AGENDA

CANBY CITY COUNCIL MEETING
November 16, 2016
7:30 PM
Council Chambers
222 NE 2nd Avenue, 1st Floor

Mayor Brian Hodson

Council President Tim Dale
Councilor Clint Coleman
Councilor Tracie Heidt
Councilor Traci Hensley
Councilor Greg Parker
Councilor Tyler Smith

CITY COUNCIL MEETING

1. CALL TO ORDER
A. Invocation
B. Pledge of Allegiance

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS
(This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. You 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. For Agenda items, please fill out a testimony/comment card and give to the City Recorder noting which item you wish to speak on.)

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 October 26, 2016 City Council Special Meeting
B. Approval of Minutes of the November 2, 2016 City Council Regular Meeting
C. New Liquor License Application for Pizza Schmizza Pub and Grub Pg. 1
D. Reappointment to Municipal Audit & Financial Oversight Committee Pg. 3
E. Reappointment to Planning Commission Pg. 4

7. RESOLUTIONS & ORDINANCES
A. Res. 1251, Designating the City of Canby as Developer Under Canby Municipal Code Chapter 4.12.022 and Directing the City Administrator to Prepare an Advance Finance Application Pg. 5
B. Res. 1252, Declaring Leftover City Office Furnishings and Items as Surplus Property and Indicating Intent and Method for Disposal of Such Property Pg. 8

C. Ord. 1450, Amending Canby Municipal Code Chapter 9.28 Section B Regarding Noise Control Standards and Definitions in the City of Canby **(2nd Reading)** Pg. 10
D. Ord. 1451, Auth. Contract with R.L. Reimers Company for the 2017 WWTP Sludge Storage Improvements **(2nd Reading)** Pg. 12
E. Ord. 1452, Auth. Contract with Master Cleen, Inc. for Janitorial Services for Various City Facilities, Not to Exceed $55,687.00 **(2nd Reading)** Pg. 20
F. Ord. 1453, Authorizing a Contract with Gresham Ford of Gresham, Oregon; Day Wireless Systems of Salem, Oregon; Datec Inc. of Seattle, Washington; Motorola Solutions of America; MPH Industries of Owensboro, Kentucky; Hot Rod Dreamworks of Canby, Oregon and Ford Motor Credit Corp. for the Lease/Purchase of Two 2017 Ford Police Interceptors with Police Equipment Packages for the Canby Police Department; and Declaring an Emergency (**2nd Reading)** Pg. 35
G. Ord. 1454, Amending Canby Municipal Code Chapter 5.16.030 and 5.16.060 Regarding Liquor License Review in the City of Canby Pg. 38

8. NEW BUSINESS

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

11. ACTION REVIEW

12. EXECUTIVE SESSION: ORS 192.660(2)(h) Litigation

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

Chief of Police
Bret J. Smith
Canby Police Department

Memo

To: Mayor Brian Hodson & Members of City Council

From: Bret J. Smith, Chief of Police

CC: Kim Scheafer, General Administration

Date: October 20, 2016

Re: Liquor License Application / New Outlet / Pizza Schmizza Pub and Grub

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I have reviewed the attached liquor license application completed by the applicant/manager, Travis McRobbie, for the business, "Pizza Schmizza Pub and Grub", soon to be located at 851 SW 1st Avenue, Canby, Oregon. The business location is currently in the process of being built, with an anticipated opening in Spring/Summer of 2017.

On October 20, 2016, I spoke with Mr. McRobbie and we discussed the expectations and responsibilities involving the sale of alcoholic beverages. McRobbie told me he is not familiar with the Oregon liquor laws, explaining this is his first business venture involving the sales of alcohol. Mr. McRobbie said his restaurant experience has been with the business Subway. He said he and his brother will be taking an OLCC training course and he and/or his brother will be responsible for training the employees regarding OLCC requirements.

Mr. McRobbie said he will ensure the employees are trained on the liquor laws and he understands the consequences for failure to comply with the rules as set forth by Oregon State law.

It is my recommendation that the Canby City Council approve this application to the Oregon Liquor Control Commission (OLCC).

PD 10/19/16
CC pmt $100.00
KH

OREGON LIQUOR C TROL COMMISSION

LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- ☒ Full On-Premises Sales ($402.60/yr)
  - ☒ Commercial Establishment
  - ☐ Caterer
  - ☐ Passenger Carrier
  - ☐ Other Public Location
  - ☐ Private Club
- ☐ Limited On-Premises Sales ($202.60/yr)
- ☐ Off-Premises Sales ($100/yr)
  - ☐ with Fuel Pumps
- ☐ Brewery Public House ($252.60)
- ☐ Winery ($250/yr)
- ☐ Other: _____

ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

☐ Limited Partnership ☒ Corporation ☐ Limited Liability Company ☐ Individuals

CITY AND COUNTY USE ONLY

Date application received: 10-19-2016

The City Council or County Commission:

City of Canby
(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: Brian Hodson

Title: Mayor

OLCC USE ONLY

Application Rec'd by: _____

Date: 10-7-16

90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]
   ① ~~Travis McRobbie~~ ③ ~~Bryan McRobbie~~
   ② McRobbie Pizza ④
2. Trade Name (dba): ~~McRobbie Pizza~~ / Pizza Schmizza Pub and Grub
3. Business Location: 851 SW 1st Ave ~~Ste~~ 104 Canby Clackamas OR 97013
   (number, street, rural route) (city) (county) (state) (ZIP code)
4. Business Mailing Address: PO Box 1166 Canby OR 97013
   (PO box, number, street, rural route) (city) (state) (ZIP code)
5. Business Numbers: 503-804-3843
   (phone) (fax)
6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No
7. If yes to whom: _____ Type of License: _____
8. Former Business Name: _____
9. Will you have a manager? ☒ Yes ☐ No Name: Travis McRobbie
   (manager must fill out an Individual History form)
10. What is the local governing body where your business is located? Canby
    (name of city or county)
11. Contact person for this application: Travis McRobbie 503-804-3843
    (name) (phone number(s))
    Canby OR 97013
    (address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① Tra mcRobbie Date 9/22/16 ③ _____ Date _____

② Bryan McRobbie Date 9/26/16 ④ _____ Date _____

RECEIVED
OCT 04 2016
Initials
Oregon Liquor Control Commission

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

(rev. 08/2011)

Term to Exp. 12.31.2018

CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL

Date: 10/20/2016

Name: Elaina Canutt Occupation: Homeschooling Mom & CPA

Home Address: Canby, OR 97013

Employer: Position:

Daytime Phone: Evening Phone:

E-Mail Address:

For which position are you applying? Municipal Audit & Financial Oversight Committee

What are your community interests (committees, organizations, special activities)? I am involved in my local church. I also volunteer as the CFO for a small not-for-profit (Heart of the Savior Ministries).

Experience and educational background: Auditor with CPA firm 2 years, Assistant Finance Director 2 years City of Newberg, Part-time Financial Analyst 11 years with City of Newberg, I prepared the comprehensive annual financial report for the City as well as managed the City's audit process yearly. Extensive involvment in the budget process and knowledge of governmental accounting.

Reason for your interest in this position: To use my professional skills to serve on a City committee and to learn more about the City where I reside.

List any other City or County positions on which you serve or have served: Canby Budget Committee 6/21/2006- 12/2/2013. Municipal Audit & Financial Oversight Committee 2014-Present

Information on any special membership requirements:

Referred by (if applicable):

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to: City of Canby - Attn: City Recorder
PO Box 930
222 NE 2nd Avenue
Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: scheaferk@canbyoregon.gov

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.

RECEIVED 10-1-16

OCT 21 2016

City of Canby - City Recorder

Term to Expire 12.31.2019

CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL

Date: Oct 31, 2016

Name: LARRY BOATRIGHT Occupation: Tool + Die Maker

Home Address: CANBY, OR 97013

Employer: Stevens Tool + Die Position: Moldmaker

Daytime Phone: Evening Phone:

E-Mail Address:

For which position are you applying? Planning Commision

What are your community interests (committees, organizations, special activities)?
Planning commision

Experience and educational background: U S Navy Vet 2nd class petty officer 50 years as a machinist 20 year youth coach Planning commision 1½ yr

Reason for your interest in this position:
Civic Duty

List any other City or County positions on which you serve or have served:

Information on any special membership requirements:

Referred by (if applicable):

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

RECEIVED
NOV 01 2016
City of Canby - City Recorder

Please return to: ***City of Canby - Attn: City Recorder***
PO Box 930
222 NE 2nd Avenue
Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: scheaferk@canbyoregon.gov

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10-1-16

City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

MEMORANDUM

DATE: November 16, 2016
TO: CANBY CITY COUNCIL
FROM: RICK ROBINSON, CITY ADMINISTRATOR

RE: RESOLUTION 1251 – A RESOLUTION DESIGNATING THE CITY OF CANBY AS DEVELOPER UNDER CANBY MUNICIPAL CODE CHAPTER 4.12.022 AND DIRECTING THE CITY ADMINISTRATOR TO PREPARE AN ADVANCE FINANCING APPLICATION

Issue: Should the City of Canby prepare an Advance Financing Application to create an Advance Financing District for the proposed Mulino Sanitary Sewer Pumping Station. The Advance Financing District would be required in order to recover the the costs of construction of the eight inch gravity sewer on SE 13th Avenue from Sequoia Parkway to Mulino Road.

Summary: Curran-McLeod is preparing the plans and specifications for the Mulino Sanitary Sewer Pumping Station. The project will require at least one Advance Financing District to recover the costs for constructing the eight inch gravity sewer on SE 13th Avenue from Sequoia Parkway to Mulino Road. The line is required in order to serve the adjoining properties and will also provide the pipeline from surrounding residential area to connect to the pump station. This improvement is not eligible for SDC funding and is estimated to cost approximately $200,000 of the $825,000 total project cost. Curran-McLeod has indicated that pursuant to the requirements in the Canby Municipal Code, Chapter 4.12.22, the City Administrator must request that the Council designate the City as the developer of the Advance Finance District improvements, direct the City Administrator to prepare an Advance Financing application, and submit the application to the Public Works Department.

Attachments: Resolution 1251, Letter from Curran McLeod, Inc

Recommendation: Approve Resolution 1251 Designating the City of Canby as Developer under Canby Municipal Code Chapter 4.12.022 and directing the City Administrator to prepare an Advance Financing application.

