



**AGENDA
CANBY CITY COUNCIL
WORK SESSION – 6:30 PM
REGULAR MEETING - 7:30 PM**

August 3, 2022

**Hybrid/Virtual Meeting/Council Chambers
Council Chambers - 222 NE 2nd Avenue, 1st Floor**

Register here to attend the meetings virtually:

https://us06web.zoom.us/webinar/register/WN_JKiofAdvSiOXkMU3S8ZUaA

The meetings can be viewed on CTV Channel 5 and YouTube:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

For questions regarding programming, please contact:

Willamette Falls Studio (503) 650-0275; media@wfmstudios.org

Mayor Brian Hodson

Councilor Christopher Bangs
Council President Traci Hensley
Councilor Art Marine

Councilor Greg Parker
Councilor Sarah Spoon
Councilor Shawn Varwig

WORK SESSION – 6:30 PM

- 1. CALL TO ORDER**
- 2. Parks Maintenance Fee Work Session**
- 3. ADJOURN**

Pg. 1

REGULAR MEETING – 7:30 PM

- 1. CALL TO ORDER**
 - a. Invocation
 - b. Pledge of Allegiance
- 2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Each person will be given 3 minutes to speak. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. *****If you would like to speak virtually please email or call the Deputy City Recorder by 4:30 pm on August**

3, 2022 with your name, the topic you'd like to speak on and contact information: benhamm@canbyoregon.gov or call 503-266-0720. Once your information is received, you will be sent instructions to speak.

3. 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 the June 1, 2022 Joint Work Session of City Council, Parks & Recreation Advisory Board, & Parks Master Plan Steering Committee and Regular City Council Regular Meeting Minutes. Pg. 18
- b. OLCC Request – CJ’s Eatery/Dede’s Deli Pg. 22

4. RESOLUTION & ORDINANCES

- a. Consider **Ordinance No. 1581:** An Ordinance Authorizing the City Administrator to Purchase Technology and Services from Passio Technologies of Atlanta Georgia and CTS Software of Swansboro, NC. *(Second Reading)* Pg. 26

5. MAYOR’S BUSINESS

6. COUNCILOR COMMENTS & LIAISON REPORTS

7. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS

8. CITIZEN INPUT

9. ACTION REVIEW

10. 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 Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City’s web page at www.canbyoregon.gov.



CITY COUNCIL STAFF REPORT

Meeting Date: 8/3/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Jamie Stickel, Economic Development Director

Agenda Item: Park Maintenance Fee Work Session

Goal: Develop a more robust Parks & Recreation Program aligned with the Parks Master Plan

Objective: Evaluate how to sustainably fund park development and ongoing maintenance

Summary

The Mayor and City Council will hold a Work Session to discuss the Park Maintenance Fee. In 2017, the City Council approved Ordinance 1466 - AN ORDINANCE AMENDING THE CANBY MUNICIPAL CODE (CMC) BY ADDING A NEW CHAPTER 3.35, "PARK MAINTENANCE PROGRAM", AND REQUIRING PAYMENT OF A PARK MAINTENANCE FEE.

Background

The City of Canby enacted a Park Maintenance Fee by Ordinance 1466 in 2017. The Park Maintenance Fee is outlined in Canby Municipal Code (CMC) 3.35 "Park Maintenance Program". CMC 3.35.090 Determination of Park Maintenance Fee outlines the fees associated with the Park Maintenance Fee.

The Park Maintenance Fee was set as follows:

- A. **Residential Unit.** There is hereby imposed upon developed residential units in the City an initial Park Maintenance Fee of \$5.00 (five dollars) for each dwelling unit existing on that parcel.
- B. **Multiple-Family Unit.** There is hereby imposed upon the responsible party for a multiple-family unit an initial Park Maintenance Fee equal to \$5.00 (five dollars) for each separate dwelling unit within the multiple-family unit existing on that parcel. By way of example, an apartment complex containing thirty units would be subject to a monthly Park Maintenance Fee of \$150.00 (one hundred fifty dollars).
- C. **Nonresidential Unit.** There is hereby imposed upon the responsible party for a nonresidential unit an initial Park Maintenance Fee of \$5.00 (five dollars) for each common meter to serve the nonresidential unit existing on that parcel.
- D. This fee is deemed reasonable and is necessary to pay for the operation and maintenance of parks and facilities within the City. The effective starting date of this fee will be January 1, 2018, and will appear on sewer bills delivered in December, 2017.
- E. **Annual Adjustment.** An annual rate adjustment shall be made based on the Consumer Price Index (CPI-U) for the Portland, Oregon MSA and index period 1982-1984 = 100. The adjustment shall be the percent change in the CPI for the calendar year ending December 31st of each year. The first adjustment shall be made in May 2019 upon resolution duly adopted and approved by the City Council. All adjustment to the Park Maintenance Fee shall be set by resolution.

Discussion

The Parks Maintenance Fee will sunset December 31st, 2022. City staff will present to City Council to discuss various options for the future of the Parks Maintenance Fee. At the July 19, 2022 Parks & Recreation Advisory Committee meeting, the board voted 7-0 for a recommendation for City Council. The Parks & Advisory Committee has recommended an extension of the Parks Maintenance Fee for five years or an appropriate time until there is ample information from the final Parks Master Plan and SDC Methodology study in order to better define what the appropriate fee amount might be.

Attachments

- Ordinance 1466
- July 19, 2022 Parks & Recreation Advisory Committee Minutes

ORDINANCE NO. 1466

AN ORDINANCE AMENDING THE CANBY MUNICIPAL CODE (CMC) BY ADDING A NEW CHAPTER 3.35, "PARK MAINTENANCE PROGRAM", AND REQUIRING PAYMENT OF A PARK MAINTENANCE FEE.

WHEREAS, the revenues from existing sources are not adequate to maintain the City of Canby's park system; and

WHEREAS, the City has deferred maintenance activities in existing parks and delayed the opening of new parks; and


WHEREAS, additional funding is required in order to fund increased maintenance of the City of Canby's park system.

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

Section 1: The City of Canby's Municipal Code is amended by adding a new Chapter 3.35. "Park Maintenance Program" attached hereto as Exhibit "A".

Section 2. This ordinance shall take effect 30 days after passage. The fee imposed by Section 1 shall commence on January 1, 2018.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, August 16, 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, September 6, 2017, commencing at the hour of 7:30 p.m. in the Council Meeting Chambers located at 222 NW 2nd Avenue, 1st Floor, Canby, Oregon.



Kimberly Scheafel MMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on September 6, 2017 by the following vote:

YEAS 4 NAYS 3



Brian Hodson
Mayor

ATTEST:



Kimberly Scheafel, MMC
City Recorder

Exhibit "A"

CHAPTER 3.35: PARK MAINTENANCE PROGRAM

Section	
3.35.010	Creation of Park Maintenance Fee, Purpose.
3.35.020	Definitions.
3.35.030	Administrative Officers.
3.35.040	Dedication of Revenues.
3.35.050	City Maintenance and Effort Contribution.
3.35.060	Annual Park Maintenance Program Report.
3.35.070	Park Maintenance Fee.
3.35.080	Low Income Assistance.
3.35.090	Determination of Park Maintenance Fee.
3.35.100	Administration of Park Maintenance Fee.
3.35.110	Waiver of Park Maintenance Fee in Case of Vacancy.
3.35.120	Park Maintenance Fee Appeal Procedure.
3.35.130	Exceptions to Park Maintenance Fee.
3.35.140	Severability.

3.35.010 Creation of Park Maintenance Fee, Purpose.

There is hereby created a Park Maintenance Fee for the purpose of providing for the operation and maintenance of parks and facilities within the City of Canby. Fees collected shall be deposited into the City of Canby's General Fund Park Maintenance Fee Account to be used only for purposes identified within this chapter.

The City Council hereby finds, determines and declares the necessity of providing operation and maintenance of the City's parks and facilities as a comprehensive Park Maintenance Fee, with such operation and maintenance to include such activities as are necessary in order that the parks and facilities may be properly operated and maintained and that the health, safety and welfare of the City and its inhabitants may be safeguarded.

§ 3.30.020 Definitions.

As used in this chapter, unless the context requires otherwise:

Public Works Director. The City of Canby Public Works Director or the Director's designee.

Developed Property. A parcel or portion of real property on which an improvement exists or has been constructed. Improvement on developed property includes, but is not limited to buildings, parking lots, landscaping and outside storage.

Dwelling Unit. One or more rooms designed for occupancy by 1 family and not having more than 1 cooking facility.

Multi-unit Residential Property. Residential property consisting of 2 or more dwelling units. For the purposes of this chapter, condominiums, attached single-family residences, and individual mobile home units are also classified as multi-unit residential properties.

Non-Residential Property. Any property that is not residential property.

Residential Property. A property that is primarily for personal, domestic accommodation, including single single-family, multi-unit residential property and group homes, but not including hotels and motels.

