



City of Canby Bi-Monthly Report
Department: Administration
For Months of: July & August 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: September 26, 2016

1. Business Licenses:

Fifty (50) new business licenses were issued during the months of July and August 2016. This compares to 78 new licenses issued during July and August 2015. Thirty-nine (39) business licenses were inactivated during the months of July and August 2016. This compares to 32 inactivated during the same period in 2015. Two-hundred thirty-two (232) business license renewals were sent out, compared to 182 in 2015. The total number businesses licensed with the City of Canby is 1,451 (1,319 this time in 2015) of which 682 have Canby addresses (652 this time last year).

2. Cemetery:

Total property purchases recorded: July - 5 August - 6
Total interments recorded: July - 9 August - 7

3. Public Records Requests:

No Public Records Requests was processed during July and August.

4. Training/Meetings:

Kim Scheafer attended the following:

- OAMR Records Management Meeting
- Finance Director Interviews
- Helped with Canby Independence Day Celebration activities

Kim Scheafer and Erin Burckhard attended the Benefits Fair and a Front Desk Safety Course

5. Special Animal Permits:

One Special Animal Permit was issued in July and August.

6. Sidewalk/Park Vending Permit:

No Sidewalk/Park Vending Permits were issued in July and August.

7. Liquor License Applications Processed:

No liquor license applications were received.

8. 2016 General Election:

Notices of Measure Election were filed with Clackamas County Election on July 22 for the following:

- Measure 3-482 – Renewal of Five-Year Local Option Levy for Swim Center Operations
- Measure 3-483 – Removing a Citywide Ban on Marijuana Business in Canby
- Measure 3-484 – Imposes City Tax on Marijuana Retailer's Sale of Marijuana Items

Paperwork was received from five candidates to run for the three upcoming Council seats and one for the Mayor's seat. Canby's Certified List of Candidates was submitted to Clackamas County Elections on August 25.



City of Canby Bi-Monthly Report
 Department: Court
 July/August 2016

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

Monthly Statistics	July	August
Misdemeanors		
Cases Filed	12	17
Cases Closed	17	18
Warrants Issued	12	25
Traffic Crimes	4	3
Traffic Violations		
Offenses Filed	194	280
Cases/Citations Filed	162	226
Cases/Citations Closed	225	328
Parking Citations Filed	3	14
Parking Citations Closed	5	17
Case Detail		
Diversion	18	28
Dismissal	56	76
Sentenced	57	92
Trials		
Bench (Judge)	0	0
Jury	0	0
Citations Handled by Violations Bureau	91	102
Defendant Accounts referred to Collections	42	90
Fines & Surcharges Collected	\$34,635	\$54,370

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:

- Clerks are currently submitting defendant judgements directly to Oregon State Police Criminal Unit instead of the older mailed paper judgement. OSP staff is monitoring for accuracy but the project seems to be working well. This will allow criminal justice agencies to have weekly information regarding a defendant's criminal history.
- e-DMV project – another efficiency to allow clerks to upload traffic violation court results directly into DMV records – this is 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 July – August 2016*

Economic Development Updates:

The following projects are funded through Urban Renewal.

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

Active leads include:

- **Project Borealis:** This high tech company is in the process of securing financing for a 350,000 square foot facility that could create 200-250 jobs. Canby is at the top of their list of sites. All indicators are positive so far.
- **Project Blue Ice Update:** The Company continues to work through final details in their plans for a \$40 million, 400,000 square foot building. The city would extend 4th Avenue to provide needed road and infrastructure access. A location decision has been delayed but is expected this fall.
- **Premier Gear** – This manufacturing firm plans to close on the purchase of Canby Urban Renewal property late this year. The company plans to construct a build-to-suit, 60,000 square foot building for a Portland based metals manufacturer on the site. The well has been decommissioned.

Development/Redevelopment:

- **Downtown Mixed Use Development Project Due Diligence:** A mixed use development that includes ground floor retail space and three stories of studio and one bedroom higher end apartments has begun the design review and preconstruction application phase. A draft Development and Disposition Agreement cementing deal terms is being reviewed for Urban Renewal District approval October 19th. A \$60,000 grant request to fund brownfields and asbestos/lead paint assessment and clean-up has been submitted to Business Oregon.

Other

- **Quiet Zone:** ODOT will assist in developing engineering drawings for the N. Elm Street intersection with 99E so it can accommodate trucks after a concrete center median has been installed. ODOT will also support an Immediate Opportunity Grant request to help fund the improvement that is critical for Quiet Zone approval by Union Pacific Railroad.

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Canby Independence Day Celebration** – The Celebration was held on Monday, July 4th in downtown Canby. Thousands of Canby citizens and visitors attended this long-standing event that brought back many of the beloved activities and some new additions and changes. The parade kicked off at 9:30am with a new route to showcase beautiful NW 1st Avenue. Food, beverage, and arts & crafts vendors lined Wait Park, which served as the heart of the event. This year, bouncy houses, an arcade game truck, and a beer garden helped to give attendees additional reasons to stay. The beer garden was held on NW 2nd Avenue, and featured live music, a food and beer/wine vendor, and seating. The Car Show featured an array of classic cars along Grant Avenue and NW 5th. Additional activities included the Friends of the Library book sale, Canby Historical Society pancake breakfast, Boy Scout's Kiddie Korner, and the Fire District's obstacle course and night-time fireworks display. The event will continue to evolve throughout the years. It would not have been possible without the dedication from community volunteers, sponsors, and the positive nature of everyone involved.



Organization

- **Oregon Main Street Meeting** – On July 12th, the statewide meeting held in Oregon City explored the future of the 10 year old Oregon Main Street Program, and created a strategic plan. The plan looks at the work that has been completed as well as what the future holds.
- **Historic Review Board** – The Historic Review Board completed its work with Tama Tochiwara, from Eugene on eight Intensive Level Surveys. Chosen sites for survey were: Wells Fargo, Wait Park, Dahlia Theater, the building that houses the Bike Shop and Canby Trophy, and lastly, the building that houses Salon L and Ladybug Chocolates. Three properties were added when the National Register Nomination for the Canby Depot was determined to not be a viable project under the Certified Local Government Grant. The additional three sites are the Canby Depot, Bair House, and the Deadman Property which is

currently houses Mattress World. These buildings represent several time periods and showcase different aspects of Canby's history. The Historic Review Board's Reconnaissance Level Survey also came to a close at the end of August. Libby Provost completed this work in South Canby as part of the City's Certified Local Government Grant.

- **Baker Prairie Cemetery Rehabilitation Project** – Baker Prairie Cemetery was awarded a Historic Cemetery Grant. This project will repair 26 markers, clean 30 markers, and train up to 10 volunteers to continue work for the Baker Prairie Cemetery. The project was brought to light from a descendent of the Lee family with concern of safety as the cemetery has several broken headstones. A re-dedication event is planned in conjunction with the completed work. The Historic Review Board has met with the Bike & Ped committee to discuss including a cycling component as both historic cemeteries and cycling creates a great deal of tourism in this region.



Heritage Trail Unveiling – On Friday, August 3rd, the City's Historic Review Board unveiled its first heritage trail named "Exploring Community Connections". This heritage trail featured plaques on ten sites, beginning at Wait Park. It was made possible through two grants – the Community Partnership Program grant and the Certified Local Government Grant. It was unveiled in conjunction with First Friday in order to connect with locals who could attend both.

Design

- **Canby Façade Improvement Program** - The City of Canby received a façade application from Loren Bell for his property at 358 NW 1st Avenue. After reviewing the plans with the economic development director and the planning director, Loren and Jen Bell addressed the council on August 3rd. The application include work to both the front of the building on NW 1st, but also for the rear, which is prominently seen from NW 2nd Avenue. Their application was approved and work began immediately.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Julie Blums, Finance Director
Through: Rick Robinson, City Administrator
Covering: July & August 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.

- The **2016-2017 Budget** document was finalized and posted to the City's website. Hard copies were made available to the Library and City Hall to provide another option for citizen review.

- A **supplemental budget for 2016-2017** was adopted in August to make adjustments in areas where spending that was expected to be completed before the year end was not, to recognize unbudgeted Library donations, and increase appropriations for workers compensation costs in all funds that came in higher than estimated. Another supplemental budget addressing additional Library and Project donations will be forthcoming.

- **Quarterly financial reports** were annotated and provided with the Bi-Monthly reports for May-June by the outgoing Finance Director. Bank account and other signature authorizations were updated due to this change.

- The **new Finance Director Julie Blums** was able to meet Finance staff and spend a little time in the department at the end of August. Finance staff appreciate the effort made to fill the position as quickly as possible as well as to provide coverage of the Utility Customer Service desk during this time of transition.

- Year-end revenue and expense **accruals** were processed in July and August in the first step of wrapping up the prior fiscal year. The **auditors** were here for their preliminary visit in August. Requested reports and documents were provided to them that primarily address internal controls. A preliminary Schedule of Expenditures of Federal Awards (SEFA) was also provided. We are required to have a single audit due to receipt of over \$750,000 in Federal funds

Bi-Monthly Finance Department Report (continued)

for FY15-16. Transit grants were selected for review by the auditors. Final audit is scheduled for November.

- 122 of the 308 pre-collection notifications for June 2016 **non-filed Transit taxes** remain outstanding. These accounts were turned over to collections in August. An additional 110 pre-collections notifications were issued for non-filed accounts that were due in July. Finance and Administration staff are working on ways to improve the business license application to help facilitate the set up process for Transit accounts.

- 73 notices were issued to property owners with severely **delinquent sewer accounts**, 50 accounts totaling over \$57,000 remain outstanding and have been turned over to the County Assessor for inclusion on the property tax statements.

- **Sewer rates** did not change for FY16-17. Commercial customer bills were updated to reflect the annual winter water consumption average. The winter average is provided by Canby Utility. Per City policy the reduced sewer rate eligibility criteria was adjusted based on HUD standards.

- COLA and budget appropriations were updated in the Finance system effective July 1st. Health benefits changes were updated in August.

- Blanket purchase orders for the new fiscal year were approved and set up. Prior year encumbrance balances were analyzed and closed out when applicable.

- In preparation for the move to the new Civic Building staff spent time on records retention for the prior year.

