



CITY COUNCIL Agenda – Amended 3-14-2025

222 NE 2nd Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | www.canbyoregon.gov

MARCH 19, 2025

The City Council meeting may be attended in person in the Council Chambers at
222 NE 2nd Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:

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

The public can register to attend the meeting virtually by contacting the Deputy City Recorder;
ridgleyt@canbyoregon.gov or call 503-266-0637.

For questions regarding programming, please contact: Willamette Falls Studio (503) 650-0275;
media@wfmstudios.org

WORK SESSION – 6:00 PM

1. CALL TO ORDER
2. SYSTEM DEVELOPMENT CHARGES PART TWO
3. ADJOURN

Pg. 1

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER
 - a. Invocation
 - b. Pledge of Allegiance
2. NEW EMPLOYEE INTRODUCTIONS
3. 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. If you would like to speak virtually, please contact the Deputy City Recorder by 4:30 pm on March 19, 2025, with your name, the topic you'd like to speak on and contact information: ridgleyt@canbyoregon.gov or call 503-266-0637.
4. CONSENT AGENDA
 - a. Approval of the March 5, 2025, City Council Work Session and Regular Meeting Minutes. Pg. 2
 - b. Approval of the Full-On Premises, Commercial, OLCC Application for T's Lucky Pub located at 136 N Grant Street. Pg. 6

5. PUBLIC HEARING

You are welcome to speak in person. ***If you would like to speak virtually please email or call the Deputy City Recorder by 4:30 pm on March 19, 2025, with your name and contact information: ridgleyt@canbyoregon.gov or call 503-266-0637. Once your information is received, you will be sent instructions to speak.

- a. Public Hearing Regarding Setting Industrial Waste Discharge Limits. Consider **Resolution 1422**: A Resolution Setting Industrial Waste Discharge Limits. Pg. 15
- b. Public Hearing Regarding Alternative Delivery Method. Consider **Resolution 1424**: A Resolution Adopting Findings to Utilize Design-Build as an Alternative Procurement Method for the Ultraviolet Disinfection System Project and Exempting the Project from Competitive Bidding Requirements. Added on 3-14-2025 Pg. 54

6. ORDINANCES & RESOLUTIONS

- a. Consider **Resolution 1425**: A Resolution Adopting City Council Goals for FY 25-27 Pg. 64

7. OLD BUSINESS

- a. Discussion Regarding Potential Hotel Incentives Pg. 81

8. NEW BUSINESS

9. MAYOR’S BUSINESS

10. COUNCILOR COMMENTS & LIAISON REPORTS

11. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS

- a. Public Works – Parks – WWTP Project Reports Pg. 83
- b. Bi-Monthly Reports Pg. 84

12. CITIZEN INPUT

13. ACTION REVIEW

14. ADJOURN

EXECUTIVE SESSION – 8:00 PM

(Will begin at 8:00pm or after the Regular Meeting)

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

1. CALL TO ORDER

2. EXECUTIVE SESSION: Pursuant to ORS 192.660(2)(j): to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an open hearing.

3. POTENTIAL RETURN TO OPEN SESSION: Council may return to open session and take any final action or make any decision then, if needed.

4. 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 Teresa Ridgley 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 Work Session

Meeting Date: 3/19/2025

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Don Hardy, Planning Director
Agenda: System Development Charge Update Process Work Session Part 2

Summary

A work session on the system development updates occurred on February 19 and this work session is a continuation of that work session in order to receive all city council member input. The city is in the process of updating its system development charges (sewer, storm, parks and traffic) and the process will include city council discussions to provide guidance for the update. FCS Group, has been hired by Canby to complete the update process, and they are familiar with our system development charge (SDC) process as they were involved with the prior methodology for parks and transportation.

Background

The current parks and transportation SDC's will rely on the adopted Parks Master Plan and the Transportation System Plan, currently in development. SDC's updates must provide a 90-day initial notice to interested parties and a draft of the SDC update documents must be provided 60-days in advance of the first hearing with the planning commission.

Attachments

None. A PowerPoint presentation will be provided to the city council on March 18.

Options

No formal action is needed but the city council's direction is needed to provide FCS Group and staff direction on policies and methodologies.

Fiscal Impact

No fiscal impact will occur.

Recommended Action

No formal action is requested but the council input on SDC policies and methodologies will be sought.

**CANBY CITY COUNCIL
WORK SESSION MINUTES
March 5, 2025**

Presiding: Brian Hodson

Council Present: Traci Hensley, Daniel Stearns, Paul Waterman, James Davis, and Jason Padden.

COUNCIL ABSENT: Herman Maldonado

Staff Present: Eileen Stein, City Administrator; Maya Benham, Administrative Director/City Recorder; Emily Guimont, City Attorney; and Spencer Polack, Public Works Supervisor.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:02 p.m.

PERFORMANCE EVALUATION PROCESS REVIEW: Sally LaJoie, LaJoie Mediation, Arbitration, and Consulting, presented on the performance evaluation process for the City Administrator.

The Council discussed which performance review form they wanted to use, what should be included in the evaluation, how the Council would individually do a review and then collaborate them into one form to deliver to the City Administrator, how the rating would be done, what other cities did, reflecting the Council's Goals in the evaluation, adding goals for the City Administrator to achieve, sending feedback to the consultant, and self-evaluation from the City Administrator.

Councilor Padden explained the form he had created. They needed to agree on a process that could be memorialized and used for future evaluations.

Mayor Hodson thought what Councilor Padden proposed would be good for a future process, however for the short term they should continue with the consultant's process as the performance evaluation should have been done in November.

There was consensus to use the Option 1 form from the consultant. There would be another Work Session on March 12 to continue the discussion on the long term process and on March 19 with Ms. LaJoie in attendance to help facilitate the evaluation.

Mayor Hodson adjourned the Work Session at 7:02 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
March 5, 2025**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, Paul Waterman, Daniel Stearns, James Davis, Jason Padden, and Herman Maldonado.

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/City Recorder; Emily Guimont, City Attorney; and Spencer Polack, Public Works Supervisor.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:08 p.m.

NEW EMPLOYEE INTRODUCTIONS: None.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

CONSENT AGENDA: **Council President Hensley moved to approve the February 19, 2025, City Council Regular Meeting minutes, the appointment of Olivia Behrendt to the Heritage and Landmarks Commission with a term ending June 30, 2025, the appointment of Robert Westcott to the Canby Utility Board with a term ending February 29, 2028, and the reappointment of DeAnna Ball-Karb to the Transit Advisory Committee with term ending March 31, 2028. Motion was seconded by Councilor Padden and passed 6-0.

ORDINANCES AND RESOLUTIONS:

Ordinance 1640 – Spencer Polack, Public Works Supervisor, said they were hoping to start work in the next 2-3 weeks, depending on when contracts were signed. Undergrounding the power would not work at this time as they would not know where to lay the pipes and it would delay the project.

****Council President Hensley moved to approve Ordinance 1640, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH LAWSON CORPORATION IN THE AMOUNT OF \$2,808,695.00 FOR THE NE 10TH AVENUE IMPROVEMENTS PROJECT AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Maldonado and passed 6-0 by roll call vote.**

OLD BUSINESS: None.

NEW BUSINESS:

N Pine Street Transfer from Clackamas County – Eileen Stein, City Administrator, shared Clackamas County offered \$500,000 for the City to take jurisdiction of a portion of N Pine Street and to bring it up to City standards.

Mr. Polack thought it was a fair offer, and the money would go toward replacing the asphalt and ADA ramps. It would require another \$750,000 to complete improvements.

There was consensus for staff to bring back an IGA with Clackamas County to transfer jurisdiction of North Pine Street to the City at a future meeting.

FY 25-27 Council Goals Review – Ms. Stein presented the Council Goals which had been identified on January 31, 2025. She explained how staff had organized the goals and how they planned to accomplish them.

There was consensus for staff to move forward with the goals and objectives as presented. Ms. Stein would come back at a future meeting with a resolution to adopt the goals.

MAYOR’S BUSINESS: Mayor Hodson said the Clackamas County Coordinating Committee would meet tomorrow. He presented the State of the City address at the Chamber Luncheon on Tuesday. It would be presented again on March 11 in the Council Chambers. There would be refreshments at 6:00 p.m., and the presentation and Q&A at 6:30 p.m. First Thursday was tomorrow.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Padden attended the Chamber Luncheon. The Heritage and Landmarks Commission had all positions filled except for a student position. Staff was researching grants for them as well. He also attended the Policies and Operating Guidelines subcommittee meeting with Councilor Davis and Council President Hensley. Few changes were needed after the City Attorney reviewed the document.

Councilor Maldonado had been working with the Canby Wrestling Team. They had a tournament last night and were going to regionals this weekend.

Council President Hensley said the Traffic Safety Commission would meet next week, and there was an open position.

Councilor Davis said the Parks and Recreation Board would meet later this month. The Neighborhood Association had given input in the design of the Dodd’s Addition Park. The Canby Adult Center was moving forward with their move. He suggested an Urban Renewal Agency meeting to give direction to the Public Works Director to move forward with the First Street project.

Councilor Stearns asked when the Street Maintenance Fee would be handled. The Mayor responded it would be coming back to Council prior to going into the budget season.

Councilor Waterman said the Bike and Pedestrian Committee meeting would be on March 11 and the Library Advisory Board meeting was on March 18. He encouraged everyone to attend First Thursday. He welcomed new restaurant downtown, Andele.

Councilor Davis noted the installation of the little libraries in the parks was taking place.

CITY ADMINISTRATOR’S BUSINESS: Ms. Stein provided a status report on the FY 24-25 goals. A Work Session on updating SDCs was scheduled for March 19 and a Work Session on the Housing Production Strategy on April 2. She would work with the City Attorney on the hotel incentives and whether it should be an Executive Session topic. She would like the Council to consider the formation of a Charter Review Committee. Staff was researching how much the Park Maintenance Fee took care of in regard to deferred maintenance needs. There was still work being done on identifying land for future athletic fields and setting up a meeting with the School District. CAPRD requested a Work Session with the Council to talk about their goals and objectives. She wanted to revisit the community survey on customer service and City service levels in the next budget. A Communications Plan would be brought to Council in April as well as the Policies and Operating Guidelines document. The Wastewater Department had received a grant for safety equipment. Carol Palmer, Heritage and Landmarks Commission, had requested to submit a letter with City letterhead to the legislature on HB 3190 relating to the historic property special assessment.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Ordinance 1640.
3. Staff would bring back an IGA with Clackamas County to transfer jurisdiction of North Pine Street to the City.

The meeting adjourned at 7:49 p.m.

Maya Benham, CMC
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: Maya Benham, Administrative Director/ City Recorder
Date: March 19, 2025
Re: Lucky T's Pub N Deli – Commercial Liquor License Application / Full On-Premises, 136 N. Grant St, Canby, Oregon

I have reviewed the attached liquor license application completed by Travis McRobbie, the owner of the soon to be new business, Lucky T's Pub N Deli, located at 136 N. Grant St, Canby, Oregon, 97013 (former Siren Song location).

On Mar 5, 2025, I spoke with the owner of the new business, Travis McRobbie, over the phone and we discussed the expectations and responsibilities involving the sale of alcoholic beverages.

Mr. McRobbie has experience in the selling of alcoholic beverages due to owning another establishment in Canby that also serves alcohol (The Train Station). He is 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.

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

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

[New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

\$100 paid
ck # 1335
ACCT # 8740

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

Printed Name

Date

Signature

Trade Name



OREGON LIQUOR & CANNABIS COMMISSION
LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
 - If the premises street address is within a city’s limits, the local government is the city.
 - If the premises street address is not within a city’s limits, the local government is the county.
3. You can submit the application to the OLCC if:
 1. You have WRITTEN documentation showing the date the local government received the application or;
 2. The local government has provided you their recommendation.

ALL forms and documents must be a PDF attachment

4. **Email the PDF application that contains the local government recommendation or proof of submission** to: OLCC.LiquorLicenseApplication@oregon.gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time).
When it’s time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

License Request Options - Please see the general definitions of the license request options below:

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review [OAR 845-006-0301](#) for the definitions of “applicant” and “licensee” and [OAR 845-005-0311](#) to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.



Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:



- Complete the [Authorized Representative](#) * * * * * and submit with the application.

LIQUOR LICENSE APPLICATION

Page 2 of 4

| APPLICANT INFORMATION | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed. | |
| Name of entity or individual applicant #1: <i>Mac Subway LLC</i> | Name of entity or individual applicant #2: |
| Name of entity or individual applicant #3: | Name of entity or individual applicant #4: |

| BUSINESS INFORMATION | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Trade Name of the Business (name customers will see): <i>Lucky Ts Pub N Deli</i> | | |
| Premises street address (The physical location of the business and where the liquor license will be posted): <i>136 North Grant St</i> | | |
| City: <i>Canby</i> | Zip Code: <i>97013</i> | County: <i>Clackamas</i> |
| Business phone number: | Business email:  | |
| Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]):  | | |
| City: | State: <i>OR</i> | Zip Code: <i>97013</i> |
| Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Think so but not for sure</i> | Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |

| APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application. | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Application Contact Name: <i>Travis McHobbie</i> | |
| Phone number:  | Email:  |

LIQUOR LICENSE APPLICATION

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TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the "Application Information" section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

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.

| | | |
|------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------|
| <u>Travis McRobbie</u> Applicant name |  Signature | <u>2/5/2025</u> Date |
| _____ Applicant name | _____ Signature | _____ Date |
| _____ Applicant name | _____ Signature | _____ Date |
| _____ Applicant name | _____ Signature | _____ Date |

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the [Authorized Representative Form](#). You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.



Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

INSTRUCTIONS:

Step 1: Applicant completes all of Section 1 (including top of Page 2).

Step 2: Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

Step 3: Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

Step 4: Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

Step 5: The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

Applicants within the city of Portland ONLY: After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the [City of Portland website](#).
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.



Local Government Recommendation – Liquor License

| Annual Liquor License Types | |
|--------------------------------------------|--------------------------------|
| Off-Premises Sales | Brewery-Public House |
| Limited On-Premises Sales | Brewery |
| Full On-Premises, Caterer | Distillery |
| Full On-Premises, Commercial | Grower Sales Privilege |
| Full On-Premises, For Profit Private Club | Winery |
| Full On-Premises, Non Profit Private Club | Wholesale Malt Beverage & Wine |
| Full On-Premises, Other Public Location | Warehouse |
| Full On-Premises, Public Passenger Carrier | |

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): **mac subway LLC**
 Proposed Trade Name: **Lucky Ts Pub N Deli**
 Premises Address: **136 n Grant ST** Unit: **n/a**
 City: **Canby** County: **Clackamas** Zip: **97013**
 Application Type: New License Application Change of Ownership Change of Location
 License Type: **Full-on premise commercial** Additional Location for an Existing License

Application Contact Information

Contact Name: **Travis McRobbie** Phone: [REDACTED]
 Mailing Address: [REDACTED]
 City: **Canby** State: **OR** Zip: **97013**
 Email Address: [REDACTED]

Business Details

Please check all that apply to your proposed business operations at this location:

- Manufacturing/Production
 - Retail Off-Premises Sales
 - Retail On-Premises Sales & Consumption
- If there will be On-Premises Consumption at this location:
- Indoor Consumption Outdoor Consumption
 - Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): *Mac Subway LLC*

Proposed Trade Name: *Lucky Ts Pub N Deli*

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed *by the local government* for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



CITY COUNCIL Staff Report

Meeting Date: 3/19/2025

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Jerry Nelzen, Public Works Director
Agenda Item: Consider Resolution No. 1422: A Resolution Setting Industrial Waste Discharge Limits, Defining Normal Wastewater Pollutant Concentrations, Requiring Industrial Wastewater Discharge Permit Fees, Establishing Fees and Charges for the Testing of Industrial Wastewater, and therefore Repealing Resolution No. 1150.
Goal: Align Resources to Address Community Growth
Objective: N/A

Summary

Consider Resolution No. 1422 : A resolution establishing local discharge limits that regulate the type and quantity of pollutants, discharged to the wastewater treatment facility by non-domestic users that could cause pass-through, interference or sludge contamination, defines normal wastewater pollutant concentrations, requires industrial wastewater discharge permit fees, and establishes fees and charges for the testing of industrial wastewater, and repeals Resolution No. 1150, the prior Local Limits resolution.

Background

Local Limits were last adopted in 2013 with Resolution 1150. Adoption of Technically Based Local Limits is a requirement of our National Pollutant Disposal Elimination System (NPDES) Permit. DEQ approved these proposed Local Limits on November 11, 2024.

Attachments

Resolution No. 1422
City of Canby Local Limits Evaluation Report
Public Notice: Notice of Request for Approval of Pretreatment Program Modification
Public Notice Comments: No comments were received during the 35-day public comment period.
Pretreatment Program Fee Methodology

Fiscal Impact

No impact on the budget.

Options

Approve Resolution No. 1422
Take no action. This could result in non-compliance with the City's NPDES Permit

Proposed Motion

“I move to adopt Resolution 1422, A Resolution Setting Industrial Waste Discharge Limits, Defining Normal Wastewater Pollutant Concentrations, Requiring Industrial Wastewater Discharge Permit Fees, Establishing Fees and Charges for the Testing of Industrial Wastewater, and therefore Repealing Resolution No. 1150.”

RESOLUTION NO. 1422

A RESOLUTION SETTING INDUSTRIAL WASTE DISCHARGE LIMITS, DEFINING NORMAL WASTEWATER POLLUTANT CONCENTRATIONS, REQUIRING INDUSTRIAL WASTEWATER DISCHARGE PERMIT FEES, ESTABLISHING FEES AND CHARGES FOR THE TESTING OF INDUSTRIAL WASTEWATER, AND THEREFORE REPEALING RESOLUTION NO. 1150.

WHEREAS, the Canby City Council is required, by Canby Municipal Code Chapter 13.16, to establish local discharge limits for pollutants that may be introduced into the municipal sewer system;

WHEREAS, the following discharge limits have been recommended to the City Council by the City Administrator and are in accordance with the Clean Water Act (33 U.S.C. 1251 et. seq.);

WHEREAS, all industrial users listed as Categorical Industrial Users codified by 40 CFR Chapter I, Subchapter N, Parts 405 - 471, or determined to be a Significant Industrial User as defined in Canby Municipal Code Chapter 13.16, are required to obtain an Industrial Wastewater Discharge Permit which will be valid for no more than five (5) years;

WHEREAS, all significant industrial users under the Industrial Pretreatment Program will be sampled and inspected annually for compliance with Canby Municipal Code Chapter 13.16 and this Resolution;

WHEREAS, all costs associated with sampling, monitoring and laboratory analysis will be charged to the industrial user; and

WHEREAS, repealing the local discharge limits established in 2013, Resolution No. 1150.

NOW THEREFORE BE IT RESOLVED, the following pollutant limits are established based on the DEQ approved City of Canby Local Discharge Limitations Report. The City shall publish and revise standards for specific prohibitions or limits on pollutants referred to as "Local Limits". These standards shall be developed in accordance with 40 CFR Section 403.5 and shall implement the objectives of Canby Municipal Code Chapter 13.16.

The following Sections establish pollutants and concentration limits for all wastewater's domestic/commercial and industrial and are effective immediately, for the pollutants, as set forth below:

Section 1. Conventional Pollutants established in this section apply to all users of the City sewerage system. Discharges in excess of these limits are subject to extra strength charges as determined by the City Administrator or their delegate.

Calculations to determine extra strength charges will be based on the cost to treat these pollutants in lbs/day, when compared to the standard user fee for residential customers. Unless pre-approved in writing by the Public Works Director, wastewater discharges over the Daily Maximum Limit are prohibited.

| Conventional Pollutant | Daily Average Limit | Weekly Average Limit | Monthly Average Limit | Daily Maximum Limit |
|------------------------|---------------------|----------------------|-----------------------|---------------------|
| BOD | 350 mg/L | 350 mg/L | 300 mg/L | 1200 mg/L |
| TSS | 350 mg/L | 350 mg/L | 300 mg/L | 1200 mg/L |
| Oil & Grease | 150 mg/L | 150 mg/L | 100 mg/L | 1100 mg/L |
| Ammonia (NH3-N) | 35 mg/L | 35 mg/L | 35 mg/L | 70 mg/L |
| Phosphorus (Ortho) | 10 mg/L | 10 mg/L | 8 mg/L | 20 mg/L |

Section 2. The following limits are for heavy metals and other pollutants. Violations of these discharge limits are subject to enforcement actions and other penalties defined in Canby Municipal Code Chapter 13.16, and the Industrial Pretreatment Program Enforcement Response Guide:

| Constituent | Daily Maximum Limit |
|-------------|---------------------|
| Arsenic | 6.6 mg/L |
| Cadmium | 2.9 mg/L |
| Chromium | 76.2 mg/L |
| Copper | 3.4 mg/L |
| Cyanide | 4.6 mg/L |
| Lead | 2.0 mg/L |
| Mercury | 0.67 mg/L |
| Molybdenum | 4.4 mg/L |
| Nickel | 29.1 mg/L |
| Selenium | 9.7 mg/L |
| Silver | 0.52 mg/L |
| Zinc | 6.1 mg/L |
| pH | 6.0 – 10.0 s.u. |

Section 3. The Industrial Pretreatment Program fees and charges are as follows:

| | |
|---------------------------------------------------------------|----------------------|
| Industrial Wastewater Discharge Permit Fee | \$5,000 |
| Industrial Wastewater Discharge Permit Renewal Fee Industrial | \$2,500 |
| Wastewater Discharge Permit Application Review Fee | \$75/hour |
| Industrial Wastewater Discharge Permit Modification Fee | \$75/hour |
| Annual Pretreatment Program Inspection and Monitoring Fee | \$1,680 |
| Failure to Maintain Grease Control Equipment Fee | Economic Benefit x 2 |
| Compliance Sampling and Analysis Fee | Actual Cost |

BE IT FURTHER RESOLVED, that the Canby City Council hereby classifies the charges imposed herein as not being subject to the limitations imposed by Section 11 (b), Article XI of the Oregon Constitution and that the City Recorder is hereby directed to publish notice in Accordance with ORS 310.145.

This resolution shall take effect on March 19, 2025.

ADOPTED this 19th day of March 2025, by the Canby City Council.

