



## AGENDA

### CANBY CITY COUNCIL MEETING

May 17, 2017

7:30 PM

Council Chambers

222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor

*Mayor Brian Hodson*

*Council President Tim Dale*

*Councilor Tracie Heidt*

*Councilor Traci Hensley*

*Councilor Greg Parker*

*Councilor Tyler Smith*

*Councilor Sarah Spoon*

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### CITY COUNCIL AND PLANNING COMMISSION JOIN WORK SESSION

6:00 PM

Mt. Hood Conference Room

222 NE 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor

The City Council and Planning Commission will be meeting in a Work Session to review results of the buildable land needs analysis.

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### CITY COUNCIL MEETING – 7:30 PM

#### 1. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

C. Recommendation from Transit Advisory Committee Regarding Transit Master Plan

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#### 2. COMMUNICATIONS

#### 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

#### 4. MAYOR'S BUSINESS

#### 5. COUNCILOR COMMENTS & LIAISON REPORTS

#### 6. CONSENT AGENDA

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

A. Approval of Minutes of the May 3, 2017 City Council Regular Meeting

B. Reappointment to the Parks and Recreation Advisory Board

Pg. 4

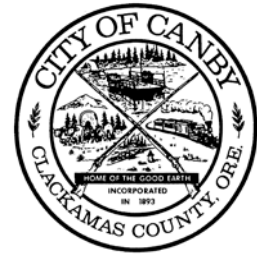
C. Appointment to the Bike and Pedestrian Committee

Pg. 5

- 7. PUBLIC HEARING**
  - A. Update to Master Fee Schedule Pg. 6
- 8. RESOLUTIONS & ORDINANCES**
  - A. Res. 1262, Setting Fees for Services Pg. 10
  - B. Ord. 1460, Authorizing Contract with MV Transportation, Inc. of Dallas, Texas for Providing Transit Operations for Canby Area Transit (CAT); and Declaring an Emergency Pg. 37
- 9. NEW BUSINESS**
  - A. Discussion Regarding Council Liaison to Bridging Cultures and Concilio
- 10. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS**
- 11. CITIZEN INPUT**
- 12. ACTION REVIEW**
- 13. EXECUTIVE SESSION: ORS 192.660(2)(h) Litigation**
- 14. 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](http://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.

# MEMORANDUM



**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Julie Wehling, Transit Director*  
**DATE:** *April 21, 2017*  
**THROUGH:** *Richard Robinson, City Administrator*  
**RE:**

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Issue: Transit Master Plan Guidance

## Synopsis:

In the fall of 2016 the City contracted with Jarrett Walker + Associates (JWA) to draft a Transit Master Plan. As a first step in the process JWA drafted the Canby Transit Choices Report which presents an overview of the City's existing transit operation, a set of technical recommendations, and a key choice between two future alternatives. Either of the alternatives offered in the report is likely affordable within the existing transit budget, but both are not.

These two alternatives were presented to community groups and stakeholders from January through March, in English and Spanish. The Choices Report and a video presentation were also available online. In March the alternatives were presented to a diverse group of stakeholders, and an online and paper survey was conducted (in both languages).

Both the stakeholder group and the survey results showed a preference for more Route 99 frequency between Oregon City and Woodburn (Alternative 2), over the addition of a local circulator route inside Canby (Alternative 1).

## Relevant Public Input:

Among the 36 stakeholders at the workshop, 57% said they preferred Alternative 2 (more Route 99) and 37% said they preferred Alternative 1 (a local circulator)

Among the respondents to the web and print survey, 100 people supported Alternative 2 (more Route 99) and 63 people supported Alternative 1 (local circulator). (An additional 12 people said they weren't sure.)

The most common free-form comment in the surveys was some kind of request for weekend service. This also came up repeatedly in the stakeholder workshop and other community meetings. The second most common comment was a compliment for CAT's existing services.

