



AGENDA CANBY CITY COUNCIL

Joint Work Session with Planning Commission 6:15 PM – Council Chambers

Regular Meeting 7:00 PM - Council Chambers

Meetings can be viewed on CTV Channel 5 or YouTube

May 20, 2020

222 NE 2nd Avenue, 1st Floor

Mayor Brian Hodson

Council President Tim Dale

Councilor Trygve Berge

Councilor Traci Hensley

Councilor Greg Parker

Councilor Sarah Spoon

Councilor Shawn Varwig

Joint Work Session with Planning Commission – 6:15 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION ON SMALL CELL TECHNOLOGY/ 5G.** Pg.1
- 3. ADJOURN**

Regular Meeting – 7:00 PM

- 1. CALL TO ORDER**
- 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. 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. *****In order to speak, please email or call the City Recorder by 5:00 pm on May 20th with your name, the topic you'd like to speak on and contact information: bissetm@canbyoregon.gov or call 503-266-0733. Once your information is received, you will be sent instructions to speak virtually. Please note that Council will be attending this meeting virtually.**
- 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 May 6, 2020 City Council Work Session and Regular Meeting. Pg. 11
 - b. New Wholesale Malt Beverage & Wine OLCC Liquor License for Columbia Distributing. Pg. 22

7. ORDINANCES

- a. **Ordinance No. 1526:** An Ordinance authorizing the City of Canby to enter into a contract with FCS Group for the completion of an Economic Opportunities Analysis. *(Second Reading)* Pg. 28
- b. **Ordinance No. 1527:** An Ordinance authorizing the Mayor and City Administrator to enter into a contract with Heard Farms for Wastewater Sewage Sludge Removal; and repealing Ordinance 1513. *(Second Reading)* Pg. 195

8. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- a. **Bi-Monthly Department Reports – in packet.** Pg. 204

9. CITIZEN INPUT

10. ACTION REVIEW

11. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Melissa Bisset at 503.266.0733. A copy of this Agenda can be found on the City's web page at

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

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

If you do not have access virtually, there are a small number of chairs provided inside to allow for physical distancing.



City of Canby

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City Council Staff Report

DATE: May 20, 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

Planning Staff 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) 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.

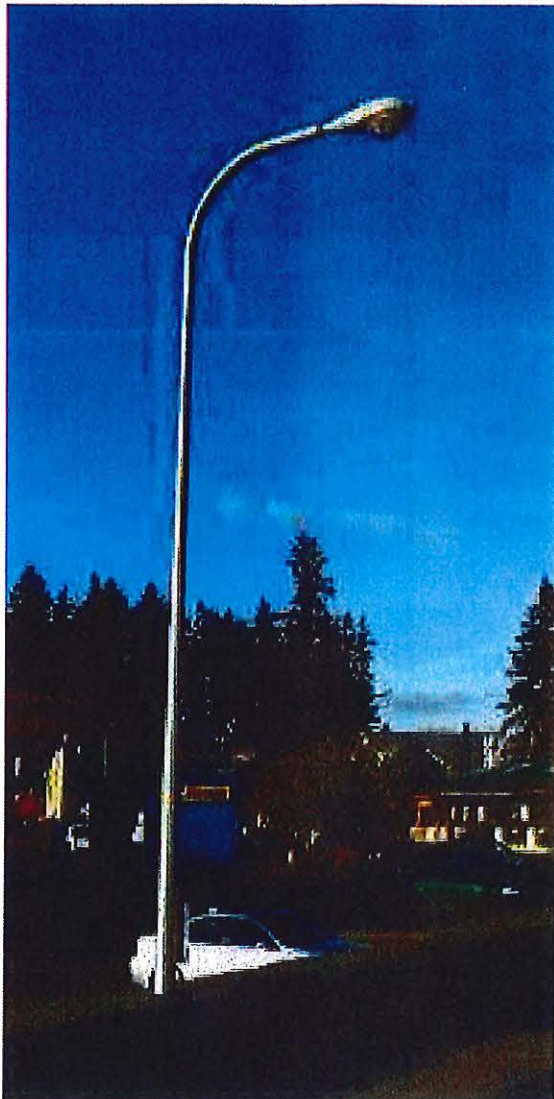
3 Deployment Examples

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

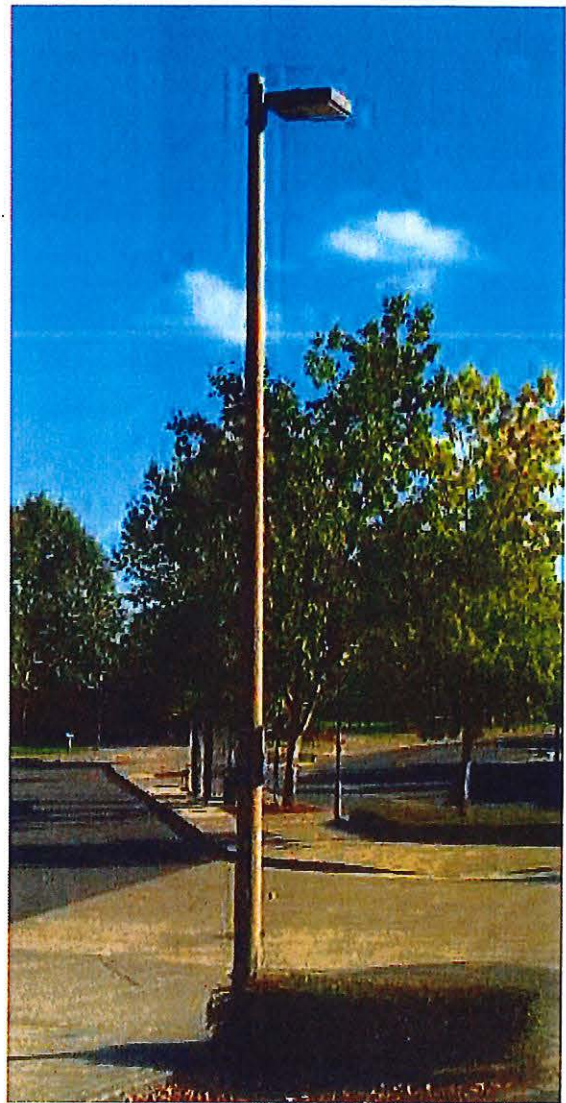
Appropriate Deployments

Collocations

Cobra Head Light Pole
Acceptable:

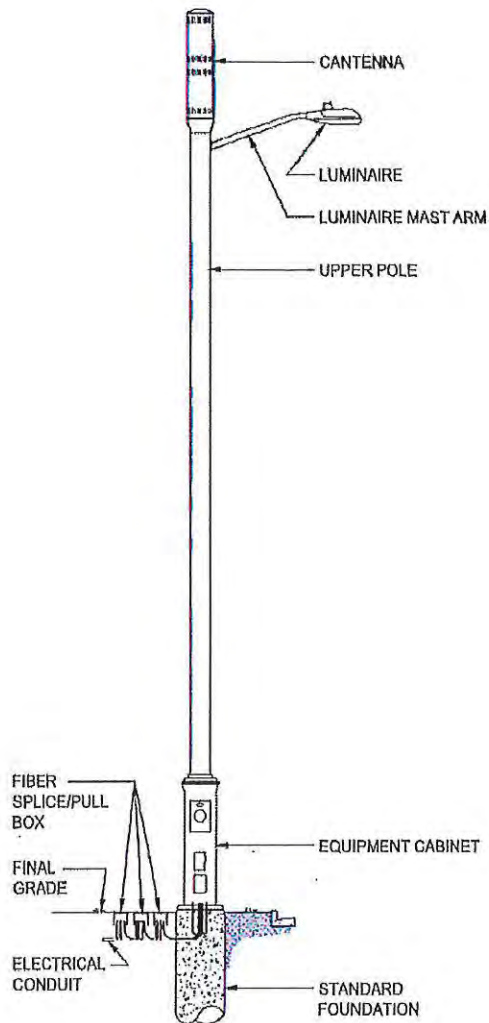


Shoe Box Light Pole
Acceptable:

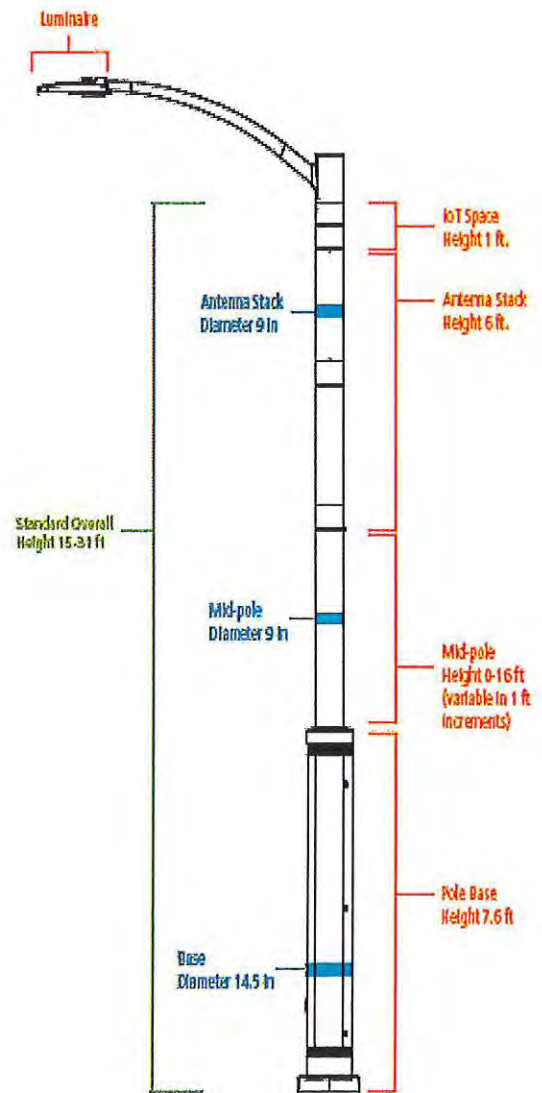


SWF Collocation on Cobra Head Light Pole

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?](http://icm-tracking.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuO)

[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;PKbZS2RqT2ul5qk1Kn2-V48kwI) and [model ordinance \(http://model-ordinance-tracking.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuO](http://model-ordinance-tracking.meltwater.com/link.php?DynEngagement=true&H=oGJ1pkZyysOST8btnWeAdWfazdP60O3PLkuO)
code-for-municipalities-0&l=20180827135013.0000000b5f95%40mail6-94-usnbn1&X=MHwxMDQ2NzU4OjViODQwMTkzNjc3Nzc4NzhjZjE3MTAyOTs;PKbZS2RqT2ul5qk1Kn2-V48kwI

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=MHwxMDQ2NzU4OjViODQwMTkzNjc3Nzc4NzhjZjE3MTAyOTsPKbZS2RqT2ul5qk1Kn2-V48kwI>).

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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/>).

**CANBY CITY COUNCIL
WORK SESSION MINUTES
May 6, 2020**

Due to COVID-19 Pandemic, the Mayor and City Councilors attended the meeting virtually. The public was asked to view the meeting live on CTV Channel 5 or on YouTube. Seating was available in the Council Chambers in compliance with the Governor's Executive Order regarding social distancing.

PRESIDING: Mayor Brian Hodson.

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

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

OTHERS PRESENT: None.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:15 p.m.

Review Request for Expression of Interest for the former Library Building

Economic Development Director Jamie Stickel explained that the City 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 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.

The City opened the RFEI after the January 15th City Council Work Session. The Economic Development Department promoted the RFEI through the City 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 and were included in the March 18th, 2020 packet. On April 28th, 2020 Canby Brewing Company withdrew their proposal.

Ms. Stickel reviewed each of the proposals for the former Library Building located at 292 N Holly Street. The four proposals were from:

- Neighborhood Health Centers
- OC Brewing Company (The Beer Library) | Revised April 25, 2020
- Ray Kahut
- Thelma's Place

Councilor Berge asked about the \$200,000 grant that OC Brewing Company referenced.

Ms. Stickel stated that OC Brewing Company had seen that the City had received a \$200,000 Main Street Grant. Ms. Stickel explained that it could be a pass-through grant and depending on the use it was possible that the grant could be used for façade renovations.

Council President Dale asked about the appraisal. The building had appraised at \$952,000 in 2016. The building was a little under 11,000 square feet. Council President Dale stated that the framework for decision making was an approach where they looked at an exit plan for the City. Did the City want to sell and be done or did they want to have a more influential position about who goes into the location, or would there be a partnership? He felt that with the proposals received, there was not a clear buyer. The proposals were all very small offers on the property. He encouraged the Council to consider a performance contract which would make sure that improvements were done and in a timely fashion. He noted that OC Brewing Company asked for no expectations on when the improvements would be made. He stated that if a token price was given that they should not be considered for the Façade Improvement Program.

Councilor Spoon felt that the OC Brewing Company would best activate the space. She thought that all proposals would require a Performance Contract as none of them were close to the appraisal price. She stated that there may be greater tax revenue over the long term even though they may take less up front. She did not feel great about any of the responses as they were.

Councilor Varwig also felt that OC Brewing Company best activated the space. With regards to the price, he did not like any of the proposals. He stated they had a duty to the taxpayer to do right. He also wanted performance and tenant improvements tied to the sale.

Councilor Berge felt that more than ever it was a good time to hold on the sale of the building. He suggested perhaps they could see if anyone would lease the space.

Councilor Spoon asked about what improvements would need to be made for a tenant to be able to use the space.

Economic Development Director Stickel stated that necessary improvements included: bathrooms, ADA compliance, doors, and parts of the wall. The estimates were about six months old and may need to be revisited.

Councilor Parker was not willing to sell the building at market rate and thought they should take it off the market if they were unable to receive market rate. He thought that it would have to be an exotic public/ private partnership. He felt all of the proposals should be rejected and they should consider a lease option. Someday the property would be worth even more.

Councilor Hensley agreed. The only proposal she liked was the renderings from OC Brewing; however, she did not like any of the financial proposals.

Councilor Spoon stated that although she did not like any of the proposals in their current forms, she had some hesitation as she did not feel that the building should continue to be kept vacant. It had been nearly four years that it had been vacant. She liked the OC Brewing proposal but not at the \$10,000 they offered. She did not want to put \$500,000 into the building but also did not want to see the building sit vacant. She thought that perhaps the City could go back to their top two choices and see if there were other options.

Mayor Hodson liked the OC Brewing Proposal best and felt it would activate the downtown the best. He thought it would create a greater draw downtown and would create an extension from the park and what could be an outside space. He did not like the proposed purchase price of \$10,000.

City Attorney Joseph Lindsay cautioned Council to discuss negotiations about prices in Executive Session. He stated that they may want to discuss proposed uses and not price in the open session.

Councilor Varwig thought the best concept was OC Brewing and the second would be Ray Kahut.

Councilor Berge explained that typically with a lease they would provide an allowance for renovations and it was typically not a large amount.

The Council liked the OC Brewing concept the best and wanted to have further discussions with them.

The meeting adjourned at 6:45 p.m.

Melissa Bisset, CMC
City Recorder

Brian Hodson
Mayor

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
May 6, 2020**

Due to COVID-19 Pandemic, the Mayor and City Councilors attended the meeting virtually. The public was asked to view the meeting live on CTV Channel 5 or on YouTube. Seating was available in the Council Chambers in compliance with the Governor's Executive Order regarding social distancing measures to be taken.

PRESIDING: Mayor Brian Hodson.

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

STAFF PRESENT: Amanda Zeiber, Interim City Administrator; Joseph Lindsay, City Attorney, Julie Blums, Finance Director and Melissa Bisset, City Recorder.

OTHERS PRESENT: None.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:02 p.m.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: It was publically noticed that Council would be attending the meeting virtually and written comments and input on agenda items were accepted until 5:00 p.m. on Wednesday, May 6th. No comments were received and no one requested to speak.

MAYOR'S BUSINESS: Mayor Hodson noted that it was National Nurses Day and felt it fitting to acknowledge the day considering what was going on in the World and how they are on the frontlines. He had recently moved into a position where he worked in Senior Living and Adult Care and the nurses are important in the care of the residents and they have been crucial taking care of patients with Coronavirus.

He recognized the Canby Center for distributing a tremendous amount of food to the Canby community. He stated that they need volunteers. There was a computerized system to sign up to volunteer and distribute food to Canby families.

The City had decided what the response would be if certain businesses had decided to open prior to the Governor's decision to do so. The Police Chief and Mayor had made announcements the week prior about the response the City would have in hopes of businesses continuing to follow the Governor's Orders. Over the weekend, there had been a restaurant that decided to open and take sit down customers (in violation of the Governor's Orders). The Police Department received a complaint and responded to the restaurant. The business understood the situation and were very responsive. They resumed to conducting carry-out orders only. The Mayor stated that

he was not in agreement of any restaurants or any other businesses not following the Executive Order of the Governor. He stated he and other Councilors had taken an oath to follow the laws of the City, State and Country. He hoped that Council and the Community would follow the laws. He read a scripture from Romans 13:1-7.

On Tuesday afternoon, the Mayor and four other Clackamas County Mayors met for a press conference to express a desire for Governor Brown to expedite plans to reopen Oregon for business and empowering Counties and Cities to create an expedited plan. Mayor Hodson shared that during the meeting he was asked a question about how he felt about the restaurant opening and his statement did not come out the way he would have liked. He was trying to express the conflict he felt as a leader for those who are vulnerable and frightened with health concerns versus those who are also vulnerable and just a frightened as they watch their livelihood evaporate and they watch their kids and wonder how they will feed, clothe, and shelter them. He received calls from those who are terrified about getting the virus or a loved one getting the virus or because they are one payment away from losing it all, he also had received calls from those who had lost their businesses and will not be reopening. He stands by his position that there needs to be leadership on a restart plan and how it will be achieved or there needs to be the freedom for Counties or Cities to be able to make their own plans. Canby Police Chief Bret Smith, Interim City Administrator Amanda Zeiber and City Attorney Joe Lindsay had spent a number of hours talking about the steps they would take if a business that was not supposed to be open decided to open up. The determined course of action was appropriate and it was an education strategy and the business cooperated.

Mayor Hodson also participated in a call with Clackamas County Chair Bernard, local Mayors and City Managers to receive an update from the County's Emergency Operations and COVID. The curve had been flattened in Oregon. There would be confirmed numbers by area code. They discussed what it would take for the County to create a plan to present to the Governor's office in order to open up. The County would have to show declining COVID cases, sufficient personal protective equipment, would need to be able to handle surge capacity at hospitals, and there would need to be robust testing and tracing would be for anyone you had spent more than 15 minutes with if you were to come down with COVID. The County was looking at increasing staffing.

Representative Christine Drazan spoke at the Community update and elaborated on the numbers and noted that substantial pieces need to be met before counties can open up.

Clackamas County Coordinating meeting would meet the following day. There would be Budget Committee Meetings coming up.

Safety and health measures had been implemented at all City facilities including physical distancing of work stations, staggering schedules, wearing masks, and sign in sheets for contact tracing. During April, planning submissions had been limited to Type I applications. Now all applications were being accepted electronically. In preparation for reopening to the public the City was installing Plexiglas sneeze shields at all public counters, there would also be signage to

encourage physical distancing. The Library was working on a plan for accepting return materials safely. There was currently online programming at the Library. Green spaces were still open at parks; however, park facilities including bathrooms and playground equipment remain closed.

Businesses had made big pivots to drive sales and continue to be successful. Canby Cinema started their Mystery Movie Box, Wayward Sandwiches had been doing virtual wine tastings, Book Nook had been doing Boredom Buster Bundles, Ebners had been running daily BBQ specials, Wild Hare had been offering fully cooked family style meals, other businesses had partnered with others such as Swan Island Dahlias had been selling Wooden Shoe Tulips at their site and Puddin' River Chocolates had showcased the Backstop Bar and Grill and other Businesses. The Library had been offering online programs. The City has been working with the Chamber to launch the #lovelocalcanby campaign that suggested that citizens buy gift cards, leave reviews, order online, share businesses social media posts and take food out. Mayor Hodson challenged citizens to do as much as they could as every dollar would help a business survive.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Berge thanked first responders for the fantastic job they had been doing with a tough situation. He also recognized and encouraged business owners. He stated everyone will come out stronger on the other side.

Council President Dale asked about the requirement of 1,250 of tests per week for Coronavirus. Mayor Hodson clarified that it was the number of tests that would need to happen. If someone came back with a positive test they would need to list everyone they had come in contact with for more than 15 minutes.

Discussion ensued regarding the metrics for opening back up.

Councilor Spoon shared that there were still openings on the Transit Advisory Committee. She was excited to see Gwynn's open back up and Coffee Doodle Doo would be opening back next week. Kona Ice was also being inventive. They were offering online ordering and delivery. She recognized mothers as it was Mother's Day Weekend.

Councilor Parker stated that Aimira Stanley of the Canby Transgender Alliance, and her partner would be moving to Salem. He liked her way of citizenship as she had come to the City Council and kept coming back in a civil and respectful way educating the Council. She changed him and appreciated that she gave him some perspective and understanding that he did not have. He thanked Ms. Stanley for coming to Canby and stated that she made a difference.

The Clackamas County Fairgrounds had been partnering with the Sheriff's office and Clackamas County to arrange food pick up. It was going to be once a week. The Fair Board had not yet decided what to do about the Clackamas County Fair and Rodeo. St. Paul and Sisters had

cancelled their events. The biggest component to putting on a fair was volunteers and often the volunteers were older and more vulnerable to the virus.

He wanted the City to be aggressive as it could be within the limits of the law as it was that day. He had volunteered to be a tracker with Clackamas County.

Councilor Varwig wanted to provide encouragement. He asked people to remember to stay humble and kind and be careful about what they said on social media. He asked the community to give grace and patience to people as everyone was trying to figure out the various losses.

Independence Day Celebration

Discussion ensued regarding the Independence Day Celebration and if a decision should be made to cancel the event. There had been many cancellations of large events in surrounding area due to the Governor's Executive Orders.

City Attorney Lindsay stated that the Executive Order that had been extended to July 6th and any sort of grouping was not allowed unless at least 6 feet of distancing could be maintained. It would be challenging to maintain that level of distancing at a large event.

Interim City Administrator Zeiber stated that volunteers are depended upon for summer events. She had concerns about a large event considering the Governor's orders. She stated any delay in a decision would make it more difficult.

Councilor Parker questioned what would be done about bathrooms and if there would be enough volunteers. He thought that it would be best to cancel the event sooner than later.

Councilor Varwig and Councilor Hensley wanted to wait to make a decision about cancelling the celebration.

Councilor Berge did not want to see the celebration or fireworks go away but he stated that there was a large community that is susceptible and they needed to be mindful. He also wanted to wait a couple weeks to make a decision to see if the numbers would come down.

Ms. Zeiber shared she had just received word from Fire Chief Davis that the fireworks had been cancelled.

Councilor Parker expressed concern about some counties opening and others not noting that if you are in a county that is closed you may go into a county that is open. He stated that the events are regional events for people to come in and people with from counties with a statically higher amount of COVID would be coming in. He stated that if you are living in an area tied down, people from areas with a statically higher amount of COVID would be coming into areas that were opened up.

Councilor Spoon stated she too was concerned about people coming in from the outside. She expressed confidence in Fire Chief Davis and stated that if he didn't feel comfortable having the fireworks it made her nervous about exposing first responders if the event was held.

Discussion ensued regarding the event and if there were alternatives to the event.

Councilor Spoon thought would be a good idea to adapt, respond and take ideas from the community on how to celebrate together.

CONSENT AGENDA: **Council President Dale moved to adopt the minutes of the April 15, 2020 Regular Meeting and April 22, 2020 Special Called Meeting. Motion was seconded by Councilor Hensley and passed 6-0.

RESOLUTIONS & ORDINANCES

Resolution No. 1333: A Resolution adopting budget appropriation transfers for the 2019-2020 fiscal year.

Finance Director Julie Blums explained that typically there are mid-year adjustments. In the Planning Department, there had been far more traffic studies than they thought would be needed and there was a cost and revenue for the traffic studies.

In the Finance Department there was an unexpected bill for an OPEB valuation and a small increase to audit costs.

Cemetery staff time needed to be increased as more time was being spent at the Cemetery to keep up the maintenance of the grounds and handle weekend burials.

Additional appropriation was needed in the Not-Allocated Personnel Services line to cover several Retirements of long-term employees. The City was up to \$200,000 in pay-outs.

The Not-Allocated Materials & Services line needed to be increased to cover the costs related to COVID-19 expenditures. The City would request reimbursement from FEMA, however the timing and amount of the reimbursement was not currently known.

All of the additions were covered by a reduction in appropriations in other General Fund departments due to vacancy savings, projects being rescheduled to Fiscal Year 20-21 and the use of Contingency funds.

The net sum to the General Fund would be zero. The monies were just being moved between departments.

Councilor Parker stated that planning from 14 months ago for today was not a perfect science and it was one of the smaller reconciliations he had seen over his years of service.

****Councilor Varwig moved to adopt Resolution 1333, A RESOLUTION ADOPTING BUDGET APPROPRIATE TRANSFERS FOR THE 2019-2020 FISCAL YEAR. Motion was seconded by Councilor Hensley and passed 6-0.**

Ordinance No. 1523: An Ordinance Amending Canby Municipal Code Chapter 8.16: Fire Prevention Code. *(Second Reading)*

City Attorney Lindsay explained that the amendment was removal of the dates so that the current code would always be used.

****Council President Dale moved to adopt Ordinance 1523, AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 8.16: FIRE PREVENTION CODE. Motion was seconded by Councilor Hensley and passed 6-0 by a roll call vote.**

Ordinance No. 1524: An Ordinance authorizing the City Administrator to execute a contract with R.L. Reimers Company for the 2020 Wastewater Treatment Plant Primary Clarifier Improvement Project; and declaring an emergency. *(Second Reading)*

****Councilor Hensley moved to adopt Ordinance 1524, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH R.L. REIMERS COMPANY FOR THE 2020 WASTEWATER TREATMENT PLANT PRIMARY CLARIFIER IMPROVEMENT PROJECT; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Spoon passed 6-0 by a roll call vote.**

Ordinance No. 1525: An Ordinance authorizing the City Administrator to execute a contract with CURRAN-MCLEOD, Inc. Consulting Engineers for Engineering Services to complete improvements to South Ivy Street Sanitary Sewer Collection System; and declaring an emergency. *(Second Reading)*

City Attorney Lindsay explained that the contract was for the engineering services to complete the improvements to South Ivy and it was part of a bigger project.

****Councilor Hensley moved to adopt Ordinance 1525, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CURRAN-MCLEOD, INC. CONSULTING ENGINEERS FOR ENGINEERING SERVICES TO COMPLETE IMPROVEMENTS TO SOUTH IVY STREET SANITARY SEWER COLLECTION SYSTEM; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Varwig and passed 6-0 by a roll call vote.**

Ordinance No. 1526: An Ordinance authorizing the City of Canby to enter into a contract with FCS Group for the completion of an Economic Opportunities Analysis; and declaring an emergency. *(First Reading)*

City Attorney Lindsay stated that the emergency clause was not necessary. He explained that it was related to a grant that was received in November and it truly isn't an emergency.

The City had been awarded a technical assistance grant from the Department of Land Conservation and Development in 2019 and the agreement would allow for completion of an Economic Opportunities Analysis with a consulting firm. It will provide: Community Economic Development Vision and Objectives, an Economic Trends Analysis, a Site Suitability Analysis, an Inventory of Suitable Sites: Provide an inventory, mapped and documented, and assessment of suitable commercial and industrial land to determine whether supply meets the demand, an Assessment of Potential and recommendations.

Mayor Hodson felt it would be a great piece to have as they look toward future planning.

Councilor Parker stated that this is an element that can be used in the Comp Plan. He felt it was important to make sure that last year's consultant report was not received. He noted it was important for it to look at the future economy.

****Council President Dale moved to adopt Ordinance 1526, AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH FCS GROUP FOR THE COMPLETION OF AN ECONOMIC OPPORTUNITIES ANALYSIS. Motion was seconded by Councilor Berge and passed 6-0 on first reading.**

Ordinance No. 1527: An Ordinance authorizing the Mayor and City Administrator to enter into a contract with Heard Farms for Wastewater Sewage Sludge Removal; and repealing Ordinance 1513. *(First Reading)*

Mayor Hodson noted that the contract was an annual contract for sludge removal and the current contract was with Heard Farms.

****Councilor Hensley moved to adopt Ordinance 1527, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH HEARD FARMS FOR WASTEWATER SEWAGE SLUDGE REMOVAL; AND REPEALING ORDINANCE 1513. Motion was seconded by Councilor Varwig and passed 6-0 on first reading.**

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Interim City Administrator Amanda Zeiber updated the Council on a public Wi-Fi in the parks program being worked on in partnership with DirectLink. They had met at Wait Park and at Legacy Park to discuss locations. They hoped to have Wi-Fi in Wait Park, Legacy and Locust by the end of the summer.

The Maple Street Splash Pad was moving forward.

Hanging baskets were going up in the downtown corridor.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Resolution No. 1333.
3. Approved Ordinance No. 1523.
4. Approved Ordinance No, 1524.
5. Approved Ordinance No. 1525.
6. Passed Ordinance No. 1526 to a second reading for May 20th.
7. Passed Ordinance No. 1527 to a second reading for May 20th.

The meeting adjourned at 8:30 p.m.

Melissa Bisset, CMC
City Recorder

Brian Hodson
Mayor

Memo

To: Mayor Brian Hodson & Members of City Council
From: Bret J. Smith, Chief of Police
CC: Melissa Bisset CMC / Canby City Recorder
Date: April 30, 2020
Re: Liquor License Application (Wholesale & Malt Beverage & Wine) for the business Columbia Distributing

I have reviewed the OLCC liquor license application for the business, CoHo Distributing LLC (Trade name -Columbia Distributing) located at 2525 S.E. First Avenue, Canby, OR, 97013. Columbia Distributing is a warehouse and wholesale distributor of malt beverages and wine.

I recommend the Canby City Council approve this application request to the Oregon Liquor Control Commission (OLCC).



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

pd
4/24/20
\$100.00
CCPmt
L.C.

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1st Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery 2nd Location	
<input type="checkbox"/> Brewery 3rd Location	
<input type="checkbox"/> Brewery-Public House 1st Location	
<input type="checkbox"/> Brewery-Public House 2nd Location	
<input type="checkbox"/> Brewery-Public House 3rd Location	
<input type="checkbox"/> Distillery	Name of City or County:
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	Recommends this license be:
<input type="checkbox"/> Full On-Premises, Passenger Carrier	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	By: _____
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	Date: _____
<input type="checkbox"/> Grower Sales Privilege 1st Location	
<input type="checkbox"/> Grower Sales Privilege 2nd Location	
<input type="checkbox"/> Grower Sales Privilege 3rd Location	
<input type="checkbox"/> Limited On-Premises	OLCC USE ONLY
<input type="checkbox"/> Off-Premises	Date application received:
<input type="checkbox"/> Off-Premises with Fuel Pumps	4/1/20
<input type="checkbox"/> Warehouse	
<input checked="" type="checkbox"/> Wholesale Malt Beverage & Wine	By: SR
<input type="checkbox"/> Winery 1st Location	License Action(s):
<input type="checkbox"/> Winery 2nd Location	
<input type="checkbox"/> Winery 3rd Location	N/O
<input type="checkbox"/> Winery 4th Location	
<input type="checkbox"/> Winery 5th Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

CoHo Distributing LLC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)		
Columbia Distributing		
4. Business Address (Number and Street Address of the Location that will have the liquor license)		
2525 SE First Avenue		
City	County	Zip Code
Canby	Clackamas	97013



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Columbia Distributing			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 6840 N Cutter Circle			
City Portland	State OR	Zip Code 97217	
9. Phone Number of the Business Location 503-289-9600		10. Email Contact for this Application Nancy.turner@coldist.com	
11. Contact Person for this Application Nancy Turner		Phone Number 503-329-6733	
Contact Person's Mailing Address (if different)	City	State	Zip Code


Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please indicate authority.

 _____ (Applicant#1)	_____ (Applicant#2)
_____ (Applicant#3)	_____ (Applicant#4)

MASTERFILE

OREGON LIQUOR CONTROL COMMISSION LIMITED LIABILITY COMPANY QUESTIONNAIRE



528875-94 Exp 6/20/20

Please Print or Type

LLC Name: COHO DISTRIBUTING LLC Year Filed: 2008
Trade Name (dba): COLUMBIA DISTRIBUTING
Business Location Address: 6840 N CUTTER CIRCLE
City: PORTLAND OR ZIP Code: 97217

List Members of LLC:

Percentage of Membership Interest:

1. <u>COLUMBIA DISTRIBUTING HOLDINGS LLC</u> (managing member)	<u>100%</u>
2. _____ (members)	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: _____ DOB: _____

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: _____ Date: 4/01/2020
(name) (title)

1-800-452-OLCC (6522)
www.olcc.state.or.us

(rev. 8/11)

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: COLUMBIA DISTRIBUTING HOLDINGS LLC Year Filed: 2008

Trade Name (dba): _____

Business Location Address: 20301 59TH PLACE S

City: KENT WA ZIP Code: 98032

List Members of LLC:

Percentage of Membership Interest:

- | | |
|------------------------------------|------------|
| 1. <u>MG BEVERAGE HOLDINGS LLC</u> | <u>92%</u> |
| (managing member) | |
| 2. _____ | _____ |
| (members) | |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: _____ DOB: _____

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: [Redacted Signature] Date: 4/01/2020
(name) (title)

1-800-452-OLCC (6522)
www.olcc.state.or.us

(rev. 8/11)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Coho Distributing Phone: 503 289-9600

Trade Name (dba): COLUMBIA DISTRIBUTING

Business Location Address: 2525 SE First Ave

City: CANBY ZIP Code: 97013

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	_____	to	_____
Monday	<u>5 AM</u>	to	<u>10 PM</u>
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

Outdoor Area Hours:

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

The outdoor area is used for:

- ☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

Restaurant: _____	Outdoor: _____
Lounge: _____	Other (explain): _____
Banquet: _____	Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: _____(Y) _____(N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: 3/31/2020

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 12/07)



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: May 20, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Amanda Zeiber, Interim City Administrator
FROM: Sandy Freund, AICP, Planning Director
SUBJECT: Ordinance No. 1526: An Ordinance authorizing the City of Canby to enter into a contract with FCS Group for the completion of an Economic Opportunities Analysis.

Issue

To enter into a PSA contract with FCS Group for the completion of an Economic Opportunities Analysis (EOA) per the Technical Assistance Grant awarded to the City of Canby from DLCD on November 25, 2019.

Summary

The City has entered into an Agreement with the DLCD to complete an Economic Opportunity Analysis with the assistance of a consulting firm. The City has chosen to enter into a contract with FCS Group to conduct the identified body of work. The purpose of the project is to identify Canby's current and future economic market conditions, and to come into compliance with Statewide Planning Goal 9. Grant assistance is needed to retain professional consulting services for preparation of the EOA.

The EOA will provide the following six elements:

1. Community Economic Development Vision and Objectives: Develop policies that promote economic development and ensure sufficient availability of commercial and industrial lands to achieve desired balance of employment and housing availability.
2. Economic Trends Analysis: Provide an overview of the national, state, and local economic trends likely to expand or locate in Canby, including targeted industry typologies, as well as retail trends, employment growth, population projections, and demographic profile.
3. Site Suitability Analysis: Identify the types of sites needed to successfully implement Canby's economic development objectives. (Land Demand)
4. Inventory of Suitable Sites: Provide an inventory, mapped and documented, and assessment of suitable commercial and industrial land to determine whether supply meets the demand. (Land Supply)
5. Assessment of Potential (Reconciliation of Demand and Supply)
6. Recommendations: provide implementation policies and action measures.

For this agreement, the not-to-exceed price on the total amount of services is capped at \$50,000, per the grant amount awarded by the Department of Land Conservation and Development (DLCD).

Attachments: Ordinance 1526, DLCD Award letter, and Exhibit A.

Recommendation: Authorize this contract.

Motion: “I move to approve Ordinance No. 1526, An Ordinance authorizing the City of Canby to enter into a contract with FCS Group for the completion of an Economic Opportunities Analysis.”

ORDINANCE NO. 1526

AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH FCS GROUP FOR THE COMPLETION OF AN ECONOMIC OPPORTUNITIES ANALYSIS.

WHEREAS, an Economic Opportunities Analysis (EOA) will provide an update the City's economic data to support the presence and scale of demand for industrial and commercial land based on anticipated employment growth rates by sector; and

WHEREAS, An Economic Opportunities Analysis will further identify employment trends and identify whether the City has the appropriate range of suitable employment sites to accommodate expected growth over the 2020 to 2040 planning period; and

WHEREAS, An Economic Opportunities Analysis will verify and summarize the City's inventory of vacant and partially vacant industrial and commercial land, as well as potential sites for redevelopment/reuse within the City's urban growth boundary; and


WHEREAS, An Economic Opportunities Analysis will assist in the development of policies for an updated Economic Element of the Comprehensive Plan to ensure identified employment needs are met; and

WHEREAS, An Economic Opportunities Analysis will assist with promoting economic development and job creation that is sustainable over the 20-year planning period for a diverse and inclusive workforce.

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

Section 1. The City Administrator is hereby authorized on behalf of the City of Canby to enter into a contract with FCS Group for the completion of an Economic Opportunities Analysis (EOA), under the guidelines as approved by the Department of Land and Conservation (DLCD) Technical Assistance Grant for an amount not to \$50,000. A copy of the EOA Proposal Summary from FCS Group is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on May 6, 2020; ordered posted as required by the Canby City Charter and scheduled for second reading on May 20, 2020, commencing at the hour of 7:00 PM in the Council Meeting Chambers located at 222 NE 2nd Avenue, Canby, Oregon.



Melissa Bisset
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th day of May, 2020, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder

AFFIDAVIT OF POSTING

STATE OF OREGON)
)
County of Clackamas) ss:
)
CITY OF CANBY)

I, Melissa Bisset, being first duly sworn, depose and say that I am the City Recorder for the City of Canby, Clackamas County, Oregon, a City duly incorporated under and by virtue of the laws of the State of Oregon.

That on the 6th day of May, 2020 the Council for said City of Canby held a Regular City Council Meeting, at which meeting Ordinance No. 1526 was read for the first time and passed by the vote of said Council and was then and there ordered posted in at least three (3) public and conspicuous places in said City for a period of five (5) days prior to the second reading and final vote on said Ordinance, as provided in Section 2 of Chapter 8 of the Charter of the City of Canby, and

Thereafter, on the 6th day of May, 2020, I personally posted said Ordinance in the following three (3) conspicuous places, all within the said City of Canby, to wit:

1. Canby Civic Building – Front Doors
2. Canby Post Office
3. City of Canby Web Page

That since said posting on the date aforesaid, the said Ordinance will remain posted in the said three (3) public and conspicuous places continuously for the period of five (5) days and until the very 20th day of May, 2020.

Melissa Bisset
Melissa Bisset, City Recorder

Subscribed and sworn to before me this 14th day of May, 2020.

Erin Elizabeth Burckhard
Notary Public For Oregon
My Commission Expires: 9/4/2022



RECEIVED

By Canby Planning at 1:33 pm, Mar 13, 2020



ECONOMIC OPPORTUNITIES ANALYSIS (EOA)

Proposal
March 13, 2020



Contact Us:
425.867.1802
www.fcsgroup.com

 **FCS GROUP**
Solutions-Oriented Consulting

March 13, 2020

City of Canby
Attn: Sandy Freund
222 NE 2nd Avenue, 2nd Floor
Canby, OR 97013

Subject: Canby Economic Opportunities Analysis (EOA)

Dear Ms. Freund and the EOA selection committee,


The City of Canby's vision for a strong diverse economy can be realized through deliberate policy actions. This requires new economic goals, community development objectives, land use regulations and actions that are crafted during the EOA process. FCS GROUP is eager to build upon the foundation of knowledge we gained from conducting your prior Economic Strategy, and our work with the Clackamas County Business and Economic Development team.

- **EOA Experience:** FCS GROUP staff, led by Principal and Senior Economist Todd Chase, have led over 20 EOAs in Oregon over the past two decades (including Wilsonville, West Linn, Lake Oswego, Happy Valley, Sherwood and others). Todd co-authored the Oregon DLCD *Industrial and Other Employment Lands Guidebook*, and national publications focused on targeted economic development. Todd leads a team that provides real estate economics, land use planning, community outreach and financial analysis to help cities realize their economic potential.
- **Understanding Canby's Economic Potential:** Over the past few decades, Todd played a role in Canby's development efforts, including the Canby Urbanization Strategy (1999), Pioneer Industrial Park Master Plan (2002), Canby Economic Strategy (2013) and Canby Parks/Transportation SDCs (2014), as well the Clackamas County Economic Analysis (2012-2020). Canby is now a viable location for regional and national businesses and has emerged as a great community to live, work and play.
- **Connecting with Stakeholders:** We provide multi-media community outreach techniques along with eye catching infographics to inform and obtain feedback from residents, businesses and public officials.
- **Local Knowledge:** While Oregon planning requirements for EOA compliance are defined per OAR 660-009 (Goal 9 Economy), each community is given flexibility in how to create local development objectives. **This is an exciting opportunity for elected officials, city staff, community residents and businesses to shape the future of Canby.**
- **Project Commitment:** As principal/economist/partner with over 34 years of experience, and with 35 staff members to address your needs, I am committed to managing this effort.

FCS GROUP proposes to complete the Canby EOA for less than \$50,000; and we look forward to working with the City and community stakeholders on this important project!

Sincerely,

FCS GROUP



Todd Chase, AICP, LEED ^{AP}
Principal-in-Charge

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TABLE OF APPENDICES

Appendix A – Résumés

Appendix B – Work Samples

QUALIFICATIONS

FIRM OVERVIEW

Established in 1988, FCS GROUP is now one of the country's most respected independent providers of financial, economic and management consulting. With a staff of 35 professionals in Oregon, Washington and Colorado, FCS GROUP provides analytical solutions that offer clarity to complex issues in ways tailored specifically to their own communities.



OUR SERVICES

Our Economic Services group provides a unique combination of skills and knowledge about real estate markets, land use trends and public sector infrastructure in order to support municipal goals of attracting business investment and forming sustainable communities.

Other services offered by FCS GROUP include:

Utility Rate and Fee Consulting is focused on water, wastewater, stormwater, reclaimed water, solid waste, electric, and transportation infrastructure. We have performed more than 2,500 utility finance and rate development projects ranging from defining revenue requirements and building comprehensive financial modeling tools to performing long-term capital management strategies and developing full cost-of-service rates.

Financial Planning Services specializes in helping local and state governments, regional

agencies and public safety entities address issues involving policy objectives, public finance and cost recovery, and organizational performance.

EOA EXPERIENCE

The following sections summarize FCS GROUP's qualifications for leading the Canby EOA, including project team member experience and a list of relevant experience.

As a local (Clackamas County) company with offices in Oregon, Washington and Colorado, FCS GROUP has a mix of local, regional and national experience with economic and land use planning services. Highlights include:

City of Canby experience

Todd Chase has worked for the city of Canby for over two decades. This includes managing the Canby Transportation and Parks SDC update (2014), Canby Economic Strategy (2013). Prior to 2010, Todd served as the senior planner and economist for the Pioneer Industrial Park Master Plan and the Canby Urbanization Strategy.

Clackamas County experience

In addition to leading EOAs for the cities of Wilsonville, West Linn, Lake Oswego and Happy Valley, FCS GROUP is the economic consultant for the Clackamas County Business and Economic Development on its Economic Landscape Strategy and land needs analyses.

Metro Region and Oregon experience

FCS GROUP is Metro's economic consultant and coauthored the Metro Urban Growth Report. FCS led over 20 EOAs and HNAs throughout Oregon (see list of page 4).

Pacific Northwest and national experience

FCS GROUP provides economic and land use planning consulting services to cities and counties located throughout California, Colorado, Washington, Alaska, Idaho, Nevada, Wyoming and Texas.

KEY STAFF



FCS GROUP's project team will be led by **Todd Chase**, AICP, LEED, an FCS GROUP principal, economist and shareholder with 35 years of experience in economic, land use and market strategies for communities throughout the Northwest. Todd will be supported by Senior Planner/Economist **Tim Wood** and Analyst **Zechariah Hazel**, both of whom specialize in economic and market analysis for strategic housing plans, comprehensive land use plans and development strategies. Full resumes are included in **Appendix A**.

Todd Chase, AICP, LEED ^{AP}
Principal-in-Charge/Economist

FCS GROUP



Todd Chase is an FCS GROUP principal and economist with 35 years of experience in project management, land use planning and economic analysis. He has managed over 20 EOAs throughout Oregon and has served as lead economist on assignments throughout the USA, Asia and South America.

Todd has also successfully managed dozens of large-scale comprehensive plan updates with housing and economic elements. He has also assisted the City of Canby and dozens of cities, counties and states with adopting new financing mechanisms to implement strategic master plans and development projects.

A recognized leader in economic development policy issues, Todd has published articles and spoken widely at national and state conferences on housing and development finance and was appointed to the Oregon's Department of Land Conservation and Development's Economic Development Planning Advisory Committee.

Todd is an AICP certified planner and is a Leadership in Energy and Environmental Development (LEED) Accredited Professional, and a member of the Oregon Economic Development Association.

Timothy Wood
Senior Economic Analyst

FCS GROUP



Tim Wood is an FCS GROUP project consultant with nine years of experience in economic and housing analysis for public-and private-sector clients. As a senior economic and housing analyst, Tim has focused on the principals of growth management, analyzing employment and housing land needs within the urban growth boundaries of cities throughout the Northwest.

As a senior economic and housing analyst, Tim has been involved with EOAs for the cities of Florence, Lincoln City, Sutherlin, Lake Oswego, West Linn, Happy Valley, Columbia City, Gilliam County, and Sherman County. Tim currently serves as Planning Commissioner for Multnomah County.

Zechariah Hazel
Analyst

FCS GROUP



Zechariah Hazel is an FCS GROUP analyst with experience on over ten economic studies focused on housing and employment land needs. He provides demographic, market and economic data analysis and demand forecast modeling.

Zech's experience includes documenting key demographic, socioeconomic and market trends as part of EOAs and HNAs for cities and counties in Oregon and Washington.

REFERENCES

Happy Valley, OR | Economic Opportunity Analysis, Town Center Plan, Industrial Code Update and On-Call Consulting (2011 – Current)

Key Personnel: Todd Chase, Principal
Tim Wood, Senior Analyst, Zech Hazel, Analyst

Reference:

Michael Walter, Community Development Director
(503) 783-3839, michaelw@happyvalleyor.gov

After preparing the Happy Valley EOA and BLI, FCS GROUP was retained to prepare a development prospectus and an industrial code audit/amendment that included: identifying building types and potential sites for future development; and developing policies and code amendments to achieve economic development objectives. Subsequent work included market analysis and funding strategies for the Town Center Plan and EOA/HNA updates as part of the North Carver/Pleasant Valley Master Plan (ongoing).

Oregon Department of Land Conservation and Development: On-Call Planning (Ongoing)

Key Personnel: Todd Chase, Principal
Tim Wood, Senior Analyst, Zech Hazel, Analyst

Reference:

Kirstin Greene, Economic Development Specialist
(503) 934-0017, kgreene@dlcd.state.or.us

FCS GROUP is the on-call land use planning consultant to the Oregon Department of Land Conservation and Development (DLCD). FCS GROUP is currently responsible for performing buildable land inventories and housing needs analysis and economic opportunities analyses and buildable land inventories (BLI) for counties and cities throughout the state of Oregon. We've performed EOA and HNA work for several cities and counties throughout Oregon.

Clackamas County, OR Economic Consulting (Ongoing)

Key Personnel: Todd Chase, Principal
Tim Wood, Senior Analyst

Reference:

Jon Lagarza, Interim Economic Development Manager
(503) 742-4366, jlegarza@clackamas.us

FCS GROUP provides community outreach, economic analysis and land use planning services for Clackamas County. This includes target market strategies, and marketing materials for 11 key business clusters: advanced manufacturing, warehousing, health sciences and others. Assignments also include analysis of housing needs and site-specific development strategies.

Wilsonville Economic Consulting (Ongoing)

Key Personnel: Todd Chase, Principal
Tim Wood, Senior Analyst

Reference:

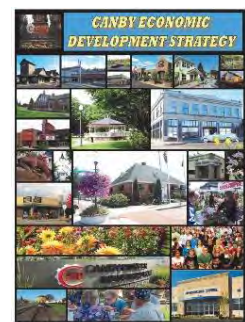
Chris Neamtzu, Planning Director
(503) 682-4960, Neamtzu@ci.wilsonville.or.us

FCS completed the recent EOA, Frog Pond West funding strategy and other assignments.

WORK SAMPLES

Included in **Appendix B** are the following examples of our EOA expertise:

- Canby Economic Development Strategy Report (Adopted)
- Canby Economic Profile Brochure
- Columbia City EOA (Adopted)
- Happy Valley EOA (Adopted)
- Clackamas County and Wilsonville Target Industry Brochures



SUMMARY OF RELATED ECONOMIC EXPERIENCE

The following table summarizes a selection of FCS GROUP's experience with projects similar in scope and complexity to the economic service needs of the City.

Client	Description of Services	Buildable Land Analysis	EOA / Market Analysis	Land Use Policies	Public Outreach	Adoption
Canby	Economic Strategy (2016); SDCs for Parks, Transportation, Sewer and Water (2014), Urbanization Analysis (2001)	✓	✓	✓	✓	✓
Clackamas County	Economic Landscape Analysis (2007-ongoing), Land Productivity Pilot Study (2017); Employment Lands Strategy (2015); Workforce Strategy (2016 – ongoing)	✓	✓	✓	✓	✓
Clatskanie	Economic Opportunity Analysis (2012)	✓	✓	✓	✓	✓
Columbia City	Economic Opportunity Analysis (2018)	✓	✓	✓	✓	✓
Dallas	Housing Needs Analysis (2018)	✓	✓	✓	✓	✓
Oregon DLCD	Industrial and Other Employment Lands Analysis Guidebook (2009); Housing Needs Analysis (2018)	✓	✓	✓		
Florence	Housing Needs Analysis and Economic Opportunities Analysis (2017)	✓	✓	✓	✓	✓
Forest Grove	Housing Needs Analysis (2018)	✓	✓	✓	✓	✓
Gilliam County	Economic Opportunity Analysis (2018)	✓	✓	✓		
Happy Valley	Economic Opportunity Analysis, Town Center Plan, Industrial Code Update and On-Call Consulting (Ongoing)	✓	✓	✓	✓	✓
Hood River, City and Port	Economic Opportunity Analysis (1995, 2005, 2015)	✓	✓	✓	✓	✓
La Grande	Housing Needs Analysis (2018)	✓	✓	✓	✓	✓
Lake Oswego	Housing Needs Analysis and Economic Opportunity Analysis (2014); TSP Funding (2015); On-Call Consulting (current)	✓	✓	✓	✓	✓
Lebanon	Housing Needs Analysis (2018)	✓	✓	✓	✓	✓
Lincoln City	Housing Needs Analysis and Economic Opportunities Analysis update (2017)	✓	✓	✓	✓	✓
Pendleton	Housing Needs Analysis (2018)	✓	✓	✓	✓	✓
Port of St. Helens	Strategic Business Plan and misc. assignments (2014-15); Housing Needs Analysis (2018)	✓	✓		✓	✓
Silverton	Economic Opportunity Analysis (2016)	✓	✓	✓	✓	
Sutherlin	Economic Opportunity Analysis, Action Strategy & Development Prospectus (2015)	✓	✓	✓	✓	✓
Tillamook County	Housing Needs Analysis and Implementation Assistance (2019)	✓	✓	✓	✓	✓
West Linn	Economic Opportunity Analysis (2016), Rate and SDC updates (2017)	✓	✓	✓	✓	✓
Wilsonville	Economic Opportunity Analysis (2005, 2010, 2016); Frog Pond Annexation (2017)	✓	✓	✓	✓	✓
Woodburn	Housing Needs Analysis (2018); HNA Implementation (2019)	✓	✓	✓	✓	✓
Tigard	River Terrace Funding Strategy (2015); Tigard EOA (2011) and On-Call Consulting (ongoing)	✓	✓	✓	✓	✓
Metro	Economic & Finance On Call Consultant (current); Regional Infrastructure Strategy (2009); Regional Growth Report (2010)	✓	✓	✓	✓	✓

APPENDIX A – RÉSUMÉS

Todd Chase, AICP, LEED^{AP}
 Principal and Senior Economist

FCS GROUP



Todd Chase is an FCS GROUP principal and economist with 35 years of experience in management consulting, financial analysis and economic analysis for public-and private-sector clients. He has managed over 150 impact studies, annexation studies, funding strategies, and capital facility plans, with emphasis on growth management and sustainable “green” infrastructure. One of his specialties is providing detailed economic and fiscal impact assessments of the costs and strategies for implementing public and private improvements.

Todd has successfully managed dozens of large-scale land use/transportation plans with capital facility and funding elements; and he has assisted dozens of cities, counties, and states in adopting new transportation financing mechanisms to implement strategic projects. His work includes analysis of user fees, toll roads, fuel taxes, utility fees, tax rates, bonding capacity, impact fees, local improvement districts, benefit recovery districts, and grant accounting. He also has experience assisting cities and counties with the formation and update of urban renewal districts, special benefit districts and public/private funding strategies. Recently, Mr. Chase has assisted several Northwest ports in the development of strategic and economic plans.

A recognized leader in Oregon on economic development policy issues, Mr. Chase has been appointed to the Oregon’s Department of Land Conservation and Development’s Economic Development Planning Advisory Committee. Project experience includes the following.