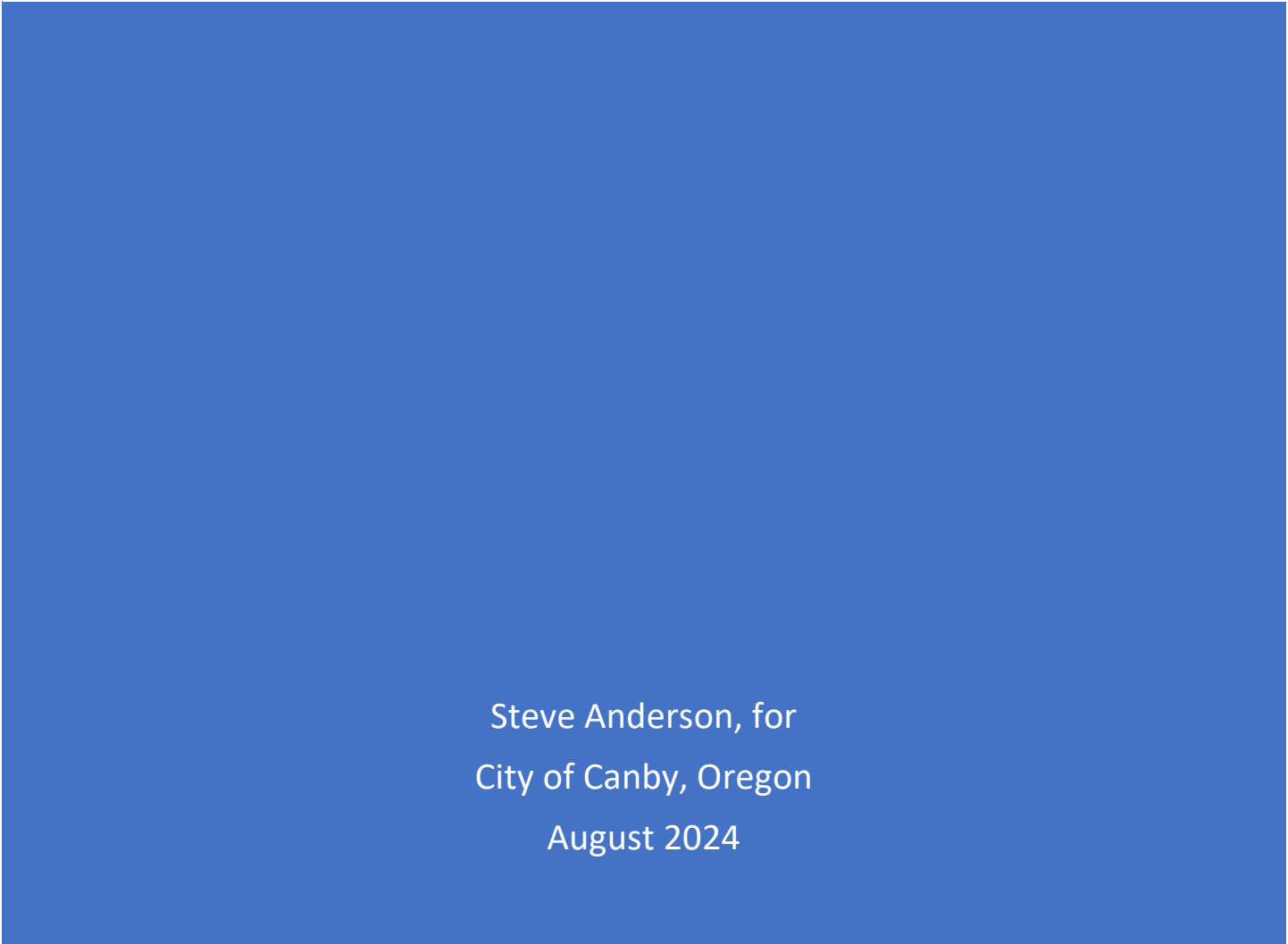
Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder



CITY OF CANBY LOCAL LIMITS EVALUATION REPORT



Steve Anderson, for
City of Canby, Oregon
August 2024

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SECTION 1 BACKGROUND

1.1 Facility Contact Monica Stone
Wastewater Treatment Plant Supervisor
503-266-0648
stonem@canbyoregon.gov

1.2 Treatment Facility Location and Service Area

The City of Canby (the City) operates a Class IV wastewater treatment facility located at 1480 NE Territorial Road, Canby, OR 97013. The collection system serves the approximately 16,000 residents of the City. Wastewater from the City's collection system is treated and discharged to the Willamette River in accordance with National Pollutant Discharge Elimination System (NPDES) Permit number 101063.

1.3 Receiving Stream

The City discharges secondary-treated and disinfected effluent wastewater to the Willamette River at river mile 33. The allowable mixing zone is that portion of the Willamette River that is within 100 feet downstream of the discharge point. The Zone of Initial Dilution (ZID) does not exceed 10% of the defined mixing zone.

1.4 Treatment Facility Description

The City operates an activated sludge facility with nutrient removal. Nutrient removal is accomplished using a four-stage design that incorporates an anaerobic zone, anoxic selectors and a large aeration basin.

Wastewater enters the treatment facility via a 30-inch gravity sewer line. The sewer line discharges into two parallel channels. Both channels have a perforated spiral screen that removes the solids from the incoming flow, and are then compacted and deposited into a dumpster for disposal at a state authorized landfill.

Following the screening process, grit is removed utilizing a system consisting of a single Pista grit system with a grit chamber, concentrator, pump, and grit conveyor separator. Grit removed from the system is discharged in the same refuse container as the screenings.

After the screening and degritting processes, the wastewater discharges into a wet well, where pumps discharge the wet well contents to the primary clarifier.

Primary sedimentation is accomplished utilizing a 50-foot diameter center fed primary clarifier. Settleable solids removed by the clarifier are discharged to the scum pit. Scum and other floatable solids are skimmed from the clarifier and also discharged to the pit. The contents of the scum/sludge pit are pumped to the waste activated sludge holding tank (WASH). Wastewater from the primary clarifier is discharged to the flow splitting chamber upstream of the aeration basins. The flow splitting chamber is equipped with outlets that facilitate even flow distribution between the treatment trains in the aeration basin.

The aeration basin is configured into two identical treatment trains. Flow from the treatment trains is collected in a common collection trough. In the center of the trough is a flow splitter to evenly distribute the flow from the aeration basin trains to two secondary clarifiers.

Two 54-foot diameter secondary clarifiers provide solids and scum removal. The clarifiers have a center feed well which enhance flocculation prior to distribution of the biological flow. Inboard launders collect the clarified effluent. Scum removal is provided by a rotating skimmer that directs floatable solids to a scum box.

Effluent from the two secondary clarifiers flows by gravity to the effluent filtration building. The effluent filtration system consists of two covered automatic disk filter units. The filtration system reduces the concentration of suspended solids and removes fibrous materials from the effluent prior to disinfection.

The disinfection system utilizes two ultraviolet (UV) modules for disinfection of the filtered secondary effluent. The system consists of two parallel channels with 8 horizontal lamps in each module. The lamp intensity varies in response to the wastewater flow measured by the effluent flow meter to maintain optimum disinfection.

Primary and secondary solids as well as secondary scum that the facility produces are held in a 147,000 gallon WASH tank where the contents are aerated and mixed. The WASH tank contents are pumped to the solids dewatering building for thickening. At the building, liquid polymer is introduced into and mixed with the sludge. The conditioned sludge is discharged onto a vertical 2.0 meter belt press that normally can produce a dewatered cake ranging from 18% to 30% solids.

If the wastewater solids will be land applied, hydrated lime will be added to the thickened sludge at the end of the belt press. A pug mill at the end of the press mixes the lime with the sludge. After the lime is mixed with the sludge, the lime solids are conveyed to the biosolids storage area for land application. The lime stabilization process has become optional and only used if making Class B biosolids for land application.

Due to the lack of local farms and high in-house transportation costs, the City currently contracts with Heard Farms (a DEQ permitted facility) to haul the dewatered sludge to their facility for the purpose of making Class B biosolids. The City maintains the capacity to produce its own Class B biosolids and may resume production of biosolids when it becomes economically feasible.

1.5 Design and Actual Flows

Table 1 presents design and actual flows to the treatment facility. Actual flows are based on data reported on Discharge Monitoring Reports (DMRs) from May 2022 through April 2024. The average dry weather plant flow for this period was entered into the *DEQ Local Limits Workbook*. Inflow and infiltration (I/I) is not a significant problem, as evidenced by the lack of a strong seasonal effect between the wet and dry season flows.

Table 1. Design and Actual Flows

| Flow Statistic | Flow (MGD) |
|-------------------------------------------------|-------------------|
| Average Dry Weather Design Flow | 2.80 |
| Average Wet Weather Flow (2022-2023, 2023-2024) | 1.043 |
| Average Dry Weather Flow (2022 and 2023) | 1.036 |
| Average Flow (May 2022-April 2024) | 1.039 |

1.6 Sludge Production Rate

During 2022-2023, an average of 9,507,528 gallons of primary and secondary sludge were processed on the belt filter press. The City does not currently process this sludge to produce biosolids. Instead, most of these solids are hauled to a DEQ-permitted facility (Heard Farms), with a smaller amount hauled to a landfill. In 2023, 385.5 dry tons of sludge were hauled to the heard Farms Treatment Facility, and 31.4 dry tons of sludge were disposed at the Wasco County Landfill.

1.7 Significant Industrial Users

There are two Significant Industrial Users (SIUs) that discharge into the treatment facility. A list of the these discharging SIUs and wastewater characteristics are displayed in Appendix A.

The sum of industrial flows from both SIUs is 0.00569 MGD, the amount reported on the 2022 and 2023 Pretreatment Annual Reports and used in the *DEQ Local Limits Workbook* to represent industrial flow.

1.8 Future Facility Modifications

No significant facility modifications are currently planned.

1.9 Operational Problems and Non-Compliance

A review of recent Pretreatment Annual Reports indicates that there have been no recent instances of pass through, interference, fire or explosions, corrosive structural damage, flow obstructions, heat problems, or toxic fumes.

1.10 List of Current Local Limits

Table 2 lists the current local limits for the City of Canby. The most recent local limits evaluation was performed and approved by DEQ in 2009.

Table 2. Current Local Limits

| Constituent | Unit | Daily Maximum Limit |
|--------------------|-------------|------------------------------------|
| Arsenic | mg/L | 2.58 |
| Cadmium | mg/L | 1.47 |
| Chromium | mg/L | 12.82 |
| Copper | mg/L | 0.63 |
| Cyanide | mg/L | 5.50 |
| Lead | mg/L | 3.03 |
| Mercury | mg/L | 0.37 |
| Nickel | mg/L | 10.17 |
| Silver | mg/L | 0.75 |
| Zinc | mg/L | 10.41 |
| pH | S.U. | 6.0 – 10.0 |

SECTION 2 POLLUTANTS OF CONCERN

2.1 Initial list of Potential Pollutants of Concern

EPA’s *Local Limits Development Guidance* (2004) lists 15 pollutants that it considers to be potential pollutants of concern (POCs) for local limits analyses. For the present evaluation, 14 of these pollutants were considered as potential POCs that might warrant inclusion in the development of Maximum Allowable Headworks Loadings (MAHL) analysis and local limits development. These national POCs are: arsenic, cadmium, chromium, copper, cyanide, lead, mercury, nickel, silver, zinc, molybdenum, selenium, biochemical oxygen demand (BOD), total suspended solids (TSS), and ammonia (for plants that accept non-domestic sources of ammonia). Ammonia was not included on the list of POCs because the treatment facility does not receive non-domestic sources of this pollutant. The following sections explain the decisions to include or exclude pollutants from this list (and some that are not on this list) as POCs for this evaluation.

2.2 Metals and Cyanide

Detectable levels of arsenic, cadmium, chromium, copper, lead, mercury, molybdenum, nickel, selenium, silver, and zinc are found in the treatment facility influent, primary effluent, and plant effluent. In addition, many of these pollutants have been detected in biosolids produced at the treatment facility. Arsenic, cadmium, chromium, copper, cyanide, lead, mercury, nickel, selenium, silver, and zinc are regulated by water quality standards. Arsenic, cadmium, copper, lead, mercury, molybdenum, nickel, selenium, and zinc are regulated by biosolids disposal standards. For these reasons, the 12 pollutants mentioned in this section were considered POCs for the purpose of this evaluation.

2.3 BOD and TSS

The present evaluation considered the possible inclusion of CBOD and TSS as POCs for local limits development. The current (total, industrial, and non-industrial) loadings for CBOD and TSS, as well as the design loadings, are displayed in Table 3.

Table 3. BOD and TSS Loadings to the Treatment Facility

| Parameter | CBOD (lbs/day) | TSS (lbs/day) |
|------------------------------|-----------------------|----------------------|
| Design Loading | 4670 | 4904 |
| Current Loading | 2267 | 2298 |
| Industrial Contributions | | 5 |
| Non-industrial Contributions | 2267 | 2293 |
| Available Load | 2403 | 2606 |

Industrial CBOD loadings are considered to be negligible. Neither of the City's SIUs are required to monitor for BOD or CBOD.

The industrial TSS loading displayed in Table 3 is based on self-monitoring data collected from the single permitted SIU that is required to monitor TSS in its discharge.

The City's treatment facility appears to have sufficient capacity to treat existing loadings of these conventional pollutants, as well as to accommodate growth in the future. CBOD and TSS were thus excluded from further consideration as POCs for the present evaluation.

2.4 Organic Priority Pollutants

The City conducted monitoring for organic priority pollutants in the plant effluent six times during 2023 and 2024 to comply with its permit requirement to monitor its plant effluent for these parameters (Effluent Toxics Characterization Monitoring). In addition, the City conducted monitoring for these pollutants in the plant influent and the primary clarifier effluent one time during 2024. The results of this monitoring were used to evaluate the potential need to develop local limits for these pollutants. The result of this evaluation is summarized in this section.

Plant influent and primary clarifier effluent. Three organic priority pollutants were detected in both the plant influent and the primary clarifier effluent (chloroform, toluene, and phenol). Each of these pollutants is known to be commonly detected in municipal wastewater influent. Chloroform is formed as a byproduct of chlorine in water, and low concentrations are likely to be found almost everywhere. Toluene is found in gasoline, paints, solvents, adhesives, inks, and similar products. Low concentrations of this pollutant can enter the collection systems of municipal wastewater treatment plants from various nonindustrial sources. Phenol, like toluene, is present in a wide variety of products, and can enter collection systems from a variety of nonindustrial sources.

There was a detection of 1,4-Dichlorobenzene in the plant influent. Certain products used in the home and in commercial facilities, such as mothballs and toilet deodorizer blocks, likely are the sources of this pollutant.

Methylene chloride was detected in the primary clarifier effluent. This substance is found in paint removers and aerosol paint products, and it is likely that nonindustrial discharges were the source of this pollutant.

Plant effluent. Pentachlorophenol was detected in one instance of the six monitoring events for the plant effluent. Pentachlorophenol has aquatic life water quality criteria associated with it that are dependent upon pH, with lower pH indicating greater toxicity. Using a conservative pH of 6.5, the calculated aquatic life water quality criteria (both acute and chronic) were several times the concentration observed in the plant effluent.

In addition to aquatic life water quality criteria, pentachlorophenol also has human health water quality criteria associated with it to address its carcinogenetic properties. The observed concentration of pentachlorophenol in the plant effluent was well below the lowest applicable human health criterion for this pollutant.

Conclusion. None of the organic priority pollutants detected in the plant influent, primary clarifier effluent, or plant effluent are known to be used by either of the City's two SIUs. In addition, none of the observed concentrations were sufficiently high to pose a threat to aquatic life or human health. Thus, the evidence indicates that organic priority pollutants do not require local limits in order to comply with applicable water quality criteria. In addition, the observed concentrations of these pollutants are well below known inhibition thresholds for treatment plant processes. Following this evaluation, organic priority pollutants were not considered as pollutants of concern for local limit development.

SECTION 3 DATA

3.1 Treatment Plant and Nonindustrial Monitoring

Twenty four sampling events were conducted at the plant influent, primary clarifier effluent, and plant effluent during the period from July 2020 to October 2023 to collect samples for the present local limits evaluation. These data are presented in Appendix B. Eight samples of the plant sewage sludge were collected and analyzed for metals for this evaluation.

Two samples from the collection system were sampled in May 2024 to represent nonindustrial contributions. Two sampling locations were chosen (one on Highway 99E and one on NE Territorial Road) for this purpose. Both locations are free of any input from the two SIUs that discharge to the treatment plant. The data from these sampling events and calculation of nonindustrial loadings are presented in Appendix C.

Table 4 presents the average values of the pollutant concentrations for the plant influent, primary clarifier effluent, plant effluent, and nonindustrial sampling. Table 4 also displays the calculated effluent coefficient of variation (CV) for some pollutants, which is used in the calculations of allowable headworks loadings (AHLs) for protection of water quality.

The calculated effluent CV values for several pollutants were not used because of the high number of nondetects in the dataset. Nondetects introduce bias in the CV calculations because the data are censored at one half the detection or reporting limit. Use of the censored data in the CV calculations would result in lower calculated CV values that do not reflect the actual (but unknown) variability in the true values of the concentration data. For pollutants with a high rate of nondetected effluent values (defined as 50% or greater), the EPA-recommended default CV value of 0.6 was substituted for the calculated CV value. The default CV value was used for lead (50% nondetects), chromium (67% nondetects), cadmium, molybdenum, selenium, silver, thallium, and total cyanide (100% nondetects).

Table 4. Average Pollutant Concentration for Treatment Plant, Biosolids, and Non-Industrial Data

| Pollutant | Average concentration, mg/L | | | Effluent CV | Average Biosolids Concentration (mg/kg) | Average Non-Industrial Concentration (µg/L) |
|------------|-----------------------------|------------------|----------------|-------------|-----------------------------------------|---------------------------------------------|
| | Plant Influent | Primary Effluent | Plant Effluent | | | |
| Arsenic | 0.0005 | 0.0004 | 0.0003 | 0.423 | 0.716 | 0.0004 |
| Cadmium | 0.0001 | 0.0001 | 0.0001 | 0.600 | 0.446 | 0.0001 |
| Chromium | 0.0023 | 0.0011 | 0.0002 | 0.600 | 14.5 | 0.0013 |
| Copper | 0.0340 | 0.0258 | 0.0047 | 0.199 | 100 | 0.0333 |
| Cyanide | 0.0029 | 0.0026 | 0.0025 | 0.600 | | 0.0025 |
| Lead | 0.0014 | 0.0009 | 0.0002 | 0.600 | 5.26 | 0.0008 |
| Mercury | 0.000066 | 0.000036 | 0.000003 | 0.775 | 0.317 | 0.000020 |
| Molybdenum | 0.0009 | 0.0007 | 0.0002 | 0.600 | 2.94 | 0.0010 |
| Nickel | 0.0028 | 0.0022 | 0.0008 | 0.640 | 9.10 | 0.0024 |
| Selenium | 0.0005 | 0.0005 | 0.0004 | 0.600 | 2.53 | 0.0007 |
| Silver | 0.00015 | 0.00009 | 0.00009 | 0.600 | 0.914 | 0.00020 |
| Zinc | 0.2129 | 0.1498 | 0.0434 | 0.192 | 366 | 0.2595 |

3.2 Industrial Monitoring Data

During 2024, there were two SIUs that discharged to the City’s treatment facility. Appendix D contains a summary of average metal concentrations and calculated industrial loadings in the discharge from these facilities.

3.3 Receiving Stream Background Data

The City conducted sampling of the Willamette River upstream of the discharge from the wastewater treatment facility in December 2023 and May 2024. Table 5 displays the average of the concentrations of local limit POCs that resulted from these sampling events. The monitoring data generated from these sampling events are displayed in Appendix E.

Table 5. Willamette River Background Pollutant Concentrations

| Pollutant | Willamette River (µg/L) |
|------------------|--------------------------------|
| Arsenic | 0.556 |
| Cadmium | 0.056 |
| Chromium | 0.801 |
| Copper | 1.91 |
| Cyanide | 0.005 |
| Lead | 0.299 |
| Mercury | 0.0025 |
| Molybdenum | 0.111 |
| Nickel | 0.838 |
| Selenium | 0.278 |
| Silver | 0.056 |
| Zinc | 2.43 |

3.4 Use of Nondetect and Literature Data

For treatment plant, collection system, and river background monitoring, there were occasions where the laboratory reported a result as being below the detection or reporting limit – a nondetect. For these cases, a value equal to one half the detection or reporting limit was used.

Nondetect monitoring results for pollutant concentrations introduces bias in the calculation of removal efficiencies. This bias is particularly detrimental to the calculation of removal efficiencies when the nondetects occur in the plant influent data. For this reason, the EPA-published literature values for primary and secondary removal efficiency (where available) for the activated sludge process were used in the *DEQ Local Limits Workbook* when the percentage of influent nondetects was greater than 50%. This was the case for cadmium (88% of the influent values were nondetects), cyanide (100% nondetects), selenium (88% nondetects), and silver (71% nondetects).

The City has not developed plant-specific process inhibition thresholds for the activated sludge, nitrification, or anaerobic digester processes. For the *DEQ Local Limits Workbook*, the minimum inhibition threshold values published in the *EPA Guidance* were entered (with the exception of zinc for the nitrification process, as discussed in section 4.4).

3.5 Dilution Information

In 2013, a mixing zone study was conducted for the City by MixZon Inc. and reviewed by DEQ. The study calculated predicted effluent dilution at critical conditions, as displayed in Table 6.

DEQ utilized these dilution values in their Reasonable Potential Analysis (RPA). The dilutions listed in Table 6 were entered into the *DEQ Local Limits Workbook*.

Table 6. Predicted Effluent Dilution at Critical Conditions

| Critical Condition | Statistic | Mixing Zone Model Analysis |
|--------------------------------|------------------|-----------------------------------|
| Aquatic life acute condition | 1Q10 | 11 |
| Aquatic life chronic condition | 7Q10 | 28 |
| Human health non-carcinogen | 30Q5 | 31 |
| Human health carcinogen | Harmonic mean | 40 |

3.6 Hauled Wastes

The City regulates hauled wastes under Section 13.16.040 of the Canby, Oregon Code of Ordinances:

§ 13.16.040 Hauled wastewater.

Septic tank waste (septage) will be accepted into the municipal wastewater system at a designated receiving structure within the POTW area, (when such structures become available), and at such times as are established by the Public Works Director or other designee, provided such wastes do not contain toxic or hazardous pollutants, and provided such discharge does not violate any other requirements established by the city. The Public Works Director or other designee shall issue permits for individual vehicles to use such facilities.

A. All waste haulers, regardless of the origin of the hauled wastes, shall be considered "industrial users" for the purposes of this chapter and required to apply for a waste hauler permit.

B. The discharge of domestic septage wastes from commercial or industrial sites requires prior approval. The Public Works Director shall have authority to prohibit the disposal of such wastes, if such disposal would interfere with the treatment plant operation.

C. Fees for the discharge of septage will be established as part of the user fee system as authorized in § 13.16.230 et seq.