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

- Caselle User Group meeting
- Employee Benefits Fair
- Safety Meeting
- Front Desk Safety and Security training
- Walk-through of new building
- Employee Barbecue

Bi-Monthly Finance Department Report (continued)

Statistics this period:

- **Accounts Payable**

Invoices:	642
Invoice entries:	890
Encumbrances:	64
Manual checks:	18
Total checks:	406

- **Payroll**

Timesheets processed:	476
Total checks and vouchers:	550
New hires/separations:	4/2

- **Transit Tax Collection**

Forms sent:	25
Penalty & Int. notices sent:	14
Pre-collection notices sent:	110
Accounts sent to collections:	122
Accounts opened/closed:	53/42
Returns posted:	943

- **Utility Billing**

Bills sent:	9,361
Counter payments:	264
Accounts opened and closed:	192
Lien payoffs:	5
Lien payoff inquiries:	47
Collection notices sent:	13
Accounts sent to collections:	1

- **General Ledger**

Total Journal entries:	414
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- **Cash Receipts Processed**

Finance:	1,269
Utility:	496

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

Summer Reading Program:

- *"On Your Mark, Get Set, Read!"*
 - Adults -155 completed
 - Teens – 255 teens signed up – 68 finished (27%) total hours read 2830.36
 - Children- 839 signed up – 330 finishers (39%)

Library Operations:

- We now have commemorative library cards with a picture of the new library on them. The cost is \$5.00. Proceeds go to our donation line item and the proceeds are planned to be used for something in either the teen or children's area of the new library that was not funded.
- Staff is planning the library's opening day celebration on October 15th. We have events planned from 10:00 a.m. until 4:00 p.m. Events planned are face painting for children, balloons, henna tattoos for teens, ongoing storytimes, an open craft table, music, tours, juggler Henrik Bothe, and storybook characters Clifford, Llama Llama, and Splat the Cat.
- We have been working on Conference/Meeting Room Policies. There has been quite a lot of interest in using the rooms. People are already asking to book the rooms.
- The Behavior Policy was updated. Thanks to Joe Lindsay for his help.
- We developed a Person in Charge procedure (PIC). This procedure will be used whenever the library director or library manager is not present or available. It is based on seniority in position.
- Irene is working on the Annual Public Library Statistical report that is required to be completed by Oregon Revised Statute 357.520 which requires each public library established under ORS 357.417 to make an annual report to the State Library on a form supplied by the State Library. The report is due October 1st 2016 and covers the fiscal year FY 15/16.
- Because of possible liability issues volunteers will no longer repair books for patrons or other libraries in Clackamas County. The only repairs will be done to books in the Canby Public Library collection.

RFID

- Lizzie and Lori are members of the LINCC RFID implementation committee. The committee is responsible for recommending tagging standards, determining hardware needs, planning in-house tagging logistics, and developing communication and training materials for LINCC staff and patrons. Meetings are scheduled every other week. The committee thus far has decided:
 - We will be going with Bibliotheca SelfCheck 1000
 - Only the Barcode, ISO Number and our OCLC lender number will be written on the tags.
 - All circulating items must be tagged

- Where the tags will be placed on various types of materials (CD, DVDs, Books, Magazines, etc.)
- Hardware needs

Network will be sending out a “Tagging Labor Estimates” spreadsheet to help each library determine staff hours needed to complete in-house tagging. Lizzie has been working on pairing up volunteers with staff. All of Canby’s tagging will be done in-house.

- RFID Self-Checks:
 - Network is budgeting to supply a base number of self-checks to each library, including annual maintenance and upgrading hardware every 5 years. This was a decision voted on by the majority of library directors in exchange for picking up database costs. (Cooperation and Standardization Library District IGA Section 2.3)
- Security Gates:
 - Gates will not catch 100% of unchecked-out items. The gates read an average of 8 items per second. This means that for a book bag with 20 items passing through the gates, some will get read, and some will not.
 - Aside from the limitations in terms of number of items being read at a time, the security can be defeated by a savvy thief. They can remove the RFID tag, disable it (by cutting the circuits), wrap it in foil, etc.
 - Price estimate for the 5’ security gates is \$13,000 per set (compared to \$8000 for a 3’ set and \$11,500 for the dual-lane 3’ set). Additionally, shipping & handling is \$275, there is an annual maintenance fee of about 10% of the purchase cost (approx. \$1300), and we’d have to pay for installation. The 5’ gate setup is strongly recommended in order to accommodate oversize wheelchairs and double strollers.
 - These are costs for just the hardware, which will consist of security gates that flash lights and sound an alarm if materials go through that aren’t checked out. There’s a separate software package available that would tell staff exactly which item triggered the alarm, which would be hugely helpful when we’re dealing with two or more patrons who each have a large stack of materials. The licensing fee for that software is \$5000 for all of LINCC (one-time cost).

Due to the costs and limited benefit, I am recommending that we not purchase security gates at this time.

LDAC:

- The Library District Advisory Committee met on August 22nd. The LINCC Director’s Group Chair shared information gathered at LDAC’s request from LINCC Library Directors about usage of Library District funds for capital purposes.
- Clackamas County staff also shared materials to orient LDAC members about the formation, funding, and governance of the Library District. Greg Williams presented “LDAC 101” to the members which included information on the Library District Formation, Library District Funding, District Library Operations and Library District Governance.

Technology Updates:

- We are still having problems with people using the back-up network on our Wi-Fi. 64% are using the back-up network. The problem is when using the back-up network they do not get the splash screen for our acceptable use policy. Valerie has contacted Canby Telcom and they are reviewing the access points in the new library with hopes that it will be resolved.

- We are also working with Canby Telcom to obtain wireless computer sessions for the fiscal year that is required for the Annual Public Library Statistical Report. Unfortunately they are unable to retrieve the data needed for the FY 15-16 state report.

Collections:

- We are creating several new areas in the collection.
 - An Oregon Heritage Collection – which will contain historical books pertaining to Oregon that are 10 years or older.
 - A Business section
 - A College/Career section
 - Christian Fiction
 - Blu-Rays
 - Lucky day Materials

Marketing/Outreach:

- We now have a quarterly newsletter that will be in collaboration with the Library, the Friends of the Library and the Foundation.
- We are working on an annual report to present to the public when we open the new library.

Training:

- We have been working on New Library Training for staff. Training will include "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:

- Last day to drop off donations to the Friends at the library on Holly Street was August 31st.
- The Friends made \$1,208.75 from books sales in the Book Garden in July and \$1,339.70 in August.
- Future materials donations to the Friends will be limited to publications published within the last five years due to their limited space in the new library.

Library Foundation:

- The Foundation is planning a Canby Homegrown Film Fest on October 19th to raise funds for the library. It will be held at the cinema next to the new library. The Film Fest will be 80-90-minute mix of short films, webisode, documentaries and music videos. Stay tuned for more information.

Volunteers:

- Volunteers of the month for July were Jo Algiers and Michael O'Rear . Jo and Michael helped with the family crafternoons and storytimes.
- Volunteer of the month for August was Michael Vu. Michael filled in for the picklist for the month of July while the other volunteers were on vacation. He is also a great shelper!

Facilities:

- Thanks again to Mark Gunther who's fixed our toilet clogs yet again!!!
- We are cleaning out our storage area in order to prepare for the big move. We purchased containers for the area to help with organization of craft supplies.

July	Date	ATTENDANCE			TYPE OF PROGRAM			
		Adults	Teen	Children	Adult	Teen	Children's	Family
Storytimes								
Songs and Sillies Storytime (ages 2-6)	7/11/2016	8	0	10	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	7/18/2016	7	0	8	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	7/25/2016	8	0	10	0	0	1	0
Book Babies Storytime (ages 0-2)	7/6/2016	12	0	15	0	0	1	0
Book Babies Storytime (ages 0-2)	7/13/2016	4	0	7	0	0	1	0
Book Babies Storytime (ages 0-2)	7/20/2016	5	0	6	0	0	1	0
Book Babies Storytime (ages 0-2)	7/27/2016	1	0	1	0	0	1	0
SRP Anne Rutherford	7/1/2016	18	0	37	0	0	1	0
SRP Move like a mammoth	7/8/2016	26	0	66	0	0	1	0
SRP Mr Conrad's musicademy	7/15/2016	14	3	36	0	0	1	0
SRP Knights of Veritas	7/22/2016	40	0	85	0	0	1	0
SRP Traveling Lantern	7/29/2016	14	0	37	0	0	1	0
Spanish Storytime (for the whole family)	7/2/2016	1	0	1	0	0	0	1
Spanish Storytime (for the whole family)	7/9/2016	2	0	2	0	0	0	1
Spanish Storytime (for the whole family)	7/16/2016	1	0	1	0	0	0	1
Spanish Storytime (for the whole family)	7/23/2016	0	0	0	0	0	0	1
Spanish Storytime (for the whole family)	7/30/2016	3	0	1	0	0	0	1
Movie Nights								
Zootopia (English)	7/14/2016	3	3	4	0	0	0	1
HeavyWeights(Spanish)	7/21/2016	0	0	0	0	0	0	1
Teens								
Game Night	7/6/2016	0	15	0	0	1	0	0
Maker Night: Tape Painting	7/11/2016	0	14	0	0	1	0	0
Kenpo Self Defense	7/18/2016	1	0	0	0	1	0	0
Maker Night: Bleach Tees	7/25/2016	0	17	0	0	1	0	0
Book Clubs								
Book Group - (adults)	no mtg.in July	0	0	0	0	0	0	0
History Book Group (adults)	cancelled	0	0	0	0	0	0	0
Music in the Stacks								
	None in Summer							
General Programs								
Healthy Infant and toddler nutrition	7/12/2016	7	0	0	0	0	0	1
Introduction to Origami	7/19/2016	7	10	9	0	0	0	1
Legos at the Library	7/7/2016	6	0	16	0	0	1	0
WorkSource Oregon	7/9/2016	2	0	0	1	0	0	0
WorkSource Oregon	7/14/2016	4	0	0	1	0	0	0
Nuestros Abuelos	7/5/2016	2	0	0	1	0	0	0
Nuestros Abuelos	7/12/2016	4	0	0	1	0	0	0
Nuestros Abuelos	7/19/2016	3	0	0	1	0	0	0
Nuestros Abuelos	7/26/2016	6	0	0	1	0	0	0
SRP Crafternoon	7/6/2016	16	0	27	0	0	1	0
SRP Crafternoon	7/13/2016	13	0	26	0	0	1	0
SRP Crafternoon	7/20/2016	12	0	20	0	0	1	0
SRP Crafternoon	7/20/2016	3	0	12	0	0	1	0
Family Evening Intro to Kung Fu	7/28/2016	4	0	5	0	0	0	1
Instruction Classes								
Citizenship class	7/13/2016	22	0	0	1	0	0	0
Citizenship class	7/20/2016	23	0	0	1	0	0	0
Citizenship class	7/27/2016	22	0	0	1	0	0	0
E-Reader Help	ongoing	3	0	0	1	0	0	0
Knitting and Crocheting	7/1/2016	5	0	0	1	0	0	0
Knitting and Crocheting	7/8/2016	4	0	0	1	0	0	0
Knitting and Crocheting	7/15/2016	4	0	0	1	0	0	0
Knitting and Crocheting	7/22/2016	4	0	0	1	0	0	0
Knitting and Crocheting	7/29/2016	4	0	0	1	0	0	0
Outreach								
Saturday at the Park	7/30/2016	20	5	30	0	0	0	1
School Lunch Program - Knight School	Month of July	0	0	1,142	0	0	1	0
		368	67	1614	15	4	18	11

