



AGENDA

CANBY CITY COUNCIL MEETING

March 21, 2018

7:30 PM

Council Chambers

222 NE 2nd Avenue, 1st Floor

Mayor Brian Hodson

Council President Tim Dale

Councilor Tracie Heidt

Councilor Traci Hensley

Councilor Greg Parker

Councilor Tyler Smith

Councilor Sarah Spoon

CITY COUNCIL MEETING – 7:30 PM

1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance
- C. Vietnam Veterans Day Proclamation Pg. 1
- D. Presentation by Canby Disposal Regarding the 2017 Fall Cleanup Event
- E. Library Board Presentation Regarding the Library District Advisory Committee (LDAC)

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

(This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. You are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. For Agenda items, please fill out a testimony/comment card and give to the City Recorder noting which item you wish to speak on.)

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.)

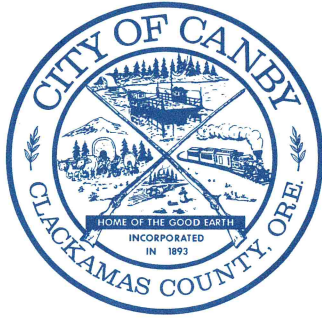
- A. Approval of Minutes of the March 3, 2018 City Council Work Session
- B. Approval of Minutes of the March 7, 2018 City Council Work Session and Regular Meeting
- C. Appointments to the Parks & Recreation Advisory Board Pg. 2
- D. Appointments to the Traffic Safety Commission Pg. 8

7. RESOLUTIONS & ORDINANCES

- A. Res. 1283, Authorizing the Mayor and City Administrator to Execute an Intergovernmental Agreement (IGA) with the City of Wilsonville, Oregon for Providing Midday Transit Service Between Canby and Wilsonville Pg. 10

- B. Ord. 1471, Amending Canby Municipal Code Chapter 2.56.030 and 2.56.050 by Changing the Membership Amount from Seven to Nine Members for the Parks and Recreation Advisory Board (**2nd Reading**) Pg. 35
 - C. Ord. 1472, Proclaiming Annexation into the City of Canby of 31 Acres Including 29.24 Acres of Real Property and Approximately 1.76 Acres of Adjacent Right-Of-Way; Amending the Zoning; and Setting the Boundaries of the Property to be Included Within the City of Canby (**2nd Reading**) Pg. 37
 - D. Ord. 1473, Authorizing the Mayor and City Administrator to Execute an Amendment to its Contract with MV Transportation, Inc. of Dallas, Texas for Providing Transit Operations for Canby Area Transit (CAT) (**2nd Reading**) Pg. 42
 - E. Ord. 1474, Amending Canby Municipal Code Chapter 2.04.010 Regarding Council Regular Meetings by Changing the Start Time of Regular Meetings to 7:00 PM with an Effective Date of July 5, 2018 Pg. 45
- 8. NEW BUSINESS**
- A. Findings, Conclusion & Final Order ANN 17-01/ZC 17-04 Mayberry Group, Inc. (31 Acres Between S Ivy and S Fir Streets) Pg. 47
 - B. Interlocutory Order APP 17-03 Pg. 49
- 9. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS**
- 10. CITIZEN INPUT**
- 11. ACTION REVIEW**
- 12. EXECUTIVE SESSION: ORS 192.660(2)(h) Litigation**
- 13. ADJOURN**

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



Office of the Mayor

Proclamation

Vietnam Veterans Day

WHEREAS, on January 12, 1962, United States Army pilots lifted more than 1,000 South Vietnamese service members over jungle and underbrush to capture a National Liberation Front stronghold near Saigon. Operation Chopper marked America's first combat mission against the Viet Cong, and the beginning of one of our longest and most challenging wars. Through more than a decade of conflict that tested the fabric of our Nation, the service of our men and women in uniform stood true. Fifty four years after that fateful mission, we honor the more than 3 million Americans who served, we pay tribute to those we have laid to rest, and we reaffirm our dedication to showing a generation of veterans the respect and support of a grateful Nation; and

WHEREAS, the Vietnam War is a story of service members of different backgrounds, colors, and creeds who came together to complete a daunting mission. It is a story of Americans from every corner of our Nation who left the warmth of family to serve the country they loved. It is a story of patriots who braved the line of fire, who cast themselves into harm's way to save a friend, who fought hour after hour, day after day to preserve the liberties we hold dear. From Ia Drang to Hue, they won every major battle of the war and upheld the highest traditions of our Armed Forces; and

WHEREAS, eleven years of combat left their imprint on a generation. Thousands returned home bearing shrapnel and scars; still more were burdened by the invisible wounds of post-traumatic stress, of Agent Orange, of memories that would never fade. More than 58,000 laid down their lives in service to our Nation. Now and forever, their names are etched into two faces of black granite, a lasting memorial to those who bore conflict's greatest cost; and

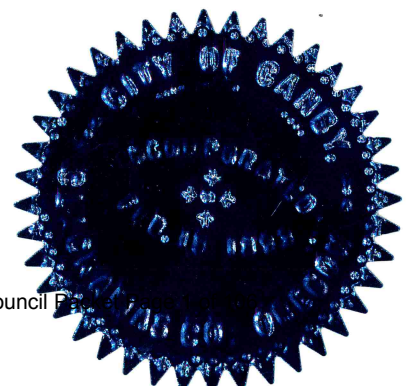
WHEREAS, our veterans answered our country's call and served with honor, and on March 29, 1973, the last of our troops left Vietnam. Yet, in one of the war's most profound tragedies, many of these men and women came home to be shunned or neglected – to face treatment unbefitting their courage and a welcome unworthy of their example. We must never let this happen again. Today, we reaffirm one of our most fundamental obligations: to show all who have worn the uniform of the United States the respect and dignity they deserve, and to honor their sacrifice by serving them as well as they served us. Over half a century after those helicopters swept off the ground and into the annals of history, we pay tribute to the fallen, the missing, the wounded, the millions who served, and the millions more who awaited their return. Our Nation stands stronger for their service, and on Vietnam Veterans Day, we honor their proud legacy with our deepest gratitude.

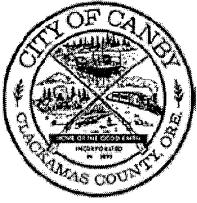
NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim March 29, 2018 as Vietnam Veterans Day. I call upon all Americans to observe this day with appropriate programs, ceremonies, and activities that commemorate the anniversary of the Vietnam War.

Given unto my hand this 21st day of March 2018.

Brian Hodson
Mayor

City Council





**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: August 13, 2017 Position Applying For: Park & Recreation Advisory Board
Name: Judy G Zettergren Occupation: Retiree
Home Address: _____
Employer: NA Position: NA
Daytime Phone: _____ Evening Phone: _____
E-Mail Address: _____

What are your community interests (committees, organizations, special activities)? _____
Master Gardener Clackamas & Yamhill Co; served on county & state Master Gardener boards
Trustee Canby UMC, local book club, Past Board Member Oregon Tradeswomen

What are your major interests or concerns in the City's programs? City programs should serve
all citizens, be effective and well managed. City program information should be easily available and
programs should be run with an eye to current needs and the future of the city.

Reason for your interest in this position: I grew up in a small town and parks were a big
part of my life. Parks provide spaces for families & friends to gather, celebrate and
recreate. Their cool green spaces provide respite for both citizens and visitors.

Experience and educational background: BS, MS & PhD Biological Sciences; extensive leadership positions as
professional and volunteer. Volunteer experience as team member and leader.
(Resume submitted with application form.)

List any other City or County positions on which you serve or have served: have not served in
any city government volunteer positions

Referred by (if applicable): watched the online openings & friend notified me

Please return to:

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

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable
on the City's web page. 5/2017

Date Received: 8.15.2017 Date Appointed: 3.21.2018 Term Expires: 6.30.2021
Date Resigned: _____ Destruction Date: _____

JUDY G. ZETTERGREN, Ph.D.

Summary of Experience

Thirty (35+) years of diversified experience in corporate, research and educational environments. Extensive background in human resources (HR) management, research and development management, technical research methods and education. Extensive experience in HR management in Tribal nation.

- 2007 - 2017 Retiree
- Taught Strategic Management module in Salem OR Human Resources annual certification course. PHR/SPHR
- 2003 - 2007 Human Resources Dept Head, Confederated Tribes of Grand Ronde, Grand Ronde OR
- Responsible for all aspect of Human Resources for sovereign Tribal nation government
 - Co-lead for Tribal business-wide upgrade to new software platform
 - Renewed performance management system
 - Hired HR professional to develop as trainer for government employees
 - Provided HR updates, answered open questions updates at weekly & monthly all Tribe meetings
- 1984 to 2003 **SC Johnson, Inc.**, Racine, Wisconsin
A privately held \$5 billion consumer packaged goods company that produces brands including Glade®, Edge®, Ziploc® and Drano®.
- 1998
to
2003 **Director Employee Service Center/Human Resources:** Responsible to Sr. Vice President Worldwide (WW) Human Resources for delivery and support of active and retiree benefit plans, payroll and HRMS for 4,800 U.S. employees. Directly managed a staff 21 consisting of specialists, analysts and managers.
- Invited speaker, *Strategic HR for the 21st Century*, 4-city seminar series Spring 2003.
Net Results: Shared technology journey with others and increased personal learning.
 - Co-led cross-functional team of 11 people that developed and implemented first ever multi-year HR technology strategy for e-HR service delivery to 4,800 U.S. employees.
Net Results: Launched site on time and on budget with projected annual productivity savings of \$300,000. Received Officers' Award
 - Approved web site design that facilitated deployment to other intranet locations.
Net Result: Saved up to \$60,000 in development costs with each new deployment.
 - Led development of web based Employee Self-Service Pension Calculator.
Net Results: Saved 114 hours of staff time in first 90 days. Re-deployed key HR staff from running calculations to educating employees on complex benefit topics.
 - Led design and implementation of custom Mayo e-health website for US clients.
Net Results: Met goal of 10% employee registration before six-month milestone.
 - Led redesign of employee service center service delivery model.
Net Results: Positioned center for web service delivery and delivered \$850,000 positive to fiscal budget.

- Benchmarked all service center positions to marketplace. **Net Results:** Retained key service center staff and saved \$50,000 in turnover costs..
- Developed and implemented five-year plan with focus on diversity in Research, Development, and Engineering (R, D & E) hires. **Net Result:** Increased minority representation by 250% and female representation by 100%.
- Co-designed restructuring plan to address skill set needs. **Net Results:** Generated 60 staggered retirements over a two-year period and phased in new hires before senior professionals retired. Saved \$180,000 in new hire learning curve.

1991
to
1998

Manager Human Resources: Responsible to Vice President North America (NA) Human Resources and Sr. Vice President WW Human Resources for all facets of Human Resources for WW R, D & E division including employee relations, training and development, recruitment, compensation implementation, job analysis and organizational change management.

- Co-developed strategy and led R, D & E hire teams for Dow Brands* acquisition. **Net Results:** Exceeded "key & critical" talent acquisition target of 90% bringing new technology skills to company. Received Officers' Award.
- Appointed HR Generalist on People Soft* implementation team, 1996. **Net Results:** Achieved implementation and received buy-in by other HR generalists.
- Developed and implemented Profilor* 360 feedback strategy. **Net Results:** Gained Profilor* trainer certification with 33% of clients each year using Profilor* tool for developmental feedback and career planning.
- Implemented Elsie Cross* diversity awareness workshop for key managers and employees. **Net Results:** Increased opportunities for female and minority professionals utilizing fact-based Management Succession & Development standards.
- Managed recruitment team for Drackett* acquisition, led post-integration cultural focus groups, and integrated recommendations into practices. **Net Results:** Met "key talent" hire goals in acquired brands. Received Officers' Award.

1984
to
1991

Research Scientist/Sr. Research Scientist, WWCP, R, D & E Personal Care: Responsible to Sr. Section Manager for upstream technical leadership for strategic programs and products.

- Developed practical, diagnostic skin lipids model for Personal Care product line. **Net Result:** Recognized as co-recipient of 1987 U.S. Consumer Products Divisional Technical Merit award.

Pre-
1984

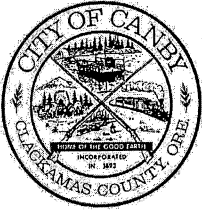
Held research and instructional positions with higher educational institutions including Oregon Health Sciences University, University of Alabama Medical School, and Birmingham-Southern College. Twenty-two technical publications.

Education:

Ph.D., Tulane University, New Orleans, Louisiana, (1972)
M.S. Degree, Tulane University, New Orleans, Louisiana, (1970)
B.A. Degree, Portland State University, Portland, Oregon, (1966)

**Professional
Affiliations/
Certifications:**

Society for Human Resource Management (SHRM 1991-2008)
Human Resources Technology Exchange (SHRM/HRTX 1991-2008)
Human Resource Directors Network, (HRDN) Industrial Research Institute (1991-1998)
Senior Professional Human Resources certification obtained– (SPHR)



Term to Expire 6.30.2019

**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: 8-25-17 Position Applying For: Parks & Rec Board

Name: SCOTT SASSE Occupation: LANDSCAPER

Home Address: _____

Employer: SELF Position: owner

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

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

Softball board, Baseball board

What are your major interests or concerns in the City's programs? Growth too fast

let's fix what we have first.

Reason for your interest in this position: I see weekly what the parks

need.

Experience and educational background: Self owner of 2 businesses

LANDSCAPING & maintenance of all phases that
pertain to what parks need.

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

Referred by (if applicable): Ryan OLiver

Please return to:

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PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: scheaferk@canbyoregon.gov**

**Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable
on the City's web page. 5/2017**

Date Received: 8.24.2017 Date Appointed: 3.21.2018 Term Expires: 6.30.2019

Date Resigned: _____ Destruction Date: _____



Term to Expire 6.30.2021

**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: December 28th, 2017 Position Applying For: Parks and Recreation Advisory Board

Name: Andrew Crites Occupation: Driver Training

Home Address: _____

Employer: Oregon Driver Education Center Position: CEO

Daytime Phone: _____ Evening Phone: Same

E-Mail Address: _____

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

As a father of two young boys I am interested in the parks and recreation that Canby has to offer.

As the CEO of a Driving School I am intersted in Trasportation Safety within the community.

What are your major interests or concerns in the City's programs? _____

To see that time, money and effort are being directed towards activities that benifit
the community as a whole.

Reason for your interest in this position: _____

I love the City of Canby, I have lived here for 20 years and what to give back
and be more involved.

Experience and educational background: I have served as president of 4 Boards within
the state of Oregon. I have a BA from Warner Pacific.

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

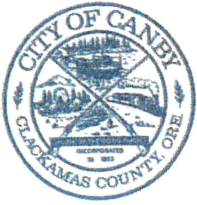
Referred by (if applicable): _____

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Date Received: 12.28.2017 Date Appointed: 3.21.2018 Term Expires: 6.30.2021
Date Resigned: _____ Destruction Date: _____



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: 12/1/17 Position Applying For: PARK & REC. AD. BRD.

Name: JEFFREY P. CARR Occupation: RETIRED

Home Address: _____

Employer: _____ Position: _____

Daytime Phone: _____ Evening Phone: SAME

E-Mail Address: _____

What are your community interests (committees, organizations, special activities)? I AM CURRENTLY ON THE COMMITTEE TO RE-ESTABLISH THE "SLICE OF SUMMER" AND SINGING w/ the "CANBY CAROLERS -

What are your major interests or concerns in the City's programs? COMMUNITY ACCESS AND UTILIZATION. ENCOMPASSING CHILDREN, PETS, & ADULTS.

Reason for your interest in this position: NOW THAT I AM RETIRED I WANT TO BECOME MORE CIVICALLY INVOLVED IN CANBY.

Experience and educational background: WORKED FOR THE OAKLAND & CHICO CALIF. P&R. DEPTS. ATTENDED UNIV. OF CALIF. BERKELEY

List any other City or County positions on which you serve or have served: 0

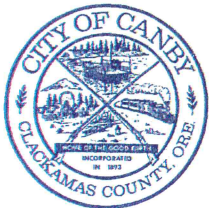
Referred by (if applicable): _____

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Date Received: 12-5-2017 Date Appointed: 3.21.2018 Term Expires: 6.30.2021
Date Resigned: _____ Destruction Date: _____



Term to Expire 6.30.2021

**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: Feb 9, 2018 Position Applying For: Traffic Safety
Name: Corey Boehler Occupation: Self Employed
Home Address: Canby OR 97013
Employer: Bridge City Parking LLC Position: Owner + President
Daytime Phone: _____ Evening Phone: _____
E-Mail Address: Corey.Boehler@bridgecityparking.com

What are your community interests (committees, organizations, special activities)?
Certs Member, active outdoorsman

What are your major interests or concerns in the City's programs? Growth control,
inclusion in how city plans and develops programs that
affect the community

Reason for your interest in this position: My background in parking management
also includes traffic control would be knowledge I can
utilize - I also am concerned with the development of Canby

Experience and educational background: 15 yrs in parking management. 7
years owner of Bridge City Parking LLC. BS from Portland
State

List any other City or County positions on which you serve or have served: None

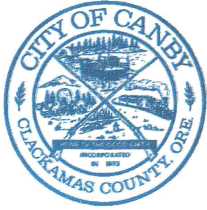
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Phone: 503.266.0733 Fax: 503.266.7961 Email: scheaferk@canbyoregon.gov

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Date Received: 2-9-2018 Date Appointed: 3-21-2018 Term Expires: 6-30-2021
Date Resigned: _____ Destruction Date: _____



Term to Expire 6.30.2019

**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: March 5, 2018 Position Applying For: Traffic Safety Commission Member

Name: Andrea Warnock Occupation: Homemaker and Student

Home Address: _____

Employer: _____ Position: _____

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

What are your community interests (committees, organizations, special activities)? I am currently serving as the treasurer for my Home Owners Association. I also served in the same position for a previous HOA.

What are your major interests or concerns in the City's programs? I want to help the City of Canby expand and grow. I believe I can contribute to the City of Canby with my strong interpersonal communication and critical thinking skills.

Reason for your interest in this position: I attended a Traffic Safety Commission meeting to represent my HOA to request a four way stop leading into our neighborhood. I then was invited to attend a sub-committee meeting. This is when I decided to apply for this position. I want to continue to assist in improving the safety of our community.

Experience and educational background: Having served in the Army, I understand the importance of public safety and an understanding of government procedures. I have taken multiple communications classes such as public speaking, interpersonal communications and communication between the sexes. I have taken a few political science classes as well. I also believe that my time served in the Army shows my passion for selfless service.

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

Referred by (if applicable): _____

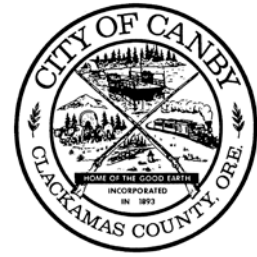
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Date Received: 3.7.2018 Date Appointed: 3-21-2018 Term Expires: 6-30-2019
Date Resigned: _____ Destruction Date: _____

MEMORANDUM



TO: *Honorable Mayor Hodson and City Council*
FROM: *Julie Wehling, Transit Director*
DATE: *February 21, 2018*
THROUGH: *Richard Robinson, City Administrator*
RE: *Resolution 1283*

Issue: In 2016, the City of Canby and Canby Area Transit (CAT) were granted funds to provide midday service between Canby and Wilsonville. The grant application was for 2 years of service but the State only funded the grant for half of the requested amount. At this time, CAT does not have enough rolling stock to provide midday service to Wilsonville and at the same time expand its Route 99 service; or the resources to sustain the midday Wilsonville service beyond the end of the grant funds.

Synopsis: After the grant was funded CAT completed its Transit Master Plan process. Although, regional connections were identified as a priority the larger priority for Canby residents was expanding the existing Route 99 and improving its frequency and span of service. The Transit Master Plans for both CAT and Wilsonville's SMART (South Metro Area Regional Transit) program identified regional connections as a need. Additionally, the Wilsonville Transit Master Plan identified connections between Wilsonville and Oregon City as a priority. With the CAT Route 99 changes and midday service between Wilsonville and Canby in place riders will have shorter wait times between the two systems and increased opportunity for transit connections between Wilsonville, Canby, Oregon City, Woodburn and Molalla.

Currently, SMART provides commuter service between Wilsonville and Canby and the City of Wilsonville is willing to enter into an Intergovernmental Agreement (IGA) with the City of Canby for the provision of the midday service between Wilsonville and Canby.

The ODOT Rail and Public Transit Division and the Special Transportation Fund Advisory Committee have been consulted and approve of SMART providing the service as described in the grant application and contract.

Recommendation:

Staff recommends that Resolution 1283 be adopted to authorize the City of Canby to enter into an Intergovernmental Agreement with the City of Wilsonville which will utilize the funds granted to the City of Canby and matching funds for providing midday service between the two cities for one year.

Fiscal Impact: The City of Canby will reimburse the City of Wilsonville for the Vehicle Revenue Hours (VRH) and Vehicle Revenue Miles (VRM) associated with providing midday service between Wilsonville and Canby. The cost per VRH will be \$63.20 per hour and the cost per VRM will be \$1.20 per mile. The agreement will not exceed \$89,148 of which \$79,993 will be pass through grant funds and \$9,155 will be matching funds from CAT's transit fund revenue.

Motion: ***“I move to adopt Resolution 1283, A RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE CITY OF WILSONVILLE, OREGON FOR PROVIDING MIDDAY TRANSIT SERVICE BETWEEN CANBY AND WILSONVILLE.*”**

Attachments: Resolution 1283 and IGA

RESOLUTION NO. 1283

A RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE CITY OF WILSONVILLE, OREGON FOR PROVIDING MIDDAY TRANSIT SERVICE BETWEEN CANBY AND WILSONVILLE.