Responsible Party. The person or persons who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to an occupied unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the City, the person(s) paying the sewer bill for an occupied unit shall be deemed the responsible party as to that occupied unit. For any occupied unit not otherwise required to pay a sewer bill, "responsible party" shall mean the person or persons legally entitled to occupancy of the occupied unit, unless another responsible party has agreed in writing to pay and a copy of the writing is filed with the City. Any person who has agreed in writing to pay is considered the responsible person if a copy of the writing is filed with the City.

Single Family Residential. Residential property that has only detached dwelling units.

Park Lands. A public Park that is under the jurisdiction or control of the City. For purposes of this chapter, landscaped City property maintained by the Parks Department during the 2016-17 fiscal year shall be considered Park Lands.

Park Maintenance Program. Program established by this chapter to maintain, repair and reconstruct City Parks. Activities include the administration and collection of the Park Maintenance Fee; preventive maintenance, rehabilitation and reconstruction projects; design and inspection of such projects; Park condition monitoring and assessment, including inspection of Park repairs; and staff training and consultant services in support of the above activities.

Maintenance of Effort (MOE). The share of cost of the Park Maintenance Program borne by the general fund of the City of Canby.

Consumer Price Index (CPI). Consumer Price Index for Portland Metropolitan Statistical Area.

§ 3.35.030 Administrative Officers.

A. Except as provided below, the Public Works Director shall be responsible for the administration of this chapter.

B. The Public Works Director shall annually develop a Park Maintenance Program schedule.

C. The Public Works Director shall provide an annual report on the Park Maintenance Program to the City Council and Budget Committee.

D. The Finance Director shall be responsible for the administration and collection of fees under this chapter.

§ 3.35.040 Dedication of Revenues.

All funds and all proceeds from funds collected pursuant to this chapter shall be used for the Park Maintenance Program.

§ 3.35.050 City Maintenance of Effort Contribution.

A. The General Fund of the City of Canby shall contribute funds towards the operation of City parks in an amount equal to the actual operating expenditures for the City's Park budget for the fiscal year 2016-17, excluding Capital Outlay.

B. The City contribution shall be adjusted annually in an amount equal to the percentage change in the consumer price index for the Portland Metropolitan Statistical Area.

§ 3.35.060 Annual Park Maintenance Program Report.

A. Each year the Public Works Director shall prepare and present to the Budget Committee and City Council the "Annual Park Maintenance Program Report." This document is a public record.

B. The report shall include a narrative description of the overall condition of the Parks, the findings of any new condition assessments, a detailed project schedule for the upcoming year, and a report on the previous year projects, workload impacts, and overall program progress. The report shall include revenues received relative to revenue projections, and any other new developments that impact the adequacy of the program funds to meet program goals.

§ 3.35.070 Park Maintenance Fee.

A. A Park Maintenance Fee is imposed and levied upon the responsible party for all developed property within the City. The fee shall be based on the direct and indirect use of or benefit derived from the use of public Parks generated by the developed property, to be calculated as described in § 3.35.090.

B. The Park Maintenance Fee is also imposed and levied on the property owner of the developed property in the event of non-payment by the responsible party.

§ 3.35.080 Low Income Assistance

A. Monthly Park Maintenance Fees for parks maintenance to the principal residence of low income citizens, as defined under the City's low income assistance program for sewer bills, shall be charged at one-half the regular rate. Any citizen currently receiving the reduced sewer service charge for low-income citizens shall automatically receive the reduced parks maintenance fee.

§ 3.35.090 Determination of Park Maintenance Fee.

A. Residential Unit. There is hereby imposed upon developed residential units in the City an initial Park Maintenance Fee of \$5.00 (five dollars) for each dwelling unit existing on that parcel.

B. Multiple-Family Unit. There is hereby imposed upon the responsible party for a multiple-family unit an initial Park Maintenance Fee equal to \$5.00 (five dollars) for each separate dwelling unit within the multiple-family unit existing on that parcel. By way of

example, an apartment complex containing thirty units would be subject to a monthly Park Maintenance Fee of \$150.00 (one hundred fifty dollars).

C. Nonresidential Unit. There is hereby imposed upon the responsible party for a nonresidential unit an initial Park Maintenance Fee of \$5.00 (five dollars) for each common meter to serve the nonresidential unit existing on that parcel.

D. This fee is deemed reasonable and is necessary to pay for the operation and maintenance of parks and facilities within the City. The effective starting date of this fee will be January 1, 2018, and will appear on sewer bills delivered in December, 2017.

E. Annual Adjustment. An annual rate adjustment shall be made based on the Consumer Price Index (CPI-U) for the Portland, Oregon MSA and index period 1982-1984 = 100. The adjustment shall be the percent change in the CPI for the calendar year ending December 31st of each year. The first adjustment shall be made in May 2019 upon resolution duly adopted and approved by the City Council. All adjustment to the Park Maintenance Fee shall be set by resolution.

F. Expiration. Unless extended by a majority vote of the City Council, this fee shall expire and Chapter 3.35: Park Maintenance Program shall automatically be repealed on December 31, 2022.

§ 3.35.100 Administration of Park Maintenance Fee.

A. The Park Maintenance Fee shall be billed and collected with and as part of the monthly sewer bill for those lots or parcels utilizing City sewer and billed and collected separately for those developed properties not utilizing City sewer. In the event of non-payment, the City may bill the property owner or take other action as authorized by law to collect from the responsible party.

B. In the event funds received from City utility billings are inadequate to satisfy in full all of the sanitary sewer and Park Maintenance Fees, credit shall be given first to the Park Maintenance Fee and second to the sanitary sewer service charges.

C. Notwithstanding any provision herein to the contrary, the City may institute any necessary legal proceedings to enforce the provisions of this chapter, including, but not limited to injunctive relief and collection of charges owing. The City's enforcement rights shall be cumulative.

§ 3.35.110 Waiver of Park Maintenance Fee in Case of Vacancy.

A. When any property within the City becomes vacant and utility services are discontinued (if applicable), a waiver of the Park Maintenance Fee may be granted by the Finance Director upon written application of the person responsible, including a signed statement, affirming under penalty of perjury that the property is vacant, and upon payment of all outstanding sanitary sewer and Park maintenance charges.

B. For purposes of this section, "vacant" shall mean that an entire building or utility billing unit has become vacant or continuously unoccupied for at least 30 days. "Vacant" shall not mean that only a portion of a property without a separate water meter has become vacant or unoccupied.

C. Fees shall be waived in accordance with this section only while the property remains vacant. The person responsible shall notify the City within 5 days of the premises being occupied, partially occupied or used, regardless of whether utility service is restored.

§ 3.35.120 Park Maintenance Fee Appeal Procedure.

A. Any owner who disputes any fee assessment may request a review and appeal such fee, but only in accordance with this section. The dispute must first be presented to the Public Works Director for review and thereafter may be appealed to the City Council in accordance with this section. Failure to appeal within the time and in the manner provided shall be sufficient cause to deny the relief requested. Except in cases of hardship as determined by the Council, disputes which result in changes in the Park Maintenance Fee charged under this chapter shall become effective with the next billing cycle.

B. A customer who wishes to dispute an interpretation made by the Public Works Director shall submit a written appeal to the City Administrator within 10 days from the date of notice of the Public Works Director's determination under division B., together with a filing fee in the amount of \$300. Appeals shall be limited to the issue of whether the property in question has been occupied during the period in dispute.

C. The City Administrator shall schedule the matter for City Council review and notify the appellant not less than 10 days prior to the date of such Council review. The City Council shall conduct a hearing during a public meeting and determine whether there is substantial evidence in the record to support the interpretation given by the Public Works Director. The Council may continue the hearing for purposes of gathering additional information bearing on the issue. The Council shall make a tentative oral decision and shall adopt a final written decision together with appropriate findings in support. The decision of the Council shall be final.

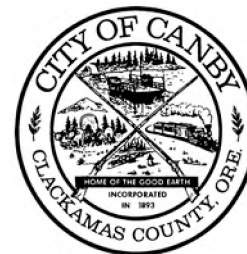
§ 3.35.130 Exceptions to Park Maintenance Fee.

City Parks shall not be subject to the Park Maintenance Fee.

§ 3.35.140 Severability.

In the event any section, subsection, paragraph, sentence or phrase of this chapter is determined by a court of competent jurisdiction to be invalid or unenforceable, the validity of the remainder of the chapter shall continue to be effective. If a court of competent jurisdiction determines that this chapter imposes a tax or charge, which is therefore unlawful as to certain but not all affected properties, then as to those certain properties, an exception or exceptions from the imposition of the Park Maintenance Fee shall be created and the remainder of the ordinance and the fees imposed thereunder shall continue to apply to the remaining properties without interruption. Nothing contained herein shall be construed as limiting the City's authority to levy special assessments in connection with public improvements pursuant to applicable law.

