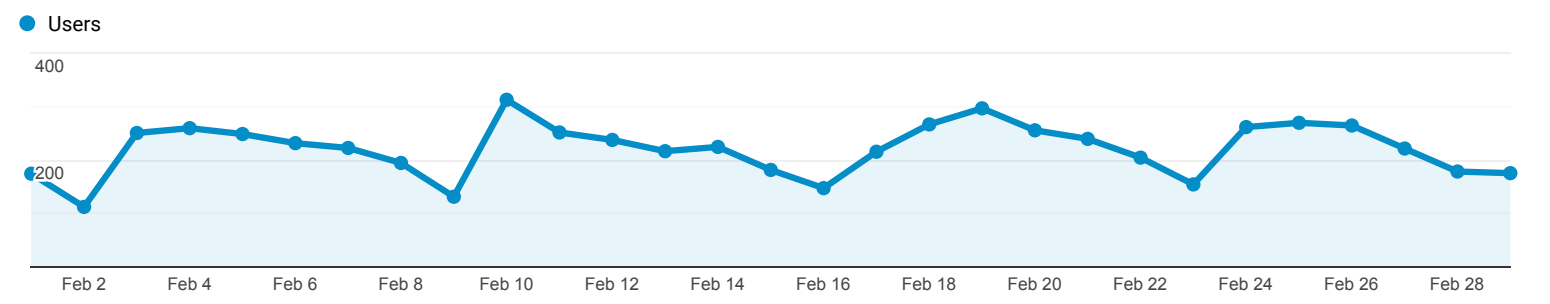
Overview

**All Users**  
100.00% Users

Feb 1, 2020 - Feb 29, 2020

Explorer

Summary



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

Rows 1 - 3 of 3

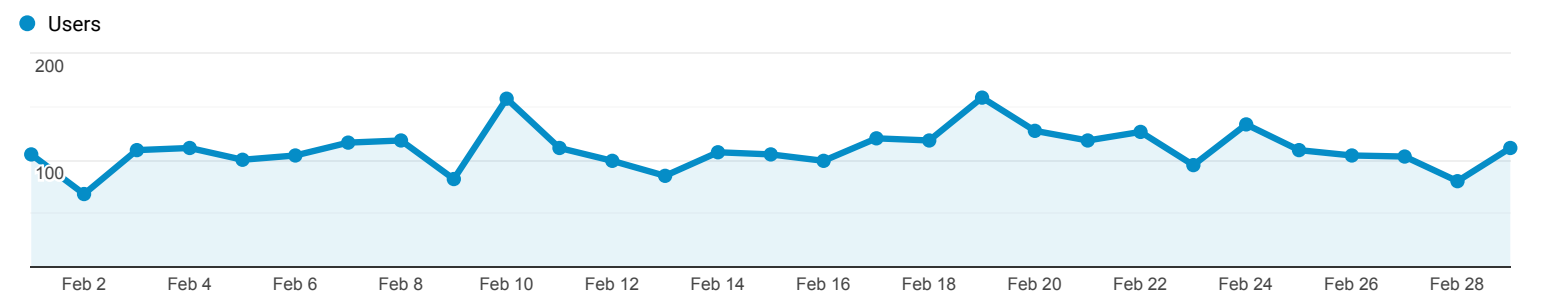
Devices

**All Users**  
50.14% Users

Feb 1, 2020 - Feb 29, 2020

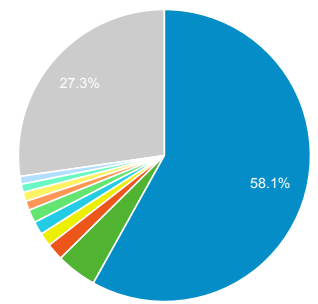
Explorer

Summary



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

Contribution to total: Users



Rows 1 - 10 of 263

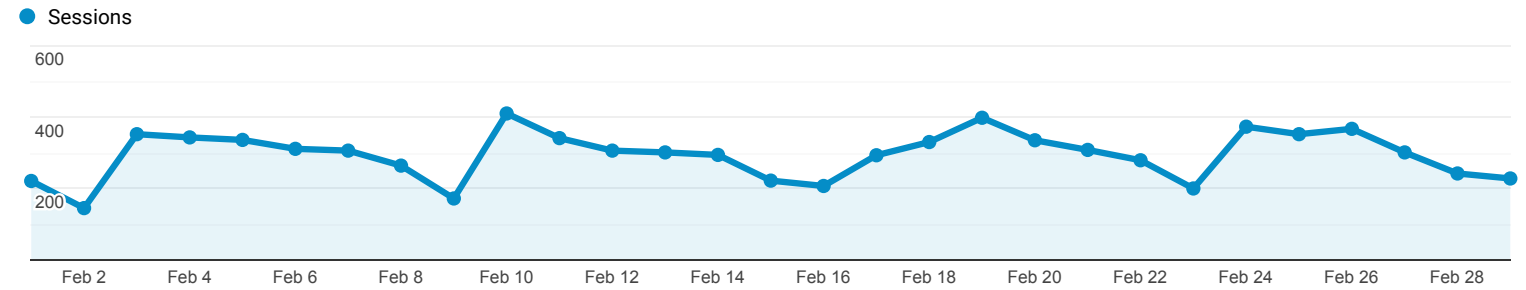
Landing Pages

**All Users**  
100.00% Entrances

Feb 1, 2020 - Feb 29, 2020

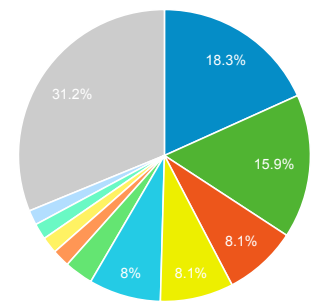
Explorer

Summary



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

Contribution to total: Sessions



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 3<sup>rd</sup> 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.

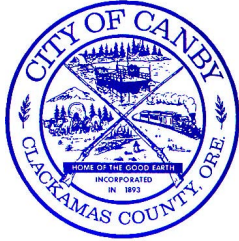
4) Collisions and Incidents

On January 22<sup>nd</sup> 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 8<sup>th</sup> Julie Wehling participated in the South Clackamas Transportation District's Transit Master Planning process.
- On January 23<sup>rd</sup> the Transit Advisory Committee held their regular meeting.
- On January 18<sup>th</sup> MV held a driver safety meeting.
- On February 6<sup>th</sup> Julie Wehling attended the C4 meeting in Oregon City.
- On February 12<sup>th</sup> 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 20<sup>th</sup> Julie Wehling participated via conference call in a TriMet HB2017 Regional Coordination Technical Committee meeting held in Portland.
- On February 22<sup>nd</sup> MV held a driver safety meeting.
- On February 26<sup>th</sup> 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.



# 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: March 18, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Amanda Zeiber, Interim City Administrator

FROM: Jamie Stickel, Economic Development Director

ITEM: Requests for Expression of Interest for the former Library Building

---

### Summary

Discussion regarding redevelopment proposals received for the former Canby Public Library Building, located at 292 N. Holly Street.

### Background

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

The City contracted LRS Architects – who had completed previous façade renderings through a Clackamas County grant – to work on preliminary renderings for the redevelopment of the public market with office space. In addition to the renderings, the architects provided a cost analysis of the exterior and interior renovations necessary to upgrade the building. The estimates for the public market were substantially over budget. In January 2020, the City of Canby received an increase in interest for the former library building. The City Council determined it was best to reopen the Requests for Expressions of Interest for the month of February.

### Discussion

The City of Canby opened the Requests for Expressions of Interest (RFEI) after the January 15<sup>th</sup> City Council Work Session. The Economic Development Department promoted the RFEI through the City of Canby and Canby Business Facebook pages, Business Oregon's online property database, and on the City's website. Additionally, it was sent to those who previously submitted proposals for the 2017 and 2018 RFEI.

The City received five proposals for the former library from the following:

- Canby Brewing Company
- Neighborhood Health Centers



- OC Brewing Company (The Beer Library)
- Ray Kahut
- Thelma's Place

### **Attachments**

- Canby Brewing Company Proposal
- Neighborhood Health Centers Proposal
- Oregon City Brewing Co Proposal (The Beer Library)
- Ray Kahut Proposal
- Thelma's Place Proposal

### **Fiscal Impact**

None.

### **Options**

1. Review proposals and direct staff to enter into an exclusive negotiation agreement.
2. Review proposals and direct staff to reopen the Requests for Expressions of Interest.

### **Recommendation**

None.

### **Direction**

Direct staff to enter into an exclusive negotiation agreement with preferred proposal.

Jamie Stickel,

The Craft Brewing Industry Contributed \$80 Billion dollars to the U.S. Economy in 2018, creating more than 550,000 Jobs. The figure is derived from the total impact of beer brewed by craft brewers, like Candy Brewing as it moves through the three-tier system (breweries, wholesalers and retailers), as well as all non-beer products like food and merchandise that brewpub restaurants and brewery taprooms sell. Out of the 550,000 jobs, 30% of those are directly working at the breweries and brewpubs. Currently less than 25% of the craft brewery is owned or controlled (or equivalent economic interest) by an alcoholic beverage industry member who is not themselves a craft brewer.

With a strong presence across the 50 states craft breweries are a vibrant and flourishing economic force at the local, state and national level. As consumers continue to demand a wide range of high quality, full-flavored beers, small and independent craft brewers are meeting this growing demand with innovative offerings, creating high levels of economic value in the process.

Just so you know a microbrewery is any independent brewer that produces less than 17,600 hectoliters of beer each year, the equivalent of 15,000 barrels.

Microbreweries primarily serve local markets by providing craft beer to distributors, retail stores and restaurants. Some restaurants, called brewpubs, also brew their own beer on the premises.

I've found that even though microbrews and other craft beers can cost much more than mass-produced beers, many customers have been willing to pay the extra money for a better product and Canby Brewing isn't just another Micro Brew, they are famous in the industry and have the awards to prove it.

### **Our Goals fit yours.**

Canby Brewing will be filling a much missing niche in the community. The Investors I'm working for wishes to buy the building outright, they have no interest in a lease. In Reality that is all he would do, Canby Brewing and the City would work together to determine how the renovations and which contractors to use to finish the project. Candy Brewing will work with the city of Canby to develop a renovation plan whose design will enhance the building and be visually pleasing with maximum attention to detail and functionality. They intend on hiring a good size work force and at wage that is considered above average for the industry. Our Timeline is tough to pin point. I'd rather be honest up front. Can we buy the building quickly, yes we can. Can we be operational in what most

would consider a reasonable period of time? On this Canby Brewing can provide the answers. I believe the answer is yes but we do need to arrange funding for all the improvements and such. We do have some funds and some commitments which have been out of reach due to not having a building in which to put the full plan in effect. I have included Canby Brewing Investor Deck which covers costs and projections for your review, and there business plan. What will help us is your level of participation to keep the permitting and plan approvals process going quickly and smoothly.

The first step before we proceed is for you to determine what price you will sell it for, if you like this project. Like every major project if the purchase price is out of range then there is really no need to discuss all the details in great detail. I have 2-3 investors which have an interest in this project after reviewing Candy Brewing Business plan. As I said, they want little to no involvement besides buying the building and want to give Canby Brewing the reins on this.

If we had more information on the buildings condition, such as, is their asbestos and if any upgrades are needed to be made structurally sound then we could come up with a price, but as of this date we don't have that info. As a reminder my investors are looking for a cash out only situation, they have no interest in a lease.

I thank you for your time and consideration.

Greg Rosen, Realtor  
[Grosen@pacificpioneer.com](mailto:Grosen@pacificpioneer.com)  
503-939-0820



INVESTOR DECK

# Canby Brewing

Canby, Oregon's First and Only BrewPub

**BRINGING**

*exceptional*  
**BARBECUE  
& BREWS**

**TO CANBY,  
OREGON**

**Canby Brewing** will be Canby's first and only family-friendly brewpub serving award-winning beer and world-class food in a historic downtown location



# CANBY RESIDENTS ARE THIRSTY FOR OPTIONS

## CANBY CURRENTLY OFFERS

**No** breweries

**No** barbecue places

**Few** family-friendly restaurants

**Limited** dining choices



Canby residents have  
**VOICED THEIR DESIRE**  
for a brewery and BBQ restaurant  
in their community

# A ONE-OF-A-KIND DINING EXPERIENCE

## FEATURING



*Local craft beers brewed, served,  
and canned/ refilled on site*



*Smoked meats, artisan  
sandwiches, healthy plates*



*Bar and restaurant seating  
for lunch and dinner*



*Child and family-friendly atmosphere*



*Open, rustic, Northwest design*

## Canby Brewing

*opening in*

# 2019

in the historic former  
police station in the heart  
of downtown Canby



# CANBY'S CAREFULLY CURATED OFFERINGS

Co-Founder Jered Sloss has designed a buzzworthy menu

*Modern, eclectic take on BBQ*

*International dishes incorporating BBQ*

*Traditional and artisan sandwiches*

*Made-from-scratch classic sides*

## CANBY'S CRAFT BEER SELECTIONS

---

---

*designed* TO

COMPLEMENT

OUR *menu*





# BREWING UP A BIG BEER BUSINESS

## BEYOND OUR LUNCH AND DINNER REVENUE

### Canby Brewing will focus on clean ales and lagers available through:

*Tap room draught sales*

*Keg, can, and bottle self-distribution to select Portland shops*

*Limited keg sales to local restaurants*

*Seasonal and limited edition releases*



*Growler and crowler fills*

*Small barrel aging program, moving to larger barrel/foudre program*

*Collaboration brews with other breweries*



# OREGON LOVES CRAFT BEER —

# ESPECIALLY CANBY'S

IN 2017, OREGON'S CRAFT BEER  
INDUSTRY CONTRIBUTED

**\$2B**

*to the  
economy*

**\$670M**

*in labor  
income*

**2.83%**

*of economic  
activity*

Source: Oregon Brewers' Association

*Co-Founder and Head Brewer Jered Sloss' locally-sourced craft beers have won 1<sup>st</sup> Place and Best In Show at local competitions, the Oregon State Fair, and the National Home Brewing Competition*

# OUR HEART IS IN CANBY, OREGON



Canby is a **rapidly growing Portland suburb** of about 18,000 residents with a small-town feel and high median income



Our rivers, state parks, museums, festivals, fairs, and events **attract thousands of visitors**