WHEREAS, Canby Area Transit and the City were granted \$79,993 in Federal Transit Administration Section 5310 funds requiring \$9,155 in local match funds to operate a pilot project which would provide midday service between Canby and Wilsonville for one year; and

WHEREAS, Canby Area Transit does not have enough rolling stock to provide the midday service or the resources to continue the service beyond one year; and

WHEREAS, The City of Wilsonville's transit program South Metro Area Rapid Transit (SMART) currently provides commuter service between Canby and Wilsonville; and

WHEREAS, The ODOT Rail and Public Transit Division and the Special Transportation Fund Advisory Committee have been consulted and approve of SMART providing the service described in the grant application and contract; and

WHEREAS, The City of Wilsonville is willing to enter into an IGA with the City of Canby for the provision of midday transit service between Canby and Wilsonville; and

WHEREAS, Improved regional transit service was identified as a priority in recent transit planning efforts in both cities.

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

1. The Mayor and the City Administrator are hereby authorized and directed to make and execute an intergovernmental agreement with the City of Wilsonville for the provision of midday transit service between Canby and Wilsonville utilizing grant funds designated for this purpose.

This Resolution shall take effect on March 21, 2018.

ADOPTED this 21st day of March 2018 by the Canby City Council.

Brian Hodson
Mayor

ATTEST

Kimberly Scheafer, MMC
City Recorder

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE CITY OF CANBY, OREGON
AND
CITY OF WILSONVILLE, OREGON**

1. Purpose. This agreement is entered into between the City of Canby (“CANBY”) and City of Wilsonville (“WILSONVILLE”) for the cooperation of units of local government under the authority of ORS 190.010. This agreement provides the basis for a cooperative working relationship for the purpose of providing midday transit service between CANBY and WILSONVILLE via South Metro Area Regional Transit (SMART) in partnership with Canby Area Transit (CAT) to increase the frequency of transit service between the cities.

2. History

Until June 28, 2011 CANBY/CAT provided four round trips between the Canby Transit Center and SMART Central during the midday on weekdays. The midday service complemented WILSONVILLE/SMARTs Route 3 service which offers eight round trips per weekday. The CANBY/CAT midday service was eliminated due to funding shortages in 2011.

CANBY has a one-time grant for Federal Transit Administration Section 5310 funds with a total project amount of \$89,148.00 from the Oregon Department of Transportation’s Rail and Public Transit Division to provide one year of midday service on weekdays between Wilsonville and Canby. The grant is effective until June 30, 2019. See grant agreement no. 31562 attached as Exhibit 6.

Both CANBY and WILSONVILLE recently completed transit planning efforts that identify improved regional transit connections as a priority for residents and users of the two services. On April 2, 2018 CANBY intends to implement an increase in frequency on its Route 99 and improve its connection with the SMART Route 3. At this time, CANBY does not have the resources to make the improvements to its Route 99 and implement midday service to Wilsonville.

The WILSONVILLE planning process identified improved transit connections to Oregon City as a need. The CAT Route 99 service changes will improve the connection between the SMART Route 3 and CAT Route 99. With the CAT Route 99 changes and midday service between Wilsonville and Canby in place riders will have shorter wait times between the two systems and increased opportunity for transit connections between Wilsonville, Canby, Oregon City, Woodburn and Molalla.

3. Scope of Work and Cooperation.

3.1. WILSONVILLE agrees to provide the following:

- 3.1.1. Provide midday transit service (four round trips) between SMART Central and the Canby Transit Center as identified in *Exhibit 1* attached hereto and incorporated herein.

3.1.2. Provide this service on weekdays beginning July 2, 2018 through and including June 28, 2019 except for:

- | | |
|---------------------------------|-------------|
| • Independence Day | July 4 |
| • Labor Day | September 3 |
| • Thanksgiving Day | November 22 |
| • Thanksgiving Holiday Observed | November 23 |
| • Christmas Day | December 25 |
| • New Year's Day | January 1 |
| • Memorial Day | May 27 |

3.1.3. Submit monthly invoices to CANBY.

3.1.4. Create and distribute a schedule of the service for the public.

3.1.5. Target outreach to seniors and people with disabilities in Wilsonville.

3.1.6. Complete and submit required State of Oregon reports to CANBY.

3.1.7. Conduct research and analysis associated with program development.

3.1.8. Participate in ongoing planning and coordination efforts with CANBY.

3.1.9. Assist CANBY in completing grant applications and other activities designed to promote long term stable funding for transit routes between Wilsonville and Canby.

3.2. CANBY agrees to provide the following:

3.2.1. Assist with service design as appropriate.

3.2.2. Pay invoices timely pursuant to *Exhibit 2: Reporting Requirements*, attached hereto and incorporated herein.

3.2.3. Distribute to the public the schedule of the service created by WILSONVILLE.

3.2.4. Target outreach to seniors and people with disabilities in Canby.

3.2.5. Compile and submit required ODOT's Rail and Public Transit Division reports.

3.2.6. Participate in ongoing planning and coordination efforts with WILSONVILLE.

3.2.7. Assist with completion of grant applications and other activities designed to promote long term stable funding for transit routes between Wilsonville and Canby.

3.2.8. Provide administrative support to WILSONVILLE as needed.

4. Compensation and Record Keeping.

4.1. Compensation. CANBY will compensate the WILSONVILLE for satisfactorily performing the services identified in Section 3 pursuant to *Exhibit 3: Budget* attached to this agreement and incorporated herein. Total maximum compensation under this contract will not exceed **\$89,148**.

4.2. Method of Payment. To receive payment, WILSONVILLE will submit invoices and accompanying quarterly reports as required in *Exhibit 2: Reporting Requirements* attached hereto and incorporated herein.

4.3. Withholding of Contract Payments. Notwithstanding any other payment provision of this agreement, should WILSONVILLE fail to submit required reports when due, or submit reports which appear patently inaccurate or inadequate on their face, or fail to

perform or document the performance of contracted services, CANBY may immediately withhold payments hereunder. CANBY may continue to withhold payment until WILSONVILLE submits required reports, performs required services, or establishes to CANBY's satisfaction that such failure arose out of causes beyond the control, and without the fault or negligence, of WILSONVILLE.

- 4.4. Record and Fiscal Control System. All payroll and financial records pertaining in whole or in part to this agreement must be clearly identified and readily accessible. Such records and documents should be retained for a period of three (3) years after receipt of final payment under this agreement and all other pending matters are closed.
- 4.5. Access to Records. CANBY, the State of Oregon and the federal government and their duly authorized representatives must have access to the books, documents, papers, and records of WILSONVILLE that are directly pertinent to this agreement for the purpose of making audits, examinations, excerpts, and transcripts. Likewise, CANBY, the State of Oregon and the federal government and their duly authorized representatives must have access to the books, documents, papers, and records of WILSONVILLE that are directly pertinent to this agreement for the purpose of making audits, examinations, excerpts, and transcripts.

5. Manner of Performance.

- 5.1. Compliance with Applicable Laws and Regulations, and Special Federal Requirements. CANBY and WILSONVILLE must comply with all federal laws and regulations detailed in *Exhibit 5: Federal Requirements, attached hereto and incorporated herein*, Oregon laws and regulations, local ordinances and rules applicable to this agreement, including, but not limited to, all applicable federal and Oregon civil rights and rehabilitation statutes, rules and regulations, and as listed in *Exhibit 4: Special Requirements*, attached and incorporated into this agreement.
- 5.2. Precedence. When a requirement is listed both in the agreement and in an exhibit to it, the requirement in the exhibit will take precedence.
- 5.3. Subcontracts. WILSONVILLE will not enter into any subcontracts for any of the work scheduled under this agreement without obtaining prior written approval from CANBY.

6. General Provisions.

- 6.1. Contact. All routine correspondence and communication regarding this agreement, as well as requests for written acknowledgment, will be directed to the following representatives:

For CANBY: Julie Wehling, Transit Director, City of Canby,
PO Box 930, OR 97013
(wehlingj@canbyoregon.gov) (503-266-0751)

For WILSONVILLE: Eric Loomis, Operations Manager, City of Wilsonville,
28879 SW Boberg Rd, Wilsonville, OR 97070
(loomis@ridesmart.com) (503-519-9846)

Either party may change the contact or its associated information by giving prior written notice to the other party.

- 6.2. Indemnification. Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its officers, commissioners, councilors, agents and employees, against all claims, demands, actions and suits of any kind or nature for personal injury, death or damage to property arising out of this agreement where the loss or claim is attributable to the negligent acts or omissions of the indemnitor or the indemnitor's officers, commissioners, councilors, employees, agents, subcontractors, or anyone over which the party has a right to control. Each party will give the other party immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this agreement. To this end, each party agrees to name each other as additional insured.
- 6.3. Severability. If any provision of this agreement is found to be unconstitutional, illegal or otherwise unenforceable by a Court or authority of competent jurisdiction, the remainder of this agreement nevertheless will remain in full force and effect and the offending provision will be stricken. The court or other authorized body finding such provision unconstitutional, illegal or unenforceable will construe this agreement without such provision, to give effect to the intentions of the parties to the maximum extent possible.
- 6.4. Modifications. Any modification or change to the terms of this agreement will be effective only when reduced to writing and signed by the governing bodies of both parties, or each of their designated officers or representatives. Any modification or change, including any additional agreement providing descriptions of tasks, standards of performance or costs, will be in writing, will refer specifically to this agreement and will be valid only when approved by the governing bodies of both parties, or each of their designated officers or representatives.
- 6.5. Integration. This agreement contains the entire agreement between the parties concerning its subject matter.
- 6.6. Third-Party Beneficiaries. CANBY and WILSONVILLE are the only parties to this agreement and are the only parties entitled to enforce its terms.
- 6.7. Applicable Law. The laws of the State of Oregon govern this agreement without respect to conflict of laws principles. Any litigation between the parties arising out of or related to this agreement will be conducted exclusively in the Circuit Court for the State of Oregon, Clackamas County. The parties accept the personal jurisdiction of this court.
- 6.8. Dispute Resolution.

6.8.1. Subject to mutually agreed upon extensions of time in writing, failure or unreasonable delay by any party to substantially perform any material provision of this agreement will constitute default. In the event of an alleged default or breach of any term or condition of this agreement, the party alleging such default or breach will give the other party not less than 30 days written notice specifying the nature of the alleged default and the manner in which the default may be cured satisfactorily. During this 30-day period, the party will not be considered in default for purposes of termination or instituting legal proceedings.

6.8.2. The parties will negotiate in good faith to resolve any dispute arising under this agreement. Should any dispute arise between the parties concerning this agreement that cannot be resolved by mutual agreement, the parties may mutually agree to mediate the dispute prior to a party commencing litigation. The mediation will take place in Clackamas County, Oregon. The parties will equally bear the mediator's fees and costs.

6.9. Term and Termination.

6.9.1. Term. This agreement is effective on July 1, 2017 and will terminate on June 30, 2018, unless the parties agree in writing to extend the agreement.

6.9.2. Termination For Convenience. Either party may terminate this agreement by providing at least 30 days prior written notice to the other party.

6.9.3. Termination For Cause. Either party may immediately terminate this agreement if that party complied with Section 6.8.1 of this agreement and the other party did not cure its default within the time provided by Section 6.8.1.

6.10. Effective Date. This agreement will only become effective upon approval by the governing bodies of CANBY and WILSONVILLE.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF CANBY

By: Brian Hodson
As Its: Mayor

Date

CITY OF WILSONVILLE

By: _____
As Its: _____

Date

EXHIBIT 1

City of Wilsonville – South Metro Area Regional Transit (SMART) Proposed Schedule for Midday Service between Canby and Wilsonville

PROPOSED ROUTE 3 TO CANBY - MIDDAY SERVICE					
<div> <div>3</div> <div> NORTHBOUND - to SMART Central at Wilsonville Station MONDAY - FRIDAY (Except holidays) </div> </div>					
Canby Transit Center	Cedar/2nd	Arndt/ Airport Rd	Springridge at Charbonneau	SMART Central	WES Train Departure
10:30 AM	10:33 AM	10:39 AM	10:43 AM	10:51 AM	-
12:00 PM	12:03 PM	12:09 PM	12:13 PM	12:21 PM	-
1:30 PM	1:33 PM	1:39 PM	1:43 PM	1:51 PM	-
3:02 PM	3:05 PM	3:11 PM	3:15 PM	3:23 PM	3:28 PM
<div> <div>3</div> <div> SOUTHBOUND - to Canby Transit Center MONDAY - FRIDAY (Except holidays) </div> </div>					
WES Train Arrival	SMART Central	Arndt/ Airport Rd	Cedar/2nd	Canby Transit Center	
9:55 AM	10:00 AM	10:10 AM	10:16 AM	10:19 AM	
-	11:30 AM	11:40 AM	11:46 AM	11:49 AM	
-	1:00 PM	1:10 PM	1:16 PM	1:19 PM	
-	2:37 PM	2:47 PM	2:53 PM	2:56 PM	

SMART currently operates commuter service to Canby from approximately 5:30am to 9:15am and 3:30pm to 7:30pm. In fiscal year 2016 SMART provided nearly 4,160 hours of service and carried 10,679 passengers. SMART anticipates providing 1,040 hours for midday service to Canby during the dates agreed upon within this provision, with an estimated 5,000-6,000 passenger trips to be provided.

EXHIBIT 2
REPORTING REQUIREMENTS

Reporting:

WILSONVILLE will submit quarterly reports that include the number of rides, revenue hours, revenue miles and the number of seniors and people with disabilities served during each quarter (July – September 2018), (October – December 2018), (January – March 2019) and (April – June 2019) . Reports will be submitted to CANBY no less than 35 days following the end of each quarter. CANBY will submit the report data to ODOT's Rail and Public Transit Division each quarter.

Invoicing

WILSONVILLE will submit to CANBY a monthly invoices as identified in *Exhibit 3: Budget*, made a part of this contract.

Invoices and required reports may be submitted electronically via e-mail as an attachment. Invoices should include the number of revenue hours provided and the amount of fares collected. The City of Canby pays invoices every other Friday. Invoice payments will be made on the next check-run Friday following the receipt of an invoice.

E-mail address: wehlingj@canbyoregon.gov

EXHIBIT 3

BUDGET

MIDDAY SERVICE TO CANBY						
	Round Trips	Revenue Hours*	Revenue Miles*	Service Cost*	Service Rate	
Daily	8	4	72	\$339	Cost/Hour	Cost/Mile
Annual	2,080	1,040	18,720	\$88,192	\$63.20	\$1.20

*Estimated number of revenue hours, miles, and rate based on FY 2016 data.

EXHIBIT 4

SPECIAL REQUIREMENTS

1. WILSONVILLE certifies to the best of its knowledge and belief that neither it nor any of its principals:
 - (a) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or;
 - (b) Have within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph 1(b) of this certification; and
 - (d) Have within a three-year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default.

Where WILSONVILLE is unable to certify to any of the statements in this certification, WILSONVILLE will attach an explanation to this proposal.

2. In case of suspected fraud by applicants, employees, or vendors, WILSONVILLE will cooperate with all appropriate investigative agencies, and will assist in recovering invalid payments.
3. To the extent allowed by law, WILSONVILLE will protect the confidentiality of all information concerning applicants for and recipients of services funded by this agreement and will not release or disclose any such information except as directly connected with the administration of the particular Clackamas County program(s) or as authorized in writing by the applicant or recipient. All records and files will be appropriately secured to prevent access by unauthorized persons.

WILSONVILLE will ensure that all officers, employees, and agents are aware of and comply with this confidentiality requirement.

4. WILSONVILLE will ensure that no person or group of persons will, on the ground of age, race, color, national origin, primary language, sex, religion, handicap, political affiliation or belief, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part by funds delegated under this agreement.
5. WILSONVILLE will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States will, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity covered by this contract.
6. WILSONVILLE will comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR Part 60).
7. WILSONVILLE will establish safeguards to prohibit employees and volunteers from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

8. WILSONVILLE certifies, to the extent required by federal law, that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in WILSONVILLE's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - (b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) WILSONVILLE's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations.
 - (c) Making it a requirement that each employee to be engaged in the performance of this contract be given a copy of the statement required by subsection (a) above.
 - (d) Notifying the employee in the statement required by subsection (a) that as a condition of employment on such contract, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
 - (e) Notifying the CANBY within 10 days after receiving notice under subsection (d)(2) from an employee or otherwise receiving actual notice of such conviction.
 - (f) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by Section 5154 of the Drug-Free Workplace Act of 1988.
 - (g) Agreeing to establish and implement a drug and alcohol testing program that complies with 49 CFR part 655, produce any documentation necessary to establish its compliance with part 655.
 - (h) Making a good faith effort to continue to maintain a drug-free workplace through implementation of subsections (a) through (h).

Exhibit 5: Federal Requirements

No Obligation by the Federal Government

1. CANBY and WILSONVILLE acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the CANBY, WILSONVILLE, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
2. WILSONVILLE agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the Federal Transit Authority (FTA). It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Program Fraud and False or Fraudulent Statements or Related Acts

1. WILSONVILLE acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § § 3801 et seq . and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, WILSONVILLE certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, WILSONVILLE further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on WILSONVILLE to the extent the Federal Government deems appropriate.
2. WILSONVILLE also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5323(l) on WILSONVILLE, to the extent the Federal Government deems appropriate.
3. WILSONVILLE agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Access to Records and Reports

Access to Records - The following access to records requirements apply to this Contract:

1. WILSONVILLE agrees to retain complete and readily accessible records related in whole or in part to this AGREEMENT, including but not limited to documents, reports, data, statistics, subcontracts, sub-agreements, leases, arrangements, other third party agreements of any type, and supporting materials related to those records.
2. WILSONVILLE agrees to comply with the record retention requirements in accordance 2 CFR § 200.333. WILSONVILLE will maintain all books, records, accounts, and reports required under this Agreement for a period of not less than three (3) years after the date of termination or expiration of this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, in which case records will be maintained until CANBY, the Federal Transit Administration (FTA) Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims, or exceptions related thereto.
3. WILSONVILLE agrees to provide CANBY, the FTA Administrator, the Comptroller General of the United States, or any of their duly authorized representatives, sufficient access to any books, documents, papers, and records of WILSONVILLE which are related to performance of this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions, as reasonably may be required. WILSONVILLE also agrees to permit any of the foregoing parties (at their own costs) to reproduce by any means whatsoever any excerpts and transcriptions as reasonably needed.
4. WILSONVILLE agrees to permit the FTA and its contractors access to the sites of performance under this Agreement as reasonably may be required.

Federal Changes

WILSONVILLE shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between CANBY and FTA, as they may be amended or promulgated from time to time during the term of this contract. WILSONVILLE's failure to so comply shall constitute a material breach of this agreement.

Contract Work Hours and Safety Standards

WILSONVILLE will comply with all federal laws, regulations, and requirements providing wage and hour protections for non-construction employees, in accordance with 40 USC § 3702, Contract Work Hours and Safety Standards Act, and other relevant parts of that Act; 40 USC § 3701 *et seq.*; and U.S. Department of Labor regulations, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Non-Construction Contracts Subject to the Contract Work Hours and Safety Standards Act) (29 CFR Part 5).

1. **Records Retention.** WILSONVILLE will maintain payrolls and basic payroll records during the course of performance of the this agreement and will preserve them for a period of three (3) years from the completion of the agreement for all laborers and mechanics, including guards and watchmen, working on the agreement. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.
2. **Access to Records.** The records maintained pursuant to subsection 1 above will be made available by WILSONVILLE for inspection, copying, or transcription by authorized representatives of the FTA and the Department of Labor, and WILSONVILLE will permit such representatives to interview employees during working hours on the job.

Termination

1. The termination clause for this agreement can be found in Section 6.9.
2. **Waiver of Remedies for any Breach.** In the event that CANBY elects to waive its remedies for any breach by WILSONVILLE of any covenant, term or condition of this agreement, such waiver by CANBY shall not limit CANBY's remedies for any succeeding breach of that or of any other term, covenant, or condition of this agreement.

Civil Rights

The following requirements apply to the underlying contract:

1. **Nondiscrimination.** In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, WILSONVILLE agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, WILSONVILLE agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
2. **Equal Employment Opportunity.** The following equal employment opportunity requirements apply to the underlying contract:

a.

ace, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e *et seq.*, and Federal transit laws at 49 U.S.C. § 5332, WILSONVILLE agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 *et seq.*, (which

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implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project.

WILSONVILLE agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, WILSONVILLE agrees to comply with any implementing requirements FTA may issue.

- b. *Age* - In accordance with the Age Discrimination in Employment Act of 1967, as amended (29 USC §§ 621-634); U.S. Equal Employment Opportunity Commission regulations, "Age Discrimination in Employment Act" (29 CFR Part 1625); the Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*); U.S. Department of Health and Human Services implementing regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance" (45 CFR Part 90); and federal transit law at 49 USC § 5332, WILSONVILLE agrees to refrain from discrimination against present and prospective employees on the basis of age. In addition, WILSONVILLE agrees to comply with any implementing requirements the FTA may issue.
- c. *Disabilities* - In accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC § 794); the Americans with Disabilities Act of 1990, as amended (42 USC § 12101 *et seq.*); the Architectural Barriers Act of 1968, as amended (42 USC § 4151 *et seq.*); and federal transit law at 49 USC § 5332, WILSONVILLE agrees that it will not discriminate against individuals on the basis of disability. In addition, WILSONVILLE agrees to comply with any implementing requirements the FTA may issue.

- 3. WILSONVILLE also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

Incorporation of Federal Transit Administration (FTA) Terms

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. WILSONVILLE shall not perform any act, fail to perform any act, or refuse to comply with any (name of grantee) requests which would cause (name of grantee) to be in violation of the FTA terms and conditions.

