# AMENDED AGENDA

**CANBY CITY COUNCIL MEETING**
**August 3, 2016**
**7:30 PM**
**Council Chambers**
**155 NW 2nd Avenue**

***Mayor Brian Hodson***

***Council President Tim Dale***
***Councilor Clint Coleman***
***Councilor Tracie Heidt***
***Councilor Traci Hensley***
***Councilor Greg Parker***
***Councilor Todd Rocha***

**WORK SESSION**
**6:00 PM**
**City Hall Conference Room**
**182 N Holly**

The City Council will be meeting in a Work Session with the Planning Commission to review a draft of the Land Needs Analysis.

## CITY COUNCIL MEETING

**1. CALL TO ORDER**
A. Invocation
B. Pledge of Allegiance
C. Presentation by Friends of the Canby Public Library

**2. COMMUNICATIONS**

**3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**
*(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)*

**4. MAYOR'S BUSINESS**

**5. COUNCILOR COMMENTS & LIAISON REPORTS**

**6. CONSENT AGENDA**
*(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.)*
A. Approval of Minutes of the July 6, 2016 City Council Regular Meeting
B. Approval of Minutes of the July 12, 2016 City Council Special Meeting
C. Appointment to the Canby Public Library Board Pg. 1

**7. PUBLIC HEARING**

A. Supplemental Budget for the 2016-17 FY Pg. 24

**8. RESOLUTIONS & ORDINANCES**

A. Res. 1244, Adopting a Ground Lease Between the City of Canby and Canby School District No. 86 Pg. 2
B. Res. 1247, Supporting the Clackamas County Motor Vehicle Fuel Tax Pg. 17
C. Res. 1248, Adopting a Supplemental Budget for the 2016-17 FY Pg. 26
D. Res. 1249, Authorizing the Mayor to Sign an IGA with Clackamas County and Participating Cities of Clackamas County to Share Motor Vehicle Fuel Tax Revenues Pg. 24
E. Ord. 1447, Amending Canby Municipal Code Chapter 5.04.190 Regarding Business License Exemptions in the City of Canby Pg. 33

**9. NEW BUSINESS**

A. Heritage Trail Unveiling

**10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

**11. CITIZEN INPUT**

**12. ACTION REVIEW**

**13. EXECUTIVE SESSION:** ORS 192.660(2)(h) Litigation

**14. ADJOURN**

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.

# CITY OF CANBY
# APPLICATION
# BOARD/COMMITTEES/COMMISSIONS/COUNCIL

Date: 6/8/16

Name: Cameron Jones Occupation: Project Assistant

Home Address:

Employer: BnK Construction Position: Project Assistant

Daytime Phone: [redacted] Evening Phone: Same

E-Mail Address: [redacted]

For which position are you applying? Canby Public Library Board

What are your community interests (committees, organizations, special activities)?
Bridging Cultures, Trost school (soon to add Baker Prairie), coach soccer, actively involved with Boy Scout troop 505 and cub scout troop 503,

Experience and educational background: I moved to Canby when I was 7, attended Canby schools and graduated from Canby High in 1997. I have watched the city library grow and move over the past three decades. It is very exciting to see it develope into a fantastic resource it always had potential for.

Reason for your interest in this position:
I am very interested in the new facililty and what it will become for our community. My children are bi-lingual and grew up with the bi-lingual story telling at the Canby library. I am interested to see how the library will continue to support thier development bi-lingually as well as teen center resources.

List any other City or County positions on which you serve or have served:
none at this time

Information on any special membership requirements:

Referred by (if applicable): Todd Rocha

Feel free to attach a copy of your resume and use additional sheets if necessary

**THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY**

RECEIVED
JUN 22 2016
City of Canby - City Recorder

*Please return to:* *City of Canby*
*Attn: City Recorder*
*182 N Holly Street*
*PO Box 930*
*Canby, OR 97013*

*Phone: 503.266.0733 Fax: 503.266.7961 Email: Scheaferk@ci.canby.or.us*

***Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site.*** *1-4-13*

# MEMORANDUM

To: Mayor Hodson and Canby City Council

From: Rick Robinson, City Administrator

Date: July 25, 2016

Re: Resolution No. 1244

---

***Background Summary***

In March of 2010 the City of Canby entered into a ground lease with the Canby School District wherein the City agreed to pay $20,000 per year for property that the Swim Center and Canby Adult Center are located on.

A few months ago, I was contacted by the School District regarding increasing the amount of the lease. After meeting with them a compromise was reached where the City would waive school fees paid by the School District which would result in a revenue loss of approximately $10,000 - $11,000 per year. The updated language in the new lease is in sections 2.2 and 2.3.

***Recommendation***

Staff recommends that the Council adopt Resolution 1244, adopting aground lease between the City of Canby and the Canby School District

***Motion***

***"I move to adopt Resolution 1444 a resolution adopting a ground lease between the City of Canby and the Canby School District No. 86.***

***Attached***

Resolution No. 1244

**RESOLUTION NO. 1244**

**A RESOLUTION ADOPTING A GROUND LEASE BETWEEN THE CITY OF CANBY AND CANBY SCHOOL DISTRICT NO. 86.**

**WHEREAS**, the City of Canby and the Canby School District No. 86 wish to enter into a Ground Lease for property that the Canby Swim Center and Canby Adult Center are built on; and

**WHEREAS,** the Canby City Council believes it is in the best interests of the citizens of Canby to enter into such a lease, now therefore

**IT IS HEREBY RESOLVED** by the City of Canby Council as follows:

1. That the attached Ground Lease, marked as Exhibit "A" and by this reference incorporated herein, by and between the City of Canby and the Canby School District No. 86 is hereby adopted. The Mayor is authorized to sign the Ground Lease on behalf of the City.

2. This resolution shall take effect on August 3, 2016.

ADOPTED this 3rd day of August 2016, by the Canby City Council.

_____
Brian Hodson
Mayor

ATTEST:

_____
Kimberly Scheafer, MMC
City Recorder

Exhibit "A"

# GROUND LEASE

THIS GROUND LEASE ("Lease") is entered into this 3rd +day of August 2016 by and between the following parties:

| | |
|---|---|
| LANDLORD: | Canby School District No. 86<br>1130 South Ivy Street<br>Canby, OR 97013 |
| and | |
| TENANT: | City of Canby, an Oregon municipal corporation<br>PO Box 930<br>Canby, OR 97013 |

Landlord owns the fee title to the following property (the "Property"):

Legally described in Exhibit "A" attached hereto and incorporated herein by reference.

NOW, THEREFORE, Landlord hereby leases the Property to Tenant, and Tenant leases the Property from Landlord, on the terms and conditions set forth in this Lease:

## 1. Lease of Property to Tenant; Lease Term; Possession

1.1 **Lease of Property to Tenant.** Landlord hereby leases the Property to Tenant, and Tenant leases the Property from Landlord, for the term, at the rental, and upon all of the conditions set forth in this Lease.

1.2 **Term of Lease.** This Lease shallcommence on the 1st day of _____, 2016 (the "Commencement Date") for one (1) full lease year (plus the partial month, if any, in which this Lease commences), unless sooner terminated or extended as provided in this Lease.

1.3 **Option to Renew.** This Lease shall automatically renew for successive periods of one (1) year each on the following terms and conditions, unless either party wishing to terminate the Lease provides the other party notice of such intent to terminate the Lease on or before January 1st, prior to the expiration of the then existing Lease Term.

1.3.1 In the event of notification of cancellation, the Lease shall terminate thereafter on June 30th of such year;

1.3.2 Land lord may increase the amount of base rent for any renewal term by providing notice to Tenant on or before January 1st prior to the expiration of the then existing Term of Lease. Any increase in base rent shall become effective July 1st of that that year.

1.3.3 If the increase in base rent referenced above cannot be mutually agreed on by the parties hereto, the amount of increased base rent shall be fixed by three arbiters whose decision shall be binding on the parties. One arbiter shall be appointed by the Landlord, one by the Tenant, and one appointed by the other two arbiters. The fees and costs of such arbiters shall be shared equally by the parties.

1.4 **Possession**. Tenant will be entitled to possession of the Property for purposes of this Lease upon the mutual execution of this Lease.

1.5 **Property Leased "As Is".** Except as otherwise expressly set forth in this Lease, the Property is leased to Tenant in its "As ls" condition, subject to any and all patent and latent defects and faults, without reliance upon any representation by Landlord as to the condition or suitability of Property for any intended use or purpose by Tenant and without any representation or warranty by Land lord as to its compliance with applicable Legal Requirements (as defined below) or other matters, and Tenant further acknowledges that Tenant will be relying solely on its own skill, judgment and discretion in deciding whether to lease the property.

## 2. Rental

2.1 **Annual Base Rent.** (Initial Term). Tenant shall pay to Landlord as rent for the Property the sum of $20,000 per year, in the form of monthly Lease payments of $1,666.66, with the first payment due on or before July 31,2010, and a similar payment to be made on or before the last day of each month thereafter through the entire Term of the Lease (the "rent" or sometimes referred to as the "base rent"). Rent for any partial month or partial year during the Term shall be a pro rata portion of the monthly or annual installment. Rent shall be payable in lawful money of the United States to Landlord at the address stated herein or to such other persons or at such other place as Land lord may designate in writing. Rent will commence as of the Commencement Date. The parties acknowledge that the rent payable under this Lease has been established to reflect the savings of below-market rent resulting from Land lord's and Tenant's respective exemption from taxation.

2.2 **Property Use as Rent**. Tenant agrees to offer use of pool and services to Landlord without charge, in the same manner and at a level of use equal to the average annual use of Landlord for the period beginning July 1, 2010 through June 30, 2015.

2.3 **Right to Adjust**. Tenant and Landlord mutually agree that should either party determine that the total value of Lease Payments, as determined by adding the Annual Base

Rents (as described in 2.1), and the value of Property Use Rent (as described in 2.2), is no longer a reliable estimate of a reasonable lease rate, Tenant and Landlord shall negotiate a revised lease rate as provided in Section 1.3 of this agreement.

2.4 **Additional Rent, No Offsets.** All payments required to be paid by Tenant under this Lease, other than base rent, will constitute additional rent. All rent (including base and additional rent) shall be received by Landlord without set-off, offset, abatement, or deduction of any kind.

2.5 **Net Lease.** The rental paid by Tenant shall be a fully net (sometimes referred to as "triple net" or "absolute net") return to Landlord, so that from and after the Commencement Date, this Lease shall yield the base rent to Landlord net of all operating costs, maintenance and repair costs, taxes, insurance charges, assessments, governmental charges, utility costs and fees, and all other expenses of whatever kind or nature pertaining to the operation of the Property. All such costs and expenses accruing after the Commencement Date shall be paid by Tenant as to the Property.

## 3. Use of Property

3.1 **Permitted Use.** Tenant shall use the Property primarily for the purpose of maintaining a community swimming pool thereon and for other related community recreation projects, including the Canby Adult Center, but for no other purposes. Tenant shall not cause or permit candy or other food products to be sold on the pool premises to school children during school hours; and Tenant shall not allow school aged children to smoke or loiter on the Property and will cooperate with Landlord or its agents in controlling any such activities. If Tenant proposes to change the use of the property, Tenant will not do so without first obtaining the prior consent of Landlord to such change in use, which consent may be withheld in Landlord's sole discretion.

3.2 **Parking Overflow.** Tenant may utilize the parking lot of Landlord's district office/Ackerman building when necessary to accommodate overflow parking from Tenant's use of the property after hours, on non-school days, and at other times when such use would not interfere with Landlord's school day parking needs.

3.3 **Compliance with Legal Requirements.** In connection with its use, Tenant shall keep and maintain the Property in compliance with all applicable laws, rules, regulations and ordinances of all federal, state, county, municipal and other public authorities having or claiming jurisdiction, and other recorded covenants, conditions and restrictions affecting the Property (collectively, the "Legal Requirements").

3.4 **Nondisturbance.** The rights of Tenant to the Property shall not be disturbed, cancelled, terminated or otherwise interfered with by Landlord during the Term of this Lease.

3.5 **Hazardous Substances.** Landlord represents and warrants that, as of the date of this Lease, and to the best of Landlord's knowledge, no hazardous substances have been generated, released, stored or deposited over, beneath, or on the Property from any source whatsoever by Landlord, its agents, independent contractors or invitees, other than Permitted Products (as defined below).

Tenant (as to the Property, during the Term) and Landlord (as to any adjoining property owned or operated by it, if any), have not, and shall not, allow or permit any Hazardous Substances to be generated, released, used, stored or deposited on or in the Property or adjoining property, except in the ordinary course of maintaining and operating such property and in strict compliance with applicable Environmental Laws (as defined below).

Tenant will indemnify, hold harmless, and defend Landlord, and its successors and assigns, from any and all claims, losses, damages, response costs and expenses arising out of or in any way relating to the presence of hazardous substances in, on, or beneath the Property that first occurred or accrued from and after the date of turnover of possession of the Property to Tenant, whether caused by Tenant or third parties.

The term "hazardous substances" is used in its very broadest sense, and refers to materials which because of their quantity, concentration, or physical, chemical, or infectious characteristics may cause or pose a present or potential hazard to human health or the environment when improperly handled, treated, stored, transported, disposed of, or otherwise managed. The term shall include, but is not limited to, all hazardous substances, hazardous materials and hazardous wastes listed by the U.S. Environmental Protection Agency and the state in which the Property is located under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Toxic Substances Control Act (TSCA), and the Federal Water Pollution Control Act (FWPCA), the Emergency Planning and Community Right-to-Know Act (EPCRA), the Clean Air Act (CAA) and any and all other federal, state and local statutes or ordinances applicable to the protection of human health or the environment (the "Environmental Laws"). However, the foregoing requirements and limitations will not apply to products such as landscape fertilizer, cleaning and other products and materials that are in ordinary quantities and customarily used in the cleaning, maintenance and operation of residential and commercial facilities (the "Permitted Products"), but each party will in any event cause any Permitted Products to be held or used in accordance with all applicable Environmental Laws.

## 4. Maintenance; Taxes; Utilities

4.1 **Maintenance.** Tenant will be responsible for maintaining the Property in good order, condition repair, operating condition, working order and appearance, and in accordance with all applicable Legal Requirements and Environmental Laws, including (without limitation) those requiring any structural or nonstructural alteration of the

Property (subject to any requirement of Tenant to obtain Landlord's consent herein) including, without limitation, all landscaping, buildings, driveways, parking lots, fences and signs located in the Property and all sidewalks and parkways adjacent to the Property.

4.2 Taxes and Assessments. Tenant shall pay (or cause to be paid) any property taxes, assessment and public charges ("taxes") on the land, and on the improvements thereon, subject to the provisions of this Lea e.

4.3 **Tenant's Election to Contest.** Tenant may withhold payment of any tax or assessment on the Property if a good faith dispute exists as to the obligation to pay, so long as Landlord's property interest is not jeopardized. If the Property is subjected to a lien as a result of nonpayment, Tenant shall provide Landlord with assurances reasonably acceptable to Landlord that Tenant can and will satisfy the lien before enforcement against the Property.

4.4 **Utilities.** Tenant will be responsible for causing to be paid all charges for services and utilities incurred in connection with the use, occupancy and operation of the Property, including (without limitation) charges for electricity, gas, telephone service, water and sewer.

## 5. Liens and Indemnification

5.1 **Liens.** Tenant shall pay (or caused to be paid) as due all claims for work done on or for services rendered or material furnished to the Property, and shall keep the Property free from any liens which could result in foreclosure of Landlord's or Tenant's interest in the Property, except for financing by Tenant on its leasehold estate (which will bind Tenant's interest but not constitute a lien against Landlord's fee title). If Tenant fails to pay such claim or to discharge any lien Landlord may elect (in its discretion) to do so after at least ten (10) days' written notice to Tenant of Landlord s intention to do so, and in that event, Landlord may collect back from Tenant the amount so paid, as additional rent. Amounts paid by Landlord shall bear interest and be repaid by Tenant as provided in paragraph 10.4 below. Such payment by Landlord shall not constitute a waiver of any right or remedy Landlord may have because of Tenant's default.

5.2 **Indemnification.** Tenant (the "**Indemnitor**") shall indemnify the Landlord (the "**Indemnitee**") from any loss, liability, claim of liability or expense (including reasonable attorneys' fees and litigation expenses) arising out of or related to the Property or Building and arising out of or related to (i) any violation of law by the Indemnitor or its owners, agents, independent contractors, invitees, trespassers and employees (the "Covered Persons"), (ii) for any loss, injury or damage to Tenant or to any other person, or to its or their property, caused upon or about the Property, irrespective of the cause of such injury, damage or loss except to the extent caused by or resulting from the intentional torts of Landlord, or (iii) any negligent action or inaction of the Indemnitor or its Covered Persons. Further, Landlord shall not be liable: (i) for

any damage caused by other persons in, upon or about the Property, or caused by operations in construction of any work on the Property; or (ii) in any event for consequential damages, including lost profits of Tenant or any person claiming through or under Tenant. The provisions of this section shall survive the expiration or earlier termination of this Lease.

5.3 **Disclaimer of Landlord's Responsibilities.** Landlord shall not under any circumstances be liable to pay for any work, labor or services rendered or materials furnished to or for the account of Tenant, and no construction lien or other lien for such work, labor or services or material furnished shall attach to or affect the reversionary interest of Landlord in any building(s) or any construction, alteration, repair, or improvement erected or made by Tenant on the Property. Nothing contained in this Lease shall be deemed or construed in any way as constituting the request of consent of Landlord, either express or implied, to any contractor, subcontractor, laborer or materialman for the performance of any labor or the furnishing of any materials for any specific construction, alteration, repair or improvement to or on the Property or any part thereof, nor as giving Tenant any right, power or authority to contract for or permit the rendering of any services or the furnishing of any materials on behalf of Landlord that would give rise to the filing of any lien against Landlord's interest in the Property.

## 6. Insurance; Restoration of Damage

6.1 Liability Insurance. Tenant (as to the Property, during the Term) shall continuously maintain, at its expense, commercial general liability ("CGL") insurance with a combined single limit initially of $2,000,000, or such greater amount approved by the patties as may from time to time customarily be furnished by tenants under comparable leases. Tenant shall name the Landlord as an additional insured, and the liability insurance will otherwise comply with paragraph 6.2 below.

6.2 **Form of Insurance.** All policies may be part of blanket coverage relating to properties owned or leased by Tenant. Tenant will deliver to Landlord certificates of such insurance coverage prior to or concurrent with Tenant's obtaining possession of the Property and thereafter, as to policy renewals, Tenant will deliver to Landlord certificates of coverage (or other confirmation of arrangements for coverage) within 15 days prior to the expiration of the term of each such policy. Tenant's insurance shall name Landlord as an additional insured. All of Tenant's insurance shall provide for thirty (30) days' written notice to Landlord prior to cancellation, non-renewal or material modification.

## 7. Condemnation

If the entire Property is condemned, or if a portion is taken which causes the remainder to be reasonably unusable for the use permitted hereunder, then this Lease shall terminate as of the date upon which possession of the Property is taken by the

condemning authority. The net condemnation proceeds shall be divided between Landlord and Tenant in proportion to the value of their respective interests in the Property immediately prior to the taking. If only a portion of the Property is taken and this Lease is not terminated, then (i) Tenant shall use the condemnation proceeds to make necessary repairs and alterations to the Property to permit Tenant to continue its operations thereon, and (ii) the remaining balance, if any, of the condemnation award attributable to the Property and Building shall be divided between Landlord and Tenant in proportion to the value of their respective interests in the Property immediately prior to the taking.

Tenant will be entitled to retain any award specifically made to Tenant for interruption of business, moving expenses, or the taking of Tenant's improvements, equipment or fixtures. Landlord will be entitled to any award specifically made to Land lord as severance damages for the effect of any taking on any adjoining property owned by Land lord that is not part of the Property under this Lease.

In the event of condemnation, rent shall be abated during the period of restoration, and shall be reduced for the remainder of the lease Term to the extent and in the same proportion as the reduction in the fair market rental value of the Property caused by the Prope1iy. Sale of all or a part of the Property to a purchaser with the power of eminent domain in the face of a threat or the probability of the exercise of the power shall be treated as a taking by condemnation.

**8. Transfers by Tenant.**

8.1 **Transfers Prohibited Without Consent.** Tenant shall not assign, pledge, hypothecate, encumber or otherwise transfer its leasehold interest and interest in the improvements on the Property without the written consent of Landlord, which consent may be withheld in Landlord s sole discretion. An unauthorized transfer under this section shall be deemed a default of this Lease and entitle Landlord to terminate this Lease.

**9. Events of Default**

The following shall be **"Events of Default":**

9.1 **Unauthorized Transfer.** Tenant's assignment, pledge, sublease, encumbrance or other transfer of Tenant's leasehold interest or the building on the Property without the prior written consent of Landlord.

9.2 **Payment Default.** Failure of Tenant to make any rent or other payment to be made to Landlord under this Lease within 20 days after receipt of written notice of nonpayment.

9.3 **Default in Other Covenants.** Fai lure of Tenant to comply with any other term or condition or fulfill any other obligation of this Lease within 30 days after written notice by Land lord specifying the nature of the default with reasonable

particularity. If the default is of such a nature that it cannot be remedied fully within the 30-day period, this requirement shall be satisfied if Tenant begins correction of the default within the 30-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.

9.4 **Notice of Action to Retake or File Suit.** Prior to taking any action to re-enter or retake possession of the Property, or to sue Tenant for damages for default, Landlord will provide Tenant with at least ten days' notice of Landlord's intent to pursue the particular remedy or remedies if the default is not cured within such time period. Such notice may be given concurrently with or separately from the notices specified above.

## 10. Remedies on Default

Upon default, after expiration of notice and cure periods provided in Section 9, Landlord may exercise any one or more of the following remedies:

10.1 **Termination.** In the event of a default the Lease may be terminated at the option of Landlord by written notice to Tenant. Whether or not the Lease is terminated by election of Landlord or otherwise, Landlord shall be entitled to recover damages from Tenant for the default, and Landlord may reenter, take possession of the Property and remove any persons or personal property by legal action or by self-help with the use of reasonable force and without liability for damages and without having accepted a surrender.

10.2 **Re-letting.** Following reentry or abandonment, Landlord may re-let the property and in that connection may make any suitable alterations or refurbish the Property, or both, or change the character or use of the Property, but Landlord shall not be required to re-let for any use or purpose other than that specified in the lease or which Landlord may reasonably consider injurious to the Property or to any tenant that Landlord may reasonably consider objectionable. Landlord may re-let all or part of the Property, alone or in conjunction with other properties for a term longer or shorter than the term of this lease, on any reasonable terms and conditions, including the granting of some rent-free occupancy or other rent concession.

10.3 **Damages for Default**. Landlord may recover all damages caused by the default. Landlord may sue periodically to recover damages as they accrue during the remainder of the lease term without barring a later action for further damages. Landlord may at any time bring an action for accrued damages plus damages for the remaining lease term equal to the difference between the rent specified in this Lease and the reasonable rental value of the Property for the remainder of the term, discounted to the time of judgment at the rate of 9 percent per annum.

10.4 **Cure of Tenant's Default.** Without prejudice to any other remedy for default, Landlord may perform any obligation or make any payment required to cure a default by Tenant. The reasonable cost of performance, including reasonable attorneys'

fees and all disbursements, shall immediately be repaid by Tenant upon demand, together with interest from the date of expenditure until full paid at the rate of 12 percent per annum, but not in any event at a rate greater than the maximum rate of interest permitted by law.

10.5 **Other Remedies**. Landlord may exercise any other remedy available under applicable law. Landlord may terminate this Lease and take possession of the Property, and Landlord may pursue any other legal remedy for breach of contract, including (without limitation) specific performance, collection of damages, and collection of attorneys' fees and other costs and expenses.

## 11. General Provisions

11.1 **Modifications.** This Lease may not be modified except by endorsement in writing attached to this Lease, dated and signed by the parties. Neither party shall not be bound by any statement of any agent or employee modifying this Lease, except for any person which the party has specifically designated in writing as its representative.

11.2 **Proration of Rent.** If this Lease starts or ends during a rental period, the rent (including taxes and any other charges) shall be prorated as of such date. Upon termination, other than for default, prepaid rent shall be refunded, if applicable.

11.3 **Nonwaiver.** Waiver of performance of any provision shall not be a waiver of nor prejudice the party's right otherwise to require performance of the same provision or any other provision.

11.4 **Succession.** Subject to the limitations on transfer of Tenant's interest, this Lease shall bind and inure to the benefit of the parties, their respective heirs, successors, and assigns.

11.5 **Entry by Landlord.** Except as otherwise provided herein, Landlord or its authorized representatives may enter the Property at any time without any restrictions from Tenant; however, Landlord or its authorized representatives may enter any building or improvement constructed on the Property under Tenant's exclusive control only upon 24 hours' notice to Tenant.

11.6 **Estoppel Certificates**. Within 10 days after receipt of written request, each party shall deliver a written statement to the requesting party stating the date to which the rent and other charges have been paid, whether the Lease is unmodified and in full force and effect, and any other matters that may reasonably be requested.

11.7 **Surrender of Premises; Demolition.** Upon the termination of this Lease, for any reason whatsoever, Tenant shall promptly vacate the property and deliver the same to Landlord in as good order and repair as said Property was at the

commencement of this Lease, ordinary wear and tear accepted. Notwithstanding the foregoing, upon termination of this Lease and vacation of the Property by Tenant, Tenant shall cause the demolition and removal of the swimming pool improvement on the property, and the re-grad ng of the property as necessary, prior to Tenant's surrender of the Property to Landlord. Except as provided above, all additions to or alterations of the Property, whether installed by Landlord or By Tenant, excluding any trade fixtures, shall at once become part of the realty and belong to Landlord. Tenant agrees to restore any damage caused by the removal of any property Tenant is entitled to remove, pursuant to this Section.