Motion: *"I move to approve RESOLUTION 1251,* A RESOLUTION DESIGNATING THE CITY OF CANBY AS DEVELOPER UNDER CANBY MUNICIPAL CODE CHAPTER 4.12.022 AND DIRECTING THE CITY ADMINISTRATOR TO PREPARE AN ADVANCE FINANCING APPLICATION*"*

October 21, 2016

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS
6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

Mr. Rick Robinson
City Administrator
City of Canby
222 NE 2nd, Avenue
Canby, OR 97013

RECEIVED
OCT 24 2016
CITY OF CANBY

RE: CITY OF CANBY
MULINO SS PUMP STATION IMPROVEMENTS

Dear Rick:

As you are aware, our office is preparing the plans and specifications for the Mulino Sanitary Sewer Pumping Station in anticipation of soliciting bids in the spring. One of the tasks identified in our work scope is preparation of required financing districts.

The project will require at least one Advance Financing District to recover the costs of constructing the 8" gravity sewer on SE 13th Avenue from Sequoia Parkway to Mulino Road. This line is required to serve the adjoining properties and will also provide the pipeline from surrounding residential area to connect to the pump station. This improvement is not eligible for SDC funding and is estimated to cost approximately $200,000 of the $825,000 total project cost.

A second AFD may be required at a later date if expenses are incurred for utility improvements that would only benefit the industrial property adjacent to the force main. At this time Canby Utility has indicated they would not require these improvements, so at this time it appears the second AFD is not required. If this changes, we will coordinate with you to create a second application.

In accordance with the requirements in CMC Chapter 4.12.22, your office needs to request the Council, by motion, to designate the City as the developer of the Advance Finance District improvements, direct you to prepare an advance financing application and to submit the application to the Public Works Department without fee. With that direction, our office will complete the application for your administration.

Let me know if you have questions. Thanks

Very truly yours,

CURRAN-McLEOD, INC.

Curt J. McLeod, P.E.

Cc: Mr. Jerry Nelzen, City of Canby

PHONE: (503) 684-3478 E-MAIL: cmi@curran-mcleod.com FAX: (503) 624-8247

RESOLUTION 1251

A RESOLUTION DESIGNATING THE CITY OF CANBY AS DEVELOPER UNDER CANBY MUNICIPAL CODE CHAPTER 4.12.022 AND DIRECTING THE CITY ADMINISTRATOR TO PREPARE AN ADVANCE FINANCING APPLICATION.

WHEREAS, the Canby Municipal Code Chapter (CMC) 4.12 allows for advance financing of public improvements; and

WHEREAS, the Mulino Sanitary Sewer Pumping Station requires the construction of an 8 foot gravity sewer on SE 13th Avenue from Sequoia Parkway to Mulino Road; and

WHEREAS, the construction of an 8 inch gravity sewer on SE 13th Avenue from Sequoia Parkway to Mulino Road requires advance financing to recover the costs of construction; and

WHEREAS, the City of Canby wishes to provide advance financing for the orderly and timely new development of a necessary Mulino Sanitary Sewer Pumping Station.

NOW, THEREFORE, BE IT RESOLVED that the City of Canby hereby designates the City of Canby as developer under CMC 4.12.022 and directs the City Administrator to prepare an advance financing application in accordance with that Chapter for the aforementioned public improvements.

This resolution shall take effect on November 16, 2016.

ADOPTED this 16th day of November 2016 by the City of Canby City Council.

_____

Brian Hodson
Mayor

ATTEST:

_____

Kimberly Scheafer, MMC
City Recorder

City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

MEMORANDUM

DATE: November 16, 2016
TO: CANBY CITY COUNCIL
FROM: RICK ROBINSON, CITY ADMINISTRATOR

RE: RESOLUTION 1252 - A RESOLUTION DECLARING LEFTOVER CITY OFFICE FURNISHINGS AND ITEMS AS SURPLUS PROPERTY AND INDICATING INTENT AND METHOD FOR DISPOSAL OF SUCH PROPERTY

Issue: Whether or not to Declare leftover City Office furnishings and Items as Surplus Property, and indicating an intent to dispose of the surplus property.

Summary: The City of Canby has several left-over, used office furnishings and items from the relocation of City Hall, the old Police Department, Finance Department, Development Services, and the Library which are no longer needed or used by the City.

City Administration has sent a notice to City Departments that the furnishings and other items are available for City Use. The City Council has the authority to declare the remaining property as surplus to the City, and to determine an appropriate method of disposing of the property. The City has received a request from a local non-profit organization to acquire some of the unused furniture for their operations.

If the items are declared surplus by the City Council and the Council authorizes its disposal, staff would first offer the surplus property to local non-profit organizations for their organization's use at no charge, and then offer the balance of the items to the public, through a silent auction, at a time to be determined.

Attachments: Resolution 1252

Recommendation: Declare property surplus and authorize the disposal of the surplus City property by first offering it to local non-profit organizations for their organization's use at no charge, and offering the balance of the items to the public, through a silent auction, at a time to be determined

Motion: *"I move to approve RESOLUTION 1252, A RESOLUTION DECLARING LEFTOVER CITY OFFICE FURNISHINGS AND ITEMS AS SURPLUS PROPERTY AND INDICATING INTENT AND METHOD FOR DISPOSAL OF SUCH PROPERTY"*

RESOLUTION 1252

A RESOLUTION DECLARING LEFTOVER CITY OFFICE FURNISHINGS AND ITEMS AS SURPLUS PROPERTY AND INDICATING INTENT AND METHOD FOR DISPOSAL OF SUCH PROPERTY

The Council of the City of Canby, Clackamas County, does hereby resolve that:

WHEREAS, the City of Canby has several left-over, used office furnishings and items from the relocation of City Hall, the old Police Department, Finance Department, Development Services, and the Library which are no longer needed or used by the City; and

WHEREAS, the City of Canby wishes to declare these used furnishings and items as surplus property, so that they may be gifted to local non-profit organizations, sold at silent auction, or put to other uses that are in the best interest of the people of the City of Canby.

NOW, THEREFORE, BE IT RESOLVED that the City of Canby hereby declares its leftover used office furnishings and other items as surplus property and authorizes the City Administrator to arrange for either the gifting of said furnishings and items to go to local non-profit organizations, for the sale of such furnishings and items at silent auction, or to otherwise put these items to uses that are consistent with the best interests of the people of the City of Canby.

This resolution shall take effect on November 16, 2016.

ADOPTED this 16th day of November 2016 by the City of Canby City Council.

_____

Brian Hodson
Mayor

ATTEST:

_____

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1450

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 9.48.010 SECTION B REGARDING NOISE CONTROL STANDARDS AND DEFINITIONS IN THE CITY OF CANBY.

WHEREAS, the City of Canby currently has a noise control ordinance; and

WHEREAS, the City of Canby desires to amend the ordinance to better respond to noise complaints; and

WHEREAS, the Canby Municipal Code can be enforced in a more consistent fashion using newer and more available technology; now therefore

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The Canby Municipal Code (CMC) Chapter 9.48.010 Section B is hereby amended to read as follows:

§ 9.48.010 Standards and Definitions.

B. Measurement of Sound Level

1. Measurements shall be made with a calibrated sound level meter in good operating condition, of a standard design and quality that meets the basic specifications established by the American National Standards Institute (ANSI). ~~meeting the requirements of a Type I or Type II meter, as specified in ANSI Standards 1.4-1971. For purposes of this chapter, a sound level meter shall contain at least an "A" weighting network, and both fast and slow meter response capability.~~
2. ~~Persons conducting sound level measurements shall have received training in the techniques of sound measurement and the operation of sound measuring instruments from the Department of Environmental Quality or other competent body prior to engaging in any enforcement activity.~~
3. Procedures and tests required by this chapter and not specified herein shall be placed on file with the Code Enforcement Officer. ~~City Recorder.~~

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, November 2, 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, November 16, 2016, commencing at the hour of 7:30 p.m. in the Council Meeting Chambers located at 222 NW 2nd Avenue, 1st Floor, 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 November 16, 2016 by the following vote:

YEAS_____ NAYS_____

_____
Brian Hodson
Mayor

ATTEST:

_____
Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1451

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH R.L. REIMERS COMPANY FOR THE 2017 WWTP SLUDGE STORAGE IMPROVEMENTS

WHEREAS, the City of Canby has heretofore advertised and received bids for the 2017 WWTP SLUDGE STORAGE IMPROVEMENTS Project; and

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on September 30, 2016; and

WHEREAS, bids were received and opened on October 25th at 2:00 PM in the Canby Civic Offices' Mt. Hood Conference Room and the following nine bids were read aloud:

	Bidder	*Basic Bid*	*Alternative Bid*	*Total Bid*
1	**R.L. Reimers Co.**	$1,637,650	$313,475	$1,951,125
2	McClure & Sons, Inc.	1,691,905	370,500	2,062,405
3	Tapani, Inc.	1,781,000	557,000	2,338,000
4	Stettler Supply Co.	1,797,265	398,870	2,196,135
5	2KG Contractors, Inc	1,849,800	728,620	2,578,420
6	Steller J Corporation	1,891,000	411,000	2,302,000
7	Emery & Sons	1,998,139	310,843	2,308,982
8	James W. Fowler	2,054,900	473,173	2,528,073
9	TEK Equipment	2,190,000	302,000	2,492,000

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, November 2, 2016, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

WHEREAS, the Canby City Council determined that the low responsive bid was that of R.L. Reimers Company; the now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with R.L. REIMERS COMPANY for the 2017 WWTP SLUDGE STORAGE IMPROVEMENTS, for the bid amount of $1,951,125. A copy of a contract with R.L. REIMERS COMPANY is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

2nd Reading

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, November 2, 2016 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, November 16, 2016, commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

_____
Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 16th day of November 2016, by the following vote:

YEAS_____ NAYS_____

_____
Brian Hodson, Mayor

ATTEST:

_____
Kimberly Scheafer, MMC
City Recorder

Exhibit A

CONTRACT FOR CONSTRUCTION

THIS AGREEMENT is dated as of the __ day of _____ in the year 2016, by and between the:

CITY OF CANBY
(Hereinafter called OWNER) and

R.L. REIMERS COMPANY
(Hereinafter called CONTRACTOR)

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 - WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents:

CITY OF CANBY
WASTEWATER TREATMENT FACILITY
2017 WWTP SLUDGE STORAGE IMPROVEMENTS

The scope of work consists of construction of a 300,000 gallon concrete storage tank, transfer pumping station, lab building expansion and associated improvements throughout the treatment facility, including the basic bid and additive alternatives.