Suspension and Debarment

1. WILSONVILLE must comply with and facilitate compliance with U.S. Department of Transportation regulations, "Nonprocurement Suspension and Debarment" (2 CFR Part 1200), which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)" (2 CFR Part 180). WILSONVILLE is required to verify that its principals, affiliates, and any subcontractors are eligible to participate in this federally funded agreement and are not presently declared by any federal department or agency to be debarred, suspended, proposed for debarment, voluntarily excluded, disqualified, or declared ineligible from participation in any federally assisted award.
2. WILSONVILLE is required to comply with Subpart C of 2 CFR Part 180, as supplemented by 2 CFR Part 1200, and must include the requirement to comply with Subpart C of 2 CFR Part 180 in any lower tier covered transaction it enters into. By signing this agreement, WILSONVILLE has certified as follows:

The certification in this clause is a material representation of fact relied upon by CANBY. If it is later determined that WILSONVILLE knowingly rendered an erroneous certification, in addition to remedies available to CANBY, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. WILSONVILLE agrees to comply with the requirements of 2 CFR Part 180, Subpart C, as supplemented by 2 CFR Part 1200, throughout the period of this agreement. WILSONVILLE further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Safe Operation of Motor Vehicles.

WILSONVILLE is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-

rented vehicles, or personally operated vehicles. WILSONVILLE agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies that ban text messaging while using an electronic device supplied by an employer and driving a vehicle the driver owns or rents, a vehicle WILSONVILLE owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this agreement.

Breaches and Dispute Resolution

1. The clauses regarding breaches and dispute resolution can be found in Sections 6.8 and 6.9 of this agreement.

Lobbying

WILSONVILLE certifies, to the best of its knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of WILSONVILLE, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, WILSONVILLE will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. WILSONVILLE will require that the language of this certification be included in the award documents for all sub-awards, at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure

Clean Air

1. WILSONVILLE agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.* WILSONVILLE agrees to report each violation to CANBY and understands and agrees that CANBY will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
2. WILSONVILLE also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Clean Water

1. WILSONVILLE agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.* WILSONVILLE agrees to report each violation to CANBY and understands and agrees that CANBY will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
2. WILSONVILLE also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Transit Employee Protective Arrangements

1. WILSONVILLE agrees to comply with applicable transit employee protective requirements as follows:
 - a. *General Transit Employee Protective Requirements* - To the extent that FTA determines that transit operations are involved, WILSONVILLE agrees to carry out the transit operations work on the underlying contract in compliance with terms and conditions determined by the U.S. Secretary of Labor to be fair and equitable to protect the interests of employees employed under this contract and to meet the employee protective requirements of 49 U.S.C. A 5333(b), and U.S. Department of Labor (DOL) guidelines at 29 C.F.R. Part 215, and any amendments thereto. These terms and conditions are identified in the letter of certification from the U.S. DOL to FTA applicable to the FTA Recipient's project from which Federal assistance is provided to support work on the underlying contract. WILSONVILLE agrees to carry out that work in compliance with the conditions stated in that U.S. DOL letter. The requirements of this subsection (1), however, do not apply to any contract financed with Federal assistance provided by FTA either for projects for elderly individuals and individuals with disabilities authorized by 49 U.S.C. § 5310(b), or for projects for nonurbanized areas authorized by 49 U.S.C. § 5311. Alternate provisions for those projects are set forth in subsections (b) and (c) of this clause.

- b. *Transit Employee Protective Requirements for Projects Authorized by 49 U.S.C. § 5310(b) for Elderly Individuals and Individuals with Disabilities*

If the agreement involves transit operations financed in whole or in part with Federal assistance authorized by 49 U.S.C. § 5310(b), and if the U.S. Secretary of Transportation has determined or determines in the future that the employee protective requirements of 49 U.S.C. § 5333(b) are necessary or appropriate for the state and the public body subrecipient for which work is performed on the underlying contract, WILSONVILLE agrees to carry out the Project in compliance with the terms and conditions determined by the U.S. Secretary of Labor to meet the requirements of 49 U.S.C. § 5333(b), U.S. DOL guidelines at 29 C.F.R. Part 215, and any amendments thereto. These terms and conditions are identified in the U.S. DOL's letter of certification to FTA, the date of which is set forth Grant Agreement or Cooperative Agreement with the state. WILSONVILLE agrees to perform transit operations in connection with the underlying contract in compliance with the conditions stated in that U.S. DOL letter.

- c. *Transit Employee Protective Requirements for Projects Authorized by 49 U.S.C. § 5311 in Nonurbanized Areas*

If the agreement involves transit operations financed in whole or in part with Federal assistance authorized by 49 U.S.C. § 5311, WILSONVILLE agrees to comply with the terms and conditions of the Special Warranty for the Nonurbanized Area Program agreed to by the U.S. Secretaries of Transportation and Labor, dated May 31, 1979, and the procedures implemented by U.S. DOL or any revision thereto.

2. WILSONVILLE also agrees to include the applicable requirements in each subcontract involving transit operations financed in whole or in part with Federal assistance provided by FTA.

Charter Service Operations

WILSONVILLE agrees to comply with 49 U.S.C. 5323(d) and 49 CFR Part 604, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities unless the contractor adheres to the exceptions provided in 49 CFR part 604.6 through 49 CFR part 604.11 and adheres to the reporting requirements of 49 CFR part 604.12.

School Bus Operations

Pursuant to 49 U.S.C. 5323(f) and 49 CFR Part 605, recipients and subrecipients of FTA assistance may not engage in school bus operations exclusively for the transportation of

students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating exclusive school bus service under an allowable exemption, recipients and subrecipients may not use federally funded equipment, vehicles, or facilities.

Drug and Alcohol Testing

WILSONVILLE agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR part 655, produce any documentation necessary to establish its compliance with 49 CFR part 655, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the Oregon Department of Transportation (ODOT) or the City of Canby, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR part 655 and review the testing process. WILSONVILLE agrees further to certify annually its compliance with 49 CFR part 655 before January 1st and to submit the Management Information System (MIS) reports within 14 days of the ODOT request for MIS submission by inputting the information into the U.S. Department of Transportation's Drug & Alcohol Testing Management Information System (damis.dot.gov). ODOT, via the City of Canby, will provide login information annually with a specific due date (no later than March 10). Contact the Transit Director for submission instructions (503.266.0751 or wehlingj@canbyoregon.gov). To certify compliance, WILSONVILLE shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register. WILSONVILLE agrees further to submit before January 1st a copy of the Policy Statement developed to implement its drug and alcohol testing program.

Energy Conservation

WILSONVILLE agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

ADA Access

WILSONVILLE agrees that facilities to be used in public transportation service, or to be designed for use in public transportation service, must comply with 42 U.S.C. Sections 12101 *et seq.* and U.S. Department of Transportation (DOT) regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR Part 37; and Joint ATBCB/DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 CFR Part 1192 and 49 CFR Part 38. USDOT incorporated by reference the ATBCB's "Americans with Disabilities Act Accessibility Guidelines" (ADAAG), revised September 2010, which include accessibility guidelines for buildings and facilities, and are incorporated into Appendix A to 49 CFR Part 37. USDOT also added specific provisions to Appendix A modifying the ADAAG, with the result that buildings and facilities must comply with both the ADAAG and amendments thereto in Appendix A to 49 CFR Part 37.

Exhibit 6; Agreement 31562

ORDINANCE NO. 1471

**AN ORDINANCE AMENDING CANBY MUNICIPAL CODE
CHAPTER 2.56.030 AND 2.56.050 BY CHANGING THE MEMBERSHIP AMOUNT
FROM SEVEN TO NINE MEMBERS FOR THE PARKS AND RECREATION
ADVISORY BOARD**

WHEREAS, Chapter 2.56 of the Canby Municipal Code created a Parks and Recreation Advisory Board to advise the City Council regarding park and recreation related items; and

WHEREAS, the Parks and Recreation Advisory Board has proposed expanding their membership size from seven to nine members in order to better serve the community; and

WHEREAS, the initial appointment of the eighth and ninth member shall be for a two year term with three year terms thereafter.

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

Section 1. Chapter 2.56.030 and 2.56.050 of the Canby Municipal Code are amended to read as follows:

§ 2.56.030 Parks and Recreation Advisory Board.

The Parks and Recreation Advisory Board shall consist of ~~7~~ **9** members appointed by the City Council upon recommendation of the Board Chairperson and the City Council Parks liaison. The Mayor may vote only to break a tie, if necessary. Board members shall serve at the pleasure of the City Council. No member of the Board shall have any financial interest, either directly or indirectly, in any contract to which the swim center or Parks Department is a party, nor shall any member receive a salary or any payment for materials or for any services rendered the Board. Board members may be reimbursed by the city for expenses incurred in the performance of their duties.

(Am. Ord. 1133, passed 2-18-2004)

§ 2.56.050 Officers; procedures.

At the first meeting of each year, the Board shall elect a Chairperson, Vice-Chairperson and a Secretary who shall serve for a term of 1 year. ~~Four~~ **A majority of the** members of the Board shall constitute a quorum. The Board shall have authority to make and alter rules, with approval of the Council, for its government and procedures.

(Am. Ord. 1133, passed 2-18-2004)

2nd Reading

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 7, 2018 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on March 21, 2018 commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on March 21, 2018 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1472

AN ORDINANCE, PROCLAIMING ANNEXATION INTO THE CITY OF CANBY, OREGON 31 ACRES INCLUDING 29.24 ACRES OF REAL PROPERTY DESCRIBED AS TAX LOTS 1700 AND 2000 OF PORTION OF SW ¼, SE ¼, SEC. 4, T.4S., R.1E., W.M. (TAX MAP 41E04D); AND APPROX. 1.76 ACRES OF ADJACENT S. IVY STREET RIGHT-OF-WAY AND AMENDING THE EXISTING COUNTY ZONING FROM EXCLUSIVE FARM USE (EFU) TO CITY LOW DENSITY RESIDENTIAL (R-1) FOR TAX LOT 2000 OF TAX MAP 41E04D; TO CITY MEDIUM DENSITY RESIDENTIAL (R 1.5) FOR APPROXIMATE SOUTHERN HALF AND TO CITY HIGH DENSITY RESIDENTIAL (R-2) FOR APPROXIMATE NORTHERN HALF OF TAX LOT 1700 OF TAX MAP 41E04D; AND SETTING THE BOUNDARIES OF THE PROPERTY TO BE INCLUDED WITHIN THE CANBY CITY LIMITS.

WHEREAS, on March 7, 2018, at a public hearing the City Council of the City of Canby approved by a vote of 6 to 0, Annexation (ANN 17-01)/Zone Change (ZC 17-04) which called for the annexation of 31 acres into the City of Canby. The applicant is Tucker Mayberry of The Mayberry Group. The owners of the annexed property are: Helen J. McMartin, of Tax Lot 1700 and 2000 of Tax Map 41E04D; and the adjacent legally described right-of-way for S Ivy Street. A complete legal description and map of the tax lots or portion thereof lying within the City's Urban Growth Boundary as defined to be at the "top of bluff" of the Mollala River and adjacent right-of-way to be annexed is attached hereto as Exhibit A & B respectively and by this reference are incorporated herein; and

WHEREAS, Pursuant to CMC 16.84.080, the City must proclaim by ordinance or resolution, the annexation of said property into the City and set the boundaries of the property by legal description; and

WHEREAS, the zoning of the annexed land shall be designated as R-1 Low Density Residential for tax lot 2000 of Tax Map 41E04D; R 1.5 Medium Density Residential for approximately the southern half and R-2 High Density Residential for the northern half of tax lot 1700 of tax map 41E04D to conform with the Canby Comprehensive Plan Map, and such zoning shall be indicated on the official zoning map for the City of Canby; and

WHEREAS, an application was filed with the City by the applicant listed above to change the zoning of two parcels as indicated herein and where applicable the zoning will be extended to the centerline of the adjacent public streets; and

WHEREAS, a public hearing was conducted by the Canby Planning Commission on February 12, 2018 after public notices were mailed, posted and published in the Canby Herald, as required by law; and

WHEREAS, the Canby Planning Commission heard and considered testimony regarding the annexation and accompanying zone change required for annexations by Figure 16.84.040 of Chapter 16.84 of the Land Development and Planning Ordinance at the public hearing and at the conclusion

2nd Reading

of the public hearing; the Planning Commission voted 7-0 to recommend that the City Council approve the applications.

The Planning Commission written Findings, Conclusions and Order was approved with acknowledgement that the City Council had already provided oral approval of the applicable Development Concept Plan of which this annexation request is a part at a previous annexation hearing and forwarded their findings to the City Council; and

WHEREAS, the Canby City Council considered the matter and the recommendation of the Planning Commission following a public hearing held at its regular meeting on March 7, 2018; and

WHEREAS, the Canby City Council, after considering the applicant's submittal, the staff report, the Planning Commission's hearing record and their recommendation documented in their written Findings, Conclusions and Order and after conducting its own public hearing; voted to approve the annexation and associated zoning designations for the properties; and

WHEREAS, the written Findings, Conclusions and Order is to be approved by the City Council at the next regular Council meeting on March 21, 2018; and

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

Section 1. It is hereby proclaimed by the City Council of Canby that 31 acres of property described, set, and shown in Exhibit A & B and attached hereto, is annexed into the corporate limits of the City of Canby, Oregon.

Section 2. The annexed land shall be rezoned from the county Exclusive Farm Use (EFU) to city Low Density Residential (R-1), Medium Density Residential (R-1.5) and High Density Residential (R-2) as reflected on the Canby's Comprehensive Plan Map and as indicated by Tax Lot in this Ordinance. The Mayor, attested by the City Recorder, is hereby authorized and directed to have the zone change made to the official zoning map for the City of Canby.

SUBMITTED to the Council and read the first time at a regular meeting thereof on March 7, 2018 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter, and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on March 21, 2018, commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on March 21, 2018 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

EXHIBIT A



CMT SURVEYING & CONSULTING INC.

FEBRUARY 1, 2018

PROJECT NO. 319-001

LEGAL DESCRIPTION MCMARTIN FARMS ANNEXATION

A TRACT OF LAND LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 4, TOWNSHIP 4 SOUTH, RANGE 1 EAST, OF THE WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SAID SECTION 4; THENCE SOUTHERLY ALONG THE WEST LINE OF SAID NORTHWEST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER, 656 FEET, MORE OR LESS, TO THE SOUTHWEST CORNER OF SAID NORTHWEST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER; THENCE LEAVING SAID WEST LINE, ALONG THE SOUTH LINE OF SAID NORTHWEST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER, 80.00 FEET TO THE NORTHEAST CORNER OF THE PROPERTY DESCRIBED IN DOCUMENT NO. 2007-028855; THENCE LEAVING SAID LINE, SOUTHERLY ALONG THE EAST LINE OF SAID PROPERTY AND PARALLEL WITH AND 80.00 FEET EASTERLY OF THE WEST LINE OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 4, A DISTANCE OF 435 FEET, MORE OR LESS, TO A POINT ON THE TOP OF BANK OF THE MOLALLA RIVER MARKED BY STEEP SLOPE OF 18% TOWARD THE SOUTH; THENCE LEAVING SAID LINE IN A SOUTHEASTERLY DIRECTION ALONG SAID TOP OF BANK AND ITS SOUTHEASTERLY EXTENSION, 1,000 FEET, MORE OR LESS, TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF S. IVY STREET (COUNTY ROAD NO. 1202, MARKET ROAD NO. 10), ALSO BEING A POINT ON THE SOUTH LINE OF SAID SECTION 4; THENCE LEAVING SAID WEST RIGHT-OF-WAY LINE, ALONG SAID SOUTH SECTION LINE, 239 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 4; THENCE ALONG THE EAST LINE OF SAID SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 4, ALSO BEING ALONG THE EAST RIGHT-OF-WAY LINE OF SAID S. IVY STREET, A DISTANCE OF 382 FEET, MORE OR LESS, TO A POINT ON A CURVE ON THE EAST RIGHT-OF-WAY LINE OF SAID ROADWAY; THENCE LEAVING SAID EAST LINE OF SAID SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 4, CONTINUING ALONG SAID EAST RIGHT-OF-WAY LINE, NORTHEASTERLY ALONG A CURVE CONCAVE NORTHWESTERLY, 183 FEET, MORE OR LESS, TO THE END POINT OF SAID CURVE; THENCE NORTHERLY ALONG SAID EAST RIGHT-OF-WAY LINE, BEING PARALLEL WITH AND 30.00 FEET EAST OF, RIGHT ANGLE MEASURE, SAID EAST LINE OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 4, A DISTANCE OF 99 FEET, MORE OR LESS, TO A POINT ON THE EASTERLY EXTENSION OF THE SOUTH LINE OF SAID NORTHEAST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 4; THENCE LEAVING SAID EAST RIGHT-OF-WAY LINE, WESTERLY ALONG SAID EASTERLY EXTENSION OF AND THE SOUTH LINE OF SAID NORTHEAST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 4, A DISTANCE OF 357 FEET, MORE OR LESS, TO THE SOUTHWEST CORNER OF THE EAST ONE-HALF OF THE NORTHEAST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 4; THENCE LEAVING SAID SOUTH LINE, NORTHERLY ALONG THE WEST LINE OF SAID EAST ONE-HALF OF THE NORTHEAST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 4, A DISTANCE OF 650 FEET, MORE OR LESS, TO THE NORTH LINE OF THE SOUTHWEST ONE-QUARTER OF THE SOUTHEAST ONE-QUARTER OF SECTION 4; THENCE ALONG SAID NORTH LINE, WESTERLY 969 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

CONTAINING 31 ACRES, MORE OR LESS.

20330 SE Highway 212 * Damascus, OR 97089
[T] 503.850.4672 * [F] 503.850.4590
Y:\319-001\docs\319001LEGAL.docx

EXHIBIT B

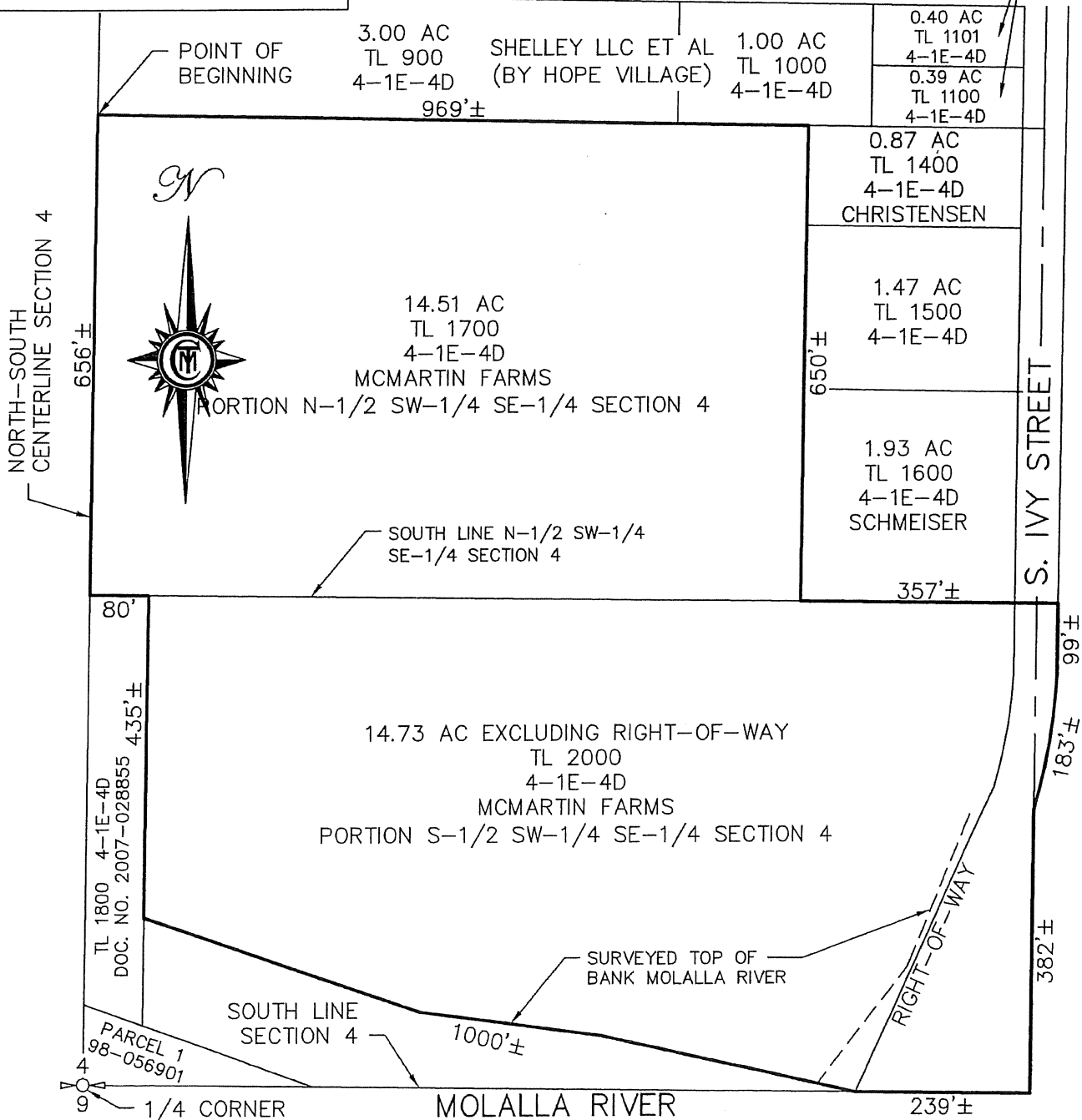


CMT SURVEYING AND CONSULTING

20330 SE HIGHWAY 212 DAMASCUS, OR 97089 PHONE 503-850-4672 FAX 503-850-4590

CLIENT: NW ENGINEERING
ADDRESS: CANBY-MARQUAM HWY
LEGAL: SW 1/4 SEC 4
DRAWN: RLMc 2/1/2018 SK1
JOB NO: 319-001 1"=200'

HOPE VILLAGE
(OWNERS)



SKETCH TO ACCOMPANY LEGAL DESCRIPTION

LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 4, TOWNSHIP 4 SOUTH, RANGE 1 EAST,
OF THE WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON

ORDINANCE NO. 1473

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE AN AMENDMENT TO ITS CONTRACT WITH MV TRANSPORTATION, INC OF DALLAS, TEXAS FOR PROVIDING TRANSIT OPERATIONS FOR CANBY AREA TRANSIT (CAT).