11.8 **Notices.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications required or permitted by the terms hereof to be given (collectively "Notices") shall be given in writing and effective upon receipt. Notices may be served: by certified or registered mail, postage paid with return receipt requested; by private courier, prepaid; by telex, facsimile, or other telecommunication device capable of transmitting or creating a written record; or personally. Mailed Notices shall be deemed received three business days after mailing, properly addressed. Couriered Notices shall be deemed received when delivered as addressed, or if the addressee refuses delivery, when presented for delivery notwithstanding such refusal. With respect to any notice sent by telex, facsimile or other telecommunication device, the term "receipt" will mean electronic verification that transmission to the recipient was completed, if such transmission occurs during the normal business hours, or otherwise on the next business day after the date of transmission. Personal delivery of Notices shall be effective when accomplished. Unless a party changes its address by giving notice to the other party as provided herein, Notices shall be delivered to the parties at the following addresses:

If to Tenant, to it at:

**City of Canby, an Oregon municipal Corporation** _____
PO Box 930 _____
Canby, OR 97013 _____

If to Landlord, to it at:

**Canby School District No. 86** _____
1130 South Ivy Street _____
Canby, OR 97013 _____

From time to time any party may designate a new address for purposes of Notices hereunder by Notice to the other party. Delivery of the copy of any notice to the places to which copies are to be sent is not a precondition to the effectiveness of the notice as to the parties to this Lease. As used in this Lease, the term "business day" means a day, other than Saturday or Sunday and national holidays, on which banking institutions in Portland,

Oregon are generally open for business to the public, and "normal business hours" means 9:00 a.m. to 5:00 p.m. on any such business day.

11.9 **Attorneys' Fees.** In the event suit or action is instituted to interpret or enforce the terms of this Lease, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorneys' fees at trial, upon appeal and on any petition for review, in addition to all other sums provided by law.

11.10 **Relationship of Parties.** The relationship of the parties to this Lease is that of landlord and tenant. Landlord is not a partner or joint venture with Tenant in any respect or for any purpose in the conduct of Tenant's business or otherwise.

11.11 **Applicable Law.** The Property is located in the State of Oregon. The parties agree that the law of such State shall be applicable for purposes of construing and determining the validity of this Lease.

11.12 **Prior Agreements.** This Lease (including all exhibits, incorporated herein) is the entire, final, and complete agreement of the parties with respect to the matters set forth in this Lease, and supersedes and replaces all written and oral agreements previously made or existing by and between the parties or their representatives with respect to such matters.

11.13 **Validity of Provisions.** If any of the provisions contained in this Lease shall be invalid, illegal, or unenforceable in any respect, the validity of the remaining provisions contained in this Lease shall not be affected.

11.14 **Recording; Quitclaim.** Tenant shall not file or record this Lease without the specific prior written consent of Landlord, but the parties may execute a good and sufficient memorandum of lease for purposes of recording in a form acceptable to Land lord. Upon expiration or earlier termination of this Lease, Tenant shall promptly execute, acknowledge and deliver to Landlord any quitclaim deed or other document required by Landlord or a title company to remove the cloud of this Lease from the Property and to evidence the termination of Tenant's interests in the Property and improvements that will remain on the Property.

11.15 **Merger of Estates.** In the event and at such time as Landlord may own and hold both the landlord's and tenant's interest under this Lease, this Lease will terminate automatically by merger of estates.

11.16 **Authorization of Lease; Facsimile Signatures.** Each party covenants and warrants to the other that the person(s) executing this Lease on behalf of the party is duly authorized to execute and bind the party under this Lease. Facsimile transmission of any signed original document, and retransmission of any signed facsimile transmission, shall be the same as delivery of an original. At the request of either party, the parties shall

confirm facsimile-transmitted signatures by signing an original document.

11.17 **Brokers.** Neither party has used a real estate broker inconnection with this transaction. Each party will defend, indemnify, and hold harmless from any claim, loss, or liability made or imposed by any other party claiming a commission or fee in connection with this transaction and arising out of its own conduct.

11.18 **Section Headings**. The headings to the sections and paragraphs of this Lease are included only for the convenience of the parties and shall not have the effect of enlarging, diminishing, or affecting the interpretation of its terms.

11.19 **Joinder in Instruments**. Upon reasonable request from time to time, Landlord shall join with Tenant in any conveyance, dedication, grant of easement or license or other instrument as shall be reasonably necessary or convenient to provide public utility service to the Property or in order to allow development or use of the Property by Tenant. Landlord shall not be required to incur any cost or expense by virtue of the provision of this paragraph.

11.20 **Exhibits.** All exhibits and attachments to the Lease are hereby incorporated as part of the body of this instrument.

IN WITNESS WHEREOF, the undersigned has caused this Ground Lease to be duly executed under seal by an officer thereunto duly authorized as of the date and year first above written.

LANDLORD: **CANBY SCHOOL DISTRICT NO.86**

_____

Date: _____

Name: _____

Title: _____

TENANT: **CITY OF CANBY**, an Oregon municipal corporation

_____

Date: August 3, 2016

Name: Brian Hodson

Title: Mayor

## EXHIBIT "A"

## DESCRIPTION OF PROPERTY

A Parcel of land located in the Northeast one-quarter of Section 4, Township 4 South, Range 1 East of the Willamette Meridian, in the City of Canby, Clackamas County, Oregon. Said parcel of land being more particularly described as follows:

Commencing at the intersection of the Northerly line of that Tract of land dedicated for road purposes in that Deed recorded as Document No. 97-023967, Clackamas County Deed Records, with the East right-of-way line of South Ivy Street, said point being North 89°16'09" West a distance of 1259.47 feet and North 00°31'13" East a distance of 67.35 feet from the East one-quarter corner of said Section 4, said intersection point being the true point of beginning of the Parcel of land herein described; thence North 00°31'13" East, along said East right-of-way line, a distance of 484.94 feet to a point; thence South 89°33'00" East a distance of 220.19 feet to a point; thence South 00°50'30" West a distance of 513.36 feet to a point on said North line of said Document No. 97-023967 Tract; thence North 89°16'09" West, along said North line, a distance of 190.17 feet to an angle point in said North line; thence continuing along said North line, North 44°09'45" West a distance of 38.60 feet to the true point of beginning of the Parcel of land herein described.

Said Parcel of land contains an area of 2.5668 acres more or less.

# RESOLUTION NO. 1247

## A RESOLUTION SUPPORTING THE CLACKAMAS COUNTY MOTOR VEHICLE FUEL TAX

**WHEREAS**, Clackamas County will submit a ballot measure in November 2016 for a countywide, seven-year $0.06 per gallon motor vehicle fuel tax;

**WHEREAS**, Oregon law expressly prohibits using property taxes for road maintenance;

**WHEREAS**, Smooth pavement, well-marked intersections, unobstructed sight lines, and clear lane markings are all critical to maintaining safe roads;

**WHEREAS**, More than 50% of county roads are in fair to poor condition, and the county lacks the funds to continue maintenance at the level needed to fix, protect, and preserve its roads;

**WHEREAS**, Clackamas County held a summit on June 9, 2016 seeking feedback from the cities about means to address county road maintenance funding needs that could also support city transportation funding needs;

**WHEREAS**, feedback from the cities at the summit on June 9 included support for a "gas" tax contingent upon the County's commitment to split the revenues with the cities – 60% to the County and 40% to the cities – and contingent upon the cities signing a resolution in support of the ballot measure;

**WHEREAS**, at a Clackamas County policy session on June 28, 2016, the Clackamas County Board of Commissioners (BCC) agreed to pursue a $0.06 cent per gallon fuel tax and confirmed the intent for cities to sign an Inter-Governmental Agreement (IGA) to memorialize the 60/40 percentage split should the measure succeed;

**WHEREAS**, at a Clackamas County policy session on July 12, 2016, the BCC agreed the terms of an IGA should include the County's commitment to only use 60% of the revenue from a fuel tax, while 40% of the fuel tax revenue would be shared only among cities that sign the IGA by September 1, 2016;

**WHEREAS**, the County has agreed to spend its 60% share of revenue to address road maintenance needs for 7 paving packages and safety projects in unincorporated Clackamas County;

**WHEREAS**, cities within Clackamas County are encouraged to create similar project lists and are required to spend their share of the 40% of revenue on transportation projects;

**WHEREAS**, the motor vehicle fuel tax is scheduled to sunset 7 years after it begins;

**WHEREAS**, cities and the County have the opportunity, with a successful vote, to work together to improve the transportation network through the cities and county.

**NOW THEREFORE, the City of Canby does hereby resolve as follows:**

1. The City of Canby supports the motor vehicle fuel tax measure proposed by Clackamas County.

2. The City of Canby supports the distribution of 40% of the revenue with participating cities within Clackamas County to address their identified transportation needs.

3. The City of Canby commits to use its share of received revenue to address transportations needs within the city.

4. This resolution shall take effect on August 3, 2016.

**DATED** this 3rd day of August, 2016, by the Canby City Council.

_____
Brian Hodson
Mayor

ATTEST:

_____
Kimberly Scheafer, MMC
City Recorder

# MEMORANDUM

**DATE:** JULY 22, 2016

**TO:** HONORABLE MAYOR HODSON AND CANBY CITY COUNCIL

**FROM:** HALEY FISH, FINANCE DIRECTOR

**THROUGH:** RICK ROBINSON, CITY ADMINISTRATOR

**RE:** SUPPLEMENTAL BUDGET RESOLUTION NO. 1248

ISSUE: Adoption of a Supplemental Budget and appropriating unanticipated funds for the 2016-2017 fiscal year.

SYNOPSIS: A supplemental budget is required when unanticipated revenues are received and the City wants to be able to spend or transfer them in the current fiscal year and or unanticipated expenses are identified for which an increase in appropriations needs to be recognized in order to maintain compliance with local budget law. Proposed changes do not increase expenses of any fund by 10% or more.

**General Fund**

Economic Development

Supplemental budget proposed due to expenses expected to be incurred in prior year were not completed by year end.

Unallocated

Loan payoff interest increased due to timing

**Library Fund**

Supplemental budget proposed as the Library realized more donations than expected in PY and would like to increase the current year expense to be able to execute the purchase for which the donation was received for.

**Transit Fund**

Supplemental budget proposed due to the fact that we had expected to close on the approved property purchase prior to yearend but have not as the plot is still being reviewed by the County planning department.

**SDC Fund**

Supplemental budget proposed to increase current year transfers out of Sewer improvement SDCs as more revenue was realized than expected in FY2016 and the

sewer fund had allowable expenses for which these restricted funds should be dedicated prior to using less restricted funds.

**Sewer Fund**

Collections

Supplemental budget proposed as we have realized unanticipated lateral repair expenses.

Unallocated

Increase in transfers in to offset transfer out from SDC fund per explanation above.

**All Funds**

The actual workers compensation insurance invoice came in higher than estimated therefore we have proposed an adjustment to all funds personal services benefits to allocate the overage pro-rationally.

RECOMMENDATION: Staff recommends that Council adopt Resolution No. 1248

ATTACHED: Resolution No. 1248

**RESOLUTION NO. 1248**
**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET**
**FOR THE 2016-2017 FISCAL YEAR**

**WHEREAS**, the City of Canby budget for the 2016-2017 fiscal year was adopted by the City Council at a regular meeting thereof on Wednesday, June 15, 2016; and

**WHEREAS**, the City of Canby has since received unanticipated revenues and a supplemental budget is required in order to expend those revenues; and
**WHEREAS,** in order to increase transfers from one fund to another fund a supplemental budget is required; and
**WHEREAS**, in order not to overspend appropriations of expenditures, it is necessary to transfer appropriations within several funds from certain expenditure categories to other expenditure categories.

**NOW THEREFORE, BE IT RESOLVED THAT:**

Section 1. The following Supplemental Budget for the City of Canby for the 2016-2017 fiscal year is hereby adopted.

**2015-2016 SUPPLEMENTAL BUDGET SUMMARY**

| Fund/Department | Resources | | Requirements | |
|---|---|---|---|---|
| **GENERAL FUND** | | | | |
| Economic Development | | | Materials and Services | 5,873 |
| Unallocated | Cash Carryover | 5,873 | Debt Service | 110 |
| Administration | | | Personal Services | 496 |
| Court | | | Personal Services | 279 |
| Planning | | | Personal Services | 124 |
| Parks | | | Personal Services | 350 |
| Building | | | Personal Services | 29 |
| Police | | | Personal Services | 3,747 |
| Cemetery | | | Personal Services | 12 |
| Finance | | | Personal Services | 300 |
| Economic Development | | | Personal Services | 398 |
| Unallocated | | | Personal Services | 67 |
| Unallocated | | | Contingency | (5,912) |
| | **Total Resources** | $ 5,873 | **Total Requirements** | $ 5,873 |
| **LIBRARY FUND** | Cash Carryover | $ 25,872 | Materials & Services | $ 25,872 |
| | | | Personal Services | 582 |
| | | | Contingency | (582) |
| | **Total Resources** | $ 25,872 | **Total Requirements** | $ 25,872 |
| **STREET FUND** | | | Personal Services | 573 |
| | | | Contingency | (573) |
| | **Total Resources** | $ - | **Total Requirements** | $ - |

| | | | | | |
|---|---|---|---|---|---|
| **TRANSIT FUND** | Cash Carryover | $ 210,000 | Capital Outlay | $ | 210,000 |
| | | | Personal Services | | 277 |
| | | | Contingency | | (277) |
| | **Total Resources** | $ 210,000 | **Total Requirements** | $ | 210,000 |
| **SWIM CENTER LEVY FUND** | | | Personal Services | | 490 |
| | | | Contingency | | (490) |
| | **Total Resources** | $ - | **Total Requirements** | $ | - |
| **FLEET SERVICES FUND** | | | Personal Services | | 221 |
| | | | Contingency | | (221) |
| | **Total Resources** | $ - | **Total Requirements** | $ | - |
| **FACILITIES FUND** | | | Personal Services | | 96 |
| | | | Contingency | | (96) |
| | **Total Resources** | $ - | **Total Requirements** | $ | - |
| **TECH SERVICES FUND** | | | Personal Services | | 74 |
| | | | Contingency | | (74) |
| | **Total Resources** | $ - | **Total Requirements** | $ | - |
| **SDC FUND** | Cash Carryover | $ 57,090 | Transfer to Sewer | $ | 57,090 |
| | **Total Resources** | $ 57,090 | **Total Requirements** | $ | 57,090 |
| **SEWER FUND** | | | | | |
| Unallocated | Transfer from SDC | $ 57,090 | Capital Outlay | | 47,215 |
| | | | Personal Services | | 46 |
| | | | Contingency | | (1,154) |
| WWTP | | | Personal Services | | 558 |
| Collections | | | Materials and Services | | 9,875 |
| | | | Personal Services | | 284 |
| Stormwater | | | Personal Services | | 266 |
| | **Total Resources** | $ 57,090 | **Total Requirements** | $ | 57,090 |

This resolution shall take effect on August 3, 2016.

**ADOPTED** by the Canby City Council at a regular meeting thereof on August 3, 2016.

Brian Hodson, Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

**RESOLUTION NO. 1249**

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN INTERGOVERNMENTAL AGREEMENT BETWEEN CLACKAMAS COUNTY AND PARTICIPATING CITIES OF CLACKAMAS COUNTY TO SHARE MOTOR VEHICLE FUEL TAX REVENUES**

**WHEREAS**, Clackamas County will submit a ballot measure in November 2016 for a countywide, seven-year, $0.06 per gallon motor vehicle fuel tax; and

**WHEREAS,** the proceeds of the motor vehicle fuel tax, if passed by the voters, would be distributed 60% to Clackamas County and 40% to participating cities within Clackamas County; and

**WHEREAS**, to be a participating city within Clackamas County, a City must sign a resolution in support of the ballot measure and sign an Intergovernmental Agreement (IGA) no later than September 1, 2016; and

**WHEREAS,** the City of Canby wishes to be a participating city within Clackamas County and receive its proportional share of the countywide, seven-year, $0.06 per gallon motor vehicle fuel tax should the ballot measure pass in the November, 2016 election.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the City of Canby Council that the Mayor is authorized to execute the Intergovernmental Agreement between Clackamas County and the participating cities of Clackamas County.

This Resolution shall take effect on August 3, 2016.

ADOPTED this 3rd day of August, 2016, by the Canby City Council.

_____
Brian Hodson
Mayor

ATTEST:

_____
Kimberly Scheafer, MMC
City Recorder

Exhibit "A"

# INTERGOVERNMENTAL AGREEMENT BETWEEN CLACKAMAS COUNTY AND THE PARTICIPATING CITIES OF CLACKAMAS COUNTY

## I. PARTIES

This intergovernmental agreement is entered into between Clackamas County (COUNTY) and the Cities of Barlow, Canby, Estacada, Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Molalla, Oregon City, Portland, Rivergrove, Sandy, Tualatin, West Linn, and Wilsonville (CITIES). This Agreement is authorized pursuant to ORS 190.110.

## II. PURPOSE

The purpose of this agreement is to memorialize a revenue sharing plan for the net receipt of motor vehicle fuel tax revenues collected in Clackamas County pursuant to ORS 319.950.

## III. SCOPE OF WORK AND COOPERATION

A. CITIES agree to:

1. Support COUNTY'S effort to obtain voter approval of a $0.06 per gallon, seven-year, county-wide motor vehicle fuel tax at the November 2016 general election by on or before September 1, 2016, adopting a resolution or proclamation supporting the imposition of a voter approved $0.06 per gallon, seven-year, county-wide motor vehicle fuel tax; and
2. To devote all revenues derived from the motor vehicle fuel tax for the purposes of construction, reconstruction, improvement, repair, maintenance, operation and use of city highways, roadways and streets within the jurisdictional boundaries of the city as set forth under Art. IX, Section 3a of the Oregon Constitution.

B. COUNTY agrees to:

1. Submit to the voters of Clackamas County a measure seeking voter approval of a temporary $0.06 per gallon motor vehicle fuel tax. The tax would sunset after a period of seven years after the tax implementation date;
2. Place the measure on the ballot for the November 2016 general election;

3. Receive revenues from the state and distribute 40% of the net revenues of the motor vehicle fuel tax revenues, based on population within the jurisdictional boundaries of the County, to all participating CITIES within the COUNTY; and
4. To devote all revenues derived from the motor vehicle fuel tax for the purposes of construction, reconstruction, improvement, repair, maintenance, operation and use of public highways within the jurisdictional boundaries of the COUNTY and as more specifically set forth in the County's ballot measure and Art. IX, Section 3a of the Oregon Constitution.

## IV. DISTRIBUTION

A. COUNTY shall receive motor vehicle fuel tax revenues from the Oregon Department of Transportation;
B. COUNTY will distribute 40% of the net revenues received to the participating CITIES;
C. Distributions to the participating CITIES will be every six months;
D. The distribution to participating CITIES shall be pro-rated based on the population of that City within the jurisdictional boundaries of the County; and
E. CITIES population shall be determined from figures provided annually by Portland State University Population Research Center.

## V. SPECIAL REQUIREMENTS

A. COUNTY and CITIES agree that in order for an individual city to be eligible to receive any motor vehicle fuel tax revenues under this Agreement, the City must first comply with the terms of this Agreement by September 1, 2016; and
B. COUNTY and CITIES agree to comply with all applicable local, state, and federal ordinances, statutes, laws and regulations.

## VI. AMENDMENT

This agreement may be amended at any time with the concurrence of all parties. Amendments become a part of this agreement only after the written amendment has been signed by all parties.

## VII. TERM OF AGREEMENT

This Agreement shall become effective upon signing by the jurisdictional representative. The terms of this Agreement become operative and enforceable only after the successful passage of the scope of work and cooperation provisions in Section III of this Agreement. Unless earlier terminated or

extended, this Agreement shall expire seven years after the tax is first implemented.

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their duly authorized officers.

**CITIES**

_____
CITY OF BARLOW

Date:_____

_____
CITY OF CANBY

Date:_____

_____
CITY OF ESTACADA

Date:_____

_____
CITY OF GLADSTONE

Date:_____

_____
CITY OF HAPPY VALLEY

Date:_____

_____
CITY OF JOHNSON CITY

**CLACKAMAS COUNTY**
**BOARD OF COUNTY COMMISSIONERS**

Signing on Behalf of the Board:

_____
John Ludlow, Chair

Date:_____

Date:_____

_____
CITY OF LAKE OSWEGO

Date:_____

_____
CITY OF MILWAUKIE

Date:_____

_____
CITY OF MOLALLA

Date:_____

_____
CITY OF OREGON CITY

Date:_____

_____
CITY OF PORTLAND

Date:_____

_____
CITY OF RIVERGROVE

Date:_____

_____
CITY OF SANDY

Date:_____

_____
CITY OF TUALATIN

Date:_____

_____
CITY OF WEST LINN

Date:_____

_____
CITY OF WILSONVILLE

Date:_____

## Proposed 7-Year Countywide Fuel Tax Program
## Preliminary Revenue Estimates

(6¢ /gallon)

Estimated revenue of 1¢ = $1.5 M / annually is a best estimate using assumptions for a 6¢ countywide fuel tax. Assumptions have been reviewed and confirmed by three entities --
Clackamas County, EcoNorthwest and Oregon Department of Transportation.

| | | |
|---|---|---|
| **Estimated Annual 6¢ Fuel Tax Revenue**<br>(100% = County + City Revenues) | **$** | **9,000,000** |
| **Estimated Annual County Distribution**<br>(60% of Total Revenues) | **$** | **5,400,000** |
| **Estimated Annual City Distribution**<br>(40% of Total Revenues) | **$** | **3,600,000** |

| | | |
|---|---|---|
| **Estimated 7-Year Program Revenue**<br>(100% = County + City Revenues) | **$** | **63,000,000** |
| **Estimated 7-Year Program County Distribution**<br>(60% of Total Revenues) | **$** | **37,800,000** |
| **Estimated 7-Year Program City Distribution**<br>(40% of Total Revenues) | **$** | **25,200,000** |

| Jurisdiction | Population | Estimated Annual Distribution | Estimated 7-Year Program Distribution |
|---|---|---|---|
| Clackamas County | 176,259 | $ 5,400,000 | $ 37,800,000 |
| Barlow | 135 | $ 2,375 | $ 16,624.25 |
| Canby | 16,010 | $ 281,645 | $ 1,971,513 |
| Damascus * * | - | $ - | $ - |
| Estacada | 2,935 | $ 51,632 | $ 361,423 |
| Gladstone | 11,495 | $ 202,218 | $ 1,415,524 |
| Happy Valley | 16,480 | $ 289,913 | $ 2,029,390 |
| Johnson City | 565 | $ 9,939 | $ 69,576 |
| Lake Oswego * | 34,538 | $ 607,592 | $ 4,253,145 |
| Milwaukie | 20,485 | $ 360,368 | $ 2,522,576 |
| Molalla | 8,820 | $ 155,160 | $ 1,086,117 |
| Oregon City | 33,760 | $ 593,899 | $ 4,157,293 |
| Portland * | 760 | $ 13,363 | $ 93,540 |
| Rivergrove * | 451 | $ 7,931 | $ 55,518 |
| Sandy | 10,170 | $ 178,909 | $ 1,252,360 |
| Tualatin * | 2,903 | $ 51,075 | $ 357,523 |
| West Linn | 25,540 | $ 449,294 | $ 3,145,061 |
| Wilsonville * | 19,594 | $ 344,688 | $ 2,412,818 |
| **ESTIMATED DISTRIBUTION TOTALS** | **380,900** | **$ 9,000,000** | **$ 63,000,000** |

Population estimates are based on Portland State University (PSU) Population for Oregon and its Counties and Incorporated Cities and Towns: July 1, 2014. Prepared by Population Research Center - College of Urban and Public Affairs.

** A portion of this city is outside Clackamas County; population represents the population PSU estimates within Clackamas County jurisdiction.*

** * Damascus has been removed from the city distribution formula to reflect results of May 2016 election and disincorporation of the city.*


Revised 06/28/2016

# EXHIBIT A

BALLOT TITLE

**CAPTION (10 words)**:

Temporary 6-Cent Per Gallon Vehicle Fuel Tax

**QUESTION (20 words)**:

Shall Clackamas County adopt a seven-year, 6-cent-per-gallon motor vehicle fuel tax dedicated to road maintenance projects?

**BALLOT SUMMARY (175 words)**:

The measure imposes a temporary 6-cent-per-gallon tax on motor vehicle fuel sales within Clackamas County. The tax must be used as required by the Oregon Constitution for construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and roadside rest areas in the county. The tax is estimated to raise approximately $9 million per year for seven years. The County will use 60 percent of the revenue for specific County road paving and safety projects, and will distribute the remaining 40 percent of the revenue to participating cities in Clackamas County to use for their own transportation projects. To be eligible to receive fuel tax revenues, a city must have entered into an Inter-Governmental Agreement with the County prior to September 1, 2016. A list of county projects and their estimated costs can be found at http://theroadahead.us/.

The tax is implemented in March 2017 and will expire seven years after the implementation date. The County will adopt an ordinance for the administration of the motor vehicle fuel tax and establish and implement licensing requirements.

## EXPLANATORY STATEMENT

An impartial, simple and understandable statement explaining the measure and its effect for use in the county voters' pamphlet. *500 word limit under ORS 251.345 and OAR 165-022-0040(3)*

Road funds primarily come from motor vehicle fuel taxes and vehicle registration fees. Oregon law prohibits using ad valorem (property) taxes for roads. The county uses road funds efficiently, but is unable to keep pace with maintenance needs. There is a $17 million annual gap between funds needed to maintain roads and revenue.

