



**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: September & October 2016**

To: The Honorable Mayor Hodson & City Council  
From: Kim Scheafer, MMC, City Recorder  
Compiled by: Erin Burckhard, Office Specialist II  
Through: Rick Robinson, City Administrator  
Date: November 10, 2016

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**1. Business Licenses:**

Forty-three new business licenses were issued during the months of September and October 2016. This compares to 66 new licenses issued during September and October 2015. Forty-two business licenses were inactivated during the months of September and October. This compares to 41 inactivated during the same period in 2015. Two-hundred fourteen business license renewals were sent out, compared to 210 in 2015. The total number businesses licensed with the City of Canby is 1,451 (1,346 this time in 2015) of which 684 have Canby addresses (653 this time last year).

**2. Cemetery:**

Total property purchases recorded: September - 3    October - 7  
Total interments recorded: September - 3    October - 10

**3. Public Records Requests:**

Six Public Records Requests was processed during September and October.

**4. Training/Meetings:**

Kim Scheafer attended the CIS Fall Supervisor Class

**5. Special Animal Permits:**

Two Special Animal Permits were issued in September and October.

**6. Sidewalk/Park Vending Permit:**

No Sidewalk/Park Vending Permits were issued in September and October.

**7. Liquor License Applications Processed:**

No liquor license applications were processed.



City of Canby Bi-Monthly Report  
 Department: Court  
 September/October 2016

To: The Honorable Mayor Hodson and City Council  
 From: Melody Thompson, Administrative Court Supervisor  
 Through: Rick Robinson, City Administrator  
 Date: November 7, 2016

Monthly Statistics	September	October
<b>Misdemeanors</b>		
Cases Filed	15	7
Cases Closed	11	36
Warrants Issued	16	8
Traffic Crimes	10	0
<b>Traffic &amp; Other Violations</b>		
Charges Filed	371	191
Cases/Citations Filed	300	144
Cases/Citations Closed	283	366
Parking Citations Filed	2	7
Parking Citations Closed	8	22
<b>Case Detail</b>		
Diversion	31	49
Dismissal	69	89
Sentenced	69	71
<b>Criminal Case Trials</b>		
Bench (Judge)	0	0
Jury	0	0
Citations Handled by Violations Bureau	91	119
Defendant Accounts referred to Collections	8	128
Fines & Surcharges Collected	\$50,012	\$59,855

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*

### **Current projects:**

- e-DMV project – this will allow clerks to upload traffic violation court results directly into DMV records instead of mailing them. Project pending DMV readiness.

### **Court Programs Authorized by Judge Rod Grafe referred to in statistics:**

1. Charges Filed vs. Cases Filed: Multiple charges can be filed on any one defendant from a single traffic stop or arrest. Charges filed reflects this number. Cases filed (also called docket numbers) refers to the identifying database number given to a single defendant's matter before the court.
2. Violations Bureau – Under the Judge's authority, court clerks can accept pleas on a traffic violation, offer a deferred sentence program (if qualified) and set a payment plan. For those charged with a crime a court appearance before the judge is mandatory. Fix it ticket activity will be included in this statistic.
3. Diversion/Deferred Sentence Programs – For violations, defendants are offered the option of participating 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 include:

- Good Drivers Program (no prior traffic convictions in the last five years)
- Distracted Driver Program (no prior cell phone citation convictions in the last five years)
- 1st Offender – Traffic violation (if under the age of 18)
- 1st Offender - Minor in Possession of Alcohol citation



## *M E M O R A N D U M*

**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Renate Mengelberg, Economic Development Director.*  
**THROUGH:** *Rick Robinson, City Administrator*

**RE:** *CITY COUNCIL BI-MONTHLY REPORT September – October 2016*

### Economic Development Updates:

The following projects are funded through Urban Renewal.

**Business Recruitment:** Staff submitted proposals or connected with the following leads:

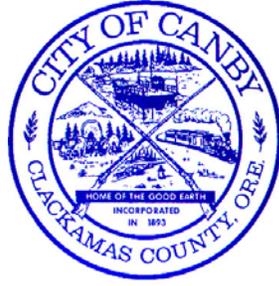
- **Project Pino Verde:** Developed a proposal for a company looking for up to 60 acres to build an \$80 million manufacturing site that could hire 250 employees within 3 years.
- **Project Grinder:** Conducted a site tour for a regional food processing business looking at 2 to 5 acre sites the Canby Pioneer Industrial Park.
- **Art Glass Manufacturer:** This company is in the final stages of their move into the former Global Stainless Building in the Canby Pioneer Industrial Park.
- **Snack Food Company:** Submitted 2 smaller building space options for this growing firm.
- **Guitar Retailer:** Presented 3 building options for this regional specialty guitar company looking for space in downtown Canby.
- **Local Retailer:** Toured the management team of a company looking to expand through the former Library Building. They will develop a proposal for city consideration.
- **Premier Gear Update:** This manufacturing firm plans to close on the purchase of Canby Urban Renewal property in December. The company plans to construct a build-to-suit, 60,000 square foot building for a Portland based metals manufacturer on the site.
- **Project Blue Ice Update:** A location decision is expected by the end of the year.
- **Project Borealis Update:** Strong interest but their process is taking longer than planned.

**Hanlon Mixed Use Development Due Diligence:** Provide technical assistance and support at bi-monthly coordination meetings. Prepared the former Council Chamber demolition application for approval from the State Historic Preservation Office, met with prospective tenants, explored business models for retail uses for the former Police Station and City Hall, estimated vertical housing tax credit savings, supported environmental consultants in their assessment efforts, and solidified Development and Disposition Agreement details.

**Tradeshows:** Serve as co-lead for an Oregon Team business recruitment trip to the National Fabtech show focused on metals manufacturers November 15 – 19<sup>th</sup>. Four meetings with prospective businesses have been scheduled.

**Civic Plaza:** Developed and implemented landscaping plan for the Plaza and behind the new library. Worked with the Chamber of Commerce to solicit donations from local nurseries, coordinated with Public works to install plantings in time for the grand opening October 15<sup>th</sup>.

**Presentation:** Presented Economic Development highlights to the Canby Rotary.



## **Bi-Monthly Finance Department Report**

**To:** Mayor Brian Hodson & City Council Members  
**From:** Julie Blums, Finance Director  
**Through:** Rick Robinson, City Administrator  
**Covering:** September & October 2016  
**Compiled by:** Suzan Duffy

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.

- A significant part of September and October was spent preparing and packing for the move and acclimating to the new building.
- Now that Administration and Finance are in the same building we have made a few changes to improve efficiencies. We are now routing all utility customer service calls to Finance staff which has allowed us to reduce the amount of time spent at the front desk while ensuring coverage.
- Another perk to being in one building is better cash handling procedures. We made updated cash management practices that will reduce the risk of cash losses and allow for a more streamlined process.
- Closing entries and asset depreciation calculations for the 2015-2016 fiscal year have been made and drafts of financial statements are underway in preparation for the financial audit and site visit in November.
- Two Urban Renewal budget resolutions were presented and adopted to support plans for redevelopment of downtown property, including one related to a Brownfields Grant. Finance staff will coordinate with Business Oregon to get reimbursement after expenses are paid.
- Transit tax forms for the third quarter were sent out in September and 52 accounts that remained non-filed from the second quarter were sent to collections in October. As time allows, we are also reviewing accounts with filings stating zero tax liability.

## **Bi-Monthly Finance Department Report (continued)**

- Finance migrated to an updated US Bank platform for downloading utility payment data and uploading positive pay data. After many weeks of testing and coordination, the new process went live in October.

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

- Caselle User Group meeting
- Great Shakeout Drill
- Flu Shot Clinic
- Safety Meeting
- DAS Procurement Workshop
- Meetings with the Canby Fire Department
- Oregon Government Finance Officers Association Fall Conference

## Bi-Monthly Finance Department Report (continued)

Statistics this period:

- **Accounts Payable**

Invoices:	640
Invoice entries:	1,028
Encumbrances:	15
Manual checks:	7
Total checks:	392
  
- **Payroll**

Timesheets processed:	565
Total checks and vouchers:	659
New hires/separations:	2/9
  
- **Transit Tax Collection**

Forms sent:	794
Penalty & Int. notices sent:	10
Pre-collection notices sent:	0
Accounts sent to collections:	54
Accounts opened/closed:	37/42
Returns posted:	605
  
- **Utility Billing**

Bills sent:	9,388
Counter payments:	233
Accounts opened and closed:	206
Lien payoffs:	8
Lien payoff inquiries:	55
Collection notices sent:	16
Accounts sent to collections:	6
  
- **General Ledger**

Total Journal entries:	320
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- **Cash Receipts Processed**

Finance:	1,050
Utility:	467

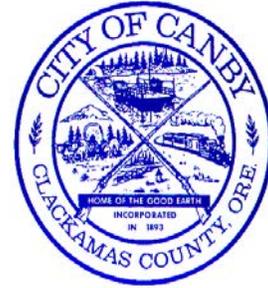
**CANBY PUBLIC LIBRARY  
BI-MONTHLY STAFF REPORT  
September - October 2016**

TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 11/4/16



**Information Statistics**

	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Reference	294	365	86	592									1337
Operational	177	294	118	711									1300
Computer Help	133	166	62	177									538
Reader's Advisory	27	31	8	37									103
Computer Guest Passes	8	34	12	29									83
Job/resume Help	1	3	2	1									7
E-Book Help	7	7	3	15									32
Help In Spanish	24	48	20	43									135
Email Questions	1	2	7	10									20
Website Visits	2,958	3,113	-	12,435									

*Reference:* Informational questions, placing holds

*Operational:* Addressing directional/operational questions (what time do you close, where's the...)

*Readers Advisory:* Recommending books, movies, music

*E-Book Help:* Instruction on downloading E-books

*Computer:* Instruction/assistance

**(Canby Service Population = 23,692)**

	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Total Registered Borrowers	11,886	11,912	10,369	10,620									
New Library Cards	100	70	53	256									
Number of Materials Owned	61,908	62,050	62,216	62,013									
Circulation	25,125	30,056	19,526	31,021									
People Counter	11,985	9,704	5,554	16,790									
Materials Added	552	1,171	873	626									
Holds Placed	6,392	6,075	2,974	4,900									
Self-Check	33.6%	47.6%	54.1%	43.3%									
Public Internet Sessions	933	982	480	888									
Facebook Likes	552	559	587	639									
Volunteer Hours	211	189.75	107.25	206									

## Programming:

	ATTENDANCE			TYPE OF PROGRAM			
	Adults	Teen	Children	Adult	Teen	Children's	Family
July	368	67	1614	15	4	18	11
August	233	41	210	14	3	3	10
September	235	0	227	12	0	6	4
October	344	19	747	16	1	14	7

## Library Operations:

- The Grand Opening Celebration was a huge success. We had over **1,800** people walk through our doors on opening day!
- Since we opened we have had a **79.4%** increase in reference transactions from July and August of this year.
- Since we opened we have had a **201%** increase in operational transactions from July and August of this year.
- Since we opened program attendance has been up by **145%** since August and September. (July was not included in the average as it was summer reading events).
- The increase in the number of walk-ins is **145%**.
- The library was closed to the public from September 18<sup>th</sup> through October 10<sup>th</sup>.
- The Annual Public Library Statistical report for fiscal year FY 15/16 was completed and submitted to the state.
- New library furnishings are arriving. The furniture for the public looks amazing and really compliments the areas they are in. Thanks to Amanda Zeiber!
- Library study rooms are being used consistently throughout the day. People can reserve the room in two hour increments. Policies and procedures are in place and so far, seem to be working.
- Peggy Wickwire is still patiently waiting for her desk to be assembled. A part has been missing and the replacement is taking longer than expected.
- Peggy Wickwire submitted the annual Ready to Read Grant report to the State Library.