**Canby Brewing** will attract hometown patrons, Portland residents, and visitors year-round



# CANBY: THE ONLY BREWERY IN TOWN

OTHER BREWERIES ARE INCONVENIENT OR OFFER FEWER OPTIONS

## PORTLAND BREWERIES AND PUBS

*20 miles away*

## FECKIN, OREGON CITY, AND BENT SHOVEL BREWERIES

*Out of town*

## FECKIN BREWING

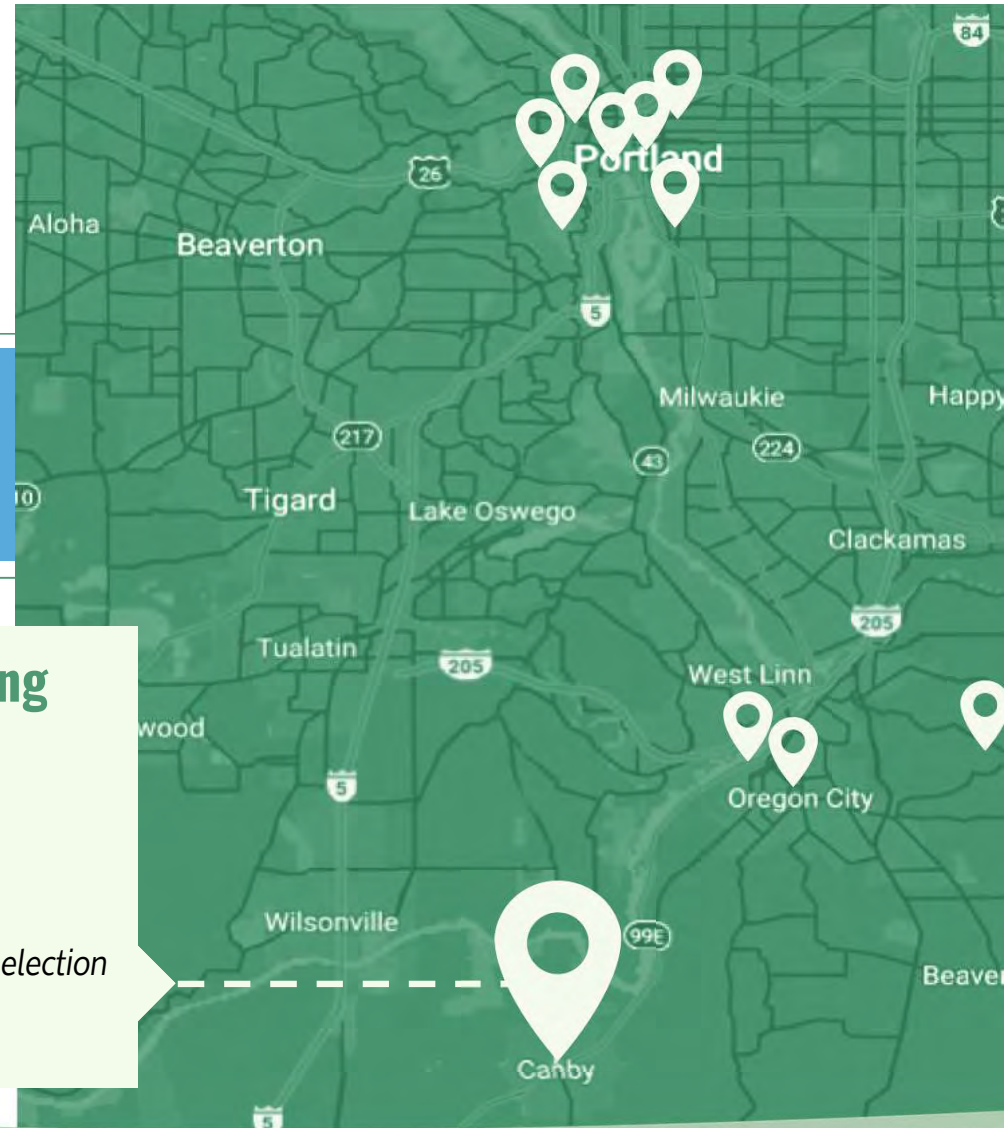
*Very limited beer selection*

## Canby Brewing

*Integrated into the Canby community*

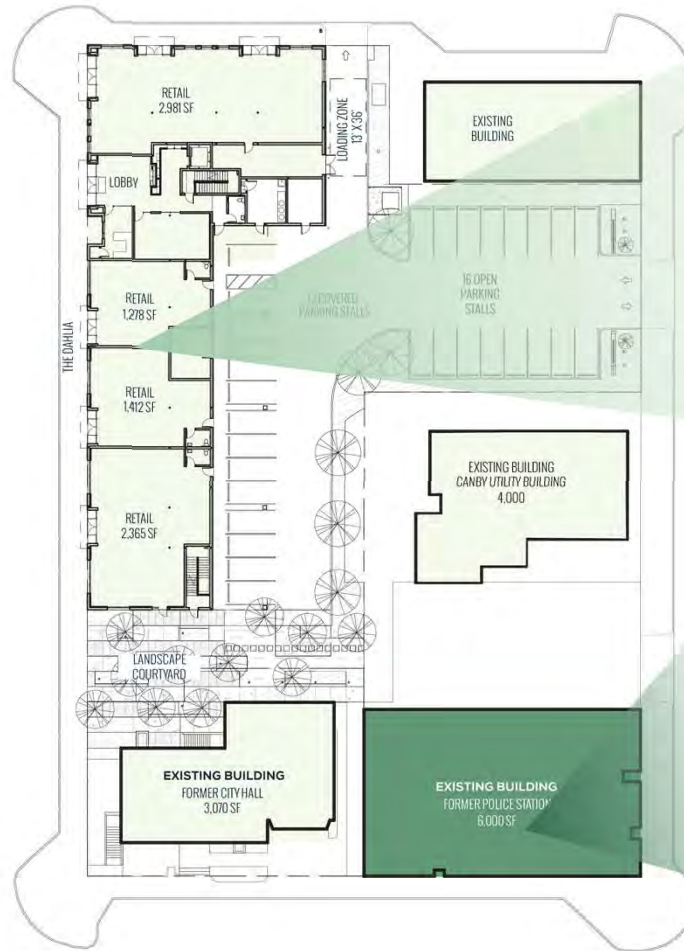
PLUS


*Wide and evolving selection of craft beers*



# CANBY BREWING IS POISED FOR SUCCESS

*We are in negotiations with Hanlon Development to secure our ideal location adjacent to the up-and-coming Civic Block: a 70-unit, four-story retail complex within a block of festivals and markets*



  
**IDEAL LOCATION FOR CANBY BREWING**

# FUTURE EXPANSION OPPORTUNITIES LOCALLY AND ABROAD

## OUR PLANS AFTER SUCCESSFUL LAUNCH AND PROGRESSIVE GROWTH OF CANBY BREWING

- 1 Open a tap room along **Oregon City's waterfront**—an area slated for development
- 2 Expand production to distribute our beers to the **Asian market**



**7.3%  
CAGR**

*Asia-Pacific Beer Market is expected to garner \$202.4 billion by 2020, registering a CAGR of 7.3% during the forecast period 2015-2020.*

“

**“American craft beers are one of the major reasons behind the increase in demand for craft beers in Asia and Europe”**

Source: Global Craft Beer Market Report 2017

# LED BY PASSIONATE AND COMPETITIVE CO-FOUNDERS



**SARA SLOSS**

CO-FOUNDER, PRESIDENT,  
ADMINISTRATIVE MANAGER

*Sara will oversee Canby's administrative functions, including accounts receivable, accounts payable, human resources responsibilities including recruiting, payroll and employee relations. Sara has a bachelor's degree from the University of Oregon in Psychology and Business Administration and has worked as a Human Resources professional for over 10 years. Growing up, Sara's parents owned their own business, a flower shop in northeast Portland. She's seen what it takes to run a successful family business and understands the time commitment and importance of discipline and determination in creating a successful business.*



**JERED SLOSS**

CO-FOUNDER, VICE PRESIDENT,  
HEAD BREWER

*Jered will manage all brewery-specific functions at Canby, including recipe development, brewing, and quality control, and will oversee the packaging of the finished product. Jered started home brewing about 12 years ago out of his garage in Portland. He's always had a passion for cooking and experimenting in the kitchen with new recipes. His first job was in a commercial kitchen washing dishes. Over the course of 10 years, he held several positions in the kitchen, including cooking. He left that position to become an electrician, which was more lucrative in supporting his family financially, which is what he's been doing professionally since 2007.*

# CANBY BREWING'S PREMIER CONSULTING PARTNERS



Canby Brewing has enlisted the assistance of leading brewery consulting firm, TurnKey Brewery & Restaurant Consulting Company (TKBR), to ensure a successful launch



**CRAIG NICHOLLS**

TKBR LEAD CONSULTANT

*Craig has a degree in restaurant and culinary arts and has been a Brew Master and Chef for over 22 years. With over 27 years of overall experience in the industry, Craig owns and operates his own brewery, beer festival, and consulting firm. His brewery, Roots Organic Brewing, was the first organic brewery in Oregon, and his beer festival, The Organic Brewers Festival (OBF), is the only organic beer festival in the world. He will be overseeing the entire project through our TK staff.*



**RICHIE STROM**

TKBR PROJECT  
MANAGER

*Richie has extensive experience in the brewing industry. As a Certified Brew Master through the American Brewers' Guild, he has been associated with some well-known breweries such as Pyramid and Ram. He is a founding member of the Wyoming State Brewer's Guild and creator and host to the Wyoming Craft Brewers Collaboration Brew. Richie has won more than 25 medals and awards over the years at the most prestigious events in the country.*



**AMY SALTER**

PROJECT COORDINATOR

*Amy attended Le Cordon Bleu and holds a bachelor's degree in Culinary Business Management. In addition to Amy's love of the culinary world, she has developed a love for craft beer. Amy and her husband began home brewing "for fun" and in the process gained an appreciation for beer and how it is made. With Amy's appreciation for beer, she began to explore the ever-increasing market of breweries, brew pubs and tap houses.*



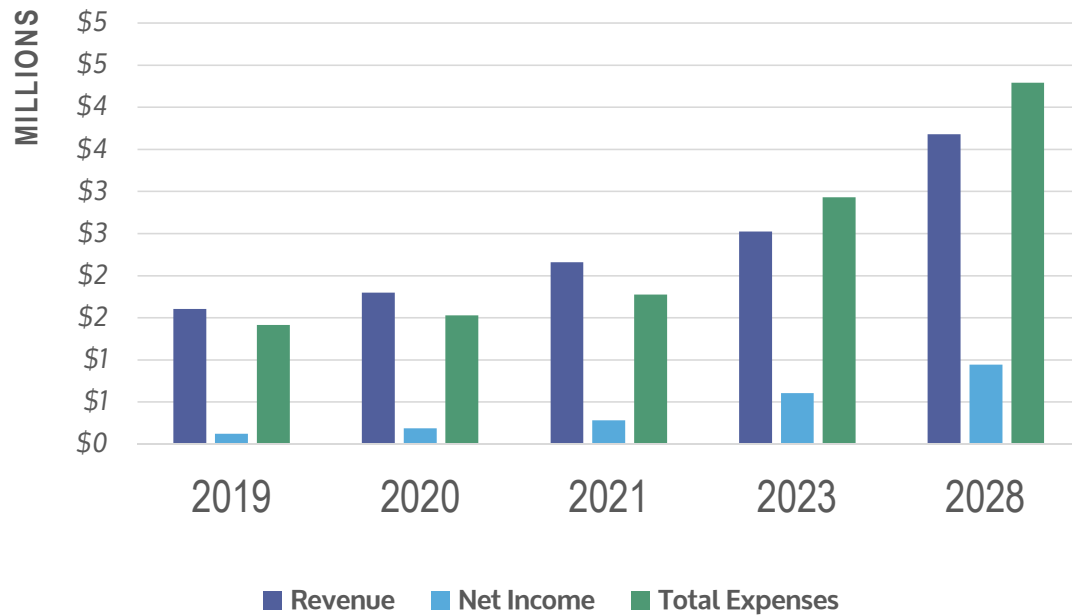
**TERRIE SWIFT**

TKBR ACCOUNT &  
STRATEGY CONSULTANT

*Terrie brings over 10 years of experience in both small business management and economic development to the team. Terrie works closely with clients to identify economic incentives in their community, city, county and state. Terrie and her husband live in the Bay area of California where they are raising their 2 children.*



# CANBY BREWING'S COMPREHENSIVE FINANCIAL OUTLOOK



# CANBY BREWING HAS MASSIVE POTENTIAL

We are seeking investment of

# \$400K

to complement a Small Business Administration loan of \$1.2 million for startup expenses, including:

\$ 130,000	Consulting Fees	\$ 50,000	Insurance, Legal & Accounting Fees & Permits
\$ 35,000	Architectural & Engineering Fees	\$ 35,000	Advertising, Promotions, Merchandise & Building Signage
\$ 365,500	Build Out, Trench Drains & Flooring	\$ 27,000	Delivery Vehicle & Forklift
\$ 578,709	Brewery Equipment Delivered, Installed & Operational	\$ 5,000	Utility Deposit
\$ 172,850	Kitchen & Bar Equipment, Furniture & Fixtures	\$ 150,000	Working Capital
\$ 30,000	Inventory and Taproom Furnishings	\$ 34,322	Misc. Contingency (3% of fixed assets)



# Canby Brewing

Thank You

**JERED & SARA SLOSS**

JSLOSS@OUTLOOK.COM | 503.970.4748

**CANBY BREWING COMPANY, LLC**  
**Canby, Oregon**

## Table of Contents

### **1.0 Executive Summary**

- 1.1 Objectives
- 1.2 Mission
- 1.3 Keys to Success

### **2.0 Company Summary**

- 2.1 Company Locations and Facilities
- 2.2 Production

### **3.0 Management Summary**

- 3.1 Management Team
- 3.2 Brew Pub Management
- 3.3 Brewing Facilities Management
- 3.4 Administrative Management

### **4.0 Services**

- 4.1 Types of Services Available

### **5.0 Market Summary**

- 5.1 Market and Competition

### **6.0 Strategy & Implementation Summary**

- 6.1 Local Sales Strategy
- 6.2 Tap Room Sales Strategy
- 6.3 Pricing and Sales Projections

### **7.0 Building, Construction & Financial Plan**

- 7.1 Financial Plan

### **8.0 Financials**

- 8.1 Example Production Chart
- 8.2 Addendum #1 – Pro Forma

## **1.0 Executive Summary**

Canby Brewing Company, LLC will function as a family friendly brew pub in Canby, Oregon. We will service exceptional beer and phenomenal food. Co-owners, Jered & Sara Sloss, have a passion for serving the highest quality products and will expect nothing less than perfection when it comes to the beer and food that will be served in our establishment. Cooking and brewing beer has been a passion of Jered's for years. He loves cooking extravagant meals for friends and family and serving beers that compliment his food. It is his life-long dream to own his own brew pub and share his passion for food and beer with the community.

### **1.1 Objectives**

Our goal is to be the BEST restaurant in Canby that also happens to brew and serve award winning beer. When the residents of Canby are deciding on where they want to go out to eat or have an adult beverage, Canby Brewing is their #1 choice.

### **1.2 Mission**

Canby Brewing Company's mission is to brew award winning beer and serve delicious food to the Canby community in a family friendly atmosphere.