Over 50% of Clackamas County's 1,400 road miles are in fair or poor condition. Every year, a larger percentage of county roads slip into disrepair, and the county doesn't have the necessary revenue to keep up. Waiting also comes at a price, as the cost to reconstruct a road in the future is more than 10 times greater than the cost of providing preventive maintenance today.

Ongoing preventive maintenance is critical to safe roads. Smooth roadways, clear lane markings, unobstructed sightlines, drainage and well-marked intersections help reduce crashes and keep travelers safe.

Oregon law allows the voters of a county to vote to impose a motor vehicle fuel tax. The measure would impose a 6-cent per gallon tax on motor vehicle fuel sold in Clackamas County. Annual revenues generated by the vehicle fuel tax are estimated to be $9 million. The tax would be collected by the Oregon Department of Transportation. The County will distribute 40% of the tax proceeds collected to participating cities in Clackamas County. The County and Cities will enter into an Inter-governmental Agreement to memorialize this arrangement. To be eligible to receive fuel tax revenues, each City must enter into the Inter-governmental Agreement before September 1, 2016. The tax must be used as required by the Oregon Constitution for construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and roadside rest areas in the county. The tax would expire after seven years.

Explanatory Statement Furnished by Clackamas County Board of Commissioners

_____ Date: _____, 2017

Authorized Signature

# MEMORANDUM

**DATE:** JULY 25, 2016

**TO:** HONORABLE MAYOR HODSON AND CANBY CITY COUNCIL

**FROM:** KIM SCHEAFER, CITY RECORDER

**THROUGH:** RICK ROBINSON CITY ADMINISTRATOR

**RE:** ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 5.04.190 REGARDING BUSINESS LICENSE EXEMPTIONS

---

ISSUE: The wording in the current chapter is outdated regarding business license exemptions and does not address businesses that are operating temporarily in the City limits. In order to encourage commerce within the City, language is being proposed that would exempt businesses that are operating a business temporarily at one location for less than three days at a time, and a total of 30 days per calendar year.

RECOMMENDATION: Staff recommends that Council approve Ordinance No. 1447

MOTION: "I move to approve Ordinance 1447, **AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 5.04.190 REGARDING BUSINESS LICENSE EXEMPTIONS IN THE CITY OF CANBY to come up for second reading on August 17, 2016.**

ATTACHED: Ordinance No. 1447

# ORDINANCE NO. 1447

**AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 5.04.190 REGARDING BUSINESS LICENSE EXEMPTIONS IN THE CITY OF CANBY.**

**WHEREAS,** the City of Canby currently requires businesses that operate within the City limits to obtain and maintain a Canby business license; and

**WHEREAS**, the City of Canby desires to clarify and update which businesses are exempt from obtaining or maintaining such a license; and

**WHEREAS**, the Canby Municipal Code needed to better address the need of businesses to follow all laws; now therefore

**THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:**

**Section 1.** The Canby Municipal Code (CMC) Chapter 5.04.190 is hereby amended to read as follows:

**§ 5.04.190 Exemptions.**

The provisions of this chapter shall not apply to:

A. Garage sales, as described in this chapter.
B. Participants of all official city-sponsored or sanctioned events.
C. **Canby Independence Day Celebration** ~~General Canby Day~~ and Canby **Farmers** ~~Saturday~~ Market.
D. Any person engaged as a landlord in leasing or renting property to others, unless the person leases at any 1 time more than 2 separate rental units, spaces or parcels, whether it be land, buildings or both, or residential, commercial or both.
E. Municipal, state, or federal agencies.
F. All non-profit businesses are exempt for the business license fee, but still required to complete an application.
G. Any person who carries on or engages in a business that is illegal under applicable city, state, or federal laws is prohibited from being issued a business license.
H. Any business which is exempt from a license by virtue of state or federal law.
I. **Any business who is in operation for three or fewer consecutive days at the same location and operates less than a total of 30 days per calendar year within the City limits.**

(Ord. 1396, passed 3-5-2014)

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, August 3, 2016, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, August 17, 2016, commencing at the hour of 7:30 p.m. at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

_____
Kimberly Scheafer, MMC
City Recorder

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on August 17, 2016 by the following vote:

YEAS_____ NAYS_____

_____
Brian Hodson
Mayor

ATTEST:

_____
Kimberly Scheafer, MMC
City Recorder

# City of Canby Bi-Monthly Report
# Department: Administration
# For Months of: May & June 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: July 18, 2016

---

1. **Business Licenses**:
   Fifty-three (53) new business licenses were issued during the months of May and June 2016. This compares to 47 new licenses issued during May and June 2015. Thirty-nine (39) business licenses were inactivated during the months of May and June 2016. This compares to 39 inactivated during the same period in 2015. Three hundred one (301) business license renewals were sent out, compared to 300 in 2015. The total number businesses licensed with the City of Canby is 1,439 (1,273 this time in 2015) of which 688 have Canby addresses (646 this time last year).

2. **Cemetery:**
   Total property purchases recorded: May - 6 June - 8
   Total interments recorded: May - 1 June - 9

3. **Public Records Requests:**
   Two Public Records Requests was processed during May and June.

4. **Training/Meetings:**
   Kim Scheafer attended the following:
   - OAMR Records Management Committee Meeting
   - Canby Independence Day Committee Meeting
   - IIMC Conference

   All Administration staff attended Harassment Training

5. **Special Animal Permits:**
   Three (3) Special Animal Permits were issued in May and June.

6. **Sidewalk/Park Vending Permit:**
   No Sidewalk/Park Vending Permits were issued in May and June.

7. **Liquor License Applications Processed:**
   No liquor license applications were received.

City of Canby Bi-Monthly Report
Department: Court
May/June 2016

To: The Honorable Mayor Hodson and City Council
From: Melody Thompson, Administrative Court Supervisor
Through: Rick Robinson, City Administrator
Date: July 6, 2016

| Monthly Statistics | May | June |
|---|---|---|
| **Misdemeanors** | | |
| Cases Filed | 10 | 24 |
| Cases Closed | 25 | 13 |
| Warrants Issued | 15 | 21 |
| Traffic Crimes | 7 | 16 |
| | | |
| **Traffic Violations** | | |
| Offenses Filed | 267 | 210 |
| Cases/Citations Filed | 221 | 174 |
| Cases/Citations Closed | 228 | 284 |
| Parking Citations Closed | 7 | 0 |
| | | |
| **Case Detail** | | |
| Diversion | 15 | 21 |
| Dismissal | 62 | 103 |
| Sentenced | 76 | 109 |
| | | |
| **Trials** | | |
| Bench (Judge) | 0 | 0 |
| Jury | 0 | 0 |
| | | |
| Citations Handled by Violations Bureau | 75 | 76 |
| | | |
| Defendant Accounts referred to Collections | 54 | 21 |
| | | |
| Fines & Surcharges Collected | $75,117.59 | $89,227.97 |

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:**

- Working with Oregon State Police Criminal Unit so clerks can enter defendant judgements directly into the person's history file.
- e-DMV project – another efficiency to allow clerks to upload traffic violation court results directly into DMV records.

**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 May – June 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:** Canby remains on the short list for a high tech company looking for 30 - 40 acres to build a 350,000 square foot facility that could create 200-250 jobs. A site location decision is expected in late August. All indicators are positive so far.

- **Project Blue Ice Update:** The Company is considering a $40 million, 400,000 square foot building in Canby or in Vancouver, WA. The city would extend 4th Avenue to provide needed road and infrastructure access. A decision is expected early this fall.

- **Premier Gear –** This manufacturing firm plans to close on the Canby Urban Renewal Property within 3-6 months. 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 on site has been decommissioned.

- **Project Chat –** This health oriented call center operator remains interested in the Library building. Executives have visited Canby three times to discuss details. The company could bring up to 120 jobs to downtown.

**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 is moving forward. A Development and Disposition Agreement cementing deal terms is being developed for Urban Renewal District approval by October. The project includes the renovation of the City hall and former Police Buildings for future retail / restaurant tenants. Staff is assisting the developer in attracting retail tenants to the project.

***Other***

- **Quiet Zone:** Staff is developing an Immediate Opportunity Grant request to help fund quiet zone enhancements at Elm Street. The intersection of Elm at Highway 99E needs to be widened to accommodate trucks that would need to navigate a new concrete center median required to meet quiet zone safety requirements.

- **Website Updates:** An extensive overhaul of the www.canbybusiness.com website is almost complete. The goal is to make it cleaner and visually appealing, to streamline and update content, arrange information so it is more intuitive to navigate, and explore ways to make it more interactive.

- **GIS Intern:** Arrangements have been cemented for Corey Smith to work on GIS projects with Economic Development, Main Street and Planning departments. He will begin work in early July.

# Bi-Monthly Finance Department Report

**To:** Mayor Brian Hodson & City Council Members
**From:** Haley Fish, Finance Director
**Through:** Rick Robinson, City Administrator
**Covering:** May & June 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.

- Proposed budgets for the City and Urban Renewal District were presented in a series of Budget Committee meetings resulting in adoption of the **2016-2017 Budget** by the City Council in June. Associated with finalizing the budget, all related notices were published and resolutions adopted. The final budget document is expected to be published in July.

- A **supplemental budget for 2015-2016** was also adopted in June to recognize unanticipated revenue where needed to fund expenditure adjustments, and to transfer between categories to maintain compliance with local budget law.

- The updated **Master Fee Schedule** was adopted to incorporate changes that are effective July 1, 2016. There will be no sewer rate increase this year.

- Of the 156 pre-collection notifications sent for **non-filed Transit tax** in April, 57 remained unresolved and were turned over to our collections Agency in June. Pre-collections notifications were then sent out for 307 non-filed accounts for 2015 self-employment and 1st quarter 2016 payroll taxes that were due in April. We are working on process and policy to standardize the process prospectively.

- In June, 73 notices were sent to owners of property with severely **delinquent sewer accounts**, informing them that the accounts will be turned over to the assessor for inclusion on their property tax bills if they did not bring the account current or enter into a payment agreement. This is the third year of this process which has proved successful in recovery of funds.

## Bi-Monthly Finance Department Report (continued)

- Reminders of year-end deadlines for accounts payable and cash receipting were sent out to departments in preparation for the **fiscal year end**. We appreciate everyone's effort to comply with the deadlines and intention to maintain budget compliance.

- Management held a work session in May and subsequently adopted a resolution to refer a ballot measure to the voters of Canby in the November election that will **renew the Swim Center Local Option levy** at the same rate of .4900/1000 of assessed value to fund Swim Center operation for another 5 years.

- In order to issue a timely **4th Quarter Financial Report** based on preliminary yearend figures I have attached the staff report to this bi-monthly report for distribution. Note as no timely **3rd Quarter Financial Report** was issued it is attached to the 4th Quarter Report.

- The **Certificate of Achievement for Excellence in Financial Reporting** was presented to the City of Canby, Oregon by the Government Finance Officers Association (GFOA) for its Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended June 30, 2015. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. **See certificate attached!**

- Finance staff participated in the following meetings, trainings and events this period:
  - Caselle Connect and Payroll webinars
  - Caselle User Group meeting
  - Mock interviews at Canby High School
  - OGFOA ASRC meeting
  - Leadership for Women conference
  - OSCPA Government Accounting Conference
  - Meeting regarding insurance renewal
  - Mandatory Harassment training
  - Dan Mickelsen's retirement celebration

# Thank you

...for **allowing me to serve the City of Canby community** as Finance Director. I have accepted a position as the Finance Director for the City of Milwaukie so my **last day with the City of Canby is July 22, 2016**. I am thankful for the opportunity to work with and learn from some **amazing people** and I **wish you all joy and prosperity** in the future!

Fondest regards,

Haley KG Fish, CPA, CFE

# Bi-Monthly Finance Department Report (continued)

Statistics this period:

- **Accounts Payable**

| | |
|---|---|
| Invoices: | 711 |
| Invoice entries: | 1169 |
| Encumbrances: | 19 |
| Manual checks: | 21 |
| Total checks: | 424 |

- **Payroll**

| | |
|---|---|
| Timesheets processed: | 457 |
| Total checks and vouchers: | 539 |
| New hires/separations: | 11/8 |

- **Transit Tax Collection**

| | |
|---|---|
| Forms sent: | 777 |
| Penalty & Int. notices sent: | 13 |
| Pre-collection notices sent: | 307 |
| Accounts sent to collections: | 57 |
| Accounts opened/closed: | 61/39 |
| Returns posted: | 687 |

- **Utility Billing**

| | |
|---|---|
| Bills sent: | 9325 |
| Counter payments: | 272 |
| Accounts opened and closed: | 274 |
| Lien payoffs: | 12 |
| Lien payoff inquiries: | 70 |
| Collection notices sent: | 4 |
| Accounts sent to collections: | 0 |

- **General Ledger**

| | |
|---|---|
| Total Journal entries: | 306 |

- **Cash Receipts Processed**

| | |
|---|---|
| Finance: | 1153 |
| Utility: | 557 |

Government Finance Officers Association

# Certificate of Achievement for Excellence in Financial Reporting

Presented to

**City of Canby**

**Oregon**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

**June 30, 2015**

Executive Director/CEO

# MEMORANDUM

**DATE:** JULY 20, 2016

**TO:** HONORABLE MAYOR HODSON AND CANBY CITY COUNCIL

**FROM:** HALEY FISH, FINANCE DIRECTOR

**THROUGH:** RICK ROBINSON, CITY ADMINISTRATOR

**RE:** 4TH QUARTER FINANCIAL REPORT FISCAL YEAR 2016

**Report Format:** The Fund Summary Report attached summarizes activity for the fiscal year (FY) through June 30, 2016 by Fund and Category: Personal Services, Materials and Services, Capital Outlay, Debt Service, Transfers and Contingency. This is consistent with the level at which funds were appropriated and therefore how compliance is assessed, except for the General Fund which is appropriated at the department level. As of the date of this report **100% of the year had elapsed**. Please note accounts are still being reconciled; therefore these are preliminary figures that will be verified, compiled into the City's Comprehensive Annual Report (CAFR), and then audited.

Please contact Rick Robinson, City Administrator, at RobinsonR@ci.canby.or.us, if you have any questions resulting from your review of this report.

**Additional Financial Analysis by Fund:**

*See handwritten notes as annotated throughout the June 30, 2016 preliminary Fund Summary attached.*

**Note – I have attached the 3rd quarter Fund Summary report as I did not issue a staff report timely due to other workload priorities. My apologies! Staff used the 3/31/2016 actuals to develop the projections included in the proposed budget projections and more timely information to develop the supplemental budget proposed and adopted in June.**

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## June 30, 2016
*Preliminary*

## GENERAL FUND

| REVENUE | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **GENERAL REVENUES** | | | | | |
| PROPERTY TAXES | 4,203,475 | - | 4,220,280 | 16,805 | 99.6% ✓ |
| FRANCHISE FEES | 373,959 | - | 463,000 | 89,041 | 80.8% |
| INTERGOVERNMENTAL | 310,876 | - | 435,700 | 124,824 | 71.4% |
| IN LIEU OF TAXES | 649,034 | - | 665,000 | 15,966 | 97.6% |
| CHARGES FOR SERVICES | 28,618 | - | 16,590 | (12,028) | 172.5% |
| PASS THRU REVENUE | 25,906 | - | 28,640 | 2,734 | 90.5% |
| SPECIAL ASSESSMENTS | 42,381 | - | 2,400 | (39,981) | 1765.9% |
| MISCELLANEOUS REVENUE | 20,661 | - | 8,200 | (12,461) | 252.0% |
| INTEREST REVENUES | 12,019 | - | 8,300 | (3,719) | 144.8% |
| RESERVE REVENUE | 33,105 | - | 52,851 | 19,746 | 62.6% |
| REVENUE TRANSFERS | 278,713 | - | 270,000 | (8,713) | 103.2% |
| CASH CARRYOVER | - | - | 1,229,824 | 1,229,824 | 0.0% |
| | **5,978,748** | **-** | **7,400,785** | **1,422,037** | **80.8%** |
| | | | | 192,213* | |
| **ADMINISTRATION REVENUES** | | | | | |
| CHARGES FOR SERVICES | 71,000 | - | 62,000 | (9,000) | 114.5% + |
| | **71,000** | **-** | **62,000** | **(9,000)** | **114.5%** |
| **COURT REVENUES** | | | | | |
| CHARGES FOR SERVICES | 494,558 | - | 441,000 | (53,558) | 112.1% + |
| PASS THRU REVENUE | 1,619 | - | 1,000 | (619) | 161.9% |
| MISCELLANEOUS REVENUE | 22,416 | - | 24,375 | 1,959 | 92.0% |
| | **518,592** | **-** | **466,375** | **(52,217)** | **111.2%** |
| **PLANNING REVENUES** | | | | | |
| CHARGES FOR SERVICES | 121,796 | - | 49,350 | (72,446) | 246.8% + |
| MISCELLANEOUS REVENUE | 122 | - | 50 | (72) | 243.5% |
| | **121,917** | **-** | **49,400** | **(72,517)** | **246.8%** |
| **PARKS REVENUES** | | | | | |
| CHARGES FOR SERVICES | 380 | - | 500 | 120 | 76.0% |
| MISCELLANEOUS REVENUE | 4,550 | - | 3,660 | (890) | 124.3% |
| TRANSFERS IN | - | - | 320,000 | 320,000 | 0.0% |
| | **4,930** | **-** | **324,160** | **319,230** | **1.5%** |
| **BUILDING REVENUES** | | | | | |
| CHARGES FOR SERVICES | 31,910 | - | 15,200 | (16,710) | 209.9% + |
| | **31,910** | **-** | **15,200** | **(16,710)** | **209.9%** |
| **POLICE REVENUES** | | | | | |
| GRANT REVENUE | 30,563 | - | 7,000 | (23,563) | 436.6% |
| CHARGES FOR SERVICES | 35,251 | - | 25,400 | (9,851) | 138.8% |
| MISCELLANEOUS REVENUE | 104,344 | - | 85,537 | (18,807) | 122.0% |
| DONATIONS | 620 | - | 1,000 | 380 | 62.0% |
| | **170,778** | **-** | **118,937** | **(51,841)** | **143.6%** + |

* excluding cashcarryover.

turnovers to be accrued still outstanding

100% of the Fiscal Year has elapsed.

+ actual exceeds budget :)

**CITY OF CANBY**
**FUND SUMMARY**
**FOR THE PERIOD ENDING:**
**June 30, 2016**
*Preliminary*

**GENERAL FUND**

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE (CONT)** | | | | | |
| **CEMETERY REVENUES** | | | | | |
| CHARGES FOR SERVICES | 57,434 | - | 23,930 | (33,504) | 240.0% + |
| MISCELLANEOUS REVENUE | 3,860 | - | 4,500 | 640 | 85.8% |
| DONATIONS | 195 | - | - | (195) | 0.0% |
| | **61,490** | **-** | **28,430** | **(33,060)** | **216.3%** |
| **FINANCE REVENUES** | | | | | |
| OPERATIONAL TRANSFERS IN | 748,562 | - | 748,562 | - | 100.0% |
| | **748,562** | **-** | **748,562** | **-** | **100.0%** |
| **ECONOMIC DEVELOPMENT REVENUES** | | | | | |
| CHARGES FOR SERVICES | 8,695 | - | 8,250 | (445) | 105.4% |
| TRANSFERS | 537,471 | - | 568,571 | 31,100 | 94.5% ^ |
| | **546,166** | **-** | **576,821** | **30,655** | **94.7%** |
| **TOTAL FUND REVENUE** | **8,254,094** | **-** | **9,790,670** | **1,536,576** | **84.3%** |

^ based on allowable exp. realized.

100% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## June 30, 2016
*Preliminary*

## GENERAL FUND

| EXPENDITURES | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **ADMINISTRATION DEPT** | | | | | |
| PERSONNEL SERVICES | 525,229 | - | 541,626 | 16,397 | 97.0% |
| MATERIALS & SERVICES | 428,405 | 268 | 486,021 | 57,348 | 88.2% |
| | **953,634** | **268** | **1,027,647** | **73,745** | **92.8%** |
| **COURT DEPT** | | | | | |
| PERSONNEL SERVICES | 240,138 | - | 266,669 | 26,531 | 90.1% |
| MATERIALS & SERVICES | 77,027 | 1,757 | 79,992 | 1,208 | 98.5% |
| | **317,165** | **1,757** | **346,661** | **27,739** | **92.0%** |
| **PLANNING DEPT** | | | | | |
| PERSONNEL SERVICES | 120,115 | - | 125,758 | 5,643 | 95.5% |
| MATERIALS & SERVICES | 69,089 | - | 91,706 | 22,617 | 75.3% |
| | **189,204** | **-** | **217,464** | **28,260** | **87.0%** |
| **PARKS DEPT** | | | | | |
| PERSONNEL SERVICES | 331,960 | - | 352,736 | 20,776 | 94.1% |
| MATERIALS & SERVICES | 119,661 | - | 125,790 | 6,129 | 95.1% |
| CAPITAL OUTLAY | - | - | 320,000 | 320,000 | 0.0% |
| | **451,622** | **-** | **798,526** | **346,904** | **56.6%** |
| **BUILDING DEPT** | | | | | |
| PERSONNEL SERVICES | 30,858 | - | 31,966 | 1,108 | 96.5% |
| MATERIALS & SERVICES | 939 | - | 1,042 | 103 | 90.1% |
| TRANSFERS OUT | 11,428 | - | 11,428 | - | 100.0% |
| | **43,225** | **-** | **44,436** | **1,211** | **97.3%** |
| **POLICE DEPT** | | | | | |
| PERSONNEL SERVICES | 3,815,754 | - | 3,965,067 | 149,313 | 96.2% |
| MATERIALS & SERVICES | 871,236 | 99 | 917,188 | 45,853 | 95.0% |
| CAPITAL OUTLAY | 22,759 | - | 32,000 | 9,241 | 71.1% |
| | **4,709,750** | **99** | **4,914,255** | **204,406** | **95.8%** |
| **CEMETERY DEPT** | | | | | |
| PERSONNEL SERVICES | 12,597 | - | 13,220 | 623 | 95.3% |
| MATERIALS & SERVICES | 61,305 | - | 64,430 | 3,125 | 95.1% |
| | **73,901** | **-** | **77,650** | **3,749** | **95.2%** |
| **FINANCE DEPT** | | | | | |
| PERSONNEL SERVICES | 308,390 | - | 319,364 | 10,974 | 96.6% |
| MATERIALS & SERVICES | 108,702 | 6,000 | 125,425 | 10,723 | 91.5% |
| | **417,092** | **6,000** | **444,789** | **21,697** | **95.1%** |

100% of the Fiscal Year has elapsed.

**CITY OF CANBY**
**FUND SUMMARY**
**FOR THE PERIOD ENDING:**
**June 30, 2016**
*Preliminary*

**GENERAL FUND**

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **EXPENDITURES (CONT)** | | | | | |
| **ECONOMIC DEVELOPMENT DEPT** | | | | | |
| PERSONNEL SERVICES | 411,791 | - | 427,630 | 15,839 | 96.3% |
| MATERIALS & SERVICES | 86,107 | - | 110,283 | 24,176 | 78.1% |
| TRANSFERS OUT | 61,002 | - | 61,002 | - | 100.0% |
| | **558,900** | **-** | **598,915** | **40,015** | **93.3%** |
| **UNALLOCATED** | | | | | |
| PERSONNEL SERVICES | 125,832 | - | 120,000 | (5,832) A | 104.9% |
| MATERIALS & SERVICES | 38,869 | 5,850 | 128,892 | 84,173 | 34.7% |
| CAPITAL OUTLAY | 31,999 | - | 66,030 | 34,031 | 48.5% |
| DEBT SERVICE | 20,857 | - | 20,857 | - | 100.0% |
| CONTINGENCY/RESERVES | - | - | 984,548 | 984,548 | 0.0% |
| | **217,557** | **5,850** | **1,320,327** | **1,096,920** | **16.9%** |
| **TOTAL FUND EXPENDITURES** | **7,932,050** | **13,974** | **9,790,670** | **1,844,646** | **81.2%** |
| ***REVENUE OVER EXPENDITURE*** | *322,043* | *(13,974)* | - | *(308,069)* | |

A 5832 - 5706.19* = 125.81
*duplicated & potentially over paid as contributions were paid on sick leave payout ∴ it is still to be determined whether or not WA maintain compliance w/ budget law.

100% of the Fiscal Year has elapsed.

**CITY OF CANBY**
**FUND SUMMARY**
**FOR THE PERIOD ENDING:**
**June 30, 2016**
*Preliminary*

**LIBRARY FUND**

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| PROPERTY TAXES | 794,394 | - | 789,404 | (4,990) | 100.6% |
| GRANT REVENUE | 3,584 | - | 3,000 | (584) | 119.5% |
| CHARGES FOR SERVICES | 5,753 | - | 4,500 | (1,253) | 127.8% |
| PASS-THRU REVENUE | 8,060 | - | 7,500 | (560) | 107.5% |
| MISCELLANEOUS REVENUE | 22,713 | - | 23,000 | 287 | 98.8% |
| INTEREST REVENUES | 8,894 | - | 6,700 | (2,194) | 132.7% |
| DONATIONS | 163,103 | - | 18,500 | (144,603) | 881.6% + |
| CASH CARRYOVER | - | - | 1,309,633 | 1,309,633 | 0.0% |
| | **1,006,501** | **-** | **2,162,237** | **1,155,736** * | **46.5%** |
| **EXPENDITURES** | | | | | |
| *LIBRARY EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 599,376 | - | 626,783 | 27,407 | 95.6% |
| MATERIALS & SERVICES | 164,008 | 25,698 | 173,735 | (15,971) 1 | 109.2% |
| TRANSFERS OUT | 93,755 | - | 93,755 | - | 100.0% |
| CONTINGENCY/OTHER | - | - | 1,267,964 | 1,267,964 | 0.0% |
| | **857,139** | **25,698** | **2,162,237** | **1,279,400** | **40.8%** |
| ***REVENUE OVER EXPENDITURE*** | *149,362* | *(25,698)* | - | *(123,664)* | |

* excluding cash carryover rev exceeded budget by ≈ 153,897, primarily due to library specific donations for the new library.