The City currently does not have a receiving station, monitoring program, or a fee structure set up for the receipt of hauled waste. Hauled wastes will not be accepted until these elements are in place.

3.7 Use of Approved Laboratory Methods

For laboratory data used in the local limits analysis, all samples were collected and analyzed in conformance with 40 CFR 136 and NPDES Permit requirements.

SECTION 4 ENVIRONMENTAL CRITERIA

4.1 NPDES Permit Limits

The City's NPDES permit contains limitations for CBOD, TSS, pH, and *E. coli*. The City regulates the pH of industrial discharges in its Municipal Code and its list of local limits, and plans to continue doing so. *E. coli* is not discharged by industrial users, and will not be regulated under the local limits program. As discussed in Section 2, the City has concluded that local limits for CBOD and TSS are not necessary in order to maintain compliance with these limitations.

4.2 Oregon Water Quality Criteria

The *DEQ Local Limits Workbook* utilizes the DEQ Reasonable Potential Analysis (RPA) spreadsheet to calculate end-of-pipe maximum allowable concentrations based on achieving Oregon water quality criteria. The RPA spreadsheet utilizes facility flow rate (described in Section 1.5), mixing zone information (described in Section 3.5), receiving stream pollutant background concentration data (described in Section 3.3), coefficient of variation (CV) values for plant effluent pollutant data, and hardness data for the facility effluent and receiving stream. The minimum of four measured hardness values for the facility effluent between March 2023 and October 2023 was input into the *DEQ Local Limits Workbook*. The value of the 15th percentile of the hardness data collected from the Willamette River from April 2021 to April 2023 was also entered into the *DEQ Local Limits Workbook*.

The DEQ RPA spreadsheet embedded within the *DEQ Local Limits Workbook* does not use the current Oregon water quality criteria for copper. These criteria were updated in 2017 and are calculated with site-specific data using the Biotic Ligand Model (BLM). This model requires input of 11 different water quality parameters that affect the bioavailability and toxicity of copper in freshwaters. Parameters include temperature, pH, dissolved organic carbon, hardness, calcium, magnesium, sodium, potassium, sulfate, chloride, alkalinity and sulfide. The City's NPDES permit required the collection of concurrent data from the receiving stream and plant effluent for these parameters to calculate water quality criteria based on the BLM. These data were collected for the river upstream of the treatment facility outfall and the treatment plant effluent monthly between April 2021 and April 2023.

The ambient and plant effluent data for copper BLM parameters were used to calculate water quality criteria at the Zone of Initial Dilution (ZID) and Regulatory Mixing Zone (RMZ) for each sampling event. A mass balance equation was used to calculate the concentration of input parameters at the ZID and RMZ for each sampling date. The copper BLM software was used to determine the criterion maximum concentration (CMC) and criterion continuous concentration (CCC). Based on available dilution and background receiving stream conditions, the waste load

allocations (WLAs) were calculated at the ZID and RMZ for each date for which data were available. The 10th percentile value of the WLAs was used to derive effluent target values for the treatment facility. The acute and chronic long-term averages were calculated using the CCC and CMC, respectively using the procedure in EPA’s *Technical Support Document for Water Quality-Based Toxics Control* (EPA TSD, 1991). The more stringent of the acute and chronic long-term averages was used to calculate the maximum daily limit and average monthly limit. These calculations are provided as Appendix F. The maximum daily limit for the treatment facility was then input into the “NPDES Permit Limit” field on the “Pass Through” tab of the *DEQ Local Limits Workbook*.

4.3 Sludge Disposal and Applicable Requirements

As described in section 1.4, the City disposes of its dewatered sludge by hauling it offsite to a facility that is permitted by DEQ to produce Class B biosolids. The City retains the ability to produce its own Class B biosolids in the event that it becomes economically feasible to do so.

The 40 CFR Part 503 biosolids regulations and the Oregon Administrative Rules (OAR Chapter 340, Division 50) govern the use or disposal of sewage sludge. All land application of biosolids must meet the ceiling concentrations displayed in column 2 of Table 7 below. In addition, the application of biosolids to agricultural land requires compliance with either the cumulative loading rates in column 3 or the monthly average pollutant concentrations (clean sludge) in column 4 of Table 7.

Table 7. Land Application Criteria for Agricultural Application of Biosolids

| Pollutant | Ceiling Concentrations (mg/kg) | Cumulative Loading Rates (kg/hectare) | Clean Sludge (mg/kg) |
|-------------------|---------------------------------------|----------------------------------------------|-----------------------------|
| Arsenic | 75 | 41 | 41 |
| Cadmium | 85 | 39 | 39 |
| Copper | 4300 | 1500 | 1500 |
| Lead | 840 | 300 | 300 |
| Mercury | 57 | 17 | 17 |
| Molybdenum | 75 | | |
| Nickel | 420 | 420 | 420 |
| Selenium | 100 | 100 | 100 |
| Zinc | 7500 | 2800 | 2800 |

The City is using the clean sludge values as the basis of developing sludge quality-based AHLs. The City’s sludge currently meets these clean sludge concentration levels, and maintaining low pollutant levels is consistent with the objectives of the National Pretreatment Program. There is no clean sludge value for molybdenum; the ceiling concentration for this pollutant was used.

4.4 Unit Process Inhibition

The *DEQ Local Limits Workbook* calculates AHLs based on preventing inhibition of treatment plant processes. The City selected inhibition threshold values recommended by EPA when completing this portion of the *Workbook*. The selected inhibition threshold values were generally the lowest of the range of values published in the *EPA Local Limits Development Guidance* for the activated sludge, nitrification, and anaerobic digestion processes.

The City decided to use a nitrification inhibition threshold for zinc that was higher than the lowest value published in the *EPA Guidance*. The *EPA Guidance* recommends selecting a nitrification inhibition threshold for zinc that is in the range of 0.08-0.5 mg/L. Using a value of 0.08 mg/L would result in computation of a MAHL that was less than the actual non industrial loading received at the treatment facility. This in turn would result in a calculated MAIL that was less than zero, meaning that a local limit could not be calculated.

To address this situation, the City analyzed data collected for the local limits evaluation and compliance monitoring for ammonia. It was discovered that each of the 24 primary effluent samples used in the local limits evaluation had total recoverable zinc values that exceeded the lowest value in the range of nitrification inhibition thresholds published by EPA. These primary effluent zinc values ranged from 0.0887 mg/L to 0.315 mg/L. To determine whether these zinc concentrations were associated with any actual inhibition of the nitrification process, the plant effluent ammonia concentrations were examined. Of the 24 days for which primary effluent zinc values were available, there were six of these days for which the plant effluent ammonia was analyzed. The plant effluent ammonia concentrations for this dataset were all quite low (0.32 mg/L or less), even when the primary effluent zinc was as high as 0.234 mg/L. The City decided to use a nitrification inhibition threshold value for zinc of 0.217 mg/L. Use of this inhibition threshold allowed the City to calculate a MAIL that was greater than zero and resulted in a local limit that is achievable.

The inhibition threshold values for the anaerobic digestion process were included despite the fact that the City currently does not operate an anaerobic digester. This was done to ensure that the City could preserve the option of treating its sludges using an anaerobic digestion process should it decide to do so. This also assures that the quality of the sludge hauled off-site remains high.

4.5 Worker Health and Safety and Collection System Issues

These issues are considered together because the City's Code of Ordinances addresses both of them with the Code's Specific Prohibitions, in Section 13.16.015. Below are the Specific Prohibitions of the Code.

B. Specific prohibitions (C.F.R. 403.5(b)). No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater;

1. Any liquids, solids, or gases which by reason of their nature or quantity are, or may be, sufficient, either alone or by interaction with other substances, to cause fire or explosion or be injurious in any other way to the municipal wastewater system. Included in this prohibition are wastestreams with a closed cup flash point of less than 140° F (60° C) using the test methods prescribed in 40 C.F.R. 261.21.
2. Solid or viscous substances in amounts which will cause interference with the flow in a sewer.
3. Any fat, oils or greases, including but not limited to petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
4. Any wastewater from a grab sample having a pH less than 6.0 su., or more than 10.0 su., or which may otherwise cause corrosive structural damage to the POTW, but in no case discharges with a pH lower than 5.0, unless the sewerage treatment system is specifically designed to accommodate such discharges.
5. Any wastewater containing pollutants, including oxygen-demanding pollutants (BOD, and the like), in sufficient quantity (flow or concentration), either singly or by interaction with other pollutants, to pass through or interfere with the municipal wastewater system, any wastewater treatment or sludge process, or constitute a hazard to humans or animals.
6. Any noxious or malodorous liquids, gases, or solids or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for maintenance and repair.
7. Any substance which may cause the treatment plant effluent or any other residues, sludge, or scum, to be unsuitable for reclamation and reuse or to interfere with the reclamation process. In no case, shall a substance discharged to the system cause the city to be in noncompliance with sludge use or disposal regulations or permits issued under Section 405 of the Act; the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, or other state requirements applicable to the sludge use and disposal practices being used by the city.
8. Any wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plants effluent thereby violating the city's NPDES permit.
9. Heat in amounts that will inhibit biological activity in the POTW resulting in Interference, but in no case wastewater that causes the temperature at the introduction into the treatment plant to exceed 104° F (40° C).

10. Any wastewater containing any radioactive waste or isotopes except as specifically approved by the Public Works Director or other designee in compliance with applicable state and federal regulations.
11. Any pollutants, which result in the presence of toxic gases, vapor or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
12. Any hauled pollutants, except at discharge points designated by the city in accordance with § 13.16.040.
13. Storm water, surface water, groundwater, artisan well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, cooling water and unpolluted industrial wastewater, unless specifically authorized by the Public Works Director or other designee.
14. Any sludge, screening, or other residues from the pretreatment of industrial wastes.
15. Any medical wastes, except as specifically authorized by the Public Works Director or other designee in a wastewater permit.
16. Any material containing ammonia, ammonia salts, or other chelating agents, which will produce metallic complexes that interfere with the municipal wastewater system.
17. Any material identified as hazardous waste according to 40 C.F.R. Part 261 except as specifically authorized by the Public Works Director or other designee.
18. Any wastewater causing the treatment plant effluent to demonstrate toxicity to test species during a bio-monitoring evaluation.
19. Recognizable portions of the human body or animal anatomy.
20. Any wastes containing detergents, surface-active agents, or other substances, which may cause excessive foaming in the municipal wastewater system.
21. Wastewater discharging from dental facilities which contain mercury shall be provided with an approved amalgam separator.
22. Any wastewater from dry cleaning machines.

Items 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 15, 16, 17, and 20 address worker health and safety, collection system issues, and/or protection of treatment plant processes, either directly or indirectly. The City believes that these sections of the Code, along with the requirement to treat fats, oils, and grease (FOG) discussed below, adequately address these worker health and safety and collection system issues.

Fats, Oil, and Grease (FOG). Item 3 in the specific prohibitions listed in this section addresses the prohibition of FOG in amounts that may cause interference or pass through. In addition, section 13.16.036.B (Additional pretreatment measures) addresses the need for pretreatment for such wastes:

Grease, oil and sand interceptors shall be provided, when, in the judgment of the Public Works Director or other designee, they are necessary for the proper handling of

wastewater containing excessive amounts of grease, flammable substances, sand, suspended solids or other harmful substances; except that such interceptors shall not be required for residential users. All interception units shall be of type and capacity approved by the city and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the owner, at his or her expense.

The City has found that this FOG management requirement in the City Code is sufficient to prevent interference and pass through, and it is not necessary to develop a numerical local limit for this pollutant.

SECTION 5
**MAXIMUM ALLOWABLE HEADWORKS LOADING
ANALYSIS**

5.1 Removal Efficiency Calculations

The *DEQ Local Limits Workbook* was designed to calculate removal efficiency by using the mean removal efficiency (MRE) method. The user calculates the average influent, average primary effluent, and average plant effluent concentrations and enters these values for each pollutant on the **General** sheet. The *Workbook* then calculates the removal efficiencies automatically, using the MRE method. The user has the option of overwriting these calculations by performing a different calculation outside the *Workbook* and manually entering this value into the *Workbook*. The user can also enter a literature value for removal efficiency directly into the *Workbook*.

Literature removal efficiencies were used for pollutants when there was a high rate of nondetects in the influent data. In these cases, removal efficiency calculations are highly dependent upon how the nondetect data are used. It is common for analysts to substitute one-half the value of the reporting limit in order to be able to calculate removal efficiencies. This method is essentially making a guess about the true value of the undetected influent value. In the present evaluation, it was decided that using the default removal efficiency published in EPA's *Local Limits Development Guidance* was a better option than performing the calculations using one-half the reporting limit when there were a high proportion of nondetects in the influent data. The EPA default removal efficiency value was input into the *DEQ Local Limits Workbook* for primary and secondary removals where available when the fraction of nondetect influent data was 50% or greater. The default values for removal through primary treatment were input for cadmium, cyanide, and silver. Default values for removal through activated sludge treatment were input for cadmium, cyanide, selenium, and silver.

5.2 Treatment Plant Flows

For entry into the *DEQ Local Limits Workbook*, the average of the daily plant effluent flow measurements from May 2022 through April 2024, in mgd, was entered to represent POTW flow.

5.3 Industrial Flow

The City's local limits are applied to all permitted SIUs that discharge to the treatment facility. There are two SIUs that currently discharge to the treatment facility. The total average flow from

these SIUs (rounded to the nearest 0.001 mgd) reported on the 2023 Pretreatment Annual Report was entered into the *DEQ Local Limits Workbook*.

5.4 Mass Balance of Pollutant Fate at the POTW

Table 8 presents the results of the mass balance of pollutant fate at the treatment facility. The *Difference* column represents the difference between the influent load and the sum of the effluent load and biosolids load, expressed as a percent of the influent load. Mass balance calculations for cyanide were not performed because cyanide was not measured in the biosolids.

Table 8. Mass Balance of Pollutant Fate

| Pollutant | Influent Load (lbs/day) | Effluent Load (lbs/day) | Biosolids Load (lbs/day) | Difference (Percent) |
|------------------|--------------------------------|--------------------------------|---------------------------------|-----------------------------|
| Arsenic | 0.0039 | 0.0027 | 0.0023 | -27 |
| Cadmium | 0.0009 | 0.0008 | 0.0014 | -138 |
| Chromium | 0.0203 | 0.0021 | 0.0456 | -134 |
| Copper | 0.2943 | 0.0411 | 0.3155 | -21 |
| Cyanide | 0.0253 | 0.0217 | 0.0000 | |
| Lead | 0.0125 | 0.0014 | 0.0166 | -44 |
| Mercury | 0.0006 | 0.0000 | 0.0010 | -80 |
| Molybdenum | 0.0082 | 0.0015 | 0.0093 | -32 |
| Nickel | 0.0246 | 0.0073 | 0.0287 | -46 |
| Selenium | 0.0047 | 0.0039 | 0.0080 | -154 |
| Silver | 0.0013 | 0.0008 | 0.0029 | -183 |
| Zinc | 1.8450 | 0.3757 | 1.1521 | 17 |

Many of the *Difference* values are reasonable, given the potential for sampling variability and small sample size for the biosolids analyses that could skew this calculation. The large absolute values of the *Difference* calculations for cadmium, selenium, and silver might be, in part, an effect of the large number of nondetects in the influent data for these pollutants. The substitution of one half the reporting limit for the nondetects in the calculations may have led to estimates of average concentrations that deviated substantially from their true, but unknown, values.

It is interesting that almost all of the *Difference* values are negative. This could be caused by underestimating average influent loadings, overestimating average biosolids loadings, or both. As previously mentioned, there were a large number of influent nondetects for certain metals, and this might have led to underestimating average loadings for those metals.

The mass balance calculations of pollutant fate are presented in Appendix G.

5.5 Mass Balance of Predicted Versus Actual POTW Loadings

Table 9 presents the results of the mass balance of predicted versus actual loadings at the treatment facility. This analysis assesses the ability to account for the observed influent loadings by collecting industrial and nonindustrial concentration data, calculating the sum of industrial and nonindustrial loadings, and comparing this sum to the influent loadings. Table 9 presents the results of this analysis, reporting the difference between the influent loadings and the sum of the industrial and non-industrial loadings as a percent of influent loadings.

When conducting this analysis, the value used to represent the nonindustrial loading for zinc was not derived from the sampling of the collection system. The influent loading for zinc was used instead of the calculated nonindustrial zinc loading in the mass balance calculations. The rationale for this decision is discussed in section 6.3.

The absolute values of the *Difference* calculations were higher than 40 percent for chromium and mercury. The low number of samples collected for characterizing nonindustrial contributions might account for the relatively high *Difference* values for these pollutants.

Table 9. Predicted Versus Actual POTW Loadings

| Pollutant | Industrial load (lbs/day) | Non-Industrial Load (lbs/day) | Total Sources (lbs/day) | Influent Load (lbs/day) | Difference (Percent) |
|------------------|----------------------------------|--------------------------------------|--------------------------------|--------------------------------|-----------------------------|
| Arsenic | 0.000032 | 0.0033 | 0.0033 | 0.0039 | 15 |
| Cadmium | 0.000002 | 0.0009 | 0.0009 | 0.0009 | 0 |
| Chromium | 0.000053 | 0.0113 | 0.0114 | 0.0203 | 44 |
| Copper | 0.000056 | 0.2869 | 0.2869 | 0.2943 | 3 |
| Cyanide | | 0.0215 | 0.0215 | 0.0253 | 15 |
| Lead | 0.000813 | 0.0067 | 0.0075 | 0.0125 | 40 |
| Mercury | 0.000060 | 0.0002 | 0.0002 | 0.0006 | 59 |
| Molybdenum | 0.000054 | 0.0088 | 0.0088 | 0.0082 | -8 |
| Nickel | 0.000097 | 0.0206 | 0.0207 | 0.0246 | 16 |
| Selenium | 0.000014 | 0.0061 | 0.0061 | 0.0047 | -31 |
| Silver | 0.000001 | 0.0017 | 0.0017 | 0.0013 | -35 |
| Zinc | 0.000120 | 1.8450 | 1.8451 | 1.8450 | 0 |

The mass balance calculations of predicted versus actual POTW loadings are presented in Appendix G.

5.6 Basis for the Calculated MAHLs

Table 10 displays the calculated MAHLs and their basis.

Table 10. Calculated MAHLs and Basis

| Pollutant | MAHL (lbs/day) | Basis of MAHL |
|------------------|-----------------------|----------------------|
| Arsenic | 0.415 | Sludge Quality |
| Cadmium | 0.180 | Sludge Quality |
| Chromium | 4.781 | Inhibition |
| Copper | 0.571 | Inhibition |
| Cyanide | 0.315 | Inhibition |
| Lead | 0.131 | Pass Through |
| Mercury | 0.042 | Pass Through |
| Molybdenum | 0.285 | Sludge Quality |
| Nickel | 1.843 | Sludge Quality |
| Selenium | 0.617 | Sludge Quality |
| Silver | 0.034 | Pass Through |
| Zinc | 2.674 | Inhibition |

Protection against pass through. Protecting against pass through is the basis for the MAHLs developed for lead, mercury, and silver. The MAHLs for these pollutants were developed to protect aquatic life.

Protection against inhibition. The MAHLs developed for chromium, copper, cyanide, and zinc are based on preventing inhibition at the treatment facility. These MAHLs are intended to protect against inhibition of the activated sludge process (chromium and copper), the anaerobic digestion process (cyanide), and the nitrification process (zinc).

Protection of sludge quality. The MAHLs developed for arsenic, cadmium, molybdenum, nickel, and selenium protect the quality of sludge for disposal.

SECTION 6
ALLOCATION OF MAXIMUM ALLOWABLE HEADWORKS
LOADINGS

6.1 Safety Factor and Growth Allowance

A factor of 20 percent was chosen for entry into the *DEQ Local Limits Workbook*. This factor represents a ten percent safety factor for data uncertainty and another ten percent as an allowance for potential future growth.

6.2 Allocation Methodology

The *DEQ Local Limits Workbook*, which is presented as Appendix H, calculates a Maximum Allowable Industrial Loading (MAIL) for each pollutant by subtracting the safety factor/growth allowance and nonindustrial loadings from the MAHL. The MAILs are then allocated to SIUs by dividing the MAIL by the flow from SIUs that will be regulated under the local limit. The *DEQ Local Limits Workbook* allows the POTW to choose between the uniform concentration or the industrial contributory allocation methodologies to determine local limits. The City chose the uniform concentration allocation method, which uses total industrial flow to calculate the local limits.

6.3 Nonindustrial (Background) Loadings Assumptions

Nonindustrial concentrations were determined by analyses of samples collected at two manholes in the collection system where the only flows are from domestic and commercial sources (no SIUs). Nonindustrial flows, calculated by subtracting SIU flow from the average plant flow, were multiplied by nonindustrial pollutant concentrations to obtain nonindustrial loadings to the treatment facility. Thus, these background loadings represent contributions from domestic, commercial, and non-SIU industrial sources.

There was one exception to the methodology of determining nonindustrial loadings described above. This exception was made in the case of zinc. The average nonindustrial zinc concentration calculated from the samples collected at the two manholes was greater than the average influent zinc concentration. Use of this average nonindustrial zinc concentration in the *DEQ Local Limits Workbook* would have resulted in the inability to calculate a local limit for that pollutant because the calculated MAIL would be less than zero. Instead of using this calculated nonindustrial concentration for zinc, the average influent zinc concentration was chosen to represent the nonindustrial zinc concentration. This substitution is justified by compliance monitoring data for industrial sources of zinc. The calculated industrial zinc loading is 0.000012 lbs/day, which is less than 0.007% of the influent loading for zinc.

6.4 Significant Nonindustrial (Background) Loadings

Appendix I presents nonindustrial (background) loadings, the MAHLs, and the percentage of each MAHL represented by the nonindustrial loadings for each pollutant at the treatment facility. The nonindustrial loadings as a percentage of the MAHL are below 10% for all pollutants except copper (50%) and zinc (69%).

6.5 Implementation of Limits

Local limits are developed to apply to SIUs discharging to the City's treatment facility. Local limits are incorporated into the City Municipal Code by reference at Section 13.16.018. These limits will be implemented by including them on individual industrial discharge permits.

6.6 Proposed Local Limits

Table 11 displays the proposed local limits. The proposed pH range limits are unchanged from their current values. Chromium and molybdenum are new local limit pollutants. The limits for the other pollutants have been updated as a result of the present local limits evaluation.