## RFID

- The RFID implementation committee has been meeting bi-weekly. Greg Williams from LINCC has been putting together costs. Our current budget approved by city council for RFID was based on preliminary estimates given before LINCC sent out the bid. The vendor has been selected and our current budget amount will not cover the required costs. We will be short \$8,900 which will have a major impact on our book budget which has already been impacted by the increase in the cost of e-books.

### **Current Budget Amount: RFID Workstation Shielded Pads - \$2,400.**

The initial hardware and software for year 1 is now estimated to be **\$2,830.**

- Three are needed, one in processing, one in check-in and one in check-out.  
Ongoing costs for software and maintenance year 2+ is estimated at \$260.31.

### **Current Budget Amount: RFID Tags - \$10,055.**

Initial tags are now estimated to be **\$17,030.** After the joint LINCC RFID committee

evaluated the various tags available and the effectiveness with various types of materials, it was decided that all libraries must tag the individual DVDs not just the cases. In addition, tags are needed for new materials not just the materials on the shelf and a six month supply will be purchased for each library ordered in bulk through LINCC - **\$1,495**. Ongoing costs for tags each year are estimated to be about **\$2,990**.

**Self-Checks:** The previous estimate for the Self-Check Kiosks was about \$8,500 each. We had planned to get three. The cost of the three self-checks are now estimated at **\$27,727.02** – (\$2,227 more than estimated). In addition, the life span for self-checks is about 5 years until they need to be replaced. To replace them in 5 years it is recommended that we plan to put **\$7,432.22** in reserve each year.

#### **LDAC:**

- The Library District Advisory Committee met on October 24<sup>th</sup>. There is a new reporting form requested by LDAC. In the report they are asking: library district revenue, operational support from local city, deductions for allocated costs and the methods for which allocated costs are made, reserves fund for capital building expenses, staffing, open hours and the size of the library collection.
- Library directors are to submit their annual progress report to Clackamas County by November 10<sup>th</sup>. According to the IGA the Canby library does not meet service standards in staffing. We are at 8.06 and should be at 8.29 for our service population of 23,692 which states 0.35FTE/1,000 served. In accordance with Ann Reed from the State, on-calls, if they are used solely for substituting for meetings and vacations (which is the case for Canby,) are not to be included in the staffing number.

#### **Technology Updates:**

- Many thanks to George Yobst and Rob Lewis from LINCC for installing the 20 public Internet computers donated by Canby Telcom! George and Rob also installed 8 PACS (Public Access Computers) and 5 new staff WorkFlows computers.
- Many thanks to Valerie Kraxberger, Ryan and James Buschow for installing the new telephone lines. The library phone line should now ring at the Information Desk as well as in the back room although there have been a few issues that IT is working to resolve.

#### **Collections:**

- Thanks to the Friends of the Canby Public Library's generous donation, we were able to add over 2,500 items to our collection on Opening Day. We need to submit a supplemental budget to increase our materials budget to reflect the Friends donation to the collection.

#### **Facilities:**

- The library would like to thank the Public Works Department for all their help in getting the library ready for the grand-opening and beyond, from moving shelving, assembling chairs, coatsracks, the doorbell, and so much more. Special recognition to Shane Hester and Jerry Nelson for always accommodating us and getting the work done so quickly. Thanks Jerry and Shane!

#### **Marketing/Outreach:**

- The library will be take part in the Canby Kiwanis Club Community Food and Toy Drive. The bins will be available at the library until December 13<sup>th</sup>.
- The Aurora Colony Historical Society has contacted us about the library having their portable display on the history of Auroa in the lobby which was also displayed at the

state capitol. The traveling display, pending approval, may be in the lobby February 2017.

- We would like to thank Lisa Nead, a library staff member, for taking photos of the grand opening. The pictures are spectacular!

#### **Training:**

- Library Staff attend a LINCC wide training at Clackamas Community College on October 10<sup>th</sup>. There were four sessions: Understanding and Exploring Mental Models with Cheryl Gould, a learning facilitator and training consultant specializing in libraries; Building Resiliency with Jeri Oswalt, the Learning and Development Manager for Clackamas County; Library Security with Kim Yamashita Chief of Police in Sandy; Readers' Advisory with Lisa White, Laural Winter and Kiira Taylor, Sing, Sign and Storytime with Dawn Prochovnic, Digital Preservation with Brian Johnson and a special session for Directors and Supervisors. The Keynote speaker was Cheryl Gould who spoke about "What Might We Do if Our Mental Model Changes". Staff came away with a lot of information and ideas. Directors will be following up with their staff on the training and working on applying what they learned in their libraries.
- New Library Training was presented to staff. Training included "where's what" in the new library, duties of the reference and accounts desk, and the implementation and use of model reference behaviors.

#### **Friends of the Library:**

- The Friends made \$437.25 from books sales in the Book Garden in September and \$716.75 in October.

#### **Library Foundation:**

- The Foundation had the first Homegrown Canby Film Fest on October 19<sup>th</sup> at the Canby Movie Theater to raise funds for the library. The Canby Movie Theatre donated the space for the fundraiser. The film fest was 80-90-minute long consisting of a mix of short films, documentaries and music videos. The theatre held 83 seats and there weren't many empty spots.

#### **Volunteers:**

- Volunteer for the month for September was Martha Vaught. Martha shelves on Mondays, and she has proven to be a truly reliable and positive member of the volunteer team. We are very happy to have her help.
- We didn't choose a volunteer for October due to the closure and the grand opening.

September	Date	ATTENDANCE			TYPE OF PROGRAM			
		Adults	Teen	Children	Adult	Teen	Children's	Family
<b>Storytimes</b>								
Granny Goose Storytime (ages 2-6)	closed	0	0	0	0	0	0	0
Granny Goose Storytime (ages 2-6)	9/12/2016	3	0	6	0	0	1	0
Granny Goose Storytime (ages 2-6)	closed	0	0	0	0	0	0	0
Granny Goose Storytime (ages 2-6)	closed	0	0	0	0	0	0	0
Book Babies Storytime (ages 0-2)	9/7/2016	2	0	2	0	0	1	0
Book Babies Storytime (ages 0-2)	9/14/2016	4	0	7	0	0	1	0
Book Babies Storytime (ages 0-2)	closed	0	0	0	0	0	0	0
Book Babies Storytime (ages 0-2)	closed	0	0	0	0	0	0	0
Friday Storytime	9/9/2016	10	0	12	0	0	1	0
Friday Storytime	9/16/2016	3	0	4	0	0	1	0
Friday Storytime	closed	0	0	0	0	0	0	0
Friday Storytime	closed	0	0	0	0	0	0	0
Spanish Storytime (for the whole family)	9/3/2016	4	0	1	0	0	0	1
Spanish Storytime (for the whole family)	9/10/2016	3	0	1	0	0	0	1
<b>Movie Nights</b>								
	closed	0	0	0	0	0	0	0
	closed	0	0	0	0	0	0	0
<b>Teens</b>								
<b>Book Clubs</b>								
History Book Group	9/14/2016	5	0	0	1	0	0	0
Book Group -	9/15/2016	14	0	0	1	0	0	0
<b>General Programs</b>								
Master Gardener Talk: Dahlias	9/13/2016	8	0	0	1	0	0	0
Nuestros Abuelos	9/6/2016	4	0	0	1	0	0	0
Nuestros Abuelos	9/13/2016	4	0	0	1	0	0	0
Nuestros Abuelos	closed	0	0	0	0	0	0	0
Nuestros Abuelos	closed	0	0	0	0	0	0	0
Family Night	closed	0	0	0	0	0	0	0
<b>Instruction Classes</b>								
E-Reader Help	ongoing	3	0	0	1	0	0	0
Knitting and Crocheting	9/2/2016	5	0	0	1	0	0	0
Knitting and Crocheting	9/9/2016	6	0	0	1	0	0	0
Knitting and Crocheting	closed	0	0	0	0	0	0	0
Citizenship class	9/7/2016	13	0	0	1	0	0	0
Citizenship class	9/14/2016	14	0	0	1	0	0	0
Citizenship class	9/21/2016	12	0	0	1	0	0	0
Citizenship class	9/28/2016	12	0	0	1	0	0	0
<b>Outreach</b>								
Saturday in the Park	9/10/2016	15	0	20	0	0	0	1
Outreach at the apartments	9/12/2016	1	0	12	0	0	0	1
PW & AN to Carus Open House	9/15/2016	90	0	162	0	0	1	0
		<b>235</b>	<b>0</b>	<b>227</b>	<b>12</b>	<b>0</b>	<b>6</b>	<b>4</b>

October	Date	ATTENDANCE			TYPE OF PROGRAM			
		Adults	Teen	Children	Adult	Teen	Children's	Family
<b>Storytimes</b>								
Granny Goose Storytime (ages 2-6)	10/17/2016	9	0	12	0	0	1	0
Granny Goose Storytime (ages 2-6)	10/24/2016	7	0	9	0	0	1	0
Granny Goose Storytime (ages 2-6)	10/31/2016	10	0	12	0	0	1	0
Book Babies Storytime (ages 0-2)	10/12/2016	2	0	2	0	0	1	0
Book Babies Storytime (ages 0-2)	10/19/2016	7	0	8	0	0	1	0
Book Babies Storytime (ages 0-2)	10/26/2016	9	0	12	0	0	1	0
Friday Storytime	10/14/2016	4	0	7	0	0	1	0
Friday Storytime	10/21/2016	7	0	12	0	0	1	0
Friday Storytime	10/28/2016	10	0	15	0	0	1	0
Spanish Storytime (for the whole family)	10/22/2016	6	0	12	0	0	0	1
Spanish Storytime (for the whole family)	10/29/2016	5	2	9	0	0	0	1
<b>Movie Nights</b>								
<i>Ratchet and Clank (English)</i>	10/13/2016	1	0	2	0	0	0	1
<i>Alicia atravez del espejo</i>	10/20/2016	7	0	8	0	0	0	1
<b>Teens</b>								
Creepy Fun Night		0	15	0	0	1	0	0
<b>Book Clubs</b>								
History Book Group	10/26/2016	9	0	0	1	0	0	0
Book Group -	10/20/2016	11	0	0	1	0	0	0
<b>Music in the Stacks</b>								
Kerry Grombacher Western & Cowboy songs	10/22/2016	36	0	0	0	0	0	1
<b>General Programs</b>								
Adventures near Portland Oregon	10/11/2016	13	0	0	1	0	0	0
Celebrate Star Wars Reads	10/14/2016	6	0	10	0	0	1	0
Master Gardener Program Britain in Bloom	10/18/2016	8	0	0	1	0	0	0
Master Gardener Program Landscape Design	10/25/2016	21	0	0	1	0	0	0
Worksource Oregon	10/13/2016	3	0	0	1	0	0	0
Grand Opening /Storytimes	10/15/2016	10	0	25	0	0	1	0
Halloween crafts	10/31/2016	0	0	360	0	0	1	0
Nuestros Abuelos	10/11/2016	3	0	0	1	0	0	0
Nuestros Abuelos	10/18/2016	3	0	0	1	0	0	0
Nuestros Abuelos	10/25/2016	3	0	0	1	0	0	0
Grand Opening/ Face Painting	10/15/2016	0	0	92	0	0	1	0
Grand Opening/ Henrik Bothe Comedy Show	10/15/2016	30	0	45	0	0	0	1
Family Evening Build It! Bridge Building Workshop	10/27/2016	4	2	9	0	0	0	1
<b>Instruction Classes</b>								
E-Reader Help	ongoing	15	0	0	0	0	0	0
Knitting and Crocheting	10/14/2016	7	0	0	1	0	0	0
Knitting and Crocheting	10/21/2016	5	0	0	1	0	0	0
Knitting and Crocheting	10/28/2016	8	0	0	1	0	0	0
Citizenship class	10/5/2016	6	0	0	1	0	0	0
Citizenship class	10/13/2016	6	0	0	1	0	0	0
Citizenship class	10/20/2016	3	0	0	1	0	0	0
Citizenship class	10/27/2016	3	0	0	1	0	0	0
<b>Library Tours</b>								
Trost School	10/18/2016	47	0	86	0	0	1	0
<b>Outreach</b>								
<b>TOTAL</b>		<b>344</b>	<b>19</b>	<b>747</b>	<b>16</b>	<b>1</b>	<b>14</b>	<b>7</b>

