



AGENDA

CANBY CITY COUNCIL MEETING

March 15, 2017

7:30 PM

Council Chambers

222 NE 2nd Avenue, 1st Floor

Mayor Brian Hodson

Council President Tim Dale

Councilor Tracie Heidt

Councilor Traci Hensley

Councilor Greg Parker

Councilor Tyler Smith

Councilor Sarah Spoon

CITY COUNCIL MEETING – 7:30 PM

1. **CALL TO ORDER – 6:00 PM – Willow Creek Conference Room** – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers.
2. **EXECUTIVE SESSION: ORS 192.660(2)(i) Performance Evaluation of Public Officer**
3. **OPENING CEREMONIES – 7:30 PM – Council Chambers**
 - A. Invocation
 - B. Pledge of Allegiance
 - C. Vietnam Veterans Day Proclamation Pg. 1
 - D. Request from Canby Area Parks & Recreation District for City Council Support to Reduce Size of District
4. **COMMUNICATIONS**
5. **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.)
6. **MAYOR'S BUSINESS**
7. **COUNCILOR COMMENTS & LIAISON REPORTS**
8. **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 1, 2017 City Council Work Session and Regular Meeting
 - B. Appointments to the Historic Review Board Pg. 2

9. PUBLIC HEARING

- A. Noise Variance Application - Canby Swim Club (May 13, 2017 from 7:30 AM – 1:00 PM) Pg. 4

10. RESOLUTIONS & ORDINANCES

- A. Ord. 1458, Authorizing a Contract with Heard Farms for Wastewater Sewage Sludge Removal (**2nd Reading**) Pg. 9

11. NEW BUSINESS

12. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

13. CITIZEN INPUT

14. ACTION REVIEW

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

16. 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 unbecoming 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, 2017 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 15th day of March 2017.

Brian Hodson
Mayor



**CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

Date: 2/22/17
 Name: Rowena R. Price Occupation: retired
 Home Address: Canby, Or. 97013
 Employer: _____ Position: cell
 Daytime Phone: _____ Evening Phone: _____
 E-Mail Address: _____
 For which position are you applying? City of Canby Historic Review Board

What are your community interests (committees, organizations, special activities)? Identifying, maintaining, assisting in preserving Canby's heritage for future generations.

Experience and educational background: PSU grad, Retired Parole & Probation Officer Mult. Co. (20 years) Retired real estate agent (10/15) 10 years exp. International Presidents Circle for Coldwell Banker, Specialized in Finance, More foreclosures.

Reason for your interest in this position: We purchased a home 3 years ago and are finding out it was a very special home built by a person (Weber) who built the Evangelical Church on the next block. Our home was built about 1888 and we've been doing a lot of restoration on it.

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

Information on any special membership requirements: n/a

Referred by (if applicable): Carol Palmer

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY **RECEIVED**

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 **City of Canby - City Recorder**

Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site. **10-1-16**

**CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

Date: 03 Mar 17
 Name: Doug Birkeland Occupation: retired
 Home Address: _____ Canby, OR 97013
 Employer: _____ Position: _____
 Daytime Phone: _____ Evening Phone: _____
 E-Mail Address: _____
 For which position are you applying? Historic Kenos Board

What are your community interests (committees, organizations, special activities)?
Past President - Canby Kiwanis Club, Oregon Trail Pk Highway
Secretary - Clackamas County Jr Livestock Auction
Board member - Clackamas County 4H

Experience and educational background: _____
BS Oregon State University - Admin/Sec & Ag Economics

Reason for your interest in this position: _____
It's a way to share my knowledge.

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

Information on any special membership requirements: _____

Referred by (if applicable): Tony Crawford

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to: City of Canby - Attn: City Recorder

PO Box 930

222 NE 2nd Avenue

Canby, OR 97013

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

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10-1-16



City of Canby

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

M E M O R A N D U M

TO: Honorable Mayor Hodson and City Council
FROM: Kim Scheafer, MMC, City Recorder
DATE: March 6, 2017

Issue: Request for Noise Variance

Synopsis: A request has been received from the Canby Gators Swim Club for a noise variance on May 13, 2017 from 7:30 a.m. – 1:00 p.m. The variance is being requested for the North Lake Physical Therapy Gator Grinder Triathlon. Noise variances have previously been granted for this event the last several years. No complaints were received after last year's event.

Per Canby Municipal Code Section 9.48.050B, at least 10 days prior to the public hearing a notice was mailed to property owners within 200' of the location of the variance, published in the Canby Herald, and posted in various locations around the City. *The applicant provided addresses for an area within 600' of the event.* Section 9.48.050B allows the Council to approve a variance after certain criteria which would apply to the facts of the requested variance are considered by the Council. In granting a variance, the Council shall consider:

- a. The protection of health, safety and welfare of citizens as well as the feasibility and cost of noise abatement;
- b. The surrounding type of existing land uses;
- c. The acoustical nature of the sound emitted; and
- d. Whether variance from the provision would produce a benefit to the public.

If, after review of the evidence submitted by the applicant and hearing any testimony from the public, the Council chooses to allow the variance as requested, a motion to grant the variance would be appropriate.

Recommendation: Staff recommends Council approve the Noise Variance Application.

Motion: ***I move to grant a Noise Variance to Canby Swim Club for the North Lake Physical Therapy Gator Grinder Triathlon on May 13, 2017 from 7:30 a.m. – 1:00 p.m.***



CITY OF CANBY

NOISE VARIANCE JAN 31 2017

APPLICATION

\$75.00

CITY OF CANBY

Receipt No:

Date Paid:

Amount Paid:

Attn: City Recorder - PO Box 930 - 222 NE 2nd Avenue - Canby, OR 97013 - 503.266.0733n/c
non-profitApplicant Name Steve Pierson - Race Director Gator Grinder Triathlon

CANBY SWIM CLUB

Address 1714 N. Birch St.City Canby State OR Zip 97013 Phone 503-708-8601Address of Noise Variance Request 1150 S. Ivy St.Name of Property/Business Owner of Variance Request Canby Swim CenterType of Event Gator Grinder TriathlonDate(s) of Event 5-13-17 Time of Event 7³⁰ - 1⁰⁰ pm Requested Hours of Variance 7³⁰ - 1⁰⁰ pm

Date(s) of Event _____ Time of Event _____ Requested Hours of Variance _____

Date(s) of Event _____ Time of Event _____ Requested Hours of Variance _____

Acoustical Nature of Sound to be Emitted Music and Announcements via a P.S.Will you be continually present at this activity ☒ Yes _____ No _____ If No is marked, who is to be the contact should the need arise? _____Additional Comments See Attached

A list of property owners and their addresses within 200' of the location of the noise variance must be submitted with this application. Canby Municipal Code Chapter 9.48 requires that any person who owns, controls or operates any source which violates provisions of that chapter apply to the City Council for a noise variance.

By signing below, I acknowledge that I have read the attached Canby Municipal Code Chapter 9.48 and understand that violations of this chapter are subject to a fine of \$500. Signature of Police Chief or Designee must be obtained prior to submitting Application for Council Approval.

[Signature]
Signature of Applicant

[Signature]
Police Chief or Designee

Mayor

1-31-17
Date

Jan 31, 2017
Date

Date

1-30-2017

Dear City of Canby,

This is our noise variance application for the 2017 North Lake Physical Therapy Gator Grinder Triathlon.

The event will be again be based at the Canby Swim Center on **Saturday May 13th 2017** from **7:30AM to 1:00PM**

The event is a major fundraiser for the local Canby Swim Club (the Gators) a **Non-profit org.**

This is the 13th year we have held the event and we have had music at it all but the first 2 or 3.

The main sound will be created by a DJ who will play music held in the parking lot of the pool during the race hours. The music is usually a combination of Classic rock/ Oldies and is played at a level where a conversation can be held easily. We are a family event, thus the music is fitting for such, i.e. no profanity, etc

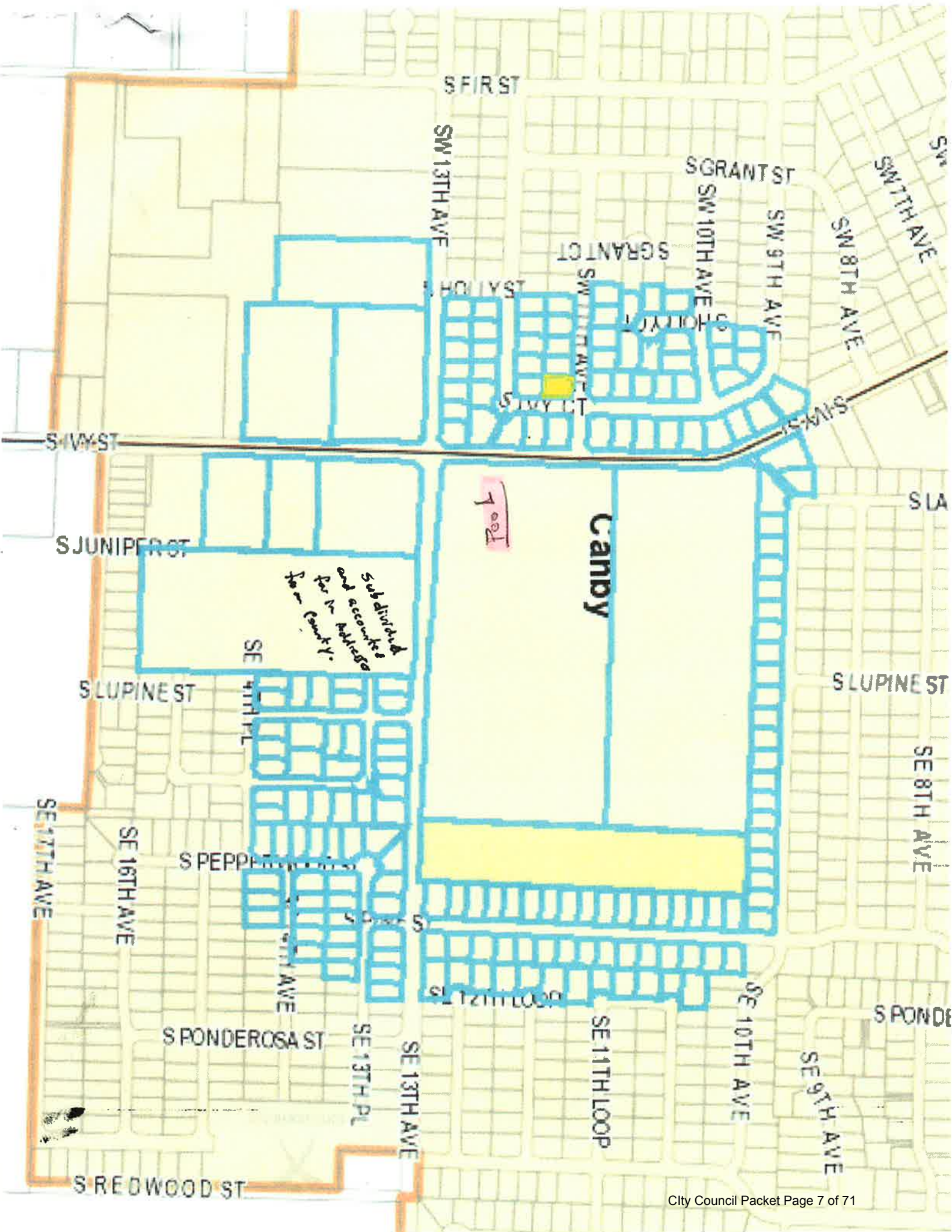
The permit application attached asked for addresses within 200 ft of the event. There are not a lot of houses in the area a due to the schools and vacant lots, so we have secured addresses for an area within 600ft.

Please me know if there are any questions or concerns.

Thank-you for considering our application.

Steve Pierson Race Director

503-708-8601
spierson@northlakept.com



CITY OF CANBY NOTICE OF PUBLIC HEARING - NOISE VARIANCE

**Date and Time Requested for
Variances:**

May 13, 2017
7:30 a.m. – 1:00 p.m.

Address of Variance:

1150 S Ivy

Name of Applicant:

Canby Swim Club

A public hearing conducted by the Canby City Council will be held on Wednesday, March 15, 2017 at 7:30 p.m. in the City Council Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon. The purpose of this hearing is to consider the granting of a Noise Variance to the Canby Swim Club for the North Lake Physical Therapy Gator Grinder Triathlon on May 13, 2017 from 7:30 a.m. – 1:30 p.m.

Dated this 6th day of February 2017.

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1458

AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH HEARD FARMS FOR WASTEWATER SEWAGE SLUDGE REMOVAL.

WHEREAS, the City of Canby requires the hauling of tonnage of wet sewage sludge as part of its wastewater treatment; and

WHEREAS, the City of Canby desires to secure a cost-effective contract for this integral service.

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into a Personal Services Agreement with Heard Farms to haul sewage sludge for the City. A copy of the Personal Services Agreement is attached hereto as Exhibit "A."

Section 2. The effective date of this Ordinance shall be July 1, 2017.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 1, 2017, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, March 15, 2017 commencing at the hour of 7:30 PM at the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 15th day of March 2017, by the following vote:

YEAS_____

NAYS_____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

2nd Reading

EXHIBIT “A”

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and Heard Farms (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

- 1. Scope of Services. Contractor’s services under this Agreement are set forth in Exhibit “A”, attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor’s Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor’s proposal. See Exhibit “A” attached hereto. Contractor agrees that \$149,000 is the not to exceed price of this contract, without prior written approval from the City.
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor’s itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor’s services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
 - B. Contractor certifies that it is either a carrier-insured employer or a self-

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

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

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

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

7. Term.

- A. This Agreement may be terminated by:

1. Mutual written consent of the parties.
2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
 - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
 - b. If Contractor fails to abide by the terms of this Agreement.
 - c. If services are no longer required.

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

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

- A. For General Liability Insurance, Contractor shall provide a Certificate of

Insurance naming the City of Canby as an additional insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

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

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

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

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

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.

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

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

CONTRACTOR: Richard Heard
Heard Farms, Inc.
578 Rogers Road
Roseburg, OR 97471

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

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

CONTRACTOR: CITY OF CANBY

By: By:

Date: Date:

Subcontractors will be used _____ No (If Yes, please complete List of Subcontractors attached to this Agreement)

Approved as to Form:

Joseph Lindsay
City Attorney

LIST OF SUBCONTRACTORS

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

[illegible]

The City hereby approves the above listed subcontractors.