ARTICLE 2 - ENGINEER

The Project has been designed by CURRAN-McLEOD, INC., Consulting Engineers, who are hereinafter called ENGINEER and who will assume all duties and responsibilities and will have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3 - CONTRACT TIME

3.1 The Work will be substantially completed within 180 calendar days after the date when the Contract Time commences to run, and completed and ready for final payment within 30 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.

3.2 Liquidated Damages: OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not substantially complete on time.

Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER or the OWNER may withhold from amounts due the CONTRACTOR Two Hundred Fifty Dollars ($250.00) for each day that expires after the time specified in paragraph 3.1. for Substantial Completion until the Work is substantially complete AND/OR for each day of delay beyond the deadline for Final Completion.

ARTICLE 4 - CONTRACT PRICE

4.1 OWNER shall pay CONTRACTOR for performance of the Work in accordance with the Contract Documents in current funds by check, an amount totaling

One Million Nine Hundred Fifty One Thousand, One Hundred Twenty Five and No/ Dollars

($1,951,125.00) as shown in the attached Bid Proposal.

ARTICLE 5 - PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

5.1 Progress Payments: OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR'S Applications for Payment as recommended by ENGINEER, on or about the 25th day of each month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the schedule of values provided for in paragraph 2.03 of the General Conditions.

5.1.1 Prior to Substantial Completion progress payments will be in an amount equal to:

(a) 95 % of the Work completed; and

(b) 95 % of materials and equipment not incorporated in the Work but delivered and suitably stored, less in each case the aggregate of payments previously made.

5.1.2 Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95% of the value of the Contract Work completed, less such amounts as ENGINEER shall determine in accordance with paragraph 15.01 of the General Conditions.

5.2 Final Payment: Upon final completion and acceptance of the Work in accordance with paragraph 15.06 of the General Conditions, OWNER shall pay the remainder of the value of the Contract Work completed, as recommended by ENGINEER as provided in said paragraph 15.06.

ARTICLE 6 - INTEREST

All monies not paid when due hereunder shall bear interest at the maximum rate allowed by law at the place of the Project, when requested in accordance with ORS 279C.570

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

7.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work.

7.2 CONTRACTOR has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which were relied upon by ENGINEER in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.

7.3 CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data in addition to those referred to in paragraph 7.2 as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.

7.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.

7.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

ARTICLE 8 - CONTRACT DOCUMENTS

8.1 This Agreement

8.2 Exhibits to this Agreement.

8.3 Performance and other Bonds

8.4 Notice of Award.

8.5 General Conditions of the Construction Contract

8.6 Supplementary Conditions

8.7 Technical Specifications as listed in the Table of Contents.

8.8 Specifications bearing the following general title:

CITY OF CANBY
WASTEWATER TREATMENT FACILITY
2017 WWTP SLUDGE STORAGE IMPROVEMENTS

8.9 Addenda numbers 1 through 3.

8.10 CONTRACTOR'S Bid

8.11 Any Modification, including Change Orders, duly delivered after execution of Agreement.

There are no Contract Documents other than those listed above in this ARTICLE 8. The Contract Documents may only be altered, amended or repealed by a Modification (as defined in Article 1 of the General Conditions).

ARTICLE 9 - MISCELLANEOUS

9.1 Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.

9.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically by without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.3 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

9.4 In the event a suit, arbitration or other legal action is required by either the OWNER or the CONTRACTOR to enforce any provisions of this Agreement, the prevailing parties shall be entitled to all reasonable costs and reasonable attorney's fees upon trial or subsequent appeal.

IN WITNESS WHEREOF, the parties hereto have signed three counterparts of this Agreement.

This Agreement will be effective on _____.

OWNER:

CITY OF CANBY
222 NE 2nd Avenue
P.O. Box 930
Canby, OR 97013

Signed:_____

Name:_____

Title:_____

CONTRACTOR:

R.L. REIMERS COMPANY
3939 Old Salem Rd, Ste 200
Albany, OR 97321

Signed:_____

Name:_____

Title:_____

Attest:_____

Address for giving notices:

_____

_____

_____

_____

City of Canby
2017 WWTP Sludge Storage Improvements
Bid Date: Tuesday, October 25, 2016

BID TABULATION				1	2	3	4	5	6	7	8	9
				R.L. Reimers Company	McClure and Sons, Inc.	Tapani, Inc.	Stettler Supply Co.	2KG Contractors, Inc.	Stellar J	Emery & Sons	James W. Fowler	Tek Equipment
Basic Bid Items: Sludge Storage Improvements		Units		Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total
1.	Furnish all equipment, material and labor required to complete all BASIC BID work on the City of Canby Wastewater Treatment Facility 2017 WWTP Sludge Storage Improvements project in strict conformance with the requirements of the plans and specifications, including a $25,000 allowance for I&C per Division 16910	1	LS	$ 1,637,650.00	$ 1,691,905.00	$ 1,781,000.00	$ 1,797,265.00	$ 1,849,800.00	$ 1,891,000.00	$ 1,998,139.00	$ 2,054,900.00	$ 2,190,000.00
				$ 1,637,650.00	$ 1,691,905.00	$ 1,781,000.00	$ 1,797,265.00	$ 1,849,800.00	$ 1,891,000.00	$ 1,998,139.00	$ 2,054,900.00	$ 2,190,000.00
	TOTAL BASIC BID			**$ 1,637,650.00**	**$ 1,691,905.00**	**$ 1,781,000.00**	**$ 1,797,265.00**	**$ 1,849,800.00**	**$ 1,891,000.00**	**$ 1,998,139.00**	**$ 2,054,900.00**	**$ 2,190,000.00**

Additive Alternative Bid Items:		Units		Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total
A.1	Miscellaneous Concrete Pad Removal and Replacement	1	LS	$ 12,000.00	$ 6,500.00	$ 2,000.00	$ 18,800.00	$ 8,800.00	$ 2,500.00	$ 10,250.00	$ 7,000.00	$ 6,000.00
				$ 12,000.00	$ 6,500.00	$ 2,000.00	$ 18,800.00	$ 8,800.00	$ 2,500.00	$ 10,250.00	$ 7,000.00	$ 6,000.00
A.2	Site Corrosion Repairs Labor Only	300	Hrs	$ 61.00	$ 70.00	$ 90.00	$ 65.00	$ 75.00	$ 100.00	$ 81.72	$ 90.00	$ 80.00
				$ 18,300.00	$ 21,000.00	$ 27,000.00	$ 19,500.00	$ 22,500.00	$ 30,000.00	$ 24,516.00	$ 27,000.00	$ 24,000.00
A.3	Removal, Re-Galvanizing & Reinstallation of Existing Handrail	1	LS	$ 17,650.00	$ 20,000.00	$ 17,500.00	$ 29,295.00	$ 78,300.00	$ 14,000.00	$ 24,585.00	$ 42,000.00	$ 35,000.00
				$ 17,650.00	$ 20,000.00	$ 17,500.00	$ 29,295.00	$ 78,300.00	$ 14,000.00	$ 24,585.00	$ 42,000.00	$ 35,000.00
A.4	Lab Building Expansion	1	LS	$ 94,750.00	$ 85,000.00	$ 166,000.00	$ 131,595.00	$ 112,620.00	$ 153,000.00	$ 109,312.00	$ 153,200.00	$ 112,000.00
				$ 94,750.00	$ 85,000.00	$ 166,000.00	$ 131,595.00	$ 112,620.00	$ 153,000.00	$ 109,312.00	$ 153,200.00	$ 112,000.00
A.5	Primary Sludge Vault Restoration	1	LS	$ 16,300.00	$ 17,000.00	$ 25,000.00	$ 22,255.00	$ 9,500.00	$ 10,000.00	$ 10,685.00	$ 26,928.00	$ 6,000.00
				$ 16,300.00	$ 17,000.00	$ 25,000.00	$ 22,255.00	$ 9,500.00	$ 10,000.00	$ 10,685.00	$ 26,928.00	$ 6,000.00
A.6	Solids Handling Building Modifications	1	LS	$ 47,675.00	$ 85,000.00	$ 138,500.00	$ 48,615.00	$ 285,700.00	$ 68,000.00	$ 16,875.00	$ 73,300.00	$ 40,000.00
				$ 47,675.00	$ 85,000.00	$ 138,500.00	$ 48,615.00	$ 285,700.00	$ 68,000.00	$ 16,875.00	$ 73,300.00	$ 40,000.00
A.7	Lime Silo 1 and 2 Rehabilitation	1	LS	$ 98,900.00	$ 125,000.00	$ 169,000.00	$ 116,895.00	$ 199,600.00	$ 129,000.00	$ 113,420.00	$ 132,000.00	$ 75,000.00
				$ 98,900.00	$ 125,000.00	$ 169,000.00	$ 116,895.00	$ 199,600.00	$ 129,000.00	$ 113,420.00	$ 132,000.00	$ 75,000.00
A.8	Biosolids Loadout Building Air Louvers	1	LS	$ 7,900.00	$ 11,000.00	$ 12,000.00	$ 11,915.00	$ 11,600.00	$ 4,500.00	$ 1,200.00	$ 11,745.00	$ 4,000.00
				$ 7,900.00	$ 11,000.00	$ 12,000.00	$ 11,915.00	$ 11,600.00	$ 4,500.00	$ 1,200.00	$ 11,745.00	$ 4,000.00
				$ 313,475.00	$ 370,500.00	$ 557,000.00	$ 398,870.00	$ 728,620.00	$ 411,000.00	$ 310,843.00	$ 473,173.00	$ 302,000.00
	TOTAL ADDITIVE ALTERNATIVE BID			**$ 313,475.00**	**$ 370,500.00**	**$ 557,000.00**	**$ 398,870.00**	**$ 728,620.00**	**$ 411,000.00**	**$ 310,843.00**	**$ 473,173.00**	**$ 302,000.00**

Red denotes variation from written bid, after calculation

ORDINANCE NO. 1452

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MASTER CLEEN, INC. FOR JANITORIAL SERVICES FOR VARIOUS CITY FACILITIES, NOT TO EXCEED $55,687.00

WHEREAS, the City of Canby requires ongoing scheduled janitorial services in order to properly maintain City facilities for the comfort and safety of its employees and citizens; and

WHEREAS, the City has previously selected Master Cleen, Inc., as an independent contractor under a personal services contract for the purpose of carrying out the these activities; and

WHEREAS, with the completion of the new library/civic building it was necessary to amend the current contract to reflect the change of location for services being provided; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this proposal, reviewed the staff report and finds that the contract is in the best interest of the City to enter into; now therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Master Cleen, Inc., the copy of said contract is attached hereto and marked as Exhibit "A" and by this reference fully incorporated herein.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, November 2, 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, November 16, 2016, commencing at the hour of 7:30 p.m. in the Council Meeting Chambers located at 222 NW 2nd Avenue, 1st Floor, Canby, Oregon.