It is our opinion that this input is reasonably representative of CAT's and the City's diverse stakeholders. Survey respondents included people from a range of ages; Canby residents and workers; English- and Spanish-speakers; Route 99 and DAR/paratransit riders, as well as people who do not currently ride CAT. Workshop attendees were similarly diverse, and also included known business owners and managers. No single "interest group" dominated this public process. As a result, we feel confident in presenting this input as representative and, therefore, actionable.

On April 20, 2017 the Transit Advisory Committee voted to support a phased approach for outlining future CAT services in the Transit Master Plan (see recommendation)

Recommendation:

Staff and the Transit Advisory Committee recommend the following order of priority for implementing new or improved services to be outlined in the Transit Master Plan:

**Phase 0: Technical Improvements**

Route 99: Write a new Route 99 schedule that is more intuitive and legible to the public. This new schedule will also make timed-connections with buses to Salem more possible.

DAR and Paratransit: Improve the efficiency of DAR and paratransit services so that the same number of people and trips are served using slightly fewer hours of service. The performance target is 3.1 boardings per hour of service, rather than 2.4 boardings per hour of service. The efficiency improvements would result in more riders sharing a vehicle with one another, and sometimes (for non-time-sensitive trips) being asked to travel at a different time. Other efficiency improvements would be made "behind the scenes" and would not affect existing riders.

These technical improvements would allow CAT to save some operating hours, which could then be spent in Phase 1.

**Phase 1: More daily trips on Route 99 (weekdays)**

Increase the number of daily trips among Canby, Woodburn and Oregon City. The number of additional trips that can be added will depend on CAT's success improving efficiencies, per Phase 0, and on the hourly cost of service that CAT must pay its contractor in future years.

The two segments of Route 99 appear to be equally productive. Thus it will be reasonable for CAT to add trips to both segments, as funding becomes available.

CAT and Cherriots (in Salem) will soon begin working together to establish timed-connections in Woodburn. Additional trips may be needed on the southern segment of Route 99 in order to make these connections possible. Given the ease of connections in Oregon City (where TriMet buses come frequently) some priority should perhaps be given to making easier connections to Salem, via Woodburn. This would be a reason to invest service in the southern segment of Route 99 sooner than in the northern segment.

Whenever the Route 99 frequency is increased, CAT should also take that opportunity to remove the lowest-ridership bus stops on Route 99. In addition, as few deviations should be made off of the straight "express" path as possible.

### **Phase 2a (unfunded): Weekend intercity service**

If additional funding becomes available, CAT could add intercity express service on weekends (likely beginning just with Saturdays). This is the least costly service addition that would be possible on weekends, in total and on a per-passenger basis. The weekend Route 99 schedule could be a less-frequent version of the weekday schedule. Because Route 99 would be an "express" bus, the City would not be obliged to provide paratransit on the weekends, until a deliberate decision was made to do so (as in Phase 3).

It is possible to swap the positions of Phases 2a and 2b, and add a local circulator on weekdays before intercity service on weekends. If funding becomes available for either Phase 2a or 2b (but not both), Canby may wish to consult the public and the Transit Advisory Committee again, to gather public input on that specific choice at that time.

### **Phase 2b (unfunded): Local circulator (weekdays)**

If additional funding becomes available, CAT could add a one-way local circulator, which would run within Canby, on weekdays, for 10 hours per day. This fixed route would trigger a paratransit obligation, so Canby would need to commit to providing enough funding for the route itself and for the complementary paratransit. At this time, Canby might decide to eliminate general public dial-a-ride, and replace it with the local circulator and paratransit.

### **Phase 3 (unfunded): Local service (weekends)**

Finally, if additional funding becomes available, CAT could add service within Canby on weekends. This could be either general public dial-a-ride, or the local one-way circulator complemented by paratransit.

**Fiscal Impact:** There is no fiscal impact to Phases 0 and 1 of this recommendation. However, on May 5th the next service provider for CAT will be selected. If the hourly cost of service for that provider is higher than the existing hourly cost, Phase 0 may become necessary simply to maintain current service levels in the face of higher unit costs. Phase 1 may then move out of reach without the addition of new revenues to CAT's budget.

Phase 0 would have an impact on CAT staff, because implementing efficiency improvements would require the development of new policies and procedures; effortful management of the service contractor; and communication with existing riders.