2016

Library Stats  
People Counter

Starting 10/09/16	<u>Sund</u> <u>ay</u>	<u>Mond</u> <u>ay</u>	<u>Tuesd</u> <u>ay</u>	<u>Wednes</u> <u>day</u>	<u>Thursd</u> <u>ay</u>	<u>Frid</u> <u>ay</u>	<u>Saturd</u> <u>ay</u>	Tot al
Library Entry	0	0	874	1570	1562	1658	3615	927 9
Total	0	0	874	1570	1562	1658	3615	

4640

Starting 10/16/16	<u>Sund</u> <u>ay</u>	<u>Mond</u> <u>ay</u>	<u>Tuesd</u> <u>ay</u>	<u>Wednes</u> <u>day</u>	<u>Thursd</u> <u>ay</u>	<u>Frid</u> <u>ay</u>	<u>Saturd</u> <u>ay</u>	Tot al
Library Entry	1158	1515	1951	1785	1539	1460	1552	109 60
Total	1158	1515	1951	1785	1539	1460	1552	

5480

Starting 10/23/16	<u>Sund</u> <u>ay</u>	<u>Mond</u> <u>ay</u>	<u>Tuesd</u> <u>ay</u>	<u>Wednes</u> <u>day</u>	<u>Thursd</u> <u>ay</u>	<u>Frid</u> <u>ay</u>	<u>Saturd</u> <u>ay</u>	Tot al
Library Entry	1074	1396	1479	1290	1396	1486	1278	939 9
Total	1074	1396	1479	1290	1396	1486	1278	

4700

Starting 10/30/16	<u>Sun</u> <u>day</u>	<u>Mon</u> <u>day</u>	<u>Tues</u> <u>day</u> 	<u>Wednes</u> <u>day</u>	<u>Thursday</u>	<u>Frida</u> <u>y</u>	<u>Saturd</u> <u>ay</u>	Tot al
Library Entry	810	3131	<del>965</del>	n.a.	n.a.	n.a.	n.a.	<del>490</del> 6 3941
Total	810	3131	965	0	0	0	0	

1971

TOTAL OCTOBER  
16,790

2015

Starting 10/04/15	<u>Sun</u> <u>day</u>	<u>Mon</u> <u>day</u>	<u>Tues</u> <u>day</u>	<u>Wedne</u> <u>sday</u>	<u>Thursd</u> <u>ay</u>	<u>Frida</u> <u>y</u>	<u>Saturd</u> <u>ay</u>	Total
Library Entry	373	738	827	801	526	735	582	4582
Total	373	738	827	801	526	735	582	

2291

Starting 10/11/15	<u>Sund</u> <u>ay</u>	<u>Mond</u> <u>ay</u>	<u>Tuesd</u> <u>ay</u>	<u>Wednes</u> <u>day</u>	<u>Thursd</u> <u>ay</u>	<u>Frid</u> <u>ay</u>	<u>Saturd</u> <u>ay</u>	Tot al
Library Entry	468	35	766	704	677	746	670	406 6
Total	468	35	766	704	677	746	670	

2033

Starting 10/18/15	<u>Sund</u> <u>ay</u>	<u>Mond</u> <u>ay</u>	<u>Tuesd</u> <u>ay</u>	<u>Wednes</u> <u>day</u>	<u>Thursd</u> <u>ay</u>	<u>Frid</u> <u>ay</u>	<u>Saturd</u> <u>ay</u>	Tot al
Library Entry	411	846	659	726	685	697	630	465 4
Total	411	846	659	726	685	697	630	

2327

Starting 10/25/15	<u>Sund</u> <u>ay</u>	<u>Mond</u> <u>ay</u>	<u>Tuesd</u> <u>ay</u>	<u>Wednes</u> <u>day</u>	<u>Thursd</u> <u>ay</u>	<u>Frid</u> <u>ay</u>	<u>Saturd</u> <u>ay</u>	Tot al
Library Entry	392	723	710	753	727	579	1464	534 8
Total	392	723	710	753	727	579	1464	

2674

TOTAL  
OCTOBER 9,325  
2015



# MEMORANDUM

**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Jamie Stickel, Main Street Manager*  
**THROUGH:** *Rick Robinson, City Administrator*

**RE:** *CITY COUNCIL BI-MONTHLY REPORT*

## Main Street Updates

The following projects are funded through Urban Renewal.

### *Promotion*

- **Downtown Canby Spooktacular Village** – On Monday, October 31<sup>st</sup>, Canby Main Street hosted the successful Downtown Canby Spooktacular Village. Children trick or treat at participating businesses, joined in on the Children's Halloween parade, and participated in addition activities at Parson's Canby Pharmacy or the Canby Public Library! This beloved tradition has continued to grow over the years to include Trunk-or-Treating with Hotrod Dreamworks.



- **Canby's Big Night Out Street Dance** – The debrief meeting for Canby's Big Night Out was held on Wednesday, September 21<sup>st</sup>. The coordinating committee came together to discuss the 2<sup>nd</sup> annual Big Night Out and to begin making plans for the 2017 year. The Big Night Out was held on Friday, August 26<sup>th</sup> in downtown Canby on N Grant and NW 2<sup>nd</sup> Avenue. This family-friendly event features live music, children's activities, and food and beverage vendors. It is the kickoff event for Canby's Big Weekend, which features the Big Night Out Street Dance on Friday night, and also showcases the Cutsforth Cruise In, Dahlia Run, Dahlia Festival, and many more events.

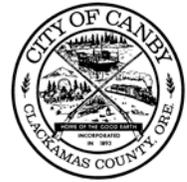


## *Organization*

- **Historic Review Board Local Register Nomination** – The City of Canby’s Historic Review Board chairperson submitted an application for the former city hall to the Local Register of Historic Resources. The application was submitted on behalf of the City of Canby and will help to maintain the exterior charm and historic integrity of the City Hall, while allowing for redevelopment of the interior. City Hall was constructed in 1937 as part of a Public Works Administration project, and its exterior is telling of the building completed at that time. The Historic Review Board will review the application at its November meeting, and upon their recommendation it will be sent to the Planning Commission meeting. At the Planning Commission meeting, they will discuss whether to move forward with a Historic Overlay Zone. If that is approved, it will finally be presented at the council meeting who can adopt it onto the local register. Currently the City of Canby’s Local Register has three other properties listed: W.H. Bair House at 375 NW 3rd Avenue, William O. Mack House at 139 SW 2nd Avenue, and the 1st Methodist Episcopal Church at 486 NW 3rd Avenue.
- **Baker Prairie Cemetery Training** – On Tuesday, October 4<sup>th</sup>, the City of Canby’s Historic Review Board participated in a training for headstone cleaning in Baker Prairie Cemetery. The City of Canby was awarded a grant for the Oregon Commission on Historic Cemeteries which funded cleaning of 26 headstones, cleaning, and training for volunteers. Volunteers from the Canby Area Chamber of Commerce, Canby Historic Society, Canby Historic Review Board, descendants of the original Lee Family, and a City Councilwoman participated in the cleaning. The training will give local groups the tools for ongoing maintenance, so that Canby can preserve Baker Prairie Cemetery for years to come.
- **Oregon Main Street Meeting** – On September 15<sup>th</sup> and 16<sup>th</sup>, the Oregon Main Street program held its quarterly meeting in Astoria, OR. The meeting explored various aspects of historic preservation and how they directly relate to Main Street. The City of Astoria has a very active Main Street and has been able to integrate their historic commercial buildings into a quaint downtown core with a variety of businesses. Topics included: exploring adaptive reuse, project planning, documenting existing conditions, building codes, and more.

## *Design*

- **Canby Blade Sign Program** - The City of Canby received a blade sign application from Paul and Theresa Graham, owners of the Graham Building located at 181 N Grant Street. The Graham Building hosts an array of businesses and has up to 20 business suites. The Graham’s have worked with a designer to create a sleek, professional solution to hanging blade signs from the building. The property owners intend to work with their business to have signs made, and are looking to use a local artisan to create the hardware.



# **PLANNING & DEVELOPMENT SERVICES**

## **SEPTEMBER - OCTOBER BI-MONTHLY REPORT**

**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Bryan Brown, Planning Director*  
**DATE:** *November 7, 2016*  
**THROUGH:** *Rick Robinson, City Administrator*

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The following report provides a summary of the Planning and Development Services activities for the months of September and October, 2016. 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.

### **Planning Activities**

- 1. Park & Recreation Maintenance Funding Survey.** The Park and Recreation Advisory Board has approved the content of the Park and Recreation Maintenance Funding Survey. This survey is a follow up to the original survey sent out in April and will be mailed to the same randomly selected residents as the original survey. Links to an online version of the survey will be posted on the City's website and Facebook page, Canby Now, and in the Canby Herald. A hardcopy version will be available at the Planning Department located in the new Civic Building. The survey will be available until February 28<sup>th</sup>. Results of the survey will be posted on the City's website, and in the Canby Herald. Upon reviewing the results of the maintenance survey, the Board will develop substantive recommendations to the Council regarding the provision and maintenance of key parks and recreation services.
- 2. Quiet Zone.** Staff is working with ODOT to finalize the cost and timeline for reconstructing the intersection of N. Elm and OR 99E in order to accommodate the turning radius required by large truck trailers. Upon finalizing the project costs and timeline Staff will work with the Governor's Regional Solutions Team representative to submit the project for funding via the Immediate Opportunity Fund program. When the improvements are completed, Staff shall move forward with the Quiet Zone application.
- 3. Buildable Land Needs Study.** The study will provide needed clarification as to what lands of each zone type are available to meet both housing and business needs to drive future economic opportunities and growth. The study will provide Canby with a factual basis to support planning efforts to address unmet housing needs. A Study is intended to comply with Statewide Planning Goal 10, which requires the City to plan for housing that meets identified needs within the urban growth boundary at particular price ranges and rent levels. A complete draft of the Buildable Lands Study is expected to be presented at a joint work session for the City Council and Planning Commission this winter.
- 4. South Ivy Street 2016-2018 STIP Enhance Project.** Design work by the County has continued. Construction planned for 2018. The project will construct sidewalks, a bike lane, and curbing on S Ivy Street from 99E south to Lee Elementary School. It includes installation of a traffic signal at the 3-leg intersection at Township Road and Ivy and will improve storm drainage in the area.