_____

Kimberly Scheafer, MMC
City Recorder

2nd Reading

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on November 16, 2016 by the following vote:

YEAS_____ NAYS_____

_____
Brian Hodson
Mayor

ATTEST:

_____
Kimberly Scheafer, MMC
City Recorder

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and MASTER CLEEN, INC. (Contractor).

A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.

B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.

2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**

3. Compensation:

   A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" attached hereto. Contractor agrees that $55,687.00 is the not to exceed price of this contract, without prior written approval from the City.

   B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.

   C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.

4. Contractor is Independent Contractor.

   A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.

   B. Contractor certifies that it is either a carrier-insured employer or a self-

insured employer as provided in Chapter 656 of the Oregon Revised Statutes.

C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

5. **Subcontractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.**

6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.

7. Term.

A. This Agreement may be terminated by:

1. Mutual written consent of the parties.

2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.

3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:

a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
b. If Contractor fails to abide by the terms of this Agreement.
c. If services are no longer required.

8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

By entering into this agreement, contractor represents and warranties that they have complied with the tax laws of the State of Oregon and the City of Canby.

Further, for the duration of this contract, Contractor promises to continue to comply with said State and local tax laws. Any failure to comply with tax laws will be considered a default of this contract and could result in the immediate termination of this agreement and/or other sought damages or other such relief under applicable law.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:

A. For Comprehensive General Liability Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than $1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than $1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. For Professional Liability—errors and omissions—a $1,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. (**Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.).** For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.

11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.

12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.

13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.

14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Rick Robinson, City Administrator
City of Canby
PO Box 930
Canby, OR 97013

CONTRACTOR: Jim Dye
Master Cleen, Inc.
PO Box 208
Oregon City, OR 97045

Please submit invoices to: Attn: Accounts Payable
City of Canby
PO Box 930
Canby, OR 97013
potterl@canbyoregon.gov

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

CONTRACTOR: **CITY OF CANBY**

By: By:

Date: Date:

Subcontractors will be used ____Yes ____No (If Yes, please complete List of Subcontractors attached to this Agreement)

Approved as to Form:

_____ 11/6/15
Joseph Lindsay, City Attorney

LIST OF SUBCONTRACTORS

As per Section 5 of the Personal Services Agreement, the following businesses will be subcontractors. Subcontractors are required to have a City of Canby Business License prior to commencing work under this contract.

Name of Business Address Phone _____ CCB#_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

The City hereby approves the above listed subcontractors.

_____ _____

City of Canby **Date**

EXHIBIT "A"

FACILITIES COST SHEET

	MONTHLY	YEARLY
LIBRARY/CIVIC	$2250	$27,000.00
POLICE /COURT	$1437	$17,244.00
CAT	$225	$2,700.00
TRANSIT GLASS	$50	$600.00
DRIVER LOUNGE	$85	$1,020.00
DRIVER BATHROOM	$60	$720.00
CAT-LOUNGE FLOORS		$150.00
WWTP	$309	$3,708.00
BLOWER ROOM wwtp		$120.00
WWTP FLOORS		$1,225.00
CARPET FACILITIES		$1,200.00
	TOTAL	$55687.00

CIVIC BUILDING

Services to be included listed areas

BATHROOMS

CLEAN
Sinks
Toilets
Mirrors
Counters and door faces
Wall smudges
Empty trash
Restocking supplies
Mopping the floors
Using disinfectant products

OFFICES

Empty Trash and Recycling
Wipe down any flat surfaces that are cleared off
(Will not move desk top items)
Wipe off phones and computer screens
Dust as needed flat open surfaces
Tops and faces of filing cabinets
Watch for cobwebs
Vacuum

Kitchen areas

Empty trash
Wipe down tables and counter tops
Wipe counter faces
Wipe off faces of microwaves fridges
(Does not include cleaning them inside)
Restock supplies as applicable
Wall smudges
Clean sinks
Mop floors

ENTRY AREA

Clean entry doors
Vacuum sweep and mop
Pick up any trash perhaps left in the area

LIBRARY

Wiping off Counters and flat surfaces
Filing cabinets tops and faces (tops cleared)
Flat surfaces have to be cleared
Clean phones and computer screens
Dust anywhere needed
Empty trash and recycle
Vacuum floor
We do not clean book shelves
Wipe off any open desk areas

STAIRS AND ELEVATOR

Sweep Mop and or vacuum stairs
Prints on inside and out and vacuum
of Elevator

GENERAL CLEANING RULES

Always watching for cob webs
Always looking for wall smudges
Always looking for dusty surfaces

FLOORS

Strip and wax as needed where applicable
Carpeting Any spills could be dealt with as they occur Small areas may need to be done periodically
As for a full carpet cleaning of an area (library upstairs)
Negotiate at time needed

ON SITE

Vacuums 1 upstairs 1 downstairs
Mop bucket and mop
Carpet extractor
Barrels for rolling out trash
Vacuums can be used by City if needed

SUPPLIES

Bring up as needed from Police Basement storage

WINDOWS

NOT ADDED AT THIS TIME

CAT OFFICE

3 TIMES PER WEEK

GENERAL CLEANING RULES

CARPET 1TIME PER YEAR

GLASS 2 TIMES PER YEAR

S/W Hard floor yearly $75 moved from Station to here

TRANSIT STATION

General cleaning rules apply

BATHROOM
1 TIME PER WEEK

LUNCHROOM
2 TIMES PER WEEK

GLASS
2 TIMES A MONTH
Dan and I agreed to stop this being a weekly service

CIGERETTE CANS 2 TIMES PER MONTH

FLOOR
1 TIME PER YEAR NOW
reduced from twice after the new office lunchroom was added
per Dan and I agreement

POLICE COURT
SECURE FACILITY

TESTING REQUIRED BI-ANUALLY TO BE IN BUILDING
TEST FAIL MEANS NO ACCESS

BASEMENT IS NOT PART OF THE JOB

GENERAL CLEANING RULES APPLY

MONDAYS - ALL SECURE SHREDDING DUMPED
RECORDS ROOM SHREDDING

GLASS IS DONE 2 TIMES YEARLY IN/OUT
SECOND FLOOR GLASS IS NOT DONE BY ME

4 AREAS OF HARD FLOORS TO BE MAINTAINED
S/W LUNCH ROOM 3 TIMES A YEAR

SUPPLY STORAGE IS IN BASEMENT FOR THE CITY

WWTP
SECURE FACILITY

LAB AND OFFICE

GENERAL CLEANING RULES

LAB
Caution to not move any lab equipment
testing devices or chemicals

1 TIME PER WEEK

COST

FLOORS 3 times per year at

COST

BLOWER ROOM

3 TIMES PER YEAR

Sweep mop empty garbage
Knock down Cobwebs

COST $120 PER YEAR

BLOWER ROOM FLOOR

1 TIME PER YEAR

COST $100

GENERAL OFFICE CLEANING ALL BUILDINGS

BATHROOMS

CLEAN
Sinks
Toilets
Mirrors
Counters and door faces
Wall smudges
Empty trash
Restocking supplies
Sweep and Mop the floors
Use disinfectant products

OFFICES

Empty Trash and Recycling
Wipe down any flat surfaces that are cleared off
(Will not move desk top items)
Wipe off phones and computer screens
Dust as needed flat open surfaces
Tops and faces of filing cabinets
Watch for cobwebs
Vacuum or sweep floors

Kitchen areas

Empty trash
Wipe down tables and counter tops
Wipe counter faces
Wipe off faces of microwaves fridges
(Does not include cleaning them inside)
Restock supplies as applicable

ORDINANCE NO. 1453

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH GRESHAM FORD OF GRESHAM, OREGON; DAY WIRELESS SYSTEMS OF SALEM, OREGON; DATEC INCORPORATED OF SEATTLE, WASHINGTON; MOTOROLA SOLUTIONS OF AMERICA; MPH INDUSTRIES OF OWENSBORO, KENTUCKY; HOT ROD DREAMWORKS OF CANBY, OREGON AND FORD MOTOR CREDIT CORPORATION FOR THE LEASE / PURCHASE OF TWO (2) 2017 FORD POLICE INTERCEPTORS WITH POLICE EQUIPMENT PACKAGES FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to lease/purchase two (2) 2017 Ford Police Interceptor vehicles with police equipment packages for the Canby Police Department; and

WHEREAS, the cost of the vehicles and equipment will be paid by the Canby Police Department which has budgeted said lease/purchase for the fiscal years 2016-2017 through 2019-2020; and

WHEREAS, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, Exhibit A, Section G (18), the City wishes to utilize an existing solicitation from another governmental agency; and

WHEREAS, Gresham Ford is the lowest price quote of three sought price quotes regarding this purchase, and Gresham Ford is able to provide two (2) 2017 Ford Police Interceptors in the amount of $60,528.22; and

WHEREAS, Day Wireless Systems of Salem, Oregon, is able to provide two (2) police equipment packages and outfitting in the amount of $21,280.55; and

WHEREAS, Datec Incorporated is able to provide two (2) police computer packages in the amount of $9,674.04; and

WHEREAS, Motorola Solutions is able to provide two (2) police 800 Radio packages and two (2) UHF Radios packages in the amount of $10,872.90; and

WHEREAS, MPH Industries is able to provide one (1) police Radar package in the amount of $1,095.00; and

WHEREAS, Hot Rod Dream Works is able to provide one (1) police Paint Scheme package in the amount of $1848.66; and

WHEREAS, Gresham Ford, Auto Additions, Datec Incorporated, Motorola Solutions, MPH Industries and Hot Rod Dream Works are able to provide two (2) 2017 Ford Police Interceptor vehicles, outfitted with police equipment packages to the City of Canby's Police Department for the total sum of $105,844.37, which includes the Ford Credit underwriting fee of $545.00; and

2nd Reading

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this proposed sales price, reviewed the staff report and believes it to be in the best interest of the City to purchase these vehicles from Gresham Ford; and

WHEREAS, in order to fund the purchase of these vehicles, the City wishes to enter into a lease/purchase agreement with Ford Motor Credit Company under its Municipal Finance Program (Bid # 86189); now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and direct to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Gresham Ford, Oregon, Auto Additions of Salem, Oregon, Datec Industries of Seattle, Washington, Motorola Solutions of America, MPH Industries of Owensboro, Kentucky and Hot Rod Dream Works of Canby, Oregon, for the total purchase price of $105,844.37, which includes the Ford Credit underwriting fee of $545.00.