EDUCATION

- BS, Economics, University of Florida
- Coursework MAS Finance, Johns Hopkins University

CAREER SUMMARY

- 35 years (since 1985) professional experience
- Joined FCS GROUP in 2007

EXPERTISE

- Comprehensive Plan Economic and Financial Element
- Capital Financing Plans and Strategies
- Infrastructure Funding and Financing Strategies
- Urban Renewal District Plans
- Development Impact Fees
- Annexation Strategies
- Economic Cost Benefit Analysis
- Public/Private Funding Strategies
- Economic Development Strategies

PROFESSIONAL AFFILIATIONS

- American Institute of Certificated Planners
- LEED® Accredited Professional
- Consulting Engineers Council of Oregon, Board of Directors (2000-2002)
- Portland Metro Council of Economic Advisors
- Clackamas Economic Development Commission
- Oregon DLCDC Economic Development Planning Advisory Committee
- Association of Pacific Ports

CONTACT

- ToddC@fcsgroup.com
 (503) 374-0679

Oregon

ADAIR VILLAGE

- Economic Opportunity Analysis

BANKS

- Water, Parks and Transportation SDC Study
- Transportation SDC Study

BAY CITY

- Buildable Lands Inventory

BEAVERTON

- South Cooper Mountain Transportation SDC Analysis
- Multipurpose Facility Economic Impact Analysis
- Boundary Options Fiscal Analysis

BEND

- Juniper Ridge Master Plan and Sustainability Strategy
- Golden Triangle Market and Funding Strategy
- North Triangle Preliminary Funding Strategy

BENTON COUNTY

- Natural Areas and Parks Funding Services

BOARDMAN

- Recreation Center Feasibility Study

CANBY

- Business Clusters Analysis
- Parks SDC Study
- Transportation SDC Study

CLACKAMAS COUNTY

- Land Productivity Pilot Project
- Damascas and Boring Urban Rural Reserves
- Agriculture and Food Systems Analysis
- Industrial Site Inventory and Employment Lands Study
- Economic Analysis Services
- Economic Landscape Study, Atlas, and Target Market Strategy

- Property Tax Research
- Fuller Road Transit Oriented Development Study
- Joint Transportation SDC Update with Happy Valley
- North Clackamas Urban Renewal Plan
- Transportation System Plan Policy Phase

CLATSKANIE

- Economic Opportunities Analysis
- Goal 9 Economic Opportunities Analysis Update

COLUMBIA CITY

- Economic Opportunity Analysis

COLUMBIA COUNTY CORRIDOR DRAINAGE DISTRICT

- Regional Economic Development Analysis
- Levee Ready Columbia Rate Design Options Analysis

DALLAS

- Housing Needs Analysis
- Comprehensive Plan Support

ESTACADA

- Downtown and Riverside Area Plan

EUGENE

- Service Fee Analysis

FALLS CITY

- Transportation System Plan Funding Strategy and Transportation SDC Update

FLORENCE

- Economic Opportunity Analysis and Housing Needs Analysis Study

FOREST GROVE

- Westside Planning Study
- Housing Needs Analysis

HAPPY VALLEY

- 164th Ave Funding Study
- Annexation Analysis
- Economic Opportunities Analysis
- Joint Transportation SDC Update with Clackamas

County

- Rock Creek Code Update
- Rock Creek Employment Center Development Strategy
- Town Center Economic and Demographic Analysis
- Pleasant Valley/North Carver Master Plan

HEPPNER

- Economic Opportunity Analysis

HERMISTON

- Hayfields Acres Phase I Study

HILLSBORO

- South Hillsboro Community Service Fee Methodology
- South Hillsboro Funding Analysis and On-Call Assistance
- Transportation System Plan

HOOD RIVER

- Economic Opportunities Analysis*
- Transportation SDC Update

HOOD RIVER JUICE COMPANY

- Economic Impact Analysis

HOOD RIVER VALLEY PARKS AND RECREATION DISTRICT

- Park SDC Methodology Assessment

HUBBARD

- Transportation System Plan Funding Strategy and Transportation SDC Update

INDEPENDENCE

- Targeted Industry Analysis

LA GRANDE

- Housing Needs Analysis

LAKE OSWEGO

- Transportation SDC Study
- Comprehensive Plan Support
- Economic Opportunities Analysis
- Fiscal Impact Support

- Goal 9 and Goal 10 Support
- Planning On-Call Work
- Population Baseline Forecast
- Southwest Boones Ferry Road Corridor Funding Strategy
- Transportation System Plan Funding Strategy
- Housing Needs Analysis Update

LANE COUNTY

- Stormwater Utility Feasibility Study
- Transportation and Parks SDC Study

LEBANON

- Housing Needs Analysis

LINCOLN CITY

- Villages at Cascade Head Market Evaluation
- Economic Opportunity Analysis, Buildable Lands Inventory and Housing Needs Analysis
- Benefit Cost Analysis

LYLE

- Economic Opportunity Analysis

MANZANITA

- Spindrift Lane Local Improvement District

METRO (METRO PORTLAND)

- Infrastructure Analysis Update and Work Session
- Mid-Columbia Gorge Economic Development District, Telecommunications Master Plan*
- Regional Infrastructure Planning Study and Analysis Update
- Solid Waste Disposal Charges Review
- Portland Area Regional Employment Study

METROPOLITAN LAND GROUP

- North Bethany Transportation Funding Strategy

MID-COLUMBIA GORGE

- Economic Development District, Telecommunications Master Plan

NEWPORT

- Local Improvement District Implementation Plan

- SDC Methodology and Construction Excise Tax Fee Study

NORTH PLAINS

- Economic Opportunity Analysis

NORTH WASCO COUNTY PARKS AND RECREATION DISTRICT

- Parks SDC

ONTARIO

- Excise Tax Analysis

OREGON CITY

- South End Concept Plan
- Parks Utility Fee Framework
- Transportation SDC Study

OREGON GEOSPATIAL ENTERPRISE OFFICE

- Funding Options and Rate Analysis

OREGON PORT OF WILLAMETTE

- Willamette Valley Intermodal Transfer Facility

PENDLETON

- Downtown Plan
- Economic Opportunity Analysis
- Housing Needs Analysis

PORTLAND

- Airport/International Center Return on Investment Analysis
- Infrastructure Investment Pilot Study
- Portland Area Regional Employment Study
- Regional Economic & Employment Study with Vancouver
- Regional Infrastructure Funding Strategy
- Regional Workforce Innovation in Regional Economic Development, Global Competitiveness Strategy

PRINEVILLE

- SDC Work Session #1

REDMOND

- Public Safety Fee

REEDSPORT

- Downtown and Riverfront Plan

ROSEBURG

- Transportation SDC Update

SALEM

- McGilchrist Corridor Benefit Cost Analysis

SHERMAN COUNTY

- Economic Opportunity Analysis

SHERWOOD

- Economic Opportunities Analysis

SILVERTON

- Economic Opportunities Analysis
- SDC Update

SPOKANE

- Comprehensive Plan Audit

ST. HELENS

- Housing Needs Analysis

SUTHERLIN

- Commercial Site Feasibility Study
- Economic Opportunity Analysis

TIGARD

- Infrastructure Financing Services
- SDC Consulting Services
- Parks and Recreation Utility Charge Formation
- River Terrace Community Plan
- Economic Opportunities Analysis

TILLAMOOK

- Stormwater SDC Study

TILLAMOOK COUNTY

- Cape Meares Loop Road TIGER
- Housing Needs Analysis and Implementation Assistance

TUALATIN

- Southwest Tualatin Master Plan Implementation

TUALATIN HILLS PARKS AND RECREATION DISTRICT

- Aging Facilities Assessment Tool

UMATILLA ELECTRIC COOPERATIVE

- Economic Impact Analysis

WARRENTON

- Street, Water, Wastewater, Parks, and Storm Drainage SDC Methodology Review

WASHINGTON COUNTY

- Bethany Concept Plan Transportation Funding Strategy
- Transportation Impact Fee Study

WEST HAYDEN ISLAND

- Industrial Master Plan Return on Investment Analysis

WEST LINN

- Economic Opportunity Analysis

WILSONVILLE

- Frog Pond West Funding Strategy
- Street SDC Update
- Coffee Creek Implementation Plan
- Economic Opportunities Analysis
- Goal 9 Study

WOODBURN

- Housing Needs Analysis and Implementation

WOOD VILLAGE

- Transportation Utility Formation

WORKSYSTEMS, INC.

- Wired Global Competitiveness Study

STATE OF OREGON

- Lewis and Clark Bicentennial Tourism Plan

Washington

AUBURN

- Airport Assessment and Long-Term Rate Study

BELLEVUE

- Energize Eastside

CAMAS

- Transportation Master Plan and Capital Facilities Plan

CHELAN PUD

- Economic Impact Model

CLARK COUNTY

- Transportation Impact Fee Study

COLFAX

- Glenwood Water Study CERB
- Industrial Park Wastewater Siphon Study

FEDERAL WAY

- Transit O&M Facility Impact Study

FIFE

- Emerald Queen Casino Cost of Service Analysis

GOLDENDALE

- Telecon Plan
- Business Incubator Feasibility Study

ISLAND COUNTY

- Economic Development Study and Infrastructure Funding Options

KELSO

- South Kelso Railroad Study

KING CONSERVATION DISTRICT

- Rate Structure Development

KING COUNTY

- Transit Financial Forecasting Model

Klickitat County

- Buildable Lands Inventory, Housing Needs Analysis

LEWIS COUNTY

- Regional Flood District Formation

LYNNWOOD PUBLIC FACILITIES DISTRICT

- Independent Financial Analysis

MARYSVILLE

- SPUD Lake Stevens Water System Appraisal Advisory Services

PASCO

- Fiscal Impact Analysis of Major Industries

PIERCE CONSERVATION DISTRICT

- Rate Development Study

PIERCE COUNTY

- Airport at Thun Field Fuel Service Options

PORT ANGELES

- Fiscal Impact Analysis Assistance

PUGET SOUND ENERGY

- Energize Eastside Supplemental Environmental Impact Statement

PUGET SOUND REGIONAL COUNCIL

- Regional Transportation Stormwater Retrofit Program

RICHLAND

- Duportail Bridge TIGER Grant Assistance

RIDGEFIELD

- Discovery Corridor Economic Vision
- Transportation Benefit District Formation

SEATTLE NORTHWEST SECURITIES

- Bel-Red Corridor Financial Strategy

SKAMANIA COUNTY

- Community Action Plan Update*
- Economic Development Council Grant Applications
- Trade and Revenue Study*

SKAMANIA COUNTY ECONOMIC DEVELOPMENT COUNCIL

- Buildable Lands Inventory, Housing Needs Analysis and Housing Action Plan

TUKWILA

- Reviews of Segale Analysis

WHITE SALMON

- Annexation Study

TUKWILA

- SeaTac Airport Area Annexation Analysis
- Review of 2008 Segale Analysis

SEATTLE

- Downtown Seattle Zoning Amendment EIS Analysis

SOUTH BENTON COUNTY

- Urbanization Strategy

SCHWABE

- Columbia River System Operations Economic Impact Study

SPOKANE

- West Plains Stormwater Study

TACOMA

- Water Cost of Service Rates
- Economic Development Fee Analysis

VANCOUVER

- Traffic Impact Fee Update

WENATCHEE

- Apple Loop IFRA Benefit Cost Analysis

WHITE SALMON

- Economic Opportunity Analysis and Annexation Strategy

Montana

WHITEFISH

- Impact Fee Review and Update

Alaska

ANCHORAGE

- Tariff Review Services

California

LOS GATOS

- Transportation Impact Fee Update

Idaho

HAYDEN

- Fiscal Impact Analysis

MOSCOW

- TIGER Grant Assistance

Nevada

WASHOE COUNTY

- Truckee River Flood Project Financing Study and Funding Strategy

Wyoming

JACKSON HOLE CONSERVATION ALLIANCE

- Economic Strategic Plan

Texas

SAN ANTONIO

- Fredericksburg Road Corridor Study

Ports and Terminals

BROOKINGS HARBOR, OR

- Strategic Business Plan

OREGON BUSINESS INFRASTRUCTURE FINANCE AUTHORITY

- South Coast Ports Dredging Analysis
- Oregon Public Ports Economic Analysis

PIERCE COUNTY AIRPORT, WA

- Airport at Thun Field Fuel Service Options

PORT OF ASTORIA, OR

- Grant Assistance

PORT OF BANDON, OR

- Strategic Business Plan and Economic Impact Analysis

PORT OF CASCADE LOCKS, OR

- Marine Park Action Plan*

PORT OF COQUILLE RIVER, OR

- Strategic Business Plan

PORT OF COOS BAY, OR

- Target Market Analysis and Urban Renewal Plan Update
- Urban Renewal Plan Update*

PORT OF DOUGLAS COUNTY, WA

- North End Master Plan Strategy
- Cost-Benefit Analysis and Funding Strategy

PORT OF GARIBALDI, OR

- Market Feasibility Study
- Strategic Plan, Economic Analysis and Implementation

PORT OF GOLD BEACH, OR

- Strategic Business Plan
- Fish Waste Processing Facility Feasibility Study

PORT OF HOOD RIVER, OR

- Hood River Bridge FASTLane BCA

PORT OF LONGVIEW, WA

- TIGER and INFRA Benefit Cost Analysis
- On-Call Grant Assistance

PORT OF MORROW, OR

- Strategic Business Plan and Economic Impact Analysis
- Economic and Community Benefits Analysis
- Benefit Cost Analysis

PORT OF NEAH BAY, WA

- TIGER Grant Assistance

PORT OF PORTLAND, OR

- Metro Employment Land Site Readiness

PORT OF PORT ORFORD, OR

- Strategic Plan and Economic Impact Analysis

PORT OF SEATTLE, WA

- Concessions Employment Analysis and Forecasting
- Stormwater Utility Support

PORT OF SKAMANIA COUNTY, WA

- Cascades Business Park Design
- Economic Impact Feasibility Study
- Grant Assistance
- Strategic Business Plan and Economic Development Strategy

PORT OF ST. HELENS, OR

- Port Westward Benefit Cost Analysis
- Strategic Business Plan and Economic Impact Analysis

PORT OF THE DALLES, OR

- Strategic Business Plan and Economic Impact Analysis

PORT OF UMPQUA, OR

- Strategic Plan and Economic Impact Analysis

PORT OF WOODLAND, WA

- Comprehensive Scheme of Harbor Improvements Update

GORDON THOMAS HONEYWELL (BELLINGHAM), WA

- Gateway Pacific Terminal Economic and Fiscal Impact Assessment

- * Indicates previous experience while with Otak

PUBLICATIONS/SEMINARS/SPEAKING ENGAGEMENTS

- *Washington Housing Forum*, Association of Washington Cities, July 2019
- *P3 Partnerships and Ports*, Association of Pacific Ports, January 2017
- *Creative Infrastructure Finance*, American Planning Association, October 2016
- *Port Strategies for Optimizing Tariffs and Grants*, Association of Pacific Ports, January 2016
- *Communicating Port Benefits*, Association of Pacific

Ports, January 2016

- *Structuring Public/Private Partnerships in Annexation Areas: A View from the Trenches of Development Finance*, Washington Finance Officers Association, September 2015
- *Communicating Port Benefits*, Association of Pacific Ports, May 2015
- *Economic Benefits of Oregon Ports*, Pacific Northwest Waterways Association, October 2014
- *Methods for Analyzing Economic and Fiscal Benefits*, League of Oregon Cities Annual Conference, September 2014
- *Methods for Analyzing Economic and Fiscal Benefits*, Washington Finance Officers Association Annual Conference, September 2014
- *Creative Use of Local Improvement Districts*, Growth & Infrastructure Consortium Conference, October 2013
- *Ports: Partnering for Job Growth*, Oregon Planner's Journal—Oregon Chapter of the American Planning Association, Mar/Apr 2013. Co-author, Scott Keillor.
- *Public Facility Planning: Using the PFP as a Strategic Investment Tool*, Oregon APWA Spring Conference, 2013
- *Fiscal Sustainability Benchmarks for Ports*, Association of Pacific Ports Winter Conference, 2013
- *Quantifying Economic Benefits*, Association of Pacific Ports Winter Conference, 2012
- *ROI Analysis Techniques for Urban Renewal Districts*, Association of Oregon Redevelopment Agencies Fall Meeting, 2011
- *Total Asset Management and Beyond*, Growth & Infrastructure Consortium Conference, 2011
- *Structuring Complex Financial Debt Transactions for Infrastructure in New Market Realities*, Growth and Infrastructure Consortium, 2010
- *Activity Impact Fees to Mitigate Street Deterioration*, Growth and Infrastructure Consortium, 2010
- *Incentivizing Economic Development Using Transportation Impact Fees*, Washington Finance Officers Association, 2010
- *Targeted Area Redevelopment Handbook*, International Economic Development Council, 2006 (contributing author)
- *Redevelopment Handbook*, National Council for

- Urban Economic Development, 1996 (contributor)
- *Commercial & Industrial Development Handbook*, Oregon Department of Land Conservation & Development, 2006
- Models for Regional and Multi-Jurisdictional Transportation Impact Fees, National Impact Fee Roundtable, 2009
- *Creative Infrastructure Planning & Funding Techniques: Findings from the Portland Area and Beyond*, American Planning Association, Las Vegas, 2008
- *Portland Metro Region Real Estate and Land Use Issues*, Oregon State Bar CLE Seminar, 2007
- *Sustainable Development Strategy for Juniper Ridge (Bend, Oregon)*, APA National Planning Conference, 2006
- *Fiscal Impact Analysis*, American Planning Association National Planning Conference, Seattle, WA, 1999
- *Oregon Corridor Planning*, American Planning Association Planning Conference, 1997
- Bend Juniper Ridge Master Plan and Sustainability Strategy
- Industrial and Mixed-Use Master Plans for various projects, United Arab Emirates
- Portland Airport/International Center Return on Investment Analysis
- Rock Creek Employment Center Development Strategy, Clackamas County
- Economic Opportunity Analysis for Hood River, Pendleton, Heppner, Clatskanie, North Plains and Adair Village
- South Benton County Urbanization Strategy
- Truckee River Flood Project Funding Study
- Downtown Seattle Zoning Amendment EIS Analysis
- Southwest Oregon Freight Corridor Study
- North Clackamas Urban Renewal Plan
- Lewis and Clark Bicentennial Tourism Plan
- West Hayden Island Industrial Master Plan Return on Investment Analysis

RELEVANT PROJECT EXPERIENCE

Economic Services

- Port of Skamania County (WA) Strategic Business Plan and Economic Development Strategy, Ongoing
- White Salmon (WA) Economic Opportunity Analysis and Annexation Strategy
- Lyle (WA) Economic Opportunity Analysis
- Portland/Vancouver Regional Economic & Employment Study
- Portland Regional Workforce Innovation in Regional Economic Development, Global Competitiveness Strategy
- Portland Regional Infrastructure Funding Strategy
- Mid-Columbia Gorge Economic Development District, Telecommunications Master Plan
- Wilsonville Economic Opportunities Analysis
- Clatskanie Economic Opportunities Analysis
- Sherwood Economic Opportunities Analysis
- Port of Coos Bay Target Market Analysis and Urban Renewal Plan Update
- Clackamas County Economic Landscape Atlas and Target Market Strategy
- Tukwila/SeaTac Airport Area Annexation Analysis

Timothy Wood
 Project Consultant

FCS GROUP



Tim Wood is an economist with ten years of experience in economic and financial analysis for public-and private-sector clients inclusive of ports, cities, counties and special purpose districts. Tim's expertise includes economic opportunity analysis (EOA), housing needs analysis (HNA) and benefit cost analysis (BCA) solutions. He has also developed and extensive portfolio of experience in supporting TIGER, INFRA Fastlane and other grant funding solutions.

Beyond his work within the economic development and master planning environment, Tim also works throughout the Northwest in developing cost recovery programs inclusive of rate and fee modeling for water, wastewater, stormwater, parks and transportation programs. Project experience includes the following.

Oregon

BANKS

- Transportation System Development Charges

BEAVERTON

- South Cooper Mountain Transportation System Development Charge Analysis

BEND

- Golden Triangle Strategy

BROOKINGS HARBOR

- Strategic Business Plan

CLACKAMAS COUNTY

- Land Productivity Assessment
- Economic Analysis, Landscape Study, Atlas, and Target Market Strategy
- Agriculture and Food Systems Analysis

EDUCATION

- MS, Urban and Regional Planning, Portland State University
- BS, Political Science and Government, University of Oregon

CAREER SUMMARY

- Ten years (since 2010) experience in economic and financial analysis
- Joined FCS GROUP in 2010

EXPERTISE

- Annexation Strategies
- Economic Cost Benefit Analysis
- Public/Private Funding Strategies
- Economic Development Strategies

CONTACT

- TimW@fcsgroup.com
 (503) 374-0679

- Damascus and Boring Urban Rural Reserves

COLUMBIA CITY

- Economic Opportunity Analysis

COLUMBIA COUNTY CORRIDOR DRAINAGE DISTRICT

- Regional Economic Development Analysis
- Levee Ready Columbia Rate Design Options Analysis

DALLAS

- Housing Needs Analysis
- Comprehensive Plan Support

EAGLE POINT

- Water, Stormwater, Transportation and Parks SDC Update

FLORENCE

- Economic Opportunity Analysis and Housing Needs Analysis Study

FOREST GROVE

- Housing Needs Analysis

GILLIAM COUNTY

- Economic Opportunity Analysis

HAPPY VALLEY

- 164th Ave Funding Study
- Annexation Analysis
- Commercial and Industrial Economic Opportunities Analysis
- On-Call Consulting Services
- Happy Valley/North Carver Master Plan

HILLSBORO

- South Hillsboro Funding Analysis and Financing Strategies
- Stormwater Master Plan
- Transportation System Plan

HOOD RIVER VALLEY PARKS AND RECREATION DISTRICT

- Park System Development Charge Methodology Assessment

INDEPENDENCE

- Targeted Industry Analysis

LA GRANDE

- Housing Needs Analysis

LAKE OSWEGO

- Transportation System Plan Funding Strategy

LEBANON

- Housing Needs Analysis

LINCOLN CITY

- Villages at Cascade Head Market Evaluation
- Economic Opportunity Analysis, Buildable Lands Inventory and Housing Needs Analysis
- Benefit Cost Analysis

MEDFORD

- Leisure Services Plan and System Development Charges

MONMOUTH

- Stormwater Utility Formation

NEWPORT

- Water, Sewer, Stormwater and Infrastructure Rate Study
- Local Improvement District Implementation Plan
- SDC Methodology and Construction Excise Tax Fee Study

NORTH CLACKAMAS PARKS AND RECREATION DISTRICT

- Parks SDC Methodology Update

ONTARIO

- Excise Tax Analysis

OREGON BUSINESS INFRASTRUCTURE FINANCE AUTHORITY

- South Coast Ports Dredging Analysis
- Oregon Public Ports Economic Analysis
- Update

OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

- Regional Housing Needs Analysis

OREGON PORT OF WILLAMETTE

- Willamette Valley Intermodal Transfer Facility

PENDLETON

- Housing Needs Analysis

PORT OF ASTORIA

- Grant Assistance

PORT OF COQUILLE RIVER

- Strategic Business Plan

PORT OF GARIBALDI

- Market Feasibility Study

PORT OF GOLD BEACH

- Strategic Business Plan

PORT OF HOOD RIVER

- Hood River Bridge FASTLane BCA

PORT OF MORROW

- Strategic Plan Update
- Economic Impact Analysis

PORT OF ST. HELENS

- Port Westward Benefit Cost Analysis

REDMOND

- Public Safety Fee

ROSEBURG

- Transportation SDC Update
- Economic Opportunities Analysis

SALEM

- McGilchrist Corridor Benefit Cost Analysis

SHERMAN COUNTY

- Economic Opportunity Analysis

ST. HELENS

- Housing Needs Analysis

SUTHERLIN

- Economic Opportunity Analysis
- Commercial Site Feasibility Study

TIGARD

- Infrastructure Financing Services
- Parks and Recreation Utility Charge Formation
- River Terrace Community Plan
- System Development Charge Consulting Services

TILLAMOOK

- Buildable Lands Inventory

TILLAMOOK COUNTY

- Housing Needs Analysis and Implementation
- Cape Meares Loop Road TIGER

TUALITIN HILLS PARK AND RECREATION DISTRICT

- SDC Index Update

UMATILLA ELECTRIC COOPERATIVE

- Economic Impact Analysis

WEST LINN

- Economic Opportunity Analysis
- Transportation SDC Study

WILLAMALANE PARK AND RECREATION DISTRICT

- SDC Index Update

WILSONVILLE

- Frog Pond West Funding Strategy
- Street System Development Charge Update

WOODBURN

- Housing Needs Analysis

Washington

AUBURN

- Airport Assessment and Long-Term Rate Study

BELLEVUE

- Energize Eastside

BREMERTON

- Engineering Group Workload Study

CAMAS

- Water, Sewer, Stormwater and Solid Waste Rate and

SDC Study

- Park Impact Fee Study

CHELAN PUD

- Economic Impact Model

FEDERAL WAY

- Transit O&M Facility Impact Study

FIFE

- Emerald Queen Casino Cost of Service Analysis

ISLAND COUNTY

- Economic Development Study and Infrastructure Funding Options

KELSO

- South Kelso Railroad Study

KENMORE

- Public Works Service Analysis

KENNEWICK

- Water and Wastewater Rate Study

KIRKLAND

- Sewer Cost of Service Update

KLICKITAT COUNTY

- Buildable Lands Inventory, Housing Needs Analysis

LAKE STEVENS

- Strategic Financial Plan

LEAVENWORTH

- Regional Utility Consolidation Study

LEWIS COUNTY

- Regional Flood District Formation

OLYMPIA

- Park Impact Fee Study

PIERCE COUNTY

- Airport at Thun Field Fuel Service Options

PORT ANGELES

- Fiscal Impact Analysis Assistance

PORT OF DOUGLAS COUNTY

- North End Master Plan Strategy

PORT OF LONGVIEW

- TIGER and INFRA Benefit Cost Analysis
- Grant Assistance

PORT OF NEAH BAY

- TIGER Grant Assistance

PORT OF WOODLAND

- Comprehensive Scheme of Harbor Improvements

PUGET SOUND ENERGY

- Energize Eastside Supplemental Environmental Impact Statement

QUADRANT HOMES

- North Island Annexation Financial Analysis

RICHLAND

- Duportail Bridge TIGER Grant Assistance

RIDGEFIELD

- Discovery Corridor Economic Vision

RIVERVIEW SCHOOL DISTRICT

- Annexation Fiscal Impact Analysis

SAMMAMISH PLATEAU WATER AND SEWER DISTRICT

- Sewer Rate Update

SCHWABE

- Columbia River System Operations Economic Impact Study

SKAMANIA COUNTY ECONOMIC DEVELOPMENT COUNCIL

- Buildable Lands Inventory, Housing Needs Analysis and Housing Action Plan

SUMNER

- Water, Sewer and Stormwater Rate Study
- Equipment Rental and Revolving (ER&R) Replacement Fund Analysis

TACOMA

- Water Cost of Service Rates

- Economic Development Fee Analysis

VANCOUVER

- Comprehensive Water, Sewer and Storm Drainage Rate Study
- Traffic Impact Fee Update

WALLA WALLA

- Water and Wastewater Rate Study

WENATCHEE

- Apple Loop IFRA Benefit Cost Analysis

Idaho

MOSCOW

- TIGER Grant Assistance

Montana

WHITEFISH

- Impact Fees Update

Wyoming

JACKSON HOLE CONSERVATION ALLIANCE

- Economic Strategic Plan

Nevada

WASHOE COUNTY

- Truckee River Flood Project Funding Study, Ongoing

Texas

SAN ANTONIO

- Fredericksburg Road Corridor Study

Canada

NANAIMO, BRITISH COLUMBIA

- Comprehensive User Fee Review

PRESENTATIONS

- *Creative Infrastructure Finance*, American Planning Association, October 2016

Zechariah Hazel

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Zechariah Hazel is an FCS GROUP analyst with experience in data collection, research, spreadsheet modeling and analysis for economic studies and rate development for water, sewer and stormwater utilities.

Zechariah has assisted clients throughout the Pacific Northwest with housing needs analysis, economic impacts, revenue requirement and cost-of-service studies, multi-year financial planning, and connection fee development. He has performed in-depth analysis of program financial conditions and prepared reports detailing the results. Project experience includes the following.

Oregon

ALBANY

- Parks Master Plan Update

ASHLAND

- Stormwater and Drainage Financial Study

BANKS

- Water, Parks and Transportation SDC Study

COBURG

- Water and Sewer Rate Study

CORVALLIS

- Park SDC Study
- Transportation SDC Study

COTTAGE GROVE

- Water, Sewer and Stormwater Rate Study

DALLAS

- Housing Needs Analysis

EDUCATION

- BA, Mathematics, Willamette University

CAREER SUMMARY

- Joined FCS GROUP in 2019

EXPERTISE

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FOREST GROVE

- Housing Needs Analysis

GRANTS PASS

- Water, Wastewater and Stormwater Rates and SDCs

HAPPY VALLEY

- 164th Ave Funding Study
- Rock Creek Employment Center Infrastructure Plan

KLAMATH FALLS

- Stormwater Financial Plan

LA GRANDE

- Housing Needs Analysis

LAKE GROVE WATER DISTRICT

- Water Rate Study

LEBANON

- Housing Needs Analysis

MOSIER

- Water and Sewer Rate and SDC Study

PENDLETON

- Housing Needs Analysis

PORT OF GARIBALDI

- Market Feasibility Study

PORT OF PORTLAND

- Metro Employment Land Site Readiness

SANDY

- Utility Rate and Wastewater SDC Study

ST. HELENS

- Housing Needs Analysis

TIGARD

- Water Cost of Service Analysis
- Stormwater Rate and SDC Study

TILLAMOOK COUNTY

- Housing Needs Analysis

VENETA

- Transportation SDC Study

WOODBURN

- Housing Needs Analysis

Washington**ISLAND COUNTY**

- Economic Development Study

Klickitat County

- Buildable Lands Inventory, Housing Needs Analysis

POULSBORO

- Sewer Plan Update

RIDGEFIELD

- Discovery Corridor Economic Vision

Schwabe

- Columbia River System Operations Economic Impact Study

VANCOUVER

- Water, Sewer and Stormwater Rate Study

APPENDIX B – WORK SAMPLES



CANBY ECONOMIC DEVELOPMENT STRATEGY



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• <i>Ensure Canby Remains an Attractive Place for Business</i>	<i>Page 24</i>
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Resource Documents Available:

Visit the City of Canby Development Services Office or online at www.Canbybusiness.com

- *Summary of Economic Development Reports and Recommendations*
- *2013 Canby Vision - Adopted March 20, 2013*
- *Canby Business Clusters Analysis and Draft Strategies - December 20, 2012*
- *Canby Retail Market Analysis – July 2012*
- *Canby Business Survey – Spring 2012*
- *Clackamas County Economic Preparedness Program Community Assessment October 22, 2012*

Canby Economic Development Overview

The Canby area has evolved from a small rural agricultural “bedroom” community into an important regional and international business location with small town charm. The city of 15,865 residents serves a market area of almost 50,000.

The city population has grown by almost 6,500 since 1990, a growth rate of 1.47% or 300 new residents per year. There are 5,625 households in the city and 17,945 in the market area. The average household size is 2.79 persons with a median household income of \$54,310 and a median age of 36.7. Two thirds own their homes and 56% have attended college with 20% boasting a 4-year degree or higher.

The level of business growth and activity in the Canby area is strong. The amount of diversity within the Canby area’s employment base is impressive. This diversity provides stability and a strong foundation to weather uncertain economic times.

At the beginning of 2012, the Canby area had nearly 800 business establishments with over 7,800 workers and an annual payroll of \$279 million (down from \$321 million in 2010). As identified in the table below, the growth of employment within the Canby city limits was estimated at 4,581 jobs in 2010, up from 4,202 jobs in 2002 (US Census).

Overall job growth increased about 9%, with the strongest growth occurring in Canby’s industrial, construction and education sectors. Canby employment has increased in the past few years, but the recent recession has taken a toll on business earnings and payrolls have not fully recovered.

Canby Employment Trends, 2002 to 2010

Sector	2002	2010	Change	
			Number	Percent
Industrial*	1,195	1,392	197	16.5%
Construction	273	397	124	45.4%
Retail	634	602	-32	-5.0%
Service	1,426	1,457	31	2.2%
Education	447	550	103	23.0%
Public Admin	227	183	-44	-19.4%
Total	4,202	4,581	379	9.0%

** Industrial sectors include: manufacturing, wholesale trade, transportation, and utilities.*



NATIONAL AND REGIONAL OVERVIEW

Understanding Canby's unique position within the broader regional, national and international marketplace is an important first step in establishing an effective local economic development agenda. The economic slowdown began in December 2007, and was the longest on record since World War II. A slow recovery is underway but consumers are cautious as unemployment and underemployment rates remain high. National economic growth (by Gross Domestic Product or GDP) is expected to increase by 2.2 to 2.8 percent in 2013. Like many areas, the greater Portland region has experienced declining home values, stagnate income levels, high unemployment, and relatively high office/retail vacancies over the past few years.

Natural population increases combined with in-migration are expected to drive regional population and housing growth that exceeds national averages. The region's population was nearly 2.2 million by 2010 and is forecasted to add between 650,000 and 950,000 people over the next 20 to 30 years. Clackamas County has 381,680 residents and is growing at a rate of 1.1 percent. Population increases within the Region will expand the labor force, and lead to more employment and business investment. Long-term job growth forecasts are for 167,000 and 282,000 new jobs in the region between 2010 and 2020.

LOCAL OPPORTUNITIES AND STRENGTHS

A growing county and region provides Canby businesses opportunities to serve an expanding market. Canby has a large supply of served and available industrial land in a region where there is an industrial land shortage. The city is well poised to take advantage of the emerging economic recovery.

Canby Major Employers 2012	NAICS	Cluster Name	Jobs
KENDAL FLORAL SUPPLY, LLC,	4249	Wholesale Trade	300-400 jobs
JOHNSON CONTROLS BATTERY GROUP	3359	High Tech	200-250 jobs
CANBY FRED MEYER	4529	Retail	200-250 jobs
WILLAMETTE EGG FARMS, LLC.	1123	Agriculture & Food Production	150-200 jobs
WILSON CONSTRUCTION COMPANY	2371	Clean Tech/Construction	150-200 jobs
CUTSFORTH THRIFTWAY	4451	Retail	100-150 jobs
MARQUIS COMPANIES, INC.	6233	Assisted Living	100-150 jobs
JV NORTHWEST, INC.	3324	Metals Mfg.	100-150 jobs
MEC NORTHWEST	3344	High Tech	100-150 jobs
SHIMADZU USA MANUFACTURING, INC.	3345	High Tech	100-150 jobs
J. FRANK SCHMIDT & SON COMPANY	1114	Nurseries & Greenhouses	50 – 100 jobs
CANBY DENNY'S, INC.	7221	Restaurants	50 – 100 jobs
MONTECUCCO FARMS, LLC.	1112	Nurseries & Greenhouses	50 – 100 jobs
AMERICAN STEEL	4235	Metals Manufacturing	50 – 100 jobs
PIONEER PUMP, INC.	3339	Pump Equipment Mfg.	50 – 100 jobs
SR SMITH, LLC.	3399	Sporting Goods Mfg.	50 – 100 jobs
FIRST STUDENT MANAGEMENT LLC.	4854	Clean Tech/Transport	50 – 100 jobs
G F MANAGEMENT COMPANY	1113	Ag. & Food Production	50 – 100 jobs
TERRA NOVA NURSERIES, INC.	1114	Nurseries & Greenhouses	50 – 100 jobs
RUAN TRANSPORT CORPORATION	4841	Clean Tech/Transport	50 – 100 jobs
CANBY TELCOM	5171	Clean Tech/Telecom	50 – 100 jobs
ROTH HEATING AND COOLING	2382	Clean Tech/Construction	50 – 100 jobs

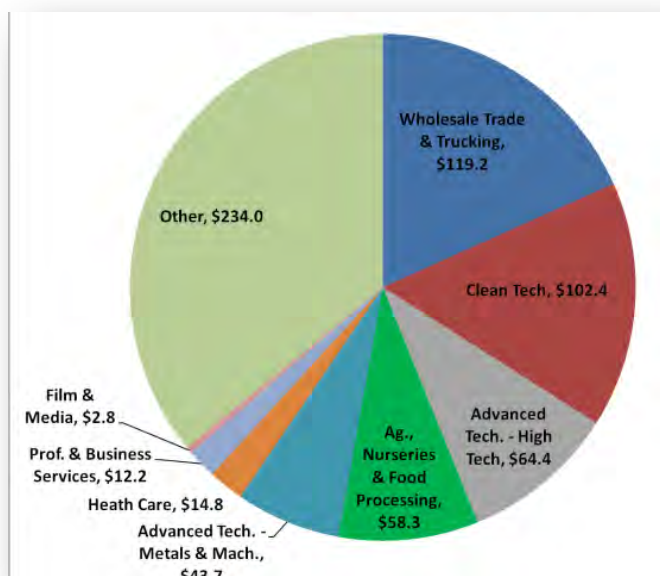
CANBY INDUSTRY CLUSTERS:

The city conducted an in-depth industry cluster analysis in 2012 that identified its key economic drivers. These types of companies have a natural affinity for what Canby offers. They tend to cluster together, represent more and larger companies and have strong growth potential.

Canby's clusters include:

- **Agriculture and Food Production** (1,046 jobs in 2011 up from 881 jobs in 2010, \$58M GDP)
- **Wholesale Trade & Trucking** (839 jobs in 2011 up from 702 jobs in 2010, \$131M GDP)
- **High Tech** (459 jobs in 2011 down from 510 jobs in 2010, \$64M GDP)
- **Advanced Technology – Metals & Machinery Manufacturing** (419 jobs in 2011 up from 239 jobs in 2010, \$44M GDP)
- **The Clean Tech** sector includes transportation, construction, energy and telecommunications. This emerging sector within the Canby area provides 1,061 jobs with an annual GDP of \$102 million.

Annual Canby GDP By industry Clusters (in Millions)



In Canby, these business clusters outperform other employment sectors as noted in the table below.

- Create \$418 million in annual GDP (up from \$391 M in 2010)
- Generate 64% of total direct GDP.
- Employ 54% of the Job base (50% in 2010)
- The average compensation of \$42,250 in key clusters is nearly 20% above average for all jobs

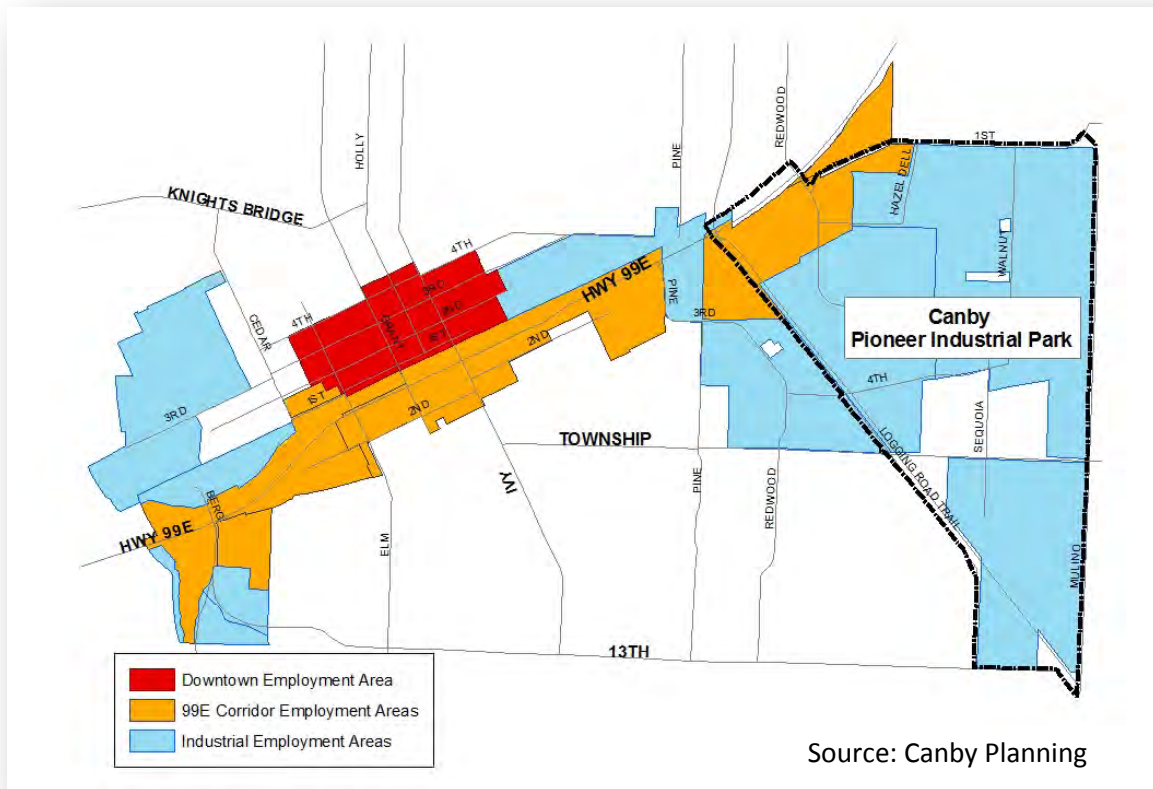
Canby Area Business Clusters Analysis

Sector Name	Count, Businesses Establish-ments	Estimated Employees*	Avg. Pay	Annual GDP (Value Added)	Share of Clackamas County GDP for this cluster	Share of Canby Area Jobs
Wholesale Trade & Trucking	64	839	\$35,912	\$119,240,000	7.3%	10.7%
Clean Tech	139	1,061	\$53,355	\$102,360,000	7.6%	13.6%
Advanced Tech. - High Tech	16	459	\$54,921	\$64,390,000	7.0%	5.9%
Ag., Nurseries & Food	66	1,046	\$27,703	\$58,270,000	6.4%	13.4%
Advanced Tech. - Metals & Mach.	24	497	\$48,445	\$43,730,000	7.8%	6.4%
Health Care	28	154	\$42,964	\$14,840,000	1.4%	2.0%
Prof. & Business Services	46	122	\$45,663	\$12,220,000	1.3%	1.6%
Film & Media Production	11	32	\$21,337	\$2,780,000	1.3%	0.4%
Total Selected Clusters	394	4,210	\$42,250	\$417,830,000	3.1%	53.9%
Total in Canby Area*	793	7,810	\$35,772			

* includes Canby, Hubbard and Aurora areas.

Source: Oregon Emp. Dept. and IMPLAN model data; analysis by FCS GROUP.

CANBY EMPLOYMENT AREAS



DOWNTOWN CANBY - Downtown Canby's commercial core is home to 104 establishments (11 of which are home-based businesses); the majority are personal, professional or health services (63 percent), followed by restaurants (11 percent) and retailers (8 percent). Recent downtown improvements, including construction of the Canby Cinema, redevelopment on 1st Avenue, plans for a new library and several other urban renewal projects, have increased its competitiveness with other retail centers in Canby. Second Avenue features summer flower baskets and planters and a new artistic banner program to make the downtown shopping district more appealing.

Issues/Challenges: Downtown businesses are spread out and a critical mass of retail is needed to encourage shopping and pedestrian circulation. Downtown has an older building stock with a number of properties conveying a tired appearance. Professional and personal services as well as second-hand stores have edged out high quality diverse retail options that draw more customer traffic. Visibility for OR 99E is poor.

Opportunities/Assets: There are approximately 440 employees who work in downtown businesses, including part-time and full-time employees. A City sponsored façade improvement program can assist businesses and property owners in upgrading their appearance. A Main Street program is focused on helping businesses revitalize downtown. First Avenue redevelopment will provide a much improved visible face of downtown to the well-traveled Highway OR 99E.

INDUSTRIAL AREA –The almost 367-acre Canby Pioneer Industrial Park was established in 1999 with the formation of the Canby Urban Renewal Agency and investment in roads and infrastructure to attract industrial investment and jobs for the community. It is one of the largest ready-to-develop industrial areas in the region. The park offers site sizes from 1 to 60 acres with high quality amenities, reasonable land prices and affordable utility rates. It is attractive to small and midsized manufacturers. Over the past 13 years new companies have developed about 1/3rd of its land area.

In 2012, there were seventeen businesses that generated 842 jobs and \$74.5 million in assessed value. It is well positioned to attract new companies as the economy gains strength.

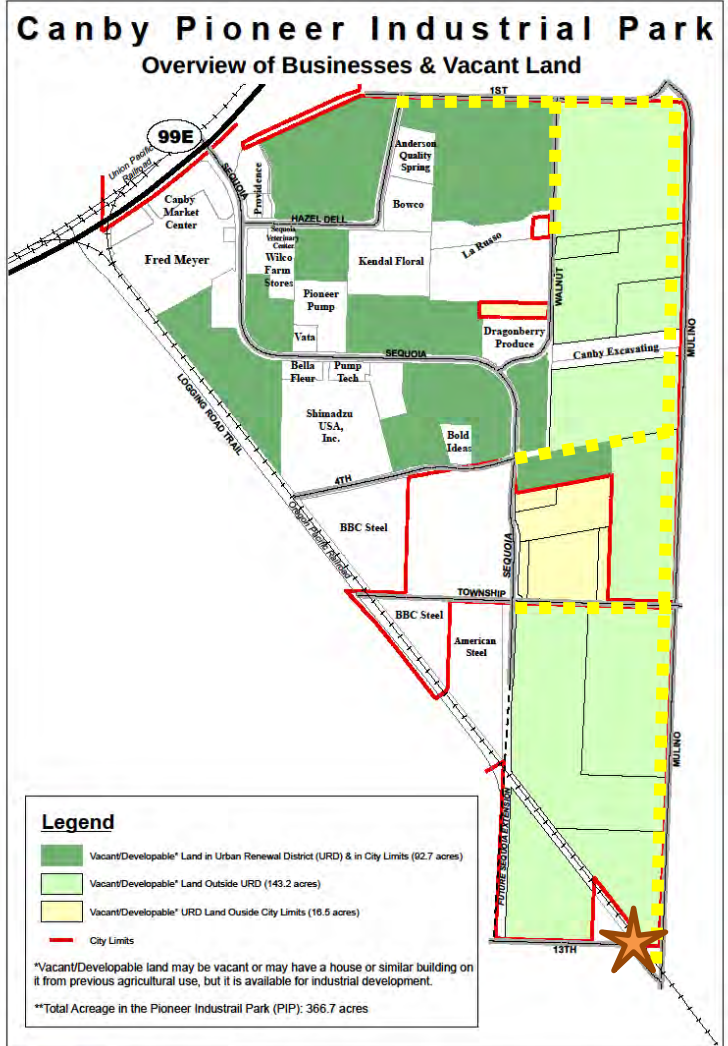
Other Industrial areas on the west side of Canby are well established with major employers. There are few sites and vacant buildings available for sale. Some redevelopment and business expansion opportunities exist.

Issues/Challenges:

- Small inventory of available buildings actively on the market.
- Some areas of the industrial park need road and infrastructure improvements over the long term including bringing the following roads and infrastructure up to industrial standards: Walnut to 1st Avenue, 1st Avenue from Hazel Dell Way to Mulino Road, Extension of 4th Avenue to Mulino Road, and improvements to Township Road between Sequoia Parkway and Mulino Road. Eventually a reconstruction of Mulino Road along the east side of the industrial park will be needed, especially if the Industrial Area expands to the east. A sewer lift station is needed near Mulino Road and 13th Avenue to serve the lower portion of the industrial park as it develops.
- Over the long term, another connection to Highway OR 99E may be needed to accommodate growth – possibly at Otto Road, Haines Road or other options.

Opportunities/Assets

- A variety of sites sizes that are zoned, served and available on the market.
- The park is in the Canby Urban Renewal District that supports its development.
- High development standards and attractive current development presents the park well.
- Proximity to two Interstate Highways – I-5 and I-205 as well as OR 99E.
- Access to the Union Pacific mainline and private railroad provider.
- The variety of small-to-midsized employers in diverse industries help buffer the community from economic downturns. Many of the employers are growing and choosing to invest in local expansion.



HIGHWAY OR 99E CORRIDOR - is the two-mile commercial spine that bisects the City of Canby diagonally from the northeast to the southwest. An estimated 7,700 residents and 280 businesses exist on the north side of the highway with 8,070 residents and 342 businesses on the south side.

Like many linear corridors developed over the span of decades, Highway OR 99E has many conflicting uses and a wide range of building conditions, formats and property values. It is often considered the most visible part of Canby. It has new and attractive gateway signage at each end of town, banners and the new Vietnam Memorial Plaza. Despite these efforts, many consider it somewhat unattractive. With trucks, transit, vehicles, and to some extent bikes and pedestrians sharing the right of way, travel offers many chances for conflict.

Highway OR 99E's pattern of retail development is as an auto-oriented commercial corridor with many vehicle trips generated by a single business destination or anchor. These businesses range from large box stores such as Canby Builders Supply to drugstores and restaurants – over a dozen national restaurant/fast food chains and several locally-owned sit down restaurants. Over 20 vehicle-oriented businesses are located along the road including numerous gas stations, auto repair shops, parts and tire shops and other services.

Some retail concentrations have occurred at cross roads or in segments along the highway that encourage pedestrian movement within a center. The most favorable locations for retail on Highway OR 99E are in these clustered developments. These centers represent the highest value, most desirable retail locations in the corridor. In recent years, national chains such as Rite Aid and Walgreen's have followed the trend of locating at key intersections enabling the drive-up, auto-oriented shopping experience.

Parts of Highway OR 99E are experiencing disinvestment with stagnant rents. This is particularly true with older freestanding buildings that may have outlived their useful life or have industrial/heavy commercial occupants that reflect an earlier period in time.

Landscaping and visual appearance of buildings varies with about 30 percent of the older buildings creating a cohesive and run-down first impression to potential shoppers traveling through Canby on Highway OR 99E.

Like other highway strips, Canby's Highway OR 99E will increasingly be challenged to serve shifting market preferences for concentrated development that encourages a mix of co-located uses and attractive walkable environments.



Issues/Challenges

- Conflicting land uses and transportation patterns.
- Disinvestment at some nodes as older buildings outlive their useful life.
- Lacking visual appeal in some areas.
- Inconsistent or poorly maintained landscaping along the highway frontage detracts from the image of “Canby the Garden Spot”.

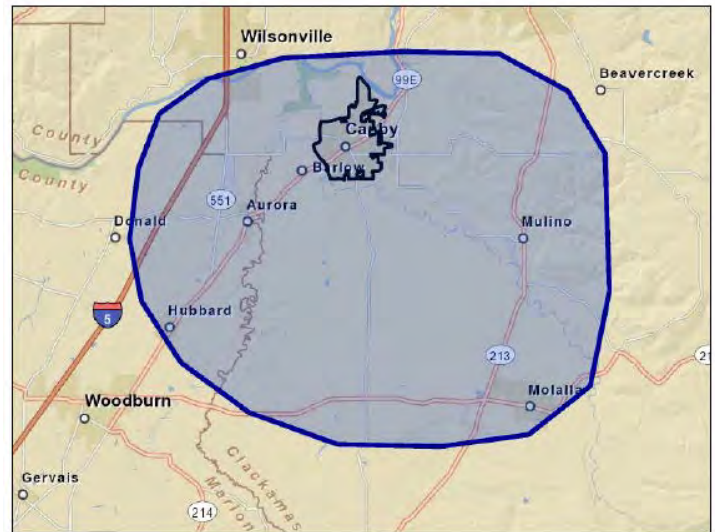
Opportunities/Assets

- Canby’s largest retail anchors are on Highway OR 99E, helping to encourage retail spending by local consumers.
- Location of most national chains and brands that shoppers desire.
- Relatively high traffic volume flows well through town with few bottlenecks.
- City sign codes and design standards limit visual clutter and increase attractiveness of new development.
- Highway OR 99E provides good visibility, easy access and business opportunities along the corridor.
- Almost 920 residents in a retail survey conducted Spring 2012 identified a need for restaurants (steakhouse/grill, seafood, family dining, a brewpub, a bakery, and healthy or natural foods). Specialty merchandise needs include sporting goods, apparel, books, arts and crafts supplies, and pet supplies. Services they were looking for include daycare, computer repair, tailoring and alterations, dry cleaning and a copy center/package and mail service. Existing businesses offering these services would benefit from more proactive marketing efforts.

RETAIL OVERVIEW

The Canby Retail Market Area is three times as large as the city and consists of 48,490 persons in 17,945 households as of 2011. Since 2000, its population grew moderately, at an average annual rate of 1.47 percent. The market area includes Aurora, Hubbard, Mulino and Molalla.

Canby is still viewed as a relatively small market by many brokers and the national chain stores that they represent. Canby’s relatively small comparison shopping retail base is a function of its location. It is close enough to regional malls for shoppers to do comparison goods shopping there and yet far enough away from other retail centers that most shoppers will do all their convenience good shopping close to home.



Sales leakage is occurring in eight of ten store categories and totals \$103.6 million. The largest leakages are in general merchandise (\$46.8 million), restaurants (\$20.0 million) and apparel (\$15.4 million). Surpluses occur in home improvement and gardening (\$6.6 million) and miscellaneous specialty retail (\$3.7 million).

Within the Retail Market Area there is potential demand for 511,288 square feet of new or rehabbed retail space over the next five years. Of that, demand exists for 62,332 square feet of new store space. Potential demand is in five categories: shoppers' goods, convenience goods, restaurants, entertainment and personal services. The share of space that Canby can capture depends on retail outreach efforts, the availability of quality retail-ready space, and the performance of competitive shopping areas and the success of downtown's revitalization efforts to develop a variety of retail, service and entertainment uses.

Canby's Top Selling Points for Retail:

- A diversified and growing employment base with the top 20 businesses employing 1,657 people, the majority engaged in industrial activity.
- Public and private investment. In the last five years, almost ten million (\$9.6 million) in urban renewal investment stimulated approximately \$87 million in private development. Another \$22.5 million in public/commercial/industrial investment is planned or underway through 2013.
- Residential construction. About 970 new residential units were permitted over the last decade.
- Very good population and job growth that demonstrates growing market demand.
- Strong incomes in the City and market area at or above the State of Oregon and the Portland region.
- Strong year-round visitor market largely due to events at the fairgrounds.
- Highway OR 99E has high traffic volumes, good business access and high visibility for adjacent businesses.
- Business-friendly, supportive local government that offers incentives including a Revolving Loan Fund and Façade Improvement/Storefront Signage Grants. First Avenue streetscape improvements are completed and Highway OR 99E gateway improvement projects have been planned.