City of Canby

Date _____

EXHIBIT "A"

Memorandum of Agreed Terms for Personal Services Agreement between City of Canby, Oregon (City) and Heard Farms, Inc. for Sewage Sludge Pickup and Disposal

In addition to the terms agreed upon in the signed Personal Services Agreement, the City of Canby, Oregon (City) and Heard Farms, Inc. agree to the following:

1. Heard Farms will pick up and dispose of sewage sludge from the City of Canby Wastewater Treatment Plant located at 1480 NE Territorial Road in Canby, Oregon, at a price of \$57.00 per ton.
2. The above-stated price of \$57.00 per ton will remain fixed for a one year period. Any subsequent change to the \$57.00 per ton price will require a new agreement.
3. The Personal Services Agreement shall be effective from July 1, 2017 through June 30, 2018.
4. Sewage sludge is not required to meet the Class B standard in order for Heard Farms to haul them off and dispose of them. The sewage sludge need to be in the range of 5 to 9 on the pH scale. Any testing of the sewage sludge for disposal purposes will be the responsibility of Heard Farms and will be done at the Heard Farms facility. The City is not responsible for this testing at all.
5. Containers and/or trailers will be hauled off by Heard Farms within 24 hours of the load being ready.
6. The City does not guarantee a specific amount of sewage sludge each month, but parties assume that amounts should be fairly consistent from month to month.
7. The City continues to reserve the right to haul off or have hauled off any excess sludge that Heard Farms cannot pick up and dispose of in a timely manner (by the end of each work week). The goal is to not have any sewage sludge storage over the weekends.
8. Ownership of the sewage sludge transfers to Heard Farms upon pick-up by Heard Farms.



City of Canby Bi-Monthly Report
Department: Administration
For Months of: January & February 2017

To: The Honorable Mayor Hodson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist II
Through: Rick Robinson, City Administrator
Date: March 6, 2017

1. Business Licenses:

Thirty-six (36) new business licenses were issued during the months of January and February 2017. This compares to 73 new licenses issued during January and February 2016. Thirty-four (34) business licenses were inactivated during the months of January and February 2017. This compares to 40 inactivated during the same period in 2016. Two hundred thirteen (213) business license renewals were sent out, compared to 171 in 2016. The total number businesses licensed with the City of Canby is 1,464 (1,409 this time in 2016) of which 682 have Canby addresses (680 this time last year).

2. Cemetery:

Total property purchases recorded: January – 6, February – 5
Total interments recorded: January – 8, February – 6

3. Public Records Requests:

Three Public Records Requests were processed during January and February.

4. Training/Meetings:

Kim Scheafer attended the following:

- Canby Independence Day Celebration kickoff meeting
- OAMR Records Management Committee Meeting

5. Special Animal Permits:

No special animal permits 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:

- Thirty-two annual liquor license renewals were processed in February
- One Change of Privilege/Location Liquor License Application was processed in January



M E M O R A N D U M

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

RE: *CITY COUNCIL BI-MONTHLY REPORT January February 2017*

Economic Development Updates:

The following projects are funded through Urban Renewal.

Business Recruitment:

New Leads: Staff submitted proposals or connected with the following businesses:

- A building contractor that would like to build a facility for his business and an additional space for lease on a 1 to 4 acre site. Several options were presented. The owner has made an offer on one site.
- A plastics injection molding company that is looking for 1.5 acres for a 6,000 SF building. We found several options that would work for them. They are pursuing options and evaluating development costs.
- A steel drum company was searching for a 15 acre site for a large laydown yard and a 60,000 SF building that could create 65 jobs. This project is not a good fit for the Canby Pioneer Industrial Park because it does not meet the jobs per acre guideline and would need a variance for several other issues. They are looking elsewhere.
- A high end RV storage company is looking for 2 acres to create a large warehouse to store high-end million dollar RV's. One site/sublease option was identified for them.
- Several retail businesses including a bottle deposit site, a Mexican restaurant, a wedding shop and beverage seller were presented several space options and market information.

Update on existing leads:

- **Project O Plant PJ** – this Japanese company is has now narrowed their search to two 10+ acre sites in Canby. An intensive due diligence process is now completed and the company expects to make their site decision in March. They plan a \$22.5 million investment.
- **Project Pressure:** A Canadian based pressure washer manufacturer is looking to consolidate manufacturing, sales and warehousing operations at one location. They have made an offer on a Canby site and are in their 6 month due diligence phase. Indicators are positive so far.
- **Premier Gear Update:** This metals manufacturing firm plans to purchase the 6 acre Urban Renewal property in May and quickly begin construction of a build-to-suit, 60,000 square foot building.
- **Project Blue Ice Update:** A location decision is expected this spring. The number of employees, wages and site size needed is increasing as the company expands its options to incorporate technological advances.
- **Project Borealis Update:** Development plans are evolving to add a new manufacturing process. The company is also finding more investors for the revised project. This has delayed their location decision but they remain interested in Canby. We touch base every 6 weeks.

- **Project Ex-Extra** – Unfortunately this Brazilian essential oils manufacturer is not moving forward with plans to purchase a 4 acre Canby site. Building construction costs were higher than anticipated. The project is on hold indefinitely.

Hanlon Mixed Use Development Due Diligence:

Accomplishments this period include the following:

- The completion of Phase II Environmental studies and asbestos and lead paint removal. Site and building environmental clean-up is underway.
- The demolition of the finance, Development Services and Council Chambers buildings is planned for later in March.
- The State Historic Preservation Office has approved the application to sell City Hall. A BOLI determination Letter decision is expected very soon.
- Ultimate Team Spirit has moved their business from the former CAT space that will be demolished to the former city hall building.
- Several prospective tenants have been directed to the developer.
- A ground breaking ceremony will occur in April.

Sale/Lease of the former Library Building:

The City Council provided direction on how to market the building for sale or lease. A proactive outreach is planned for late March, once the building has been cleared of excess furniture and fixtures. There will be a 3 month window for buyers, businesses and potential tenants to submit proposals. The council will choose the offer that best fits their goals of creating jobs, generating activity downtown during weekdays, evenings and weekends and getting the property back in use and on the tax rolls. The city received a \$5,000 3-D modeling grant to create façade improvement and interior update options for the somewhat plain building.

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Canby Independence Day Celebration Kick Off** – On Thursday, February 23rd, the Canby Main Street program held their first meeting for the 2017 Canby Independence Day Celebration. The Celebration will be held downtown on Tuesday, July 4th. A street fair featuring food and beverage merchants, arts and craft retailers, beer garden, live music, children’s activities, and a parade make this an event not to miss! This time-honored, family friendly event brings people of all ages – from Canby citizens and visitors – to experience a true, small-town Independence Day. This long established event traditionally brings thousands of people from Canby and beyond. The kick off meeting was set to engage volunteers and brainstorm the details for this year’s event.



Organization

1. Historic Review Board Local Register Nomination –

The City of Canby's Historic Review Board chairperson submitted an application for the former city hall to the Local Register of Historic Resources. The application was submitted on behalf of the City of Canby and will help to maintain the exterior charm and historic integrity of the City Hall, while allowing for redevelopment of the interior. City Hall was constructed in 1937 as part of a Public Works Administration



project, and its exterior is telling of the building completed at that time. After approval by the Historic Review Board and Planning Commission late last year, a local historic register and historic overlay application was approved by the Canby City Council at its second reading January 4th. The former City Hall joins three additional Local Registry Projects;

1. W.H. Bair House at 375 NW 3rd Avenue
2. William O. Mack House at 139 SW 2nd Avenue
3. 1st Methodist Episcopal Church at 486 NW 3rd Avenue

- **Certified Local Government Grant** – The City of Canby's Historic Review Board submitted a Certified Local Government Grant for the 2017 CLG grant cycle. The grant is for Intensive Level Surveys, board education, public outreach, updating the Exploring Community Connections brochure, creation of a Women's Heritage Trail, and expansion of the Local Registry project. The CLG grant is awarded through the State Historic Preservation office. The City of Canby was awarded grants in 2013 and 2015 that completed several projects that are the building blocks for the projects outlined in the 2017 grant application.

Economic Vitality

- **Oregon Main Street Network Meeting** – The Oregon Main Street network meeting was held on January 30 – 31st in Cottage Grove, OR. The meeting featured a roundtable session with updates from cities around the state on Monday, January 30th. Then on January 31st, the meeting featured a presentation from the State Historic Preservation office on the newly created Main Street Revitalization grant. This grant supports revitalization efforts in communities participating in the Oregon Main Street Network. The City's Main Street and Economic Development staff intend to submit a grant for the former Canby Public Library building located at 292 N Holly Street.

Design

- **Façade Improvement Application** - The City of Canby staff presented two façade improvement applications at the January 18th Urban Renewal Agency meeting.
 1. The Canby Kiwanis Thrift Store at 257 SE 1st Avenue in Canby proposed new paint, a double door, wall signage, a blue stripe through the middle of the building's façade, and enclosing their existing storage area.
 2. PNR, LLC., a mini storage located at 608 SW 4th Avenue proposed adding steel awnings, brick façade, custom metal cap, new garage doors, and new glazing on the windows.

Both applications were first reviewed by the Canby Main Street Design Committee and approved by the Urban Renewal Agency.

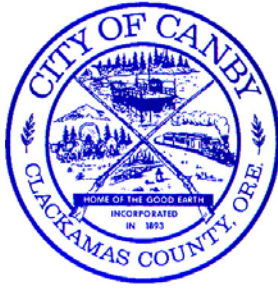
- **2017 Library/Civic Center Call To Sculptors –**

The City of Canby has approved installation of 3 wall sculptures for the exterior wall of its newly finished Canby Civic Center and Public Library.

The sculptures will enhance the public environment and promote understanding and enjoyment of public art. This is consistent with the history and culture of Canby and the role of the Canby Public Library in promoting lifelong learning.



The theme for the wall sculpture project is: **Growing, Learning, and Giving.** Three winning sculptures will be chosen from submissions. They will then be recommended by the Arts and Culture Council of Canby to the Canby City Council for final approval for permanent mounting and display on the exterior wall of the Canby Public Library. Each of the sculptors selected will receive an honorarium of \$7,500 per accepted sculpture after installation. The deadline is Friday, March 17th.



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 2017
Compiled by: Suzan Duffy

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

- The city web page was updated with the finalized **financial reports** for the year ended June 30, 2016: City of Canby Comprehensive Annual Financial Report (CAFR), Canby Urban Renewal Agency Financial Statements, and the annual accounting of Systems Development Charges.

- The City's auditors completed the **Federal Compliance Report** and provided a recommendation to improve claim methodology which has been implemented.

- **Budget season** is officially underway. A kick-off meeting was held in January and packets distributed to departments. One-on-one meetings were also held to clarify expectations and ask questions. FTE worksheets, current year projections, and draft narratives have already been submitted by departments and are being compiled into a draft of the proposed budget document.

- A **supplemental budget** for the current year was prepared and will be before Council March 1st.

- Required IRS reporting of certain payments to vendors on **Form 1099** was completed. **Form W-2** was provided to employees, most of whom accessed them online. Additional information was required on **Form 1095-C** regarding Employer-Provided Health Insurance, a requirement of the Affordable Care Act. Significant time was spent by staff working with our software provider to prepare this form

- The City's **collections agency** updated its website and report formats. Staff is working with the collection agency to train and become familiar with the new website to ensure the City's needs are met.

Bi-Monthly Finance Department Report (continued)

- Payoff requests have been made for properties in one of the City's **Advanced Financing District** as those properties prepare for development.
- Staff mailed 144 letters to **Transit tax** filers who currently file quarterly but are eligible for annual filing to verify filing preference. The goal is to reduce unnecessary filings and paperwork.
- Staff also mailed 81 letters to **Transit tax** filers to follow up on zero returns with the goal of either correcting erroneous returns or eliminating unnecessary returns.
- Finance staff participated in the following meetings, trainings and events this period:
 - OGFOA Certification Committee meeting
 - Court observation
 - Pacific Source ACA reporting requirements for 2016
 - Department of Revenue Budget Law training
 - Fire extinguisher and safety inspections

Bi-Monthly Finance Department Report (continued)

Statistics this period:

- **Accounts Payable**

| | |
|------------------|------|
| Invoices: | 671 |
| Invoice entries: | 1084 |
| Encumbrances: | 17 |
| Manual checks: | 12 |
| Total checks: | 376 |
- **Payroll**

| | |
|----------------------------|-----|
| Timesheets processed: | 427 |
| Total checks and vouchers: | 496 |
| New hires/separations: | 4/6 |
- **Transit Tax Collection**

| | |
|-------------------------------|-------|
| Forms sent: | 516 |
| Penalty & Int. notices sent: | 14 |
| Pre-collection notices sent: | 1 |
| Accounts sent to collections: | 40 |
| Accounts opened/closed: | 36/34 |
| Returns posted: | 967 |
- **Utility Billing**

| | |
|-------------------------------|-------|
| Bills sent: | 9,455 |
| Counter payments: | 240 |
| Accounts opened and closed: | 126 |
| Lien payoffs: | 6 |
| Lien payoff inquiries: | 45 |
| Collection notices sent: | 14 |
| Accounts sent to collections: | 4 |
- **General Ledger**

| | |
|------------------------|-----|
| Total Journal entries: | 230 |
|------------------------|-----|
- **Cash Receipts Processed**

| | |
|----------|------|
| Finance: | 1303 |
| Utility: | 398 |

CANBY PUBLIC LIBRARY

BI-MONTHLY STAFF REPORT

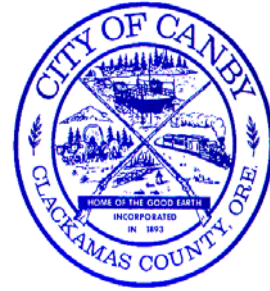
January – February 2017

TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 3/8/17



Information Statistics

| | July | Aug | Sept | Oct | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | June | Total |
|-----------------------|------|-----|------|-----|------|------|------|------|------|------|-----|------|-------|
| Reference | 294 | 365 | 86 | 592 | 723 | 619 | 588 | 530 | | | | | 3,797 |
| Operational | 177 | 294 | 118 | 711 | 748 | 420 | 228 | 192 | | | | | 2,888 |
| Computer Help | 133 | 166 | 62 | 177 | 245 | 250 | 145 | 142 | | | | | 1,320 |
| Reader's Advisory | 27 | 31 | 8 | 37 | 41 | 23 | 13 | 14 | | | | | 194 |
| Computer Guest Passes | 8 | 34 | 12 | 29 | 95 | 108 | 23 | 61 | | | | | 370 |
| Job/resume Help | 1 | 3 | 2 | 1 | 2 | 5 | 3 | 1 | | | | | 18 |
| E-Book Help | 7 | 7 | 3 | 15 | 9 | 17 | 12 | 5 | | | | | 75 |
| Help In Spanish | 24 | 48 | 20 | 43 | 67 | 44 | 25 | 16 | | | | | 287 |
| Email Questions | 1 | 2 | 7 | 10 | 5 | 13 | 8 | 10 | | | | | 56 |

Reference: Informational questions, placing holds

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

Readers Advisory: Recommending books, movies, music

E-Book Help: Instruction on downloading E-books

Computer: Instruction/assistance

(Canby Service Population = 23,692)