Section 2. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate Municipal Lease Purchase Contract (Bid # 86189) with Ford Motor Credit Company to finance the purchase of the vehicles.

Section 3. In so much as it is in the best interest of the citizens of the City of Canby, Oregon to provide the Police Department with these vehicles without further delay, and to secure the lowest price for necessary equipment and to better serve the citizens of Canby, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, November 2, 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, November 16, 2016, commencing at the hour of 7:30 p.m. in the Council Meeting Chambers located at 222 NW 2nd Avenue, 1st Floor, 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 November 16, 2016 by the following vote:

YEAS_____ NAYS_____

_____
Brian Hodson
Mayor

ATTEST:

_____
Kimberly Scheafer, MMC
City Recorder

City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

MEMORANDUM

Date: November 7, 2016
To: Honorable Mayor Hodson and Canby City Council
From: Kim Scheafer, MMC, City Recorder
Through: Rick Robinson, City Administrator
RE: AMENDING CANBY MUNICIPAL CODE CHAPTER 5.16.030 AND 5.16.060 REGARDING LIQUOR LICENSE REVIEW

ISSUE: The wording in Canby Municipal Code Chapter is 5.16.060 requires that a business have a business license prior to the City Council approving their liquor license. Recently, we had a business that was not far enough along in the building process to get a business license. The Planning Director and I reviewed the current code language and have proposed language that would address the issue of a business that could be awaiting a Temporary Certificate of Occupancy and not have a business license yet. By updating the language, it would enable a business to move forward with the OLCC process if they have applied for a business license when waiting for issuance of an occupancy permit for new construction.

RECOMMENDATION: Staff recommends that Council approve Ordinance No. 1454

MOTION: "I move to approve Ordinance 1454, **AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 5.16.030 AND 5.16.060 REGARDING LIQUOR LICENSE REVIEW IN THE CITY OF CANBY to come up for second reading on December 7, 2016.**

ATTACHED: Ordinance No. 1454

ORDINANCE NO. 1454

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 5.16.030 AND 5.16.060 REGARDING LIQUOR LICENSE REVIEW IN THE CITY OF CANBY.

WHEREAS, the City of Canby currently has a liquor license review ordinance; and

WHEREAS, the City of Canby desires to amend the ordinance to better facilitate the liquor license review process when new construction is underway; now therefore

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The Canby Municipal Code (CMC) Chapter 5.16.030 and 5.16.060 are hereby amended to read as follows:

§ 5.16.030 License application.

A. Any person or business, requesting a city recommendation to the Commission on a liquor license application shall make application upon suitable forms, furnished by the city.

B. The application shall contain the following:

1. The type of license applied for and a description of the nature of the business for which the application is made;
2. The name of the applicant, with address; if the business is a partnership, the names and addresses of all partners; if the business is a corporation, the name and address of the home office, and the name and address of the designated agent in the state; if a foreign corporation, the name and address of the local agent or representative who will be in charge of the business in the city;
3. The address where the business will be located in the city;
4. The date of application;
5. Any other information the Council deems necessary for review;
6. A verification that the information submitted within the application is true and accurate;
7. The signature of the applicant or agent making the application; and
8. The application shall be accompanied by the appropriate fee. The fees shall be non-refundable. These fees shall be set forth by resolution.
9. **The applicant shall have a City of Canby Business License, or have applied for a license whose issuance is contingent upon obtaining a Temporary or Final Certificate of Occupancy.**

10~~9.~~ If the applicant for a temporary sales license can demonstrate that it is organized and operating as a nonprofit organization, no application fee to the city shall be required.

(Am. Ord. 1327, passed 5-19-2010)

§ 5.16.060 Standards and criteria.

A. The Council shall make its recommendation for approval, denial or modification of the liquor license application based on the Council's evaluation of the relevant standards and criteria, as set forth herein. The applicant shall be held strictly accountable for the conditions of the premises.

B. The Council may recommend against the applicant if any of the following conditions exist:

1. The application is incomplete;
2. The applicant neglects or refuses to provide in a timely manner any information reasonably requested by the Chief of Police or City Council;
3. The applicant provides false or misleading information to the Chief of Police, City Council or to any city employee
4. The applicant does not possess a current city business license~~;~~ **nor applied for one when new construction is involved;**
5. The zoning district in which the applicant proposes to locate the business does not allow the business either as a permitted or conditional use;
6. The record of the applicant shows a conviction(s) of criminal law(s) or ordinance(s) connected in time, place and manner with a liquor establishment;
7. The applicant has maintained or allowed to exist an establishment which creates or is a public nuisance under the ordinances of the city or laws of the state, or in which any violations of the provisions of the city, ordinances or federal or state law relating to minors, gambling, obscenity, controlled substances, prostitution or alcoholic beverages, or O.R.S. Chapters 163, 164, 165 or 166 have occurred, or which creates an increase in disorderly or violent acts, litter, noise, vandalism, vehicular or pedestrian traffic congestion or other location problems in the reasonable proximity of the premises;
8. The applicant's premises are not maintained in reasonable repair, both interior and exterior, and kept clean and free of litter, rubbish and dirt;
9. In the case of an application for a new license or for an increase in liquor selling or dispensing privilege, there are sufficient licensed premises in the locality set out in the application and the license is not demanded by public interest or convenience;
10. The licensing of the premises would not be in the best interest of the community because of a history of illegal activities, altercations, noisy conduct or other disturbances in or around the premises;
11. The applicant has demonstrated an unwillingness or inability to cooperate with city agencies and/or neighbors in resolving community disputes relating to a licensed establishment; or
12. The applicant's premises place unreasonable, excessive demand on city services, including law enforcement.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, November 16, 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, December 7, 2016, commencing at the hour of 7:30 p.m. in the Council Meeting Chambers located at 222 NW 2nd Avenue, 1st Floor, 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 December 7, 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: September & October 2016

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

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

2. **Cemetery:**
   Total property purchases recorded: September - 3 October - 7
   Total interments recorded: September - 3 October - 10

3. **Public Records Requests:**
   Six Public Records Requests was processed during September and October.

4. **Training/Meetings:**
   Kim Scheafer attended the CIS Fall Supervisor Class

5. **Special Animal Permits:**
   Two Special Animal Permits were issued in September and October.

6. **Sidewalk/Park Vending Permit:**
   No Sidewalk/Park Vending Permits were issued in September and October.

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

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

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

Monthly Statistics	September	October
Misdemeanors		
Cases Filed	15	7
Cases Closed	11	36
Warrants Issued	16	8
Traffic Crimes	10	0
Traffic & Other Violations		
Charges Filed	371	191
Cases/Citations Filed	300	144
Cases/Citations Closed	283	366
Parking Citations Filed	2	7
Parking Citations Closed	8	22
Case Detail		
Diversion	31	49
Dismissal	69	89
Sentenced	69	71
Criminal Case Trials		
Bench (Judge)	0	0
Jury	0	0
Citations Handled by Violations Bureau	91	119
Defendant Accounts referred to Collections	8	128
Fines & Surcharges Collected	$50,012	$59.855

Canby Municipal Court has jurisdiction over all city and state law offenses committed within city limits other than felonies. These include: violations, traffic crimes, misdemeanors and City code violations. *Note: Statistic category terms outlined on page 2*

Current projects:

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

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

1. Charges Filed vs. Cases Filed: Multiple charges can be filed on any one defendant from a single traffic stop or arrest. Charges filed reflects this number. Cases filed (also called docket numbers) refers to the identifying database number given to a single defendant's matter before the court.

2. Violations Bureau – Under the Judge's authority, court clerks can accept pleas on a traffic violation, offer a deferred sentence program (if qualified) and set a payment plan. For those charged with a crime a court appearance before the judge is mandatory. Fix it ticket activity will be included in this statistic.

3. Diversion/Deferred Sentence Programs – For violations, defendants are offered the option of participating in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

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

M E M O R A N D U M

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

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

Economic Development Updates:
The following projects are funded through Urban Renewal.

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

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

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

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

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

Presentation: Presented Economic Development highlights to the Canby Rotary.

Bi-Monthly Finance Department Report

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

In addition to providing services and responding to inquiries from both internal and external customers, and performing the tasks listed statistically on the last page, the Finance Department reports the following items of interest this period.

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

Bi-Monthly Finance Department Report (continued)

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

- Finance staff participated in the following meetings, trainings and events this period:
  - Caselle User Group meeting
  - Great Shakeout Drill
  - Flu Shot Clinic
  - Safety Meeting
  - DAS Procurement Workshop
  - Meetings with the Canby Fire Department
  - Oregon Government Finance Officers Association Fall Conference

Bi-Monthly Finance Department Report (continued)

Statistics this period:

- **Accounts Payable**

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

- **Payroll**

Timesheets processed:	565
Total checks and vouchers:	659
New hires/separations:	2/9

- **Transit Tax Collection**

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

- **Utility Billing**

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

- **General Ledger**

Total Journal entries:	320

- **Cash Receipts Processed**

Finance:	1,050
Utility:	467

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

TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 11/4/16

Information Statistics

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

Reference: Informational questions, placing holds
Operational: Addressing directional/operational questions (what time do you close, where's the…)

Readers Advisory: Recommending books, movies, music
E-Book Help: Instruction on downloading E-books
Computer: Instruction/assistance

(Canby Service Population = 23,692)

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

Programming:

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

Library Operations:

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

RFID

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

  Current Budget Amount: RFID Workstation Shielded Pads - $2,400.
  The initial hardware and software for year 1 is now estimated to be **$2,830**.
  - Three are needed, one in processing, one in check-in and one in check-out. Ongoing costs for software and maintenance year 2+ is estimated at $260.31.