Canby's Top Challenges for Retail:

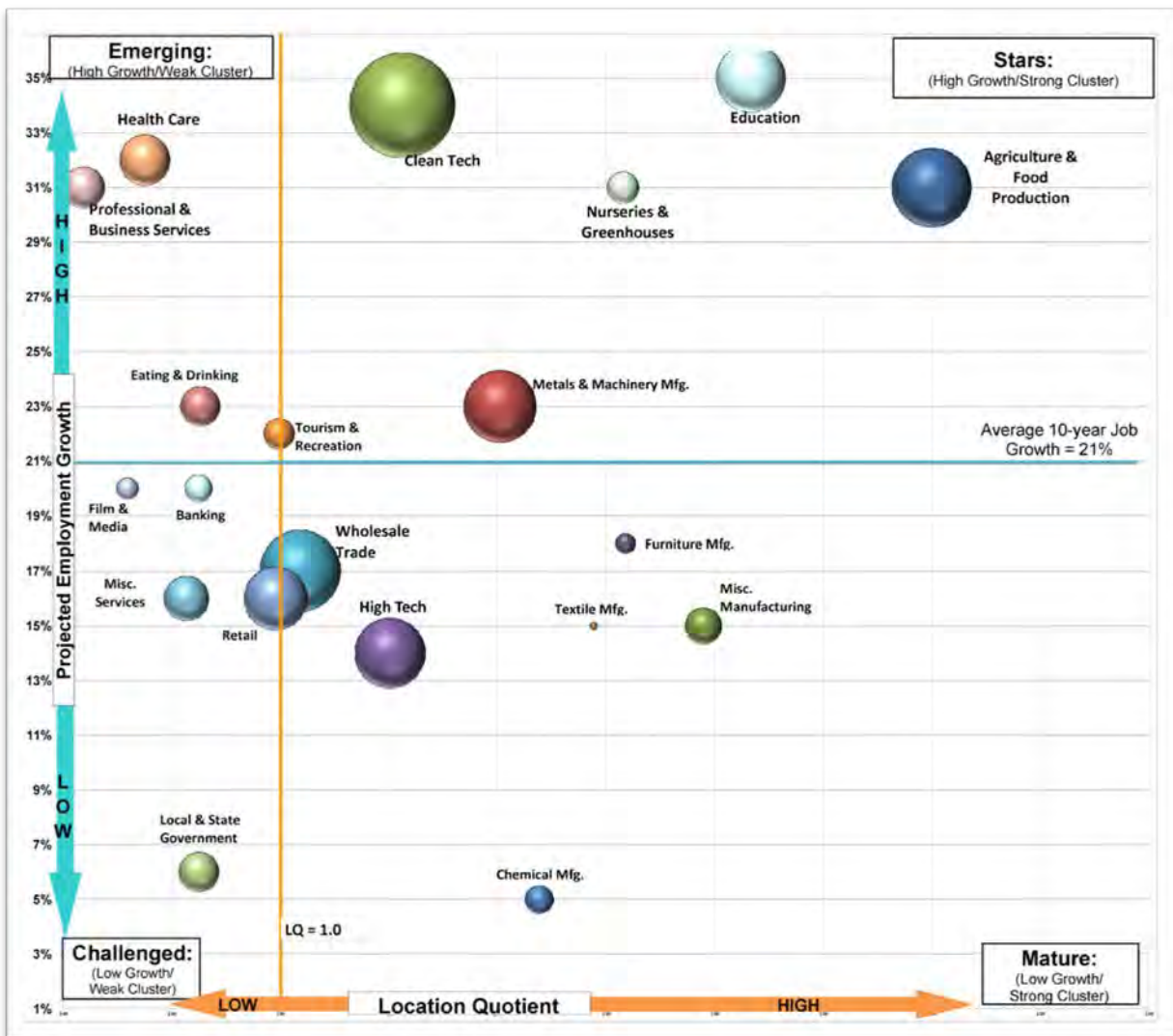
- Perceived as a small suburban market that cannot support national soft good (apparel, home accessories) chains.
- Except for newer retail centers, Highway OR 99E is perceived as rundown and unattractive.
- Canby's key market assets are not well known in the Portland commercial brokerage and development community and additional public relations is needed.
- Newer retail centers with quality space came online just before the downturn. Several centers have spaces that have been idle for two or more years.



Canby Industry Clusters

The Canby Area Industry Clusters Analysis identified existing and emerging market opportunities. It is a widely accepted among economic development professionals that “industry clusters” are the primary force driving local economic currents and business location decisions. Clusters of economic activity go well beyond mere concentrations of industry or employment types. They represent unique competitive market advantages with regard to employment, work force, creativity, entrepreneurship, business costs, and supporting natural resources.

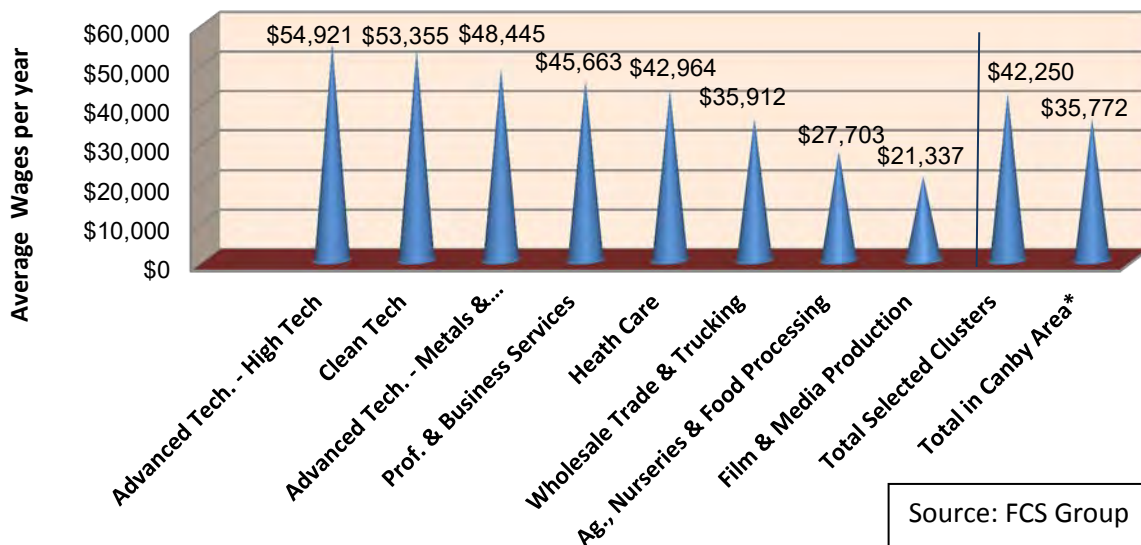
The chart below created by FCS Group shows Canby’s industry clusters by their Location Quotient (LQ), size (aggregate wages paid annually) and 10-year growth forecast (derived from the Oregon Employment Department). A location quotient measures how concentrated each industry is here compared to Clackamas County and the region. If it is above “1” it lies to the right of the yellow line in the chart and has a greater concentration of similar business and supply chains and an increasing propensity to locate in Canby. A rapidly growing industry, with a growth rate of over 21% over 10 years falls above the blue horizontal line. Industry size is reflected in the size of the circle for each industry.



The chart on the previous page divides industry clusters into four categories. The table below describes the categories, identifies the most effective strategy and provides a list of Canby industries for each.

EMERGING: Industry Sectors with a Low Location Quotient and High Growth Potential	STARS: Industry Sectors with a High Location Quotient and High Growth Potential
<p>Strategy – High Focus - Understand why they are not locating in Canby and work to address impediments. Help existing companies grow and work to attract similar companies.</p> <ul style="list-style-type: none"> • Health Care and educational services • Professional and Business Services • Eating and Drinking Establishments • Tourism and Recreation 	<p>Strategy – High Focus: Business outreach to make sure the industry can continue to expand and that their growth needs are met. Remove impediments.</p> <ul style="list-style-type: none"> • Agriculture and Food Production; Nurseries • Clean Tech (defined as Transportation, Construction, Energy and Telecommunications) • Metals & Machinery Manufacturing • Education • Nurseries and Greenhouses
CHALLENGED: Industry Sectors with a Low Location Quotient and Low Growth Potential	MATURE: Industry Sectors with a High Location Quotient and Low Growth Potential
<ul style="list-style-type: none"> • Banking • Film and Media • Miscellaneous Services • Government 	<ul style="list-style-type: none"> • Wholesale Trade • High Tech • Manufacturing – includes Misc.; Furniture and Chemical Manufacturing
<p>Strategy – Less focus. There is less ability to have impact if market forces are against this industry. Support existing employers, if possible.</p>	<p>Strategy – Business outreach to support large and stable existing employers. Help identify new market opportunities or technologies to spur growth.</p>

Average Wages For Canby Industry Clusters



OVERVIEW OF THE LARGEST CANBY INDUSTRY CLUSTERS:

Related clusters: Agriculture and Food Processing / Nurseries and Greenhouses (STAR)

Agriculture and farming have been a mainstay of Canby's economy for over 100 years. Soils rich from sediment deposits along the Willamette River and Molalla River, and mild climate favors local agricultural activities, which have spun into value-added industries associated with nurseries and greenhouses, food production, and wholesale trade of food and floral products. Representative local businesses include: Willamette Egg Farms, J. Frank Schmidt & Son, Montecucco Farms, Terra Nova Nurseries, Rose Agri-Seed, Marks Meat, and Puddin' River Chocolates.

Clackamas County is ranked #1 among Oregon counties for the sale of nursery crops and Christmas trees; #2 in farm sales with \$400 million in annual revenue and #1 in number of organically-certified farms. Canby accounts for over half of the county's current agriculture and food production employment. Canby is the ideal location for additional value-added agriculture businesses, as well as agri-tourism activities, which will expand as the region adds people over the next several years.

Sector	# of Enterprises	# of workers	Annual Economic Output
Entire Agriculture & Food Cluster	66 enterprises	1,046 workers	\$58 million
• Agriculture and Food Production	56 enterprises	868 workers	\$33 million
• Nurseries and Greenhouses	6 enterprises	155 workers	\$13 million
• Food and Beverage Processing	4 enterprises	23 workers	\$12 million

The future outlook is most promising for this cluster. Local growth in employment within agriculture and food production is expected to be above average over the next 10 years with strong growth in domestic and foreign exports (according to the Oregon Employment Department). The job outlook for food production and nurseries is improving as the regional economy and construction industry improves. Trends towards organic food production and "buying local" are helping to create a unique brand for Willamette Valley grown foods and food products.

Advanced Manufacturing: Metals & Machinery (STAR)

Metals & Machinery Manufacturing is also centered in the Canby area, with major employers such as JV Northwest, American Steel, BBC Steel, and Pioneer Pump, along with many other manufacturing operations. This cluster has approximately 497 "covered" workers and generated an annual economic output of nearly \$44 million in 2010. New metals companies that have moved to Canby over the past year include Anderson Quality Springs, Bold Ideas, Inc. and Product Manufacturing.

Advanced manufacturing is expected to grow faster than the high tech cluster over the next 10 years, further strengthening this cluster's importance within Canby and Clackamas County. Favorable state tax policies (which does not include a state sales tax or corporate income tax on out-of-state sales) combined with strategic investment incentives, and Systems Development Charge Reimbursement programs, makes Canby a very attractive location for investment in business expansion and new companies seeking U.S. advanced manufacturing operations.





Wholesale Trade: (MATURE)

Canby's proximity to I-5 and the Portland International Airport and Port of Portland have benefited value-added wholesale trade operations, which is the second biggest cluster in the Canby area.

There are 64 business establishments engaged in wholesale trade in the Canby area with 839 "covered" workers at the beginning of 2011. Those businesses generated an estimated \$119 million in economic output during 2010. Established wholesale trade businesses include Canby's largest private employer: Kendal Floral Supply. Other local wholesale trade operations include, OBC Northwest, Kahut Waste Services and Pacific Rim Ventures.

Canby is rolling out the welcome mat for another major wholesale trade business, Dragonberry Produce Distribution Center, an international fruit exporter, who is relocating and expanding into Canby from the Clackamas Industrial Area.

The future outlook for the wholesale trade cluster is positive for employment growth and income growth. A scarcity of developable large vacant industrial lots (over 20 acres in size) with good interstate and rail access will likely favor Canby as an emerging location for medium and large wholesale businesses over the coming years.

High Tech: (MATURE)

Long-time Canby employers: Johnson Controls Battery Group, MEC Northwest, Shimadzu USA Manufacturing are among 45 High Tech businesses in the Canby area. Canby's diverse high tech sector also includes software and aviation businesses, such as Pure Seed Testing and Advanced Flight Systems, Inc. As national and global trade increases, Canby has witnessed recent investments by expanding local high tech firms, including Shimadzu, which undertook a \$5 million expansion that added 54,000 square feet to its production plant. These high tech businesses employ nearly 459 "covered" workers and generated an annual economic output of \$64 million in 2010.

High tech is a mature cluster that has deep roots in Canby (and especially its neighbor Wilsonville), as members of the Silicon Forest. The growth of this cluster is supported by planned capital investment by Canby high tech companies and other nearby major regional employers; favorable Oregon manufacturing tax policies; and nearby Oregon Institute of Technology in Wilsonville.



Economic Development Vision, Mission and Goals

VISION:

- Canby is a stable community where existing businesses thrive and expand. New businesses bring attractive development and jobs for the community.
- It has an inviting downtown with innovative local businesses that meet the community's needs.
- Canby's industrial areas attract small to medium sized businesses that offer well-paying employment and bring strong investment.
- Highway OR 99E Corridor becomes a safe, attractive gateway that invites visitors to explore Canby.

MISSION: Canby supports its local businesses, and attracts new businesses and development that provide well-paying jobs and goods and services that the community needs. It plans and invests wisely to supply land and infrastructure and fosters a healthy business climate to support future growth.

ECONOMIC DEVELOPMENT RELATED CITY AND COMMUNITY GOALS

CITY COUNCIL GOAL #1	URBAN RENEWAL DISTRICT
<u>ECONOMIC AND COMMUNITY DEVELOPMENT</u> <ul style="list-style-type: none"> • To Stabilize the Economic Base of the City of Canby • Viable business community • Downtown and OR 99E • Fill industrial park • Prosperous downtown including businesses, residences, and government • Maintain Canby identity • Housing options • Comprehensive Plan 	<ul style="list-style-type: none"> • To diversify economic base and family wage jobs within the district. • To maintain effective, efficient and safe traffic system for vehicular and pedestrian users. • To improve and retain existing businesses. • To improve attractive visual amenities for customers and community members throughout the district.
2013 CANBY COMMUNITY VISION	
Aspiration: Industrial and Business Growth Affording Economic Prosperity and Quality Job Creation While Maintaining Quality of Life and Improving the Overall Tax Base for the Community: <u>Priority Gaps include:</u> <ul style="list-style-type: none"> • Foster a positive business building environment • Plan for longer term Industrial Urban Reserve areas to the east and north of Mulino Road for future employment land. • Attract high tech green industries 	
Aspiration: Keep a Vital Active Centralized Downtown Avoiding Sprawl throughout Canby, Specifically Along Highway OR 99E: <u>Priority Gaps include:</u> <ul style="list-style-type: none"> • Attract more small businesses, restaurants, a brewpub and night life options with a variety of price points and have the Chamber of Commerce downtown. • Further update relatively new design standards to ensure that new development has a similar historic flavor of the current downtown and to retain and develop a cohesive downtown look. • Integrate mixed use office and/or residential over retail within the Downtown Zone. 	

Note: The City Council will adopt updated goals soon but the spirit is very consistent with the current official goal.

Economic Development Strategies

Canby has committed to consistent economic development related goals over many years. As a result, the community has made significant strides and positioned itself well for future economic growth. Canby has successfully launched major initiatives including creating the 300-acre Canby Pioneer Industrial Park and investing in developing infrastructure to attract new businesses, jobs and investment, creating the Urban Renewal District to stimulate development and investment in major employment areas and investing in staff to support existing businesses and attracting new companies to Canby. This provides a strong foundation for the strategies proposed here to take the community to the next level.

The following pages outline three areas of focus and actions steps to guide economic development efforts over the next 4-7 years. These recommendations will be updated and revised as they are implemented and new priorities and opportunities emerge. Also, major shifts in the economic climate call for a different emphasis on these three areas.

Three major areas of focus for the City's economic development efforts are:

- **Support Existing Canby Businesses**
- **Recruit New Businesses and Development**
- **Ensure Canby Remains an Attractive Place to Do Business**

Each of these areas of focus include an overview of ongoing initiatives, resources and programs, recommendations for short term efforts and longer term strategies.

Support Existing Canby Businesses

Ongoing Initiatives, Resources and Programs

The City of Canby has been proactively working to bring more resources to support all of its businesses. Below is a summary of the tools, resources and programs available.

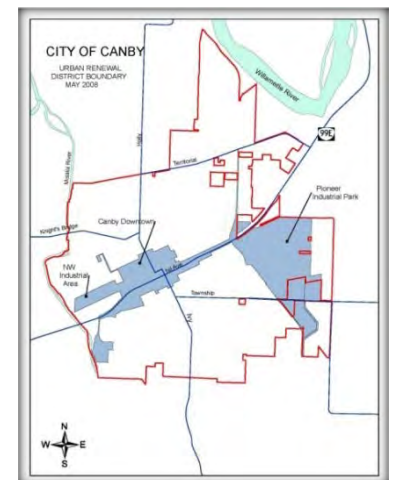
- **Business Support and Technical Assistance** – The City has professional economic development and Main Street staff available to work with Canby businesses to support their growth. They are available to meet one-on-one with businesses to overcome challenges, connect them to resources and clarify city processes. Staff also implements programs and develops resources to support the business community as a whole, or targeted areas such as downtown or the Canby Pioneer Industrial Park. They focus on supporting Canby's industry clusters, as well as fostering a vibrant downtown.
- **Shop Canby and Explore Canby** - A mobile app launched in 2013 and free customizable websites for all Canby businesses make it easy to "Shop Local". This program gives all businesses the ability to promote their products and services online for free and makes it easy for customers and suppliers to shop local. Businesses can provide product information, store hours, photos, menus, specials, and

links to websites, and social media. The programs are searchable by name and category and include maps and phone numbers to make connecting easy. Businesses can upload or change the information at any time. Explore Canby is a free mobile app that lists businesses and links to visitor information, available commercial and industrial sites, library, police, schools, local newspaper and more. See www.canbybusiness.com or download the “Explore Canby” app on Android or Apple mobile devices.

- **Tools for Business Success** - This online resource is constantly updated with new information and links to important business advice for all types of business challenges. The online tool kit has resources on how to start a business, business planning assistance, financing, training, state and federal contracts, technology, marketing and selling, social media. Information for specific industries includes Manufacturing, Agriculture, Restaurants and Hospitality, Retail, Health care, Art, Wood Industry and food processing. The link is featured on the City’s Economic Development websites – www.CanbyBusiness.com and www.CanbyMain Street.com on the new Explore Canby mobile App, and in flyers at the Development Services Office.
- **New Business Outreach** - New businesses can be great supporters of the community and are often eager to connect to the business community and resources. Staff delivers or sends new businesses with a physical Canby address “Welcome to Canby” information to making their transition easy.
- **Newsletters and Social Media** - The Canby Main Street Program develops a weekly e-newsletter to keep businesses and customers aware of events, resources and downtown-focused news. The City e-newsletter goes out monthly with city wide highlights with corresponding Facebook page updates.
- **Website Resources** - The Economic Development website can be found at www.CanbyBusiness.com and serves as a one stop shop for business related information. Highlights include business and development updates, information that makes a compelling case for locating in Canby, site and building inventories, incentives, demographics, links to programs, reports, contacts and information on the development process. The Canby Main Street website can be found at www.CanbyMainStreet.com and features a calendar of events, an overview of Main Street Committee initiatives, connections to visitor information and organizations, and more.

Businesses located in the Urban Renewal District have additional resources available to them:

- **Facade Improvement Program** - This program provides matching grant funds of up to \$25,000 to businesses that would like to spruce up their facades. This could include new paint, awnings, doors and windows, accessibility improvements, masonry or other investments to make the front or visible parts of the building more attractive. Design grants are available to develop concepts and constructions drawing for up to \$3,000.
- **Revolving Loan Program** - This program was launched in 2012 to provide additional financing for businesses in partnership with their banks. Loans for 40% of the project’s costs ranging from \$10,000 to \$250,000 are available for building expansions, new construction, building code upgrades, seismic retrofits, and fixtures.



- **Downtown Redevelopment Gant Program** – helps property owners and developers to understand the redevelopment options for their site or building. The program can fund conceptual design and financial analysis, identify funding sources and develop preliminary concept designs. Owners can apply for 50% matching technical assistance grants of up to \$3,000.

Ongoing Support for the Canby Economic Development and Main Street Programs that offer staff expertise, resources and initiatives to market Canby and support and grow Canby businesses.

Economic Development Highlights Include:

- Assistance to Canby businesses: determine needs, and connect them to resources and information that will help them grow.
- Develop programs and resources to promote and support Canby businesses (like Shop Canby, Explore Canby mobile app, Canby revolving loan fund, etc.).
- Recruit new businesses, jobs and investment to Canby.
- Promote vacant commercial and industrial sites and buildings and work to attract new development and redevelopment – Maintain a database of available properties in Canby quarterly and make the information widely accessible.
- Lead the Canby Community Response Team to be strong business recruitment ambassadors.
- Bring forums and workshops to the business community and let them know about others that might help them (such as the Canby Industrial Forum, regional exporting workshops, etc.).
- Serve as liaison with new businesses and developers in the siting and development process to ensure clear communication and a smooth process.
- Work with county, regional and state partners to leverage resources for Canby economic development initiatives.
- Advocate, plan and look for opportunities to support the long term economic growth of the community. This could include planning for future employment areas, transportation and other infrastructure, and amenities that attract businesses and investment.

Main Street Program Highlights include:

- The **Façade Improvement Program** provides matching grants for investments in commercial building façades in the urban renewal district. The City of Canby has approved 13 façade improvements over the last few years. Already in 2013, the City has had interest from three property owners who are looking to update the façades of their buildings.
- The Main Street program has 18 active volunteers supporting the **Promotion and Design** committees. They help implement initiatives and providing input on investments that improve building design and other public investments.
- **Events** will continue to promote downtown Canby including the ongoing First Friday and Cash Mob program, Halloween festivities and a new Halloween costume parade, and the annual Light the Night parade and tree lighting.



- **The downtown flower basket program.** During the summer, flowers decorate the downtown core area along First and Second Avenues. Huge flower baskets are created by the Canby High School, and locally grown dahlias beautify planters on Second Avenue that are donated by Swan Island Dahlias. Baskets and planters are maintained by the Canby Livability Coalition and Aurora Landscaping.
- **Artistic Banner Program.** The city, Canby Arts Association, and Canby High School partner to develop unique locally designed banners that showcase the talents of Canby artists. Banners celebrate the theme “Canby the Garden Spot” and bring color and character to Downtown Canby on 1st and 2nd Avenues.
- The Downtown **Vacant Properties Database** helps recruit new businesses and help existing businesses to expand downtown. It provides basic information including square footage, price, and the contact name and phone number. The database is updated quarterly to ensure that the information is current.



Coordinate Forums and Events

- Hold **Canby Industrial Forums** targeted to Canby manufacturers that feature knowledgeable presenter’s discussion topics such as manufacturing excellence, operations, innovation, streamlining processes, and performance indicators. All Canby manufacturers are invited and factory tours are part of the program. The program provides three sessions each year and is co-hosted by the Canby Area Chamber of Commerce.
- Develop **workshops and training opportunities** on topics that businesses express interest in the Canby business and retail surveys. Workshops will be targeted to the specific needs of business sectors in Canby including manufacturing, downtown retailers, home based businesses, industry clusters, among others. A website makes past program information available.
- Support downtown through **Main Street First Friday, Light the Night, and other downtown events** that attract residents and visitors to experience, shop and discover downtown for future visits.



Engage the Canby Community Response Team as needed to recruit large business prospects and advise the city on economic development efforts. The Community Response Team was formed in summer 2012 and will meet quarterly and serve as business recruitment ambassadors for the City. The team consists of business, organizational and political leaders that can impact business recruitment decisions. They will work together to present Canby in the best light, and share their insights on economic development initiatives.

Short Term Initiatives

Convene Three Industry Cluster Groups to assess common needs and opportunities. Staff will focus outreach efforts first on Canby's largest clusters with the highest growth potential.

They include Clean Tech, Metals & Machinery, and Agriculture and Food Production.

- Meet business leaders individually or in small groups to gain a deep understanding of the industry cluster. Discuss factors and barriers to their success; work with companies to address challenges.
- Develop and implement initiatives to support each industry clusters growth
- Develop an Industry Cluster Overview that promotes the industry and highlights their efforts.
- Partner with Clackamas County and Greater Portland, Inc. on common industry cluster outreach and support efforts.
- Connect cluster companies to trainings, marketing opportunities, and initiatives that foster their growth (examples include the regional export initiative, Regional workforce initiatives among others.)

Launch the Canby Film and Video Production initiative. This industry raises the profile of Canby and supports local businesses. The City Council approved this program in March 2013 cementing a partnership with Clackamas County to:

- Promote film and video production in Canby.
- Streamline the permitting process.
- Make information and resources readily available on a targeted website.
- Provide a point of contact (the economic development director).

Continue Business Retention and Expansion Outreach to local companies. Meet with 15 - 20 firms annually including major employers, high growth companies, and industry clusters. Coordinate visits with Clackamas County, Business Oregon, Greater Portland Inc., Chamber of Commerce, etc.

Main Street short term initiatives include:

- Creating a downtown employee brochure.
- Launching a blade sign program.
- Creating a sign at the Event Center to attract visitors to the downtown core.
- Adding the two additional Main Street committees – Economic Restructuring and Organization.
- Forming a historic preservation board to promoting historic preservation through the Certified Local Government program.
- Pursuing additional funding sources such various county, state, and federal grants, and holding special events throughout the year.
- Developing community kiosks with visitor information designed to direct traffic to downtown Canby, and other Canby assets such as the Clackamas County Event Center, Swan Island Dahlias, and the Canby Ferry.
- The Promotions Committee is working on the May 4th Garden Spot Run – a fun run/walk 5K or 10K, with a kiddies' race and doggie dash. This will help to further the Canby Main Street mission to enhance Canby's identity through promotion of downtown.



Longer Term Strategies

Convene other Emerging and Mature industry clusters

- The strongest **emerging clusters** include: Professional and Business Services, and Health Care.
- **Mature clusters** include Miscellaneous Manufacturing, High Tech, and Wholesale Trade.

Reach out the existing companies to understand issues and work together to address them if possible. Recruit more companies in these industry clusters that are a fit for existing firms. Update the industry clusters analysis periodically to capture changes and identify new industry clusters as they emerge.

Support Entrepreneurs and Home Based Businesses

Provide networking opportunities, promote them on the Explore Canby mobile app and connect them to the “Shop Canby” micro websites to help them get a higher profile with potential customers. Promote the online resource - Tools for Business Success; provide business information, financing options, and resources. As businesses grow, encourage them to expand in available spaces and sites in Canby. Partner with the Canby Chamber of Commerce on workshops and other initiatives as appropriate.

Conduct Business Surveys every 3 years to assess changing business needs, trends and perceptions. Use information from business surveys to guide and refine City programs to better fit the needs and priorities of the Canby Business community.

Main Street Longer Term Initiatives:

- **Look for various funding sources to create long-term, stable funding for the program.** There are various projects that can bring funding for the Main Street program, one of the ways is to hold a special event that not only brings people to the community but also showcases the downtown, while also raising money for the Main Street program.
- **Expanding the wayfinding system in Canby**, specifically between the Clackamas County Event Center and downtown Canby. Every year, hundreds of thousands of people attend events at the Event Center and Fairgrounds, and a better wayfinding system between the two locations would complement the planned community kiosks and entice people to explore both centers.



Recruit New Businesses and Development

Overview of the Business Recruitment Process:

Economic Development staff brings together local community leaders and County, Regional and State partners in a strategic and long term business recruitment effort. Together we promote Canby as a great business location, work to generate prospects and highlight available industrial and commercial sites and buildings. Once there are active leads, City economic development staff develops detailed proposals for companies that are a fit for Canby. Later in the process, they will coordinate company visits and site tours and work closely with prospective companies through the planning, permitting and location process. The diagram below illustrates how business recruitment process works.



Canby's Compelling Advantages



Pro-Business Climate: The City of Canby works with developers and businesses to create a business-friendly city, with expedient permitting and investment incentives. Canby's Urban Renewal District, in partnership with property owners, has funded an extensive road and infrastructure network in the 367 acre Pioneer Industrial Park.

Incentives: Canby offers two incentive programs to attract industrial businesses and encourage local businesses to invest in business expansions, new construction, equipment, and provide well-paying jobs.

- **The Systems Development Charge Reimbursement Program** encourages industrial companies to create well-paying jobs. Companies can be reimbursed for Canby systems development charges at \$500 to \$200 per job depending on wages after two years of demonstrated performance.
- **The Strategic Investment Zone** program is designed to attract companies making substantial investments in buildings and equipment. It offers up to 15 years of property tax relief for traded sector companies on investments over \$25 million. Traded sector firms sell their goods and services to national and international markets. In exchange, they commit to hiring locally first, and will pay a community service fee of 25% of tax savings up to \$500,000 to Canby to mitigate impacts. The State of Oregon contributes a 50% rebate on the personal income tax revenue of the new jobs created.
- The State of Oregon provides incentives for private investment, workforce development and job creation. See: <http://www.oregon4biz.com/The-Oregon-Advantage/Incentives/>

Available Land: Canby's premier Pioneer Industrial Park offers acres of state-certified "shovel Ready" land. Canby has one of the largest supplies of large vacant industrial site in the Portland Metro area, with a variety of parcel locations and sizes. Canby also has developable commercial land along Highway OR 99E (daily traffic volumes of 24,900) and in the downtown core. City staff works with companies to find the right site. A current online inventory of available industrial and commercial sites and buildings can be found at www.canbybusiness.com/sites/htm.

Easy Freeway Access/Transportation: Canby is centrally located along the west coast: within a 3-hour drive of Seattle/Tacoma, Washington and a day drive to San Francisco, California, Vancouver, British Columbia, and Boise, Idaho. Local driving distances are:

- 5 miles from I-5
- 9 miles from I-205
- 23 miles from downtown Portland
- 28 miles from Portland International Airport

Ample Utilities: Canby's locally-owned utilities offer attractive rates, responsive customer service and system capacity. Canby Telcom provides technologically-advanced telecommunications. Canby Utility operates its own electric and water service enabling lower utility rates compared to surrounding areas. Power rates are generally 20-30% lower.

Available Workforce: Canby's market region provides a labor force of over 212,000 people within a 10-mile radius. State and regional workforce development initiatives can help businesses grow. The Canby High School Career and Technology Education builds local workforce skills in manufacturing, construction, marketing, accounting, agriculture, graphic design and early childhood education. The nearby Oregon Tech university campus offers ten degree programs focusing on manufacturing, technology, engineering and software among others. It partners with High School to enhance STEM proficient and certificate and degree programs.

Ongoing Strategies to Recruit New Business and Development

Respond to Appropriate Leads quickly that are a fit for Canby.

- The most promising leads will provide well-paying jobs, increase assessed value, do not strain available infrastructure, are a fit with existing sites, buildings and zoning requirements and compliment or expand on Canby's business mix.
- Develop an in-depth standard response to business leads in industry clusters that are a fit for Canby. This would include specific information about sites, infrastructure, zoning, and other basic information that is customizable to specific leads.
- Partner with Clackamas County, Greater Portland Inc, Business Oregon, real estate brokers and others to find promising business leads. Educate real estate brokers about Canby's sites, buildings and attributes on an ongoing basis.
- Identify supply chain opportunities important to local businesses and work to recruit them.
- Work with state, regional, county and local partners in the business location process.

Business Recruitment: Partner strategically with Greater Portland Inc., Business Oregon and Clackamas County in efforts to attract new companies in Canby's strategic industry clusters. Consider participating in trade missions, trade shows, outreach visits and other campaigns as needed to attract high investment, wage and growth potential industries to Canby. Combining efforts leverages impact and reduces costs and effort.

Promote Canby's Vacant Industrial and Commercial Buildings and Sites: Having an online inventory is more critical than ever as business executives and site selectors increasingly research communities and sites on the internet. It is important to have Canby location options available in the places that prospective businesses and site selectors are looking. The information needs to be current, accurate and in the format and level of detail they need if Canby is the stay on their short list.

- Maintain an inventory (updated quarterly) online or at the Development Services Office.
- Updated site information on state, county, regional and private sector real estate listing sites.
- Provide site tours and promotional materials.

Update Economic Development and Main Street Websites to promote Canby and link local businesses to a wide range of resources and provide information on doing business in Canby. Ensure that websites are optimized for search engines to easily find, provide mobile device friendly formats, keep program information current and link to other helpful resources.

Work with Vacant Property / Building Owners to help attract potential buyers and tenants that fit gaps in goods and services that Canby residents and businesses need.

- Work with them to develop broker sheets
- Determine what barriers might exist in attracting buyers
- Encourage appropriate building upgrades to make the space a better fit with current market demand
- Connect property owners with loans for building upgrades
- Encourage façade improvements as needed



Short Term Initiatives

Update Marketing brochures and flyers

- Additional flyers targeted toward specific industry clusters and retail targets may be needed. As changes occur, make sure all promotional materials are current and have a cohesive look. Flyers already exist for business incentives and programs, the Main Street program, a general industrial marketing flyer and one page overviews for sewer, water, and electrical capacity targeted toward industrial users. General retail flyers have also been developed to attract new stores to Canby. Staff will work with Clackamas County and Greater Portland Inc. to develop additional pieces that compliment and coordinate with their county and regional branding efforts.

Targeted Business Recruitment to key industry clusters and retail market niches.

- **Industrial clusters** include: Clean Tech, Metals & Machinery, and Agriculture and Food Production.
- **Retail Targets** may include sporting goods, brewpub, restaurants, and apparel identified in a recent retail market study.
- **Tactics** include – targeted mailings, tradeshow or outbound visits with state or regional partners. For retail recruitment, marketing materials and best practices are in the 2012 Retail Market Analysis.

Implement an Expedited Development Review Program for large industrial and commercial development projects. Work with the City planning department, Clackamas County building department and utility providers to develop marketing materials and a clear representation of the process, contacts, time and costs involved for projects in Canby. Evaluate processes for the customer's perspective and look for ways to make it shorter, easier and clearer. Meet with developers at a very early stage to advise on process, local standards and resources. The economic development director will serve as the main point of contact with the company throughout the process and troubleshoot challenges as needed. Staff will debrief with developers of larger projects afterward to identify what went well and what needs closer scrutiny.

Longer Term Strategies

- **Develop New Tools and Incentives** as needed. Creation of new tools will be based on information from business outreach visits, business surveys and industry cluster input. New incentives should be carefully evaluated to make sure they are attractive to the industries that are a fit for Canby, will make a difference in a location decision and benefit the community through additional investment and jobs. The ability to fund and sustain the incentive over time is also important. Provisions to protect the City's investment such as claw-back provisions or contracts should be developed.
- **Target Additional Industry Clusters** and emerging industries that fit Canby. As the community grows and technology and customer preferences change new opportunities will emerge that cannot be predicted now. In order to remain nimble, Canby economic development staff, leaders and the business community should routinely monitor changes in the local, regional and national environment to identify promising opportunities or threats.

Ensure Canby Remains an Attractive Place for Business

Ongoing Strategies

Downtown and Highway OR 99E Beautification - Explore options to make Canby a more attractive location for businesses, customers and residents.

- The **Main Street Design Committee** is actively engaged in making downtown attractive. Current programs include the banner and flower basket program and façade improvements.
- Past streetscape improvements on First and Second Avenue have transformed the appearance of downtown.
- The City **keeps public spaces clean**, attractive and in good repair and landscaping tidy.
- The City uses **code enforcement** measures to ensure all properties are up to code.
- **Businesses can contribute** to a beautiful downtown by keeping their storefronts visually appealing through façade improvements, attractive signage, flower pots, and interesting and changing window displays.
- **Art:** The community can work collectively to bring more art to Downtown and the Community – as identified in the Canby Community Vision. Create an Arts Commission and explore funding sources. Art plinths exist on 1st Avenue to accommodate sculptures. There may also be willing property owners that could host a mural on a visible surface of their buildings. Artistic or colorful banners can be created and maintained in the downtown area and along Highway OR 99E.
- **Encourage historic elements** in new development or redevelopment in the downtown core. Showcase Canby's rich agricultural history through plaques and interpretive signs. Assist property owners in preserving and enhancing the historic elements of existing buildings.

Encourage Downtown and Highway OR 99E Redevelopment

- Research, evaluate and share market trend information with prospective developers, business leaders, policy makers and real estate brokers.
- Develop an online atlas for employment areas with vacant land or redevelopment potential. Maps can feature information that developers need during the due diligence process. This could include aerial maps, zoning, infrastructure, natural features, environmental constraints (if known), tax lots, property owners, categories of uses, etc.
- Identify target development types and concepts that fit Canby and promote to developers.
- Promote and provide resources and technical assistance to local property owners and developers to meet market demand.



Address Workforce Training Needs

- Meet with employers to understand any workforce shortage challenges.
- Partner with Workforce Investment Council of Clackamas County (WICCO), the Canby High School, Clackamas Community College and the Oregon Institute of Technology (OIT) on developing the skilled workforce that is needed to address industry cluster challenges.
- Provide information on employer needs to workforce partners so they can develop strategies to meet them.
- Explore employer interest in Canby becoming a Certified Workforce Ready Community.
- Promote and/or provide online tools such as Explore Canby or iMatchSkills to connect potential workers to employers.



Short Term Initiatives

Expand infrastructure for Industrial Development: Complete Sequoia Extension to 13th in 2013. Funding has been bonded by the Urban Renewal Agency, designs are complete and construction is planned for the Fall of 2013. This road will extend from American Steel south to 13th. It includes the construction of a bridge over the railroad tracks and all utilities that are essential to serve an additional 60 acres of industrial area in the Canby Pioneer industrial Park.

Recertify and certify additional industrial sites in the Canby Pioneer Industrial Park. Partner with Business Oregon, property owners, the County and others in the process. Over the years the city has positioned two rounds of sites for this program. Each certified property has extensive information available that ensures that the site is or can be development ready in 6 months. Site Certification provides certainty to developers and companies that can expedite a siting decision. It is an additional marketing tool that can raise a site up ahead of competing sites.

Longer Term Strategies

Rail Access: Continue to explore demand, feasibility, and funding for a railroad public access team track in the Canby Pioneer Industrial Park. Demand for rail service will grow as gas prices continue to rise, traffic congestion adds to shipping costs and time, and sites with rail access are in short supply. A Team Track provides an access point to rail for all Canby businesses as needed without having to be adjacent to a rail spur. Partnership with the property owner and rail line operator is essential. The project would be well positioned to receive Connect Oregon Grants that support multi-modal projects. Having rail access will make all sites in the Industrial Park more marketable.

Build infrastructure in the Canby Pioneer Industrial Park

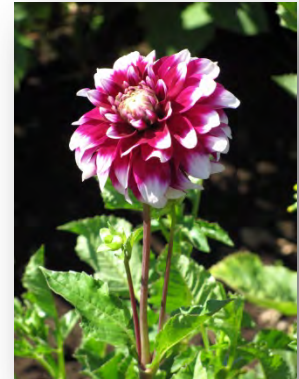
Work with property owners, local, county and state agencies to fund strategic roadway extensions, railroad bridge crossings, and water and sewer line extensions to serve existing industrial land. Projects can include, 1st Avenue from Hazel Dell to Mulino Road, the remainder of Walnut Road, Township Road to Mulino, Otto Road or other access to OR 99E, and Mulino Road along the east side of the industrial area over time (See map on page 6).

Conduct an Economic Opportunities Analysis

Funding is available from the Department of Land and Conservation Department (DLCD) Technical Assistance Program. This work paves the way for future Urban Growth Boundary (UGB) expansions when needed.

Support efforts to position Canby as an Agri-Tourism Destination

The Canby area has many nurseries, wineries and flower growers among others that are attractive tourism destinations. City staff could support Chamber of Commerce and County tourism efforts to market these attractions and assist in developing new ones. They could also be highlighted in the film and video promotion effort if property owners wish to participate.



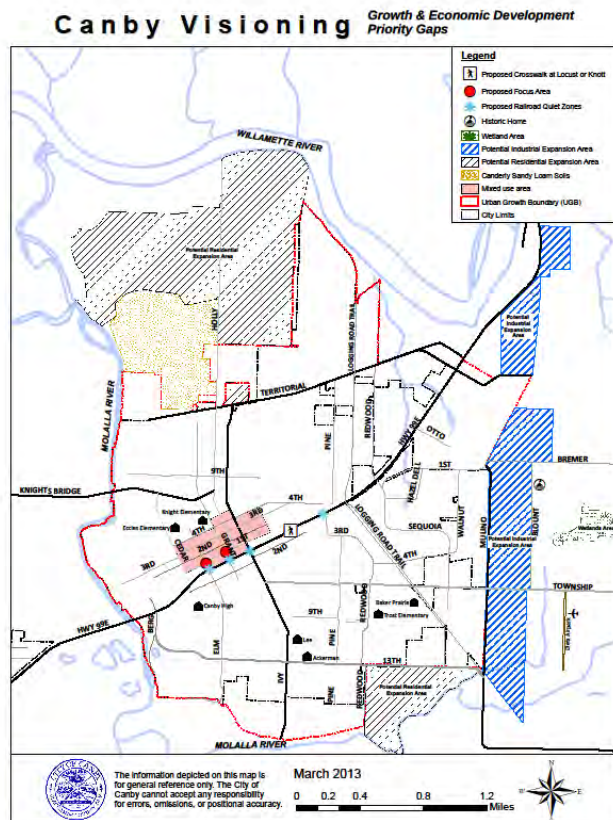
Future Industrial Land development

This includes Urban Reserve master planning (estimated to be in 2018), and or Urban Growth Boundary expansion and infrastructure development for land east of Mulino Road adjacent to the Canby Pioneer Industrial Park.

The planning process would identify locations for future infrastructure, wetlands, and historic resources, land trusts, environmental constraints and plan wisely to address and maximize these resources.

Development would happen in the longer term future. Land would need to be brought in to the city limits with voter approved annexation.

Existing property owners would control when and if their property is sold and redeveloped for industrial use.



Measures of Success

Progress toward Canby's economic development goals can be monitored using several measurable indicators. Moving these indicators in the desired direction requires implementing multiple actions, monitoring impacts and making adjustments as needed.

City Program Success Indicators:

- **Number of businesses participating** in city programs such as the Façade Improvement Program or the Revolving Loan Program. (Available from program managers, reported annually).
- **Private sector investment** leveraged by city programs. (Collected by program managers).
- **Increase in total assessed value** in the Canby Urban Renewal District Boundary. (Available from the Clackamas County Assessor's Office annually).
- **Attendance** at city sponsored forums and events. (Collected by event organizers).
- **Website analytics** reports that show the number of visitors, pages viewed and time spent. (Available from webmaster and webhosting vendors monthly).



Business Growth Indicators:

- **Growth in Canby Industry Clusters**, including an increasing number of firms and jobs.
- The number of new and closed businesses per year and trends in these numbers over time. (Available from City Business License Program monthly).
- **Reduction of vacant commercial and industrial space and land** for sale on the market. (Available from the city industrial and commercial land inventory quarterly).
- **Building permits volume** and time to issue by type such as commercial, industrial and residential. (Available from the City Planning Department).
- **The ratio of job growth to population growth** (Population growth statistics are available at The Center for Population Research and Census, and a custom job growth report can be provided by the Oregon Employment Department).
- **Business Survey responses** – evaluate changes over time (Conducted by the City approximately every 3 years).

General Economic Indicators:

- **Income** including per capita and median incomes.
- **School District education statistics** in comparison to region and state (Available from the Oregon Department of Education).
- **Increasing housing values, commercial lease rates and land prices.**

Sites to See with Room to Grow

Economic Profile

- Wholesale Trade and Trucking
- Clean Technology (energy, transportation and construction)
- High Tech (manufacturing and software development)
- Agriculture and Food Production
- Advanced Technology – Metals and Machinery Manufacturing



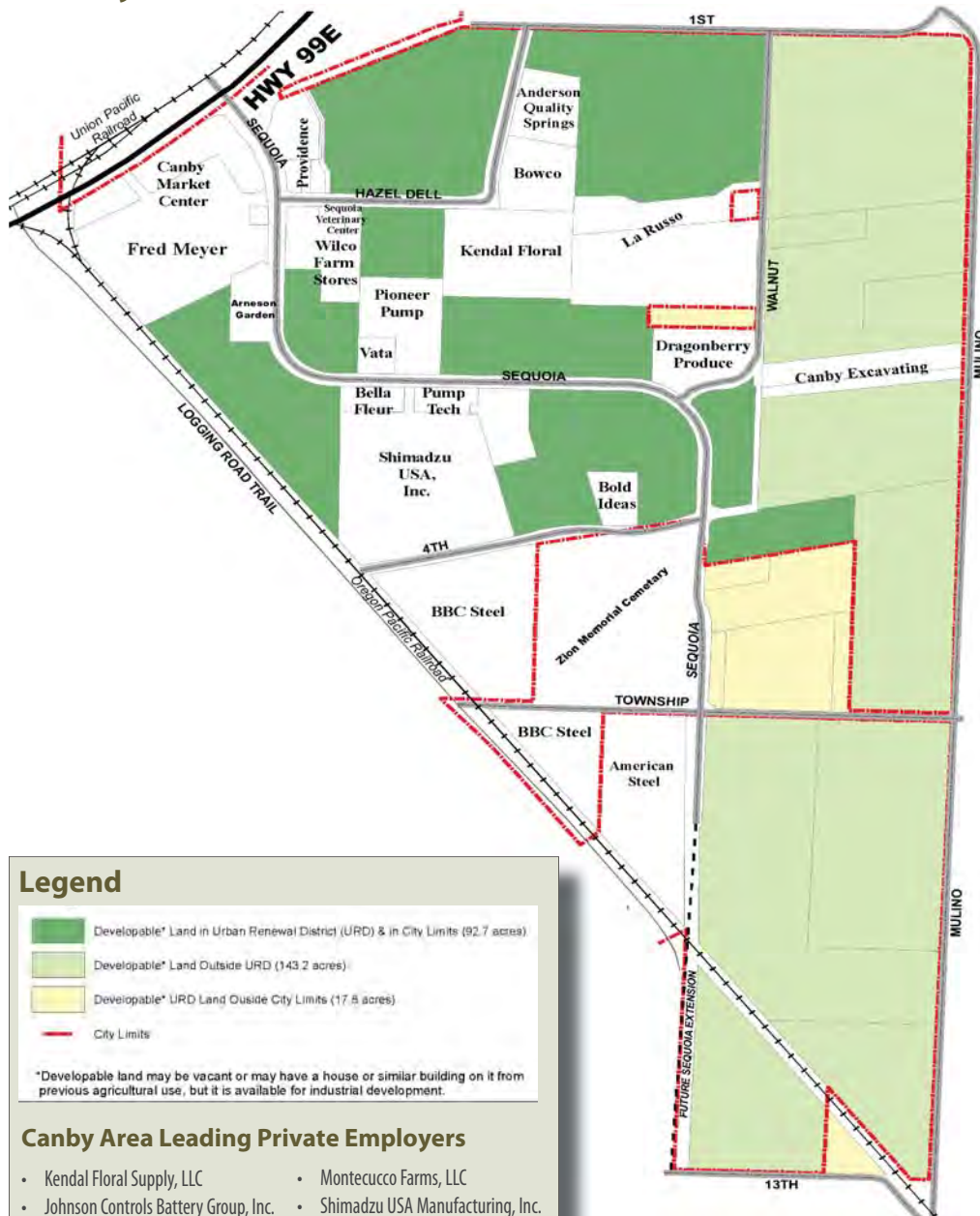
Pro-Business Climate and Incentives: The City of Canby works with developers and businesses to create a business-friendly city, with expedient permitting and investment incentives. Canby's Urban Renewal District, in partnership with property owners, has funded an extensive road and infrastructure network in the 300-acre Pioneer Industrial Park and also offers incentives for job creation and large capital investment. The State of Oregon provides additional incentives for private investment, workforce development and job creation.

Easy Freeway Access/Transportation: Canby is centrally located along the west coast: within a 3-hour drive of Seattle/Tacoma, Washington and a day drive to San Francisco, California, Vancouver, British Columbia, and Boise, Idaho. Local driving distances:

- 5 miles from I-5
- 9 miles from I-205
- 23 miles from downtown Portland
- 28 miles from Portland International Airport

Available Workforce: Canby's market region provides a labor force of over 212,000 people within a 10-mile radius. State and regional workforce development initiatives can help your business grow. The Canby High School Career and Technology Education builds local workforce skills in manufacturing, construction, marketing, accounting, agriculture, graphic design and early childhood education. The nearby Oregon Tech university campus offers ten degree programs focusing on manufacturing, technology, engineering and software among others. It partners with the High School to enhance STEM proficiency and certificate and degree programs.

Canby Pioneer Industrial Park



Legend

- Developable* Land in Urban Renewal District (URD) & in City Limits (92.7 acres)
- Developable* Land Outside URD (143.2 acres)
- Developable* URD Land Outside City Limits (17.5 acres)
- City Limits

*Developable land may be vacant or may have a house or similar building on it from previous agricultural use, but it is available for industrial development.

Canby Area Leading Private Employers

- Kendal Floral Supply, LLC
- Johnson Controls Battery Group, Inc.
- Canby Fred Meyer
- Willamette Egg Farms, LLC
- Wilson Construction Company
- Cutsforth Thriftway
- Marquis Companies, Inc.
- JV Northwest, Inc.
- MEC Northwest
- J. Frank Schmidt & Son Company
- Canby Denny's, Inc.
- Montecucco Farms, LLC
- Shimadzu USA Manufacturing, Inc.
- American Steel
- Pioneer Pump, Inc.
- SR Smith, LLC
- First Student Management LLC
- G F Management Company
- Terra Nova Nurseries, Inc.
- Ruan Transport Corporation
- Canby Telcom
- Roth Heating and Cooling



Canby's Pioneer Industrial Park



Hawksoft, Inc.



Anderson Quality Springs



JV Northwest



Shimadzu USA

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Columbia City



Economic Opportunities Analysis

Final Report

October 2018
(Revised 12/10/2018)

www.fcsgroup.com

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 **FCS GROUP**
Solutions-Oriented Consulting

Section I. ACKNOWLEDGEMENTS

This work is made possible through the sincere input by City staff and the City of Columbia City's technical advisory committee, as well as over 40 community members that participated in the planning process. We specifically recognize and appreciate the time and attention dedicated to this work by the following people.

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Sally Ann Marson (Councilor)

Gordon Thistle (Councilor)

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Project Technical Advisory Committee

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Chuck Daughtry, Columbia County Economic Team

Scott Jensen, Port of St. Helens

Michael McGlothlin, Columbia City Police Chief

Stacey Sacher Goldstein, Siegel Planning Consultants

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Section I. INTRODUCTION

The Columbia City Economic Opportunities Analysis (EOA) is intended to serve as a basis for the City to explore and document new information regarding the City's buildable land inventory (BLI), population and employment trends, and development policies and objectives aimed at strengthening the local economy. The Columbia City EOA will serve as a basis for the City to document and adopt local policies and actions that help make the City a more economically viable community for residents, businesses, and workers.

I.A. OREGON REGULATORY REQUIREMENTS

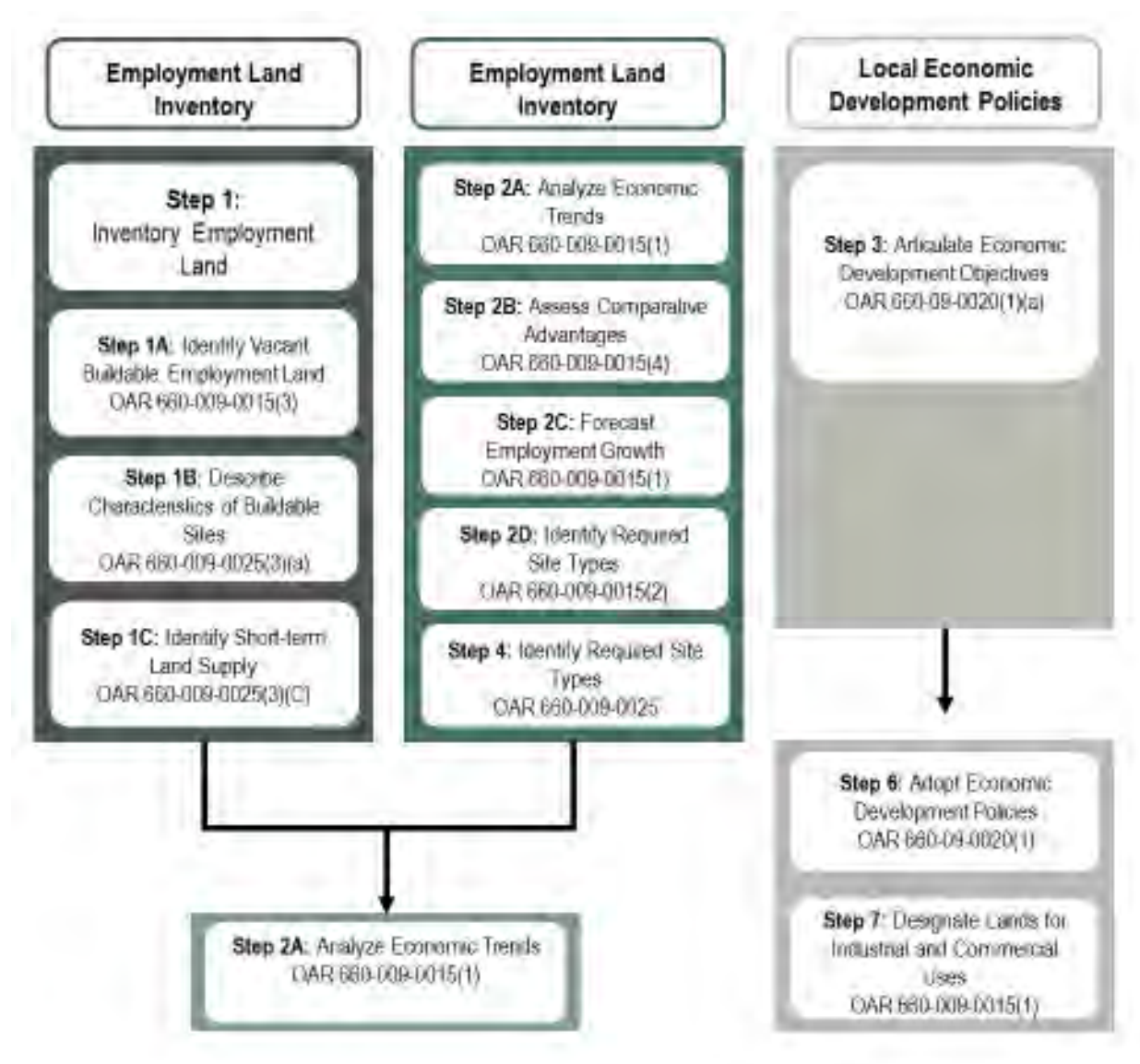
Columbia City is undergoing a review of its Comprehensive Plan per Oregon requirements. As part of the Comprehensive Plan update, the City must address the requirements of Goal 9 (Economic Development, OAR 660-009). Among other requirements listed in Appendix D, Goal 9 requires cities to periodically review and update the following:

- Local vision for strengthening local economies through the adoption of local economic policies that include community economic development objectives;
- Local urban growth requirements (land needs) for providing adequate land needed to accommodate 20-year employment growth forecasts. Land needs are to be based upon:
 - Current analysis of vacant and part-vacant buildable lands that are zoned or planned to accommodate job growth.
 - Forecast land needs based on an Economic Opportunities Analysis that considers global, national and local trends, and is generally consistent with regional growth forecasts or coordinated population growth forecasts.