*LINCC Deleted expired library accounts in September 2016

| | July | Aug | Sept | Oct | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | June | Total |
|-----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|------|------|-----|------|---------|
| Total Registered Borrowers* | 11,886 | 11,912 | 10,369 | 10,620 | 10,852 | 10,993 | 11,170 | 11,325 | | | | | 11,325 |
| New Library Cards | 100 | 70 | 53 | 256 | 233 | 135 | 173 | 153 | | | | | 1,173 |
| Number of Materials Owned | 61,908 | 62,050 | 62,216 | 62,013 | 62,223 | 62,264 | 62,498 | 62,760 | | | | | 62,760 |
| Circulation | 25,125 | 30,056 | 19,526 | 31,021 | 31,763 | 25,019 | 25,616 | 24,353 | | | | | 212,633 |
| People Counter | 11,985 | 9,704 | 5,554 | 16,790 | 16,743 | 18,873 | 13,103 | 15,573 | | | | | 91,582 |
| Materials Added | 552 | 1,171 | 873 | 626 | 482 | 398 | 394 | 428 | | | | | 4,924 |
| Holds Placed | 6,392 | 6,075 | 2,974 | 4,900 | 6351 | 5,593 | 6,667 | 6,160 | | | | | 45,112 |
| Self-Check | 33.6% | 47.6% | 54.1% | 43.3% | 44.9 | 31.7 | 35.6 | 36.9 | | | | | 40.9 |
| Public Internet Sessions | 933 | 982 | 480 | 888 | 1,263 | 1,228 | 1,260 | 1,257 | | | | | 8,293 |
| Facebook Likes | 552 | 559 | 587 | 639 | 656 | 671 | 697 | 698 | | | | | 671 |
| Volunteer Hours | 211 | 189.75 | 107.25 | 206 | 226 | 200 | 226 | 210 | | | | | 1,576 |

Programming:

| | ATTENDANCE | | | NUMBER OF PROGRAMS | | | |
|-----------|------------|------|----------|--------------------|------|------------|--------|
| | Adults | Teen | Children | Adult | Teen | Children's | Family |
| July | 368 | 67 | 1614 | 15 | 4 | 18 | 11 |
| August | 233 | 41 | 210 | 14 | 3 | 3 | 10 |
| September | 235 | 0 | 227 | 12 | 0 | 6 | 4 |
| October | 344 | 19 | 747 | 16 | 1 | 14 | 7 |
| November | 384 | 13 | 378 | 20 | 1 | 14 | 6 |
| December | 227 | 14 | 198 | 17 | 1 | 16 | 5 |
| January | 302 | 10 | 180 | 20 | 1 | 10 | 8 |
| February | 424 | 20 | 270 | 15 | 2 | 13 | 8 |

Library Operations:

- The library board approved the new library hours. Beginning April 2nd, the library will be open Monday thru Thursday 10:00 – 8:00; Friday and Saturday 10:00 – 5:00 and Sunday 1:00 – 5:00.
- The library is expected to receive an increase in revenue from the library district in FY 17/18. In FY 16/17 the library received \$818,849. In FY 17/18 the library is expected to receive \$862,813. (Approximately a \$44,000 increase).
- With the retirement of a staff person, hours of two part-time staff were increased (13 hours to 25 hours) and the other (19 hours to 25 hours). A 19 hour position was also created. There were additional funds still available from the position to put towards on-calls for more flexibility. With the increase in staffing the library was able to propose to the board new hours for the library.
- We've had a few behavior issues with teens in the library. One teen tried to hide on the window sill of the city offices. Library staff discovered him at closing and police were called. A small group of teens were threatened by another group of teens and were afraid to leave the library. Another's bike was stolen in the lobby. A group using the teen room reported another was flicking a lighter at them. The Canby police will be doing a regular walk-thru the library. Library staff will roam the library, especially around the teen area, once an hour. The city is also looking into security cameras.
- We now have a handout to give to patrons for service animals in the library.

RFID

- The contract with Clackamas County and Sirsi-Dynix has been signed and equipment has been ordered. We should be able to begin tagging media on March 15th. Canby will tentatively start tagging all our other materials in May.

LDAC:

- Kathleen Myron, Canby's new Library District Advisory Committee's representative attended the LDAC meeting on January 23rd.
- LDAC approved to send to District Library Board (CC Commissioners) the Annual Progress Reports submitted by library directors and compiled by Clackamas County staff. One member challenged that not all library reports detailed non-city funding sources, while others did (such as CPL), thus, in that member's interpretation, resulting in the reports comparing "apples to oranges." CC Commissioner Savas noted that without such reports from LDAC member libraries, the District Library Board would not

receive the information provided in the reports. Timely submission appeared to be the wisest action.

Facilities:

- We are continuing to have complaints about the outside book drop and are working with Kingsley, the manufacturer, on a solution. Signs were posted for the public to use caution when returning books.
- We are still having issues with the fireplace shutting off after one hour. We tried several ways to try to remedy the issue with no improvement. We will be contacting the manufacturer about the problem.
- The carpet squares by the computers were coming up and causing tripping hazards. The have now been glued down.
- Thanks to Public Works, particularly Shane Hester, for helping us out with all the above facilities issues.
- The Friends of the Oak Lodge Library are going to take some of the shelving from the old library for their Friends book store.

Marketing/Outreach:

- Irene met with the Historic Review Board on partnership opportunities. We will be working with them on the Walking Tours of Canby and the Rededication of Bake Prairie Cemetery on May 5th.
- The library will be working with the Kiwanis on the Dolly Parton Imagination Library. Children under the age of 5, who are registered in the program, will receive a book mailed to their home addressed to the child. The cost to the Kiwanis is about \$2.10 per book.
- A few members of the community raised questions on Canby Now about the lack of interactive play toys in the children's area. A community input meeting was held on Wednesday, February 15th. Seven people were present for the meeting. Results of the meeting were:
 - The community would like the theme of the children's area to be in line with the City of Canby's theme and be thought of as "The Garden Spot".
 - Interactive toys are needed for the area. Criteria need to adhere to ADA guidelines, be stable and cleanable.
 - Suggested toys are Busy boards for the wall, felt boards, puppet theatre that could also be converted to a counter/play store, farm tractor, or something similar on wheels so it could be moved if necessary
 - Funding for the area: The Friends of the Library donated \$2,000 for interactive toys. The Kiwanis may have additional funds. Several people mentioned that the community may have services they can donate for the area.
 - Marketing: It was suggested we create a team of parent volunteers to team up with the PTA and recruit volunteers that can help out with specific library programs or outreach.
 - Monthly themes in the area would keep the area fresh

Friends of the Library:

- The Friends Book Garden sales for January were: \$1,017.60. February sales were \$983.40.
- The Friends of the Library held their annual meeting on Thursday, February 9th. Lois Brooks is the new president of the Friends.
- The Friends will not have a 4th of July book sale. Instead they will have a Beach Bum book sale on June 3rd.

Volunteers:

- Volunteer of the month for January was Anne Hult. Ann was phenomenal at shelving. Sadly she decided to stop volunteering.
- Volunteer of the month for February was Melissa Powell. Melissa not only shelves but does the pick list for us two days a week.
- We are looking to try to recruit more high school volunteers.

| Jan-17 | | ATTENDANCE | | | TYPE OF PROGRAM | | | |
|--|-----------|----------------------|----------|------------|-----------------|----------|------------|----------|
| | Date | Adults | Teen | Children | Adult | Teen | Children's | Family |
| CHILDREN | | | | | | | | |
| Storytimes | | | | | | | | |
| Songs and Sillies Storytime (ages 2-6) | 1/2/2017 | 1 | 0 | 2 | 0 | 0 | 1 | 0 |
| Songs and Sillies Storytime (ages 2-6) | 1/9/2017 | 10 | 0 | 17 | 0 | 0 | 1 | 0 |
| Songs and Sillies Storytime (ages 2-6) | 1/23/2017 | cancel/illnes | | | | | | |
| Songs and Sillies Storytime (ages 2-6) | 1/30/2017 | 12 | 0 | 12 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 1/4/2017 | 8 | 0 | 12 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 1/11/2017 | cancelled/weather | | | | | | |
| Book Babies Storytime (ages 0-2) | 1/18/2017 | 7 | 0 | 11 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 1/25/2017 | 12 | 0 | 15 | 0 | 0 | 1 | 0 |
| Friday Storytime | 1/6/2017 | 12 | 0 | 16 | 0 | 0 | 1 | 0 |
| Friday Storytime | 1/13/2017 | 8 | 0 | 14 | 0 | 0 | 1 | 0 |
| Friday Storytime | 1/20/2017 | 13 | 0 | 20 | 0 | 0 | 1 | 0 |
| Friday Storytime | 1/27/2017 | 11 | 0 | 14 | 0 | 0 | 1 | 0 |
| TOTAL | | 94 | 0 | 133 | 0 | 0 | 10 | 0 |
| Teens | | | | | | | | |
| Manga Drawing Workshop | | 0 | 7 | 0 | 0 | 1 | 0 | 0 |
| TOTAL | | 0 | 7 | 0 | 0 | 1 | 0 | 0 |
| FAMILY | | | | | | | | |
| Spanish Storytime (for the whole family) | 1/7/2017 | Cancel (short staff) | | | | | | |
| Spanish Storytime (for the whole family) | 1/14/2017 | 3 | 0 | 7 | 0 | 0 | 0 | 1 |
| Spanish Storytime (for the whole family) | 1/21/2017 | 2 | 0 | 3 | 0 | 0 | 0 | 1 |
| Spanish Storytime (for the whole family) | 1/28/2017 | 7 | 3 | 16 | 0 | 0 | 0 | 1 |
| Family Evening (Buck and Elizabeth) | 1/26/2017 | 5 | 0 | 8 | 0 | 0 | 0 | 1 |
| Movie Nights | | | | | | | | |
| <i>The BFG (English)</i> | 1/12/2017 | 2 | 0 | 1 | 0 | 0 | 0 | 1 |
| <i>Cigüeñas (Spanis)</i> | 1/19/2017 | 3 | 0 | 6 | 0 | 0 | 0 | 1 |
| Music in the Stacks | | | | | | | | |
| Montavilla Brass Quintet | 1/14/2017 | 47 | 0 | 0 | 0 | 0 | 0 | 1 |
| TOTAL | | 69 | 3 | 41 | 0 | 0 | 0 | 7 |
| ADULT | | | | | | | | |
| General Programs | | | | | | | | |
| Estate Planning 101 | 1/10/2017 | Inclement weather | | | | | | |
| Worksource Clackamas SP | 1/5/2017 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| Worksource Clackamas English | 1/12/2017 | Inclement weather | | | | | | |
| Color Yourself Happy | 1/17/2017 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Color Yourself Happy | 1/20/2017 | 1 | 0 | 0 | 1 | 0 | 0 | 0 |
| Crepe Flower Craft | 1/31/2017 | 11 | 0 | 0 | 1 | 0 | 0 | 0 |
| Diabetes Prevention | 1/24/2017 | 19 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 1/3/2017 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 1/10/2017 | 4 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 1/17/2017 | 4 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 1/24/2017 | 3 | 0 | 0 | 1 | 0 | 0 | 0 |
| Nuestros Abuelos | 1/31/2017 | cancel | | | | | | |
| Book Clubs | | | | | | | | |
| History Book Group | 1/25/2017 | 5 | 0 | 0 | 1 | 0 | 0 | 0 |
| Book Group - | 1/19/2017 | 8 | 0 | 0 | 1 | 0 | 0 | 0 |
| Instruction Classes | | | | | | | | |
| E-Reader Help | | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 1/6/2017 | 5 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 1/13/2017 | 6 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 1/20/2017 | 4 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 1/27/2017 | 5 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 1/12/2017 | 8 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 1/19/2017 | 14 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 1/26/2017 | 17 | 0 | 0 | 1 | 0 | 0 | 0 |
| TOTAL | | 120 | 0 | 0 | 19 | 0 | 0 | 0 |
| Library Tours | | | | | | | | |
| Thelma's Place | 1/9/2017 | 11 | 0 | 0 | 1 | 0 | 0 | 0 |
| TOTAL | | 11 | 0 | 0 | 1 | 0 | 0 | 0 |
| Outreach | | | | | | | | |
| Canby MOMS club (Karen) | 1/26/2017 | 8 | 0 | 6 | 0 | 0 | 0 | 1 |

302

10

180

20

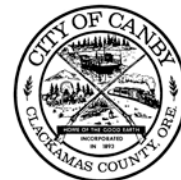
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| Feb-17 | | ATTENDANCE | | | TYPE OF PROGRAM | | | |
|--|-----------|------------|-----------|------------|-----------------|----------|------------|----------|
| | Date | Adults | Teen | Children | Adult | Teen | Children's | Family |
| CHILDREN | | | | | | | | |
| Storytimes | | | | | | | | |
| Songs and Sillies Storytime (ages 2-6) | 2/6/2017 | 20 | 0 | 26 | 0 | 0 | 1 | 0 |
| Songs and Sillies Storytime (ages 2-6) | 2/13/2017 | 18 | 0 | 24 | 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) | 2/27/2017 | 16 | 0 | 20 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 2/1/2017 | 7 | 0 | 8 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 2/8/2017 | 12 | 0 | 15 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 2/15/2017 | 8 | 0 | 10 | 0 | 0 | 1 | 0 |
| Book Babies Storytime (ages 0-2) | 2/22/2017 | 7 | 0 | 8 | 0 | 0 | 1 | 0 |
| Friday Storytime | 2/3/2017 | 15 | 0 | 17 | 0 | 0 | 1 | 0 |
| Friday Storytime | 2/10/2017 | 18 | 0 | 20 | 0 | 0 | 1 | 0 |
| Friday Storytime | 2/17/2017 | 14 | 0 | 19 | 0 | 0 | 1 | 0 |
| Friday Storytime | 2/24/2017 | 8 | 0 | 10 | 0 | 0 | 1 | 0 |
| No School Friday-Who Was A. Neyhart | 2/17/2017 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| TOTAL | | 143 | 0 | 177 | 0 | 0 | 12 | 0 |
| Teens | | | | | | | | |
| Cups Cuts and Cocoa | 2/14/2017 | 3 | 8 | 0 | 0 | 1 | 0 | 0 |
| Anime Movie Night | 2/28/2017 | 0 | 10 | 0 | 0 | 1 | 0 | 0 |
| TOTAL | | 3 | 18 | 0 | 0 | 2 | 0 | 0 |
| FAMILY | | | | | | | | |
| Movie Nights | | | | | | | | |
| Secret Life of Pets (English) | 2/9/2017 | 4 | 2 | 6 | 0 | 0 | 0 | 1 |
| Kubo y las Dos Cuerdas Magicas (Spanish) | 2/16/2017 | 1 | 0 | 1 | 0 | 0 | 0 | 1 |
| Spanish Storytime (for the whole family) | 2/4/2017 | 1 | 0 | 3 | 0 | 0 | 0 | 1 |
| Spanish Storytime (for the whole family) | 2/11/2017 | 3 | 0 | 7 | 0 | 0 | 0 | 1 |
| Spanish Storytime (for the whole family) | 2/18/2017 | 4 | 0 | 10 | 0 | 0 | 0 | 1 |
| Music in the Stacks | | | | | | | | |
| Low Tide Drifters | 2/4/2017 | 44 | 0 | 0 | 0 | 0 | 0 | 1 |
| TOTAL | | 57 | 2 | 27 | 0 | 0 | 0 | 6 |
| ADULT | | | | | | | | |
| General Programs | | | | | | | | |
| Adult Craft Paper Hears | 2/7/2017 | 20 | 0 | 0 | 1 | 0 | 0 | 0 |
| Pints from the Past | 2/6/2017 | 39 | 0 | 0 | 1 | 0 | 0 | 0 |
| Living with Diabetes | 2/21/2017 | 7 | 0 | 0 | 1 | 0 | 0 | 0 |
| Eat Smart, Waste Less | 2/28/2017 | 8 | 0 | 0 | 1 | 0 | 0 | 0 |
| Author Talk: The Papermakers | 2/8/2017 | 12 | 0 | 0 | 1 | 0 | 0 | 0 |
| Book Clubs | | | | | | | | |
| History Book Group | | 6 | 0 | 0 | 1 | 0 | 0 | 0 |
| Book Group - | | 7 | 0 | 0 | 1 | 0 | 0 | 0 |
| Instruction Classes | | | | | | | | |
| E-Reader Help | | | | | | | | |
| Knitting and Crocheting | 2/3/2017 | 4 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 2/10/2017 | 5 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 2/17/2017 | 4 | 0 | 0 | 1 | 0 | 0 | 0 |
| Knitting and Crocheting | 2/24/2017 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 2/2/2017 | 13 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 2/9/2017 | 13 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 2/16/2017 | 9 | 0 | 0 | 1 | 0 | 0 | 0 |
| Citizenship class | 2/23/2017 | 18 | 0 | 0 | 1 | 0 | 0 | 0 |
| TOTAL | | 167 | 0 | 0 | 15 | 0 | 0 | 0 |
| Library Tours | | | | | | | | |
| Lee School parent group | 2/2/2017 | 11 | 0 | 19 | 0 | 0 | 0 | 1 |
| Knight School parent group | 2/23/2017 | 30 | 0 | 45 | 0 | 0 | 0 | 1 |
| Learning Tree Day Care | 2/7/2017 | 13 | 0 | 2 | 0 | 0 | 1 | 0 |
| TOTAL | | 54 | 0 | 66 | 0 | 0 | 1 | 2 |
| Outreach | | | | | | | | |
| | | | | | | | | |