August	Date	ATTENDANCE			TYPE OF PROGRAM			
		Adults	Teen	Children	Adult	Teen	Children's	Family
Storytimes								
Granny Goose Storytime (ages 2-6)	8/1/2016	9	0	14	0	0	1	0
Granny Goose Storytime (ages 2-6)	8/8/2016	4	0	8	0	0	1	0
Granny Goose Storytime (ages 2-6)	8/15/2016	9	0	14	0	0	1	0
Granny Goose Storytime (ages 2-6)	8/22/2016	8	0	12	0	0	1	0
Granny Goose Storytime (ages 2-6)	8/29/2016	7	0	9	0	0	1	0
Book Babies Storytime (ages 0-2)	8/3/2016	11	0	13	0	0	1	0
Book Babies Storytime (ages 0-2)	8/10/2016	4	0	4	0	0	1	0
Book Babies Storytime (ages 0-2)	8/17/2016	5	0	12	0	0	1	0
Book Babies Storytime (ages 0-2)	8/24/2016	2	0	3	0	0	1	0
Book Babies Storytime (ages 0-2)	8/31/2016	4	0	3	0	0	1	0
Spanish Storytime (for the whole family)	8/6/2016	1	0	1	0	0	0	1
Spanish Storytime (for the whole family)	8/13/2016	0	0	0	0	0	0	1
Spanish Storytime (for the whole family)	8/20/2016	1	0	1	0	0	0	1
Spanish Storytime (for the whole family)	8/27/2016	0	0	0	0	0	0	1
Movie Nights								
<i>The Angry Birds Movie (English)</i>	8/25/2016	3	0	5	0	0	0	1
<i>Ratchet & Clank</i>	8/18/2016	3	0	5	0	0	0	1
Teens								
Chocolate Olympics	8/1/2016	2	19	0	0	1	0	0
Anime Night	8/15/2016	0	21	0	0	1	0	0
Book Clubs								
History Book Group	8/24/2016	6	0	0	1	0	0	0
General Programs								
SRP The Reptile Man	8/5/2016	85	0	164	0	0	1	0
SRP Crafternoon	8/3/2016	12	0	20	0	0	1	0
SRP Crafternoon	8/10/2016	8	0	14	0	0	1	0
Nuestros Abuelos	8/2/2016	3	0	0	1	0	0	0
Nuestros Abuelos	8/9/2016	3	0	0	1	0	0	0
Nuestros Abuelos	8/16/2016	3	0	0	1	0	0	0
Nuestros Abuelos	8/23/2016	4	0	0	1	0	0	0
Instruction Classes								
Research 101	8/31/2016	0	1	0	0	1	0	0
Citizenship class	8/3/2016	20	0	0	1	0	0	0
Citizenship class	8/10/2016	17	0	0	1	0	0	0
Citizenship class	8/17/2016	16	0	0	1	0	0	0
Citizenship class	8/24/2016	15	0	0	1	0	0	0
Citizenship class	8/31/2016	14	0	0	1	0	0	0
E-Reader Help	Ongoing	2	0	0	1	0	0	0
Knitting and Crocheting	8/5/2016	4	0	0	1	0	0	0
Knitting and Crocheting	8/12/2016	7	0	0	1	0	0	0
Knitting and Crocheting	8/19/2016	5	0	0	1	0	0	0
Knitting and Crocheting	8/26/2016	5	0	0	1	0	0	0
		239	41	210	15	3	3	6

FY 15-16	
Registered Borrowers	11,880
Items in the collection	62,453
Holds Placed	73,231
Total Circulation	291,876
Checked ins	324,696
Public Internet Sessions	10,183
New Items Added	8,217

One Year Sept 2015 - August 2016	
Total Program Attendance	11,214
Total People Counter	112,199
Total Volunteer Hours	2,439
Total Reference Questions	5,991

LIBRARY ONE YEAR STATS

Programming:	ATTENDANCE			TYPE OF PROGRAM			
	Adults	Teen	Children	Adult	Teen	Children's	Family
September	319	4	280	15	1	20	4
October	441	50	840	20	2	22	11
November	394	5	180	18	1	17	4
December	179	25	132	10	2	7	6
January	251	9	184	19	1	8	10
February	291	5	169	23	2	7	8
March	368	23	140	22	2	3	10
April	363	28	192	23	2	6	8
May	285	41	1300	20	2	6	5
June	415	92	1670	17	3	11	5
July	368	67	1614	15	4	18	11
August	239	41	210	15	3	3	6
TOTAL	3,913	390	6,911	217	25	128	88

People Counter
9331
10249
8434
7790
8817
8833
9829
8175
8771
10,281
11,985
9,704
112,199

Volunteer Hours
189
198
160
166
192
195
267
273
200
198
211
190
2,439

Information	In Person							Telephone			Email Questions
	Reference	Operational	Computer	Readers' Advisory	Guest Passes	Job/Resume Help	eBook Help	Reference	Operational	Computer/W ebsite	
October	195	128	48	33	5	1	0	16	13	8	5
November	258	135	117	29	7	4	7	16	13	0	5
December	353	178	135	38	23	3	8	47	24	0	7
January	387	176	154	37	17	2	12	58	29	0	3
February	317	159	144	18	13	2	6	60	25	0	8
March	376	186	182	33	25	0	21	63	33	0	10
April	373	190	147	45	17	0	9	50	25	1	5
May	378	156	138	33	24	1	5	44	24	4	5
June	318	342	123	32	13	0	15	30	26	0	3
July	265	153	133	27	8	1	7	29	24	0	4
August	308	249	127	39	34	3	4	57	45	0	2
September											
TOTAL	3528	2052	1448	364	186	17	94	470	281	13	57

Total Reference Transactions
5,991
 (operational not included)



PLANNING & DEVELOPMENT SERVICES

JULY-AUGUST BI-MONTHLY REPORT

TO: *Honorable Mayor Hodson and City Council*

FROM: *Bryan Brown, Planning Director*

DATE: *September 12, 2016*

THROUGH: *Rick Robinson, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of July and August, 2016, plus an addendum for building permits finalled by Clackamas County during May 1 – June 30, 2016 reporting period which were not available at that time. 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 Surveys.** Staff has compiled the results from both the online and mailed park and recreation survey. The summary results are posted on the City of Canby Website and a link was posted on the Canby Now Facebook page. The Canby Herald has printed an initial story on the survey results and is preparing to publish a follow up story. The Park and Recreation Advisory Board is working with staff on the final edits to a Park Maintenance Survey. As with the initial survey, the maintenance survey will be mailed to the random sample of Canby residents, and will also be available to anyone on the City's website. Notice of the survey will be published in the Canby Herald. Results will be posted on the City's website, and the Canby Herald will publish a review of the results. Staff will present the results of both surveys at joint City Council/Planning Commission Workshop, the date to be determined. The Park and Recreation Advisory Board plan to make formal funding recommendations to the City Council for consideration during the next budget cycle, based in part on the survey results.
- 2. Quiet Zone.** The Regional Solutions Team representative, ODOT and Staff have agreed to partner on an Immediate Opportunity Grant. ODOT engineers will be able to assist with the project this fall in about 2 months and have indicated they will provide the design for the Elm Street and Hwy 99E portion of the project and assist staff in our quest to obtain the IO grant.
- 3. Buildable Land Needs Study.** Staff discussed the Buildable Land Needs Study with the City Council at workshop in August. The Council directed Staff to move forward with Staff's current methodology. Staff is reviewing the GIS files modified by a former intern, and ground truthing the maps. Staff will present a final draft to the Council at future workshop, date TBD.
- 4. South Ivy Street 2016-2018 STIP Enhance Project.** The final intergovernmental agreement between partners has been signed. The County has begun survey work involved with the design of the project. Construction is not planned until 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.
- 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 project. The path or trail will 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 6 miles of multiuse path to the 3+ miles currently within Canby's UGB. The State Parks recreational trails program has been determined to be the best possible fit for seeking out planning level funding. Staff is working to seek out partnerships to utilize in seeking grant funds from the above source. The grant shall be submitted in March of 2017. 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.

Land Use Application Activity

6. Pre-Application Conference(s) Held:

DATE	CITY FILE #	APPLICANT	PROJECT	ADDRESS
8-31-16	PRA 16-11	Paul DuPont	Annexation	2125 NE Territorial Pl
8-30-16	PRA 16-10	Wade Smith	RV & Boat Storage Expansion	1340 S Township/373 S Redwood
8-25-16	PRA 16-08	Dan Murphy	CUB's new building	SE 3 rd & Pine
8-24-16	PRA 16-09	Mary Hanlon	Canby Civic Block Development	NW 2 nd Ave (N Holly & N Ivy)
8-9-16	PRA 16-07	Shannon Allee	Partition for buildable flag lot	582 Knights Bridge Rd

7. Land Use Applications Submitted July 1 – August 31, 2016:

DATE	CITY FILE #	APPLICANT	PROJECT	ADDRESS
8-23-16	FP 16-07	Ralph Netter	Final Plat – Faist 7 Subdivision	SE 13 th Ave
7-25-16	MOD 16-01	VLMK/Jeff Gordon	Modification for Bus Storage	279 S Sequoia Pkwy
7-25-16	ANN/ZC 16-03	Jon Meredith	Annexation/Zone Change	1.80 acres N Oak St
7-21-16	FP 16-07	Craig Galvin	Partition	259 & 279 S Sequoia Pkwy
7-7-16	MLP	Darren Monen	Partition	431 S Township Rd
7-5-16	DR 16-04	Darren Monen	2 Triplexes	431 S Township Rd
7-7-16	SN 16-10	Integrity Signs	Sally Beauty Sign	1401 SE 1 st Ave #102
7-7-16	SN 16-09	Integrity Signs	Kiwanis Thrifty Shop Sign	257 SE 1 st Ave

8. Pre-Construction Conference(s) Held:

DATE	CITY FILE #	APPLICANT	PROJECT	ADDRESS
7-25-16	PRC 16-08	Tom Scott	Canby Crossing Retail Dev.	851 SW 1 st Ave

9. PC Meeting Items Reviewed:

- Site & Design Review for a proposed multi-tenant Commercial Building. **(DR 16-03 Tom Scott)**
- Subdivision containing 6-lots suitable for single family dwellings. **(SUB 16-02 Charlie Clark)**
- Site & Design Review for a proposed commercial sign fabrication shop at 1400 SE Township Road. **(DR 16-04 Steven Rudnick)**