I.B. METHODOLOGY AND APPROACH

The technical and political approach used for the Columbia City EOA and related steps are illustrated in Exhibit 1. This approach is consistent with the DLCD Goal 9 administrative rule, the supporting OAR 660 guidance, as well as other supporting guidance provided per the DLCD Industrial & Other Employment Lands Analysis Guidebook (2005) and the Economic Development and Employment Land Planning Guidebook (July 2010).

Exhibit 1: Columbia City EOA Methodology and Approach



Section II. EMERGING TRENDS

This section includes an analysis of economic trends and local competitive advantages according to prepared employment growth forecasts in accordance with OAR 660-009-0015(1-4). The analysis considers local economic development visions, goals, and objectives to inform the growth forecast.

II.A. ECONOMIC OVERVIEW

FCS GROUP conducted an economic overview and market analysis of office, commercial, industrial, and public government development for the Columbia City area. This analysis focused on the expected level of demand for new development related to job growth over the next 20 years.

The United States (U.S.) economy continues to expand since the Great Recession, which officially ended in June 2009. Trends indicate positive growth in the U.S. gross domestic product (GDP), which is the value of goods and services produced. The U.S. economy is expected to realize a 2.7% annual year-over-year GDP growth rate in 2018 and a 2.5% year-over-year growth rate in 2019, up from 2.3% in 2017 (**Exhibit 2**).

The U.S. Consumer Price Index (CPI) has increased consistently with an increase of 2.1% experienced in 2017 and an expected increase of 2.2% in 2018 and 2.1% anticipated in 2019.

Exhibit 2: Global GDP and CPI Growth Projections

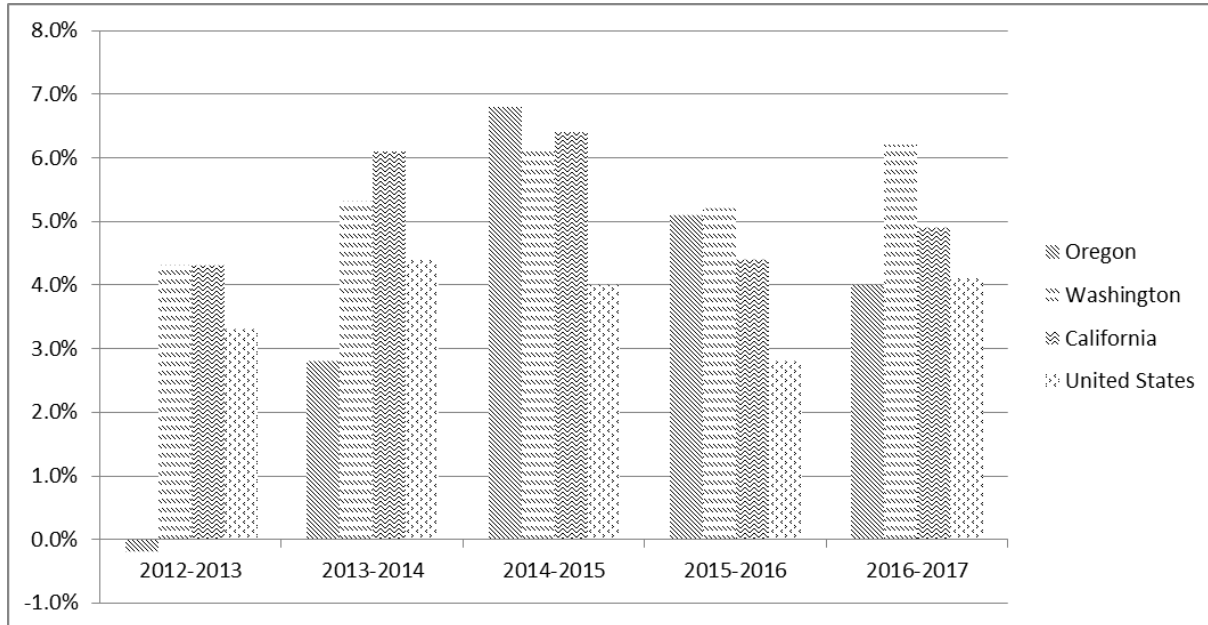
	GDP			CPI		
	2017	2018 est.	2019 proj.	2017	2018 est.	2019 proj.
Advanced Economies	2.4%	2.4%	2.2%	1.8%	1.9%	2.0%
United States	2.3%	2.7%	2.5%	2.1%	2.2%	2.1%
Eurozone	2.4%	2.1%	1.9%	1.5%	1.6%	1.8%
United Kingdom	1.5%	1.4%	1.8%	2.7%	2.3%	2.0%
Japan	1.5%	1.1%	1.0%	0.4%	0.9%	1.1%
Korea	3.3%	3.0%	2.6%	2.0%	1.8%	2.1%
Canada	2.9%	2.0%	1.7%	1.6%	2.0%	2.0%
Developing Economies	4.7%	4.5%	4.5%	4.4%	5.0%	5.1%
China	6.6%	6.4%	6.0%	1.6%	2.2%	2.2%
India	7.1%	6.7%	7.1%	3.3%	5.0%	4.7%
Mexico	2.0%	1.9%	2.9%	5.9%	5.0%	5.1%
Brazil	1.0%	2.6%	3.0%	3.5%	3.8%	4.4%
Russia	1.8%	2.1%	2.2%	3.7%	3.4%	4.5%

Source: Wells Fargo, forecast as of December 14, 2017.

Abbreviations: GDP = gross domestic product; CPI = consumer price index

Within the U.S., Oregon has one of the faster growing GDPs in the country. According to the U.S. Bureau of Economic Analysis, the Oregon economy grew at the 12th fastest rate in the U.S. in 2017 in terms of GDP growth (**Exhibit 3**).

Exhibit 3: GDP Growth in Oregon, the United States, and Selected States



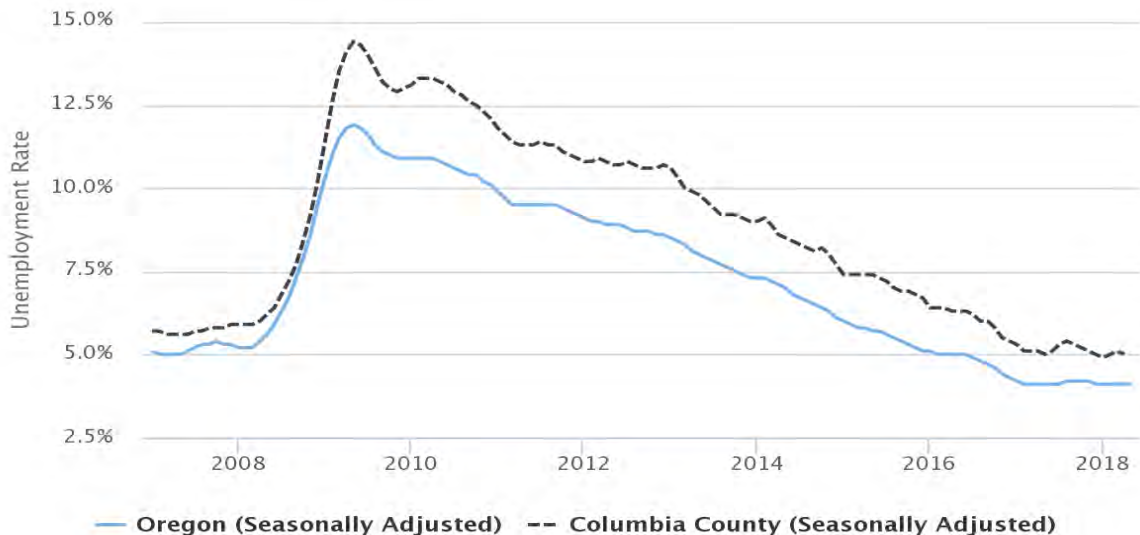
Source: Bureau of Economic Analysis.

Despite relatively strong GDP growth for the state, many of Oregon's counties are still recovering from the high unemployment brought on by the Great Recession.

Statewide unemployment rates peaked at a seasonally adjusted rate of 11.9% in May of 2009 before falling below 5% in July of 2016 then staying around 4.1% throughout 2017 and thus far into 2018 (**Exhibit 4**).

Columbia County has faced relatively higher unemployment levels than the state as whole since the early 2000's, according to the Oregon Employment Department (OED). In February 2018, Columbia County had an overall unemployment rate of 5% with a total employment of 23,360, about 758 jobs above the high recorded before the Great Recession.

Exhibit 4: Unemployment Rates for Columbia County and Oregon, 2007-2018



Source: Oregon Employment Department Qualityinfo.org

Since the unemployment rate is a measure of the percentage of workers between ages 15 and 64 that are actively looking for a job, it does not reflect factors regarding labor participation rates and underemployment (workers that have accepted low paying jobs since other jobs are not available locally). In 2017, labor participation rates (the share of civilian population that is employed or unemployed) were slightly lower in Columbia County (47%) compared with the state (51%).

Columbia County has recently joined with several agencies to host the Oregon Manufacturing Innovation Center (OMIC) which is detailed in section III.B. OMIC is expected to produce positive outcomes for the economy in Columbia County, creating spin-off business opportunities in manufacturing and research and development. Further, the Port of St. Helens continues to pursue major industrial tenants at its Port Westward site which would have a major impact on employment in the county.

II.B. POPULATION TRENDS

Population continues to increase in Columbia City, Columbia County, and Oregon as a whole. Over the last 17 years, Columbia City's population increased 26%, from 1,571 residents in 2000 to 1,985 in 2017. Columbia City's average annual growth rate (AGR) in population outpaced the growth rates by Columbia County and Oregon from 2000-2010, but then fell well behind the County and State since 2010 (**Exhibit 5**). A similar trend also occurred for the cities of Scappoose and St. Helens, which outpaced Columbia City but not the County nor State of Oregon.

Exhibit 5: Population Trends, 2000-2017

	2000	2010	2017	AGR 2000-2010	AGR 2010-2017
Columbia City	1,571	1,946	1,985	2.16%	0.28%
Scappoose	4,976	6,592	6,875	2.85%	0.60%
St. Helens	10,019	12,883	13,240	2.55%	0.39%
Columbia County	43,560	49,351	51,345	1.26%	0.57%
Oregon	3,421,399	3,831,074	4,141,100	1.14%	1.12%

Source: U.S. Census Bureau (2000 and 2010 Census) and Portland State Population Research Center.

Abbreviations: AGR = average annual growth rate

The long-term population forecast recently released by Portland State University anticipates a continuation of positive growth for Columbia County. The county is projected to have a 1.01% AGR between 2020 and 2040. Oregon is projected to grow by the same rate during that period (**Exhibit 6**).

Exhibit 6: Population Projections, 2020-2040

	2020	2025	2030	2035	2040	AGR 2020-2040
Columbia County	53,212	56,048	58,580	60,716	62,619	0.82%
Oregon	4,252,100	4,516,200	4,768,000	4,995,200	5,203,000	1.01%

Source: Office of Economic Analysis, Department of Administrative Services (State of Oregon), Portland State University Population Research Center (Columbia County)

In 2016, nearly 31% of Columbia City's population 25 years and over had graduated from high school, which was a larger percentage than that of the State (24%), but smaller than the County (33%) as shown in **Exhibit 7**. Additionally, 14% of Columbia City's population 25 years and over had obtained a bachelor's degree, which was a larger percentage compared with the County (13%), but smaller than the State (20%).

Exhibit 7: Educational Attainment of Population 25 years and over, 2016

	Columbia City	Percent	Columbia County	Percent	Oregon	Percent
Less than 9th grade	36	2.1%	946	2.7%	106,505	3.9%
9th to 12th grade, no diploma	116	6.6%	2,433	6.9%	169,993	6.2%
High school graduate (includes equivalency)	535	30.6%	11,396	32.5%	657,520	23.9%
Some college, no degree	566	32.4%	10,432	29.8%	721,059	26.2%
Associate's degree	88	5.0%	3,098	8.8%	234,336	8.5%
Bachelor's degree	246	14.1%	4,634	13.2%	538,977	19.6%
Graduate or professional degree	161	9.2%	2,085	6.0%	327,396	11.9%
Total	1,748	100%	35,024	100%	2,755,786	100%

Source: 2016 ACS 5-year Estimates.

Columbia City and Columbia County's residents are far more likely to be employed in manufacturing occupations as compared with the State. In 2016, nearly 22% of Columbia City's population 16 years and over was employed in manufacturing, compared with 17% in Columbia County and only 11% in Oregon. Educational services, health care, and social assistance as well as retail trade compose the two other largest shares, making up 19% and 13% of local occupations (**Exhibit 8**).

Exhibit 8: Occupations for the Employed Population 16 years and over, 2016

	Columbia City	Percent	Columbia County	Percent	Oregon	Percent
Agriculture, forestry, fishing and hunting, and mining	32	3.4%	578	2.8%	60,693	3.3%
Construction	48	5.1%	1,588	7.6%	103,772	5.7%
Manufacturing	204	21.6%	3,490	16.7%	208,442	11.4%
Wholesale trade	55	5.8%	639	3.1%	53,736	2.9%
Retail trade	119	12.6%	2,355	11.3%	219,299	12.0%
Transportation and warehousing, and utilities	56	5.9%	1,386	6.7%	76,661	4.2%
Information	18	1.9%	224	1.1%	34,090	1.9%
Finance and insurance, and real estate and rental and leasing	18	1.9%	1,038	5.0%	104,341	5.7%
Professional, scientific, and management, and administrative and waste management services	52	5.5%	1,988	9.5%	196,635	10.7%
Educational services, and health care and social assistance	182	19.3%	4,030	19.3%	421,502	23.0%
Arts, entertainment, and recreation, and accommodation and food services	64	6.8%	1,557	7.5%	182,571	10.0%
Other services, except public administration	58	6.1%	991	4.8%	88,784	4.8%
Public administration	39	4.1%	976	4.7%	82,094	4.5%
Total	945	100%	20,840	100%	1,832,620	100%

Source: 2016 ACS 5-year Estimates.

II.C. INCOME AND EMPLOYMENT TRENDS

Median household income and per capita income levels are much higher in Columbia City than in Columbia County, Oregon, and the United States. Additionally, Columbia City's per capita income increased at a faster rate than median household income. Increases in these metrics came despite two recessions occurring during the 2000-2016 timeframe (**Exhibit 9**).

Exhibit 9: Income Trends

	1999	2016	AGR
Median Household Income			
Columbia City	\$59,545	\$62,275	0.3%
Columbia County	\$45,797	\$55,146	1.1%
Oregon	\$40,916	\$53,270	1.6%
United States	\$41,994	\$55,322	1.6%
Per Capita Income			
Columbia City	\$25,266	\$30,973	1.2%
Columbia County	\$20,078	\$27,449	1.9%
Oregon	\$20,940	\$28,822	1.9%
United States	\$21,587	\$29,829	1.9%

Source: 2000 Census (in 1999 dollars) and 2016 ACS 5-year Estimates (in 2016 inflation-adjusted dollars)

Employment levels (as measured by workers covered by unemployment insurance) within Columbia County are showing strong growth in all sectors. As noted in **Exhibit 10**, since 2012, the industrial sector added 590 jobs and the services sector added 710 jobs, with an annual growth rate of 4.1% and 3.6%, respectively.

Exhibit 10: Employment Trends by Sector in Columbia County, 2012-2017

Sector	2012	2013	2014	2015	2016	2017	2012-2017	
							# of Jobs	AGR
Industrial ¹	2,620	2,700	2,860	3,000	3,040	3,210	590	4.1%
Retail ²	1,310	1,310	1,280	1,320	1,440	1,490	180	2.6%
Services ³	3,690	3,790	3,850	3,990	4,160	4,400	710	3.6%
Government ⁴	2,040	2,020	2,070	2,110	2,150	2,250	210	2.0%
Total	9,660	9,820	10,060	10,420	10,790	11,350	1,710	3.3%

Source: qualityinfo.org, Oregon Employment Department.

¹Industrial includes: Agriculture, Forestry, Fishing and Hunting (11), Mining, Quarrying, and Oil and Gas Extraction (21), Utilities 22, Construction (23), Manufacturing (31-33), Wholesale Trade 42, Transportation and Warehousing (48-49)

²Retail includes: Retail trade (44-45)

³Services includes: Information (51), Finance and Insurance (52), Real Estate and Rental and Leasing (53), Professional, Scientific, and Technical Services (54), Administrative and Support and Waste Management and Remediation Services (56), Health Care and Social Assistance (62), Art, Entertainment, and Recreation (71), Accommodation and Food Services (72), and Other Services (81)

⁴Government: Educational (61) and Public Administration (92)

Note, the “covered” employment estimates shown above tend to understate the total number of employees that work in Columbia County since they only include reported workers covered by unemployment insurance; as such they tend to exclude many small home-based workers that do not report unemployment insurance. As we compare the estimates of total jobs to covered jobs, we can see that the level of total jobs is about 1.6 times greater than the number of covered jobs (see **Exhibit 11**).

Exhibit 11: Comparison of Total Jobs to Covered Jobs

2016 Oregon Employment Department vs. IMPLAN Data					
Sector	Oregon Emp. Dept Estimates (covered jobs)	IMPLAN Estimates (total jobs)	Difference	% Difference	Covered Worker Adjustment Factor
Industrial ¹	3,040	4,916	1,876	62%	1.6
Retail ²	1,440	2,031	591	41%	1.4
Services ³	4,160	8,178	4,018	97%	1.9
Government ⁴	2,150	1,730	(420)	-20%	1.0
Total	10,790	16,855	6,065	56%	1.6

¹Industrial includes: Agriculture, Forestry, Fishing and Hunting (11), Mining, Quarrying, and Oil and Gas Extraction (21), Utilities 22, Construction (23), Manufacturing (31-33), Wholesale Trade (42), Transportation and Warehousing (48-49)

²Retail includes: Retail trade (44-45)

³Services includes: Information (51), Finance and Insurance (52), Real Estate and Rental and Leasing (53), Professional, Scientific, and Technical Services (54), Administrative and Support and Waste Management and Remediation Services (56), Health Care and Social Assistance (62), Art, Entertainment, and Recreation (71), Accommodation and Food Services (72), and Other Services (81)

⁴Government: Educational (61) and Public Administration (92)

The top employment sectors within the Columbia City primary market area (includes Columbia City, Deer Island and St. Helens) includes 1,390 total jobs, which are primarily concentrated in services and manufacturing sectors, as shown in **Exhibit 12**.

Exhibit 12: Largest Job Sectors in Columbia City Area, 2016

2016 Columbia City Area Employment w/ Covered Worker Adjustment Factor				
	Columbia City	Deer Island	St. Helens	Total
Industrial ¹	56	168	155	379
Retail ²	18	14	168	200
Services ³	131	14	665	810
Total	205	196	988	1,390

Notes: The covered worker adjustment factors are 1.6 for industrial, 1.4 for retail, 1.9 for services.

Source: Oregon Employment Department, 2016. Compiled by FCS Group.

¹Industrial includes: Agriculture, Forestry, Fishing and Hunting (11), Mining, Quarrying, and Oil and Gas Extraction (21), Utilities 22, Construction (23), Manufacturing (31-33), Wholesale Trade (42), Transportation and Warehousing (48-49)

²Retail includes: Retail trade (44-45)

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II.D. TARGET BUSINESS CLUSTERS

An analysis of local business clusters is helpful in forecasting the level of job growth and related land attributes needed to retain/attract certain targeted industries. Location quotient (LQ) analysis (summarized in **Exhibits 13 and 14**) is a method of determining which business sectors are currently clustered in the local area (Columbia County) in comparison to the state average. LQ analysis reveals what makes the local economy “unique” in comparison to a broader geography. The LQ analysis indicates existing and potential emerging business clusters based on their size (as measured by employment) and average compensation. The data used for the cluster analyses were derived from the 2016 IMPLAN model for Columbia County.

The LQ analysis for Columbia County identifies several local business clusters for a very-high LQ (greater than 2 times the state average), including:

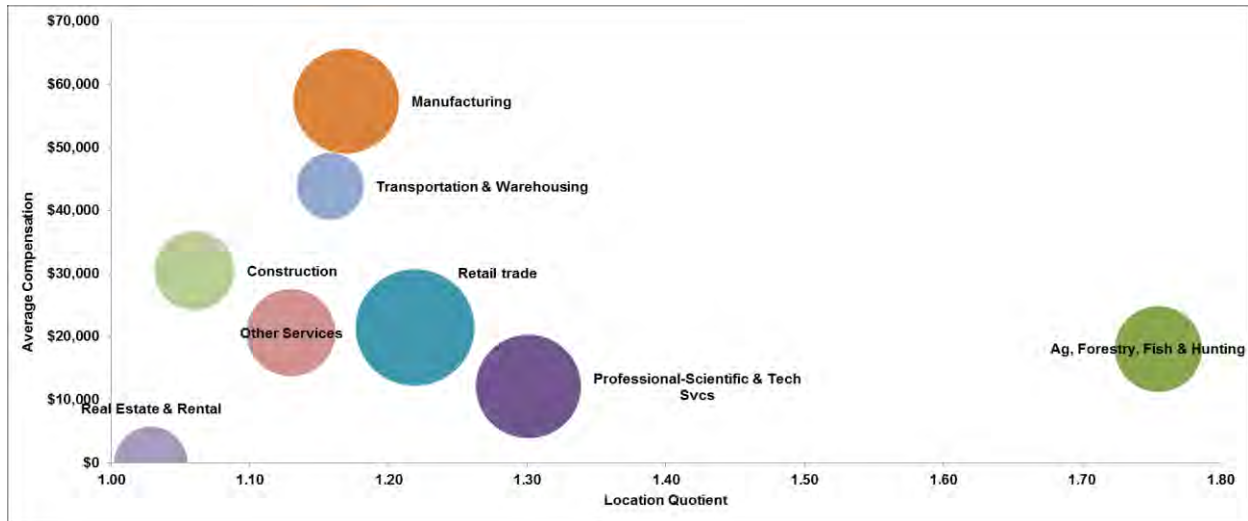
- Chemical Manufacturing
- Utilities (energy)
- Nonmetal Mineral Production
- Leather and Allied Products
- Plastic and Rubber Production
- Forestry, Logging and Wood Products
- Fabricated Metals and Machinery Manufacturing
- Marine Vessel Repair & Components

Exhibit 13: Columbia County Location Quotients, 2016

Description	LQ	Employment	Average Compensation
Mineral wool manufacturing	144.5	81	\$71,932
Nitrogenous fertilizer manufacturing	78.0	82	\$93,860
Concrete pipe manufacturing	68.3	36	\$83,712
Gypsum product manufacturing	62.0	54	\$77,996
Speed changer, industrial high-speed drive, and gear manufacturing	56.2	17	\$104,222
Polystyrene foam product manufacturing	42.5	5	\$41,105
Electric power generation - Fossil fuel	34.7	68	\$167,319
Urethane and other foam product (except polystyrene) manufacturing	32.6	57	\$46,016
Industrial truck, trailer, and stacker manufacturing	26.9	133	\$58,457
Small arms, ordnance, and accessories manufacturing	24.6	24	\$30,502
Sheet metal work manufacturing	24.5	193	\$56,623
Turbine and turbine generator set units manufacturing	23.8	5	\$87,005
Other clay, ceramic, refractory minerals mining	19.9	10	\$33,412
Other cut and sew apparel manufacturing	19.2	29	\$5,404
Motor vehicle steering, suspension component, and brake systems mfg	18.0	27	\$65,815
Local government electric utilities	17.3	112	\$122,170
Other basic organic chemical manufacturing	14.9	42	\$102,307
Toilet preparation manufacturing	13.8	38	\$39,964
Textile and fabric finishing mills	12.3	7	\$6,504
Footwear manufacturing	12.3	29	\$28,953
Wood container and pallet manufacturing	12.1	80	\$41,382
All other miscellaneous wood product manufacturing	9.4	31	\$43,761
All other miscellaneous manufacturing	9.1	69	\$50,891
Cut and sew apparel contractors	7.1	28	\$13,149
Commercial hunting and trapping	7.1	15	\$0
Sand and gravel mining	7.0	62	\$82,605
Optical instrument and lens manufacturing	6.9	50	\$64,050
Aircraft manufacturing	6.5	41	\$84,482
Small arms ammunition manufacturing	6.2	10	\$30,747
Beef cattle ranching and farming	6.2	298	\$1,721
Fabricated pipe and pipe fitting manufacturing	5.5	20	\$38,322
Animal production, except cattle and poultry and eggs	5.0	27	\$9,965
Electronic computer manufacturing	4.7	11	\$191,343
Paper mills	4.5	37	\$71,037
Wood preservation	4.3	18	\$53,261
Sawmills	3.7	161	\$61,960
Marketing research and all other misc. professional, scientific, and technical services	3.6	482	\$1,934
Metal coating and nonprecious engraving	3.0	15	\$40,110
Commercial logging	3.0	182	\$45,919
Photographic services	2.8	86	\$5,428
Electric power transmission and distribution	2.8	41	\$145,197
Facilities support services	2.6	20	\$11,700
Scenic and sightseeing transportation and support activities for transportation	2.6	157	\$46,524
Doll, toy, and game manufacturing	2.5	5	\$10,921
Breweries	2.4	42	\$41,343
All other crop farming	2.4	361	\$7,078
Other textile product mills	2.4	10	\$22,988
Private households	2.3	353	\$11,743
Retail - Gasoline stores	2.3	189	\$20,294
Other plastics product manufacturing	2.0	51	\$45,641

Source: IMPLAN model (2016) for Columbia County, compiled by FCS Group.

Exhibit 14: Columbia County Industry Cluster Location Quotients, 2016



Source: IMPLAN model (2016) for Columbia County, compiled by FCS Group.

As indicated above, the manufacturing cluster (which includes several sub-clusters) provides the highest annual compensation levels. In comparison, the agriculture and forestry cluster currently has the highest LQ but has relatively low compensation levels.

The most effective economic development strategy would provide policies that help retain and attract industry clusters that have a relatively high LQ and provide higher than average compensation.

II.E. EMPLOYMENT GROWTH FORECAST

The ability of Columbia City to accommodate or “capture” future employment growth will depend upon a number of market-related factors as well as land/infrastructure availability throughout the market region. For analysis purposes, the Columbia City EOA considers four general business and employment growth sectors: industrial, retail, services and government.

The retail, services and government sectors tend to be “local serving” with a defined market area that is mostly driven by *local* population and household buying power.

The industrial sector is more dynamic with a broader market area. Major investments in industrial facilities that require land and capital (buildings, machinery, etc.) consider multiple factors, such as transportation access (rail, sea, highway) to regional, national and international markets; business operating costs; access to skilled workforce; raw material inputs (for processing operations) and other factors. As such, industrial business location decisions often consider and compare multiple sites and regions across the U.S.A.

Within the Portland Metro Region (which excludes Columbia County and includes Clackamas, Multnomah and Washington Counties) industrial employment is expanding and industrial land supply is shrinking, particularly for large sites. A study for the Portland Business Alliance in 2017 showed

that the number of large industrial sites of 25 acres or more in the Metro region dropped from 54 to 47 between 2014 and 2017. During that time, 13 sites were developed and six were added to the inventory. At that pace, the Metro Region would require over 80 large industrial sites over the next 20 years, leaving an unmet need for an additional 33 large industrial sites.

Since Columbia County is part of the broader Portland-Vancouver-Hillsboro MSA¹, it is often considered by industrial businesses that are considering expansion or relocation inside the greater Portland region. The availability of large general industrial sites within Columbia County is limited at this time. While the Port of St. Helens provides a range of small, medium and large sites to meet demand throughout Columbia County, the Port prefers to lease land to specific types of industrial businesses that require unique transportation amenities (rail, river, airport related). As indicated in **Exhibit 15**, there are currently five “active listings” for industrial sites within east Columbia County ranging in size from 3.9 acres to 45 acres. The Port is currently negotiating with a prospective tenant for a large portion of the 40-acre site in Columbia City and developing half the McNulty site, and it is likely that the other available industrial sites will be absorbed over the next 5-10 years.

Exhibit 15: Listed Large Industrial Sites in Greater Columbia County

Site Address	City	Lot Size (acres)	Asking Price	Enterprise Zone	Notes
Hwy. 30	Columbia City	40	lease only	yes	Port-owned, rail/river dependent users preferred
777 Port Ave	Saint Helens	18	\$ 3,600,000	yes	100,000 sf warehouse building and 16 acres of adjacent vacant land (heavy industrial), significant environmental issues possible.
777 Port Ave	Saint Helens	7.1	\$ 850,000	yes	7.1 acres of vacant land (heavy industrial), significant environmental issues possible.
McNulty Way	Saint Helens	45	\$ 6,141,960	yes	Vacant, Port-owned, zoned heavy industrial
777 Port Ave	Saint Helens	3.9	\$ 1,000,000	yes	3.9 acres of vacant land (light industrial)

Source: Loop Net; and Port of St. Helens.

The long-term forecast for employment growth in Columbia City considers the expected (most likely) level of growth within Columbia County, and local job growth capture rates based upon the existing commercial and industrial vacant land inventory.

As indicated in **Exhibit 16**, the most likely growth forecast for Columbia County considers recent trends as well as forecasted 10-year job growth rates provided by the Oregon Employment Department for the Northwest Region (consisting of Clatsop, Columbia and Tillamook counties) and OED forecasts for the Multnomah/Washington County sub-region. The resulting average annual

¹ The census defined Portland-Vancouver-Hillsboro Metropolitan Statistical Area (MSA) consists of Clackamas, Columbia, Multnomah and Washington counties in Oregon, and Clark and Skamania counties in Washington.

growth rates (AGR) for Columbia County vary depending upon employment sector ranging from: 0.4% for government; 1.9% for retail; 3.0% for services; and 3.5% for industrial job classifications.

Exhibit 16: Columbia County Annual Employment Growth Rate Forecast

2014-2024 Forecasted Employment Growth Rates vs. Columbia County Trends (covered jobs)						
	Northwest Region Forecast*		Multnomah & Washington County Forecast		Columbia County Trend (2012-17)	Most Likely Forecast**
	Change	AGR	Change	AGR	AGR	AGR
Industrial ¹	1,410	0.7%	21,600	1.2%	5.2%	3.5%
Retail ²	460	0.4%	10,200	1.3%	2.5%	1.9%
Services ³	4,090	0.9%	73,700	1.7%	4.0%	3.0%
Government ⁴	1,110	0.4%	5,600	0.6%	0.3%	0.4%
Total	7,070	0.7%	111,100	1.4%	1.1%	1.1%
**Weights assigned to most likely forecast:		10%		30%	60%	

Source: Employment growth rates based on Oregon Employment Department, 2014-2024 projections. AGR = annual average growth rate.

Notes: *Northwest Region includes Benton, Clatsop, Columbia, Lincoln, and Tillamook Counties

¹Industrial includes: Agriculture, Forestry, Fishing and Hunting (11), Mining, Quarrying, and Oil and Gas Extraction (21), Utilities (22), Construction (23), Manufacturing (31-33), Wholesale Trade (42), Transportation and Warehousing (48-49)

²Retail includes: Retail trade (44-45)

³Services includes: Information (51), Finance and Insurance (52), Real Estate and Rental and Leasing (53), Professional, Scientific, and Technical Services (54), Administrative and Support and Waste Management and Remediation Services (56), Health Care and Social Assistance (62), Art, Entertainment, and Recreation (71), Accommodation and Food Services (72), and Other Services (81)

⁴Government: Educational (61) and Public Administration (92)

Extrapolating the most likely job growth rates for Columbia County would result in an overall increase of 13,562 jobs between 2018 and 2038. The ability of the City of Columbia City to “capture” a portion of the future job growth within Columbia County is currently limited at this time due to a number of factors, including:

- Lack of specific local economic development vision, goals or objectives;
- Limited supply of vacant commercial and general industrial sites (see Section IV);
- Limited commercial site availability, whereas a single property owner controls virtually all commercial sites;
- Limited industrial site availability, whereas a single property owner (Port of St. Helens) controls virtually all industrial land. Furthermore, this property owner desires long-term land leases vs. land sales transactions, which limits market/tenant prospects.
- Lack of large redevelopment sites/parcels.

As indicated in **Exhibit 17**, the base case growth scenario (Scenario A) for Columbia City assumes modest capture rates given the limiting factors noted above.

Baseline Employment Forecast Scenario A: assumes job growth is limited to current land inside the UGB. This scenario assumes that the Port of St. Helens allows some general industrial development to occur on the Port-owned parcel inside the UGB. This scenario assumes that there will also be additional non-Port related business activity that will occur as a result of the OMIC or Port Westward development initiatives.

Exhibit 17: Columbia City Employment Growth Rate Forecast

Columbia County Most Likely Growth Scenario, 2018-2038 (total jobs)				
	2017 est.	2018 est.	2038 proj.	20-yr. change
Industrial	5,136	5,318	10,676	5,358
Retail	2,086	2,126	3,106	980
Services	8,360	8,614	15,662	7,048
Government/Other	2,250	2,258	2,434	176
Total	17,832	18,316	31,878	13,562

Source: derived from most likely forecast scenario shown in prior exhibit.

Projected Columbia City Capture of Columbia County Job Growth

	Current Estimate	Scenario A Baseline forecast
Industrial	1.1%	2.0%
Retail	0.9%	2.0%
Services	1.6%	1.8%
Government/Other	0.8%	0.8%

Columbia City Employment Growth Forecast

	2018 est.	2038 forecast	20-year change
		Scenario A Baseline forecast	Scenario A Proj. job growth
Industrial	61	214	153
Retail	19	62	43
Services	138	282	144
Government/Other	18	19	1
Total	236	577	341

Source: calculated values based on capture rate assumptions.

Section III. OPPORTUNITIES AND CONSTRAINTS ANALYSIS

Current market trends regarding visitation, business openings & closures, and perceived market considerations are important factors to consider when evaluating the ability for Columbia City to retain or attract economic development. A summary of these considerations follows.

III.A. BUSINESS OPENINGS/CLOSURES

Columbia County has witnessed several notable business openings and expansions over the past five years. **Exhibit 18** summarizes the most significant openings and expansions in the area, ranging from the opening of a major manufacturing facility by Cascades Inc. (paper products) to two Japanese advanced manufacturing companies attracted to the Oregon Manufacturing Innovation District in Scappoose (see insert on next page).

Off-setting the listed business openings, was one major business closure, that of Armstrong World Industries, Inc. (ceiling tile manufacturer) in St. Helens was reported in March 2018.

Exhibit 18: Columbia County Business Openings and Closures May 2013-2018

Name	City	Date
Openings/Expansions		
OSG Tools*	Scappoose	10/19/2017
Mitsubishi Material and Tools*	Scappoose	10/20/2017
Cascades Inc.	St. Helens	6/6/2016
Rightline Equipment	Rainier	3/18/2016
Custom Fab Inc.	St. Helens	8/14/2015
OHSU	Scappoose	12/18/2015
Cascades Tissue Group	St. Helens	9/20/2013
Closures		
Armstrong World Industries Inc.	St. Helens	3/26/2018

* Pledged to take part in the Oregon Manufacturing Innovation District in Scappoose.

Source: Oregon Employment Department.

III.B. INDUSTRIAL LEADS

Over the years, the Port of St. Helens and Business Oregon have recorded numerous business leads that have or are currently expressing interest in the Port's property in Columbia City. These leads are generally listed below.

- Dong Chun (bumper manufacturer) – 15 acres – Possible maritime/rail access (now in due diligence phase)
- Molasses manufacture – 3 acres – Needed maritime/rail
- Deicing Co – Potash – 3-5 acres – Needed maritime/rail
- Foss Maritime – vessel service/construction (needed water access)
- Boat building – ½ acre (needed water access)
- Shipyard
- Biofuel – 5-40 acres – 30 employees
- Structural Moving Co looking for storage – 25-50 acres (wanted to purchase property)
- Pellet/coke chemical manufacturer – 20 acres
- Veneer Company – 20-40 acres
- Pacific Seafoods (seafood processing)

While some of these leads are still evaluating Columbia City industrial lands for new business investment, the vacant land offerings are very limited at this time as noted below.

Oregon Manufacturing Innovation Center

Located in Scappoose, the Oregon Manufacturing Innovation Center (OMIC), is a brand new workforce training and research facility for the manufacturing sector of the 21st century. Modelled after the Advanced Manufacturing Research Center in Sheffield, England, OMIC has received \$21.5 million in state and business investment as well as a recent \$3 million Federal grant. In addition, 19 business partnerships will translate to dues payments, equipment and job opportunities. Operations at the R&D facility are overseen by the Oregon Institute of Technology (OIT) while the workforce training facility will be run by Portland Community College. The academic partnership also includes Oregon State University and Portland State University.

Presently, OMIC's research and development facility (OMIC R&D) is operational and hosts industry partners, university staff and students collaborating on development of next generation manufacturing concepts. As advanced manufacturing principals are rolled out in their facilities, dues-paying industry partners such as Boeing and Daimler will benefit from rapid, cost-effective R&D and collaborative information sharing provided by the OMIC model. Students and faculty, meanwhile, are provided the opportunity to work with cutting edge technology and to pursue their research priorities in the manufacturing field.

Opening in 2020, the OMIC Training Center will focus on preparing a 21st century manufacturing workforce comfortable with the principals of next generation manufacturing. The training center will be located adjacent to the R&D facility and will provide apprenticeship programs combining technical instruction with on-the-job training. So far, OMIC as announced commitments from several companies, including Boeing, Daimler and Vigor to help develop production resources in Scappoose and the surrounding areas.

III.C. RETAIL TRADE

FCS GROUP conducted a spatial analysis of retail marketplace data to identify potential trade flows. The analysis examines the consumer retail demand and existing estimated sales within the city limits of Columbia City.

The retail trade flow analysis represents the difference between potential sales within the footprint of the analysis and the actual sales in the same area. An examination of the data suggests that Columbia City is leaking millions of dollars of demand to areas outside of the trade area. The retail trade analysis shown in **Exhibit 19** indicates that Columbia City has a net retail outflow of over \$26 million in total retail sales annually, including \$3.1 million in food and drink (restaurant) sales outflow. Assuming \$250 in annual retail sales per square foot of space, if Columbia City succeeded in intercepting 25% of current trade outflow, the city could easily support at least 26,000 square feet of retail development (building floor area), which would require about 3 acres.

Hence, the market potential exists for Columbia City to accommodate a small community shopping center, with a 10-15,000+ SF food/drug store anchor along with 2-3 restaurants and miscellaneous business/personal service establishments.

Exhibit 19: Columbia City Retail Market Trade Area Profile, 2017

City Limits	
Population	1,927
Households	770
Median Disposable Income	\$53,892
Per Capita Income	\$34,766
Total Retail Demand and Supply	
Demand	\$31,424,738
Supply	\$5,371,785
Retail Trade Outflow	\$26,052,953
Total Food & Drink Demand and Supply	
Demand	\$3,144,505
Supply	\$0
Retail Trade Outflow	\$3,144,505

Source: ESRI and Infogroup, 2017.

III.D. VISITATION

Visitation spending reached a new record in Columbia County during 2017. As indicated in **Exhibit 20**, total visitor spending reached \$30.6 million with the largest increases occurring in the food service category. As population levels increase throughout the Pacific Northwest, continued growth in the tourism/visitation market is likely in Columbia County over the long-term. In addition, Columbia County is working in conjunction with Travel Oregon to produce a tourism planning initiative to maximize visitation to the county. These factors may create new development opportunities within Columbia City, particularly for businesses that can capitalize on local amenities and recreational assets, such as river views and trails (e.g., restaurants, B&Bs, bike rentals).

Exhibit 20: Tourism Spending Trends in Columbia County

	2010	2011	2012	2013	2014	2015	2016	2017
Food Service	\$8.2	\$9.0	\$8.8	\$8.8	\$9.6	\$9.8	\$10.3	\$10.8
Food Stores	\$4.7	\$5.3	\$5.2	\$5.2	\$5.7	\$5.7	\$5.8	\$5.8
Retail Sales	\$4.7	\$5.2	\$5.0	\$4.9	\$5.2	\$5.1	\$5.2	\$5.3
Arts, Entertainment, and Recreation	\$3.7	\$4.0	\$3.8	\$3.7	\$4.0	\$4.0	\$4.1	\$4.2
Accommodations	\$2.5	\$2.8	\$2.6	\$2.2	\$2.7	\$3.1	\$3.2	\$3.3
Local Transportation & Gas	\$3.2	\$4.0	\$3.8	\$3.6	\$3.6	\$3.0	\$2.9	\$3.2
Visitor Air Transportation	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Total	\$27.0	\$30.3	\$29.2	\$28.4	\$30.8	\$30.7	\$31.5	\$32.6

Source: Oregon Travel Impacts, Dean Runyan Associates, Inc.

III.E. DEVELOPMENT OPPORTUNITIES AND CONSTRAINTS

To ascertain local development opportunities and constraints, FCS GROUP obtained input from the project's Technical Advisory Committee and conducted interviews with local and regional economic development specialists, commercial/industrial property owners and developers active in Columbia County. This work also entailed a community wide web-based survey that was completed by 46 separate local participants (see **Appendix A**).

A summary of identified local economic development strengths, weaknesses, opportunities and constraints has been identified based on stakeholder input (**Exhibit 21**). This assessment has been used as the basis for creating the two employment land needs scenarios described in the next section.

Exhibit 21: Columbia City Economic Development Assessment

Strengths	Weaknesses
<p>Rural Historic City Character</p> <p>River Views & proximity to Portland Region</p> <p>Port of St. Helens and regional agencies</p> <p>For-Lease Industrial Sites</p> <p>Mix of Industrial Activities along US 30</p> <p>Rail spur access</p> <p>Columbia River access</p> <p>Low Relative Cost of Living</p> <p>Low Relative Land Prices</p> <p>Community Buying Power</p>	<p>Lack of general industrial sites inside City UGB</p> <p>US 30 access in northwest quadrant</p> <p>Need for water/sewer distribution expansion</p> <p>Small existing rail spur (limited to 10 railcars)</p> <p>Lack of deep water river access</p> <p>Lack of river dock with deep water/ocean going barge capacity</p> <p>Lack of vacant flex buildings for light industrial</p> <p>Lack of internet broadband service</p> <p>City image as "bedroom community" only</p>
Opportunities	Constraints
<p>Access to rail transportation</p> <p>Retail Trade Leakage from City</p> <p>Oregon Manufacturing Innovation Center (OMIC)</p> <p>Potential spin-off businesses from OMIC</p> <p>Number of home-based businesses</p> <p>Adjacent buildable lands (willing property owners)</p> <p>Available water/sewer capacity</p> <p>Potential for "partnerships" to fund infrastructure</p> <p>Several industrial leads over past few years</p>	<p>Lack of suitable, available industrial land inside the UGB</p> <p>Topography/drainage issues</p> <p>Railroad issues</p> <p>ODOT access permit issues</p> <p>Limited vacant commercial sites with river view</p> <p>Limited vacant industrial sites (for sale)</p> <p>Funding for water/sewer expansions</p>

Derived from FCS GROUP interviews with stakeholders, Summer 2018

Section IV. EMPLOYMENT LAND INVENTORY & NEEDS

The goal of this section is to examine potential development sites within the Columbia City Urban Growth Boundary (UGB) that can meet the development opportunities identified in the prior section.

IV.A. BUILDABLE LAND INVENTORY

The City identified four specific employment sites that are within the Columbia City UGB. As shown in **Exhibit 22**, these sites include one commercial-zoned site; and three industrial-zoned sites.

The consultant team conducted site visits, reviewed transportation access and water/sanitary sewer master plans (as built facilities) and estimated the amount of buildable lands. The resulting analysis indicates that the current vacant employment land inside the existing UGB consists of:

- Commercial: 1 site with 4 acres (single ownership)
- Industrial: 1 small site (2.5 acres) and 1 large site (40 acres). The large site is owned by the Port of St. Helens, and is constrained in the sense that it is for-lease only and marketed to rail/water dependent users.

In addition, to these sites that are inside the UGB, one additional +/-40-acre site zoned as RIPD (Resource Industrial Planned Development) was identified adjacent to the current UGB in the northwest quadrant of the City along Hwy. 30. This site was inventoried since it is partly inside the current City limits and UGB (and under the same ownership as the 2.5-acre industrial site noted above).

Exhibit 22: Employment Land Inventory

Zoning	Size of Lot (gross acres)	Est. Buildable	In City Limits/ UGB?	Owner	Infrastructure
Commercial	4.03	4.00	Yes/Yes	Wayne Weigandt	Adjacent
Industrial	81.57	40.00	Yes/Yes	Port of St. Helens	Partially Served
Industrial	2.74	2.50	Yes/Yes	Iron Triangle Investments	Access Issues
RIPD*	48.38	40.00	No/No	Iron Triangle Investments	Challenged
Total	136.72	86.50			

Note: RIPD = Resource Industrial Planned Development. UGB = Urban Growth Boundary.

Source: City of Columbia City; and FCS GROUP, August 2018.

IV.B. EMPLOYMENT LAND NEEDS

In accordance with OAR 660-009-0015, an analysis of 20-year land needs for employment growth in the Columbia City UGB is required along with attention to unique site needs based on the identified employment types.

The analysis provided in Appendix B and summarized in **Exhibit 23**, indicates that the long-term baseline demand forecast for job growth and related land needs for the City of Columbia City given the current UGB and market factors described previously is: 4.2 acres for commercial land (retail, office and lodging); 16.1 acres for Port-related industrial land (primarily rail and/or marine dependent land-lease industrial tenants); and 13.9 acres for general industrial and “flex” tenants.

Exhibit 23: Columbia City 20-Year Employment Land Requirements

Gen. Land Use Classification	Scenario A
Commercial (retail, office, lodging)	4.2
Port-Related Industrial and Public Facility	16.1
General Industrial & Flex	13.9
Total	34.1

Assumptions based analysis provided in Appendix B.

The actual amount and timing of new development will vary from year to year. The range in development forecasts reflects several issues:

- Uncertainty regarding the ability to attract major industrial employers to available vacant land within the Columbia City UGB.
- The ability to accommodate industrial uses that generate significant levels of vehicle trips or high levels of water/sanitary sewer capacity.
- The ability to accommodate the general industrial growth noted above will be dependent in-part upon the factors that are outside the control of the City of Columbia City, such as the willingness of the Port of St. Helen’s to sell some land for general industrial development, or the willingness of the U.S. Forest Service to allow redevelopment of its current site. This would require industrial subdivisions with 2-4 acre sites or speculative development of flex industrial buildings by a developer such as the Port or a private party on these properties.
- City’s potential to amend zoning in designated locations to allow limited commercial uses.

IV.B.1. Commercial Land Needs

The findings indicate that the majority of commercial land needs can be accommodated within the existing UGB. In Scenario A, it is assumed that the existing 4-acre commercial site will be fully developed with commercial uses over the next 20 years. An additional 0.2 acres of vacant land will be required to accommodate demand for lodging, restaurant and/or service/office uses. This level of additional demand could be met through land use zoning amendments in R-2 or adoption of a mixed-use zoning, within designated areas, such as along the river front or 2nd street.

Based on the result of the community survey (see Appendix A) and the retail market analysis contained in this study, there is local support for a small grocery store, sit-down restaurant, and neighborhood shopping center in Columbia City today.

IV.B.2. Port-related Industrial and Public Facility Land Needs

Port-related industrial uses are expected to require approximately 16 acres of rail and/or water-dependent industrial uses over the next 20 years. It should be noted that additional land area may be needed for site circulation and/or outdoor warehousing/storage space. Port-related industrial land currently available within Columbia City's UGB possess characteristics that are difficult to replicate, such as access to marine and rail freight transportation infrastructure. These characteristics make Columbia City's port-related industrial lands well suited to certain traded sector industries. Potential tenants would include medium-size operations that rely upon infrequent rail service, such as wood product manufacturing, transportation component manufacturing, marine construction (logistics, supplies, staging), and public utilities (i.e., storage and maintenance shop). It is assumed that the port-related industrial and public facility land needs can be accommodated using the current port-owned industrial land contained within the current UGB.

IV.B.3. General Industrial Land Needs

The long-term demand for general industrial land is forecasted to be approximately 13.9 (net buildable) acres. The ability for the City to accommodate industrial land demand beyond the Port-related industrial user demand is partly dependent upon factors outside the control of the City, such as the Port's willingness to sub-divide and sell some of its land holdings.

The aforementioned industrial land study by the Portland Business Alliance indicates that the cost of serving industrial land areas can vary widely with a median cost of approximately \$2 to \$3 per square foot of land area. Generally, the larger the land area, the lower the public facility cost is per square foot.

The City of Columbia City may consider adopting local economic development policies aimed at attracting special or specific site users, such as large industrial businesses within defined clusters, like value-added wood product manufacturing. Recent "local" examples, include Cascades Tissue Group, which completed a \$64M factor on approximately 40 acres in Scappoose in 2017. That facility helped retain 114 jobs in St. Helens and currently employs 70+ workers on site. Other types of general industrial businesses are likely to spin-off from the Oregon Manufacturing Innovation Center in the near future (see write up in Section III).

IV.B.4. Reconciliation of Land Needs

As shown in **Exhibit 24**, the commercial vacant land demand exceeds the available commercial zoned land inventory by approximately 0.2 acres. It is recommended that the City consider a development code amendment that allows limited commercial uses in designated areas, such as along

First Street (downtown riverfront), along 2nd Street, and /or I and E Streets between 2nd Street and Hwy. 30.

It appears that the amount of industrial land owned by the Port will be adequate to address long-term growth needs from rail/marine dependent industrial users at this time, especially in light of the fact that this land will be for-lease only, and is not suitable for large scale (unit train) rail/marine access/capacity.

The long-term (20-year) employment land requirements for achieving the employment growth forecast associated with Scenario A would at a minimum require strategic amendments to the Columbia City development code and zoning map, and could entail new Comprehensive Land Use Plan economic development policies and objectives to consider amending the UGB to provide additional industrial land in accordance with OAR 660-009-0025 (7) Availability (see **Appendix D**).

Exhibit 24: Columbia City Reconciliation of Employment Land Needs

General Land Use Classification	Scenario A Vacant Land Demand	Existing Vacant Land Supply in UGB	Net Vacant Land Need	Zoning and Parcelization Notes
Commercial (retail, office, lodging)	4.2	4.0	0.2	Consider allowing limited commercial uses in designated R-2 zones inside UGB to meet need
Port-Related Industrial and Public Facility	16.1	40.0	none	2 or 3 new rail/marine industrial tenants likely
General Industrial & Flex	13.9	2.5	11.4	Consider Policy Objective to evaluate UGB alts for general industrial sites; including at least one 25-acre site for a large user
Total	34.1	46.5	11.6	

Source: findings based on prior tables and assumptions provided in Appendix B.

Please refer to the community economic development objectives section for a recommended set of local policies that are intended to achieve the employment growth forecasts in line with Scenario A.

Section V. COMMUNITY ECONOMIC DEVELOPMENT OBJECTIVES

The draft goals and policies that are listed below are intended to serve as local community economic development objectives that guide positive economic development within the Columbia City UGB. The goals and policies are intended to replace the current Goal 9 policies for the City of Columbia City. Findings and results from the July 2018 community survey and list of stakeholder interviews were used to compile the Columbia City economic development vision, goals and objectives.

V.A. OVERALL VISION AND MISSION STATEMENT

These community economic development vision statement, goals and objectives are intended to be consistent with the overall vision and mission statements that have been adopted by the City of Columbia City, which are summarized below.

Overall Vision Statement

Columbia City is the lower Columbia River's ideal small town-a city of beauty and livability.

- Residents connect in safe, attractive, and quiet neighborhoods.
- The city welcomes diverse community sustaining businesses.
- Engaged citizens and responsive local governments collaborate to preserve the city's distinctive identity and independence.

Overall Mission Statement

The City of Columbia City encourages community involvement and is committed to:

- Developing and ensuring the highest possible quality of life for our residents, businesses and visitors.
- Providing safe, secure and healthy community environment.
- Providing an efficient and effective government which is open and responsive to the needs of the community and works for the benefit of all.

V.B. ECONOMIC DEVELOPMENT VISION:

In order to expand our local economy to its fullest potential, the City of Columbia City will work closely with local, regional and state economic development entities to create a positive environment that supports expansion of existing businesses and attracts new

living wage employers. We will accomplish this through strategic expansion of the Urban Growth Boundary for employment uses, and investments in marketing and infrastructure.

