



AGENDA

CANBY CITY COUNCIL MEETING

July 19, 2017

7:30 PM

Council Chambers

222 NE 2nd Avenue, 1st Floor

Mayor Brian Hodson

Council President Tim Dale

Councilor Tracie Heidt

Councilor Traci Hensley

Councilor Greg Parker

Councilor Tyler Smith

Councilor Sarah Spoon

WORK SESSION - 6:00 PM

Willow Creek Conference Room

222 NE 2nd Avenue, 1st Floor

The City Council will be meeting in a Work Session with the Canby Area Parks and Recreation Board to discuss proposed changes to their district size.

CITY COUNCIL MEETING – 7:30 PM

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 June 21, 2017 City Council Regular Meeting

7. RESOLUTIONS & ORDINANCES

- A. Res. 1271, Accepting a Corrective Action Plan as a Result of an Audit Finding for the Fiscal Year 2015-2016 Pg.1
- B. Res. 1272, Amending the Policy for Reduced Sewer Rate Eligibility Pg.6

C. Ord. 1462, Authorizing Amended Contract with Kintechnology, Inc. to Continue to Provide Computer Technical Services for the City; and Declaring an Emergency Pg. 8

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.



City of Canby

PO Box 930 Phone: 503.266.4021
222 NE 2nd Ave Fax: 503.266.7961
Canby, OR 97013 www.canbyoregon.gov

M E M O R A N D U M

TO: *Honorable Mayor Hodson and City Council*
FROM: *Rick Robinson, City Administrator*
DATE: *July 19, 2017*

Issue:

The City's independent audit firm, Grove Mueller & Swan, PC conducted an audit of federal grants received by the City for the reimbursement of fleet labor costs in our Transit Program. During the course of the audit, a deficiency in the manner in which fleet labor costs were calculated was noted. The Federal Government's authorized billing process requires the exclusion of indirect costs in calculating the labor rate.

The standard billing practice of our Fleet Department for all City Departments is to calculate a labor rate which captures both direct and indirect costs. Direct costs include salaries and other employee costs such as payroll taxes, PERS, and employee health insurance. Indirect costs would include expenses such as equipment, facilities, liability and property insurance, and utility costs.

Summary:

The City is required to prepare a corrective action plan for the year ended June 30, 2016 and submit the plan to the City Council for review and approval. The audit recommendations include the following:

Recommendation: The City of Canby show that all federal expenditures are documented by City employees familiar with the contents of the requirements of Uniform Guidance and specific requirements of the grant agreement. This documentation should be maintained to show compliance with the grant agreement, the Uniform Guidance and that the reimbursement request is based on actual expenditures.

The City's corrective action includes the following:

Action Taken: Since the date of the finding, we have created a policy documenting the process for charging actual costs and how to calculate the hourly rate of pay to be used when requesting grant reimbursement.

Finance and Transit staff have met with the employees responsible for the completion and filing of the grant reimbursement requests to review the new policy.

Attachments:

- Resolution No. 1271, A Resolution Accepting a Corrective Action Plan as a Result of an Audit Finding for FY15-16
- Corrective Action Plan memo to Department of Transportation
- City of Canby Administrative Policy – Labor Rates for Federal Grants

Recommendation:

Adopt Resolution No. 1271, A Resolution Accepting a Corrective Action Plan as a Result of an Audit Finding for the Fiscal Year 2015-2016.

Recommended Motion:

“I move to Adopt Resolution No. 1271, A RESOLUTION ACCEPTING A CORRECTIVE ACTION PLAN AS A RESULT OF AN AUDIT FINDING FOR THE FISCAL YEAR 2015-2016.

RESOLUTION NO. 1271

A RESOLUTION ACCEPTING A CORRECTIVE ACTION PLAN AS A RESULT OF AN AUDIT FINDING FOR THE FISCAL YEAR 2015-2016.

WHEREAS, the City's FY15-16 Federal Grants were audited by Grove Mueller & Swank, PC and;

WHEREAS, an audit finding was received regarding the calculation used for reimbursement of fleet labor costs and;

WHEREAS, a corrective action plan and policy were created to correct the calculation of fleet labor costs and;

WHEREAS, staff has corrected the FY16-17 1st quarter reimbursement request from the Oregon Department of Transportation, attached hereto as Exhibit "A".

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby as follows:

Section 1 The Canby City Council has reviewed and accepts the Corrective Action Plan, attached hereto as Exhibit "B".

This Resolution shall be effective on July 19, 2017.

ADOPTED this 19th day of July 2017 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



City of Canby

PO Box 930 Phone: 503.266.4021
222 NE 2nd Ave Fax: 503.266.7961
Canby, OR 97013 www.canbyoregon.gov

CORRECTIVE ACTION PLAN

February 6, 2017

Department of Transportation

The City of Canby respectfully submits the following corrective action plan for the year ended June 30, 2016.

Name and address of independent public accounting firm:

Grove, Mueller & Swank, PC
475 Cottage St NE Suite 200
Salem, Oregon 97301

Audit period: For the fiscal year ended June 30, 2016.

The findings from the February 6, 2017 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

FINDINGS—FINANCIAL STATEMENT AUDIT

None

FINDINGS—FEDERAL AWARD PROGRAMS AUDITS

DEPARTMENT OF TRANSPORTATION

2016-001 - Formula Grants for Rural Areas – CFDA 20.509 - Significant Deficiency:

Recommendation: The City of Canby show that all federal expenditures are documented by City employees familiar with the contents of the requirements of Uniform Guidance and specific requirements of the grant agreement. This documentation should be maintained to show compliance with the grant agreement, the Uniform Guidance and that the reimbursement request is based on actual expenditures.

Action Taken: Since the date of the finding, we have created a policy documenting the process for charging actual costs and how to calculate the hourly rate of pay to be used when requesting grant reimbursement. A copy of the policy is attached.

We have met with the employees responsible for the completion and filing of the grant reimbursement requests to review the new policy. The employees responsible understand the importance of using the actual rate of pay when requesting grant reimbursement and will document both the total charge from the fleet department as well as the actual cost of said services using the actual rate of pay calculated for each employee.

If the Department of Transportations has questions regarding this plan, please call Julie Blums, Finance Director at 503-266-0725.

Rick Robinson, City Administrator



Exhibit "B"

**CITY OF CANBY
ADMINISTRATIVE POLICY
LABOR RATES FOR FEDERAL GRANTS
Effective July 1, 2016**

PURPOSE

The purpose of this policy is to define the method, time period and costs used in calculating the average hourly rate to be used when requesting federal grant reimbursements.

SCOPE

This policy applies to all departments city-wide who request federal grant reimbursements for staff time.

POLICY

Federal grant reimbursements for staff time are based on the actual costs incurred for the staff time. Agencies are not allowed to calculate an average rate that includes overhead or other administrative costs. Salaries and fringe benefits for the employee are the only allowable costs that are reimbursable by federal grants. The City of Canby will use an annual average hourly rate calculation when determining the hourly costs for an employee that will be reimbursed by a federal grant.

1. Time period for calculation:

For FY16-17 the rate will be based on total compensation and total hours worked in the 2016 calendar year.

As of 7/1/17 the rate will be based on total compensation and total hours worked in the previous fiscal year. For example the labor charged in FY17-18 will be based on the average hourly rate for FY16-17.

2. Costs included in the hourly rate:

Salary + Fringe Benefits (taxes, PERS, insurance) paid by the employer = Total compensation

3. Method of calculation:

Total compensation / Total hours worked = Average hourly rate

M E M O R A N D U M

DATE: July 19, 2017
TO: Honorable Mayor Hodson and City Council
FROM: Julie Blums, Finance Director
CC: Rick Robinson, City Administrator
RE: **RESOLUTION NO.1272 - A RESOLUTION AMENDING THE POLICY FOR REDUCED SEWER RATE ELIGIBILITY.**

Issue: The reduced sewer rate eligibility criteria needs to be updated to better serve Canby citizens.

Background: The reduced sewer rate program has been in existence since at least 1980. When the city took over billing and collecting for sewer fees the program continued in its original form. In 2012 updates were made to designate what method would be used to determine the low income limit and to detail out the parameters of the program. The reduced sewer rate program has not changed since 2012. With the ever increasing minimum wage in Oregon the basis for determining the low income limit has become out of date. Staff is proposing to change the low income limit to the average of the HUD extremely low and very low income limits for Clackamas County. Slight changes have also been made to the definition of household income to make the management of this program more efficient and quantitative.

FY 2017 Income Limit Area	Median Income	2017 Income Limit Category	Persons in Family			
			1	2	3	4
Clackamas County	\$74,700	Very Low (50% Income Limits)	26,150	29,900	33,650	37,350
		Extremely Low Income Limits	15,700	17,950	20,420	24,600
		Average of Very and Extremely Low	20,925	23,925	27,035	30,975

Recommendation: That council adopts Resolution No. 1272 certifying amended policy for the reduced sewer rate program.

Fiscal Impact: The impacts are difficult to estimate, more people will be eligible for the program, however this may allow citizens who currently don't qualify to qualify and start making their sewer payments, whereas they may not have been making those payments previously.

Motion: ***"I move to adopt Resolution No. 1272, A RESOLUTION AMENDING THE POLICY FOR REDUCED SEWER RATE ELIGIBILITY."***

Attached: Resolution No. 1272

RESOLUTION NO. 1272

A RESOLUTION AMENDING THE POLICY FOR REDUCED SEWER RATE ELIGIBILITY.

WHEREAS, the City of Canby fee schedule includes a reduced rate for sanitary and storm sewer service that is available to low income senior and low income permanently disabled citizens who apply and whose household income does not exceed the low income limit; and

WHEREAS, staff is recommending changes to the income limit for eligibility;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby as follows:

Section 1: The reduced sewer rate is available to senior and permanently disabled citizens whose household income does not exceed the low income limit.

Section 2: The definitions of eligibility for this program are designated as follows:

- **Senior Citizen** – A person who is sixty-five (65) years of age or older.
- **Permanently Disabled** – Determined to be 100% disabled by the Social Security Administration, the Veterans Administration or a public disability pension entity.
- **Low Income Limit** – Total household income that does not exceed the average of the annually adjusted HUD Extremely Low and Very Low Income Limits for Clackamas County.
- **Household Income** – Adjusted Gross Income as reported to the IRS annually from all persons residing in the same residence as the applicant applying for the reduced sewer rate.

This Resolution shall be effective on July 19, 2017.

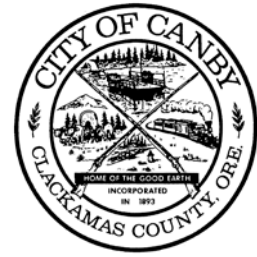
ADOPTED this 19th day of July 2017 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

MEMORANDUM



TO: Honorable Mayor Hodson and City Council
FROM: Amanda Zeiber, Assistant City Administrator
DATE: July 19, 2017
THROUGH: Richard Robinson, City Administrator

Issue:

The City of Canby contracts out technical services and information technology. The current provider, KinTechnology, Inc. (KinTech), has been the service provider for the City of Canby since 2006. KinTech assigns two technicians to primarily support the City of Canby, along with other staff and technical experts who are available as needed to perform duties and functions to update, troubleshoot and maintain City systems. The City assigns one administrative assistant to tech services. The City does not have adequate funding to support an internal IT staff of multiple technical experts.

The City of Canby recently relocated and consolidated four separate buildings into one facility. KinTech was essential and successful in making the seamless transition. Continuity of service is important over the next year as we continue to create technology efficiencies and implement City wide security systems. KinTech staff have received the training and have the knowledge to effectively maintain systems specific to law enforcement, public transit and wastewater.

The City solicited and received quotes from three different vendors in addition to KinTech for tech support. Hourly rates for service were all higher than the general hourly rate provided by KinTech.

Recommendation:

Staff recommends the Council approve Ordinance 1462, an ordinance authorizing the City of Canby to enter into an amended contract with KinTechnology, Inc, to continue to provide computer technical services for the City.

Recommended Motion:

“I move to approve Ordinance No. 1462, AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO AN AMENDED CONTRACT WITH KINTECHNOLOGY, INC. TO CONTINUE TO PROVIDE COMPUTER TECHNICAL SERVICES FOR THE CITY; AND DECLARING AN EMERGENCY to come up for second reading on August 2, 2017.

Attachments:

- Ordinance 1462
- Ordinance 1462 Exhibit A – Personal Services Agreement

ORDINANCE NO. 1462

AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO AN AMENDED CONTRACT WITH KINTECHNOLOGY, INC. TO CONTINUE TO PROVIDE COMPUTER TECHNICAL SERVICES FOR THE CITY; AND DECLARING AN EMERGENCY

WHEREAS, the City of Canby desires to continue its contract between the City and KinTechnology, Inc. to provide computer technical services for the City; and

WHEREAS, the current contract with KinTechnology, Inc. needs to be renewed and amended;

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

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into an amended Personal Services Agreement with KinTechnology, Inc. to continue to provide computer technical services for the City. A copy of the Personal Services Agreement is attached hereto as Exhibit "A."