WHEREAS, the City of Canby on behalf of Canby Area Transit (CAT) entered into a contract with MV Transportation of Dallas, Texas on June 7, 2017 for the provision of transit services.

WHEREAS, the City intends to expand Fixed-Route service hours thereby increasing the estimated number of vehicle revenue hours and the maximum compensation amounts for years 2 and 3 as follows:

Year 2 (7/1/18 – 6/30/19) \$943,001.26 (15,406 VRH - @ \$61.21 per VRH)

Year 3 (7/1/19 – 6/30/20) \$968,729.28 (15,406 VRH - @ \$62.88 per VRH)

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

Section 1. The Mayor and the City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract amendment with MV Transportation, Inc. of Dallas, Texas to provide transit operations for the City's Transit System. A copy of said amendment, dated July 1, 2018, is attached hereto as Exhibit "A" and by this reference incorporated herein.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 7, 2018, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, March 21, 2018 commencing at the hour of 7:30 PM in the City Council Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

2nd Reading

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on March 21, 2018, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

**Amendment 1
Contract for Transit Services
No.: CAT2017**

THIS CONTRACT previously entered into the 7th day of June 2017 by and between the City of Canby, Oregon, a municipal corporation, hereinafter called "City," and MV Transportation, Inc., with headquarters located in Dallas, Texas hereinafter called "Contractor" and collectively referred to herein as the "Parties".

WITNESSETH THAT:

WHEREAS, the Parties entered into a Contract for Transit Services dated June 7, 2017, with an initial contract term of three (3) years, running from July 3, 2017 to June 30, 2020 and an estimated maximum 14,478 Vehicle Revenue Hours (VRH) per year.

WHEREAS, the City intends to expand Fixed-Route service thereby increasing the estimated number of vehicle revenue hours and the compensation amounts for years 2 and 3 as follows:

Year 2 (7/1/18 – 6/30/19) \$943,001.26 (15,406 VRH - @ \$61.21 per VRH)

Year 3 (7/1/19 – 6/30/20) \$968,729.28 (15,406 VRH - @ \$62.88 per VRH)

All other terms, conditions, agreements, and addendums remain in effect between the parties.

IT IS SO AGREED, City and Contractor have executed this Transit Contract Amendment effective July 1, 2018.

Date

Date

Name: Richard Robinson
Title: City Administrator

Name:
Title:

City of Canby
PO Box 930
Canby, OR 97031
503.266.4021

MV Public Transportation, Inc.
5910 N Central Expy. Suite 1145
Dallas, TX 75206
972.391.4600

ORDINANCE NO. 1474

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 2.04.010 REGARDING COUNCIL REGULAR MEETINGS BYCHANGING THE STARTING TIME OF REGULAR MEETINGS TO 7:00 PM WITH AN EFFECTIVE DATE OF JULY 5, 2018

WHEREAS, the City of Canby Municipal Code has the time of the Regular City Council Meetings starting on the first and third Wednesday of every month at 7:30 p.m.

WHEREAS, Effective July 5, 2018 the City Council desires to change the meeting time to 7:00 p.m.

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

Section 1. The Canby Municipal Code (CMC) Chapter 2.04.010 is hereby amended to read as follows:

§ 2.04.010 Regular Meetings.

Regular meetings of the Council shall be held on the first and third Wednesdays of every month at ~~7:30~~ **7:00** p.m. in the council chambers of the City Hall. In the event that the first or third Wednesday of the month is a holiday, the Council meeting shall be held on the following day.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 21, 2018, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, April 4, 2018, commencing at the hour of 7:30 p.m. in the Council Meeting Chambers located at 222 NW 2nd Avenue, 1st Floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

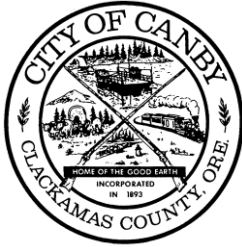
PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on April 4, 2018 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



**BEFORE THE CITY COUNCIL
OF THE CITY OF CANBY**

Re:

A REQUEST FOR APPROVAL OF)	FINDINGS, CONCLUSION & FINAL ORDER
ANNEXATION AND ZONE CHANGE)	ANN 17-01/ZC 17-04
FOR PROPERTY LOCATED IN SOUTHWEST)	MCMARTIN FARMS
CANBY WEST OF 1800 BLOCK OF S. IVY)	HELEN J. MCMARTIN
STREET)	

NATURE OF THE APPLICATION

The Applicants sought approval for an annexation/zone change application ANN 17-01/ZC 17-04 to annex 29.24 acres of real property described as Tax Lots 41E04D01700, and 2000, Clackamas County, Oregon. The property is zoned Clackamas County EFU (Exclusive Farm Use, and is requested to be zoned City R-1 (Low Density Residential), R-1.5 (Medium Density Residential), and R-2 (High Density Residential).

HEARINGS

The Planning Commission considered applications ANN 17-01/ZC 17-04 after the duly noticed hearing on February 12, 2018 during which the Planning Commission recommended by a 7/0 vote that the City Council approve **File# ANN 17-01/ZC 17-04** per the recommendation contained in the staff report.

The City Council considered applications **File# ANN 17-01/ZC 17-04** after the duly noticed hearing on March 7, 2018 during which the Council voted 6/0 to approve **File# ANN 17-01/ZC 17-04**. These findings are entered to document the approval.

CRITERIA AND STANDARDS

In judging whether or not the annexation and zone change applications shall be approved, the Planning Commission determines whether criteria from the *City of Canby Land Development and Planning Ordinance* are met, or can be met by observance of conditions. Applicable criteria and standards were reviewed in the Planning Commission staff report dated February 2, 2018 and presented at the March 12, 2018 City Council public hearing along with the Planning Commission's recommendation.

FINDINGS AND REASONS

The Staff Report was presented and written and oral testimony was received at the Council public hearing. The recommendation to approve **File# ANN 17-01/ZC 17-04** from the Planning Commission was noted by staff.

After hearing public testimony, and closing the public hearing, the City Council acknowledged that the SW Canby Development Concept Plan of which this annexation is a part was previously approved and that it had a degree of flexibility in number of lots and sizes and on the final street locations as long as the associated public infrastructure plans continued to be deemed suitable and subdivision provisions met to arrive at their decision and support their recommendation.

CONCLUSION

In summary, the City Council adopted the findings contained in the staff report, concluded that the annexation/zone change meets all applicable approval criteria, and approved **File# ANN 17-01/ZC 17-04** as

stated below. The City Council's order is reflected below.

ORDER

Based on the application submitted and the facts, findings, and conclusions of the staff memo, and the supplemental findings from the Council public hearing, the City Council of the City of Canby **APPROVES ANNEXATION/ZONE CHANGE** application **File# ANN 17-01/ZC 17-04** as follows:

1. ANN 17-01/ZC 17-04 be approved and,
2. Upon annexation, the zoning of the subject properties be designated as R-1, R-1.5, and R-2 as indicated by the Southwest Canby Development Concept Plan Map and the Canby Comprehensive Plan Map.
3. Staff complete the remaining boundary change processes with the State, County, and district service providers to finalize the boundary change.

I CERTIFY THAT THIS ORDER approving **ANN 17-01/ZC 17-04** was presented to and **APPROVED** by the City Council of the City of Canby.

DATED this 21st day of March, 2018

Brian Hodson
Mayor

Bryan Brown
Planning Director

ORAL DECISION – March 7, 2018

AYES: Smith, Parker, Hensley, Dale, Heidt & Spoon

NOES: None.

ABSTAIN: None.

ABSENT: None.

WRITTEN FINDINGS – March 21, 2018

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Kimberly Scheafer, MMC
City Recorder

**BEFORE THE CITY COUNCIL
OF THE CITY OF CANBY**

In RE:

APPEAL OF PLANNING COMMISSION)	INTERLOCUTORY ORDER
DECISION FOR APPLICATION SUB 17-06)	
REDWOOD LANDING SUBDIVISION BY)	APP 17-03
ICON CONSTRUCTION & DEVELOPMENT,)	
LLC, LOCATED AT 1440, 1548, 1612, 1650,)	
& 1758 N REDWOOD STREET)	

NATURE OF THE APPLICATION

Daniel Webb (Appellant & Applicant), on behalf of property owners north of the proposed Redwood Landing Subdivision, including Linda Thomas at 1864, Andrew Jarmer at 1860, Ryan and Kerrie Oliver at 1850 and Eric and Josephine Recht at 194 N Redwood Street through an Appeal seeks to reverse the Planning Commission recommendation to the Council for approval of SUB 17-06 Redwood Landing Subdivision to divide a 25.21 acres into an 89-lot subdivision on property located at 1440, 1548, 1612, 1650, & 1758 N. Redwood Street and described as Tax Map/Lot 31E34B00700, 00701 and 31E27C00301, 00500, 01200, Clackamas County, Oregon. The property is zoned Low Density Residential (R-1) under the Canby Municipal Code (CMC).

HEARINGS

The Planning Commission considered application SUB 17-06 after the duly noticed public hearing held on December 11, 2017 during which the Planning Commission by a vote of 5/1 approved **SUB 17-06 North Redwood Landing Subdivision submitted by Icon Construction and Development** and approved written findings of their decision at the same evening meeting. Staff sent the final decision notice to those with standing on December 12, 2017.

An Appeal Form and narrative statement outline (File No. APP 17-03) was submitted by Daniel Webb on the appeal deadline of December 22, 2017. Staff requested an extension of the 120-day decision rule from the then existing January 18 deadline to which the applicant provided by email an extension to February 23, 2018 for which Council action and a written decision must otherwise be adopted. The appellant provided a more succinct "appeal statement narrative" on February 9, 2018 that explains the basis of the appeal made of the Planning Commission's approval of the proposed subdivision application.

The City Council after a duly noticed hearing on February 21, 2018, moved to remand application SUB 17-06 on March 7, 2018. This interlocutory order supports the City Council's decision to remand SUB 17-06, thereby allowing the Planning Commission to review an intermediate modification of SUB 17-06.

COUNCIL CONCERNS

After hearing testimony on February 21, 2018 and taking into consideration the Appellant's statement for appeal, the Planning Commission's written decision, and record from the Planning Commission's deliberations and hearing testimony, the staff report, and applicant's original application submittals; the City Council voted to remand City File No. SUB 17-06 Redwood Landing Subdivision located at 1440, 1548, 1650, and 1758 N Redwood Street.

When reviewing modification, the City Council wants the Planning Commission to consider the following concerns:

- The lots in the proposed development were well below the R-1 minimum size of 7000 square feet. The applicant relied on an alternative method of lot sizing (using the concept of density transfer) because of proposed parkland dedication in the application. However, the calculations for the purposes of conducting the density transfer were problematically based on a concept of buildable lands donated that unrealistically relied on tiny, noncontiguous pockets of land that in reality were themselves not truly buildable due to being admittedly surrounded by unbuildable lands, either too steep or too wet to even provide access.
- The amount of proposed parkland dedication was also in excess of what was designated in the Development Concept Plan. This further affected the calculation of density transfer, allowing for even more proposed lots, frustrating the purpose of the R-1 designation in the Development Concept Plan by leading to increasingly smaller lot sizes well below the standards of the R-1 designation. The DCP demonstrated a balanced approach with intentionally varied density and zoning type, and this extreme use of density transfer violated the spirit of this zoning balance provided in the adopted DCP for the area.
- The application relied on numerous “temporary” turnarounds located at street stubs that indefinitely created easements that covered lot areas that were not properly subtracted from the lot sizes of the affected parcels. Because surrounding owners never have to develop, these “temporary” turnarounds might very well exist in perpetuity. In several instances, the subtraction of the easement area of the “temporary” turnarounds would see the lot sizes of affected proposed parcels fall below the absolute minimum of 5000 square feet called for in the Canby Municipal Code.
- The parkland dedication was problematically incomplete in that there was no evidence of appraisal of value for the City Council to consider in their decision-making regarding the amount of parkland dedication to accept.
- Proposed street locations in the application didn’t align with existing lot boundaries of adjacent land owners as recommended by the adopted DCP and against Section 16.13(C) (7) of the Canby Municipal Code, even though the applicant admitted it was feasible to do so.

INTERLOCUTORY ORDER

The City Council hereby remands by this interlocutory order City File No. SUB 17-06 to the Planning Commission to consider an intermediate modification consistent with Council concerns contained herein.

THEREFORE, IT IS ORDERED BY THE CITY COUNCIL of the City of Canby that **SUB 17- 06** be remanded back to the Planning Commission to be modified at a newly advertised public hearing on April 23, 2018.

I CERTIFY THAT THIS INTERLOCUTORY ORDER REGARDING REMANDING SUB 17-06 was presented to and **ORDERED** by the City Council of the City of Canby.

DATED THIS 21st day of March 2018.

Brian Hodson
Mayor

Bryan C. Brown
Planning Director

ORAL DECISION – March 7, 2018

AYES: Smith, Parker, Hensley, Dale, Spoon, & Heidt

NOES: None

ABSTAIN: None.

ABSENT: None.

WRITTEN FINDINGS – March 21, 2018

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Kimberly Scheafer, MMC
City Recorder



City of Canby Bi-Monthly Report
Department: Administration
For Months of: January & February 2018

To: The Honorable Mayor Hodson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist II
Through: Rick Robinson, City Administrator
Date: March 12, 2018

1. Business Licenses:

Sixty-two new business licenses were issued during the months of January and February 2018. This compares to 36 new licenses issued during January and February 2017. Thirty-nine business licenses were inactivated during the months of January and February 2018. This compares to 34 inactivated during the same period in 2017. Two hundred nine business license renewals were sent out, compared to 213 in 2017. The total number businesses licensed with the City of Canby is 1,468 (1451 this time in 2017) of which 672 have Canby addresses (682 this time last year).

2. Cemetery:

- Total property purchases recorded: January - 4 , February - 2
- Total interments recorded: January – 7 , February – 6

3. Public Records Requests:

- Three Public Records Requests were processed during January and February.

4. Training/Meetings:

Kim Scheafer attended

- Presentation of Oregon Records Management System (ORMS)
- Canby Independence Day Committee Kickoff Meeting

5. Special Animal Permits:

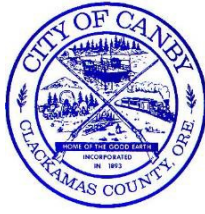
- One special animal permit were issued in January and February.

6. Sidewalk/Park Vending Permit:

- No Sidewalk/Park Vending Permits were issued in January and February.

7. Liquor Licenses Processed:

- One new application was processed along with the annual renewals.



City of Canby Bi-Monthly Report
Department: Court
January/February 2018

To: The Honorable Mayor Hodson and City Council
From: Jessica Roberts, Municipal Court Supervisor
Through: Rick Robinson, City Administrator
Date: March 6, 2018

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

Monthly Statistics	January	February
Misdemeanors		
Offenses Filed	30	22
Cases Filed	16	19
Cases Sentenced	18	33
Warrants Issued	16	11
Misdemeanor Case Detail		
Diversion	2	5
Offenses Dismissed	5	21
Offenses Sentenced	11	7
Traffic & Other Violations		
Offenses Filed	178	177
Cases/Citations Filed	143	131
Cases/Citations Sentenced	142	121
Parking Citations Filed	10	7
Traffic Case Detail		
Diversion	13	18
Dismissal	73	33
Sentenced	56	70
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	1
Jury	0	0
Traffic Trial	7	3
Citations Handled by Violations Bureau	47	50
Defendant Accounts referred to Collections	41	75
Fines & Surcharges Collected	\$34,285.25	\$37,463.29

Explanation of terms:

1. Difference between Offenses Filed vs. Cases Filed

- Multiple offenses (charges) can be filed on any one defendant from a single traffic stop or arrest.
- Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.

2. The Violations Bureau applies to traffic violations only.

Under the Judge's authority, court clerks can accept pleas, offer a deferred sentence program (if qualified) and set a payment plan. Where a crime is charged, a court appearance before the judge is mandatory.

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

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
- Distracted Driver Program (no prior cell phone citation convictions in the last five years and no cell phone citations for 120 days after signing up for the program.
- 1st Offender – Traffic violation (if under the age of 18)
- 1st Offender - Minor in Possession of Alcohol citation

3. Fix It Citations

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 \$25 dismissal fee owed for each fixed violation. This is reflected in the traffic violations dismissed statistic.

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

RE: *CITY COUNCIL BI-MONTHLY REPORT for January and February 2018*

Economic Development Updates:

The following projects are funded through Urban Renewal.

Business Recruitment:

- Sites were proposed for a Portland based metal container manufacturer that is looking for up to 12 acres.
- Sites were submitted to a lumber packaging firm that is looking for 4-7 acres.
- A presentation was made to a developer that could build a \$70 million beverage distribution facility on 20+ acres.
- Sites were presented to a metals manufacturer is looking for 5 – 10 acres for a heavy manufacturing plant.
- A proposal was developed for Project Blake – a large food processing project that involves a 250,000 sf facility and \$250 million in investment.
- IDM development is in early planning stages for constructing a 60,000 SF speculative building at their Sequoia Grove property.
- The economic development director led Team Oregon Manufacturing on a recruitment trip to Vancouver, BC in mid-February. The 4 person team visited nine manufacturers and software companies and held conference calls with two more. The companies were very interested in location advantages of Oregon and were looking to expand or move within two years. Staff is following up on all leads and is putting Canby's best foot forward for consideration.

Under Construction:

- Premier Gear's 60,000 SF manufacturing building on Sequoia Parkway is nearing completion and the company plans to move it in April.
- RL Reimers 20,000 SF building on Hazel Dell Way is under construction. The foundation will be poured soon.

Canby Hotel Study:

Johnson Economics has completed the first stage of the project by evaluating the demand for a new hotel in Canby. The news very is positive. The report will be unveiled at a stakeholders meeting on March 19th. The next stage is to develop marketing materials and begin recruiting hotel developers to consider building a hotel in Canby.

The Dahlia:

The construction of this 58,000 square foot, four story mixed use development is on schedule. Soon the siding will be installed. The interior of the former Police building has been demolished to open the space for future tenants. Several tenants have already leased space. City staff will meet and tour a large potential user interested in the Police building next week.



Renovation of the former Library Building:

T5 Equities has leased the building and is beginning building renovations of at least \$500,000. The space will be transformed into small retail and restaurant spaces on the street facing and the interior will become creative office spaces, with conference rooms, shared amenities and a separate entrance on 3rd Avenue.



Tourism Website:

The VisitCanby.com website is now live. It highlights the many unique visitor attractions and events in our area. The design is very visual and intuitive so that people can find what they need easily. We hope that along the way, they will also discover jewels they never realized Canby had. Taken all together, it is very impressive to see the wide variety of tourism assets our community offers.

The website implements one of the key recommendations in the Canby Community Vision. Its mission is "To inspire Canby area visitors to explore the many unique experiences, events, and attractions our community offers." The content of the site was gathered by the city economic development department in coordination with tourism attraction and event leaders in the community. Canby's own Full Bloom Digital was the website developer. The site will be updated regularly with current event highlights and any new attractions. A tourism grant funded this project.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Julie Blums, Finance Director
Through: Rick Robinson, City Administrator
Covering: January & February 2018
Compiled by: Suzan Duffy

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

- A budget kickoff meeting was held in January with management and lead workers to begin the FY18-19 **budget season**. Departments have submitted current year projections, department narratives and FTE worksheets. Projections for property taxes, franchise fees and State shared revenue have been estimated, and will continue to be reviewed as additional information flows in.

- **Utility bills** included the Parks Maintenance Fee for the first time in February. Significant effort was made by the Utility Billing Clerk to work with our software provider and printing company to ensure the fee was applied correctly and customer statements were accurate. There has been a slight uptick in customer service calls related to the new fee.

- **IRS reporting:** W2's were issued to all employees and the electronic file was submitted to the IRS. For the first time ever 1099's were also reported electronically to the IRS. ACA reconciliations are complete and will be submitted to the IRS in March.

- Annual **Liquor License renewal fee** billing will now be possible due to a cooperative project between Admin, IT and Finance to enable and set up the module in the Finance system.

- **Transit tax** collection notices for the 3rd quarter and Annual Self-Employment Tax return forms were sent out in January. **Outreach letters** offering annual payroll filing to eligible businesses were sent in February. The goal is to reduce unnecessary paperwork for both the City and the customers. This will be an annual process due to the notable success of this project last year.

- Finance staff participated in the **ODOT Compliance Monitoring Review** of the City's Transit program and provided requested financial records. Additional follow up is expected in the next few months.