1 excluding the encumbrance for the reference desk which won't be incurred until FY17 M&S is w/in budget.

100% of the Fiscal Year has elapsed.

**CITY OF CANBY**
**FUND SUMMARY**
**FOR THE PERIOD ENDING:**
**June 30, 2016**
*Preliminary*

**STREETS FUND**

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| INTERGOVERNMENTAL | 1,279,846 | - | 1,361,033 | 81,187 1 | 94.0% |
| CHARGES FOR SERVICES | 593,636 | - | 564,325 | (29,311) | 105.2% |
| SPECIAL ASSESSMENTS-SDC'S | 130,914 | - | 36,725 | (94,189) | 356.5% |
| MISCELLANEOUS REVENUE | 44,107 | - | 57,630 | 13,523 | 76.5% |
| INTEREST REVENUES | 8,323 | - | 2,200 | (6,123) | 378.3% |
| TRANSFERS | - | - | 261,000 | 261,000 | 0.0% |
| CASH CARRYOVER | - | - | 816,380 | 816,380 | 0.0% |
| | **2,056,826** | **-** | **3,099,293** | **1,042,467** | **66.4%** |
| **EXPENDITURES** | | | | | |
| *STREETS EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 586,082 | - | 609,928 | 23,846 | 96.1% |
| MATERIALS & SERVICES | 380,968 | - | 398,429 | 17,461 | 95.6% |
| CAPITAL OUTLAY | 609,003 | 655,569 | 1,137,550 | (127,022) * | 111.2% |
| CONTINGENCY/OTHER | - | - | 844,377 | 844,377 | 0.0% |
| TRANSFERS OUT | 109,009 | - | 109,009 | - | 100.0% |
| | **1,685,062** | **655,569** | **3,099,293** | **758,662** | **75.5%** |
| ***REVENUE OVER EXPENDITURE*** | *371,764* | *(655,569)* | - | *283,805* | |

* excluding the 17 SMF Program which will be substantially incurred in FY17 CO is w/in budget.

1 no federal fund exchange projects completed. Funds will be available in future years for allowable projects.

100% of the Fiscal Year has elapsed.

**CITY OF CANBY**
**FUND SUMMARY**
**FOR THE PERIOD ENDING:**
**June 30, 2016**
*Preliminary*

**SYSTEMS DEVELOPMENT FUND**

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| SPECIAL ASSESSMENTS-SDC'S | 1,324,123 | - | 410,426 | (913,697) | 322.6% |
| INTEREST REVENUES | 15,817 | - | 7,000 | (8,817) | 226.0% |
| CASH CARRYOVER | - | - | 1,759,998 | 1,759,998 | 0.0% |
| | **1,339,940** | **-** | **2,177,424** | **837,484** | **61.5%** |
| **EXPENDITURES** | | | | | |
| *SYSTEMS DEVELOP EXPENDITURES* | | | | | |
| TRANSFERS OUT | - | - | 560,038 | 560,038 | 0.0% |
| CONTINGENCY/OTHER | - | - | 1,617,386 | 1,617,386 | 0.0% |
| | **-** | **-** | **2,177,424** | **2,177,424** | **0.0%** |
| ***REVENUE OVER EXPENDITURE*** | *1,339,940* | - | - | *(1,339,940)* | |

excess allocated by system:

Parks ≈ 450,000
Sewer ≈ 60,000
Storm ≈ 20,000
Streets ≈ 390,000

100% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## June 30, 2016
*Preliminary*

## CEMETERY PERPETUAL CARE FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| CHARGES FOR SERVICES | 14,735 | - | 14,000 | (735) | 105.3% |
| INTEREST REVENUES | 5,705 | - | 4,500 | (1,205) | 126.8% |
| CASH CARRYOVER | - | - | 877,982 | 877,982 | 0.0% |
| | **20,440** | **-** | **896,482** | **876,042** | **2.3%** |
| **EXPENDITURES** | | | | | |
| *CEMETERY PERPETUAL CARE EXPEND* | | | | | |
| CONTINGENCY/OTHER | - | - | 896,482 | 896,482 | 0.0% |
| | **-** | **-** | **896,482** | **896,482** | **0.0%** |
| ***REVENUE OVER EXPENDITURE*** | *20,440* | - | - | *(20,440)* | |

100% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## June 30, 2016
*Preliminary*

## FORFEITURE FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| MISCELLANEOUS REVENUE | 5,763 | - | - | (5,763) | 100% |
| INTEREST REVENUES | 253 | - | - | (253) | 100% |
| CASH CARRYOVER | - | - | 45,002 | 45,002 | 0.0% |
| | **6,016** | **-** | **45,002** | **38,986** | **13.4%** |
| **EXPENDITURES** | | | | | |
| *FORFEITURE EXPENDITURES* | | | | | |
| MATERIALS & SERVICES | 14,943 | - | 45,002 | 30,059 | 33.2% |
| | **14,943** | **-** | **45,002** | **30,059** | **33.2%** |
| ***REVENUE OVER EXPENDITURE*** | *(8,926)* | - | - | *8,926* | |

100% of the Fiscal Year has elapsed.

**CITY OF CANBY**
**FUND SUMMARY**
**FOR THE PERIOD ENDING:**
**June 30, 2016**
*Preliminary*

**TRANSIT FUND**

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| GRANT REVENUE | 672,426 | - | 1,066,131 | 393,705 | 63.1% * |
| PAYROLL TAX | 1,035,923 | - | 1,211,000 | 175,077 | 85.5% * |
| MISCELLANEOUS REVENUE | 3,246 | - | 15,000 | 11,754 | 21.6% |
| INTEREST REVENUES | 6,027 | - | 4,000 | (2,027) | 150.7% |
| DONATIONS | 900 | - | 400 | (500) | 225.0% |
| CASH CARRYOVER | - | - | 906,336 | 906,336 | 0.0% |
| | **1,718,523** | **-** | **3,202,867** | **1,484,344** | **53.7%** |
| **EXPENDITURES** | | | | | |
| *TRANSIT EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 265,284 | - | 280,105 | 14,821 | 94.7% |
| MATERIALS & SERVICES | 1,128,108 | 82,248 | 1,303,434 | 93,078 | 92.9% |
| CAPITAL OUTLAY | 404,061 | 10,700 | 656,561 | 241,800 | 63.2% 1 |
| TRANSFERS OUT | 170,116 | - | 170,116 | - | 100.0% |
| CONTINGENCY/OTHER | - | - | 792,651 | 792,651 | 0.0% |
| | **1,967,569** | **92,948** | **3,202,867** | **1,142,350** | **64.3%** |
| ***REVENUE OVER EXPENDITURE*** | *(249,047)* | *(92,948)* | - | *341,995* | |

* paid quarterly therefore @ least a qter of revenue still outstanding to accrue.

1 Property purchase didn't close by FY16 YE therefore we will need to adopt a supplemental budget to account for the timing difference.

100% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## June 30, 2016
*Preliminary*

### SWIM CENTER LEVY

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| PROPERTY TAXES | 587,422 | - | 590,682 | 3,260 | 99.4% |
| CHARGES FOR SERVICES | 213,690 | - | 191,900 | (21,790) | 111.4% |
| INTEREST REVENUES | 3,085 | - | 1,800 | (1,285) | 171.4% |
| CASH CARRYOVER | - | - | 400,632 | 400,632 | 0.0% |
| | **804,196** | **-** | **1,185,014** | **380,818** | **67.9%** |
| **EXPENDITURES** | | | | | |
| *SWIM CENTER EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 497,657 | - | 529,238 | 31,581 | 94.0% |
| MATERIALS & SERVICES | 117,630 | - | 130,630 | 13,000 | 90.0% |
| CAPITAL OUTLAY | 14,165 | - | 30,000 | 15,835 | 47.2% |
| TRANSFERS OUT | 76,292 | - | 76,292 | - | 100.0% |
| CONTINGENCY/OTHER | - | - | 418,854 | 418,854 | 0.0% |
| | **705,744** | **-** | **1,185,014** | **479,270** | **59.6%** |
| ***REVENUE OVER EXPENDITURE*** | *98,453* | - | - | *(98,453)* | |

100% of the Fiscal Year has elapsed.

**CITY OF CANBY**
**FUND SUMMARY**
**FOR THE PERIOD ENDING:**
**June 30, 2016**
*Preliminary*

**URBAN RENEWAL GENERAL FUND**

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *URD PROGRAM REVENUES* | | | | | |
| GRANT REVENUE | 4,670 | - | 9,275 | 4,605 | 50.4% |
| SPECIAL ASSESSMENTS | 10,255 | - | 10,255 | (0) | 100.0% |
| MISCELLANEOUS REVENUE | 480 | - | - | (480) | 0.0% |
| INTEREST REVENUES | 40,047 | - | 25,000 | (15,047) | 160.2% |
| DONATIONS | 19,600 | - | - | (19,600) | 100% |
| OPERATIONAL TRANSFERS IN | 991,447 | - | 1,234,924 | 243,477 | 80.3% * |
| CASH CARRYOVER | - | - | 7,698,280 | 7,698,280 | 0.0% |
| | **1,066,499** | **-** | **8,977,734** | **7,911,235** | **11.9%** |
| **EXPENDITURES** | | | | | |
| *URD EXPENDITURES* | | | | | |
| MATERIALS & SERVICES | 554,855 | - | 582,134 | 27,279 | 95.3% |
| CAPITAL OUTLAY | 6,249,501 | 1,729,593 | 7,729,678 | (249,416) | 103.2% ~ |
| CONTINGENCY/OTHER | - | - | 665,922 | 665,922 | 0.0% |
| | **6,804,356** | **1,729,593** | **8,977,734** | **443,785** | **95.1%** |
| ***REVENUE OVER EXPENDITURE*** | *(5,737,856)* | *(1,729,593)* | - | *7,467,450* | |

* YE transfer based on excess tax increment actual still to be posted; actual rec'd exceeds budget therefore the entire budget will be realized & cash carryover available to be transfered will exceed projections.

~ Total encumbrance for civic building will not be realized in FY16 therefore CO sb w/in budget.

100% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## June 30, 2016
*Preliminary*

### URBAN RENEWAL DEBT SVC. FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *URD DEBT SERVICE REVENUES* | | | | | |
| PROPERTY TAXES | 2,642,485 | - | 2,562,619 | (79,866) | 103.1% *pg 12 |
| SPECIAL ASSESSMENTS | 57,832 | - | 50,976 | (6,856) | 113.4% |
| INTEREST REVENUES | 80,999 | - | 76,945 | (4,054) | 105.3% |
| CASH CARRYOVER | - | - | 637,857 | 637,857 | 0.0% |
| | **2,781,315** | **-** | **3,328,397** | **547,082** | **83.6%** |
| **EXPENDITURES** | | | | | |
| *URBAN RENEWAL DEBT EXPENDITURE* | | | | | |
| DEBT | 1,965,549 | - | 2,093,473 | 127,924 | 93.9% |
| TRANSFERS OUT | 991,447 | - | 1,234,924 | 243,477 | 80.3% *pg 12 |
| | **2,956,996** | **-** | **3,328,397** | **371,401** | **88.8%** |
| ***REVENUE OVER EXPENDITURE*** | *(175,681)* | - | - | *175,681* | |

100% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## June 30, 2016
*Preliminary*

### FLEET SERVICES FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| MISCELLANEOUS REVENUE | 6,250 | - | 1,000 | (5,250) | 625.0% |
| INTEREST REVENUES | 1,136 | - | 1,300 | 164 | 87.4% |
| CASH CARRYOVER | - | - | 85,211 | 85,211 | 0.0% |
| CHARGES FOR SERVICES | 10,766 | - | 12,840 | 2,075 | 83.8% |
| INTERNAL CHARGES FOR SERVICES | 645,165 | - | 686,647 | 41,482 | 94.0% |
| | **663,316** | **-** | **786,998** | **123,682** | **84.3%** |
| **EXPENDITURES** | | | | | |
| *FLEET EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 229,568 | - | 239,324 | 9,756 | 95.9% |
| MATERIALS & SERVICES | 377,427 | - | 475,840 | 98,413 | 79.3% |
| CONTINGENCY/OTHER | - | - | 71,834 | 71,834 | 0.0% |
| | **606,995** | **-** | **786,998** | **180,003** | **77.1%** |
| ***REVENUE OVER EXPENDITURE*** | *56,320* | - | - | *(56,320)* | |

100% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## June 30, 2016
*Preliminary*

## FACILITIES FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| INTEREST REVENUES | 1,060 | - | 500 | (560) | 212.1% |
| CASH CARRYOVER | - | - | 128,932 | 128,932 | 0.0% |
| CHARGES FOR SERVICE | 1,089 | - | 500 | (589) | 217.7% |
| INTERNAL CHARGES FOR SERVICE | 235,503 | - | 235,503 | (0) | 100.0% |
| | **237,652** | **-** | **365,435** | **127,783** | **65.0%** |
| **EXPENDITURES** | | | | | |
| *FACILITIES EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 88,812 | - | 103,867 | 15,055 | 85.5% |
| MATERIALS & SERVICES | 132,363 | 3,269 | 165,500 | 29,868 | 82.0% |
| CAPITAL OUTLAY | 11,772 | - | 27,900 | 16,128 | 42.2% |
| CONTINGENCY/OTHER | - | - | 68,168 | 68,168 | 0.0% |
| | **232,948** | **3,269** | **365,435** | **129,218** | **64.6%** |
| ***REVENUE OVER EXPENDITURE*** | *4,705* | *(3,269)* | - | *(1,436)* | |

100% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## June 30, 2016
*Preliminary*

### TECH SERVICES FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| MISCELLANEOUS REVENUE | 535 | - | - | (535) | 100% |
| INTEREST REVENUES | 790 | - | 500 | (290) | 158.0% |
| CASH CARRYOVER | - | - | 114,538 | 114,538 | 0.0% |
| INTERNAL CHARGES FOR SERVICES | 263,219 | - | 263,219 | (0) | 100.0% |
| | **264,544** | **-** | **378,257** | **113,713** | **69.9%** |
| **EXPENDITURES** | | | | | |
| *TECH SERVICE EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 72,578 | - | 74,943 | 2,365 | 96.8% |
| MATERIALS & SERVICES | 174,869 | - | 185,178 | 10,309 | 94.4% |
| CAPITAL OUTLAY | 31,045 | - | 66,739 | 35,694 | 46.5% |
| CONTINGENCY/OTHER | - | - | 51,397 | 51,397 | 0.0% |
| | **278,492** | **-** | **378,257** | **99,765** | **73.6%** |
| ***REVENUE OVER EXPENDITURE*** | *(13,948)* | - | - | *13,948* | |

100% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## June 30, 2016
*Preliminary*

### SEWER COMBINED FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT | |
|---|---|---|---|---|---|---|
| **REVENUE** | | | | | | |
| *PROGRAM REVENUES* | | | | | | |
| MISCELLANEOUS REVENUE | 31,223 | - | 5,300 | (25,923) | 589.1% | |
| INTEREST REVENUES | 32,007 | - | 25,000 | (7,007) | 128.0% | |
| CASH CARRYOVER | - | - | 4,356,606 | 4,356,606 | 0.0% | |
| CHARGES FOR SERVICES | 3,981,617 | - | 3,880,000 | (101,617) | 102.6% | ~ |
| SPECIAL ASSESSMENTS | 293,910 | - | 103,210 | (190,700) | 284.8% | |
| LEASE PROCEEDS | 5,750 | - | - | (5,750) | 100% | |
| TRANSFER IN | - | - | 33,038 | 33,038 | 0.0% | |
| **TOTAL FUND REVENUE** | **4,344,507** | **-** | **8,403,154** | **4,058,647** | **51.7%** | |
| **EXPENDITURES** | | | | | | |
| **SEWER/WWTP EXPENDITURES** | | | | | | |
| PERSONNEL SERVICES | 556,280 | - | 611,709 | 55,429 | 90.9% | |
| MATERIALS & SERVICES | 395,560 | 22,251 | 541,040 | 123,229 | 77.2% | |
| CAPITAL OUTLAY | 1,108,200 | 33,119 | 1,202,015 | 60,696 | 95.0% | |
| TRANSFERS OUT | 416,559 | - | 407,846 | (8,713) | 102.1% | ~ |
| | **2,476,599** | **55,370** | **2,762,610** | **230,641** | **91.7%** | |
| **SEWER COLLECTIONS EXPENDITURES** | | | | | | |
| PERSONNEL SERVICES | 292,721 | - | 304,656 | 11,935 | 96.1% | |
| MATERIALS & SERVICES | 79,416 | 207 | 93,156 | 13,534 | 85.5% | |
| CAPITAL OUTLAY | 422,723 | 86,219 | 510,000 | 1,058 | 99.8% | |
| TRANSFERS OUT | 48,715 | - | 48,715 | - | 100.0% | * |
| | **843,575** | **86,425** | **956,527** | **26,527** | **97.2%** | |
| **STORMWATER EXPENDITURES** | | | | | | |
| PERSONNEL SERVICES | 269,581 | - | 285,216 | 15,635 | 94.5% | |
| MATERIALS & SERVICES | 68,553 | - | 81,180 | 12,627 | 84.4% | |
| TRANSFERS OUT | 40,399 | - | 40,399 | - | 100.0% | * |
| | **378,533** | **-** | **406,795** | **28,262** | **93.1%** | |
| **SEWER UNALLOCATED** | | | | | | |
| PERSONNEL SERVICES | 48,272 | - | 50,300 | 2,028 | 96.0% | |
| MATERIALS & SERVICES | 42,935 | 12,675 | 64,100 | 8,490 | 86.8% | |
| CAPITAL OUTLAY | - | - | 3,284,266 | 3,284,266 | 0.0% | ✓reserve |
| DEBT SERVICE | 302,284 | - | 599,334 | 297,050 | 50.4% | |
| TRANSFERS | - | - | 54,000 | 54,000 | 0.0% | |
| CONTINGENCY | - | - | 225,222 | 225,222 | 0.0% | |
| | **393,492** | **12,675** | **4,277,222** | **3,871,055** | **9.5%** | |
| **TOTAL FUND EXPENDITURES** | **4,092,199** | **154,470** | **8,403,154** | **4,156,485** | **50.5%** | |
| ***REVENUE OVER EXPENDITURE*** | *252,307* | *(154,470)* | - | *(97,837)* | | |

* budgeted streets projects w/ col/storm components not realized.

100% of the Fiscal Year has elapsed.

~ excess revenue realized results in excess transfer in lieu of franchise fee.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

Distributed with Q4 rpt which was distributed with the May-June Bi-monthly rpt.

## GENERAL FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| **GENERAL REVENUES** | | | | | |
| PROPERTY TAXES | 4,036,171 | - | 4,220,280 | 184,109 | 95.6% |
| FRANCHISE FEES | 295,098 | - | 463,000 | 167,902 | 63.7% |
| INTERGOVERNMENTAL | 250,247 | - | 435,700 | 185,453 | 57.4% |
| IN LIEU OF TAXES | 481,384 | - | 665,000 | 183,616 | 72.4% |
| CHARGES FOR SERVICES | 21,144 | - | 16,590 | (4,554) | 127.4% |
| PASS THRU REVENUE | 18,464 | - | 28,640 | 10,176 | 64.5% |
| SPECIAL ASSESSMENTS | 40,279 | - | 2,400 | (37,879) | 1678.3% |
| MISCELLANEOUS REVENUE | 13,656 | - | 8,200 | (5,456) | 166.5% |
| INTEREST REVENUES | 7,867 | - | 8,300 | 433 | 94.8% |
| RESERVE REVENUE | 33,105 | - | 33,105 | - | 100.0% |
| REVENUE TRANSFERS | 210,143 | - | 270,000 | 59,857 | 77.8% |
| CASH CARRYOVER | - | - | 1,198,570 | 1,198,570 | 0.0% |
| | **5,407,557** | **-** | **7,349,785** | **1,942,228** | **73.6%** |
| **ADMINISTRATION REVENUES** | | | | | |
| CHARGES FOR SERVICES | 47,970 | - | 62,000 | 14,030 | 77.4% |
| | **47,970** | **-** | **62,000** | **14,030** | **77.4%** |
| **COURT REVENUES** | | | | | |
| CHARGES FOR SERVICES | 364,534 | - | 441,000 | 76,466 | 82.7% |
| PASS THRU REVENUE | 829 | - | 1,000 | 171 | 82.9% |
| MISCELLANEOUS REVENUE | 16,898 | - | 24,375 | 7,477 | 69.3% |
| | **382,260** | **-** | **466,375** | **84,115** | **82.0%** |
| **PLANNING REVENUES** | | | | | |
| CHARGES FOR SERVICES | 84,437 | - | 49,350 | (35,087) | 171.1% |
| MISCELLANEOUS REVENUE | 122 | - | 50 | (72) | 243.5% |
| | **84,559** | **-** | **49,400** | **(35,159)** | **171.2%** |
| **PARKS REVENUES** | | | | | |
| CHARGES FOR SERVICES | 220 | - | 500 | 280 | 44.0% |
| MISCELLANEOUS REVENUE | 4,062 | - | 3,660 | (402) | 111.0% |
| TRANSFERS IN | - | - | 320,000 | 320,000 | 0.0% |
| | **4,282** | **-** | **324,160** | **319,878** | **1.3%** |
| **BUILDING REVENUES** | | | | | |
| CHARGES FOR SERVICES | 26,454 | - | 14,000 | (12,454) | 189.0% |
| | **26,454** | **-** | **14,000** | **(12,454)** | **189.0%** |
| **POLICE REVENUES** | | | | | |
| GRANT REVENUE | 4,472 | - | 7,000 | 2,528 | 63.9% |
| CHARGES FOR SERVICES | 24,905 | - | 25,400 | 495 | 98.1% |
| MISCELLANEOUS REVENUE | 95,589 | - | 85,537 | (10,052) | 111.8% |
| DONATIONS | 120 | - | 1,000 | 880 | 12.0% |
| | **125,087** | **-** | **118,937** | **(6,150)** | **105.2%** |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### GENERAL FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE (CONT)** | | | | | |
| **CEMETERY REVENUES** | | | | | |
| CHARGES FOR SERVICES | 43,958 | - | 22,930 | (21,028) | 191.7% |
| MISCELLANEOUS REVENUE | 2,780 | - | 4,500 | 1,720 | 61.8% |
| DONATIONS | 158 | - | - | (158) | 0.0% |
| | **46,896** | **-** | **27,430** | **(19,466)** | **171.0%** |
| **FINANCE REVENUES** | | | | | |
| OPERATIONAL TRANSFERS IN | 561,421 | - | 748,562 | 187,141 | 75.0% |
| | **561,421** | **-** | **748,562** | **187,141** | **75.0%** |
| **ECONOMIC DEVELOPMENT REVENUES** | | | | | |
| CHARGES FOR SERVICES | 1,560 | - | 250 | (1,310) | 624.0% |
| TRANSFERS | 397,358 | - | 557,371 | 160,013 | 71.3% |
| | **398,918** | **-** | **557,621** | **158,703** | **71.5%** |
| **TOTAL FUND REVENUE** | **7,085,404** | **-** | **9,718,270** | **2,632,866** | **72.9%** |