- 5. Molalla Forest Road Master Plan Update.** The City of Canby and Clackamas County are interested in finding sources of grant money to assist in funding the planning and design of this possible future recreational pathway for bikes and pedestrians which would reconnect the City of Canby to the City of Molalla, and eventually connect to the Molalla River Recreation Corridor. This section of the Molalla River has been newly designated an Oregon Scenic Waterway. The completed path would add approximately 8 miles of multiuse path to the 3+ miles currently within Canby's UGB. The State Parks Local Government Grant Program has been determined to be the best fit for updating the master plan, and the Recreational Trails Grant Program will be the best fit for construction funds. Staff is working to seek out partnerships to utilize in seeking grant funds from the above sources. If grant funds are obtained, the master plan would take about 9 months to complete. Following the adoption of the master plan the City and County partner would begin submitting grants for the first phase of the acquisition/construction of the pathway. The planning grant application shall be submitted in May.
- 6. Dog Park.** The city's park planner was given a thumbs up from the City Administrator to move forward with putting the final design touches on the plan for the dog park, iron out the volunteer maintenance plan arrangement for caring for the dog park, and who will be building the facility.

## **Land Use Application Activity**

### **7. Pre-Application Conference(s) Held:**

- September 13, 2016, Clackamas 800 Radio Group Emergency Public Communication Tower
- September 15, 2016 Lot Line Adjustment of 623 N Knott St and Minor Partition for 595 S Knott St

### **8. Land Use Applications Submitted September 1 – October 31, 2016:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
CUP 16-02/VAR16-02	Scott & Teresa Sasse	Manufacturing Home Occupation in 30' x 60' shop	1440 S Ivy St
DR 16-06	Hanlon Development	Hanlon Downtown 4-story Mixed Use Development	NW 2 <sup>nd</sup> Ave between N. Holly St & N Ivy Street
FP 16-08	Bill McCorkle	Final Plat for 6-lot Caitlyn's Subdivision	N Oak St
HD 16-01	City of Canby	Proposed Historic Landmark designation for Old City Hall	182 N Holly St
LLA 16-04	Wade Smith	Lot Line Adjustment for Planned Expansion to RV & boat storage	1340 SE Township 373 S Redwood
LLA 16-05	Kody Fordyce	Lot adjustment for Common Wall Townhome Property	916 & 920 NW 2nd Ave
MOD 16-04	Darren Monen	Change triplex to duplex	431 S Township Rd
SN 16-11	Security Signs	Wall Sign to Change Canby Telcom to Direct Link	190 SE 2 <sup>nd</sup> Ave

SN 16-12	Salem Sign Co	Wall Sign to Change Pacific Pride to Marc Nelson Oil Products	640 SW 2 <sup>nd</sup> Ave
SUB 16-03	Pat Sisul/Stoller, Marcum & Rice	Two Phase Subdivision with 105 total lots	SE 13 <sup>th</sup> Ave
TV 16-05	Canby Lions Club	Temporary Vendor Permit - Christmas Tree Sales	NE Corner of N Ivy and 2 <sup>nd</sup> Ave

### 8. Pre-Construction Conference(s) Held:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRC 16-10	Darren Monen	Duplex/Triplex on 2 lots	431 S Township Road
PRC 16-09	Steve Rudnick/Peter Hostetler	Commercial Pole Building for Rudnick Electric Sign Shop	1400 SE Township Rd

### 9. PC Meeting Items Reviewed:

- Annexation & Zone Change, N Oak Street, John Meredith

### 10. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit September 1, 2016 through October 31, 2016:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 16-127	Charles McClain	Porch Addition	960 NE 14th Ave
SP 16-126	Northwest Dream Homes/Geoff Bourgeois	SFR	1162 NE 17th Ave
SP 16-125	Kiwanis	front door replacement	257 SE 1st Ave
SP 16-124	Will Snyder/White River Homes	SFR	1805 SE 10th Pl, Faist 6, Lot 20
SP 16-123	Tim Kauffman	Pavilion - Countryside Living	390 NW 2nd Ave
SP 16-122	Chris Lancaster-Big-Dawg	Patio Cover	1214 S Cedar Loop
SP 16-121	Chris Lancaster-Big-Dawg	Patio Cover	359 SE 14th Place
SP 16-120	Velocitel, Michael Birndorf	AT&T New Antennas	1976 SE Township Rd
SP 16-119	Stafford Homes and Land, LLC	SFR	1149 NE 16th Ave, Franz Meadow, Lot 16
SP 16-118	Stafford Homes and Land, LLC	SFR	1657 N Plum Ct, Franz Meadow, Lot 6
SP 16-117	Troy Marsh/Concept Custom Homes	SFR	1175 N Elm St, Northwood Est Lot 62
SP 16-116	Travis McRobbie	TI Pizza Restaurant in Canby Crossing	851 SW 1st Ave
SP 16-115	VLMK Eng/Jennifer Kimura	TI - Bowen Building	S Sequoia Parkway
SP 16-114	VLMK Eng/Jennifer Kimura	TI - Sequoia Grove Ind Pk	279 S Sequoia Parkway

SP 16-113	Peter Hostetler, KHC, Inc	New commercial sign manufacturer building	1400 SE Township
SP 16-112	Haven Spa Pool Hearth	Mechanical - gas line	386 NW 3rd Ave



City of Canby Bi-Monthly Report  
 Department: Police  
 September/October 2016

To: The Honorable Mayor Hodson and City Council  
 From: Chief Bret Smith  
 Through: Rick Robinson, City Administrator  
 Date: November 7, 2016

<u>Monthly Statistics</u>	September	October
<b>POLICE REPORTS</b>		
Arrests & Protective Custodies (Adult & Juvenile)	31	21
Violations and Information Reports	49	19
Open or Referred Reports	39	39
Crime Reports	28	30
<b>Total Police Reports</b>	<b>147</b>	<b>109</b>
<b>TRAFFIC</b>		
Accidents	11	3
Complaints	9	7
Traffic Citations	472	274
Traffic Crimes (DUII, Hit/Run, Elude, Reckless)	9	3
<b>CALLS FOR SERVICE (Citizen calls to Dispatch)</b>		
Abandoned Vehicle / Parking	42	33
Animal Complaints	13	4
Code Enforcement	46	38
False Alarms	47	41
Ordinance Violations	6	4
Traffic Stops	797	551
<b>Total All Calls</b> (additional categories not listed above)	<b>1,948</b>	<b>1,688</b>

*September 2016*

Scharmota	Sept 12-16	NRA Handgun Instructor Course	Newport, OR
M. Smith Booth	Sept 12-13	2016 Advanced Traffic Crash Investigation	Bend, OR
Farmer Koehnke	Sept 18-21	Oregon Police Canine Association Spring Conference	Springfield, OR
All Officers	Sept 28	Firearms Training	CRGC
Scharmota Green	Sept 27-29	2016 Major Crimes Conference	Bend, OR

*October 2016*

Fetters Kitzmilller Green M. Smith Fetters Christman Larrison Murphy Scharmota Wallbaum	Oct 3-7    Oct 19	CCSO SWAT training   UTM Instructor Update	Camp Rilea   Canby PD
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## **Community / Department Training – Meetings for Chief Smith / Lt. Tro**

- Sheriff Craig Roberts – CCSO
- Woodburn PD Deputy Chief panel interviews
- DDA Chris Owens – Clackamas County
- DPSST graduation for Officer Maria Campos
- Rotary Visioning process
- Capt. John Brooks retirement - PPB
- Davis Clinic Training - dealing with hostile/intoxicated individuals
- ORPAT physical agility testing – CPD officer vacancy
- OACP Fall Conference
- Daniel Pearson/Canby Herald
- Canby Adult Center lunch service – Monthly
- Canby Area Chamber of Commerce Lunch – Monthly
- Clackamas County Juvenile Division presentation to CPD
- Chief Alan Orr retirement – Tigard PD
- Senate Bill 1513 discussion – CCSO
- Officer Safety brief – West Linn PD
- Community Diversion Program Advisory Committee
- National Family Violence Apprehension Sweep-Clackamas County
- Clackamas County Animal Control
- “Great Shakeout” Earthquake Exercise
- Baker Prairie Middle School Lockdown Exercise
- Weekly C800 Fire & Law Services (CCOM-Clackamas County Dispatch)
- Monthly Police Chiefs – Milwaukie PD
- Umpqua Community College Shooting Presentation
- Fire Chief Jim Davis
- Chief Jim Ferraris – Woodburn PD
- Chief Dave Dryden retirement – Hubbard PD
- Sunset High School presentation – Black Lives Matter movement
- Bridging Cultures
- Clackamas County PIO – EOC Mtg.
- Crimereports.com Briefing

# Canby Swim Center Report

**From:** Eric Laitinen, Aquatic Program Manager

**Date:** November 7, 2016

**Re:** Bi-monthly Report

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The Canby Swim Center is getting a great start to the school year. In September we had our annual maintenance closure. During the closure David and Nathan spend a lot of time cleaning and painting as well as the usual mechanical checks. This year David had the roof re-coated and he painted the pool tank. David Biskar, Nathan Templeman, Casey O'Brien and some other staff worked very hard to get the pool open on schedule.

Fall has been busy with swimming lessons of all ages and every time of day. We have public lessons for children twice a day. Adult lessons are also offered in evening Tuesday and Thursday nights. Nathan has been doing a great job teaching the adult lessons, as well as, the Masters swimmers.

Attendance is down a little this year, about 1,400 swims. This was because we were closed an extra week for maintenance in September and we have not had any school lessons yet this year. Other than those changes the attendance numbers are actually very good. Revenue numbers are good so far this year as we are up \$3,100 this year even with the pool closure.

The Canby Gators are already swimming and the Canby High School swim team starting soon. The Gators had a meet in Hood River and will be swimming in Portland over this coming weekend. The Gators will also be hosting their IMX Challenge Meet in November and the Canby Animal Meet in December. Canby High School Swimming will be hosting home dual meets on five Thursdays in December and January. The CHS swimming season goes through February.

Remember we often have Special Public Swims when school is on break. We have one on Veterans Day 1-3pm and then again all of Thanksgiving week except for Thanksgiving day. We will also have special hours during the winter break in December.