- Conversion of (LID/AFD) data to the new **Improvement Districts** module in the Finance system was successfully completed.
- The **capital asset data** clean-up project has been completed and the data submitted to our software provider for upload into the upgraded module.
- Finance staff hosted a Canby High School Sophomore for half a day to **job shadow** and learn more about accounts payable, cash receipts, budget, and financial statements.
- The Finance Director has started working with the Court Supervisor to coordinate the transition of the **Municipal Court** reporting to Finance instead of the Police Department.
- Updates to the approval process on City purchase cards were rolled out to management and additional changes to **purchasing procedures** will be made over the coming months.
- Finance processed cash **forfeiture funds** from the Police department totaling over \$18,000 this period. There were seven cases from 2014 and 2015. An allocation from each case is distributed through accounts payable to several state agencies as required by law.

Finance staff participated in the following meetings, trainings and events this period:

- Caselle user group
- Caselle update webinar
- Canby Oregon Records Management System (ORMS) meeting
- CJIS and Court training/observation
- OGFOA Certification Committee meeting

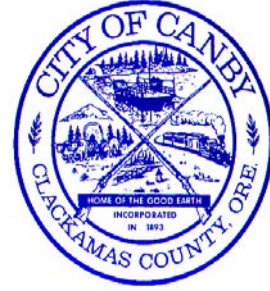
Statistics for FY 2017-2018:

	<u>July- Aug</u>	<u>Sept - Oct</u>	<u>Nov - Dec</u>	<u>Jan - Feb</u>	<u>Mar - Apr</u>	<u>May - June</u>
Accounts Payable						
Invoices:	597	563	484	698		
Invoice entries:	842	881	815	1,132		
Encumbrances:	51	14	9	20		
Manual checks:	14	8	10	8		
Total checks:	397	345	369	373		
Payroll						
Timesheets processed:	461	546	437	437		
Total checks and vouchers:	535	631	511	506		
New hires/separations:	3/7	1/ 4	5/1	5/1		
Transit Tax Collection						
Forms sent:	40	710	976	483		
Penalty & Int. notices sent:	18	1	3	6		
Pre-collection notices sent:	0	122	109	156		
Accounts sent to collections:	145	57	1	43		
Accounts opened/closed:	29/31	22/52	32/29	42/39		
Returns posted:	774	637	398	1,018		
Utility Billing						
Bills sent:	9,581	9,599	9,575	9,607		
Counter payments:	225	238	231	223		
Accounts opened and closed:	168	164	134	106		
Lien payoffs:	1	5	4	4		
Lien payoff inquiries:	55	61	34	33		
Collection notices sent:	19	5	50	16		
Accounts sent to collections	1	0	6	19		
General Ledger						
Total Journal entries:	428	169	258	303		
Cash Receipts Processed						
Finance:	1,215	977	817	1,384		
Utility:	393	492	423	396		

CANBY PUBLIC LIBRARY

BI-MONTHLY STAFF REPORT

January – February 2018



TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 3-9-18

Information Statistics	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Reference	695	653	553	516	598	566	718	652	n/a	n/a	n/a	n/a	4,951
Operational	406	604	345	331	437	404	469	418	n/a	n/a	n/a	n/a	3,414
Computer Help	176	221	158	178	160	160	204	142	n/a	n/a	n/a	n/a	1,399
Reader's Advisory	27	26	23	8	18	15	28	18	n/a	n/a	n/a	n/a	163
Computer Guest Passes	78	86	68	93	69	82	63	77	n/a	n/a	n/a	n/a	616
Job/resume Help	5	14	1	4	2	3	8	2	n/a	n/a	n/a	n/a	39
E-Book Help	15	16	15	18	10	12	14	11	n/a	n/a	n/a	n/a	111
Help In Spanish	39	43	36	54	48	45	35	34	n/a	n/a	n/a	n/a	334
Email Questions	9	15	12	15	15	9	12	10	n/a	n/a	n/a	n/a	97

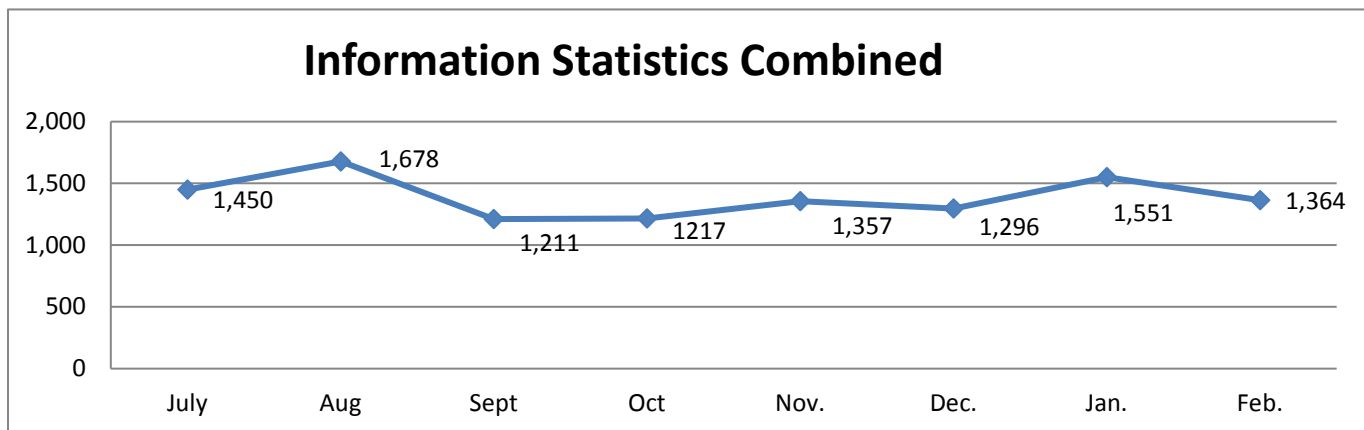
Reference: Informational questions, placing holds

Operational: Addressing directional/operational questions (what time do you close, where's the...)

Readers Advisory: Recommending books, movies, music

E-Book Help: Instruction on downloading E-books

Computer: Instruction/assistance



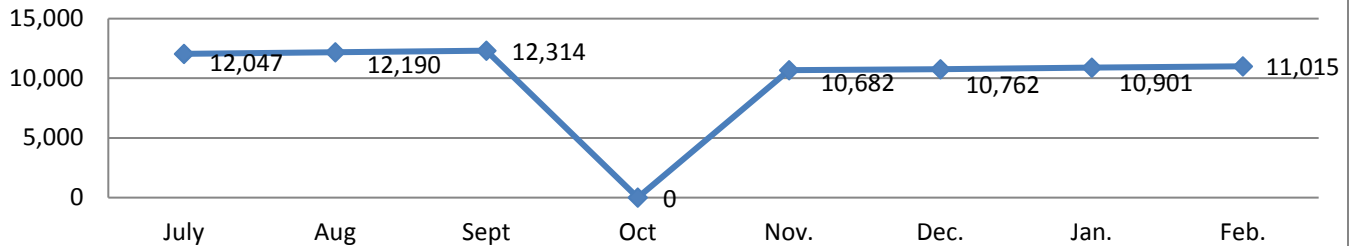
Circulation Statistics

(Canby Service Population = 23,984)

*LINCC Deleted expired library accounts in September 2017

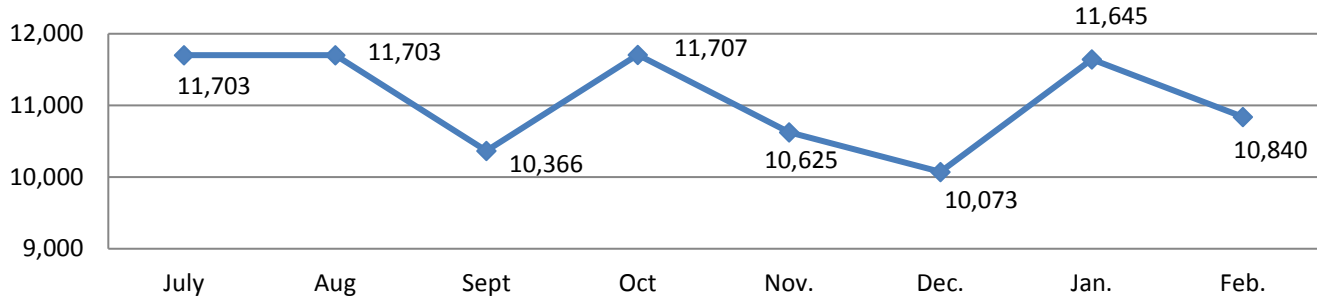
	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total/Avg
Total Registered Borrowers*	12,047	12,190	12,314	*10,572	10,682	10,762	10,901	11,015	n/a	n/a	n/a	n/a	11,015
New Library Cards	120	146	127	123	111	82	136	110	n/a	n/a	n/a	n/a	955
Number of Materials Owned	62,581	60,791	59,687	59,691	59,169	57,097	56,835	57,091	n/a	n/a	n/a	n/a	57,091
Circulation	25,134	24,575	22,687	23,937	23,339	22,458	25,440	23,280	n/a	n/a	n/a	n/a	190,850
People Counter	11,703	11,703	10,366	11,707	10,625	10,073	11,645	10,840	n/a	n/a	n/a	n/a	88,682
Materials Added	284	739	964	858	732	744	984	766	n/a	n/a	n/a	n/a	6,071
Holds Placed	5,720	5,676	5,681	5,905	5,669	5,260	6,938	5,997	n/a	n/a	n/a	n/a	46,836
Self-Check	40.8%	64.8%	63.4%	65.2%	64%	65.7%	67.1%	65.8%	n/a	n/a	n/a	n/a	62.0%
Public Internet Sessions	1,595	1,717	1,305	1,493	1,584	1,520	1,615	1,482	n/a	n/a	n/a	n/a	12,310
Facebook Likes	764	777	782	787	793	804	812	822	n/a	n/a	n/a	n/a	804
Volunteer Hours	250.75	238.75	209.25	227.25	204.25	204.25	244.25	186.5	n/a	n/a	n/a	n/a	1,335
Lilac and Iris Room use	74	71	57	51	76	79	95	81	n/a	n/a	n/a	n/a	253

Total Registered Borrowers*



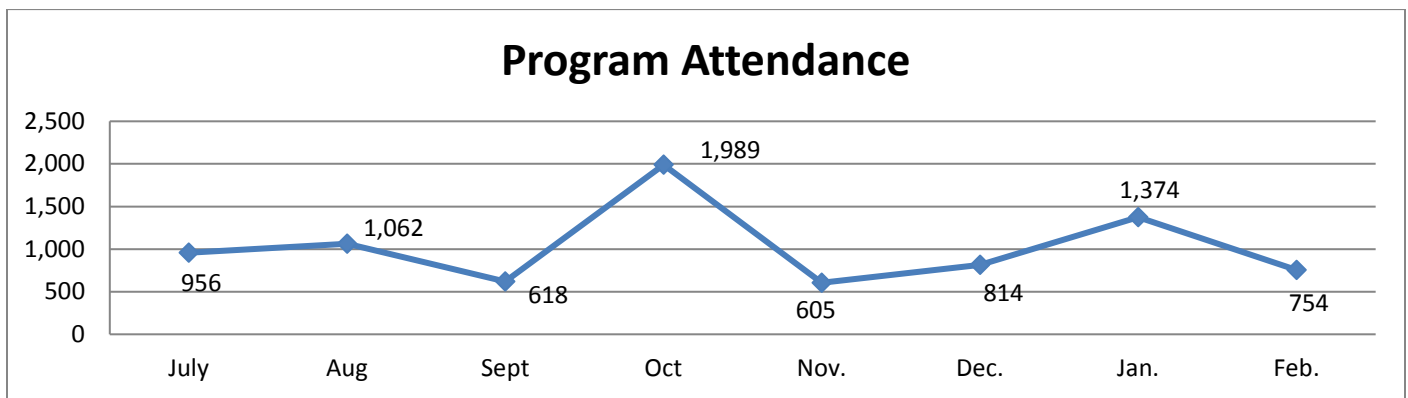
LINCC deleted expired accounts in September

People Counter



Programming:

	ATTENDANCE			NUMBER OF PROGRAMS			
	Adults	Teen	Children	Adult	Teen	Children's	Family
July	384	85	487	14	4	13	12
August	495	55	512	17	2	11	30
September	365	15	238	22	1	15	12
October	1052	34	903	24	1	18	11
November	336	28	241	16	3	17	8
December	511	16	287	24	2	21	10
January	952	26	396	47	6	21	30
February	441	52	261	21	3	17	11



Library Operations:

- The library's *Love us We'll Love You Back* Promotion waived \$3,068.70 in fines and took in \$3,256.13 in revenue.
- The Library Board is working on a presentation for City Council to update them with what's going on in the Library District and a "State of the Library".
- The library has been hosting several community meetings on teen suicide prevention.
- The library closed to the public on February 20th due to icy roads.

Programming:

- The library is held its first adult winter reading program, which will go through March 15th. 164 people signed up for the program and 19 completed so far. Those who completely fill out the BINGO sheet will be entered in to a drawing for a Kindle Fire.
- Irene coordinated a meeting with library staff and the Friends to work on jointly streamlining and expanding our publicity. Katherine and Marisa set up Instagram and Twitter accounts.

Outreach

- On February 21st the library held a teen input meeting on ideas for the teen room and for teen programs. 14 teens attended and 10 adults including

members of the Canby Rotary who are planning on funding some of the ideas. The teens wanted to see the walls painted and suggested graffiti art.

- Angelica has been doing outreach during the ESL classes at Baker Prairie. She shared information about the \$ for \$ fine forgiveness and talked about the electronic resources on the databases. She also did storytimes and Valentine's craft activity for the kids.
- Families from Trost School visited the library for a literacy night. Angelica prepared a display featuring the new items that we have received so far from Guadalajara. She also read a few stories and shared tips with parents tips to encourage their children to read.
- The library purchased mobile circ. This equipment will enable us to issue library cards and check out materials at outreach events.

Library District Advisory Committee (LDAC):

- The BCC has authorized LDAC to set up two task forces. One to address the Gladstone/Master Order issue and the other to look into the sustainability of LINCC libraries.
- Kathleen Myron made a presentation to LDAC on the financial status of the Canby Library and the shortfall for FY 17/18.

Partnerships:

- The library has collected a number of entries for the essay contest for the new Women's Heritage Trail. The dedication ceremony will take place in the Willamette Room on March 22nd. Former governor Barbara Roberts is expected to attend.

Friends of the Library:

- The Friends have committed to providing over \$18,000 for our FY 18/19 programs.
- Their Book garden sales for January were \$1,134.50 and \$1,048.50 in February.
- The Friends will no longer hold a first weekend of the month book sale. Instead they will feature sale items as needed.
- The Friends held their annual meeting on February 8th and elected new officers.
- The Friends also hosted *Good Morning Canby* at the library on February 8th.
- The Friends will hold a Patio Tour of Homes here in Canby on August 4th.

Volunteers:

- Volunteer of the month of January is Maru Grove. Maru has been helping Angelica with miscellaneous projects for several months.
- Volunteers of the month of February are Katy McDonald and her dog Digby. We are very fortunate that Katy helped establish Read-to-the-Dog as one of our best-loved new programs.

Library Artwork:

- The artwork currently displayed in the library is by Tara Choate, a watercolor artist from Salem.

Jan-18		Friends Sponsored	ATTENDANCE			TYPE OF PROGRAM			
	Date		Adults	Teen	Children	Adult	Teen	Children's	Family
CHILDREN									
Storytimes									
Songs and Sillies Storytime (ages 2-6)	1/8/2018		12	0	14	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	closed		0	0	0	0	0	0	0
Songs and Sillies Storytime (ages 2-6)	1/22/2018		14	0	17	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	1/29/2018		8	0	11	0	0	1	0
Book Babies Storytime (ages 0-2)	1/3/2018		10	0	10	0	0	1	0
Book Babies Storytime (ages 0-2)	1/10/2018		10	0	12	0	0	1	0
Book Babies Storytime (ages 0-2)	1/17/2018		12	0	12	0	0	1	0
Book Babies Storytime (ages 0-2)	1/24/2018		9	0	8	0	0	1	0
Book Babies Storytime (ages 0-2)	1/31/2018		9	0	7	0	0	1	0
Russian Storytime	1/4/2018		1	0	2	0	0	1	0
Russian Storytime	cancelled		0	0	0	0	0	0	0
Russian Storytime	1/19/2018		2	0	3	0	0	1	0
Russian Storytime	1/25/2018		2	0	2	0	0	1	0
Friday Storytime	1/5/2018		16	0	21	0	0	1	0
Friday Storytime	1/12/2018		10	0	12	0	0	1	0
Friday Storytime	1/19/2018		7	0	12	0	0	1	0
Friday Storytime	1/26/2018		7	0	12	0	0	1	0
Read to Digby	1/5/2018		0	0	4	0	0	1	0
Read to Digby	1/12/2018		0	0	2	0	0	1	0
Read to Digby	1/19/2018		0	0	5	0	0	1	0
Read to Digby	1/26/2018		0	0	4	0	0	1	0
TOTAL			129	0	170	0	0	19	0
Hispanic Programs									
Spanish Storytime (for the whole family)	1/6/2018		0	2	1	0	0	0	1
Spanish Storytime (for the whole family)	1/13/2018		0	0	0	0	0	0	1
Spanish Storytime (for the whole family)	1/20/2018		2	1	3	0	0	0	1
Spanish Storytime (for the whole family)	1/27/2018		3	0	6	0	0	0	1
Nuestros Abuelos	1/9/2018		1	0	0	1	0	0	0
Nuestros Abuelos	1/16/2018		3	0	0	1	0	0	0
Nuestros Abuelos	1/23/2018		2	0	0	1	0	0	0
Nuestros Abuelos	1/30/2018		2	0	0	1	0	0	0
Intercambio	1/6/2018		4	2	0	1	0	0	0
Intercambio	1/13/2018		1	2	0	1	0	0	0
Intercambio	1/20/2018		4	2	0	1	0	0	0
Citizenship class	1/11/2018		20	0	0	1	0	0	0
Citizenship class	1/18/2018		22	0	0	1	0	0	0
Citizenship class	1/25/2018		28	0	0	1	0	0	0
TOTAL			92	9	10	10	0	0	4
TEENS									
Anime night	1/10/2018		9	0	0	0	1	0	0
Wii night	1/24/2018		10	0	0	0	1	0	0
TOTAL			19	0	0	0	2	0	0
Homeschooler Group	1/2/2018		0	0	0	0	0	0	1
Homeschooler Group	1/16/2018		1	0	4	0	0	0	1
Family Evening (KC Puppetree)	1/25/2018	FOL	4	0	10	0	0	0	1
S.T.E.A.M. Night	1/11/2018		6	0	7	0	0	0	1
Legoes at the Library	1/2/2018		5	0	12	0	0	0	1
Music in the Stacks									
Next of Kin	1/20/2018	FOL	33	0	0	0	0	0	1
TOTAL			49	0	33	0	0	0	6
ADULT									
Book Clubs									
History Book Group	1/24/2018		5	0	0	1	0	0	0
Book Group -	1/25/2018		6	0	0	1	0	0	0
Instruction Classes									
Mindfulness & Relationships	1/9/2018	FOL	22	0	0	1	0	0	0
Retirement Planning	1/16/2018	FOL	1	0	0	1	0	0	0
Mental Health Awareness	1/23/2018	FOL	10	0	0	1	0	0	0
Talking About Dying	1/30/2018	FOL	9	0	0	1	0	0	0
Fireside Chat	1/10/2018	FOL	20	0	0	1	0	0	0
Fireside Chat	1/17/2018	FOL	21	0	0	1	0	0	0
Fireside Chat	1/24/2018	FOL	22	0	0	1	0	0	0
Author Talk Ruth Wariner	1/18/2018	FOL	78	0	0	1	0	0	0
Loneliness and Older Adults	1/31/2018	FOL	19	0	0	1	0	0	0
E-Reader Help									
Knitting and Crocheting	1/4/2018		4	0	0	1	0	0	0
Knitting and Crocheting	1/11/2018		6	0	0	1	0	0	0
Knitting and Crocheting	1/18/2018		9	0	0	1	0	0	0
Knitting and Crocheting	1/25/2018		6	0	0	1	0	0	0
TOTAL			553	15	76	35	4	0	16
LIBRARY TOURS									
Mulino Head Start group 1	1/18/2018		5	0	18	0	0	1	0
Mulino Head Start group 2	1/18/2018		5	0	18	0	0	1	0
Lee School ELL (Spanish)	1/10/2018		20	2	16	0	0	0	1
Lee School ELL (English)	1/17/2018		16	0	44	0	0	0	1
TOTAL			46	2	96	0	0	2	2
OUTREACH									
Citizenship class presentation to the Canby Kiwanis	1/8/2018		35	0	0	1	0	0	0
ESL Class (Volunteers--Crafts and Stories)	1/10/2018		0	0	5	0	0	0	1
ESL Class (Angelica-- Promotion of Library programs / Crafts and Stories)	1/17/2018		20	0	6	0	0	0	1
Spanish class (Volunteer--Promotion of Intercambio at the Community Education Spanish class)	1/25/2018		9	0	0	1	0	0	0
TOTAL			64	0	11	2	0	0	2
TOTALS			952	26	396	47	6	21	30