MEMORANDUM



TO: *Honorable Mayor Hodson and City Council*
FROM: *Rick Robinson, City Administrator*
DATE: *August 8, 2017*

Issue/Objective:

The City's Parks Maintenance Division maintains City parks and other landscaped City properties. For purposes of this report, references to City Parks includes the other landscaped City properties as well.

The City lacks the funding to fully maintain its City parks and other landscaped City properties. As a consequence, the City has deferred maintenance activities in existing parks and delayed the opening of new parks. The City Council Values and Goals statement adopted by the Council on April 5, 2017 has a defined goal to "Identify funding and strategic alliances for acquisition, improvement, and maintenance of park lands."

The information provided with this staff report summarizes the current status of existing City parks and the opportunities for improvements to our park system that funding enhancements would create, and includes a funding recommendation from the City's Parks and Recreation Advisory Board.

Summary:

The Canby City Council identified the necessity to resolve the unmet funding needs for park maintenance in both the 2013 Canby Community Visioning Plan and the 2017 Council Values and Goals Statement. To support this priority, the Canby Parks and Recreation Advisory Board has worked to gather the information needed to provide an informed recommendation to the City Council. Their efforts have been productive, and the Parks Advisory Board has unanimously voted to submit their recommendations to the City Council for consideration.

The recommendation of the Canby Parks and Recreation Advisory Board is divided into near term and long term objectives. The near term recommendation is to continue the current percentage of General Fund allocation to parks and additionally establish a \$5 per month Park Maintenance Fee that would be subject to an annual CPI adjustment. The long term objective is to establish a special park district, subject to voter approval, specifically addressing the needs of the Canby community.

The Parks and Recreation Advisory Board's official letter with detailed recommendations is included in the attachments.

Discussion & Background:

When staffing was reduced due to budget constraints, some of the maintenance activities that

would typically be done in our Parks on a recurring basis had to be deferred or eliminated. Our Parks maintenance crew has worked during the past year to quantify these tasks and the hours required to perform them. An estimated 2,869 hours of work is deferred in City parks each year due to staffing reductions. If currently planned but as yet undeveloped parks are included, the shortfall increases to approximately 3600 hours.

The Canby Parks and Recreation Advisory Board has worked closely with City Staff to develop an objective understanding of both the challenges associated with maintaining our current parks, and the obstacles inherent in considering the expansion of our park system. To assist in gathering information, the Advisory Board developed two resident surveys. The goal was to better understand the desires of our Canby community residents, particularly relating to the maintenance and expansion of the Park system.

Using this information as a basis for their analysis, the Canby Parks and Recreation Advisory Board worked with Staff to identify feasible strategies to fund park maintenance in Canby. The results of these efforts are included as attachments in this report and summarized in the points below.

- The majority of survey respondents believe well maintained parks are important.
- While a majority of respondents indicated that they support additional funding for park maintenance, they also indicated that they are generally satisfied with the current level of park maintenance.
- The research conducted indicates that Park and Recreation Districts generally provide the most stable funding and successful park and recreation services. There are at least 14 established park and recreation districts in Oregon, distributed across the state.
- Currently eight Oregon communities that are not included in one of the 14 districts have implemented monthly park maintenance fees. Two additional communities have plans to do so.
- The City currently has approximately 4,750 active sewer connections in the City. If the City were to implement a Park Maintenance Fee of \$5 a month, calculated based on the number of sewer connections in the City (4,750), the fee would generate approximately \$285,000 annually. This equates to approximately three positions and 5,300 labor hours.

Recommendation:

Staff recommends the Council approve Ordinance 1466.

Recommended Motion:

“I move to approve Ordinance 1466, An Ordinance Amending the Canby Municipal Code (CMC) by Adding a New Chapter 3.35 “Park Maintenance Program”, and Requiring Payment of a Park Maintenance Fee to come up for second reading on September 6, 2017.

Attachments:

July 24, 2017 Parks and Recreation Advisory Board recommendation memo
Deferred Maintenance Memo from Parks Maintenance Lead
Ordinance 1466

DATE: July 18, 2017

MEMO TO: Honorable Mayor Hodson and City Councilors

FROM: Canby Parks and Recreation Advisory Board

RE: Recommendations from Canby Parks and Recreation Advisory Board

Issue:

Insufficient sources of funds to maintain existing and planned Canby parks at our current level of maintenance.

Recommendations:

Near term:

- Continue current percentage of General Fund allocation to parks
- Establish a \$5 a month park maintenance fee to be included in the monthly utility billing
- Annually adjust as per CPI (Consumer Price Index for Portland MSA)
- This option would address our current and near term unmet park maintenance needs.

Long term:

- Establish a special park district specifically for Canby. This option depends on voter approval and will require sustained focus and extensive marketing to achieve. Not feasible for the near term, but if successfully implemented it could provide a source of stable funding to meet our future park maintenance needs.

Background:

In the spring of 2016 the Canby Parks and Recreation Advisory Board worked with staff to identify additional viable funding sources for park maintenance. The Board researched and reviewed funding options, and developed and distributed two park surveys to the Canby Community via US Mail and social media. Survey results helped the Board identify which additional funding sources could be supported by the Canby community. The Board reviewed the results and shared those results with the City Council. The Council requested the Board make an official recommendation to the Council regarding feasible funding sources for current and future park maintenance. After much deliberation, the Board voted unanimously to present the above recommendations to the City Council.

Related Council Policies:

Council Goal: Parks and Recreation

Identify funding and strategic alliances for acquisition, improvement, and maintenance of park lands.

Council Vision: General Parks Aspiration

PRIORITY GAP: *Expand Funding and Resources*

ACTION STEPS: *Explore feasibility of implementing a Park Maintenance Fee (Paid monthly by residents) and user fees.*

Deferred Maintenance

16-17 Budget cycle, estimated on 03-17-2017

The City of Canby has 3 Full time Employee’s dedicated to parks. Each employee represents approximately 1760 hours of actual annual maintenance hours (2080 hours less time off, meetings and training). This number is further reduced by half for the Lead Worker to account for time, report writing, project review and coordination. 3 FTE’s = 4400 hours available for actual park maintenance.

The Parks Department has been grant 1.5 Full Time Equivalent of seasonal maintenance workers. To date we have utilized 1550 hours of Part Time Labor or 65% of the available hours. While the hours utilized and provided by the PT employees and volunteers (500 hours) are basic in nature, they provide a dramatic aesthetic improvement and help enhance our service level.

Here is an estimate of the maintenance being deferred at each location. The deferred annual hours are needed to maintain the said assets. Note: additional hours will be required to bring assets back to a maintained state.

Adult Center - Service Level adequate, unless otherwise directed.

Arneson Gardens- pressure washing (16 hrs.), path maintenance (60 hrs.), mulching (70 hrs.), shrub trimming/fertilizing (90 hrs.), tree trimming (16 hrs.) and asset repairs (24 hrs.). **276 hrs.**

Baker Prairie Cem. - Service Level adequate, unless otherwise directed.

City Hall-old - N/A next budget cycle.

Community Park – pressure washing (45 hrs.), painting (60 hrs.), tree trimming (120 hrs.), cleaning (104 hrs.), asset repair (60 hrs.), signage (20 hrs.), trail maintenance (140 hrs.), string trimming (30 hrs.) and fence maintenance (40 hrs.) **619 hrs.**

CPIP Sign property – sign cleaning, mulching/fertilizing and one more shrub trimming. **16 hrs.**

Disc Golf Course - Service Level adequate, unless otherwise directed.

Eco Park – trail maintenance/inspection (40 hrs.), tree trim/remove (24 hrs.), parking lot maintenance (30 hrs.), **94 hrs.**

Faist 5 lot - Service Level adequate, unless otherwise directed.

Finance Landscape-old - N/A next budget cycle.

Holly and Territorial sign - Service Level adequate, unless otherwise directed.

Klohe Fountain - Service Level adequate, unless otherwise directed.

Deferred Maintenance Continued, page 2.

Library-old - N/A next budget cycle.

Legacy Park - pressure washing (60 hrs.), painting (60 hrs.), asset repair (40 hrs.), turf maintenance/irrigation (80 hrs.), and cleaning (104 hrs.) **344 hrs.**

S. Locust Park - pressure washing (30 hrs.), painting (60 hrs.), asset repair (24 hrs.), turf maintenance/irrigation (44 hrs.), and cleaning (104 hrs.) **262 hrs.**

Logging Rd. Path – tree trimming (24 hrs.), sweeping (24 hrs.), asset repair/replace, painting and cleaning/pressure wash (112 hrs.) **160 hrs.**

Fish Eddy- Log Boom - Service Level adequate, unless otherwise directed.