### **1.3 Keys to Success**

We identified the following areas as keys to Canby Brewing's success:

1. We know that we cannot do this alone, so hiring knowledgeable, experienced staff will be one of our keys to success. We will attract and retain employees by offering competitive wages, benefits and other perks such as free company logoed shirts and hats.
2. Sticking to our budget, being mindful of expenditures and negotiating for the best prices possible on equipment, goods and services.
3. Keeping our long-term goal in mind when making business decisions. We are in this for the long haul and we have set some lofty goals for ourselves and the business. We want to be so successful, that we eventually have to open a production facility to keep up with demand for our award-winning beer. Opening a second location and distributing overseas are other areas that we would like to get to eventually. Our vision for Canby Brewing is far reaching and long term; we see this as a business that we can eventually pass down to our children.
4. Staying on top of trends in the industry and adjusting our menu and beer selections accordingly without sacrificing quality. For example, if the demand for IPA's decreases and the demand for sour beers increases, adjusting the types of beer we brew would be necessary to accommodate that.
5. As part of our goal to have award winning beers, we will do extensive research and development of recipes to continuously improve. We will offer several beers that are always on tap and will have those recipes dialed in for consistency purposes.

## 2.0 Company Summary

Canby Brewing Company will be a family friendly brew pub with a full restaurant menu offering smoked meats, artisanal sandwiches, seasonal salads, and small plate appetizers. We will brew all our own beer to complement our menu offerings.

### 2.1 Company Location & Facilities

Canby Brewing Company, LLC has identified several potential locations for the production and retail sale of its product in downtown Canby, Oregon. There are several buildings for lease or sale that could serve as both the restaurant and brewery location. Once funding has been secured, Canby Brewing will place a down payment on the required brewing equipment and acquire all liquor and retail sales licenses. Once equipment and licenses are in-hand and the commercial space has been secured, Canby Brewing will begin production and shortly after, sale of their products.

The estimated start-up costs for the brewery operation are as follows:

\$ 130,000	Consulting Fees
\$ 35,000	Architectural & Engineering Fees
\$ 365,500	Build Out, Trench drains & Flooring
\$ 578,709	Brewery Equipment Delivered, Installed & Operational
\$ 172,850	Kitchen & Bar Equipment, Furniture & Fixtures
\$ 30,000	Inventory and Taproom Furnishings
\$ 50,000	Insurance, Legal & Accounting Fees & Permits
\$ 35,000	Advertising, Promotions, Merchandise & Building Signage
\$ 27,000	Delivery Vehicle & Forklift
\$ 5,000	Utility Deposit
\$ 150,000	Working Capital
\$ 34,322	Misc. Contingency (3% of fixed assets)
<b>\$1,613,381</b>	<b>TOTAL FUNDS NEEDED</b>

### 2.2 Production

Canby Brewing will produce beer with a 10 BBL steam-heated brew system. Canby Brewing will solicit quotations from several equipment manufacturers and canvass various websites and vendors for used equipment to determine the best option for our business from a price and quality standpoint. Our initial purchase will also include equipment necessary to mill grains, heat and cool wort, and refrigerate our finished product.

An example production chart will be supplied upon request as Addendum #1. This chart will explain how Canby Brewing's production ability can grow with just the addition of fermentation and bright tank vessels.

### **3.0 Management Summary**

Sara and Jered Sloss will serve as owners and will oversee all day to day operations with the brewery and restaurant.

#### **3.1 Management Team**

##### **Co-founder and Administrative Manager**

Sara Sloss will serve as President and Administrative Manager of Canby Brewing Company, LLC. She will oversee all administrative functions required to operate the brew pub such as accounts receivable, accounts payable, human resources responsibilities including recruiting, payroll and employee relations. Sara has a bachelor's degree from the University of Oregon in Psychology and Business Administration. She has worked as a Human Resources professional for over 10 years. Growing up, Sara's parents owned their own business, a flower shop in NE Portland. She's seen what it takes to run a successful family business and understands the time commitment and importance of discipline and determination in creating a successful business.

##### **Co-founder and Head Brewer**

Jered Sloss will serve as Vice President and Head Brewer of Canby Brewing Company, LLC. He will manage all brewery specific functions including recipe development, brewing, quality control, and will oversee the packaging of the finished product. Jered started home brewing about 12 years ago out of our garage in Portland, Oregon. He's always had a passion for cooking and experimenting in the kitchen with new recipes. His first job was in a commercial kitchen washing dishes. Over the course of 10 years, he held several positions in the kitchen, including cooking. He left that position to become an electrician, which was more lucrative in supporting his family financially, which is what he's been doing professionally since 2007. This passion of experimenting with new foods and recipes transferred easily over to brewing and soon became Jered's new obsession. He's constantly thinking of new recipes and ingredients to try, some of which have gone on to become award winning beers. Jered has always been competitive, so it was natural for him to start entering his beers into home brewing competitions both locally and nationally. He's won several 1<sup>st</sup> place awards in local competitions, Best in Show awards at the Oregon State Fair, and a 1<sup>st</sup> place award at the National Home Brewing Competition. All of which has fueled his desire to open his own professional brewery.

##### **Consultants:**

The Canby Brewing Company founders have enlisted the services of a highly qualified brewery consulting firm, TurnKey Brewery & Restaurant Consulting Company (TKBR). Since its conception in September of 2010, TKBR has become one of the leading brewery consulting firms in the country. They are all experienced in various aspects of the brewing and hospitality business, with a combination of 83 years in the industry.

Their lead consultant, **Craig Nicholls**, has a degree in restaurant and culinary arts, has been a Brew Master and Chef for over 22 years and has 27 years of overall experience in the industry. He owns and operates his own brewery, beer festival, and consulting firm. His brewery, Roots Organic Brewing, was the first organic brewery in Oregon, and his beer festival, The Organic Brewers Festival (OBF), is the only organic beer festival in the world. Craig knows all things beer and has a passion for creating and sharing great beer. He will be overseeing the entire project through our TK staff.



**Richie Strom** is one of TKBR's Project Managers and has extensive experience in the brewing industry. Richie is a Certified Brew Master through the American Brewer's Guild and has been associated with some well-known breweries such as Pyramid and Ram. Richie is a founding member of the Wyoming State Brewer's Guild and creator and host to the Wyoming Craft Brewers Collaboration Brew. Richie has won more than 25 medals and awards over the years at the most prestigious events in the country! Richie brings to TurnKey close to 20 years of experience in start-ups and multiple expansions, award winning recipe development, brilliant troubleshooting skills, a can-do attitude, and is a master of converting domestic beer drinkers to craft.

**Amy Salter** attended Le Cordon Bleu and holds a bachelor's degree in Culinary Business Management. Growing up, Amy remembers being drawn to the kitchen where she would watch in awe and curiosity as her family would prepare their meals. It is in those memories that instilled a passion within her to fulfill her lifelong dream of working in the culinary world. In addition to Amy's love of the culinary world, she has developed a love for craft beer. Amy and her husband began home brewing "for fun" and in the process gained an appreciation for beer and how it is made. With Amy's appreciation for beer, she began to explore the ever-increasing market of breweries, brew pubs and tap houses. She is excited to merge her love for both food and beer by exploring the new growing trend of beer and food pairings.

**Terrie Swift** is TKBR's account and strategy consultant. Terrie brings over 10 years of experience in both small business management and economic development to the team. Terrie works closely with clients to identify economic incentives in their community, city, county and state. Terrie and her husband live in the Bay area of California where they are raising their 2 children.

### **3.2 Brew Pub Management**

The brew pub will consist of 15 taps and a full lunch and dinner menu. Our vision is to serve artisanal sandwiches featuring smoked meats, house made salads featuring seasonal fruits and vegetables, and some small plate appetizers. We will have ample space to do events such as seasonal release parties.

#### General Manager of the Brew Pub

1. Handle customers
2. Manage employees
3. Prepare paperwork, i.e. manage inventory, complete product ordering, and prepare labor schedules for brew pub/restaurant.
4. Social media
5. Contests/incentives

#### General Restaurant Staff

1. Assistant Manager (1)
2. Bartenders (3)
3. Waitstaff (4)
4. Bussers/Runners (2)

#### General Restaurant Staff

1. Head Chef (1)
2. Cooks (4)
3. Prep Cooks (2)
4. Dishwashers (2)

### **3.3 Brewing Facilities Management**

The brewing facility will be a 10-barrel brew house with the proper amount of fermenters and bright tanks to accommodate the determined start-up production schedule.

#### General Manager Brewing Facilities / Head Brewer (Jered)

1. Manage brewers
2. Manage employees- brewery workers, bottling staff, cellar personnel
3. Manage barrel room space, *if applicable*
4. Prepare paperwork, i.e. cleaning procedures, scheduling production, filing taxes
5. Verification and execution of beer recipes

#### General Brewery Staff

1. Asst. Brewer (hired in 2<sup>nd</sup> year of operation if needed)
2. Cellerman (hired in 3<sup>rd</sup> year of operation if needed)

### **3.4 Administrative Management**

#### General Manager Admin (Sara)

1. Oversee day to day operations within the administrative department.

#### General Administrative Staff (*could all be one position*)

1. Accounts Payable (Sara)
2. Accounts Receivable (Sara)
3. Payroll (Sara)
4. Contracts (Sara)
5. Receptionist (Sara)
6. Marketing/Salesperson (1)
7. Attorney (will be outsourced)
8. Accountant (will be outsourced)

#### **4.0 Services**

Canby Brewing Company will be a full-service restaurant and brewery.

##### **4.1 Types of Services Available**

Canby Brewing will focus mainly on tap room draught sales, growler, and crowler fills. We will provide kegs, cans and bottles to tap houses and bottle shops in the Portland metro area, along with some limited keg sale to local restaurants. Bottling for seasonal/limited releases would be done in house. Canning will be performed through a contracted service. In the beginning, Canby Brewing will focus mainly on clean Ales and Lagers with a small barrel aging program. As sales and demand increase, we will move towards a larger barrel/foudre program. Restaurant offerings will feature smoked meats in artisanal sandwiches and street tacos, seasonal house made salads, small plate appetizers and a kid's menu. We will self-distribute our beers to save on distribution costs.

#### **5.0 Market Summary**

Canby is a suburb of Portland, Oregon. It has approximately 18,000 residents and is growing. Several housing developments are in various processes of being built to accommodate the growth that Canby is expected to experience over the next several years. Canby still has that small town feel even though it's only 25 miles from downtown Portland. The Portland metro area has over 50 successful microbreweries and the industry continues to grow year after year. Canby resident's median income is higher than Oregon's average income. According to the Oregon Brewer's Association, in 2017 the craft beer industry contributed over \$2 billion to the state's economy. This includes \$670 million in labor income. This number is part of an overall industry that accounts for 2.83% of the economic activity in the state of Oregon.

##### **5.1 Market and Competition**

The most important customers of Canby Brewing will be the residents of Canby. Our target market will be families residing in Canby that desire a family friendly restaurant. We will focus on marketing our beer to the Portland Metro area through monthly seasonal releases and quarterly special/limited releases. Candy currently does not have a brewery, or a restaurant with the menu offerings that Canby Brewing is looking to provide. There are a handful of pizza places, Chinese & Thai food restaurants, fast food and chain restaurants. The Backstop Bar & Grill would probably be our biggest competitor. They are a family-friendly sports bar in downtown Canby offering typical American pub food, beer, wine and spirits. The closest brewery to Canby is Feckin' Brewing in Oregon City, which is about 8 miles from downtown Canby.

## 6.0 Strategy & Implementation Summary

The demand for locally made beer has only increased in the past several years and the people of Canby are long overdue for their own home town brewery. We will have unique food offerings for the area and delicious award-winning beer to compliment the food.

### 6.1 Local Sales Strategy

Canby Brewing will utilize these market proven concepts in their product positioning: Canby Brewing would employ a local sales representative whose responsibility would be to develop relationships with local bottle shops, tap rooms and restaurant accounts throughout the Portland metro area to market our beers to these retail accounts. Canby Brewing would promote our products by attendings local beer festivals, sponsoring home brewing competitions and participating in community events such as the Canby Independence Day celebration and Slice of Summer event held annually in downtown Canby.

### 6.2 Tap Room Sales Strategy

Canby Brewing is looking to provide a selection of 15 total taps, 12 of which would be reserved for house beers. The other 3 taps would be for craft made Root Beer and Ginger Ale, as well a tap dedicated to a rotating hard cider. The 12 house taps will include an array of different beers such as IPAs, Pale Ales, Stouts, Porters, Kolsch, Pilsners, British Bitters, 2 rotating experimental IPA taps, and 2 seasonal taps. The brewery will hold seasonal release events throughout the year along with a quarterly brunch with food and beer pairings to coincide with our quarterly limited/special release beers. We also plan on brewing collaboration beers with other breweries and holding release events around those beers.

Canby Brewing will offer a "Mug Club" membership that will give members a discount on draught beers during certain times and days. Mug Club members will also have first crack at purchasing seasonal releases and reservations for our quarterly release parties.

Canby Brewing would implement a punch card program for growler/crowler fills that would entitle the card holder to a discount on a growler/crowler fill after filling their punch card with a specific number of previous purchases.

### 6.3 Pricing and Sales Projections

Pricing of our products will be competitive with the market in the Canby area and consistent with the industry standard for kegs distributed within the Canby area. Initial pricing for our various products can be seen below:

- |  |              |
|--|--------------|
| 1. Pints (16oz) sold within the taproom: | \$ 6.00      |
| 2. Growlers fills (per 64oz)             | \$14.00      |
| 3. Crowler fills (per 32 oz)             | \$ 8.00      |
| 4. Bottles (12oz- 6Pack)                 | \$ 8.99      |
| 5. Kegs sold out of the taproom:         |              |
| a. 1/6 BBL                               | Market Price |
| b. 1/4 BBL                               | Market Price |
| c. 1/2 BBL                               | Market Price |

Through our first year of operation, Canby Brewing anticipates pint sales to account for the largest volume of beer sold, with keg sales coming in second. Pint & keg sales will account for over 60% of our beer sales in our first year of operations.

## **7.0 Building, Construction & Financial Plan**

Canby Brewing is looking to obtain funding through a combination of bank financing and private investors. Canby Brewing also plans on launching a crowd source funding campaign through social media. This will mostly be to help draw attention and excitement to the brewery as we get closer to opening and will offer incentives to those that choose to donate.

### **7.1 Financial Plan**

Canby Brewing is looking for a combination of investments from non-equity investors who are looking for a great return on their investment, equity financing, and profit sharing. Additional funding will be explored through the Small Business Administration and local economic development incentives.

## **8.0 Financials**

A production chart and comprehensive pro-forma will be supplied on request as addendums to our written business plan.

### **8.1 Example Production Chart**

An example production chart will be supplied on request as Addendum #1. This chart will explain how Canby Brewing's production ability can grow with just the addition of fermentation and bright tank vessels.

### **8.2 Pro Forma**

A comprehensive pro-forma will be supplied on request as a printed Addendum #2, as well as a digital copy in flash drive format.