### **Recommended Motion:**

***“I move to adopt the Staff and Transit Advisory Committee’s Recommendation of a Phased Approach to Outlining Future Canby Area Transit Services in the Transit Master Plan as set forth in the April 21, 2017 Staff Report.”***

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

Date: 5/5/2017

Name: Mark Triebwasser Occupation: Forester

Home Address: \_\_\_\_\_

Employer: Weyerhaeuser Position: Nursery Manager

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

For which position are you applying? Park & Rec Board

What are your community interests (committees, organizations, special activities)? \_\_\_\_\_  
Long time user of the Canby Pool. Have helped with Friends of Library events.  
\_\_\_\_\_  
\_\_\_\_\_

Experience and educational background: Master Forest Science, 44 yrs research  
and nursery managemnt  
\_\_\_\_\_  
\_\_\_\_\_

Reason for your interest in this position: Want to see some of the work we have started  
brought to a conclusion.  
\_\_\_\_\_  
\_\_\_\_\_

List any other City or County positions on which you serve or have served: \_\_\_\_\_  
Park & Rec Advisory Board, and previously Swim Center Advisory Board, several appointments to each.  
\_\_\_\_\_  
\_\_\_\_\_

Information on any special membership requirements: None  
\_\_\_\_\_  
\_\_\_\_\_

Referred by (if applicable): \_\_\_\_\_

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 2<sup>nd</sup> Avenue**

**Canby, OR 97013**

**Phone: 503.266.0733 Fax: 503.266.7961 Email: [scheaferk@canbyoregon.gov](mailto:scheaferk@canbyoregon.gov)**

**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: 4-28-17  
 Name: Shannon Hale Occupation: Pharmacy Technician  
 Home Address: Canby, OR 97013  
 Employer: Costco Wholesale Position: Pharmacy Technician  
 Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 For which position are you applying? Bike and Pedestrian

What are your community interests (committees, organizations, special activities)?  
will be helping w/ the annual Canby 4th of July Celebration

Experience and educational background: some college + 13+ years working with Costco

Reason for your interest in this position: My family & I are avid cyclists. My husband's family has been a part of this community for generations & I am looking for a way to give back and get involved.

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

Information on any special membership requirements: \_\_\_\_\_

Referred by (if applicable): \_\_\_\_\_

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 2<sup>nd</sup> Avenue

Canby, OR 97013

Phone: 503.266.0733 Fax: 503.266.7961 Email: [scheafer@canbyoregon.gov](mailto:scheafer@canbyoregon.gov)

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.

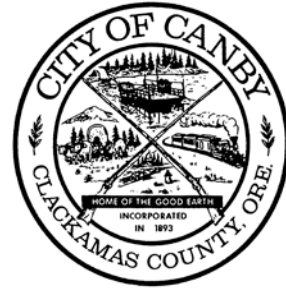
**RECEIVED**  
APR 28 2017

City of Canby - City Recorder

10-1-16



# MEMORANDUM



**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Julie Blums, Finance Director*  
**DATE:** *May 8, 2017*  
**THROUGH:** *Rick Robinson, City Administrator*

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Issue: Adoption of an updated Master Fee Schedule.

Synopsis: In May of 2010 at the request of the City Council, Finance Department staff compiled a master schedule of fees for services being charged by all departments of the City. The departments also provided proposed fee increases and some new fee requests. It was determined to be beneficial to review the fee schedule each year to incorporate needed adjustments. Accordingly, a review and update has been done each year since.

Departments have again done that review and proposed revised fees for the coming year to be effective July 1, 2017 if Resolution 1262 is adopted. A narrative summary of changes is attached as well as "Exhibit A" showing a comparison of current fees versus proposed changes. "Exhibit B" reflects the new schedule effective as noted herein if all changes are adopted.

Recommendation: Staff recommends Council adopt Resolution 1262.