424 20 270 15 2 13 8



PLANNING & DEVELOPMENT SERVICES

JANUARY – FEBRUARY BI-MONTHLY REPORT

TO: *Honorable Mayor Hodson and City Council*

FROM: *Bryan Brown, Planning Director*

DATE: *March 6, 2017*

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, 2017. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and development site plan review coordination projects for building permits.

Planning Activities

- 1. Park & Recreation Maintenance Funding Survey.** A Park and Recreation Maintenance Funding Survey whose content was approved by the Park and Recreation Advisory Board was mailed out to the same randomly selected residents as the original Park survey in April, 2016, with links to an online version on the City's website and Facebook page. The results were summarized and approved by the Park and Recreation Advisory Board. This survey is a follow up to the original survey sent out in April and will be mailed to the same randomly selected residents as the original survey. Links to an online version of the survey were posted on the City's website and Facebook page, Canby Now, and in the Canby Herald. A final summary of the results of the survey will be posted on the City's website and placed in the Canby Herald in March. A initial summary of the maintenance survey results backed up by the results of the Parks survey led to the preparation of a Parks Maintenance Funding Options report that has been shared with the City Council and City Administrator which contains substantive recommendations from the Parks and Recreation Board regarding options on the provision of park services and their future funding.
- 2. Quiet Zone.** Staff is working with ODOT to finalize the cost and timeline for reconstructing the intersection of N. Elm and OR 99E in order to accommodate the turning radius required by large truck trailers. ODOT is managing the project and preparing the engineering plans for the project but has now requested to be reimbursed for the engineering costs. The City has identified a source of funds for the engineering work in order to keep it moving forward. Upon finalizing the project costs and timeline Staff will work with the Governor's Regional Solutions Team representative to submit for project construction funding via the Immediate Opportunity Fund program. It has been determined that the majority of the anticipated construction cost will qualify for grant funding.
- 3. Buildable Land Needs Study.** The study will provide needed clarification as to what lands of each zone type are available to meet both housing and business employment needs to drive future economic opportunities and growth. The study will provide Canby with a factual basis to support planning efforts to address unmet housing needs and employment land. The study is intended to comply with Statewide Planning Goal 10, which requires the City to plan for housing that meets identified needs within the urban growth boundary at particular price ranges and rent levels and addresses employment lands. **A joint workshop with the Council and the Planning Commission is being scheduled for April 19**

to review the draft study.

4. **South Ivy Street 2016-2018 STIP Enhance Project.** Design work by the County continues. Construction planned for 2018. The project will construct sidewalks, a bike lane, and curbing on S Ivy Street from 99E south to Lee Elementary School. It includes installation of a traffic signal at the 3-leg intersection at Township Road and Ivy and will improve storm drainage in the area. **In progress and on schedule.**
5. **Molalla Forest Road Master Plan Update.** The City of Canby and Clackamas County are interested in finding sources of grant money to assist in funding the planning and design of this possible future recreational pathway for bikes and pedestrians which would reconnect the City of Canby to the City of Molalla, and eventually connect to the Molalla River Recreation Corridor. This section of the Molalla River has been newly designated an Oregon Scenic Waterway. The completed path would add approximately 8 miles of multiuse path to the 3+ miles currently within Canby's UGB. The State Parks Local Government Grant Program has been determined to be the best fit for updating the master plan, and the Recreational Trails Grant Program will be the best fit for construction funds. Staff is working to seek out partnerships to utilize in seeking grant funds from the above sources. If grant funds are obtained, the master plan would take about 9 months to complete. Following the adoption of the master plan the City and County partner would begin submitting grants for the first phase of the acquisition/construction of the pathway. The planning grant application shall be submitted in May. **In progress and on schedule.**
6. **Dog Park.** The city's park planner was given a green light from the City Administrator to move forward with putting the final design touches on the plan for the dog park, iron out the volunteer maintenance plan arrangement for caring for the dog park, and who will be building the facility.
7. **Community Development Block Grant Application for N Pine.** The City has been awarded CDBG funding to reconstruct 2 blocks on North Pine Street. The improvements include road resurfacing, sidewalks, bike lanes and storm drainage improvements. The City will partner with the County to acquire any ROW necessary to complete the project. The initial expected City allocation for this funding cycle is \$220,000. The City and County are exploring options to how we might augment this funding allocation both for this round and the next several funding cycles to help achieve the reconstruction of most of North Pine Street over time.
8. **Willow Creek Wetlands Restoration.** DEQ has approved the scope of work for a 2-3 yr restoration project for the city owned Willow Creek Wetlands. The City shall engage the services of the non-profit watershed group - Dig In Community - to spearhead the project. Dig In Community will involve students, neighbors and community groups in the restoration work. They are currently reaching out to gain participation from schools and teachers for the project are developing weed removal plans. The project is expected to be completed by August 2019. The wetlands enhancement project was initiated by the City of Canby to address DEQ's requirements for the City of Canby.

Land Use Application Activity

9. Pre-Application Conference(s) Held:

- PRA 17-01 AutoZone Store

10. Land Use Applications Submitted January 1 – February 28, 2017:

| CITY FILE # | APPLICANT | PROJECT | ADDRESS |
|-------------|---------------------------|-----------------------------------|--|
| DR 17-01 | Canby Utility | Office & Operational Facility | 1265 SE 3rd Ave |
| FP 17-01 | Tom Scott | Trail Crossing Apartments | 1203 & 1295 NE Territorial |
| FP 17-02 | Darren Monen | Duplex & Triplex | 431 S Township |
| MOD 17-01 | Tom Scott | Canby Crossing Retail Development | 851 SW 1 st Ave |
| PRA 17-01 | AutoZone | Auto parts store | 980 SW 1 st Ave |
| PRA 17-02 | Beck/Stafford Land Co. | Annexation/Concept Plan/SUB | 1555 & 1715 S Fir St |
| PRC 17-01 | Pat Sisul/Stoller | Timber Park Subdivision | 2220 SE 13 th Ave |
| PRC 17-02 | Hanlon Development | Civic Block | 111 NW 2 nd Ave |
| SN 17-01 | Canby Secure Storage | 1 Wall Sign | 1753 SE 1 st Ave |
| SN 17-02 | Birch St Animal Clinic | 1 Pole, 1 Wall Sign | 145 S Birch St |
| SN 17-03 | DirectLink (Canby Telcom) | 1 Wall sign | 185 SE 1 st Ave |
| SN 17-04 | Sequoia Grove Apartments | Monument Sign | 259 S Sequoia Parkway |
| SUB 17-01 | Northwood Investment | Northwood Estates, Phase III | NW 11 th , West of N Elm St |
| VAR 17-01 | Tom Scott | Trail Crossing Apartments | 1203 & 1295 NE Territorial |

8. Pre-Construction Conference(s) Held:

- Timber Park Subdivision (PRC 17-01)

9. PC Meeting Items Reviewed:

- Zone Change at 548 N Locust St from R-1 (Low Density Residential Zone) to R-2 (High Density Residential Zone (ZC 16-05).
- Lot Line Adjustment and Minor Partition to adjust size of two existing parcels and then create two new parcels involving property at 623 and 595 N Knott St (LLA 15-09/MLP 16-04).
- Minor Land Partition of an existing 23,958 square foot lot into three parcels located at 582 N Knights Bridge Road. (MLP 16-03)
- Consider a request for a 21-lot Subdivision for Northwood Estates Phase III on a 5.04 acre site on NW 11th Avenue, west of N Elm Street suitable for single family homes (SUB 17-01).
- Consider a request for Site & Design review for the proposed Canby Utility Office and Operational Facility at 1265 SW 3rd Ave. **(DR 17-01)**

10. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit January 1, 2016 through February 28, 2017:

| CITY FILE # | APPLICANT | PROJECT | ADDRESS |
|--------------------|-----------------------------------|--|---------------------------------------|
| SP 17-21 | Stafford Homes and Land | SFR | 1173 NE 16th, Franz Meadow, Lot 15 |
| SP 17-20 | Stafford Homes and Land | SFR | 1534 N Plum Ct, Franz Meadow, Lot 12 |
| SP 17-19 | Stafford Homes and Land | SFR | 1134 NE 16th Ave, Franz Meadow, Lot 2 |
| SP 17-18 | Verizon Wireless | Modify existing tower-mounted radio equipment. Replace antennas, add remote radio units, and surge protector | 505 NW Baker Dr |
| SP 17-17 | Trautman Art Glass | Install dust collectors & Associated duct work | 2000 SE 4th Ave |
| SP 17-16 | Canby Crossing | T-Mobile Interior remodel | 851 SW 1st Ave, Suite 102 |
| SP 17-15 | Gary Holland | Permit previous owner's garage conversion to storage-laundry room | 520 SE 2nd Ave |
| SP 17-14 | American Steel | Alter interior concrete pad | 525 S Sequoia Parkway |
| SP 17-13 | American Steel | Alter concrete pad | 525 S Sequoia Parkway |
| SP 17-12 | Teresa Sasse | Demoliton - Shop | 1440 S Ivy Street |
| SP 17-11 | Cherene Ellinger | Enclose Existing Carport | 1340 N Oak St |
| SP 17-10 | Willamette Valley Country Club | Deck Replacement | 900 Country Club Place |
| SP 17-09 | David Dewar | Tenant remodel - Chiropractic Clinic | 332 NW 1st Ave |
| SP 17-08 | Stafford Homes | SFR | 1624 N Plum Ct, Lot 10 Franz Meadow |
| SP 17-07 | Shannon Amburn Equity Quest Homes | Fordyce Townhomes | 916 & 920 NW 2nd Ave |
| SP 17-06 | VLMK/Trend Business Park | TI - Cascade Engineering | 341 S Sequoia Parkway, Bldg C |
| SP 17-05 | Nick Netter Construction | SFR | 1848 SE 10th Ave, Faist 6, Lot 5 |
| SP 17-04 | Chris Lancaster-Big-Dawg | Bike Station Cover | Corner of N Holly & NE Territorial |
| SP 17-03 | Teresa Sasse | Home Business Accessory Bldg. | 1440 S Ivy Street |
| SP 17-02 | Joe Hartwell | Interior remodel upstairs | 1225 N Grant |
| SP 17-01 | Deric Wattles, KJO Co/Jimmy Johns | Tenant remodel - pizza restaurant | 851 SW 1st Ave |

11. Active Permit Finals by Clackamas County, January 1 – February 28, 2017

| FINAL DATE | PROJECT | ADDRESS |
|-------------------|---|------------------------------|
| 2-23-2017 | SFR | 128 SE 15 th Ct |
| 2-14-2017 | SFR | 1585 N Plum Ct |
| 2-8-2017 | SFR | 620 NW 10 th Ave |
| 2-7-2017 | SFR | 1146 NE 17 th Ave |
| 2-2-2017 | SRR | 1816 SE 10 th Pl |
| 2-2-2017 | SFR | 125 SE 15 th Ct |
| 1/27/2017 | Direct Link - 1 Illuminated Wall Sign | 190 SE 2nd Ave |
| 1/27/2017 | House Addition | 520 SW 10 th Ave |
| 1/24/2017 | T-Mobile Upgrade Cell Tower With 6 Antennas | 1239 SE 1st Ave |
| 1/19/2017 | SFR - Franz Meadow | 1556 N Plum Ct |
| 1/10/2017 | SFR - Faist 6 | 1806 SE 10th Pl |
| 1/5/2017 | Potter Industries, TI | 350 NW Baker Dr |
| 1/6/2017 | Sally Beauty - Wall Sign | 1401 SE 1st Ave |
| 1/4/2017 | SFR - Faist 6 | 1824 SE 11th Ave |
| 1/4/2017 | Landlord Improvement - Remodel Interior | 358 NW 1st Ave |

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: March 6, 2017

Re: Bi-monthly Report

The Canby Swim Center has been busy and crazy as with most departments due to the ever changing schedules along with the weather the last couple months. The Canby Swim Center is on to the spring schedule even if the weather isn't keeping up. The winter was fun and eventful. 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 strong with eight swimmers at high school state, three more than last year, Michael Haring, Mairén Chard and Kaitlyn Hester all swam individually along with three different relays. CHS Swimming broke 3 team records this year. 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 Gators are doing very well so far as they had several state champions at 11-14 state and finished 15th as a team.