YOUR HEALTH | YOUR CLINIC | YOUR NEIGHBORHOOD



PROPOSAL: 292 N. HOLLY ST.  
CANBY, OR

PREPARED FOR:

CITY OF CANBY

By: Jeri Weeks, CEO, Neighborhood Health Center  
Blain A. West, CFO/COO, Neighborhood Health Center  
Brad Christiansen, Sr. Vice President, Colliers International



# Neighborhood Health Center

## PROFILE

Industry: Healthcare  
Type: Federally Quality Health Center (FQHC)  
Status: Non-profit, 501c(3)  
Employee: 166 FTE  
Sites: 10 clinics  
1 administrative  
Revenue: \$26.5M  
Assets: \$10.8 M  
Funding:  
64% Patient Revenue  
18% Grants  
9% Quality Incentive  
9% Other  
Service Area: Washington Co.  
Clackamas Co.  
Medical Payor Mix:  
61% Medicaid  
8% Medicare  
22% Uninsured  
9% Other  
Patients:  
17,502 2019  
13,056 2018  
Encounters:  
50,313 2019  
34,717 2018

## DEMOGRAPHICS

Patients by Age Group  
39.3% 0 to 18  
6.4% 19 to 24  
28.4% 25 to 44  
25.9% 45 - Up  
Patients by Ethnicity  
76.8% White  
13.1% Unreported  
3.3% Asian  
3.3% Black/African American  
1.4% More than 1 race  
1.0% American Indian/Alaskan  
0.4% Other Pacific Islander  
.01% Native Hawaiian

## EXECUTIVE SUMMARY

Neighborhood Health Center (NHC) proposes to renovate the old Canby Library into a state of the art, fully integrated medical, dental, pharmacy and behavioral health clinic serving the healthcare needs of Canby and surrounding communities.

NHC is a not-for-profit, 501(c)3, Federally Qualified Health Center (FQHC) established in 2010 to provide a health home to residents of Clackamas and Washington County. We have outgrown our existing space with only 5 exam rooms and one shared restroom. NHC will create 12 patient exam rooms, 7 dental operatories, 3 behavioral health offices, a pharmacy, meeting room, community room, reception area, and resource room. The library is the perfect place to grow our organization. The old library building is uniquely located in the heart of downtown, making it ideal to link patients to services and the business community in Canby.

*"The staff at NHC Canby Clinic are deeply committed to engaging with people across the diverse social groups in the Canby area. I have seen how Canby has grown over the last 25+ years of visiting my grandparents on Elm St (yes, the Krugers lived on Elm St) to now serving the community as a physician. I am passionate about improving the health of this community and look forward to expanded services. I envision our new clinic being a go-to place for a variety of health enhancing opportunities. We would be able to offer the community diabetes classes and meeting space for other educational activities. I have patients who are teachers, farmers, therapists, artists, business-owners; just starting out in life and others enjoying their retirement years. They are asking us for more services; classes, dental care, etc. and we want to give it to them! The Old Library would be ideal for our mission and NHC would be a positive presence in the heart of Canby."*

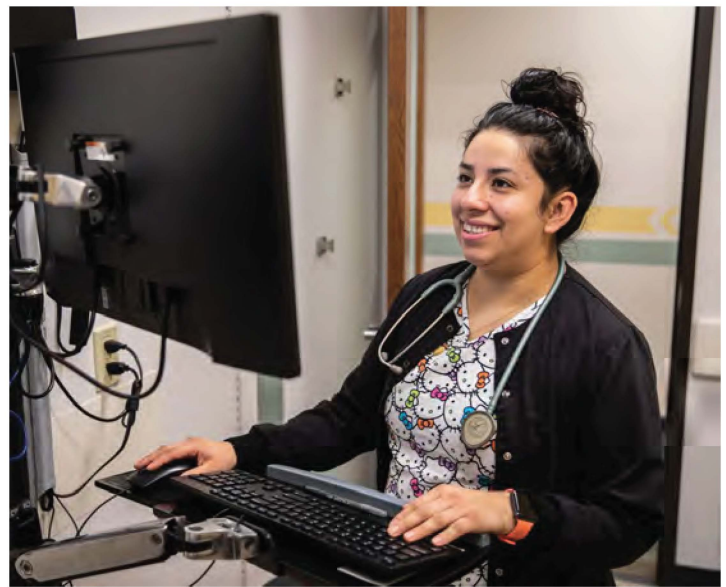
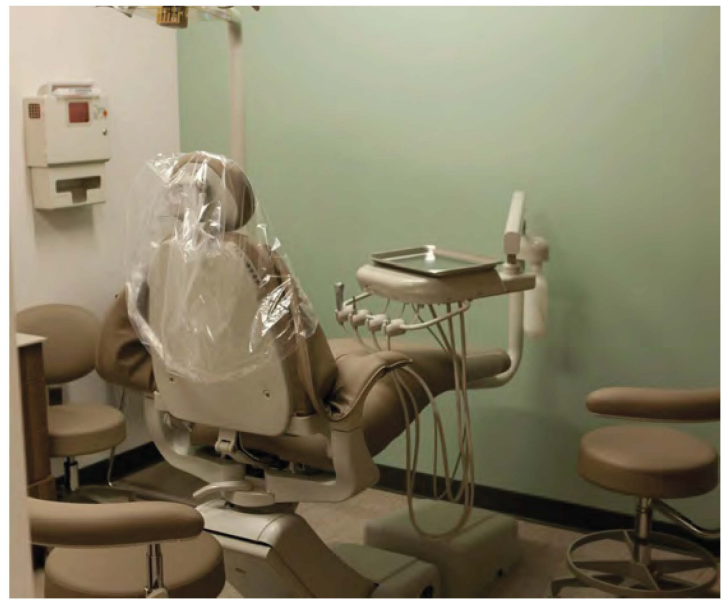
**Kris Kruger, MD, NHC Canby Clinic**

*"The Canby community has warmly embraced the NHC Canby Clinic. Many days the waiting room is overflowing with patients waiting to receive care. Residents and organizations continue to reach out to NHC Canby for comprehensive medical care. Many are low income, elderly or uninsured with few medical resources available to them and NHC Canby is available to them. An enlarged clinic would provide continued availability and expanded medical services to the Canby Community."*

**Sandi Graves, LCSW, Behaviorist, NHC Canby Clinic**





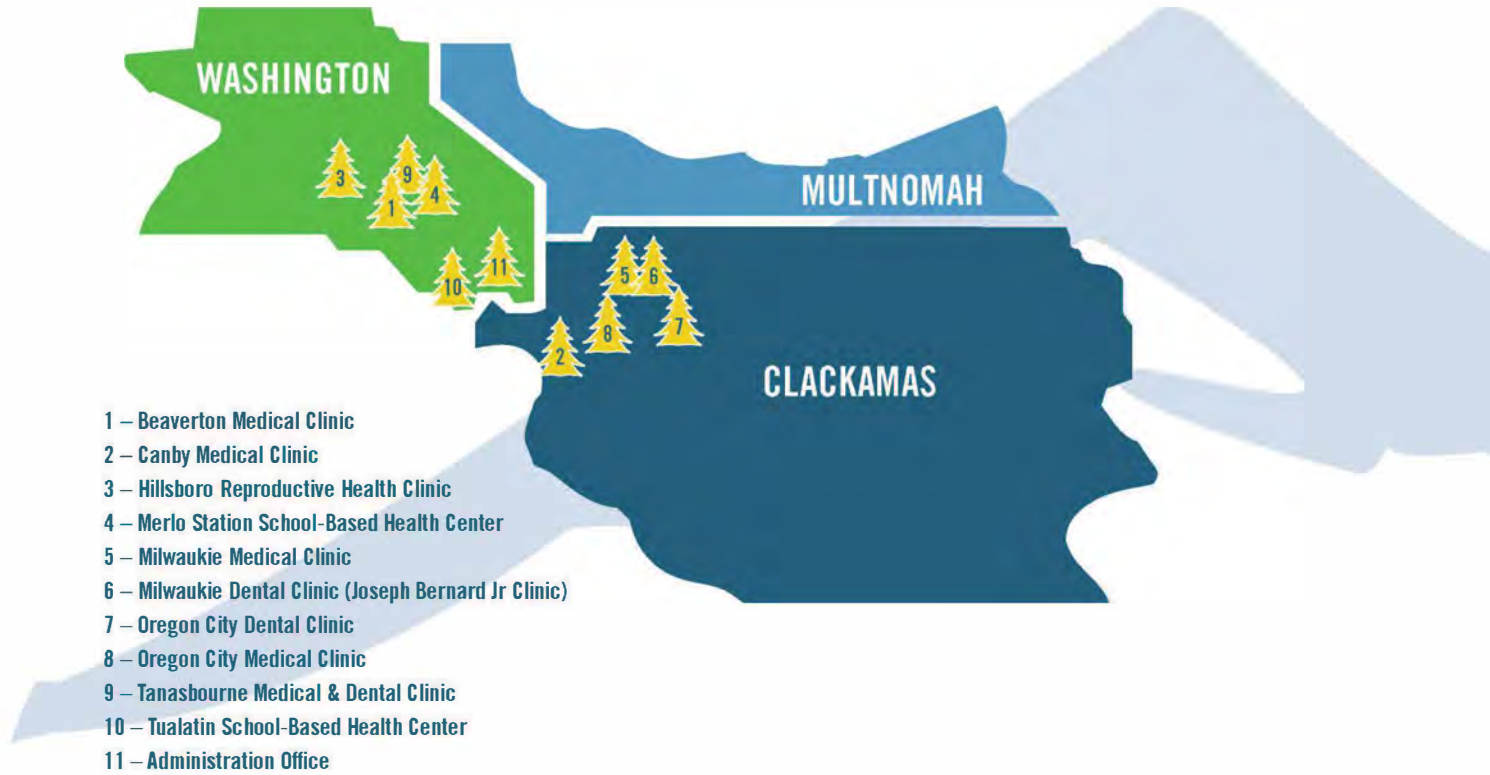


# 1

## Type of Business



# LOCATIONS



## Who We Are

Neighborhood Health Center (NHC) is a 501(c)3, not-for-profit, that serves the underserved and at-risk patients in Washington and Clackamas Counties. An FQHC is a reimbursement designation from the Bureau of Primary Health Care and the Centers for Medicare and Medicaid Services of the United States Department of Health and Human Services. This designation is significant for several health programs funded under the Health Center Consolidation Act (Section 330 of the Public Health Service Act).

## Our Mission

Building healthy communities - one neighbor at a time - through patient-centered healthcare, regardless of income or current state of wellness.

## Our Goal to Our Patients

NHC strives to collaborate with community partners including state, county, and local officials, as well as other health-care professionals. We will continue to develop partnerships to offer quality healthcare services to individuals. As such, NHC focuses on meeting the healthcare needs of Medicaid, Medicare, uninsured and underserved patients. It is the policy of NHC that no patient will be denied services due to an inability to pay.

We have medical clinics in Beaverton, Merlo Station School, Oregon City, Tualatin School Based Health Center, Canby, Hillsboro, and Milwaukie, as well as dental clinics in Hillsboro, Milwaukie and Oregon City.



est. **2010**

to provide a health home to residents of Clackamas and Washington counties to serve Medicaid, Medicare, low income and underinsured members of the communities we serve.

**21,000**

Number of patients NHC serves.



**11** **CLINICS**  
**6** clinics in Clackamas Co.

- primary care
- behavioral health
- dental
- pharmacy
- community resources



# MEDICAID

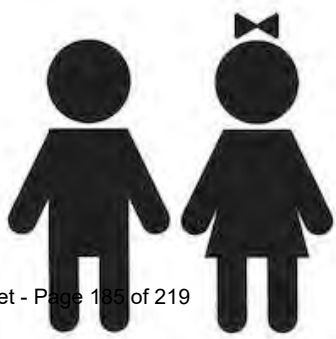
Most of NHC patients qualify for Medicaid the largest insurance provider in the United States, covering

**63,000,000** people

**28,000,000** of those patients are served by Community Health Centers like NHC.

NHC is a not-for-profit, 501c3, Federally Qualified Health Center (FQHC)