Table 11. Proposed local limits

| Constituent | Unit | Daily Maximum Limit |
|--------------------|-------------|------------------------------------|
| Arsenic | mg/L | 6.6 |
| Cadmium | mg/L | 2.9 |
| Chromium | mg/L | 76.2 |
| Copper | mg/L | 3.4 |
| Cyanide | mg/L | 4.6 |
| Lead | mg/L | 2.0 |
| Mercury | mg/L | 0.67 |
| Molybdenum | mg/L | 4.4 |
| Nickel | mg/L | 29.1 |
| Selenium | mg/L | 9.7 |
| Silver | mg/L | 0.52 |
| Zinc | mg/L | 6.1 |
| pH | S.U. | 6.0 – 10.0 |

SECTION 7 OTHER CONSIDERATIONS

7.1 Achievability of Proposed Limits

Industrial monitoring data indicate that the City's SIUs can meet the proposed local limits. None of the SIU monitoring data exceeded any of the proposed limits.

7.2 Conventional Pollutant Limits

In Section 2.3, the BOD and TSS loadings received by the plant were discussed. Current loadings of these pollutants are well below their design capacities. Industrial contributions of these pollutants are a very small proportion of the total loadings received by the plant. For these reasons, the City concluded that local limits for these pollutants are not necessary.

7.3 Limits for Non-conservative Pollutants.

Section 2.4 discussed the few organic priority pollutants that have been detected in the City's treatment facility. These substances are not used by either of the City's SIUs, and appear to be contributed by nonindustrial sources. The one organic priority pollutant that was detected in the plant effluent (pentachlorophenol) was observed only once, and at levels that were well below applicable water quality criteria. The City concluded that developing local limits for these pollutants is not necessary.

PUBLIC NOTICE

Notice of Request for Approval of a Pretreatment Program Modification For proposed City of Canby Local Discharge Limits

PUBLIC NOTICE

Notice of Request for Approval of Pretreatment Program Modification

Issued by: City of Canby

Published: Canby Herald

Written comments due by: March 5, 2025

WHAT IS PROPOSED: City of Canby proposes to modify local limits used to regulate non-domestic wastewater discharges to the City's municipal sewer system.

NEED FOR THE MODIFICATION: In accordance with federal regulations, the City is required to administer an industrial pretreatment program, one element of which is a requirement that the City periodically evaluate and revise local limits, if needed.

DESCRIPTION OF PROPOSED MODIFICATIONS: The local limits evaluation, completed in August 2024, recommends increased discharge limits for the control of conventional, non-conventional and toxic pollutants discharges from industrial users to the City's sanitary sewer system. Such changes are defined as significant modification by Oregon Department of Environmental Quality.

WHERE TO FIND THE DOCUMENTS: The draft resolution and supporting documents are available for examination at the City of Canby Planning office located at 222 NE 2nd Avenue, Canby, OR 97013. If you have questions concerning this Public Notice or would like to receive a draft copy of Resolution No. 1422, please contact the City of Canby Environmental Compliance Coordinator, Steve Gering, at 503-266-0646. Office hours are 6:00 am to 4:30 pm Monday through Thursday.

PUBLIC NOTICE PROCESS: This notice is intended to serve as the notice of request for approval of pretreatment program modification as required by 40 CFR 403.18(b)(2) and 403.11 (b)(1)(i). Anyone may submit comments to City of Canby within 35 calendar days. If there is significant public interest in this proposal (i.e. 10 or more persons request a hearing), a public hearing will be conducted by the City, pursuant to 40 CFR 403.11. The request for public hearing shall be filed within the comment period and shall indicate the interest of the person filing the request and the reasons why a hearing is warranted.

WRITTEN COMMENTS DUE: In order to be considered, comments on the proposed modification must be received by 5:00 pm on March 5, 2025 at the City of Canby Administrative office located at 182 N. Holly, Canby, OR 97013. The mailing address is: City of Canby, P.O. Box 930, Canby, Oregon 97013.

After the public notice process, the City will transmit the proposed modification and corresponding report to Oregon Department of Environmental Quality (DEQ) for final approval. After review, DEQ will issue a final approval and incorporate the modification into the City's NPDES permit.

Published January 29, 2025

Comments Received

Pretreatment Program Modification For proposed City of Canby Local Discharge Limits.

PUBLIC NOTICE PROCESS:

As required by 40 CFR 403.18(b)(2) and 403.11 (b)(1)(i). Anyone was allowed to submit comments to the City of Canby within 35 calendar days of the Public Notice comment period. The comment period was from January 29, 2025 to March 5, 2025.

WRITTEN COMMENTS Received :

No Comments were received during the Public Notice Comment Period.

Canby Pretreatment Program - Fee Methodology

Permit fees

Wastewater Discharge Permit fee is an existing fee based on the costs associated with developing a Wastewater Discharge Permit. To recognize the lower costs associated with renewing a permit, a new Permit Renewal Fee is added which equals half the Permit Fee. Permits must be renewed every 5 years.

Permit Application Review Fee

This is an existing fee based on the costs associated with staff reviewing Discharge Permit Application. The increased fee is based on 2025 wages. Previous fee was based on 2013 wages.

Permit Modification Fee

The is a new fee that allows for the recovery of costs associated with Modifying an existing Permit.

Annual Pretreatment Program Inspection and Monitoring Fee

The is a new fee based on the costs associated with assuring permit compliance with Wastewater Discharge Permits and Best management Practice Agreements. The fee is invoiced to each Permit holder through our Finance Department on an Annual basis in January. Permit holders will receive their first invoice in January 2026. The invoice will represent the remaining nine months of 2025, making the initial prorated fee \$1,260. A total of 7 businesses will be charged this fee.

Annual F.O.G. (Fats Oils and Grease) Program Fee

This is a new fee based on costs associated with assuring compliance with the Fats Oils and Grease (FOG) Program. The \$337.50 fee is invoiced to each Food Establishment holder through our Finance Department on an Annual basis in January. Food Establishment that have at least one grease control device will receive their first invoice in January 2026. The invoice will represent the remaining nine months of 2025, making the initial prorated fee \$253.13.

Failure to Maintain Grease Control Equipment Fee

This is a new fee that will be invoiced to Food Establishments that fail to maintain grease control equipment and gain Economic Benefit by doing so. The fee is invoiced through our Finance Department. Only the PW Director can authorize this fee. .Fees are invoiced directly to the Food Establishment

Compliance Sampling and Analysis Fee

This is an existing Fee which is based on the actual costs associated with performing compliance samples and having them analyzed by a laboratory.

Canby Pretreatment Program - Fee Methodology

| Pretreatment Fees | | | | | |
|---------------------------------------------------------------|--------------|----------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fee Type | Existing Fee | Proposed Fee | New or Existing | Explanation of change | When is fee invoiced? |
| Industrial Wastewater Discharge Permit Fee | \$5,000.00 | \$5,000.00 | Existing Fee | Fee is for both new and renewed permits. See "Renewal Fee" for possible impacts on this fee. | When Wastewater Discharge Permit is issued. Permit is valid for up to five years. |
| Industrial Wastewater Discharge Permit Renewal Fee | \$5,000.00 | \$2,500.00 | New Fee | Decreases fee from \$5,000 to \$2,500. Common among other Pretreatment Programs such as at Dallas, Gresham, Salem, and St. Hellens | When Wastewater Discharge Permit is renewed. Permit is valid for up to five years. |
| Industrial Wastewater Discharge Permit Application Review Fee | \$55.00 | \$75.00/hour | Existing Fee | Increased fee reflects 2025 wages vs. 2013 wages. | After a Wastewater Discharge Permit application is received. Fee is charged even if permit is not approved. |
| Industrial Wastewater Discharge Permit Modification Fee | \$0.00 | \$75.00/hour | New Fee | Currently, the Pretreatment Program does not charge a fee when modifying an existing Wastewater Discharge Permit. | When Wastewater Discharge Permit application is processed. |
| Annual Pretreatment Program Inspection and Monitoring Fee | \$0.00 | \$1,680.00 | New Fee | Currently, the Pretreatment Program does not charge a fee when inspecting and monitor Wastewater Discharge Permits. | In February of each year. Currently there seven (7) permitted industries. Annual Inspection: 5 hours per year at \$75.00 = \$375.00 Monitoring: 17.5 hours per year at \$75.00 = \$1,312.50 Total Annual Inspection + Monitoring Fee = \$1,687.50 (Rounded to 1,680.00) |
| Annual F.O.G. (Fats Oils and Grease) Program Fee | \$0.00 | \$337.50 | New Fee | Currently, the Pretreatment Program does not charge a fee to Food Establishments (F.E.) for enforcing the Fats Oils and Grease Program. | In February each year. Applies to Food Establishments with at least one grease control device. Currently there are 63 Food Establishments. Annual Inspection: .5 hours per year at \$75.00 = \$37.50 Monitoring: 4 hours per year at \$75.00 = \$300.00 Total Annual Inspection + Monitoring = \$337.50 |
| Failure to Maintain Grease Control Equipment Fee | \$0.00 | Economic Benefit x 2 | New Fee | Currently, the Pretreatment Program does not charge Food Establishments (F.E.) a fee if they gain an economic benefit by not servicing grease control devices as needed. | Only after PW Director gives authorization. Fee is equals to times two the economic benefit (E.B.) Scenario: F.E. fails to scheduled \$100 service for three months in a row. The F.E. received an economic benefit (E.B.) of \$300. Fee would equal: \$600.00 (E.B of \$300 x 2) |
| Compliance Sampling and Analysis Fee | Actual Cost | Actual Cost | Existing Fee | No changes proposed. | As Compliance Sampling and Analysis occurs. |

Canby Pretreatment Program - Fee Methodology

Surcharge Fees

All sewer base rates include fees associated with treating 0-300 mg/L BOD and TSS at the Wastewater Treatment Plant.

Those that discharge between 301-600 mg/L receive a “high strength” surcharge fee to treat this wastewater at the Plant.

Those that discharge between 601-1200 mg/L receive an “extra high strength” surcharge fee to cover the costs of treatment at twice the costs to treat wastewater.

Those that discharge more than 1200 mg/L receive an “excessive high strength” surcharge fee to cover the costs of treatment at twice the costs to treat wastewater **and may be required** to install pretreatment equipment if excessive high-strength discharge continues.

There are no known businesses that exceed 300 mg/L.

Canby Pretreatment Program - Fee Methodology

Sanitary Sewer Extra Strength Charges

| Biological Oxygen Demand (BOD) | Existing Fee | Proposed Fee | New or Existing | Explanation of change | When is fee invoiced? |
|--------------------------------|--------------|--------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BOD 0-300 mg/L | \$0.00 | \$0.00 | Existing Fee | No extra charge as it is included in the base rate. | Extras Strength Charges are based on 2024 costs to operate and maintain the WWTP per day, divided by the average pounds of BOD treated per day. Extras Strength Charges are invoiced the month after discharge occurs. There are no known businesses that exceed 300 mg/L at this time. |
| BOD 301-600 mg/L | \$1.18 | \$2.12 | Existing Fee | Actual cost to treat BOD at the plant. | |
| BOD 601-1200 mg/L | \$2.36 | \$4.24 | Existing Fee | Double the actual cost. Higher fee motivates user to reduce high strength discharges. | |
| BOD greater than 1200 mg/L | \$2.36 | \$4.24 | Existing Fee and User must install Pretreatment Equipment | TSS >1200 mg/L are deemed an <u>excessive discharge</u> . Excessive discharge requires users to install pretreatment equipment if repeated excessive discharges continue. | |

| Total Suspended Solids (TSS) | Existing Fee | Proposed Fee | New or Existing | Explanation of change | When is fee invoiced? |
|------------------------------|--------------|--------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TSS 0-300 mg/L | \$0.00 | \$0.00 | Existing Fee | No extra charge as it is included in the base rate. | Extras Strength Charges are based on 2024 costs to operate and maintain the WWTP per day, divided by the average pounds of TSS treated per day. Extras Strength Charges are invoiced the month after discharge occurs. There are no known businesses that exceed 300 mg/L at this time. |
| TSS 301-600 mg/L | \$1.18 | \$2.22 | Existing Fee | Actual cost to treat TSS at the plant. | |
| TSS 601-1200 mg/L | \$2.36 | \$4.44 | Existing Fee | Double the actual cost. Higher fee motivates user to reduce high strength discharges. | |
| TSS greater than 1200 mg/L | \$2.36 | \$4.44 | Existing Fee and User must install Pretreatment Equipment | TSS >1200 mg/L are deemed an <u>excessive discharge</u> . Excessive discharge requires users to install pretreatment equipment if repeated excessive discharges continue. | |

Canby Pretreatment Program - Fee Methodology

2024

Pretreatment User Fee Survey

| Municipality | New Permit Application Fee | Renewal Permit Application Fee | Annual Fee | Modification Fee | Monitoring, Inspection and surveillance | FOG Limit | Clean up Fees | BOD | TSS |
|--------------------|-----------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------|-----------------------------------------|--------------------------------------------------|---------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Canby | \$5,000 | \$5,000 | NA | NA | Actual Cost | 1100mg/L | Actual Cost | 0-300 \$0 300-600 \$1.18 600-1200 \$2.36 | 0-300 \$0 300-600 \$1.18 600-1200 \$2.36 |
| Bend | \$1,500 | NA | \$1,405 | \$200.00 | 250 + \$75 per inspector | NA | Actual Cost | \$0.61 | \$0.69 |
| Dallas | \$1,000 | \$1,000 | \$500 | NA | NA | NA | Actual Cost | NA | NA |
| Gresham | SIU \$4132 Non-SIU \$2000 Non S-CIU \$500 | SIU \$2428 Non-SIU \$1000 Non S-CIU \$250 | SIU \$2428 Non-SIU \$0 Non S-CIU \$0 | SIU \$1200 NSIU \$500 NSCIU \$125 | Actual cost | NA | Actual Cost | 0-400 \$4.72 400-100 \$7.96 1100+ \$9.83 0.68 per pound | 0-400 \$4.72 400-100 \$7.96 1100+ \$9.8 0.67 per pound3 |
| Portland | CIU \$2936 SIU \$2447 Non-SIU \$1398 NdCIU \$210 | CIU \$2936 SIU \$2447 Non-SIU \$1398 NdCIU \$210 | | NA | | \$310 | Actual Cost | 0-300 \$0 300+ \$.90 per pound | 0-350 \$0 350+ \$1.206 per pound |
| Redmond | SIU, CIU BMP \$1500 | SIU, CIU BMP \$1500 | per year SIU, CIU \$1330 BMP \$150 | \$400.00 | per event labor \$300 sampling actual Cost | per day \$150 First Offense up to \$2500 for sixth offense | Actual Cost | Tiers \$35.60 per account plus Low \$3.13 per 100 cuft after 700 cuft medium \$3.83 per 100 cuft after 700 cuft high \$4.60 per 100 cuft after 700 cuft very high \$5.31 per 100 cuft after 700 cuft | Tiers \$35.60 per account plus Low \$3.13 per 100 cuft after 700 cuft medium \$3.83 per 100 cuft after 700 cuft high \$4.60 per 100 cuft after 700 cuft very high \$5.31 per 100 cuft after 700 cuft |
| Salem | \$648 | \$217 | | NA | NA | .05 per gallon | Actual Cost | 409.84 per 1000 pounds | 369.58 per 1000 pounds |
| St Hellens | \$500 | \$300 | \$1,500 | NA | \$100 | NA | Actual Cost | Tiers 0-250 \$5.54 251-500 \$7.01 501- 1000 \$9.75 1,001-2,000 1,201-2,400 \$13.56 2,001-4,000 2,401-4,800 \$21.01 4,001-8,000 4,801-9,600 \$34.68 8,001-16,000 9,601-19,200 \$60.64 16,001-32,000 19,201-38,400 \$112.14 | Tiers 0-300 \$5.54 301-600 \$7.01 501 1000 \$9.75 1,001-2,000 1,201-2,400 \$13.56 2,001-4,000 2,401-4,800 \$21.01 4,001-8,000 4,801-9,600 \$34.68 8,001-16,000 9,601-19,200 \$60.64 16,001-32,000 19,201-38,400 \$112.14 |
| Wilsonville | \$594 | \$594 | \$1,662 | NA | NA | 1100mg/L | Actual Cost | \$0.974 per pound 0-250 \$0 | \$0.974 per pound 0-250 \$0 |



CITY COUNCIL Staff Report

Meeting Date: 3/19/2025

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Monica Stone, Wastewater Treatment Plant Supervisor
Agenda: Consider **Resolution No. 1424**: A Resolution Adopting Findings to Utilize Design-Build as an Alternative Procurement Method for the Ultraviolet Disinfection System Project and Exempting the Project from Competitive Bidding Requirements.
Goal: Align Resources to Address Community Growth
Objective: N/A

Summary

Staff recommends the adoption of a progressive design-build delivery method for the wastewater treatment plant's Ultraviolet (UV) disinfection system upgrade. This approach will enhance project efficiency, reduce risks, and allow for greater flexibility in design and construction. Council approval will enable staff to proceed with procurement and implementation, ensuring regulatory compliance and long-term operational benefits.

Background

The City's wastewater treatment plant (WWTP) requires an upgrade to its UV disinfection system to ensure continued compliance with regulatory standards and to improve operational efficiency. After evaluating traditional project delivery methods, staff has explored an alternative delivery approach that could optimize costs, schedule, and risk management.

Proposed Alternate Delivery Method:

Instead of utilizing a conventional design-bid-build (DBB) approach, staff recommends a progressive design-build (PDB) method. This approach allows the City to engage a qualified design-build firm early in the process, fostering collaboration between design, construction, and operational teams to ensure the most cost-effective and technically viable solution.

Key Benefits:

- Accelerated Project Timeline: Overlapping design and construction phases can shorten project duration.
- Cost Control & Risk Reduction: Early contractor involvement reduces change orders and unforeseen costs.
- Flexibility & Innovation: Allows for real-time adjustments based on operational feedback.
- Improved Constructability: Direct input from the builder during design minimizes design flaws and construction delays.

Attachments

Resolution 1424

Exhibit A - Findings

Fiscal Impact

The progressive design-build approach is expected to provide cost savings by reducing change orders, optimizing construction schedules, and improving risk management. While the total project cost will be determined through the design-build procurement process, initial estimates suggest that this method could lower overall expenditures compared to the traditional design-bid-build approach. Funding for the project is anticipated to come from the wastewater capital improvement budget, with potential opportunities for grants or low-interest financing to offset costs. Staff will provide cost updates as the project progresses.

Options

Approve Resolution No. 1424

Take no action. This could result in non-compliance with the City's NPDES Permit.

Proposed Motion

"I move to adopt Resolution 1424, Adopting Findings to Utilize Design-Build as an Alternative Procurement Method for the Ultraviolet Disinfection System Project and Exempting the Project from Competitive Bidding Requirements."

RESOLUTION NO. 1424

A RESOLUTION ADOPTING FINDINGS TO UTILIZE DESIGN-BUILD AS AN ALTERNATIVE PROCUREMENT METHOD FOR THE ULTRAVIOLET DISINFECTION SYSTEM PROJECT AND EXEMPTING THE PROJECT FROM COMPETITIVE BIDDING REQUIREMENTS.

WHEREAS, ORS Chapter 279C requires a competitive bidding process for Public Improvement Contracts, unless a statutory exception applies, a class of Contracts has been exempted from the competitive bidding process, or an individual Contract has been exempted from the competitive bidding process, in accordance with ORS 279C.335 and any applicable Contracting Agency administrative rules;

WHEREAS, ORS 279.335(2) provides for alternatives to the competitive bidding requirement that otherwise applies to public contracting, upon the adoption of certain findings following a public process;

WHEREAS, The City would like to use a Design-Build alternative contracting method for the Ultraviolet Disinfection System Project. Design-Build (DB) is defined in OAR 137-049-0610(6) as a procurement method that results in a Public Improvement Contract in which the Contractor also provides or obtains specified design services, participates on the project team with the Contracting Agency, and manages both design and construction. In this form of Contract, a single Person provides the Contracting Agency with all of the Personal Services and construction Work necessary to both design and construct the project;

WHEREAS, Staff has determined that the City would realize significant benefits by using an alternative competitive bid process in selecting a firm to design and construct the new reservoir and it is unlikely that such exemption will encourage favoritism in the awarding of the public contract or substantially diminish competition for the public contract;

WHEREAS, The City Council acts as the City of Canby Local Contract Review Board and finds that under ORS 279.335 it has authority to grant specific exemptions from the competitive bidding requirements based on the attached findings; and

WHEREAS, The City will invite prospective Design-Build teams to submit competitive proposals in response to the City's Request for Proposals, A Selection Committee will select Design-Build team based on an evaluation of the proposals received. The Selection Committee will include various members of City staff. The RFP process will be completed in accordance with the Alternative Contracting Methods requirements set forth in the Oregon Revised Statutes.

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

Section 1. In accordance with ORS279C.335 the contract for the Ultraviolet Disinfection System Project is exempt from traditional competitive bidding.

Section 2. This exemption is supported by the draft findings attached in Exhibit A.

BE IT FURTHER RESOLVED that the Canby City Council hereby classifies the charges imposed herein as not being subject to the limitations imposed by Section 11 (b), Article XI of the Oregon Constitution and that the City Recorder is hereby directed to publish notice in accordance with ORS 310.145.

This resolution shall take effect on March 19, 2025.

ADOPTED this 19th day of March, 2025, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder

EXHIBIT A

Findings in Support of Alternative Contracting Method

For the Construction of the City of Canby's Wastewater Ultraviolet Disinfection System

Introduction

Use of alternative contracting methods, such as Design-Build, is made possible under ORS Chapter 279C, which permits certain contracts or classes of contracts to be exempt from competitive public bidding under strict procedural safeguards. Like other alternative contracting methods, the Design-Build delivery method has significantly different legal requirements than a typical design-bid-build project delivery method.

According to ORS 279C.335, a local contract review board may exempt specific contracts from traditional, competitive bidding by showing that an alternative contracting process is unlikely to encourage favoritism or diminish competition and will result in cost savings to the public agency. The Oregon Attorney General's Model Public Contract Rules provide for public notice and opportunity for the public to comment on draft findings in favor of an exemption before their final adoption.

Pursuant to ORS 279C.335(2), a local contract review board may exempt specific contracts from traditional, competitive bidding if it finds that:

- (a) The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts.
- (b) Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency or the state agency that seeks the exemption or, if the contract is for a public improvement described in ORS 279A.050 (Procurement authority) (3)(b), to the contracting agency or the public. In approving a finding under this paragraph, the Director of the Oregon Department of Administrative Services, the Director of Transportation or the local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:
 - (A) How many persons are available to bid;
 - (B) The construction budget and the projected operating costs for the completed public improvement;
 - (C) Public benefits that may result from granting the exemption;
 - (D) Whether value engineering techniques may decrease the cost of the public improvement;
 - (E) The cost and availability of specialized expertise that is necessary for the public improvement;
 - (F) Any likely increases in public safety;
 - (G) Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;

- (H) Whether granting the exemption will affect the sources of funding for the public improvement;
- (I) Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
- (J) Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
- (K) Whether the public improvement involves new construction or renovates or remodels an existing structure;
- (L) Whether the public improvement will be occupied or unoccupied during construction;
- (M) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
- (N) Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

Background

This project involves modifying an existing structure to install an open-channel ultraviolet (UV) disinfection system that will comply with NPDES permit requirements and DEQ design standards for the next 20 years. The design will be based on the transmittance and total suspended solids (TSS) of the secondary effluent to ensure effective and compliant wastewater treatment. This project will include adding instrumentation, automation, electrical upgrades, controls and supervisory control and data acquisition (SCADA) components.