- Site & Design Review and a Minor Partition to construct two triplex buildings – each on an individual lot at 431 S Township Road. **(DR 16-05/MLP 16-02 Monen Construction)**

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

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 16-111	Clackamas Co. Fairgrounds	Rodeo Announcer Booth replacement	694 NE 4th
SP 16-110	Erik Humphreys	Change of Use for ADU	900 NE 10th Avenue
SP 16-109	Willamette Valley Country Club	New storage building	900 Country Club Place
SP 16-108	LES, Inc. - Tom Scott	Canby Crossing - Multi Tenant Retail	851 SW 1st Ave
SP 16-107	Canby Telcom	New equipment shed	1470 NE Territorial Rd
SP 16-106	Lu - Interstate Roofing	New Roof for Canby Cleaners	341 SE 1st Avenue
SP 16-105	Chris Lancaster-Big-Dawg	Patio Cover	1387 NE 17th Ave
SP 16-104	Darren Monen	Demolition of Existing Home	431 S Township Rd
SP 16-103	Stafford Homes & Land, LLC	New SFR	1556 N Plum Ct, Lot 11, Franz Meadow
SP 16-102	Stafford Homes & Land, LLC	New SFR	1122 NE 16th Ave, Lot 1, Franz Meadow
SP 16-101	Stafford Homes & Land , LLC	New SFR	1156 NE 16th Ave, Lot 3, Franz Meadow
SP 16-100	Garett Burkhart	TI - to add CNC Routers	155 S Hazel Dell Way
SP 16-99	Interstate Roofing	Hope Village Reroof	1535 S Ivy Street
SP 16-98	William Monical	Reroof Portion of Church	1520 N Holly Street
SP 16-97	Jason Smith	Garage Conversion to Living Space	549 NE 10th Avenue
SP 16-96	Iselin Architects - Jessica Iselin	Interior Tenant Improvement	200 S Hazel Dell Way

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 16-95	Dean Zarusinske PE	Minor Foundation Support to Home	930 NE 34th Place
SP 16-94	Stafford Homes & Land, LLC	New SFR	1585 N Plum Court, Lot 13 Franz Meadow
SP 16-93	TnT Builders - Brent Mosser	Home Addition	496 NE 21st Avenue
SP 16-92	Lauretta Boralis	Kitchen remodel	1140 NE 9th Avenue
SP 16-91	Martin Clark Const, Inc.	New SFR	620 NW 10th Avenue, Lot 71 Northwood 2
SP 16-90	Scott Bowles-BC Custom Construction	New SFR	485 NW 11th Place, Lot 56 Northwood 2
SP 16-89	I & Z Snegirev	Home demolition	486 NE 3rd Avenue
SP 16-88	Russ Fehringon	Home Addition	520 SW 10th Avenue
SP 16-87	Robert Taylor	Rear Home Addition	173 SW 6th Ave
SP 16-86	Richard Zurcher	Install Sewer Line	625 S Ivy Street

11. Active Permit Finals by Clackamas County, July 1 – August 31, 2016

FINAL DATE	PROJECT	ADDRESS
7/6/2016	DINSMORE ESTATES NO. 2 - LOT 34 - NSFR	325 SE 15TH PL
7/19/2016	DINSMORE ESTATES NO. 2 - LOT 40 - NSFR	1495 S LOCUST ST
7/26/2016	DINSMORE ESTATES NO. 2 - LOT 41 - NSFR	274 SE 15TH PL
7/7/2016	DINSMORE ESTATES NO. 2 - LOT 42 - NSFR	268 SE 15TH PL
7/12/2016	DINSMORE ESTATES NO. 2 - LOT 67 - NSFR	1395 S LARCH ST
7/25/2016	FAIST 6 - LOT 3 - NSFR	1828 SE 10TH AVE
7/13/2016	NORTHWOOD ESTATES NO.2 LOT 60 - NSFR	597 NW 12TH AVE
7/13/2016	NORTHWOOD ESTATES LOT # 42 NSFR	596 NW 12TH AVE
7/25/2016	PINE MEADOW LOT 18 - NSFR	1115 NE 17TH AVE
7/12/2016	PINE MEADOW LOT 10 - NSFR	1694 N PLUM CT
7/27/2016	PINE MEADOW - LOT 14 - NSFR	1225 NE 17TH AVE
7/27/2016	PINE MEADOW - LOT 17 - NSFR	1123 NE 17TH AVE
8/1/2016	NORTHWOOD ESTATES LOT 69 - NSFR	560 NW 10TH AVE
8/9/2016	DINSMORE ESTATES - NSFR - LOT 56	315 SE 13TH PL
8/12/2016	DINSMORE ESTATES LOT 72 - NSFR	173 SE 15TH PL
8/17/2016	PINE MEADOWS - NSFR - LOT #5	1146 NE 17TH AVE
8/23/2016	PINE MEADOWS - NSFR - LOT #7	1258 NE 17TH AVE
8/25/2016	DINSMORE ESTATES - LOT 75 - NSFR	145 SE 15 CT
8/31/2016	FAIST 6 - LOT 4 - NSFR	1838 SE 10TH AVE

ADDENDUM TO May 1, 2015 – June 30, 1016 BI-MONTHLY REPORT

11. Active Permit Finals by Clackamas County, May 1 – June 30, 2016

FINAL DATE	PROJECT	ADDRESS
5/4/2016	HOPE VILLAGE COTTAGES - BLDG E2 NORTH	440 PACIFIC CREST DR
5/10/2016	DINSMORE ESTATES - LOT 33 NSFR	317 SE 15TH PL
5/11/2016	FAIST PHASE 6 - LOT 27 - NSFR	1833 SE 11TH AVE
5/17/2016	DINSMORE ESTATES - LOT 43 NSFR -	244 SE 15TH PL
5/20/2016	DINSMORE ESTATES - LOT 46 - NSFR	315 SE 14TH PL
5/20/2016	DINSMORE ESTATES 3 LOT 80 - NSFR	1475 S JUNIPER ST
5/24/2016	NSFR - PARCEL 2	362 NW 6TH AVE
5/27/2016	NEW SINGLE FAMILY RESIDENCE	670 S FIR ST
5/31/2016	FAIST 6 - NSFR LOT 9	1817 SE 10TH AVE
6/2/2016	DINSMORE ESTATES NO. 2 - LOT 30 - NSFR	247 SE 15TH PL
6/6/2016	DINSMORE ESTATES NO. 2 - LOT 35 - NSFR	335 SE 15TH PL
6/24/2016	DINSMORE ESTATES NO. 2 - LOT 51 - NSFR	1430 S LARCH ST
6/24/2016	DINSMORE ESTATES NO. 2 - LOT #52 - NSFR	1410 S LARCH ST
6/13/2016	DINSMORE ESTATES NO. 2 - LOT 53 - NSFR	1390 S LARCH ST
6/20/2016	DINSMORE ESTATES NO. 2 - LOT 54 - NSFR	1380 S LARCH ST
6/1/2016	FAIST 6 - LOT 8 - NSFR	1827 SE 10TH AVE
6/2/2016	NICK NETTER PARTITION - LOT 1 - NSFR	335 SW 6TH PL
6/23/2016	PINE MEADOW - NSFR - LOT #12	1664 PLUM CT
6/20/2016	PINE MEADOW - NSFR - LOT #15	1143 NE 17TH AVE
6/21/2016	PINE MEADOW - NSFR - LOT #4	1138 NE 17TH AVE
6/24/2016	WESTERN STORAGE NEW BLD	1382 SE 3RD AVE
6/22/2016	OBC NORTHWEST - STORAGE WAREHOUSE	1178 BERG PKY



City of Canby Bi-Monthly Report
 Department: Police
 July/August 2016

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

Monthly Statistics	July	August
CALLS FOR SERVICE (Citizen calls to Dispatch)		
Abandoned Vehicle / Parking	6	9
Animal Complaints	24	18
Code Enforcement	41	49
False Alarms	61	41
Ordinance Violations	8	14
Traffic Stops	671	818
Total All Calls (additional categories not listed above)	1,887	2,053
POLICE REPORTS		
Arrests & Protective Custodies (Adult & Juvenile)	35	46
Violation, Referral, Information Reports	72	58
Crime Reports	21	30
Total Police Reports	128	134
TRAFFIC		
Accidents	10	8
Complaints	11	10
Traffic Citations	391	453
Parking Citations	0	0
Traffic Crimes (DUII, Hit/Run, Elude, Reckless)	5	5
ADMINISTRATIVE		
Alarm Permits Renewed	21	29
Officer Subpoenas	50	60
Public Records Requests	34	72

July 2016

Larrison	July 10-15	NASRO Conference	Anaheim, CA
All Officers	July 13	Firearms Training	CRGC
Scharmota Murphy	July 11-14	ONEA	Redmond, OR
Krupicka	July 15-18	FTEP course	Brooks, OR
Kitzmilller M. Smith Green	July 27	Molalla Active Threat (refresher)	Molalla High School
Larrison	July 31-Aug 3	OSRO Conference	Gleneden Beach, OR

August 2016

Mead Anderson	Aug 3	Make-up Firearms Training	CRGC
17 of us	Aug 10	40mm Less Lethal Launcher Training	Canby PD

Community / Department Training – Meetings for Chief Smith / Lt. Tro

- July 4th Community Celebration parade
- CJIS (Criminal Justice Information System) Security Audit
- Judge Grafe/Court Staff – security issues
- McDonald’s Ribbon Cutting – reopening
- Interview Panel – Finance Director position
- CAD Mobile Configuration
- Canby Adult Center lunch service – Monthly
- Councilor Clint Coleman
- Handgun Qualifications
- Daniel Pearson-Canby Herald
- Trost & Knight Elementary Schools - Terrific Kids Presentation
- Canby Area Chamber of Commerce Lunch – Monthly
- Chaplain Jerry Gaidos
- Tony Crawford – Bridging Cultures
- Clackamas County Fair Prep Briefing
- Chief Rod Lucich – Molalla PD
- Canby All staff BBQ
- Clackamas County Emergency Operations Center
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- Monthly Police Chiefs – Milwaukie PD
- Clackamas County PIO – EOC Mtg.
- Crimereports.com Briefing

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: September 6, 2016

Re: Bi-monthly Report

The Canby Swim Center just finished out the summer of swimming lessons, public swims and swim team. The summer was very steady and the Canby Swim Center was a busy place. We are currently closed for our annual pool maintenance for Three weeks, one week longer than last year. We will be reopening on Monday September 19th.

The summer programs all went as planned and there was great numbers this summer. The swimming lessons were busy all summer even through the end of August. Penguin Club had great numbers this year with 70 kids participating again this year, ten more than last year. The Penguin Club meet was fun as always with the spectator seating all full of friends and relatives cheering for the swimmers. At the meet the swimmers get a tee shirt and ribbons for the races that they swam. It is really a fun finish to the program.