Feb-18		Friends Sponsored	ATTENDANCE			TYPE OF PROGRAM			
	Date		Adults	Teen	Children	Adult	Teen	Children's	Family
CHILDREN									
Storytimes									
Songs and Sillies Storytime (ages 2-6)	2/5/2018		7	0	9	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	2/12/2018		8	0	10	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	closed		0	0	0	0	0	0	0
Songs and Sillies Storytime (ages 2-6)	2/26/2018		10	0	12	0	0	1	0
Book Babies Storytime (ages 0-2)	2/7/2018		9	0	8	0	0	1	0
Book Babies Storytime (ages 0-2)	2/14/2018		14	0	14	0	0	1	0
Book Babies Storytime (ages 0-2)	2/21/2018		4	0	3	0	0	1	0
book Babies Storytime (ages 0-2)	2/28/2018		10	0	12	0	0	1	0
Russian Storytime	2/1/2018		0	0	0	0	0	1	0
Russian Storytime	2/8/2018		2	0	3	0	0	1	0
Russian Storytime	2/15/2018		4	0	4	0	0	1	0
Russian Storytime	2/22/2018		0	0	0	0	0	1	0
Friday Storytime	2/2/2018		13	0	19	0	0	1	0
Friday Storytime	2/9/2018		5	0	8	0	0	1	0
Friday Storytime	2/16/2018		9	0	15	0	0	1	0
Read to Digby	2/2/2018		0	0	5	0	0	1	0
Read to Digby	2/9/2018		0	0	3	0	0	1	0
Read to Digby	2/16/2018		0	0	3	0	0	1	0
Read to Digby	2/23/2018		0	0	2	0	0	1	0
TOTAL			88	0	121	0	0	17	0
HISPANIC PROGRAMS									
Spanish Storytime (for the whole family)	2/3/2018		0	0	5	0	0	0	1
Spanish Storytime (for the whole family)	2/10/2018		2	0	8	0	0	0	1
Spanish Storytime (for the whole family)	2/17/2018		4	0	6	0	0	0	1
Spanish Storytime (for the whole family)	2/24/2018		2	0	6	0	0	0	1
Nuestros Abuelos	2/6/2018		Cancel	0	0	0	0	0	0
Nuestros Abuelos	2/13/2018		4	0	0	1	0	0	0
Nuestros Abuelos	2/20/2018		Cancel	0	0	0	0	0	0
Nuestros Abuelos	2/27/2018		2	0	0	1	0	0	0
Intercambio	2/3/2018		8	1	0	1	0	0	0
Intercambio	2/10/2018		5	1	0	1	0	0	0
Intercambio	2/17/2018		3	2	0	1	0	0	0
Intercambio	2/24/2018		13	3	0	1	0	0	0
Citizenship class	2/1/2018		28	0	0	1	0	0	0
Citizenship class	2/8/2018		23	0	0	1	0	0	0
Citizenship class	2/15/2018		18	0	0	1	0	0	0
Citizenship class	2/22/2018		19	0	0	1	0	0	0
			131	7	25	10	0	0	4
Teens									
Bead-it Bracelets	2/7/2018	FOL	0	5	0	0	1	0	0
Just Dance party	2/21/2018	FOL	7	24	0	0	1	0	0
Teen Community Input Meting		FOL	10	14	0	0	1	0	0
TOTAL			17	43	0	0	3	0	0
FAMILY									
Family Evening (Creature Feature)	2/22/2018	FOL	45	0	41	0	0	0	1
S.T.E.A.M. Night	2/8/2018	FOL	3	0	4	0	0	0	1
Legos at the Library	2/1/2018		1	0	9	0	0	0	1
Music in the Stacks									
Big Foot Mojo	2/17/2018	FOL	27	0	0	0	0	0	1
TOTAL			76	0	54	0	0	0	4
ADULT									
General Programs									
Carousel History	2/6/2018		5	0	0	1	0	0	0
Meditation Bracelets	2/13/2018	FOL	21	0	0	1	0	0	0
Pints from the Past	2/12/2018		11	0	0	1	0	0	0
Beyond Fake News	2/27/2018	FOL	16	0	0	1	0	0	0
Book Clubs									
History Book Group	2/21/2018		5	0	0	1	0	0	0
Book Group -	2/22/2018		6	0	0	1	0	0	0
Instruction Classes									
E-Reader Help				0	0	1	0	0	0
Knitting and Crocheting	2/1/2018		6	0	0	1	0	0	0
Knitting and Crocheting	2/8/2018		4	0	0	1	0	0	0
Knitting and Crocheting	2/15/2018		6	0	0	1	0	0	0
Knitting and Crocheting	2/22/2018		6	0	0	1	0	0	0
TOTAL			86	0	0	11	0	0	0
OUTREACH									
Carus School Literacy Event (Peggy)	2/13/2018		20	0	42	0	0	0	1
ESL Class Outreach (Angelica)	2/14/2018		13	2	4	0	0	0	1
Trost Visit the Library (Angelica)	2/28/2018		10	0	15	0	0	0	1
TOTAL			43	2	61	0	0	0	3
TOTALS			441	52	261	21	3	17	11



MEMORANDUM

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

RE: *CITY COUNCIL BI-MONTHLY REPORT*

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Canby Independence Day Celebration Musician Search** – The Canby Independence Day Celebration held a Musician Search for the 2018 event. The Independence Day Celebration boasts two stages that feature musicians throughout the day – one stage is located in Wait Park and the second is in the Beer Garden on NW 2nd Avenue between Grant and Holly Streets. Musicians and bands were asked to submit information on types of music played, song lists, cost, and additional topics. The city received information from eleven bands – many of which have played the Independence Day Celebration or other city events in the past. The bands chosen for the 2018 event are: Return Flight, Longshot, and Cool Change.

Organization

- **Clackamas County Heritage Council** – The City of Canby has become a member of the Clackamas County Heritage Council (CCHC) to more effectively connect with people and organizations who are focused on heritage in Clackamas County. At the January 22nd meeting, Jamie Stickel was elected by unanimous vote to take over as Chair for the 2018 year. The CCHC represents heritage organizations throughout Clackamas County and provides training, networking, and partnership opportunities for those involved.
- **Women's Heritage Trail** – The City of Canby's Heritage and Landmark Commission is working on a Women's Heritage Trail as part of the 2017 Certified Local Government grant from the State Historic Preservation Office. This program will identify Canby women who helped to shape the community and town. The Heritage and Landmark Commission has identified a March 22nd unveiling date. This event is open to the public, and will feature speakers, including Barbara Roberts, Oregon's first female Governor. The Heritage and Landmark Commission are working in conjunction with the Canby Kiwanis and Canby Public Library on the program. As part of its outreach, a Women's Heritage essay contest has been launched with the Canby School District and winners will have the opportunity to read their essay at the launch events.
- **Oregon Main Street Network Meeting** – The winter Oregon Main Street Network meeting was held in Independence, OR on January 18th and 19th. The Network meetings provides updates from the Oregon Main Street program, local program updates, and technical assistance. The second day of the meeting was information on the Secretary of the Interior's Standards, by a State Historic Preservation Office restoration specialist, as well as a



Storytelling Workshop. The Network meeting are mandatory in order to keep Canby Main Street's standing with the Oregon and Nation Main Street networks.

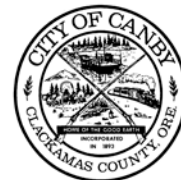
Economic Vitality

- **New Businesses Alert** – Gwynn's Coffeehouse opened its doors at 190 NW 2nd Avenue on January 3rd, 2018. The family-owned coffeehouse features hand crafted coffee, delicious pastries, soup and sandwich lunch specials, a wine bar and more. Gwynn's is dedicated to partnering with local businesses to feature products that are true to this region. They feature coffee from K&F Coffee Roasters in Portland, OR. The Main Street program has featured this business opening on their Facebook page and weekly newsletter. ***Hours of Operation:*** Monday - Thursday, 6:00am - 7:00pm; Friday, 6:00am - 9:30pm; Saturday, 8:00am - 9:30pm; Sunday, 8:00am - 2:00pm



Design

- **Façade Improvement Program** – Jon Berg, owner of the buildings on the corner of 1st Avenue and Holly that house Canby Trophy's, Bikes N More, and the former Pregnancy Care Center, has submitted his application for a façade improvement grant. Mr. Berg intends to re-side the buildings, add awnings, new signage, lighting, and additional improvements to those buildings. He is currently working on construction renderings and acquiring three bids, and then his application will be presented to the Canby Urban Renewal Agency.



PLANNING & DEVELOPMENT SERVICES

JANUARY – FEBRUARY BI-MONTHLY REPORT

TO: *Honorable Mayor Hodson and City Council*

FROM: *Bryan Brown, Planning Director*

DATE: *March 9, 2018*

THROUGH: *Rick Robinson, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of January and February, 2018. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and development site plan review coordination projects for building permits.

Planning Activities

- 1. Quiet Zone.** The City met with ODOT to work out options available to the City in moving forward with the necessary design work for reconstructing the intersection of N. Elm and OR 99E in order to accommodate the turning radius required by large truck trailers in a manner that also will allow the median for implementation of the quiet zone requirements by rail officials. The City Administrator will be choosing an option in March for moving forward. Immediate Opportunity Fund grant funds have been approved to assist with the project.
- 2. Buildable Land Needs Study.** Final report preparation is in progress.
- 3. South Ivy Street 2016-2018 STIP Enhance Project.** A new IGA to reflect the Counties new authority on project is underway. Design and engineering for the project continues. Time frame for actual construction may change. More to follow on that.
- 4. Community Development Block Grant Application for N Pine.** The City has been awarded CDBG funding to reconstruct 2 blocks on North Pine Street. The City is contemplating whether to move forward or not on the project and have been given 90 days to make a decision.

LAND USE APPLICATION ACTIVITY

5. Pre-Application Conference(s) Held: None

6. Land Use Applications Submitted January 1 – February 28, 2018:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
ANN 18-01 & ZC 18-01	Dupont/Rick Givens	Annexation/Zone Change	2525 NE Territorial Pl
DR 18-01 & MLP 18-01	Jason Bristol	Tievoli Apartments 2 Buildings - 8 Units	203 SW 3rd Ave
FP 18-02	Craig Galvin	LLA 15-04 & Partition Plat	259 Sequoia Parkway
FP 18-01	Peter Hostetler	Lot Line Adjustment-Replat & Partition Plat	861 853 S Redwood Street

7. Pre-Construction Conference(s) Held:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRC 18-02	Ralph Netter	Faist Addition No. 8 Subdivision	East of 1966 SE 13th Ave
PRC 18-01	Tom Scott	Trail Crossing Apartments	NE Territorial

8. PC Meeting Items Reviewed:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
ANN 17-01 & ZC 17-04	Tucker Mayberry Mary Johnson	Annexation-McMartin Farms	1901 S. Ivy St
ANN 17-02 & ZC 17-03	Stafford Development	SW Canby Annexation/Zone Change & SW Canby DCP	1535, 1547, 1555, 1701, 1715, 1735 S Fir St & 1841 S Ivy St

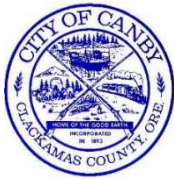
**9. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit
January 1, 2016 through February 28, 2018:**

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 18-27	Steve Thoroughman	Accessory Building - Shop	880 NE 34th Pl
SP 18-26	Robyn Skogman	Accessory Building	645 NE 20th Ave
SP 18-25	Country Side Living	Change of Use	352 NW 2nd Ave
SP 18-24	Nick Netter Construction	SFR	1963 SE 11th Ave
SP 18-23	Allen Manuel/Gary Indra	Change of Use – Bair House	375 NW 3rd Ave
SP 18-22	WVCC	Demo Structures	900 Country Club Place
SP 18-21	Kona Ice/Mark Burk	Change of Use	300 S Redwood - Suite 140
SP 18-20	WVCC	Golf Cart Storage Building	900 Country Club Place
SP 18-19	Heritage Homes	SFR	2140 SE 10th Pl, Lot 89, Timber Park
SP 18-18	Heritage Homes	SFR	2156 SE 10th Pl, Lot 89, Timber Park
SP 18-17	Jason Bristol	Duplex (2 SFR)	485 & 487 N Locust
SP 18-16	Marty Clark	SFR	765 NW 11th Ave
SP 18-15	Gerald Ray	Garage	615 NW Territorial
SP 18-14	John Residential Constr. Group	Interior Demo - Old Police Bldg	122 N Holly
SP 18-13	Beatriz Andrade	Upper Deck	309 NE 19th Ave
SP 18-12	Will Snyder	SFR	620 NW 11th Ave
SP 18-11	Auric Solar - Andres Becerra	Install solar PV array on roof	1408 Hazelnut Ct
SP 18-10	Salisbury Construction	SFR	214 SW 6th Pl
SP 18-09	Puddin River Chocolates	Change of Use Permit for Accessory Bldg. for retail & mfg. home occupation.	1440 S Ivy Street
SP 18-08	Concept Custom Homes	SFR	1804 SE 11th Ave, Faist 6, Lot 21
SP 18-07	Jon Dversal	Interior remodel	2330 NE Country Club Dr
SP 18-06	Gareth & Lynette Duggan	SFR	780 NW 11th Ave, Northwood 3 Lot 89
SP 18-05	Cliff Bates	Arbor for Fence	780 NW 10th Ave, Northwood 3 Lot 74
SP 18-04	Heritage Homes	SFR	2180 SE 10th Pl, Lot 86, Timber Park

SP 18-03	Heritage Homes	SFR	2168 SE 10th Pl, Lot 87, Timber Park
SP 18-02	Peter Hostetler, KHC, Inc	Tenant remodel	435 NW 3rd Ave
SP 18-01	Canby Rental & Equipment	House Demolition	491 NW 2nd Ave

10. Active Permit Finals by Clackamas County, January 1 – February 28, 2018

FINAL DATE	PROJECT	ADDRESS
2/14/2018	SEQUOIA GROVE APARTMENTS LEASING OFFICE	259 S SEQUOIA PKY
2/13/2018	SEQUOIA GROVE APARTMENTS BLDG K	259 S SEQUOIA PKY
2/14/2018	SEQUOIA GROVE APARTMENTS BLDG O	259 S SEQUOIA PKY
2/14/2018	SEQUOIA GROVE APARTMENTS BLDG P	259 S SEQUOIA PKY
2/14/2018	SEQUOIA GROVE APARTMENTS BLDG Q	259 S SEQUOIA PKY
2/9/2018	TRI-PLEX: 441 , 443, 445	441 SE TOWNSHIP RD
2/8/2018	Suntel Gardiner E NSFR	1295 N ELM ST
1/18/2018	Northwoods 2 - NFSR - Lot #67	520 NW 10TH AVE
1/17/2018	Northwoods 2 - NFSR - Lot #67	520 NW 10TH AVE
1/16/2018	Village On The Lochs Sp #10 - New MH	1655 S ELM ST
1/16/2018	Village On The Lochs Sp #14 - New MH	1655 S ELM ST
1/16/2018	Village On The Lochs Sp #6 - New MH	1655 S ELM ST
1/16/2018	Village On The Lochs Sp #9 - New MH	1655 S ELM ST
1/16/2018	Village On The Lochs Sp #13 - New MH	1655 S ELM ST
1/16/2018	Village On The Lochs Sp #15 - New MH	1655 S ELM ST
1/10/2018	NFSR	1807 SE 10TH AVE
1/2/2018	NFSR - Caitlyns Place - Lot 4	850 CAITLYN PL
1/2/2018	Caitlyn's Place, Lot 6, NFSR	770 CAITLYN PL



City of Canby Bi-Monthly Report Department: Police January / February 2018

To: The Honorable Mayor Hodson and City Council
From: Chief Bret Smith
Through: Rick Robinson, City Administrator
Date: March 9, 2018

Effective January 2018, the department report format has been revised to provide detailed community and criminal activity statistics.

	January	February
Calls for Service Dispatched 911 and non-emergency calls	1,485	1,710
Property Crimes Reported		
Burglary	3	2
Motor Vehicle Theft (unlawful entry or use of motor vehicle)	6	2
Fraud	2	4
Robbery	0	0
Theft I, II, & III	13	18
Forgery	1	0
Trespass	2	3
Vandalism (Criminal Mischief)	9	7
Person Crimes Reported		
Assault	1	8
Disorderly Conduct (includes resisting arrest)	2	0
Carrying Concealed Weapons (knife, blade, etc.)	1	1
Identity Theft	2	6
Interfering with Peace Officer	1	0
Harassment, Intimidation or Threats	2	5
Menacing	3	0
Sex Offenses	0	2
Criminal Trespass	0	3
Endangering Welfare of a Minor	2	0
Arrests		
Warrant Arrests (and contempt of court, restraining order, parole violations)	15	7
Adult and Juvenile Custodies (includes juvenile curfew)	41	42
Drug Crimes		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	10	15
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	2	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
Traffic Crimes, Accidents, Citations		
Attempt to Elude	1	3
Driving Under the Influence of Intoxicants	10	10
Other Traffic Crimes (hit & run, driving while suspended, etc.)	7	6
Traffic Accidents	5	6
Traffic Citations	263	220
Total Reports (includes non-criminal information reports not listed above)	344	329

Crimes combine misdemeanor and felony offenses,
reported to State of Oregon for inclusion in the annual national FBI crime report.

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: March 6, 2018

Re: Bi-monthly Report

The Canby Swim Center has been busy lately with a rise in interest in lap swims and swimming lessons. We are happy the weather hasn't put too big of a damper on things this year. The Canby Swim Center has been able to be open regular hours every day, even thru the snow. We are now three weeks into our spring schedule and everything is going great. The Canby High School is all done for the year as the Canby Gators finish up their winter championship season in a few weeks.

The CHS Swim Team finished well with six swimmers at high school state, Jarod Spencer, Mairén Chard and Kaitlyn Hester all swam individually along with two relays. This is also championship run for the Canby Gators. They compete in three different age group states. There is a state meet for 10 and under swimmers, then one for 11-14 swimmers and finishing with senior state. After that they have a team championship and a couple regional age group meets with around 10 western states coming together to compete. The Gator are doing very well so far, a couple more weeks to go and then on to the summer long course season in April.

Spring is a busy time at the pool. Our schedule includes; morning preschool lessons and evening lessons for all ages. There is also Spring Penguin Club and the Tri-It class. Penguin club is run by the Canby Swim Center and is an advanced swimming lesson or swim team prep. The Tri-It class is an adult class that teaches you to swim more efficiently class for open water or triathlon swimmers. We have extra 1-3pm public swims during spring break along with a lifeguard class, which this year is March 26-30. Spring is when all the Canby second grade classes come to the Pool for learn to swim lessons. This year we also provided lessons for two of the Molalla schools.

Attendance and revenue numbers are good for January and February over last year. Revenue is up \$3,900 for the two months and up \$6,300 total for this year so far. Attendance numbers are up 1,200 for January and February Last year, and up 1,700 swims overall July thru February.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for January 2018
DATE: 2018 March Report

CANBY SWIM CENTER January	ADMIT 2017	ADMIT 2018	PASS 2017	PASS 2018	TOTAL 2017	TOTAL 2018	YTD TOTAL 16-17	YTD TOTAL 17-18
MORNING LAP	58	63	394	384	452	447	2568	2433
ADULT RECREATION SWIM	16	39	346	529	362	568	2916	3303
MORNING WATER EXERCISE	64	78	312	567	376	645	3144	3525
PARENT/ CHILD	0	0	0	0	0	0	856	1012
MORNING PUBLIC LESSONS	172	165	0	0	172	165	4218	4151
SCHOOL LESSONS	387	1000	0	0	387	1000	667	1000
NOON LAP	128	98	284	287	412	385	2107	2048
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	642	226	10	19	652	245	3329	3016
PENGUIN CLUB	0	0	0	0	0	0	996	977
CANBY H.S. SWIM TEAM	0	0	957	820	957	820	2047	2074
CANBY GATORS	0	0	480	800	480	800	4369	4859
MASTER SWIMMING	0	0	54	40	54	40	217	221
EVENING LESSONS	723	770	0	0	723	770	6448	6525
EVENING LAP SWIM	32	45	32	51	64	96	541	590
EVENING PUBLIC SWIM	235	262	38	6	273	268	2754	2439
EVENING WATER EXERCISE	55	87	41	32	96	119	618	596
ADULT LESSONS	0	0	0	0	0	0	38	30
GROUPS AND RENTALS	343	414	0	0	343	414	2274	2459
OUTREACH SWIMMING	0	0	0	0	0	0	321	658
TOTAL ATTENDANCE	2855	3247	2948	3535	5803	6782	40428	41916

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for February 2018
DATE: 2018 March Report

CANBY SWIM CENTER February	ADMIT 2017	ADMIT 2018	PASS 2017	PASS 2018	TOTAL 2017	TOTAL 2018	YTD TOTAL 16-17	YTD TOTAL 17-18
MORNING LAP	52	62	328	341	380	403	2948	2836
ADULT RECREATION SWIM	22	13	353	375	375	388	3291	3691
MORNING WATER EXERCISE	66	73	429	405	495	478	3639	4003
PARENT/ CHILD	122	132	0	0	122	132	978	1144
MORNING PUBLIC LESSONS	160	151	0	0	160	151	4378	4302
SCHOOL LESSONS	572	740	0	0	572	740	1239	1740
NOON LAP	83	93	229	270	312	363	2419	2411
TRIATHLON CLASS	0	12	0	0	0	12	0	12
AFTERNOON PUBLIC	222	293	32	17	254	310	3583	3326
PENGUIN CLUB	0	0	180	106	180	106	1176	1083
CANBY H.S. SWIM TEAM	0	0	369	297	369	297	2416	2371
CANBY GATORS	0	0	782	917	782	917	5151	5776
MASTER SWIMMING	0	0	48	36	48	36	265	257
EVENING LESSONS	1135	1067	0	0	1135	1067	7583	7592
EVENING LAP SWIM	46	40	50	40	96	80	637	670
EVENING PUBLIC SWIM	321	261	27	13	348	274	3102	2713
EVENING WATER EXERCISE	50	69	43	35	93	104	711	700
ADULT LESSONS	0	0	0	0	0	0	38	30
GROUPS AND RENTALS	355	447	0	0	355	447	2629	2906
OUTREACH SWIMMING	0	0	0	0	0	0	321	658
TOTAL ATTENDANCE	3206	3453	2870	2852	6076	6305	46504	48221



January and February, 2018
Monthly Reports

Fleet Department – Robert Stricker
Parks Department – Jeff Snyder
Public Works – Jerry Nelzen

Fleet Service BI-Monthly Report
By Robert Stricker, Lead Mechanic

Jan-18

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$44.26	\$44.26
Adult Center	1	\$225.00	\$20.64	\$182.76	\$428.40
Facilities	0	\$0.00	\$0.00	\$45.94	\$45.94
Wastewater Collections	2	\$0.00	\$107.52	\$465.18	\$572.70
Wastewater Treatment	2	\$2,132.70	\$91.33	\$47.66	\$2,271.69
Parks	1	\$825.00	\$0.00	\$717.09	\$1,542.09
Police	17	\$5,205.71	\$2,106.82	\$4,211.95	\$11,524.48
Streets	6	\$2,211.29	\$1,587.24	\$1,348.28	\$5,146.81
Fleet Services	1	\$75.00	\$24.44	\$68.19	\$167.63
Canby Area Transit (CAT)	31	\$7,515.10	\$9,528.38	\$5,433.49	\$22,476.97
CUB		0	0		
Total	61	Total			\$44,220.97

Feb-18

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$31.04	\$31.04
Adult Center	1	\$150.00	\$17.30	\$224.21	\$391.51
Facilities	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	2	\$225.00	\$437.68	\$309.69	\$972.37
Wastewater Treatment	3	\$1,173.75	\$225.38	\$44.58	\$1,443.71
Parks	1	\$97.50	\$0.00	\$358.42	\$455.92
Police	16	\$2,842.95	\$1,983.75	\$3,954.24	\$8,780.94
Streets	0	\$0.00	\$0.00	\$1,364.74	\$1,364.74
Fleet Services	0	\$0.00	\$0.00	\$10.94	\$10.94
Canby Area Transit (CAT)	21	\$5,641.15	\$3,009.22	\$5,204.69	\$13,855.06
CUB		0	0		
Total	44	Total			\$27,306.23

*Total includes labor, materials and fuel for all departments

Fleet Service Highlights

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

* During a recent DOT audit For Canby Area Transit, Canby Fleet Services received a 92% on Time PM compliance score, one of the highest they have seen.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
January – February 2018

Park Renovations

No notable park renovations were done in the months of January or February.