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to maintain computer technical services in order to provide both essential and general services to the public, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, July 19, 2017, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, August 2, 2017, commencing at the hour of 7:30 p.m. at 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 2nd of August 2017 by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

Exhibit "A"

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and KINTECHNOLOGY, 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" and "B" attached hereto. Contractor agrees that \$100,000.00 is the not to exceed price for general services of this contract without prior written approval from the City. Out of contract fees are per the hourly rate schedule listed in Exhibit "B".
 - 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: Shauna Kimble
 KinTechnology, Inc.
 PO Box 305
 Canby, OR 97013

**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:

 Joseph Lindsay, City Attorney

11/6/15

EXHIBIT A

Monthly Scope of Services –

KinTech agrees to manage and maintain the City of Canby computer network system using the following services:

- One technician for an average of 36-40 hours per week.
- Maintain network level web filtration system.
- Maintain inventory documentation.
- Coordinate and consolidate all requests for support using KinTech ticketing system.
- Monitor network system status and performance.
- Create and manage users and groups.
- Manage data organization and security.
- Manage data backup and data restore systems.
- Planning, installation, and maintenance of physical network backbone.
- Manage internal and external network security.
- Planning and maintenance of email systems.
- Research and implement technology advancements.
- Plan, research, and assist with acquisitions of new hardware and software.
- Setup, configure, and maintain new and current workstations.
- Troubleshoot software and hardware issues.
- Relocate user workstation environments.
- Removal of malware and viruses from network systems.
- Troubleshoot and maintain network printing.
- Assess user requirements and propose solutions to meet them.
- Manage hardware recycling and, or secure disposal.

Scope of Services does not include the following:

- All hardware needs - costs will be discussed as needed.
- Anti-Virus licensing renewals - City will be responsible for renewal fees.
- Web Filtration subscription – Three systems available for \$475 per month.
- Anti-Spam filtration subscription - Service available at a cost of \$5.90 per user per month.
- Create documentation for training purposes.
- Provide training for users on hardware and software systems.

EXHIBIT B

Monthly Service Fee:

\$8,333.33 set monthly fee not to exceed \$100,000.00 for the 17'18 budget year.

Other Services:

Other services not included in the above *Monthly Scope of Services* will be charged at our regular rates listed below. All charges will be approved in advance by an authorized City representative. [Authorized City representatives include Assistant City Administrator/HR Director, City Administrator, and City Recorder.]

Rates - Base hourly rates apply to services provided during normal weekday business hours Monday through Friday, 8:00am to 6:00pm in the time zone where services are performed. Holiday rates will be charged at double the base hourly rate on national holidays. Emergency rates will be charged at double that base hourly rate for non-scheduled urgent-care-response events. *Overtime* rates will be charged at one and one half times the base hourly rate during non-holiday, non-emergency and non-weekday business hours. KinTechnology reserves the right to change base hourly rates with prior notice to customers.

Base Hourly Rates

\$95/hr

\$145/hr

\$145/hr

\$95 to \$145/hr

\$95 to \$145/hr

Consulting Position

PC/MAC Tech

Networking Tech

Server Tech

Programmer

Training



City of Canby Bi-Monthly Report
Department: Administration
For Months of: May & June 2017

To: The Honorable Mayor Hodson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist II
Through: Rick Robinson, City Administrator
Date: July 10, 2017

1. Business Licenses:

Forty-seven new business licenses were issued during the months of May and June 2017. This compares to 53 new licenses issued during May and June 2016. Fifty-two business licenses were inactivated during the months of May and June 2017. This compares to 39 inactivated during the same period in 2016. Three hundred-twelve business license renewals were sent out, compared to 301 in 2016. The total number businesses licensed with the City of Canby is 1,440 (1,439 this time in 2016) of which 676 have Canby addresses (688 this time last year).

2. Cemetery:

- Total property purchases recorded: May – 4, June – 11
- Total interments recorded: May – 8, June – 5

3. Public Records Requests:

- Five Public Records Requests were processed during May and June.

4. Training/Meetings:

Kim Scheafer attended the following:

- OAMR Records Management Committee Meeting

5. Special Animal Permits:

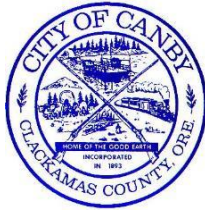
- Two special animal permits were issued in May and June.

6. Sidewalk/Park Vending Permit:

- No Sidewalk/Park Vending Permits were issued in May and June.

7. Liquor Licenses Processed:

- Two New Outlet Liquor License Applications were processed.



City of Canby Bi-Monthly Report
 Department: Court
 May / June 2017

To: The Honorable Mayor Hodson and City Council
 From: Melody Thompson, Administrative Court Supervisor
 Through: Rick Robinson, City Administrator
 Date: July 10, 2017

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

Monthly Statistics	May	June
Misdemeanors		
Cases Filed	12	15
Cases Sentenced	23	17
Warrants Issued	6	20
Traffic & Other Violations		
Offenses Filed	344	236
Cases/Citations Filed	272	171
Cases/Citations Sentenced	204	322
Parking Citations Filed	17	12
Parking Citations Sentenced	16	6
Case Detail		
Diversion	19	23
Dismissal	69	94
Sentenced	62	70
Traffic and Criminal Trials		
Bench (Judge)	5	1
Jury	0	0
Citations Handled by Violations Bureau	76	128
Defendant Accounts referred to Collections	33	48
Fines & Surcharges Collected	\$47,153	\$56,299

Explanation of terms:

1. Difference between Offenses Filed vs. Cases Filed
 - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop or arrest.
 - Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.
2. The Violations Bureau applies to traffic violations only.

Under the Judge's authority, court clerks can accept pleas, offer a deferred sentence program (if qualified) and set a payment plan. Fix it ticket activity will be included in this statistic. Where a crime is charged, a court appearance before the judge is mandatory.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
- Distracted Driver Program (no prior cell phone citation convictions in the last five years and no cell phone citations for 60 days after the program.
- 1st Offender – Traffic violation (if under the age of 18)
- 1st Offender - Minor in Possession of Alcohol citation



MEMORANDUM

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

RE: *CITY COUNCIL BI-MONTHLY REPORT May and June 2017*

Economic Development Updates:

The following projects are funded through Urban Renewal.

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

- **Project Frostbite** – this British synthetic materials manufacturing company toured sites and met with team members in mid-May. They were looking to build a 120,000 to 140,000 SF facility, invest \$80-100 million and hire 91-125 employees. Staff recently heard that they are no longer considering Canby and are pursuing sites in Gresham and Washington.

Update on existing leads:

- **Project O Plant PJ** – The Company is negotiating with a Canby property owner now. They plan a \$22.5 million investment and would hire 20 – 25 people initially. They plan to construct a 20,000 SF facility. Access to rail and proximity to their clients were critical to their choosing Canby.
- **Project Pressure:** A Canadian based pressure washer manufacturer is looking to consolidate manufacturing, sales and warehousing operations at one location. They plan to build a 35,000 SF facility with room for expansion to double in size in the future. They are in due diligence on a Canby site.
- **Premier Gear Update:** This metals manufacturing firm plans to purchase the 6 acre Urban Renewal property and begin construction of a build-to-suit, 60,000 square foot building as soon as the property transaction is final.
- **Project Blue Ice Update:** The Company has offers in with several property owners in the industrial park and is negotiating details. They want to purchase a 15 to 20 acre site. The number of employees, wages and site size needed is increasing as the company expands its options to incorporate technological advances. A siting decision is expected soon. The city provided updated ½ street improvement and infrastructure costs to the company.
- Staff conducted business outreach visits and/or touch base calls with Hawksoft, Inc. and SR Smith.

Hanlon Mixed Use Development: Accomplishments include the following:

- The demolition of the Finance, Development Services and Council Chambers buildings occurred mid-June.
- A dedicated webpage with project highlights is now up on the front of the city's webpage at <http://www.canbyoregon.gov/>. The retail space in the Dahlia, former City Hall and Police facility is being promoted on the available properties page of the www.CanbyBusiness.com website.
- Several prospective tenants have been directed to the developer.
- A ground breaking ceremony will likely be held in mid-August.

Website Launch: The economic development oriented website has been significantly updated so it is more visual, compelling and easy to navigate. See the results at <http://canbybusiness.com/>

Sale/Lease of the former Library Building:



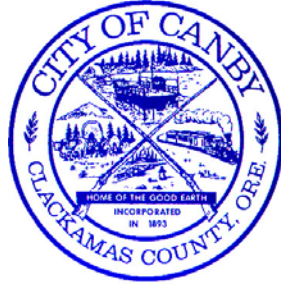
Full scale marketing and outreach efforts are underway to attract a buyer or tenant for this 10,961 square foot building. The council is inviting proposals during a 3 month window ending September 22nd. A webpage with many property and process details has been created and posted on the front page of the city website – See <http://www.canbyoregon.gov/librarysale.htm>. A broker sheet has been developed and signs are on the building. Press releases have been sent to Canby and Portland area newspapers. Brokers and developers received e-mails encouraging their interest. Building tours will begin in August once the furniture has been removed and the building has been cleaned. Early tours were conducted for 4 parties interested in the building. 3D renderings for the building façade can be found [here](#) and design concepts for the interior space can be found [here](#).

The council will choose the offer that best fits their goals of creating jobs, generating activity downtown during weekdays, evenings and weekends and getting the property back in use and on the tax rolls. Please contact Renate Mengelberg for details and a tour after August 7th at 503-266-0701 or mengelberg@canbyoregon.gov.

RARE Participant: The city’s preliminary application has been accepted and a second full community form was submitted June 22nd. The budget for the position was approved mid-June. Candidate interviews will occur the week of July 17th. The chosen participant would begin work in September and would focus on main street support and tourism related initiatives.

National Main Street Conference: Jamie Stickel, Renate Mengelberg and Councilor Greg Parker attended the national conference in Pittsburg in early May. Presentations on changing retail trends and strategies to keep downtown vibrant were particularly helpful.

Oregon Planning Association Conference Presenter: Renate Mengelberg featured Canby’s program as one of three panelists. The session focused on economic development strategies and implementation efforts.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Julie Blums, Finance Director
Through: Rick Robinson, City Administrator
Covering: May & June 2017
Compiled by: Suzan Duffy

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

- The budget committee met in May to discuss the **2017-2018 Proposed Budget**. It was approved and forwarded to the City Council which was formally adopted June 21st. A **supplemental budget for 2016-2017** was also adopted to make adjustments for additional unanticipated revenue.
- The **Master Fee Schedule** was updated for changes effective July 1, 2017; including a new methodology and rates for sewer and storm water SDC's.
- The city's **auditing firm** was on-site for preliminary field work at the beginning of June. The process, focused primarily on internal controls and there were no issues found. The auditors are scheduled to return for the final financial audit at the end of October.
- Staff implemented a new **Accounts Receivable** module in the Finance system. We are phasing in the use of the new module to better track and account for the billings of grants and services not otherwise captured in the system.
- **Certification notices** have been sent to customers whose **utility accounts** meet the criteria for having delinquent balances submitted for collection by the County Assessor. Accounts that remain unpaid at July 10 will be certified to the tax rolls.
- As we approach the **end of the fiscal year**, reminders were sent to departments regarding balances in their projected budget and cutoff dates for making purchases. Revenue and expense transaction for 2016-2017 that don't come in before the deadline will be accrued through August.

Bi-Monthly Finance Department Report (continued)

- **Pre-collections notices** were sent to **tax accounts** for which 2016 self-employment and/or 1st quarter payroll tax remain non-filed.
- Finance staff participated in the following meetings, trainings and events this period:
 - Caselle Oregon user group meeting (Silverton)
 - Mechanic Interviews
 - Safety committee meeting

Statistics this period:

- **Accounts Payable**

Invoices:	692
Invoice entries:	1134
Encumbrances:	10
Manual checks:	8
Total checks:	434
- **Payroll**

Timesheets processed:	462
Total checks and vouchers:	535
New hires/separations:	6/6
- **Transit Tax Collection**

Forms sent:	719
Penalty & Int. notices sent:	22
Pre-collection notices sent:	304
Accounts sent to collections:	0
Accounts opened/closed:	38/53
Returns posted:	691
- **Utility Billing**

Bills sent:	9,505
Counter payments:	293
Accounts opened and closed:	185
Lien payoffs:	4
Lien payoff inquiries:	63
Collection notices sent:	0
Accounts sent to collections:	0
- **General Ledger**

Total Journal entries:	314
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- **Cash Receipts Processed**

Finance:	1251
Utility:	407

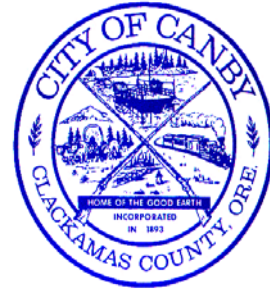
**CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
May and June 2017**

TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 7/7/17



Information Statistics

	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Reference	294	365	86	592	723	619	588	530	646	568	418	681	6,110
Operational	177	294	118	711	748	420	228	192	354	323	271	547	4383
Computer Help	133	166	62	177	245	250	145	142	217	250	165	253	2205
Reader's Advisory	27	31	8	37	41	23	13	14	19	15	29	26	283
Computer Guest Passes	8	34	12	29	95	108	23	61	89	39	40	71	609
Job/resume Help	1	3	2	1	2	5	3	1	1	1	0	6	26
E-Book Help	7	7	3	15	9	17	12	5	14	7	6	12	114
Help In Spanish	24	48	20	43	67	44	25	16	43	31	34	50	445
Email Questions	1	2	7	10	5	13	8	10	15	13	11	15	110