Attendance and revenue numbers are very good so far this year. We had a good July and great August. Our attendance was down 700 swims but most of that was due to, Gators and Penguin club kids not coming to as many practices. More swimmers actually participated in the programs. Swimming Lessons were up by 300 swims and Public swims were up by 50 swims. Revenue is up \$1000 for July and August together July was a little down but August made up for it and then some.

Maintenance is going well thanks to David Biskar, Nathan Templeman and their work crew. They are deep cleaning and painted everything and doing the usual maintenance on the mechanical systems. It was time to pain the pool tank this year and that is a three week process with drying and curing times. As usual it is going well and everything should be ready to go when we open on the 19th.

We get back going on September 19th at 5am with the fall schedule. We have public lessons available for kids and adults, water exercise, lap swims and public swims. Masters Swimming will also start again in the fall. The winter Schedule will begin November 13th.

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

CANBY SWIM CENTER July	ADMIT 2015	ADMIT 2016	PASS 2015	PASS 2016	TOTAL 2015	TOTAL 2016	YTD TOTAL 15-16	YTD TOTAL 16-17
MORNING LAP	59	35	366	345	425	380	425	380
ADULT RECREATION SWIM	35	47	506	466	541	513	541	513
MORNING WATER EXERCISE	96	53	410	443	506	496	506	496
PARENT/ CHILD	390	302	0	0	390	302	390	302
MORNING PUBLIC LESSONS	2038	1850	0	0	2038	1850	2038	1850
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	84	47	152	148	236	195	236	195
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	994	788	147	131	1141	919	1141	919
PENGUIN CLUB	0	0	761	667	761	667	761	667
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	779	554	779	554	779	554
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1462	1436	0	0	1462	1436	1462	1436
EVENING LAP SWIM	59	64	98	70	157	134	157	134
EVENING PUBLIC SWIM	839	813	131	140	970	953	970	953
EVENING WATER EXERCISE	116	79	51	40	167	119	167	119
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	139	343	0	0	139	343	139	343
OUTREACH SWIMMING	449	321	0	0	449	321	449	321
TOTAL ATTENDANCE	6,760	6,178	3,401	3,004	10,161	9,182	10161	9182

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

CANBY SWIM CENTER August	ADMIT 2015	ADMIT 2016	PASS 2015	PASS 2016	TOTAL 2015	TOTAL 2016	YTD TOTAL 15-16	YTD TOTAL 16-17
MORNING LAP	51	58	332	302	383	360	808	740
ADULT RECREATION SWIM	23	49	515	444	538	493	1079	1006
MORNING WATER EXERCISE	84	59	393	435	477	494	983	990
PARENT/ CHILD	172	296	0	0	172	296	562	598
MORNING PUBLIC LESSONS	1626	1770	0	0	1626	1770	3664	3620
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	60	69	136	165	196	234	432	429
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	806	906	107	81	913	987	2054	1906
PENGUIN CLUB	0	0	345	329	345	329	1106	996
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	420	130	420	130	1199	684
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1226	1514	0	0	1226	1514	2688	2950
EVENING LAP SWIM	47	44	71	56	118	100	275	234
EVENING PUBLIC SWIM	674	775	59	83	733	858	1703	1811
EVENING WATER EXERCISE	88	70	44	43	132	113	299	232
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	285	159	0	0	285	159	424	502
OUTREACH SWIMMING	0	0	0	0	0	0	449	321
TOTAL ATTENDANCE	5,142	5,769	2,422	2,068	7,564	7,837	17725	17019



July and August, 2016
Monthly Reports

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

Facilities Maintenance

July 2016 and August 2016

Prepared by Joe Witt

I would like to thank all city departments for working with the new Facilities crew. And a special thanks to Ronda Rozzell for creating and processing the Facilities Work Orders. Also thanks to Jerry Nelzen and Jeff Snyder for all their assistance and direction with Facility projects. A slow couple of months for work order as City departments are preparing to move into the new Facility.

City Hall:	1 w/o request:	Computer Keyboard Repair
Finance Dept.:	1 w/o requests:	Fire Alarm System (Battery)
Library:	1 w/o request:	Emergency Light System Picture Hanging System (Remove)
Police:	3 w/o requests:	Roof Inspection Computer Mounts Evidence Refrigerator
Shop Complex:	3 w/o requests:	Vent Pipe Repair Parking Bay Roll-up Door Gutters Inspection

Fleet Services

Bi-Monthly Report : July / August 2016

Prepared by Joe Witt, Lead Mechanic

July 2016

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$108.75	\$2.36	\$0.00	\$111.11
Adult Center	1	\$360.00	\$16.57	\$222.24	\$598.81
Collections	3	\$472.50	\$0.00	\$81.86	\$554.36
Facilities	1	\$123.75	\$0.00	\$0.00	\$123.75
Fleet Service	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	9	\$1,717.50	\$671.63	\$656.86	\$3,045.99
Police	23	\$9,292.50	\$2,722.57	\$4,452.94	\$16,468.01
Streets	9	\$2,962.50	\$1,711.93	\$1,367.78	\$6,042.21
Transit (CAT)	28	\$11,229.00	\$3,790.85	\$4,095.16	\$19,115.01
Wastewater Treatment	1	\$101.25	\$0.00	\$0.00	\$101.25
Total Work Orders Processed for the Month	77	Totals*			\$46,160.50

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

August 2016

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$86.25	\$11.26	\$43.37	\$140.88
Adult Center	1	\$37.50	\$17.90	\$285.33	\$340.73
Collections	5	\$695.25	\$2,281.23	\$61.09	\$3,037.57
Facilities	2	\$198.75	\$12.66	\$42.62	\$254.03
Fleet Service	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	7	\$1,422.75	\$0.00	\$392.29	\$1,815.04
Police	25	\$10,556.25	\$3,088.16	\$4,830.97	\$18,475.38
Streets	14	\$3,107.25	\$1,440.92	\$1,920.10	\$6,468.27
Transit (CAT)	37	\$10,442.45	\$2,765.58	\$4,917.20	\$18,125.23
Wastewater Treatment	2	\$435.00	\$914.33	\$0.00	\$1,349.33
Total Work Orders Processed for the Month	94	Totals*			\$50,006.46

*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
July – August 2016

Park Renovations

Wilderness International has completed the fifth fishing platform at Community Park. Since 2011 Wilderness International has also completed 400' of trail restoration, preformed wetlands restoration and installed the ponds aeration system.

Park Maintenance

In July mowing, edging and string trimming were still in full swing. Irrigation adjustments and repairs were addressed as needed. Stressed turf areas were fertilized in the beginning of August and all of the natural areas and trail edges had been cut down to reduce the fire hazard risk. All the shrubs were trimmed and the shrub beds were also cleaned up and some bark dust was applied. The spraying of weeds and fence lines started to slow by the end of August. Playground and building maintenance repairs were addressed as found. Parking lot painting was performed were needed to preserve the markings. Some tree trimming was performed and a fallen tree was cut up above Community Park behind S.Baywood CT.

Fire lane signage was installed at Community Park by the St. Dept. at the request of the Fire Dept. to help address parking issues that occur in the hot weather. Hooks were installed on the sign posts at Community Park to hang donated lifejackets on.

The Parks Department spent 7 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 an interview for a seasonal park maintenance workers.

I attended the Sequoia apartment's pre-con.

We all had a forklift training class.

We all attended the City picnic.

I met with Mr. Robinson to discuss the placement of two kiosks lifejacket stations at Community Park.

For your Information

The Parks Department hired Brian Fuge for a seasonal park maintenance worker.

Sara Tro and Chase Purtzer's last day will be September the 9th. Their headed back to school!

The Parks Department is responsible for 215 acres of property.

Please see attached park maintenance actual hours for the months of June, July and August.

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

Parks Department

July 2016 Actual Hours

Total

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Adult Center							0.5	1.0																								4.5	
Arneson Gardens				1.0							1.5						0.5		1.5	1.0		2.5			1.5		1.0					16.0	
Baker Prairie Cem.							2.0																									2.0	
City Hall																											1.0					1.0	
Community Park					10.0	1.0	15.0	4.0			3.0	22.5	3.0	4.0			1.0	1.0	5.0	6.5	2.5			11.5	2.0	4.5	3.0	10.0				114.5	
CPIP Sign Property											1.0								0.5	4.5												6.0	
Disc Golf Course																			3.0							0.5						3.5	
Eco Park						26.0														1.0		1.0						1.0	1.0			32.5	
Faist V (5)								2.0																								2.0	
Finance Landscape																											7.0					7.0	
Holly-Territorial Sign																																0.0	
Hulberts-sign property																																1.5	
Klohe Fountain							0.5																										0.5
Library																																	0.0
Legacy Park		2.5			4.0	6.0		3.0			5.0		3.0	7.5	4.0																		65.5
S. Locust Park					2.0			2.5			1.5	4.0	1.0		2.0						13.0	1.5			1.5	6.0	1.5	1.5	4.0				43.5
Logging Rd. Path					2.0	4.0		2.0							1.5							1.5					1.0					19.5	
Fish Eddy-Log Boom							6.0	6.5			6.0	8.0	6.0	6.0																			42.5
Maple St. Park		7.0			8.0	3.0	8.0	4.0			3.0	1.0		3.0				8.5				2.0			3.0	7.5	3.0		3.0				65.5
19th Loop						1.0	11.0																			24.0	1.0	26.0	1.0				64.0
Northwood Park					1.0		0.5	6.0			1.5		3.5		1.5							4.0	1.5				3.0						24.0
Police Department													8.0	15.0													1.0						42.0
Simnitt Property																			16.0														0.0
Skate Park					1.0			1.0			1.5				1.5																		19.5
Shop complex																			2.5														2.5
Swim Center						1.0	0.5				6.0									2.0													9.5
Territorial-CLC Prop.																																	0.0
Transit Bus stop					0.5			1.0			1.5				1.5																		10.5
Triangle Park							0.5				0.5	1.5		0.5						0.5					0.5		1.0	0.5	1.5				8.0
Wait Park					6.0	1.0	2.0	4.0			3.0	1.0	5.0	4.0											8.5	1.5	6.5		3.0			63.5	
Veterans Memorial											4.5		6.0	1.5																			47.5
Knights Brdg.											2.0								1.5														3.5
WMTP property																				1.5													1.5
Administration					2.0			6.0			5.5	6.0	6.0	1.5	4.0											4.0	7.0	6.0	6.0				70.0

Monthly Total

793.5

Department: PUBLIC WORKS
 For Months of: July and August 2016
 Prepared by: Jerry Nelzen

1. Streets:

The crew received and located 126 locates for July.