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### GENERAL FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | |
| **ADMINISTRATION DEPT** | | | | | |
| PERSONNEL SERVICES | 403,771 | - | 531,626 | 127,855 | 76.0% |
| MATERIALS & SERVICES | 375,130 | 9,805 | 495,021 | 110,086 | 77.8% |
| | **778,902** | **9,805** | **1,026,647** | **237,941** | **76.8%** |
| **COURT DEPT** | | | | | |
| PERSONNEL SERVICES | 182,815 | - | 268,669 | 85,854 | 68.0% |
| MATERIALS & SERVICES | 58,125 | 13,303 | 77,992 | 6,564 | 91.6% |
| | **240,940** | **13,303** | **346,661** | **92,418** | **73.3%** |
| **PLANNING DEPT** | | | | | |
| PERSONNEL SERVICES | 91,429 | - | 125,758 | 34,329 | 72.7% |
| MATERIALS & SERVICES | 52,573 | 473 | 91,706 | 38,661 | 57.8% |
| | **144,002** | **473** | **217,464** | **72,990** | **66.4%** |
| **PARKS DEPT** | | | | | |
| PERSONNEL SERVICES | 255,612 | - | 340,736 | 85,124 | 75.0% |
| MATERIALS & SERVICES | 94,854 | 444 | 137,790 | 42,492 | 69.2% |
| CAPITAL OUTLAY | - | - | 320,000 | 320,000 | 0.0% |
| | **350,466** | **444** | **798,526** | **447,616** | **43.9%** |
| **BUILDING DEPT** | | | | | |
| PERSONNEL SERVICES | 23,884 | - | 30,766 | 6,882 | 77.6% |
| MATERIALS & SERVICES | 385 | - | 1,042 | 657 | 36.9% |
| TRANSFERS OUT | 8,571 | - | 11,428 | 2,857 | 75.0% |
| | **32,839** | **-** | **43,236** | **10,397** | **76.0%** |
| **POLICE DEPT** | | | | | |
| PERSONNEL SERVICES | 2,952,519 | - | 3,950,067 | 997,548 | 74.7% |
| MATERIALS & SERVICES | 732,250 | 28,659 | 932,188 | 171,278 | 81.6% |
| CAPITAL OUTLAY | 20,000 | - | 32,000 | 12,000 | 62.5% |
| | **3,704,769** | **28,659** | **4,914,255** | **1,180,827** | **76.0%** |
| **CEMETERY DEPT** | | | | | |
| PERSONNEL SERVICES | 9,692 | - | 12,720 | 3,028 | 76.2% |
| MATERIALS & SERVICES | 43,680 | - | 63,930 | 20,250 | 68.3% |
| | **53,372** | **-** | **76,650** | **23,278** | **69.6%** |
| **FINANCE DEPT** | | | | | |
| PERSONNEL SERVICES | 235,848 | - | 319,364 | 83,516 | 73.8% |
| MATERIALS & SERVICES | 90,360 | 6,000 | 125,425 | 29,065 | 76.8% |
| | **326,207** | **6,000** | **444,789** | **112,582** | **74.7%** |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### GENERAL FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **EXPENDITURES (CONT)** | | | | | |
| **ECONOMIC DEVELOPMENT DEPT** | | | | | |
| PERSONNEL SERVICES | 315,635 | - | 416,430 | 100,795 | 75.8% |
| MATERIALS & SERVICES | 46,836 | 5,236 | 97,283 | 45,211 | 53.5% |
| TRANSFERS OUT | 45,752 | - | 61,002 | 15,251 | 75.0% |
| | **408,222** | **5,236** | **574,715** | **161,257** | **71.9%** |
| **UNALLOCATED** | | | | | |
| PERSONNEL SERVICES | 65,580 | - | 75,000 | 9,420 | 87.4% |
| MATERIALS & SERVICES | 29,152 | 3,750 | 128,892 | 95,990 | 25.5% |
| CAPITAL OUTLAY | 19,698 | - | 66,030 | 46,332 | 29.8% |
| DEBT SERVICE | 20,857 | - | 20,857 | - | 100.0% |
| CONTINGENCY/RESERVES | - | - | 984,548 | 984,548 | 0.0% |
| | **135,287** | **3,750** | **1,275,327** | **1,136,290** | **10.9%** |
| **TOTAL FUND EXPENDITURES** | **6,175,005** | **67,670** | **9,718,270** | **3,475,595** | **64.2%** |
| ***REVENUE OVER EXPENDITURE*** | *910,399* | *(67,670)* | *-* | *(842,729)* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### LIBRARY FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| PROPERTY TAXES | 730,898 | - | 789,404 | 58,506 | 92.6% |
| GRANT REVENUE | 3,584 | - | 3,000 | (584) | 119.5% |
| CHARGES FOR SERVICES | 4,233 | - | 4,500 | 267 | 94.1% |
| PASS-THRU REVENUE | 4,717 | - | - | (4,717) | 100% |
| MISCELLANEOUS REVENUE | 17,030 | - | 23,000 | 5,970 | 74.0% |
| INTEREST REVENUES | 5,787 | - | 6,700 | 913 | 86.4% |
| DONATIONS | 116,630 | - | 18,500 | (98,130) | 630.4% |
| CASH CARRYOVER | - | - | 1,307,133 | 1,307,133 | 0.0% |
| | **882,879** | **-** | **2,152,237** | **1,269,358** | **41.0%** |
| **EXPENDITURES** | | | | | |
| *LIBRARY EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 459,693 | - | 626,783 | 167,090 | 73.3% |
| MATERIALS & SERVICES | 110,297 | 1,200 | 163,735 | 52,238 | 68.1% |
| TRANSFERS OUT | 70,316 | - | 93,755 | 23,439 | 75.0% |
| CONTINGENCY/OTHER | - | - | 1,267,964 | 1,267,964 | 0.0% |
| | **640,306** | **1,200** | **2,152,237** | **1,510,731** | **29.8%** |
| ***REVENUE OVER EXPENDITURE*** | *242,572* | *(1,200)* | - | *(241,372)* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### STREETS FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| INTERGOVERNMENTAL | 914,568 | - | 1,361,033 | 446,465 | 67.2% |
| CHARGES FOR SERVICES | 443,016 | - | 564,325 | 121,309 | 78.5% |
| SPECIAL ASSESSMENTS-SDC'S | 100,389 | - | 36,725 | (63,664) | 273.4% |
| MISCELLANEOUS REVENUE | 30,526 | - | 57,630 | 27,104 | 53.0% |
| INTEREST REVENUES | 5,093 | - | 2,200 | (2,893) | 231.5% |
| TRANSFERS | - | - | 261,000 | 261,000 | 0.0% |
| CASH CARRYOVER | - | - | 813,880 | 813,880 | 0.0% |
| | **1,493,591** | **-** | **3,096,793** | **1,603,202** | **48.2%** |
| **EXPENDITURES** | | | | | |
| *STREETS EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 451,956 | - | 607,428 | 155,472 | 74.4% |
| MATERIALS & SERVICES | 295,027 | - | 398,429 | 103,402 | 74.0% |
| CAPITAL OUTLAY | 333,967 | 154,703 | 1,137,550 | 648,880 | 43.0% |
| CONTINGENCY/OTHER | - | - | 844,377 | 844,377 | 0.0% |
| TRANSFERS OUT | 81,757 | - | 109,009 | 27,252 | 75.0% |
| | **1,162,706** | **154,703** | **3,096,793** | **1,779,384** | **42.5%** |
| ***REVENUE OVER EXPENDITURE*** | *330,885* | *(154,703)* | *-* | *(176,182)* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### SYSTEMS DEVELOPMENT FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| SPECIAL ASSESSMENTS-SDC'S | 954,793 | - | 410,426 | (544,367) | 232.6% |
| INTEREST REVENUES | 9,842 | - | 7,000 | (2,842) | 140.6% |
| CASH CARRYOVER | - | - | 1,759,998 | 1,759,998 | 0.0% |
| | **964,634** | **-** | **2,177,424** | **1,212,790** | **44.3%** |
| **EXPENDITURES** | | | | | |
| *SYSTEMS DEVELOP EXPENDITURES* | | | | | |
| TRANSFERS OUT | - | - | 560,038 | 560,038 | 0.0% |
| CONTINGENCY/OTHER | - | - | 1,617,386 | 1,617,386 | 0.0% |
| | **-** | **-** | **2,177,424** | **2,177,424** | **0.0%** |
| ***REVENUE OVER EXPENDITURE*** | *964,634* | - | - | *(964,634)* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### CEMETERY PERPETUAL CARE FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| CHARGES FOR SERVICES | 8,340 | - | 14,000 | 5,660 | 59.6% |
| INTEREST REVENUES | 3,877 | - | 4,500 | 623 | 86.2% |
| CASH CARRYOVER | - | - | 877,982 | 877,982 | 0.0% |
| | **12,217** | **-** | **896,482** | **884,265** | **1.4%** |
| **EXPENDITURES** | | | | | |
| *CEMETERY PERPETUAL CARE EXPEND* | | | | | |
| CONTINGENCY/OTHER | - | - | 896,482 | 896,482 | 0.0% |
| | **-** | **-** | **896,482** | **896,482** | **0.0%** |
| ***REVENUE OVER EXPENDITURE*** | *12,217* | - | - | *(12,217)* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### FORFEITURE FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| MISCELLANEOUS REVENUE | 5,763 | - | - | (5,763) | 100% |
| INTEREST REVENUES | 181 | - | - | (181) | 100% |
| CASH CARRYOVER | - | - | 45,002 | 45,002 | 0.0% |
| | **5,944** | **-** | **45,002** | **39,058** | **13.2%** |
| **EXPENDITURES** | | | | | |
| *FORFEITURE EXPENDITURES* | | | | | |
| MATERIALS & SERVICES | 14,870 | - | 45,002 | 30,132 | 33.0% |
| | **14,870** | **-** | **45,002** | **30,132** | **33.0%** |
| ***REVENUE OVER EXPENDITURE*** | *(8,926)* | - | - | *8,926* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### TRANSIT FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| GRANT REVENUE | 604,719 | - | 1,066,131 | 461,413 | 56.7% |
| PAYROLL TAX | 691,178 | - | 1,211,000 | 519,822 | 57.1% |
| MISCELLANEOUS REVENUE | 1,358 | - | 15,000 | 13,642 | 9.1% |
| INTEREST REVENUES | 4,179 | - | 4,000 | (179) | 104.5% |
| DONATIONS | 800 | - | 400 | (400) | 200.0% |
| CASH CARRYOVER | - | - | 901,836 | 901,836 | 0.0% |
| | **1,302,233** | **-** | **3,198,367** | **1,896,134** | **40.7%** |
| **EXPENDITURES** | | | | | |
| *TRANSIT EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 207,895 | - | 275,605 | 67,710 | 75.4% |
| MATERIALS & SERVICES | 878,783 | 308,795 | 1,303,434 | 115,856 | 91.1% |
| CAPITAL OUTLAY | 14,276 | 397,297 | 656,561 | 244,988 | 62.7% |
| TRANSFERS OUT | 127,587 | - | 170,116 | 42,529 | 75.0% |
| CONTINGENCY/OTHER | - | - | 792,651 | 792,651 | 0.0% |
| | **1,228,542** | **706,092** | **3,198,367** | **1,263,733** | **60.5%** |
| ***REVENUE OVER EXPENDITURE*** | *73,691* | *(706,092)* | *-* | *632,401* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### SWIM CENTER LEVY

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| PROPERTY TAXES | 564,051 | - | 590,682 | 26,631 | 95.5% |
| CHARGES FOR SERVICES | 134,638 | - | 191,900 | 57,262 | 70.2% |
| INTEREST REVENUES | 2,038 | - | 1,800 | (238) | 113.2% |
| CASH CARRYOVER | - | - | 400,632 | 400,632 | 0.0% |
| | **700,726** | **-** | **1,185,014** | **484,288** | **59.1%** |
| **EXPENDITURES** | | | | | |
| *SWIM CENTER EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 382,112 | - | 519,238 | 137,126 | 73.6% |
| MATERIALS & SERVICES | 83,224 | 3,500 | 130,630 | 43,906 | 66.4% |
| CAPITAL OUTLAY | 14,165 | - | 30,000 | 15,835 | 47.2% |
| TRANSFERS OUT | 57,219 | - | 76,292 | 19,073 | 75.0% |
| CONTINGENCY/OTHER | - | - | 428,854 | 428,854 | 0.0% |
| | **536,720** | **3,500** | **1,185,014** | **644,794** | **45.6%** |
| ***REVENUE OVER EXPENDITURE*** | *164,006* | *(3,500)* | *-* | *(160,506)* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### URBAN RENEWAL GENERAL FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *URD PROGRAM REVENUES* | | | | | |
| GRANT REVENUE | 4,670 | - | 9,275 | 4,605 | 50.4% |
| SPECIAL ASSESSMENTS | 7,691 | - | 10,255 | 2,564 | 75.0% |
| MISCELLANEOUS REVENUE | 480 | - | - | (480) | 0.0% |
| INTEREST REVENUES | 32,487 | - | 25,000 | (7,487) | 129.9% |
| DONATIONS | 8,000 | - | - | (8,000) | 100% |
| OPERATIONAL TRANSFERS IN | 991,447 | - | 1,234,924 | 243,477 | 80.3% |
| CASH CARRYOVER | - | - | 7,698,280 | 7,698,280 | 0.0% |
| | **1,044,776** | **-** | **8,977,734** | **7,932,958** | **11.6%** |
| **EXPENDITURES** | | | | | |
| *URD EXPENDITURES* | | | | | |
| MATERIALS & SERVICES | 409,957 | 986 | 582,134 | 171,191 | 70.6% |
| CAPITAL OUTLAY | 2,649,972 | 4,508,525 | 7,729,678 | 571,181 | 92.6% |
| CONTINGENCY/OTHER | - | - | 665,922 | 665,922 | 0.0% |
| | **3,059,929** | **4,509,511** | **8,977,734** | **1,408,294** | **84.3%** |
| ***REVENUE OVER EXPENDITURE*** | *(2,015,153)* | *(4,509,511)* | *-* | *6,524,664* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### URBAN RENEWAL DEBT SVC. FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *URD DEBT SERVICE REVENUES* | | | | | |
| PROPERTY TAXES | 2,537,730 | - | 2,562,619 | 24,889 | 99.0% |
| SPECIAL ASSESSMENTS | 33,580 | - | 50,976 | 17,396 | 65.9% |
| INTEREST REVENUES | 43,696 | - | 76,945 | 33,249 | 56.8% |
| CASH CARRYOVER | - | - | 637,857 | 637,857 | 0.0% |
| | **2,615,005** | **-** | **3,328,397** | **713,392** | **78.6%** |
| **EXPENDITURES** | | | | | |
| *URBAN RENEWAL DEBT EXPENDITURE* | | | | | |
| DEBT | 1,435,783 | - | 2,093,473 | 657,690 | 68.6% |
| TRANSFERS OUT | 991,447 | - | 1,234,924 | 243,477 | 80.3% |
| | **2,427,231** | **-** | **3,328,397** | **901,166** | **72.9%** |
| ***REVENUE OVER EXPENDITURE*** | *187,774* | - | - | *(187,774)* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### FLEET SERVICES FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| MISCELLANEOUS REVENUE | 4,825 | - | 1,000 | (3,825) | 482.5% |
| INTEREST REVENUES | 722 | - | 1,300 | 578 | 55.5% |
| CASH CARRYOVER | - | - | 85,211 | 85,211 | 0.0% |
| CHARGES FOR SERVICES | 7,581 | - | 12,840 | 5,259 | 59.0% |
| INTERNAL CHARGES FOR SERVICES | 645,165 | - | 686,647 | 41,482 | 94.0% |
| | **658,293** | **-** | **786,998** | **128,705** | **83.6%** |
| **EXPENDITURES** | | | | | |
| *FLEET EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 177,101 | - | 238,324 | 61,223 | 74.3% |
| MATERIALS & SERVICES | 283,212 | 491 | 476,840 | 193,138 | 59.5% |
| CONTINGENCY/OTHER | - | - | 71,834 | 71,834 | 0.0% |
| | **460,312** | **491** | **786,998** | **326,195** | **58.6%** |
| ***REVENUE OVER EXPENDITURE*** | *197,980* | *(491)* | *-* | *(197,490)* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### FACILITIES FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| INTEREST REVENUES | 710 | - | 500 | (210) | 142.0% |
| CASH CARRYOVER | - | - | 127,432 | 127,432 | 0.0% |
| CHARGES FOR SERVICE | 886 | - | 500 | (386) | 177.1% |
| INTERNAL CHARGES FOR SERVICE | 176,627 | - | 235,503 | 58,876 | 75.0% |
| | **178,223** | **-** | **363,935** | **185,712** | **49.0%** |
| **EXPENDITURES** | | | | | |
| *FACILITIES EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 76,956 | - | 102,367 | 25,411 | 75.2% |
| MATERIALS & SERVICES | 100,246 | 14,009 | 165,500 | 51,245 | 69.0% |
| CAPITAL OUTLAY | 6,948 | - | 27,900 | 20,952 | 24.9% |
| CONTINGENCY/OTHER | - | - | 68,168 | 68,168 | 0.0% |
| | **184,150** | **14,009** | **363,935** | **165,776** | **54.4%** |
| ***REVENUE OVER EXPENDITURE*** | *(5,926)* | *(14,009)* | - | *19,935* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### TECH SERVICES FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| MISCELLANEOUS REVENUE | 535 | - | - | (535) | 0 |
| INTEREST REVENUES | 559 | - | 500 | (59) | 111.7% |
| CASH CARRYOVER | - | - | 114,038 | 114,038 | 0.0% |
| INTERNAL CHARGES FOR SERVICES | 197,414 | - | 263,219 | 65,805 | 75.0% |
| | **198,508** | **-** | **377,757** | **179,249** | **52.5%** |
| **EXPENDITURES** | | | | | |
| *TECH SERVICE EXPENDITURES* | | | | | |
| PERSONNEL SERVICES | 55,689 | - | 74,443 | 18,754 | 74.8% |
| MATERIALS & SERVICES | 118,779 | 31,737 | 185,178 | 34,662 | 81.3% |
| CAPITAL OUTLAY | 24,430 | - | 66,739 | 42,309 | 36.6% |
| CONTINGENCY/OTHER | - | - | 51,397 | 51,397 | 0.0% |
| | **198,897** | **31,737** | **377,757** | **147,123** | **61.1%** |
| ***REVENUE OVER EXPENDITURE*** | *(389)* | *(31,737)* | - | *32,126* | |

75% of the Fiscal Year has elapsed.

# CITY OF CANBY
## FUND SUMMARY
## FOR THE PERIOD ENDING:
## March 31, 2016

### SEWER COMBINED FUND

| | YTD ACTUAL | ENCUMBERED | BUDGET | (OVER)/UNDER | PCNT |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| *PROGRAM REVENUES* | | | | | |
| MISCELLANEOUS REVENUE | 25,552 | - | 5,300 | (20,252) | 482.1% |
| INTEREST REVENUES | 21,658 | - | 25,000 | 3,342 | 86.6% |
| CASH CARRYOVER | - | - | 4,356,606 | 4,356,606 | 0.0% |
| CHARGES FOR SERVICES | 3,002,040 | - | 3,880,000 | 877,960 | 77.4% |
| SPECIAL ASSESSMENTS | 207,741 | - | 103,210 | (104,531) | 201.3% |
| TRANSFER IN | - | - | 33,038 | 33,038 | 0.0% |
| **TOTAL FUND REVENUE** | **3,256,991** | **-** | **8,403,154** | **5,146,163** | **38.8%** |
| **EXPENDITURES** | | | | | |
| **SEWER/WWTP EXPENDITURES** | | | | | |
| PERSONNEL SERVICES | 446,076 | - | 611,709 | 165,633 | 72.9% |
| MATERIALS & SERVICES | 269,072 | 45,662 | 541,040 | 226,306 | 58.2% |
| CAPITAL OUTLAY | 324,999 | 725,172 | 910,000 | (140,171) | 115.4% |
| TRANSFERS OUT | 313,527 | - | 407,846 | 94,319 | 76.9% |
| | **1,353,674** | **770,834** | **2,470,595** | **346,087** | **86.0%** |
| **SEWER COLLECTIONS EXPENDITURES** | | | | | |
| PERSONNEL SERVICES | 225,301 | - | 304,656 | 79,355 | 74.0% |
| MATERIALS & SERVICES | 67,848 | 525 | 93,156 | 24,783 | 73.4% |
| CAPITAL OUTLAY | 155,249 | 251,686 | 510,000 | 103,065 | 79.8% |
| TRANSFERS OUT | 36,536 | - | 48,715 | 12,179 | 75.0% |
| | **484,934** | **252,211** | **956,527** | **219,382** | **77.1%** |
| **STORMWATER EXPENDITURES** | | | | | |
| PERSONNEL SERVICES | 206,434 | - | 285,216 | 78,782 | 72.4% |
| MATERIALS & SERVICES | 45,012 | 137 | 56,180 | 11,031 | 80.4% |
| TRANSFERS OUT | 30,299 | - | 40,399 | 10,100 | 75.0% |
| | **281,745** | **137** | **381,795** | **99,913** | **73.8%** |
| **SEWER UNALLOCATED** | | | | | |
| PERSONNEL SERVICES | 37,063 | - | 50,200 | 13,137 | 73.8% |
| MATERIALS & SERVICES | 33,788 | 12,675 | 64,100 | 17,637 | 72.5% |
| CAPITAL OUTLAY | - | - | 3,576,281 | 3,576,281 | 0.0% |
| DEBT SERVICE | 291,134 | - | 599,334 | 308,200 | 48.6% |
| TRANSFERS | - | - | 54,000 | 54,000 | 0.0% |
| CONTINGENCY | - | - | 250,322 | 250,322 | 0.0% |
| | **361,985** | **12,675** | **4,594,237** | **4,219,577** | **8.2%** |
| **TOTAL FUND EXPENDITURES** | **2,482,338** | **1,035,857** | **8,403,154** | **4,884,959** | **41.9%** |
| ***REVENUE OVER EXPENDITURE*** | *774,653* | *(1,035,857)* | *-* | *261,204* | |

75% of the Fiscal Year has elapsed.

# CANBY PUBLIC LIBRARY
# BI-MONTHLY STAFF REPORT
# May - June 2016

TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 7/5/16

## Information Statistics

Information statistics below are from 5-01-16 to 6-30-16.

| | In Person | | | | | | | Telephone | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Reference | Operational | Computer | Readers' Advisory | Guest Passes | Job/Resume Help | eBook Help | Reference | Operational | Computer/ Website | Email Questions |
| **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 |

*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

**Total Registered Borrowers** (service population = 23,365)

- May: 11,838
- June: 11,880

**Total Number of Materials Owned**

- May: 62,894
- June: 62,453

**Total Circs – YTD – 291,876**

- May: 21,121
- June: 24,114

**New Library Cards**

- May: 61
- June: 163

**People Counter:**

| | |
|---|---|
| September | 9331 |
| October | 10249 |
| November | 8434 |
| December | 7790 |
| January | 8817 |
| February | 8833 |
| March | 9829 |
| April | 8998 |
| May | 8771 |
| June | 10,281 |
| **TOTAL** | **91,333** |

**Total Number of Materials Added**

- May: 724
- June: 898

**Number of Holds Placed:**

- May: 5,667
- June: 6,128

**Self-Check:**

- May: 23.4%
- June: 26.5%

**Public Internet Computer Sessions:**

- May: 933
- June: 959

**Social Media – Facebook Likes:** 487

**Volunteer Hours:**

- May: 200
- June: 197.50

**Help in Spanish:**

- May: 5
- June: 20

**Programming:**

| | ATTENDANCE | | | TYPE OF PROGRAM | | | |
|---|---|---|---|---|---|---|---|
| | Adults | Teen | Children | Adult | Teen | Children's | Family |
| 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 | 440 | 31 | 303 | 25 | 2 | 6 | 9 |
| May | 285 | 41 | 1300 | 20 | 2 | 6 | 5 |
| June | 415 | 92 | 1670 | 17 | 3 | 11 | 5 |

**Summer Reading Program:**

- "*On Your Mark, Get Set, Read!*" Summer Reading Program - 820 children and 249 teens signed up for the program!
- *Beyond Reading* – Over 300 adults have signed up and over 100 have already completed the program!

**Library Operations:**

- A focus group was held on 5/17. Nine people attended and we received a lot of valuable input. We also had an informal meeting with the history book group on 5/19. (summary attached)
- We welcomed Leslie Pearson and Mindy Crouchley as two new on-calls.
- The library has ordered commemorative library cards for the new library. The design was approved by LINCC library directors.
- We have the Canby Herald on microfilm from 1898-2006 but unfortunately our reader is broken and too expensive to repair. We have no funds to replace the reader at a cost of approximately $2,000. The Wilsonville Public Library has the Canby Herald up to the present as well as a working reader. We will store the microfilm until we can either find funds for a new reader or until the Canby Herald is digitized.

**LINCC Operations:**

- Blue Cloud Analytics is now available through LINCC. This program allows us to run detailed reports on the circulation of items specific to collection areas. This is a fantastic weeding tool as each item is broken down to how many times it circulated each year for the past five years.
- Library Network held "RFID Demo Days". Staff was able to tryout and view RFID systems with 3M/Biblioteca. Lizzie and Lori attended the sessions.
- Multnomah County has eliminated fines on youth library accounts and for youth materials. LINCC libraries are discussing how this will impact libraries in Clackamas County. Library directors are discussing options. The difference with Clackamas County libraries is that any change will impact revenue for individual cities.
- LINCC is looking into ONE Access. One Access uses student identification numbers to issue library cards. With One Access Students can access library research databases, borrow digital materials, and 10 print or audio books (no DVDs or music CDS). There would be no overdue fines but users' are responsible for fees on lost or damaged books. Parents would have the option to opt-out.

- LINCC is coming closer to online credit card payments. Clackamas County Finance Department approved another step in the process.
- Library Network is excited to announce that the plain, white, courier trucks will soon be transformed into colorful displays of scenery, libraries, and traffic safety. (see the attached drawings). These truck wrap designs were made in partnership with the Clackamas County Department of Transportation and Development and utilize the same design style and imagery as several other Clackamas County vehicles. We were happy to be able to combine messages related to the library (and all of our many locations) and driving safety. A big thank you to the LINCC Innovation Committee!

**LDAC:**

- Given recent library related events and activities within the County, Don Krupp the County Administrator, and Chris Story the Assistant County Council, will be attending all LDAC meetings. Mr. Krupp is the District Administrator of the Library Service District and also the budget officer for the Library District. They will act as a liaison between the LDAC and the Board of County Commissioners (BCC).
- There are four topics the BCC is focusing on at this time: 1) the current situation with Oak Lodge and Gladstone. 2) Issues related to allowable expenses and the direction from BCC about the use of library district funds. 3) Mr. Krupp's fiduciary responsibilities as the Library District Budget Officer. 4) Encouragement by the Martha Schrader, and supported by other county ty commissioners, for Clackamas County Library Directors to serve LDAC as a technical advisory board and support resource.
- The BCC directed county staff to prepare possible revisions to the master order which would allow library district funds to be used for capital purposes in addition to being used to provide operations and services. ORS 451 grants the District Board the authority to amend the master order.
- Mr. Krupp, as budget officer, is financially accountable for the district funds but has no corresponding authority under the current IGA. LDAC is in a similar role with the desire to act in an oversight role but has no capacity or direction to exercise authority. Mr. Krupp indicated that library cities need to be part of this discussion.