Recommended

Motion: ***"I move to adopt Resolution 1262, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES."***

Attached: Narrative Summary, Resolution 1262 and Exhibits "A" & "B"



## **PROPOSED FEE CHANGES – NARRATIVE SUMMARY**

### **ADMINISTRATION**

#### **First Friday Marketing Program - Delete**

This fee is no longer being charged.

### **MAIN STREET**

#### **Weiner Dog Races – Delete**

This fee is not being charged.

#### **Car Show – New**

This fee is to offset the costs of coordinating the car show for the Canby Independence Day Celebration. The fee is \$10, with an early bird discount of \$8.

### **POLICE**

#### **Photos/Videos on CD - Increase**

Increase from \$15 to \$20 to reflect increased costs of material and postage.

#### **Special Event Security – Increase**

Increased from \$60 to \$65 per hour to reflect increased personnel costs.

### **COURT**

#### **City Cost Assessment - Delete**

This assessment refers to a portion of the fee that is already included in the Good Driver Class Deferred Sentence Fee. This entry is in effect a duplication that needs to be deleted.

#### **Discovery Request Fee - Change**

This fee has been amended to add a category for citations at a cost of \$5.

#### **DUII Diversion Filing Fee – New**

This fee has been in existence under ORS 813.240 and by Court order, but is being added to the fee schedule for consistency.

#### **Failure to Comply Suspension Fee - Name Change**

This fee was formerly listed on the schedule as “DMV Suspension Reinstatement” but has been renamed to more accurately reflect the fee that is assessed when the Court suspends a driver’s license. This fee also covers the Court action of contacting the DMV to advise them that the

## **PROPOSED FEE CHANGES – NARRATIVE SUMMARY**

driver is now in compliance with the Canby Court. The Court does not have direct authority to reinstate a license, since there may also be suspension issues involving other jurisdictions.

### **Failure to Appear at Trail Fee – New**

This fee has been in existence under Court order, but is being added to the fee schedule for consistency. It offsets the costs of jury and witness fees when the defendant does not appear.

### **Parking Ticket Late Fee – New**

This fee has been in existence under Court order, but is being added to the fee schedule for consistency.

## **LIBRARY**

### **Damaged items – Delete**

Checkout bags and microfilm readers are no longer available.

### **Damaged item – New**

As the new RFID Labels (Stingray type) come in to use, there will be a \$1 replacement cost charged for lost or damaged labels.

## **PUBLIC WORKS**

### **Public Works Labor Rate – Increased**

Increased from \$45 to \$50 per hour to reflect increased personnel costs.

### **Mower Rate - New**

To create a billable rate when mower is used.

## **SYSTEMS DEVELOPMENT CHARGES**

### **Transportation and Parks -Increase**

Inflation adjustment based on the Engineering News Record which tracks the cost of building materials over time which is the indicated inflation monitor to use for our SDC inflation adjustment recommended to be applied annually. This year the fees have been adjusted upward by 3.9%.

## **PROPOSED FEE CHANGES – NARRATIVE SUMMARY**

### **PLANNING - INCREASE**

Most planning fees have not been adjusted in over five years. In order to offset increased costs, proposed increases are based on last year's CPI of 2.1% and generally rounded up to whole numbers.

#### **Minor Variance – Sign – New**

This fee is being added because this service was recently required but no fee had been designated previously.

### **SWIM CENTER**

#### **Lessons-Public Lessons – Increase**

Rates are being increased to offset the increasing cost of part time staff.

#### **Lessons-School Programs – Increase**

Rates for out-of-district school programs are being increased to \$100 per hour to offset increasing staff costs. They were previously set by agreement, which generally corresponded to former agreements with the local school district which are no longer applicable.

## **RESOLUTION NO. 1262**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES**

**WHEREAS**, City staff has reviewed the City of Canby's master fee schedule and recommends changes in certain fees to be charged for various services provided by City staff; and

**WHEREAS**, the proposed fee schedule changes are meant to cover the costs of providing services to the public for which fees are charged and are not meant to generate excess income for the City above the cost of providing the requested service; and

**WHEREAS**, the Canby City Council held a public hearing on May 17, 2017 to receive public testimony regarding the proposed fee increases; and

**WHEREAS**, the Canby City Council determined that the proposed changes in certain fees to be charged are reasonable and based upon labor costs and industry standards.