Streets	Total Hours
Street Sweeping	36.5
Street Sweeping Maintenance	20.5
Street Maintenance	531.5
Driveway/Sidewalk Inspections	3
Street Sign Manufacturing	3
Street Sign Installation	2
NW 1 st Ave Landscape	12
NW 2 nd Ave Landscape	4
Cinema Parking Lot Landscape	6
Landscape Assistance Worker	27
Cemetery	192.5
Erosion Control	5
Vactor Usage	7
Dump Truck	26
Mini Excavator	33

2. Sewer and Storm System:

Sewer	Total Hours
Sewer TV'ing	2
Sewer Cleaning	1
Locating Utilities	63
Lift Station Maintenance	2
Storm	
Catch Basin Maintenance	2
Drying Beds	1

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Tree Trimming	0
Street Light Repair	4

4. Miscellaneous:

Miscellaneous	Total Hours
Meetings	2
Equipment Cleaning	6
Work Orders	1.5
Civic Center/Library Project	220
4 th of July Events	32
Other	16

August 2016

1. Streets:

The crew received and located 117 locates for August.

Streets	Total Hours
Street Sweeping	75
Street Maintenance	1027
Driveway Approach Inspections	7
Street Sign Manufacturing	37
Street Sign Maintenance	2
Street Sign Installation	8
NW 1 st Avenue Landscape	23
NW 2 nd Avenue Landscape	8
Cinema Parking Lot Landscape	5
Landscape Assistance	17
Cemetery	97
Dump Truck	33
Mini Excavator	3
Vactor Usage	3

2. Sewer and Storm System:

Sewer	Total Hours
Sewer TV'ing	17
Sewer Maintenance/Repair	3
Sewer Laterals	34
Locating Utilities	33.5
Vactor Usage	13
Storm	
Catch Basin Maintenance	2
Drywell Maintenance	1
Vactor Truck	1

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Tree Trimming	0
Street Light Repair	17

4. Miscellaneous:

Miscellaneous	Total Hours
Meetings	6
Plan Preview for Subdivisions	4
Equipment Cleaning	9
Warehouse Maintenance	6
Training/School	11
Other	22
Civic Center	427

Tech Services Department
Bi-Monthly Report for July/August, 2016

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: September 12, 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: July and August 2016

<u>Audience Overview</u>	<u>July</u>	<u>August</u>
Sessions (site visits)	9,712	10,578
Users/unique visitors	7,028	7,576
Page Views	22,193	27,107
Pages per Session	2.29	2.56
Average Session Duration	1:44 min	1:51 min
Bounce Rate (% of single-page visits)	55.77%	53.13%
New Sessions/Users	61.41%	60.58%

July/August numbers up slightly from the May/June Report

<u>New Vs. Returning Visitors</u>	<u>July</u>	<u>August</u>
New	61.42%	60.61%
Returning	38.58%	39.39%

<u>Browser & Operating System</u>	<u>July - Top 5 Browsers</u>	<u>August - Top 5 Browsers:</u>
	Google Chrome 44.63%	Google Chrome 45.02%
	Safari 27.94%	Safari 27.59%
	Internet Explorer 12.7%	Internet Explorer 12.49%
	Mozilla Firefox 8.06%	Mozilla Firefox 8.78%
	Microsoft Edge 2.55%	Microsoft Edge 2.84%

Top 4 Browsers still in same ranking order since February 2015; Microsoft "Edge" (aka Spartan) is a Microsoft web browser included in Windows 10 operating systems as the default web browser

<u>Overview (Technology)</u>	<u>July</u>	<u>August</u>
Desktop	49.68%	50.23%
Mobile	42.97%	43.64%
Tablet	6.35%	6.14%

*Desktop Computers and Mobile Phones continue to lead when accessing the website
Mobile phone use continues to rise in July & August*

<u>Mobile Devices (top 3)</u>	<u>July</u>	<u>August</u>
	Apple iPhone 42.07%	Apple iPhone 41.39%
	Apple iPad 8.35%	Apple iPad 8.49%
	Samsung Galaxy S5 2.82%	Not Set 3.21%

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

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

Top 5 visited pages stays pretty consistent with rankings changing occasionally

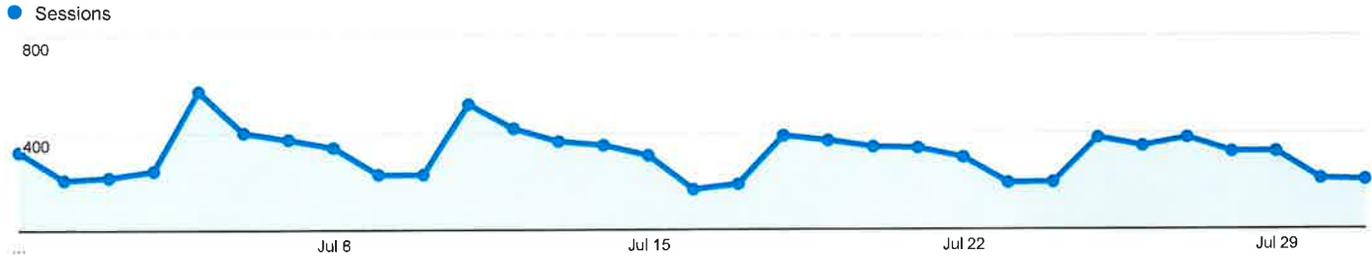
July 2016

Audience Overview

Jul 1, 2016 - Jul 31, 2016

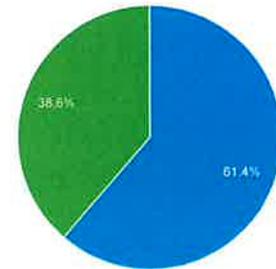
All Users
100.00% Sessions

Overview



Sessions 9,712	Users 7,028	Pageviews 22,193
Pages / Session 2.29	Avg. Session Duration 00:01:44	Bounce Rate 55.77%
% New Sessions 61.41%		

■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	9,047	93.15%
2. ru	349	3.59%
3. ru-ru	68	0.70%
4. (not set)	51	0.53%
5. es-419	35	0.36%
6. es-xl	31	0.32%
7. en-gb	23	0.24%
8. en	19	0.20%
9. c	18	0.19%
10. pt-br	12	0.12%

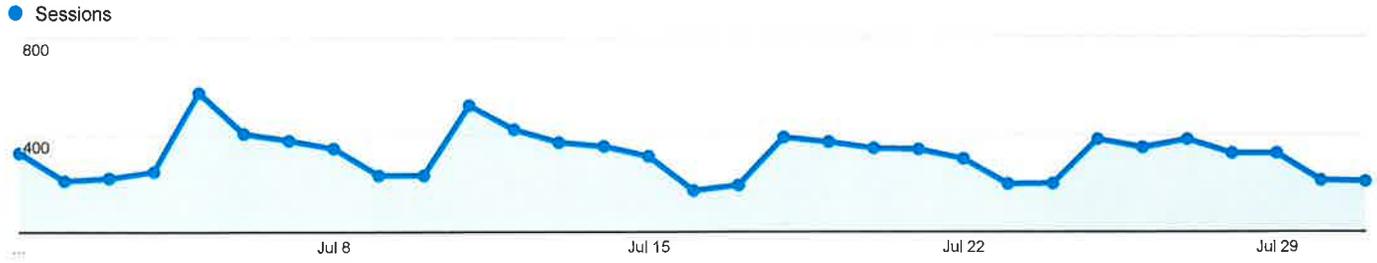
New vs Returning

Jul 1, 2016 - Jul 31, 2016

All Users
100.00% Sessions

Explorer

Summary



User Type	Sessions	Sessions	Contribution to total: Sessions
	9,712 % of Total: 100.00% (9,712)	9,712 % of Total: 100.00% (9,712)	
1. ■ New Visitor	5,965	61.42%	
2. ■ Returning Visitor	3,747	38.58%	

Rows 1 - 2 of 2

Jul 1, 2016 - Jul 31, 2016

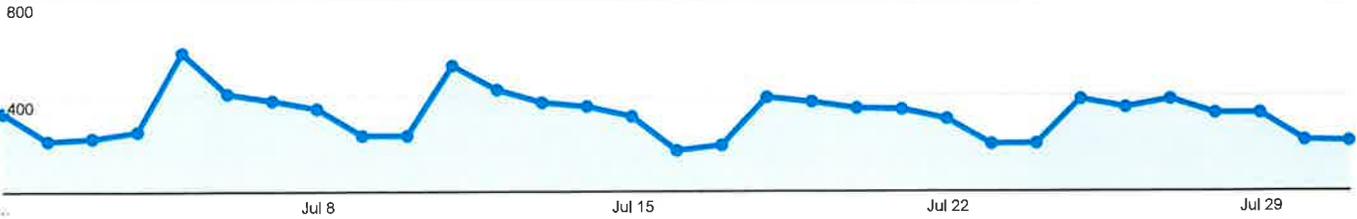
Browser & OS

All Users
100.00% Sessions

Explorer

Summary

Sessions



Browser	Sessions	Sessions	Contribution to total: Sessions
	9,712 % of Total: 100.00% (9,712)	9,712 % of Total: 100.00% (9,712)	
1. Chrome	4,334	44.63%	
2. Safari	2,714	27.94%	
3. Internet Explorer	1,233	12.70%	
4. Firefox	783	8.06%	
5. Edge	248	2.55%	
6. Safari (in-app)	157	1.62%	
7. Android Browser	100	1.03%	
8. YaBrowser	57	0.59%	
9. Amazon Silk	47	0.48%	
10. Opera	24	0.25%	

Rows 1 - 10 of 16

Jul 1, 2016 - Jul 31, 2016

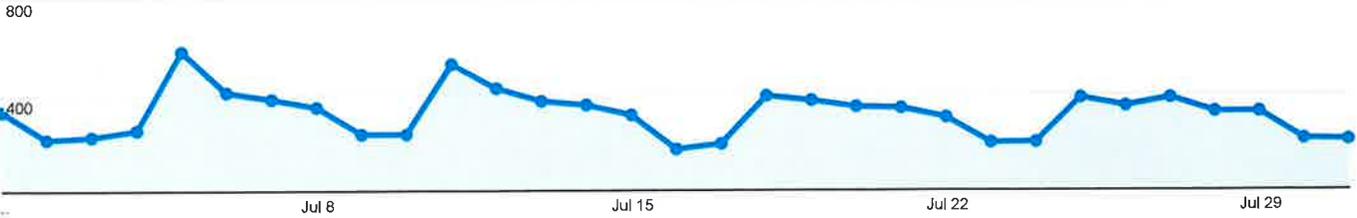
Overview

All Users
100.00% Sessions

Explorer

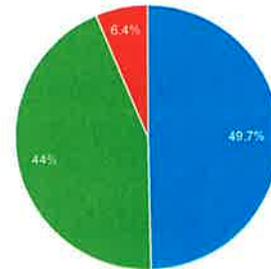
Summary

Sessions



Device Category	Sessions	Sessions
	9,712 % of Total: 100.00% (9,712)	9,712 % of Total: 100.00% (9,712)
1. desktop	4,825	49.68%
2. mobile	4,270	43.97%
3. tablet	617	6.35%