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)

*LINCC Deleted expired library accounts in September 2016

	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Total Registered Borrowers*	11,886	11,912	10,369	10,620	10,852	10,993	11,170	11,325	11,495	11,619	11,740	11,933	11,933
New Library Cards	100	70	53	256	233	135	173	153	165	129	123	188	1,178
Number of Materials Owned	61,908	62,050	62,216	62,013	62,223	62,264	62,498	62,760	62,123	62,636	64,086	63,276	63,276
Circulation	25,125	30,056	19,526	31,021	31,763	25,019	25,616	24,353	27,227	24,335	23,447	24,407	312,049
People Counter	11,985	9,704	5,554	16,790	16,743	18,873	13,103	15,573	18,192	17,170	11,774	12,286	167,747
Materials Added	552	1,171	873	626	482	398	394	428	767	912	677	567	7,847
Holds Placed	6,392	6,075	2,974	4,900	6351	5,593	6,667	6,160	6,768	5,955	5,646	6,006	69,487
Self-Check	33.6%	47.6%	54.1%	43.3%	44.9%	31.7%	35.6%	36.9%	36%	37.5%	37.8%	38.8%	40.0%
Public Internet Sessions	933	982	480	888	1,263	1,228	1,260	1,257	1,570	1,536	1,366	1,540	14,305
Facebook Likes	552	559	587	639	656	671	697	698	713	728	744	755	755
Volunteer Hours	211	189.75	107.25	206	226	200	226	210	290	243.75	252.25	254	2605.75

Lilac and Iris Room use	n/a	n/a	n/a	25	53	65	55	52	89	68	77	80	564
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Programming:

	ATTENDANCE			NUMBER OF PROGRAMS			
	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
November	384	13	378	20	1	14	6
December	227	14	198	17	1	16	5
January	285	7	159	19	1	11	7
February	362	20	204	15	2	12	7
March	506	62	385	24	1	15	9
April	592	52	412	24	3	16	16
May	303	17	244	16	2	14	8
June	400	16	376	20	1	16	8
TOTAL	4239	328	5154	212	20	155	98

Outreach/Tours:

Library Tours		Adults	Children
Learning Tree Daycare	5/9/17	2	18
Early Literacy Night	5/16/17	5	10
HeadStart	5/18/17	14	40
Eccles 3rd grade	6/16/2017	11	63
Knight 2nd grade	6/14/2017	13	47
Eccles kindergarten/1st grade	6/13/2017	36	117
Lee 2nd grade	6/19/2017	55	9
Trost 3rd grade	9/19/2017	60	10
Knight School first graders	6/19/2017	24	4
Knight School first graders	6/20/2017	27	4
TOTAL		226	254
Outreach			
Ninety-one School SRP presentation	5/22/17	0	300
Ninety-one School SRP presentation	6/6/2017	0	100
Carus School SRP presentation	6/9/2017	0	442
Trost School SRP presentation	6/2/2017	0	436
Saturday at the Park	6/3/2017	60	80
TOTAL		60	1058

Total Number of Programs FY 16/17: 485

Total Program Attendance FY 16/17: 9,721

Library Operations:

- Signage for the children's area is now up! The sign reads: "Canby Kiwanis Club Children's Area". Rixir Systems created the colorful sign acknowledging the Kiwanis \$50,000 + donation to the area.
- We also received our end-cap signage from Rixir Systems. We have about 225 to install which will be done by library staff.
- Attendance to our summer programs has exceeded the capacity limits (75) for our meeting room. We will be holding our programs in the children's area. Staff is moving shelving to the side to accommodate more children.

Staffing:

- We filled the 25 hour vacancy position. The candidate, Marisa Soltz, will begin on Monday, July 24th. Marisa is moving up from California.
- Congratulations to one of our staff, Angelica Novoa de Cordeiro, who is completing her Master of Library Science degree from Emporia State University. Angelica graduates on August 13th!
- On-call staff attended Novelist training in May. Novelist focusses on readers' advisory.

Programs:

- Our summer reading program (SRP) "Build a Better World" began on June 1st. SRP programs are a huge success the first year in our new building. We have 693 children, 177 teens, and 151 adults currently signed up for the program.
- The library held four programs in June:
 - Penny's Puppets "Animals Build it";
 - A Star Wars Adventure with Star Wars characters
 - Juggling/Magic.
 - Anime Movie Night for Teens

Upcoming summer reading programs include:

- The Traveling Lantern Live Theater "Ribbles Build a Residence"
 - Shadow Puppet Workshop
 - Hands-on-Engineering - Exploring Ancient Technologies
 - Family Evening with ventriloquist Vikki Gasko Green
 - Science Show - Explosions, Inc.
 - Animal Show - The Reptile Man
 - Henna Tattoos (teens)
 - Game Night/Nintendo (teens)
 - Make it Night - Junk Jewelry (teens)
 - Summer Reading Finale ice cream social – August 9th (teens)
- We hope to begin a Read to the Dogs program in October. We have a Canby resident who is in the process of becoming certified through Pet Partners.
 - A new session of Citizenship classes have begun again. Space is limited to 15 new students. 20 residents achieved US Citizenship through the class! Angelica Novoa de Cordeiro has done a fantastic job coordinating the classes.

RFID

- We are now at 77% completed with RFID tagging.
- The two kiosks will be delivered on Monday, July 31st.

Library District Advisory Committee (LDAC):

- LDAC met on June 24th. They are forming an ad hoc committee to discuss what should be included in library reports to the Board of County Commissioners (BCC). Kathleen Myron, Canby's LDAC representative is on the ad hoc committee.
- Paul Savas, Vice Chair of the Clackamas Board of County Commissioners, indicated that LDAC's oversight role is more significant than that of the District Board, as LDAC is authorized to look into the operations of the District and make recommendations to the BCC.
- Chair Bernard offered that the purpose of creating the District was not so that Cities would no longer have to invest in their libraries, and that it would be good for the BCC to know that Cities are or are not investing in their libraries.
- Chair Bernard also indicated the Board would be working with LDAC as the Board looked at the Library District Master Order.
- Vice Chair Savas indicated that LDAC could submit reports to the District Board on what cities are in violation of the ballot measure and then evaluate the best way to proceed. Chair Bernard echoed that, as an advisory board, LDAC could advise the District Board of any concerns.
- Members of the LDAC committee suggested that each city appoint an alternate to LDAC representative as it will make an easier transition when an LDAC member's board term expires.
- Al Matecko from Happy Valley was nominated as LDAC chairperson.

Facilities:

- Bear Woodworks installed cabinetry behind the circulation desk, portable shelving at the Information Desk and mailboxes in the staff workroom.
- We have been in contact with Harris WorkSystems about a few items that still need to be resolved; holders and bolts for the teen computer table partitions and brackets for end panels.
- Chairs arrived for the laptop bar. The wrong size was sent. We are in the process of working with the vendor on sending us the correct size.

Partnerships:

- The Dolly Parton Imagination Library now has 266 children signed up for the program. Each child under the age of five receives a free book in the mail each month.
- The Canby Herald is now publishing the top 5 requested titles Canby residents are reading. They received a great response so we are planning to expand on the idea.

Friends of the Library:

- Friends of the Library made \$480 at their "Beach Bum" book sale in June.
- Book Garden sales for the month of May: \$865.50
- Book Garden sales for the month of June: \$926.15
- The Friends received a \$5,000 grant from the Shasta Regional Community Foundation.

CPL Foundation:

- The CPL Foundation will have their second annual film fest on October 11th and will feature Oregon filmmakers.

Volunteers:

- The library held its annual volunteer celebration on June 10th. The theme was “You are my Sunshine”. Volunteers were given sunflower seeds and glasses to view the solar eclipse. Lizzie Figueroa, our volunteer coordinator, did a great job planning the program.

Library Artwork:

- The artwork currently displayed in the library is by Tobi Kibel Piatek

May-17	ATTENDANCE				TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
CHILDREN								
Storytimes								
Songs and Sillies Storytime (ages 2-6)	5/1/2017	12	0	16	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	5/8/2017	14	0	18	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	5/15/2017	18	0	29	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	5/22/2017	7	0	8	0	0	1	0
Book Babies Storytime (ages 0-2)	5/3/2017	7	0	8	0	0	1	0
Book Babies Storytime (ages 0-2)	5/10/2017	9	0	9	0	0	1	0
Book Babies Storytime (ages 0-2)	5/17/2017	9	0	11	0	0	1	0
book Babies Storytime (ages 0-2)	5/24/2017	19	0	21	0	0	1	0
Book Babies Storytime (ages 0-2)	5/31/2017	9	0	9	0	0	1	0
Friday Storytime	5/5/2017	12	0	17	0	0	1	0
Friday Storytime	5/12/2017	9	0	13	0	0	1	0
Friday Storytime	5/19/2017	9	0	12	0	0	1	0
Friday Storytime	5/26/2017	6	0	6	0	0	1	0
Homeschooler Group	5/16/2017	7	0	16	0	0	1	0
TOTAL		147	0	193	0	0	14	0
Teens								
Vision Board Workshop	5/10/2017	0	8	0	0	1	0	0
Nintendo Game Night	5/24/2017	0	9	0	0	1	0	0
TOTAL		0	17	0	0	2	0	0
FAMILY								
ish Storytime (for the whole family)	5/6/2017	3	0	10	0	0	0	1
ish Storytime (for the whole family)	5/13/2017	3	0	8	0	0	0	1
ish Storytime (for the whole family)	5/20/2017	3	0	10	0	0	0	1
ish Storytime (for the whole family)	5/27/2017	4	0	10	0	0	0	1
Family Evening (Creature Teachers)	5/25/2017	7	0	9	0	0	0	1
Movie Nights								
English (Monster Trucks)	5/11/2017	1	0	1	0	0	0	1
Spanish (Over the Hedge)	5/18/2017	1	0	3	0	0	0	1
Music in the Stacks								
Two Spirit Jazz	5/20/2017	12	0	0	0	0	0	1
TOTAL		34	0	51	0	0	0	8
ADULT								
General Programs								
Best Tent Camping in Oregon	5/23/2017	11	0	0	1	0	0	0
Nuestros Abuelos	5/2/2017	2	0	0	1	0	0	0
Nuestros Abuelos	5/9/2017	1	0	0	1	0	0	0
Nuestros Abuelos	5/16/2017	2	0	0	1	0	0	0
Nuestros Abuelos	5/23/2017	2	0	0	1	0	0	0
Nuestros Abuelos	5/30/2017	1	0	0	1	0	0	0
Book Clubs								
History Book Group	5/24/2017	6	0	0	1	0	0	0
Book Group	5/18/2017	8	0	0	1	0	0	0
Instruction Classes								
E-Reader Help								
Knitting and Crocheting	5/4/2017	6	0	0	1	0	0	0
Knitting and Crocheting	5/11/2017	5	0	0	1	0	0	0
Knitting and Crocheting	5/18/2017	5	0	0	1	0	0	0
Knitting and Crocheting	5/25/2017	6	0	0	1	0	0	0
Citizenship class	5/4/2017	22	0	0	1	0	0	0
Citizenship class	5/11/2017	15	0	0	1	0	0	0
Citizenship class	5/18/2017	16	0	0	1	0	0	0
Citizenship class	5/25/2017	14	0	0	1	0	0	0
TOTAL		122	0	0	16	0	0	0
Library Tours								
Learning Tree Daycare	5/9/2017	2	0	18	0	0	1	0
Early Literacy Night	5/16/2017	5	0	10	0	0	1	0
Headstart	5/18/2017	14	0	40	0	0	1	0
TOTAL		14	0	40	0	0	1	0
Outreach								
Ninety-one School SRP presentation	5/22/2017	0	0	300	0	0	1	0