  Current Budget Amount: RFID Tags - $10,055.
  Initial tags are now estimated to be **$17,030**. After the joint LINCC RFID committee

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

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

LDAC:

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

Technology Updates:

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

Collections:

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

Facilities:

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

Marketing/Outreach:

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

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

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

Training:

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

Friends of the Library:

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

Library Foundation:

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

Volunteers:

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

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

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

2016 Library Stats People Counter

Starting 10/09/16	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	
Library Entry	0	0	874	1570	1562	1658	3615	9279	4640
Total	0	0	874	1570	1562	1658	3615		

Starting 10/16/16	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	
Library Entry	1158	1515	1951	1785	1539	1460	1552	10960	5480
Total	1158	1515	1951	1785	1539	1460	1552		

Starting 10/23/16	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	
Library Entry	1074	1396	1479	1290	1396	1486	1278	9399	4700
Total	1074	1396	1479	1290	1396	1486	1278		

Starting 10/30/16	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	
Library Entry	810	3131	~~965~~	n.a.	n.a.	n.a.	n.a.	~~490~~ ~~6~~ 3941	1971
Total	810	3131	965	0	0	0	0		

TOTAL OCTOBER 16,790

2015

Starting 10/04/15	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Library Entry	373	738	827	801	526	735	582	4582
Total	373	738	827	801	526	735	582	

2291

Starting 10/11/15	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Library Entry	468	35	766	704	677	746	670	4066
Total	468	35	766	704	677	746	670	

2033

Starting 10/18/15	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Library Entry	411	846	659	726	685	697	630	4654
Total	411	846	659	726	685	697	630	

2327

Starting 10/25/15	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Library Entry	392	723	710	753	727	579	1464	5348
Total	392	723	710	753	727	579	1464	

2674

TOTAL OCTOBER 2015 9,325

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

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

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

Organization

- **Historic Review Board Local Register Nomination –** The City of Canby's Historic Review Board chairperson submitted an application for the former city hall to the Local Register of Historic Resources. The application was submitted on behalf of the City of Canby and will help to maintain the exterior charm and historic integrity of the City Hall, while allowing for redevelopment of the interior. City Hall was constructed in 1937 as part of a Public Works Administration project, and its exterior is telling of the building completed at that time. The Historic Review Board will review the application at its November meeting, and upon their recommendation it will be sent to the Planning Commission meeting. At the Planning Commission meeting, they will discuss whether to move forward with a Historic Overlay Zone. If that is approved, it will finally be presented at the council meeting who can adopt it onto the local register. Currently the City of Canby's Local Register has three other properties listed: W.H. Bair House at 375 NW 3rd Avenue, William O. Mack House at 139 SW 2nd Avenue, and the 1st Methodist Episcopal Church at 486 NW 3rd Avenue.

- **Baker Prairie Cemetery Training –** On Tuesday, October 4th, the City of Canby's Historic Review Board participated in a training for headstone cleaning in Baker Prairie Cemetery. The City of Canby was awarded a grant for the Oregon Commission on Historic Cemeteries which funded cleaning of 26 headstones, cleaning, and training for volunteers. Volunteers from the Canby Area Chamber of Commerce, Canby Historic Society, Canby Historic Review Board, descendants of the original Lee Family, and a City Councilwoman participated in the cleaning. The training will give local groups the tools for ongoing maintenance, so that Canby can preserve Baker Prairie Cemetery for years to come.

- **Oregon Main Street Meeting –** On September 15th and 16th, the Oregon Main Street program held its quarterly meeting in Astoria, OR. The meeting explored various aspects of historic preservation and how they directly relate to Main Street. The City of Astoria has a very active Main Street and has been able to integrate their historic commercial buildings into a quaint downtown core with a variety of businesses. Topics included: exploring adaptive reuse, project planning, documenting existing conditions, building codes, and more.

Design

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

PLANNING & DEVELOPMENT SERVICES

SEPTEMBER - OCTOBER BI-MONTHLY REPORT

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

The following report provides a summary of the Planning and Development Services activities for the months of September and October, 2016. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and development site plan review coordination projects for building permits.

Planning Activities

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

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

Land Use Application Activity

7. **Pre-Application Conference(s) Held:**
   - September 13, 2016, Clackamas 800 Radio Group Emergency Public Communication Tower
   - September 15, 2016 Lot Line Adjustment of 623 N Knott St and Minor Partition for 595 S Knott St
8. **Land Use Applications Submitted September 1 – October 31, 2016:**

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

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

8. Pre-Construction Conference(s) Held:

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

9. PC Meeting Items Reviewed:

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

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

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

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

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

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

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

September 2016

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

October 2016

Fetters	Oct 3-7	CCSO SWAT training	Camp Rilea
Kitzmiller Green M. Smith Fetters Christman Larrison Murphy Scharmota Wallbaum	Oct 19	UTM Instructor Update	Canby PD

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

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

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: November 7, 2016

Re: Bi-monthly Report

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

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

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

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

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

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

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

CANBY SWIM CENTER September	ADMIT 2015	ADMIT 2016	PASS 2015	PASS 2016	TOTAL 2015	TOTAL 2016	YTD TOTAL 15-I6	YTD TOTAL 16-I7
MORNING LAP	62	35	174	175	236	210	1044	950
ADULT RECREATION SWIM	8	4	277	224	285	228	1364	1234
MORNING WATER EXERCISE	27	26	219	226	246	252	1229	1242
PARENT/ CHILD	76	66	0	0	76	66	638	664
MORNING PUBLIC LESSONS	71	72	0	0	71	72	3735	3692
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	41	19	130	111	171	130	603	559
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	53	43	3	1	56	44	2110	1950
PENGUIN CLUB	0	0	0	0	0	0	1106	996
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	650	433	650	433	1849	1117
MASTER SWIMMING	0	0	26	18	26	18	26	18
EVENING LESSONS	497	584	0	0	497	584	3185	3534
EVENING LAP SWIM	27	15	16	14	43	29	318	263
EVENING PUBLIC SWIM	124	113	16	14	140	127	1843	1938
EVENING WATER EXERCISE	43	54	40	18	83	72	382	304
ADULT LESSONS	15	4	0	0	15	4	15	4
GROUPS AND RENTALS	202	113	0	0	202	113	626	615
OUTREACH SWIMMING	0	0	0	0	0	0	449	321
TOTAL ATTENDANCE	1,246	1,148	1,551	1,234	2,797	2,382	20522	19401

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

CANBY SWIM CENTER October	ADMIT 2015	ADMIT 2016	PASS 2015	PASS 2016	TOTAL 2015	TOTAL 2016	YTD TOTAL 15-I6	YTD TOTAL 16-I7
MORNING LAP	72	75	318	348	390	423	1434	1373
ADULT RECREATION SWIM	35	17	442	468	477	485	1841	1719
MORNING WATER EXERCISE	60	121	439	495	499	616	1728	1858
PARENT/ CHILD	100	152	0	0	100	152	738	816
MORNING PUBLIC LESSONS	128	144	0	0	128	144	3863	3836
SCHOOL LESSONS	780	0	0	0	780	0	780	0
NOON LAP	83	91	278	305	361	396	964	955
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	128	208	1	2	129	210	2239	2160
PENGUIN CLUB	0	0	0	0	0	0	1106	996
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	900	834	900	834	2749	1951
MASTER SWIMMING	0	0	67	44	67	44	93	62
EVENING LESSONS	873	1144	0	0	873	1144	4058	4678
EVENING LAP SWIM	40	40	26	51	66	91	384	354
EVENING PUBLIC SWIM	220	155	24	26	244	181	2087	2119
EVENING WATER EXERCISE	92	62	58	24	150	86	532	390
ADULT LESSONS	24	18	0	0	24	18	39	22
GROUPS AND RENTALS	635	692	0	0	635	692	1261	1307
OUTREACH SWIMMING	0	0	0	0	0	0	449	321
TOTAL ATTENDANCE	3,270	2,919	2,553	2,597	5,823	5,516	26345	24917

September and October, 2016
Monthly Reports

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

Fleet Services

Bi-Monthly Report : Septemebr / October 2016

Prepared by Joe Witt, Lead Mechanic

September 2016

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

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

October 2016

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

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

Fleet Service Highlights

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

Parks Maintenance

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

Park Renovations

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

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

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

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

Park Maintenance

The mowing of the parks turf areas had subsided by the end of September. Weed spraying and turf edging/string trimming has also been in decline as we approached the end of the growing season. Building maintenance issues and playground inspections/repairs have been addressed. Parking lot lines were touched up were needed and the basketball court lines at S. Locust Park were also repainted. Cyclone fencing was repaired at Maple Park, Arneson Gardens and on the forest Rd. walking path. Irrigation systems were repaired and also adjusted to the cooling weather. All the irrigation systems were eventually turned off by the end of October. The demand for the constant cleaning of the park systems has diminished as the cooler weather has lessened the regularity of park patrons. Staffs focus has started to change towards more shrub trimming, shrub bed cleaning and tree trimming. Staff overhauled the department's mower trailers. Leaf and storm debris removal was in full swing by the end of October. The Parks Department spent 20 hours ad dressing graffiti and vandalism the last two months.
Regular maintenance was **not** performed at the 33 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Finance Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands, Knights Bridge right of way and WWTP property.

Meetings attended

I attended a meeting regarding HB2984 a bill to assess the feasibility of the Clackamas Forestry Product Cooperative Program.
I met with Bob Tice to discuss the location of the bicycle repair kiosk at the CLC Art Park.
I met with Mr. Robinson to discuss the Gazebo project.
I met with Dave Rankin to discuss the Just-Serve project.
I met with Jamie to discuss Baker Prairie Cemetery revamp project.

For your Information

The Parks Department is responsible for 215 acres of property.
Please see attached park maintenance actual hours for the months of September and October. Hours are based on number of employee's (each day) x 7.5hrs.