Contribution to total: Sessions



Rows 1 - 3 of 3

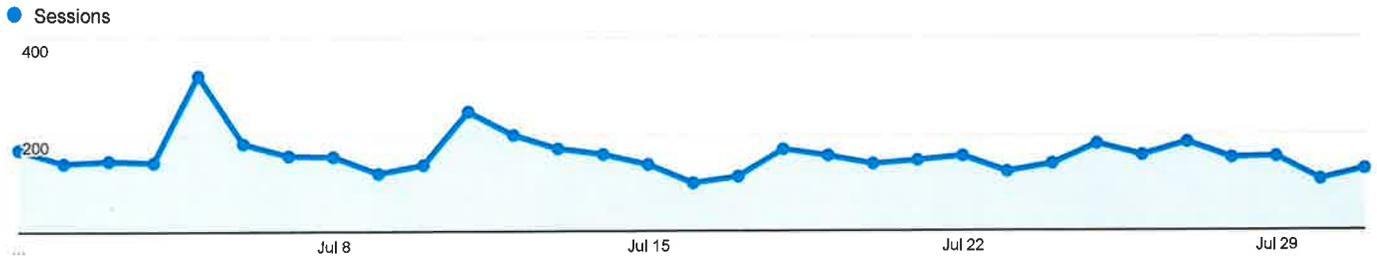
Jul 1, 2016 - Jul 31, 2016

Devices

All Users
50.32% Sessions

Explorer

Summary



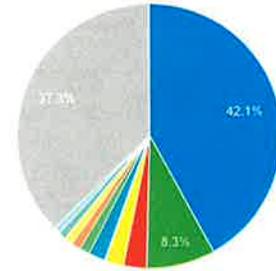
Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

	4,887 % of Total: 50.32% (9,712)	4,887 % of Total: 50.32% (9,712)
1. Apple iPhone	2,056	42.07%
2. Apple iPad	408	8.35%
3. Samsung SM-G900V Galaxy S5	138	2.82%
4. (not set)	110	2.25%
5. Samsung SM-G920V Galaxy S6	105	2.15%
6. Samsung SM-G930V Galaxy S7	61	1.25%
7. Microsoft Xbox One	55	1.13%
8. LG MS330 K7	49	1.00%
9. Samsung SM-N920V Galaxy Note 5	45	0.92%
10. Apple iPhone 6	39	0.80%



Rows 1 - 10 of 360

Jul 1, 2016 - Jul 31, 2016

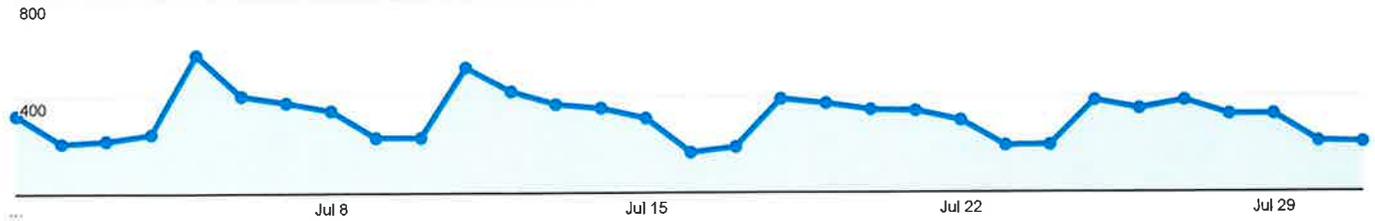
Landing Pages

All Users
100.00% Entrances

Explorer

Summary

Sessions



Landing Page	Sessions	Sessions	Contribution to total: Sessions
	9,712 % of Total: 100.00% (9,712)	9,712 % of Total: 100.00% (9,712)	
1. /Index.htm	2,563	26.39%	
2. /Departments/swim/swim center.htm	1,571	16.18%	
3. /Jobs/jobopenings.htm	895	9.22%	
4. /transportation/CAThome page.htm	889	9.15%	
5. /transportation/routes.htm	748	7.70%	
6. /CityGovernment/council/council_members.htm	381	3.92%	
7. /Departments/pw_operations/parks/park_facilities.htm	350	3.60%	
8. /Departments/swim/schedule.htm	226	2.33%	
9. /Departments/pw_operations/parks/parks.htm	174	1.79%	
10. /Departments/court/court.htm	163	1.68%	

Rows 1 - 10 of 104

August 2016

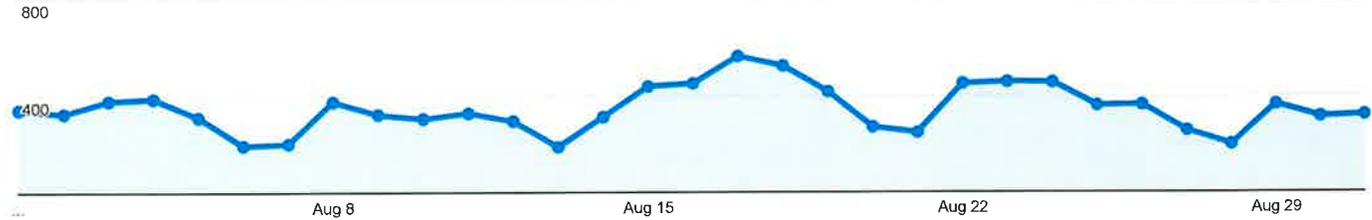
Audience Overview

Aug 1, 2016 - Aug 31, 2016

All Users
100.00% Sessions

Overview

Sessions



Sessions
10,578

Users
7,576

Pageviews
27,107

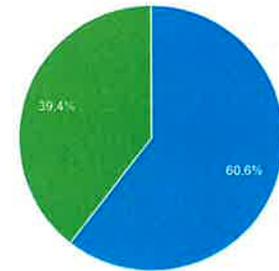
Pages / Session
2.56

Avg. Session Duration
00:01:51

Bounce Rate
53.13%

% New Sessions
60.58%

New Visitor Returning Visitor



Language	Sessions	% Sessions
1. en-us	9,932	93.89%
2. ru	306	2.89%
3. ru-ru	112	1.06%
4. en-gb	41	0.39%
5. es-xl	33	0.31%
6. es-419	30	0.28%
7. en	22	0.21%
8. pt-br	16	0.15%
9. c	15	0.14%
10. (not set)	10	0.09%

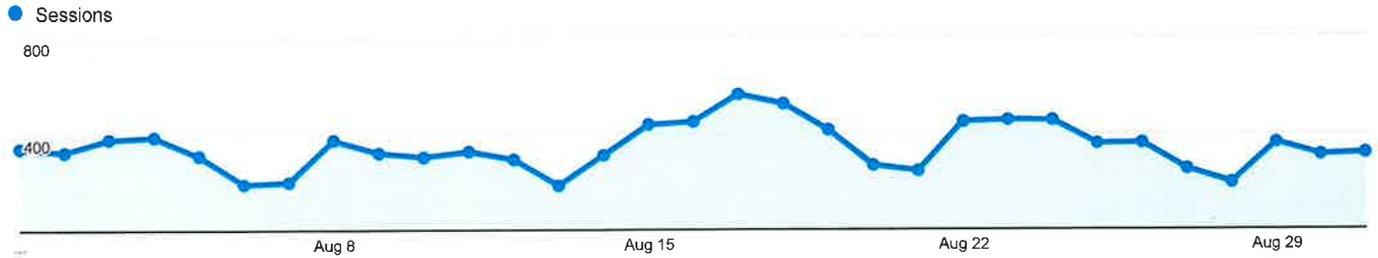
Aug 1, 2016 - Aug 31, 2016

New vs Returning

All Users
100.00% Sessions

Explorer

Summary



User Type	Sessions	Sessions	Contribution to total: Sessions
	10,578 % of Total: 100.00% (10,578)	10,578 % of Total: 100.00% (10,578)	
1. ■ New Visitor	6,411	60.61%	
2. ■ Returning Visitor	4,167	39.39%	

Rows 1 - 2 of 2

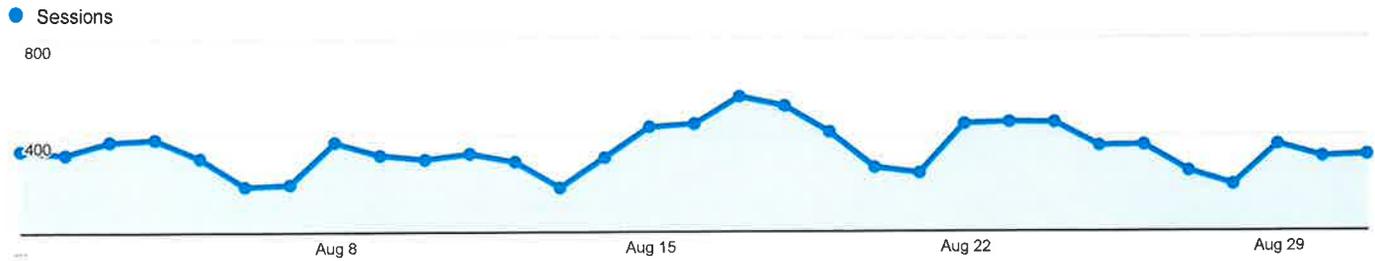
Aug 1, 2016 - Aug 31, 2016

Browser & OS

All Users
100.00% Sessions

Explorer

Summary



Browser	Sessions	Sessions	Contribution to total: Sessions
	10,578 % of Total: 100.00% (10,578)	10,578 % of Total: 100.00% (10,578)	
1. Chrome	4,762	45.02%	
2. Safari	2,918	27.59%	
3. Internet Explorer	1,321	12.49%	
4. Firefox	929	8.78%	
5. Edge	300	2.84%	
6. Android Browser	94	0.89%	
7. YaBrowser	82	0.78%	
8. Safari (in-app)	80	0.76%	
9. Amazon Silk	53	0.50%	
10. Opera	27	0.26%	