Jun-17		ATTENDANCE			TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
CHILDREN								
Storytimes								
Songs and Sillies Storytime (ages 2-6)	6/5/2017	16	0	20	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	6/12/2017	18	0	26	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	6/19/2017	6	0	8	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	6/29/2017				0	0	1	0
Book Babies Storytime (ages 0-2)	6/7/2017	10	0	9	0	0	1	0
Book Babies Storytime (ages 0-2)	6/14/2017	10	0	10	0	0	1	0
Book Babies Storytime (ages 0-2)	6/21/02017	7	0	6	0	0	1	0
Book Babies Storytime (ages 0-2)	6/28/2017	12	0	16	0	0	1	0
Friday Storytime	6/2/2017	11	0	18	0	0	1	0
Friday Storytime	6/9/2017	7	0	10	0	0	1	0
Friday Storytime	n/a	0	0	0	0	0	1	0
SRP-Penny's Puppets	6/23/2017	21	0	52	0	0	1	0
SRP-Alex Zerbe	6/30/2017	30	0	75	0	0	1	0
Homeschooler Group	6/6/2017	5	0	17	0	0	1	0
Homeschooler Group	6/20/2017	1	0	3	0	0	1	0
SRP-Crafternoon	6/28/2017	6	0	14	0	0	1	0
TOTAL		160	0	284	0	0	16	0
Teens								
Anime Night		0	14	0	0	1	0	0
TOTAL		0	14	0	0	1	0	0
FAMILY								
Spanish Storytime (for the whole family)	6/3/2017	7	0	16	0	0	0	1
Spanish Storytime (for the whole family)	6/10/2017	2	0	6	0	0	0	1
Spanish Storytime (for the whole family)	6/17/2017	0	0	0	0	0	0	1
Spanish Storytime (for the whole family)	6/24/2017				0	0	0	1
Family Evening - Star Wars	6/29/2017	26		54	0	0	0	1
Movie Nights								
English - (Middle School, the worst ...)	6/8/2017	4	0	6	0	0	0	1
Spanish-Monster Trucks	6/14/2017	1	2	2	0	0	0	1
Music in the Stacks								
Chicamarimba	6/10/2017	57	0	0	0	0	0	1
TOTAL		97	2	84	0	0	0	8
ADULT								
General Programs								
Social Security	6/6/2017	5	0	0	1	0	0	0
Social Security	6/13/2017	3	0	0	1	0	0	0
Estate Planning	6/13/2017	19	0	0	1	0	0	0
Author Talk	6/20/2017	5	0	0	1	0	0	0
Food Waste Reduction	6/21/2017	2	0	8				1
Pints from the Past	6/20/2017	19	0	0	1	0	0	0
Nuestros Abuelos	6/6/2017	1	0	0	1	0	0	0
Nuestros Abuelos	6/13/2017	1	0	0	1	0	0	0
Nuestros Abuelos	6/20/2017				1	0	0	0
Nuestros Abuelos	6/27/2017				1	0	0	0
Book Clubs								
History Book Group	6/15/2017	8	0	0	1	0	0	0
Book Group -	6/28/2017				1	0	0	0
Instruction Classes								
E-Reader Help								
Knitting and Crocheting	6/1/2017	7	0	0	1	0	0	0
Knitting and Crocheting	6/8/2017	7	0	0	1	0	0	0
Knitting and Crocheting	6/15/2017	7	0	0	1	0	0	0
Knitting and Crocheting	6/22/2017	4	0	0	1	0	0	0
Knitting and Crocheting	6/29/2017	6	0	0	1	0	0	0
Citizenship class	6/1/2017	17	0	0	1	0	0	0
Citizenship class	6/8/2017	16	0	0	1	0	0	0
Citizenship class	6/15/2017	16	0	0	1	0	0	0
Citizenship class	6/22/2017				1	0	0	0
TOTAL		143	0	8	20	0	0	1
Library Tours								
Eccles 3rd grade	6/16/2017	11	0	63	0	0	1	0
Knight 2nd grade	6/14/2017	13	0	47	0	0	1	0
Eccles kindergarten/1st grade	6/13/2017	36	0	117	0	0	1	0
Lee 2nd grade	6/19/2017	55	0	9	0	0	1	0
Trost 3rd grade	9/19/2017	60	0	10	0	0	1	0
Knight School first graders	6/19/2017	24	0	4	0	0	1	0
Knight School first graders	6/20/2017	27	0	4	0	0	1	0
TOTAL		226	0	254	0	0	7	0
Outreach								
Ninety-one School SRP presentation	6/6/2017	0	0	100	0	0	1	0
Carus School SRP presentation	6/9/2017	0	0	442	0	0	1	0
Trost School SRP presentation	6/2/2017	0	0	436	0	0	1	0
Saturday at the Park	6/3/2017	60	0	80	0	0	1	0
TOTAL		60	0	1058	0	0	4	0



PLANNING & DEVELOPMENT SERVICES

MAY – JUNE BI-MONTHLY REPORT

TO: *Honorable Mayor Hodson and City Council*

FROM: *Bryan Brown, Planning Director*

DATE: *July 10, 2017*

THROUGH: *Rick Robinson, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of May-June, 2017. 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. **Quiet Zone.** Staff is working with Business Oregon to obtain their support for the City’s application for funding through ODOT’s Immediate Opportunity Grant to help fund the turning radius improvements on the corner of NE Elm and OR99E that are necessary for completion of our Quiet Zone Application.
2. **Buildable Land Needs Study.** Staff facilitated a joint workshop with the Council and the Planning Commission on May 17 and is working to refine the final report to reflect the direction received at the workshop.
3. **South Ivy Street 2016-2018 STIP Enhance Project.** The City has signed the IGA and it is being circulated to ODOT and Clackamas County for final signatures. When all parties have signed the IGA engineering and easement acquisition will begin in earnest with 2018 construction date.
4. **Dog Park.** Sparks of Hope 501(C)3 has expressed interest in taking over the management of the future Canby Dog Park. We are expecting a letter from their Board confirming their intentions. Upon receipt of the official letter of intent, the City will work with the organization to develop an agreement for the management of the park. Sparks of Hope work with youth and the organization has an active K9 component, so it appears to be a good fit for the organization’s mission.
5. **Willow Creek Wetlands Restoration.** Dig in Community is actively working at the site and recruiting volunteers to assist in their efforts. The City will install signage at the site to inform the public about the project and provide staff contact information.

Land Use Application Activity

6. Land Use Applications Submitted May 1 – June 30, 2017:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
CPU 17-01 DR 17-06 VAR 17-02	Peter Hostetler	Amend Comp Plan to change zoning of lots to R 1.5	853 & 861 S Redwood St
CUP 17-04 DR 17-04 VAR 17-02	BE Group/VLMK	Proposed Construction of a 73,215 sf speculative building	1980 SE 4 th Ave

DR 17-05 CUP 17-02	OCI – Reimers	Flex Space Building	138 SE Hazel Dell Way
DR 17-04 CUP 17-01	Clackamas 800 Radio Group	150' Emergency Communications Lattice Cell Tower	202 S Walnut St
FP 17-06	Curt McLeod	Final Plat – Northwood Estates III	NW 11 th west of N Elm St
FP 17-05	Steve & Patricia Pierce	Final Plat	595 N Knott
MLP-17-02 SUB 17-02	Tony Marnella	Two lot partition to divide the home from the undeveloped portion of the property	1009 NE Territorial Rd
MLP 17-03 VAR 17-02	Jason Bristol	Divide property into three parcels	354 NE 4th Ave
MOD 17-02	Wade Smith	Canby RV Boat & Storage expansion	373 S. Redwood Street
PLP 17-01	PNC, LLC	Peter Hostetler	475 S Redwood St

7. Pre-Application Conference(s) Held:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRA 17-11	WVCC, David Hyman	Fitness Center, Parking Lot Expansion	900 Country Club Place
PRA 17-10	Pat Sisul/Brian D'Ambrosio	Tofte Development Concept Plan & Annexation	West of S Ivy, South of SE 16th
PRA 17-09	Peter Hostetler	Rezone to R 1-5 & Partition 2 existing lots in 5 lots total	861 & 853 S Redwood St

8. Pre-Construction Conference(s) Held:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRC 17-07	AutoZone/Paclang	New Autozone store	980 SW 1st Ave
PRC 17-06	Mackenzie/Canby Utility	New office	1265 SE 3rd Ave
PRC 17-05	City/Curt McLeod, City Engineer	Mulino & Willow Creek Pump Stations	1295 S Mulino Rd

9. Planning Commission Meeting Items Reviewed:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
DR 17-04 CUP 17-01	Clackamas 800 Radio Group	construct an essential public Communication service facility consisting of a 150 ft. self-supporting lattice tower	202 N Walnut St
CUP 17-03	David & Darlene Fuentez	Conditional Use Permit to construct a detached accessory dwelling unit	1355 N Oak St

CITY FILE #	APPLICANT	PROJECT	ADDRESS
MLP 17-01	Ron & Cherrol Pacholl	Minor Land Partition to create separate lots for a single family home and a duplex.	496 NE 3 rd Ave

10. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit May 1 – June 30, 2017:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 17-80	Veronica Parosa Ron Salisbury	Basement remodel	770 N Greenview Ct
SP 17-79	Cindy McGraw Jim Schlabach	Garage conversion done 13 yrs. ago without permit	905 NW 6th Pl
SP 17-78	Charlie Clark	SFR	770 Caitlyn Pl, Lot 6
SP 17-77	Premier Patio & Awing	Patio Cover	351 SE 7th Way
SP 17-76	Thomas Mitchell	Pole building	1156 N Juniper
SP 17-75	Pacland	AutoZone store	980 SW 1st Ave
SP 17-74	Chris & Allison Etzel	SFR	640 NW 10th Avenue
SP 17-73	Chris Lancaster Big-Dawg Construction	15 x 18 Patio Cover	315 SE 13th Place
SP 17-72	Greg Stone Griffith Roofing	Reroof apt building	1802 N Pine
SP 17-71	Dave Yoder	Kiwanis loading dock	257 SE 1st Ave
SP 17-70	City of Canby	Sewage Pump Station	1295 S Mulino Road
SP 17-69	TnT Builders	Patio Cover replacement	1818 SE 10th Avenue
SP 17-68	Frank Gonzalez	Covered porch	414 SW 2nd Ave
SP 17-67	Ed Netter Construction	SFR	1952 SE 11th, Faist
SP 17-66	Marty Clark	SFR	790 Caitlyn Pl, Lot 5 Caitlyns Place
SP 17-65	Marty Clark	SFR	520 NW 10th Ave, Northwoods Lot 67
SP 17-64	Frank Gonzalez	Covered porch	943 NE 8th Pl
SP 17-63	Will Snyder, White River Homes	SFR	440 NW 10th Ave
SP 17-62	Bryant J Booth	SFR	1295 N Elm St
SP 17-61	Canby Excavating	Grading Placement of engineered fill	No Situs, east of Faist 7, North of Faist 8
SP 17-60	Direct Link	Relocation of a WTS dish	211 SE 2nd Ave
SP 17-59	Janet McCaslin	Mfg. Home Replacement	835 SE 1st Ave, Space #47
SP 17-58	Chris Lancaster-Big-Dawg	Patio Cover	325 SE 13th Place
SP 17-57	Clow Roofing/Jeff Hansen	Re-roof apartment building	625-633 N Pine St
SP 17-56	PNR, LLC - Peter Hostetler	Grading	475 S Redwood St

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 17-55	Peter Hostetler, KHC, Inc	Demo Porch	861 S Redwood
SP 17-54	David Newman	New Mfg. Home	1655 S Elm St
SP 17-53	David Newman	New Mfg. Home	1655 S Elm St
SP 17-52	Janet McCaslin	Mfg. Home Replacement	835 SE 1st Ave, Space #47
SP 17-51	Wade Smith	3 Covered Storage Buildings	
SP 17-50	Ed Netter Construction	SFR	1825 SE 10th Place, Faist
SP 17-49	Troy Marsh, Concept Custom Homes	SFR	1807 SE 10th Ave, Faist 6, Lot 10
SP 17-48	Frank Gonzalez	Addition to living space, plus covered porch and small shop	1254 S Pine St
SP 17-47	CFCU Warren Lenox	Remove existing front awning	184 N Grant
SP 17-46	Darren Monen	Construct new duplex & triplex	431 & 433, 441, 443, & 445 S Township
SP 17-45	Canby Excavating	Pre-fabricated bathroom at Timber Park	1000 S Willow St
SP 17-44	Daryl Hare, Secure Seismic	Voluntary earthquake retrofit to apartment building	312 NW Knights Bridge Rd
SP 17-43	NW Precision Design	TI - Dental Office	351 NW 4th Ave
SP 17-42	David Dodge	Duplex (2 SFR)	486 & 494 SW 4th Ave
SP 17-41	Sean Henderson	SFR	1285 N Elm St
SP 17-40	Benthin Design Group LLC - Scott	Garage Fire Damage Repair	1200 NE Territorial Rd/ Unit 98 & 97 Condo
SP 17-39	Charlie Clark	SFR	850 Caitlyn Pl, Lot 4, Caitlyns Place

11. Sign Permits Submitted for Review and Authorization for Release of County Building Permit May 1 – June 30, 2017:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SN 17-11	Rudnick Signs	T-Mobile sign	851 SW 1st Ave
SN 17-10	Rudnick Signs	Liquor Store 2 wall signs 1 addition to pole sign	1433 SE 1st, Ste.104
SN 17-09	Dewey's Sign Service	Dairy Queen upgrade - replace signs	597 SW 1st Ave
SN 17-08	Integrity Signs	Roxy' Island Grill 1 wall sign	1001 SW 1st Ave
SN 17-07	PacLand - Shawn Nguy	AutoZone - 4 signs	980 SW 1st Avenue