Park Maintenance

Once again the Christmas tree recycling program was held at Maple St. Park. Over two hundred trees were chipped up this year. All the Christmas decorations were removed from Wait Park then stored at the Public Works warehouse and at a storage area at Zion Cemetery.

Storm debris removal, tree trimming along with shrub bed trimming has occupied staff time over the last two months. The playgrounds have received engineered wood fiber (safety surfacing) underneath all the playground equipment in anticipation of nicer weather and higher usage. 110 cubic yards of EWF has been installed to date and another 35 cubic yards has been ordered to finish the job. All building maintenance, lighting and playground issues were addressed as they were discovered. Two dams were removed at the Willow Creek wetlands to help with the rising water levels. Two apple trees were removed from Maple St. Park which were proving to be a nuisance for the neighbors.

The Parks Department spent 10 hours addressing graffiti and vandalism over the last two months.

Regular maintenance was **not** performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Police Department landscaping, Simmitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Legacy Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands, Knights Bridge right of way and WWTP property.

Meetings attended

I met with Mr. Robinson to discuss staffing duties reassignments for the department.

I gave the new Public works Director a parks tour.

I attended the 18-19 budget kickoff meeting and submitted a draft budget.

I met with Canby Utility regarding the Zion Cemeteries backflow device.

I attended meetings regarding the Canby Independence Day Celebration and power needs at Wait Park.

I attended a walkthrough meeting for the new Timber Park.

Ken Daniels attended an Urban Pest Management Course for his pesticide recertification.

Zion Cemetery

Staff spent 101 personnel hours at the cemetery performing the maintenance duties over the last two months.

For your Information

The landscaping duties of NW 1st Ave., NW 2nd Ave. and the Zion Cemetery have been assigned to the Parks Department. Michael Nakano and Ken Daniels were also reassigned to the department to help accomplish the maintenance duties.

Please see attached park maintenance actual hours for the months of January and February.

Hours are based on number of employee's (each day) x 7.5hrs.

Parks Department	February 2018 Actual Hours																															Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Adult Center												0.5								0.5	0.5											1.5	
Arneson Gardens		0.5			0.5				2.0							1.0				0.5			0.5			1.0						6.0	
Baker Prairie Cem.																										1.5						1.5	
Community Park		2.0			2.0				3.0			3.0			19.0	3.0				2.0	1.0	1.0	2.0			12.0	0.5					50.5	
CPIP Sign Property																																0.0	
Disc Golf Course																																0.0	
Eco Park		1.0			1.0				0.5			0.5				0.5				0.5			0.5			1.5						6.0	
Faist V (5)																																0.0	
Holly-Territorial Sign																																0.0	
Hulberts-sign property							3.0																									3.0	
Klohe Fountain												1.0																				1.0	
Legacy Park		2.0			1.0				1.0			3.0				3.0				2.0			1.0			2.0						15.0	
S. Locust Park		2.0			10.0				1.0			3.0			12.5	3.0				2.0		1.0	0.5			2.0						37.0	
Logging Rd. Path		2.0			1.0		4.5					3.0				2.0				2.5						2.0						17.0	
Fish Eddy-Log Boom		1.0			0.5				0.5			0.5				0.5				0.5						1.5						5.0	
Maple St. Park		2.0			1.0							4.0				3.0				2.0	25.0	22.5	1.0			1.5	25.0					87.0	
19th Loop																																0.0	
Northwood Park		1.0							1.0							1.0				1.0			0.5			1.5						6.0	
Nw 1st Ave.		1.0																		1.0						1.5						3.5	
NW 2nd. Ave		2.0			1.5			37.5				8.0	31.5	25.0						1.0						1.5		27.0				135.0	
Police Department	36.5	2.0				31.5																										70.0	
Simnitt Property																																0.0	
Skate Park		1.0			1.0	4.0	6.0		0.5			0.5				1.0				0.5			0.5			0.5						15.5	
Shop complex																						4.0										4.0	
Swim Center																																0.0	
Timber Park		2.0			3.0				1.0			1.5				1.0				0.5						1.0						10.0	
Territorial-CLC Prop.	1.0																															1.0	
Transit Bus stop		1.0			1.0		9.0		0.5			1.0				2.0				1.0	0.5		0.5			1.5						18.0	
Triangle Park																																0.0	
Wait Park		3.0			2.0				4.0			2.0			5.0	3.0				10.5			20.5			2.0						52.0	
Veterans Memorial												0.5								0.5							0.5					1.5	
Knights Brdg.																																0.0	
WWTP property																																0.0	
Zion Cemetery		4.0			4.0				5.0			0.5	6.0	1.0						2.5			8.0			2.0	11.5					44.5	
Administration		8.0			8.0	2.0	15.0		6.0			5.0		4.0	1.0	6.0				3.0	3.0	8.0	2.0			1.0		3.0				75.0	
																																Monthly Total	665.0

Department: PUBLIC WORKS

For Months of: January and February 2018

Prepared by: Jerry Nelzen

1. Streets:

The crew received and located 89 locates for January.

Streets	Total Hours
Street Sweeping	94
Street Sweeper Maintenance	2
Street Maintenance	490
Driveway Approach & Sidewalk Inspections	2
Street Sign Manufacturing	1
Street Sign Maintenance	4
Street Sign Installation	4
NW 1 st Avenue Landscape	14
NW 2 nd Avenue Landscape	2
Cinema Parking Lot	2.5
Mini Trackhoe	8

2. Sewer and Storm System:

Sewer	Total Hours
Sewer Cleaning	22.5
Sewer Main/Lateral Repairs	93
Sewer TV'ing	20
Lift Station Maintenance	15
Locating Utilities	46
Sewer Inspections	2
Storm	
Catch Basin Maintenance	2
Storm Line Maintenance/Repair	34
Erosion	26
Vactor Usage	2
Dump Truck	4

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Tree Trimming/Removal	
Street Light Repair	17

4. Facility Maintenance

Facilities	Total Hours
	178

5. Cemetery

Cemetery	Total Hours
	39

6. Miscellaneous:

Miscellaneous	Total Hours
Meetings	21.5
Plan Preview for Subdivisions	1
Equipment Cleaning	16
Budget	20

December

1. Streets:

The crew received and located 88 locates for February.

Streets	Total Hours
Street Sweeping	78
Street Sweeper Maintenance	2
Street Maintenance	153
Sidewalks	3
Driveway Approach Inspections	2
Street Sign Manufacturing	10
Street Sign Maintenance	10
Mini Trackhoe	4

2. Sewer and Storm System:

Sewer	Total Hours
Sewer Main/Lateral Repairs	28
Sewer Laterals	23
Sewer Cleaning	143
Lift Station Maintenance	31
Locating Utilities	74.5
Vactor Truck	92
Dump Truck	11
Drying Beds	6
Storm	
Catch Basin Maintenance	11
Erosion	8
Vactor Truck	5

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Street Light Repair	29

4. Facility Maintenance

Facilities	Total Hours
	51

5. Cemetery

Cemetery	Total Hours
	41

6. Miscellaneous:

Miscellaneous	Total Hours
Meetings	31
Plan Preview for Subdivisions	5
Equipment Cleaning	23
Warehouse Maintenance	25
Training/Schools	18
Other/Work Orders	13
Budget	16

Tech Services Department
Bi-Monthly Report for January/February 2018

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: March 9, 2018

KEY

Sessions (total number of sessions to your site)

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

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

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

Average Session Duration (average session length of all users)

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

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

Google Analytics Summary Report: January and February 2018

Open Business Days	<u>January</u>	<u>February</u>
	23	19 (closed President's Day)

<u>Audience Overview</u>	<u>January</u>	<u>February</u>
Page Views	19,134	19,087
Sessions (site visits)	9,739	9,490
Users	5,218	5,002
New Users	4,250	3,943
Pages per Session	1.96	2.01
Number of Sessions per User	1.87	1.9
Average Session Duration	1 min 20 sec	1 min 25 sec
Bounce Rate (% of single-page visits)	63.35%	61.75%

Site visits were up for Jan/Feb as compared to Nov/Dec 2017

<u>New Vs. Returning Visitors</u>	<u>January</u>	<u>February</u>
New	63.90%	62.80%
Returning	36.10%	37.20%

<u>Browser & Operating System</u>	<u>Jan - Top 5 Browsers</u>	<u>Feb - Top 5 Browsers</u>
	Google Chrome 44.87%	Google Chrome 44.16%
	Safari 30.18%	Safari 31.41%
	Internet Explorer 10.56%	Internet Explorer 9.74%
	Mozilla Firefox 5.52%	Mozilla Firefox 4.80%
	Microsoft Edge 3.89%	Microsoft Edge 4.00%

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

<u>Overview (Technology)</u>	<u>January</u>	<u>February</u>
Desktop	50.27%	48.82%
Mobile	42.81%	44.24%
Tablet	6.92%	6.94%

Desktop and Tablets almost equal use

<u>Mobile Devices (top 3)</u>	<u>January</u>	<u>February</u>
	Apple iPhone 47.11%	Apple iPhone 47.27%
	Apple iPad 9.05%	Apple iPad 9.12%
	Samsung Galaxy S7 2.31%	Samsung Galaxy S7 2.69%

iPhone and iPad continue to dominate as the top mobile devices

<u>Landing Pages (top 5)</u>	<u>January</u>	<u>February</u>
	Home Page (Index)	Home Page (Index)
	Swim Center Home Page	Swim Center Home Page
	Job Openings	Job Openings
	Transit Routes	Transit Home Page
	Transit Home Page	Transit Routes

Top 5 visited pages stays pretty consistent with rankings changing occasionally

January 2018

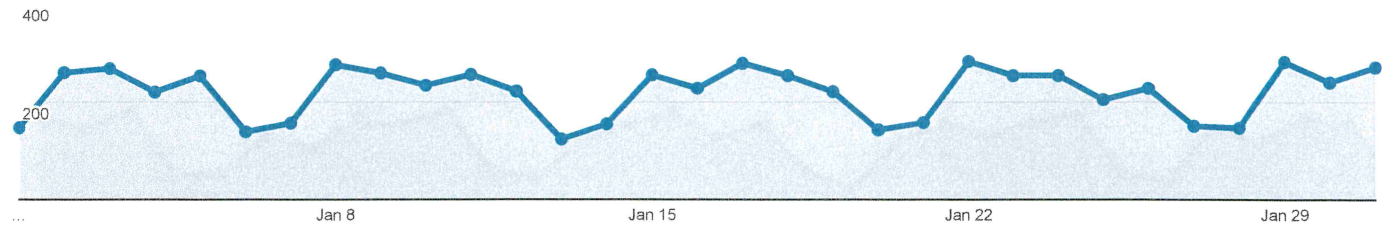
Audience Overview

Jan 1, 2018 - Jan 31, 2018

All Users
100.00% Users

Overview

Users



Users

5,218

New Users

4,250

Sessions

9,739

Number of Sessions per User

1.87

Pageviews

19,134

Pages / Session

1.96

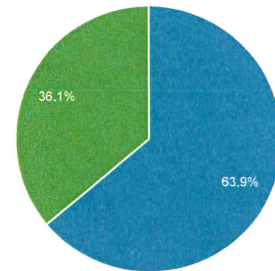
Avg. Session Duration

00:01:20

Bounce Rate

63.35%

New Visitor Returning Visitor



Language		Users	% Users
1.	en-us	5,085	97.45%
2.	en-gb	29	0.56%
3.	es-419	14	0.27%
4.	ko	13	0.25%
5.	es-xl	12	0.23%
6.	es	7	0.13%
7.	(not set)	5	0.10%
8.	en	5	0.10%
9.	en-ca	5	0.10%
10.	c	4	0.08%

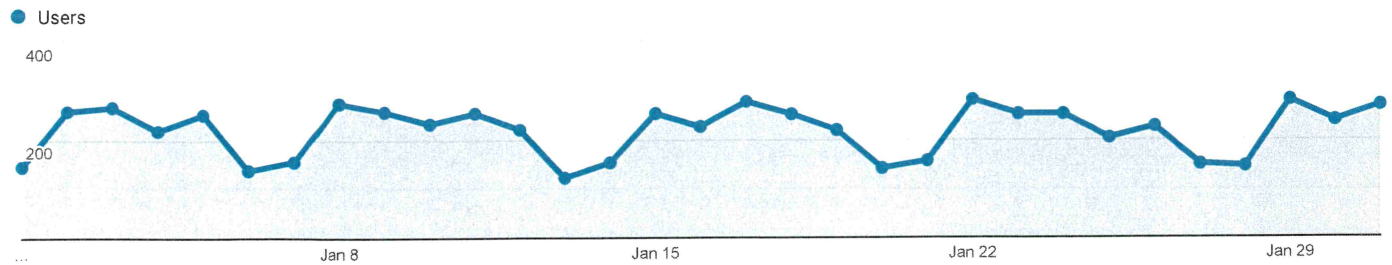
New vs Returning

Jan 1, 2018 - Jan 31, 2018

All Users
100.00% Users

Explorer

Summary



☐ User Type

Users

Users

Contribution to total: Users

5,218

% of Total: 100.00% (5,218)

5,218

% of Total: 100.00% (5,218)

1. New Visitor

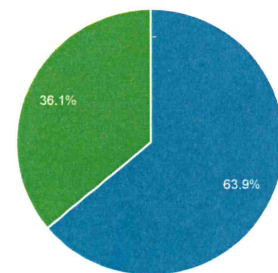
4,250

63.90%

2. Returning Visitor

2,401

36.10%



Rows 1 - 2 of 2

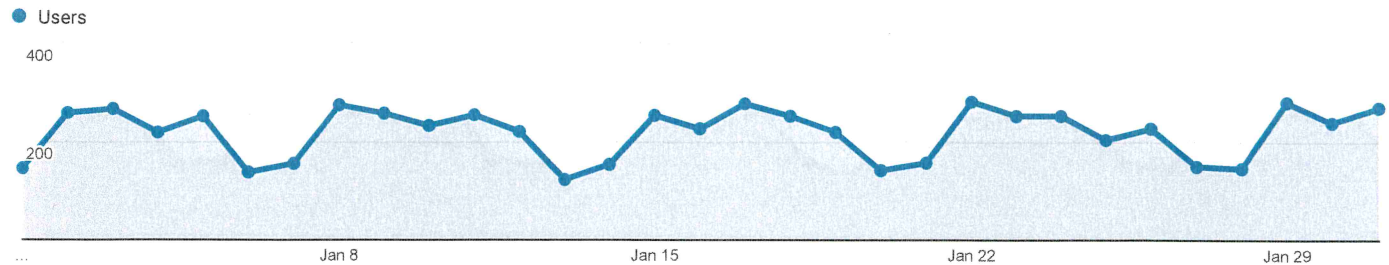
Browser & OS

All Users
100.00% Users

Jan 1, 2018 - Jan 31, 2018

Explorer

Summary



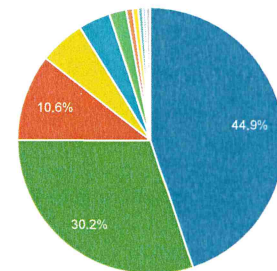
Browser

Users

Users

Contribution to total: Users

	5,218 % of Total: 100.00% (5,218)	5,218 % of Total: 100.00% (5,218)
1. Chrome	2,342	44.87%
2. Safari	1,575	30.18%
3. Internet Explorer	551	10.56%
4. Firefox	288	5.52%
5. Edge	203	3.89%
6. Samsung Internet	107	2.05%
7. Android Webview	40	0.77%
8. Safari (in-app)	36	0.69%
9. Amazon Silk	29	0.56%
10. Mozilla Compatible Agent	20	0.38%



Rows 1 - 10 of 22

Overview

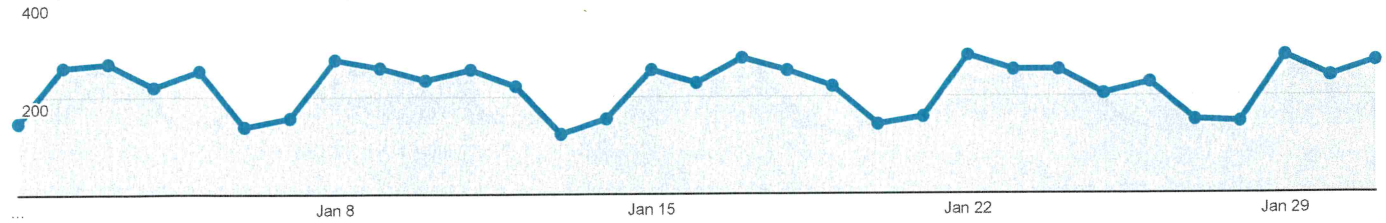
Jan 1, 2018 - Jan 31, 2018

All Users
100.00% Users

Explorer

Summary

● Users



Device Category

Users

Users

Contribution to total: Users

1. desktop

5,218

5,218

% of Total: 100.00% (5,218)

% of Total: 100.00% (5,218)

2,623

50.27%

2. mobile

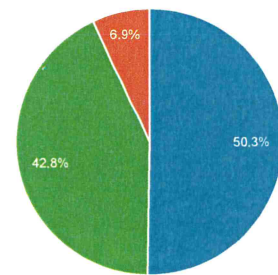
2,234

42.81%

3. tablet

361

6.92%



Rows 1 - 3 of 3

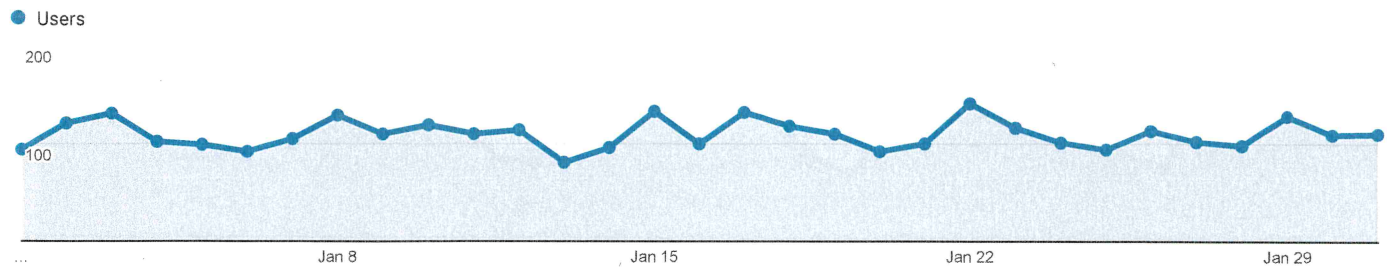
Devices

All Users
49.73% Users

Jan 1, 2018 - Jan 31, 2018

Explorer

Summary



Mobile Device Info

Users ▼

Users

Contribution to total: Users ▼

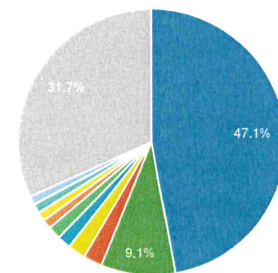
2,595

% of Total: 49.73% (5,218)

2,595

% of Total: 49.73% (5,218)

1.	Apple iPhone	1,223	47.11%
2.	Apple iPad	235	9.05%
3.	Samsung SM-G930V Galaxy S7	60	2.31%
4.	(not set)	55	2.12%
5.	Microsoft Windows RT Tablet	43	1.66%
6.	Samsung SM-G950F Galaxy S8	41	1.58%
7.	Samsung SM-G900V Galaxy S5	29	1.12%
8.	Samsung SM-G920V Galaxy S6	29	1.12%
9.	Samsung SM-G955U Galaxy S8+	29	1.12%
10.	LG MS210 Aristo	28	1.08%