Parks Department	September 2016 Actual Hours																														Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Adult Center									2.0				1.0													1.0		2.0				6.0
Arneson Gardens		1.0				2.0			1.0			1.0				1.0			1.0							1.0		1.0	2.0	1.0		12.0
Baker Prairie Cem.									1.0			0.5			2.0												0.5		1.0			5.0
City Hall																																0.0
Community Park	0.5	2.0				6.0	2.0		2.0			3.0	###	###	###	3.0			2.0	###	6.0					3.0	###	###	###			169.0
CPIP Sign Property																																0.0
Disc Golf Course						1.0						0.5																				1.5
Eco Park									0.5			0.5			1.0															1.0		3.0
Faist V (5)																																0.0
Finance Landscape																																0.0
Holly-Territorial Sign																																0.0
Hulberts-sign property																																0.0
Klohe Fountain																																0.0
Library																																0.0
Legacy Park	0.5					4.0	2.0		6.0			8.0				2.0			2.0		3.5		2.0			5.0		2.0	5.0	2.0		44.0
S. Locust Park	###	1.0				###	###	###				###	4.0			1.0			2.0		1.0		2.0			3.5		3.0		1.0		113.5
Logging Rd. Path		###				2.0			1.0			1.0							###				1.0			2.0						34.5
Fish Eddy-Log Boom													2.0													0.5						2.5
Maple St. Park	0.5	1.0				5.0	###		2.0			2.0		3.5	4.5	2.0			2.0		1.0		1.0			5.5	6.5			2.0		53.5
19th Loop																													2.0			2.0
Northwood Park		1.0				1.0			4.0			1.0	7.0			1.0			1.0		0.5		1.0			5.0	2.0			1.0		25.5
Police Department									5.0							4.5											0.5					10.0
Simnitt Property																																0.0
Skate Park		1.0				1.0			0.5			1.0				2.5			1.0		0.5		1.0			0.5				1.0		10.0
Shop complex		2.0														6.0				6.0	###		4.5							3.0		34.0
Swim Center													0.5															0.5				1.0
Territorial-CLC Prop.							2.0																									2.0
Transit Bus stop		1.0				1.0			2.0			1.0							2.0		2.0		1.0			1.0				1.0		12.0
Triangle Park		0.5							2.0					1.0		1.0											1.0					5.5
Wait Park	1.5	3.0				4.0	4.0	###	8.0			2.0	2.0	5.0		2.0			2.0		1.0		2.0			2.0	4.5	3.0	4.0	###		92.0
Veterans Memorial																							1.0						0.5			1.5
Knights Brdg.																																0.0
WWTP property																																0.0
Administration	1.5	2.0				4.0	5.0	3.0	3.5			3.0	3.0	6.0	2.5	4.0				3.5			3.0			7.5		1.5		1.5		54.5
																												Monthly Total				694.5

Parks Department	October 2016 Actual Hours																															Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Adult Center							0.5					1.0																				1.5
Arneson Gardens			1.0				1.0			0.5		0.5		0.5			1.0				2.0			1.0							1.0	8.5
Baker Prairie Cem.						1.0	0.5					2.0								5.0												8.5
City Hall					3.0																											3.0
Community Park			5.0		2.0	2.0	1.0			1.0		0.5	3.0	5.0			4.0	###	###	1.0	2.0			3.0		1.0					4.0	92.5
CPIP Sign Property																																0.0
Disc Golf Course																																0.0
Eco Park			0.5				0.5			1.0							0.5			5.0	2.0			0.5				0.5			0.5	11.0
Faist V (5)							0.5			0.5																						1.0
Finance Landscape					1.0																											1.0
Holly-Territorial Sign										0.5																						0.5
Hulberts-sign property							0.5			0.5		1.0																				2.0
Klohe Fountain										0.5																						0.5
Library																																0.0
Legacy Park			4.0		1.0	4.0	1.0			1.0		8.0		0.5			2.0				7.0			2.0		0.5		1.0			4.0	36.0
S. Locust Park			2.0		5.0		0.5			1.0		2.0	2.0	0.5			2.0			1.0	0.5			2.0		0.5		1.0			2.0	22.0
Logging Rd. Path							0.5			1.5		1.0					2.0				1.0			3.0							2.0	11.0
Fish Eddy-Log Boom			0.5																													0.5
Maple St. Park			8.0	8.5	2.0	3.0	1.0			2.0	8.0	0.5	1.0	0.5			2.0			2.0				2.0		0.5		1.0			7.0	49.0
19th Loop																																0.0
Northwood Park			1.0				0.5			1.5	2.5			0.5			0.5							1.0							1.0	8.5
Police Department						1.5	0.5				2.0		1.0	0.5						0.5												6.0
Simnitt Property																																0.0
Skate Park			1.0			1.0	0.5			1.5		0.5		0.5			0.5				2.0			1.0							0.5	9.0
Shop complex						1.0							1.0	0.5																	1.0	3.5
Swim Center												1.0																				1.0
Territorial-CLC Prop.																																0.0
Transit Bus stop			1.0		1.0		0.5			1.5		0.5												1.0		0.5		0.5			1.0	7.5
Triangle Park											1.0										1.0											2.0
Wait Park			4.0	###	2.5	6.0	3.0			2.0	9.0	0.5	5.0	5.0			###			4.0	3.0			6.0	###	###	###	###			2.0	173.0
Veterans Memorial					1.0		0.5			1.0				0.5										1.0								4.0
Knights Brdg.												0.5																				0.5
WWTP property																																0.0
Administration			2.0		4.0	3.0	1.5			1.0			2.0	0.5			1.5	1.0		4.0	2.0			2.0		1.0					4.0	29.5
																												Monthly Total				493.0

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

1. **Streets**:

The crew received and located 159 locates for September.

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

2. **Sewer and Storm System**:

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

3. **Street Trees/Lights**:

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

4. Facility Maintenance

Facilities	**Total Hours**
City Hall/PD and moving	78.5

5. Cemetery

Cemetery	**Total Hours**
	74

6. **Miscellaneous**:

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

October 2016

1. **Streets**:

The crew received and located 111 locates for October.

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

2. **Sewer and Storm System**:

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

3. **Street Trees/Lights**:

Street Trees/Lights	**Total Hours**
Tree Trimming	50
Street Light Repair	21.5

4. **Facility Maintenance**

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

5. **Cemetery**

Cemetery	**Total Hours**
	65

6. **Miscellaneous**:

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

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

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

KEY

Sessions (total number of sessions to your site)

Users (total number of unique users to your site – unduplicated visits)

Pageviews (total number of pages viewed on your site – repeated views of a single page are counted)

Pages per Session (average number of pages viewed per session - repeated views of a single page are counted)

Average Session Duration (average session length of all users)

Bounce Rate (percent of single-page sessions – visits in which a person left your site from the entrance page)

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

Google Analytics Summary Report: September and October 2016

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

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

New Vs. Returning Visitors	September	October
New	58.42%	57.63%
Returning	41.58%	42.37%

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

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

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

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

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

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

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

Top 5 visited pages stays pretty consistent with rankings changing occasionally

September 2016

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GO TO REPORT

Audience Overview

Sep 1, 2016 - Sep 30, 2016

All Users
100.00% Sessions

Overview

Sessions

Sessions
7,614

Users
5,498

Pageviews
17,686

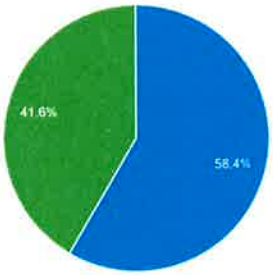
Pages / Session
2.32

Avg. Session Duration
00:01:40

Bounce Rate
57.43%

% New Sessions
58.42%

New Visitor Returning Visitor



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

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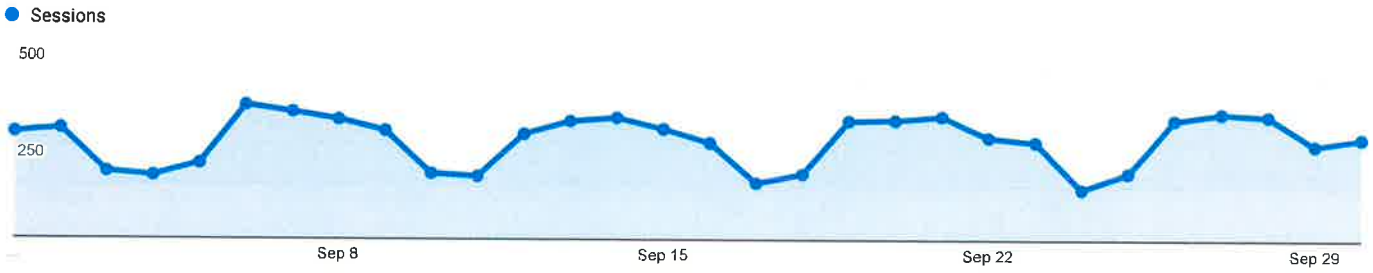
New vs Returning

Sep 1, 2016 - Sep 30, 2016

All Users
100.00% Sessions

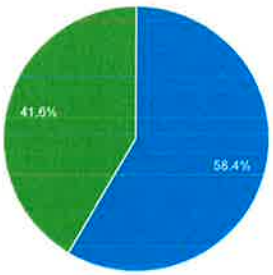
Explorer

Summary



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

Contribution to total: Sessions



Rows 1 - 2 of 2

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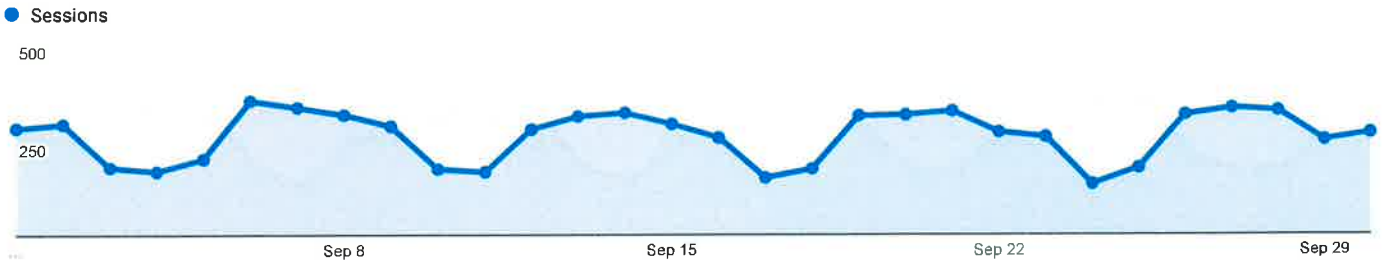
Browser & OS

Sep 1, 2016 - Sep 30, 2016

All Users
100.00% Sessions

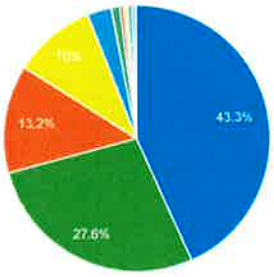
Explorer

Summary



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

Contribution to total: Sessions



Rows 1 - 10 of 15

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GO TO REPORT

Overview

Sep 1, 2016 - Sep 30, 2016

All Users
100.00% Sessions

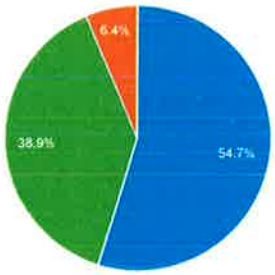
Explorer

Summary

Sessions

Device Category	Sessions	Sessions
	7,614 % of Total: 100.00% (7,614)	7,614 % of Total: 100.00% (7,614)
1. desktop	**4,164**	54.69%
2. mobile	**2,964**	38.93%
3. tablet	**486**	6.38%