Maple St. Park - pressure washing (40 hrs.), painting (50 hrs.), asset repair (72 hrs.), turf maintenance/irrigation (56 hrs.), tree trim/ remove (40 hrs.) and cleaning (104 hrs.) **362hrs.**

19th Loop – pressure washing (16 hrs.), asset repairs/brush control (80 hrs.) and water level control “Beaver issues” (40 hrs.) **136 hrs.**

Northwood Park – pressure washing (8 hrs.), turf maintenance/ irrigation (16 hrs.) **24 hrs.**

Police Department – landscape maintenance (120 hrs.), leaf removal and hardscape cleaning (80 hrs.) **200 hrs.** **Note!!** Even if the 200 hrs. are granted for this site, there is still a 160 hour maintenance deficit from what the Landscape Contractor recommends as a best practice.

Simnitt Property - undeveloped at this time, N/A

Skate Park – pressure washing (16 hrs.), turf maintenance (16 hrs.) asset maintenance (30 hrs.) **62 hrs.**

Shop Complex - Service Level adequate, unless otherwise directed.

Swim Center - Service Level adequate, unless otherwise directed.

Territorial-CLC Property - Property thus far has been maintained by the CLC Art Park organization. With the addition of the bicycle repair kiosk and any other future development slated, maintenance cannot be determined until the level of involvement is known. Service Level adequate, unless otherwise directed.

Transit Bus Stop – pressure washing (24 hrs.), painting (16 hrs.), sweeping (12 hrs.) and Landscape repair/replace (12 hrs.) **64 hrs.**

Triangle Park – pressure wash (8 hrs.) and landscaping (8 hrs.) **16 hrs.**

Wait Park – pressure wash (40 hrs.), paint (60 hrs.), asset repairs (40 hrs.), cleaning (104 hrs.), turf maintenance (80 hrs.), mulching (40 hrs.) and tree trimming (126 hrs.) **490 hrs.**

Deferred Maintenance Continued, page 3.

Veterans Memorial - Hardscapes thus far has been maintained by the Arora VFW organization. The Parks department is responsible for the irrigation system and the landscaping. Fertilization and weed control (40 hrs.) **40 hrs.**

Knights Bridge Property - Service Level adequate, unless otherwise directed.

WWTP - Service Level adequate, unless otherwise directed.

New: Timber Park Subdivision – Restroom cleaning/garbage pickup (312 hrs.), mowing (108 hrs.), string trimming/edging (60 hrs.), turf maintenance (24 hrs.), spraying/weed control (16 hrs.), irrigation, on/off, adjust/repair (40 hrs.), asset repairs (40 hrs.), graffiti/vandalism (16 hrs.) and tree trimming/leaf and debris removal (80 hrs.) **696 hrs.**

Deferred Maintenance – Total = 3,861 hours

The majority of park assets are heavily used March through October. Currently we are not able to take advantage of the off season (November through February) to perform maintenance tasks due to the current staffing level granted.

It has been my experience that every fully developed park we acquire will take approximately 700 hrs. of maintenance per acre to achieve a low to moderate service level.

Hours are based on the time it takes a competent employee to finish assigned tasks. Hours are inclusive of fueling, loading of equipment, travel time, unloading of equipment, cleaning of equipment and offloading of debris.

Parks can be built to be maintenance friendly... Wooden structures require more maintenance than cement or steel building. Shrub beds drive up maintenance costs. The hours needed to maintain shrub beds compared to mowing the same amount of turf area is astronomical.

The Parks Department has been tasked with tracking actual hours being spent at each park. We now have eight months' worth of actual data (July 16 through February 17) complete. An example of a low maintenance park would be Northwood Park. We are currently only deferring 24 hours of maintenance at this location. To date we have only spent 119.5 hrs. maintaining this site in the last eight months. No shrub beds, no restrooms, no fences, no mature trees, just fertilize, water, edge, spray, mow and go...

Respectfully Submitted,

Jeff G. Snyder, Park Maintenance Lead

PARKS & RECREATION ADVISORY BOARD—PUBLIC WORKS BUILDING

DRAFT MINUTES

JULY 19, 2022 Meeting

Chair Johnson called the meeting to order at 6:30 pm.

1. WELCOME/INTRODUCTIONS:

Member Attendance: Barry Johnson, Jim Davis, Lisa Potter, Terri Jones, Mark Triebwasser, Barbara Karmel, David Biskar

Absent: Scott Sasse, Ryan Oliver

Guests in Attendance: Brian Hodson, Jerry Nelzen, Jeff Snyder, Ryan Potter, Bruce Parker, Jeff Milkes, Lana Bollinger, Andrew Hale, Mindy Montecucco

2. APPROVE MINUTES:

Mark Triebwasser moved to approve the June 2022 meeting minutes, Barbara Karmel seconded; motion passed, and minutes of the June 21, 2022 meeting were approved.

3. ELECTION OF OFFICERS:

Jim Davis motioned to continue with the current slate of officers. David Biskar seconded. Motion passed unanimously 7-0.

4. OLD BUSINESS:

Jeff presented a Parks and Recreation projects update.

- a. Locust Street Park—no update.
- b. Maple Street Park—Final walk through for the pickleball court hasn't been completed. No known complaints have been received regarding court use times. One of the courts is peeling on the outer edge due to the heavy rains at the time installation; this and lighting will be addressed in the final walk through.
- c. Community Park—Phase 3 treatment will be completed before August 1. The treatment results are better than last year. Possible future projects include possibly digging the pond deeper and installation of an aerator fountain.
- d. 2022-23 Proposed Parks Budget update—The final budget will be posted to the website this week.

5. NEW BUSINESS:

Mayor Hodson and Ryan Potter provided updates on the following topics/projects.

- a. Process to name/rename City Parks—Mayor Hodson said he referred the policy/procedure to City staff and Joe Lindsay who are reviewing it. He indicated he wants it before the August 3 Council meeting.
- b. Parks Maintenance Fee-- Discussion ensued regarding the Parks Maintenance Fee, which sunsets December 31, 2022. Discussions included: 1) Are we tying it to the URD? A partnership with CAPRD? A hybrid of a couple of options? 2) Mayor said the Street Maintenance Fee and Parks Maintenance Fee are council-approved. 3) Mark suggested we continue with the current fee amount until we know more about the future of CAPRD. 4) Regarding the Street Maintenance Fee, Jerry said he is going to Council requesting a community-represented task force to determine what the appropriate fee amount should be i.e. do we have good roads or really good roads? If we have good roads then this is the amount, and if we want really good roads then what is that amount? After much discussion Mark Triebwasser motioned to recommend to the Council to extend the Parks Maintenance Fee five years or an appropriate time until we have ample information from the Parks Master Plan and SDC methodology to better define what the appropriate fee amount might be. Barbara seconded. Motion passed 7-0. **ACTION:** Lisa will draft a submission to the Council, based on the motion, for Barry's signature.

- c. Molalla State Park-- The Mayor and City Administrator Scott Archer met with Scott Youngblood, Molalla State Park Ranger, and had a very positive conversation about fencing an area for a dog park. Scott Youngblood related the master plan for the park hasn't been updated since the 1970s and discussed possible transference to the City of Canby. Barbara asked if the City has had any conversations with the State Parks & Recreation Board. Brian said he has opened the door for further conversation and plans a letter to Scott Youngblood regarding hopes, dreams, and desires. Scott Youngblood shared there are various State funding resources for water access and trails.
- d. Dog Park—The dog park pre-app with the County is August 20 at City Hall and will focus primarily on utilities and service providers.
- e. Housing Needs Analysis-- The City is currently conducting a housing needs assessment. Another community meeting is planned in a couple months which will include an economic analysis. Brian suggested the Board view the first meeting regarding future growth and needs analysis. **ACTION:** Ryan Potter will email the Board the link to view the meeting.
- f. Green Play/Berry Dunn contract update—Ryan Potter said he hasn't received any billings for a couple of months. Jeff Milkes will provide an update during the steering committee meeting. We have a contingency fund and have not used it.

6. CAPRD UPDATE—ANDREW HALE

Andrew shared there has been a lot of back and forth with the County and State. The Parks District provided the boundary description to the County and sent it to the State; however, it wasn't what the State wanted. The State said the County was supposed to do the Parks District boundaries. The County will require a petition of homeowners and voters. The amount of signatures is unknown. Once the petition has been completed it will go back to the County and it will decide if the reduced parks district needs to be placed on a future ballot.

7. BIKE & PEDESTRIAN COMMITTEE UPDATE—BRUCE PARKER

Bruce and Mindy had nothing to report. Jeff reported the English/Spanish versions of the trail safety signs have been completed and ten signs will be posted at five locations within a couple weeks.