V.C. GOAL 1: INCREASE ECONOMIC VITALITY OF COLUMBIA CITY

- Objective 1.1: Maintain vacant land inventory of vacant commercial and industrial-zoned sites to meet business expansion requirements for targeted industries that are identified in this EOA (Section II-D). City staff should upon request of city council provide annual updates to the vacant land inventory.
- Objective 1.2: Support Port of St. Helens efforts to attract traded sector water/rail dependent businesses on Port-owned land that offer living wages (includes average wage rates higher than the statewide average median wage for all private business establishments), as appropriate.
- Objective 1.3: Support environmental and cultural tourism efforts within Columbia City, as appropriate.
- Objective 1.4: Support full utilization of buildable vacant lands within the City of Columbia City for multiple types of businesses, including commercial, boutique lodging, grocery store, office, and industrial.

Strategies:

- Consider local zone code amendment that allows limited commercial uses to occur along downtown riverfront (e.g., bed and breakfast, sit-down restaurant).
- Consider local zone code amendment that allows limited commercial (e.g., grocery store) uses along 2nd Street and/or I & E Streets between 2nd Street and Highway 30.

- Objective 1.5: Monitor home-based business occupations.

Strategies:

- Upon City Council request, conduct annual survey of local businesses to determine local business expansion needs.

V.D. GOAL 2: BECOME A VISIBLE ECONOMIC DEVELOPMENT PARTNER IN COLUMBIA COUNTY

- Objective 2.1: Support City, Port, County, regional, state, and federal projects and initiatives that may positively impact or influence business development in Columbia City (see following table of potential EOA partners).

Strategies:

- Maintain role in support of regional economic development associations, such as Columbia County Economic Team and Columbia Pacific Economic Development Districts.

- Objective 2.2: Maintain relationship with local education establishments, such as the Oregon Manufacturing Innovation Center and local Worksource training networks.

V.E. GOAL 3: FACILITATE URBANIZATION OF NEW INDUSTRIAL EMPLOYMENT CENTER

- Objective 3.1: Evaluate UGB expansion alternatives, impacts and costs. The City will support expansion of the UGB to increase industrial land availability and to accommodate future general industrial employers, including at least one site of 25+ acres in area.
- Objective 3.2: Identify transportation, water, sewer and stormwater drainage issues, mitigation projects and costs associated with UGB expansion; and update transportation system plan (TSP) and public facility master plans, as appropriate to address local and state agency issues and to accommodate expected levels of development.
- Objective 3.3: Work with Columbia County, ODOT and private developer(s) or prospective business tenants to obtain full funding commitments for the on- and off-site infrastructure required to serve UGB expansion area(s).

V.F. GOAL 4: ESTABLISH PARTNERSHIPS TO PROVIDE ADEQUATE INFRASTRUCTURE

- Objective 4.1: Document the significance of local and state public and private investments in pursuing local business development.

Strategies:

- Monitor levels of private investment leveraged by the City of Columbia City, Columbia County, Port of St. Helens, Columbia County Economic Team, and regional/state/federal agencies.
- Utilize City, State and local public and private investments as a local funding match on state and federal grants, when allowed, in pursuit of grant funding for transportation, sewer and water improvements to serve City/UGB expansion areas.

V.G. GOAL 5: MONITOR PERFORMANCE AND PERIODICALLY ADJUST GOALS AND OBJECTIVES

- Objective 5.1: Upon City Council request, city staff will periodically (every 3-5 years) monitor the overall completion and cost and benefits attributed to these aforementioned economic goals and objectives using key metrics such as: number of business establishments and covered workers within City limits; average wages per worker; assessed valuation levels (for tax lots) within city limits.

Potential Columbia City EOA “Partner” Agencies

Local Economic Development Support Organizations	Industry Retention	Site Development	Workforce Screening	Workforce Training	Financing	Industry Incentives	Small Business Counseling	Entrepreneur Services	Tourism & Marketing	Downtown Development	Community Development
City of Columbia City		✓								✓	✓
South County Chamber of Commerce									✓		✓
Columbia County Economic Team	✓	✓					✓	✓			
Columbia Pacific Economic Development District					✓	✓	✓	✓			✓
Worksource Oregon (St. Helens branch)				✓							
Port of St. Helens	✓	✓									✓
Oregon Employment Department			✓								
Business Oregon	✓	✓			✓	✓					

Section VI. APPENDIX

VI.A. APPENDIX A: STAKEHOLDER INPUT

Columbia City Economic Opportunities Analysis Community Survey

What are the top three types of local businesses most needed in Columbia City? (choose up to three)

Answer	Count	Percentage
Small grocery store (e.g., Dollar General, Trader Joes)	16	13.9%
Sit-down restaurant	16	13.9%
Recreational attractions (e.g., trails, river access, parks)	14	12.2%
Attract new "family wage" employers on "port-owned" industrial sites	14	12.2%
None, Columbia City is fine the way it is	13	11.3%
Small shopping center (grocery, restaurant, retail)	8	7.0%
Bed and Breakfast	7	6.1%
Attract new medium or large industrial businesses to other industrial sites	5	4.3%
Carry out restaurant	5	4.3%
Light industrial buildings for local artisans or "makers space"	5	4.3%
Other (please describe)	4	3.5%
Help existing home businesses grow locally	2	1.7%
Shared office space (multiple tenants with shared meeting and production areas)	2	1.7%
Assisted living/retirement housing	2	1.7%
Small hotel	1	0.9%
Event/meeting space	1	0.9%
Total	115	100.0%

What are the top three roles that the City should take in attracting economic development?

Answer	Count	Percentage
None, Columbia City is fine the way it is	19	19.0%
Allow limited commercial uses to occur along downtown riverfront (e.g., B&B, restaurant)	17	17.0%
Focus on partnerships with Port of St. Helens to attract businesses to port-owned industrial sites	17	17.0%
Allow limited commercial uses along 2nd Street and/or I & E Streets between 2nd Street and Hwy. 30	14	14.0%
Focus on providing road access, water, sewer service, storm drainage, etc.	7	7.0%
City should buy strategic properties and partner with developers to attract desired businesses	6	6.0%
Partner with schools and PCC to train under-employed workforce	6	6.0%
Other (please describe)	6	6.0%
Market Columbia City as a place to locate businesses in state and international publications	5	5.0%
Add additional industrial-zoned site(s) to City boundary	3	3.0%
Total	100	100.0%

Please tell us about yourself (check all that apply)

Answer	Count	Percentage
I am a resident	44	34.6%
I own property in Columbia City	37	29.1%
I am retired	25	19.7%
I work outside Columbia City	11	8.7%
I work inside Columbia City	5	3.9%
I own a small business	3	2.4%
I rent property in Columbia City	2	1.6%
Total	127	100.0%

Compiled by FCS GROUP. Number of responses (N) = 46.

List of Stakeholder Interview Participants

Chuck Daughtry, Manager, Columbia County Economic Development Team (TAC participant)

Rob Davis, Manager, Forest Energy Oregon

Scott Jensen, Planner, Port of St. Helens (TAC participant)

Mary McArthur, Executive Director, Columbia Pacific Economic Development Commission

Melanie Olson, Business Oregon, Regional Development Officer

Len Waggoner, Local Developer/Property Owner

Kirstin Greene, Economic Development Specialist, Dept. of Land Conservation & Development

Anne Debbaut, Regional Coordinator, Dept. of Land Conservation & Development

VI.B. APPENDIX B: COLUMBIA CITY UGB LAND NEED ANALYSIS

Columbia City Net New Employment Forecast (2018-2038)

	Scenario A
Retail	43
Services	144
Industrial	153
Government/Education/Other Public	1
Total	341

Source: derived from prior tables.

Employment Sectors to Building Type Assignment Assumptions

Employment Sectors	Building Types					Total
	Office	Port Related or Public Facility	Flex/Bus. Park	Gen. Industrial	Retail	
Retail	0%		10%	0%	90%	100%
Services	60%		10%	0%	30%	100%
Industrial		25%	20%	55%	0%	100%
Government/Education/Other Public		100%		0%		100%

Source: reflects local assumptions by FCS GROUP.

Net New Employment Forecast by Building Type, Scenario A Forecast for 2038

	Office	Port Related or Public Facility	Flex/Bus. Park	Gen. Industrial	Retail	Total
Retail	-	-	4	-	39	43
Services	86	-	14	-	43	144
Industrial	-	38	31	84	-	153
Government/Other Public	-	1	-	-	-	1
Total	86	40	49	84	82	341

Building Type to Land Needs Assumptions*

	Office	Port Related or Public Facility	Flex/Bus. Park	Gen. Industrial	Retail
Refill/Redevelopment Job Allocation ¹	0%	0%	0%	0%	0%
Jobs Needing Vacant Land Allocation ²	75%	100%	90%	100%	95%
Building SF Per Job ²	250	1,250	550	1,000	500
Floor-Area-Ratio ²	0.35	0.10	0.25	0.20	0.30
Public Facility Net Gross Adjustment ³	1.15	1.40	1.15	1.20	1.15
Work at Home Adjustment ⁴	25%	0%	10%	0%	5%

* assumptions are intended to reflect a long-term average.

1/ Adjusts for building refill & vacancy allowances.

2/ Building density derived from Metro Urban Growth Report assumptions.

3/ Allowances take into account land dedicated to public/utility easements.

4/ Allowance based on local business license data; and is generally consistent with national statistics by US Dept. of Labor, Bureau of Labor Statistics.

Source: assumptions reflect local observations.

Net New Redevelopment Building Space Needs (Floor Area) - 2038 Forecast

	Office	Port Related or Public Facility	Flex/Bus. Park	Gen. Industrial	Retail	Total
Scenario A	-	-	-	-	-	-

Net New Building Floor Area Development on Vacant Lands (Floor Area) - 2038 Forecast

	Office	Port Related or Public Facility	Flex/Bus. Park	Gen. Industrial	Retail	Total
Scenario A	12,000	50,000	22,000	84,000	37,000	205,000

Vacant Land Need (gross buildable acres) - 2038 Forecast

	Office	Port Related or Public Facility	Flex/Bus. Park	Gen. Industrial	Retail	Total
Scenario A	0.9	16.1	2.3	11.6	3.3	34.1

Building to Land Use Assignment Assumptions

Land Use Classification	Office	Port Related or Public Facility	Flex/Bus. Park	Gen. Industrial	Retail
Commercial (retail, office, lodging)	100%	0%	0%	0%	100%
Mixed Use	0%	0%	0%	0%	0%
Port Related Industrial and Public	0%	100%	0%	0%	0%
General Industrial & Flex	0%	0%	100%	100%	0%
Total	100%	100%	100%	100%	100%

Assumptions by FCS GROUP and City staff based on local observations.

Vacant Land Needs Forecast by Zoning Classification, Scenario A Forecast for 2038

Land Use Classification	Office	Port Related or Public Facility	Flex/Bus. Park	Gen. Industrial	Retail	Total
Commercial (retail, office, lodging)	0.9	-	-	-	3.3	4.2
Mixed Use	-	-	-	-	-	-
Port-Related Industrial and Public	-	16.1	-	-	-	16.1
General Industrial & Flex	-	-	2.3	11.6	-	13.9
Total	0.9	16.1	2.3	11.6	3.3	34.1

VI.C. APPENDIX C: GOAL 9 ECONOMIC DEVELOPMENT LANGUAGE

(OAR 660-009-000)

660-009-0000

Intent and Purpose

The intent of the Land Conservation and Development Commission is to provide an adequate land supply for economic development and employment growth in Oregon. The intent of this division is to link planning for an adequate land supply to infrastructure planning, community involvement and coordination among local governments and the state. The purpose of this division is to implement Goal 9, Economy of the State (OAR 660-015-0000(9)), and ORS 197.712(2)(a) to (d). This division responds to legislative direction to assure that comprehensive plans and land use regulations are updated to provide adequate opportunities for a variety of economic activities throughout the state (ORS 197.712(1)) and to assure that comprehensive plans are based on information about state and national economic trends (ORS 197.717(2)).

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDC 4-1986, f. & ef. 10-10-86

660-009-0005

Definitions

For purposes of this division, the definitions in ORS chapter 197 and the statewide planning goals apply, unless the context requires otherwise. In addition, the following definitions apply:

- (1) "Developed Land" means non-vacant land that is likely to be redeveloped during the planning period.
- (2) "Development Constraints" means factors that temporarily or permanently limit or prevent the use of land for economic development. Development constraints include, but are not limited to, wetlands, environmentally sensitive areas such as habitat, environmental contamination, slope, topography, cultural and archeological resources, infrastructure deficiencies, parcel fragmentation, or natural hazard areas.
- (3) "Industrial Use" means employment activities generating income from the production, handling or distribution of goods. Industrial uses include, but are not limited to: manufacturing; assembly; fabrication; processing; storage; logistics; warehousing; importation; distribution and transshipment; and research and development. Industrial uses may have unique land, infrastructure, energy, and transportation requirements. Industrial uses may have external impacts on surrounding uses and may cluster in traditional or new industrial areas where they are segregated from other non-industrial activities.
- (4) "Locational Factors" means market factors that affect where a particular type of industrial or other employment use will locate. Locational factors include, but are not limited to, proximity to raw materials, supplies, labor, services, markets, or educational institutions; access to transportation and freight facilities such as rail, marine ports and airports, multimodal freight or transshipment facilities, and major transportation routes; and workforce factors (e.g., skill level, education, age distribution).

(5) "Metropolitan Planning Organization (MPO)" means an organization designated by the Governor to coordinate transportation planning on urban land of the state including such designations made subsequent to the adoption of this division. The Longview-Kelso-Rainier MPO is not considered an MPO for the purposes of this division. Cities with less than 2,500 population are not considered part of an MPO for purposes of this division.

(6) "Other Employment Use" means all non-industrial employment activities including the widest range of retail, wholesale, service, non-profit, business headquarters, administrative and governmental employment activities that are accommodated in retail, office and flexible building types. Other employment uses also include employment activities of an entity or organization that serves the medical, educational, social service, recreation and security needs of the community typically in large buildings or multi-building campuses.

(7) "Planning Area" means the area within an existing or proposed urban growth boundary. Cities and counties with urban growth management agreements must address the urban land governed by their respective plans as specified in the urban growth management agreement for the affected area.

(8) "Prime Industrial Land" means land suited for traded-sector industries as well as other industrial uses providing support to traded-sector industries. Prime industrial lands possess site characteristics that are difficult or impossible to replicate in the planning area or region. Prime industrial lands have necessary access to transportation and freight infrastructure, including, but not limited to, rail, marine ports and airports, multimodal freight or transshipment facilities, and major transportation routes. Traded-sector has the meaning provided in ORS 285B.280.

(9) "Serviceable" means the city or county has determined that public facilities and transportation facilities, as defined by OAR 660, divisions 011 and 012, currently have adequate capacity for development planned in the service area where the site is located or can be upgraded to have adequate capacity within the 20-year planning period.

(10) "Short-term Supply of Land" means suitable land that is ready for construction within one year of an application for a building permit or request for service extension. Engineering feasibility is sufficient to qualify land for the short-term supply of land. Funding availability is not required. "Competitive Short-term Supply" means the short-term supply of land provides a range of site sizes and locations to accommodate the market needs of a variety of industrial and other employment uses.

(11) "Site Characteristics" means the attributes of a site necessary for a particular industrial or other employment use to operate. Site characteristics include, but are not limited to, a minimum acreage or site configuration including shape and topography, visibility, specific types or levels of public facilities, services or energy infrastructure, or proximity to a particular transportation or freight facility such as rail, marine ports and airports, multimodal freight or transshipment facilities, and major transportation routes.

(12) "Suitable" means serviceable land designated for industrial or other employment use that provides, or can be expected to provide the appropriate site characteristics for the proposed use.

(13) "Total Land Supply" means the supply of land estimated to be adequate to accommodate industrial and other employment uses for a 20-year planning period. Total land supply includes the short-term supply of land as well as the remaining supply of lands considered suitable and serviceable for the industrial or other employment uses identified in a comprehensive plan. Total land supply includes both vacant and developed land.

(14) "Vacant Land" means a lot or parcel:

- (a) Equal to or larger than one half-acre not currently containing permanent buildings or improvements; or
- (b) Equal to or larger than five acres where less than one half-acre is occupied by permanent buildings or improvements.

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDC 4-1986, f. & ef. 10-10-86

660-009-0010

Application

(1) This division applies to comprehensive plans for areas within urban growth boundaries. This division does not require or restrict planning for industrial and other employment uses outside urban growth boundaries. Cities and counties subject to this division must adopt plan and ordinance amendments necessary to comply with this division.

(2) Comprehensive plans and land use regulations must be reviewed and amended as necessary to comply with this division as amended at the time of each periodic review of the plan pursuant to ORS 197.712(3). Jurisdictions that have received a periodic review notice from the Department (pursuant to OAR 660-025-0050) prior to the effective date of amendments to this division must comply with such amendments at their next periodic review unless otherwise directed by the Commission.

(3) Cities and counties may rely on their existing plans to meet the requirements of this division if they conclude:

(a) There are not significant changes in economic development opportunities (e.g., a need for sites not presently provided for in the plan) based on a review of new information about national, state, regional, county and local trends; and

(b) That existing inventories, policies, and implementing measures meet the requirements in OAR 660-009-0015 to 660-009-0030.

(4) For a post-acknowledgement plan amendment under OAR chapter 660, division 18, that changes the plan designation of land in excess of two acres within an existing urban growth boundary from an industrial use designation to a non-industrial use designation, or an other employment use designation to any other use designation, a city or county must address all applicable planning requirements, and:

(a) Demonstrate that the proposed amendment is consistent with its most recent economic opportunities analysis and the parts of its acknowledged comprehensive plan which address the requirements of this division; or

(b) Amend its comprehensive plan to incorporate the proposed amendment, consistent with the requirements of this division; or

(c) Adopt a combination of the above, consistent with the requirements of this division.

(5) The effort necessary to comply with OAR 660-009-0015 through 660-009-0030 will vary depending upon the size of the jurisdiction, the detail of previous economic development planning efforts, and the extent of new information on national, state, regional, county, and local economic trends. A jurisdiction's planning effort

is adequate if it uses the best available or readily collectable information to respond to the requirements of this division.

(6) The amendments to this division are effective January 1, 2007. A city or county may voluntarily follow adopted amendments to this division prior to the effective date of the adopted amendments.

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDD 4-2001, f. & cert. ef. 10-2-01

LCDC 4-1986, f. & ef. 10-10-86

[660-009-0015](#)

Economic Opportunities Analysis

Cities and counties must review and, as necessary, amend their comprehensive plans to provide economic opportunities analyses containing the information described in sections (1) to (4) of this rule. This analysis will compare the demand for land for industrial and other employment uses to the existing supply of such land.

(1) Review of National, State, Regional, County and Local Trends. The economic opportunities analysis must identify the major categories of industrial or other employment uses that could reasonably be expected to locate or expand in the planning area based on information about national, state, regional, county or local trends. This review of trends is the principal basis for estimating future industrial and other employment uses as described in section (4) of this rule. A use or category of use could reasonably be expected to expand or locate in the planning area if the area possesses the appropriate locational factors for the use or category of use. Cities and counties are strongly encouraged to analyze trends and establish employment projections in a geographic area larger than the planning area and to determine the percentage of employment growth reasonably expected to be captured for the planning area based on the assessment of community economic development potential pursuant to section (4) of this rule.

(2) Identification of Required Site Types. The economic opportunities analysis must identify the number of sites by type reasonably expected to be needed to accommodate the expected employment growth based on the site characteristics typical of expected uses. Cities and counties are encouraged to examine existing firms in the planning area to identify the types of sites that may be needed for expansion. Industrial or other employment uses with compatible site characteristics may be grouped together into common site categories.

(3) Inventory of Industrial and Other Employment Lands. Comprehensive plans for all areas within urban growth boundaries must include an inventory of vacant and developed lands within the planning area designated for industrial or other employment use.

(a) For sites inventoried under this section, plans must provide the following information:

(A) The description, including site characteristics, of vacant or developed sites within each plan or zoning district;

(B) A description of any development constraints or infrastructure needs that affect the buildable area of sites in the inventory; and

(C) For cities and counties within a Metropolitan Planning Organization, the inventory must also include the approximate total acreage and percentage of sites within each plan or zoning district that comprise the short-term supply of land.

(b) When comparing current land supply to the projected demand, cities and counties may inventory contiguous lots or parcels together that are within a discrete plan or zoning district.

(c) Cities and counties that adopt objectives or policies providing for prime industrial land pursuant to OAR 660-009-0020(6) and 660-009-0025(8) must identify and inventory any vacant or developed prime industrial land according to section (3)(a) of this rule.

(4) Assessment of Community Economic Development Potential. The economic opportunities analysis must estimate the types and amounts of industrial and other employment uses likely to occur in the planning area. The estimate must be based on information generated in response to sections (1) to (3) of this rule and must consider the planning area's economic advantages and disadvantages. Relevant economic advantages and disadvantages to be considered may include but are not limited to:

(a) Location, size and buying power of markets;

(b) Availability of transportation facilities for access and freight mobility;

(c) Public facilities and public services;

(d) Labor market factors;

(e) Access to suppliers and utilities;

(f) Necessary support services;

(g) Limits on development due to federal and state environmental protection laws; and

(h) Educational and technical training programs.

(5) Cities and counties are strongly encouraged to assess community economic development potential through a visioning or some other public input based process in conjunction with state agencies. Cities and counties are strongly encouraged to use the assessment of community economic development potential to form the community economic development objectives pursuant to OAR 660-009-0020(1)(a).

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDC 4-1986, f. & ef. 10-10-86

[660-009-0020](#)

Industrial and Other Employment Development Policies

(1) Comprehensive plans subject to this division must include policies stating the economic development objectives for the planning area. These policies must be based on the community economic opportunities analysis prepared pursuant to OAR 660-009-0015 and must provide the following:

(a) Community Economic Development Objectives. The plan must state the overall objectives for economic development in the planning area and identify categories or particular types of industrial and other employment uses desired by the community. Policy objectives may identify the level of short-term supply of land the planning area needs. Cities and counties are strongly encouraged to select a competitive short-term supply of land as a policy objective.

(b) Commitment to Provide a Competitive Short-Term Supply. Cities and counties within a Metropolitan Planning Organization must adopt a policy stating that a competitive short-term supply of land as a community economic development objective for the industrial and other employment uses selected through the economic opportunities analysis pursuant to OAR 660-009-0015.

(c) Commitment to Provide Adequate Sites and Facilities. The plan must include policies committing the city or county to designate an adequate number of sites of suitable sizes, types and locations. The plan must also include policies, through public facilities planning and transportation system planning, to provide necessary public facilities and transportation facilities for the planning area.

(2) Plans for cities and counties within a Metropolitan Planning Organization or that adopt policies relating to the short-term supply of land, must include detailed strategies for preparing the total land supply for development and for replacing the short-term supply of land as it is developed. These policies must describe dates, events or both, that trigger local review of the short-term supply of land.

(3) Plans may include policies to maintain existing categories or levels of industrial and other employment uses including maintaining downtowns or central business districts.

(4) Plan policies may emphasize the expansion of and increased productivity from existing industries and firms as a means to facilitate local economic development.

(5) Cities and counties are strongly encouraged to adopt plan policies that include brownfield redevelopment strategies for retaining land in industrial use and for qualifying them as part of the local short-term supply of land.

(6) Cities and counties are strongly encouraged to adopt plan policies pertaining to prime industrial land pursuant to OAR 660-009-0025(8).

(7) Cities and counties are strongly encouraged to adopt plan policies that include additional approaches to implement this division including, but not limited to:

- (a) Tax incentives and disincentives;
- (b) Land use controls and ordinances;
- (c) Preferential tax assessments;
- (d) Capital improvement programming;
- (e) Property acquisition techniques;
- (f) Public/private partnerships; and
- (g) Intergovernmental agreements.

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDC 4-1986, f. & ef. 10-10-86

[660-009-0025](#)

Designation of Lands for Industrial and Other Employment Uses

Cities and counties must adopt measures adequate to implement policies adopted pursuant to OAR 660-009-0020. Appropriate implementing measures include amendments to plan and zone map designations, land use regulations, public facility plans, and transportation system plans.

(1) Identification of Needed Sites. The plan must identify the approximate number, acreage and site characteristics of sites needed to accommodate industrial and other employment uses to implement plan policies. Plans do not need to provide a different type of site for each industrial or other employment use. Compatible uses with similar site characteristics may be combined into broad site categories. Several broad site categories will provide for industrial and other employment uses likely to occur in most planning areas. Cities and counties may also designate mixed-use zones to meet multiple needs in a given location.

(2) Total Land Supply. Plans must designate serviceable land suitable to meet the site needs identified in section (1) of this rule. Except as provided for in section (5) of this rule, the total acreage of land designated must at least equal the total projected land needs for each industrial or other employment use category identified in the plan during the 20-year planning period.

(3) Short-Term Supply of Land. Plans for cities and counties within a Metropolitan Planning Organization or cities and counties that adopt policies relating to the short-term supply of land must designate suitable land to respond to economic development opportunities as they arise. Cities and counties may maintain the short-term supply of land according to the strategies adopted pursuant to OAR 660-009-0020(2).

(a) Except as provided for in subsections (b) and (c), cities and counties subject to this section must provide at least 25 percent of the total land supply within the urban growth boundary designated for industrial and other employment uses as short-term supply.

(b) Affected cities and counties that are unable to achieve the target in subsection (a) above may set an alternative target based on their economic opportunities analysis.

(c) A planning area with 10 percent or more of the total land supply enrolled in Oregon's industrial site certification program pursuant to ORS 284.565 satisfies the requirements of this section.

(4) If cities and counties are required to prepare a public facility plan or transportation system plan by OAR chapter 660, division 011 or division 012, the city or county must complete subsections (a) to (c) of this section at the time of periodic review. Requirements of this rule apply only to city and county decisions made at the time of periodic review. Subsequent implementation of or amendments to the comprehensive plan or the public facility plan that change the supply of serviceable land are not subject to the requirements of this section. Cities and counties must:

(a) Identify serviceable industrial and other employment sites. The affected city or county in consultation with the local service provider, if applicable, must make decisions about whether a site is serviceable. Cities and counties are encouraged to develop specific criteria for deciding whether or not a site is serviceable. Cities and counties are strongly encouraged to also consider whether or not extension of facilities is reasonably likely to occur considering the size and type of uses likely to occur and the cost or distance of facility extension;

(b) Estimate the amount of serviceable industrial and other employment land likely to be needed during the planning period for the public facilities plan. Appropriate techniques for estimating land needs include but are not limited to the following:

(A) Projections or forecasts based on development trends in the area over previous years; and

(B) Deriving a proportionate share of the anticipated 20-year need specified in the comprehensive plan.

(c) Review and, if necessary, amend the comprehensive plan and the public facilities plan to maintain a short-term supply of land. Amendments to implement this requirement include but are not limited to the following:

(A) Changes to the public facilities plan to add or reschedule projects to make more land serviceable;

(B) Amendments to the comprehensive plan that redesignate additional serviceable land for industrial or other employment use; and

(C) Reconsideration of the planning area's economic development objectives and amendment of plan objectives and policies based on public facility limitations.

(d) If a city or county is unable to meet the requirements of this section, it must identify the specific steps needed to provide expanded public facilities at the earliest possible time.

(5) Institutional Uses. Cities and counties are not required to designate institutional uses on privately owned land when implementing section (2) of this rule. Cities and counties may designate land in an industrial or other employment land category to compensate for any institutional land demand that is not designated under this section.

(6) Compatibility. Cities and counties are strongly encouraged to manage encroachment and intrusion of uses incompatible with industrial and other employment uses. Strategies for managing encroachment and intrusion of incompatible uses include, but are not limited to, transition areas around uses having negative impacts on surrounding areas, design criteria, district designation, and limiting non-essential uses within districts.

(7) Availability. Cities and counties may consider land availability when designating the short-term supply of land. Available land is vacant or developed land likely to be on the market for sale or lease at prices consistent with the local real estate market. Methods for determining lack of availability include, but are not limited to:

(a) Bona fide offers for purchase or purchase options in excess of real market value have been rejected in the last 24 months;

(b) A site is listed for sale at more than 150 percent of real market values;

(c) An owner has not made timely response to inquiries from local or state economic development officials; or

(d) Sites in an industrial or other employment land category lack diversity of ownership within a planning area when a single owner or entity controls more than 51 percent of those sites.

(8) Uses with Special Siting Characteristics. Cities and counties that adopt objectives or policies providing for uses with special site needs must adopt policies and land use regulations providing for those special site needs. Special site needs include, but are not limited to large acreage sites, special site configurations, direct access to transportation facilities, prime industrial lands, sensitivity to adjacent land uses, or coastal shoreland sites designated as suited for water-dependent use under Goal 17. Policies and land use regulations for these uses must:

(a) Identify sites suitable for the proposed use;

(b) Protect sites suitable for the proposed use by limiting land divisions and permissible uses and activities that interfere with development of the site for the intended use; and

(c) Where necessary, protect a site for the intended use by including measures that either prevent or appropriately restrict incompatible uses on adjacent and nearby lands.

Statutory/Other Authority: ORS 183 & 197

Statutes/Other Implemented: ORS 197.712

History:

LCDD 7-2005, f. 12-13-05, cert. ef. 1-1-07

LCDC 4-1986, f. & ef. 10-10-86

[660-009-0030](#)

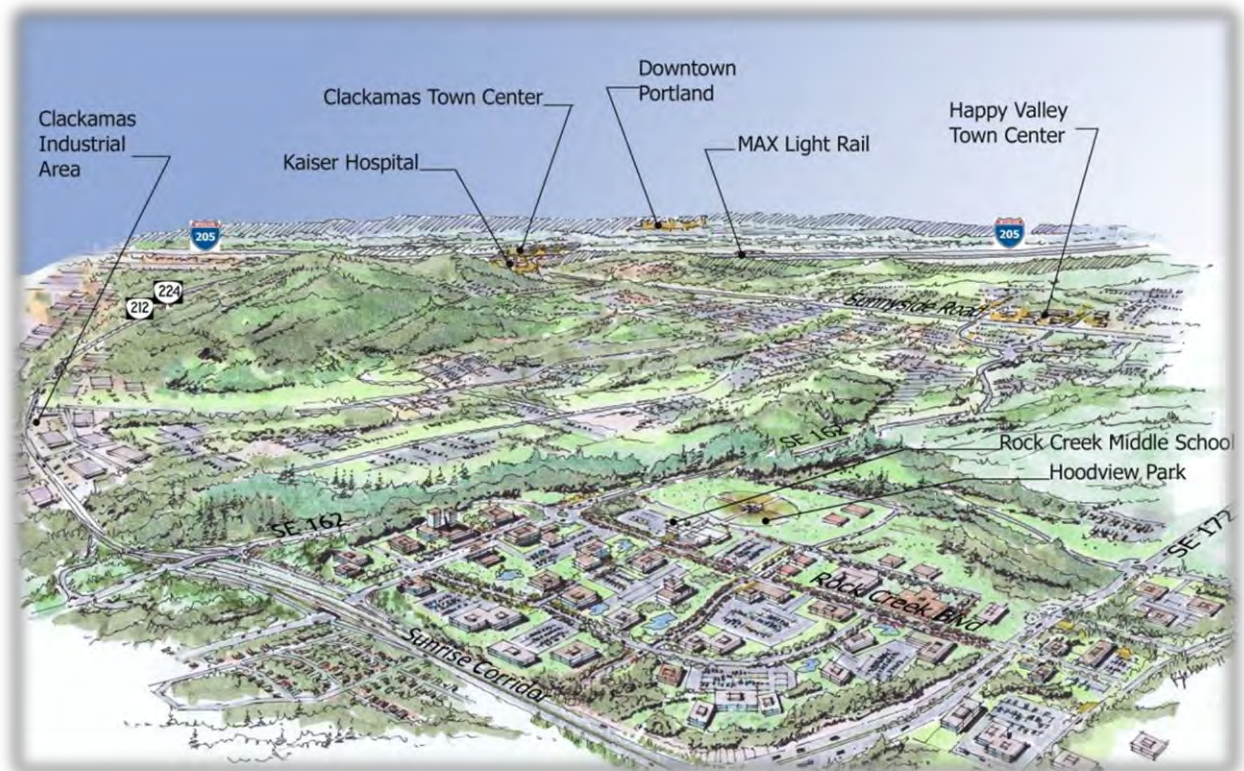
Multi-Jurisdiction Coordination

(1) Cities and counties are strongly encouraged to coordinate when implementing OAR 660-009-0015 to 660-009-0025.

(2) Jurisdictions that coordinate under this rule may:

- (a) Conduct a single coordinated economic opportunities analysis; and
- (b) Designate lands among the coordinating jurisdictions in a mutually agreed proportion.

CITY OF HAPPY VALLEY ECONOMIC OPPORTUNITIES ANALYSIS



May 31, 2011

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- ◆ Tom Andrusko, Council Member
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SECTION I: INTRODUCTION

The Happy Valley Economic Opportunities Analysis (EOA) provides a basis for the City of Happy Valley (City) to document current trends and adopt local policies and actions for the future. The EOA gives the City options to make the City a “more economically viable” community, while maintaining excellent quality of life for its residents, businesses, visitors, and workers.

A. OREGON REGULATORY REQUIREMENTS

The City is undergoing a periodic review of its Comprehensive Plan according to State of Oregon requirements. As part of the Comprehensive Plan update, the City must address the requirements of Goal 9 (Economic Development, Oregon Administrative Rules [OAR] 660-009) that mandates cities periodically review and update the following:

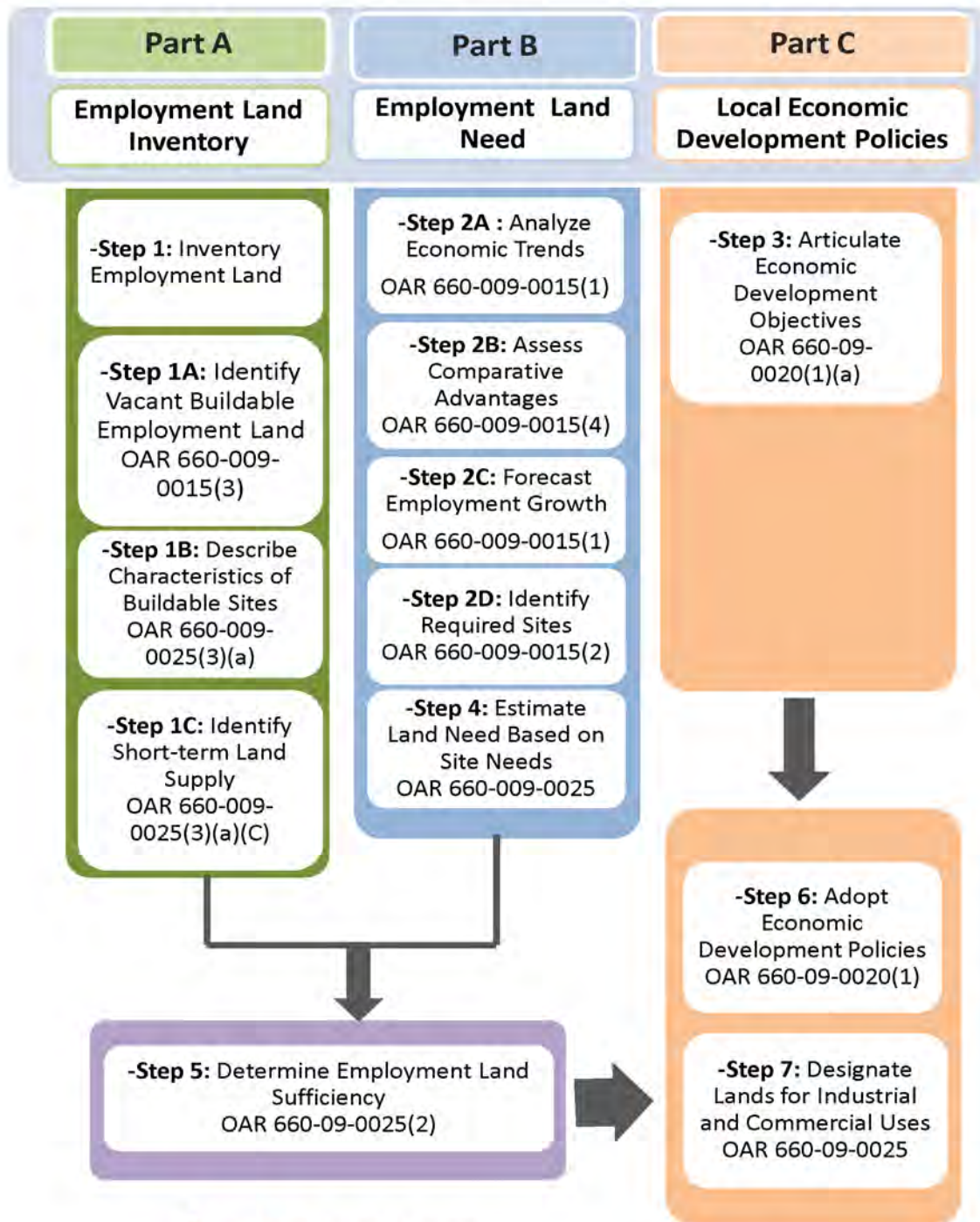
- ◆ Local vision for strengthening local economies through the adoption of local economic policies that include community economic development objectives (CEDOs).
- ◆ Local urban growth requirements (land needs) for providing adequate land needed to accommodate 20-year employment growth forecasts. Land needs are to be based upon:
 - A current analysis of vacant and part-vacant buildable lands zoned or planned to accommodate job growth; and
 - An EOA that considers global, national, and local trends, and is generally consistent with regional growth forecasts or coordinated population growth forecasts.

B. METHODOLOGY AND APPROACH

Figure 1 illustrates the technical and political approach used for the Happy Valley EOA and related steps. This approach adheres to the Department of Land Conservation and Development (DLCD) Goal 9 administrative rule, and the supporting OAR 660 guidance, and other supporting guidance provided by the *DLCD Industrial & Other Employment Lands Analysis Guidebook (2005)*, and the *Economic Development and Employment Land Planning Guidebook (July 2010)*.

To assist the City and consultant team with creating the EOA and refining key assumptions, the City formed the Happy Valley EOA Business Advisory Taskforce (BAT) comprised of several leading community members. The EOA also included a cross-section of City, Clackamas County, and local private business and citizen representatives. During the preparation of the EOA, the BAT met on three separate occasions. BAT meeting notes are provided in the **Happy Valley EOA Technical Appendix**.

Figure 1. Happy Valley EOA Methodology and Approach



SECTION II: BUILDABLE LAND ANALYSIS

FCS GROUP inventoried and evaluated the existing supply of buildable employment zoned land within the Happy Valley Urban Growth Boundary (UGB) in accordance with OAR 660-009-0015(3) and OAR 660-009-0025(3)(a)(C). The Happy Valley EOA includes a recent buildable land inventory completed by the City of Happy Valley and consultant team members using Geographic Information Systems (GIS) data consistent with current land use development characteristics.

A. BUILDABLE LAND INVENTORY (BLI) METHODOLOGY

The buildable land inventory (BLI) analysis focused on the land use classifications that support employment uses, including commercial, employment, industrial, and mixed-use zones. The subsequent BLI analysis includes the zone classifications listed in **Table 1**, and the EOA includes an aggregate analysis of land needs for three general land use classifications: commercial, employment/mixed-use, and industrial/institutional/other.

Table 1. Existing Employment Zone Classifications in Happy Valley Area

Zoning Classification	General Classification Assignment
CCC-Community Commercial Center	Commercial
EC-Employment Center	Employment/Mixed Use
FU10 - Future Urban	Industrial/Institutional/Other
I2-Industrial Light	Industrial/Institutional/Other
IC-Industrial Campus	Industrial/Institutional/Other
MCC-Mixed Commercial Center	Commercial
MUC-Mixed Use Commercial	Commercial
MUE-Mixed Use Employment	Employment/Mixed Use
OC-Office Commercial	Employment/Mixed Use
RC-ME- Rock Creek Mixed Employment	Industrial/Institutional/Other
VC- Village Commercial	Commercial
VO - Village Office	Employment/Mixed Use
RRFU - Future Urban	Industrial/Institutional/Other

The BLI analysis includes existing vacant and part vacant (sub-dividable) tax lots with adjustments made to deduct any current building and related parking development. The GIS analysis contains all significant environmental constraints to estimate buildable land area within the Happy Valley area. The buildable land area was derived by deducting environmental features that would constrain the amount of potential site development on vacant and part vacant areas. This analysis calculated the environmental constraints for each site using estimates based on the following:

- ◆ Environmentally constrained areas (waterways, wetlands, riparian buffers)
- ◆ Slopes over 10 percent for industrial zones

- ◆ Slopes over 25 percent for other land use zones
- ◆ Other known site development constraints identified by City or BAT members

The City's community development and public works staff conducted an additional infrastructure analysis to ascertain known infrastructure conditions and related capacity constraints (if any) to providing adequate transportation, water, sewer, and stormwater requirements associated with future development. In accordance with OAR 660-009-025(3)(a)(C), City staff also provided estimated time frames and preliminary capital cost estimates for planned infrastructure improvements.

B. LONG-TERM EMPLOYMENT LAND INVENTORY

The existing vacant and part vacant land inventory for Happy Valley includes 123 tax lots with a total buildable land area of 521.2 buildable acres, as indicated in **Table 2**. The City's vacant land supply consists of 25 small (less than 1 acre) tax lots and 68 tax lots between 1 to 5 acres in size. The larger tax lots include 17 lots between 5 to 10 acres (123.3 acres total) and 13 tax lots over 10 acres in size (230.5 acres total).

Table 2. Happy Valley Vacant and Part Vacant Lands by Parcel Size and General Zone Classification

	0.5 to 1 acre		1 to 2 acres		2 to 5 acres		5 to 10 acres		10 or more acres		Total Gross Buildable	
Land Use Classification	Tax lots	acres	Tax lots	acres	Tax lots	acres	Tax lots	acres	Tax lots	acres	Tax lots	acres
Commercial/Mixed Use	10	7.7	5	6.1	7	26.8	4	22.7	1	12.5	27	75.8
Employment/Mixed Use	4	3	5	7	12	37	9	75	6	116.0	36	238.6
Industrial/ Institutional/ Other	11	8.3	19	20.5	20	50.4	4	25.2	6	102.4	60	206.7
Total	25	19.5	29	33.8	39	114.1	17	123.3	13	230.5	123	521.2

Source: Metro RLIS, adjusted by city of Happy Valley and Real Urban Geographics to April 11, 2011.

The **Happy Valley EOA Technical Appendix** contains a map of the current vacant and part-vacant land inventory.

C. SHORT-TERM EMPLOYMENT LAND INVENTORY

In addition to the long-term land supply, OAR 660-009-0005 also requires the identification of a short-term supply of land meaning "suitable land that is ready for construction within one year of an application of a building permit or request for a service extension." OAR 660-009-0025 also requires that cities must provide "at least 25 percent of the total land supply within the urban growth boundary designated for industrial and other employment uses as short-term supply."

In Happy Valley's case, all of the land supply currently included within Eagle Landing and the tax lots in the East Happy Valley area south of Hagen Road, within 0.5 mile of 172nd Avenue, are considered to be within the short-term supply category. The employment land north of Hagen Road on both sides of SE 172nd Avenue consists of approximately 127 net acres of unconstrained land area. Therefore, the City has existing roads, water, sewer, and other infrastructure facilities appropriately sized to handle some level of new development on the vacant tax lots in Happy Valley, excluding Hagen Road.

The amount of vacant and part-vacant, employment-zoned land area within the East Happy Valley Rock Creek Employment Center varies depending upon the actual use that occurs on the land. The Rock Creek Employment Center includes approximately 192 net buildable acres of vacant unconstrained land area when slopes over 10 percent are deducted from the buildable land inventory. Approximately 77.6 net acres of land area may be gained if additional development occurs on the moderately sloped lands (land with 10 percent to 25 percent slopes), as indicated in **Table 3**.

Table 3. Rock Creek Employment Center, Vacant Unconstrained Land Area (net acres)

Current Zone Designation	Net Unconstrained Vacant Acres Less Slopes over 10%	Net Unconstrained Vacant Acres Less Slopes Over 25%	Variation (net acres)
CCC	15.2	15.2	0.1
EC	59.2	69.6	10.4
IC	54.1	82.1	28.0
RC-ME	54.7	86.8	32.1
RRFU*	8.9	16.0	7.1
Total	192.0	269.6	77.6

* intended for RC-ME zoning per East Happy Valley land use plan.

Source: Real Urban Geographics, April 15, 2011 GIS analysis.

With approximately 428 net vacant unconstrained acres of buildable industrial, employment, and commercial land area in the City, the commercial and industrial properties clearly meet the statutory requirements for short-term land supply. Industrial and commercial properties appear to be well served by an adequate infrastructure with an abundant supply of vacant industrial and office land area being actively marketed in the City's Urban Services Boundary (USB) today.

D. SUBREGIONAL EMPLOYMENT LAND CONSIDERATIONS

In addition to documenting existing vacant and buildable land area within the Happy Valley UGB, the City also considered the development potential within the adjacent Clackamas Industrial Area. The analysis of the Clackamas Industrial Area supply shows approximately 226.3 acres of unconstrained land area with employment zoning, as indicated in the **Happy Valley EOA Technical Appendix**.

Within the Clackamas Industrial Area, the Clackamas County Development Agency currently owns and actively markets approximately 48 developable acres of industrial land area, referred to as the Clackamas Industrial Area Opportunity Site. All of the land supply within the Clackamas Industrial Area is considered to be adequately served by public roads, water, sewer, and power and telecommunications infrastructure, and part of the short-term land supply.

SECTION III: EMPLOYMENT TRENDS

FCS GROUP completed an analysis of economic trends and local competitive advantages to prepare employment growth forecasts for the Happy Valley UGB in accordance with OAR 660-009-0015(1-4). Local economic development visions, goals, and objectives were also considered in this process to inform the growth forecast scenarios.

A. EMPLOYMENT TRENDS ANALYSIS

FCS GROUP conducted an economic overview and real estate market analysis of office, commercial retail, industrial, and public government space development for the Happy Valley market area. This analysis focused on the expected level of demand for new commercial, industrial, and public development, and related gross buildable land needs over the next 20 years (2011 to 2031).

The U.S. and Oregon economies are currently mired in the aftermath of a national economic recession that began in December 2007. While the current economic slowdown ranks now as the longest on record since the Great Depression, some economic expansion is beginning to occur. According to the U.S. Bureau of Economic Analysis, real Gross Domestic Product increased in 2010 at an annual rate of 3.7 percent during the first quarter, 1.7 percent during the second quarter, and 2.5 percent during the third quarter of 2010. GDP measures the value of all goods and services in the U.S.

Consumers still remain very cautious as unemployment remains at a higher level in Oregon than the nation, and home foreclosures continue to mount. Oregon posted a year-over-year overall job gain of 16,200 jobs between November 2009 and November 2010. At the same time, the state's unemployment rate held relatively unchanged at 10.6 percent in November 2010, compared to 10.7 percent in November 2009. It should be noted that the Oregon also is experiencing a high level of under-employment that is not reflected in these data trends.

The Oregon economy appears to be poised for a slow economic recovery. The July 2010 survey of the National Association of Business Economists reported expectations of slow growth in GDP during the coming years as industry demand, profit margins, employment, capital spending, and credit conditions improve.

Population levels continue to increase in both Oregon and Happy Valley due to population migration patterns, increases in immigrant population levels, and natural population increases. Population in Happy Valley increased to 13,903 residents in 2011, up from 4,519 residents in 2000 (U.S. Census). The average annual growth rate (AAGR) for population exceeded that of the county, state, or nation with a 10.1 percent average annual growth between 2000 and 2010.

For comparison, the population of the Portland-Beaverton-Vancouver PMSA increased from 1,928,000 to 2,185,000 between 2000 and 2008, a 1.58 percent annual growth rate. According to

Metro, the regional government, PMSA population is forecast to add between 346,500 and 467,300 people over the next 10 years.¹

B. HAPPY VALLEY EMPLOYMENT GROWTH FORECASTS

Metro prepared forecasts for households and employment for all local jurisdictions in the Metro Urban Growth Planning Area. The most recently adopted Metro growth forecasts are referred to as the Metroscope Generation 2.3 model, and include a forecast period from 2005 to 2030. FCS GROUP extrapolated the Metro forecasts to year 2035 using Metro's forecasted growth rate from 2005 to 2030. While Metro currently prepares updated growth forecasts for the region, FCS GROUP used the Metroscope Generation 2.3 forecasts for this EOA, since they are the only set of officially adopted forecasts at this time. As indicated in **Table 4**, the 2005 to 2035 forecasts anticipate that Happy Valley will add approximately 11,854 households and 11,298 jobs over the 25-year period.

As noted in **Table 4**, the Metro job growth forecasts indicate Happy Valley's "bedroom community" nature with a low ratio of 0.5 jobs per household, well below Metro regional average of 1.5 jobs per household. Happy Valley's concentration of limited residential land base supports these findings given that only recent expansion included the East Happy Valley area west of Damascus.

Three employment growth forecast scenarios were formulated for the Happy Valley EOA:

- ◆ **Scenario A (Low Growth Scenario):** Assumes actual growth over the next 20 years is 25 percent below the Metro growth forecast for the Happy Valley area
- ◆ **Scenario B (Medium Growth Scenario):** Assumes consistency with the current adopted employment forecast by Metro for the Happy Valley area
- ◆ **Scenario C (High Growth Scenario):** Assumes actual growth over the next 20 years is 25 percent higher than the Metro growth forecast for the Happy Valley area

The three job growth scenarios translate into net new employment growth forecasts over the 2011 to 2031 timeframe ranging from 5,908 jobs in the Low Growth Scenario; 7,877 jobs in the Medium Growth Scenario, and 9,847 jobs in the High Growth Scenario (see **Table 5**).

¹ *The Portland-Beaverton-Vancouver Primary Metropolitan Statistical Area (PMSA) consists of seven counties, including: Clackamas, Columbia, Multnomah, Washington and Yamhill (Oregon), and Clark and Skamania Counties (Washington).*

Table 4. Metro Growth Forecasts for Households and Employment, 2005 to 2035

Households			Projected Change 2005-2035	Projected Avg. Annual Change (%)
2005	2030	2035		
Happy Valley	4,746	14,665	11,854	4.2%
Clackamas County	140,415	241,821	129,179	2.2%
Multnomah County	288,926	372,913	103,513	1.0%
Washington County	189,925	272,998	103,620	1.5%
Total 3 County Region	619,266	887,732	336,312	1.5%

Employment			Projected Change 2005-2035	Projected Avg. Annual Change (%)
2005	2030	2035		
Happy Valley	2,471	11,886	11,298	5.9%
Clackamas County	145,581	251,286	134,692	2.2%
Multnomah County	493,671	705,721	264,334	1.4%
Washington County	269,660	450,970	230,160	2.1%
Total 3 County Region	908,912	1,407,977	629,186	1.8%

Jobs Per Household Ratio			Projected Happy Valley Capture of Region HHs	Projected Happy Valley Capture of Region Jobs
2005	2030	2035		
Happy Valley	0.5	0.8	3.5%	1.8%
Clackamas County	1.0	1.0		
Multnomah County	1.7	1.9		
Washington County	1.4	1.7		
Total 3 County Region	1.5	1.6		

Source: Metro adopted housing and employment growth forecasts, 2007; Metroscope Gen. 2.3; extrapolated to 2035 by FCS GROUP.

Table 5. Happy Valley Employment Growth Forecasts, 2011 to 2031

	Low	Medium	High
Retail Trades	315	419	524
Services	3,904	5,205	6,507
Industrial/Other	1,431	1,907	2,384
Government	259	345	432
Total	5,908	7,877	9,847

Source: Medium forecast consistent with Metroscope 2.3 and related traffic analysis zone forecast assumptions for the Happy Valley area adopted by Metro Council in 2005; medium and high forecasts vary the medium forecast by 25%.

C. OPPORTUNITIES AND CONSTRAINTS ANALYSIS

The consultant considered input from the BAT and local stakeholders to help evaluate the local desire and ability to achieve the low, medium, and high growth employment forecasts and to ascertain potential issues regarding meeting unique site requirements for small, medium, and large employers. The overall findings from an opportunities and constraints analysis are summarized in the **Happy Valley EOA Technical Appendix**.

D. TARGET BUSINESS CLUSTERS ANALYSIS

The business cluster analysis summarized in **Figure 2** identifies the business sectors within the Happy Valley region by their size and growth potential using their North American Industrial Classification System (NAICS) code. This code is used by the federal government to classify types of businesses for tax accounting and economic research purposes. The data used for the clusters analyses were derived from the OED wage and salary employment statistics for the year ending in 2008. The size of the bubbles in the following charts provides a relative comparison within each jurisdiction of the current location quotients (LQ) and the total direct wages paid to workers within each industry sector. LQs represent the propensity of an industry to locate in Happy Valley (please refer to the Appendix for more detailed description on the approach used in this analysis).

Figure 3 provides a similar comparative analysis of business clusters within Clackamas County.

The clusters analysis classifies the existing business sectors in Happy Valley area into four general categories:

Industry Sectors with Large LQ/High Growth Potential (“Stars”)

- ◆ Educational Services (private or non-profit)
- ◆ Leisure and Hospitality (includes restaurants)
- ◆ Retail Trade

Industry Sectors with Small LQ/High Growth Potential (“Emerging”)

- ◆ Health Care
- ◆ Professional and Business Services
- ◆ Miscellaneous Services

Industry Sectors with Large LQ/Low Growth Potential (“Mature”)

- ◆ Construction
- ◆ Financial Activities and Services
- ◆ Natural Resources
- ◆ Transportation & Warehousing

Industry Sectors with Small LQ/Low Growth Potential (“Challenged”)

- ◆ Manufacturing
- ◆ Wholesale Trade
- ◆ Information
- ◆ Government

In addition to evaluating existing *local* business clusters, the City may also consider the expected *regional* growth in business sectors and emerging clusters. According to the Oregon Employment Department, the job sectors with the highest potential for new growth in the greater Portland metropolitan region include: health care; hotel/motel accommodations and food services; business administration and waste management; professional; scientific and technical service (such as computer science and engineering); state and local government; wholesale trade; finance and insurance; retail trade; transportation; and utilities (includes warehousing, distribution and energy research, and private utilities).²

While manufacturing of durable goods does not make the list of the top growth sectors, certain subsectors within manufacturing show faster growth than others. The manufacturing sectors with the greatest net new job growth potential in the greater Portland metropolitan region include: computer-related parts manufacturing; transportation equipment; other miscellaneous durable goods (such as solar panels); and miscellaneous non-durable goods (such as apparel research and design). Health-related medical devices and biomedical research, and organic food and beverage processing are also growing business sectors within the broader economy.