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, which this year is March 27-31. 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 \$5,200 for the two months and up \$8,200 total for this year so far. Attendance numbers are up 150 for January and February Last year, but down about 1,500 swims overall. I am guessing the way this spring lessons are going that will turn around.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for January 2017
DATE: 2017 March Report

| CANBY SWIM CENTER January | ADMIT 2016 | ADMIT 2017 | PASS 2016 | PASS 2017 | TOTAL 2016 | TOTAL 2017 | YTD TOTAL 15-16 | YTD TOTAL 16-17 |
|------------------------------|---------------|---------------|--------------|--------------|---------------|---------------|--------------------|--------------------|
| MORNING LAP | 53 | 58 | 322 | 394 | 375 | 452 | 2555 | 2568 |
| ADULT RECREATION SWIM | 42 | 16 | 397 | 346 | 439 | 362 | 3156 | 2916 |
| MORNING WATER EXERCISE | 63 | 64 | 448 | 312 | 511 | 376 | 3153 | 3144 |
| PARENT/ CHILD | 0 | 0 | 0 | 0 | 0 | 0 | 786 | 856 |
| MORNING PUBLIC LESSONS | 158 | 172 | 0 | 0 | 158 | 172 | 4233 | 4218 |
| SCHOOL LESSONS | 0 | 387 | 0 | 0 | 0 | 387 | 780 | 667 |
| NOON LAP | 86 | 128 | 279 | 284 | 365 | 412 | 2032 | 2107 |
| TRIATHLON CLASS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| AFTERNOON PUBLIC | 279 | 642 | 8 | 10 | 287 | 652 | 2926 | 3329 |
| PENGUIN CLUB | 0 | 0 | 0 | 0 | 0 | 0 | 1106 | 996 |
| CANBY H.S. SWIM TEAM | 0 | 0 | 1028 | 957 | 1028 | 957 | 2206 | 2047 |
| CANBY GATORS | 0 | 0 | 675 | 480 | 675 | 480 | 5854 | 4369 |
| MASTER SWIMMING | 0 | 0 | 60 | 54 | 60 | 54 | 314 | 217 |
| EVENING LESSONS | 648 | 723 | 0 | 0 | 648 | 723 | 5678 | 6448 |
| EVENING LAP SWIM | 28 | 32 | 20 | 32 | 48 | 64 | 519 | 541 |
| EVENING PUBLIC SWIM | 225 | 235 | 8 | 38 | 233 | 273 | 2599 | 2754 |
| EVENING WATER EXERCISE | 66 | 55 | 57 | 41 | 123 | 96 | 844 | 618 |
| ADULT LESSONS | 0 | 0 | 0 | 0 | 0 | 0 | 49 | 38 |
| GROUPS AND RENTALS | 289 | 343 | 0 | 0 | 289 | 343 | 2328 | 2274 |
| OUTREACH SWIMMING | 0 | 0 | 0 | 0 | 0 | 0 | 449 | 321 |
| TOTAL ATTENDANCE | 1937 | 2855 | 3302 | 2948 | 5239 | 5803 | 41567 | 40428 |

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for February 2017
DATE: 2017 March Report

| CANBY SWIM CENTER February | ADMIT 2016 | ADMIT 2017 | PASS 2016 | PASS 2017 | TOTAL 2016 | TOTAL 2017 | YTD TOTAL 15-16 | YTD TOTAL 16-17 |
|-------------------------------|---------------|---------------|--------------|--------------|---------------|---------------|--------------------|--------------------|
| MORNING LAP | 36 | 52 | 290 | 328 | 326 | 380 | 2881 | 2948 |
| ADULT RECREATION SWIM | 43 | 22 | 389 | 353 | 432 | 375 | 3588 | 3291 |
| MORNING WATER EXERCISE | 53 | 66 | 492 | 429 | 545 | 495 | 3698 | 3639 |
| PARENT/ CHILD | 108 | 122 | 0 | 0 | 108 | 122 | 894 | 978 |
| MORNING PUBLIC LESSONS | 162 | 160 | 0 | 0 | 162 | 160 | 4395 | 4378 |
| SCHOOL LESSONS | 738 | 572 | 0 | 0 | 738 | 572 | 1518 | 1239 |
| NOON LAP | 90 | 83 | 341 | 229 | 431 | 312 | 2463 | 2419 |
| TRIATHLON CLASS | 13 | 0 | 0 | 0 | 13 | 0 | 13 | 0 |
| AFTERNOON PUBLIC | 260 | 222 | 1 | 32 | 261 | 254 | 3187 | 3583 |
| PENGUIN CLUB | 0 | 0 | 132 | 180 | 132 | 180 | 1238 | 1176 |
| CANBY H.S. SWIM TEAM | 0 | 0 | 433 | 369 | 433 | 369 | 2639 | 2416 |
| CANBY GATORS | 0 | 0 | 900 | 782 | 900 | 782 | 6754 | 5151 |
| MASTER SWIMMING | 0 | 0 | 51 | 48 | 51 | 48 | 365 | 265 |
| EVENING LESSONS | 1117 | 1135 | 0 | 0 | 1117 | 1135 | 6795 | 7583 |
| EVENING LAP SWIM | 24 | 46 | 18 | 50 | 42 | 96 | 561 | 637 |
| EVENING PUBLIC SWIM | 303 | 321 | 0 | 27 | 303 | 348 | 2902 | 3102 |
| EVENING WATER EXERCISE | 60 | 50 | 44 | 43 | 104 | 93 | 948 | 711 |
| ADULT LESSONS | 0 | 0 | 0 | 0 | 0 | 0 | 49 | 38 |
| GROUPS AND RENTALS | 395 | 355 | 0 | 0 | 395 | 355 | 2723 | 2629 |
| OUTREACH SWIMMING | 0 | 0 | 0 | 0 | 0 | 0 | 449 | 321 |
| TOTAL ATTENDANCE | 3402 | 3206 | 3091 | 2870 | 6493 | 6076 | 48060 | 46504 |



January and February, 2017
Monthly Reports

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

Fleet Services

Bi-Monthly Report : January / February 2017

Prepared by Joe Witt, Lead Mechanic

January 2017

| Department | Work Orders | Labor Cost | Material Cost | Fuel Cost | Total Cost |
|---|-------------|---------------------|---------------|------------|--------------------|
| Administration | 4 | \$622.50 | \$13.61 | \$0.00 | \$636.11 |
| Adult Center | 0 | \$0.00 | \$0.00 | \$322.65 | \$322.65 |
| Collections | 5 | \$1,923.75 | \$104.50 | \$169.82 | \$2,198.07 |
| Facilities | 1 | \$56.25 | \$0.00 | \$124.78 | \$181.03 |
| Fleet Service | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Parks | 5 | \$1,050.00 | \$23.11 | \$335.84 | \$1,408.95 |
| Police | 42 | \$11,445.00 | \$3,836.18 | \$5,517.33 | \$20,798.51 |
| Streets | 17 | \$4,008.75 | \$3,295.76 | \$1,226.83 | \$8,531.34 |
| Transit (CAT) | 25 | \$8,098.85 | \$4,155.87 | \$6,732.98 | \$18,987.70 |
| Wastewater Treatment | 3 | \$221.25 | \$287.31 | \$67.01 | \$575.57 |
| Total Work Orders Processed for the Month | 102 | Totals* \$14,497.24 | | | \$53,639.93 |

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

Note: January 2017 Fuel Costs Total Includes last part of December 2016 Fuel Costs: 12-16-16 / 12-31-16

February 2017

| Department | Work Orders | Labor Cost | Material Cost | Fuel Cost | Total Cost |
|---|-------------|---------------------|---------------|------------|--------------------|
| Administration | 2 | \$176.25 | \$0.00 | \$0.00 | \$176.25 |
| Adult Center | 1 | \$213.75 | \$15.38 | \$195.15 | \$424.28 |
| Collections | 5 | \$1,391.25 | \$2,756.14 | \$279.13 | \$4,426.52 |
| Facilities | 2 | \$168.75 | \$0.00 | \$63.11 | \$231.86 |
| Fleet Service | 0 | \$0.00 | \$0.00 | \$83.11 | \$83.11 |
| Parks | 4 | \$791.25 | \$210.34 | \$348.67 | \$1,350.26 |
| Police | 19 | \$7,972.50 | \$4,117.04 | \$4,402.42 | \$16,491.96 |
| Streets | 16 | \$5,486.25 | \$4,595.47 | \$1,403.64 | \$11,485.36 |
| Transit (CAT) | 25 | \$8,178.40 | \$828.59 | \$4,680.07 | \$13,687.06 |
| Wastewater Treatment | 7 | \$2,377.50 | \$1,817.42 | \$51.46 | \$4,246.38 |
| Total Work Orders Processed for the Month | 81 | Totals* \$11,455.30 | | | \$52,603.04 |

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

Fleet Service Highlights

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

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker

January– February 2017

Park Renovations

After much planning, David Adams has been given the green light to start his Eagle Scout project at Community Park. David is from Beaverton Scout troop 685 and will be starting his amphitheater seat replacement project at Community Park the first weekend in March.

Park Maintenance

Once again, the Christmas tree recycling program was held at Maple St. Park. Over 150 trees were chipped up and the chips were spread on a trail around the Disc Golf course.

With the extreme cold weather staff had to spend more time than normal with snow and ice removal. The cold weather also had us installing more insulation in a couple of restroom to keep them open and ice free. The majority of all the shrub beds were trimmed and cleaned up over the last couple of months. Storm debris removal and some tree trimming has also been accomplished. Two invasive trees (*Ailanthus altissima*, Tree of Heaven) were cut down at Baker Prairie Cemetery by True Care Inc., staff hauled away all the big wood. Beaver dams were breeched in the Willow Creek wetlands to help control water levels. Wire webbing was installed around the base of a few select trees at the Community Park pond to keep the beavers from chewing on them. The automatic gates at Community Park were repaired. Metro Security Access Controls was able to refurbish the openers after 13 years of service.

Park staff installed 135 cubic yards of engineered wood fiber (EWF) safety surfacing in the playgrounds. The playground equipment is also in the process of being inspected in anticipation of higher uses as the weather gets nicer.

The Parks Department spent 6 hours addressing graffiti and vandalism the last two months.

Regular maintenance was **not** performed at the 33 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Finance Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands, Knights Bridge right of way and WWTP property.

Meetings attended

I attended a meeting with future Eagle Scout David Adams.

I met with Curt McLeod to get a quote to refurbish the dumpster ramp at the Shop Complex.

I attended the 17-18 budget kick off meeting and also met with the Finance Director.

I met with Mr. Robinson to discuss the proposed Timber Ridge Park and also attended the pre-construction conference.

I met with Sequoia Grove Apartment site supervisor to discuss the options to reinstall the access path back into Arneson Gardens.

For your Information

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 | January 2017 Actual Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Total | |
|------------------------|---------------------------|---|-----|-----|-----|-----|---|---|-----|-----|-----|-----|-----|-----|----|-----|-----|-----|-----|-----|----|----|-----|-----|-----|-----|-----------------------------------|-----|-----|-----|-----|-------|------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| Adult Center | | | | | | | | | | | 3.0 | | | | | | 2.0 | | | | | | | | | | | | | | | 5.0 | |
| Arneson Gardens | | | 1.0 | | 1.0 | 0.5 | | | 1.0 | | | | 0.5 | | | 1.0 | | | | 0.5 | | | 1.0 | | | 1.0 | 0.5 | | | 0.5 | | 8.5 | |
| Baker Prairie Cem. | | | | 2.0 | 2.0 | | | | | | | | | | | | | ### | 1.0 | 0.5 | | | | | 9.0 | | | | | | | 24.5 | |
| City Hall-old | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Community Park | | | 4.0 | 8.0 | 4.0 | 1.0 | | | 3.0 | | 2.0 | 4.0 | 7.0 | | | 3.0 | 3.0 | | | 2.0 | | | 3.0 | | | 1.5 | 1.0 | | | 7.5 | | 54.0 | |
| CPIP Sign Property | | | | | | | | | | | | | | | | | | 5.0 | | | | | | | | | | | | | | 5.0 | |
| Disc Golf Course | | | 0.5 | | | | | | | | | 3.0 | | | | | | | | | | | | | | | | | | | | 3.5 | |
| Eco Park | | | 0.5 | | | 1.5 | | | 0.5 | | | | 0.5 | | | 0.5 | | | | 0.5 | | | 1.0 | | | | 0.5 | | | | | 5.5 | |
| Faist V (5) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Finance Landscape-old | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Holly-Territorial Sign | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Hulberts-sign property | | | | | | | | | | | | | | | | 0.5 | | | | | | | | | | | | | | | | 0.5 | |
| Klohe Fountain | | | | | | | | | 0.5 | | | | 0.5 | | | | | | | | | | | | | | | | | | | 1.0 | |
| Library | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Legacy Park | | | 1.0 | | 2.0 | 1.0 | | | 3.0 | | 4.0 | 1.0 | 0.5 | | | 2.0 | 3.0 | | | 2.0 | | | 3.0 | | 6.0 | 7.5 | 1.0 | | | 3.0 | ### | 61.5 | |
| S. Locust Park | | | 2.0 | 2.0 | 3.0 | 1.0 | | | 3.0 | | 3.0 | 0.5 | 0.5 | | | 2.0 | 3.0 | | | 1.0 | | | 4.0 | | | | 0.5 | | | 2.0 | | 27.5 | |
| Logging Rd. Path | | | 2.0 | | | 0.5 | | | 1.5 | | | | | | | 3.0 | | | | 2.0 | | | | | | | 1.0 | | | 1.0 | | 11.0 | |
| Fish Eddy-Log Boom | | | 0.5 | | | | | | 0.5 | | | | 0.5 | | | 0.5 | | | | 0.5 | | | | | | | | | | | | 2.5 | |
| Maple St. Park | | | 3.0 | | | 1.0 | | | 3.0 | | | ### | 1.0 | | | 2.5 | 3.0 | | | 2.0 | | | 3.0 | | | | 0.5 | | | 3.0 | | 32.0 | |
| 19th Loop | | | | | 2.0 | | | | | | 2.0 | | | | | | | | | | | | | | | | | | | | | 4.0 | |
| Northwood Park | | | 0.5 | | | 0.5 | | | 1.0 | | | | 0.5 | | | 1.0 | | | | 0.5 | | | 1.5 | | | | 0.5 | | | 0.5 | | 6.5 | |
| Police Department | | | | | | | | | | | | | | | | | 0.5 | | | | | | | | | | | | | | | 0.5 | |
| Simnitt Property | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Skate Park | | | 0.5 | | | 0.5 | | | 0.5 | | | | 0.5 | | | 0.5 | | | | 0.5 | | | | | | | 0.5 | | | 1.0 | | 4.5 | |
| Shop complex | | | | | | | | | | | | 3.0 | | | | 1.0 | | | | | | | | | | | | | | | | 4.0 | |
| Swim Center | | | | | | | | | | | 1.0 | | | | | | | | | | | | | | | | | | | | | 1.0 | |
| Territorial-CLC Prop. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Transit Bus stop | | | 1.0 | | | 0.5 | | | 1.0 | | 3.0 | | 0.5 | | | 0.5 | 2.0 | | | 1.0 | | | 2.0 | | | | 0.5 | | | 1.0 | | 13.0 | |
| Triangle Park | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Wait Park | | | 3.0 | 1.0 | | 1.0 | | | 4.0 | | 4.0 | | 2.0 | | | 2.5 | 3.5 | | | 2.0 | | | 3.0 | 3.0 | | | 0.5 | | | 3.0 | | 32.5 | |
| Veterans Memorial | | | | | | | | | | ### | | | | | | | | | ### | | | | | ### | | | 0.5 | | | | | | 60.0 |
| Knights Brdg. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| WWTP property | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Administration | | | 3.0 | 0.5 | 1.0 | 6.0 | | | | | | 0.5 | 1.0 | 0.5 | | 2.0 | 2.5 | | 1.0 | 7.5 | | | 1.0 | 3.0 | 7.5 | ### | City Council Packet Page 43 of 74 | 1.0 | 1.0 | | | 59.0 | |
| Monthly Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 427.0 | |