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

Section 1: City of Canby fees and charges are revised as shown in Exhibit "A" and adopted as shown in Exhibit "B" (clean version).

Section 2: The fees imposed by this resolution are not taxes subject to the property limitation of Article XI. Section 11(b) of the Oregon Constitution.

Section 3: All fees and charges not revised as shown in Exhibit "A" shall remain at their present amounts.

This resolution shall take effect on July 1, 2017.

ADOPTED this 17<sup>th</sup> day of May 2017 by the Canby City Council.

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Brian Hodson  
Mayor

ATTEST:

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Kimberly Scheafer, MMC  
City Recorder

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
<b>General</b>						
	Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet	Res 1235	7/1/2016	6/1/2010	no change
	Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet	Res 1235	7/1/2016	6/1/2010	no change
	Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet	Res 1235	7/1/2016	6/1/2010	no change
	Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet	Res 1235	7/1/2016	6/1/2010	no change
	Plotter prints (8 1/2 x 11)	\$2	Res 1235	7/1/2016	6/1/2010	no change
	Plotter prints (11 x 17)	\$4	Res 1235	7/1/2016	6/1/2010	no change
	Plotter prints (17 x 22)	\$6	Res 1235	7/1/2016	6/1/2010	no change
	Plotter prints (24 x 36)	\$8	Res 1235	7/1/2016	6/1/2010	no change
	Plotter prints (36 x 48)	\$10	Res 1235	7/1/2016	6/1/2010	no change
	Audio Cassette copy	\$10	Res 1235	7/1/2016	6/1/2010	no change
	Records on CD/DVD	\$10 plus staff time costs	Res 1235	7/1/2016	6/1/2010	no change
	Public Records	Actual staff time/benefits and materials costs (first 30 minutes no charge)	Res 1235	7/1/2016	7/1/2016	no change
	Public Records-Faxing	50¢ per page sent	Res 1235	7/1/2016	6/1/2010	no change
	Public Records-Mailing costs	Actual costs + \$1.00 handling fee	Res 1235	7/1/2016	6/1/2010	no change
	Returned check fee	\$25	Res 1235	7/1/2016	6/1/2010	no change
	Lien Search fee	\$25	Res 1235	7/1/2016	7/1/2011	no change
	License/Permit/Certificate replacement fee	\$10	Res 1235	7/1/2016	7/1/2012	no change
<b>Administration</b>						
	Business License-Annual	\$50	Res 1235	7/1/2016	7/1/1994	no change
	Business License-Past Due Fee	\$10/mo up to \$50	Res 1235	7/1/2016	9/1/1991	no change
	Business License-Transfer or Assign	\$50	Res 1235	7/1/2016	6/1/2010	no change
	Operating a Business without a License Penalty	\$100	Res 1235	7/1/2016	7/1/2014	no change