**Technology Updates:**

- The copier for the public is now working with the Envisionware. LINCC worked with Pacific Automation to replace a circuit panel to make it compatible with our printing program.
- LINCC is looking into purchasing Office 365. They are also looking into providing libraries with shared folders. LINCC services are free so this may be a way of saving IT costs.

**Collections:**

- We are still in the process of weeding collections. Focus is on items that are over ten years old and contain outdated information. So far, we weeded about 13,000 items and added 6,200 to the collection.

**Marketing/Outreach:**

- During the month of May, Peggy, Angelica and Lauren visited schools in the Canby service area to promote summer reading.
- The library is participating in helping out with the summer school lunch program.

**Training:**

- Lizzie has been training staff on databases. So far she has trained in the use of the Chilton Database, Ebsco, Gale, the Oregonian, and Consumer Reports.
- All staff attended the harassment training put on by the city.

**Early Literacy Initiative:**

- The early literacy initiative team met on May 2nd. Information flyers about the difference programs are in the works. We will meet again in September.

**Friends of the Library:**

- The Friends of the Library's Book Garden raised $1,134.15 in May and $1,284.50 in June. Thank you Friends for all your hard work that goes to support the library!

**Volunteers:**

- Volunteer of the month for May was Anne Hulit. Anne does the picklist twice a week and shelves another day. Anne regularly puts in 15-hour weeks!
- Volunteer of the month for June was Kathi Kelso. Kathi does the picklist on Wednesdays and is also helping out with the summer food program.

**Facilities:**

- The Foundation will fund the Account Services Desk for the new library. It will be built buy Spectrum Woodworking here in Canby. The account desk will improve customer service as it will allow us to separate information services from money transactions.
- Thanks to Mark Gunter for coming over several times to fix toilet issues in the library.
- A patron broke the paper towel dispenser in the men's bathroom. It has been replaced with a spare.

| May | | ATTENDANCE | | | TYPE OF PROGRAM | | | |
|---|---|---|---|---|---|---|---|---|
| | Date | Adults | Teen | Children | Adult | Teen | Children's | Family |
| **Storytimes** | | | | | | | | |
| Granny Goose Storytime (ages 2-6) | 5/2/2016 | 8 | 0 | 8 | 0 | 0 | 0 | 1 |
| Granny Goose Storytime (ages 2-6) | 5/9/2016 | 16 | 0 | 20 | 0 | 0 | 0 | 1 |
| Granny Goose Storytime (ages 2-6) | 5/16/2016 | 12 | 0 | 18 | 0 | 0 | 0 | 1 |
| Granny Goose Storytime (ages 2-6) | 5/23/2016 | 12 | 0 | 19 | 0 | 0 | 0 | 1 |
| Book Babies Storytime (ages 0-2) | 5/4/2016 | 9 | 0 | 11 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 5/11/2016 | 5 | 0 | 5 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 5/18/2016 | 6 | 0 | 8 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 5/25/2016 | 11 | 0 | 12 | 0 | 0 | 1 | 0 |
| Friday Storytime | 5/6/2016 | 9 | 0 | 11 | 0 | 0 | 1 | 0 |
| Friday Storytime | 5/13/2016 | 10 | 0 | 14 | 0 | 0 | 1 | 0 |
| Friday Storytime | 5/20/2016 | 8 | 0 | 9 | 0 | 0 | 1 | 0 |
| Friday Storytime | 5/27/2016 | 10 | 0 | 12 | 0 | 0 | 1 | 0 |
| Spanish Storytime (for the whole family) | 5/7/2016 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Spanish Storytime (for the whole family) | 5/14/2016 | 3 | 0 | 6 | 0 | 0 | 0 | 1 |
| Spanish Storytime (for the whole family) | 5/21/2016 | 2 | 0 | 3 | 0 | 0 | 0 | 1 |
| Spanish Storytime (for the whole family) | 5/28/2016 | 1 | 0 | 1 | 0 | 0 | 0 | 1 |
| **Movie Nights** | | | | | | | | |
| *Willy Wonka and the Chocolate Factory (English)* | 5/12/2016 | 1 | 0 | 2 | 0 | 0 | 0 | 1 |
| *Wreck it Ralph (Spanish)* | 5/19/2016 | 1 | 0 | 1 | 0 | 0 | 0 | 1 |
| **Teens** | | | | | | | | |
| Anime Night | 5/9/2016 | 0 | 17 | 0 | 0 | 1 | 0 | 0 |
| Maker Night: Duct Tape Crafts | 5/23/2016 | 4 | 24 | 0 | 0 | 1 | 0 | 0 |
| **Book Clubs** | | | | | | | | |
| History Book Group | 5/25/2016 | 5 | 0 | 0 | 1 | 0 | 0 | 0 |
| Book Group - | 5/19/2016 | 7 | 0 | 0 | 1 | 0 | 0 | 0 |
| **Music in the Stacks** | | | | | | | | |
| Hops and Honey | 5/21/2016 | 61 | 0 | 0 | 0 | 0 | 0 | 1 |
| **General Programs** | | | | | | | | |
| Decoupage workshop | 5/3/2016 | 14 | 0 | 0 | 1 | 0 | 0 | 0 |
| Crepe Paper Flowers workshop | 5/10/2016 | 17 | 0 | 0 | 1 | 0 | 0 | 0 |
| Focus Group | 5/17/2016 | 9 | 0 | 0 | 1 | 0 | 0 | 0 |
| Diversion Program | 5/24/2016 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 5/4/2016 | 10 | 0 | 0 | 1 | 0 | 0 | 0 |
| Children's Book Week Celebration | 5/7/2016 | 3 | 0 | 8 | 0 | 0 | 0 | 1 |
| Nuestros Abuelos | 5/3/2016 | 1 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 5/10/2016 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 5/17/2016 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 5/24/2016 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 5/31/2016 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| Family Evening; Tim Alexander, magician | 5/26/2016 | 8 | 0 | 15 | 0 | 0 | 0 | 1 |
| **Instruction Classes** | | | | | | | | |
| E-Reader Help | ongoing | 1 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 5/6/2016 | 6 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 5/13/2016 | 6 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 5/20/2016 | 6 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 5/27/2016 | 4 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 5/4/2016 | 11 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 5/11/2016 | 12 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 5/18/2016 | 14 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 5/25/2016 | 11 | 0 | 0 | 1 | 0 | 0 | 0 |
| **Library Tours** | | | | | | | | |
| Learning Tree Preschool | 5/10/2016 | 2 | 0 | 18 | 0 | 0 | 1 | 0 |
| Eccles Kindergartens | 5/13/2016 | 15 | 0 | 74 | 0 | 0 | 1 | 0 |
| **Outreach** | | | | | | | | |
| 91 School - SRP | 5/18/2016 | 5 | 0 | 411 | 0 | 0 | 1 | 0 |
| Eccles School - SRP | 5/26/2016 | 15 | 0 | 390 | 0 | 0 | 1 | 0 |
| Lee School - SRP | 5/27/2016 | 15 | 0 | 360 | 0 | 0 | 1 | 0 |
| | | 288 | 41 | 1301 | 21 | 2 | 6 | 9 |

| June | | ATTENDANCE | | | TYPE OF PROGRAM | | | |
|---|---|---|---|---|---|---|---|---|
| | Date | Adults | Teen | Children | Adult | Teen | Children's | Family |
| **Storytimes** | | | | | | | | |
| Granny Goose Storytime (ages 2-6) | 6/6/2016 | 16 | 0 | 22 | 0 | 0 | 1 | 0 |
| Granny Goose Storytime (ages 2-6) | 6/13/2016 | 9 | 0 | 13 | 0 | 0 | 1 | 0 |
| Granny Goose Storytime (ages 2-6) | 6/20/2016 | 9 | 0 | 12 | 0 | 0 | 1 | 0 |
| Granny Goose Storytime (ages 2-6) | 6/27/2016 | 7 | 0 | 14 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 6/1/2016 | 8 | 0 | 10 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 6/8/2016 | 11 | 0 | 13 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 6/15/2016 | 10 | 0 | 14 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 6/22/2016 | 13 | 0 | 17 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 6/29/2016 | 6 | 0 | 7 | 0 | 0 | 1 | 0 |
| Friday Storytime | 6/3/2016 | 4 | 0 | 5 | 0 | 0 | 1 | 0 |
| Spanish Storytime (for the whole family) | 6/4/2016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Spanish Storytime (for the whole family) | 6/11/2016 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |
| Spanish Storytime (for the whole family) | 6/18/2016 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |
| Spanish Storytime (for the whole family) | 6/25/2016 | | | | | | | |
| **Movie Nights** | | | | | | | | |
| *Norm of the North (English)* | 6/9/2016 | 5 | 1 | 11 | 0 | 0 | 0 | 1 |
| *Zootopia(Spanish)* | 6/16/2016 | 4 | 1 | 6 | 0 | 0 | 0 | 1 |
| **Teens** | | | | | | | | |
| Anime Night | 6/13/2016 | 0 | 33 | 0 | 0 | 1 | 0 | 0 |
| Henna Night | 6/20/2016 | 2 | 55 | 3 | 0 | 1 | 0 | 0 |
| Intro to Yoga | 6/29/2016 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| **Book Clubs** | | | | | | | | |
| History Book Group | 6/22/2016 | 4 | 0 | 0 | 1 | 0 | 0 | 0 |
| Book Group - | 6/16/2016 | 11 | 0 | 0 | 1 | 0 | 0 | 0 |
| **Music in the Stacks** | | | | | | | | |
| Castletown Duo | 6/18/2016 | 19 | 0 | 0 | 0 | 0 | 0 | 1 |
| **General Programs** | | | | | | | | |
| SRP Jump Rope | 6/10/2016 | 16 | 0 | 55 | 0 | 0 | 1 | 0 |
| SRP Leapin' Louie | 6/17/2016 | 30 | 0 | 62 | 0 | 0 | 1 | 0 |
| SRP Border Collies International | 6/24/2016 | 74 | 0 | 128 | 0 | 0 | 1 | 0 |
| Family Evening - Intro to Yoga | 6/30/2016 | 5 | 2 | 2 | 0 | 0 | 0 | 1 |
| Crafternoon | 6/15/2016 | 19 | 0 | 37 | 0 | 0 | 1 | 0 |
| Crafternoon | 6/22/2016 | 15 | 0 | 22 | 0 | 0 | 1 | 0 |
| Crafternoon | 6/29/2016 | 18 | 0 | 29 | 0 | 0 | 1 | 0 |
| Nuestros Abuelos | 6/7/2016 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 6/14/2016 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 6/21/2016 | 3 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 6/28/2016 | 1 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship Class | 6/1/2016 | 11 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship Class | 6/8/2016 | 13 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship Class | 6/15/2016 | 8 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship Class | 6/22/2016 | 13 | 0 | 0 | 1 | 0 | 0 | 0 |
| Canby History Walking Tour | 6/14/2016 | 36 | 0 | 0 | 1 | 0 | 0 | 0 |
| Mindful Eating | 6/21/2016 | 9 | 0 | 0 | 1 | 0 | 0 | 0 |
| **Instruction Classes** | | | | | | | | |
| E-Reader Help | ongoing | 1 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 6/3/2016 | 6 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 6/10/2016 | 7 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 6/17/2016 | 6 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 6/24/2016 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| **Library Tours** | | | | | | | | |
| Knight Elementary - Fusselman 1st | 6/6/2016 | 5 | 0 | 21 | 0 | 0 | 1 | 0 |
| Knight Elementary - Wayne 1st | 6/6/2016 | 4 | 0 | 20 | 0 | 0 | 1 | 0 |
| **Outreach** | | | | | | | | |
| Saturday in the Park | 6/4/2016 | 50 | 0 | 25 | 0 | 0 | 0 | 1 |
| Carus School - SRP | 6/1/2016 | 14 | 0 | 442 | 0 | 0 | 1 | 0 |
| Trost School - SRP | 6/2/2016 | 14 | 0 | 420 | 0 | 0 | 1 | 0 |
| Knight School - SRP | 6/3/2016 | 12 | 0 | 385 | 0 | 0 | 1 | 0 |
| | | 415 | 92 | 1670 | 17 | 3 | 11 | 5 |

# Focus Group Comments

**How do you see Canby changing?**

- Canby is growing
- Seeing more diversity for example the need for the Citizenship classes
- Increase in car traffic

**Role of the Library**

- Attract children
- Living room for the community
- Be the first place for people to come
- Teach new technology
- For some people the library is the only pace for human contact

**Like About the Library**

- Staff
- Ongoing education
- Partnerships
- Culture
- Entertainment
- Self-check plus human help
- Lots of resources
- Programs
- Everything is available
- Know the people
- Friendliness
- Safe
- great activities

**Barriers/Dislikes/Improvements**

- Needs better marketing
- Go out into the community to get information out on what the library is offering
- Bingo game to promote library materials and services
- Need to improve the online LINCC catalog
- Need to be careful about technology vs human interaction
- Get new materials!

**Threats**

- Security
- Funding
- Overdue – need to bill those who abuse

**Needs**

- Catchy marketing/slogan
- Library tours
- Library bookdrop at Fred Meyers
- More school tours
- Business luncheon/chamber luncheon
- Get businesses to help promote
- Staff roaming through stacks
- Involve the senior center
- Involve retirement communities
- Study equipment
- Quiet room (areas)
- Multiple reader boards
- More community support

**How do you find about our events?**

- Paper
- Website
- One website for the whole community
- Reader board for events
- Like paper notices
- Facebook
- Events calendar
- Emails – promote more
- FOL Promote their group at events
- Canby Herald
- Focus Group
- Newsletter vs event schedule

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

***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*

- **Canby Independence Day Celebration** – The Canby Independence Day Celebration planning has continued to take shape. There are committees meeting to address various parts of the event, including: vendors, entertainment, kid's activities, and the parade. Several citizens, businesses, and community groups have come together to work on this time-honored event. The city contracted with Full Bloom Designs to create a website that will provide day-of information, as well as information for vendors and parade members. The website with information for vendors, citizens, and visitors is: http://www.canbyindependenceday.com/

  If anyone is interested in joining a committee, please contact: Jamie Stickel, Main Street Manager, 503.266.0772 or StickelJ@ci.canby.or.us.

- **Canby First Friday –** Downtown Canby's First Friday program returned in May. Canby Main Street held a scavenger hunt to kick off this year. The May and June First Fridays featured 10 and 9 downtown businesses respectively. A community volunteer, Katherine Christiansen, has been coordinating vendors in Wait Park. Working with vendors helps to foster small business, in hopes that at some point one of the crafters could potentially become a bricks and mortar business in Canby in the future.

### *Economic Vitality*

- **Retail Market Analysis –** The City of Canby contracted with Leland Consulting Group to update the city's Retail Market Analysis. Leland Consulting also sub-contacted with Civilis Consulting, who specializes in revitalization of small towns. Together, Leland and Civilis combined site visits, stakeholder interviews, and recent demographic information to create a

report that the City will be able to utilize to recruit new businesses, as well as to support the unique businesses of Canby. The consultants presented at the June 15, 2016 Urban Renewal Agency Meeting. The final report included a "Retail Recruitment and Retention Toolkit" whereas action steps for small town downtown, mid-century arterial, and anchored centers. The City of Canby previously completed a Retail Market Analysis in 2012, but with the change in economy, an updated study was necessary.

***Organization***

- **Historic Review Board –** The Historic Review Board continues its work on the Certified Local Government Grant. There are various parts of the grant that are underway currently. The Historic Review Board chair selected Libby Provost to complete a Reconnaissance Level Survey on properties in South Canby. These properties include residential and commercial sites and will lay the groundwork for future projects. The work with Tama Tochihara continued on eight Intensive Level Surveys. The sites chosen for survey are: Wells Fargo, Wait Park, Dahlia Theater, the building that houses the Bike Shop and Canby Trophies & Awards, the building that houses Salon L and Ladybug Chocolates, Canby Depot, Bair House, and the Deadman Property which is currently the Mattress World building. These buildings are from several time periods and showcase different aspects of Canby's history. The Historic Review Board is also finishing work on the heritage trail, which will use information from a previous and ongoing Intensive Level Surveys to create a brochure and walking tour. Through the Community Partnership Program grant, administered through the Canby Area Chamber of Commerce, there will also be ten plaques created and affixed to buildings within the downtown core.

***Design***

- **Downtown Flower Program -** The City of Canby's Public Works Department planted the downtown planters and hung the flower baskets along NW 1st and 2nd Avenue. The planters along NW 2nd were planted bacopa, potato vine, and salvia complement the dahlias, donated by Swan Island Dahlias. A petunia tower was planted in the public parking lot behind the Canby Cinema and Cutsforth's Marketplace. The flower baskets were hung during the first week of May, and are being supplied by S&K Nursery in Woodburn.

City of Canby Bi-Monthly Report
Department: Police
May/June 2016

To: The Honorable Mayor Hodson and City Council
From: Chief Bret Smith
Through: Rick Robinson, City Administrator
Date: July 6, 2016

| **Monthly Statistics** | **May** | **June** |
|---|---|---|
| CALLS FOR SERVICE (Citizen calls to Dispatch) | | |
| Abandoned Vehicle / Parking | 12 | 39 |
| Animal Complaints | 13 | 29 |
| Code Enforcement | 24 | 47 |
| False Alarms | 45 | 51 |
| Ordinance Violations | 10 | 12 |
| **Total All Calls** | **1,917** | **1,964** |
| | | |
| POLICE REPORTS | | |
| Arrests & Protective Custodies (Adult & Juvenile) | 43 | 51 |
| Violation, Referral, Information Reports | 72 | 74 |
| Crime Reports | 41 | 22 |
| **Total Police Reports** | **156** | **147** |
| | | |
| TRAFFIC | | |
| Accidents | 10 | 10 |
| Complaints | 11 | 6 |
| Traffic Citations | 428 | 422 |
| Parking Citations | 2 | 7 |
| Traffic Crimes (DUII, Hit/Run, Elude, Reckless) | 9 | 18 |
| | | |
| ADMINISTRATIVE | | |
| Alarm Permits Renewed | 26 | 37 |
| Citizen Ride-Along | 2 | 1 |
| Fingerprint Services | 6 | 4 |
| Officer Subpoenas | 65 | 82 |
| Public Records Requests | 27 | 29 |
| Towed Vehicle Release | 17 | 14 |

Training, Traffic Unit, Investigations (major cases), K-9 reports attached.

May/June 2016

| | | | |
|---|---|---|---|
| Wallbaum | May 9-12 | Basic Mountain Bike School | Beaverton |
| Famer | May 9-20 | Metro Sgt.'s Academy | Tualatin PD |
| Fetters<br>Murphy | May 17 | Glock Armorer Course | Beaverton PD |
| All Officers | May 18 | Firearms Training | CRGC |
| Koehnke Booth<br>Mead Holstad<br>Farmer Krupicka | June 1 | Make up Firearms Training | CRGC |
| Booth | June 1-3 | Child Safety Seat certification | Canby PD |
| All Officers | June 22-23 | Active Threat w/ Canby Fire | Canby High School |

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

- Canby Adult Center lunch service – Monthly
- Trost & Knight Elementary Schools - Terrific Kids Presentation
- Canby Area Chamber of Commerce Lunch – Monthly
- Active Shooter Training
- Oregon Fallen Law Enforcement Memorial Ceremony - DPSST
- City Budget Committee Meetings
- New Life Foursquare Community Engagement Panel
- Judge Grafe – Truancy Court discussion
- Tabletop Exercise – Police/Schools/Fire
- Chief Rod Lucich – Molalla PD
- Chief Jim Ferraris – Woodburn PD
- Clackamas County Emergency Operations Center
- Kiwanis Police Presentation
- FBI Law Enforcement Memorial Ceremony
- Metro area Law Enforcement Dinner
- Dan Mickelson Retirement
- Intellectual Property Crimes Enforcement Task Force
- Chief Yamashita – Sandy PD
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- Tony Crawford/911 Ceremony Bridging Cultures
- Monthly Police Chiefs – Milwaukie PD
- Chief Band – Oregon City PD
- Naloxone Train the Training
- Daniel Pearson – Canby Herald
- Court Clerk Candidate – Meet & Greet
- Supervisor Sexual Harassment & Discrimination in Workplace Training
- Active Shooter training – Canby High School
- RegJIN – discussion with Versaterm Programmers
- CJIS Security Audit Prep meeting – Ryan, Lt., Melody
- Chief De Sully Retirement – Tigard PD

# MONTHLY TRAFFIC SAFETY REPORT
# CANBY POLICE DEPARTMENT

Officer Nolan Booth

Report for Month of May 2016

## CITATIONS

Traffic Officer: 92 Patrol: 336

**Total: 428**

## DUII ARRESTS

Traffic Officers: 0 Patrol: 4

**Total: 4**

## TRAFFIC CRIMES

Traffic Officer: 1 Patrol: 4

**Total: 5**

## TRAFFIC COMPLAINTS

Traffic Officers 3 Patrol: 8

**Total: 11**

## TRAFFIC CRASHES

Injury (Patrol): 1
Injury (Traffic Officer): 0
Non-Injury (Traffic Officer): 0
Non-Injury (Patrol): 2
Hit & Run (Traffic Officer): 1
Hit & Run (Patrol): 6
**Total Crashes: 10**

## TRUCK INSPECTIONS

Traffic Officer: 0

# MONTHLY TRAFFIC SAFETY REPORT
# CANBY POLICE DEPARTMENT

Officer Nolan Booth

Report for Month of June 2016

## CITATIONS

Traffic Officer: 95 Patrol: 327

**Total: 422**

## DUII ARRESTS

Traffic Officers: 0 Patrol: 8

**Total: 8**

## TRAFFIC CRIMES

Traffic Officer: 1 Patrol: 9

**Total: 10**

## TRAFFIC COMPLAINTS

Traffic Officers 0 Patrol: 6

**Total: 6**

## TRAFFIC CRASHES

Injury (Patrol): 1
Injury (Traffic Officer): 0
Non-Injury (Traffic Officer): 1
Non-Injury (Patrol): 3
Hit & Run (Traffic Officer): 1
Hit & Run (Patrol): 2
**Total Crashes: 10**

## TRUCK INSPECTIONS

Traffic Officer: 0

**Detective Sergeant**
**Canby Police**

# Memo

**To:** Lieutenant Jorge Tro

**From:** Detective Sgt. Tim Green

**Date:** June 8, 2016

**Re:** **Monthly Report for May 2016**

---

**Training:**

05/18/2016 – Fire Arms training (Patrol Rifle) Canby Gun Range

**Meetings:**

05/19/2016 – MDT Meeting

**DHS 307 reports:**

Over 23 DHS Screening Reports (307) have been processed and cleared by Detectives in the month of May.

**Details:**

**Detective Murphy** – Murphy has had a busy month with CCITF. Combined seizures for the month are approximately 22.5 lbs of Methamphetamine, ¾ lbs of heroin, 2 ounces of opium, $89,000 US currency and 2 firearms. Out of 10 worked cases, Murphy has used informants with Canby ties on at least three of them. One of these is an ongoing Title III investigation which has co-cooperation with the FBI. This case is leading to an active DTO with direct Mexico supply. A second led to the seizure of ¼ pound of heroin, $3000 and a handgun. A third led to the seizure of 6 ounces heroin and $22,000. (See Detective Murphy's report for more detail.)

**Detective Mead** – Mead is working on three open cases. Two large fraud cases and a sex abuse reported to have occurred in 2008. Two rape investigations were closed by Mead, one has been sent to the DA for review. The second the Victim recanted and admitted to lying to police to avoid trouble with her parents.

Mead assisted Sgt. Warren in a VRO case and wrote an arrest warrant for a suspect who menaced his wife with a gun. He then worked with the Newberg Police Department to safely take the suspect into custody on a job site. (See Detective Meads report for more detail.)

**Detective Floyd** – Floyd assisted with a Rape Investigation were the Victim visited Canby but lives in Albany. This made some of the investigation more difficult due to the geographic issues. This case has been sent to the Clackamas County DA's Office for review.

Floyd has been working primarily out of the FBI Lab in Portland. He has two active cases at that location. (See Detectives Floyd's report for more detail.)

**Evidence Technician Hemstreet** – Hemstreet is working on his last month for the Canby Police Department. He has been working with Kari Inness to make sure she is properly trained to take over the Property Room. They have been working with both property systems to make sure she is familiar with the programs. Don and Kari have visited the crime lab and Don held a Meeting at the Police Department with other Evidence Officers from the area to introduce Kari to them.

# 05- 2016 Monthly K9 Report

**Prepared by Sergeant Scott Farmer K-9 Activity**

**K9 call outs & incidents Officer Koehnke/Kardoin**

Call outs:

| DATE | AREA /CRIME | CASE# | AGENCY | DISPOSITION |
|---|---|---|---|---|
| 5/7/16 | Molalla/PCS | 16-695 | Molalla | **15.9 g Meth found/1 arrest** |
| 5/12/16 | Gresham/SW | 16-729 | Gresham | Paraphernalia/Heroin found |
| 5/26/16 | Tualatin/Theft | 16-808 | Tualatin | No alerts |

Needs / Concerns / upcoming:

Need to get Kardoin's teeth cleaned.

**K9 call outs, tracks incidents Officer Farmer/Deorak**

1. K9 assist for CAD 700- 05-31-2016 use as containment and as the arrest/hasty team for barricaded suspect home at 150 Indian Oak #14 Molalla. Suspect arrest by CCSO SWAT.

**Needs / Concerns / upcoming:**
None

# Canby Swim Center Report

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

**Date:** July 1, 2016

**Re:** Year End Report

---

The Canby Swim Center just finished another very good year for revenue and attendance. Revenue was $7,800 less than last year but last year was by far our best year for revenue. This year we finished at about $212,000 in total revenue second best year ever. We had a few less out of district swimming lessons which accounts for a lot of the difference but every year has different variables. Attendance was down about 1,700 swims but it was still very good 1000 of the swimmer difference was again from out of district swimming lessons. We finished the year with 78,500 swims.