**501 (c)3**

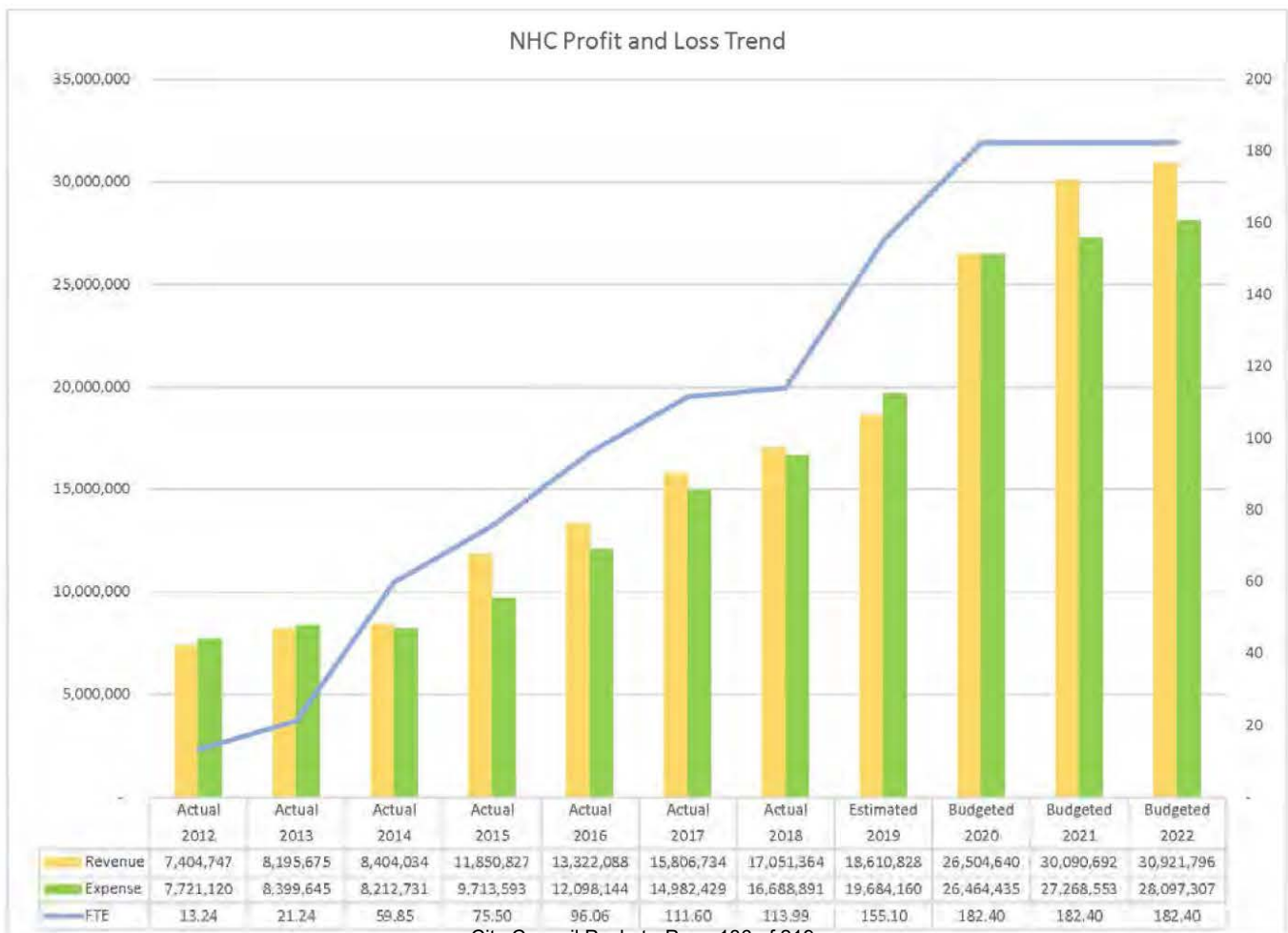
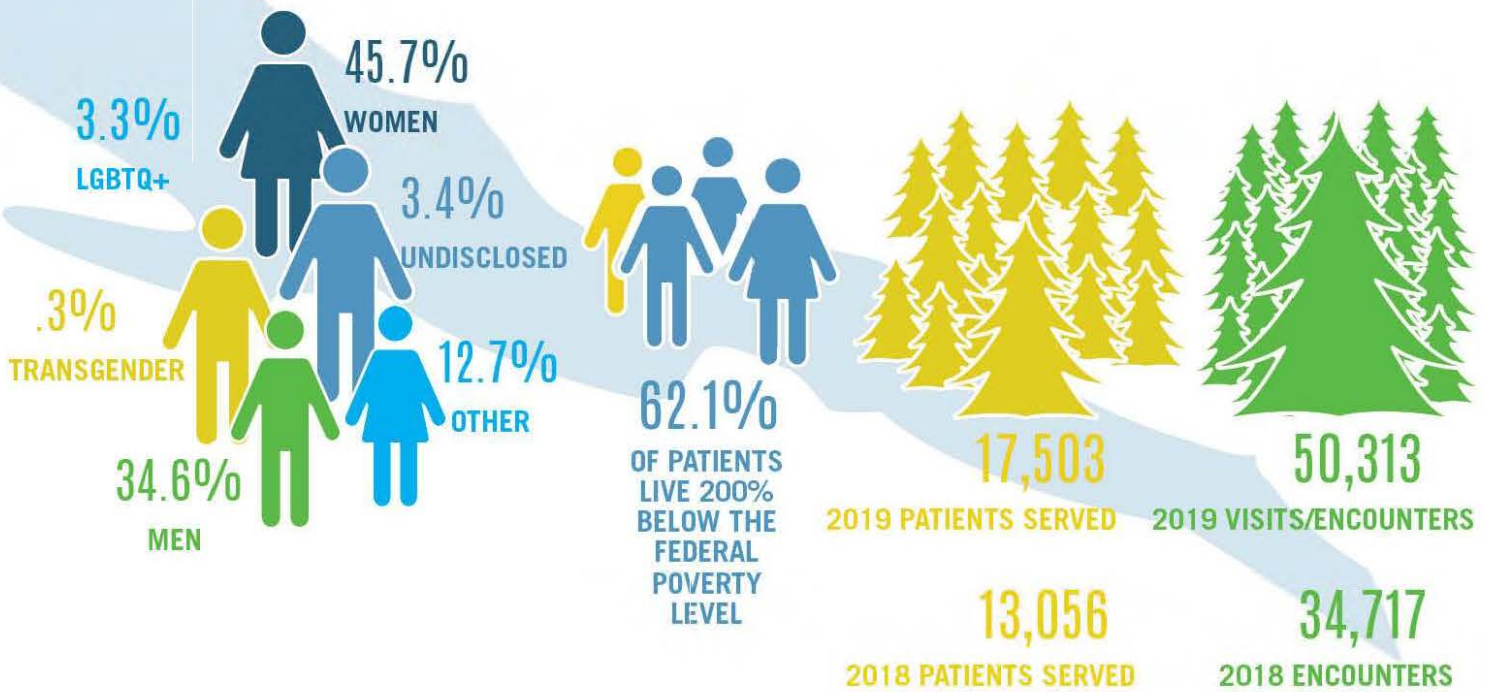


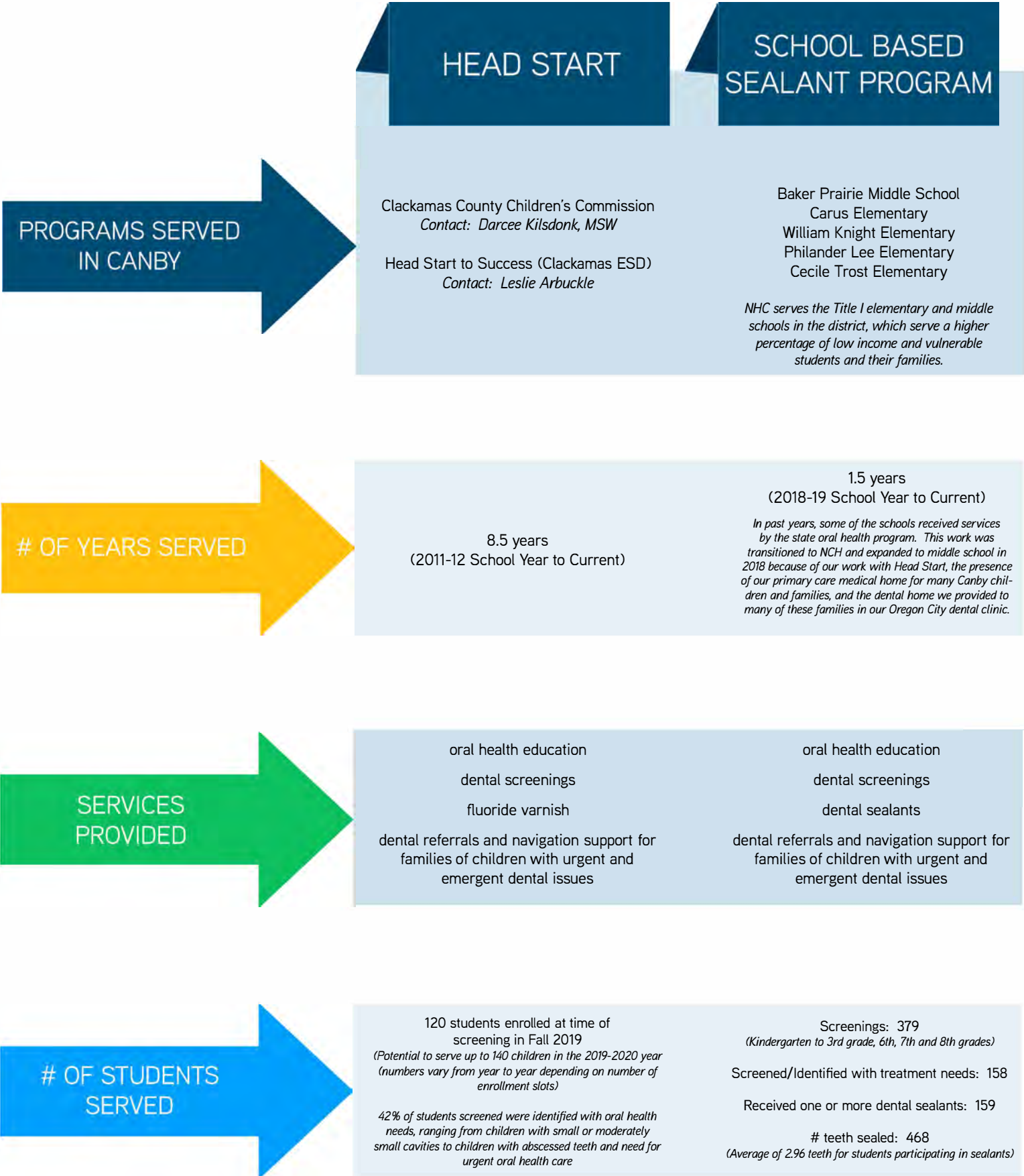
Medicaid is the largest insurance provider for children in the country.

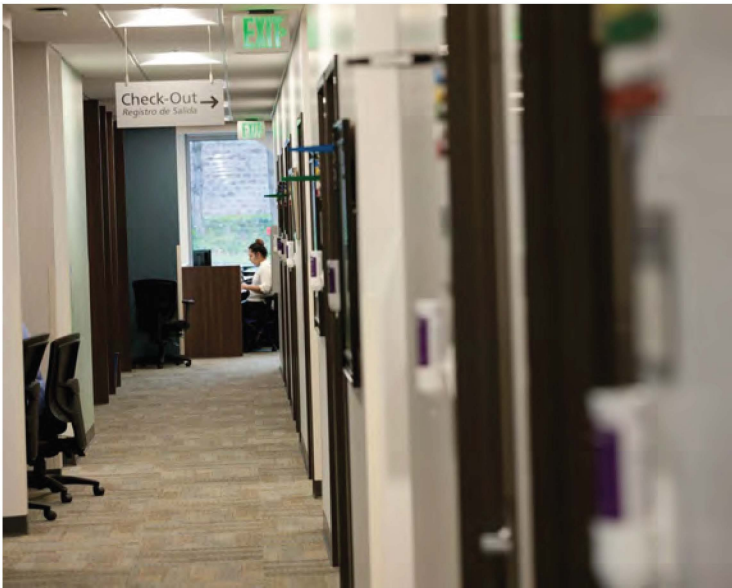
**OPEN Mon-Fri**  
**8am-5pm**

to 7:00 PM ONE EVENING PER WEEK

# NEIGHBORHOOD HEALTH CENTER PATIENT POPULATION







# 2

## Building Changes





**CURRENT SPACE**

**Neighborhood Health Center  
Canby Medical Clinic**  
178 SW 2nd Avenue  
Canby, OR 97013

**Clinic Hours:**  
M-W-Th-F 8am to 5pm  
Tuesday 7am to 6pm

**PROPOSED EXPANSION SPACE**



**PROPOSED SPACE**

**Neighborhood Health Center  
Canby Medical Clinic**  
292 N. Holly Street  
Canby, OR 97013

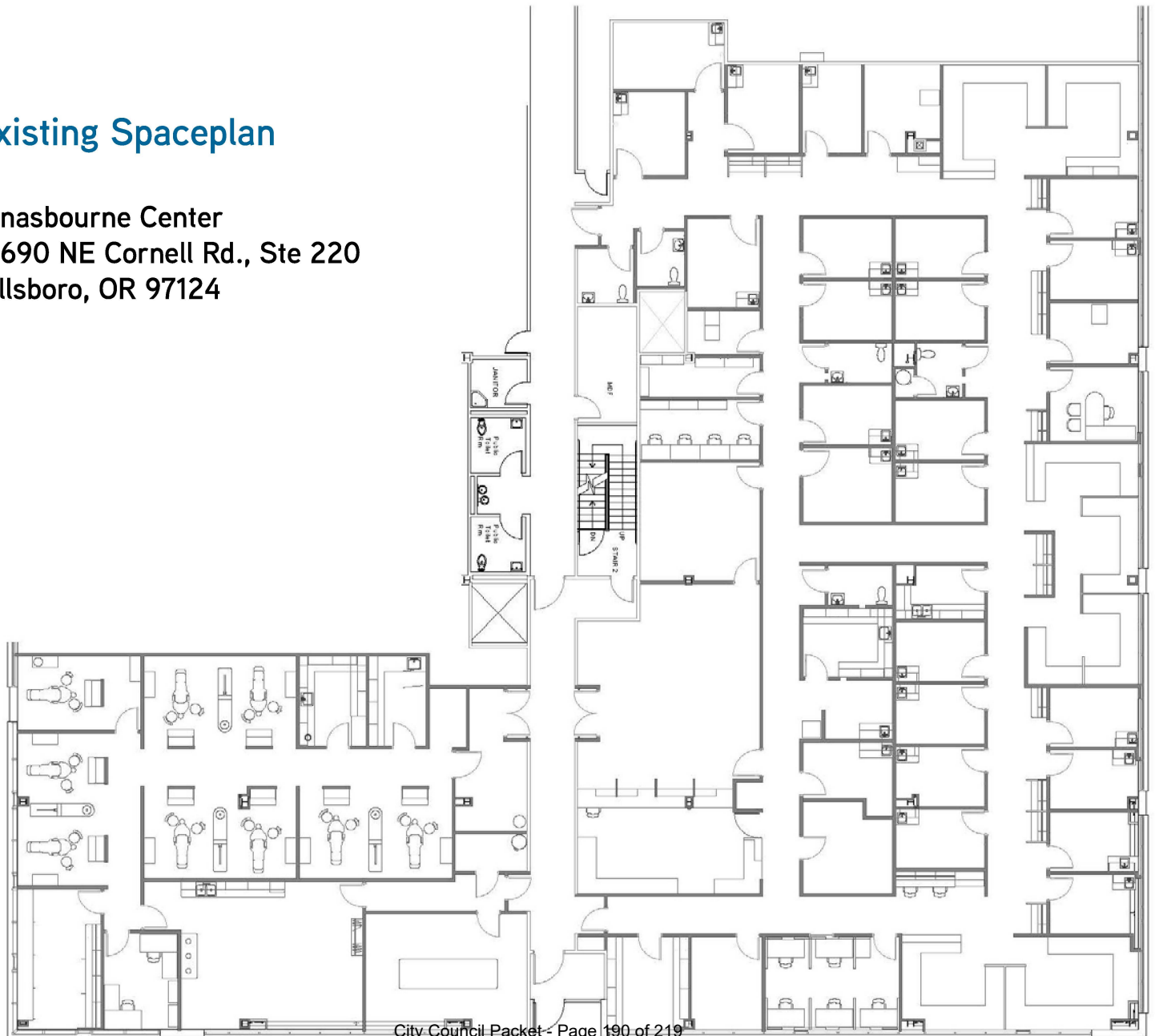
Additional space in new location would allow for expanded hours to include evenings and weekends

Neighborhood Health Center has determined that the old Canby Library is an ideal solution for its medical, dental, pharmacy and behavioral health clinic needs. Upon being selected as the chosen occupant for the premises, we will engage our architect and contractor to assist in completing a preliminary budget/scope of work. Current pricing for similar tenant improvement projects is between \$100 per square foot and \$125 per square foot. We have investigated solutions to fund/finance the changes to the old Canby library building. Our assumptions are subject to the current market conditions which we will study in greater detail once selected for the project.