| Parks Department | February 2017 Actual Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Total | |
|------------------------|----------------------------|-----|-----|---|---|-----|-----|-----|-----|-----|----|----|-----|-----|-----|-----|-----|----|----|----|-----|-----|-----|-----|----|-----|-----|-----|----|----|----|-------|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| Adult Center | | | | | | | 7.5 | ### | | | | | | | | | | | | | | | | | | | | | | | | 19.5 | |
| Arneson Gardens | | 2.0 | 1.0 | | | 0.5 | | | | 1.0 | | | 2.0 | | | 3.0 | 0.5 | | | | 0.5 | | | 0.5 | | | 0.5 | | | | | 11.5 | |
| Baker Prairie Cem. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| City Hall-old | | | | | | | | | 6.0 | | | | | | | | | | | | | | | | | | | | | | | 6.0 | |
| Community Park | 9.0 | 3.0 | 2.0 | | | 2.0 | | | 3.0 | 2.0 | | | 5.0 | 0.5 | 1.0 | | 3.0 | | | | 2.0 | | 9.0 | 9.0 | | | 3.0 | | | | | 53.5 | |
| CPIP Sign Property | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Disc Golf Course | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Eco Park | | | 0.5 | | | 0.5 | | | | 0.5 | | | 0.5 | | | | 0.5 | | | | | | 0.5 | | | 0.5 | | | | | | | 3.5 |
| Faist V (5) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Finance Landscape-old | | | | | | | | | 6.0 | | | | | | | | | | | | | | | | | | | | | | | 6.0 | |
| Holly-Territorial Sign | | | | | | | | | | | | | | 3.0 | | | | | | | | | | | | | 0.5 | | | | | 3.5 | |
| Hulberts-sign property | | | | | | | | 4.0 | | | | | | | | | | | | | | | | | | | | | | | | 4.0 | |
| Klohe Fountain | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Library | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Legacy Park | 5.0 | ### | 2.0 | | | 2.0 | | | | 2.0 | | | 2.0 | 0.5 | | | 1.0 | | | | 3.0 | | | 1.5 | | | 3.0 | | | | | 37.5 | |
| S. Locust Park | 0.5 | | 1.0 | | | 3.0 | | | | 1.0 | | | | 2.0 | | | 1.0 | | | | 3.5 | | | | | | 1.5 | | | | | 13.5 | |
| Logging Rd. Path | | | 2.0 | | | | | 3.5 | | 2.0 | | | | | | | 1.0 | | | | 1.5 | | | 0.5 | | | 2.0 | | | | | 12.5 | |
| Fish Eddy-Log Boom | | | 0.5 | | | 0.5 | | | | 0.5 | | | 0.5 | | | | | | | | | | | 0.5 | | | 0.5 | | | | | 3.0 | |
| Maple St. Park | | | 2.0 | | | 3.0 | | | | 2.0 | | | | | 1.0 | | 2.0 | | | | 2.0 | 5.0 | | 3.0 | | | 3.0 | ### | | | | 44.0 | |
| 19th Loop | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Northwood Park | | | 1.0 | | | 0.5 | | | | 1.0 | | | 0.5 | | | | 1.0 | | | | 1.0 | | | 1.0 | | | 1.0 | | | | | 7.0 | |
| Police Department | | | | | | | | | | | | | | ### | ### | ### | | | | | | | | | | | | | | | | 52.0 | |
| Simnitt Property | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Skate Park | | | 0.5 | | | 0.5 | | | 4.5 | 0.5 | | | 0.5 | 3.0 | | | 1.0 | | | | 0.5 | | | 0.5 | | | 0.5 | | | | | 12.0 | |
| Shop complex | | | | | | | | | | | | | | | | | | | | | | | | 1.0 | | | | | | | | 1.0 | |
| Swim Center | | | | | | | ### | | | | | | | | | | | | | | | | | | | | | | | | | 15.0 | |
| Territorial-CLC Prop. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Transit Bus stop | | | 0.5 | | | 1.0 | | | | 0.5 | | | 1.0 | | | | 1.0 | | | | 1.0 | | | 0.5 | | | 1.0 | | | | | 6.5 | |
| Triangle Park | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Wait Park | | | 2.0 | | | 6.0 | | | | 2.0 | | | 6.0 | | 1.0 | | 2.0 | | | | 3.0 | ### | ### | 2.0 | | | 2.0 | | | | | 57.0 | |
| Veterans Memorial | | | | | | | | | | | | | | | | | 1.0 | | | | | | | | | | | | | | | 1.0 | |
| Knights Brdg. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| WWTP property | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.0 | |
| Administration | 0.5 | 2.0 | 7.5 | | | | | 3.0 | 3.0 | 7.5 | | | 4.5 | | | 0.5 | | | | | 4.5 | | | 2.0 | | | 9.5 | | | | | 38.5 | |
| Monthly Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 408.0 | |

Department: PUBLIC WORKS
For Months of: January and February 2017
Prepared by: Jerry Nelzen

1. Streets:

The crew received and located 102 locates for January.

| Streets | Total Hours |
|----------------------------------|--------------------|
| Street Sweeping | 10 |
| Street Maintenance | 491 |
| Driveway/Sidewalk Inspections | 3 |
| Street Sign Manufacturing | 1 |
| Street Sign Maintenance | 4 |
| Street Sign Installation | 4 |
| NW 1 st Ave Landscape | 14 |
| NW 2 nd Ave Landscape | 2 |
| Landscape Assistance Worker | 3 |
| Erosion Control | 26 |
| Dump Truck | 1 |
| Mini Excavator | 8 |

2. Sewer and Storm System:

| Sewer | Total Hours |
|-------------------------------|--------------------|
| Sewer TV'ing | 20 |
| Sewer Cleaning | 22.5 |
| Sewer Maintenance/Repair | 93 |
| Locating Utilities | 46 |
| Lift Station Maintenance | 15 |
| Sewer Inspections | 2 |
| Storm | |
| Catch Basins | 2 |
| Storm Line Maintenance/Repair | 34 |

3. Street Trees/Lights:

| Street Trees/Lights | Total Hours |
|----------------------------|--------------------|
| Tree Trimming/Removal | 6 |
| Street Light Repair | 5 |

4. Facility Maintenance

| Facilities | Total Work Orders | Total Hours |
|---------------------------|----------------------------------|------------------------|
| Adult Center | | |
| City Hall | 10 | 23 |
| Courts | 1 | 1 |
| Economic Development | | |
| Finance | 1 | .5 |
| Fleet | | |
| IT/Tech Services | | |
| Library | 7 | 7 |
| Planning | | |
| Police | 7 | 23.5 |
| Pool | | |
| Shops | 4 | 4 |
| Transit | 1 | 1 |
| WWTP | | |
| Assisting with Facilities | | 179 |

5. Cemetery

| Cemetery | Total Hours |
|-----------------|------------------------|
| | 115 |

6. Miscellaneous:

| Miscellaneous | Total Hours |
|-----------------------------------|------------------------|
| Meetings | 21.5 |
| Warehouse | 16 |
| Work Orders | 2 |
| Removal of Light The Night Lights | 30 |
| Budget | 20 |
| Redwood Storm System Phase 3 | 106 |

Februrary 2017

1. Streets:

The crew received and located 92 locates for February.

| Streets | Total Hours |
|-------------------------------------|--------------------|
| Street Sweeping | 52 |
| Street Maintenance | 118 |
| Street Sign Manufacturing | 10 |
| Street Sign Maintenance | 2 |
| Street Sign Installation | 4 |
| NW 1 st Avenue Landscape | 2 |
| NW 2 nd Avenue Landscape | 5 |
| Mini Excavator | 2 |
| Dump Truck | 2 |

2. Sewer and Storm System:

| Sewer | Total Hours |
|-------------------------------|--------------------|
| Sewer TV'ing | 26.5 |
| Sewer Cleaning | 42 |
| Sewer Main/Lateral Repairs | 30 |
| Lift Station Maintenance | 24 |
| Locating Utilities | 52 |
| Vactor | 2 |
| Storm | |
| Catch Basin Maintenance | 22 |
| Storm Line Maintenance/Repair | 385 |
| Drywell Maintenance | 17.5 |
| Erosion | 34 |
| Vactor | 1 |
| Drying Beds | 2 |

3. Street Trees/Lights:

| Street Trees/Lights | Total Hours |
|----------------------------|--------------------|
| Tree Trimming/Removal | 24 |
| Street Light Repair | 3 |

4. Facility Maintenance

| Facilities | Total Work Orders | Total Hours |
|----------------------|--------------------------|--------------------|
| Adult Center | 0 | 0 |
| City Hall | 2 | 4 |
| Courts | 0 | 0 |
| Economic Development | 0 | 0 |
| Finance | 0 | 0 |
| Fleet | 3 | 7 |
| IT/Tech Services | 0 | 0 |
| Library | 4 | 4 |
| Planning | 3 | 4.5 |
| Police | 4 | 16 |
| Pool | 0 | 0 |
| Shops | 0 | 0 |
| Transit | 0 | 0 |
| WWTP | 0 | 0 |
| Other/Facilities | | 94 |

5. Cemetery

| Cemetery | Total Hours |
|-----------------|--------------------|
| | 107 |

6. Miscellaneous:

| Miscellaneous | Total Hours |
|-------------------------------|------------------------|
| Meetings | 8 |
| Plan Preview for Subdivisions | 5 |
| Warehouse Maintenance | 13 |
| Training/School | 24 |
| Other | 6 |
| Budget | 27 |
| Redwood Storm System Phase 3 | 388 |

Tech Services Department
Bi-Monthly Report for January/February, 2017

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: March 6, 2017

KEY

Sessions (total number of sessions to your site)

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

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

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

Average Session Duration (average session length of all users)

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

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

Google Analytics Summary Report: January and February 2017

| <u>Audience Overview</u> | <u>January</u> | <u>February</u> |
|---------------------------------------|----------------|-----------------|
| Sessions (site visits) | 10,302 | 8,572 |
| Users/unique visitors | 5,800 | 5,100 |
| Page Views | 20,890 | 17,192 |
| Pages per Session | 2.03 | 2.01 |
| Average Session Duration | 1 min 29 sec | 1 min 30 sec |
| Bounce Rate (% of single-page visits) | 60.08% | 59.31% |
| New Sessions/Users | 50.08% | 50.16% |

Very similar site visit numbers - February just a little less because of the short month

| <u>New Vs. Returning Visitors</u> | <u>January</u> | <u>February</u> |
|-----------------------------------|----------------|-----------------|
| New | 50.09% | 50.16% |
| Returning | 49.91% | 49.84% |

| <u>Browser & Operating System</u> | <u>Jan - Top 5 Browsers</u> | <u>Feb - Top 5 Browsers:</u> |
|---------------------------------------|-----------------------------|------------------------------|
| | Google Chrome 45.86% | Google Chrome 46.30% |
| | Safari 27.66% | Safari 25.96% |
| | Internet Explorer 13% | Internet Explorer 13.67% |
| | Mozilla Firefox 7.07% | Mozilla Firefox 7.56% |
| | Microsoft Edge 2.96% | Microsoft Edge 3.20% |

Top 4 Browsers still in same ranking order since February 2015. Google Chrome continues to lead by a significant percentage that has continued to slowly increase over the rest

| <u>Overview (Technology)</u> | <u>January</u> | <u>February</u> |
|------------------------------|----------------|-----------------|
| Desktop | 52.38% | 53.41% |
| Mobile | 41.26% | 41.38% |
| Tablet | 6.36% | 5.21% |

Desktop Computers and Mobile Phones almost equal in accessing the website.

| <u>Mobile Devices (top 3)</u> | <u>January</u> | <u>February</u> |
|-------------------------------|----------------|-----------------|
| | iPhone 42.11% | iPhone 42.31% |
| | iPad 9.27% | iPad 7.79% |
| | Not Set 3.02% | Not Set 3.93% |

Same top 2 mobile devices for the past year.

| <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 |
| | Transit Home Page | Job Openings |
| | Job Openings | Transit Routes |
| | Transit Routes | Transit Home Page |
| | Transit Tax | Swim Schedule Page |

Top 5 visited pages stays pretty consistent with rankings changing occasionally

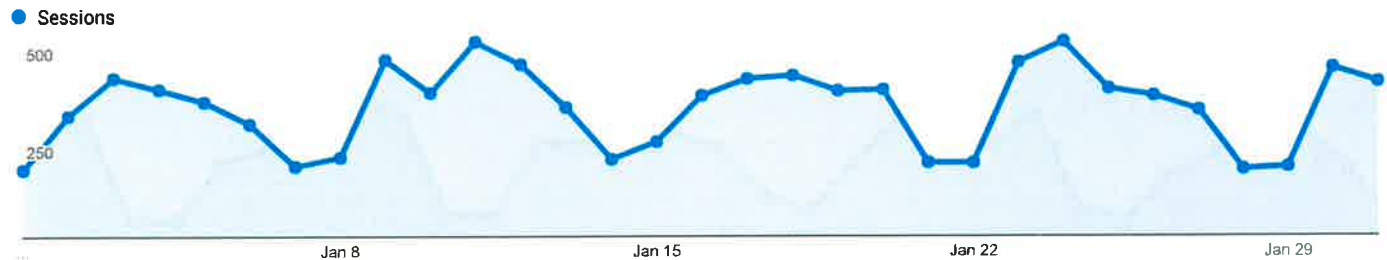
JANUARY

Audience Overview

Jan 1, 2017 - Jan 31, 2017

 All Users
100.00% Sessions

Overview



Sessions
10,302

Users
5,800

Pageviews
20,890

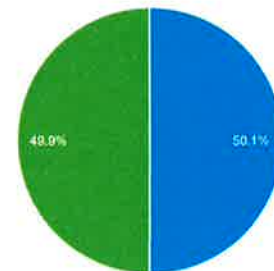
Pages / Session
2.03

Avg. Session Duration
00:01:29

Bounce Rate
60.08%

% New Sessions
50.08%

■ New Visitor ■ Returning Visitor



| Language | Sessions | % Sessions |
|--------------|----------|------------|
| 1. en-us | 9,826 | 95.38% |
| 2. ru | 190 | 1.84% |
| 3. ru-ru | 65 | 0.63% |
| 4. en-gb | 57 | 0.55% |
| 5. c | 31 | 0.30% |
| 6. es-419 | 29 | 0.28% |
| 7. (not set) | 19 | 0.18% |
| 8. en | 13 | 0.13% |
| 9. zh-cn | 12 | 0.12% |
| 10. es | 8 | 0.08% |