	Liquor License Application New	\$100	Res 1235	7/1/2016	6/1/2010	no change
	Liquor License Change of Ownership, Location, or Privilege	\$75	Res 1235	7/1/2016	6/1/2010	no change
	Small Animal Permit	\$10	Res 1235	7/1/2016	6/1/2010	no change
	Impounded Animal Redemption Fee	\$50	Res 1235	7/1/2016	6/1/2010	no change
	Sidewalk Vending Permit	\$10	Res 1235	7/1/2016	6/1/2010	no change
	<b>First Friday Marketing Program</b>	<b>\$25</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2013</b>	<b>delete</b>
	Noise Variance fee	\$75	Res 1235	7/1/2016	7/1/2013	no change
	Human Resources Application Fee (Police)	\$20	Res 1235	7/1/2016	7/1/2013	no change
	Franchise Application and Review Fee-Telecommunications	Actual expenses (requires \$2000 deposit)	Res 1235	7/1/2016	7/1/2013	no change
	Registration Application Fee-Telecommunications Providers	\$100	Res 1235	7/1/2016	11/20/2013	no change
	Annual Registration Fee-Telecommunications Providers	4% of gross revenues	Res 1235	7/1/2016	11/20/2013	no change
	Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)	Res 1235	7/1/2016	11/20/2013	no change
	Franchise Fees-Telecommunications	7% gross revenue	Res 1235	7/1/2016	6/7/2000	no change
	Franchise Fees-Cable	5% gross revenue	Res 1235	7/1/2016	2/2/2005	no change
	Franchise Fees-Natural Gas	5% gross revenue	Res 1235	7/1/2016	6/7/2006	no change
	Franchise Fees-Telephone	7% gross revenue	Res 1235	7/1/2016	6/7/2000	no change
	Franchise Fees-Solid Waste	5% gross revenue	Res 1235	7/1/2016	7/1/2011	no change
	In-lieu of Franchise Fees-Water/Electric	5% of commodity sales	Res 1235	7/1/2016	1973	no change
	In-lieu of Franchise Fees-Wastewater/Stormwater	7% of service charge collected	Res 1235	7/1/2016	7/1/2012	no change
<b>Main Street</b>						
	Canby Independence Day Celebration Vendor Fees					
	Food Vendor Application					
	Early Bird (Before April 1)	\$125	Res 1235	7/1/2016	1/20/2016	no change
	Regular Rate (April 1 - May 1)	\$175	Res 1235	7/1/2016	1/20/2016	no change
	Advanced Rate (May 2 - May 31)	\$250	Res 1235	7/1/2016	1/20/2016	no change
	Final Rate (June 1 - July 1)	\$500	Res 1235	7/1/2016	1/20/2016	no change
	Specific Location	\$50 (extra)	Res 1235	7/1/2016	1/20/2016	no change
	Electricity	\$25 (per outlet)	Res 1235	7/1/2016	1/20/2016	no change
	Beer/Wine Garden Vendor Application	10% of total sales	Res 1235	7/1/2016	1/20/2016	no change
	Local Arts/Crafts Vendor Application					
	Regular Rate	\$45	Res 1235	7/1/2016	1/20/2016	no change
	Advanced Rate (May 2 - May 31)	\$65	Res 1235	7/1/2016	1/20/2016	no change