12. Active Permit Finals by Clackamas County, May 1 – June 30, 2017

FINAL DATE	PROJECT	ADDRESS
6/22/2017	WILLAMETTE GROVE APTS BLDG D APT 301 - ROOF REPAIR	1802 N PINE ST
6/22/2017	SEQUOIA GROVE APARTMENTS - CARPORTS 2- #6 SPACES	259 S SEQUOIA PKY
6/22/2017	REPLACE WALL SIGN AND SIGN ON EXISTING POLE	597 SW 1ST AVE
6/21/2017	NSFR - CANBY SCHOOL DISTRICT PROJECT	1430 NE 17TH AVE
6/16/2017	NEW TWO UNIT TOWNHOMES - (470 & 480 3RD AVE)	470 SW 3RD AVE
6/16/2017	NEW TWO UNIT TOWNHOMES - (430 & 440 3RD AVE)	430 SW 3RD AVE
6/14/2017	PIZZA SCHMIZZA - TI CANBY CROSSING	851 SW 1ST AVE
6/14/2017	PAULIN - CONVERT GARAGE TO LIVING SPACE TO ADD THIRD BEDROOM	289 SW 6TH PL
6/14/2017	NSFR	1646 N PLUM CT
6/13/2017	JIMMY JOHNS TI-CANBY CROSSING	851 SW 1ST AVE
6/7/2017	SEQUOIA PARK INDUSTRIAL PARK- BLD B - SHELL	279 S SEQUOIA PKY B
6/7/2017	SEQUOIA PARK INDUSTRIAL PARK- BLD B - STUDENT TRANSPORTATION OF AMERICA	279 S SEQUOIA PKY B
6/7/2017	T-MOBILE STE 102 - TI CANBY CROSSING	851 SW 1ST AVE
6/7/2017	JIMMY JOHNS - 3 ILLUMINATED WALL SIGNS	851 SW 1ST AVE
6/5/2017	NSFR	1654 N PLUM CT
6/2/2017	EMPTY TI, RE-ROOF	332 NW 1ST AVE
6/1/2017	TREND BUSINESS CENTER - BLDG C - INTERIOR TI TO INCLUDE OFFICES FOR CASCADE ENGINEERING TECH INC	341 S SEQUOIA PKWY
5/22/2017	VOLUNTARY SEISMIC UPGRADE	312 NW KNIGHTS BRIDGE RD
5/19/2017	FRANZ MEADOW - NSFR - LOT #6	1657 N PLUM CT
5/15/2017	CANBY CROSSING NEW 6100 SQ FT RETAIL BUILDING	851 SW 1ST AVE
5/11/2017	RUDNICK HOLDINGS - INSTALL 2 WALL SIGNS	1400 SE TOWNSHIP RD
5/10/2017	RUDNICK HOLDINGS - NEW COMMERCIAL BUILDING	1400 SE TOWNSHIP RD
5/9/2017	GRAHAM BUILDING - 21 BLADE SIGNS	181 N GRANT ST
5/4/2017	PATIO COVER - 316 SQ FT	1214 S CEDAR LOOP
5/2/2017	HUGHES REMODEL	850 N HAWTHORNE CT



City of Canby Bi-Monthly Report
 Department: Police
 May / June 2017

To: The Honorable Mayor Hodson and City Council
 From: Chief Bret Smith
 Through: Rick Robinson, City Administrator
 Date: July 10, 2017

Monthly Statistics	May	June
Crime Reports	69	86
Cleared by Arrest	28	44
Inactive/Suspended Cases	21	23
Open / Referred to District Attorney, City Attorney, Juvenile DA	20	19
Non-Criminal Reports	78	74
Traffic Accidents (including hit and run-crime)		
Complaints	11	13
Citations	5	4
Crimes	454	337
Traffic Stops	5	11
Calls for Service (Dispatch to Officers by community)		
Abandoned Vehicle / Parking	786	581
Animal Complaints	47	51
Code Enforcement & Ordinance	20	15
False Alarms	51	55
All Calls for Service (includes categories not listed)	46	54
	1,772	1,743

May/June Training Calendar			
Officers	Dates	Description	Location
Booth, Schafer Johnson	May 16-18	Desert Snow Criminal Interdiction Workshop	Clackamas Public Safety Training Center
Krupicka	May 16	Infant & Child Death Investigations	Tillamook, OR
All Officers	May 17	Department Firearms Training	Canby Rod & Gun Club
Farmer	June 13-14	Canine Liability 360	Salem, OR

Community Event / Meeting Participation

- Molalla Sergeant's interview panel
- Mock Interviews preparation for High School Students
- Canby Adult Center lunch service – monthly

- Regional Chief's Meeting – monthly
- Parrot Creek Juvenile Program Annual event
- Oregon Law Enforcement Memorial Ceremony
- CCOM (dispatch) Executive Board Meeting (weekly)
- Mid-Managers (law enforcement) meeting
- Mark 43 – Records and report writing system
- Ribbon Cutting- Dave's Pharmacy
- Chaplain's Meeting – Canby Fire
- Kiwanis Bicycle Safety Presentation to department (\$500 for helmet purchases)
- Canby Rotary (weekly)
- Fireworks / 4th of July preparation (with Fire department)
- Clackamas County Homeland Security Task Force Meeting
- Active Threat – joint training with Canby Fire at Ackerman Center
- Mark 43 Report writing/Records System Implementation Meeting

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: July 1, 2017

Re: Year End Report

The Canby Swim Center had another great year. Our numbers can be a little deceiving as the June was down from last year. There were some uncontrollable factors for the Swim Center. Then school district has a lot of impact on our schedule and this year our revenue too. Due to the late dismissal for the summer due to so many snow days we had a couple week late start on our summer programs. This has an effect on both attendance and revenue numbers. The School district also renegotiated the lease contract with the Swim Center so we lost \$10,000 in revenue for the school lessons that we teach. With all this considered we did very well. This year's revenue finished only \$2,800 less than last year and last year was the best revenue year ever for the Canby Swim Center. Our Attendance also finished down a little for the year, behind last year by 3000 swims. Most of the difference was in June as lessons and public swims started two weeks later.

We have a lot of great things to celebrate for this year. Swimming lessons are very full, public swims are busy, and have great attendance in all the programs from early morning lap swim to evening public swims. The summer lessons are twice a day during the week days providing four hours of swimming lessons a day. We also have the summer Penguin Club which has 60 plus swimmers involved and 72 swimmers swam during spring Penguin Club. Summer water exercise, Lap swims and Adult Morning swims have been well attended so far this summer and the Masters group has continued to have a strong showing during the school year under Nathan's care. Public Swims usually go up and down but have been very consistent so far this summer.

Highlights from this past year have been; the Gator Grinder which continues to have a great draw. The Grinder brings 300 athletes and many friend and family members to watch. The Canby Gators and Canby High School have continued to swim well at all levels. The Canby Cougars had eight state swimmers this year and they broke team records on the boys and girls side. The Canby Gators continue to train year round with a great group of swimmers. They represent Canby well at State and Regional meets and continue to race at a high level. Canby second graders all had swimming lessons this year and Molalla had two of their schools come to Canby for swimming lessons too. The Canby Swim Levy passed with an overwhelming margin ensuring the operation of the Canby Swim Center for five more years.

Thank you residents of Canby and the City of Canby Council and Staff for all of the Support!

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for May 2017
DATE: 2016-2017 Year End Report

CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD
May	2016	2017	2016	2017	2016	2017	15-16	TOTAL
								16-17
MORNING LAP	58	65	312	371	370	436	4063	4301
ADULT RECREATION SWIM	41	25	417	459	458	484	5025	4689
MORNING WATER EXERCISE	89	68	407	486	496	554	5345	5345
PARENT/ CHILD	212	216	0	0	212	216	1434	1554
MORNING PUBLIC LESSONS	170	173	0	0	170	173	4866	4839
SCHOOL LESSONS	1500	1050	0	0	1500	1050	4580	4909
NOON LAP	82	135	321	292	403	427	3781	3633
TRIATHLON CLASS	13	26	0	0	13	26	130	133
AFTERNOON PUBLIC	227	261	4	10	231	271	4540	4625
PENGUIN CLUB	0	0	303	324	303	324	2063	2042
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2639	2416
CANBY GATORS	0	0	1072	882	1072	882	9098	7113
MASTER SWIMMING	0	0	50	56	50	56	519	438
EVENING LESSONS	1478	1572	0	0	1478	1572	10915	11795
EVENING LAP SWIM	17	56	40	59	57	115	752	954
EVENING PUBLIC SWIM	451	506	27	19	478	525	4233	4458
EVENING WATER EXERCISE	81	63	28	39	109	102	1320	1049
ADULT LESSONS	0	0	0	0	0	0	49	64
GROUPS AND RENTALS	232	404	0	0	232	404	3675	3855
OUTREACH SWIMMING	0	0	0	0	0	0	449	321
TOTAL ATTENDANCE	4651	4620	2981	2997	7632	7617	69476	68533

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for June 2017
DATE: 2016-2017 Year End Report

CANBY SWIM CENTER June	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD
	2016	2017	2016	2017	2016	2017	15-16	16-17
MORNING LAP	59	51	356	326	415	377	4478	4678
ADULT RECREATION SWIM	42	31	483	479	525	510	5550	5199
MORNING WATER EXERCISE	77	33	440	419	517	452	5862	5797
PARENT/ CHILD	398	204	0	0	398	204	1832	1758
MORNING PUBLIC LESSONS	1243	566	0	0	1243	566	6109	5405
SCHOOL LESSONS	0	0	0	0	0	0	4580	4909
NOON LAP	63	67	199	227	262	294	4043	3927
TRIATHLON CLASS	0	0	0	0	0	0	130	133
AFTERNOON PUBLIC	605	466	91	73	696	539	5236	5164
PENGUIN CLUB	0	0	733	407	733	407	2796	2449
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2639	2416
CANBY GATORS	0	0	797	666	797	666	9895	7779
MASTER SWIMMING	0	0	12	34	12	34	531	472
EVENING LESSONS	1574	1468	0	0	1574	1468	12489	13263
EVENING LAP SWIM	40	43	66	41	106	84	858	1038
EVENING PUBLIC SWIM	685	576	68	71	753	647	4986	5105
EVENING WATER EXERCISE	83	61	38	49	121	110	1441	1159
ADULT LESSONS	0	0	0	0	0	0	49	64
GROUPS AND RENTALS	587	605	0	0	587	605	4262	4460
OUTREACH SWIMMING	332	0	0	0	332	0	781	321
TOTAL ATTENDANCE	5788	4171	3283	2792	9071	6963	78547	75496



May and June, 2017
Monthly Reports

Parks Department – Jeff Snyder
Public Works – Jerry Nelzen

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
May – June 2017

Park Renovations

Canby Kiwanis selected the Eco Park as their Adopt a Park project. The first cleanup was May the 20th 2017. Twenty six volunteers produced 50 hours for labor for the City of Canby. Weeds were pulled and trash and debris was removed from the Eco Park and the adjoining walking trails.

Park Maintenance

The cleaning of parks and the mowing of turf areas dominated staff time the last two months. We were able to complete some weed spraying, turf edging, string trimming, tree trimming and fertilizing were needed. Building maintenance issues and playground equipment repairs were addressed as found. All of the irrigation systems have been turned on adjusted and repaired were needed. The field mowing of open spaces is still in the process of being completed. Valley Green did a broadleaf weed control in the parks turf areas in June. Staff removed a hazard tree and trimmed up three other trees at Community Park. Storm debris was still being removed from the parks until the middle of June.

The Parks Department spent .5 hours ad dressing graffiti and vandalism the last two months. Regular maintenance was **not** performed at the 32 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, 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, Simmitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Legacy Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands, Knights Bridge right of way and WWTP property.

Meetings attended

We all attended confined space training.

I attended a meeting with Canby Excavation regarding the trees at Timber Park.

I met with Anne McKinney regarding the Kiwanis Adopt a Park program at the Eco Park.

I interviewed 2 people for part time parks workers. Austin Kirkwood started work for the Parks Department on June 12th. We are still waiting on the eligibility of the second part time worker.

For your Information

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

Parks Department	May 2017 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								1.0								1.0	3.0							1.0										6.0		
Arneson Gardens				2.0					2.5	1.0				1.0				1.0			1.0									1.0			9.5			
Baker Prairie Cem.			2.0													2.0	2.0						1.5										7.5			
Community Park	2.0			###				3.0			###	2.5			4.0				2.0			3.0			###	3.5				3.0	6.0	63.0				
CPIP Sign Property			4.0																														4.0			
Disc Golf Course																																		0.0		
Eco Park	1.5							0.5				0.5			0.5	3.0			0.5			1.0								0.5			8.0			
Faist V (5)								1.0																										1.0		
Holly-Territorial Sign																																		0.0		
Hulberts-sign property			2.0	1.0					1.5																							1.5		6.0		
Klohe Fountain																																			0.0	
Legacy Park	2.0	###		3.5				3.0	8.0		4.5	8.5			3.0	3.5	###	6.0	2.0			3.0			3.0	2.0				3.0			76.0			
S. Locust Park	2.0	3.0						3.0	1.0			2.0			3.0		3.0	2.0			3.0		1.5		1.0					3.0	###		42.5			
Logging Rd. Path								2.0							2.0		2.5																	6.5		
Fish Eddy-Log Boom	0.5							0.5				0.5										0.5												2.0		
Maple St. Park	2.5		1.5	3.0				3.5	5.0	3.0		2.0			3.0	4.0		1.0	7.0			3.0	0.5	2.0	7.5	1.0				3.0			52.5			
19th Loop																																			0.0	
Northwood Park	1.0	1.5	0.5					1.0		3.0		1.0			1.0			5.0	4.0			1.0		###						3.0				32.0		
Police Department		2.5	3.0						2.0	1.0																	2.0								10.5	
Simnitt Property																																			0.0	
Skate Park	1.0		2.0					1.0		3.0		0.5								1.0			1.0							1.0				10.5		
Shop complex												1.0																							1.0	
Swim Center		2.0							2.0								1.0	1.5							1.0										7.5	
Territorial-CLC Prop.																																			0.0	
Transit Bus stop																2.0			1.0			2.0									1.0				6.0	
Triangle Park		1.5								1.0							1.0	2.0					2.0	1.0											8.5	
Wait Park	2.5		3.0					3.0			6.0	3.0			3.0	6.0	2.0		2.0			3.0	###	3.0		1.0				3.0				55.5		
Veterans Memorial																																				0.0
Knights Brdg.			1.5						1.0																											2.5
WWTP property																																				0.0
Administration								2.0		9.0		1.0			2.0	3.0		1.0				1.0	0.5									1.0			20.5	

Monthly Total 439.0

Department: PUBLIC WORKS
 For Months of: May and June 2017
 Prepared by: Jerry Nelzen

1. Streets:

The crew received and located 133 locates for May.