8. CITIZEN INPUT

Lana Bollinger asked why Eco Park property is zoned R1. She said there is something called a Forestry Zone. Ryan Potter responded all public spaces are designated R1. A comprehensive plan update is planned and will revisit all the maps and those designations. Ryan said Planning would like to see a Public Properties Zone. Lana expressed concern about the environment and witnessed much of the trees have been removed due to development. Ms. Bollinger proposed we establish a task force to study the urban canopy that would include the Parks Board. She spoke with Tom Scott of Scott Properties and suggested the City offer to purchase the property located at Territorial and Pine which is slated for 60 apartment units. Keeping the old growth Douglas Fir trees will enhance the urban canopy.

9. FOR THE GOOD OF THE ORDER

Jim Davis asked Jeff to determine how the pickleball courts could be used for lessons and possible future tournaments. There are interested citizens who would like to provide free pickleball lessons. Barbara suggested Jeff partner with Terri Jones and discuss how to use the pickleball courts for lessons and future tournaments.

10. ADJOURNMENT

Jim Davis moved to adjourn, Mark Triebwasser seconded, motion passed. The meeting adjourned at 7:37 pm. The next regular meeting of the Parks & Recreation Advisory Board is scheduled for 6:30 pm August 16, 2022.

Respectfully submitted,
Lisa Potter, Secretary

**JOINT WORK SESSION CANBY CITY COUNCIL, PARKS & RECREATION
ADVISORY BOARD, AND PARKS MASTER PLAN STEERING COMMITTEE
WORK SESSION MINUTES
June 1, 2022**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Traci Hensley, Christopher Bangs, Shawn Varwig, Sarah Spoon, Greg Parker, and Art Marine.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, Deputy City Recorder; Jerry Nelzen, Public Works Director; Ryan Potter, Senior Planner; Don Hardy, Planning Director; and Jeff Snyder, Parks Lead.

CALL TO ORDER: Mayor Hodson called the joint Work Session to order at 5:31 p.m. in the Council Chambers.

PRESENTATION OF DRAFT PARKS MASTER PLAN & SDC STUDY:

Ryan Potter, Senior Planner, gave an introduction to the project.

Jeff Milkes, consultant with BerryDunn, presented the draft Parks and Recreation Master Plan. He discussed the purpose of the project, steps in the process, community engagement, community population, park assessment, GRASP analysis and data, park and facility score, park comparisons, GRASP benchmarking, NRPA 2021 park metrics, GRASP walkable access and target, GRASP neighborhood and playground access, community needs and desires, recommendations, and time frame. He then reviewed the goals and objectives in the document as well as land dedication and System Development Charges methodology update.

There was discussion regarding whether the Logging Road Trail and Eco Park were considered in the study, using PSU's population growth data, potential sports complex, including school facilities in the calculations, need for siting criteria for all parks, identifying the need for ball fields, locations for sports fields, input from stakeholders, demographics and age distribution, need for a community center and sports tournaments, need for more trails as a priority, including the Traverso property in the plan, proofreading corrections, partnership with CPRD for funding, how the role of private recreation played in this, need for current data on household incomes, DEI compliance, outreach to the Hispanic population, summer programs by the School District, partnering with the Country Club, clarifying what the SDC fees could be used for and what would have to be financed through the General Fund, age breakdown of the surveys, proper use of SDCs, survey scoring, survey distribution, addressing parks outside the City limits, river access, when to accept and not accept a fee in lieu of park land donation, and implementing the plan.

Scott Archer, City Administrator, thanked everyone for their participation and engagement. He noted Canby was at a pivot point for what parks and recreation would look like in the City. There would be a community meeting on the plan next Wednesday. He asked if there should be another Work Session before the final plan was brought to Council for adoption.

There was consensus that after the community meeting, the revised plan would be reviewed by the Parks and Recreation Advisory Board and the Board would make a recommendation to the City Council.

The Work Session was adjourned at 7:33 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
June 1, 2022**

PRESIDING: Council President Traci Hensley

COUNCIL PRESENT: Traci Hensley, Christopher Bangs, Shawn Varwig, Sarah Spoon, Greg Parker, and Art Marine.

COUNCIL ABSENT: Mayor Hodson

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, Deputy City Recorder; Jerry Nelzen, Public Works Director; and Todd Wood, Transit Director.

CALL TO ORDER: Council President Hensley called the Regular Meeting to order at 7:45 p.m. in the Council Chambers followed by the opening ceremonies.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

CONSENT AGENDA:

****Councilor Varwig moved to approve the minutes of the April 20, 2022 City Council Work Session and Regular Meeting. Motion was seconded by Councilor Spoon and passed 6-0.**

ORDINANCES:

Ordinance 1573 – **Councilor Bangs moved to approve Ordinance 1573, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CURRAN-McLEOD, INC. CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE EXTENSION OF WALNUT STREET TO HIGHWAY 99E. Motion was seconded by Councilor Varwig and passed 6-0 by roll call vote.

Ordinance No. 1574 – **Councilor Bangs moved to approve Ordinance 1574, AN ORDINANCE AMENDING CANBY'S TITLE 16 OF THE CANBY MUNICIPAL CODE ADDING NEWLY CREATED CHAPTER 16.81 MIDDLE HOUSING MODEL ORDINANCE AND MODIFYING EXISTING CHAPTERS 16.04 DEFINITIONS, 16.58 LOT LINE ADJUSTMENT, 16.60 PARTITIONS, 16.68 SUBDIVISION AND FINAL

PROCEDURES AND RECORDATION, AND 16.89 APPLICATION AND REVIEW PROCEDURES IN THE TITLE. Motion was seconded by Councilor Spoon and passed 6-0 by roll call vote.

Ordinance No. 1575 – Todd Wood, Transit Director, said as part of the 99E project, nine bus shelters would be installed and one standalone bench. The City would do the design and flatwork for four of them and ODOT would do the others. The location on Locust Street could not take a shelter due to right-of-way issues which was the reason for the bench. He explained what was included in the cost.

****Councilor Spoon moved to approve Ordinance 1575, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE NINE BUS SHELTERS WITH SOLAR LIGHTING AND BENCHES, ONE STANDALONE BENCH, AND ONE SOLAR LIGHT FROM BRASCO INTERNATIONAL OF MADISON HEIGHTS, MICHIGAN to come up for second reading on June 15, 2022. Motion was seconded by Councilor Varwig and passed 6-0 on first reading.**

Ordinance No. 1576 – Jerry Nelzen, Public Works Director, gave an overview of the project which included improvements on N Locust between 4th and 10th, NW 10th and Birch, N Maple Lane, and NE Territorial Road.

****Councilor Spoon moved to approve Ordinance 1576, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH M.L. HOUCK CONSTRUCTOIN IN THE AMOUNT OF \$1,893,228.65 FOR THE 2022 STREET AND UTILITY IMPROVEMENTS PROJECT to come up for second reading on June 15, 2022. Motion was seconded by Councilor Varwig and passed 6-0 on first reading.**

NEW BUSINESS: Discussion Regarding Possible Cancellation of July 6, 2022 City Council Meeting – Mr. Archer said there were no timely issues slated for the July 6 meeting.

There was consensus to cancel the July 6, 2022 City Council meeting.

There was discussion regarding Work Session items and holding an extra meeting in June to work on some of those items. Councilor Bangs asked to add a discussion on meeting start times to the next meeting's agenda.

MAYOR'S BUSINESS: None.

COUNCIL COMMENTS & LIAISON REPORTS:

Council President Hensley announced the partnership of the City and YMCA for activity programming. The Pickle Ball Court Ribbon Cutting would be on June 16 and Parks Master Plan community meeting would be held on June 8.

Councilor Bangs said graduation was this Friday. There would be a groundbreaking ceremony next week on the new science wing of the high school. The high school baseball team would be playing in the state championship game on Saturday.

Councilor Spoon said Bridging Cultures was this Saturday at Locust Street Park. She suggested adding Pickle Ball paddles to the Library of Things.

Councilor Parker said at the last Bridging Cultures there was a dance troupe who danced on the newly refinished sports court.

Councilor Varwig said the Allegro Dance Company performed in Idaho recently. The Northside Fire Station would open on July 2. There would be a fireworks show on July 4.

Councilor Marine previewed the Beer Library yesterday.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Archer said there were banners around town and a sculpture recognizing high school seniors. They were waiting for approval from the railroad and ODOT for the Quiet Zone project.

CITIZEN INPUT: None

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinances 1573 and 1574.
3. Approved Ordinances 1575 and 1576 to a second reading on June 15, 2022.
4. Approved the cancellation of the July 6, 2022 City Council meeting.

The meeting was adjourned at 8:18 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood

Memo

To: Mayor Brian Hodson & Members of City Council
From: Jorge Tro, Chief of Police
CC: Melissa Bisset, General Administration
Date: August 3, 2022
Re: CJ's Eatery/Dede's Deli Liquor License Application / Limited
On-Premises, 1477 SE 1st Avenue, Suite 112, Canby, Oregon

I have reviewed the attached limited on-premises liquor license application for CJ's Eatery/Dede's Deli located at 1477 SE 1st Avenue, Suite 112, Canby, Oregon, 97013.