Focused marketing and business recruitment efforts are being made by the State of Oregon and regional economic development stakeholders to attract certain established and emerging business clusters. The business and industry clusters currently targeted by the Oregon Business Development Department, Portland Business Alliance, and the Portland Development Commission include advanced manufacturing; clean technology (with sustainability sub-clusters in green building, solar, and wind power); active wear/outdoor gear; and software.

Recommended Business Clusters

In light of these findings, we recommend that Happy Valley focus on retaining and attracting a mix of existing and emerging business clusters that pay above average wages. This includes a mix of existing **established and emerging clusters**, such as:

- ◆ Health services and biomedical research and development
- ◆ Professional and business services
- ◆ Advanced manufacturing (metals, machinery, testing devices, etc.)
- ◆ Advanced learning (public and private higher education establishments)

² *These emerging business clusters are documented in the regional WIRED (Workforce Innovation and Regional Economic Development, Global Development Strategy, prepared by FCS GROUP et.al, 2008.*

Figure 2. Existing Business Clusters in Happy Valley, 2008

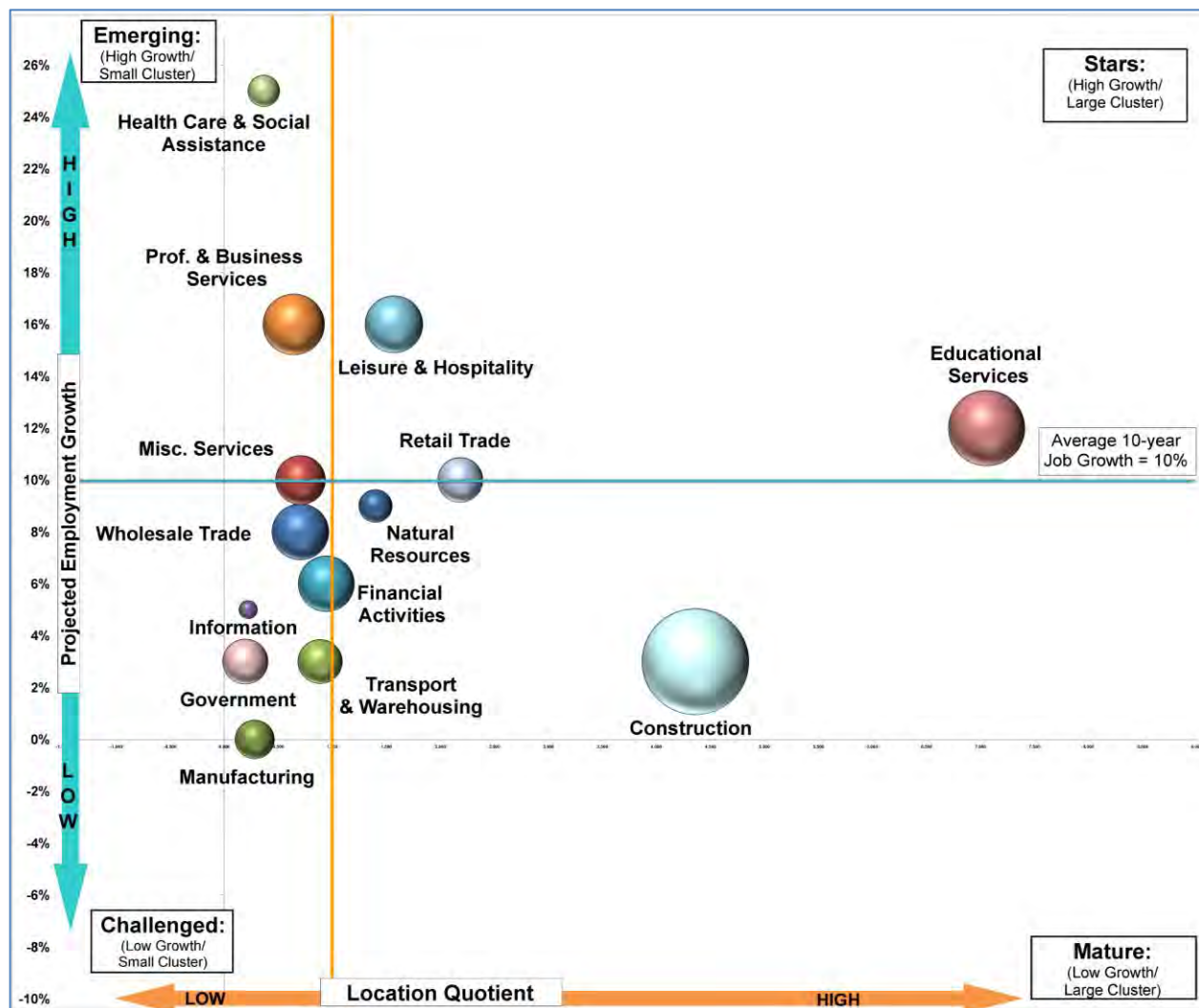
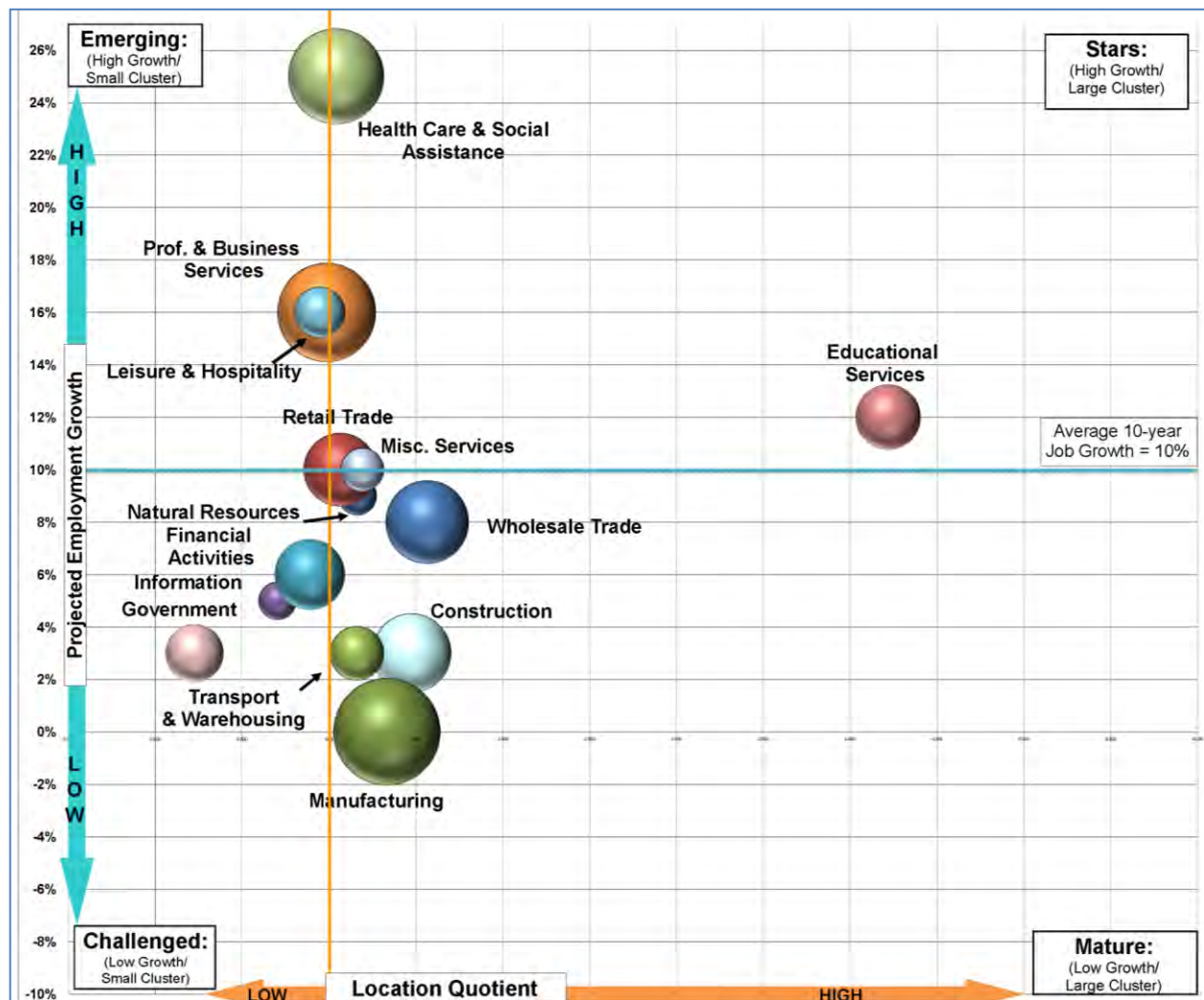


Figure 3. Existing Business Clusters in Clackamas County, 2008



SECTION IV: EMPLOYMENT LAND NEEDS

OAR 660-009-0025 requires an analysis of 20-year land needs for employment growth in the Happy Valley UGB along with attention to unique site needs based on the identified employment types.

A. EMPLOYMENT SPACE NEEDS ANALYSIS

After accounting for the level of expected redevelopment activity, the amount of vacant land demand in the Happy Valley UGB for employment uses over the next 20-years is expected to range from 200 acres (Low Growth Scenario), 266 acres (Medium Growth Scenario), and 333 acres (High Growth Scenario). Preliminary estimates for vacant lands needs in Happy Valley UGB by general land use zone classification are provided in **Table 6**. Please refer to the **Happy Valley EOA Technical Appendix** for more detailed methodology and supporting assumptions.

Table 6. Happy Valley UGB Vacant Land Needs by General Land Use Zone Classification, 20-year Forecast (buildable acres)

Land Use Classification	Low	Medium	High
Commercial	55	73	91
Employment & Mixed Use	53	71	89
Industrial/Government/Other	92	122	152
Total	200	266	333

Assumptions based on Dec. 2009 Metro 2009-2035 Urban Growth Report assumptions and local observations described in Appendix A; compiled by FCS GROUP.

The actual amount and timing of new development will vary from year to year. The range in development forecasts reflects several issues:

- ◆ The current uncertainty regarding the region's ability to retain and attract major employers.
- ◆ The City's potential to stimulate redevelopment of the Rock Creek Employment Center.
- ◆ The City's ability to work with ODOT to fund and construct required transportation and infrastructure improvements (particularly the Sunrise Corridor segment to 172nd Avenue) that can accommodate new commercial and industrial development on vacant lands, particularly in the Rock Creek Employment Center.

B. OVERALL EMPLOYMENT LAND NEED REQUIREMENTS

This Happy Valley EOA indicates that the existing Happy Valley UGB contains adequate industrial and employment land area to accommodate the forecasted level of employment growth that is expected to occur under all of the growth scenarios. The amount of commercially-zoned land also appears to be adequate under the low- and medium-growth scenarios, but may not be adequate under the high-growth scenario to accommodate 20-year demand without policy changes or land use code

amendments. Therefore, we recommend that the City pursue policies that implement the job growth consistent with the medium growth forecast, and develop policies that can help the city accommodate high levels of employment growth over time. Other issues with respect to achieving the job growth forecasts are described in **Section V, Policy Actions**.

Industrial Land Need and Parcel Requirements

As indicated in **Table 7**, the medium land need scenario assumes 122 acres of net new industrial vacant land demand, which is above the estimated vacant industrial land supply of 207 acres. If market conditions improve and the high land need scenario is achieved, the industrial land demand is expected to be about equal with the buildable industrial supply.

Table 7 also provides a preliminary expected forecast of demand by parcel size. The forecast assumes that about one-third of the remaining vacant industrial tax lots within the Happy Valley UGB will be absorbed over the next 20 years under the medium land use scenario.

Table 7. Happy Valley 20-Year Industrial Land Demand Forecast and Vacant Land Supply

Industrial Land Demand and Supply	Low Growth Scenario (acres)	Medium Growth Scenario (acres)	High Growth Scenario (acres)
Demand (acres)	92	122	152
Supply (acres)	207	207	207
Land Surplus (supply less demand)	115	85	54
Preliminary Parcel Distribution, Medium Land Use Scenario	Existing Supply (tax lots)	Forecast of Parcel Demand (tax lots)	Surplus (tax lots)
Less Than 1 acre	11	0	11
1 to 2 acres	19	2	17
2 to 5 acres	20	4	16
5 to 10 acres	4	6	(2)
10+ acres	8	4	2
Total	60	16	44

Source: Analysis by FCS GROUP based on land demand and supply findings.

Employment/Office Land Need and Parcel Requirements

As indicated in **Table 8**, with an employment/ mixed-use land supply of 239 acres, Happy Valley appears to have a more than adequate existing vacant land supply to meet the land demand forecasts for all employment land need scenarios. The medium land need scenario assumes 71 acres of net new commercial and mixed-use land demand, which equates to about one-quarter of the vacant commercial and mixed-use land supply. Under the high land need scenario, 89 acres of land demand is expected, which leaves approximately 150 acres of vacant land after the 20-year planning period.

Table 8. Happy Valley 20-Year Employment/Office Land Demand Forecast and Vacant Land Supply

Employment Land Demand and Supply	Low Land Use Scenario (acres)	Medium Land Use Scenario (acres)	High Land Use Scenario (acres)
Demand	53	71	89
Supply	239	239	239
Land Surplus (supply less demand)	185	167	150
Preliminary Parcel Distribution, Medium Land Use Scenario	Existing Supply (tax lots)	Forecast of Parcel Demand (tax lots)	Surplus (tax lots)
Less Than 1 acre	4	0	4
1 to 2 acres	5	1	4
2 to 5 acres	12	2	10
5 to 10 acres	9	5	4
10+ acres	6	2	4
Total	36	10	26

Source: analysis by FCS GROUP based on land demand and supply findings.

Commercial Land Need and Parcel Requirements

As indicated in **Table 9**, with a commercial/mixed-use land supply of 76 acres, Happy Valley appears to have a somewhat limited existing vacant commercial land supply to meet the commercial/retail land demand forecasts under the medium and high land need scenarios. The medium land need scenario assumes 73 acres of net new commercial land demand, which would result in a 3-acre surplus of commercially zoned land supply. Under the high land need scenario, 91 acres of commercial land demand is expected, which leaves a 16-acre deficit of commercial land needs at the end of the 20-year planning period.

Table 9. Happy Valley 20-Year Commercial Land Demand Forecast and Vacant Land Supply

Land Demand and Supply	Low Land Use Scenario (acres)	Medium Land Use Scenario (acres)	High Land Use Scenario (acres)
Demand	55	73	91
Supply	76	76	76
Land Surplus or Deficit (supply less demand)	21	3	(16)
Preliminary Parcel Distribution, Medium Land Use Scenario	Existing Supply (tax lots)	Forecast of Parcel Demand (tax lots)	Surplus or (Deficit) (tax lots)
Less Than 1 acre	10	2	8
1 to 2 acres	5	6	(1)
2 to 5 acres	7	5	2
5 to 10 acres	4	4	0
10+ acres	1	1	0
Total	27	18	9

Source: analysis by FCS GROUP based on land demand and supply findings.

C. SITE REQUIREMENTS

Happy Valley's vacant land supply can become well positioned within the greater Portland Metropolitan Region to attract a mix of small, medium, and large employers over the coming decades. The majority of the targeted businesses considering expansion or relocation into Happy Valley consist of small to medium business operations (less than 50 employees). These small to medium businesses can locate within existing professional office or industrial buildings, or within new office or flex/industrial buildings developed on vacant sites with less than 5 acres in size.

Most small and medium business establishments (less than 100 workers) prefer to initially lease space in office or industrial/flex buildings, and/or could locate into redevelopment sites in downtown locations or employment centers (e.g., Rock Creek Employment Center). No special vacant land requirements are identified for future small or medium businesses. However, the City could pursue more proactive policies and investments aimed at incubating and growing self-employed and small business establishments locally.

The City can also provide a variety of medium and large sites (5 to 10+ acres) that meet the targeted business and industrial requirements. As the region's remaining land supply of large contiguous industrial and employment sites over 10 acres diminishes, these sites will be especially needed and highly valuable for retaining and attracting large businesses.

Once the remaining larger vacant sites are developed or acquired by businesses for future expansion (likely to occur within 20 years), large business establishments (over 100 employees) will have site size and infrastructure service requirements that cannot be easily met within the Happy Valley Town Center or the Rock Creek Employment Center. Typical site requirements for the targeted business types are described in **Table 10**. Please refer to the **Happy Valley EOA Technical Appendix** for a matrix of typical site infrastructure and related site selection criteria.

Table 10. Typical Site Size Requirements for Targeted Business Types

	Small Users	Medium Users	Large Users
	Less than 10 jobs per business	10 to 99 jobs per business	100+ jobs per business
Industrial ■ Advanced Manufacturing ■ Biomedical R&D	Building tenants in office or flex buildings. Can be accommodated in Happy Valley Town Center or Hwy. 212 corridor	2 to 6 acres per user. Prefers industrial or business park settings. Could be accommodated within Rock Creek Employment Center	6 to 20 acres per user. Prefers industrial zoned areas. Can be accommodated in Rock Creek Employment Center
Office ■ Professional Services ■ R&D component of Mfg. or Clean Tech	Tenants in offices in Happy Valley Town Center or flex buildings in Hwy. 212 corridor.	1 to 2 acres per user. Prefers commercial centers or light industrial/business park settings. Could be accommodated in Happy Valley	2 to 4 acres per user. Prefers business park setting with transit service. Could be accommodated in Happy Valley.
Health Services	Growth likely to cluster along Sunnyside Road, and new campus at Rock Creek Employment Center in planned locations.		
Advanced Education/Training	Growth likely to occur along Sunnyside Road at Eagle Landing or Town Center. Transit access is a plus.		

Source: Assumes site development requirements shown in Happy Valley EOA Technical Appendix.

SECTION VI: POLICY ACTIONS

OAR 660-009-0020(1)(a) and OAR 660-09-0025 require adoption of local economic development objectives and policies with special attention to designating lands for industrial and commercial use.

A. POLICY ACTIONS

Consistent with EOA documentation requirements, the economic trends analysis, stakeholder interviews, Business Advisory Taskforce input, and the target industry clusters analyses, the City of Happy Valley is uniquely positioned within the greater Portland Region to experience continued success in retaining and attracting businesses and economic development. The ability to accommodate or exceed the level of employment growth expected under medium or high growth forecast requires the City to undertake proactive steps (adopt new policies) to mitigate the following risks:

- ◆ **Risk of Losing Large Commercial and Industrial Sites**

The City depends on vacant land supply of large parcels (over 5 acres) and recent local investment in roadways and infrastructure to serve planned development areas at Eagles Landing and Rock Creek Employment Center. The City could risk economic growth potential if ODOT/County transportation investment on the Sunrise Corridor connection between Carver Junction and 172nd Avenue is delayed. Until this investment is made, major employers, including Providence Health Care and others, will likely put off current business investment and job creation.

- ◆ **Risk of Not Adequately Preparing for Targeted Commercial Development and Redevelopment**

As the City's population and employment levels increase with time and vacant commercial land diminishes, it will need to rely more upon redevelopment areas. The City should consider adopting new performance zoning standards that allow ancillary commercial development to occur within industrial and employment zones. New economic and community development plans should be formulated to allow the City to leverage desired mixed-use development at the east end of the Happy Valley Town Center.

- ◆ **Need to Retain and Nurture Existing Employers within Happy Valley and Nearby Areas**

Within one mile of the existing Happy Valley city limits, there are several major health care and industrial businesses that may expand on at their current locations or relocate to other more suitable locations within the local market area. If the City continues to provide superior development planning and permitting services, excellent police/emergency services, and relatively low property tax rates on infrastructure, it may be able to provide businesses with a competitive location to conduct regional, national, and international activities.

- ◆ **Planning and Permitting Risks**

The City may opt to review its land use development code to ensure that it preserves sites for their intended use, yet is flexible enough to accommodate a full diversity of commercial and light

industrial uses consistent with public safety, public facilities, and positive urban design characteristics. The ability to provide streamlined and predictable permitting process outcomes can be a challenge as the City relies more on smaller infill and redevelopment sites to accommodate business growth.

♦ **Advance Sunrise Corridor ROW Purchase Risks**

Future investment along the planned Sunrise Corridor risks being hindered until adoption of the actual alignment. We recommend that ODOT and/or Clackamas County establish a rights-of-way (ROW) easement reserve fund to advance purchase ROW and easements from property owners interested in developing their land along the planned Sunrise Corridor alignment.

Most of these risk factors may be addressed by the City of Happy Valley, but will require partnerships with regional and state regulatory agencies, such as Metro, Clackamas County and ODOT. The City can take a leadership position by providing a local planning and permitting environment that is favorable to business investment and more proactive economic marketing to raise awareness of Happy Valley's strengths as the emerging high employment generator for the East Metro Region and urban Clackamas County.

B. HAPPY VALLEY ECONOMIC DEVELOPMENT OBJECTIVES

OAR 660-009-0020 stipulates requirements for industrial and other economic development policies. Local comprehensive plans are required to provide community economic development objectives, a commitment to providing a competitive short-term land supply, and commitment to providing adequate sites and public facilities to serve new development.

Happy Valley's prior existing adopted economic development policies are provided in **Happy Valley EOA Technical Appendices, Appendix XX**. It is recommended that new implementation policies be adopted as part of this EOA update that focus on the following issues areas. The outline of new Community Economic Development Objectives that should be adopted as implementation policies cover the following issues areas:

- ♦ Commitment to Provide a Short-Term Land Supply
- ♦ Commitment to Provide Adequate Sites and Facilities
- ♦ Policies that Provide for Prime Industrial Land Development on Large Lots
 - Assist Property Owners with Oregon Industrial Site Certification Process
- ♦ Policies that Promote Targeted Redevelopment in the Town Center and Other Areas
- ♦ Policies that Work with ODOT and Clackamas County on the Sunrise Corridor
- ♦ Policies that Provide Proactive Economic Development Marketing and Incentives Directed Towards Strategic Clusters

This section describes the goals, objectives, and strategies that support a new economic development mission for the City of Happy Valley.

Mission Statement:

In order to expand our local economy to its fullest potential, the City of Happy Valley will work closely with local, regional and state economic development entities to create a positive environment that supports expansion of existing businesses and attracts new living wage employers. We will accomplish this through strategic investments in economic development marketing and infrastructure.

Goal 1: Establish and Strengthen Public/Private Partnerships

Objective 1.1: Document the significance of local and state public and private investments in pursuing local business development.

Strategies:

- Continue to monitor and research levels of private investment leveraged by the City of Happy Valley, Clackamas County, and regional/state/federal governments.
- Utilize City and local public and private investments as a local funding match on state and federal grants, when allowed in pursuit of grant funding.
- Leverage City and county resources with other public and private funds where feasible and equitable.

Goal 2: Increase Economic Vitality of Happy Valley

Objective 2.1: Increase marketing exposure of shovel-ready development sites, including a mix of site sizes (i.e., 5-acre to 10-acre) to meet business expansion requirements.

Strategies:

- Work with Clackamas County and Business Oregon to provide web-based links that provide information pertaining to the Rock Creek Employment Center. This would include, but not be limited to the *Oregonprospector* website: (www.oregonprospector.com).

Objective 2.2: Recruit businesses that offer living wages that are higher than the statewide average for all private business establishments.

Strategies:

- Focus on targeted business clusters for more proactive marketing outreach efforts. The targeted business clusters identified in the Happy Valley EOA include: health services and biomedical research and development; advanced manufacturing (including metals and medical devices/ equipment); and professional business services (including consultants, engineers, etc.).
- Market the Rock Creek Employment Center to targeted business sectors that provide wages equal to or better than statewide average.

Objective 2.3: Support urban agricultural and environmental tourism efforts within Happy Valley, as appropriate.

Strategies:

- Continue to work with local private enterprises and North Clackamas Parks to expand local use of these resources to provide off-peak visitation and related business spending impacts and to improve the quality of life for local residents and employees.

Goal 3: Become a Visible Economic Development Leader in the Greater Portland Region

Objective 3.1: Support local, county, regional, state, and federal land use, environmental, and transportation projects and initiatives that may positively impact or influence business development in Happy Valley.

Strategies:

- Use available City staff and/or a designated non-profit (e.g., North Clackamas Chamber of Commerce) to attend key land use, transportation and economic

development forums, meetings, and hearings; and/or provide local resolutions of support for specific initiatives.

- Monitor projects and networks to decide which venues are most important to staff/attend.

Objective 3.2: Maintain and improve the working relationship with secondary education establishments, and local Worksource training networks.

Strategies:

- Strive to improve outreach and partnership opportunities with other agencies, such as OIT, Clackamas Community College, and Worksource Oregon.
- Expand community outreach, including regular communications to ensure the City's economic development mission, activities and operations are conveyed through press releases, public forums, and one-on-one communications.

Goal 4: Facilitate Development of Rock Creek Employment Center and Happy Valley Town Center Infrastructure

Objective 4.1: Work with Clackamas County and local residents and businesses to solidify a vision and preliminary design plan for a new Rock Creek Employment Center and Happy Valley Town Center.

Strategies:

- Conduct planning sessions, public workshops, and/or joint meetings with the City of Happy Valley Planning Commission and City Council to identify appropriate building scale and use orientation as a basis for a vision and preliminary design guidelines.
- Reach out to potential tenants to fully understand any potential interest in locating business operations into the Rock Creek Employment Center or other portions of Happy Valley, and what types of buildings and site layouts, amenities, and infrastructure are desired.

Objective 4.2: Work with Clackamas County, ODOT and potential site tenants to obtain full funding commitments for the on- and off-site infrastructure.

Strategies:

- Identify local, state, and federal grant and loan funding programs, and designated amounts of local funding match from designated city and county resources.
- Identify prospective tenants that may consider locating into the planned business park. Obtain letters of intent from tenant prospects.
- Work with the County to apply jointly for regional, state, and federal grant and loan programs to leverage designated local funding amounts.
- Obtain funding agreements from non-local entities and prepare full-funding agreements for final design and construction of SE 162nd Avenue and Rock Creek Bridge improvements.
- Update the City and County capital facilities plans to reflect the capital cost outlays and funding resources to be dedicated to the project.
- Ensure that adequate funding reserves are designated by the City and County to ensure project completion within desired time frame.

Objective 4.3: Optimize Overall Site Development Potential

Strategies:

- Evaluate locations with relatively steep slopes (i.e., over 10%) that are not conducive to industrial development, and implement zoning amendments that allow more flexible mixed-use development types that are compatible with adjacent industrial and/or employment areas.

Objective 4.4: Oversee Development Regulations

Strategies:

- Adopt clear and objective design standard, including identification of key design elements, and permitted and conditional uses allowed.
- Include energy efficient design standards that are obtainable and include controls on night sky light pollution.
- Include aesthetically pleasing, low-maintenance landscaping, signage, and site amenities, with an estimated cost estimate for annual operations and maintenance costs.
- Ensure that new sources of operating revenues are established to cover appropriate O&M expenses.

Goal 5: Monitor Performance and Periodically Adjust Goals and Objectives

Objective 5.1: Monitor the overall completion and cost and benefits attributed to these aforementioned economic goals and objectives.

Strategies:

- Prepare annual review of local success in achieving each of the aforementioned goals and objectives. Indicate whether the goal has been initiated, level of staff resources and budget expended, percent completion, and anticipated completion date.
- Identify direct investments leveraged by City resources, including amounts of public and private investment leveraged, direct jobs retained or created, and other measures of public benefit.
- Revise economic development mission, goals, and objectives annually, as appropriate to reflect ongoing success, and fiscal issues, constraints, and new opportunities.

The draft goals and policies that are listed above are intended to serve as local community economic development objectives that guide positive economic development within the Happy Valley UGB. The goals and policies are intended to replace the current Goal 9 policies for the City of Happy Valley. Please refer to the **Happy Valley EOA Technical Appendix** for the prior adopted Happy Valley economic development policies.

Clackamas County

Business and Economic Development

Where All Jobs Count!





BOARD OF COUNTY COMMISSIONERS
PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

Welcome to Clackamas County – where all jobs count!

Thank you for thinking of Clackamas County, a place where there is unity between jobs, the environment, and high quality of life. Our diverse Mt. Hood Territory has something for everyone, including a competitive business environment. For example:

- No business tax
- No business license fee in unincorporated areas
- (most Clackamas County communities charge a modest fee)
- Multiple interstate access (I-205, I-5, and proximity to I-84)
- Close proximity to the Portland International Airport via I-205
- Quick access to the Port of Portland

The Business and Economic Development Team provides a wide array of free services and information designed to promote Clackamas County as a world class destination for corporations, manufacturers, professional firms, small businesses and innovative industries. Experienced economic professionals work with corporate decision makers from small companies to major industries interested in locating or expanding operations in Clackamas County

Businesses are flourishing here. Industry leaders can be found in Metals, Machinery, Aerospace, Defense, Healthcare, High-tech, Forestry, Food & Beverage Processing, Film & Media Production, Nursery/Agriculture, and Software Development.

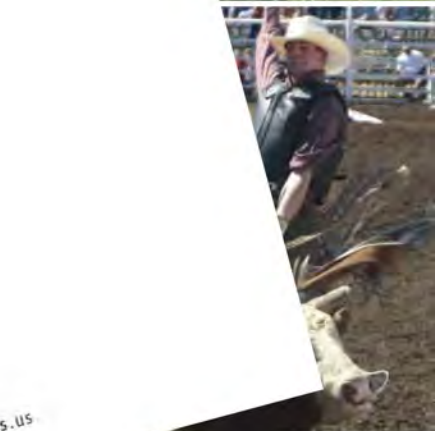
Clackamas County is also fostering economic development programs and coalitions designed to benefit our business community for years to come.

We look forward to working with you!

Sincerely,

John Ludlow, Chair
Clackamas County Board of Commissioners

P. 503.655.8581 | F. 503.742.5919 | WWW.CLACKAMAS.US



Contents

Clackamas County Map
Clackamas County Key Industry Clusters
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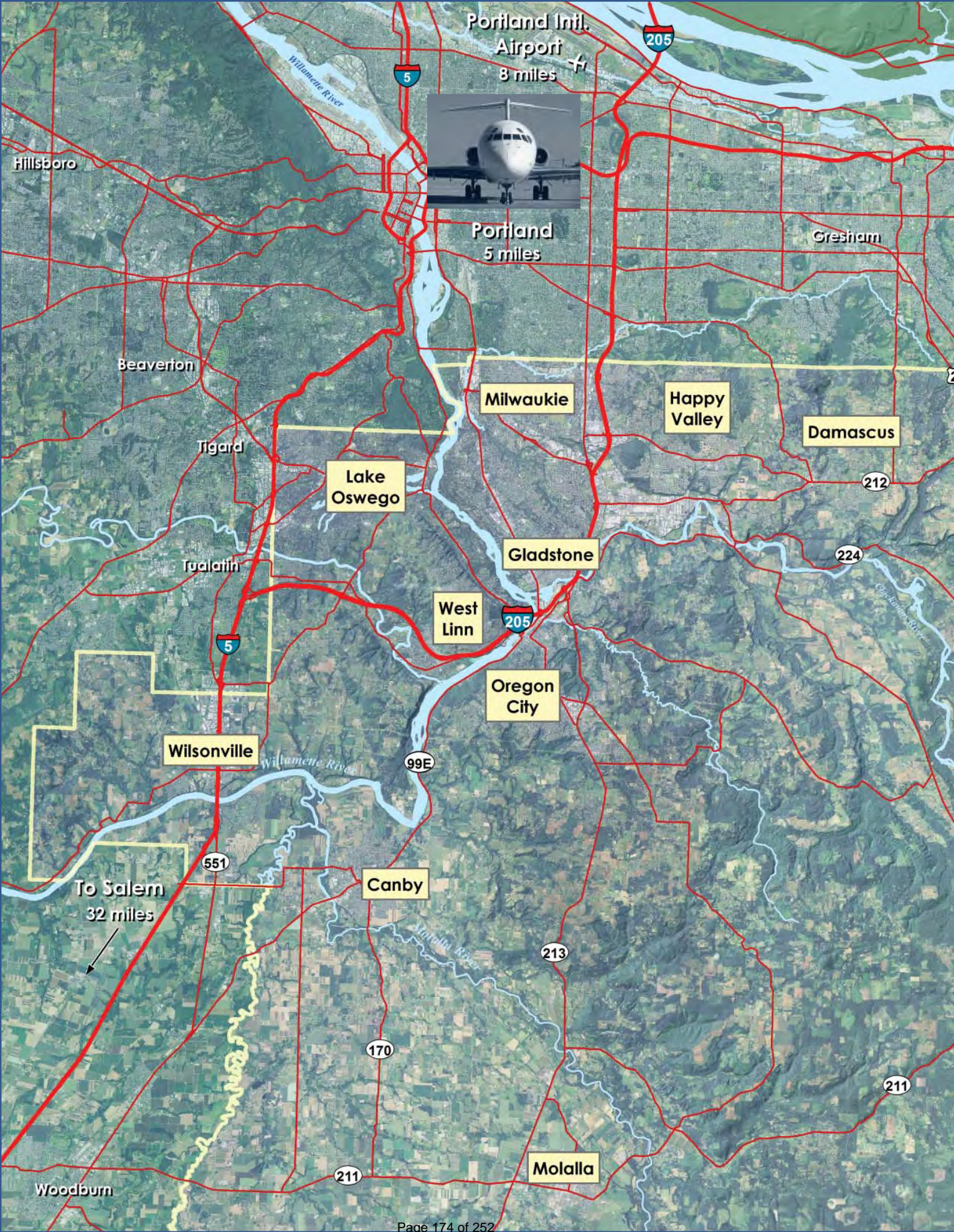
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A division of
Business & Community Services

Gary Barth, Director



Welcome to Clatsop



Clackamas County





Professional Business Services is the largest cluster in Clackamas County. The service sectors that make up this cluster include accounting, asset management, business consulting, financial management, wealth management, insurance, law, architecture, engineering, planning, computer systems and management consulting. Establishments within this cluster range in size from small independents to large consulting practices.



Wholesale Trade businesses favor Clackamas industrial locations with convenient highway, rail, and airport access. Key advantages of this cluster include above average wage levels, with opportunities for entry level, and advanced trade logistic and sales representatives. This cluster also includes several of the County's largest employers, which supports hundreds of small and medium size suppliers.



Health Care as an industry cluster is a vital element of the Clackamas County economy, and has grown measurably over the past several years. Health care jobs tend to pay above average wages, and many of Clackamas County's largest employers are in this cluster. Significant levels of planned investment by private and non-profit health providers in Clackamas County are underway.



Advanced Technology – High Tech cluster includes dozens of industries that manufacture a variety of electronic components and software systems for computer, energy, transportation, aerospace, motor vehicles and defense-related products. Global demand for high tech exports is expected to expand in the future.



Advanced Manufacturing – Metals and Machinery has mature roots in Clackamas County and is undergoing a transformation in the age of global competition. Companies are located in both the urban and rural areas and they produce a wide range of goods including computer components, jet engines, turbines for wind power generators, streetcars, rebar and multipurpose tools.



Trucking and Distribution cluster is prominent in Clackamas County with access to several major metropolitan markets within Oregon, Washington, Idaho, and northern California within a one-day drive. Expanding global and domestic trade and "just in time" shipping logistics require an efficient and reliable freight transportation network.

Key Industry Clusters



Food and Beverage Processing is a natural fit in Clackamas County with access to organically grown food produced locally and throughout the Pacific Northwest. Clackamas County food and beverage processing businesses capitalize on the proximity to agricultural products grown locally and highway, rail, and port transportation facilities.



Film and Media Production is a key cluster as Clackamas County continues to be a preferred location for the film and media production sites. The natural scenic beauty of the Cascade Range dominated by Mt. Hood provides a rugged landscape with wild & scenic rivers, unique small town settings, and convenient access to Portland and urban locations.



Nurseries and Greenhouses are a successful cluster because Clackamas County has the favorable climate, good soils, long growing season and talent necessary to expand this well-established "green industry." Increasing consumer demand, combined with global opportunities to feed a world population is creating new opportunities in the nursery and greenhouse cluster.



Agriculture and Food Production is flourishing because there is a growing trend towards buying locally produced food and organic products for all types, which is benefiting the Clackamas County agriculture and food production cluster. Agriculture and food production is on the rise in Clackamas County with the increasing demand for locally and organically grown food for domestic and international consumption.



Wood Products Manufacturing as one of Clackamas County's most mature industry clusters, continues to play a prominent role in the local economy, particularly in rural areas, such as Estacada, Sandy, and Molalla. Clackamas County's beneficial location includes convenient access to local timber harvests combined with excellent proximity to wholesale and export markets and workers.

Where All Jobs Count!

Business and Economic

BUSINESS ASSISTANCE, RETENTION, EXPANSION, RECRUITMENT

We work with communities throughout the County to assist with new and expanding existing businesses in order to promote traded-sector industries to create jobs and increase the County's overall gross domestic product.

How we can assist your business:

- Track Available Industrial/Commercial Properties
- Serve as a liaison with county departments and state agencies
- Manage Incentive Programs: Enterprise Zones, Strategic Investment Zones, Rural Renewable Energy Development Zones
- Provide online assistance through our Tools for Business Success



CLACKAMAS COUNTY ECONOMIC DEVELOPMENT PRACTITIONERS PARTNERSHIP

Staff works closely with cities throughout the County to support economic development efforts by hosting meetings, trainings, events and bi-annual practitioners roundtable discussions.

Projects and Initiatives:

- Businesses can tie into a network of assistance

CLACKAMAS COUNTY STRATEGICALLY SIGNIFICANT EMPLOYMENT LANDS ASSET MAPPING PROJECT

We have mapped all available employment land throughout Clackamas County and developed an online mapping tool which provides prospective businesses, site selectors, project managers, investors and recruiters with a tool to search for land, buildings and development sites. A link to the Clackamas County Site Search tool is www.clackamas.us/business/assets.

This ongoing effort of identifying development ready employment lands includes an analysis of project ready land requirements; identification, assessment and GIS mapping of countywide employment lands and infrastructure; regional economic opportunities analysis; businesses cluster analysis and supply chain; and a strategic marketing plan.



Development Programs

CLACKAMAS COUNTY ECONOMIC LANDSCAPE

The project focuses on conveying the current economic forces that are driving the Clackamas County local economy by identifying economic output by key traded-sector industry clusters and keys to increasing the jobs-to-housing ratio.

Projects and Initiatives:

- Maintain Updated Data
- Reporting Key Performance Indicators
- Regional Partnerships: Portland State University, Metro, Greater Portland Inc.



CLACKAMAS COUNTY INDUSTRY CLUSTER DEVELOPMENT



Using the work of the Economic Landscape Project, staff is focusing on a variety of programs to expand business opportunities, job growth, and increase the County's overall gross domestic product.

Projects and Initiatives:

- **Industry Cluster Convening**
Hosting of roundtable discussions with key industries in Clackamas County to review and confirm cluster focus/scope, definition and participants; identify needs, opportunities, obstacles and areas of strongest mutual interest.
- **Industry Supply Chain Project**
Identifying supply chains of industries throughout the County to identify resources and opportunities for businesses to coordinate supply and demand of products and services.

COMMUNITY ECONOMIC PREPAREDNESS (CEP)

We provide technical assistance and subject matter expertise to communities with business retention, expansion and new business development. By participating in the CEP program, communities have the opportunity to learn the relevant needs for economic development success and how to strategically plan to address those needs.

Projects and Initiatives:

- Increase community marketability for economic development opportunities
- Strengthen the ability to retain and expand existing businesses
- Response Team Training – helping communities respond to business leads



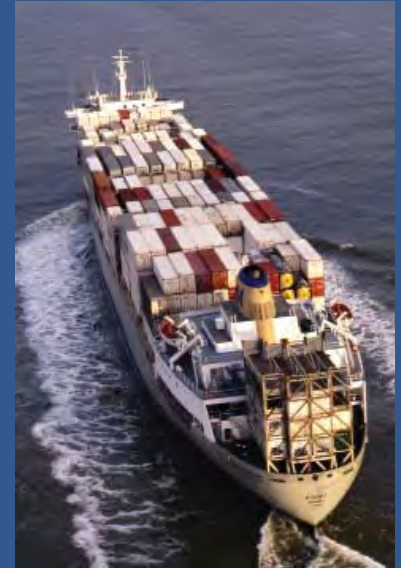
Business and Economic

CLACKAMAS COUNTY EXPORT INITIATIVE

Clackamas County Business & Economic Development recognizes the importance of export activity to our business community and the local economy. The production of exported goods and services creates jobs both directly and indirectly in the supply chain. Clackamas County is actively engaged in the recently launched Metro Export Initiative (MEI), an export strategy developed by the Brookings Metropolitan Policy Program as part of the Greater Portland Export Plan.

Projects and Initiatives:

- Educational Seminars
- Business Outreach
- Regional Partnerships



CLACKAMAS COUNTY FILM & MEDIA PRODUCTION



In partnership with the Oregon Governor's Office of Film & Television, Business and Economic Development staff are promoting the regional development of the film, video and multimedia industry in order to increase the industry's revenues and investment in Clackamas County.

Projects and Initiatives:

- County-wide Online Film & Media Permit www.clackamas.us/business/film
- Lead Process
- Location Scout Assistance
- Databases: Filming locations (Reel Scout), Industry resources
- Marketing
- Analytics
- Industry Events



www.clackamas.us/business

Development Programs

CLACKAMAS COUNTY MAIN STREET

In collaboration with Oregon Main Street, Clackamas County serves as a coordinating Main Street program for participating communities providing assistance, training, technical services and resources in an effort to preserve, revitalize and establish their downtown commercial districts. In addition, Clackamas County Main Street serves as a clearinghouse of resource information and convenes regular meetings with partnering Main Street professionals.

Projects and Initiatives:

- **3D Downtowns**, a dynamic program offered to Clackamas County Main Street (CCMS) communities which provides an opportunity for a property owner to visualize design concepts to help promote revitalization of downtowns. The National Association of Counties (NACo) has granted this program an Achievement Award.



CLACKAMAS COUNTY AG INVESTMENT PLAN



This project is focused on creating new emergent markets for the County's agricultural base by exploring interconnections among activities and optimization of various land use within the agricultural sector. As a partnership with Business & Economic Development, Natural Resources, Sustainability and Tourism this program focuses on four key areas of opportunity, including renewable energies, regional food systems, regional impact from the equine industry, and agricultural tourism.

Let Us Know How We Can Help!

4biz@clackamas.us

Let Us Know How We Can Help!



For more information please contact
Clackamas County Business & Economic Development
150 Beaver Creek Road • Oregon City, OR 97045 • 503-742-4BIZ (4249)
4biz@clackamas.us

www.clackamas.us/business

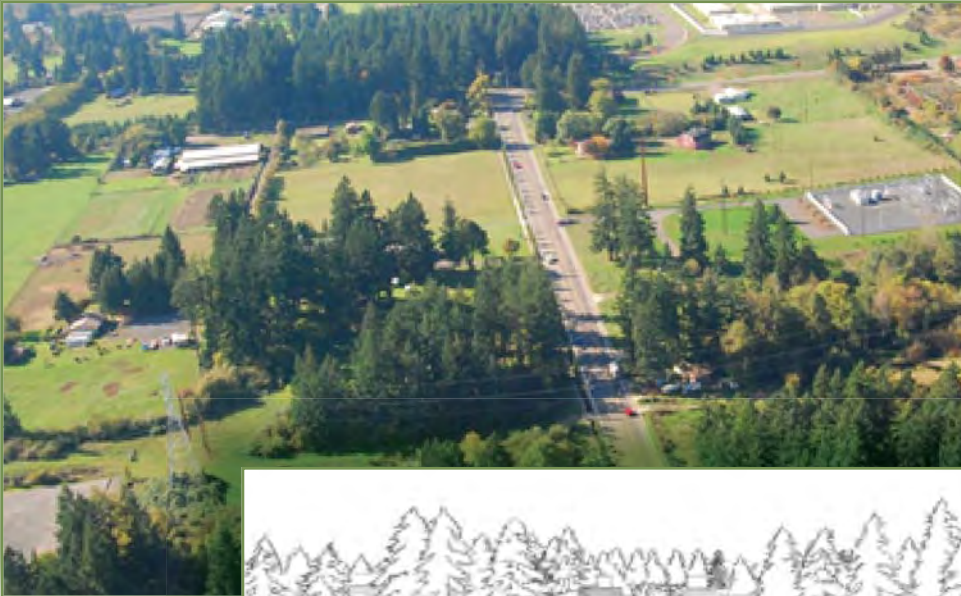
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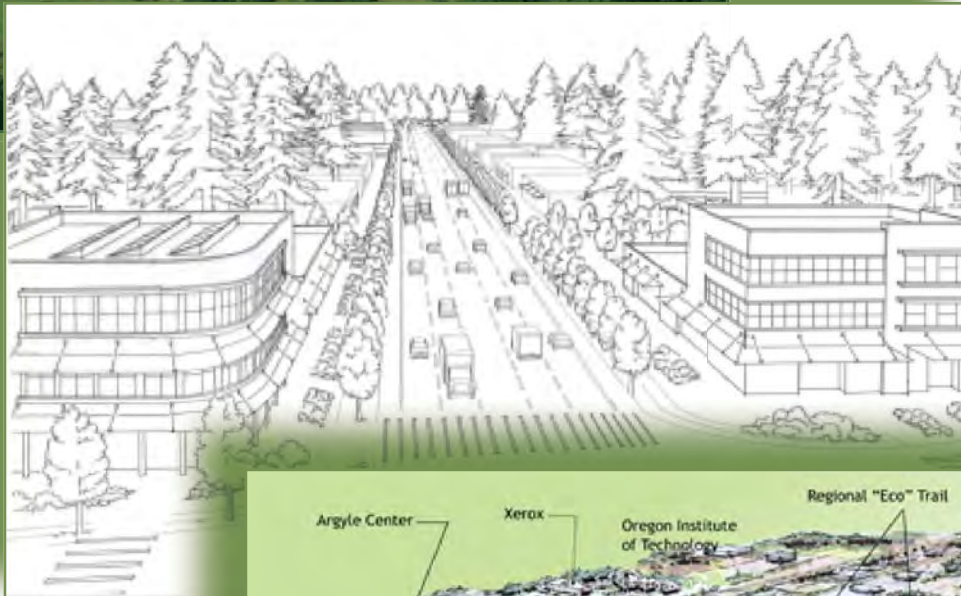


City of Wilsonville

Coffee Creek Industrial Area



Development Overview



City of Wilsonville

29799 SW Town Center Loop East
Wilsonville, Oregon 97070
503-682-1011
www.ci.wilsonville.or.us

The south Metro region has experienced rapid growth over the past two decades. The cities of Wilsonville, Tualatin and Sherwood have undergone significant increases in population, households and employment. In 2002, Metro added the Coffee Creek Industrial Area into the Urban Growth Boundary with the designation as a Regionally Significant Industrial Area (RSIA), which protects the area from competing commercial or residential development.

The Coffee Creek Industrial Area is located in an area of unincorporated Washington County that is within the City of Wilsonville's designated urban growth boundary. Washington County is currently the governing jurisdiction for activities in the area; however, future development of this area requires annexation into the City of Wilsonville. The City's Planned Development – Industrial Zone (PDI-RSIA) complies with the Metro RSIA designation.



The Coffee Creek Industrial Area is free of commercial and residential encroachment.

A master plan for the Coffee Creek Industrial Area was completed by the city of Wilsonville in 2007. The master planned area includes 216 acres south of Day Road which provides a framework to guide the development of public facilities and private uses. A detailed infrastructure study was completed in 2011.

The Coffee Creek Master Plan envisions development of a new employment center in North Wilsonville for approximately 1,800 jobs. The Coffee Creek Master Plan features design standards that support multi-level industrial-office buildings along Day Road and a pedestrian/bicycle network that creates a transit and pedestrian-oriented “Class A” employment center. Green street design standards with a passive-solar building orientation/street grid are also incorporated into the employment center. New development is expected to serve general industrial, warehouse, flex, and research and development (R&D) functions. Pedestrian and bicycle facilities are to be provided along all collector and arterial streets for convenient and safe access to all modes of travel.

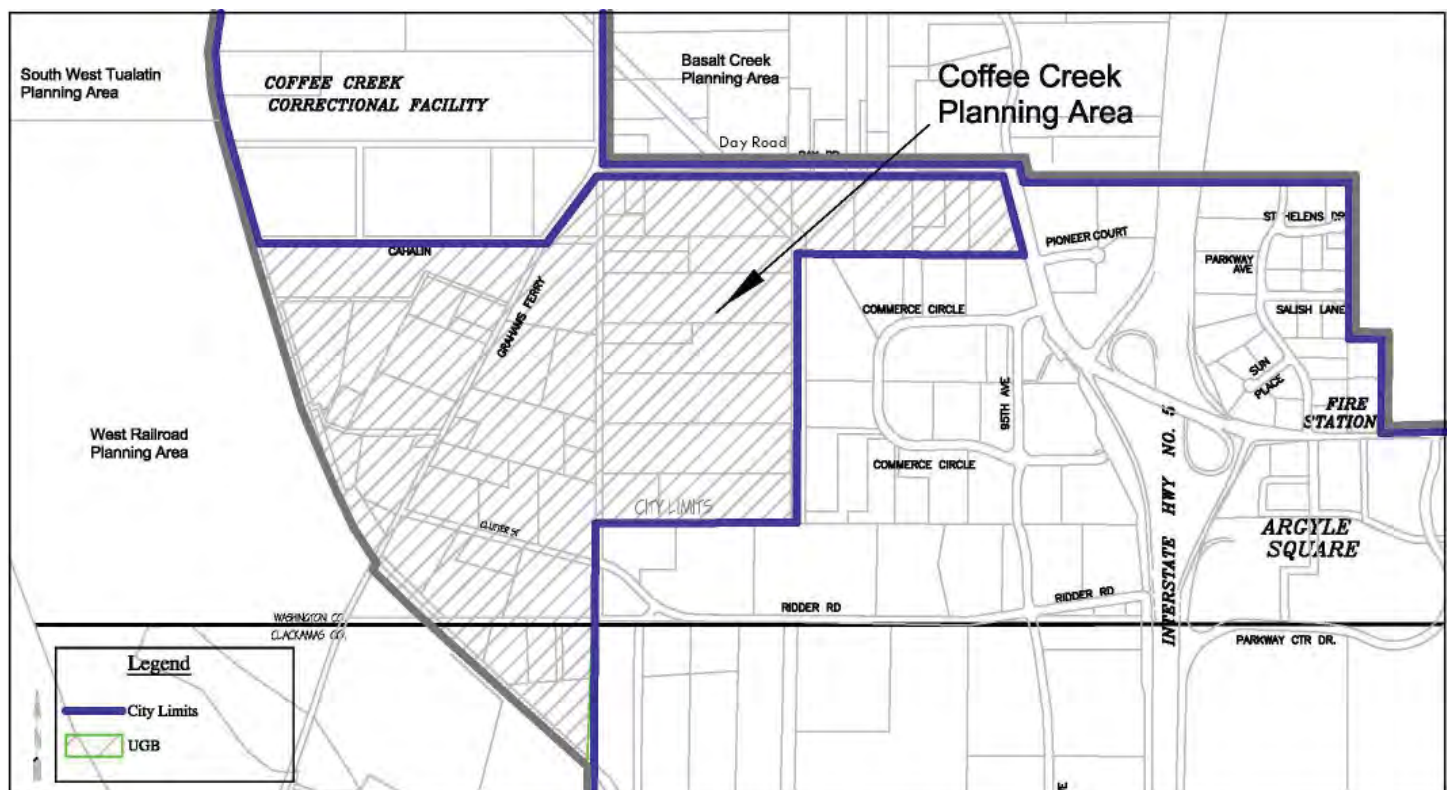
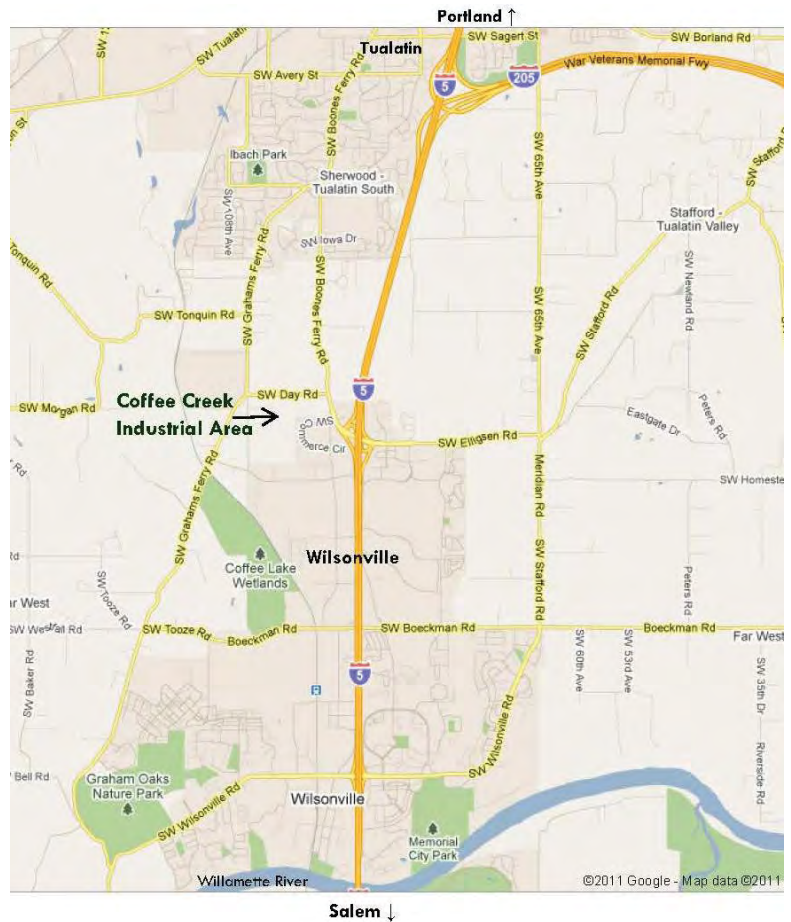
The Coffee Creek Master Plan allows for fast-track permitting and application processing from City departments that understand business needs for industrial development. One “pre-application” meeting with all of the key departments highlights any issues and provides a map forward.