Streets	Total Hours
Street Sweeping	98
Street Sweeper Maintenance	6
Street Maintenance	423.5
Driveway/Sidewalk Inspections	2
Street Sign Manufacturing	34
Street Sign Maintenance	11
Street Sign Installation	27
NW 1 st Ave Landscape	32
NW 2 nd Ave Landscape	57
Cinema Parking Lot Landscape	13.5
Landscape Assistance Worker	35
Erosion Control	24.5
Dump Truck	4
Mini Trackhoe	79

2. Sewer and Storm System:

Sewer	Total Hours
Sewer Cleaning	6
Sewer Maintenance/Repair	11
Locating Utilities	70
Lift Station Maintenance	13
Sewer Inspections	2
Vactor Truck	7
Storm	
Catch Basins	14
Storm Line Maintenance/Repair	65
Drywell Maintenance	5
Storm Line Inspections	6
Drying Beds	3

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Tree Trimming/Removal	1
Street Light Repair	27

4. Facility Maintenance

Facilities	Total Work Orders	Total Hours
Adult Center		
City Hall	7	11.5
Courts		
Economic Development		
Finance	2	3
Fleet	1	2.5
IT/Tech Services		
Library	4	9.5
Planning	1	1.5
Police	5	8
Pool		
Shops	3	5
Transit		
WWTP		

5. Cemetery

Cemetery	Total Hours
	256

6. Miscellaneous:

Miscellaneous	Total Hours
Meetings	54
Warehouse	4
Equipment Cleaning	4
Work Orders	17
Training/School	19
Other	41
Interviews	8

June 2017

1. Streets:

The crew received and located 155 locates for June.

Streets	Total Hours
Street Sweeping	52.5
Street Sweeper Maintenance	2
Street Maintenance	613
Driveway Approach & Sidewalk Inspections	1
Street Sign Manufacturing	2
Street Sign Maintenance	9
Street Sign Installation	13
NW 1 st Avenue Landscape	38
NW 2 nd Avenue Landscape	31
Cinema Parking Lot	27
Landscape Assistance	36
Vactor Truck	10
Dump Truck	15
Mini Trackhoe	41

2. Sewer and Storm System:

Sewer	Total Hours
Sewer Main/Lateral Repairs	20
Locating Utilities	75
Sewer Inspections	5
Vactor	2
Storm	
Drywell Maintenance	6
Storm Line Maintenance/Repair	21.5
Erosion	11

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Tree Trimming/Removal	7
Street Light Repair	26

4. Facility Maintenance

Facilities	Total Work Orders	Total Hours
Adult Center		
City Hall	2	8
Courts		
Economic Development		
Finance	1	3
Fleet		
IT/Tech Services		
Library	8	6.5
Planning	1	.5
Police		
Pool		
Shops		
Transit	5	3.5
WWTP		

5. Cemetery

Cemetery	Total Hours
	169

6. Miscellaneous:

Miscellaneous	Total Hours
Meetings	27.5
Plan Preview for Subdivisions	3
Equipment Cleaning	2
Warehouse Maintenance	3
Training/School	23.5
Other	21
Civic Center – Tree Planter	217

Tech Services Department
Bi-Monthly Report for May/June, 2017

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: July 10, 2017

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: May and June 2017

<u>Audience Overview</u>	<u>May</u>	<u>June</u>
Sessions (site visits)	10,397	10,378
Users/unique visitors	5,812	6,191
Page Views	20,280	19,583
Pages per Session	1.95	1.89
Average Session Duration	1 min 21 sec	1 min 16 sec
Bounce Rate (% of single-page visits)	63.09%	63.10%
New Sessions/Users	46.15%	49.38%

May and June site visits are up slightly from March/April

<u>New Vs. Returning Visitors</u>	<u>May</u>	<u>June</u>
New	46.15%	49.38%
Returning	53.85%	50.62%

<u>Browser & Operating System</u>	<u>May - Top 5 Browsers</u>	<u>June - Top 5 Browsers:</u>
	Google Chrome 49.38%	Google Chrome 46.16%
	Safari 26.22%	Safari 30.05%
	Internet Explorer 12.12%	Internet Explorer 11.74%
	Mozilla Firefox 7.61%	Mozilla Firefox 6.03%
	Microsoft Edge 2.78%	Microsoft Edge 2.84%

Top 4 Browsers still in same ranking order since February 2015.

<u>Overview (Technology)</u>	<u>May</u>	<u>June</u>
Desktop	54.30%	49.10%
Mobile	40.10%	43.19%
Tablet	5.60%	7.71%

Desktop computers lead when accessing the website but mobile phone use continues to grow, especially during the summer months

<u>Mobile Devices (top 3)</u>	<u>May</u>	<u>June</u>
	iPhone 42.98%	iPhone 41.90%
	iPad 8.90%	iPad 12.04%
	Not Set 2.80%	Samsung Galaxy S7 2.56%

Same top 2 mobile devices for the past year

<u>Landing Pages (top 5)</u>	<u>May</u>	<u>June</u>
	Home Page (Index)	Home Page (Index)
	Swim Center Home Page	Swim Center Home Page
	Job Openings	Transit Home Page
	Transit Home Page	Job Openings
	Transit Routes	Transit Routes
	PW/Park Facilities	PW/Park Facilities

Top 5 visited pages stays pretty consistent with rankings changing occasionally

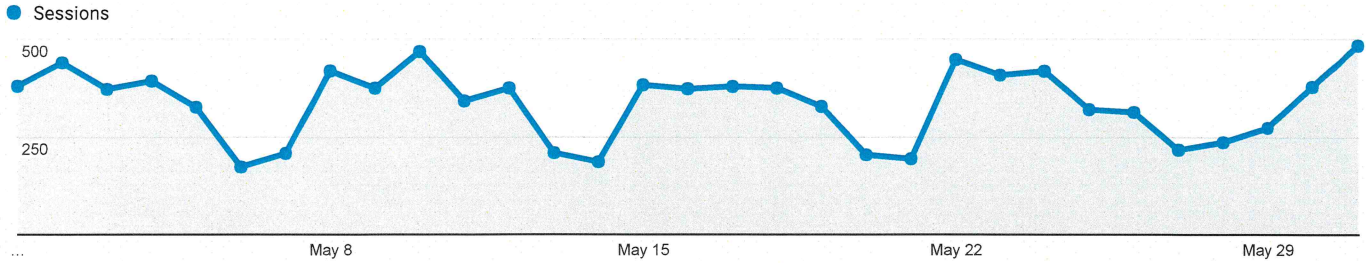
May 2017

Audience Overview

May 1, 2017 - May 31, 2017

All Users
100.00% Sessions

Overview



Sessions
10,397

Users
5,812

Pageviews
20,280

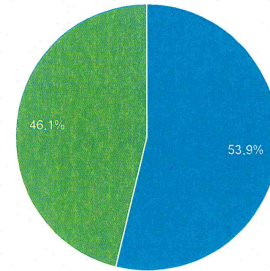
Pages / Session
1.95

Avg. Session Duration
00:01:21

Bounce Rate
63.09%

% New Sessions
46.15%

Returning Visitor New Visitor



Language	Sessions	% Sessions
1. en-us	10,118	97.32%
2. en-gb	60	0.58%
3. es-419	36	0.35%
4. ru	33	0.32%
5. es-xl	27	0.26%
6. en-ca	12	0.12%
7. ru-ru	12	0.12%
8. (not set)	9	0.09%
9. c	9	0.09%
10. es-us	9	0.09%

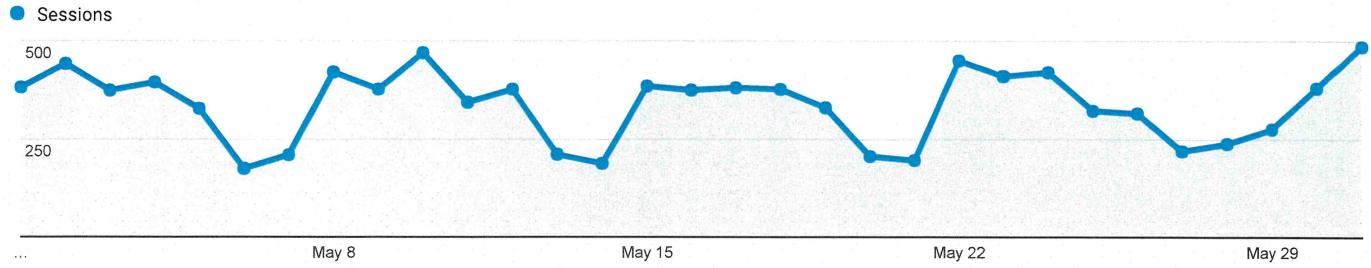
Browser & OS

May 1, 2017 - May 31, 2017

All Users
100.00% Sessions

Explorer

Summary



Browser	Sessions	Sessions	Contribution to total: Sessions
	10,397 % of Total: 100.00% (10,397)	10,397 % of Total: 100.00% (10,397)	
1. Chrome	5,134	49.38%	
2. Safari	2,726	26.22%	
3. Internet Explorer	1,260	12.12%	
4. Firefox	791	7.61%	
5. Edge	289	2.78%	
6. Safari (in-app)	49	0.47%	
7. Amazon Silk	48	0.46%	
8. Android Webview	45	0.43%	
9. Android Browser	20	0.19%	
10. Opera	11	0.11%	

Rows 1 - 10 of 18

New vs Returning

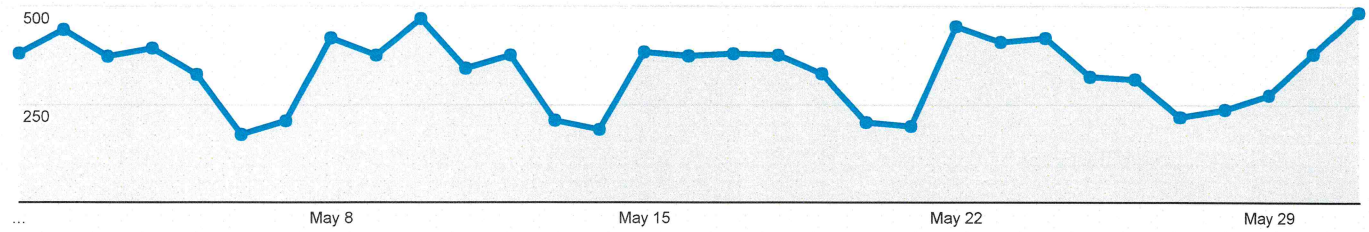
May 1, 2017 - May 31, 2017

All Users
100.00% Sessions

Explorer

Summary

Sessions



User Type	Sessions	Sessions	Contribution to total: Sessions
	10,397 % of Total: 100.00% (10,397)	10,397 % of Total: 100.00% (10,397)	
1. ■ Returning Visitor	5,599	53.85%	
2. ■ New Visitor	4,798	46.15%	

Rows 1 - 2 of 2

Overview

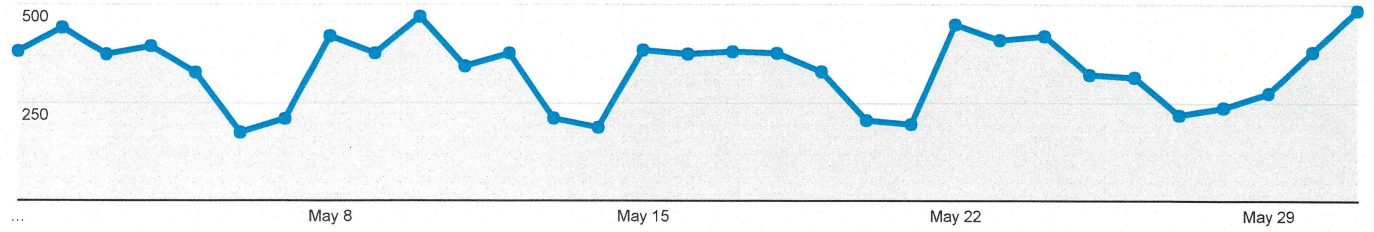
May 1, 2017 - May 31, 2017

All Users
100.00% Sessions

Explorer

Summary

Sessions



Device Category	Sessions	Sessions	Contribution to total: Sessions
	10,397 % of Total: 100.00% (10,397)	10,397 % of Total: 100.00% (10,397)	
1. desktop	5,646	54.30%	
2. mobile	4,169	40.10%	
3. tablet	582	5.60%	