So far so good for the summer the lessons have been very full and the Canby Swim Center has been busy all day. The summer lessons are twice a day during the week days providing four hours of swimming lessons a day. We also have the summer Penguin Club which has 60 plus swimmers involved and the Canby Gators continue to train year round with 60 plus swimmers and represent Canby well at State and Regional meets, and this year they had a swimmer at the Olympic Trials. Aaron Young swam the 100 fly and the 100 back and moved up from his seeding but did no swim fast enough to make the finals. Summer water exercise, Lap swims and Adult Morning swims have been well attended so far this summer. They usually stay pretty consistent year round. Public swim often depends on the weather and has been ok so far this summer.

Highlights from this past year have been the Gator Grinder which continues to draw many people into town. The Canby High School has continued to do well and had five state swimmers this year. Canby second graders all had swimming lessons this year and Molalla had two of their schools come to Canby for swimming lessons too. We continue to be busy and will need to ask the community to renew the Canby Swim Center Levy November or 2016. The Canby Swim Center enjoys the opportunity to serve the swimming needs of our community.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for May 2016
DATE: 2015-2016 Year End Report

| CANBY SWIM CENTER May | ADMIT 2015 | ADMIT 2016 | PASS 2015 | PASS 2016 | TOTAL 2015 | TOTAL 2016 | YTD TOTAL 14-I5 | YTD TOTAL 15-I6 |
|---|---|---|---|---|---|---|---|---|
| MORNING LAP | 58 | 58 | 339 | 312 | 397 | 370 | 4307 | 4063 |
| ADULT RECREATION SWIM | 43 | 41 | 484 | 417 | 527 | 458 | 5867 | 5025 |
| MORNING WATER EXERCISE | 77 | 89 | 446 | 407 | 523 | 496 | 5027 | 5355 |
| PARENT/ CHILD | 170 | 212 | 0 | 0 | 170 | 212 | 1540 | 1434 |
| MORNING PUBLIC LESSONS | 141 | 170 | 0 | 0 | 141 | 170 | 4678 | 4866 |
| SCHOOL LESSONS | 1249 | 1500 | 0 | 0 | 1249 | 1500 | 5463 | 4580 |
| NOON LAP | 86 | 82 | 307 | 321 | 393 | 403 | 4298 | 3781 |
| TRIATHLON CLASS | 17 | 13 | 0 | 0 | 17 | 13 | 162 | 130 |
| AFTERNOON PUBLIC | 298 | 227 | 3 | 4 | 301 | 231 | 4382 | 4540 |
| PENGUIN CLUB | 0 | 0 | 288 | 303 | 288 | 303 | 1919 | 2063 |
| CANBY H.S. SWIM TEAM | 0 | 0 | 0 | 0 | 0 | 0 | 2107 | 2639 |
| CANBY GATORS | 0 | 0 | 964 | 1072 | 964 | 1072 | 8588 | 9098 |
| MASTER SWIMMING | 0 | 0 | 16 | 50 | 16 | 50 | 383 | 519 |
| EVENING LESSONS | 1189 | 1478 | 0 | 0 | 1189 | 1478 | 11936 | 10915 |
| EVENING LAP SWIM | 40 | 17 | 43 | 40 | 83 | 57 | 1104 | 752 |
| EVENING PUBLIC SWIM | 594 | 451 | 38 | 27 | 632 | 478 | 4886 | 4233 |
| EVENING WATER EXERCISE | 77 | 81 | 50 | 28 | 127 | 109 | 1156 | 1320 |
| ADULT LESSONS | 0 | 0 | 0 | 0 | 0 | 0 | 188 | 49 |
| GROUPS AND RENTALS | 385 | 232 | 0 | 0 | 385 | 232 | 3070 | 3675 |
| OUTREACH SWIMMING | 0 | 0 | 0 | 0 | 0 | 0 | 526 | 449 |
| TOTAL ATTENDANCE | 4,424 | 4,651 | 2,978 | 2,981 | 7,402 | 7,632 | 71587 | 69486 |

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for June 2016
DATE: 2015-2016 Year End Report

| CANBY SWIM CENTER JUNE | ADMIT 2015 | ADMIT 2016 | PASS 2015 | PASS 2016 | TOTAL 2015 | TOTAL 2016 | YTD TOTAL 14-I5 | YTD TOTAL 15-I6 |
|---|---|---|---|---|---|---|---|---|
| MORNING LAP | 61 | 59 | 357 | 356 | 418 | 415 | 4725 | 4478 |
| ADULT RECREATION SWIM | 40 | 42 | 474 | 483 | 514 | 525 | 6381 | 5550 |
| MORNING WATER EXERCISE | 45 | 77 | 422 | 440 | 467 | 517 | 5494 | 5872 |
| PARENT/ CHILD | 278 | 398 | 0 | 0 | 278 | 398 | 1818 | 1832 |
| MORNING PUBLIC LESSONS | 1228 | 1243 | 0 | 0 | 1228 | 1243 | 5906 | 6109 |
| SCHOOL LESSONS | 0 | 0 | 0 | 0 | 0 | 0 | 5463 | 4580 |
| NOON LAP | 72 | 63 | 246 | 199 | 318 | 262 | 4616 | 4043 |
| TRIATHLON CLASS | 0 | 0 | 0 | 0 | 0 | 0 | 162 | 130 |
| AFTERNOON PUBLIC | 690 | 605 | 54 | 91 | 744 | 696 | 5126 | 5236 |
| PENGUIN CLUB | 0 | 0 | 639 | 733 | 639 | 733 | 2558 | 2796 |
| CANBY H.S. SWIM TEAM | 0 | 0 | 0 | 0 | 0 | 0 | 2107 | 2639 |
| CANBY GATORS | 0 | 0 | 782 | 797 | 782 | 797 | 9370 | 9895 |
| MASTER SWIMMING | 0 | 0 | 0 | 12 | 0 | 12 | 383 | 531 |
| EVENING LESSONS | 1576 | 1574 | 0 | 0 | 1576 | 1574 | 13512 | 12489 |
| EVENING LAP SWIM | 43 | 40 | 55 | 66 | 98 | 106 | 1202 | 858 |
| EVENING PUBLIC SWIM | 618 | 685 | 66 | 68 | 684 | 753 | 5570 | 4986 |
| EVENING WATER EXERCISE | 97 | 83 | 101 | 38 | 198 | 121 | 1354 | 1441 |
| ADULT LESSONS | 0 | 0 | 0 | 0 | 0 | 0 | 188 | 49 |
| GROUPS AND RENTALS | 549 | 587 | 0 | 0 | 549 | 587 | 3619 | 4262 |
| OUTREACH SWIMMING | 210 | 332 | 0 | 0 | 210 | 332 | 736 | 781 |
| TOTAL ATTENDANCE | 5,507 | 5,788 | 3,196 | 3,283 | 8,703 | 9,071 | 80290 | 78557 |

May and June, 2016
Monthly Reports

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

Facilities Maintenance
May 2016 and June 2016
Prepared by Joe Witt (June 2016 Only)

First I would like to thank all city departments for working with the new Facilities crew. And a special thanks to Mark Gunter for his direction and Ronda Rozzell for creating and processing the Facilities Work Orders. Mr. Mickelson is a hard act to follow and his abilities as the City's Oratory knew no limits. I will not even attempt to match his skills; but we do have a fish story. Picture attached.

| | | |
|---|---|---|
| City Hall: | 1 w/o request: | A/C Unit repair |
| Finance Dept.: | 2 w/o requests: | Computer backup battery and plumbing issue |
| Library: | 1 w/o request: | A/C unit adjust control setting |
| Police: | 3 w/o requests: | Ceiling tile, inspect and clean Pd roof and gutters |
| Shop Complex: | 2 w/o requests: | Office door stop and remove Fish from shop roof |

# Fleet Services

Bi-Monthly Report : May / June 2016
Prepared by Joe Witt, Lead Mechanic

**May 2016**

| Department | Work Orders | Labor Cost | Material Cost | Fuel Cost | Total Cost |
|---|---|---|---|---|---|
| Administration | 2 | $390.00 | $28.04 | $0.00 | $418.04 |
| Adult Center | 1 | $416.25 | $131.12 | $274.00 | $821.37 |
| Collections | 3 | $416.25 | $0.00 | $140.64 | $556.89 |
| Facilities | 1 | $71.25 | $0.00 | $28.35 | $99.60 |
| Fleet Service | 0 | $0.00 | $0.00 | $76.54 | $76.54 |
| Parks | 7 | $1,417.50 | $153.54 | $277.72 | $1,848.76 |
| Police | 13 | $3,945.00 | $1,898.23 | $4,663.14 | $10,506.37 |
| Streets | 16 | $6,766.50 | $1,182.30 | $1,564.11 | $9,512.91 |
| Transit (CAT) | 30 | $11,745.60 | $1,620.83 | $4,462.92 | $17,829.35 |
| Wastewater Treatment | 5 | $1,905.00 | $251.28 | $37.80 | $2,194.08 |
| Total Work Orders Processed for the Month | **78** | | Totals* | | **$43,863.91** |

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

**June 2016**

| Department | Work Orders | Labor Cost | Material Cost | Fuel Cost | Total Cost |
|---|---|---|---|---|---|
| Administration | 2 | $108.75 | $32.98 | $0.00 | $141.73 |
| Adult Center | 0 | $0.00 | $0.00 | $315.17 | $315.17 |
| Collections | 6 | $843.75 | $946.32 | $224.90 | $2,014.97 |
| Facilities | 1 | $487.50 | $0.00 | $34.96 | $522.46 |
| Fleet Service | 1 | $318.75 | $14.63 | $32.13 | $365.51 |
| Parks | 5 | $1,305.00 | $303.42 | $508.86 | $2,117.28 |
| Police | 24 | $8,355.00 | $2,669.92 | $4,817.71 | $15,842.63 |
| Streets | 15 | $5,302.50 | $1,820.73 | $1,653.89 | $8,777.12 |
| Transit (CAT) | 35 | $9,356.85 | $7,105.28 | $4,691.56 | $21,153.69 |
| Wastewater Treatment | 2 | $465.00 | $0.00 | $176.32 | $641.32 |
| Total Work Orders Processed for the Month | **91** | | Totals* | | **$51,891.88** |

*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
May – June 2016

## Park Renovations

Bollards were installed along Maple St. to restrict vehicle access to the Marshall property which is located to the North of the Maple St. Park tennis courts.

## Park Maintenance

The cleaning of parks and the mowing of turf areas dominated staff time the last two months. We were able to complete some weed spraying, turf edging, string trimming, shrub / tree trimming, bark dusting and fertilizing. All playground and building maintenance issues/repairs were addressed as found. The mowing of the open areas are still in the process of being completed. Valley Green did a broad leaf weed control in the park turf areas in May. Storm debris and hazard tree limbs were removed from Community Park. All the irrigation systems are now operational and adjusted for the weather. NW Tree Specialists removed seven hazard trees along the Molalla Forest Rd. walking path along NE 9th Place. In the Willow Creek wetlands, Beaver dams have been breached multiple times to address the water levels.
The Parks Department spent 1.5 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 the Lead Worker meetings and we all attended the safety/recognition meeting.
I met with Jamie Stickel to go over the electrical system @ Wait Park. A map of the system was also provided.
I met with Fred Hays the USDA trapper regarding wetlands.
I attended the interviews for the seasonal park maintenance workers.
I met with Pat Sisul regarding the development of the proposed park on the Stoller property off of SE 13th Ave.
I met with Dave Rankin from Just-Serve regarding a service project at Community Park on October the 8th.
Ben and Mark attended training on the safe operation of the city's new bucket truck.
We all attended The CIS Harassment, Equal Employment and laws training.

## For your Information

The Parks Department has hired 3 part time seasonal maintenance workers.
Hours are now being tracked regarding actual hours spent at each park/property. The July and August report will have the actual hours submitted for review.
The Parks Department is responsible for 215 acres of property.

The Parks Department is responsible for 215 acres of property.

# PUBLIC WORKS
May and June 2016
Prepared by: Jerry Nelzen

## 1. **Streets**:

The crew received and located 169 locates for May.

| **Streets** | **Total Hours** |
|---|---|
| Street Sweeping | 59.5 |
| Street Sweeping Maintenance | 10.5 |
| Street Maintenance | 358 |
| Driveway/Sidewalk Inspections | 16 |
| Street Sign Manufacturing | 14 |
| Street Sign Maintenance | 2 |
| Street Sign Installation | 11 |
| NW 1st Ave Landscape | 30 |
| NW 2nd Ave Landscape | 7 |
| Cinema Parking Lot Landscape | 9 |
| Landscape Assistance Worker | 38 |
| Cemetery | 144.5 |
| Vactor Usage | 5 |
| Dump Truck | 14 |
| Mini Excavator | 20 |

## 2. **Sewer and Storm System**:

| **Sewer** | **Total Hours** |
|---|---|
| Sewer TV'ing | 8 |
| Sewer Maintenance/Repair | 3 |
| Sewer Laterals | 2 |
| Locating Utilities | 95 |
| Lift Station Maintenance | 10.5 |
| Vactor Usage | 3 |
| Drying Beds | 6 |
| **Storm** | |
| Storm Line Cleaning/Maintenance/Repair | 128 |
| Drywell Maintenance | 2 |

## 3. **Street Trees/Lights**:

| **Street Trees/Lights** | **Total Hours** |
|---|---|
| Tree Trimming | 0 |
| Street Light Repair | 12 |

## 4. **Miscellaneous**:

| **Miscellaneous** | **Total Hours** |
|---|---|
| Meetings | 8 |
| Warehouse Maintenance | 7 |
| Equipment Cleaning | 12 |
| Work Orders | 48 |
| Civic Center/Library Project | 28 |
| Other | 1 |

**June 2016**

## 1. **Streets**:

The crew received and located 141 locates for June.

| **Streets** | **Total Hours** |
|---|---|
| Street Sweeping | 48.5 |
| Street Sweeping Maintenance/Repair | 12.5 |
| Street Maintenance | 540 |
| Driveway Approach Inspections | 2 |
| Street Sign Manufacturing | 17 |
| Street Sign Maintenance | 4 |
| Street Sign Installation | 10 |
| NW 1st Avenue Landscape | 24 |
| NW 2nd Avenue Landscape | 8 |
| Cinema Parking Lot Landscape | 7 |
| Landscape Assistance | 42 |
| Cemetery | 187 |
| Dump Truck | 13 |
| Mini Excavator | 20 |
| Vactor Usage | 5 |

## 2. **Sewer and Storm System**:

| **Sewer** | **Total Hours** |
|---|---|
| Sewer TV'ing | 5 |
| Sewer Maintenance/Repair | 20 |
| Sewer Laterals | 19.5 |
| Lift Station Maintenance | 44 |
| Locating Utilities | 112 |
| Vactor Usage | 2 |
| **Storm** | |
| Catch Basin Maintenance | 36 |
| Drywell Maintenance | 18 |
| Vactor Truck | 2 |

## 3. **Street Trees/Lights**:

| **Street Trees/Lights** | **Total Hours** |
|---|---|
| Tree Trimming | 2 |
| Street Light Repair | 8 |

## 4. **Miscellaneous**:

| **Miscellaneous** | **Total Hours** |
|---|---|
| Meetings | 21 |
| Plan Preview for Subdivisions | 2 |
| Equipment Cleaning | 34 |
| Warehouse Maintenance | 20 |
| Other | 1 |
| Civic Center | 61 |

# City of Canby Bi-Monthly Report
# Department: Transit

For: the months of May and June, 2016
Date: July 15, 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 May 5th the annual Department of Labor report was submitted to ODOT.
   c) On May13th the ODOT Quarterly Report was submitted electronically in OPTIS.
   d) On May 19th the ODOT Disadvantaged Business Enterprise (DBE) report was submitted to ODOT.
   e) In May the Oregon Transportation Commission (OTC) approved Canby's application for $125,622 in 5310 funding with a $14,378 matching requirement to replace bus 17 (2009 21 passenger StarTrans Cutaway minibus).
      - The grant application for $119,000 in 5339 funding with a $21,000 matching requirement to replace bus 14 (2006 35 passenger Champion 35' coach) was not funded.
   f) Also in May the OTC approved Special Transportation Fund (STF) Discretionary projects. The following CAT applications were approved for funding: a request for funds to upgrade the security camera system on the buses ($40,307), a request for matching funds to purchase 1 bus ($14,378), a request for funds to reinstate mid-day service to Wilsonville ($89,148 for 1 year).
      - The matching funds request and the Wilsonville mid-day service request were funded at reduced amount. The request to reinstate a local route in southern Canby ($508,943 for 2 years) was not funded.
   g) On May 18th we published a Request for Proposal (RFP) to select a consulting firm to conduct a Transit Master Plan process and draft a Transit Master Plan document. Proposals were due on June 15th. The successful proposer (pending Council approval) was announced on June 22nd. Four qualified firms submitted proposals. Jarrett Walker & Associates of Portland was the successful proposer selected by the review committee.

2) Ridership:
   Total ridership for the fiscal year 2015-16 was down by 15.77 percent as compared to the previous fiscal year. In FY 2015-16 CAT provided 90,039 rides. During this report period CAT provided:

a) 7,387 rides in May (9.48% fewer than May of 2015).
   - 1,181 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 15.83% fewer than were provided during May of 2015.
   - 4,639 to Oregon City (7.18% fewer rides than May of 2015).
   - 1,567 to Woodburn (10.96% fewer rides than May of 2015)

b) 7,558 rides in June (12.52% fewer rides than June of 2015).
   - 1,260 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 12.92% fewer rides than were provided during June of 2015.
   - 4,636 to Oregon City (14.28% fewer rides than June of 2015).
   - 1,662 to Woodburn (7.56% fewer rides than June of 2015).

The reasons for the decrease in ridership is difficult to track down but 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 slumps and many are pointing to lower gas prices.

During the year-end review a spreadsheet formula error was found that resulted in an overestimation in the percent of decrease in the *Total ridership for the fiscal year* reported in the January/February and March/April bimonthly reports. The *ridership numbers* and *same month previous year* comparisons were reported correctly. The corrected *Total ridership for the fiscal year* (or year to date) percentages are listed below for each report:

January and February report should read:
Total ridership year to date for the FY 2015-16 was down 15.83 percent as compared to the previous fiscal year.

March and April report should read:
Total ridership year to date for the FY 2015-16 was down 16.63 percent as compared to the previous fiscal year.

<u>Updates:</u>

a) The Rider of the Month for May chose not to be identified or photographed. The Rider of the Month for June was Franciscan Ramirez. Both riders got a free bus pass and other goodies.
b) MV has changed its driver meeting calendar from a month meeting lasting 1 hour to a quarterly meeting lasting 2 hours. The next meeting will be held on July 16th.

c) In May and June we provided 271 same day rides on a space available basis.
d) On June 6th we provided a transit bus orientation to Knight Elementary School third graders. The primary goal of this orientation is to teach the children to never walk in front of a transit bus and emphasize the differences between a school bus and a transit bus. We also talk about bus safety (blind spots) and tell the students all about CAT services. This was the third year we have had the opportunity to talk to all the third graders at Knight Elementary. Forty-four students and six adults road the buses during the orientation.
e) Three new transit buses were delivered in late April. The first new bus went into service on May 5th the others went into service on May 6th and May 12th.
f) The pending bus yard property purchase is expected to be finalized during the next quarter. As of the date of this report, Pioneer Properties is still waiting for the Plat to be recorded by the county.

4) Collisions and Incidents
   a) On May 26th a bus received minor damage when the passenger side mirror of the bus made contact with the construction fence in front of the new library. There were riders on board. No one was injured. The incident was documented as a preventable accident.
   b) There were no collisions in June.

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

   a) On May 2nd Julie Wehling attended the Region 1 ACT meeting in Portland.
   b) On May 5th Julie Wehling attended the Clackamas County Coordinating Committee (C4) in Oregon City.
   c) May 17 Julie Wehling attended a community outreach meeting conducted by Salem Keiser Transit regarding rural transit services in northern Marion County.
   d) On May 20 – 21 Julie Wehling attending events supporting the Community Transportation Association of America's (CTAA) Annual National Bus Roadeo. She was one of the judges for the wheel chair securement competition.
   e) On May 22 – May 27 Julie Wehling and Kristie Chilcote attended the CTAA Expo. Kristie completed the Passenger Service and Safety (PASS) Trainer and Driver Certification. Julie completed the Certified Community Transit Manager (CCTM) program.
   f) On June 3rd Julie Wehling attended a Special Transportation Fund Advisory Committee (STFAC) meeting regarding the TriMet update to the regional (Elderly and Disabled Transportation) Coordinated Human Services Plan in Portland.
   g) On June 6th Julie Wehling attended the Region 1 ACT meeting in Cascade Locks.

h) On June 9th Julie Wehling attended a meeting of regional transit providers at Metro regarding Metro's 2018 Regional Transportation Plan (RTP) update.
i) On June 24-25 Julie Wehling attended the Clackamas County Coordinating Committee (C4) Retreat in Welches.
j) The Transit Advisory Committee met on May 19th and June 23rd for regular meetings. Following the May meeting the members road one of the new buses and toured the Transit Center and the new bus yard.

Tech Services Department
Bi-Monthly Report for May/June, 2016

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: July 18, 2016

# Google Analytics Summary Report: May and June 2016

| Audience Overview | May | June |
|---|---|---|
| Sessions (site visits) | 8,985 | 9,806 |
| Users/unique visitors | 6,440 | 6,894 |
| Page Views | 21,387 | 22,582 |
| Pages per Session | 2.38 | 2.3 |
| Average Session Duration | 1 min 54 sec | 1 min 46 sec |
| Bounce Rate (% of single-page visits) | 53.64% | 55.29% |
| New Sessions/Users | 60.52% | 59.60% |

***May/June numbers up slightly from the March/April Report***

| New Vs. Returning Visitors | May | June |
|---|---|---|
| New | 60.53% | 59.63% |
| Returning | 39.47% | 40.37% |

| Browser & Operating System | May-Top 5 Browsers: | June-Top 5 Browsers: |
|---|---|---|
| | Chrome (44.50%) | Chrome (45.19%) |
| | Safari (25.74%) | Safari (28.26%) |
| | Internet Explorer (14.12%) | Internet Explorer (12.92%) |
| | Firefox (9.72%) | Firefox (8.43%) |
| | Edge (2.13%) | Edge (2.04%) |

***Top 4 Browsers still in same ranking order since February 2015; Microsoft "Edge" (aka Spartan) is a web browser developed by Microsoft & included in new Windows 10 operating systems (replaces Internet Explorer as the default web browser)***

| Overview (Technology) | May | June |
|---|---|---|
| Desktop | 55.57% | 50.53% |
| Mobile | 37.83% | 42.50% |
| Tablet | 6.60% | 6.97% |

***Desktop Computers and Mobile Phones continue to lead when accessing the website***
***Mobile phone use up slightly in June; probably due to better weather***

| Mobile Devices (top 3) | May | June |
|---|---|---|
| | Apple iPhone (41.63%) | Apple iPhone (41.15%) |
| | Apple iPad (9.89%) | Apple iPad (9.71%) |
| | Samsung Galaxy S5 (2.45%) | Samsung Galaxy S5 (2.54%) |

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

| Landing Pages (formerly Pages Visited): Top 5 | May | June |
|---|---|---|
| | City Home Page | City Home Page |
| | Swim Center Home Page | Swim Center Home Page |
| | CAT Home Page | CAT Home Page |
| | Job Openings | Job Openings |
| | CAT Routes | CAT Routes |

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

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)

# MAY 2016

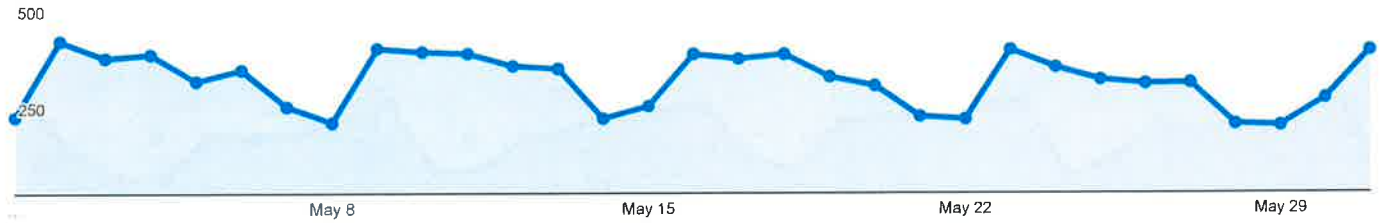
# Audience Overview

May 1, 2016 - May 31, 2016

All Users
100.00% Sessions

**Overview**

Sessions

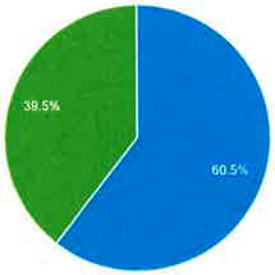



| Sessions | Users | Pageviews |
|---|---|---|
| 8,985 | 6,440 | 21,387 |

| Pages / Session | Avg. Session Duration | Bounce Rate |
|---|---|---|
| 2.38 | 00:01:54 | 53.64% |

% New Sessions
60.52%

New Visitor Returning Visitor




| | Language | Sessions | % Sessions |
|---|---|---|---|
| 1. | en-us | 8,081 | 89.94% |
| 2. | ru | 492 | 5.48% |
| 3. | ru-ru | 145 | 1.61% |
| 4. | pt-br | 78 | 0.87% |
| 5. | es-419 | 33 | 0.37% |
| 6. | en | 26 | 0.29% |
| 7. | en-gb | 23 | 0.26% |
| 8. | es-xl | 14 | 0.16% |
| 9. | es-es | 13 | 0.14% |
| 10. | c | 10 | 0.11% |