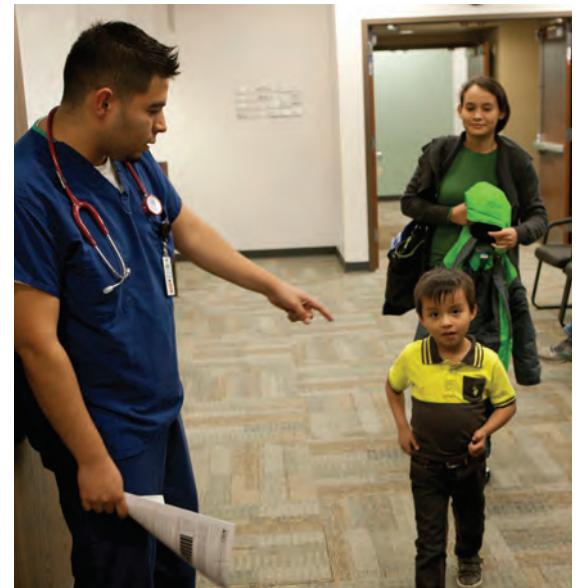


## Existing Spaceplan

Tanasbourne Center  
10690 NE Cornell Rd., Ste 220  
Hillsboro, OR 97124





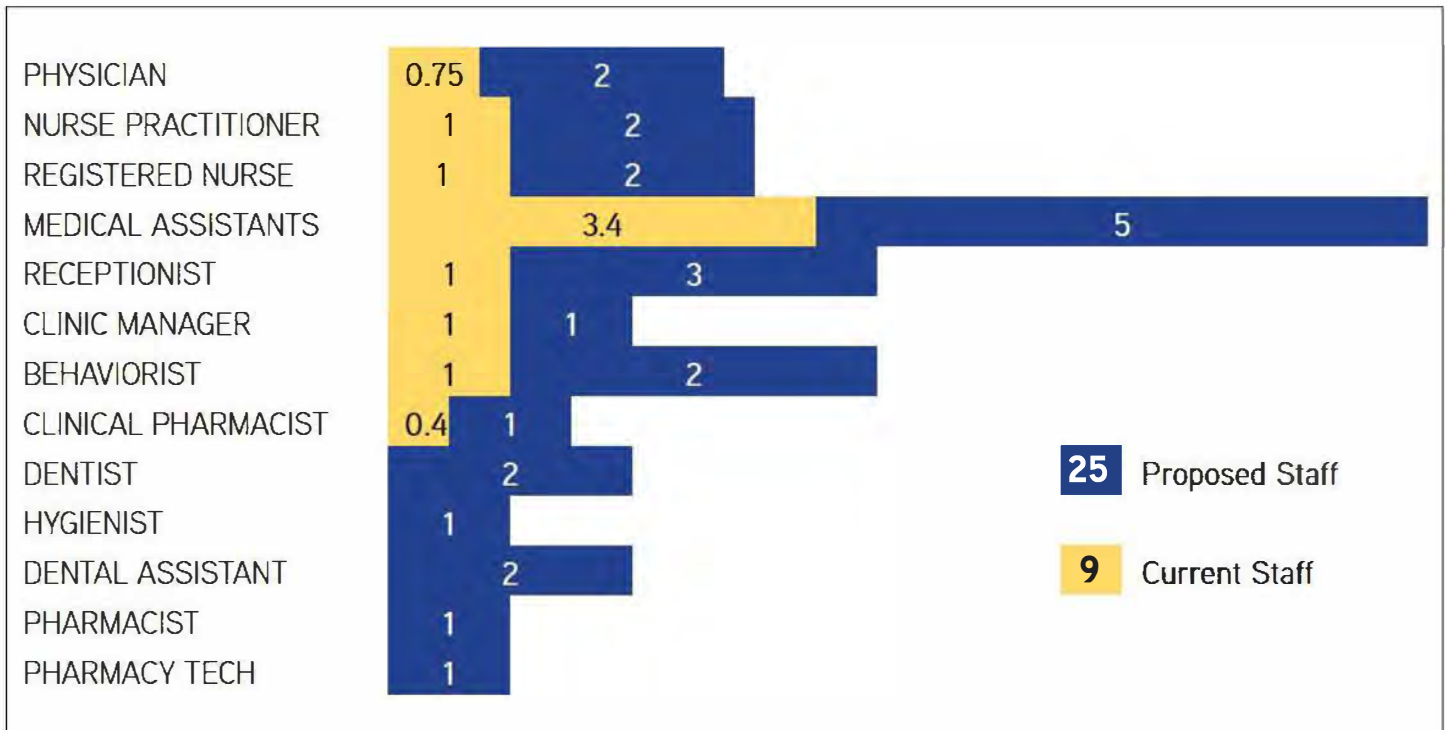


# 3

## Jobs: Numbers/ Type/Wages



# CURRENT AND PROPOSED STAFFING



Our clinic staff are committed to their patients and often live within the communities they serve.

The current Canby location has 9 staff members ranging from Front Desk/Medical Receptionist to Physician and Pharmacist, with highly specialized education and experience.

The number of staff members would increase to 25 and will include Front Desk/Medical Receptionist, Medical/Dental Assistant to Dentist, Physician, Nurse Practitioner, Dental Hygienist, Behavioral Specialist and Clinical Pharmacist, with highly specialized education and experience with salaries ranging from \$50K to \$200K per year.

In 2019, 1,364 patients were seen at both Canby Medical and the Oregon City Dental Clinic for a total of 4,886 visits/encounters. With additional space and staff, NHC would serve an additional 4,500 patients for an additional 15,750 visits.

NHC offers patient centered primary care to Canby and surrounding community members with a focus on creating a healthy community and providing care in the most cost effective manner.

NHC Canby patients are predominantly seen for hypertension, dental exams, child exams, diabetes, immunizations, obesity, nicotine dependence, substance abuse and mental health disorders.



# 4

## Additional Benefits



***How does NHC bring uses, that are active during weekdays, evenings and weekends?***

With a community resource room in the clinic, not only will NHC be able to offer healthcare related classes for our patients, but for community members as well. Classes can be held on days and times that allow for the most attendance. As part of the healthcare related classes, NHC will connect patients to the Canby Farmer's Market by partnering with vendors, to offer fresh produce to patients to address food deserts and food insecurity within the Canby community.

***Explain how NHC is a financially strong buyer, tenant, or developer that has a record of success in the proposed use.***

Since its inception, NHC has continued to increase the financial strength, growing the organization revenues from \$6,000,000 in 2010 to projected revenues of \$26,000,000 in 2020 by expanding medical, dental and mental health services in the communities we serve.

***Describe a building renovation plan featuring a high quality design and construction standards.***

Neighborhood Health Center has had the fortune of completing build outs at a number of locations, including administrative office space. We have a project manager and facilities leader on call. We are well-versed in the process of design from permit, to construction and move in. More importantly, we look at the old Canby library building and its architectural nature, as a great starting point to develop minor changes to the veneer of the building including exterior awnings and lighting. The tenant improvements will be of a standard and condition, that any medical clinic requirement would necessitate in this day and age. The federal commitments of their programs and support by the federally qualified health center standards will be implemented as part of the modifications to the site.

***How does NHC help a Canby business expand or bring in a new business that offers well paying jobs and /or fills a missing market niche.***

Given that Neighborhood Health Center currently resides within Canby and serves the market in its existing facility, we offer assistance in programs to both the grade school and middle school system. Our hope is that the new clinic entry would also serve as a multipurpose space to allow for community meetings. Given the population base, there isn't sufficient patient care available in the market at present. We look forward to providing that assistance.

Finally, given the staff's salaries/wages, it's quite clear that the neighboring businesses (including food venues, grocery and from businesses) will benefit from the day-to-day needs of our team.

***What is NHC's capacity to have the project underway in a reasonable timeline?***

Neighborhood Health Center as stated above, is quite capable of performing from concept to design to permit, construction and implementation of the build out at the library location. It's quite likely that it will take between 60 and 90 days to finalize the design and construction budget. We would hope to have permits pulled at that time. Given the permit timeframe of 2 to 4 weeks, we would hope to commence construction by mid to late third-quarter 2020 and move in by end of first quarter 2021.

***What is the level or nature of the City's participation level in the project?***

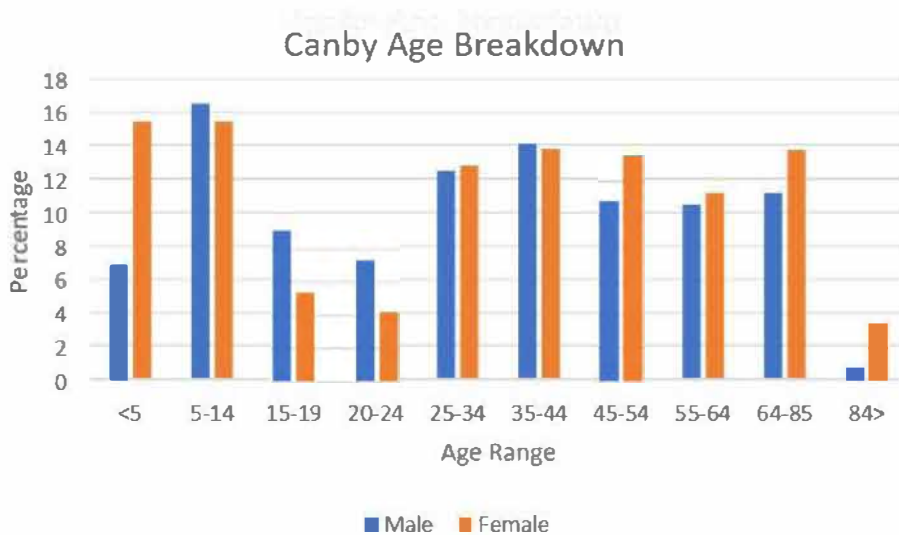
There is a need for assistance to complete due diligence on the building including the roof, mechanical, plumbing, electrical and structural conditions (any existing records on file would be greatly beneficial for review/ planning purposes). In addition, the ability to expedite permits and address any unexpected costs for site development or provide any assistance to reduce these costs will be welcomed.

From our earlier discussions with the head of Canby economic development, it's our understanding that we would sit down to review an economic solution that would provide for either a lease or purchase scenario, mutually acceptable to both the City of Canby and Neighborhood Health Center.

CANBY DEMOGRAPHIC PROFILE

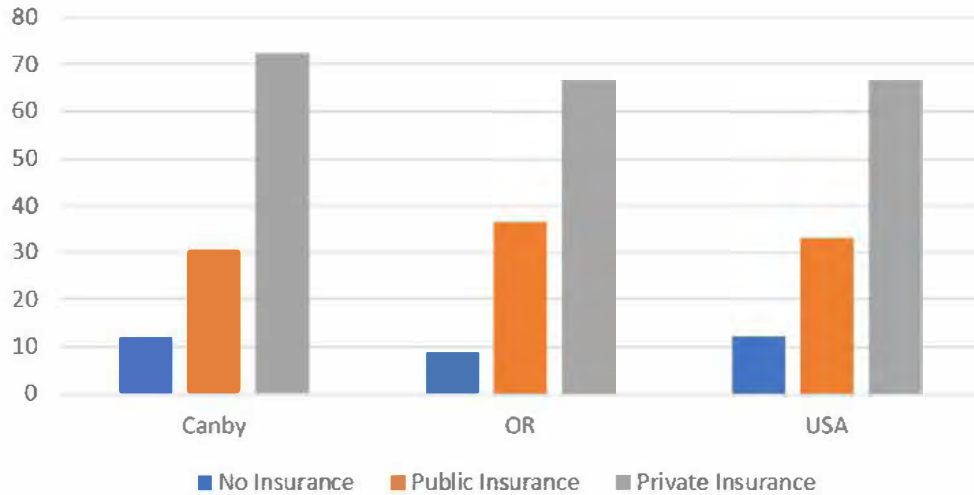
STATISTIC	CANBY	OREGON	NATIONAL
Population	17,218	3,982,267	318,558,162
Population Density per sq. mile	3,843	45	91
Median Age	36.1	39.1	37.7
Male/Female Ratio	1.0:1	1.0:1	1.0:1
Married (15 yrs & older)	62%	55%	55%
Families with Kids under 18	49%	42%	43%
Speak English	80%	85%	79%
Speak Spanish	17%	9%	13%

NHC also serves the Canby community through our Community Dental Program that has worked with local Head Start programs since 2011 serving Clackamas County Children’s Commission and Head Start to Success of the Canby School District No. 86. Services offered include oral health education, screenings, fluoride varnish, dental referrals and navigational support for families of children with urgent and emergent dental issues.

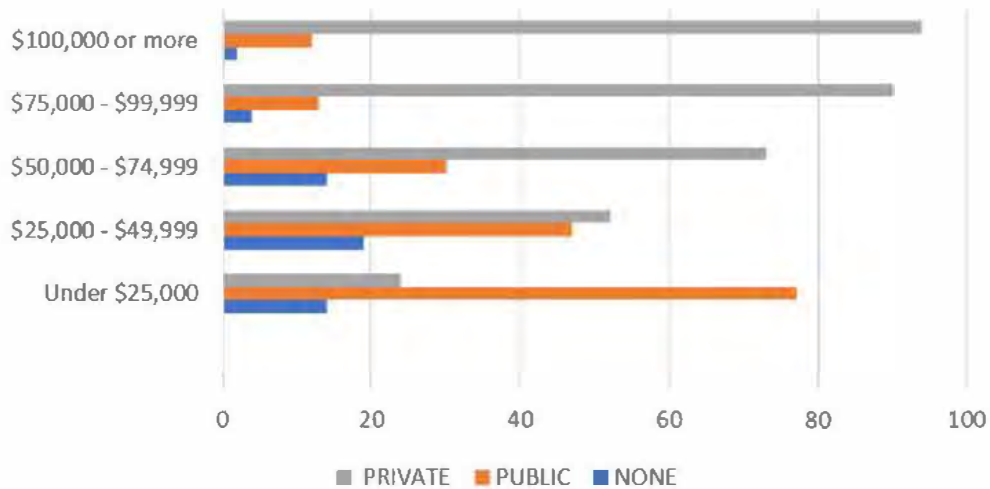


NHC also serves the Title 1 elementary and middle schools in the Canby area which serve a higher percentage of low income and vulnerable students and their families. Schools served include: Baker Prairie Middle School, Carus Elementary School, William Knight Elementary, Philander Lee Elementary and Cecile Trost Elementary.

Percent Insured in Canby



Types of Insurance by Income in Canby



**According to QuickFacts:**

- 26.6% of the population are under the age of 18
- 17% of the population are Hispanic or Latino
- 10.2% of the population are foreign born
- 18.2% homes speak languages other than English
- 10.3% of the population are at or below the poverty level

---

**OREGON CITY BREWING COMPANY**



Jamie Stickel  
Economic Development Director  
City of Canby  
February 26, 2020

Bryce Morrow  
C: (503) 347-0399  
bryce@ocbeerco.com

1401 Washington Street  
Oregon City, OR  
97045

Dear Jamie,

Please see enclosed proposal for the former library located at 292 N. Holly Street.