City Council approved an application last year under the name of Dede's Deli. The same owners needed to re-submit a new application due to a change with the Oregon Lottery. According to the applicant, Dan Search, Oregon Lottery has put a pause on all new Video Lottery retailer applications. They did leave the ability for current retailers to transfer a contract from a location they currently operate to another location. They closed a location that was at the end of its lease and transferred that contract to the new location in Canby.

I had already talked to Dan Search regarding the expectations and responsibilities involving the sale of alcoholic beverages.

Mr. Search explained that the company has experience in selling alcoholic beverages and they have 20 locations throughout Oregon. They are well aware that any employee selling alcoholic beverages must know the laws regulating the sale of alcoholic beverages and the consequences for failure to comply with the rules as set forth by Oregon State Law. He further explained the company has a two limit drink per customer.

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



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

PRINT FORM
RESET FORM

pd
7/18/22
✓ # 33265
\$7500

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County:
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be:
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Passenger Carrier	By: _____
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input checked="" type="checkbox"/> Limited On-Premises	OLCC USE ONLY
<input type="checkbox"/> Off-Premises	Date application received: <u>5/6/22</u>
<input type="checkbox"/> Warehouse	Date application accepted: <u>5/6/22</u>
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	License Action(s):
Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	<i>C/O</i>
(4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**¹ applying for the license(s):

CJ's Eatery 2, LLC.

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See) Dede's Deli		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 1477 SE 1st. Ave. Suite 112.		
City Canby	County Clackamas	Zip Code 97013

¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Dede's Deli			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in <u>OAR 845-004-0065(1)</u> 92 Centennial Loop			
City Eugene	State Oregon	Zip Code 97401	
9. Phone Number of the Business Location 541-914-1495		10. Email Contact for this Application and for the Business [REDACTED]	
11. Contact Person for this Application Dan Search		Phone Number [REDACTED]	
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

ATTESTATION: **READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM**

I understand that marijuana is prohibited on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311(6)) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one *INDIVIDUAL who is authorized to sign for the entity* must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. *Applicants are still responsible for all information on this form.*

John Charles Hare

App. #1: (PRINTNAME)

[REDACTED SIGNATURE]

07/06/2022

App # 1: Signature Date

Atty. Bar Information (if applicable)

App. #2: (PRINTNAME)

App #2: (SIGNATURE)

App #2: Signature Date

Atty. Bar Information (if applicable)

App. #3: (PRINTNAME)

App #3: (SIGNATURE)

App #3: Signature Date

Atty. Bar Information (if applicable)

App. #4: (PRINTNAME)

App #4: (SIGNATURE)

App #4: Signature Date

Atty. Bar Information (if applicable)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: CJ's Eatery 2 LLC.

Phone: 503-266-1700

Trade Name (dba): Dede's Deli

Business Location Address: 1477 SE 1st Ave. Suite 112.

City: Canby

ZIP Code: 97013

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>7:00 AM</u>	to	<u>11:00 PM</u>
Monday	<u>7:00 AM</u>	to	<u>11:00 PM</u>
Tuesday	<u>7:00 AM</u>	to	<u>11:00 PM</u>
Wednesday	<u>7:00 AM</u>	to	<u>11:00 PM</u>
Thursday	<u>7:00 AM</u>	to	<u>11:00 PM</u>
Friday	<u>7:00 AM</u>	to	<u>11:00 PM</u>
Saturday	<u>7:00 AM</u>	to	<u>11:00 PM</u>

Outdoor Area Hours:

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes - No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

Restaurant: 12 Outdoor: _____

Lounge: _____ Other (explain): _____

Banquet: _____ Total Seating: 12

OLCC USE ONLY

Investigator Verified Seating: _____(Y)_____(N)

Investigator Initials: _____

Date: _____

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

Applicant Signature: _____

Date: 7/6/22

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



CITY COUNCIL STAFF REPORT

Meeting Date: 8/3/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Todd Wood, Transit & Fleet Services Director

Agenda Item: Consider Ordinance No. 1581: Authorizing the City Administrator to Purchase Technology and Services from Passio Technologies of Atlanta Georgia and CTS Software of Swansboro, NC. *(Second Reading)*

Goal: Plan a Transportation System that eases the impacts of growth

Objective: Approval of Staff Recommendation – CAT Technology Contracts

Summary

Canby Area Transit (CAT) operates three public transit services to the public: Fixed route service between Oregon City and Woodburn (99X); Local fixed service in the City of Canby (Canby Loop) and Paratransit (Dial-A-Ride) service to eligible individuals unable to access fixed route. Recently, CAT joined with other Clackamas County providers in a Request for Proposal (RFP) to upgrade our scheduling software, add tablets in the vehicles, digitize all documents and forms, and add real-time bus information applications.

Background

CAT was established in January 2002 and is supported by Canby Area Businesses and State funding. CAT currently uses EasyRides software by GMV Syncromatics for scheduling (Paratransit services only), printing driver schedules and tracking vehicle mileage. The AngelTrax Mototrax system is used for vehicle GPS services. Technology upgrades have been a top-priority for CAT staff to create efficiency in operations and improve our service to clients and the public. Better technology will provide increased accuracy in numbers and data for audits, reviews and grant reporting.

Discussion

Since 2002, data systems have been used that require drivers document time, mileage, passenger counts, fare counts, pass sales and other notes in paper form. This is later input by dispatchers for reporting purposes.

The Dial-A-Ride scheduling system is not application based nor available to drivers digitally. Instead drivers receive paper manifests and radio in client pick-up and drop-off times, mileage, fares paid and same day dispatch rides. These are later input by dispatch at the office.

Since 2020, CAT has set aside a budget to upgrade the current technology. As of the 2022-2023 budget, staff has reserved \$130,000 to upgrade the systems. In February 2022, CAT joined transit systems in Sandy, Clackamas County and South Clackamas in a joint RFP for technology. Three (3) bids were received and reviewed by a selection committee and Passio Technologies & CTS Software (Trip Master) was awarded the contract. The current schedule provider did not respond to participate in the RFP.

The upgraded technology will provide web-based scheduling software for dispatch and office staff use and Mobile Data Terminals (MDT's) in all vehicles. In Paratransit service this will eliminate paper manifests, save time entering

data, and enable drivers to place automated client calls when close to arrival at their stop. MDT use on fixed route buses will replace paper documentation and provide accurate reports of passengers on/off the buses at specific stop locations.

The upgrade will also provide active bus GPS information to staff and an application based program for customers. The application program will provide real-time tracking of all Fixed Route buses and services including times and any service alerts. An added update will be Automated Stop Announcements (ASA) for all fixed route bus stops while the bus is on route, in compliance with the ADA standards.

Attachments

Ordinance No. 1581
Passio Technology Quote
CTS Software Quote

Fiscal Impact

Current Services:

Our Current Annual costs for the EasyRides Software is: **\$10,662.00**
Our Current Annual Costs for the GPS (Mototrax) software is: **\$6,164.40**
Grand Total Current Annual Costs: **\$16,826.40**

New Services:

Passio Technologies:

One-Time Start-up Costs: **\$69,289.60**
Annual Cost: **\$12,927.75**

CTS Software:

One-Time Start-up Costs: **\$36,190.00**
Annual Cost: **\$10,380.00**

New Service Grand Total Costs:

One-Time Costs: **\$105,479.60**
Annual Cost: **\$23,307.75**

****\$6,481.35 additional cost annually added to current provider costs****

Recommendation

Staff recommends that the Council authorize the City Administrator to sign a five (5) year contract with Passio Technologies for a one-time cost of \$69,289.60 and annual cost of \$12,927.75, and to sign a five (5) year contract with CTS Software (Trip Master) for a one-time cost of \$36,190.00 and annual cost of \$10,380.00. This is to update and install new Fixed Route Software, Paratransit Software and Tablets for Canby Area Transit.

Staff recommends approval of overall one-time cost of: One Hundred and Five Thousand, Four Hundred and Seventy Nine dollars and Sixty cents (\$105,479.60), and 5-year fixed annual cost of Twenty-Three Thousand, Three Hundred and Seven dollars and Seventy-Five cents (\$23,307.75).

Proposed Motion

"I move to pass Ordinance No. 1581, authorizing the City Administrator to sign a 5-year Contract with Passio Technology of Atlanta, Georgia and CTS software of Cedar Pointe, North Carolina for paratransit/fixed route software and MDT units for Canby area transit."