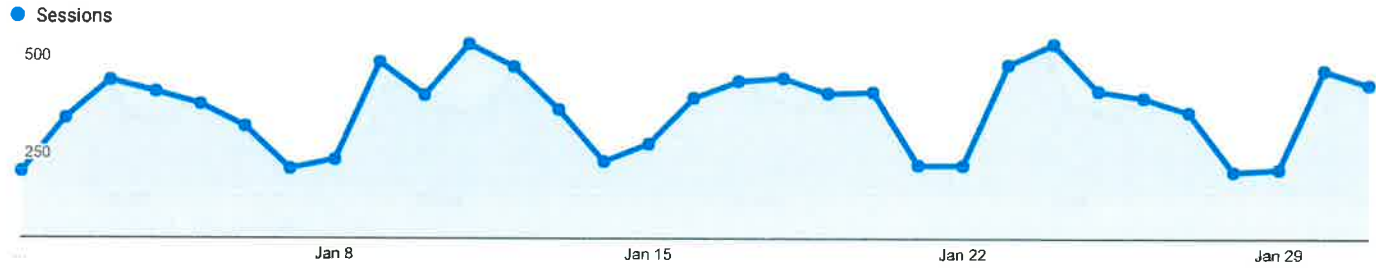
New vs Returning

Jan 1, 2017 - Jan 31, 2017

All Users
100.00% Sessions

Explorer

Summary



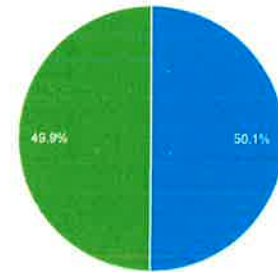
User Type

Sessions

Sessions

Contribution to total: Sessions

| | 10,302 | 10,302 |
|---|------------------------------|------------------------------|
| | % of Total: 100.00% (10,302) | % of Total: 100.00% (10,302) |
| 1. ■ New Visitor | 5,160 | 50.09% |
| 2. ■ Returning Visitor | 5,142 | 49.91% |



Rows 1 - 2 of 2

Browser & OS

Jan 1, 2017 - Jan 31, 2017

All Users
100.00% Sessions

Explorer

Summary

Sessions



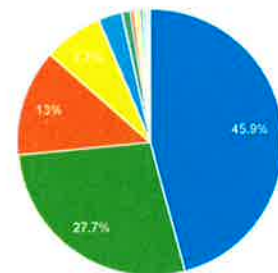
Browser

Sessions

Sessions

Contribution to total: Sessions

| | 10,302 | 10,302 |
|----------------------|------------------------------|------------------------------|
| | % of Total: 100.00% (10,302) | % of Total: 100.00% (10,302) |
| 1. Chrome | 4,724 | 45.86% |
| 2. Safari | 2,850 | 27.66% |
| 3. Internet Explorer | 1,339 | 13.00% |
| 4. Firefox | 728 | 7.07% |
| 5. Edge | 305 | 2.96% |
| 6. Android Webview | 106 | 1.03% |
| 7. Safari (in-app) | 60 | 0.58% |
| 8. YaBrowser | 59 | 0.57% |
| 9. Opera | 41 | 0.40% |
| 10. Amazon Silk | 40 | 0.39% |



Rows 1 - 10 of 16

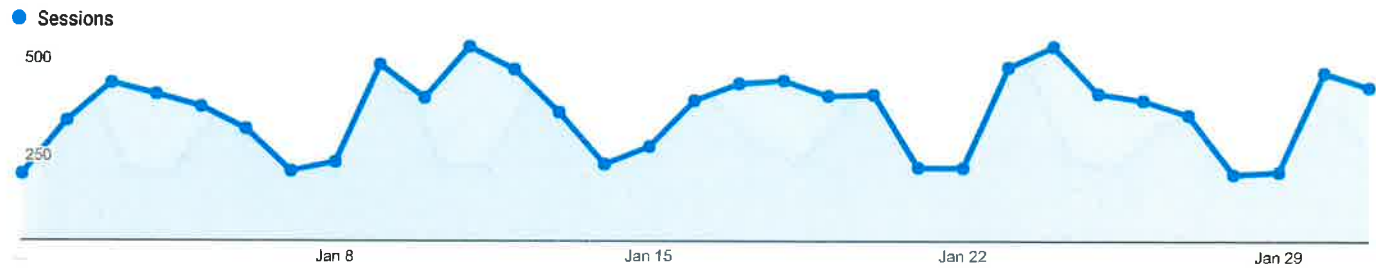
Overview

Jan 1, 2017 - Jan 31, 2017

All Users
100.00% Sessions

Explorer

Summary



Device Category

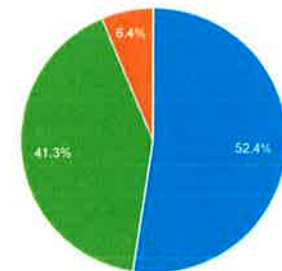
Sessions

Sessions

Contribution to total:

Sessions

| | 10,302 | 10,302 |
|------------|------------------------------|------------------------------|
| | % of Total: 100.00% (10,302) | % of Total: 100.00% (10,302) |
| 1. desktop | 5,396 | 52.38% |
| 2. mobile | 4,251 | 41.26% |
| 3. tablet | 655 | 6.36% |



Rows 1 - 3 of 3

Devices

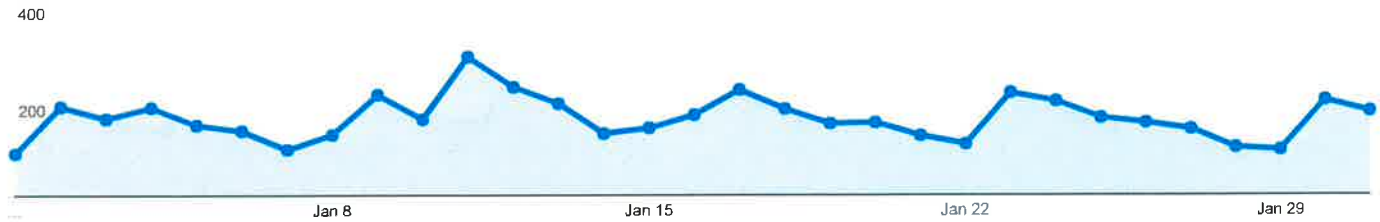
Jan 1, 2017 - Jan 31, 2017

All Users
47.62% Sessions

Explorer

Summary

Sessions



Mobile Device Info

Sessions

Sessions

Contribution to total:

Sessions

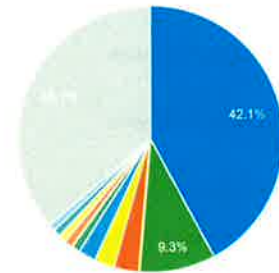
4,906

% of Total: 47.62% (10,302)

4,906

% of Total: 47.62% (10,302)

| | | | |
|-----|------------------------------------|-------|--------|
| 1. | Apple iPhone | 2,066 | 42.11% |
| 2. | Apple iPad | 455 | 9.27% |
| 3. | (not set) | 148 | 3.02% |
| 4. | Samsung SM-G930V Galaxy S7 | 122 | 2.49% |
| 5. | Samsung SM-G900V Galaxy S5 | 105 | 2.14% |
| 6. | Microsoft Xbox One | 51 | 1.04% |
| 7. | Samsung SM-N920V Galaxy Note 5 | 50 | 1.02% |
| 8. | Samsung SM-G930P Galaxy S7 | 49 | 1.00% |
| 9. | Samsung SM-G920V Galaxy S6 | 45 | 0.92% |
| 10. | Samsung SM-G935F Galaxy S7 Edge | 42 | 0.86% |



Rows 1 - 10 of 326

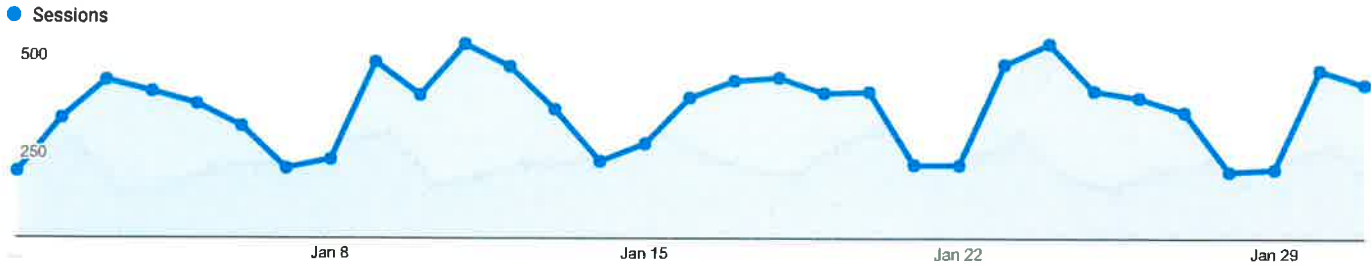
Landing Pages

Jan 1, 2017 - Jan 31, 2017

All Users
100.00% Entrances

Explorer

Summary



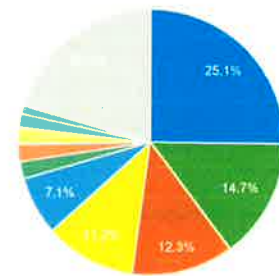
Landing Page

Sessions

Sessions

Contribution to total: Sessions

| | 10,302 | 10,302 |
|---|------------------------------|------------------------------|
| | % of Total: 100.00% (10,302) | % of Total: 100.00% (10,302) |
| 1. / | 2,589 | 25.13% |
| 2. /Departments/swim/swim center.htm | 1,513 | 14.69% |
| 3. /transportation/CAThome page.htm | 1,272 | 12.35% |
| 4. /Jobs/jobopenings.htm | 1,151 | 11.17% |
| 5. /transportation/routes.htm | 734 | 7.12% |
| 6. /transportation/transitax.htm | 219 | 2.13% |
| 7. /Departments/swim/schedule.htm | 217 | 2.11% |
| 8. /Departments/court/court.htm | 216 | 2.10% |
| 9. /Departments/development_services/development_services.htm | 153 | 1.49% |
| 10. /Departments/departments.htm | 107 | 1.04% |



Rows 1 - 10 of 113

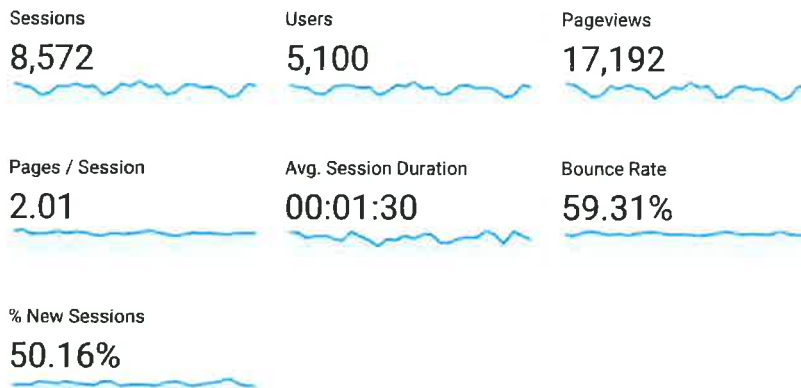
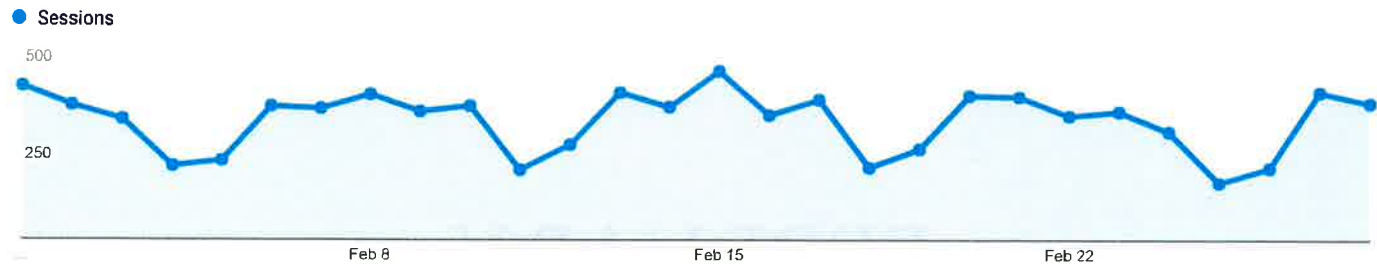
FEBRUARY

Audience Overview

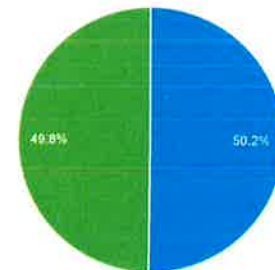
Feb 1, 2017 - Feb 28, 2017

 All Users
100.00% Sessions

Overview



 New Visitor  Returning Visitor



| Language | Sessions | % Sessions |
|---------------------------|----------|------------|
| 1. en-us | 8,233 | 96.05% |
| 2. ru | 115 | 1.34% |
| 3. en-gb | 46 | 0.54% |
| 4. ru-ru | 43 | 0.50% |
| 5. es-419 | 40 | 0.47% |
| 6. c | 13 | 0.15% |
| 7. es-xl | 12 | 0.14% |
| 8. en | 10 | 0.12% |
| 9. en-au | 7 | 0.08% |
| 10. ja | 5 | 0.06% |

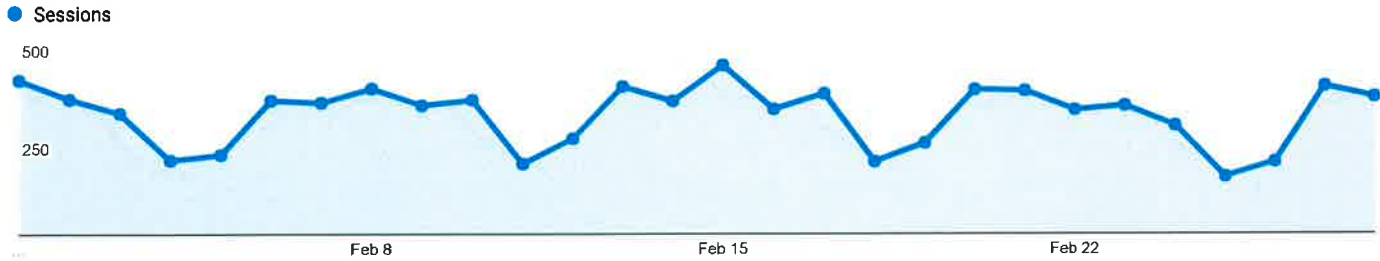
New vs Returning

Feb 1, 2017 - Feb 28, 2017

All Users
100.00% Sessions

Explorer

Summary



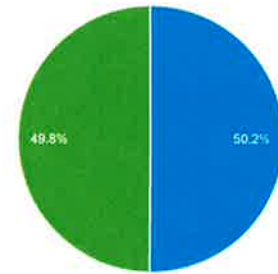
User Type

Sessions

Sessions

Contribution to total: Sessions

| | 8,572 | 8,572 |
|---|-----------------------------|-----------------------------|
| | % of Total: 100.00% (8,572) | % of Total: 100.00% (8,572) |
| 1. ■ New Visitor | 4,300 | 50.16% |
| 2. ■ Returning Visitor | 4,272 | 49.84% |