SUMMARY OF FINDINGS

With regard to ORS 279C.335, the City of Canby’s Local Contract Review Board shall consider the following in its decision to exempt the Project from competitive bidding and use the DB method of delivery:

1. Competition and Cost Savings (ORS 279C.335(2)(a))

A. Unlikely to Encourage Favoritism or Diminish Competition

The selection of a design-builder is based on their qualifications and approach to design and construction. The proposals are evaluated based on quality and price, including alternative technical concepts. The best value proposer is awarded the contract. The design-builder is responsible for the design, as the engineer of record, and the construction of the project.

It is unlikely that the process of selecting a Design-Build firm will encourage favoritism in the awarding of the public contract or substantially diminish competition for the public contract. The competition will not diminish because public advertisement will be used for the Request for Qualification and Request for Proposal. All qualified specialty Design- Build teams will have the

opportunity to submit and will be awarded based on a competitive process.

Cost Savings

The Design-Build delivery method offers a level of certainty to the owner that the initial bid price of the project is the most competitive delivery for the City. Design-build saves time and money by encouraging innovation and collaboration. Projects seeking innovation with designer and contractor involvement through collaboration, which integrates Design and Construction phases, and schedule acceleration could be considered for this alternative contracting method. With the Design-Build delivery method, the Design-Build team will be asked to compile and own the submitted drawings. This allows the contractor a level of control over the implementation of the project schedule, reduces change orders, and results in a more accurate project bid. These costs are not always reflected in a low-bid project scenario.

During proposal submittal, the contractor will provide drawings according to the contract criteria and the associated cost estimate breakdown. This will allow the City to make decisions in the selection process, negotiate on project implementation, and ensure that the costs stay within the estimated cost.

2. Substantial Cost Savings and Other Public Benefits (ORS 279C.335(2)(b))

A. How Many Persons Are Available to Bid

There should be no reduction in the number of persons available to bid under the competitive proposals process versus the competitive bid process. As with a competitive bid solicitation, the RFP will be advertised in the *Daily Journal of Commerce*, a trade journal of statewide circulation. All licensed contractors will have the opportunity to submit a proposal. Proposals submitted by small-scale contractors and joint venture partnerships will be considered and encouraged. The City will encourage local contractors to participate in the RFP process as well.

B. Construction Budget and Operating Cost

The estimated cost for this project is \$2,000,000.

C. Public Benefit

A Design-Build delivery method provides the most public benefit and opportunities for cost savings, including budget, internal resources, risk allocation, clear project goals, reduced delivery time, better feedback, single source of responsibility, enhanced innovations, partnering, early knowledge of project cost, integration of design and construction and the guaranteed maximum price (GMP) are identified.

The Design-Build contracting method is an alternative to the design-bid-build or “low-bid” process, whereby the City’s selection of a construction contractor is not only based on price but other factors such as time, qualifications, or a contractor’s approach to the project work.

The Design-Build delivery method is managed by a single entity: a Design-Builder. It also implies that the builder can provide a turn-key process, starting from preliminary concepts through the construction of the project, but correspondingly includes anything in between. This consists of all design, engineering, and municipal submittals. This delivery method provides one point of contact. The City delegates all responsibilities to the Design-Builder and holds them accountable for a performance guarantee.

D. Value Engineering

The Design-Build team can customize project sequencing, propose equipment and methods most viable with the existing conditions and the allotted budget. All of these beneficial actions by the Design-Build team will improve value, expedite construction, and in turn eliminate potential change orders.

The benefits of value engineering are allowed for use as a part of the best value process, but only after design and bidding are completed limiting decisions to a short time period to determine if the project can move forward financially.

E. Specialized Expertise Required

The Ultraviolet Disinfection System is a critical component of the wastewater treatment process and requires specialized skills for both design and construction, to meet NPDES permit requirements. Efficient construction requires specialized knowledge in all of the trades required to design and construct this type of structure.

Only through a process where qualifications and competitiveness exist can the City weigh, evaluate and select the type of expertise needed to address the technical complexities of this public improvement project.

F. Any Likely Increases in Public Safety

The City maintains an ongoing commitment and focuses on risk management and safe work practices. Public safety during all construction activities associated with this project, the safety of each of the trade workers involved with its development, and a finished product that facilitates accessibility and safety of all end users who will work within and receive services provided by this facility is an essential, non-negotiable bottom-line standard for the City. Throughout all construction phases the City will partner with the General Contractor to maintain a safe atmosphere for all of the project workers and City staff working on site. With a competitive proposal process, the City can evaluate as selection criterion a contractor's performance on prior projects in satisfying safety requirements. This determination is not available under the low-bid process.

G. Whether Granting the Exemption Will Affect Funding Sources

The Project funding source will not be impacted by an exemption from competitive bidding and use of the Design-Build method of delivery.

H. Market Conditions

The Design-Build delivery method has been a design and construction delivery method used by both public and private organizations for numerous years. Proposers are required to present the required qualifications and project experience. This includes knowledge of the latest construction techniques and products. The team will inform the City of current market conditions, labor and materials availability, and construction methodologies. This

can be incorporated into proposals and design and reduce construction time and costs.

The increased availability of and need for technical expertise, value engineering, or other types of specialized expertise, as well as a need to investigate the compatibility, experience, and availability of contractors require that certain public improvement contracts be awarded based upon an evaluation of several criteria, rather than simply cost.

In the current economic environment where there is rapidly increasing materials cost Design-Build can present a significant advantage because there is no delay between the design and build phases required by the traditional design/bid/build process. Also, through the Design-Build process, you typically reach a fixed price more quickly and avoid the risk of having to rebid the project with a new design because the first round of bids came in too high.

I. Technical Complexity

The project involves a retrofit of the existing infrastructure and will be best addressed by a specialty contractor with installation & design expertise. Collaboration between a designer and contractor familiar with the requested work and City personnel familiar with the type of build project implementation will be necessary for the pre-construction phase.

J. New Construction or Remodel

This public improvement involves the construction of a new Ultraviolet Disinfection System, located within existing infrastructure, at 1480 NE Territorial Rd., at the Canby Wastewater Treatment Plant. Using the Design-Build method, the construction contractor is part of the project team early on, involved in the field investigation and design coordination, thereby reducing the risk of discovering unknown conditions and damaging existing infrastructure.

K. Occupied or Unoccupied During Construction.

The site will be occupied during construction. However, the existing infrastructure will not be occupied.

L. Single or Multiple Phases of Construction

Construction of the Ultraviolet Disinfection System will be completed in a single phase.

M. Agency Expertise in Alternative Contracting Methods.

The City's project manager and legal counsel have substantial experience in conducting procurements using a competitive proposals process. An Owner's Representative may be retained to provide support during construction meetings and to provide feedback regarding submittals.

The Design-Build delivery method contracts with a single entity, the design-builder, to design and construct a project. The collaborative approach, construction schedule, value analysis, and plan presentation all provide effective cost analysis options. It is critical, and also consistent with the spirit of collaboration encouraged throughout the process that everyone on the project team works towards a budget of which they can take ownership.

Summary

The primary difference when considering an alternative delivery method is design-build includes both design and construction under one contract whereas traditional methods include separate contracts.

The City will benefit from streamlined decision-making, accelerated progress, and an overall heightened development experience.

The clear advantages of the Design-Build delivery method are:

- a) The close relationship between designer and contractor, which allows real-time schedule, cost updates, and interventions, which further allows for thoughtful decision making throughout the entire project.
- b) Will allow the City a simple and inexpensive procurement process that can be completed in a relatively short time frame, thus allowing the City to expedite contracting with both a designer and contractor to immediately begin project implementation.
- c) The insight and coordination of the Design-Builder into all of the systems and assemblies to avoid timely (and most of the time, costly) changes and interpretations.
- d) Will allow the City flexibility to complete the Project at or below the City's budget (i.e., design and construct to-budget).
- e) Will allow the City to remain directly involved in both the design and construction processes for enhanced coordination.
- f) Will allow the City to utilize both negotiated and competitive selection of key suppliers and subcontractors through "open book" GMP to deliver best-value for the City (both in terms of Project construction costs and long-term operating costs).
- g) Will allow the City to allocate errors, omissions, and performance risks to one entity (i.e., the Design-Builder) rather than incurring risk responsibility through traditional design-bid-build.

It is the recommendation of Staff that the City Council adopt and make the findings as set forth above and exempt the Ultraviolet Disinfection System Project from competitive bidding and to use a Design-Build method of delivery under a competitive RFP.



CITY COUNCIL Staff Report

Meeting Date: 3/19/2025

To: The Honorable Mayor Hodson & City Council
From: Eileen Stein, City Administrator
Agenda Item: Consider Resolution No. 1425: A Resolution Adopting City Council Goals for FY 25-27
Goal: N/A
Objective: N/A

Summary

The purpose of this item is to review and consider Resolution No. 1425 adopting the FY 25-27 goals set by the City Council on January 31st.

Discussion

The City Council met on Friday, January 31st to discuss goals for the coming budget year. The Council's work was further refined by the Leadership Team to make sure they are feasible, understandable, and that progress could be made on them. This refinement work is attached for the Council's consideration, further refinement, and prioritization. The goals were then presented to Council on March 5th for final review.

Attachments

- Resolution No. 1425
- City Council Goals & Objectives

Fiscal Impact

As stated, these goals are feasible and understandable, but they will still need to be considered in the context of the proposed budget for FY 25-26. This process has just begun.

Options

1. Review and approve Resolution 1425.
2. Do not approve Resolution 1425 and direct staff to continue to refine them.

Recommendation

Staff recommends Option 1.

Motion

"I move to approve Resolution No. 1425: a Resolution Adopting the City Council Goals for FY 25-27."

RESOLUTION NO. 1425

A RESOLUTION ADOPTING CITY COUNCIL GOALS FOR FY 25-27

WHEREAS, on January 31, 2025, the City Council held a Special Called Meeting to develop and refine goals for the upcoming year; and

WHEREAS, the City Council Goals and Objectives inform the process of preparing the FY 25-26 Budget by suggesting where the City Council intends to prioritize its resources for the upcoming fiscal year.

NOW THEREFORE, BE IT RESOLVED by the City of Canby as follows:

1. The Canby City Council Goals and Objectives document attached hereto as Exhibit "A" is hereby adopted.

This resolution will take effect immediately.

ADOPTED this 19th day of March, 2025, by the City of Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder



City Council Goals & Objectives 2025 - 2027

PROMOTE FINANCIAL STABILITY

- Consider Updates to the City Charter
- Finalize the Transition of the Current Urban Renewal District Expenses
- Address Declining Revenues for Current Transit Operations; Create Sustainable Budget
- Determine the Future of the Former Canby Adult Center Building
- Develop a Plan to Fund Current and Expanded Library Services
- Adjust System Development Charges (SDCs)

ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH

- Complete the Housing Production Strategy
- Evaluate Options for Recruiting a Hotel Developer
- Complete Comprehensive Plan Update
- Discuss Future Urban Renewal District Options to Support New Economic Development and Parks Opportunities in Conjunction with UGB Expansion
- Develop an Economic Development Strategy in Conjunction with UGB Expansion
- Complete UGB Expansion Process
- Complete Development Code Update

PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

- Receive Recommendation from Street Maintenance Fee Task Force and Update Fees
- Develop Cost Estimate for the Half Street Safety Improvements on S Pine Street and S Township Road
- Complete S Ivy Street and N Pine Street Integration Projects to Bring County Roads into Local Transportation System
- Update Downtown Parking District Master Plan
- Identify Option for Location and Funding of the Transit Operations Center
- Finalize Design and Complete Walnut Street Extension Project
- Evaluate Next Phase of Transit Services with Cost Estimate and Explore Funding Options
- Identify County Roads in Future Urban Growth Boundary and Determine Cost Impact of Integration into the Local Transportation System

DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN

- Evaluate and Determine Funding Options for Parks and Recreation Projects
- Evaluate and Determine a Future Parks and Recreation Sustainable Management Structure
- Evaluate and Implement the Parks Master Plan Structure

ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

- Update Council Policies and Guidelines
- Adopt and Implement Communications Plan
- Increase Opportunities for City Council to Engage with the Community
- Implement the Emergency Management Operations Plan
- Identify Community Partners to Develop a City-Wide Community Calendar
- Update Policies and Guidelines for Boards and Commissions
- Create and Recruit Youth Positions for all Boards and Commissions



CITY OF CANBY

2025–2027 CITY COUNCIL GOALS + ACTION PLAN



SSW CONSULTING



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Introduction

The City of Canby is pleased to present the results of our 2025 Council Retreat.

On January 31, 2025, the City Council and leadership team gathered to discuss progress on 2024 goals and refine the goals to set policy direction for next two years. The City hired SSW Consulting to facilitate the workshop and guide the goal refinement process. Leading up to the retreat, Ashley Sonoff of SSW Consulting interviewed the Mayor, City Councilors, and the Leadership Team to gather their input on desired outcomes for the retreat, priorities for the Canby community, and opportunities and/or challenges that should be addresses in goal refinement process. The results of the conversations informed the development of the retreat agenda and the following workshop outcomes:

- Refine the Council Goals to be clear, reasonable, and achievable to guide the work of the organization
- Build a shared understanding of the current environment to inform the goal refinement process
- Foster a unified team to advance the goals together

During the retreat, Council worked with staff to assess the progress of the 2024 goals, clarify desired shared outcomes for the community, and consider how to leverage existing and future City work and plans to support the these outcomes. Additionally, Council considered any new priorities to add to their goals for the coming year. City staff will pursue the 2025 goals while continuing to provide high-quality programs and services to the Canby community.

The City of Canby is fortunate to have a committed City Council and talented staff who are dedicated to preserving Canby's small-town character while enhancing the economy, infrastructure, and livability to promote a thriving community for all. We look forward to continuing progress on our goals together and sharing updates with the community throughout the year ahead.



Canby Team

CITY COUNCIL

Brian Hodson, Mayor
Traci Hensley, Council President
James Davis, Councilor
Jason Padden, Councilor
Daniel Stearns, Councilor
Herman Maldonado, Councilor
Paul Waterman, Councilor

CITY LEADERSHIP TEAM

Eileen Stein, City Administrator
Maya Benham, Administrative Director/City Recorder
Eric Laitinen, Aquatics Program Manager
Jamie Stickel, Economic Development Director & Communications Specialist
Scott Schlag, Finance Director
Kevin Aguilar, HR Director
Marisa Ely, Library Director
Don Hardy, Planning Director
Jorge Tro, Police Chief
Jerry Nelzen, Public Works Director
Todd Wood, Transit/Fleet



Mayor Brian Hodson



Traci Hensley
Council President



James Davis
Councilor



Jason Padden
Councilor



Daniel Stearns
Councilor



Herman Maldonado
Councilor



Paul Waterman
Councilor

Goal Refinement Process

The Canby City Council meets annually to refine the Council goals, providing policy direction to City staff for the year ahead. City staff provide Council with status updates on the existing goals and technical expertise to inform the goal refinement process. This partnership supports the development of goals that are realistic and feasible while still aspirational, future-oriented, and responsive to the needs of the Canby community.

During the retreat, Council and staff revisited the 2024-2026 goals to discuss the progress in achieving these goals as well as determine any adjustments needed to respond to developments over the past year and opportunities ahead. Objectives were marked as complete, ongoing, or needing refinement.

Working as one large group, the Council subsequently discussed each objective flagged for refinement with staff to determine how to build on the success of the previous year and make adjustments to their approach to achieve their desired outcomes for each goal area. Additionally, Council worked with staff to explore any new items that should be considered to meet community needs. The following image captures the results of the retreat discussion.



Following the retreat, the Leadership Team assembled to refine the ideas into actions, consider appropriate timelines for the objectives based on current projects in progress and resources, and identify staff leads to carry out the goals. This information is summarized on the following pages.

CITY OF CANBY

2025-2027 COUNCIL GOALS



Promote financial stability: Achieve fiscal sustainability for City operations and infrastructure.



Align resources to address future community growth: Implement proactive and strategic planning that meets community needs, fosters a robust business community, and promotes the ability to live and work in Canby.



Plan a transportation + transit system that meets Canby's growing needs: Provide safe and well-maintained streets, enhance mobility and accessibility to support transportation and economic development, and expand transit options.



Develop a more robust parks + recreation program aligned with the parks master plan: Achieve fiscal sustainability for maintenance and operations and provide accessible recreation opportunities for all ages and abilities.



Enhance engagement + communications that represents broad perspectives: Increase youth engagement, better understand community needs and desires, improve coordination of community events and volunteer opportunities, and strengthen emergency preparedness.

Goal 1: Promote financial stability

Achieve fiscal sustainability for City operations and infrastructure.



| OBJECTIVE | DEPT. | YEAR |
|------------------------------------------------------------------------------------------|----------------------------|--------------|
| 1.1 Consider updates to City Charter | City Admin / City Attorney | FY 24-25; Q4 |
| 1.2 Finalize the transition of the current Urban Renewal District expenses | Finance | FY 24-25; Q4 |
| 1.3 Address declining revenues for current transit operations; create sustainable budget | Transit | FY 24-25; Q4 |
| 1.4 Determine future of the former Canby Adult Center building | Public Works / Transit | FY 25-26; Q1 |
| 1.5 Develop a plan to fund current and expanded Library services | Library | FY 25-26; Q2 |
| 1.6 Adjust the City's System Development Charges (SDCs) | Planning / PW | FY 25-26; Q2 |

Goal 2: Align resources to address future community growth



Implement proactive and strategic planning that meets community needs, fosters a robust business community, and promotes the ability to live and work in Canby.

| OBJECTIVE | DEPT. | YEAR |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------|
| 2.1 Complete the City's Housing Production Strategy | Planning | FY 25-26; Q2 |
| 2.2 Evaluate options for recruiting a hotel developer to Canby | Economic Development | FY 24-25; Q4 |
| 2.3 Complete Comprehensive Plan update | Planning | FY 25-26; Q2 |
| 2.4 Discuss options for a future Urban Renewal District to support new economic development and park opportunities in conjunction with UGB expansion | Economic Development / Finance / Public Works | FY 25-26; Q3 |
| 2.5 Develop economic development strategy in conjunction with UGB expansion | Economic Development | FY 25-26; Q3 |
| 2.6 Complete UGB expansion process | Planning | FY 25-27; Q4 |
| 2.7 Complete the City's development code update | Planning | FY 25-28; Q4 |

Goal 3: Plan a transportation + transit system that meets Canby's growing needs



Provide safe and well-maintained streets, enhance mobility and accessibility to support transportation and economic development, and expand transit options.

| OBJECTIVE | DEPT. | YEAR |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------|
| 3.1 Receive recommendation from Street Maintenance Fee Task Force and update fees accordingly | Public Works / Finance | FY 24-25; Q4 |
| 3.2 Develop cost estimate for the half street safety improvements on S. Pine Street and S. Township Road | Public Works | FY 24-25; Q4 |
| 3.3 Complete S. Ivy Street and N. Pine Street integration projects to bring County roads into local transportation system | Public Works | FY 24-25; Q4 |
| 3.4 Update downtown parking district master plan | Economic Development | FY 25-26; Q1 |
| 3.5 Identify options for location and funding of the transit operations center | Transit | FY 25-26; Q1 |
| 3.6 Complete the transportation system plan update | Planning | FY 25-26; Q2 |
| 3.7 Finalize design and complete Walnut Street extension project | Public Works | FY 25-26; Q2 |
| 3.8 Evaluate next phase of transit services with cost estimate and explore funding options | Transit | FY 25-26; Q3 |
| 3.9 Identify County roads in future urban growth boundary and determine cost, impact of integration into the local transportation system | Planning / Public Works | FY 25-27; Q4 |

Goal 4: Develop a more robust parks + recreation program aligned with the parks master plan



Achieve fiscal sustainability for maintenance and operations and provide accessible recreation opportunities for all ages and abilities.

| OBJECTIVE | DEPT. | YEAR |
|-------------------------------------------------------------------------------------------|----------------------------|--------------|
| 4.1 Evaluate and determine funding options for Parks and Recreation projects | Planning / Public Works | FY 24-25; Q4 |
| 4.2 Evaluate and determine a future Parks and Recreation sustainable management structure | Planning / Public Works | FY 25-26; Q3 |
| 4.3 Evaluate and implement the Parks Master Plan structure | Planning / Public Works | FY 26-27; Q1 |

Goal 5: Enhance engagement + communications that represents broad perspectives



Increase youth engagement, better understand community needs and desires, improve coordination of community events and volunteer opportunities, and strengthen emergency preparedness.

| OBJECTIVE | DEPT. | YEAR |
|-----------------------------------------------------------------------------|---------------------------------------------|--------------|
| 5.1 Update Council policies and guidelines | Admin Svcs / City Recorder | FY 24-25; Q4 |
| 5.2 Adopt and implement Communications Plan | Economic Development / Communications | FY 24-25; Q4 |
| 5.3 Increase opportunities for City Council to engage with the community. | Admin Svcs / City Recorder | FY 24-25; Q4 |
| 5.4 Implement the Emergency Management Operations Plan | Police | FY 24-25; Q4 |
| 5.5 Identify community partners to develop a City-wide community calendar | Economic Development / Communications | FY 24-25; Q4 |
| 5.6 Update policies and guidelines for Boards and Commissions | Admin Svcs / City Recorder | FY 25-26; Q1 |
| 5.7 Create and recruit for a youth position for all Boards and Commissions. | Admin Svcs / City Recorder | FY 25-26; Q2 |

Implementation + Progress Reporting



To support implementation of the goals, City staff identifies timelines and assigns project leads for the objectives. The objectives are considered in the budget development process to allocate resources appropriately to advance the goals of the Council. Additionally, City staff incorporate the objective into department work plans to support implementation.