Contribution to total: Sessions



Rows 1 - 3 of 3

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GO TO REPORT

Devices

Sep 1, 2016 - Sep 30, 2016

All Users
45.31% Sessions

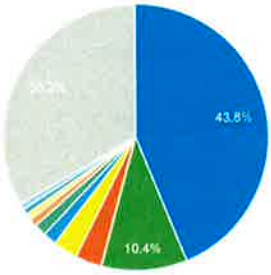
Explorer

Summary

Sessions

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

Contribution to total: Sessions



Rows 1 - 10 of 323

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Landing Pages

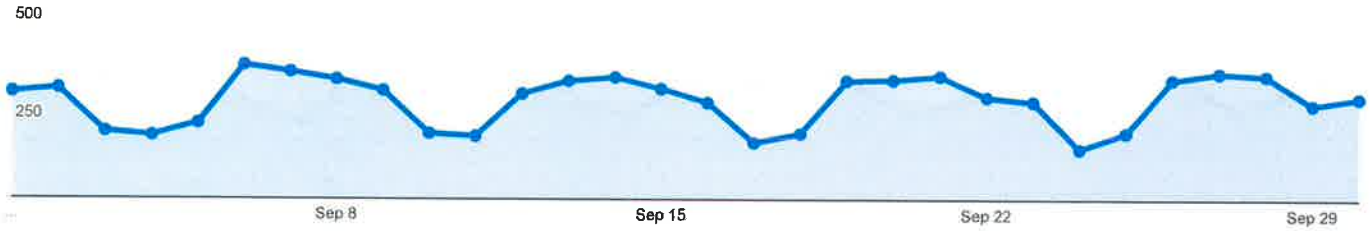
Sep 1, 2016 - Sep 30, 2016

All Users
100.00% Entrances

Explorer

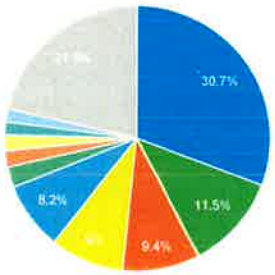
Summary

Sessions



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

Contribution to total: Sessions



Rows 1 - 10 of 101

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October 2016

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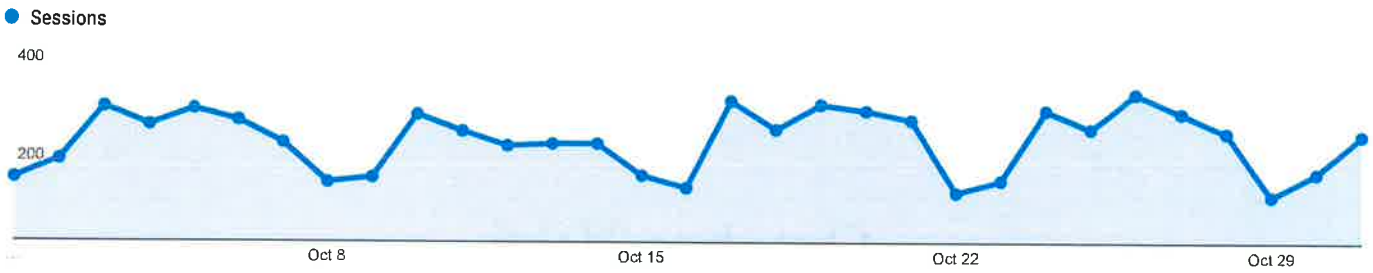
Audience Overview

Oct 1, 2016 - Oct 31, 2016

All Users
100.00% Sessions

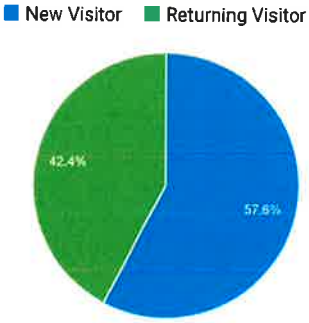
Overview



Sessions	Users	Pageviews
6,452	4,609	12,011

Pages / Session	Avg. Session Duration	Bounce Rate
1.86	00:01:03	66.58%

% New Sessions
57.56%



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

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GO TO REPORT

New vs Returning

Oct 1, 2016 - Oct 31, 2016

All Users
100.00% Sessions

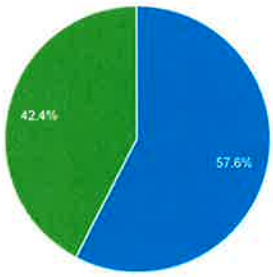
Explorer

Summary

Sessions

User Type	Sessions	Sessions
	6,452 % of Total: 100.00% (6,452)	6,452 % of Total: 100.00% (6,452)
1. New Visitor	**3,718**	57.63%
2. Returning Visitor	**2,734**	42.37%

Contribution to total: Sessions



Rows 1 - 2 of 2

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Browser & OS

Oct 1, 2016 - Oct 31, 2016

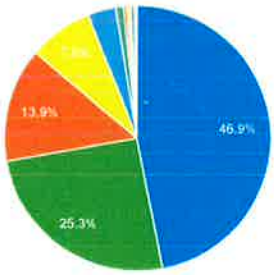
All Users
100.00% Sessions

Explorer

Summary

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

Contribution to total: Sessions



Rows 1 - 10 of 13

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Overview

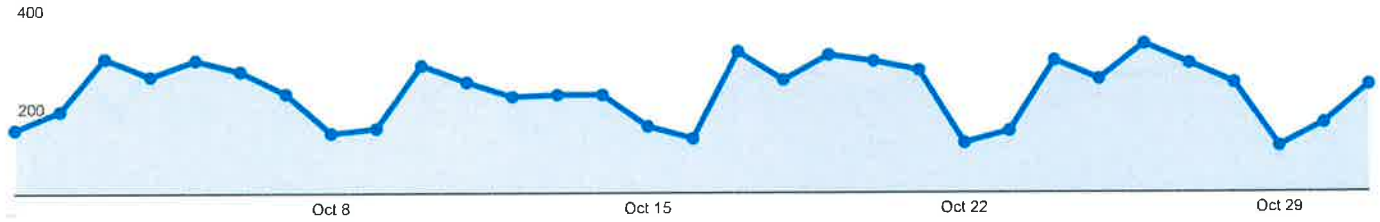
Oct 1, 2016 - Oct 31, 2016

All Users
100.00% Sessions

Explorer

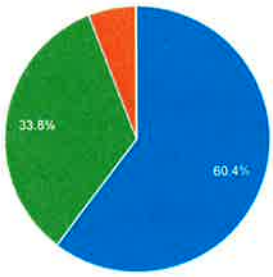
Summary

Sessions



Device Category	Sessions	Sessions
	6,452 % of Total: 100.00% (6,452)	6,452 % of Total: 100.00% (6,452)
1. desktop	**3,896**	60.38%
2. mobile	**2,180**	33.79%
3. tablet	**376**	5.83%

Contribution to total: Sessions



Rows 1 - 3 of 3

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Devices

Oct 1, 2016 - Oct 31, 2016

All Users
39.62% Sessions

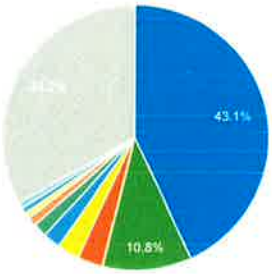
Explorer

Summary

Sessions

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

Contribution to total: Sessions



Rows 1 - 10 of 293

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GO TO REPORT

Landing Pages

Oct 1, 2016 - Oct 31, 2016

All Users
100.00% Entrances

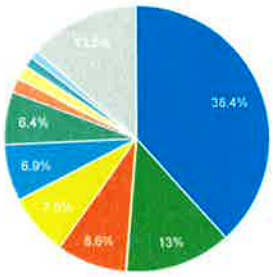
Explorer

Summary

Sessions

	Landing Page	Sessions	Sessions
		6,452 % of Total: 100.00% (6,452)	6,452 % of Total: 100.00% (6,452)
1.	/	2,475	38.36%
2.	/Departments/swim/swimcenter.htm	837	12.97%
3.	/Jobs/jobopenings.htm	555	8.60%
4.	/transportation/routes.htm	485	7.52%
5.	/transportation/CAThomepage.htm	445	6.90%
6.	/Departments/develop_services/development_serv.htm	416	6.45%
7.	/Departments/swim/schedule.htm	113	1.75%
8.	/transportation/transittax.htm	113	1.75%
9.	/CityGovernment/council/council_members.htm	78	1.21%
10.	/CityGovernment/council minutes_agenda.htm	63	0.98%

Contribution to total: Sessions



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City of Canby Bi-Monthly Report
Department: Transit

For: the months of September & October, 2016
Date: November 7, 2016
Prepared by: Julie Wehling
Through: Rick Robinson, City Administrator

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

2) Ridership:
   Year to date for total ridership was down by 12.29 percent as compared to the previous fiscal year. During this report period CAT provided:
   a) 6,648 rides in September (8.64% fewer than September of 2015).
      - 1,240 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 5.98% fewer than were provided during September of 2015.
      - 3,844 to Oregon City (14.08% fewer rides than September of 2015).
      - 1,564 to Woodburn (5.39% more rides than September of 2015)
   b) 6,560 rides in October (18.14% fewer rides than October of 2015).
      - 1,290 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 0.55% fewer rides than were provided during October of 2015.
      - 3,895 to Oregon City (21.07% fewer rides than October of 2015).
      - 1,375 to Woodburn (17.61% fewer rides than October of 2015).

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

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

Updates:

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

4) Collisions and Incidents
   a) There were no collisions in September or October.

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

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

City of Canby Bi-Monthly Report
Department: Wastewater Treatment Plant
For Months of:
September & October 2016

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

Facility Operations & Maintenance

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

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

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

Pretreatment Inspection/Reporting, FOG Program

September

- Pump Outs: 25
- Inspections: 5

October

- Pump Outs: 22
- Inspections: 7

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

Biosolids Program:

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

Daily Lab Activity

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

Meetings and Training Attended

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

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