**The Pool Levy is being voted on right now, so by the time you read this we should know if it passed or not. Current funding goes through June of 2017. If the levy passes then the funding would continue for 5 years through June of 2022.**

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** Attendance Numbers for September 2016  
**DATE:** 2016 November Report

<b>CANBY SWIM CENTER September</b>	<b>ADMIT 2015</b>	<b>ADMIT 2016</b>	<b>PASS 2015</b>	<b>PASS 2016</b>	<b>TOTAL 2015</b>	<b>TOTAL 2016</b>	<b>YTD TOTAL 15-16</b>	<b>YTD TOTAL 16-17</b>
MORNING LAP	62	35	174	175	236	210	1044	950
ADULT RECREATION SWIM	8	4	277	224	285	228	1364	1234
MORNING WATER EXERCISE	27	26	219	226	246	252	1229	1242
PARENT/ CHILD	76	66	0	0	76	66	638	664
MORNING PUBLIC LESSONS	71	72	0	0	71	72	3735	3692
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	41	19	130	111	171	130	603	559
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	53	43	3	1	56	44	2110	1950
PENGUIN CLUB	0	0	0	0	0	0	1106	996
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	650	433	650	433	1849	1117
MASTER SWIMMING	0	0	26	18	26	18	26	18
EVENING LESSONS	497	584	0	0	497	584	3185	3534
EVENING LAP SWIM	27	15	16	14	43	29	318	263
EVENING PUBLIC SWIM	124	113	16	14	140	127	1843	1938
EVENING WATER EXERCISE	43	54	40	18	83	72	382	304
ADULT LESSONS	15	4	0	0	15	4	15	4
GROUPS AND RENTALS	202	113	0	0	202	113	626	615
OUTREACH SWIMMING	0	0	0	0	0	0	449	321
<b>TOTAL ATTENDANCE</b>	<b>1,246</b>	<b>1,148</b>	<b>1,551</b>	<b>1,234</b>	<b>2,797</b>	<b>2,382</b>	<b>20522</b>	<b>19401</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** Attendance Numbers for October 2016  
**DATE:** 2016 November Report

<b>CANBY SWIM CENTER October</b>	<b>ADMIT 2015</b>	<b>ADMIT 2016</b>	<b>PASS 2015</b>	<b>PASS 2016</b>	<b>TOTAL 2015</b>	<b>TOTAL 2016</b>	<b>YTD TOTAL 15-16</b>	<b>YTD TOTAL 16-17</b>
MORNING LAP	72	75	318	348	390	423	1434	1373
ADULT RECREATION SWIM	35	17	442	468	477	485	1841	1719
MORNING WATER EXERCISE	60	121	439	495	499	616	1728	1858
PARENT/ CHILD	100	152	0	0	100	152	738	816
MORNING PUBLIC LESSONS	128	144	0	0	128	144	3863	3836
SCHOOL LESSONS	780	0	0	0	780	0	780	0
NOON LAP	83	91	278	305	361	396	964	955
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	128	208	1	2	129	210	2239	2160
PENGUIN CLUB	0	0	0	0	0	0	1106	996
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	900	834	900	834	2749	1951
MASTER SWIMMING	0	0	67	44	67	44	93	62
EVENING LESSONS	873	1144	0	0	873	1144	4058	4678
EVENING LAP SWIM	40	40	26	51	66	91	384	354
EVENING PUBLIC SWIM	220	155	24	26	244	181	2087	2119
EVENING WATER EXERCISE	92	62	58	24	150	86	532	390
ADULT LESSONS	24	18	0	0	24	18	39	22
GROUPS AND RENTALS	635	692	0	0	635	692	1261	1307
OUTREACH SWIMMING	0	0	0	0	0	0	449	321
<b>TOTAL ATTENDANCE</b>	<b>3,270</b>	<b>2,919</b>	<b>2,553</b>	<b>2,597</b>	<b>5,823</b>	<b>5,516</b>	<b>26345</b>	<b>24917</b>



September and October, 2016  
Monthly Reports

Fleet Service – Joe Witt  
Parks Department – Jeff Snyder  
Public Works – Jerry Nelzen

Fleet Services

Bi-Monthly Report : Septemebr / October 2016

Prepared by Joe Witt, Lead Mechanic

**September 2016**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$195.00	\$0.00	\$0.00	\$195.00
Adult Center	1	\$75.00	\$29.00	\$294.36	\$398.36
Collections	6	\$810.00	\$17.97	\$196.23	\$1,024.20
Facilities	2	\$112.50	\$46.48	\$88.82	\$247.80
Fleet Service	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	2	\$446.25	\$161.59	\$452.53	\$1,060.37
Police	19	\$6,022.50	\$834.55	\$4,846.89	\$11,703.94
Streets	8	\$1,488.75	\$209.14	\$1,105.06	\$2,802.95
Transit (CAT)	35	\$17,460.55	\$8,343.93	\$3,690.95	\$29,495.43
Wastewater Treatment	1	\$174.75	\$0.00	\$98.41	\$273.16
Total Work Orders Processed for the Month	<b>76</b>		Totals*		<b>\$47,201.21</b>

\*Total includes labor, materials and fuel for all departments:

**October 2016**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$135.00	\$0.00	\$96.31	\$231.31
Adult Center	0	\$0.00	\$0.00	\$287.86	\$287.86
Collections	3	\$243.75	\$5,136.19	\$163.17	\$5,543.11
Facilities	2	\$75.00	\$16.38	\$84.19	\$175.57
Fleet Service	0	\$0.00	\$0.00	\$10.65	\$10.65
Parks	15	\$3,858.75	\$1,228.21	\$536.96	\$5,623.92
Police	20	\$7,857.25	\$4,057.69	\$4,063.49	\$15,978.43
Streets	15	\$5,156.25	\$1,616.43	\$1,732.87	\$8,505.55
Transit (CAT)	31	\$10,833.20	\$11,543.16	\$4,559.91	\$26,936.27
Wastewater Treatment	2	\$296.25	\$0.00	\$47.41	\$343.66
Total Work Orders Processed for the Month	<b>90</b>		Totals*		<b>\$63,636.33</b>

\*Total includes labor, materials and fuel for all departments:

**Fleet Service Highlights**

Fleet Service working with other City Departments kept the City's vehicles and equipment on the road performing their duties.

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker  
September – October 2016

### **Park Renovations**

Oregon Machine Works, INC. custom designed steel poles for the Wait Park gazebo. Parks staff removed the old wooden poles and placed new the steel poles, OMW did the welding and lagging. Weather permitting we will have the posts painted before the holiday season.

Boy Scout troop 258 cleaned up 8 yards of debris around the A-frame and developed a gravel walking path at Community Park on October the 22<sup>nd</sup>.

Dave Rankin from the LDS Church and Just-Serve cut back 3' on the edges of the wetlands trail and raked leaves and debris out of the turf areas at Community Park. 240 volunteer hours were donated to the City of Canby on October the 8<sup>th</sup> as a result of this project.

Don Wood has been spearheading the installation of No Fee Life Vest Kiosks at Community Park. The Kiosk vest stations are under construction now. For more information about the kiosk projects go to [www.apwsf.com](http://www.apwsf.com)

### **Park Maintenance**

The mowing of the parks turf areas had subsided by the end of September. Weed spraying and turf edging/string trimming has also been in decline as we approached the end of the growing season. Building maintenance issues and playground inspections/repairs have been addressed. Parking lot lines were touched up were needed and the basketball court lines at S. Locust Park were also repainted. Cyclone fencing was repaired at Maple Park, Arneson Gardens and on the forest Rd. walking path. Irrigation systems were repaired and also adjusted to the cooling weather. All the irrigation systems were eventually turned off by the end of October. The demand for the constant cleaning of the park systems has diminished as the cooler weather has lessened the regularity of park patrons. Staffs focus has started to change towards more shrub trimming, shrub bed cleaning and tree trimming. Staff overhauled the department's mower trailers. Leaf and storm debris removal was in full swing by the end of October. The Parks Department spent 20 hours addressing graffiti and vandalism the last two months.

Regular maintenance was **not** performed at the 33 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, 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, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Finance Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands, Knights Bridge right of way and WWTP property.

### **Meetings attended**

I attended a meeting regarding HB2984 a bill to assess the feasibility of the Clackamas Forestry Product Cooperative Program.

I met with Bob Tice to discuss the location of the bicycle repair kiosk at the CLC Art Park.

I met with Mr. Robinson to discuss the Gazebo project.

I met with Dave Rankin to discuss the Just-Serve project.

I met with Jamie to discuss Baker Prairie Cemetery revamp project.

### **For your Information**

The Parks Department is responsible for 215 acres of property.

Please see attached park maintenance actual hours for the months of September and October. Hours are based on number of employee's (each day) x 7.5hrs.





Department: PUBLIC WORKS  
 For Months of: September and October 2016  
 Prepared by: Jerry Nelzen

**1. Streets:**

The crew received and located 159 locates for September.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	32
Street Maintenance	601.5
Driveway/Sidewalk Inspections	6
Street Sign Manufacturing	12
Street Sign Maintenance	1
Street Sign Installation	9
NW 1 <sup>st</sup> Ave Landscape	9
NW 2 <sup>nd</sup> Ave Landscape	22
Cinema Parking Lot Landscape	2
Landscape Assistance Worker	20
Erosion Control	4
Vactor Usage	6
Mini Excavator	10

**2. Sewer and Storm System:**

<b>Sewer</b>	<b>Total Hours</b>
Sewer TV'ing	14
Sewer Cleaning	5
Sewer Maintenance/Repair	79
Locating Utilities	70
Lift Station Maintenance	29.5
Sewer Inspections	3
Vactor Usage	16
<b>Storm</b>	
Catch Basin Maintenance	1
Drywell Maintenance	13
Vactor Usage	8
Drying Beds	2

### 3. Street Trees/Lights:

<b>Street Trees/Lights</b>	<b>Total Hours</b>
Tree Trimming	2
Street Light Repair	8

### 4. Facility Maintenance

<b>Facilities</b>	<b>Total Hours</b>
City Hall/PD and moving	78.5

### 5. Cemetery

<b>Cemetery</b>	<b>Total Hours</b>
	74

### 6. Miscellaneous:

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	4
Warehouse	10
Equipment Cleaning	2
Work Orders	4
Civic Center/Library Project	94
Other	3

## October 2016

### 1. Streets:

The crew received and located 111 locates for October.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	102.5
Street Sweeper Maintenance	2
Street Maintenance	533
Street Sign Manufacturing	8
Street Sign Maintenance	2
Street Sign Installation	9
NW 1 <sup>st</sup> Avenue Landscape	11
NW 2 <sup>nd</sup> Avenue Landscape	12
Cinema Parking Lot Landscape	1
Landscape Assistance	16
Mini Excavator	35

### 2. Sewer and Storm System:

<b>Sewer</b>	<b>Total Hours</b>
Sewer TV'ing	8
Sewer Laterals	36
Lift Station Maintenance	5
Locating Utilities	43.5
Vactor Usage	1
<b>Storm</b>	

### 3. Street Trees/Lights:

<b>Street Trees/Lights</b>	<b>Total Hours</b>
Tree Trimming	50
Street Light Repair	21.5

#### 4. Facility Maintenance

<b>Facilities</b>	<b>Total Work Orders</b>	<b>Total Hours</b>
Adult Center	1	2
City Hall	21	49.5
Courts	1	2
Economic Development		
Finance	4	8
Fleet	1	1.5
IT/Tech Services	2	2.5
Library	12	19.5
Planning	5	9
Police	6	9
Pool		
Shops	1	2
Transit	1	0
WWTP		

#### 5. Cemetery

<b>Cemetery</b>	<b>Total Hours</b>
	65

#### 6. Miscellaneous:

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	2
Plan Preview for Subdivisions	2
Equipment Cleaning	7
Training/School	105
Other	7
Civic Center	115