ORDINANCE NO. 1581

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE TECHNOLOGY AND SERVICES FROM PASSIO TECHNOLOGIES OF ATLANTA GEORGIA AND CTS SOFTWARE OF SWANSBORO, NC

WHEREAS, the City of Sandy issued a Request for Proposals on February 2, 2022 for Intelligent Transportation System Technology and included the City of Canby as an additional interested party;

WHEREAS, the City of Sandy received three (3) proposals and the City of Canby participated in the review and interview for the proposals;

WHEREAS, the Passio Technologies proposal including Trip Master by CTS Software received the highest score and was awarded the bid;

WHEREAS, the agreement will include initial startup costs of \$69,290 with annual costs of \$12,928 for Passio Technologies for fixed route;

WHEREAS, the agreement will include initial startup costs of \$28,940 with annual costs of \$10,380 for Trip Master for Dial-a-Ride;

WHEREAS, the agreement for each vendor will be five (5) years; and

WHEREAS, each agreement includes the option to add future additional modules for cost.

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

Section 1. The City Administrator is hereby authorized and directed to make, execute and declare in the name of the City of Canby (Canby Area Transit) and on its behalf, an appropriate agreement with Passio Technologies to:

- Provide startup funding of Sixty Nine Thousand, Two Hundred and Ninety dollars (\$69,290); and
- Provide annual funding of Twelve Thousand, Nine Hundred and Twenty Eight dollars (\$12,928) per year for a period of five years

Section 2. The City Administrator is hereby authorized and directed to make, execute and declare in the name of the City of Canby (Canby Area Transit) and on its behalf, an appropriate agreement with CTS Software to:

- Provide startup funding of Twenty Eight Thousand, Nine Hundred and Forty dollars (\$28,940); and
- Provide annual funding of Ten Thousand, Three Hundred and Eighty

dollars (\$10,380) per year for a period of five years

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 20, 2022 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, August 3, 2022 commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor in Canby, Oregon.

Melissa Bisset, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 3rd of August 2022 by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder

PASSIO TECHNOLOGIES

YOUR CUSTOM SOLUTION QUOTE

City of Canby

Heidi Muller

mullerH@canbyoregon.gov

Quote #: 979

PLEASE REACH OUT TO
PASSIO SALES WITH ANY
QUESTIONS
SALES@PASSIOTECH.COM



Passio Cover Letter

Please review this quote from Passio Technologies to City of Canby

Quote #: 979

Quote total: \$69,289.60 USD

Thank you,

The Passio Team

6100 Lake Forrest Dr

Atlanta 30328

marketing@passiotech.com

www.passiotech.com

MAKING EVERY PASSENGER COUNT

PASSIO TECHNOLOGIES



Passio Technologies
 6100 Lake Forrest Dr
 Atlanta, GA 30328
 United States

Quote #	979
Date	Jul 5, 2022
Expires	Oct 3, 2022
Contact	Sam Tupman

Prepared for City of Canby
 Heidi Muller
 United States

T: 503-266-0717
 E: mullerH@canbyoregon.gov

ACCEPT QUOTE

Passio Technologies Quote City of Canby 16 Vehicles, GO, ASA

GO

One-Time Fees

Category	Item	Qty	Price	Total
Setup	Passio GO CAD/AVL GPS Setup	1	\$2,354.10	\$2,354.10
	Setup Passio GO solution for customer account. One fee per system.			\$1,883.28[†]
	20% Item Discount (\$470.82)			
	Code: GOga			
	Base Price		\$2,354.10	\$2,354.10
License	Passio GO GPS CAD/AVL Software License	16	\$139.596	\$2,233.54
	Per unit one time software license. Includes lifetime updates. For Installed, Portable, and API Configuration.			
	Code: GOGpsavl			
	Base Price		\$139.596	\$2,233.54
Hardware	VLU	16	\$422.00	\$6,752.00
	Vehicle Logic Unit for GPS Tracking.			
	Code: VLU			

One-Time Subtotal	\$11,339.64
Discount	(\$470.82)

Annual Fees

Category	Item	Qty	Price	Total
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Category	Item	Qty	Price	Total
Recurring	Passio GO GPS/AVL Recurring Annual	16	\$699.00	\$11,184.00 \$7,741.56[†]
	Per unit annual recurring fee. Configuration updates, reporting, and data storage.			
	30.78% Item Discount (\$3,442.44)			
	Code: 40RX21PGO			

** Recurring fees billed annually with 0 upfront payment(s).*

Annual Subtotal **\$11,184.00**

Discount **(\$3,442.44)**

Automatic Voice Announcements

One-Time Fees

Category	Item	Qty	Price	Total
Hardware	MDT - Mobile Data Terminal	15	\$846.00	\$12,690.00
	Rugged Android MDT, Multi Connections, Stationary Mount.			
	Code: 1210003MDT			
HDW&INST	AVA: Audio Interrupt System	15	\$465.90	\$6,988.50
	Includes audio interrupt hardware, ancillary equipment, and wiring for connection to existing PA or Head Unit system with installed speakers. If additional audio equipment is required, Passio can provide this option as an upgrade to the customer.			
	Code: 1219045AVA			
License	AVA: Automated Voice Announcement Software License	15	\$898.00	\$13,470.00[†]
	Per unit one time software license. Includes lifetime updates.			
	Code: AVAlicense			
Setup/License	AVA: Automated Voice Announcement Standard Setup	1	\$5,894.10	\$5,894.10 \$4,715.28[†]
	Automated Voice Announcement solution setup			
	20% Item Discount (\$1,178.82)			
	Code: 1213009AVA			
Hardware / Component	AVA: Inline Noise Filter	15	\$42.40	\$636.00[†]
	Inline Noise Filter			
	Code: 1210019AVA			

One-Time Subtotal **\$39,678.60**

Discount **(\$1,178.82)**

Annual Fees

Category	Item	Qty	Price	Total
Recurring	AVA: Automated Voice Announcement Recurring Annually	16	\$468.00	\$7,488.00
	Per unit annual recurring fee. Configuration updates, reporting, and data storage.			\$5,186.19†
	30.74% Item Discount (\$2,301.81)			
	Code: AVAannual			
				<i>* Recurring fees billed annually with 0 upfront payment(s).</i>
			Annual Subtotal	\$7,488.00
			Discount	(\$2,301.81)

Spares

One-Time Fees

Category	Item	Qty	Price	Total
Hardware	MDT - Mobile Data Terminal	2	\$695.50	\$1,391.00
	Rugged Android MDT, Multi Connections, Stationary Mount.			
	Code: 1210003MDT			
Hardware	VLU	2	\$225.00	\$450.00
	Vehicle Logic Unit for GPS Tracking.			
	Code: VLU			
One-Time Subtotal				\$1,841.00

Installation

One-Time Fees

Category	Item	Qty	Price	Total
Installation	Installation	16	\$1,130.00	\$18,080.00
	Hardware installation and connectivity testing. On site charges, travel, and initial costs.			
	Passio (Code: Install)			
	<u>Component Install:</u>			
	MDT (Mobile Data Terminal) (MDTINST)			
	VLU (Vehicle Logic Unit) (VLUINST)			
	AVA Interrupt (AVAINST)			
One-Time Subtotal				\$18,080.00

Summary

[†] Non-taxable item

Please contact us if you have any questions.

One-Time Subtotal	\$70,939.24
Discount	(\$1,649.64)
Total One-Time	\$69,289.60 USD
Annual Subtotal	\$18,672.00
Discount	(\$5,744.25)
Total Annually	\$12,927.75 USD

ACCEPT QUOTE

Cost Breakdown

Category	One-Time Fees	Annual Fees
Setup	\$2,354.10	—
License	\$15,703.54	—
Hardware	\$21,283.00	—
Recurring	—	\$18,672.00
HDW&INST	\$6,988.50	—
Setup/License	\$5,894.10	—
Hardware / Component	\$636.00	—
Installation	\$18,080.00	—
Discount	(\$1,649.64)	(\$5,744.25)
Total	\$69,289.60 USD	\$12,927.75 USD

Standard Terms and Conditions

- Installation
 - All installation quotes are estimates based on customer provided vehicle information. Limited vehicle availability or undocumented vehicle configuration information may result in increased installation costs and/or trip charges.
- Sales & Use Tax
 - Customer to provide tax exempt certificate if applicable. Customers are required to calculate and pay all applicable USE taxes unless alternate arrangements made at time of order.
- Term of Agreement
 - Standard term is 36 months for optimal pricing. Customers have the option to select 60 month term to lock in pricing for an extended period. Lesser term periods are subject to higher recurring fees.
- Deposit

- New customers are required to pay a deposit equal to 50% of the one time costs prior to shipment of any equipment or account setup.



For over 30 years, we have been dedicated to making technology an integral and reliable asset for transportation providers, no matter their size.



(800) 704-0064

City Council Packet Page 37 of 42
www.tripmastersoftware.com

Customer Driven Software That Works

CTS Software (CTS) is pleased to submit our cost proposal to City of Canby for your dispatching and scheduling needs. Our company has provided software products, upgrades, and technical support to the public transportation industry since the mid-1990s, and we have a keen understanding of your business, business objectives, and vision of your future. We help you maximize efficiency, grow ridership by enhancing the passenger experience, and support a great work atmosphere for your employees.