Type of business or use (Description, hours of operation, etc.):

"The Beer Library" is a multi-use, family-friendly brewery that aims to be a living room for the community. By peeling back a portion of the roof, we will create an outdoor courtyard that is the heart of this project. Adjacent to the courtyard and bar are three indoor food carts offering diverse cuisines. The food carts will be permanent fixtures with grease traps, electrical, direct ventilation, and will provide an incubator opportunity to fledgling restaurateurs. Our brewery has won a total of seven medals within the past two years in renowned national and local competitions, including the Great American Brewfest, Best of Craft Beer Awards, and Oregon Beer Awards. Our full selection of small-batch beers and non-alcoholic sodas will be on tap from the bar positioned in the center of the building. The brewery production area will be the permanent home for our burgeoning barrel aging and blending operations. The production area can transform into an event space reserved for non-profits, community organization, and private parties. Adjoining

---

the courtyard are three light-filled retail spaces with factory-style windows and rollup doors connecting to NW 3rd Ave. One retail space will house an arcade that connects directly to the brewpub atmosphere. We will seek complementary businesses to lease the remaining two remaining retail spaces. Business hours will be similar to our other location: 11am to 10pm Monday - Thursday, 11am to 11pm Friday - Saturday, 11am to 9pm Sunday, open 363 days per year. The interior design will embrace the building's former use with simple, durable, and honest materials that will change over time. Lest they forget they are in an old library, an extensive collection of books will be available for patrons to browse.

Terms: We respectfully offer Three-Hundred and Fifty Thousand Dollars (\$350,000) for 292 N. Holly Street. We will require approximately 60 days from mutual acceptance of a purchase and sale agreement to close the transaction.

Building changes, investments, or tenant improvements needed:

Please see enclosed preliminary drawings.

We estimate total soft costs of \$311,543, hard costs of \$832,779, FF&E of \$226,195, contingencies of \$124,917, building / land acquisition \$350,000. Total project cost of \$1,845,433. In 2019, the city of Canby was awarded a matching Oregon Main Street grant of \$200,000 to assist in the redevelopment of the former library building. It is important that this grant be applied to this project to



---

defray costs.

Describe the number, types and wages of jobs to be created: An estimated six full-time and seven part-time employees will be employed as part of the brewery and bar operations. Average wages for our front of the house employees in 2019 was \$24.85 per hour. Medical/dental insurance and retirement matching contributions are offered to all full-time employees. Approximately six full-time and three part-time employees will be employed by the food carts that will lease space from us. The two micro-retail spaces will provide a terrific opportunity for similarly aligned entrepreneurs and their employees.

How does this proposal fit the selection criteria? Other additional details?

We are an experienced and organized team that has a proven track record of adaptive reuse projects and successful hospitality operations. In Oregon City, we transformed an abandoned carpet store into a gathering place for the community after a 78-day construction period.

In 2019 alone, we donated \$12,234 to local non-profit and community organizations. Giving back to our community is central to our purpose.

You will likely receive other proposals from speculative developers that can offer a higher price, but none that will provide such a

---

lasting impact to downtown. We will provide the certainty of an established owner-operator who will become a fixture in Canby for decades to come. We were the first brewery to operate in Oregon City since Jacob Mader's Oregon City Brewery closed in 1895. We relish the opportunity to be the first brewery in Canby. We exist for two reasons. To make excellent craft beer, and to build community.

Thank you for your consideration.

Sincerely,

Bryce Morrow

Oregon City Brewing Company - Managing Partner

Enc: Building Concept Drawings

Beer Library Logo Exploration

Before / After Pics



**OCB - CANBY**

CONCEPT 1c  
2/15/2020  
PAGE 1 of 4



**OCB - CANBY**

CONCEPT 1c  
2/15/2020  
PAGE 2 of 4



VIEW FROM MAIN ENTRY TOWARD ATRIUM

**OCB - CANBY**

CONCEPT 1c  
2/15/2020  
PAGE 3 of 4



VIEW FROM ATRIUM TOWARD MAIN ENTRY

**OCB - CANBY**

CONCEPT 1c  
2/15/2020  
PAGE 4 of 4

---

Branding Exploration

**A**  
THE BEER  LIBRARY

**B**  
THE BEER  LIBRARY

**C**  
THE  
CANBY  
BEER   
LIBRARY

**D** THE  
CANBY  
BEER   
LIBRARY

EST. 2021



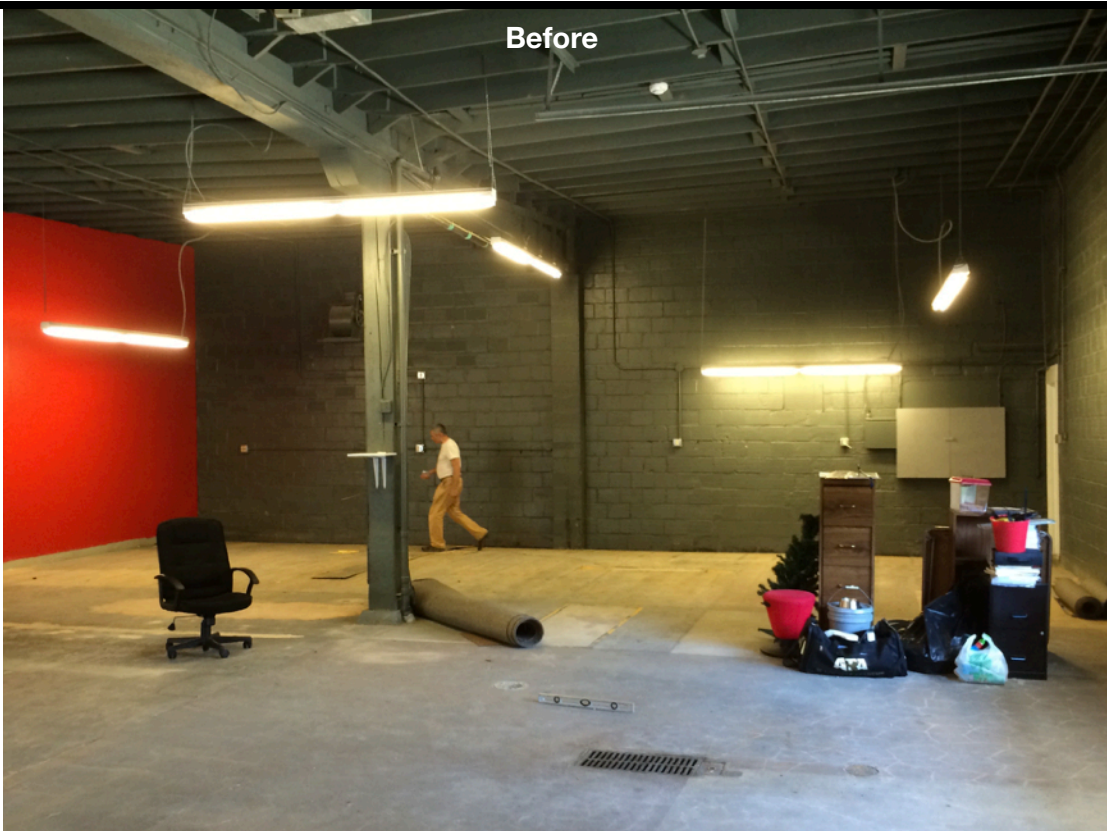
Before



After



Before



After





Before



After



---

**Cheers!**

# Proposal to Purchase 292 N Holly St. (Former Library Building)

2/28/2020

I was born, raised, and have lived my entire life in the Canby area. I love this town. I remember as a small child visiting the Coast to Coast hardware store with my father. Then a few years later, in 5<sup>th</sup> grade while attending Knight Elementary School, we got to have a walking field trip to the new library. My classmates and I were so excited to go check out the “new” building and get our very first library card.

Over the years, I have watched various changes in Canby. Most recently we’ve seen the downtown area get more life and vitality. There is lots of new activity in the downtown core and I believe revitalizing the former library building will keep that momentum going.

I believe the biggest challenges for a building of that size is finding a sole occupant. The building is too big for most logical downtown business, and most likely will be too cost prohibitive for any small business to take on alone.

My solution would be a flex space, where there could be a variety of smaller spaces within the exterior shell that are both affordable and sized correctly for various businesses. I would propose a build to suit model where we could section off smaller, affordable spaces as new businesses come on board. These businesses could include retail, food, salons, fitness studios, indoor play areas, etc... I believe there is a demand for these types of affordable spaces in Canby. Access to these types of spaces are vital for the creation and growth of any small business.

Exterior façade:

My vision for the exterior would be separate tenant entrances along 3<sup>rd</sup> Ave. with a main entrance on Holly St. The exterior windows and doors would be covered with aesthetically pleasing awnings. The exterior style I have in mind would be similar to the picture below:



Interior improvements:

My vision for the interior is an indoor marketplace with separate tenant spaces along the outside edges and an open common area in the middle with farmer's market style businesses. The interior concept I have in mind is similar to the picture below:



As you are probably aware, renovations can be extremely costly for a project like this. Given the age of the building, there can be many challenges. The roof, HVAC, and other systems likely need to be upgraded. Upon my tour of the building, it appeared that the roof insulation is currently inadequate and will need to be upgraded. The restrooms also need some renovation. All this is achievable, however it can be costly.

I propose an outright purchase of the building and land as is. Without having the time to do a full inspection, I would offer to purchase the entire property for \$167,729.00. I feel this is a fair price given the challenges mentioned above.

Please feel free to contact me with any questions or concerns.

Respectfully Submitted,

Ray Kahut

PO Box 1215  
Canby, OR 97013  
(503)592-9525  
rkahut@gmail.com

City of Canby  
% Jamie Stickel  
Economic Development Director  
222 NE 2nd Ave.  
Canby, OR 97013

February 26, 2020

On behalf of hundreds of local families served by Thelma's Place and Whoopsy Daisy, we present the City of Canby with our proposal to purchase (or lease-to-own) the former Canby Library building at 292 North Holly Street, Canby. We see this opportunity as a rich possibility to build a strong community asset utilizing social capital, community residents, families of all ages, caregivers, consumers, small businesses and small-batch artisans, produce vendors, children, elderly, school-aged youth, businesses, nonprofits and a municipality - resulting in a vibrant community hub in a multi-use space.

Since 2008, we have specialized in extending hospitality and care. Thelma's Place would love to serve as the lead in creating this future community hub to serve multiple generations, to drive traffic to downtown Canby, to extend business hours downtown with evening and Saturday opportunities, to provide new living-wage jobs, to meet the needs of residents, to support local small businesses seeking year-round Farmer's Market options, to expand current caregiving options to reach school-aged youth and elderly residents in need of respite.

This former library has the power to emerge as a relevant and needed community-hub space serving as a home to a range of groups that will come together in community from informal groups such as young families seeking an indoor play option who meet together while watching their children interact, to formal groups such as Alzheimer's support groups that meet monthly to share strategies and comfort each other, to self-help groups (Mom's Clubs, AA/NA, Parents Without Partners, Cancer Support group), enrichment classes (painting classes, wreath workshops, literacy lessons/book clubs, food preservation classes, financial planning), movement workshops (yoga, Tai Chi, aerobics/stretching) - all serve as an opportunity for improving the quality of life through enhanced social, cultural, recreational, and integrated social services.

Each of our proposed uses for the facility, explained in our proposal will serve as important opportunities to impact different sectors of Canby and surrounding area populations to create community. A community, by definition, is both a place and an experience of connectedness. Community depends upon sharing. This facility can connect assets, blend generations, facilitate collaborative efforts among citizens and organizations, develop traffic downtown, expand businesses, increase new jobs...and so much more.

Thank you for your thoughtful consideration of our attached proposal. We welcome the opportunity to work with you.

**Thelma's Place - Founder, Erik Berkey**

## **City of Canby Proposal for 292 N. Holly Street Purchase**

*Name:* Erik Berkey

*Organization:* Thelma's Place

*Phone:* 503-310-8004

*E-mail:* erikb@countrysideliving.com

*Proposed Price or Lease Rate:* \$25,000

*Preferred Deal Terms:* Cash

*Target Move In Date:* We would start updates and renovations in summer 2020 and open by early 2021 at the latest.

### **Type of Business or Use**

**Thelma's Place** has been serving the Canby community and neighboring cities in Clackamas County since 2008. We are a nonprofit resource center offering quality adult respite care for participants ranging in age from their mid-sixties to their mid-nineties, each of them with one form or another of Alzheimer's or other memory loss. What started with a need to provide direct assistance to family members in need of relief from the demands of daily caregiving for those with memory loss and Alzheimer's, emerged into providing therapeutic benefit to participants by offering a positive, home-like setting focusing on socialization and memory-enhancing activities through engagement in art, music, games, whole body fitness and even field trips to include carefully supervised visits to local sites and attractions. Caring, enthusiastic staff are trained to meet the needs and cater programming to the interests of each participant with life skills enhancing their abilities, improving functionality, improving their moods, and keeping their lives engaged with lives of meaning and possibility. These social opportunities improve the quality of life and emotional wellbeing of participants. Caregivers (typically spouses or adult children) receive much-needed respite time knowing their loved ones are safe, engaged, and stimulated.

Studies indicated that Alzheimer's and dementia participants benefit from Montessori methods of play and researches identified that seniors with a strong sense of purpose in life may be less likely to have damage in the brain, caused by decreased blood flow, which is often the cause of vascular dementia and Alzheimer's disease. Intergenerational programming best practices were studied and it became evident that the preschool-aged child, ripe with the curiosity to explore and learn would be the perfect age group to team with those living with memory loss.

Researching the cross-benefits for both preschool age children and those with memory loss in regular interactions, led the board and founders to expand our services in the past year, to offer intergenerational programming through the **Whoopsy Daisy** child care program. Interweaving children with Alzheimer participants for intergenerational interactions on a daily basis within a shared facility has proven the value of linking young and old contributing to positive relationships and emotional wellbeing, offering a chance for those who may have "forgotten" how to maximize their minds with an

opportunity to “volunteer” and give back to others. The Whoopsy Daisy provides child care for working families for preschool-aged children.

*Our Plans for the Space:*

### **Childcare and After School Care**

Canby and Clackamas County need more options for **childcare**. In Clackamas County, an estimated 16 child care slots are available for every 100 children under age 13, according to the Oregon Department of Human Services information updated every two years. In 2016, there were 22,379 children under the age of 5 in Clackamas County. In Clackamas County, 52% of children aged three and four years old are not enrolled in school or early education according to the American Community Survey 5-Year Estimates (compared to 42% in the state of Oregon in 2017). We have parents calling requesting for expanded ages of child care.

Additionally, there are low rates of early education enrollment. Too few children are getting the chance they deserve to grow up healthy, safe, secure and educated. The long-term benefits of early education are well-documented at the community and individual levels. Investing in education is associated with widespread economic benefits.

According to an economic analysis of *Chicago’s Child-Parent Centers* early education providers, evidenced returns of 7:1, benefits to dollars invested. *Oregon’s County Data Book* explains that at the individual level, “early education prepares students for success at each stage of their academic and professional development. By 3rd and 4th grades, students from low-income households that attended early education programming record higher reading and math scores. The gains persist in middle and high school.” Studies conducted in Illinois revealed that children with access to preschool had a high school graduation rate ten percent higher than those without the same early education opportunities.