Tech Services Department  
Bi-Monthly Report for September/October, 2016

From: Amanda Zeiber  
Prepared By: Bryce Frazell  
Date: November 7, 2016

## 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)

## Google Analytics Summary Report: September and October 2016

<u>Audience Overview</u>	<u>September</u>	<u>October</u>
Sessions (site visits)	7,614	6,452
Users/unique visitors	5,498	4,609
Page Views	17,686	12,011
Pages per Session	2.32	1.86
Average Session Duration	1:40 min	1.03
Bounce Rate (% of single-page visits)	57.43%	66.58%
New Sessions/Users	58.42%	57.56%

***Both months are down from the July/August report. There were a few days (end of Sept/beginning of Oct) when several city departments were moving to the new Civic Center. At the same time, the city website was moved to a private server and the domain name was changed from ci.canby.or.us to canbyoregon.gov***

<u>New Vs. Returning Visitors</u>	<u>September</u>	<u>October</u>
New	58.42%	57.63%
Returning	41.58%	42.37%

<u>Browser &amp; Operating System</u>	<u>Sept - Top 5 Browsers</u>	<u>Oct - Top 5 Browsers:</u>
	Google Chrome 43.28%	Google Chrome 46.9%
	Safari 27.59%	Safari 25.26%
	Internet Explorer 13.16%	Internet Explorer 13.95%
	Mozilla Firefox 9.99%	Mozilla Firefox 7.8%
	Microsoft Edge 2.92%	Microsoft Edge 3.39%

***Top 4 Browsers still in same ranking order since February 2015; Microsoft "Edge" is a Microsoft web browser included in Windows 10 operating systems***

<u>Overview (Technology)</u>	<u>September</u>	<u>October</u>
Desktop	54.69%	60.38%
Mobile	38.93%	33.79%
Tablet	6.38%	5.83%

***Desktop Computers and Mobile Phones continue to lead when accessing the website. Mobile phone use in Sept/Oct has begun to drop from a high of 43.64% in August (likely due to cooler weather)***

<u>Mobile Devices (top 3)</u>	<u>September</u>	<u>October</u>
	iPhone 43.83%	iPhone 43.08%
	iPad 10.41%	iPad 10.76%
	Samsung Galaxy S5 3.19%	Samsung Galaxy S5 3.13%

***Same top 2 mobile devices for the past year. Gray section of pie charts is "all others"***

<u>Landing Pages (top 5)</u>	<u>September</u>	<u>October</u>
	Home Page (Index)	Home Page (Index)
	Swim Center Home Page	Swim Center Home Page
	Job Openings	Job Openings
	Transit Routes	Transit Routes
	Transit Home Page	Transit Home Page
	Court	Development Services Home Page

***Top 5 visited pages stays pretty consistent with rankings changing occasionally***

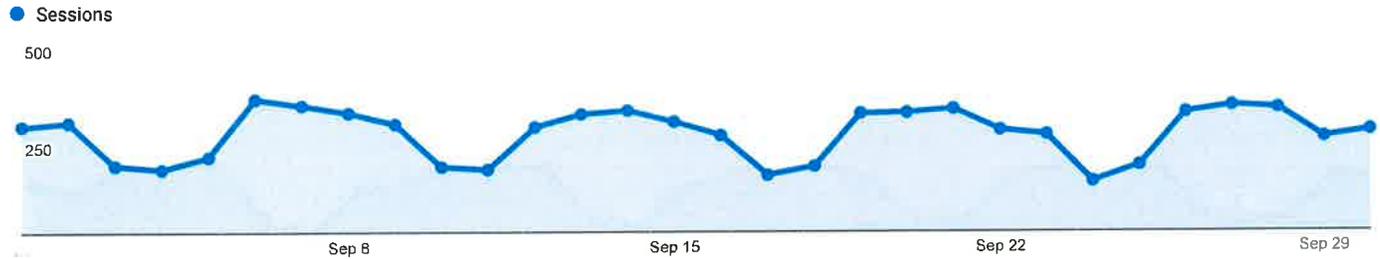
September 2016

Sep 1, 2016 - Sep 30, 2016

## Audience Overview

All Users  
100.00% Sessions

### Overview



Sessions  
**7,614**

Users  
**5,498**

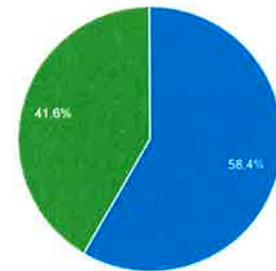
Pageviews  
**17,686**

Pages / Session  
**2.32**

Avg. Session Duration  
**00:01:40**

Bounce Rate  
**57.43%**

■ New Visitor ■ Returning Visitor



% New Sessions  
**58.42%**

Language	Sessions	% Sessions
1. en-us	7,017	92.16%
2. ru	360	4.73%
3. ru-ru	89	1.17%
4. c	35	0.46%
5. es-xl	21	0.28%
6. es-419	17	0.22%
7. en-gb	13	0.17%
8. en	12	0.16%
9. fr	5	0.07%
10. es-es	4	0.05%

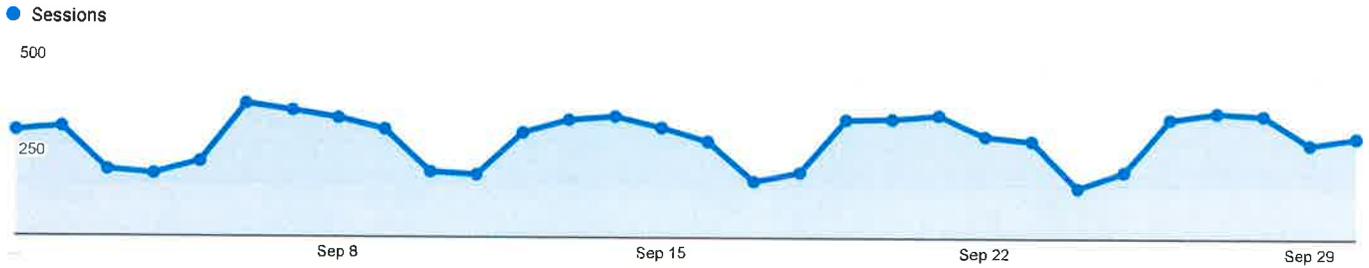
## New vs Returning

Sep 1, 2016 - Sep 30, 2016

**All Users**  
 100.00% Sessions

### Explorer

Summary



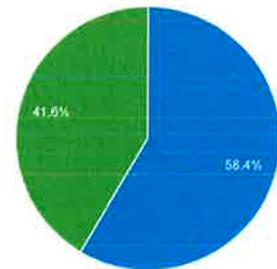
User Type

Sessions

Sessions

Contribution to total: Sessions

User Type	Sessions	Sessions
	7,614 % of Total: 100.00% (7,614)	7,614 % of Total: 100.00% (7,614)
1. ■ New Visitor	4,448	58.42%
2. ■ Returning Visitor	3,166	41.58%



Rows 1 - 2 of 2

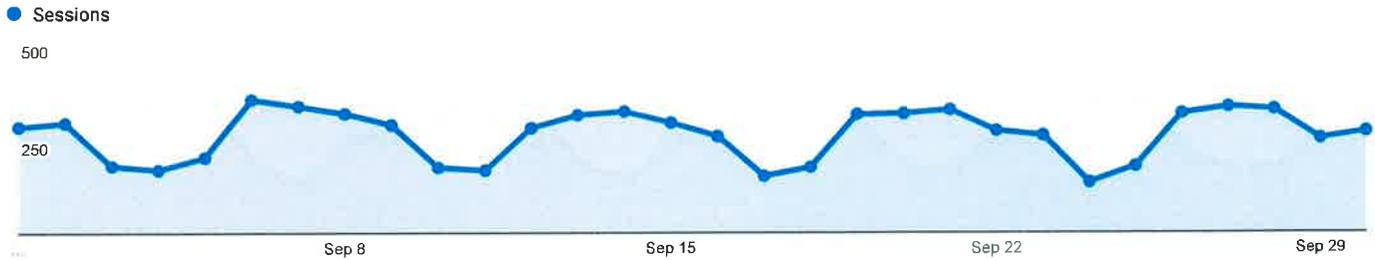
Sep 1, 2016 - Sep 30, 2016

## Browser & OS

All Users  
100.00% Sessions

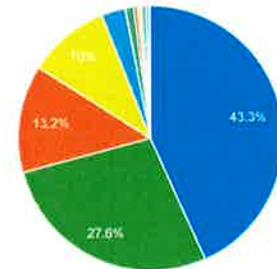
### Explorer

Summary



Browser	Sessions	Sessions
	<b>7,614</b> % of Total: 100.00% (7,614)	<b>7,614</b> % of Total: 100.00% (7,614)
1. Chrome	<b>3,295</b>	43.28%
2. Safari	<b>2,101</b>	27.59%
3. Internet Explorer	<b>1,002</b>	13.16%
4. Firefox	<b>761</b>	9.99%
5. Edge	<b>222</b>	2.92%
6. YaBrowser	<b>81</b>	1.06%
7. Android Browser	<b>41</b>	0.54%
8. Safari (in-app)	<b>35</b>	0.46%
9. Amazon Silk	<b>34</b>	0.45%
10. Opera	<b>34</b>	0.45%

Contribution to total: Sessions



Rows 1 - 10 of 15

Overview

Sep 1, 2016 - Sep 30, 2016

All Users  
100.00% Sessions

Explorer

Summary

Sessions

500



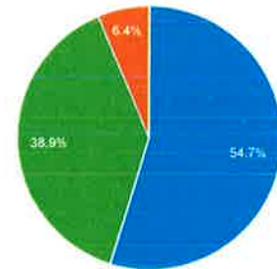
Device Category

Sessions

Sessions

Contribution to total: Sessions

Device Category	Sessions	Sessions	Contribution to total
	<b>7,614</b>	<b>7,614</b>	
	% of Total: 100.00% (7,614)	% of Total: 100.00% (7,614)	
1. desktop	<b>4,164</b>		54.69%
2. mobile	<b>2,964</b>		38.93%
3. tablet	<b>486</b>		6.38%



Rows 1 - 3 of 3

Sep 1, 2016 - Sep 30, 2016

Devices

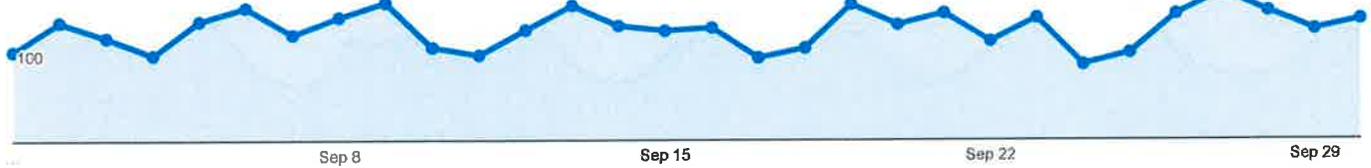
All Users  
45.31% Sessions

Explorer

Summary

Sessions

200



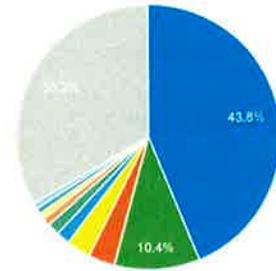
Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