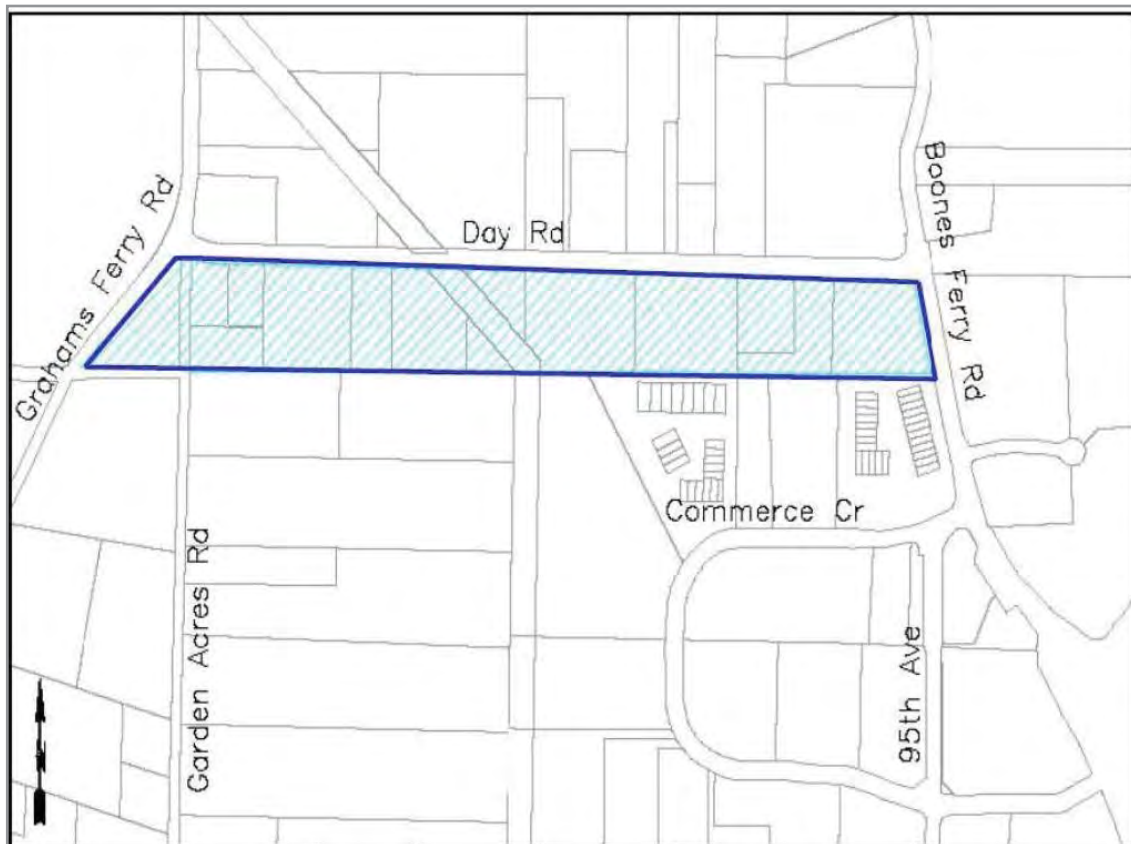
Ideal location for business. Located along Interstate-5, the West Coast commerce corridor, Wilsonville is situated as a strategic 'dual gateway' between the southern edge of Portland metropolitan area and Salem (the state capitol).

Wilsonville has excellent I-5 freeway access to I-205 / I-84 and west to Oregon Highways 217 / 26 that make Wilsonville a transportation hub for interstate transport. Wilsonville's industrial zones are located immediately adjacent to I-5, helping to minimize truck and automobile traffic interaction on city streets and speed the delivery of freight.

New economic opportunities with Coffee Creek Industrial Area: The proposed Coffee Creek Industrial Area will be the City's next area of major business development that is projected to host over 1,800 family-wage jobs with an annual payroll of \$55 million at build-out. The City has conducted additional studies and undertaking planning efforts for infrastructure requirements, which are estimated at \$34 million, with the majority of costs for roads at \$26 million.



The Coffee Creek Industrial Area includes approximately 216 acres south of Day Road. It is primarily located in unincorporated Washington County, with a small triangle (south of Clutter Road) located in unincorporated Clackamas County. The area is generally bounded by the Coffee Creek Correctional Facility and Day Road on the north, the Portland and Western Railroad to the west and south, and the existing Wilsonville city limits to the east.



The Day Road Design Overlay District is a special design zone for a portion of the Coffee Creek Industrial Area. The purpose of the Day Road Design Overlay District (Wilsonville Code Section 4.134) is to establish standards for site design and exterior architecture of all structures located along Day Road (also known as Day Street).

Buildings constructed in this area on the map, above, will have to comply with specific design standards. These standards are intended to ensure high-quality design of development and redevelopment at the Day Road gateway to the city of Wilsonville including:

- Coordinated design of building exteriors, additions and accessory structure exteriors.
- Preservation of trees and natural features.
- Minimization of adverse impacts on adjacent properties from development that detracts from the character and appearance of the area.
- Integration of the design of signage into architectural and site design.
- Minimization of the visibility of vehicular parking, circulation and loading areas.
- Improved pedestrian linkages and to provide for public transit.
- Encourage architectural design in relationship to the proposed land use, site characteristics, and interior building layout.



Day Road looking west from Boones Ferry Road intersection.

Appendix F

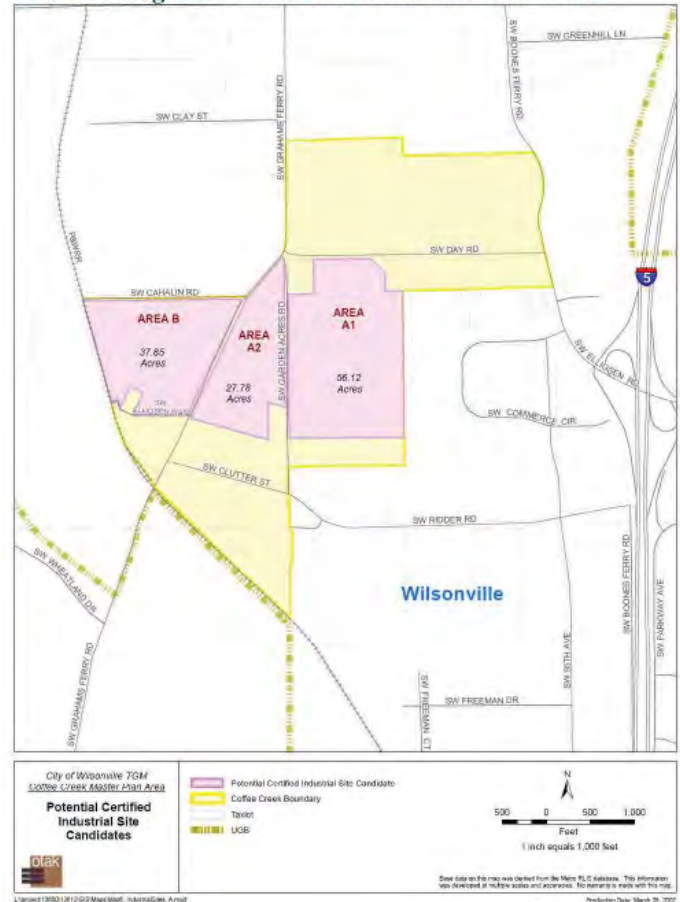
Potential Oregon Industrial Site Certification Candidates

Statewide Planning Goal 9 Economic Opportunities Analysis (EOA)

The City of Wilsonville completed a Statewide Planning Goal 9 Economic Opportunities Analysis (EOA) in accordance with Oregon Department of Land Conservation and Development (DLCD) requirements in January 2008.

Areas within Coffee Creek Industrial Area have been identified as “potential industrial site certification candidates” under the Oregon Business Development Department’s Industrial Site Certification Program.

Given Wilsonville’s strong existing cluster of industrial businesses, Wilsonville is competitive with the region and the state for expansion and attraction of industrial development. The potential availability of land, access to well-educated labor force, and relatively high-quality of life in Wilsonville, help retain and attract growing manufacturing and industry sectors.



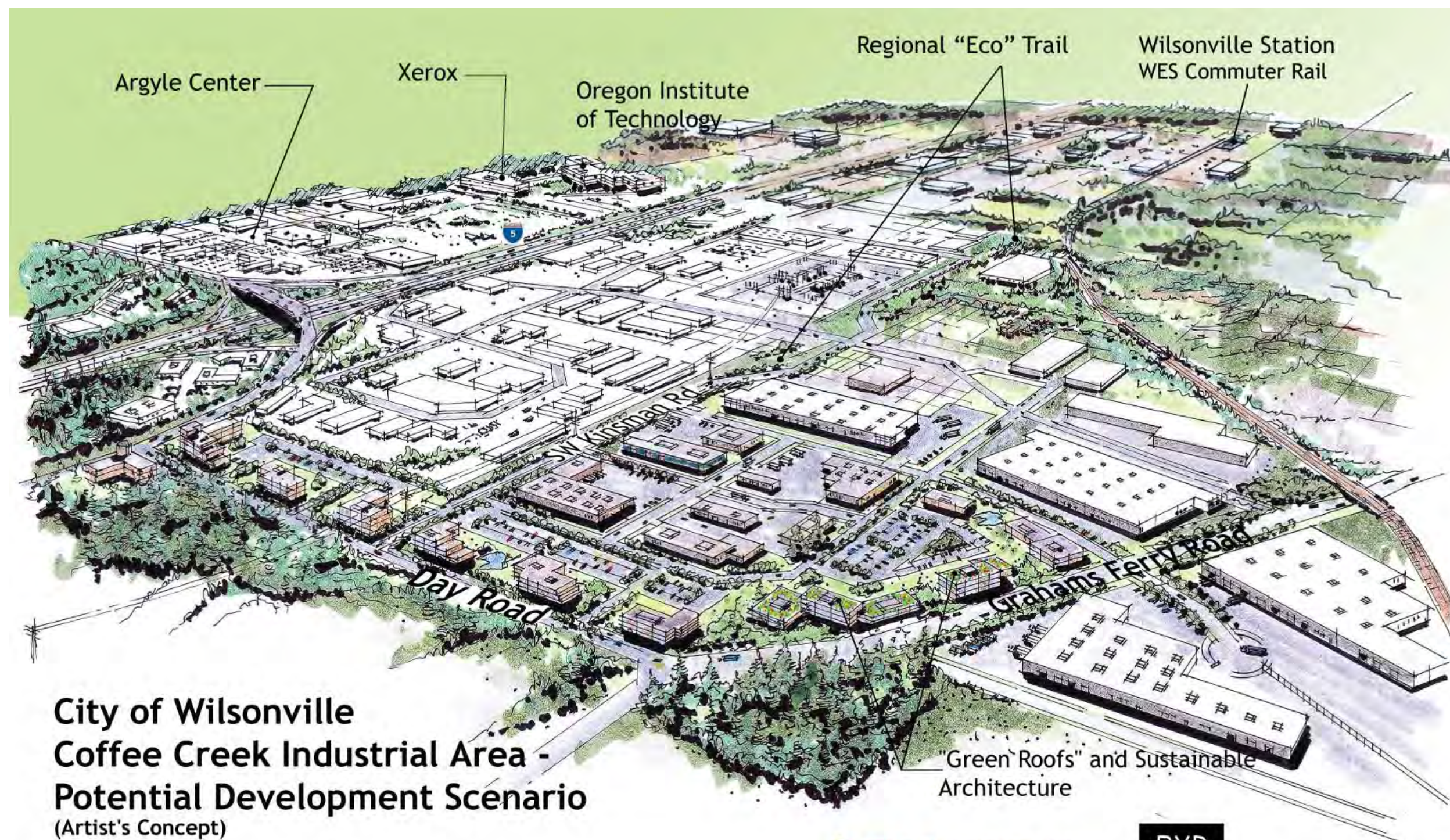
City of Wilsonville Economic Opportunity Analysis



Wilsonville locational advantages coupled with incentives are intended to “level the playing field” as a great place to do business.

- **For Developed Industrial Properties:**
 - * Most SDCs Already Paid: A majority of systems development charges (SDCs) associated with most existing industrial facilities in Wilsonville have been paid in the construction process.
- **For Undeveloped “Greenfield” Properties**
 - * Development Agreements between the City and businesses can provide companies with credits against SDCs when a newly developed site expands public infrastructure.
 - * Financing Agreements can lock-in current rates to prevent escalators (i.e., phased SDC rate increases) from kicking-in for a period of time as a company completes build-out.
- **Reduced Taxation**
 - * Transit Tax Savings: Wilsonville has lower payrolls-tax costs due to reduced Wilsonville SMART transit tax when compared to all Portland-area cities Tri-Met payroll tax. Wilsonville’s employer-paid payroll tax to subsidize public transit operations is one-third less (0.50% vs. 0.6818%) than that for businesses located in all other areas of Portland served by Tri-Met; for higher-wage or larger employers, this differential can produce considerable savings.
 - On \$10 million in annual wages, a business would save over \$18,000 in payroll tax by being located in Wilsonville.
 - * No Business Income Tax: Unlike some jurisdictions, Wilsonville has no business income tax.
- **Relocation Assistance**
 - * Wilsonville can work with the company and the Wilsonville Chamber of Commerce to create customized relocation packets for employees.

Wilsonville is a city well-accustomed to working with industrial firms in manufacturing and wholesale distribution. Over half of the 15,000 full-time employees who work in Wilsonville are employed in industrial occupations - principally in high-tech, healthcare products and distribution logistics.



The artist's rendering on the left depicts what the area might look like at buildout.

Target Development:

A mix of general industrial/flex and R&D/tech buildings totaling approximately 2.1 million square feet of industrial development floor area at build-out:

- Two-thirds general industrial/flex with floor-to-area (FAR) ratio of 0.30
- One-third Research & Development/Technology building types with a FAR ratio of 0.25

Wilsonville is a city well accustomed to working with industrial firms in manufacturing and wholesale distribution. Approximately two-thirds of the 15,000 full-time employees who work in Wilsonville are employed in industrial occupations — principally in manufacturing and distribution logistics.

The city's leading industrial firms include Xerox, Mentor Graphics, Tyco Electronics, FLIR Systems, Rockwell Collins, SYSCO Food Services, Rite Aid Distribution, Coca-Cola Bottling and OrePac Building Products Inc.

Sustainable development practices (green streets, eco-roofs, eco-efficient employment techniques, low-impact developments, sustainable energy) are encouraged in the Coffee Creek Industrial Area, and will help to give the area a market edge over traditional industrial development.

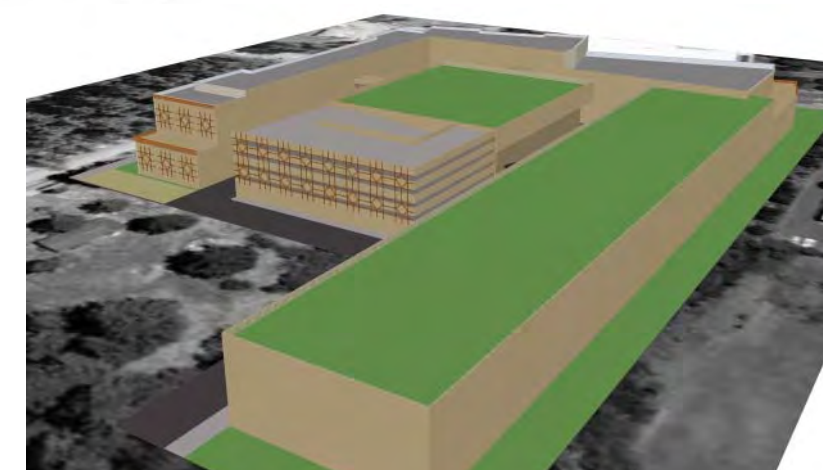
FCS GROUP

RYD
robert yakas design

Coffee Creek Concept Rendering (view looking southeast from corner of Day Road and Grahams Ferry Road)

The Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA) is Wilsonville's newest industrial zone district. This zone designation applies to the Coffee Creek Industrial Area and is appropriate for most light manufacturing, warehousing, distribution, and flex uses. Corporate headquarters and technology campuses are also appropriate for the PDI-RSIA. The PDI-RSIA designation will help meet the Region's documented needs for high-wage, light-industrial development, and provide a land-use type that is compatible with surrounding industrial uses, and the Coffee Creek Correctional Facility.

The City has worked with Metro, the State and others to plan for a regionally significant 200-acre industrial development area in the northwest quadrant of Wilsonville in Washington County near the Oregon Coffee Creek Correctional Facility. The proposed Coffee Creek Industrial Area will be the City's next areas of major business and economic development that is projected to host over 1,800 family-wage jobs with an annual payroll of \$55 million at build-out. The City is in the process of conducting additional studies and undertaking planning efforts for infrastructure requirements, which are estimated at \$34 million, with the majority of costs for roads at \$26 million.





Employment: Family-wage industrial jobs.

Wilsonville's 800-plus businesses provide 15,000 full-time jobs (FTE), with over half of these positions in high-wage industrial occupations of manufacturing or wholesale distribution.

Total annual private-sector payroll in Wilsonville is approximately \$800 million annually, a 63% increase since 2000 that generates a total direct/indirect regional economic impact of over \$1.9 billion per year.



Top-30 Wilsonville Employers

Business	Type	FTE	Business	Type	FTE
Xerox Corporation	M	1,500	Vision Plastics Inc	M	130
Mentor Graphics Corporation	M	1,100	S S I Shredding Systems Inc	M	125
Tyco Electronics—Medical Prods.	M	550	Hartung/Oregon Glass Co.	M	120
Sysco Food Services of Portland	D	520	Costco Wholesale, Wilsonville	R	115
Oregon Dept. of Corrections	G	450	Coherent, Inc	M	105
FLIR Systems	M	440	Prograss, Inc	S	105
Rockwell Collins	M	430	Crimson Trace Corp.	M	100
Rite Aid Distribution Center	D	240	McKesson Drug Co.	D	100
Fry's Electronics, Inc	R	230	N T P Distribution Inc	D	100
Coca-Cola Bottling of the NW	M/D	170	Precision Countertops Inc	M	95
City of Wilsonville/SMART	G	160	Target Store, Wilsonville	R	95
Adecco USA Inc	S	155	Portland General Electric Co.	U	85
Houston's Inc	D	145	West Coast Bank Service Ctr	S	90
Kinetics Climax Inc	M	135	bioMérieux, Inc.	M	80
OrePac Building Products Inc.	D	135	Wilsonville Toyota/Scion	R	80

Business Type: D=Distribution; G=Government; M=Manufacturing; R=Retail; S=Service; U=Utility

Wilsonville-based businesses workforce composition by:

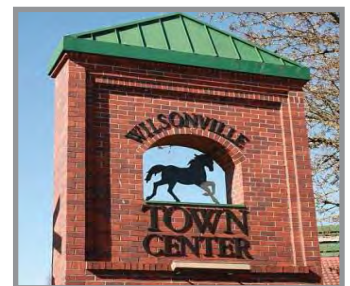
• Occupation (job type)

Occupation	# Jobs	% Jobs
Admin Support	2800	18%
Pro Specialty	2300	14%
Exec/Mgrs/Admin	2200	13%
Sales / Clerks	2100	13%
Other Services *	1700	11%
Precision/Craft*	1500	9%

* employment site-based workers

• Economic sector (business type)

Economic sector	# Jobs	% Jobs
Manufacturing	4200	26%
Wholesale Trade	3600	23%
Services	3200	20%
Retail Trade	3200	20%
Construction	500	3%



Wilsonville businesses continue job growth in Great Recession

Despite the high-profile closure of businesses like Hollywood Video/Movie Gallery and Joe's Sporting Goods—each of which had both corporate offices and warehouses in Wilsonville—that resulted in the loss of nearly 1,000 jobs, a number of other businesses have either expanded or announced plans to increase employment. Some job gains in the past year and upcoming include:

- Coca-Cola Bottling of the Northwest: consolidated operations, going from 60 to over 170 jobs
- Rockwell Collins expanding employment from 250 to nearly 450 high-wage jobs
- Fred Meyer Stores constructed a 195,000 square-foot shopping center with about 450 positions



City of Wilsonville, Oregon





Water Treatment Plant

Water: Long-term supply of high-quality water

The city of Wilsonville enjoys high-quality, reliable water supplies with a stable rate structure due to major City investment of nearly \$50 million in the Willamette River Water Treatment Plant, which began operation in 2002. The plant is capable of processing 15 million gallons per day (mgd).

Water tests show that the treated water is of some of the highest quality municipal water in the US. In 2010, Coca-Cola Bottling of the Northwest consolidated bottling of Coke-products, including Dasani-branded water, for distribution in Oregon and Washington to an expanded facility in Wilsonville.

Wastewater Treatment: Commitment for sustained growth

The City has begun to undertake a major, \$45 million capital investment to upgrade and expand the capacity of the wastewater treatment facility. This project will replace aged equipment and structures to handle the community's current needs and address future growth of residents and jobs over the next 20 years.

The plant expansion and rehabilitation project is expected to start in 2011 and be completed by January 2014.



Wastewater Treatment Plant

Transportation & Transit: Timely and reliable movement of freight and commuting workers

The City works with partners at county governments, Metro, Oregon Department of Transportation and federal officials to acquire funds that improve the area's transportation and transit infrastructure. Over the 2009-10 period, over \$68 million was invested in major infrastructure projects in and near Wilsonville, of which \$53+ million was for road-related projects.



Excellent Public Transit Service. Wilsonville's efficient transit system facilitates employee recruitment from the greater Portland and North Willamette Valley labor-sheds. In order to provide our industrial employers with the most responsive transit service feasible, the City operates its own agency—SMART, South Metro Area Regional Transit—providing bus and commuter rail connections to Portland's TriMet, Canby Area Transit (CAT) and Salem Area Transit (Cherriots).

TriMet's Westside Express Service (WES) Commuter Rail, co-operated with SMART, provides train service to five stations from Beaverton to Wilsonville. North of Wilsonville, connections from the Commuter Rail stations are provided by TriMet serving Beaverton, Hillsboro, downtown Portland and the Portland International Airport. SMART's popular 10-minute "employee-delivery" service guarantees that commuting employees who use WES commuter train service are shuttled to Wilsonville worksites within 10 minutes of arrival of each WES train run.



Heavy-gauge Rail Access: Short-line Portland and Western Railroad, which runs along the western edge of Wilsonville, over the same tracks as WES, is a possible option for spur-line development.

Airport Access

Portland International Airport (PDX) is located 25 miles northeast of Wilsonville and offers commercial freight and passenger air service daily with direct flights to Europe, Asia, Mexico and cities throughout the United States.

Limited freight and charter passenger air service is available at Aurora State Airport located south of the beautifully planned community of Charbonneau on Airport Road.



Outstanding Power Reliability

A BPA transmission line corridor crosses Wilsonville with two major Portland General Electric substations; one is just across the road from Coffee Creek Industrial Area. Additionally, a PGE line service center and a PGE/PacifiCorp Western US linemen training center with Clackamas Community College are both located in Wilsonville.

High Quality of Life for Wilsonville Residents

Wilsonville is a relatively young city that is a clean, uncluttered municipality with an attractive, upscale feel.



Residential living opportunities include private homes, townhomes, affordable housing, apartments, assisted living facilities, and condominiums in planned neighborhoods like the award-winning Villebois community. Named the 2010 Community of the Year by the National Association of

Home Builders, Villebois feels like a classic village with timeless European-inspired architecture and 160 acres of parks and beautiful landscaping.

The Charbonneau community is a planned community nestled amid the beautifully maintained landscape of a 27-hole public golf course. This community includes ten swimming pools, indoor & outdoor lighted tennis courts, miles of walking and jogging trails, and a boat marina on the Willamette River.



Other neighborhood communities include Wilsonville Meadows, Canyon Creek North, Morey's Landing, Town Center, River Green and Old Town.

Higher Education with a Focus on In-Demand, Market-Ready Skills

Oregon Institute of Technology (OIT), the state's premier university of applied engineering and advanced technology studies, has recently announced their intent to consolidate four Portland area campuses to one campus in Wilsonville in 2012.



Graduates of the program are prepared for graduate study or for immediate employment as field engineers, energy auditors, renewable energy system integrators for homes and businesses, manufacturing engineers for component and subsystem manufacturers, designers for components and subsystems, local and state government renewable-energy inspectors, planners and other positions in the energy field. OIT already has relationships with a cluster of high-tech firms through internship programs.

Clackamas Community College (CCC) has a Wilsonville campus focused on electrical utility training in conjunction with Portland General Electric and PacifiCorp. CCC works closely with the Workforce Investment Council of Clackamas County (WICCO) to develop vocational education and other technical training programs for specific industries and trades. Customized training classes for area businesses can be provided at the Wilsonville campus or at an employer's industrial site.



Pioneer Pacific College is a private vocational-education institution with two Wilsonville campuses, including one dedicated to healthcare-related training.

Oregon University System Four of the seven universities in the Oregon University System's main campuses are within an hour's driving time from Wilsonville. **Portland State University (PSU)** and extension campuses for **University of Oregon** and Oregon State University are located in downtown Portland and offer an array of advanced, university-level educational opportunities. OIT is consolidating its Portland campuses area to one campus in Wilsonville that is scheduled to open in 2012.

Strong Community Support for K-12 Education

West Linn-Wilsonville School District, one of Oregon's top-ranked school districts, serves Wilsonville with two elementary schools, a middle school, high school, special charter high school and an environmental studies center. The schools within this school district consistently achieve test-scores as one of the best-performing public school systems in Oregon.



Canby School District **Canby School District** serves the Charbonneau area south of the Willamette River.

Wilsonville offers businesses and residents many amenities, including nearby shopping for all retail goods and services, wonderful city parks and recreation programs, an excellent public library, and a range of community events.



The provision of quality parks and recreation amenities are the centerpiece of a high-quality of life and community livability in Wilsonville. The residents of Wilsonville are active in a variety of sports and recreational activities, organized and offered through the City, schools and community organizations. Public and private golf courses are located in and near Wilsonville.



Wilsonville has been recognized as a Tree City, USA for over a decade. The community strives to maintain its natural beauty while accommodating new residents and businesses. For instance, the city has the good fortune of being home to three beautiful water features designed by the late Bob Murase, a world renowned landscape architect.



Relatively easy access to cultural events in Downtown Portland, the wine country of Oregon's Willamette Valley, many golf-course options, skiing and hiking in the Cascades mountain range, and beach play at the Oregon Coast.

Excellent schools, hundreds of acres of parks and hiking trails, sustainable communities with healthy neighborhoods and quality jobs make Wilsonville a desirable place to live and work. We look forward to talking with you about the City of Wilsonville.

Mark Ottenad

Public/Government Affairs Director
503-682-1011
Ottenad@ci.wilsonville.or.us

Kristin Retherford

Urban Renewal Manager
503-682-4960
Retherford@ci.wilsonville.or.us

City of Wilsonville
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Wilsonville, Oregon 97070
www.ci.wilsonville.or.us

Stephan Lashbrook

Assistant Community
Development Director
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Chris Neamtzu

Planning Director
503-682-4960
Neamtzu@ci.wilsonville.or.us





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: May 20, 2020

TO: Honorable Mayor Hodson and City Council

FROM: Amanda Zeiber, Assistant City Administrator

ITEM: **Ordinance No. 1527**: An Ordinance authorizing the City to enter into a contract with Heard Farms for Wastewater Sewage Sludge Removal; and repealing Ordinance 1513.
(Second Reading)

Summary

The City is currently contracting with Heard Farms for sewage sludge removal at the City's Wastewater Treatment Facility. Under the existing contract, the price charged per wet ton hauled is \$61. Treatment Plant Operator Dave Conner contacted Heard Farms and they are willing to continue the contract at the same price for another year. This price is less per wet ton than the nearest competitor. For this agreement, the not-to-exceed price on the total amount of services is capped at \$149,000.

Attachments

Ordinance No. 1527

Personal Services Agreement

Fiscal Impact

No change from previous year.

Options

1. Authorize the Contract

Recommendation

Staff recommends the Council authorize the contract as presented.

Proposed Motion

"I move to approve Ordinance No. 1527, An Ordinance authorizing the City of Canby to enter into a contract with Heard Farms for wastewater sewage sludge removal; and declaring an emergency."

ORDINANCE NO. 1527

AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH HEARD FARMS FOR WASTEWATER SEWAGE SLUDGE REMOVAL

WHEREAS, the City of Canby requires the hauling of tonnage of wet sewage sludge as part of its wastewater treatment; and

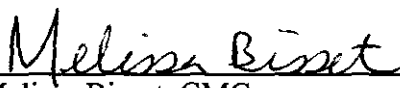
WHEREAS, the City of Canby desires to secure a cost-effective contract for this integral service.

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into a Personal Services Agreement with Heard Farms to haul sewage sludge for the City. A copy of the Personal Services Agreement is attached hereto as Exhibit "A."

Section 2. The effective date of this Ordinance shall be July 1, 2020.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 6, 2020 ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, May 20, 2020 commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st 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 20th day of May 2020, by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder

AFFIDAVIT OF POSTING

STATE OF OREGON)
)
County of Clackamas) ss:
)
CITY OF CANBY)

I, Melissa Bisset, being first duly sworn, depose and say that I am the City Recorder for the City of Canby, Clackamas County, Oregon, a City duly incorporated under and by virtue of the laws of the State of Oregon.

That on the 6th day of May, 2020 the Council for said City of Canby held a Regular City Council Meeting, at which meeting Ordinance No. 1527 was read for the first time and passed by the vote of said Council and was then and there ordered posted in at least three (3) public and conspicuous places in said City for a period of five (5) days prior to the second reading and final vote on said Ordinance, as provided in Section 2 of Chapter 8 of the Charter of the City of Canby, and

Thereafter, on the 6th day of May, 2020, I personally posted said Ordinance in the following three (3) conspicuous places, all within the said City of Canby, to wit:

1. Canby Civic Building – Front Doors
2. Canby Post Office
3. City of Canby Web Page

That since said posting on the date aforesaid, the said Ordinance will remain posted in the said three (3) public and conspicuous places continuously for the period of five (5) days and until the very 20th day of May, 2020.

Melissa Bisset
Melissa Bisset, City Recorder

Subscribed and sworn to before me this 11th day of May, 2020.

Erin Elizabeth Burckhard
Notary Public For Oregon
My Commission Expires: 9/4/2022



EXHIBIT "A"

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and Heard Farms (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" attached hereto. Contractor agrees that \$149,000 is the not to exceed price of this contract, without prior written approval from the City.
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
 - B. Contractor certifies that it is either a carrier-insured employer or a self-

insured employer as provided in Chapter 656 of the Oregon Revised Statutes.

- C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

5. **Subcontractors and Assignment.** Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.

6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.

7. Term.

- A. This Agreement may be terminated by:

1. Mutual written consent of the parties.
2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
 - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
 - b. If Contractor fails to abide by the terms of this Agreement.
 - c. If services are no longer required.

8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:

- A. For General Liability Insurance, Contractor shall provide a Certificate of

Insurance naming the City of Canby as an additional insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. For Professional Liability—errors and omissions—a \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. **(Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.).** For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.

14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Amanda Zeiber, Interim City Administrator
City of Canby
PO Box 930
Canby, OR 97013

CONTRACTOR: Richard Heard
Heard Farms, Inc.
578 Rogers Road
Roseburg, OR 97471

Please submit invoices to: **Attn: Accounts Payable**
City of Canby
PO Box 930
Canby, OR 97013
ap@canbyoregon.gov

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR: **CITY OF CANBY**

By: By:

Date: Date:

Subcontractors will be used _____ No (If Yes, please complete List of Subcontractors attached to this Agreement)

Approved as to Form:

Joseph Lindsay
City Attorney

LIST OF SUBCONTRACTORS

As per Section 5 of the Personal Services Agreement, the following businesses will be subcontractors. Subcontractors are required to have a City of Canby Business License prior to commencing work under this contract.

[illegible]

The City hereby approves the above listed subcontractors.

City of Canby

Date _____

EXHIBIT “A”

Memorandum of Agreed Terms for Personal Services Agreement between City of Canby, Oregon (City) and Heard Farms, Inc. for Sewage Sludge Pickup and Disposal

In addition to the terms agreed upon in the signed Personal Services Agreement, the City of Canby, Oregon (City) and Heard Farms, Inc. agree to the following:

1. Heard Farms will pick up and dispose of sewage sludge from the City of Canby Wastewater Treatment Plant located at 1480 NE Territorial Road in Canby, Oregon, at a price of \$61.00 per ton.
2. The above-stated price of \$61.00 per ton will remain fixed for a one year period. Any subsequent change to the \$61.00 per ton price will require a new agreement.
3. The Personal Services Agreement shall be effective from July 1, 2020 through June 30, 2021.
4. Sewage sludge is not required to meet the Class B standard in order for Heard Farms to haul them off and dispose of them. The sewage sludge shall be in the range of 5 to 9 on the pH scale. Any testing of the sewage sludge for disposal purposes will be the responsibility of Heard Farms and will be done at the Heard Farms facility. The City is not responsible for this testing at all.
5. Containers and/or trailers will be hauled off by Heard Farms within 24 hours of the load being ready.
6. The City does not guarantee a specific amount of sewage sludge each month, but parties assume that amounts should be fairly consistent from month to month.
7. The City continues to reserve the right to haul off or have any excess sludge removed that Heard Farms cannot pick up and dispose of in a timely manner (by the end of each work week). The goal is to not store any sewage sludge over the weekends.
8. Ownership of the sewage sludge transfers to Heard Farms upon pick-up by Heard Farms.



City of Canby Bi-Monthly Report
Department: Administration
For Months of: March & April 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: May 20, 2020

Communications

We were active on Facebook providing community updates and resources related to COVID-19.

Public Records Requests

Four public records request were processed.

Board and Commissions

Board/ Commission/ Committee	Vacancy	Applications Received	Filled
Bike and Pedestrian Committee	1	4	March 4 th
Canby Utility Board	1	3	March 18 th
Transit Advisory Committee	5	5	2 reappointments - March 4 th . Currently 3 vacancies.

Business Licenses

	Issued	Inactivated	Renewals Mailed	Total Licenses
March & April 2020	22	27	261	680 have Canby addresses 1,526 Total
March & April 2019	46	40	248	686 have Canby addresses 1,519 Total

Cemetery

	Property purchases recorded	Internments recorded
March 2020	7	4
April 2020	3	3

Noise Variance Application

One noise variance application was processed.

Special Animal Permits

Four special animal permits were issued.

Sidewalk/Park Vending Permit

No Sidewalk/Park Vending Permits were issued.

Liquor Licenses

One liquor license was processed.



City of Canby Bi-Monthly Report Department: Economic Development For Months of: March & April 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: 5/12/2020

Economic Development Director Updates

150th Anniversary: The official kick off of Canby's sesquicentennial (150 years) occurred on Wednesday, March 4th. The Canby Heritage and Landmark Commission hosted a celebration including refreshments at 6:30pm in the lobby of City Hall. At 7:00pm, the celebration moved to the Council Chambers where Carol Palmer (Heritage and Landmark Commission member), Jamie Stickel (Economic Development Director), and Jeannine Kearsey (descendent of Philander Lee, a Canby pioneer) presented to the City Council. The group presented Ms. Kearsey and the Canby City Council with 150th anniversary t-shirts featuring the logo on the front and the original plat of Canby on the back. Efforts continue throughout 2020 for the 150th Anniversary Celebrations.



Canby Design Lab: Clackamas Community Prosperity Collaborative (CCPC) has created design labs in Estacada, Milwaukie, and Canby. The Canby Design Lab looks to explore possibilities about how to make resources more equitable and accessible. At the February 3rd CCPC meeting, the City of Canby participated in a larger discussion with the three design labs to identify resources and opportunities that are available within Clackamas County. Local Canby Design Meetings have been held in English and Spanish. The meetings focus on identifying a problem statement and determining the best steps forward to ensure Canby is equitable for all.

Strategic Investment Zone: The City of Canby received a Strategic Investment Zone application from Columbia Distributing. As background, the Strategic Investment Zone is program within Clackamas County which serves as an incentive for large developments. The zone was created to streamline the approval process through Business Oregon, the state's Economic Development Department. Canby falls within the Rural Strategic Investment Zone which provides a tax abatement for 15 years to businesses of \$25,000,000 or greater. Businesses pay full property taxes on the first \$25,000,000 and after that, the taxes are abated. Additionally, the business pay a Community Service Fee to assist with mitigating the impact of the development within the community.

The Canby City Council reviewed the Strategic Investment Zone program and the Columbia Distributing application at a March 4th City Council Work Session. The meeting included presentations from the Clackamas County Economic Development Coordinator and a representative from the county's Assessor's Office. The council reviewed the program, learned its roots in the county, and asked questions of City and County staff. The Columbia Distributing application was then scheduled for a later City Council meeting.

The application was brought before the Canby City Council at their April 1st meeting. At that time, the council voted 4:2 to approve the Interim City Administrator to authorize the standardized agreement outlining the program and Community Service Fee. The approval at the city and county (on March 5th) then moves the application forward to the Oregon Business Development Commission. The Oregon Business Development Commission represents the state's Economic Development efforts and will make the final determination for the Columbia Distributing application.

COVID-19 Webinars, Outreach, and Zoom Meetings

Due to Covid-19, meetings with local, county, state, and regional partners have become more important. Below is a brief summary of the efforts attended by the Economic Development Director

- **Canby Business Outreach:** Outreach continues to the local Canby community through brainstorming efforts, business outreach, and Zoom calls. Businesses in Canby have really taken the time to think outside of the box, partner together, and utilize social media to showcase how they are open for business.
- **Canby Area Chamber of Commerce:** Ongoing work to support the Canby business community. The Chamber Director, Economic Development and Tourism Coordinator, and Economic Development Director already meet regularly to discuss business in Canby. Through the Stay at Home orders, the efforts are ongoing and coordination continues to be of the utmost importance.
- **Governor's Regional Solutions Team Meetings:** The Governor's Regional Solutions Team features weekly updates regarding the Governor's Stay at Home order from an Oregon Congressman or Senator, updates from the Governor's Regional Solutions Coordinator, Oregon Employment Department, Business Oregon, BOLI, as well as rotating involvement from other sectors such as the Small Business Advocate or Travel Or.
- **Metro Economic Development Practitioners COVID-19 Forum:** Greater Portland Inc holds a weekly call with updates from Practitioners in the region, GPI staff, and staff from the state.
- **Clackamas County Practitioners Meetings:** Clackamas County Business and Community Services has been holding bi-monthly meetings to convene practitioners from throughout the county to provide updates and a sounding board. At the April 23rd meeting, the county rolled out their "Who's Open" website for businesses to highlight location, hours of operation, and other contact details. This is an effort to help customers find their local businesses and highlight the offerings.
- **Greater Portland Inc Webinar Series:** Greater Portland Inc has developed an ongoing Webinar series to assist Economic Development Professionals focus on the "Road To Recovery". The webinar series features consultants and local businesses to highlight best practices, planning efforts, and additional resources that may be helpful as Oregon cities begin to open.
- **Main Street Webinars:** Main Street Now, the national Main Street organization, features webinars on their website highlighting various topics pertinent to downtown revitalization. One of the ideas highlighted on a webinar has been reproduced for Canby with the #LoveLocalCanby campaign. This effort highlights ways consumers can support local businesses during the Stay at Home order. Those ideas include ordering takeout, leaving reviews, sharing business posts, and ordering online.



Economic Development and Tourism Coordinator Updates

Promotion

- **Canby Independence Day Celebration** – Planning for the 2020 Canby Independence Day Celebration has continued throughout the recent period. A public planning meeting scheduled for March had to be cancelled due to the COVID-19 situation, and work has shifted towards communications with participants about the current situation and event planning for public health considerations. This year's event will be held on Saturday, July 4th in downtown Canby. Registrations for Street Fair (food, arts and crafts, and non-profits), Car Show, and Parade are now available at City Hall or can be found at www.CanbyIndependenceDay.com. This year's Musician Search yielded twelve bands, which were narrowed down to three. The bands chosen for the 2020 event are: Return Flight in Wait Park from 11:00am – 2:00pm; followed by Big Plans in the Beer Garden from 2:00 – 5:00pm. The City of Canby also seeks volunteers for this year's event. Anyone interested in participating can contact the city at IndependenceDay@CanbyOregon.gov.

- **Canby's Big Weekend** – Planning for Canby's Big Night Out Street Dance is underway. Working with volunteers, the Economic Development and Tourism Coordinator (ED&TC) has identified and communicated with local food vendors, sponsors, and volunteers. The artists selected to perform in 2020 are 21 Turns Band and Canby's own Rock & Roll Cowboys.
- **Canby First Thursdays** – On March 5 several downtown businesses and organizations hosted events and specials in a joint effort to promote downtown through First Thursday activities. Notably, the Canby Public Library hosted its first monthly Friends of the Canby Public Library Concert Series, which has moved to First Thursdays to benefit from the community promotion and marketing. The ED&TC captured videos and of the event and promoted it on social media. First Thursday April did not occur due to COVID-19.



Organization

- **Bicycle and Pedestrian Advisory Committee** – The City of Canby's Bicycle and Pedestrian Advisory Committee has formed a subcommittee to manage the grant funded development plan for Canby's Logging Road Trail extension beyond SE 13th Avenue. The subcommittee has refined the scope of their project significantly following many conversations with contractors and regional trails advocates.
- **Heritage and Landmark Commission (HLC) Comprehensive Historic Preservation Plan:** The Economic Development and Tourism Coordinator continues to support the HLC on its Comprehensive Historic Preservation Plan. Northwest Vernacular, the consultant selected to create the plan, has presented a draft plan to the HLC for comments. A public presentation of the plan to City Council will be held when possible.

Economic Vitality

- **Canby Business Downtown Association**– The ED&TC hosted three video conference calls with downtown Canby businesses and stakeholders in April. These calls brought the downtown community back together after the interruptions caused by COVID-19 and allowed for urgent communications to take place. Going forward, these meetings will revert to their monthly time on at 9am on the Third Thursday of each month.

Design

- **Old Library Window Murals** – The City Administrator and Director of Economic Development tasked the ED&TC with contracting and managing window murals on the vacant old library building. The ED&TC worked with Gresham based artist Mario De Leon to beautify the building with Garden Spot imagery including dahlia flowers, children faces, and lettering.



Fleet Service BI-Monthly Report

By Robert Stricker, Lead Mechanic

Mar-20

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$69.26	\$69.26
Facilities	0	\$0.00	\$0.00	\$87.38	\$87.38
Wastewater Collections	1	\$192.54	\$16.14	\$93.23	\$301.91
Wastewater Treatment	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	3	\$760.02	\$143.71	\$0.00	\$903.73
Police	5	\$438.57	\$128.87	\$2,769.56	\$3,337.00
Streets	4	\$328.39	\$43.96	\$767.87	\$1,140.22
Fleet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Canby Area Transit (CAT)	21	\$2,172.19	\$617.80	\$5,008.78	\$7,798.77
CUB					
Total	34			Total	\$13,638.27

Apr-20

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	0	\$0.00	\$0.00	\$18.82	\$18.82
Wastewater Collections	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Treatment	0	\$0.00	\$0.00	\$27.67	\$27.67
Parks	4	\$736.22	\$249.92	\$139.54	\$1,125.68
Police	12	\$1,264.20	\$1,299.40	\$1,974.98	\$4,538.58
Streets	2	\$62.38	\$125.50	\$45.61	\$233.49
Fleet Services	1	\$0.00	\$19.98	\$0.00	\$19.98
Canby Area Transit (CAT)	21	\$1,651.23	\$495.69	\$2,984.29	\$5,131.21
CUB					
Total	40			Total	\$11,095.43

0

Fleet Service Highlights



City of Canby Bi-Monthly Report
Department: Finance Department
For Months of: March and April 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: 5/11/2020

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.

- Our service performance standards were challenged this period by the Covid-19 pandemic. When the City's closure to the public was announced March 13th, Finance staff quickly assessed what essential tasks needed to be completed immediately and began to formulate what essential services we would need to provide going forward. Decisions were made to suspend utility late fees, cease submitting accounts to collections, and extend the Transit self-employment tax deadline to July 15th. With a combination of strategic scheduling and work-from-home hours, Accounts payable and payroll were processed effectively and timely. Transit tax forms and utility bills were mailed out with only modest delays. Deposits were made intermittently. All customer voice mail and email inquiries eventually received a response with our regrets that they were not as speedy as we would have liked.
- Unfortunately, the initial meeting of the Budget Committee to do training had to be cancelled. But preparation of the budget document continued internally and stayed on schedule. Arrangements were made for the Budget Committee to be able to have virtual meetings.
- A method of tracking expenses related to the Covid-19 response was implemented and frequent phone calls with the Fire Department Finance Director helped to keep track of EOC expenses.
- The ODOT grant reconciliation was completed.
- Finance staff participated in the following meetings, trainings and events this period:
 - OGFOA Spring Conference
 - DAS PS Partners in Public Procurement Conference
 - FEMA Grants portal webinars

Statistics for FY 2019-2020:

	<u>July- Aug</u>	<u>Sept - Oct</u>	<u>Nov - Dec</u>	<u>Jan - Feb</u>	<u>Mar - Apr</u>	<u>May - June</u>
Accounts Payable						
Invoices:	522	520	458	420	366	
Invoice entries:	1,075	1,165	1,105	1,058	928	
Encumbrances:	19	13	4	11	10	
Manual checks:	3	6	2	12	2	
Total checks:	354	352	279	322	234	
Payroll						
Timesheets processed:	638	478	491	615	456	
Total checks and vouchers:	739	539	546	678	512	
New hires/separations:	7/6	9/8	4/3	4/6	3/3	
Transit Tax Collection						
Forms sent:	27	795	1021	487	791	
Penalty & Int. notices sent:	9	5	17	9	11	
Pre-collection notices sent:	0	122	126	0	161	
Accounts sent to collections:	130	52	0	54	0	
Accounts opened/closed:	41/33	44/45	28/29	39/31	15/28	
Returns posted:	810	719	394	1081	820	
Utility Billing						
Bills sent:	9,853	9,951	9,941	9,974	10,013	
Counter payments:	206	216	194	181	70	
Accounts opened and closed:	182	158	94	90	110	
Lien payoffs:	3	10	6	4	3	
Lien payoff inquiries:	62	33	37	37	29	
Collection notices sent:	8	0	11	41	15	
Accounts sent to collections:	0	0	5	0	0	
New homes occupied:	16	9	21	16	22	
General Ledger						
Total Journal entries:	532	286	438	294	273	
Cash Receipts Processed						
Finance:	1,213	1,025	758	1425	1264	
Utility:	392	383	382	333	149	



City of Canby Bi-Monthly Report
Department: Library
For Months of: March & April 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: 5/11/2020

LIBRARY OPERATIONS:

The library is operating in an uncertain and rapidly changing situation for the foreseeable future. We might see restrictions lifted and re-implemented as officials respond to the virus and shifting levels of supplies, health system capacity, etc. For this reason, it's important that a framework to reopen library service be gradual, scalable, and reversible if necessary. LINCC library directors, and the network manager, have been meeting weekly via Zoom to discuss under what conditions and at what point centralized services can resume, and how that will impact local workflow and service delivery.

As LINCC Directors discuss a gradual re-opening plan of library services, it was acknowledged that the decision to open library buildings and re-start some aspects of service will be made locally and independently by each city. We cannot aim to synchronize the opening of library buildings across the county as each library has different levels of staffing and resources, and staff are grouped into different organizational structure. We all agree, however, it is in the interest of library users that LINCC libraries, and Clackamas County, coordinate and communicate our plans to re-open our services and buildings.

In addition to reopening plans, LINCC Directors are meeting weekly to discuss temporary, countywide policy changes to support patrons and library staff, such as redirecting spending to increase the number of digital titles available, extending due dates, holds, returns, and modifying summer reading programs, etc. We believe the framework should be patron-focused and organized by services used or functions performed, so that each city library can easily map the framework to their unique organizational structure.

One clear critical note is that from a historical perspective, during economic downturns, libraries see a dramatic increase in the demand for digital and physical resources. The use of CloudLibrary has seen a 54% increase in use in just one month. The Canby Public Library is preparing for this surge in demand by continuing to develop our collection and find creative ways to reach our users while recognizing segments of our community have different levels of access to our services.

LIBRARY SERVICES DURING THE QUARANTINE (March, April):

Canby Library staff met and continue to meet weekly to discuss the digital delivery of programs and services to our patrons. The eight non-furloughed staff provided most of these services while working remotely from their homes. The services listed below were developed, made available, and continue to be offered to the Canby community. Information about our programs and services is available to the public through social media and the library's website.

- Virtual Programming (Monday - Saturday); changes monthly; see library website and social media
 - Early Literacy & Math Challenges
 - Teen Challenges
 - Art Challenges
 - Trivia
 - Storytime Bites (on our YouTube Channel)
 - Book Reviews
 - Tech Tuesday Help



- Technology Help (by email)
 - eBooks & digital audiobooks
 - Zoom, Skype, FaceTime
 - Assistance with devices
 - Assistance with social media
- Virtual, Phone, E-Mail Reference
 - Answering questions and concerns from patrons (about their account, reader's advisory, re-opening etc.)
- Book Lists (virtual & print)
 - Carefully curated lists of materials about certain subjects and topics
- Story Walks (developing ways to connect with patrons who may not have easy access to the internet) are posted in front windows every week.
 - Siesta by Ginger by Fogelsong Guy
 - Good Luck Bear by Greg Foley
 - The Doorbell Rang by Pat Hutchins
 - Don't let the Pigeon Drive the Bus by Mo Willems
 - Five Little Monkey's Jumping o the Bed by Eileen Christelow



- New songs and fingerplays posted in Story Garden window each week



- New Critical Thinking Challenge posted in Juvenile window each week



Marketing:

Social Media (Monday - Sunday): This is our main way of connecting with patrons right now, besides through the library website and LINCC.org. We connect with patrons through Facebook, Instagram, and Twitter. Staff also:

- Designed social media and print posts
- Provided a daily update of library website

Reference Services:

Throughout the pandemic, we provided and are continuing to provide free education and entertainment materials to patrons via e-mail reference and directing them to our digital resources on LINCC.org.

Effective May 4th, resume Reference Services via phone Monday – Friday, 10am to 4 pm, as library staff are now in the building.

Collections/Materials:

Staff are continuing with collection development. We receive weekly purchase alerts from LINCC network on items high in demand by Canby library users. Throughout library closures patrons were allowed to continue to place holds on materials. As of May 4th over 42,000 items have been placed on hold and are waiting to be filled. In addition to purchasing, staff are:

- Cataloging
- Processing
- Weeding
- Shifting
- Shelving
- Cleaning
- Taking inventory

Circulation Services:

eCards were launched ahead of schedule due to the demand created by the pandemic. Residents can obtain a library card online, and immediately access our digital services. Each city library reviews the eCard applications for their patrons signing up for that library. Staff are also responsible for:

- Advertising the new option to Clackamas County residents
- Monitoring progress, revising online application in response to issues that came up
- Helping patrons via email and social media as they navigate the online application
- Review of applications (correcting the format and checking for duplicate accounts & out-of-area applicants) started once staff were back in physical library--not possible to do this remotely

LINCC libraries agreed to extend due dates for all currently-checked-out materials to June 30th.

LINCC Collaboration:

All LINCC committees have been meeting more often to discuss innovative & equity-driven plans for reaching patrons during pandemic.

- Circulation Committee is now meeting twice monthly (via Zoom) to coordinate re-opening plans between libraries and address eCard issues
- Weekly staff meetings (via Zoom) to share progress on projects and brainstorm solutions and workarounds to the current challenges
- Weekly meetings of the Directors Group (via Zoom), to keep all LINCC libraries up-to-date. While each library is overseen by a different governing body, we strive for consistency across Clackamas County.
- Children's Committee meeting monthly (via Zoom) to discuss how each library will orchestrate a Summer Reading program individually and county-wide.
- Innovation Committee is now meeting twice monthly (via Zoom) to discuss ways to reach our patrons
- Equity is meeting bi-monthly to discuss equity concerns brought about by the pandemic
- Adult Services are meeting monthly (via Zoom) to update LINCC online services.
- Teen Services are meeting monthly (via Zoom) to discuss teen summer reading and teen online programming.
- Monitoring weekly Zoom check-in meetings with Greta Bergquist from the State Library for information and ideas of how libraries statewide are operating and moving forward with children's services.

Webinars/Trainings:

The American Library Association and the Oregon Library Association are providing resources for professional development during the pandemic. Staff participated in many of these trainings while quarantined at home. Staff are also completing the mandatory city training on harassment prevention.

Future Planning:

Summer Program:

- The Summer Program has been reinvented into a new format that adheres to current social distancing guidelines. Packets of materials for children and teens will be available for curbside pickup, including: a book (teens will get several books), the summer reading challenge, and a craft activity. Staff have also developed a method for remote notification of completion of the program (pre-stamped postcards addressed to library, included in initial packet), so we can gather the required statistics.
- Teen SRP: The summer activity will be a bingo card with 16 challenges for teens to complete. They can send us a pre-addressed postcard when they complete the challenge in order to be entered in a prize drawing.