Approximately 19% of children with working parents have a family income that was less than twice the federal poverty level according to the 2016 American Community Survey. Working families with children under the age of six, considered low-income, represent 21% of our community’s labor force. In Clackamas County, 19% of children live in food insecure households where in the previous 12 months, there was an uncertainty of having, or an inability to acquire enough food for all household members because of insufficient money or other resources, according to the Feeding America, Map the Meal Gap report by County in 2015.

### **Afterschool Enrichment Program for School Age Children**

A dire need exists for after school child care options currently in our community. There are no open enrollment options for children at this time, coupled with families in need of safe options for their children to receive supervision, nutrition, and academic enrichment opportunities. We see this space as a perfect venue to expand our services to meet the needs of children after school.

Additionally, only 50% of Clackamas County 3rd graders are reading proficiently. Reading proficiency is directly correlated with academic success. By providing early

child care with rich literacy programming, and after school care focusing on literacy efforts, we can help move the needle in helping children master literacy.

We would use the facility for not only academic enrichment opportunities, but also allow for intergenerational experiences between school age children and those with memory loss, as the two groups would have shared space to interact together after school.

*Site for Afterschool Supper/Snack Program and possibly Summer Free Lunch via United States Department of Agriculture* - We can help meet the critical hunger needs of Clackamas County children as serving as a site for after school free supper/snack programs and possibly the Summer Free Lunch program through the United States Department of Agriculture program. In Clackamas County, rates of persistent food insecurity increase at a time when families experiencing food insecurity declined across the United States ([www.cffo.org](http://www.cffo.org)). For many families, high child care costs lead directly to food insecurity. Over 16,990 children are participants in the Supplemental Nutrition Assistance Program in Clackamas County (Oregon Department of Human Services). For the State of Oregon in 2017, 49% of children under age 18 were eligible for free and reduced USDA lunches.

#### **Thelma's Place Day Use Respite Care Expanded Space**

Our day use respite program continues to grow, needing more space for expansion. Thelma's recently received Clackamas grants to outreach and transport more folks throughout Clackamas County to Thelma's. The demand for respite care for families afflicted with Alzheimer's and other memory loss issues, will increase with the Baby Boomer surge. With the expected projected population growth for the next decade as per the Leland Consulting Group June 2016 study, Baby Boomers, who are now 65 years and older are expected to increase in Clackamas County.

#### **Facility uses that are active during weekdays, evenings and weekends.**

We would love to maximize the use of the space to be used as a community hub during the hours that Thelma's Place and Whoopsy Daisy are not open during evenings and weekends. We would be able to keep Thelma's Place and Whoopsy Daisy items in separate locked rooms or storage so the open space would be fluid and easily morphed into community-friendly, multiuser space.

Hosting an **Indoor Saturday Farmer's Market** would continue the successful Saturday Summer Farmer's Market during the fall, winter and early spring months. Vendors would rent spaces for Saturdays for the same low-cost that they currently rent space in an effort to "expand and retain Canby businesses". This would fill a missing market niche during the non-summer season and help expand local business by extending the season for selling items such as eggs, honey, bread, beer, seasonal flowers and produce, salsa, baked goods, etc. The Farmer's Market will help take away barriers to accessing affordable, nutritious foods with fresh vegetables and fruits. Despite the increase in the online shopping options, items sold in a local Farmer's Markets are typically in high demand for those seeking fresh, local produce and goods. The growing millennial population, those seeking organic options, small format/small batch,



artisanal options, and ethnic specialties are in growing demand. Plans would consider expanding with a co-op style local shop in the future featuring local goods, maker and craft items or items specific to Canby and Clackamas County, pending the momentum of the Farmer's Market concept on Saturdays. With a market area with a population of 50,000+ extending beyond the city boundaries, we believe that the need for this year-round option that highlights the rich agriculture, garden and food options can create a unique option that has proven success in other small communities.

Items selling best at **Farmers Markets** include: honey and raw honeycomb, eggs, fresh and dried herbs, fresh cut flowers, seasonal decorations (pumpkins, fir boughs, wreaths, wheat, mistletoe, holly boughs, fresh floral wreaths), succulents, home roasted coffee beans, fresh guacamole, baked goods (Homemade breads, cookies, cupcakes, brownies, regional specialties, suckers, cake pops, fudge, homemade caramel/candies), fresh pesto and salsa, homemade bath and beauty products (beeswax lip balm, herbed soaps, essential oils, natural deodorant, oatmeal scrubs) smoked fish, jerky, dried fruit, heirloom seeds, olive oils, canned pie fillings, homemade apple cider vinegar, bee boxes, hand built window boxes, garden plant seed starters, home canned goods, new or vintage items, handmade items and crafts (aprons, quilts, baby items, pillow cases, doll clothes, hand-painted nativities, pottery, hand-carved honey dippers and spoons, pot holders/tea towels, hand-knit socks/hats, blankets), made to order foods (doughnuts, apple cider, fresh juices, crepes, popcorn/kettlecorn, gourmet dog biscuits, meat and seafood, herbal tea blends, kefir and kombucha starter, gift baskets, bonsai trees, dried sage smudges, herb and salt blends, lavender, homemade extracts, herbal salves, canned marinara, hanging baskets, potted medicinal herb plants such as aloe vera, sauces, jams, jellies, and fresh organic produce and vegetables.

### **Indoor Playground Option**

With long winters and frequent rain showers, a recent community visioning forum community meeting stressed the dire need for year-round movement options for children (beyond a McDonald's play structure). Canby Area Chamber of Commerce Executive Director, Kyle Lang, shared that many, many people voiced the need for an indoor play place where parents and grandparents could take their kids to play. He proposed a dual-model business format with our formal preschool on one side and a more "drop-in style" on the other 'as the city and people would love it'. Our country is in a health crisis due to sedentary lifestyles with obesity claiming more than one-third of adults and approximately 17 percent of children. Our community needs a safe, accessible space in which children and their families can be active and this facility could provide the ideal open area for year-round play for children. Providing children with a playground environment stimulates minds and allows for cognitive, physical and social development with rich opportunities to grow, learn, socialize and develop. We would like to have a model in which parents would be required to supervise their children, while encouraging community interaction and a culture of wellness. We would look to outreach, collaborate, and explore options for service delivery with the community.

### **First and Third Friday Night Outs**

During First Fridays and third Fridays of the month, the space could be used for evening coordinated, drop-in "child care" for parents to get a night on the town. Thelma's Place would provide High School groups such as FFA, Cheerleaders/Dance Team, Band, Sports Teams, Theater Programs, Church Youth Groups - all wanting to hold fundraisers, with the opportunity to provide the "babysitting" with their advisor/coaches for local parents. It would be a win-win as space would be utilized for "fundraising", free advertising for Whoopsy Daisy, support for local youth groups, and a huge service for families with younger children. Local businesses such as restaurants/bars could offer "specials" for Parents Night Out Nights on the third Fridays of the month and some of the proceeds could go to Thelma's Place. The high school groups would "request" specific nights for their babysitting nights that could also be used as workshops to teach a Theater workshop, cheerleading class, etc.

### **Evening facility for Classes, Workshops, Meeting Space**

The space could also be utilized for community groups, classes and workshops such as Alzheimer's support groups that meet monthly to share strategies and comfort each other, to self-help groups (Mom's Clubs, AA/NA, Parents Without Partners, Cancer Support group, Latino Literacy), enrichment classes (painting classes, wreath workshops, literacy lessons/book clubs, food preservation classes, financial planning), movement workshops (yoga, Tai Chi, aerobics/stretching) - all serving as an opportunity for improving the quality of life through enhanced social, cultural, recreational, and integrated social services.

### **Hours of Operation**

Monday - Saturday - days and evenings.

### **Typical Clients or Customers**

This **Multiuse Facility** will appeal to multiple generations - young families, senior citizens, children, all ages that would be frequenting a Farmer's Market, an indoor playground and taking workshops and classes in the evenings. Customers will range from those accessing an "Indoor Play Park", parents needing a night out in Canby, millennials seeking healthy local food options, organic enthusiasts wanting fresh grown produce or handcrafted items to young families needing childcare, children needing after school academic enrichment and senior citizens needing respite care for family members.

### **Building Changes, Investment or Tenant Improvements Needed**

We have an architect Bill Schertzinger, of Schertzinger's Architecture, that we plan to work with, who will be hired to rework the space according to our needs upon being selected as the future owner of this site.

**Plans for building exteriors** would include creating more charm, outdoor seating, bike racks, additional exterior lighting, flowering plants and potted trees or even a possible Intergenerational Mural on side of the building with depictions of the young and old interacting and laughing together. Seasonal displays would change at least quarterly to draw interest and appeal to the building. We would look to ensuring that

drop-off and pick-up spaces could be easily accessible for those needing extra assistance getting in and out of vehicles and safe areas for young children to enter and exit the building. The building would need to be welcoming and inviting to all ages with special attention for the very young and older generations (charming, old-fashioned appeal).

**Plans for the building interiors** would be to improve the space with modern updates to include new flooring, removing false ceilings and drop acoustical tiles for more spacious ceilings, updating lighting, capitalizing on the windows and making the space visually accessible from the sidewalk. The interior would also require renovations to create a commercial kitchen, updated restrooms, and areas conducive for childcare requirements as well as comforting spaces for Thelma's Place participants to feel as if they are home. Preparing the space to be "community multi-use space" will involve additional locking gates for safety measures after hours.

**Describe the Number, Types and Wages of Jobs to be Created**

*Increased staffing for child care:* depending upon the number of children that would be in need of child care and after school enrichment, we will hire accordingly. The ratio for kindergarten and older youth is factored at 1:15 ratio of adult to child, 1:12 for preschool children, for 36 month to Kindergarten a 1:10 ratio is needed, for those 24-35 months a 1:5 ratio is needed and for 6 weeks to 23 months a 1:4 ratio is required. Because of these variables, it is difficult to project how many additional staff will be required for Whoopsy Daisy and after school enrichment.

*Increased staffing for Thelma's Place:* With increased space, and a recent grant to extend transportation for those in need of day respite care at Thelma's Place, an additional six full-time staff would be needed. Additional program coordinators would be hired at an average wage of \$17.00/hour.

A minimum of an additional ten full-time employees would be hired for the expansion efforts. Head teachers wages range from \$28-\$39,500/year.

Other positions that would need to be hired would include an on-site coordinator and collaborator to handle the indoor playground, Farmers' Markets, after hours facility use, an after-hours janitor, and/or site facilitator.

We would be welcoming countless small businesses to sell their wares at the local Saturday Farmers Markets.

**How Does this proposal fit the selection criteria? Other additional details?**

*Through this expansion project Thelma's Place will take community assets and build on them to meet the needs of children, local families, elder caregivers, families seeking safe play and physical movement, constituents wanting year-round farmer's market accessibility, after school care options, evening class, meeting and workshop space, and a multi-use space that will evolve to meet the needs and interests of Canby.*

***Proven Success***

We have a successful track record of serving Canby in the areas of elder care and child well-being, and we will expand our services to meet the growing needs of our community. Our proposal adds jobs, maximizes the facility usage attracting a wide variety of prospective customers/clients and community members as well as growing both Thelma's Place and Whoops Daisy programs.

Our proposed options for the space will also generate more "traffic" and economy to the downtown, especially with the use of the after school programming, Saturday Market, indoor play park, after hours evening, and weekend activities - that will all bring people downtown. We will be helping diversify the economic base and provide additional family wage jobs within the city, aligning with the Canby Urban Renewal Plan goals.

We are fluid, with plans to build collaborations and work with a vision to bring people together to harness the effective solutions to create the best use of space together. This proposal can help pivot our community toward solutions with investments in Canby as we propel children toward a brighter future with self-sufficiency, success, and positive contributions to their communities through intergenerational engagement while providing an environment where every child can thrive.

Erik Berkey, as a *financially strong buyer*, has been infusing the Canby economy with jobs and downtown traffic since 2001. Mr. Berkey has invested over 4 million dollars of improvements to the 390 NW 2nd and 406 NW 2nd Countryside Living sites, which were awarded the Downtown Revitalization Award in 2011. Thelma's Place at 352 NW 2nd was the latest construction project in Canby.

The Berkey family has a track record of helping support the local economy since 1936. We are active community members including the Canby Chamber of Commerce, Kiwanis, and we are partners with the Canby Senior Center.

#### *Support from other stakeholders*

- Countryside Living - transportation, facility use, administrative support, fiscal assistance, Registered Nurse assistance, and staff support
- Thelma's Place Non-profit with grant support from Clackamas County, and a recent Brodsky Award from the Alzheimer's Association of America
- Neighborhood Association involvement to promote collaboration and quality of life
- United States Department of Agriculture - will provide free suppers and snacks during the school year after school and summer lunches onsite.
- Department of Human Services - we are approved site for respite and childcare.
- Early Childhood Education initiatives such as the Pre-K - Bridges Math for Pre-schoolers, and Core Knowledge
- Community Members motivated for an "Indoor Park" type facility to serve as volunteers
- Potential collaboration with SMART - Start Making a Reader Today, Preschool Promise
- Current and prospective volunteers
- We will seek grant funding support to leverage with future expansion efforts with new programming, expanded staffing positions, equipment and program supply needs.

### *Building Renovation Plans*

Our building renovation plans will feature high quality design and construction standards as evidenced by our track record with building our latest facilities in Redmond, Oregon, orchestrated by Schertzinger's Architecture.

### *Retention and Expansion of Market Niche*

Not only will this project expand the abilities to meet the demand for more childcare and more respite care with the expansion of Thelma's Place and Whoopsy Daisy, but we can fulfill a missing market niche with the community's request for an indoor play place, the need for after school care for school-aged children, provide a venue for year-round market sales of unique goods and services through the Saturday Farmer's Market, and increase the number of jobs and small businesses in Canby. The Farmer's Market will allow the opportunity to showcase "The Garden Spot's" unique regional goods, produce, and services bringing potential tourism to the community. The parent's night out options for the first and third Friday nights would allow local restaurants and entertainment options to grow by providing a community evening childcare option. The indoor play place would benefit from intergenerational engagement and provide opportunities to strengthen the sense of community as families would interact together.

### *Project Timeline*

We believe that we have the resources and ability to expedite this project with a potential start date for Fall of 2019 pending permitting and licensing requirements as well as the timing to replace flooring, to renovate restrooms, to update the kitchen, to order equipment, to move from the current site, and to prepare the site for child care safety requirements.

### *City Participation*

*"Our goal is to create a beloved community," said Dr. King, "and this will require a qualitative change in our souls as well as a quantitative change in our lives." - Martin Luther King*

We would welcome the City's feedback and input on creating this multi-use space to best meet the City's needs. We are open to opportunities to make this space into a community asset. We wish to mobilize the ideas, skills and passions of community organizations, businesses, and the people of Canby to seek improved outcomes to conditions needing transformation. An informal meeting with Jamie Stickel provided insightful information as to how this facility could benefit and align with the goals of the City. We hope that the City would see our proposal **as an investment in a future community resource** that could be shared for programs, activities and special events that would benefit the quality of life for all of Canby.