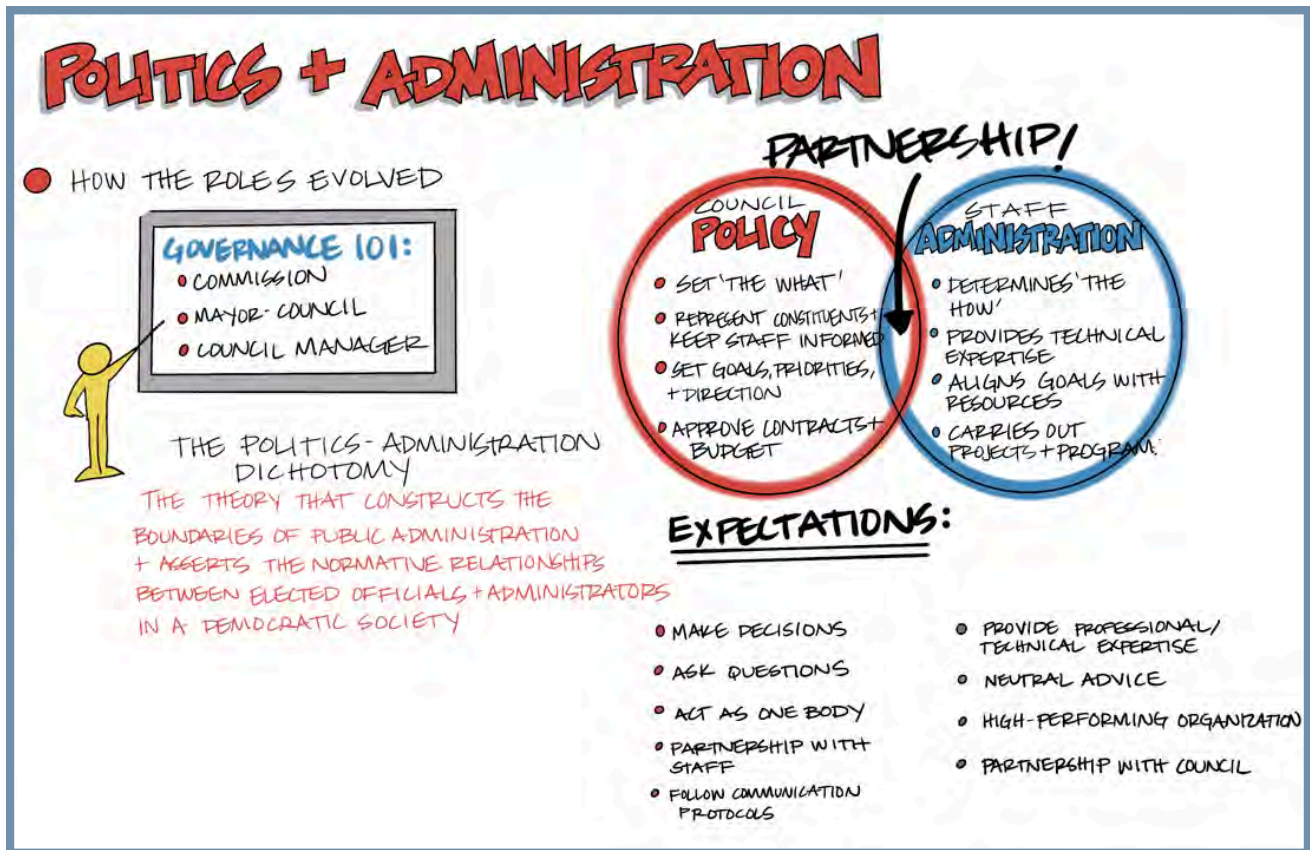
During the 2024 Council Retreat, Council and staff worked to develop a progress reporting structure to support the implementation of the goals and provide accountability tool along the way. At the 2025 retreat, the team checked in on the reporting structure and discussed any adjustments needed support additional clarity and transparency.

City staff will continue reporting progress on the goals in staff reports to Council, quarterly updates, and bi-monthly reports. These updates will include any progress to advance the goals, estimated completion date, significant date and project changes, reporting on success measures, challenges to be addressed, and areas needing clarification and/or further direction from Council. Additionally, staff will highlight any goals and actions in relevant staff reports. Staff will continue to provide real-time updates to Council on relevant projects as needed.

Starting in the 2025-2026 Fiscal Year, staff will prepare a mid-year budget review in December/January to prepare the Council for future goal-setting retreats. The team will revisit the goals in 2026 years to assess progress, refine existing goals as needed, and develop new goals to reflect the community and organization's priorities.

Team Expectations

The team referenced their work from the 2024 Council retreat regarding the the roles and responsibilities within the Council-Manager form of government and team expectations for how the roles interact and support one another in a strong partnership. The following graphic outlines this relationship:



CITY OF CANBY

503-266-4021
canbyoregon.gov

222 NE 2nd Avenue
Canby OR 97013



SSW CONSULTING

Prepared by SSW Consulting

Sara Singer Wilson, Principal/Owner

Ashley Sonoff, Facilitation + Strategy Associate

Sasha Konell, Communications + Engagement Associate

Kelsey O'Halloran, Communications + Engagement Strategist

Maleigha Martinez, Administrative Assistant



CITY COUNCIL Staff Report

Meeting Date: 3/19/2025

To: The Honorable Mayor Hodson & City Council
Thru: Eileen Stein, City Administrator
From: Jamie Stickel, Economic Development Director
Agenda Item: Discussion Regarding Potential Hotel Incentives
Goal: Align Resources to Address Future Community Growth
Objective: Recruit a hotel for Canby

Summary

Economic Development staff will present incentive options for City Council to consider and discuss for the recruitment of a hotel to Canby.

Economic Development staff has researched and connected with regional partners and those who work in the industry to develop a robust list of incentives. The presentation will provide an overview of incentives previously discussed – including but not limited to tax abatement, and fee/permitting assistance – as well as other possibilities that may assist in the recruitment of a hotel. The City Council has also identified a public-private partnership as an option to consider for the development of a hotel, and has successfully seen development due to public-private partnership in the past including with the Canby Civic Block development and the redevelopment of the former public library into the Canby Beer Library.

Background

The Canby City Council held its City Council Retreat on Friday, January 31st, 2025 with the City's Leadership Team in attendance. During the retreat, the City Council expressed its desire to see a hotel development in Canby. City staff expressed they have had many conversations with interested parties over the last year – including hotel developers, specific hotel chains, real estate brokers, and property owners – and the topic of incentives has been raised in every meeting. City Council asked staff to bring this topic back to a regular council meeting so they can review and discuss incentives that may be available.

The City of Canby completed a hotel market analysis in 2019 with Johnson Economics and the report indicated that Canby can support a hotel. While COVID-19 changed the way people traveled and how often, the City decided to revisit the hotel analysis in 2022. At that time, the study showed continued demand and support for hotel development in Canby. The City Council added the recruitment of a hotel to their 2024 goals and objectives and refined that initiative for the 2025 goals and objectives to include the consideration of incentives.

City staff has discussed incentives with local and regional partners, as well as colleagues within the industry to identify which programs have been used effectively elsewhere and how Canby can further position itself for hotel development. Incentives vary from up-front property and design costs to permitting assistance and tax abatement, and even public-private partnership.

Discussion

City staff will provide an overview of incentives available in Oregon for the recruitment of the development of a hotel. The City Council will review and discuss the list, and should they show interest in a particular incentive or incentives, City staff will work to bring that item back to a future Council meeting.

The discussion will include costs associated with property purchasing, design concepts, tax abatement, fee/permitting assistance, and the consideration of a public-private partnership. The meeting and subsequent discussion will also inform Economic Development staff on any incentive-related items that should be included in the FY 2025-2026 budget.

Public Works/Parks/WWTP Project Tracking Sheet



| Project Name | Project Description | Job Number | Projected Start Date | Completion Date | Current Phase | Notes | Project Budget | Project Total |
|-------------------------------------|------------------------------------------------------|------------|----------------------|-----------------|----------------|-------------------------------------|----------------|---------------|
| Street Projects | | | | | | | | |
| N Pine Street Realignment | Realign N Pine St to Reduce Congestion | J1024 | May, 2026 | TBD | Engineering | In Design | 850,000 | 0 |
| NE 10th Ave - N Locust to N Pine St | Road, Sidewalks, Parking, Storm & Sewer Improvements | J1054 | April, 2025 | TBD | Engineering | Signing Contracts | 3,500,000 | 0 |
| Public Works Fuel Station | Build Fuel Station at Public Works Shops | J1044 | April, 2025 | TBD | Planning Stage | Signiong Contracts | 1,300,000 | 0 |
| Industrial Park to 99E Connection | Extend Walnut St to 99E | J1005 | July, 2025 | TBD | Engineering | ODOT Review | 8,000,000 | 0 |
| S Ivy St Sidewalks & Overlay | Pedesrian safety project | J1012 | June, 2022 | October,2025 | Construction | | 1,922,306 | 0 |
| S Ivy Power Undergrounding | CUB City joint project | Part J1012 | April, 2022 | June, 2023 | Construction | Phase 1 complete. | 1,300,000 | 0 |
| Sewer Projects | | | | | | | | |
| Safeway Pump Station Removal | Reverse Flow to NW 3rd Ave & N Baker St Pump Station | J1030 | May, 2023 | TBD | Construction | 95% Complete, Waiting for generator | 1,035,249 | 0 |
| WWTP Upgrades | UV, Generator, Maintenance Building, Old A.B | J1049 | July, 2023 | TBD | | Waiting for new procurement process | 1,125,000 | 0 |
| Stormwater Projects | | | | | | | | |
| Park Projects | | | | | | | | |
| Auburn Farm Park Property | Master Planning new Park | J1053 | July,2025 | TBD | Engineering | | \$3,000,000 | 0 |
| Urban Renewal Projects | | | | | | | | |
| N Fir Street Improvements | Reconstuct N Fir Street from NE 2nd to NE 3rd | | January, 2026 | May ,2026 | Budgeting | | Unkown | 0 |
| Highway 99E Bridge walking path | Walking Path | J1029 | May, 2025 | TBD | Engineering | Advertised for bids | 700,000 | 0 |



City of Canby Bi-Monthly Report
Department: Administration
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
 From: Maya Benham, Administrative Director/City Recorder
 Prepared by: Teresa Ridgley, Deputy City Recorder
 Through: Eileen Stein, City Administrator
 Date: March 19, 2025

2024 Council Goals & Objectives:

Goal 5.1 Conduct a community survey on customer satisfaction and city service levels.

- Staff discussions are continuing about how best to scope this project.

Goal 5.5 Update Council policies and guidelines

- Council subcommittee report scheduled for April 16, 2025, Council meeting.

Goal 5.6 Create a Canby Civic Engagement Academy

- Canby Civic Engagement Academy - February's session featuring Public Works was cancelled due to the snow event that occurred. It will likely be tacked onto the end of the series which allows this session to be held during nice weather and longer days. Meanwhile, the next session is scheduled for March 13th and will feature the Library and Finance Departments with a tour of City Hall and the Library.

Statistics:

Boards and Commissions Vacancies (current)

| Board/ Commission/ Committee | Vacancy | Applications Received | Status |
|---------------------------------------|---------|-----------------------|-----------------------------------------------|
| Bike & Pedestrian Committee | 2 | 0 | 1 Term ends 6/30/2026, 1 Term ends 6/30/2027. |
| Budget/ URA Budget Advisory Committee | 1 | 0 | Term ends 6/30/2027. |
| Heritage & Landmark Commission | 1 | 0 | 1 Student Term ends upon graduation. |
| Transit Advisory Committee | 1 | 2 | Term ends 6/30/2026. |

Public Records Requests

Processed 18 public records requests.

Liquor License/ Noise Variance Applications

There was approval of annual renewals for OLCC Liquor Licenses.
 There was one Noise Variance application.

Recruitments in Process

- Police Officer
- Maintenance Worker I
- Human Resources Director
- Library Assistant II (part-time)
- Wastewater Maintenance Technician

New Hires

- Police Officer
- Head Lifeguard
- Office Specialist II

Department Activities:

- Mid-Year Budget Review and Audit – Met with the Budget Committee to present the mid-year budget review as well as the audit. Staff are working on the FY 25-26 Budget proposal.
- City Council Goals – The 3/19 agenda will include adoption of the City Council goals for FY 25-27.
- State of the City Address – The Mayor gave three State of the City Addresses – to the Rotary, Chamber Luncheon and at City Council Chambers.
- Canby Adult Center Relocation – The payment of \$512,000 has been made to the CAC.



City of Canby Bi-Monthly Report
Department: Municipal Court
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
 From: Maya Benham, Administrative Director/ City Recorder
 Prepared by: Jessica Roberts, Municipal Court Supervisor
 Through: Eileen Stein, City Administrator
 Date: March 19, 2025

2024 Council Goals & Objectives:

Not Applicable

Statistics:

| Monthly Statistics | January | February |
|---------------------------------------------------|-------------|-------------|
| Misdemeanors | | |
| Offenses Filed | 19 | 14 |
| Cases Filed | 9 | 13 |
| Warrants Issued | 9 | 8 |
| Misdemeanor Case Detail | | |
| Diversion/Deferred Sentence | 2 | 3 |
| Offenses Dismissed | 0 | 1 |
| Offenses Sentenced | 1 | 4 |
| Traffic & Other Violations | | |
| Offenses Filed | 99 | 88 |
| Cases/Citations Filed | 76 | 69 |
| Parking Citations Filed | 3 | 6 |
| Traffic & Other Violations Case Detail | | |
| Diversion (Good Driver Class/MIP) | 13 | 9 |
| Dismissal (Fix It Tickets) | 8 | 6 |
| Dismissed by Judge | 6 | 6 |
| Sentenced by Judge | 13 | 24 |
| Handled by Violations Bureau | 45 | 19 |
| Guilty by Default | 44 | 37 |
| Traffic and Criminal Trials | | |
| Court Trial (Misdemeanor) | 0 | 0 |
| Jury | 0 | 0 |
| Traffic Trial | 6 | 8 |
| Defendant Accounts Referred to Collections | \$23,201.25 | \$40,359.75 |
| Fines & Surcharges Collected | \$32,493.76 | \$23,721.58 |

Explanation of terms:

Canby Municipal Court has jurisdiction over all city and state traffic offenses, City Code violations and misdemeanors committed within city limits.

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” refers to a single defendant’s matter before the court.
2. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Thursday. A court clerk processes the default convictions.
3. The court’s Violations Bureau Order allows court clerks to accept pleas, offer a deferred sentence program (if qualified) and set a payment plan, under the Judge’s authority.

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 six 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 6 months)
 - 1st Offender - Minor in Possession of Alcohol/Marijuana citation
4. The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation.

Department Activities:

The court misdemeanor docket continues to be full and operating smoothly.



City of Canby Bi-Monthly Report
Department: Economic Development
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Through: Eileen Stein, City Administrator
Date: March 19, 2025

2024 Council Goals & Objectives:

Goal 2.2 Work on recruiting a hotel or motel in Canby.

- Economic Development staff continue to meet with interested developers, site selectors, property owners, and other interested parties to recruit a hotel. During the City Council Retreat on January 31st, the City Council requested staff come forward to discuss potential incentives to further incentivize hotel development in Canby. The City Council kept the recruitment of a hotel as one of their goals for 2025-2027.

Goal 3.3 Update downtown parking district master plan.

- The City finished the procurement process in January with Rick Williams Consulting (RWC) regarding a downtown Canby parking assessment. The assessment will include best practices, an assessment of downtown parking spaces, and feedback from the community. Canby has seen growth, redevelopment, and the addition of downtown housing above mix-used retail. The City has increasingly heard from business and property owners that they would like to see a change, and the City Council has approved \$25,000 in the FY2025 budget to provide an update.

Goal 5.4 Develop a communications plan for the City (includes 5.2 & 5.3).

- The City's Economic Development Director + Communications Specialist provided a draft of the Communications Plan to the City Administrator for review. The Communications plan addresses internal and external communications, while also integrating the City's recently adopted Emergency Operation Plan, the social media policy, as well as a style guide to help streamline branding and community engagement. The Communications Plan includes strategies for youth engagement and increasing diversity. The plan will be presented to the City's Leadership Team for input during the first Leadership Team meeting in March and will be brought forward for adoption by the City Council in mid-April.

Goal 5.6 Create a Canby Civic Engagement Academy.

- The inaugural Civic Engagement Academy kicked off on Thursday, January 9th at the Canby City Hall. The first session featured presentations from Administration, City Recorder, and Human Resources with Mayor Hodson providing an introduction and Councilor Padden finishing the evening with an overview of the Mayor/Council roles. The February 13th event was cancelled due to inclement

weather. Staff will work with the cohort to determine the best time to reschedule the cancelled session. The Civic Engagement Academy will be held at City facilities from January 2025 – June 2025 on the 2nd Thursday of each month.

Statistics:

- N/A. See Department Activities below.

Department Activities:

Shop Local Canby –

- The City of Canby hosted the 3rd annual Shop Local Canby, bolstering the efforts of Small Business Saturday. Shop Local Canby began on November 30th. These efforts concluded at January’s First Thursday Night Market, January 2nd, 2025. Residents and visitors were encouraged to complete as many cards as possible through January's First Thursday Night Market, January 2nd, for great prizes! Participation has grown tremendously for this program from last year by both businesses and the cards we received. This year we doubled the amount of Shop Local Cards submitted from participants! The drawings have started with each of the



businesses for another opportunity to further promote their offerings. They have the choice to video or photo the drawing and post on our social media channels.

Canby Career Fair –

- The Economic Development department is once again partnering with the Canby Public Library and Goodwill Industries to bring back the second annual Canby Career Fair! Planning has begun and underway to host the Canby Career Fair on April 22nd, 2025 from 10am-2pm in the Library at 223 NE 2nd Avenue. We look forward to expanding on last years success, this will include involving more partnerships with organizations such as the Canby School District, Clackamas Community College and many others. We are looking forward to a very successful event!

Business Enhancement Grant –

- The City of Canby opened the Business Enhancement Grant Program for fiscal year 2024-2025. The program was created to assist local, Canby businesses. The grant can be spent on projects, programs, equipment, and events which improve and enrich the Canby business. Any business seeking funding from the Business Enhancement Grant program must be located within Canby city limits and the funding must be put toward a project that supports the Canby business. Through this process there were 8 local businesses who have been awarded with the Business Enhancement Grant. These projects that were awarded vary depending on the business. We are excited for the impact each project will have on the local businesses!

Heritage and Landmark Commission –

- The City of Canby Heritage and Landmark Commission has been working diligently on a Certified Local Government grant to accomplish a variety of projects. These projects include; adding Holly Street City Hall to the National Register, completing six Intensive Level Surveys, developing two curated self-guided driving tours of Canby’s historic sites, and updating existing information and adding historic preservation information to the current Heritage and Landmark Commission website. The grant has been submitted and the Commission will hear in June whether they will be awarded. The Heritage and Landmark Commission has added two new members, Jennifer Giller and Heather French. There are now six of the seven commission spaces filled with another community member interested in joining. The Heritage and Landmark Commission looks to be completely filled soon!

Logging Road Trail Path Improvements –

- The Canby Urban Renewal Agency asked city staff to move forward with the Logging Road Trail Path project. The project is a priority for the Urban Renewal Agency as it addresses connection and safety concerns with residents crossing the Oregon Pacific Railroad between the Canby Logging Road Trail and the Fred Meyer shopping complex. The project was advertised for bid at the end of February and the City will review bids in mid-March. The pathway will be located on the southwest side of the Logging Trail and include a retaining wall and fencing.

2025 State of the City –

- The Economic Development Director + Communications Specialist worked with the Leadership Team to receive updates for the 2025 State of the City presentation. The presentation is provided every year by the mayor. The 2025 State of the City was presented at a Canby Rotary Luncheon on Friday, February 21st and will be presented at the Canby Area Chamber of Commerce Luncheon on March 4th as well as at City Hall on Tuesday, March 11th. The State of the City provided an overview of projects recently completed and new or ongoing initiatives for the next year.

Comprehensive Plan PAC –

- The City of Canby’s ongoing long-range planning efforts continued Tuesday, February 11th with the Comprehensive Plan Project Advisory Committee (PAC) meeting. The meeting was held in the City’s Willamette Room and provided an updated on the project, a draft Urban Growth Boundary Expansion Report, and Future Multimodal Conditions and Needs. The PAC provides community insight and represents a broad cross-section of Canby including business owners, developers, board and committee members, and City staff. The consultants and planning/economic development staff are working towards scheduling a Community Summit in late summer to provide an update on the progress made and receive more input from community members.

Aurora State Airport Master Plan PAC –

- The Aurora Airport is in the process of updating its master plan and has provided the City of Canby a seat on the Project Advisory Committee (PAC). The City’s Economic Development Director serves as the PAC representative – due to the number of Canby businesses who utilize the airport, which is an economic driver for the region. At the final PAC meeting on February 11th, the consultants presented the refined preferred alternative plan, the Airport Layout Plan (ALP), and Capital Improvement Plan (CIP) for the Airport Master Plan project. The master planning effort looks at the needs for the next 20 years and is required by the Federal Aviation Administration (FAA) to maintain a safe and efficient airport that is economically, environmentally, and socially sustainable.

Leadership Retreat –

- The City’s Leadership Team met on Thursday, February 20th to discuss the goals and priorities set forth by the City Council at the City Council Retreat on January 31st. The Leadership Team worked closely to identify clear timelines and avenues forward for the projects, programs, and initiatives highlighted by the City Council at its retreat. The event was held at Canby Grove and the venue provided an opportunity for the Leadership Team to collaborate and engage with each other, as well as develop plans for the next year.

Clackamas County Fairground and Event Center Resource Fair –

- The Clackamas County Fairgrounds hosted their inaugural Resource Fair on Friday, February 28th and Saturday, March 1st. This unique event offered community members the opportunity to learn more about the services and programs available. The Economic Development staff were present both days, sharing the many events put on by the City of Canby through out the entirety of the year. There was also coverage on the Canby Public Library offerings, Swim Center and items from Planning such as the Comprehensive Study and possible expansion of Urban Growth Boundary. This was a valuable time to connect with the community and hear their thoughts, as well as staying connected by signing up for the E-Newsletter! We appreciate our partners at the Clackamas County Fairgrounds for hosting this event to further spread these offerings available to the public!



City of Canby Bi-Monthly Report
Department: Finance
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
From: Scott Schlag, Finance Director
Prepared by: Ruth Kyle, Finance Tech III
Through: Eileen Stein, City Administrator
Date: March 19, 2025

2024 Council Goals & Objectives: See Department Activities

Statistics: Attached

Department Activities:

In addition to providing services and responding to inquiries from both internal and external customers, the Finance Department reports the following items of interest for this period.