Computer Class:

Staff are preparing for computer classes to be taught on a variety of subjects possibly online on the following topics:

- Computer basics
- Social Media
- Digital Literacy
- Digital Abuse (fraud, scams, phishing, etc)
- eBooks and digital audiobooks
- Job searching

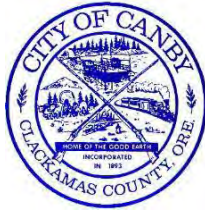
General Programs:

In adherence to the governor's guidelines on social distancing staff are developing creative ways to offer programs to the community such as:

- Creating "Take and Make" crafts and activities
- Creating "Summer Fun Challenges" to do as a family
- Materials are available in both Spanish and English

The following services were not available while under quarantine:

- Entering the library building to pick up materials
- Returning materials
- Checking out materials
- Asking in-person questions
- Browsing collection in person
- Attending programs and meetings
- Using study rooms
- Using library computers or equipment
- Playing/using interactive features in children's area
- Discovery Room activities
- Using the building as a warming/cooling center during dangerous weather conditions



City of Canby Bi-Monthly Report
Department: Court
March and April 2020

To: The Honorable Mayor Hodson and City Council
Prepared By: Jessica Roberts, Municipal Court Supervisor
Through: Amanda Zeiber, Interim City Administrator
Date: May 6, 2020

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

Monthly Statistics	March	April
Misdemeanors		
Offenses Filed	15	11
Cases Filed	10	7
Warrants Issued	12	1
Misdemeanor Case Detail		
Diversion/Deferred Sentence	6	0
Offenses Dismissed	8	0
Offenses Sentenced	6	0
Offenses not filed by City Prosecutor	2	0
Traffic & Other Violations		
Offenses Filed	86	44
Cases/Citations Filed	84	42
Parking Citations Filed	10	0
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class)	5	3
Dismissal (Fix It Tickets)	7	0
Dismissed by City Prosecutor or Judge	8	0
Sentenced by Judge	23	5
Handled by Violations Bureau	30	18
Guilty by Default	29	0
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	0	0
Defendant Accounts referred to Collections	\$0	\$0
Fines & Surcharges Collected	\$48,559.31	\$25,122.91

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: March & April 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: 5/7/2020

Two Month Deferred Maintenance Report

March and April

City Park Properties	March April 2019	March April 2020	Deferred Maintenance Tasks
	Snapshot of Actual Hours		
Arneson Gardens	151	16	Reduced hours / Mandatory Closure
Baker Prairie Cemetery	18	8	Reduced hours / Mandatory Closure
Community Park	254	105.5	Reduced hours / Mandatory Closure
Disc Golf	5	0	Reduced hours / Mandatory Closure
Eco Park	28	10	Reduced hours / Mandatory Closure
Faist 5 - Undeveloped	4.5	1.5	Reduced hours / Mandatory Closure
Legacy Park	168	103.5	Reduced hours / Mandatory Closure
S. Locust Park	80	25	Reduced hours / Mandatory Closure
Forest Road Path	37.5	17.5	Reduced hours / Mandatory Closure
Fish Eddy	9	4	Reduced hours / Mandatory Closure
Maple Park	205	63.5	Reduced hours / Mandatory Closure
19 th Loop	10.5	3.5	Reduced hours / Mandatory Closure
Northwood Park	67	17	Reduced hours / Mandatory Closure
Simnitt - Undeveloped	0	0	Service as needed
Skate Park	35	8.5	Reduced hours / Mandatory Closure
Territorial CLC	0	0	Maintained by volunteers
Timber Park	86	23.5	Reduced hours / Mandatory Closure
Triangle Park	14	2.5	Reduced hours / Mandatory Closure
Wait Park	135.5	32	Reduced hours / Mandatory Closure

Within the body of the March/April snapshot, the difference between the 2019 and 2020 cycles, there has been a decrease of 866.5 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

March – April 2020

Park Renovations and Volunteers

The Friends of Canby Parks held a volunteer ivy removal projects in the Eco Park. The group was able to provide another ten hours of volunteer work before social distancing practices stopped the effort.

Park Maintenance

The department has removed storm debris and addressed moss issues on roofs and on the 2-5 playground surfacing at Legacy Park. Building maintenance issues, tree trimming, weed spraying and mowing was performed over the last two months. Restrooms were closed and signs were installed on all park facilities and playground equipment to help to prevent the spread of COVID19 virus.

Canby Municipal Courts community service referrals were not utilized in the parks. **For March and April we received 4 hours of labor in the parks from the court referrals before the city closure.**

The Parks Department spent 2 hrs. addressing graffiti and vandalism over the last two months.

Regular maintenance was not performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Beck Pond, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Knights Bridge right of way, Legacy Park, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, NW 1st Ave., NW 2nd Ave., Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands (19th Loop), WWTP property and Zion Cemetery.

Meetings attended

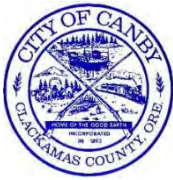
I met with Mario Lipari 2KG contractor to discuss the Maple St. Park splash pad design changes.

Zion Cemetery

At the cemetery storm debris removal, mowing, floral decoration cleanup, weed spraying, building maintenance issues and sexton duties were performed. Canby Municipal Courts community service referrals were not utilized at the cemetery. **For March and April we received 0 hours of labor at the cemetery from the court referrals. Due to the new social distancing practices and stay at home orders we were not able to utilize this labor force.**

For your Information

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



City of Canby Bi-Monthly Report Department: Police
March / April 2020

To: The Honorable Mayor Hodson and City Council
From: Chief Bret Smith
Through: Amanda Zeiber, Interim City Administrator
Date: May 8, 2020

	March	April
Calls for Service Dispatched 911 and non-emergency calls	739	582
Property Crimes Reported		
Burglary	1	2
Unauthorized Use of Motor Vehicle / Unlawful entry of Motor Vehicle	14	6
Fraud	0	0
Robbery	0	1
Theft I, II, & III	17	14
Forgery	0	2
Trespass	2	5
Vandalism (Criminal Mischief)	4	4
Person Crimes Reported		
Assault I, II, IV	2	4
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	0	1
Endangering Welfare of a Minor/Recklessly endangering	1	0
Felon in possession of firearm/Unlawful possession of firearm	3	0
Harassment, Intimidation, Stalking or Threats	9	3
Identity Theft	5	15
Interfering with Peace Officer	0	0
Menacing	1	1
Sex Offenses	1	0
Strangulation	1	0
Arrests		
Warrant Arrests (and contempt of court, restraining order, parole violations)	7	3
Adult and Juvenile Custodies (includes juvenile curfew)	28	28
Drug Crimes		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	6	5
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
Traffic Crimes, Accidents, Citations		
Attempt to Elude	3	0
Driving Under the Influence of Intoxicants	9	10
Other Traffic Crimes (hit & run, driving while suspended, etc.)	9	10
Traffic Accidents	7	6
Traffic Citations	178	125

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: March & April 2020

To: The Honorable Mayor Hodson & City Council
From: Sandy Freund, Planning Director
Prepared by: Laney Fouse, Office Specialist II
Through: Amanda Zeiber, Interim City Administrator
Date: 5/20/2020

The following report provides a summary of the Planning and Development Services activities for the months of March and April, 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 design theme reflects Canby's status as the "garden spot." The City's consultant team is finalizing building plans to allow them to begin construction soon.
- 3. DLCD Technical Assistance Grant Application.** Senior Planner, Sandy Freund solicited responses from consultants with previous experience in preparing an Economic Opportunities Analysis (EOA) for Canby. A consultant was 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 are included in the County's Action Plan recently approved by the Board of County Commissioners at a Public Hearing on Thursday, April 30, 2020. It will be submitted to HUD no later than Friday, May 15, 2020, 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:**

- Changes in the Planning Department Staff included: Sandy Freund, Planning Director, Ryan Potter, Senior Planner, and we welcomed aboard Erik Forsell, as Associate Planner.

- Despite the City's COVID-19 closure of City offices, the Planning Department continued to process Site Plan applications. A majority of the site plan applications were for new home builds in the City's newest subdivisions including Beck Pond and Redwood Landing.



- The Planning Department is busy despite the COVID-19 crisis. Staff continues to work remotely and try to limit time spent in the office in keeping with the City's efforts to maintain social distancing.
- We began accepting land use applications on Monday, May 4th, including design review applications from Hope Village for their South Campus Expansion, and the Baker West project in the industrial park for the construction of three new speculative buildings designed to accommodate both warehouse and light manufacturing tenants.

8. **LAND USE APPLICATION ACTIVITY Pre-Application Conference(s) Submitted March 1 – April 30, 2020:** No Pre-Apps were heard because as of 5 pm on March 15, 2020, the City of Canby closed its offices to the public in an effort to help mitigate the spread of the COVID-19 in our community.

9. **Land Use Applications Submitted March 1 – April 30, 2020:**

We are processing a modification application for the proposed development of Phase 2 of the Canby Utility Combined Service Center. The approved Phase 2 improvements include the Interior buildout of the unfinished portion of the existing building; construction of two pre-engineered metal buildings containing truck bays, storage, warehouse, truck dock, mechanic shop, paint shop, and



metal shop; outdoor storage; vehicle maneuvering areas; an additional driveway on S. Pine St; completion of public sidewalk improvements on S. Pine Street; perimeter fencing and two (2) vehicular gates; and perimeter and interior parking lot landscaping.

10. Pre-Construction Conference(s) Held March 1 - April 30, 2020:

No Pre-Cons were heard due to the closure of City offices March 15, 2020, in an effort to help mitigate the spread of the COVID-19 virus in our community.

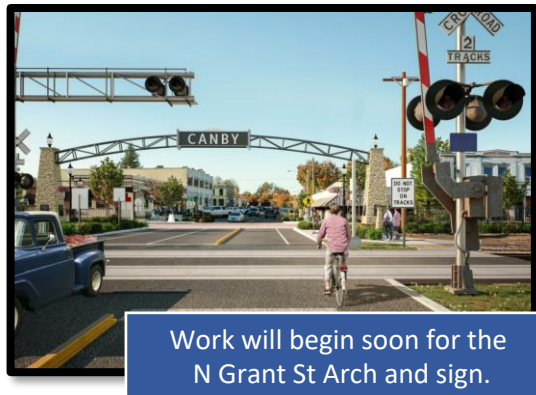
11. PC Agenda Items Reviewed March 1 – April 30, 2020:

Only one Planning Commission meeting was held during this time due to the COVID-19 pandemic.

- a. To consider a request from Stafford Development for the Dodds Subdivision (SUB 19-03) application for 82 lots located at 1882 N. Holly Street.



12. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permits March 1 - April 30, 2020:



CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 20-66	Ed Netter Construction	Ivy Ridge Estates Model Home	335 SW 18th Avenue
SP 20-65	Brockamp & Jaeger, Inc. Dar	Pioneer Pump TI	310 Sequoia Parkway
SP 20-64	Lennar NW, Inc.	SFR	1751 S Evergreen St, Beck Pond Lot 56
SP 20-63	Richmond American Homes	SFR	1546 N River Alder Street/ Redwood Landing Lot 60
SP 20-62	Richmond American Homes	SFR	1524 N River Alder Street/ Redwood Landing Lot 59

SP 20-61	Arrow Roofing	Fred Meyers Re-roof	1401 SE 1st Ave
SP 20-60	Mike & Bonnie Swett	Add Front Porch & Replace Patio Roof	280 NW 10th Ave
SP 20-59	Richmond American Homes	SFR	1568 N River Alder St, Redwood Landing Lot 61
SP 20-58	Richmond American Homes	SFR	1521 N Sweetgum, Redwood Landing Lot 52
SP 20-57	City of Canby	Splash Pad and Gazebo	1300 N Maple St
SP 20-56	Richmond American Homes	SFR	1564 N Sweetgum St, Redwood Landing Lot 49
SP 20-55	Brian Tipsword	Minor Cosmetic changes to roof	664 NW 13th Ave
SP 20-54	Canby Utility Phase II (MOD 20-02)	Combined Service Center	1265 SE 3rd Ave
SP 20-53	KHC Construction	TI for B's Bake Shoppe at The Dahlia	113 NW 2nd Ave
SP 20-52	Nick Netter Construction	SFR	2050 SE 11th Ave, Faist 8 Lot 61
SP 20-51	Sara Ruzomberka	Canby Arch for City of Canby	N Grant Ave & NW 1st Ave
SP 20-50	Richmond American Homes	SFR	1567 N Spruce St, Redwood Landing Lot 56
SP 20-49	Richmond American Homes	SFR	1597 NE 15th Ave, Redwood Landing Lot 71
SP 20-48	Richmond American Homes	SFR	1523 N Spruce St, Redwood Landing Lot 58
SP 20-47	Richmond American Homes	SFR	1585 N Sycamore St, Redwood Landing Lot 42
SP 20-46	Richmond American Homes	SFR	1545 N Spruce St, Redwood Landing Lot 57
SP 20-45	Richmond American Homes	SFR	1728 NE 15th Ave Redwood Landing Lot 46
SP 20-44	Don Porth/Jeremy Porth	Garage & Bedroom Addition	289 SW 6th Place
SP 20-43	Holt Homes	SFR	2213 SE 11th Ave Timber Park Lot 23
SP 20-42	A-Affordable Septic	Hook to City Sewer	637 NW Territorial Rd
SP 20-41	Richmond American Homes	SFR	1520 N Sweetgum, Redwood Landing Lot 47
SP 20-40	Richmond American Homes	SFR	1566 N Spruce St, Redwood Landing Lot 53
SP 20-39	Matt Greiner	528 sf addition, adding bedroom & remodeling kitchen	540 NE 13th Ave

SP 20-38	Teresa Blackwell	Interior remodel without building permit	160 NW 13th Ave
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

13. Signs Submitted for Plan Review March 1 - April 30, 2020:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SN 20-02	Academy Mortgage	Replacement for Pole Sign	309 SE 1st Ave

14. City of Canby Signoff for Active Permit Finals for Occupancy by Clackamas County, March 1 – April 30, 2020:

DATE FINALLED	APPLICANT	PROJECT	ADDRESS
4/24/2020	Heritage Homes	SFR	2265 SE 12TH AVE, TIMBER PARK LOT 8
4/23/2020	Nick Netter Construction	SFR	1966 SE 12TH AVE, FAIST 8 LOT 43
4/17/2020	Heritage Homes	SFR	2243 SE 12TH AVE, TIMBER PARK LOT 7
4/10/2020	Heritage Homes	SFR	2211 SE 12TH AVE, TIMBER PARK LOT 6
4/9/2020	Icon Construction	SFR	1633 NE 17th AVE, REDWOOD LANDING LOT 27
4/6/2020	Icon Construction	SFR	1620 N SWEETGUM ST, REDWOOD LANDING LOT 30
4/1/2020	Heritage Homes	SFR	2189 SE 12TH AVE, TIMBER PARK LOT 5
4/1/2020	Heritage Homes	SFR	2214 SE 11TH PL, TIMBER PARK LOT 33
3/26/2020	Icon Construction	SFR	1652 N SWEETGUM ST REDWOOD LANDING LOT 31
3/26/2020	Icon Construction	SFR	1655 NE 17TH AVE REDWOOD LANDING LOT 28
3/26/2020	Lennar Homes	SFR	1579 S EVERGREEN ST BECK POND LOT 28
3/24/2020	Ed Netter	SFR	488 S PINE ST PINE PLACE
3/24/2020	Ed Netter	SFR	486 S PINE ST PINE PLACE
3/24/2020	Ed Netter	SFR	484 S PINE ST PINE PLACE
3/24/2020	Ed Netter	SFR	500 S PINE ST PINE PLACE
3/24/2020	Ed Netter	SFR	482 S PINE ST PINE PLACE
3/24/2020	Ed Netter	SFR	480 S PINE ST PINE PLACE
3/23/2020	Heritage Homes	SFR	2177 SE 12TH AVE TIMBER PARK LOT 4
3/20/2020	Heritage Homes	SFR	1567 S EVERGREEN ST TIMBER PARK LOT 26
3/19/2020	Lennar Homes	SFR	1573 S EVERGREEN ST BECK POND LOT 27
3/19/2020	Heritage Homes	SFR	2155 SE 12TH AVE TIMBER PARK LOT 3
3/13/2020	Lennar Homes	SFR	1561 S EVERGREEN ST BECK POND LOT 25
3/11/2020	Heritage Homes	SFR	2212 SE 12TH AVE TIMBER PARK LOT 11
3/5/2020	Lennar Homes	SFR	492 SW 15th AVE BECK POND LOT 23



City of Canby Bi-Monthly Report
Department: Public Works
For Months of: March & April 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: 5/5/2020

Facilities

Facility Maintenance getting departments ready to reopen with clear desk barriers.



Streets Department

Public Works Department received the new street sweeper and is in use and we are back to our normal schedule.



Sewer Collections

This sewer lateral repair at 919 N Maple Lane shows the depth of some of our sewer main systems.



Storm Water

The crew repaving storm line trench on NW 2nd Avenue and N Grant Street.





City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: March & April 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: 5/20/2020

I don't think numbers are going to tell the real story of the Canby Swim Center over the past two months. On March 13th we closed early due to the COVID-19 pandemic and communicated to customers that we would remain closed until April 1. We cancelled all programs, issued refunds for swimming lessons and rentals and extended all swim passes. Since the doors closed Nathan and I have come in to the pool every day 7 days a week to make sure everything is operating normally and to stay on top of any paperwork. In April we relayed the updated closure dates to our customers and issued additional credits for lessons, penguin club and rentals for April and May.

On day-one Nathan and I began working on a plan to use this time effectively. We have taken advantage of online training to update programs and certifications. We have also shifted our usual fall maintenance so we can remain open uninterrupted once that becomes possible. Currently we have contractors repainting the pool ceiling, beams and ductwork. This is a big job and is much needed to maintain the integrity of the pool enclosure. The ceiling was last painted during the renovation of 1991 which saw the addition of the air system and insulation around the building. After the painting is completed it will be time for a thorough cleaning to prepare for customers.

After the maintenance is complete we will need to build a plan for re-opening subject to the prevailing distancing guidelines. There will be adjustments to pool use and rescheduling of all swimming hours. The next year is going to be a challenging time for everyone, but we will adapt and work hard to serve the Canby Community while keeping everyone as safe as possible.



City of Canby Bi-Monthly Report
Department: Tech Services
For Months of: March & April 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: 5/20/2020

March 2020-

The City of Canby Tech Services Department issued:
78 Work Orders with 74 being completed

April 2020-

89 Work Orders with 102 being completed

Some of the main projects we have been working on are:

- Deployed a total of 20 laptops/tablets and related equipment for staff to be able to work remotely during the mandatory closure.
- Video conferencing setup
- Moved four office configurations in the Planning Department
- Worked on equipment projections for next fiscal year
- PD Property Drive Space
- Continue to support remote services for employees to work from home during the statewide Stay Home, Save Lives declaration.



City of Canby Bi-Monthly Report
Department: Tech Services
For Months of: March & April 2020

To: The Honorable Mayor Hodson & City Council
From: Amanda Zeiber, Interim City Administrator/ HR Director
Prepared by: Bryce Frazell, WebsThatWork
Through: Amanda Zeiber, Interim City Administrator
Date: 5/20/2020

Google Analytics Summary Report: March and April 2020

Open Business Days March

The City is currently open for business, despite being closed to the public. Staff members can be reached by phone or email during the public closure.

April

The City is currently open for business, despite being closed to the public. Staff members can be reached by phone or email during the public closure.

Audience Overview March

Page Views	14,725
Sessions (site visits)	7,783
Users	4,779
New Users	4,059
Pages per Session	1.89
Number of Sessions per User	1.63
Average Session Duration	1 min 22 sec
Bounce Rate (% of single-page visits)	64.23%

April

13,083
6,355
4,088
3,520
2.06
1.55
1 min 29 sec
61.31%

Decrease in site visit numbers for both months as compared to Jan/Feb 2020 report

New Vs. Returning Visitors March

New	69.28%
Returning	30.72%

April

71.69%
28.31%

Browser & Operating System March - Top 5 Browsers

Google Chrome
Safari
Microsoft Edge
Internet Explorer
Mozilla Firefox

April - Top 5 Browsers

Google Chrome
Safari
Internet Explorer
Microsoft Edge
Mozilla Firefox

Microsoft Edge has made it into the top 3 browser rankings - first time since Feb 2015

Overview (Technology) March

Desktop	52.47%
Mobile	43.49%
Tablet	4.04%

April

57.96%
38.10%
3.94%

Slight increase in Desktop vs. Mobile Phone use as compared to Jan/Feb 2020 report

Mobile Devices (top 3) March

Apple iPhone
Apple iPad
Samsung Galaxy S9

April

Apple iPhone
Apple iPad
Samsung Galaxy S9

iPhone & iPad continue to dominate mobile device preference

Landing Pages (top 5) March

Home Page (Index)
Swim Center Home Page
Transit Home Page
Transit Routes
Job Openings

April

Home Page (Index)
Transit Home Page
Job Openings
Transit Tax
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)

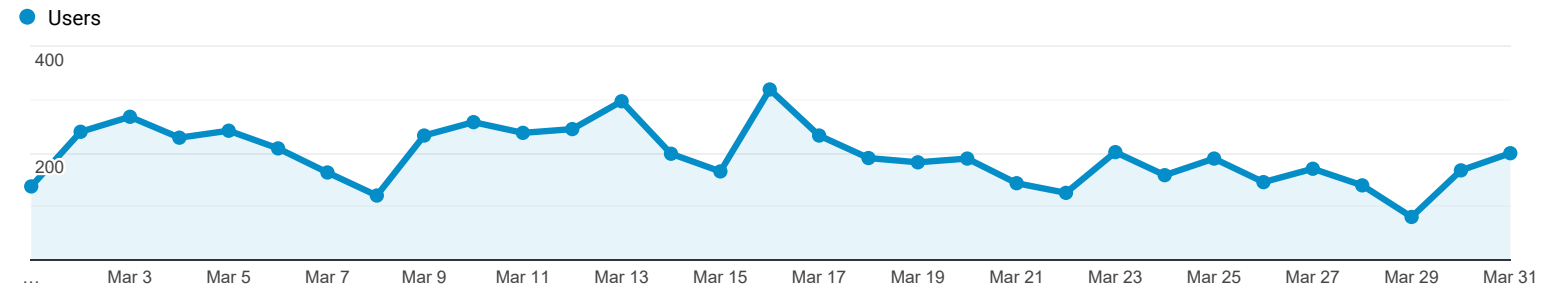
New Sessions/Users (percent of total users who came your site for the first time)

Audience Overview

 All Users
100.00% Users


Mar 1, 2020 - Mar 31, 2020

Overview




Users

4,779




New Users

4,059




Sessions

7,783




Number of Sessions per User

1.63




Pageviews

14,725




Pages / Session

1.89




Avg. Session Duration

00:01:22

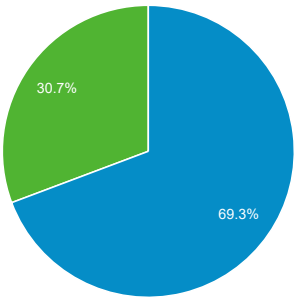


Bounce Rate

64.23%



■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	4,666	97.64%
2. en	24	0.50%
3. es-419	13	0.27%
4. es-xl	12	0.25%
5. en-gb	11	0.23%
6. es-us	8	0.17%
7. ko	6	0.13%
8. zh-cn	6	0.13%
9. (not set)	4	0.08%
10. fr-fr	4	0.08%

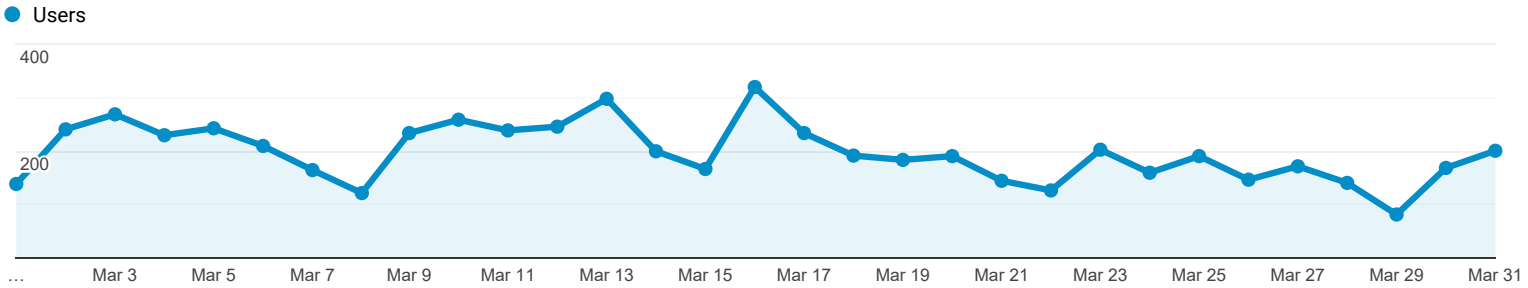
New vs Returning

 All Users
100.00% Users

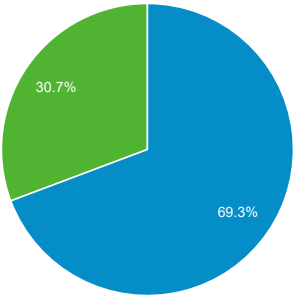
Mar 1, 2020 - Mar 31, 2020

Explorer

Summary



User Type	Users	Users	Contribution to total: Users
	4,779 % of Total: 100.00% (4,779)	4,779 % of Total: 100.00% (4,779)	
1. New Visitor	4,059	69.28%	
2. Returning Visitor	1,800	30.72%	



Rows 1 - 2 of 2

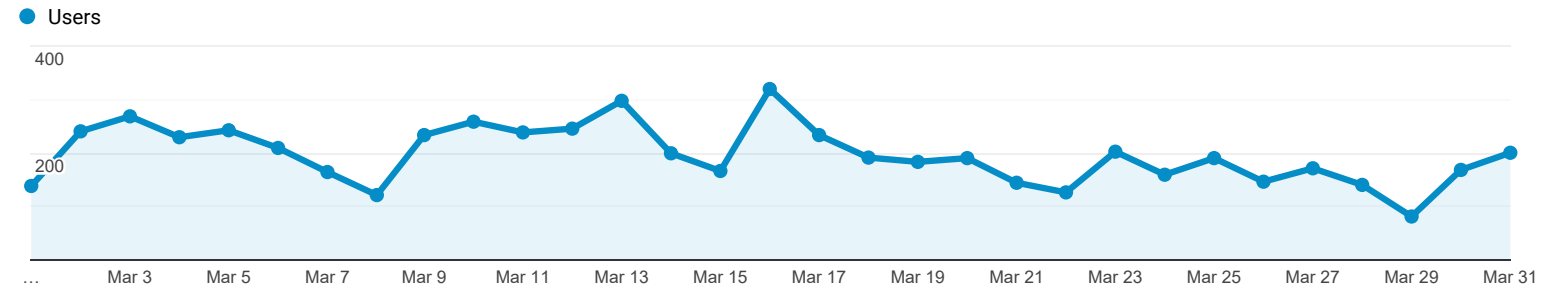
Browser & OS

All Users
100.00% Users

Mar 1, 2020 - Mar 31, 2020

Explorer


Summary



Browser	Users	Users	Contribution to total: Users
	4,779 % of Total: 100.00% (4,779)	4,779 % of Total: 100.00% (4,779)	
1. Chrome	2,338	48.92%	
2. Safari	1,573	32.91%	
3. Edge	239	5.00%	
4. Internet Explorer	222	4.65%	
5. Firefox	197	4.12%	
6. Samsung Internet	68	1.42%	
7. Mozilla	62	1.30%	
8. Android Webview	21	0.44%	
9. Safari (in-app)	18	0.38%	
10. Amazon Silk	17	0.36%	

Rows 1 - 10 of 18

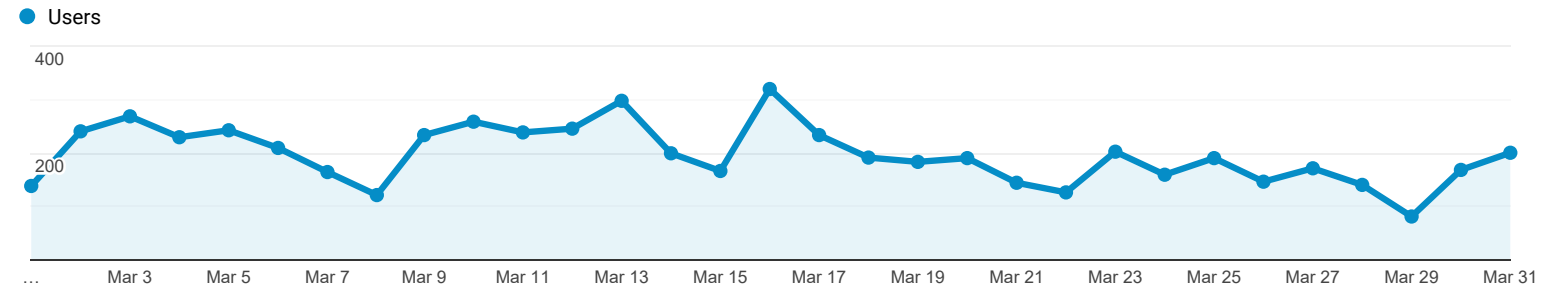
Overview

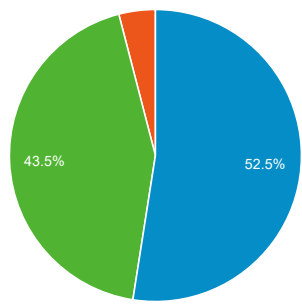
 All Users
100.00% Users

Mar 1, 2020 - Mar 31, 2020

Explorer

Summary



Device Category	Users	Users	Contribution to total: Users
	4,779 % of Total: 100.00% (4,779)	4,779 % of Total: 100.00% (4,779)	
1. desktop	2,508	52.47%	
2. mobile	2,079	43.49%	
3. tablet	193	4.04%	

Rows 1 - 3 of 3

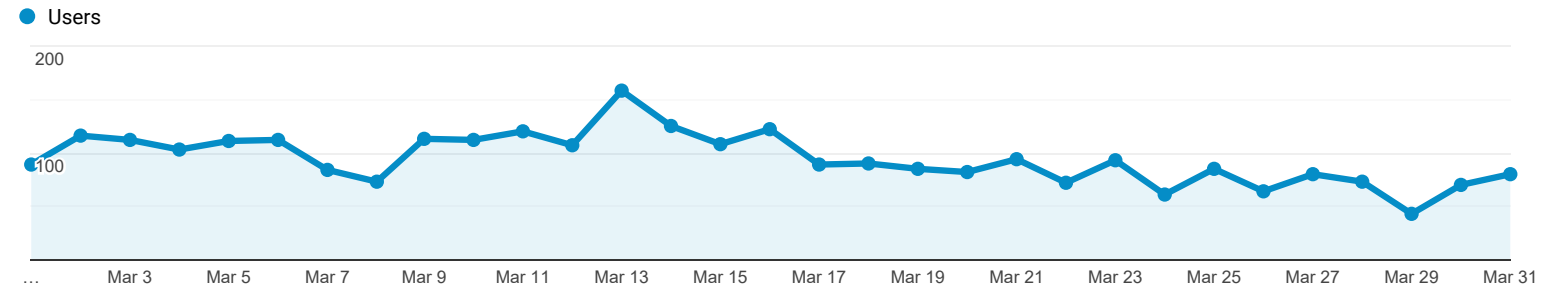
Devices

All Users
47.54% Users

Mar 1, 2020 - Mar 31, 2020

Explorer

Summary



Mobile Device Info	Users	Users	Contribution to total: Users
	2,272 % of Total: 47.54% (4,779)	2,272 % of Total: 47.54% (4,779)	
1. Apple iPhone	1,262	55.52%	
2. Apple iPad	120	5.28%	
3. Samsung SM-G960U Galaxy S9	37	1.63%	
4. Samsung SM-G950U Galaxy S8	35	1.54%	
5. Samsung SM-G975U Galaxy S10+	34	1.50%	
6. (not set)	32	1.41%	
7. Microsoft Windows RT Tablet	30	1.32%	
8. Samsung SM-G965U Galaxy S9+	27	1.19%	
9. Samsung SM-G955U Galaxy S8+	24	1.06%	
10. Samsung SM-G973U Galaxy S10	23	1.01%	

Rows 1 - 10 of 254

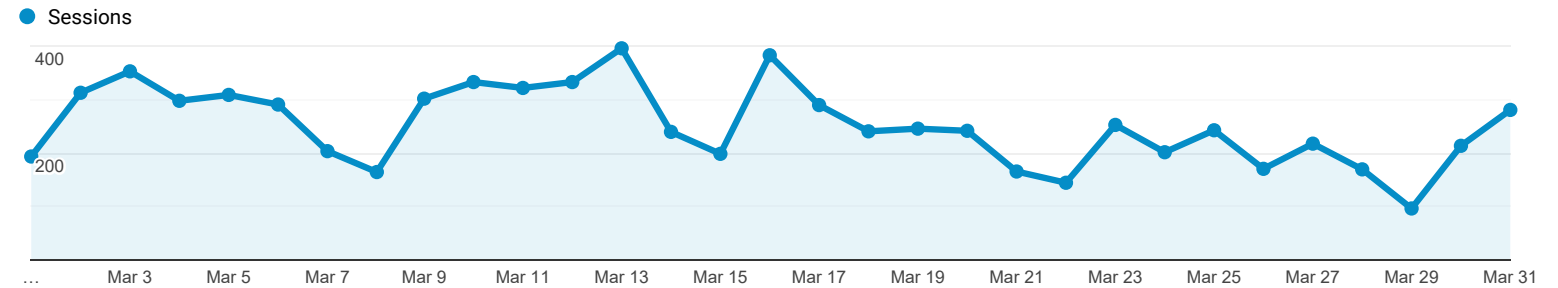
Landing Pages

All Users
100.00% Entrances

Mar 1, 2020 - Mar 31, 2020

Explorer

Summary



Landing Page	Sessions	Sessions	Contribution to total: Sessions
	7,783 % of Total: 100.00% (7,783)	7,783 % of Total: 100.00% (7,783)	
1. /index.html	2,209	28.38%	
2. /Departments/swim/swim center.htm	897	11.53%	
3. /transportation/CAThome page.htm	674	8.66%	
4. /transportation/routes.htm	438	5.63%	
5. /Jobs/jobopenings.htm	411	5.28%	
6. /cityservices/utilities.htm	177	2.27%	
7. /Departments/develop_se rvices/development_ser v.htm	134	1.72%	
8. /RFPs.htm	131	1.68%	
9. /transportation/transitta x.htm	131	1.68%	
10. /Departments/court/cour t.htm	128	1.64%	

Rows 1 - 10 of 145

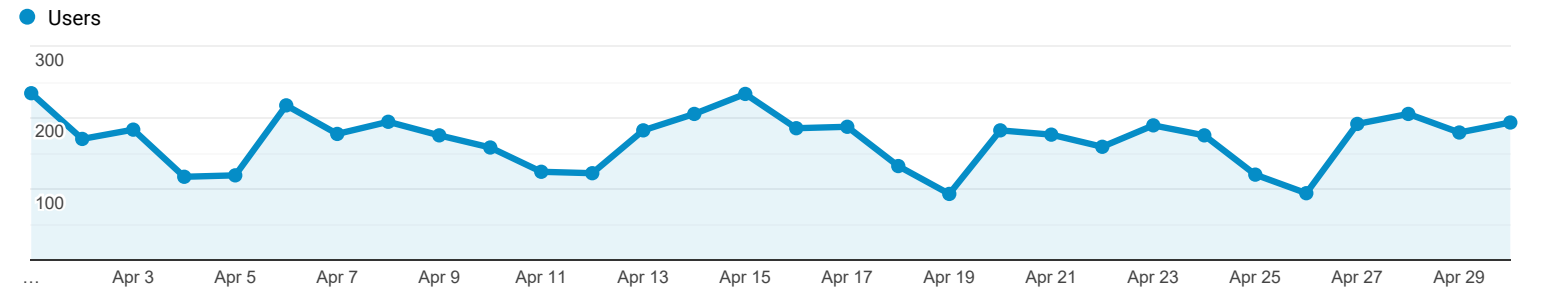
April 2020

Audience Overview

All Users
100.00% Users

Apr 1, 2020 - Apr 30, 2020

Overview



Users

4,088

New Users

3,520

Sessions

6,355

Number of Sessions per User

1.55

Pageviews

13,083

Pages / Session

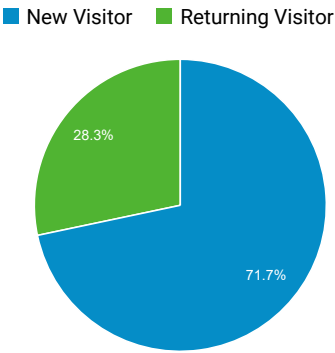
2.06

Avg. Session Duration

00:01:29

Bounce Rate

61.31%



Language	Users	% Users
1. en-us	3,847	94.10%
2. en	156	3.82%
3. en-gb	16	0.39%
4. es-419	11	0.27%
5. es-xl	10	0.24%
6. ko	6	0.15%
7. es-us	5	0.12%
8. en-au	4	0.10%
9. en-ca	4	0.10%
10. en-in	3	0.07%

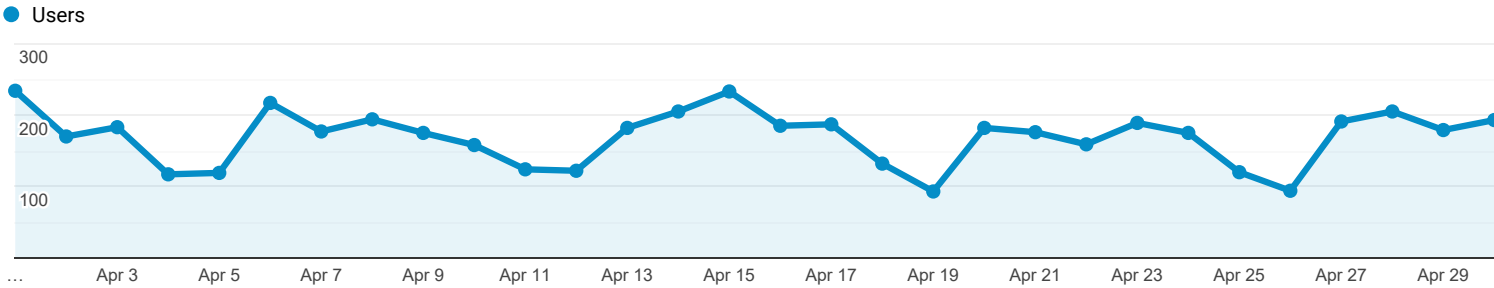
New vs Returning

All Users
100.00% Users

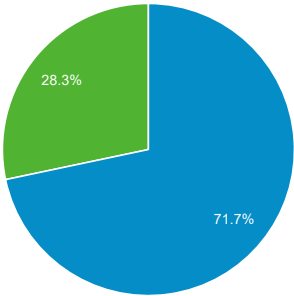
Apr 1, 2020 - Apr 30, 2020

Explorer

Summary




User Type	Users	Users	Contribution to total: Users
	4,088 % of Total: 100.00% (4,088)	4,088 % of Total: 100.00% (4,088)	
1. New Visitor	3,518	71.69%	
2. Returning Visitor	1,389	28.31%	



Rows 1 - 2 of 2

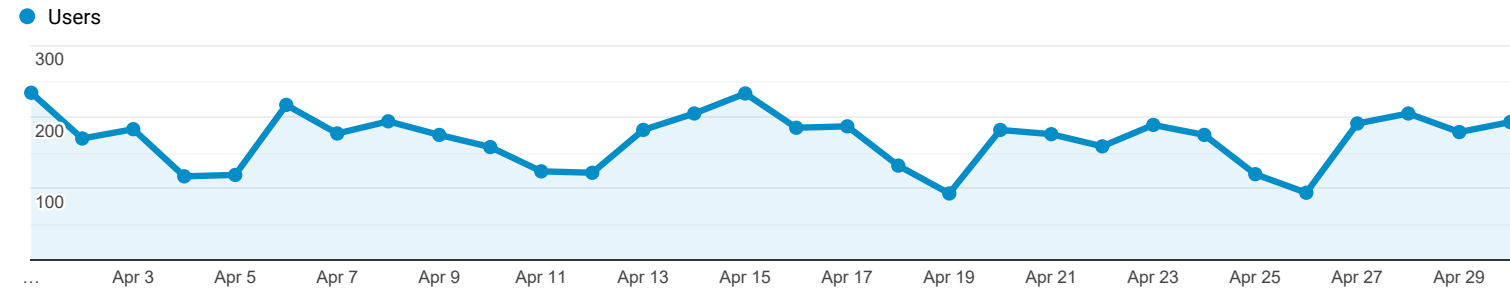
Browser & OS

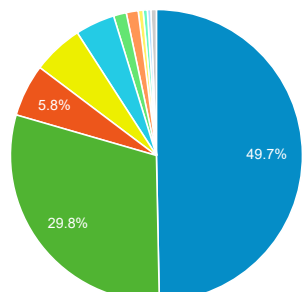
 All Users
100.00% Users

Apr 1, 2020 - Apr 30, 2020

Explorer

Summary



Browser	Users	Users	Contribution to total: Users
	4,088 % of Total: 100.00% (4,088)	4,088 % of Total: 100.00% (4,088)	
1. Chrome	2,032	49.68%	
2. Safari	1,219	29.80%	
3. Internet Explorer	237	5.79%	
4. Edge	229	5.60%	
5. Firefox	179	4.38%	
6. Samsung Internet	58	1.42%	
7. Mozilla	54	1.32%	
8. Safari (in-app)	22	0.54%	
9. Amazon Silk	19	0.46%	
10. Android Webview	16	0.39%	

Rows 1 - 10 of 17

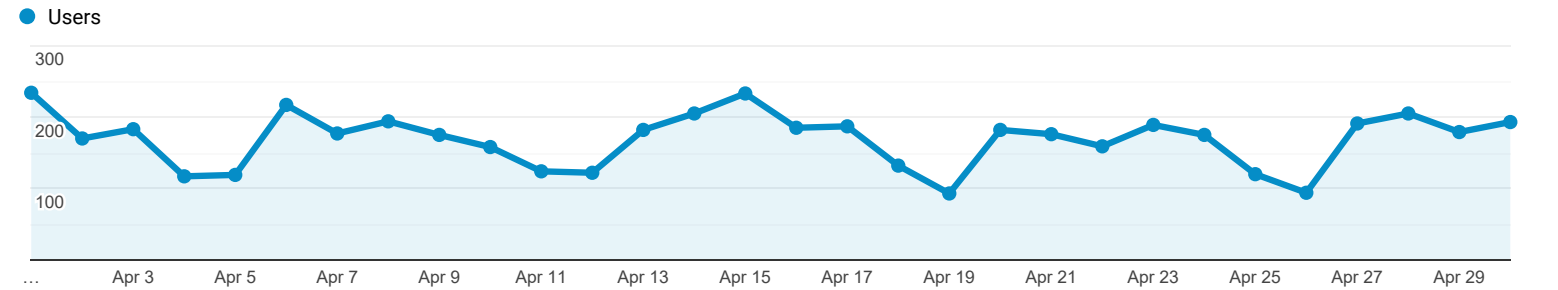
Overview

All Users
100.00% Users

Apr 1, 2020 - Apr 30, 2020

Explorer

Summary



<input type="checkbox"/>	Device Category	Users	Users	Contribution to total: Users
		4,088 % of Total: 100.00% (4,088)	4,088 % of Total: 100.00% (4,088)	
1.	desktop	2,370	57.96%	
2.	mobile	1,558	38.10%	
3.	tablet	161	3.94%	

Rows 1 - 3 of 3

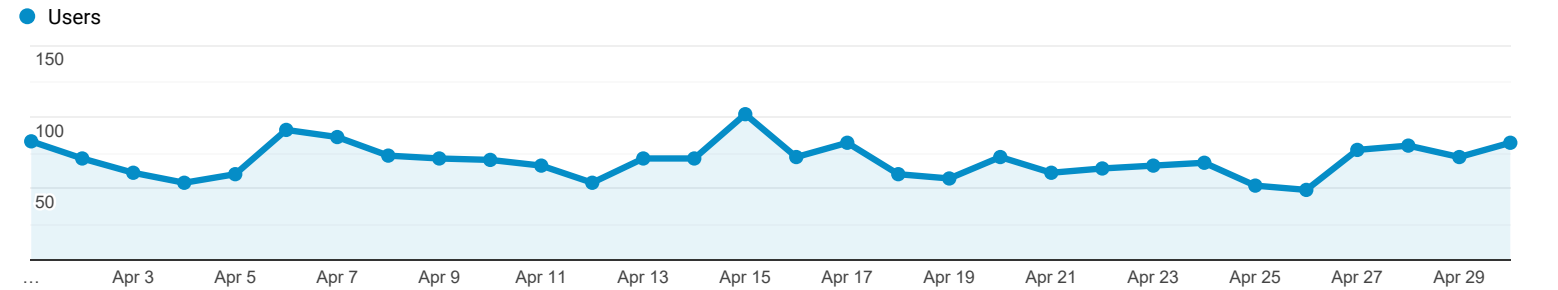
Devices

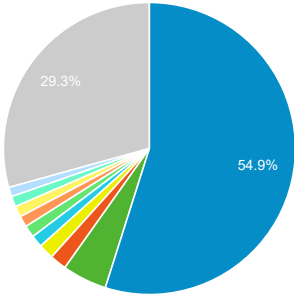
All Users
42.05% Users

Apr 1, 2020 - Apr 30, 2020

Explorer

Summary



	Mobile Device Info	Users	Users	Contribution to total: Users
		1,719 % of Total: 42.05% (4,088)	1,719 % of Total: 42.05% (4,088)	
1.	Apple iPhone	944	54.88%	
2.	Apple iPad	85	4.94%	
3.	Samsung SM-G960U Galaxy S9	32	1.86%	
4.	Microsoft Windows RT Tablet	29	1.69%	
5.	Samsung SM-G965U Galaxy S9+	23	1.34%	
6.	Samsung SM-G975U Galaxy S10+	23	1.34%	
7.	(not set)	21	1.22%	
8.	Samsung SM-N960U Galaxy Note9	21	1.22%	
9.	Samsung SM-G973U Galaxy S10	20	1.16%	
10.	Samsung SM-A205U Galaxy A20	18	1.05%	

Rows 1 - 10 of 228

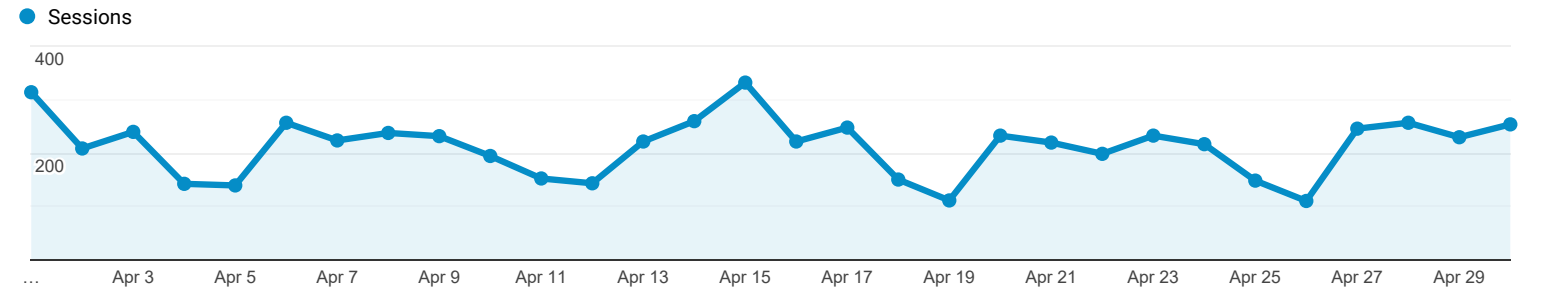
Landing Pages


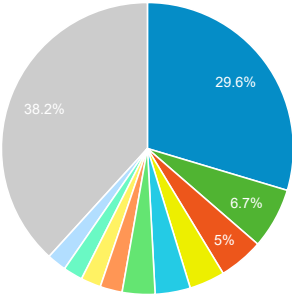









All Users
100.00% Entrances

Apr 1, 2020 - Apr 30, 2020

Explorer

Summary



	Landing Page	Sessions	Sessions	Contribution to total:
		6,355 % of Total: 100.00% (6,355)	6,355 % of Total: 100.00% (6,355)	
1.	 /index.html	1,883	29.63%	
2.	 /transportation/CAThome page.htm	428	6.73%	
3.	 /Jobs/jobopenings.htm	315	4.96%	
4.	 /transportation/transittax.htm	250	3.93%	
5.	 /transportation/routes.htm	248	3.90%	
6.	 /cityservices/utilities.htm	230	3.62%	
7.	 /Departments/swim/swim center.htm	156	2.45%	
8.	 /RFPs.htm	141	2.22%	
9.	 /Departments/cemetery/cemetery.htm	137	2.16%	
10.	 /Departments/pw_operations/parks/comm_river_park.htm	137	2.16%	

Rows 1 - 10 of 149



City of Canby Bi-Monthly Report
Department: Transit
For Months of: March & April 2020

To: The Honorable Mayor Hodson & City Council
From: Todd M. Wood, Transit Director
Prepared by: Same as above
Through: Amanda Zeiber, Interim City Administrator
Date: 5/20/2020

1) Grant Funding and Contracts:

- a) On April 20, 2020 an application for Federal Transit 5311 CARES funds was submitted to ODOT in the amount of \$280,663. The 5311 CARES fund is additional grant money intended to support public transit during the COVID-19 pandemic. The money is to be used for operations and has no match requirements. The amount applied for was set by ODOT. Additional funding is available on an as needed basis through application with proof of need.
- b) Monthly Elderly and Disabled Transportation reports were submitted to TriMet.
- c) The TriMet Quarterly STF Reports were submitted electronically to TriMet.
- d) The TriMet Quarterly STIF Reports were submitted electronically in OPTIS.
- e) The ODOT Quarterly Report and Reimbursement was submitted in OPTIS.

2) Ridership:

Year to date for FY 2019-2020 total ridership was up by 7.64% as compared to the previous fiscal year. However, during this period the COVID-19 Pandemic severely reduced ridership. During this report period CAT provided:

- a) 5,834 rides in March (12% fewer rides than March of 2019).
 - 797 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 37.8% fewer rides than were provided during March of 2019.
 - 5037 Route 99X rides (6.0% fewer rides than March of 2019).
- b) 3,995 rides in April (46% fewer rides than April of 2019).
 - 257 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 82.8% fewer rides than was provided during April of 2019.
 - 3738 Route 99X rides (37.0% fewer rides than April of 2019).

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

3) Updates:

- a) Due to COVID-19 the following changes were made:
 - The rider of the month program was suspended.
 - All fares were suspended. All rides are free.
 - Passengers per vehicle on demand response trips has been reduced to 2 at a time.
 - Due to COVID-19 less vehicles were on the road due to lower Demand Response ridership.
 - All buses are being cleaned and disinfected on a daily basis by drivers.
 - Fixed route buses have seats blocked to promote social distancing.
 - All drivers have been provided with and instructed on PPE use while operating their

vehicle.

- Transit advisory committee meetings have been suspended until further notice.

4) Collisions and Incidents

On March 3, 2020 a backing vehicle struck the bus. No injuries were reported. The bus was stopped and not moving at the time. Minor damage was reported on the side of the bus.

No accidents or incidents in April.

5) Events Attended: City staff, contractors and/or volunteers represented CAT or participated in activities and trainings in the following venues (note: due to COVID-19 all meetings were virtual):

- On March 12th Todd Wood participated in application review for a cooperative grant with the Clackamas county providers to find a potential solution for a universal fare system.
- On March 19th Todd Wood attended a webinar on a response plan to COVID-19 for transit providers. This was hosted by ATPA.
- On March 19th, 25th, 31st and April 8th, 15th, 22nd, 29th Todd met virtually with all Clackamas County providers to discuss collaboration and cooperation for the transit systems.
- On March 24, Todd Wood Participated in an OTA conference call on COVID-19 response for transit providers.
- On April 16th Todd Wood virtually attended the HB2017 regional coordination kick off meeting.
- On April 24th Todd Wood virtually attended the HB2017 transit advisory committee meeting.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

March & April 2020

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Amanda Zeiber, Interim City Administrator
Date: May 4, 2020

Facility Operations & Maintenance

The water quality for the months of March and April remain good with no violations as we move into our more stringent summer permit conditions. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance. All report and DMR's were completed on time and without any issues. Our DEQ inspection and review of records was completed and went very well. The 3 day pretreatment audit was postponed and will be rescheduled for another date.

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

- Started the annual 150 ton solids hauling to Wasco County Landfill.
- Installed new Clarifier brushes for summer permit.
- Sent in Recirculation pump #1 for repair.
- Received and installed repaired #4 recirculation pump in A.B.
- Purchased one new ABS Recirculation pump for the A.B.
- Repaired conveyor #1 with rollers belt tensioners.
- Repaired conveyor #2 upper lag roller and bearings.
- Installed new bearings on Effluent Sky Plume.
- Installed new switch on West Biosolids roll up door.
- Routine daily maintenance and repairs of equipment, buildings and grounds.

Biosolids Program:

- **March** Production: Belt run time = 21 days. 7 loads to Heard farms 211 wet tons.
- **April** Production: Belt run time = 19 days. 4 loads to Heard Farms, 116 wet tons. 3 loads to Wasco County Ladfill 62 wet tons.

Pretreatment Inspection/Reporting, FOG Program

- **March** Pump Outs: 28
- Inspections: 2 fog, 1 pretreatment
- **April** Pump Outs: 18
- Inspections: 0 fog, 1 pretreatment

Completed the Pretreatment annual report but the scheduled Pretreatment audit was postponed due to Covid -19 until further notice.

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.

Daily Lab Activity

- Routine daily lab procedures, process control and permit testing.
- Completed DEQ lab records Inspection.
- Completed QCS annual lab equipment calibration.
- Weekly BOD's, E-coli, solids, NH3 and Alkalinity testing.
- Continued monitoring and calibrating of aeration basin D.O meters.

Personnel Meetings/Training Attended

- Work site safety and city safety meeting.