Our flagship web-based solution is TripMaster—powerful, flexible, completely scalable, and feature-rich. This proposal includes a suite of effective modules to ensure that we will meet City of Canby needs now, as your organization's demands change, and goals are met. We've gone to great lengths to design an overall feel and business logic that proves our commitment and dedication to you—plus a 100% satisfaction guarantee.

CTS truly believes—based on knowledge of the industry, coupled with years of service to providers like you—that we are the perfect solution. We are most proud of our family-style commitment to customer service, and our customers will tell you that they appreciate reaching a real live person, who knows them by name, on the phone 24/7 if they ever need help.

In closing, we would again like to thank you for this opportunity. We look forward to a favorable evaluation that ultimately benefits the local communities you serve. Our reasoning for creating effective and efficient solutions comes down to those that need the valuable services provided by transportation providers and enhancing the experience for everyone involved. Thank you for this opportunity and thank you for considering us as your partner for many mutually beneficial years.

TripMaster

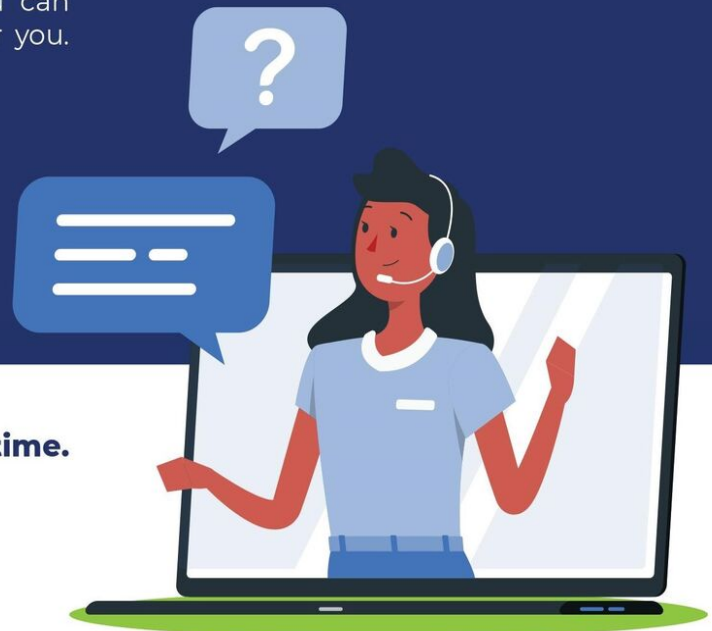
Technology moving you forward

Technical support is our top priority—you can only do your job if your software works for you. With TripMaster, you can expect:

- 24/7 live, U.S. based representatives
- Same-day responses and solutions
- Complimentary updates and new features

TripMaster's platform allows you to incorporate additional features at any time.

Automated scheduling
Driver App
Ride Reminder calls and texts
Medicaid billing
Third-party trip broker interfaces
Vehicle maintenance
Passenger ticketing
Camera Solution
Rider App



TripMaster by CTS Software

PO Box 57
Swansboro, NC 28584
United States

T: 800-704-0064
F: 866-244-4351

Quote #	1309
Date	07/07/2022
Expires	08/06/2022
Contact	Derek Platow

Prepared for City of Canby
Heidi Muller
PO Box 930
Canby, OR 97013
United States

T: 5032660717
E: mullerh@canbyoregon.gov

ACCEPT QUOTE

TripMaster Capital Cost Proposal

One-Time Fees

Category	Item	Qty	Price	Total
Product	TripMaster Software Web-based scheduling, dispatching, billing and reporting solutions. Includes nationwide mapping, custom reporting, reservation management, and more.	1	\$9,995.00	\$9,995.00
Product	TripMaster License Fee Fee per username and password to access your TripMaster database.	3	\$495.00	\$1,485.00
Product	TripScheduler Module Fee Automated trip optimization for same-day and batch scheduling with customizable profile settings and instant optimization statistics.	1	\$4,995.00	\$4,995.00
Product	ParaScope - Tablet Software Application Electronic Manifests, Real-time Vehicle Tracking, Mobile Message Send/Receive, pre- and post-trip inspections	5	\$695.00	\$3,475.00
Product	TripReminder Module Customizable passenger trip reminder phone calls or text messages automate a day before reminder and an on-the-way reminder.	1	\$3,995.00	\$3,995.00
Product	TripPortal Module Online and app-based (android and IOS) trip booking for passengers and third-party delegates.	1	\$4,995.00	\$4,995.00

One-Time Subtotal **\$28,940.00**

Monthly Fees

Category	Item	Qty	Price	Total
Monthly Fees	Support, Hosting, Backups, and Updates Allowing CTS to host your database in the Microsoft Azure Cloud guarantees a minimum of 99.9% uptime with multiple fail-safes, including a server architecture that incorporates redundant instances of each server, to ensure you always have access to your system. CTS also performs a database backup every 15 minutes, and full-system backups hourly.	1	\$350.00	\$350.00
Monthly Fees	License Fee	8	\$20.00	\$160.00
Monthly Fees	Vehicle Fee	5	\$10.00	\$50.00
Monthly Fees	TripScheduler Vehicle Fee	5	\$5.00	\$25.00
Monthly Fees	ParaScope - Tablet Software Vehicle Fee	5	\$5.00	\$25.00
Monthly Fees	TripReminder Fee (2,000 Monthly Calls/Texts)	1	\$70.00	\$70.00
Monthly Fees	Where's My Ride Vehicle Fee Enhancement to the TripReminder module. Text message notification to the rider with real-time vehicle location and the real-time estimated time of arrival.	5	\$5.00	\$25.00
Monthly Fees	TripPortal Module Fee	1	\$150.00	\$150.00
Monthly Fees	Estimated Time of Arrival (ETA) Vehicle Fee Estimated time of arrival calculations for the next scheduled jobs are visible on your primary dispatch screen.	5	\$2.00	\$10.00

* Recurring fees billed monthly with 0 upfront payment(s).

Monthly Subtotal **\$865.00**

Implementation

One-Time Fees

Category	Item	Qty	Price	Total
Services	Data Acquisition, Conversion, and Install TripMaster will perform a database conversion of existing data from your current files into your TripMaster database. The converted data will be transferred confidentially, and CTS Software will ensure that appropriate high-level security measures are taken to protect the data's integrity and accuracy.	1	\$0.00	\$0.00[†]
Services	Remote System Set-up TripMaster will conduct a series of online webinars using Zoom during the initial system setup phases. Watch and learn from role-based documentation, help videos, short quizzes, and follow-up meetings with your technical trainer to train your end-users and staff. Online training is done for all projects prior to the remote go-live or prior to the onsite training and go-live if added.	1	\$750.00	\$750.00[†]

Category	Item	Qty	Price	Total
Services	Onsite Training Daily onsite, in-person representation for your technical trainer. Once onsite, your technical trainer(s) will work directly with the licensee's project manager and all other staff by what is known as "job shadowing". We believe in understanding your operation and fitting the software into your world rather than you having to fit into the software.	5	\$700.00	\$3,500.00[†]
Services	Onsite Travel Expenses Flat rate for each trip requested in order to complete the onsite, in-person training.	1	\$3,000.00	\$3,000.00[†]
One-Time Subtotal				\$7,250.00

Monthly Fees

Category	Item	Qty	Price	Total
Monthly Fees	Map Overlay / Shapefile Management Fee Import and maintain a selection of GIS and SHAPE files from third-party GIS systems. 100% Item Discount (\$50.00)	1	\$50.00	\$50.00 \$0.00

** Recurring fees billed monthly with 0 upfront payment(s).*

Monthly Subtotal	\$50.00
Discount	(\$50.00)

Summary

[†] Non-taxable item

This cost proposal is valid for 30 days and is entirely confidential.

Taxes and fees will apply unless proof of tax exemption is supplied.

There is a \$125 monthly minimum.

Total One-Time	\$36,190.00 USD
Monthly Subtotal	\$915.00
Discount	(\$50.00)
Total Monthly	\$865.00 USD

ACCEPT QUOTE

1. All pricing and information provided herein is based on information provided.
2. All prices are in US dollars.
3. Cost proposal is valid for 30 days from the issued date and is completely confidential.
4. Taxes and fees will apply unless proof of tax exemption is supplied.
5. The products provided pursuant to any Purchase Order will be delivered to the Licensee.
6. Responsibility to all risk of loss to the Products, damage and need for replacement hardware will be with the Licensee.
7. The pricing provided assumes that CTS Software will provide:

- All related software
- Hosting services
- Training
- Ongoing Maintenance and Support

8. The pricing provided in this proposal assumes that the Licensee will provide:

- Space, power, a network connection and any necessary IT installation and configuration for all required computer hardware.
- A high-speed internet connection
- Computer hardware
- In-vehicle hardware