Rows 1 - 3 of 3

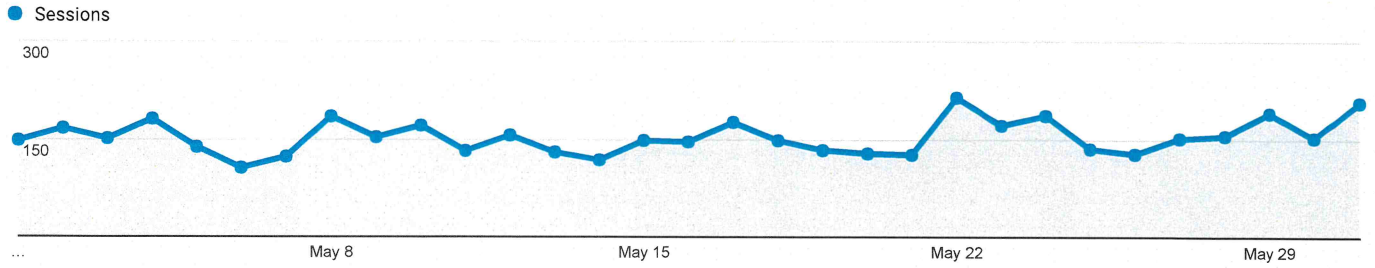
Devices

May 1, 2017 - May 31, 2017

All Users
45.70% Sessions

Explorer

Summary



Mobile Device Info	Sessions	Sessions	Contribution to total: Sessions
	4,751 % of Total: 45.70% (10,397)	4,751 % of Total: 45.70% (10,397)	
1. Apple iPhone	2,042	42.98%	
2. Apple iPad	423	8.90%	
3. (not set)	133	2.80%	
4. Samsung SM-G930V Galaxy S7	117	2.46%	
5. Samsung SM-G900V Galaxy S5	111	2.34%	
6. Samsung SM-G920V Galaxy S6	56	1.18%	
7. LG MS330 K7	55	1.16%	
8. LG LGLS775 Stylo 2	47	0.99%	
9. Samsung SM-G935V Galaxy S7 Edge	38	0.80%	
10. Microsoft Xbox One	37	0.78%	

Rows 1 - 10 of 330

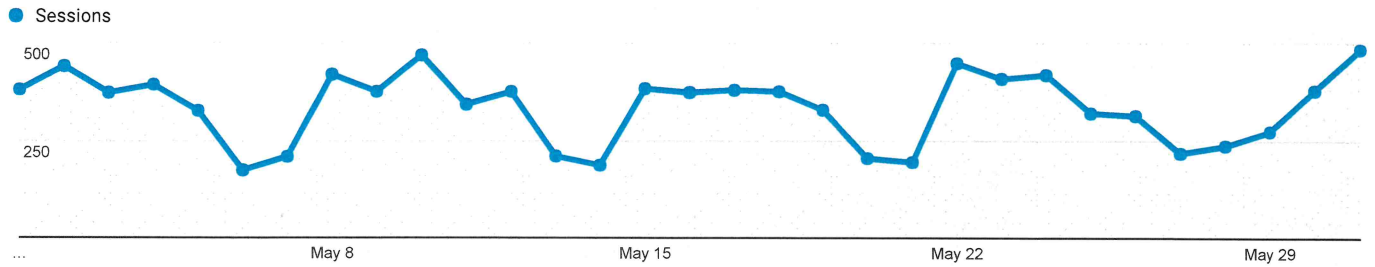
Landing Pages

May 1, 2017 - May 31, 2017

All Users
100.00% Entrances

Explorer

Summary



Landing Page

Sessions

Sessions

Contribution to total: Sessions

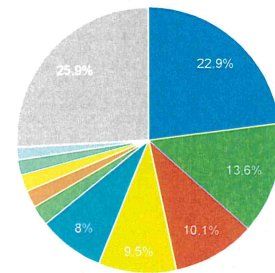
10,397

10,397

% of Total: 100.00% (10,397)

% of Total: 100.00% (10,397)

Rank	Landing Page	Sessions	Contribution to total
1.	/	2,380	22.89%
2.	/Departments/swim/swim center.htm	1,418	13.64%
3.	/Jobs/jobopenings.htm	1,051	10.11%
4.	/transportation/CAThome page.htm	988	9.50%
5.	/transportation/routes.htm	835	8.03%
6.	/Departments/pw_operations/parks/park_facilities.htm	252	2.42%
7.	/Departments/cemetery/cemetery.htm	216	2.08%
8.	/Departments/swim/schedule.htm	215	2.07%
9.	/Departments/development_services/development_service.htm	191	1.84%
10.	/Departments/pw_operations/parks/parks.htm	160	1.54%



Rows 1 - 10 of 128

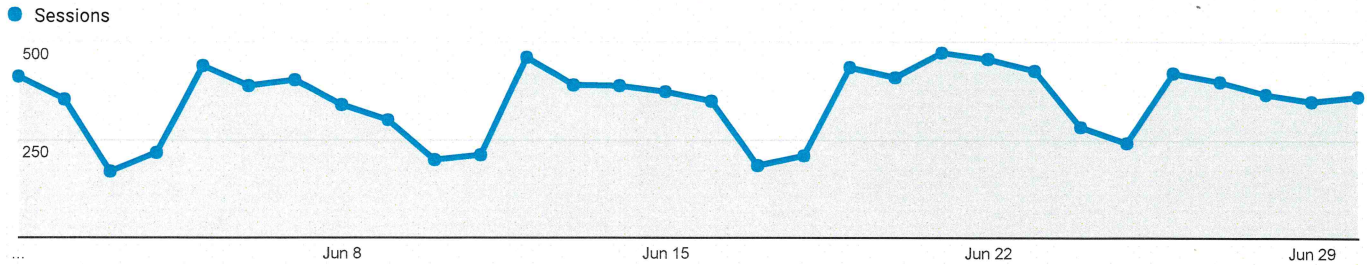
June 2017

Audience Overview

Jun 1, 2017 - Jun 30, 2017

All Users
100.00% Sessions

Overview



Sessions

10,378

Users

6,191

Pageviews

19,583

Pages / Session

1.89

Avg. Session Duration

00:01:16

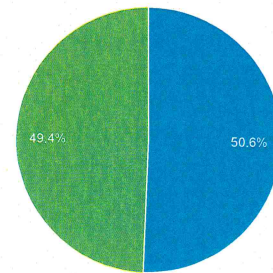
Bounce Rate

63.10%

% New Sessions

49.38%

Returning Visitor New Visitor



Language	Sessions	% Sessions
1. en-us	10,176	98.05%
2. es-419	36	0.35%
3. en-gb	28	0.27%
4. es-xl	28	0.27%
5. zh-cn	12	0.12%
6. en-ca	8	0.08%
7. ja-jp	8	0.08%
8. ru	8	0.08%
9. (not set)	7	0.07%
10. en	7	0.07%

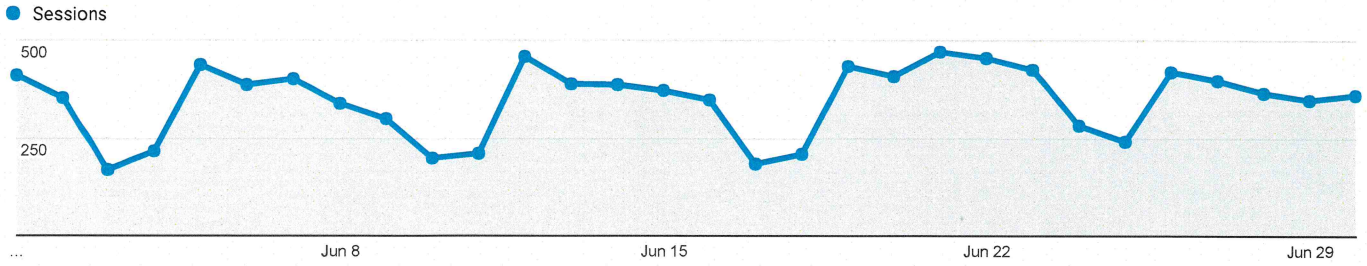
New vs Returning

Jun 1, 2017 - Jun 30, 2017

All Users
100.00% Sessions

Explorer

Summary



User Type	Sessions	Sessions	Contribution to total: Sessions
	10,378 % of Total: 100.00% (10,378)	10,378 % of Total: 100.00% (10,378)	
1. ■ Returning Visitor	5,253	50.62%	
2. ■ New Visitor	5,125	49.38%	

Rows 1 - 2 of 2

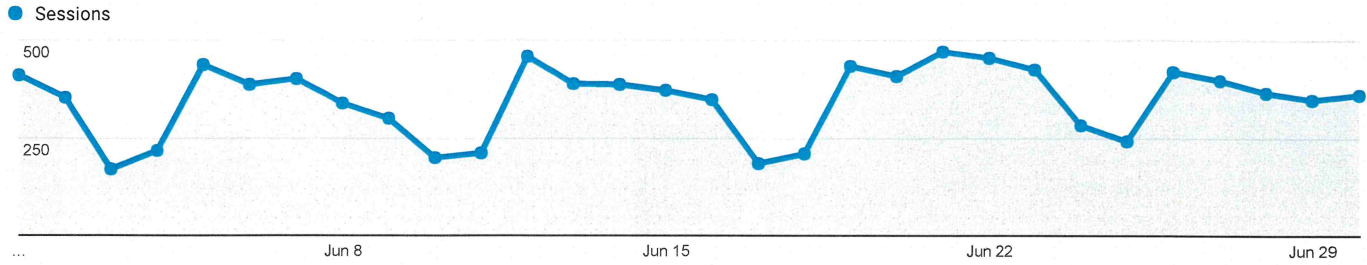
Browser & OS

Jun 1, 2017 - Jun 30, 2017

All Users
100.00% Sessions

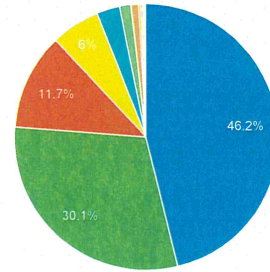
Explorer

Summary



Browser	Sessions	Sessions
	10,378 % of Total: 100.00% (10,378)	10,378 % of Total: 100.00% (10,378)
1. Chrome	4,791	46.16%
2. Safari	3,119	30.05%
3. Internet Explorer	1,218	11.74%
4. Firefox	626	6.03%
5. Edge	295	2.84%
6. Safari (in-app)	143	1.38%
7. Android Webview	91	0.88%
8. Amazon Silk	35	0.34%
9. Android Browser	25	0.24%
10. Opera	19	0.18%

Contribution to total: Sessions



Rows 1 - 10 of 17

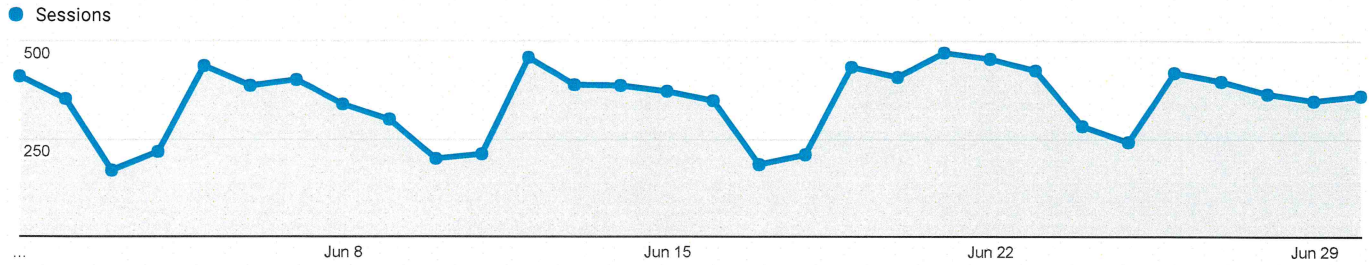
Overview

Jun 1, 2017 - Jun 30, 2017

All Users
100.00% Sessions

Explorer

Summary



Device Category	Sessions	Sessions	Contribution to total: Sessions
	10,378 % of Total: 100.00% (10,378)	10,378 % of Total: 100.00% (10,378)	
1. desktop	5,096	49.10%	
2. mobile	4,482	43.19%	
3. tablet	800	7.71%	

Rows 1 - 3 of 3

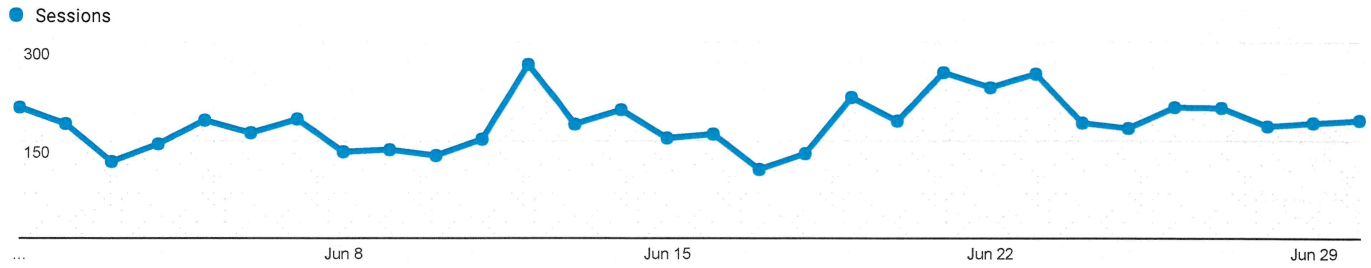
Devices

Jun 1, 2017 - Jun 30, 2017

All Users
50.90% Sessions

Explorer

Summary



Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

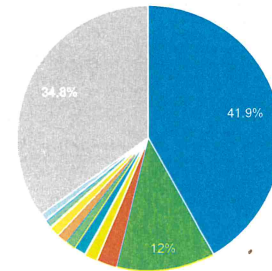
5,282

% of Total: 50.90% (10,378)