Rows 1 - 2 of 2

Browser & OS

Feb 1, 2017 - Feb 28, 2017

All Users
100.00% Sessions

Explorer

Summary

Sessions



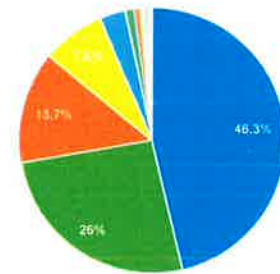
Browser

Sessions

Sessions

Contribution to total: Sessions

| | 8,572 | 8,572 |
|----------------------|-----------------------------|-----------------------------|
| | % of Total: 100.00% (8,572) | % of Total: 100.00% (8,572) |
| 1. Chrome | 3,969 | 46.30% |
| 2. Safari | 2,225 | 25.96% |
| 3. Internet Explorer | 1,172 | 13.67% |
| 4. Firefox | 648 | 7.56% |
| 5. Edge | 274 | 3.20% |
| 6. Android Webview | 90 | 1.05% |
| 7. Safari (in-app) | 71 | 0.83% |
| 8. YaBrowser | 33 | 0.38% |
| 9. Amazon Silk | 27 | 0.31% |
| 10. Opera | 25 | 0.29% |



Rows 1 - 10 of 17

Overview

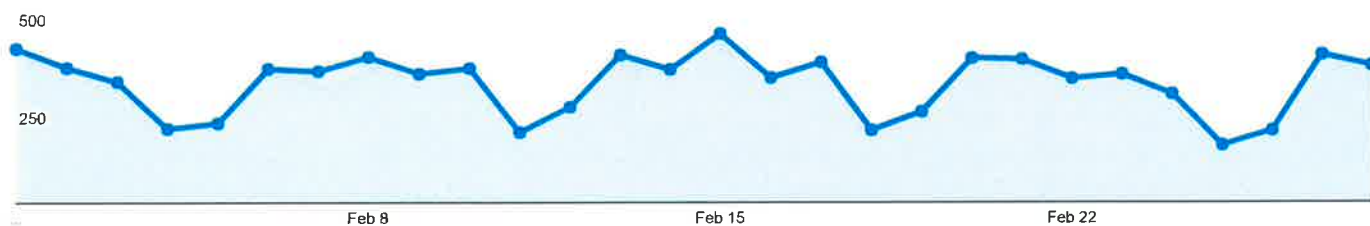
Feb 1, 2017 - Feb 28, 2017

 All Users
100.00% Sessions

Explorer

Summary

Sessions



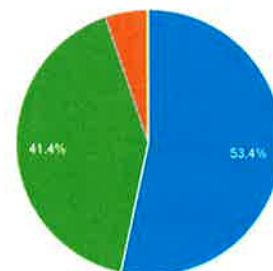
Device Category

Sessions

Sessions

Contribution to total: Sessions

| | 8,572 | 8,572 |
|------------|-----------------------------|-----------------------------|
| | % of Total: 100.00% (8,572) | % of Total: 100.00% (8,572) |
| 1. desktop | 4,578 | 53.41% |
| 2. mobile | 3,547 | 41.38% |
| 3. tablet | 447 | 5.21% |



Rows 1 - 3 of 3

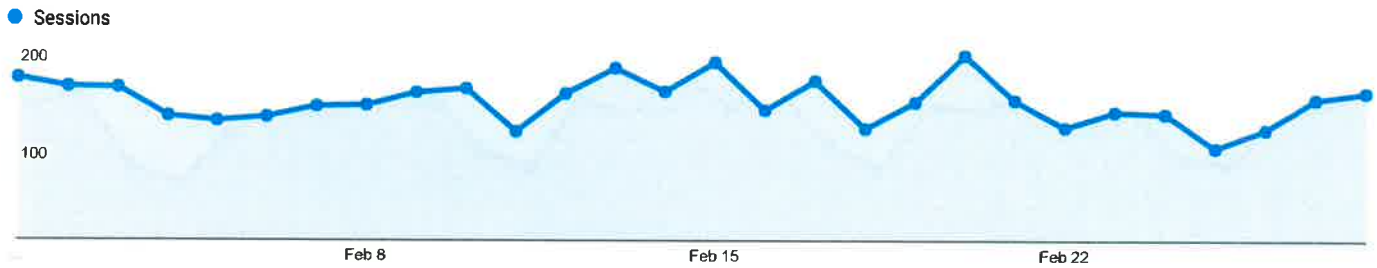
Devices

Feb 1, 2017 - Feb 28, 2017

All Users
46.59% Sessions

Explorer

Summary



Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

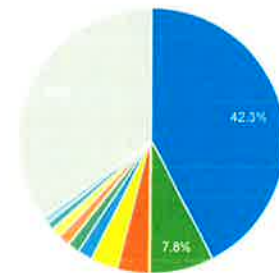
3,994

% of Total: 46.59% (8,572)

3,994

% of Total: 46.59% (8,572)

| | | |
|---|-------|--------|
| 1. Apple iPhone | 1,690 | 42.31% |
| 2. Apple iPad | 311 | 7.79% |
| 3. (not set) | 157 | 3.93% |
| 4. Samsung SM-G930V Galaxy S7 | 134 | 3.36% |
| 5. Samsung SM-G900V Galaxy S5 | 73 | 1.83% |
| 6. Samsung SM-G920V Galaxy S6 | 58 | 1.45% |
| 7. Samsung SM-G890A Galaxy S6 Active | 52 | 1.30% |
| 8. Samsung SM-G920A Galaxy S6 | 52 | 1.30% |
| 9. Microsoft Xbox One | 37 | 0.93% |
| 10. Samsung SM-G930P Galaxy S7 | 34 | 0.85% |



Rows 1 - 10 of 289

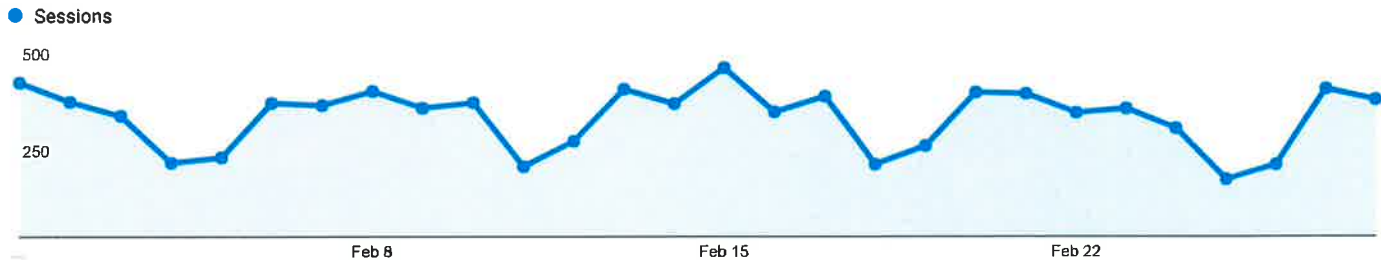
Landing Pages

Feb 1, 2017 - Feb 28, 2017

All Users
100.00% Entrances

Explorer

Summary



Landing Page

Sessions

Sessions

Contribution to total:

Sessions

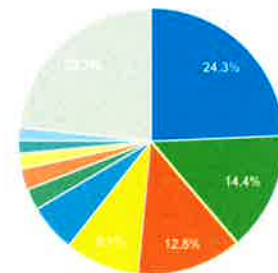
8,572

% of Total: 100.00% (8,572)

8,572

% of Total: 100.00% (8,572)

| | | | |
|-----|--|-------|--------|
| 1. | / | 2,087 | 24.35% |
| 2. | /Departments/swim/swim center.htm | 1,235 | 14.41% |
| 3. | /Jobs/jobopenings.htm | 1,096 | 12.79% |
| 4. | /transportation/routes.htm | 784 | 9.15% |
| 5. | /transportation/CAThome page.htm | 500 | 5.83% |
| 6. | /Departments/swim/schedule.htm | 222 | 2.59% |
| 7. | /Departments/court/court.htm | 218 | 2.54% |
| 8. | /Departments/development_services/development_serv.htm | 159 | 1.85% |
| 9. | /transportation/transittax.htm | 138 | 1.61% |
| 10. | /transportation/transitmasterplan.htm | 134 | 1.56% |



Rows 1 - 10 of 115

City of Canby Bi-Monthly Report

Department: Transit



For: the months of January and February, 2017

Date: March 6, 2016

Prepared by: Julie Wehling

Through: Rick Robinson, City Administrator

1) Grant Funding and Contracts:

- a) Monthly and quarterly transportation reports were submitted to TriMet.
- b) On January 6th grant funding applications were submitted to TriMet for STF Formula and 5310 funding.
- c) Federal MIS Report was submitted on February 27th.
- d) On February 10th the Special Transportation Fund Advisory Committee (STFAC) approved \$240,000 in STF Formula funding and \$410,761 in 5310 funding for CAT services. (The 5310 funding request includes: \$63,874 in Preventive Maintenance funding, \$110,000 in operational funding and \$236,887 in funding for 2 replacement vehicles.) The TriMet Board of Directors has approved the recommendation and they will be forwarded to ODOT and ultimately to the Oregon Transportation Commission for final approval in May.

2) Ridership:

Year to date for total ridership was down by 16.44 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 5,493 rides in January (22.53% fewer than January of 2016).
 - 1,277 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 3.15% more than were provided during January of 2016.
 - 3,127 to Oregon City (29.07% fewer rides than January of 2016).
 - 1,089 to Woodburn (24.58% fewer rides than January of 2016)
- b) 5,538 rides in February (23.64% fewer rides than February of 2016).
 - 1,411 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 17.29% more rides than were provided during February of 2016.
 - 3,040 to Oregon City (34.22% fewer rides than February of 2016).
 - 1,087 to Woodburn (23.88% fewer rides than February of 2016).

The reasons for the decrease in ridership remains challenging to identify. During this period Demand Response rides which includes the Shopping Shuttle and same-day rides are up although the overall ridership has continues to slip. As noted in earlier reports the

factors include: service schedule adjustments, the Route 99 name change, TriMet's changes associated with the new Orange Line MAX, and the closure of two supported employment sites in Oregon City. Other transportation providers across the state are also experiencing ridership dips and point to lower gas prices. During January and February we can also point to the bad weather as a cause for ridership decline.

Updates:

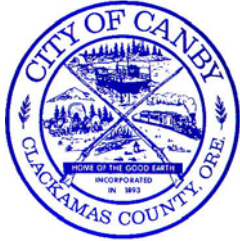
- a) Dial-A-Ride was closed on 5 days in January and Fixed Route was out of service for 1 day on January 11th due to weather conditions.
- b) The Rider of the Month for January was Gordon Rasted. The February rider of the month was Kristie Vandekamp. Both riders got a free bus pass and other goodies.
- c) In January and February we provided 288 same day rides on a space available basis.
- d) Jarrett Walker + Associates presented the Choices Report for the Transit Master Plan to the Planning Commission January 23rd, to the Transit Advisory Committee on January 26th and at a community meeting on February 15th. Additionally, presentations were made at several other locations and events to Spanish speakers.
- e) By February 27th the new surveillance cameras were installed on all the buses in the fleet. The server has also been installed in the transit offices.

4) Collisions and Incidents

- a) There were 3 very minor incidents in January: a backing accident on the 3rd; a clipped mirror on the 5th and broken mirror on the 31st. There were no incidents in February.

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

- a) On January 5th and February 2nd Julie Wehling attended the C4 meeting in Oregon City.
- b) On January 9th Julie Wehling attended the Region 1 ACT members in Portland.
- c) On January 14th MV held a driver safety meeting.
- d) On January 26th the Transit Advisory Committee held their regular meeting.
- e) On January 27th Julie Wehling presented STF and 5310 grant requests to the Special Transportation Fund Advisory Committee at their meeting in Portland.
- f) On February 10th and Julie Wehling attended the meeting of the Special Transportation Fund Advisory Committee (STFAC) at which the grant applications were scored and recommended for funding.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

January & February 2017

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: February 28, 2017

Facility Operations & Maintenance

The water quality for the months of January and February remain excellent with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance. The new CIP (Sludge Storage Tank) construction project has started.

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

- Repair tank #2 pump rail for stabilized pump.
- Repaired Quincy compressor cooling radiator.
- Changed out 1.5in lay flat and 1in spa flex hoses for lime lines.
- Biosolids Management Plan completed and sent to DEQ and EPA.
- Biosolids Annual Report sent out to DEQ email and EPA VIA eFile.
- Effluent Temp sensor calibrated, flow meter monthly verification.
- Ordered and replaced battery backups for all PLC, filter and UV system.
- NW Crane completed crane inspections.
- Pulled scum pit check valve and repaired.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

Biosolids Program:

- Belt ran 15 days in January.
- Six loads to Heard Farms, 176 wet tons.
- Belt ran 14 days in February.
- Six loads to Heard Farms, 177 wet tons.

Pretreatment Inspection/Reporting, FOG Program

January

- Pump Outs: 15
- Inspections: 4 fog, 3 pretreatment

February

- Pump Outs: 21
- Inspections: 6 fog, 1 pretreatment

Pretreatment Activities

- Reviewed January/February Business License renewals.
- Completed the 2016 Pretreatment Annual Report and submitted to DEQ.
- Evaluated the impact on the treatment plant from new prospective businesses.
- Met with representatives from new prospective business to discuss pretreatment capabilities.
- Conducted pretreatment inspections at Potters Industries, Veolia North America, Kendal Floral (two inspections), and CEMEX.
- Conducted an investigation to determine the source of a low pH event at the treatment plant and identified the source as Kendal Floral.
- Implemented pretreatment requirements at Kendal Floral to ensure the wastewater is in compliance with City of Canby discharge limits.
- Provided Kendal Floral with an Industrial Wastewater Discharge Permit Application and initiated the process to issue the facility a discharge permit.
- Conducted FOG inspections at Canby Adult Center, Los Dos Amigos, Canby Car Wash, El Chilito, Burgerville, Fultano's Pizza, Los Dorados, Denny's, Los Dos Amigos and Carl's Jr.
- Completion of post inspection reports for inspected companies.
- Development of Fact Sheets for each company inspected with detailed pretreatment information, diagrams and photographs.
- Received, reviewed and authorized BMP's/SOP for treatment of low pH wastewater discharged by Kahut Waste Service.
- Updated spreadsheet for FOG inspections and pump outs to monitor and ensure compliance.
- Provided FOG informational and BMP materials to FSE's when conducting inspections.
- Reviewed archived pretreatment files for records retention and destruction.

Daily Lab Activity

- Routine daily/weekly lab procedures, process control and permit testing.
- Perform weekly aeration basin PH and dissolved oxygen probe checks/calibration.
- Organizing lab files
- Set 2017 sampling Schedule
- Completed Nutrient Profile sampling
- Mailed Nutrient Profile Report to DEQ
- Completed Landfill / Sludge Analysis
- Research / review lab back up equipment with Dave Conner
- Lab chemical evaluation for DMR-37 QA/QC Testing
- Research hand held pH/DO Meter
- Ordered Lab supplies from NCL.

Meetings and Training Attended

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

- Daily staff and operations meeting.
- ACWA pretreatment meeting.
- Completed required in-house training modules.
- Preconstruction meeting.
- Fire extinguisher training.
- City Safety Committee Meeting.