	Sessions	Sessions
	3,450 % of Total: 45.31% (7,614)	3,450 % of Total: 45.31% (7,614)
1. Apple iPhone	1,512	43.83%
2. Apple iPad	359	10.41%
3. Samsung SM-G900V Galaxy S5	110	3.19%
4. (not set)	104	3.01%
5. Samsung SM-G920V Galaxy S6	57	1.65%
6. Samsung SM-G930V Galaxy S7	52	1.51%
7. Samsung SM-G900A Galaxy S5	32	0.93%
8. Samsung SM-N910V Galaxy Note 4	27	0.78%
9. Microsoft Xbox One	25	0.72%
10. Samsung SM-G900P Galaxy S5	25	0.72%



Rows 1 - 10 of 323

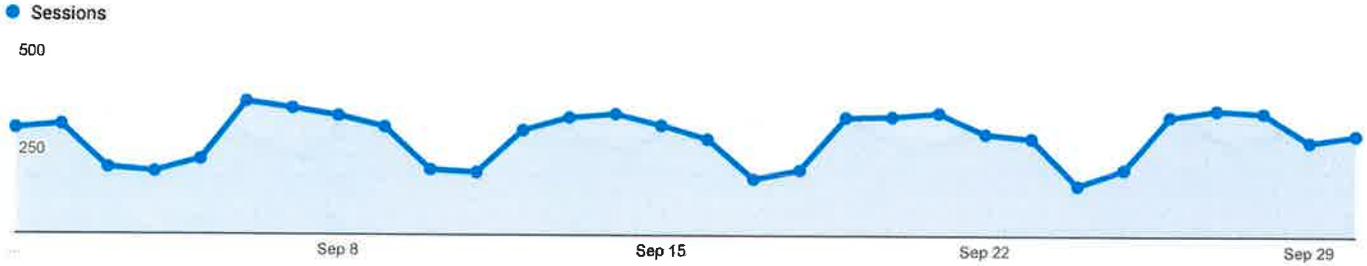
# Landing Pages

Sep 1, 2016 - Sep 30, 2016

All Users  
100.00% Entrances

Explorer

Summary



Landing Page	Sessions		Contribution to total: Sessions
	Sessions	Sessions	
	<b>7,614</b> % of Total: 100.00% (7,614)	<b>7,614</b> % of Total: 100.00% (7,614)	
1. /	<b>2,334</b>	30.65%	
2. /Departments/swim/swim center.htm	<b>878</b>	11.53%	
3. /Jobs/jobopenings.htm	<b>718</b>	9.43%	
4. /transportation/routes.htm	<b>689</b>	9.05%	
5. /transportation/CAThome page.htm	<b>627</b>	8.23%	
6. /Departments/court/court.htm	<b>193</b>	2.53%	
7. /Departments/pw_operations/parks/park_facilities.htm	<b>151</b>	1.98%	
8. /cityservices/cityserv.htm	<b>146</b>	1.92%	
9. /CityGovernment/council/council_members.htm	<b>120</b>	1.58%	
10. /Departments/swim/schedule.htm	<b>119</b>	1.56%	

Rows 1 - 10 of 101

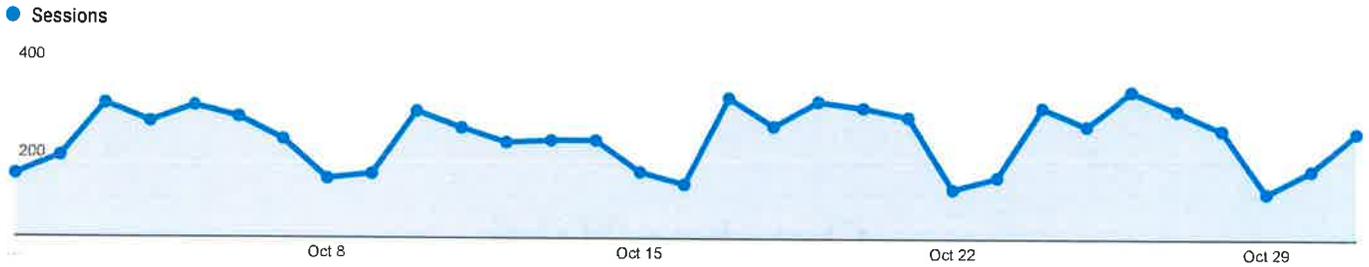
October 2016

## Audience Overview

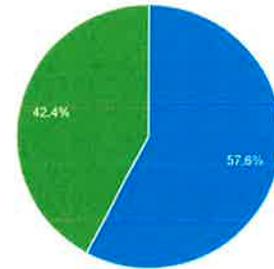
Oct 1, 2016 - Oct 31, 2016

All Users  
100.00% Sessions

### Overview



■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	6,130	95.01%
2. ru	205	3.18%
3. ru-ru	43	0.67%
4. es-419	15	0.23%
5. en-gb	10	0.15%
6. (not set)	8	0.12%
7. en	7	0.11%
8. c	4	0.06%
9. en-ca	3	0.05%
10. es-xl	3	0.05%

## New vs Returning

Oct 1, 2016 - Oct 31, 2016

All Users  
100.00% Sessions

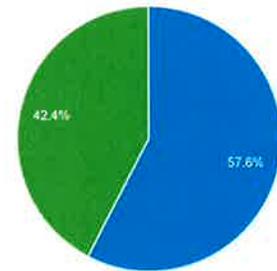
### Explorer

Summary



User Type	Sessions	Sessions
	6,452 % of Total: 100.00% (6,452)	6,452 % of Total: 100.00% (6,452)
1. <span style="color: blue;">■</span> New Visitor	3,718	57.63%
2. <span style="color: green;">■</span> Returning Visitor	2,734	42.37%

Contribution to total: Sessions



Rows 1 - 2 of 2

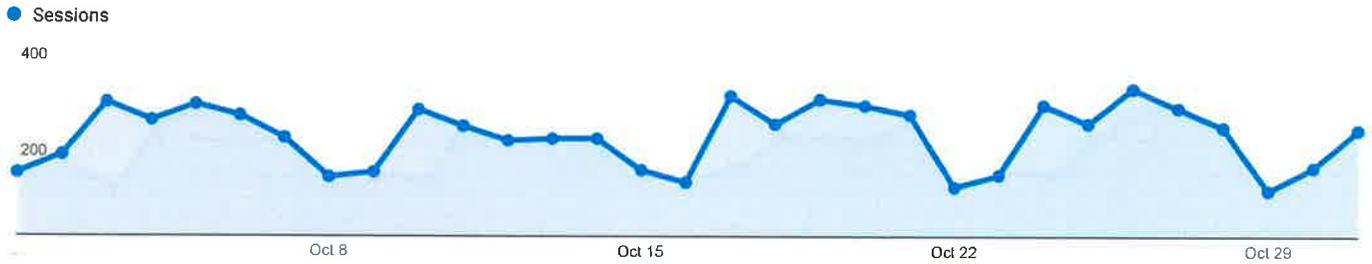
## Browser & OS

Oct 1, 2016 - Oct 31, 2016

All Users  
100.00% Sessions

### Explorer

#### Summary



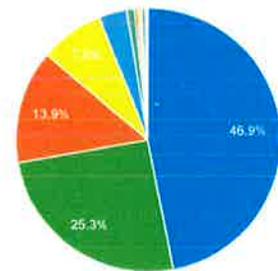
#### Browser

Sessions

#### Sessions

Contribution to total: Sessions

Browser	Sessions	Sessions	Contribution to total: Sessions
	<b>6,452</b>	<b>6,452</b>	
	% of Total: 100.00% (6,452)	% of Total: 100.00% (6,452)	
1. Chrome	3,026		46.90%
2. Safari	1,630		25.26%
3. Internet Explorer	900		13.95%
4. Firefox	503		7.80%
5. Edge	219		3.39%
6. YaBrowser	63		0.98%
7. Android Browser	30		0.46%
8. Opera	30		0.46%
9. Amazon Silk	27		0.42%
10. Safari (in-app)	15		0.23%



Rows 1 - 10 of 13

Oct 1, 2016 - Oct 31, 2016

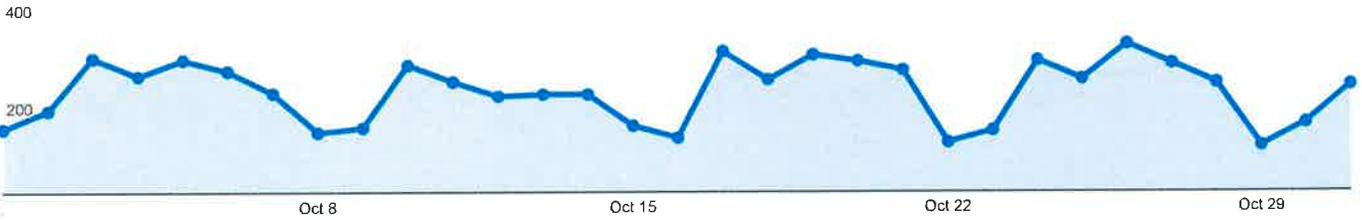
**Overview**

**All Users**  
 100.00% Sessions

**Explorer**

Summary

**Sessions**



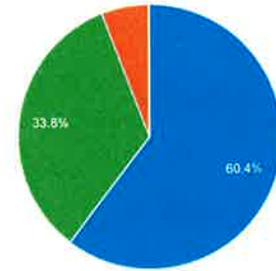
**Device Category**

Sessions

Sessions

Contribution to total: Sessions

Device Category	Sessions	Contribution to total
1. desktop	3,896	60.38%
2. mobile	2,180	33.79%
3. tablet	376	5.83%
<b>Total</b>	<b>6,452</b>	<b>100.00% (6,452)</b>



Rows 1 - 3 of 3

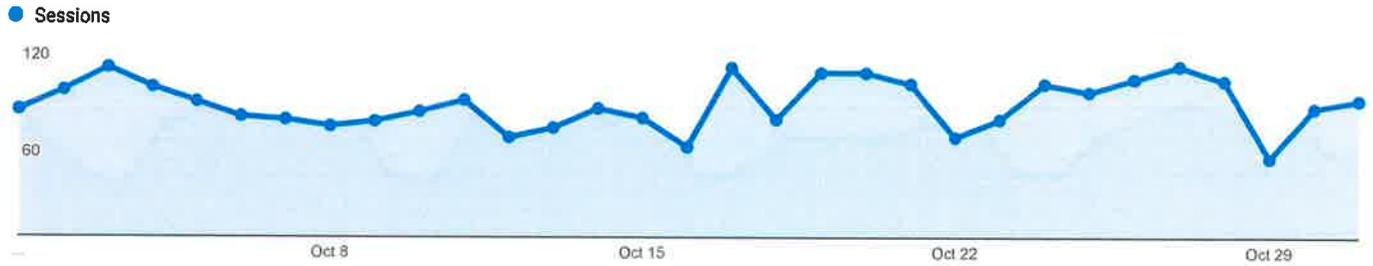
## Devices

Oct 1, 2016 - Oct 31, 2016

All Users  
39.62% Sessions

### Explorer

Summary



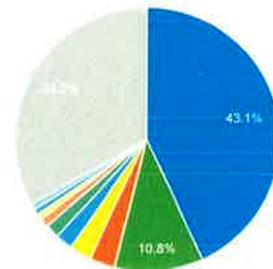
### Mobile Device Info

Sessions

### Sessions

Contribution to total: Sessions

Mobile Device Info	Sessions	Sessions
	2,556 % of Total: 39.62% (6,452)	2,556 % of Total: 39.62% (6,452)
1. Apple iPhone	1,101	43.08%
2. Apple iPad	275	10.76%
3. Samsung SM-G900V Galaxy S5	80	3.13%
4. (not set)	69	2.70%
5. Samsung SM-G920V Galaxy S6	54	2.11%
6. Samsung SM-G930V Galaxy S7	44	1.72%
7. Microsoft Xbox One	27	1.06%
8. Apple iPod	19	0.74%
9. Motorola XT1254 Droid Turbo	19	0.74%
10. Samsung SM-G935F Galaxy S7 Edge	19	0.74%