Rows 1 - 10 of 15

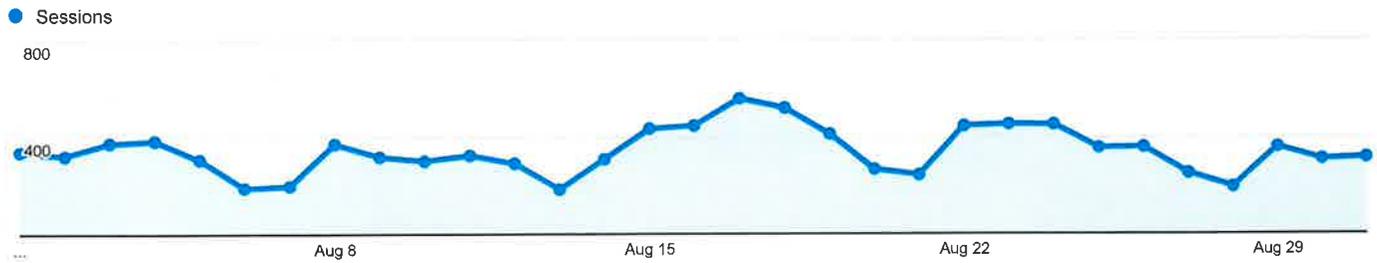
Overview

Aug 1, 2016 - Aug 31, 2016

All Users
100.00% Sessions

Explorer

Summary



Device Category	Sessions	Sessions	Contribution to total: Sessions
	10,578 % of Total: 100.00% (10,578)	10,578 % of Total: 100.00% (10,578)	
1. desktop	5,313	50.23%	
2. mobile	4,616	43.64%	
3. tablet	649	6.14%	

Rows 1 - 3 of 3

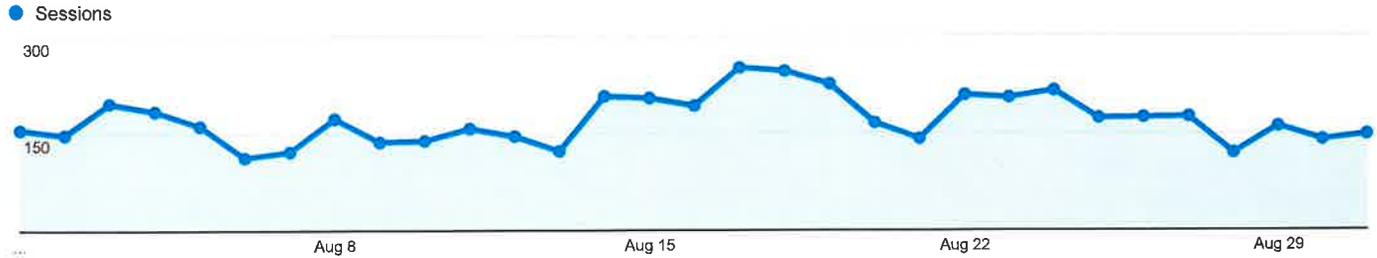
Aug 1, 2016 - Aug 31, 2016

Devices

All Users
49.77% Sessions

Explorer

Summary



Mobile Device Info	Sessions	Sessions	Contribution to total: Sessions
	5,265 % of Total: 49.77% (10,578)	5,265 % of Total: 49.77% (10,578)	
1. Apple iPhone	2,179	41.39%	
2. Apple iPad	447	8.49%	
3. (not set)	169	3.21%	
4. Samsung SM-G900V Galaxy S5	139	2.64%	
5. Samsung SM-G920V Galaxy S6	101	1.92%	
6. Samsung SM-G930V Galaxy S7	84	1.60%	
7. Samsung SM-G900P Galaxy S5	63	1.20%	
8. Samsung SCH i545 Galaxy S4	54	1.03%	
9. Samsung SM-G900A Galaxy S5	53	1.01%	
10. LG MS330 K7	50	0.95%	

Rows 1 - 10 of 399

Aug 1, 2016 - Aug 31, 2016

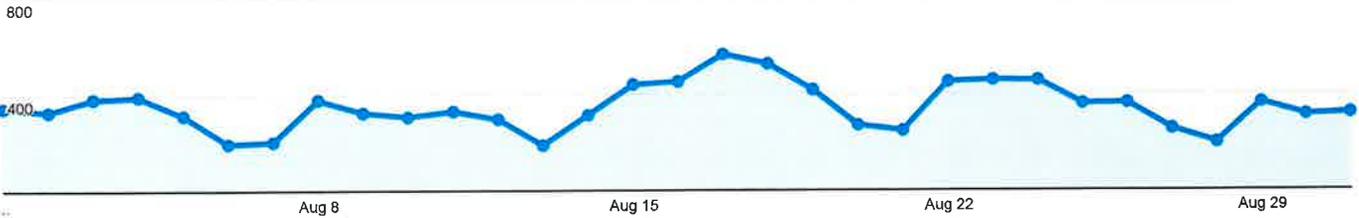
Landing Pages

All Users
100.00% Entrances

Explorer

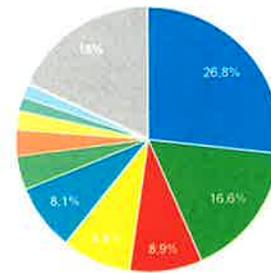
Summary

Sessions



Landing Page	Sessions	Sessions
	10,578 % of Total: 100.00% (10,578)	10,578 % of Total: 100.00% (10,578)
1. / Index.htm	2,833	26.78%
2. /Departments/swim/swim center.htm	1,760	16.64%
3. /transportation/CAThome page.htm	946	8.94%
4. /Jobs/jobopenings.htm	893	8.44%
5. /transportation/routes.htm	859	8.12%
6. /Departments/pw_operations/parks/park_facilities.htm	439	4.15%
7. /CityGovernment/planningcommission/planningcommission.htm	335	3.17%
8. /Departments/swim/schedule.htm	251	2.37%
9. /Departments/court/court.htm	177	1.67%
10. /Departments/services/development_services/development_services.htm	177	1.67%

Contribution to total: Sessions



Rows 1 - 10 of 108

City of Canby Bi-Monthly Report

Department: Transit



For: the months of July & August, 2016

Date: September 2, 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) On August 10th the ODOT Quarterly Report was submitted electronically in OPTIS.
- c) On August 27th a Request for Quote was sent to 5 vendors seeking a vendor for the purchase and installation of onboard camera systems for the CAT fleet. Quotes are due on September 21st and the successful vendor will be announced on September 23rd pending council approval if required.

2) Ridership:

Year to date for total ridership was down by 11.60 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 6,586 rides in July (21.65% fewer than July of 2015).
 - 1,097 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 24.34% fewer than were provided during July of 2015.
 - 4,002 to Oregon City (25.54% fewer rides than July of 2015).
 - 1,487 to Woodburn (5.95% fewer rides than July of 2015)
- b) 7,635 rides in August (0.5% fewer rides than August of 2015).
 - 1,442 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 0.55% fewer rides than were provided during August of 2015.
 - 4,434 to Oregon City (10.91% fewer rides than August of 2015).
 - 1,759 to Woodburn (17.26% more rides than August of 2015).

The reasons for the decrease in ridership remains challenging to identify. During this period the rides on the Shopping Shuttle and rides to and from Woodburn are up although the overall ridership has continued 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 July was Arissa and the August rider of the month was Rick. Both riders got a free bus pass and other goodies.
- b) MV has changed its driver meeting calendar from a monthly meeting lasting 1 hour to a quarterly meeting lasting 2 hours. The next meeting will be held on October 8th.
- c) In July and August we provided 318 same day rides on a space available basis.
- d) As is our usual practice, CAT provided shuttle services to the Clackamas County Fair from Tuesday August 16th through Saturday August 20th. This year we provided 195 rides which is 28 (12.55%) fewer than we provided in 2015.
- e) The pending bus yard property purchase is still on track to be finalized during this quarter. 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 July and August.

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

- a) On July 11th Julie Wehling attended a Regional Transportation Plan update meeting of Regional Transit Providers held at Metro.
- b) On July 13th Julie Wehling attended a meeting regarding Transportation for Rural Domestic Violence Victims at the Clackamas County offices in Oregon City.
- c) On July 16th MV held a driver safety meeting.
- d) On July 19th Julie Wehling attended a Regional Transportation Plan update meeting of Regional Transit Providers held at Metro.
- e) On July 20th Julie Wehling participated in a webinar regarding ReMix which is a software program for transit route planning.
- f) The Transit Advisory Committee meetings were canceled in July and August. The next meeting will be held on September 22nd.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of: July & August 2016

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: August 31, 2016

Facility Operations & Maintenance

The water quality for the months of July and August 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 CIP is almost complete and we expect to go out for bid in September.

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

- R&R North & South recirc pumps for motor repair.
- Purchased and installed hoist in raw sewage pump room.
- Installed new grates at Primary clarifier.
- Installed new belts on Belt Press.
- R&R peristaltic pump hose.
- Changed suction line from lime silo to pump.
- Pulled macerator out of belt press room.
- Installed product centering skirts on biosolids conveyors.
- Received 30 ton of hydrated lime.
- Replaced O-rings, wipers, bearing, crystals and UV lights on UV unit #1.
- Fixed rake arm on South Clarifier.
- Installed Brushes on North & South clarifiers.
- Testing cutting knives on spiral screens.
- Installed new auto valve in PS vault.
- Lab equipment and plant meter calibrations completed.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

Pretreatment Inspection/Reporting, FOG Program

July

- Pump Outs: 21
- Inspections: 8

August

- Pump Outs: 21
- Inspections: 7
- Reviewed July / August Business License renewals.
- Provided Environmental Surveys to MEC/Screaming Circuits, Meadow Burke and Cascade Engineering Technologies.
- Completed I.U inspections at Johnson Controls, Marcinkiewicz Co. Inc., JVNW, MEC/Screaming Circuits, Meadow Burke and Cascade Engineering Technologies.
- Developed and implemented BMP's for Grand Northern Products.
- Contacted EPA concerning modifications to Johnson Controls wastewater discharge permit.
- Modified City of Canby sampling point and monitoring requirements for Johnson Controls.
- Modified wastewater discharge permit and factsheet for Johnson Controls.
- Issued letter to Marcinkiewicz Co. Inc. requiring proper storage and labeling of hazardous materials and detailed steps necessary to obtain an NDCIU wastewater discharge permit.
- Review of Pretreatment Implementation Manual and City of Canby Sewer Ordinance.
- Developed informational and BMP materials to provide to FES's when conducting inspections.
- Conducted FOG informational session for the City of Canby School District (Food Services Staff). Received commitment to have garbage disposals removed from schools and set up new protocols for liquid food wastes.

Biosolids Program:

- Belt ran 15 days in July.
- 7 loads to Heard Farms, 196 wet tons.
- Belt ran 16 days in August.
- 7 loads to Heard Farms, 189 wet tons.

Daily Lab Activity

- Routine daily/weekly lab process control and permit testing.
- Perform weekly AB probe checks/calibration
- Changed membranes/electrolyte in Aeration Basin D.O. probes.
- Updating lab SDS Sheets
- Calibrated pH probes on Influent and Aeration Basin
- Sampled for NPDES 3 Day Tests
- Ordered Lab supplies from NCL

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.
- Pretreatment Committee Meeting.
- City Safety Committee Meeting.
- Forklift Safety Training.