- Presented Audit & Budget Presentation to council.
- Went over options for the PSAs moving forward and how to structure and award them based on the RFQ.
- Identified and contacted comparable cities to update fee schedule for Business Licensing.
- Implemented check scanner called On-Site Electronic Deposit (in house check scanner).
- Sent out OLCC renewals to businesses.
- Processed and submitted (55) 1099's.
- Updated All Employee Open Enrollment Benefits.
- The Finance Team participated in the following meetings, training and events this period:
 - Leadership Team meetings
 - OpenGov Technical Scoping Session
 - OSCPA Local Budget Law Training
 - Safety Meeting
 - Finance Team meetings
 - OSCPA Winter Governmental Accounting & Audit Conference

Statistics FY 24-25**JUL-AUG SEP-OCT NOV-DEC JAN-FEB****Accounts Payable**

| | | | | |
|-----------------|-------|-------|-------|-----|
| Invoices | 488 | 468 | 561 | 453 |
| Invoice Entries | 1,136 | 1,222 | 1,286 | 822 |
| Encumbrances | 46 | 43 | 43 | 42 |
| Manual Checks | 8 | 1 | 1 | 2 |
| Total Checks | 336 | 324 | 300 | 352 |

Payroll

| | | | | |
|---------------------------|--------|--------|-------|-------|
| Timesheets Processed | 564 | 501 | 543 | 427 |
| Total Checks and Vouchers | 637 | 570 | 617 | 498 |
| New Hires/Separations | 12 / 9 | 3 / 26 | 1 / 2 | 2 / 7 |

Transit Tax Collection

| | | | | |
|------------------------|--------|-------|--------|---------|
| Forms Sent | 51 | 1,186 | 1,882 | 75 |
| Accounts Opened/Closed | 40 / 6 | 17/20 | 5 / 19 | 43 / 35 |
| Returns Posted | 765 | 602 | 315 | 1,733 |

Utility Billing

| | | | | |
|-------------------------|-------|--------|--------|--------|
| Bills sent | 9,950 | 10,554 | 10,505 | 11,099 |
| Counter payments | 79 | 83 | 87 | 44 |
| Accounts opened/closed | 87 | 87 | 28 | 100 |
| Lien payoffs completed | 28 | 14 | 7 | 14 |
| Lien payoff inquiries | 56 | 91 | 34 | 59 |
| Collection notices sent | 44 | 79 | 86 | 0 |
| Accounts sent to WCB | 9 | 57 | 0 | 20 |

General Ledger

| | | | | |
|-----------------------|-----|-----|-----|-----|
| Total Journal Entries | 271 | 235 | 278 | 229 |
|-----------------------|-----|-----|-----|-----|

Cash Receipts Processed

| | | | | |
|---------|-------|-----|-----|-------|
| Finance | 1,239 | 847 | 616 | 1,222 |
| Utility | 220 | 248 | 221 | 224 |



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: January and February 2025

To: The Honorable Mayor Hodson & City Council
 From: Todd Wood, Transit/ Fleet/ IT Director
 Prepared by: Robert Stricker, Lead Mechanic
 Through: Eileen Stein, City Administrator
 Date: March 19, 2025

2024 Council Goals & Objectives: (Examples)

Goal 1: Promote Financial Stability

[See Department Statistics](#)

Statistics:

| Department | Work Orders | Jan-25 | | | Total Cost |
|--------------------------|-------------|------------|---------------|--------------|--------------------|
| | | Labor Cost | Material Cost | Fuel Cost | |
| Administration | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Adult Center | 1 | \$369.07 | \$1,437.77 | \$346.65 | \$2,153.49 |
| IT Department | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Facilities | 0 | \$0.00 | \$0.00 | \$59.37 | \$59.37 |
| Wastewater Collections | 1 | \$200.59 | \$206.74 | \$178.16 | \$585.49 |
| Wastewater Treatment | 4 | \$348.84 | \$1,223.02 | \$221.10 | \$1,792.96 |
| Parks | 8 | \$331.80 | \$329.04 | \$905.94 | \$1,566.78 |
| Police | 28 | \$2,385.76 | \$2,658.94 | \$5,743.25 | \$10,787.95 |
| Streets | 14 | \$1,029.75 | \$1,098.96 | \$1,047.64 | \$3,176.35 |
| Fleet Services | 1 | \$589.69 | \$0.00 | \$27.67 | \$617.36 |
| Canby Area Transit (CAT) | 15 | \$3,208.64 | \$4,704.54 | \$11,216.95 | \$19,130.13 |
| Total | 72 | | | Total | \$39,869.88 |

| Department | Work Orders | Feb-24 | | | Total Cost |
|--------------------------|-------------|------------|---------------|--------------|--------------------|
| | | Labor Cost | Material Cost | Fuel Cost | |
| Administration | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Adult Center | 3 | \$59.50 | \$148.14 | \$205.68 | \$413.32 |
| Facilities | 0 | \$0.00 | \$0.00 | \$125.76 | \$125.76 |
| IT Department | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Wastewater Collections | 5 | \$418.81 | \$473.48 | \$326.89 | \$1,219.18 |
| Wastewater Treatment | 2 | \$0.00 | \$0.00 | \$20.04 | \$20.04 |
| Parks | 10 | \$342.86 | \$153.09 | \$631.65 | \$1,127.60 |
| Police | 27 | \$2,702.49 | \$1,637.66 | \$5,627.49 | \$9,967.64 |
| Streets | 14 | \$226.81 | \$670.52 | \$1,155.30 | \$2,052.63 |
| Fleet Services | 3 | \$0.00 | \$0.00 | \$165.82 | \$165.82 |
| Canby Area Transit (CAT) | 15 | \$2,249.14 | \$707.43 | \$10,029.13 | \$12,985.70 |
| Total | 79 | | | Total | \$28,077.69 |



City of Canby Bi-Monthly Report
Department: IT
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit/ Fleet/ IT Director
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: March 19, 2025

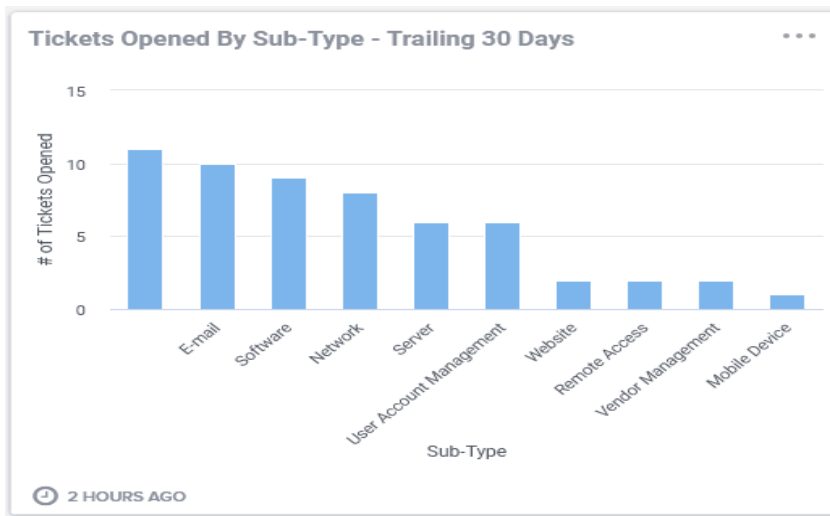
2024 Council Goals & Objectives:

Goal 1: Promote Financial Stability

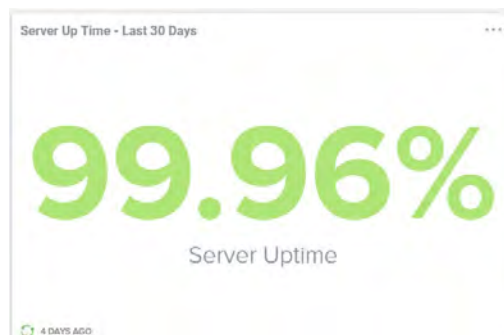
[See Department Activities Below](#)

Statistics:

Tickets Resolved in FY 25: 583
Tickets Resolved this period: 123
Open Tickets as of this report: 8



Server Status during this period:



Department Activities:

Office 365 renewed.

The internal employee website known as the Garden has been rebuilt as a 365 SharePoint reclaiming server space for other activities.

All switches at PD need to be replaced. The process of planning this process has begun. Currently new switches plus labor costs are being explored

PD needs a new CJIS compliant wireless network. The process of pricing the system for replacement has begun.

80 PCs are End of Life in October 2025. The process to replace these PCs has begun, however, funding will limit the number of PCs replaced annually to 30. So far 19 will have been replaced FY 25.

Multiple servers have had warranties updated for continued operation.










City of Canby Bi-Monthly Report
Department: Library
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Eileen Stein, City Administrator
 Date: 3/19/2025

2024 Council Goals & Objectives:

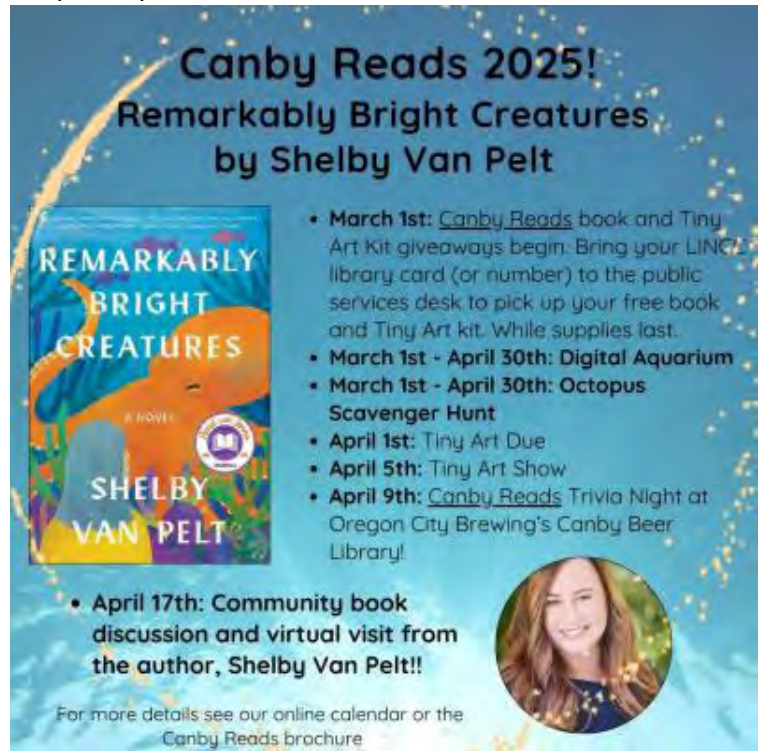
NA. See Departmental Activities.

Statistics

| | | | |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--|
|  | | <h1>CANBY PUBLIC LIBRARY</h1> <h2>JAN/FEB '25 SNAPSHOT</h2> | |
| Items added to the collection - 968 |  | Items checked in 39,922 | |
| Holds filled 9,467 | |  New cards 205 | |
| Digital checkouts 9,373 |  | Room reservations 280 | |
| Physical checkouts 41,679 | |  Adult events - 17 Participants - 237 | |
| Customer interactions - 3,040 |  | Children's events - 40 Participants - 649 | |
| Visitors 16,689 | |  Teen events - 12 Participants - 80 | |

Department Activities:

- Other programming:
 - Self-directed activities: 8 events / 86 in attendance
 - General Interest: 5 events / 345 participants
- The library will be receiving several grants in the coming weeks:
 - *ALA's Libraries Transforming Communities Grant*: \$10,000 for accessibility-related furniture and services
 - *Mini Grants for Rural Libraries Grant*: \$3,060 for programming around building personal and community resilience
 - *2025 Teen Internship Grant*: \$2,475 to hire a paid Summer Teen Intern
- Canby Community Reads 2025 →
- Our spice club, along with Milwaukie and West Linn, was recognized on Oregonlive in February: <https://www.oregonlive.com/living/2025/02/spice-clubs-are-the-hot-new-trend-at-local-libraries.html?outputType=amp>
- Our participation in the Clackamas County Sheriff's Office monthly MSOU (*Mobile Stabilization Outreach Unit*/Mental Health PO & Drug Court PO) was recognized at the state level in February!
- Upcoming events:
 - Library Presentation at the *Canby Civic Engagement Academy* on 3/13
 - Canby Job/Career Fair on 4/22 from 10am-2pm at the library
 - Library Open House on May 1st (First Thursday) from 5-7pm
 - Summer Reading Program 2025 planning is under way for a June 1st start date





City of Canby Bi-Monthly Report
Department: Police
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Eileen Stein, City Administrator
 Date: 3/19/2025

2025 Council Goals & Objectives: *N/A - See Department Activities below.*

STATISTICS:

| | JAN | FEB |
|-----------------------------------------------------------------------------------------------|------------|------------|
| Calls for Service - Dispatched 911 / Non-Emergency Calls / Self-Dispatched Calls | 945 | 944 |
| PROPERTY CRIMES REPORTED | | |
| Burglary | 3 | 1 |
| Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle | 1 | 1 |
| Robbery | 0 | 0 |
| Theft I, II, & III | 7 | 13 |
| Forgery / Counterfeiting | 0 | 0 |
| Trespass | 5 | 8 |
| Vandalism / Criminal Mischief | 4 | 3 |
| PERSON CRIMES REPORTED | | |
| Assault I, II, IV | 2 | 4 |
| Carrying Concealed Weapons (knife, blade, etc.) | 1 | 0 |
| Disorderly Conduct (includes resisting arrest) | 1 | 4 |
| Endangering Welfare of a Minor / Recklessly Endangering | 0 | 2 |
| Felon in Possession of Firearm / Restricted Weapon | 0 | 0 |
| Harassment, Intimidation or Threats | 3 | 7 |
| Identity Theft | 3 | 3 |
| Interfering with Peace Officer | 1 | 0 |
| Menacing | 0 | 2 |
| Sex Offenses | 0 | 1 |
| Strangulation | 0 | 0 |
| ARRESTS | | |
| Warrant Arrests (includes contempt of court, restraining order violations, parole violations) | 16 | 12 |
| Adult and Juvenile Custodies (includes juvenile curfew) | 29 | 34 |

| DRUG CRIMES | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth) | 2 | 2 |
| Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth) | 0 | 0 |
| Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth) | 0 | 0 |
| TRAFFIC CRIMES, ACCIDENTS, CITATIONS | | |
| Attempt to Elude | 1 | 0 |
| Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance) | 5 | 8 |
| Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, Failure to Surrender Suspended License / Use Invalid License) | 7 | 8 |
| Traffic Accidents | 11 | 12 |
| Traffic Citations | 193 | 203 |

Department Activities:

- New Lateral Officer Ami Minor started February 19
- CPA Bargaining
- Sgt. Scharmota and Det. Nelson attended OACP Executive Leadership Training
- Canby Prevention Coalition
- Monthly Police / Fire Meeting
- Captain Gonzalez attended Cascadia Earthquake Tabletop Exercise
- Completed Rotary Ready Trailer Project with Fire Department
- Implementation of Taser 10s



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Laney Fouse Lawrence, Planning Technician
Through: Eileen Stein, City Administrator
Date: 3/19/2025

2024 Council Goals & Objectives:

Goal 1.3 Adjust the City's System Development Charges (SDCs).

- Work has begun on the SDC update process and existing background reports are being gathered. FCS Group (our consultant) is working with staff on the SDC updates documenting existing and future facility needs covering parks, sewer and storm and transportation. A 90-day State notice and 60-day review period are required. A City Council work session occurred on February 19 with a continued work session that will occur on March 19.

Goal 2.1 Complete the City's Housing Needs Analysis (HNA) and Housing Production Strategy (HPS).

- The City Council approved the HNA and DLCD provided us with a letter identifying that no appeals occurred and that the HNA is valid for four years. The HPS is anticipated to be ready for hearing in December 2025. Staff is awaiting the results of other communities completing their HPS's to determine if financial commitments will be required. A City Council work session is planned in July to seek input from the Council before proceeding to hearings.

Goal 2.4 Complete the City's development code update

- The Housing Efficiency Measures (planned unit development and cottage cluster code) were adopted by City Council on November 6 with a second reading on November 20 and there were no state objection or appeals. The full City development code update will require consultant assistance, and the code update will begin in FY25/26. Clackamas County is completing a development code audit, and our staff will be looking at the merits of a similar code audit combined with a code update. Staff will be developing a scope of work for addressing the code update for an anticipated RFP to hire a consultant.

Statistics:

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of January 1 – February 28, 2025: PRA 25-01 – Canby Providence – replat 3 parcels.
2. **Pre-Construction Conferences** held for the period of January 1 – February 28, 2025: None
3. **Site Plans Submitted for Zoning Conformance** January 1 – February 28, 2025: **17** site plan review applications were submitted and have been or are being released for building permits.
4. **Signs Submitted for Plan Review** January 1 – February 28, 2025: **3** applications submitted.

¹ Note that the applications listed here do not capture the department's full backlog of active land use applications and site plan reviews, many of which were either submitted prior to this reporting period or have been submitted but are currently deemed incomplete applications.

Planning Commission Activity:

1. Agenda Items Reviewed January 1 – February 28, 2025: During this period, the Planning Commission:
 - a. Held a work session on **Land Use Decision-making Framework**
 - b. Held a public hearing on **DR 24-02/PAR 24-03 Boyer Industrial Park (BBC Steel)**

Department Activities:

- January 8 City Council - Second reading for Ord. 1638: An Ordinance, Proclaiming Annexation into the City of Canby, of real property located at 1733 N Holly St.



City of Canby Bi-Monthly Report
Department: Public Works
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Public Works Director
Prepared by: Dustin Bresse, Ken Daniels, Chris Goetz, Neil Olsen and Monica Stone
Thru: Eileen Stein, City Administrator
Date: March 19, 2025

2025 Council Goals & Objectives:

Goal 3: Plan a Transportation System that Eases the Impacts of Growth

- **Goal 3.2 Establish a task force to determine the level of service for streets and set street maintenance fees accordingly.** A task force has been meeting since July and hopes to have a recommendation for City Council as soon as the city completes an audit of the fees collected.
- **Goal 3.4 Present an evaluation of County roads in current city limits and UGB. Determine cost and impact of integration into the local transportation system.** The County roads in the current city limits include S Ivy Street, and N Pine Street. Public Works is negotiating the cost of N Pine Street with Clackamas County and hope to hear something back in the next few months. Ivy Street will become a city road when the project is completed in October of 2025. The only County roads left in the city limits are half streets that are against the City Urban Growth boundary. We plan to address those when N Pine is City owned.

Goal 4: Develop a More Robust Parks and Recreation Program Aligned with the Parks Master Plan

- **Goal 4.1 Research and present funding options for parks in current city limits and UGB.** The Park and Recreation Advisory Committee is currently working on a CIP for the FY 25-26 budget.

Facilities Maintenance Department

Statistics:

| Facilities | Total Hours |
|------------|-------------|
| January | 280 |
| February | 280 |

Department Activities:

Wired and install parts cleaner in the mechanic shop.



Parks Department

Statistics:

January hours: 1,010.5 February hours: 734

Department Activities:

January consisted of Christmas décor and lights take down. After that was done the Parks Department worked on more leaf removal and into pruning.

February consisted of more pruning and some Eagle Scout projects came to a close. The Parks Department guided these young men into projects that would benefit the city. A bench at a Community Park trail was restored and a sign put up at the logging trail log boom. This sign has some great historical photos and facts of past gone by.



Sewer Collections Department

Statistics:

| November Sewer | Total Hours |
|--------------------------|-------------|
| Sewer Cleaning | 12 |
| Sewer Maintenance/Repair | 24 |
| Sewer TVing | 9 |
| Lift Station Maintenance | 71 |
| Locating Utilities | 73 |
| Sewer Inspections | 9 |
| Vactor Usage | 2 |

| December Sewer | Total Hours |
|--------------------------|-------------|
| Sewer Cleaning | 12 |
| Sewer Maintenance/Repair | 74 |
| Sewer TVing | 7 |
| Lift Station Maintenance | 26 |
| Locating Utilities | 43 |
| Sewer Inspections | 9 |
| Vactor Usage | 6 |

Department Activities:

Tractor responding to sewer blockage during the snowstorm. Crew repair sewer lateral NW 13th.



Streets Department

Statistics:

| January Streets | Total Hours |
|-------------------------------|-------------|
| Street Maintenance | 324.5 |
| Sidewalks Inspections | 0 |
| Driveway Approach Inspections | 1 |
| Street Sign Maintenance | 32 |
| Street Sign Manufacturing | 35.5 |
| Streetlight Repair | 2 |
| Tree Trimming | 0 |
| Tree Planting | 0 |
| Dump Truck | 3 |
| Mini Trackhoe | 0 |

| February Streets | Total Hours |
|---------------------------|-------------|
| Street Maintenance | 215.5 |
| Sidewalk Inspections | 0 |
| Driveway Approaches | 1 |
| Street Sign Manufacturing | 49 |
| Street Sign Maintenance | 34 |
| Streetlights | 26 |
| Tree Maintenance | 22 |
| Mini Trackhoe | 0 |

Departments Activities:

Repair sink hole SE 3rd Ave.



Storm Water

Statistics:

| January Storm | Total Hours |
|-------------------------------|-------------|
| Catch Basin Maintenance | 20 |
| Drywell Maintenance | 0 |
| Storm line Maintenance/Repair | 50 |
| Storm line Inspections | 2 |
| Vactor Usage | 0 |
| Erosion Control Inspections | 4 |
| Drying Beds | 0 |

| February Storm | Total Hours |
|-------------------------------|-------------|
| Catch Basin Maintenance | 10 |
| Drywell Maintenance | 0 |
| Storm line Maintenance/Repair | 5 |
| Storm line Inspections | 7 |
| Vactor Usage | 0 |
| Erosion Control Inspections | 4 |
| Drying Beds | 0 |

Department Activities:

Clearing beaver dams.