Rows 1 - 10 of 310

Landing Pages

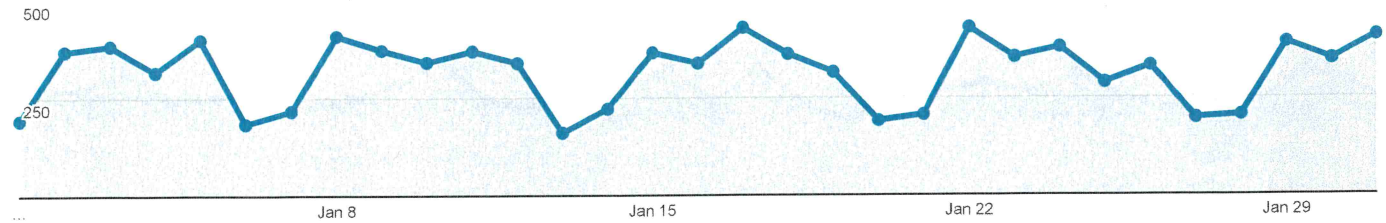
Jan 1, 2018 - Jan 31, 2018

All Users
100.00% Entrances

Explorer

Summary

Sessions



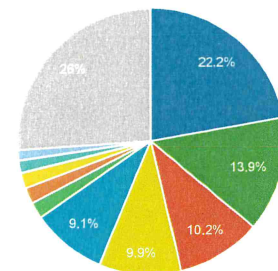
Landing Page

Sessions

Sessions

Contribution to total: Sessions

		9,739 % of Total: 100.00% (9,739)	9,739 % of Total: 100.00% (9,739)
1.	/ Index.htm	2,165	22.23%
2.	/Departments/swim/swim center.htm	1,358	13.94%
3.	/Jobs/jobopenings.htm	994	10.21%
4.	/transportation/routes.htm	962	9.88%
5.	/transportation/CAThome page.htm	886	9.10%
6.	/Departments/develop_se rvices/development_ser v.htm	196	2.01%
7.	/transportation/transitta x.htm	191	1.96%
8.	/Departments/swim/sched ule.htm	186	1.91%
9.	/CityGovernment/council minutes_agenda.htm	142	1.46%
10.	/cityservices/utilities.htm	129	1.32%



Rows 1 - 10 of 123

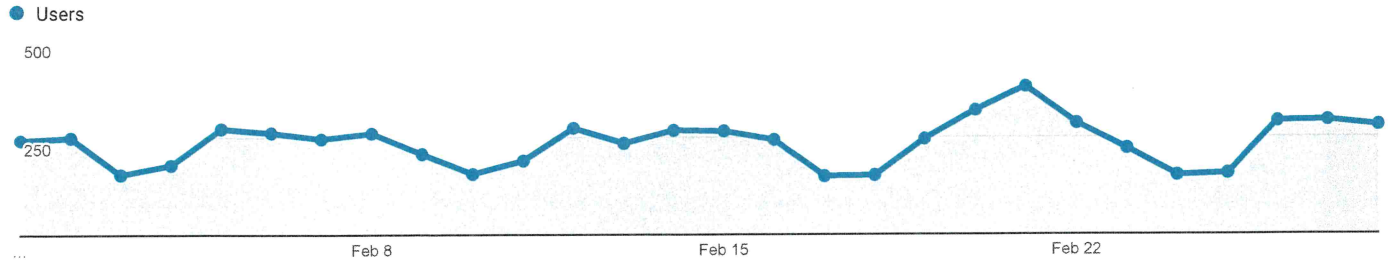
February 2018

Audience Overview

Feb 1, 2018 - Feb 28, 2018

All Users
100.00% Users

Overview



Users
5,002

New Users
3,943

Sessions
9,490

Number of Sessions per User
1.90

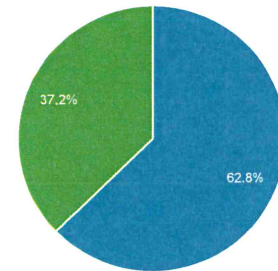
Pageviews
19,087

Pages / Session
2.01

Avg. Session Duration
00:01:25

Bounce Rate
61.75%

■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	4,908	98.08%
2. es-xl	27	0.54%
3. en-gb	17	0.34%
4. ko	8	0.16%
5. (not set)	7	0.14%
6. es-419	7	0.14%
7. ja-jp	4	0.08%
8. ja	3	0.06%
9. es-us	2	0.04%
10. pt-br	2	0.04%

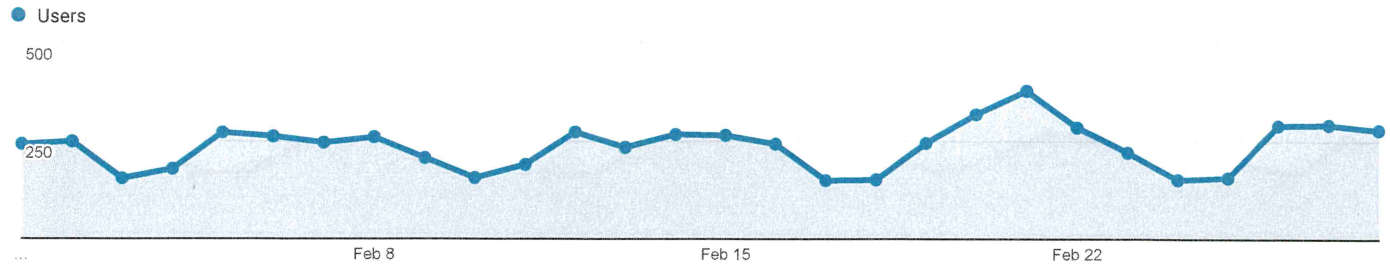
New vs Returning

Feb 1, 2018 - Feb 28, 2018

 All Users
100.00% Users

Explorer


Summary



☐ User Type

Users 

Users

Contribution to total: Users 

5,002

% of Total: 100.00% (5,002)

5,002

% of Total: 100.00% (5,002)

1.  New Visitor

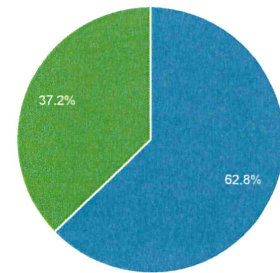
3,943

62.80%

2.  Returning Visitor

2,336

37.20%



Rows 1 - 2 of 2

Browser & OS

Feb 1, 2018 - Feb 28, 2018

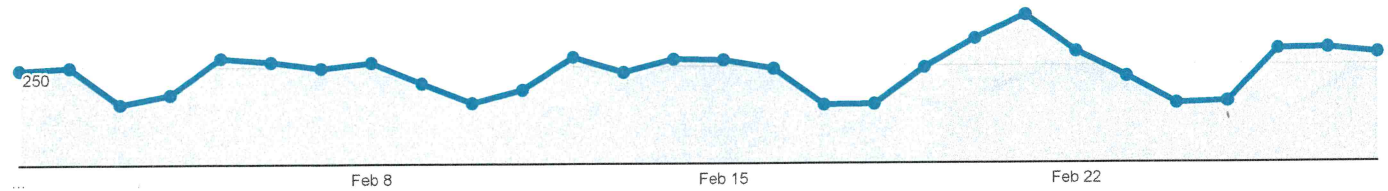
All Users
100.00% Users

Explorer

Summary

Users

500



Browser

Users

Users

Contribution to total: Users

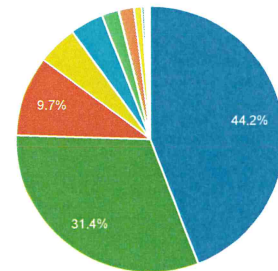
5,002

% of Total: 100.00% (5,002)

5,002

% of Total: 100.00% (5,002)

1.	Chrome	2,209	44.16%
2.	Safari	1,571	31.41%
3.	Internet Explorer	487	9.74%
4.	Firefox	240	4.80%
5.	Edge	200	4.00%
6.	Samsung Internet	103	2.06%
7.	Safari (in-app)	92	1.84%
8.	Android Webview	48	0.96%
9.	Amazon Silk	20	0.40%
10.	Mozilla Compatible Agent	12	0.24%



Rows 1 - 10 of 17

Overview

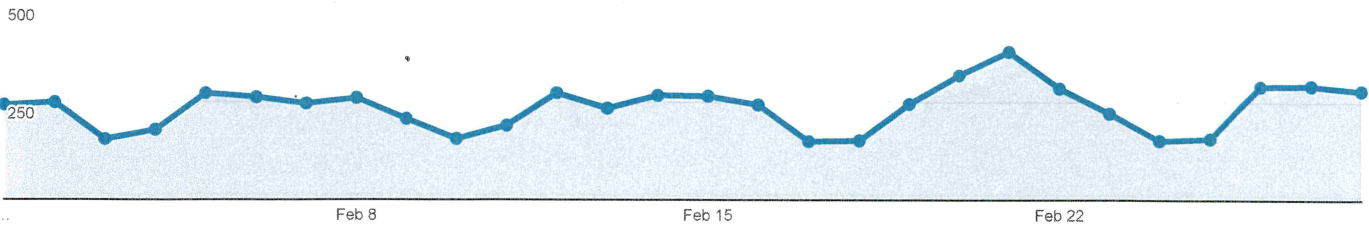
All Users
100.00% Users

Feb 1, 2018 - Feb 28, 2018

Explorer

Summary

● Users



☐ Device Category

Users

Users

Contribution to total: Users

5,002
% of Total: 100.00% (5,002)

5,002
% of Total: 100.00% (5,002)

1. desktop

2,442

48.82%

2. mobile

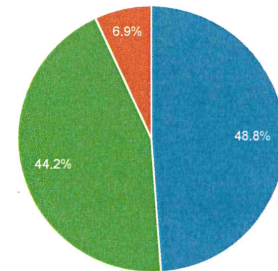
2,213

44.24%

3. tablet

347

6.94%



Rows 1 - 3 of 3

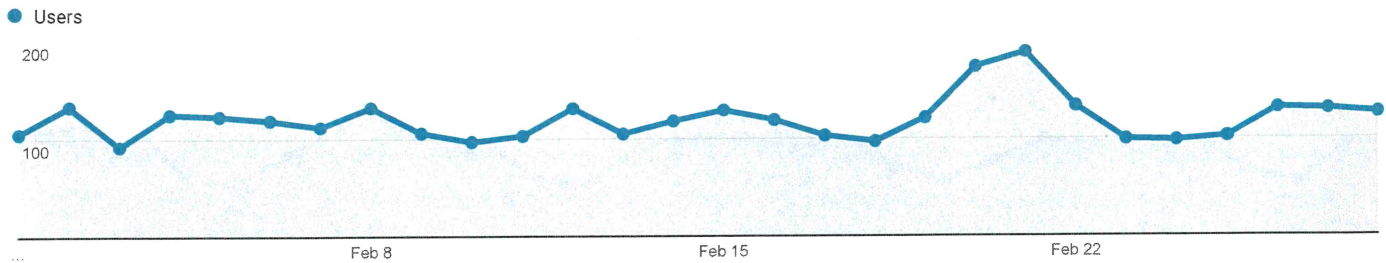
Devices

Feb 1, 2018 - Feb 28, 2018

All Users
51.18% Users

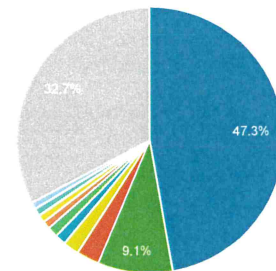
Explorer

Summary



Mobile Device Info	Users	Users
	2,560 % of Total: 51.18% (5,002)	2,560 % of Total: 51.18% (5,002)
1. Apple iPhone	1,213	47.27%
2. Apple iPad	234	9.12%
3. Samsung SM-G930V Galaxy S7	69	2.69%
4. (not set)	49	1.91%
5. Microsoft Windows RT Tablet	34	1.33%
6. Samsung SM-G955U Galaxy S8+	33	1.29%
7. Samsung SM-N950U Galaxy Note8	25	0.97%
8. Samsung SM-G920V Galaxy S6	24	0.94%
9. Samsung SM-G900V Galaxy S5	23	0.90%
10. Samsung SM-G950 Galaxy S8	23	0.90%

Contribution to total: Users



Rows 1 - 10 of 302

Landing Pages

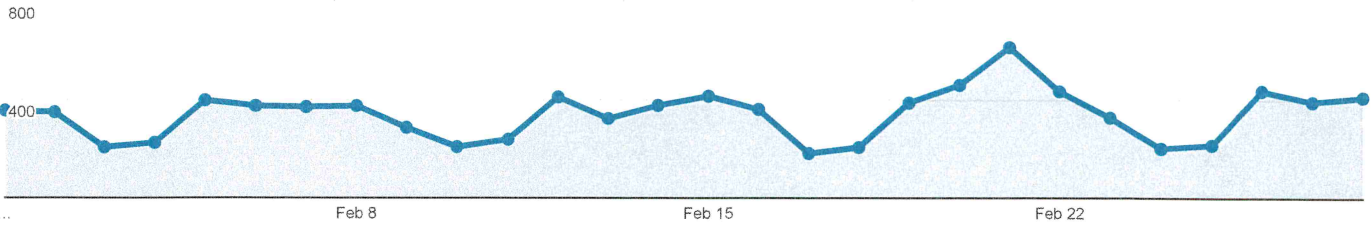
All Users
100.00% Entrances

Feb 1, 2018 - Feb 28, 2018

Explorer

Summary

Sessions



Landing Page	Sessions	Sessions	Contribution to total: Sessions
	9,490 % of Total: 100.00% (9,490)	9,490 % of Total: 100.00% (9,490)	
1. / Index.htm	2,115	22.29%	
2. /Departments/swim/swim center.htm	1,248	13.15%	
3. /Jobs/jobopenings.htm	994	10.47%	
4. /transportation/CAThome page.htm	877	9.24%	
5. /transportation/routes.htm	852	8.98%	
6. /Departments/swim/schedule.htm	170	1.79%	
7. /CityGovernment/council minutes_agenda.htm	167	1.76%	
8. /Departments/development_services/development_service.htm	164	1.73%	
9. /cityservices/utilities.htm	153	1.61%	
10. /CityGovernment/council/council_members.htm	120	1.26%	

Rows 1 - 10 of 123

City of Canby Bi-Monthly Report

Department: Transit



For: the months of January and February, 2018

Date: March 7, 2018

Prepared by: Julie Wehling

Through: Rick Robinson, City Administrator

1) Grant Funding and Contracts:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) The TriMet Quarterly Reports were submitted.
- c) The ODOT Quarterly Report was submitted.
- d) The annual NTD Report Validations were submitted.
- e) The annual MIS Report was submitted.

2) Ridership:

Year to date for FY 2017-18 total ridership was down by 4.88 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 5,950 rides in January (8.32% more than January of 2017).
 - 1,584 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 24.04% more than were provided during January of 2017.
 - 3,301 rides to Oregon City (5.56% more rides than January of 2017).
 - 1,065 rides to Woodburn (1.93% fewer rides than January of 2017).
- b) 5,426 rides in February (2.02% fewer rides than February of 2017).
 - 1,354 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 4.04% fewer rides than were provided during February of 2017.
 - 3,039 rides to Oregon City (.03% fewer rides than February of 2017).
 - 1,033 rides to Woodburn (4.97% fewer rides than February of 2017).

Ridership continues to slip.

3) Updates:

- a) The Rider of the Month for January was Skylar Barbee and the winner for February was Jeffery Prescott. Both riders received a free bus pass and other goodies.
- b) In January and February we provided 377 same day rides on a space available basis.
- c) On February 22nd Canby Area Transit and the Transit Advisory Committee held a public meeting regarding the expansion of service on the Route 99. The meeting was well attended. There were both English and Spanish speakers in attendance

and real time interpretation was provided. Overall, feedback was positive. The public comment period is from February 22nd until March 7th.

- d) On February 28th and March 1st ODOT Rail & Public Transit Division and their contractor RLS and Associates conducted a compliance review of the City and Canby Area Transit (CAT). We expect a formal report detailing the findings within 60 days.

3) Collisions and Incidents

- a) In January there were no collisions or incidents.
- b) On February 1st a bus hit a deer on Central Point Road. There were no customers onboard. There were no injuries and there was no damage to the bus.
- c) On February 22nd a car backed into a bus at Hope Village. There was one customer on the bus. There were no injuries and no damage to the bus or the car.

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

- On January 8th Julie Wehling attended the Region 1 ACT meeting.
- On January 6th MV Transit held a bimonthly driver safety meeting.
- On January 9th Julie Wehling attended the 4th meeting of the Rule Advisory Committee (RAC) for the new House Bill 2017 employee tax funds (in Salem).
- On January 10th Julie Wehling met via conference call regarding the 99E Corridor Plan with Salem Keiser Transit staff and JWA Consulting.
- On January 13th MV held a safety meeting for dispatchers and operators.
- On January 16th Julie Wehling attended a meeting of Clackamas County staff, Clackamas County Transit Providers and TriMet staff to discuss the committee makeup for the STIF funding (in Oregon City).
- On January 19th Julie Wehling attended a meeting of the Special Transportation Fund Advisory Committee in Portland.
- On January 25th the Transit Advisory Committee held their regular meeting.
- On January 26th Julie Wehling attended a meeting at TriMet to further discuss the makeup of the technical advisory committees and the structure and processes for the new STIF funding.
- On February 1st Julie Wehling attended the C4 meeting in Oregon City.
- On February 8th Julie Wehling attended a Clackamas County STIF Technical Committee meeting.
- On February 9th Julie Wehling attended a HB2017 Regional Coordination Technical Committee meeting at TriMet.
- On February 13th Julie Wehling attended the 5th meeting of the Rule Advisory Committee (RAC) for the new House Bill 2017 employee tax funds (in Salem).

- On February 28th Georgenia Bettencourt from MV Transit and City staff: Julie Blums, Joshua Davis, Suzan Duffy, Nancy Muller, Rick Robinson, Robert Stricker and Julie Wehling were in attendance as needed for the ODOT Rail & Public Transit Division compliance review of the City and Canby Area Transit (CAT).



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

January & February 2018

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: March 5, 2018

Facility Operations & Maintenance

The water quality for the months of January and February remain good with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance. The new CIP (Sludge Storage Tank) construction project is completed along with all punch list items. A few small issues came up but were covered under warrant and seem to be working fine.

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

- Process Water Pump #2 rebuild and install completed.
- Completed yearly jetting of PS line for 1/2018.
- Completion on 2017 CIP upgrades after final walk through.
- Installed recirc pump # 1 after rebuild from Fishers RPM, pulled #2.
- Installed recirc pump # 4 after rebuild from Pump Tech, pulled #3.
- Winterization for pumps, hoses, water lines, and heater checks.
- Lime pump panel replacement completed by Tag.
- New exhaust fan ordered and installed on lime silo.
- E.C. Electric here for generator maintenance. Run timers checked.
- R & R shaker motor on lime silo.
- Completed jetting of the N & S effluent line from ponds.
- Completed Biosolids Annual Report, copies to DEQ and EPA.
- Annual fire Extinguishers recertification.
- Installed new lime silo slurry mixer.
- Repaired PW line at belt press and replaced large frost free faucet.
- Installed new inventory shelving in shop and started reorganizing.
- Completed programming updates to SCADA.
- Solids testing sent to the Portland Lab.
- Installed four new vents in Biosolids building.
- Took PC off line and repaired PS pump.

- Repaired plant water line at Primary Clarifier and poured new slab.
- Worked with contractors installing lime pump #2 after factory repair.
- Routine daily maintenance, repairs, and cleaning of plant.

Biosolids Program:

- Belt ran 19 days in **January**.
- 5 loads to Heard Farms, 143 wet tons.
- Belt ran 16 days in **February**.
- 6 loads to Heard Farms, 119 wet tons.
- 2 loads to Wasco County Landfill 42 wet tons.

Pretreatment Inspection/Reporting, FOG Program

January

- Pump Outs: 28
- Inspections: 5 fog, 0 pretreatment

February

- Pump Outs: 22
- Inspections: 5 fog, 1 pretreatment

Pretreatment Activities

- Reviewed January/February Business License renewals.
- Renewed and delivered Industrial Wastewater Discharge Permit to Johnson Controls Battery Group, Inc.
- Developed new permit limits for Johnson Controls based on a re-evaluation of the production process, extensive review of files and inspections. Developed new detailed factsheet for the site.
- Preparation of the DEQ Pretreatment Annual Report.
- Issued an enforcement action and corrective action requirement to Johnson Controls for a missed sampling event.
- Issued a BMP Agreement to American Steel for the Landa wastewater system onsite after reviewing the analytical results of the wastewater and conducting site inspections. .
- Updated master Industrial User Inventory Database for the City of Canby.
- Updated spreadsheet for FOG inspections and pump outs to monitor and ensure compliance.
- Provided FOG informational and BMP materials to FES's when conducting inspections.

Daily Lab Activity

- Routine daily/weekly lab procedures, process control and permit testing.
- Weekly OUR/SOUR testing.
- Completed Nutrient Profile Sampling
- Completed Sludge Analysis Sampling
- Completed Landfill Permit Sludge Analysis Sampling
- Prepare for DMR QA-38
- Perform weekly AB calibration for YSI O2 probes.
- Monthly equipment maintenance.

Meetings and Training Attended

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

- Daily staff and operations meeting.
- City Safety Committee Meeting.
- 2018 PNW Instrumentation Seminar (Correct Equipment).
- Fire Extinguisher Training.
- Preplanning meeting for new seafood distribution facility.
- Preplanning meeting for new apartment complex.
- Attended the Preferred Pumper meeting in Wilsonville.