5,282

% of Total: 50.90% (10,378)

Rank	Device	Sessions	Contribution to total
1.	Apple iPhone	2,213	41.90%
2.	Apple iPad	636	12.04%
3.	Samsung SM-G930V Galaxy S7	135	2.56%
4.	(not set)	80	1.51%
5.	Samsung SM-G920V Galaxy S6	74	1.40%
6.	Samsung SM-G900V Galaxy S5	72	1.36%
7.	LG LGLS775 Stylo 2	68	1.29%
8.	Microsoft Xbox One	64	1.21%
9.	Samsung SM-G935V Galaxy S7 Edge	51	0.97%
10.	Samsung SM-G930P Galaxy S7	49	0.93%



Rows 1 - 10 of 340

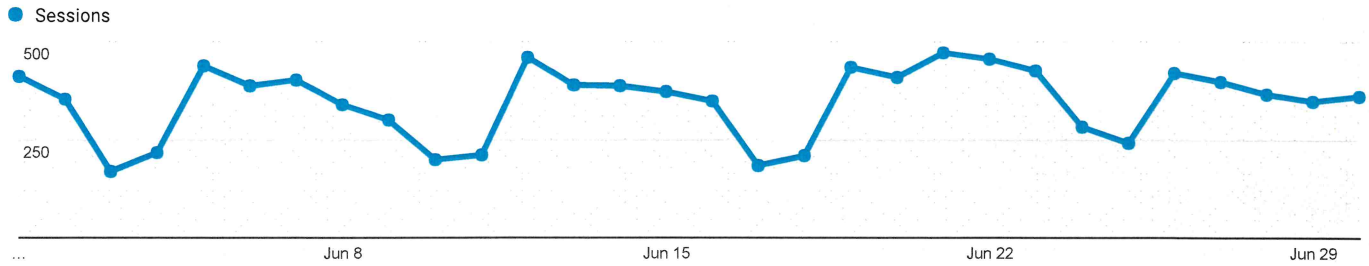
Landing Pages

Jun 1, 2017 - Jun 30, 2017

All Users
100.00% Entrances

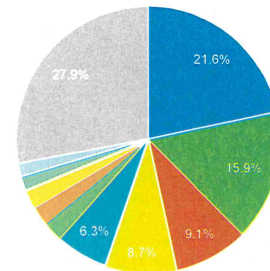
Explorer

Summary



Landing Page	Sessions	Sessions
	10,378 % of Total: 100.00% (10,378)	10,378 % of Total: 100.00% (10,378)
1. /	2,243	21.61%
2. /Departments/swim/swim_center.htm	1,652	15.92%
3. /transportation/CAThome_page.htm	943	9.09%
4. /Jobs/jobopenings.htm	901	8.68%
5. /transportation/routes.htm	655	6.31%
6. /Departments/pw_operations/parks/park_facilities.htm	256	2.47%
7. /Departments/swim/schedule.htm	253	2.44%
8. /cityhall/history.htm	235	2.26%
9. /canbycivicblock.htm	172	1.66%
10. /Departments/development_services/development_service.htm	168	1.62%

Contribution to total: Sessions



Rows 1 - 10 of 120

City of Canby Bi-Monthly Report

Department: Transit



For: the months of May and June, 2017

Date: July 10, 2017

Prepared by: Julie Wehling

Through: Rick Robinson, City Administrator

1) Grant Funding and Contracts:

- a) Monthly transportation reports were submitted to TriMet.
- b) On May 2nd and 3rd the selection committee for the Request for Proposal (RFP) for Canby Area Transit (CAT) operations conducted 8 interviews with the responding firms. On May 4th the four member selection committee met to discuss the scores of the 8 proposers and confirm the final selection. On May 5th a Pre Award Notification was published naming the successful proposer, MV Transportation, Inc.
- c) On May 23rd a two year grant contract between the City and ODOT was executed for \$590,869 in 5311 funding. This will provide \$295,434.50 in operations funding annually for two years.
- d) On May 23rd a two year grant contract between the City and ODOT was executed for \$457,775 in 5310 funding. This grant will provide \$122,590 in operations funding, \$71,185 in preventive maintenance funding to be spent at the rate of \$61,295 in operations funding and \$35,592.50 in preventive maintenance annually for two years. The grant also includes \$264,000 for the purchase of 2 replacement buses.
- e) Also on May 23rd grant contract 30111 between the City and ODOT for a 5305 planning funds was extended until December 31, 2017 in order to provide more time to complete the Transit Master Plan process.
- f) Following council approval a 3 year contract between the City and MV Transportation was executed on June 9, 2017.
- g) On June 6th a \$16,304.00 overpayment by ODOT during the first quarter of the fiscal year was credited back to ODOT for contracts 30456 and 30278 via check. This was submitted to ODOT with revised reimbursement requests. The amount of funding available for the fiscal year did not change. The balance of the budgeted grant amounts are available for reimbursement during quarters 2, 3 and 4.

2) Ridership:

Year to date for total ridership was down by 15.27 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 6,741 rides in May (8.75% fewer than May of 2016).
 - 1,496 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 26.62% more than were provided during May of 2016.
 - 3,546 to Oregon City (23.56% fewer rides than May of 2016).
 - 1,699 to Woodburn (8.42% more rides than May of 2016)
- b) 6,500 rides in June (13.99% fewer rides than June of 2016).
 - 1,294 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 2.69% more rides than were provided during June of 2016.
 - 3,602 to Oregon City (22.30% fewer rides than June of 2016).
 - 1,604 to Woodburn (3.49% fewer rides than June of 2016).

The total annual reduction in rides for the fiscal year was 15.27 percent. During the fiscal year we provided a total of 76,294 rides. This includes:

- 15,795 Demand Response Rides (2.89% more than last fiscal year)
- 43,543 rides to Oregon City (22.53% fewer than last fiscal year)
- 16,956 rides to Woodburn (8.25% fewer than last fiscal year)

As noted in previous 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. Another contributing factor may be the increased availability of Lyft and Uber drivers in Canby.

Updates:

- a) The Rider of the Month for May was a rider named Maria. The June rider of the month declined to be identified. Both riders got a free bus pass and other goodies.
- b) In May and June we provided 344 same day rides on a space available basis.
- c) On May 17th Michelle Poyourow of Jarrett Walker and Associates updated the City Council on the progress of the Transit Master Plan.

4) Collisions and Incidents

- a) There was a minor accident on May 26th. The bus hit a parked car.
- b) There were no accidents in June.

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

- a) On May 1st Julie Wehling attended the Region 1 ACT Meeting in Portland.
- b) On May 4th and June 1st Julie Wehling attended the C4 meeting in Oregon City.
- c) On May 6th MV held a driver safety meeting.
- d) On May 25th the Transit Advisory Committee held their regular meeting.
- e) On June 29th Julie Wehling attended the kick off meeting for the Highway 99E Corridor plan at Salem Keizer Transit.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of: May & June 2017

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: July 3, 2017

Facility Operations & Maintenance

The water quality for the months of May and June remain excellent with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance. The new CIP (Sludge Storage Tank) construction project is getting closer to completion and all has gone well to this point.

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

- Order and installed Quincy compressor intercooler radiator.
- Install and tested PWM #3 rebuild, installed PWM #2
- Pressure tested new plant process lines.
- Sent in RAW pump # 5 to Fishers RPM for rebuild.
- Moved old PH meter from A.B. to INF.
- Installed new brushes for both secondary clarifiers.
- Ordered and replaced battery backups for all PLC, filter and UV system.
- Installed new lights for UV #2.
- Installed and tested new UV recirc pump #2.
- Tested all alarms for Win 911 dial out alarm system.
- Installed new D.O. equipment at A.B.
- Received 25 ton of lime for AB silo.
- Rebuilt lime pump, new lip seal and seal ring.
- Repair of plugged pista grit machine.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

Biosolids Program:

- Belt ran 17 days in **May**.
- 6 loads to Heard Farms, 185 wet tons.
- Belt ran 11 days in **June**.
- 3 loads to Heard Farms, 85 wet tons.

Pretreatment Inspection/Reporting, FOG Program

January

- Pump Outs: 27
- Inspections: 1 fog, 2 pretreatment

February

- Pump Outs: 30
- Inspections: 9 fog, 3 pretreatment

Pretreatment Activities

- Reviewed May/June Business License renewals.
- Continued progress on developing a master Industrial User Inventory Database for the City of Canby.
- Provided Environmental Survey to Precision Test & Balance, Inc., NW Service Enterprises, Inc., Lucky 7 Beverage Company, ReStore, and Mrx Xtractors, LLC.
- Conducted pretreatment inspections at Dragonberry Produce, Inc., VATA, Inc., Product Manufacturing, Inc. and Mrx Xtractors, LLC.
- Issued and delivered Kendal Floral, LLC an Industrial Wastewater Discharge Permit.
- Conducted FOG inspections at Joy Kitchen, The Human Bean, Safeway, Jimmy Johns/Pizza Schmizza, Chalapa Express, El Chilito, Ebner's Custom Meats, Los Dos Amigos, Rice Time, Joy Kitchen.
- Required Chalapa Express to install a grease trap within 30 days.
- Required the new interceptor at Jimmy Johns/Pizza Schmizza to be plumbed correctly before starting business.
- Completion of post inspection reports for inspected companies.
- Updated spreadsheet for FOG inspections and pump outs to monitor and ensure compliance.
- Provided FOG informational and BMP materials to FES's when conducting inspections.

Daily Lab Activity

- Routine daily/weekly lab procedures, process control and permit testing.
- Quanti-Cult Test on new IDEXX Colilert Powder
- Ordered lab supplies from NCL and IDEXX
- Scheduled 3 Day metals Testing
- Scheduled Wet Testing (Bioassay)
- Monthly equipment maintenance
- Reviewing Lab SOP's

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.
- ACWA pretreatment meeting.
- Confined Space refresher class.
- Preconstruction meeting.
- City Safety Committee Meeting.



MEMORANDUM

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

RE: *CITY COUNCIL BI-MONTHLY REPORT*

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Canby Independence Day Celebration Planning** - The 2017 Canby Independence Day celebration will be held on Tuesday, July 4. This year's festivities will include a parade at 10 AM, car show on NW. 1st Ave., vendors around Wait Park, live music by four bands, beer garden, free children's activities and more. Planning efforts include partnering with community organizations and businesses, finding volunteers, and soliciting sponsorships.
- **Baker Prairie Cemetery Re-dedication** - The city of Canby's Historic Review Board held a re-dedication event for Baker Prairie cemetery on Friday, May 5. The re-dedication featured speeches by the mayor, Chair of the Historic Review Board, and member of the Oregon Historic cemeteries board, and children from Lee Elementary. The event was well attended by nearly 60 people and offers as a marker for the completion of Phase One and kick off for Phase Two. The restoration of Baker Prairie Cemetery is made possible by Oregon Commission of Historic Cemeteries. The board chose First Friday as a way to create more offerings for the Canby community.
- **Downtown Canby First Friday** – Downtown Canby's First Friday kicked off on Friday, May 5th. First Friday serves as a way for downtown businesses and small handcrafting vendors to welcome patrons to downtown Canby. All downtown businesses are encouraged to participate. In an effort for increase participation, the hours have been expanded to allow for the business to set their own hours. First Fridays are advertised through posters and pic, targeted advertising.



Organization

- **Oregon Historic Cemetery Grant** – The City of Canby's Historic Review Board was awarded a grant by the Oregon Commission on Historic Cemeteries to complete the Phase Two restoration of Baker Prairie Cemetery. Phase Two will see the repair of 30 markers, I just know cleaning by volunteers, and an event to commemorate Baker Prairie Cemetery. The cleaning will occur in the fall in coordination with the SOLVE cleanup day on September 23. Canby has been chosen as one of the locations for cleanup in Oregon

- **Canby's Big Weekend Coordination Meeting** - The city of Canby's Main Street Manager held a coordination meeting for any organizations, committees, or businesses that host an event during the weekend of Canby's Big Weekend. The idea is that better marketing of the weekend will help to better serve our attendees and allow for better marketing of Canby. A follow up meeting will occur after Canby's Big Weekend to debrief and to begin future coordination efforts.
- **National Main Street Conference** – The National Main Street Conference was held in Pittsburgh, PA on May 1st – May 3rd. The conference focused on placemaking in small downtowns, creative events and promotions, and activating the spaces, people, organizations, and businesses that are unique to downtowns. Sessions were run by people who have successfully completed projects in their downtowns – sometimes against all odds. Pittsburgh was chosen because of its dedication to downtown, even when people moved out of the City with the closing of its steel mills. Pittsburgh has activated spaces such as its Market Square, features a strong bike share program, and is well-known as a place for arts, culture, and sporting events.

Design

2017 Library/Civic Center Call To Sculptors – The City of Canby has approved installation of a wall sculpture for the exterior wall of its newly finished Canby Civic Center and Public Library. The theme for the wall sculpture project is: **Growing, Learning, and Giving**. Three artists submitted renderings by the March 17th deadline. The Arts and Culture Council of Canby, city staff, and the Chamber director met several times with local artists, and chose one artist to finalize a sculpture for the exterior of the library and civic center. Ongoing meetings will fine-tune the theme and the installation will occur as soon as there is consensus.