Wastewater Treatment Plant

Statistics:

Wastewater Treatment Plant (WWTP) NPDES Permit and Safety Compliance

| NPDES Permit Parameter | NPDES Permit Limit | WWTP - Jan Monthly Avg | WWTP - Feb Monthly Avg |
|---------------------------------|--------------------|------------------------|------------------------|
| Biochemical Oxygen Demand (BOD) | 25 mg/l | 4 mg/l | 3 mg/l |
| Total Suspended Solids (TSS) | 30 mg/l | 5 mg/l | 4 mg/l |
| BOD Removal Efficiency | 85% | 99% | 99% |
| TSS Removal Efficiency | 85% | 98% | 99% |



Plant Operations & Maintenance = Teamwork! The WWTP maintained 100% NPDES permit compliance throughout January and February, with zero safety incidents reported. Despite February’s severe weather shutting down City services, WWTP staff remained on-site to ensure critical operations continued. Freezing temperatures led to mechanical challenges, including damage to the primary clarifier skimmer arm, which became caught on the beach mechanism and bent. Staff swiftly executed a controlled tank drain and completed repairs without disrupting plant processes. The clarifier is now back in service. During a polymer system control panel upgrade, an unexpected system failure caused a 10-day interruption in solids processing. To restore operations, staff secured a rental skid-mounted feed system, which required liquid polymer. However, inclement weather delayed access to the necessary supply. Through exceptional interagency teamwork, our colleagues at the Tri-City plant provided the needed polymer, allowing us to resume processing. Their support was critical in overcoming this challenge.

| Laboratory Tests Performed | Laboratory Sampling Events |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Process Control: 184 • Compliance: 150 • Outside Contract Lab: 22 • Industrial Compliance/Noncompliance: 3 | <ul style="list-style-type: none"> • Permitted Sampling Events: 19 • Permitted Industrial Sampling Events: 1 • OSU Influent Sampling Events: 8 • Additional Sampling Events: 1 |

| Pretreatment & Environmental Compliance | | | |
|------------------------------------------|------|--------------------------------|-----|
| Discharge Compliance: Permit & BMP | 100% | Restaurant FOG Compliance | 93% |
| Inspections: Discharge Permit, BMP & FOG | 4 | Wetland/Stormwater Inspections | 1 |
| Building Plans & Business License | 12 | Environmental Survey Review | 10 |

| Solids Processing | | | |
|-------------------|-----------------------|-----------------------------|------------------------------|
| Month | WWTP Solids Processed | WWTP - Belt Press Operation | Solids Hauled to Heard Farms |
| January | 1,126,800 gallons | 21 days | 228 wet tons/8 loads |
| February | 861,510 gallons | 17 days | 200 wet tons/7 loads |

Department Activities:

Projects- Here’s What’s Happening

The Pretreatment Program is set for updates, including revised local limits and potential fee increases, pending City Council approval in March.

The WWTP UV Disinfection project faced delays earlier this year when the planned upgrade did not meet performance criteria. To accelerate progress, the project is now on a fast track with the City Council to consider an alternate delivery method that ensures a quicker completion with a performance guarantee.

Our dewatering equipment, now 23 years old, is due for replacement. As part of the planned solids building upgrade, solids samples have been sent out for a feasibility study to evaluate alternative dewatering technologies. This study will help identify the best solution for the necessary equipment improvements. To further support this effort, WWTP staff have scheduled site visits to the Lynwood, WA, and Silverton, OR, wastewater treatment plants to observe these technologies in operation.

Canby Wastewater Team Receives \$3,500 in Safety Grants!

In February, the team successfully secured two CIS (City/County Insurance Services) grants to enhance site safety initiatives.

1. Confined Space Davit System Grant – A well-crafted safety improvement proposal earned third place in the state, securing **\$2,500** toward the purchase of a confined space davit system. This equipment will improve safety and compliance for confined space entries.

2. Forklift Cage Grant – A risk management proposal for a forklift cage to facilitate safe access to elevated maintenance tasks was fully funded with a **\$1,000 grant**. This addition will enhance safety during overhead work while reducing fall risks.

These grants reflect the team’s proactive approach to workplace safety and commitment to continuous improvement.





City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Prepared by: Same as Above
Through: Eileen Stein, City Administrator
Date: March 19, 2025

2024 Council Goals & Objectives: See Department Activities.

Statistics: See attached. Revenue is down \$3,400, and attendance is up 500 swims over the same months of last year.

Department Activities:

- Everything is going smoothly, and attendance and revenue numbers are consistent with other years. In the attendance numbers the “outreach” is how many people use the facilities just for showers. Revenue can be up or down a little depending on which months we get some outside payments, such as the Canby Gators. The Canby Gators hosted their second and final meet of the year, The Valentines Invitational, it was very well attended and provided a lot of good races. The high school swim teams finished their season with boys winning district girls finishing 2nd. Then at 5A state the girls team finished 4th and boys finished 12, another successful season.
- Spring swimming lessons are in full swing and continue for the whole of the spring schedule with a week break in lessons for spring break at the end of March. We continue to look for more part-time staff as spring and summer are always very busy times at the pool. Don’t forget the registration for the Canby Gator Grinder Triathlon is now open and May 10th will be here before we know.
- The city was shut down for a couple of days for the snow which includes the Swim Center. Now that winter seems to be a thing of the past, the spring schedule is here which includes 2nd grade swimming lessons and evening public swimming lessons. The Spring schedule will be in effect until June 14th. Oregon City pool is closed for maintenance for a couple of months so you may find some of our swims extra busy, but everything is running smoothly.

SUBJECT:**January 2025 Monthly Attendance Numbers**

| CANBY SWIM CENTER | ADMIT | ADMIT | PASS | PASS | TOTAL | TOTAL |
|-----------------------------------|--------------|--------------|-------------|-------------|--------------|--------------|
| January | 2024 | 2025 | 2024 | 2025 | 2024 | 2025 |
| MORNING LAP | 17 | 65 | 293 | 343 | 310 | 408 |
| ADULT RECREATION SWIM | 21 | 25 | 247 | 433 | 268 | 458 |
| MORNING WATER EXERCISE | 75 | 97 | 154 | 136 | 229 | 233 |
| PARENT/ CHILD/ Family Swim | 17 | 17 | 0 | 0 | 17 | 17 |
| MORNING PUBLIC LESSONS | 0 | 0 | 0 | 0 | 0 | 0 |
| SCHOOL LESSONS | 0 | 0 | 0 | 0 | 0 | 0 |
| NOON LAP | 121 | 98 | 384 | 423 | 505 | 521 |
| AFTERNOON PUBLIC | 228 | 249 | 12 | 7 | 240 | 256 |
| PENGUIN CLUB | 0 | 0 | 0 | 0 | 0 | 0 |
| CANBY H.S. SWIM TEAM | 0 | 0 | 623 | 473 | 623 | 473 |
| CANBY GATORS | 0 | 0 | 470 | 712 | 470 | 712 |
| MASTER SWIMMING | 0 | 0 | 17 | 22 | 17 | 22 |
| EVENING LESSONS | 0 | 0 | 0 | 0 | 0 | 0 |
| EVENING LAP SWIM | 37 | 23 | 24 | 33 | 61 | 56 |
| EVENING PUBLIC SWIM | 111 | 102 | 10 | 1 | 121 | 103 |
| ADULT LESSONS | 10 | 18 | 0 | 0 | 10 | 18 |
| GROUPS AND RENTALS | 15 | 8 | 0 | 0 | 15 | 8 |
| OUTREACH SWIMMING | 0 | 10 | 0 | 0 | 0 | 10 |
| TOTAL ATTENDANCE | 652 | 712 | 2234 | 2583 | 2886 | 3295 |

SUBJECT:**February 2025 Monthly Attendance Numbers**

| CANBY SWIM CENTER | ADMIT | ADMIT | PASS | PASS | TOTAL | TOTAL |
|-----------------------------------|--------------|--------------|-------------|-------------|--------------|--------------|
| February | 2024 | 2025 | 2024 | 2025 | 2024 | 2025 |
| MORNING LAP | 17 | 31 | 324 | 312 | 341 | 343 |
| ADULT RECREATION SWIM | 37 | 19 | 366 | 305 | 403 | 324 |
| MORNING WATER EXERCISE | 54 | 81 | 149 | 126 | 203 | 207 |
| PARENT/ CHILD/ Family Swim | 132 | 115 | 0 | 0 | 132 | 115 |
| MORNING PUBLIC LESSONS | 0 | 0 | 0 | 0 | 0 | 0 |
| SCHOOL LESSONS | 184 | 245 | 0 | 0 | 184 | 245 |
| NOON LAP | 78 | 98 | 377 | 356 | 455 | 454 |
| AFTERNOON PUBLIC | 277 | 338 | 17 | 10 | 294 | 348 |
| PENGUIN CLUB | 0 | 0 | 95 | 57 | 95 | 57 |
| CANBY H.S. SWIM TEAM | 0 | 0 | 221 | 228 | 221 | 228 |
| CANBY GATORS | 0 | 0 | 1375 | 1010 | 1375 | 1010 |
| MASTER SWIMMING | 0 | 0 | 20 | 22 | 20 | 22 |
| EVENING LESSONS | 720 | 482 | 0 | 0 | 720 | 482 |

| | | | | | | |
|----------------------------|------|------|------|------|------|------|
| EVENING LAP SWIM | 40 | 15 | 38 | 20 | 78 | 35 |
| EVENING PUBLIC SWIM | 176 | 134 | 12 | 3 | 188 | 137 |
| ADULT LESSONS | 23 | 11 | 0 | 0 | 23 | 11 |
| GROUPS AND RENTALS | 6 | 24 | 0 | 0 | 6 | 24 |
| OUTREACH SWIMMING | 0 | 10 | 0 | 0 | 0 | 10 |
| TOTAL ATTENDANCE | 1744 | 1603 | 2994 | 2449 | 4738 | 4052 |

| YTD TOTAL | YTD TOTAL |
|------------------|------------------|
| 23-24 | 24-25 |

| | |
|-------|-------|
| 2437 | 2640 |
| 2280 | 3114 |
| 1974 | 1678 |
| 1427 | 1801 |
| 3262 | 3262 |
| 0 | 0 |
| 2665 | 2869 |
| 2968 | 2978 |
| 1006 | 628 |
| 1546 | 993 |
| 3495 | 3967 |
| 80 | 108 |
| 5531 | 6027 |
| 582 | 579 |
| 1648 | 1417 |
| 96 | 129 |
| 95 | 21 |
| 0 | 80 |
| 31092 | 32291 |

| YTD TOTAL | YTD TOTAL |
|------------------|------------------|
| 23-24 | 24-25 |

| | |
|------|------|
| 2778 | 2983 |
| 2683 | 3438 |
| 2177 | 1885 |
| 1559 | 1916 |
| 3262 | 3262 |
| 184 | 245 |
| 3120 | 3323 |
| 3262 | 3326 |
| 1101 | 685 |
| 1767 | 1221 |
| 4870 | 4977 |
| 100 | 130 |
| 6251 | 6509 |

| | |
|-------|-------|
| 660 | 614 |
| 1836 | 1554 |
| 119 | 140 |
| 101 | 45 |
| 0 | 90 |
| 35830 | 36343 |



City of Canby Bi-Monthly Report
Department: Transit
For Months of: January & February 2025

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit/ Fleet/ IT Director
Prepared by: Same as above
Through: Eileen Stein, City Administrator
Date: March 19, 2025

2024 Council Goals & Objectives:

Goal 1: Promote Financial Stability

[See Grant Activities below](#)

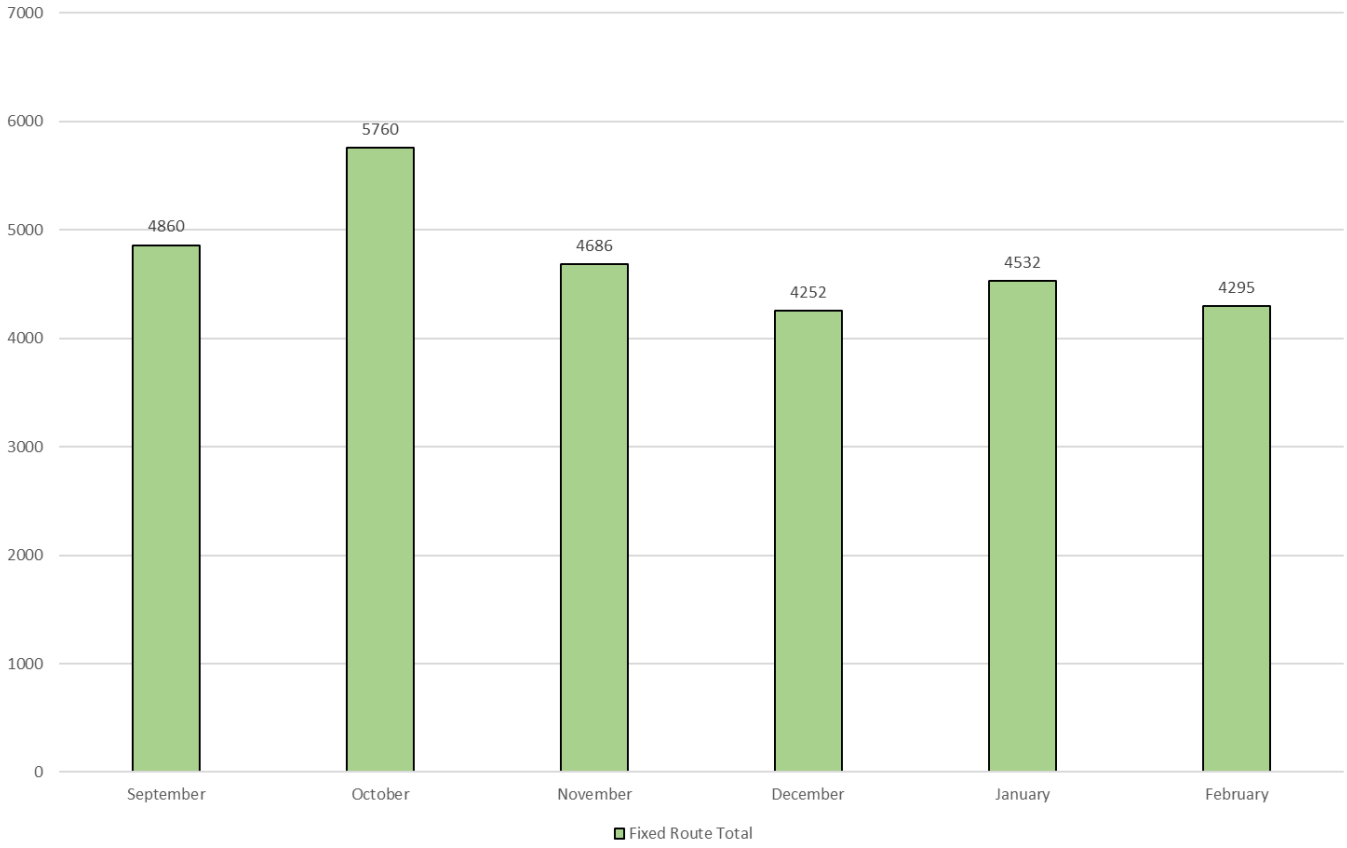
Goal 3: Plan a transportation system that eases the impacts of growth

[See Transit Statistics below](#)

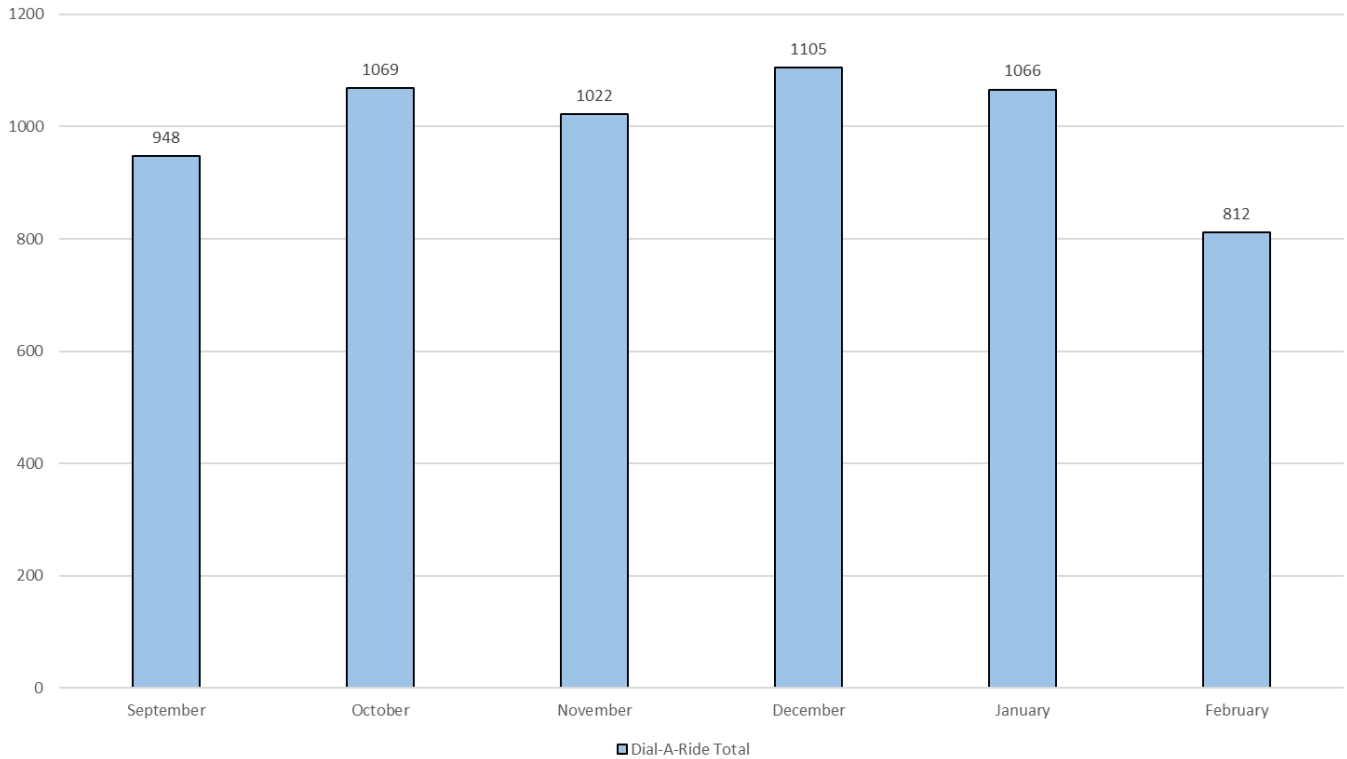
Statistics:

| | |
|-------------------------------------------------------------|-----------|
| January average daily weekday daily 99x route ridership: | 188 trips |
| January average daily weekend daily 99x route ridership: | 190 trips |
| February average daily weekday daily 99x route ridership: | 190 trips |
| February average daily weekend daily 99x route ridership: | 122 trips |
| | |
| January average daily weekday Dial-a-Ride route ridership: | 43 trips |
| January average daily weekend Dial-a-Ride route ridership: | 32 trips |
| February average daily weekday Dial-a-Ride route ridership: | 34 trips |
| February average daily weekend Dial-a-Ride route ridership: | 34 trips |
| | |
| January average daily weekday daily Loop route ridership: | 90 trips |
| January average daily weekend daily Loop route ridership: | 60 trips |
| February average daily weekday daily Loop route ridership: | 85 trips |
| February average daily weekend daily Loop route ridership: | 59 trips |

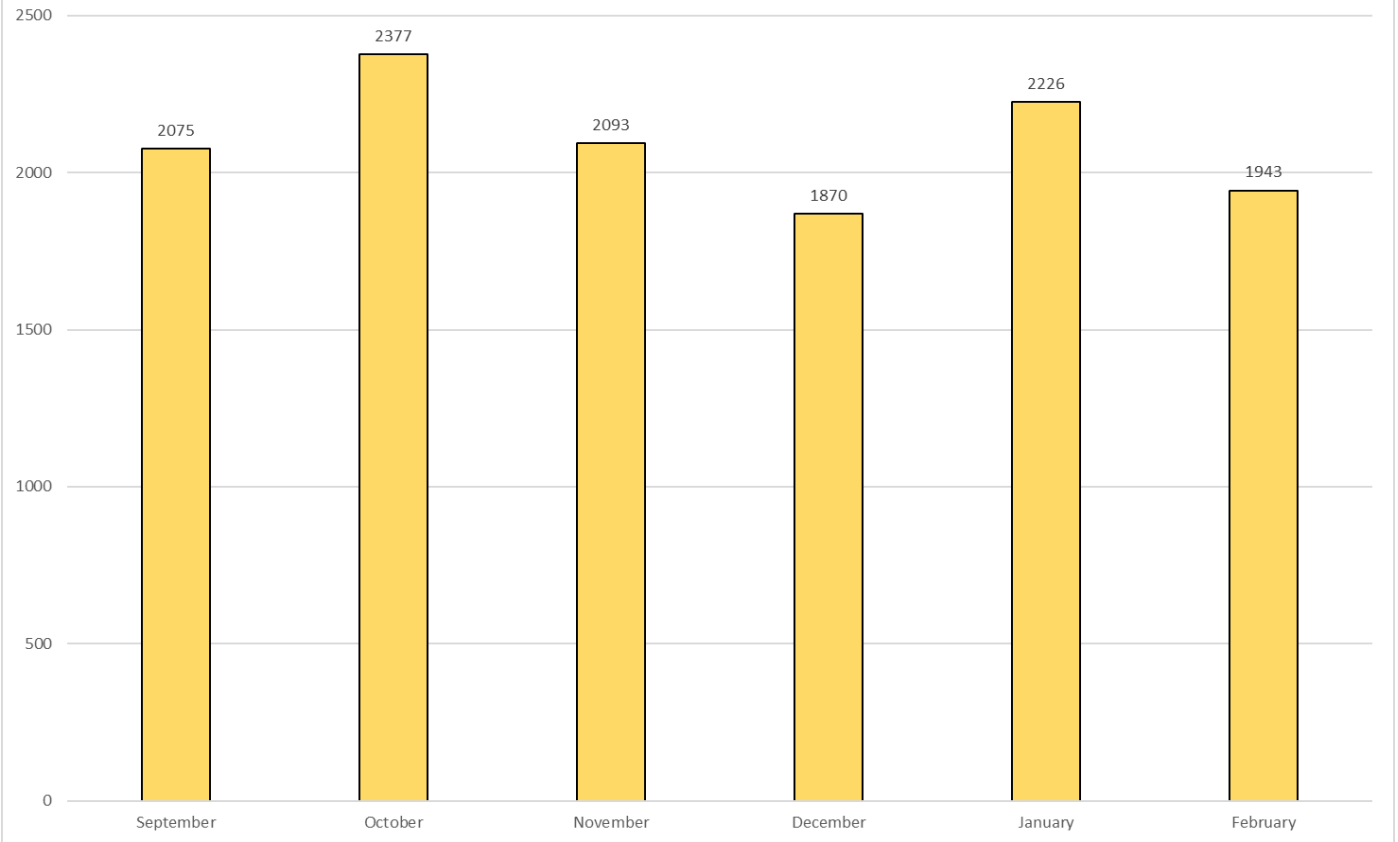
99x Ridership September thru February



Dial-A-Ride Ridership September thru February



Canby Loop September thru February



Department Activities:

1. Grant Activities:

Submitted Reports for STIF, 5311, 5310 Grants
Submitted Quarterly Reimbursement Requests

2. New Transit Building:

The Transit building has hit a small snag regarding grant funding. Transit is currently exploring options for funding.

3. Transit Advisory:

March 27th at 6pm in the Council chambers. We will be discussing Transit Plan updates including ADA, and Title VI.

4. New Vehicles:

Transit has received a grant for five new vehicles. The process of finding the best price for those vehicles has begun.