© 2016 Google

# New vs Returning

May 1, 2016 - May 31, 2016

All Users
100.00% Sessions

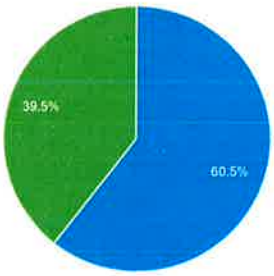
**Explorer**

Summary

Sessions

| User Type | Sessions | Sessions |
|---|---|---|
| | 8,985<br>% of Total: 100.00% (8,985) | 8,985<br>% of Total: 100.00% (8,985) |
| 1. New Visitor | **5,439** | 60.53% |
| 2. Returning Visitor | **3,546** | 39.47% |

Contribution to total: Sessions




Rows 1 - 2 of 2

© 2016 Google

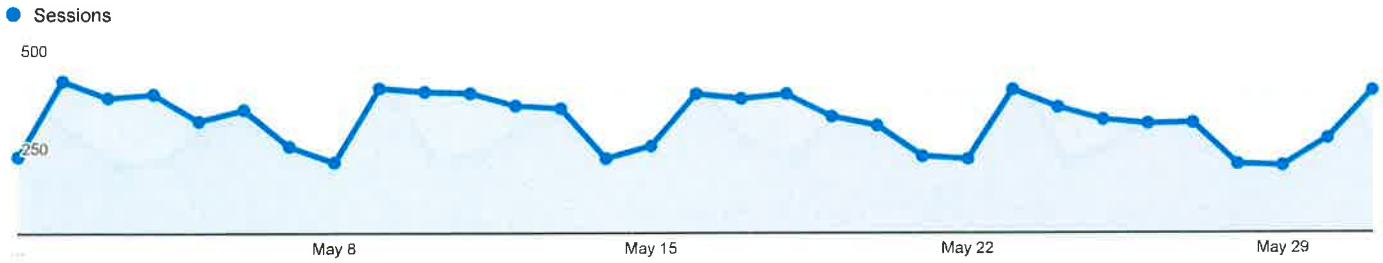
# Browser & OS

May 1, 2016 - May 31, 2016

All Users
100.00% Sessions

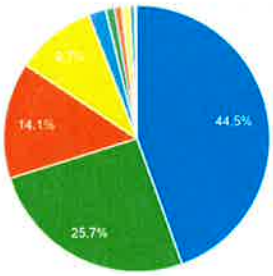
**Explorer**

Summary




| Browser | Sessions | Sessions |
|---|---|---|
| | 8,985<br>% of Total: 100.00% (8,985) | 8,985<br>% of Total: 100.00% (8,985) |
| 1. Chrome | 3,998 | 44.50% |
| 2. Safari | 2,313 | 25.74% |
| 3. Internet Explorer | 1,269 | 14.12% |
| 4. Firefox | 873 | 9.72% |
| 5. Edge | 191 | 2.13% |
| 6. YaBrowser | 99 | 1.10% |
| 7. Opera | 86 | 0.96% |
| 8. Android Browser | 85 | 0.95% |
| 9. Amazon Silk | 48 | 0.53% |
| 10. Safari (in-app) | 11 | 0.12% |

Contribution to total: Sessions




Rows 1 - 10 of 15

© 2016 Google

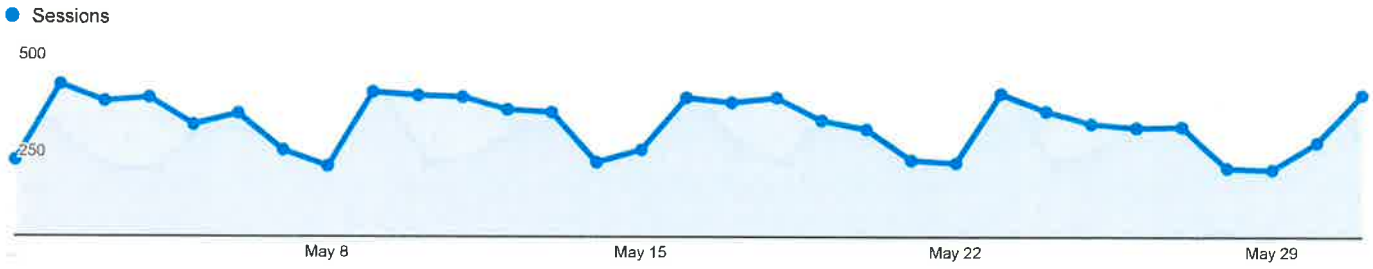
# Overview

May 1, 2016 - May 31, 2016

All Users
100.00% Sessions

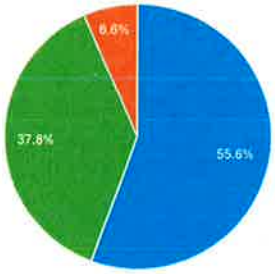
**Explorer**

Summary




| Device Category | Sessions | Sessions |
|---|---|---|
| | 8,985<br>% of Total: 100.00% (8,985) | 8,985<br>% of Total: 100.00% (8,985) |
| 1. desktop | **4,993** | 55.57% |
| 2. mobile | **3,399** | 37.83% |
| 3. tablet | **593** | 6.60% |

Contribution to total: Sessions




Rows 1 - 3 of 3

© 2016 Google

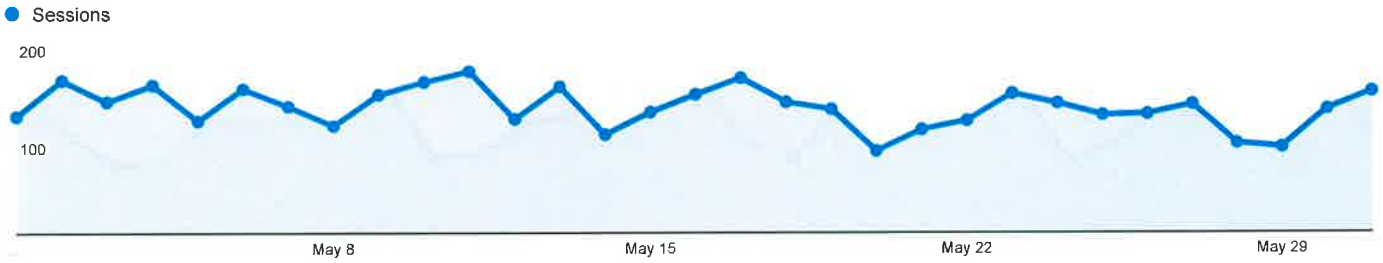
# Devices

May 1, 2016 - May 31, 2016

All Users
44.43% Sessions

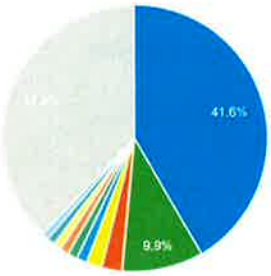
**Explorer**

Summary




| Mobile Device Info | Sessions | Sessions |
|---|---|---|
| | 3,992<br>% of Total: 44.43% (8,985) | 3,992<br>% of Total: 44.43% (8,985) |
| 1. Apple iPhone | **1,662** | 41.63% |
| 2. Apple iPad | **395** | 9.89% |
| 3. Samsung SM-G900V Galaxy S5 | **98** | 2.45% |
| 4. Samsung SM-G920V Galaxy S6 | **78** | 1.95% |
| 5. (not set) | **51** | 1.28% |
| 6. Samsung SM-G900A Galaxy S5 | **46** | 1.15% |
| 7. HTC Desire 626s | **42** | 1.05% |
| 8. Microsoft Xbox One | **41** | 1.03% |
| 9. Samsung SM-G900P Galaxy S5 | **40** | 1.00% |
| 10. LG MS330 K7 | **32** | 0.80% |

Contribution to total: Sessions




Rows 1 - 10 of 341

© 2016 Google

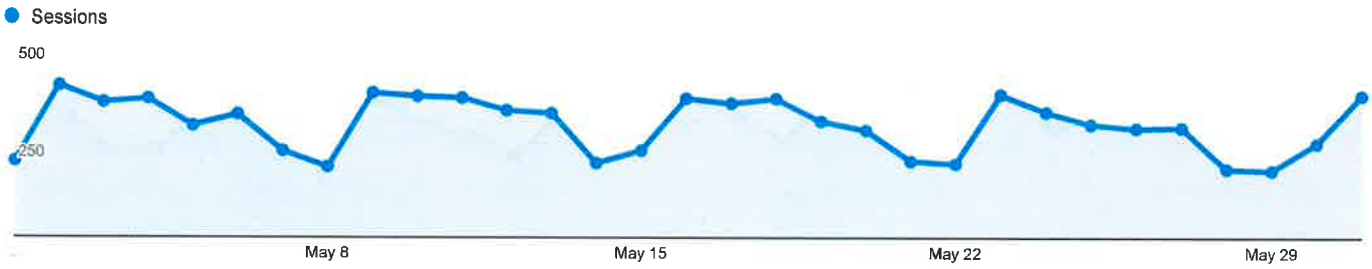
# Landing Pages

May 1, 2016 - May 31, 2016

All Users
100.00% Entrances

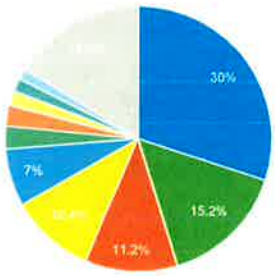
**Explorer**

Summary




| | Landing Page | Sessions | Sessions |
|---|---|---|---|
| | | 8,985<br>% of Total: 100.00% (8,985) | 8,985<br>% of Total: 100.00% (8,985) |
| 1. | / Index.htm | 2,694 | 29.98% |
| 2. | /Departments/swim/swimcenter.htm | 1,365 | 15.19% |
| 3. | /transportation/CAThomepage.htm | 1,004 | 11.17% |
| 4. | /Jobs/jobopenings.htm | 930 | 10.35% |
| 5. | /transportation/routes.htm | 631 | 7.02% |
| 6. | /Departments/pw_operations/parks/park_facilities.htm | 252 | 2.80% |
| 7. | /Departments/swim/schedule.htm | 228 | 2.54% |
| 8. | /Departments/court/court.htm | 158 | 1.76% |
| 9. | /Departments/develop_services/development_serv.htm | 146 | 1.62% |
| 10. | /Departments/pw_operations/parks/parks.htm | 114 | 1.27% |

Contribution to total: Sessions




Rows 1 - 10 of 111

© 2016 Google

# JUNE 2016

# Audience Overview

Jun 1, 2016 - Jun 30, 2016

All Users
100.00% Sessions

## Overview

| Sessions | Users | Pageviews |
|---|---|---|
| 9,806 | 6,894 | 22,582 |

| Pages / Session | Avg. Session Duration | Bounce Rate |
|---|---|---|
| 2.30 | 00:01:46 | 55.29% |

% New Sessions
59.60%

| | Language | Sessions | % Sessions |
|---|---|---|---|
| 1. | en-us | 9,044 | 92.23% |
| 2. | ru | 388 | 3.96% |
| 3. | ru-ru | 86 | 0.88% |
| 4. | (not set) | 59 | 0.60% |
| 5. | pt-br | 59 | 0.60% |
| 6. | en-gb | 39 | 0.40% |
| 7. | es-419 | 32 | 0.33% |
| 8. | en | 14 | 0.14% |
| 9. | es-xl | 14 | 0.14% |
| 10. | en-ca | 5 | 0.05% |

© 2016 Google

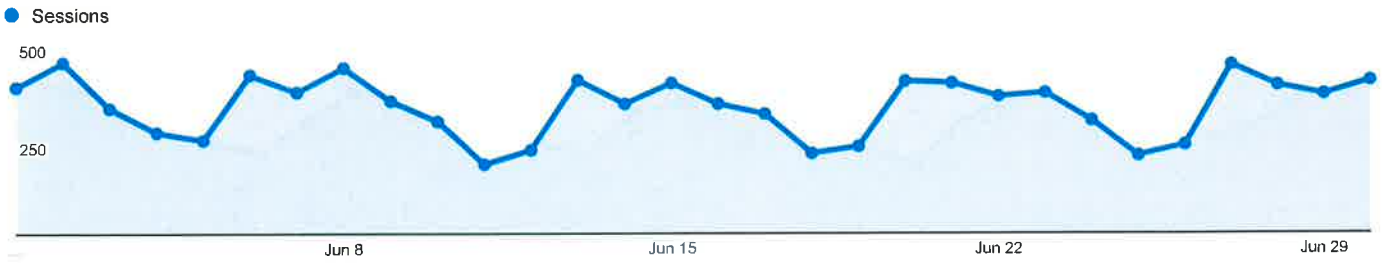
# New vs Returning

Jun 1, 2016 - Jun 30, 2016

All Users
100.00% Sessions

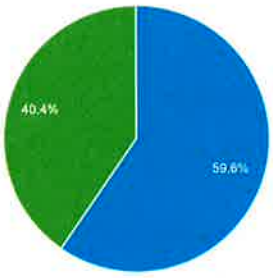
**Explorer**

Summary




| User Type | Sessions | Sessions |
|---|---|---|
| | 9,806<br>% of Total: 100.00% (9,806) | 9,806<br>% of Total: 100.00% (9,806) |
| 1. New Visitor | 5,847 | 59.63% |
| 2. Returning Visitor | 3,959 | 40.37% |

Contribution to total: Sessions




Rows 1 - 2 of 2

© 2016 Google

# Browser & OS

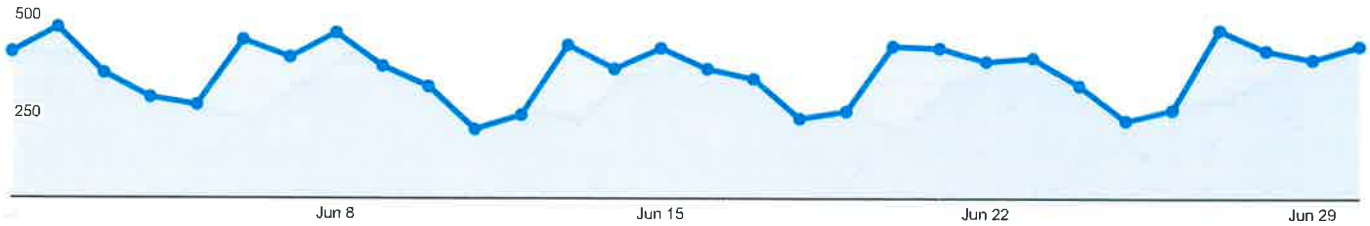
Jun 1, 2016 - Jun 30, 2016

All Users
100.00% Sessions

**Explorer**

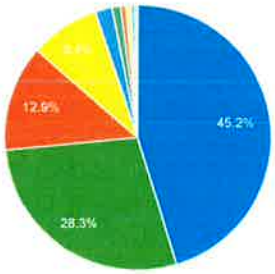
Summary

Sessions




| Browser | Sessions | Sessions |
|---|---|---|
| | 9,806<br>% of Total: 100.00% (9,806) | 9,806<br>% of Total: 100.00% (9,806) |
| 1. Chrome | 4,431 | 45.19% |
| 2. Safari | 2,771 | 28.26% |
| 3. Internet Explorer | 1,267 | 12.92% |
| 4. Firefox | 827 | 8.43% |
| 5. Edge | 200 | 2.04% |
| 6. Android Browser | 103 | 1.05% |
| 7. Amazon Silk | 72 | 0.73% |
| 8. YaBrowser | 57 | 0.58% |
| 9. Opera | 38 | 0.39% |
| 10. Safari (in-app) | 28 | 0.29% |

Contribution to total: Sessions




Rows 1 - 10 of 16

© 2016 Google

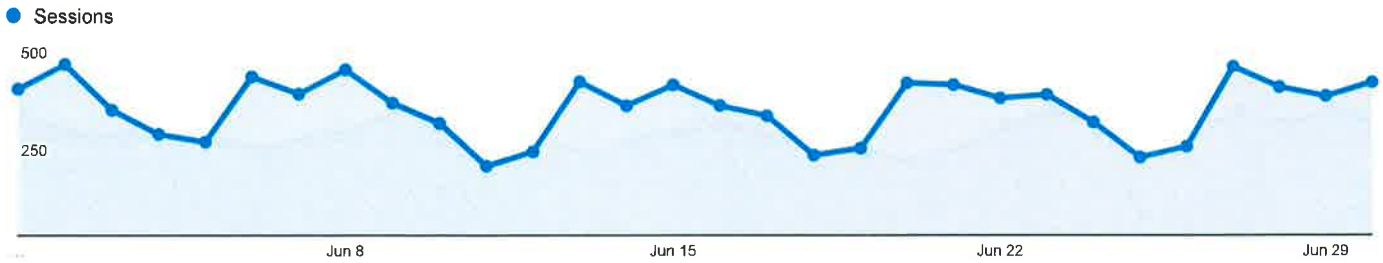
# Overview

Jun 1, 2016 - Jun 30, 2016

All Users
100.00% Sessions

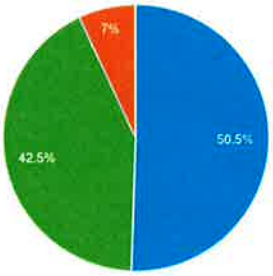
**Explorer**

Summary




| Device Category | Sessions | Sessions |
|---|---|---|
| | 9,806<br>% of Total: 100.00% (9,806) | 9,806<br>% of Total: 100.00% (9,806) |
| 1. desktop | **4,955** | 50.53% |
| 2. mobile | **4,168** | 42.50% |
| 3. tablet | **683** | 6.97% |

Contribution to total: Sessions




Rows 1 - 3 of 3

© 2016 Google

# Devices

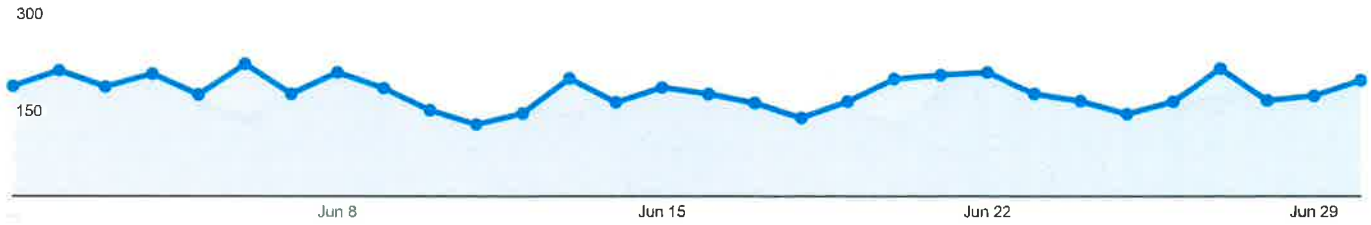
Jun 1, 2016 - Jun 30, 2016

All Users
49.47% Sessions

**Explorer**

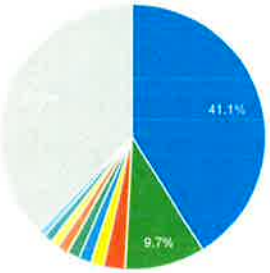
Summary

Sessions




| Mobile Device Info | Sessions | Sessions |
|---|---|---|
| | 4,851<br>% of Total: 49.47% (9,806) | 4,851<br>% of Total: 49.47% (9,806) |
| 1. Apple iPhone | **1,996** | 41.15% |
| 2. Apple iPad | **471** | 9.71% |
| 3. Samsung SM-G900V Galaxy S5 | **123** | 2.54% |
| 4. (not set) | **81** | 1.67% |
| 5. Samsung SM-G920V Galaxy S6 | **76** | 1.57% |
| 6. Samsung SM-G900A Galaxy S5 | **71** | 1.46% |
| 7. Samsung SM-G900P Galaxy S5 | **61** | 1.26% |
| 8. Microsoft Xbox One | **56** | 1.15% |
| 9. LG MS330 K7 | **50** | 1.03% |
| 10. Motorola XT1254 Droid Turbo | **45** | 0.93% |

Contribution to total: Sessions




Rows 1 - 10 of 349

© 2016 Google

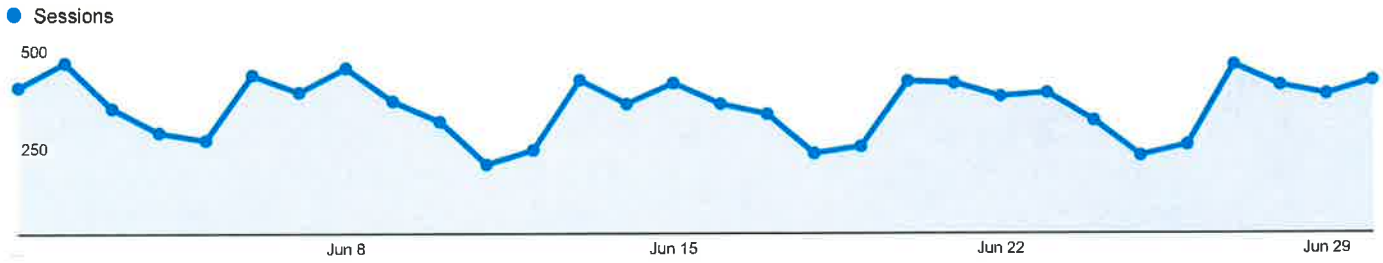
# Landing Pages

Jun 1, 2016 - Jun 30, 2016

All Users
100.00% Entrances

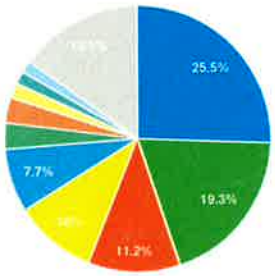
**Explorer**

Summary




| | Landing Page | Sessions | Sessions |
|---|---|---|---|
| | | 9,806<br>% of Total: 100.00% (9,806) | 9,806<br>% of Total: 100.00% (9,806) |
| 1. | / Index.htm | 2,504 | 25.54% |
| 2. | /Departments/swim/swimcenter.htm | 1,895 | 19.32% |
| 3. | /transportation/CAThomepage.htm | 1,096 | 11.18% |
| 4. | /Jobs/jobopenings.htm | 982 | 10.01% |
| 5. | /transportation/routes.htm | 759 | 7.74% |
| 6. | /Departments/pw_operations/parks/park_facilities.htm | 311 | 3.17% |
| 7. | /Departments/swim/schedule.htm | 303 | 3.09% |
| 8. | /Departments/court/court.htm | 181 | 1.85% |
| 9. | /Departments/pw_operations/parks/parks.htm | 149 | 1.52% |
| 10. | /Departments/develop_services/development_serv.htm | 146 | 1.49% |

Contribution to total: Sessions




Rows 1 - 10 of 101

© 2016 Google

# City of Canby Bi-Monthly Report
# Department: Wastewater Treatment Plant
# For Months of:
# May & June 2016

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: July 5, 2016

**Facility Operations & Maintenance**

The water quality for the months of May and June remain excellent with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance. The CIP for the biosolids handling facility has been completed and we are pleased so far with the outcome. Filled vacant position at treatment plant with a Pretreatment Coordinator/Operator.

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

- North & South recirc pump into Fishers RPM for motor repair.
- Requested quotes for new RSPR hoist.
- Pressure/Boiler tank inspection.
- Surprise OSHA inspection.
- Jetted Primary Sludge line with vactor truck.
- Pulled broken belt off conveyor #1 and replaced.
- Startup completed on new conveyor #3.
- Fabricated a new cover for floor drain hole.
- Ordered and received new U-Vector and UV lights.
- Received 30 ton of hydrated lime.
- Ordered safety tips for shop compressor.
- Repaired lip and seal ring on A-40 lime pump.
- Roth here to repair HVAC UV AC unit. Ordered and received parts Roth installed.
- Called Univar, working to recycle sulfuric Acid.
- Canby Telecom here to install phone line in office.
- Received bid, purchased and Installed Brushes on North & South clarifier.
- Received cutting knives for West Tech screen.
- Warranty programing of sprinkler system completed.
- Updated Training Matrix
- 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

**May**

- Pump Outs: 34
- Inspections: 1

**June**

Pump Outs: 8

- Inspections: 0

- Reviewed Business License renewals.
- Mailed Environmental Survey to Total Car Care (received back 6-3-16)
- Working with Daryll Hughes on taking over the FOG and Pretreatment Program.
- Meeting with Wayne Leyman (Canby Public Schools) on next step for grease trap installation and garbage disposal removal for 5 of 6 schools with Darryl Hughes.

## Biosolids Program:

- Belt ran 17 days in May.
- 8 loads to landfill, 1 load to Heard Farms, 170 wet tons.
- Belt ran 16 days in June.
- 4 loads to Heard Farms, 103 wet tons.

## Daily Lab Activity

- Routine daily/weekly lab process control and permit testing.
- Completed and submitted DMR QA – 36 study.
- Organizing lab files
- Toured Portland Lab (WPCL)
- Reviewed Bioassay results, submitted to DEQ with May DMR
- Lab Consultant Keith Chapman evaluated lab technique and Permit Testing procedures and then reviewed suggestions with Dave Frahm and Dave Conner.
- Scheduled 3 Day Testing for July 11th, 2016.
- Modified BOD5 Data Sheet
- Created Biosolids Belt Feed Percent Spread Sheet for Jan. 1st to June 28th, 2016.

## 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.
- Harassment training.
- Pretreatment Committee Meeting.
- Pre-construction meetings.
- City Safety Committee Meeting.
- New treatment plant equipment manufactures training