Rows 1 - 10 of 293

Oct 1, 2016 - Oct 31, 2016

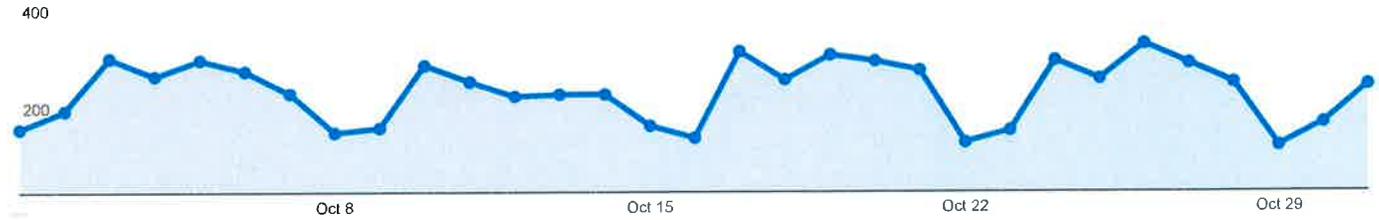
## Landing Pages

All Users  
100.00% Entrances

### Explorer

Summary

#### Sessions



Landing Page	Sessions	Sessions	Contribution to total: Sessions
	<b>6,452</b> % of Total: 100.00% (6,452)	<b>6,452</b> % of Total: 100.00% (6,452)	
1. /	<b>2,475</b>	<b>38.36%</b>	
2. /Departments/swim/swim center.htm	<b>837</b>	<b>12.97%</b>	
3. /Jobs/jobopenings.htm	<b>555</b>	<b>8.60%</b>	
4. /transportation/routes.htm	<b>485</b>	<b>7.52%</b>	
5. /transportation/CAThome page.htm	<b>445</b>	<b>6.90%</b>	
6. /Departments/develop_ services/development_serv. htm	<b>416</b>	<b>6.45%</b>	
7. /Departments/swim/schedule.htm	<b>113</b>	<b>1.75%</b>	
8. /transportation/transitax.htm	<b>113</b>	<b>1.75%</b>	
9. /CityGovernment/council/council_members.htm	<b>78</b>	<b>1.21%</b>	
10. /CityGovernment/council minutes_agenda.htm	<b>63</b>	<b>0.98%</b>	

Rows 1 - 10 of 101

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of September & October, 2016

Date: November 7, 2016

Prepared by: Julie Wehling

Through: Rick Robinson, City Administrator

### 1) Funding and Contracts:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) We have not announced the vendor selection for the Request for Quote that went out in August for the purchase and installation of onboard camera systems for the CAT fleet. Five vendors submitted quotes before the due date. There have been contract delays with ODOT and TriMet grant contracts (expected on July 1, 2016). The contract for the funds to cover this project has not yet arrived. We expect the grant contract any time.
- c) On October 31<sup>st</sup> we received grant contract 31562 from ODOT which is for \$89,148 to add mid-day service to Wilsonville no later than FY 18-19. The executed contract was received on November 7<sup>th</sup>.
- d) On October 31<sup>st</sup> we received grant contract 31468 which is for \$125,622 to purchase a vehicle replacement no later than June 30, 2018. The executed contract was received on November 7<sup>th</sup>.

### 2) Ridership:

Year to date for total ridership was down by 12.29 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 6,648 rides in September (8.64% fewer than September of 2015).
  - 1,240 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 5.98% fewer than were provided during September of 2015.
  - 3,844 to Oregon City (14.08% fewer rides than September of 2015).
  - 1,564 to Woodburn (5.39% more rides than September of 2015)
- b) 6,560 rides in October (18.14% fewer rides than October of 2015).
  - 1,290 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 0.55% fewer rides than were provided during October of 2015.
  - 3,895 to Oregon City (21.07% fewer rides than October of 2015).
  - 1,375 to Woodburn (17.61% fewer rides than October of 2015).

The reasons for the decrease in ridership remains challenging to identify. During this period the rides on the Shopping Shuttle and same-day rides are up although the overall ridership has continues to slip. As noted in earlier reports the factors include: service schedule adjustments, the Route 99 name change, TriMet's changes associated with the

new Orange Line MAX, and the closure of two supported employment sites in Oregon City. Other transportation providers across the state are also experiencing ridership dips and point to lower gas prices.

Updates:

- a) The Rider of the Month for September was Jeff McCall. The October rider of the month was Arlene Angel. Both riders got a free bus pass and other goodies.
- b) In September and October we provided 298 same day rides on a space available basis.
- c) Updated security cameras were installed at the Canby Transit Center to replace outdated cameras and DVR equipment that had stopped working.
- d) Transit and MV staff answered many questions, provided documentation, reports, data queries and other background information to Jarrett Walker + Associates for their research in analyzing existing conditions, preparing a “choices report” and preparing for a staff service design meeting in November.
- e) The pending bus yard property purchase is still on track to be finalized. As of the date of this report, the Plat has been recorded by the county.

4) Collisions and Incidents

- a) There were no collisions in September or October.

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

- a) On September 1<sup>st</sup> Julie Wehling attended the C4 meeting in Oregon City.
- b) On September 20<sup>th</sup> Julie Wehling, Nancy Muller and Kristie Chilcote met with Jarrett Walker + Associates for a Kick Off meeting to start the internal process for the Transit Master Plan.
- c) On October 5<sup>th</sup> Julie Wehling attended a Regional Transportation Plan update meeting of Regional Transit Providers held at Metro.
- d) On October 6<sup>th</sup> Julie Wehling attended the C4 meeting in Oregon City.
- e) On October 8<sup>th</sup> MV held a driver safety meeting.
- f) Regular Transit Advisory Committee meetings were held on September 22<sup>nd</sup> and October 27<sup>th</sup>. The next meeting will be held on November 17<sup>th</sup>.
- g) On October 13<sup>th</sup> Nancy Muller participated in the Hope Village Health and Harvest Celebration.
- h) On October 13<sup>th</sup> Julie Wehling attended the ODOT’s Public Transportation Plan “listening meeting” at ODOT Region 1 in Portland.
- i) On October 27<sup>th</sup> Julie Wehling attended a meeting of the Clackamas County members of the Region 1 ACT.



# City of Canby Bi-Monthly Report

## Department: Wastewater Treatment Plant

### For Months of: September & October 2016

To: The Honorable Mayor Hodson & City Council  
From: Dave Conner, Lead Operator  
Through: Rick Robinson, City Administrator  
Date: November 1, 2016

#### **Facility Operations & Maintenance**

The water quality for the months of September and October remain excellent with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance. Engineering for the new sludge holding CIP was completed and bids came in under the budgeted amount.

The list below highlights a few of the tasks completed since the last bi-monthly report.

- N.W. Crane replaced both Davit cranes motor and gearboxes (under warranty)
- Changed failed capacitor on UV # 2.
- Installed new skimming arms on both secondary clarifiers.
- Working on operational process changes for influent rotary screens.
- Removed macerator piping and replaced to original install.
- Replaced blown fuses on old lime silo bag house panel.
- Received 30 ton of hydrated lime.
- Updates MSDS to SDS product info.
- Installed new lights, UV crystals, wipers & O-rings on both UV units.
- New fire/burglar alarm system installed and inspections finalized.
- Power washed all treatment Plant hand rails
- Drained PC to accommodate removal of old PW pump and piping from effluent chamber.
- Re-seeded grass on berm and around driveway by the solids storage building.
- Weed control in timber, pond and fence line around treatment plant.
- Installed backup manual rain gauge on stainless steel plate at North clarifier.
- R&R recirculation and process water pump/sent for repair.
- Installed new PH meter in raw sewage pump room.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

## Pretreatment Inspection/Reporting, FOG Program

### **September**

- Pump Outs: 25
- Inspections: 5

### **October**

- Pump Outs: 22
- Inspections: 7
- Reviewed September/October Business License renewals.
- Provided Environmental Surveys to Canby Import Auto Supply and STA Canby.
- Completed follow-up I.U inspections at Marcinkiewicz Co. Inc., JVNW, and MEC/Screaming Circuits.
- Contacted JVNW to notify that they will require a categorical wastewater discharge permit if they wish to restart electro polishing process.
- Completed start of production inspection at Grand Northern products
- Conducted inspection and addressed FOG impacts at Cutsforth Thriftway with Store Director and follow up with store owner. Required proposal from owner to address damaged and undersized grease traps.
- Development of Fact Sheets for each company inspected with detailed pretreatment information, diagrams and photographs.
- Inspected Marcinkiewicz Co. Inc. to verify that the requirement to properly store and label all hazardous materials and the removal of discharge piping was completed.
- Evaluating ESC section of the City of Canby Sewer Use Ordinance and possible implementation for new IU's.
- Completed FOG inspections at Trost Elementary school, Biscuits, Teriyaki Oriental Grill, Rounders, Backstop Bar and Grill, La Conasuper Market, Thai Dish, Dutch Bros., McDonald's and Taco Bell.
- Evaluated potential new industrial users to the City of Canby.
- Contacted owner of Ebners meats to require adherence to set pump out schedule.
- Contacted owner and required Dutch Bros. to service and repair trap and set an appropriate clean out schedule.
- Contacted VP of NW Taco Bell to require repair of rusted out grease trap.
- Review of Pretreatment Implementation Manual and City of Canby Sewer Ordinance.

### **Biosolids Program:**

- Belt ran 14 days in September.
- 6 load to Heard Farms, 174 wet tons.
- Belt ran 12 days in October.
- 5 loads to Heard Farms, 155 wet tons.
- 

### **Daily Lab Activity**

- Routine daily/weekly lab process control and permit testing.
- Perform weekly AB probe checks/calibration.
- Creating NPDES Permit renewal data disk for DEQ.
- Evaluated 3 Day testing samples.
- Created new 5 year Permit Testing Schedule.
- Working with Daryll on FOG/Pretreatment Program.

### **Meetings and Training Attended**

These meetings, conference's or training were completed by either one or more of the wastewater treatment plant personnel Dave Conner, Bob Wengert, Dave Frahm, Jon Patrick or Daryll Hughes.

- Daily staff and operations meeting.
- Attended monthly ACWA.
- Pretreatment Committee Meeting.
- City Safety Committee Meeting.
- PNSCTA Pretreatment Workshop.
- Completed on-line safety training modules.
- Attended the Preferred Pumper meeting.