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Specific Location	\$50 (extra)	Res 1235	7/1/2016	1/20/2016	no change
	Outside City Limits Arts/Crafts					
	Regular Rate	\$65	Res 1235	7/1/2016	1/20/2016	no change
	Advanced Rate (May 2 - May 31)	\$85	Res 1235	7/1/2016	1/20/2016	no change
	Specific Location	\$50 (extra)	Res 1235	7/1/2016	1/20/2016	no change
	Parade Fee (Campaigns/Businesses)	\$25	Res 1235	7/1/2016	1/20/2016	no change
	Tie-dyed Shirts	\$5	Res 1235	7/1/2016	1/20/2016	no change
	<b>Weiner Dog Races</b>	<b>\$5</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>1/20/2016</b>	<b>delete</b>
	<b>Car Show</b>					
	<b>Early Bird (Before June 1)</b>					<b>\$8</b>
	<b>Regular (After June 1)</b>					<b>\$10</b>
	Canby's Big Weekend Street Dance Vendor Fees					
	Food Vendor Application	\$50	Res 1235	7/1/2016	1/20/2016	no change
	Beer/Wine Garden Vendor Application	\$250 or 15% of total sales (whichever is greater)	Res 1235	7/1/2016	1/20/2016	no change
<b>Police</b>						
	Alarm Permits	\$20 annual (waived over 65 & gov't)	Res 1235	7/1/2016	6/1/2010	no change
	Alarm Permit Delinquent Payment Fee	\$25	Res 1235	7/1/2016	6/1/2010	no change
	False Alarm Response	Third alarm \$50; fourth alarm \$75, fifth alarm & up \$100 each	Res 1235	7/1/2016	6/1/2010	no change
	Citation - Copy	\$5	Res 1235	7/1/2016	7/1/2012	no change
	Fingerprinting	\$20 plus \$10 each add'l card	Res 1235	7/1/2016	6/16/2010	no change
	Name Check Response Letter	\$5	Res 1235	7/1/2016	7/1/2011	no change
	Officer's Notes - Copy	\$5 (per officer requested)	Res 1235	7/1/2016	7/1/2014	no change
	<b>Photos/Videos on CD</b>	<b>\$15</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2012</b>	<b>\$20</b>
	Police Report - Copy	\$10 DMV accident Report \$15 Police Reports (plus 25¢ per pg. after 10 pages)	Res 1235	7/1/2016	7/1/2015	no change
	Public Records - Admin Research	Actual staff time/benefits and materials costs	Res 1235	7/1/2016	7/1/2016	no change
	Radar Certification	\$5	Res 1235	7/1/2016	7/1/2012	no change
	Secondhand Dealer Application Fee	\$50	Res 1235	7/1/2016	11/6/2013	no change
	Secondhand Dealer Annual Permit Fee	\$100	Res 1235	7/1/2016	11/6/2013	no change
	<b>Special Event Security</b>	<b>\$60/hr</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>6/1/2010</b>	<b>\$65/hr</b>
	Temporary/Special Event Liquor License	\$35	Res 1235	7/1/2016	7/1/2013	no change
	Vehicle Release	\$125	Res 1235	7/1/2016	6/1/2010	no change
<b>Court</b>						
	Appeal Transcript Fee	\$35	Res 1235	7/1/2016	10/30/2003	no change
	<b>City Cost Assessment</b>	<b>\$7 per deferred</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>delete</b>
	Civil Compromise Fee	\$150	Res 1235	7/1/2016	3/29/2012	no change
	Court Appointed Attorney Fee	\$150	Res 1235	7/1/2016	7/1/2016	no change
	Collections Referral Fee	25% of outstanding balance (by statute), not to exceed \$250	Res 1235	7/1/2016	3/29/2012	no change
	<b>Discovery Request Fee</b>	<b>\$10 (reports, documents); \$20 CD/DVD (video, photo)</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2013</b>	<b>\$10 reports; \$20 CD/DVD; \$5 citations</b>
	Distracted Driving Class Deferred Sentence Fee	\$115	Res 1235	7/1/2016	7/1/2016	no change
	<b>DUII Diversion Filing Fee</b>		<b>Court order</b>	<b>4/1/2017</b>		<b>\$200</b>
	Expungement Filing Fee	\$50	Res 1235	7/1/2016	7/1/2014	no change
	<b>Failure to Appear at Trial Fee</b>		<b>Court order</b>	<b>4/1/2017</b>		<b>\$100</b>
	<b>Failure to Comply Suspension Fee</b>	<b>\$50</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2015</b>	<b>renamed (formerly referred to as DMV Suspension Reinstatement)</b>
	Failure to Pay Alarm Fee	\$50	Res 1235	7/1/2016	7/1/2016	no change
	Fix It Dismissal Fee	\$25	Res 1235	7/1/2016	3/29/2012	no change
	Good Driver Class Deferred Sentence Fee	\$50 less than presumptive fine schedule of offense	Res 1235	7/1/2016	3/29/2012	no change
	Guilty by Default Letter Fee	\$25	Res 1235	7/1/2016	3/29/2012	no change
	Juvenile Deferred Sentence Fee	\$61, \$41, \$27, \$14 based on offense class	Res 1235	7/1/2016	7/1/2016	no change
	Late Payment Letter Fee	\$15 if more than 10 days late	Res 1235	7/1/2016	10/30/2003	no change
	Minor in Possession Deferred Sentence Fee	\$150	Res 1235	7/1/2016	3/29/2012	no change
	Misdemeanor Deferred Sentence Fee	\$250	Res 1235	7/1/2016	7/1/2013	no change



## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	<b>Parking Ticket Late Fee</b>		<b>Court order</b>	<b>4/1/2017</b>		<b>City fine doubles after 14 days (fine ranges \$15 to \$25)</b>
	Payment Plan Fee	\$25, new or refinanced plan	Res 1235	7/1/2016	7/1/2014	no change
	Public Records Request Fee	\$5 1st page, 25¢ ea. add'l page)	Res 1235	7/1/2016	7/1/2014	no change
	Returned Check Fee	\$38 (includes demand letter certified)	Res 1235	7/1/2016	3/29/2012	no change
	Show Cause Fee	\$35 certified letter/\$10 regular letter	Res 1235	7/1/2016	7/1/2014	no change
	Warrant Issued Fee	\$50	Res 1235	7/1/2016	7/1/2015	no change
<b>Library</b>						
	Library Cards					
	Clackamas County residents	Free	Res 1235	7/1/2016	3/1/2016	no change
	Out-of-County Fee*	\$95	Res 1235	7/1/2016	3/1/2016	no change
	Library Card Replacement Fee	\$1	Res 1235	7/1/2016	3/1/2016	no change
	<i>*Residents who live in Oregon in Multnomah County, Washington County, Hood River County or those who reside in the Fort Vancouver Regional Library District or the City of Camas Washington, may obtain a LINCC library card without paying a non-resident fee.</i>					
	Overdue Items					
	Adult and Children's items	25¢ per day (\$3 maximum per children's item; \$5 maximum for all other materials)	Res 1235	7/1/2016	3/1/2016	no change
	Cultural passes	\$5 per day up to replacement cost	Res 1235	7/1/2016	3/1/2016	no change
	Lost Items	Cost of material as indicated in the library's database	Res 1235	7/1/2016	3/1/2016	no change
	Damaged item	Cost of material as indicated in the library's database	Res 1235	7/1/2016	3/1/2016	no change
	Books					
	Missing book jacket	\$3	Res 1235	7/1/2016	3/1/2016	no change
	CD Audiobooks					
	Disc	\$10 per disc	Res 1235	7/1/2016	3/1/2016	no change
	CD case	\$5	Res 1235	7/1/2016	3/1/2016	no change
	DVDs					
	Bonus disc	\$5	Res 1235	7/1/2016	3/1/2016	no change
	DVD case	\$3	Res 1235	7/1/2016	3/1/2016	no change
	Jacket or paper insert	\$3	Res 1235	7/1/2016	3/1/2016	no change
	Booklet	\$5	Res 1235	7/1/2016	3/1/2016	no change
	Music CDs					
	Case	\$4	Res 1235	7/1/2016	3/1/2016	no change
	Part of case (top or bottom)	\$2	Res 1235	7/1/2016	3/1/2016	no change
	Insert	\$5	Res 1235	7/1/2016	3/1/2016	no change
	Cultural Pass					
	Replacement cost	\$75-\$200	Res 1235	7/1/2016	3/1/2016	no change
	Puppets	\$10	Res 1235	7/1/2016	3/1/2016	no change
	Children's Kits	Cost of each component as listed in the item record	Res 1235	7/1/2016	3/1/2016	no change
	<b>Checkout Bags</b>					
	Bag, tag & ring	\$25	Res 1235	7/1/2016	3/1/2016	<b>delete</b>
	Bag only	\$20	Res 1235	7/1/2016	3/1/2016	
	Tag only	\$3.50	Res 1235	7/1/2016	3/1/2016	
	Tag and ring	\$5	Res 1235	7/1/2016	3/1/2016	
	<b>RFID Labels</b>					
	Stingray Label					<b>\$1</b>
	Missing Barcodes	\$1	Res 1235	7/1/2016	3/1/2016	no change
	Copying and Printing					
	Black and White (Self Serve)	15¢/page	Res 1235	7/1/2016	3/1/2016	no change
	Color (Self Serve)	50¢/page	Res 1235	7/1/2016	3/1/2016	no change
	<b>Microfilm Reader Prints</b>	<b>15¢/page</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>3/1/2016</b>	<b>delete</b>
<b>Canby Area Transit</b>						
	Dial-A-Ride General Public	\$1.00 per boarding	Res 1235	7/1/2016	1/2/2012	no change
	Dial-A-Ride Complementary Paratransit	\$1.00 per boarding	Res 1235	7/1/2016	1/2/2012	no change
	Dial-A-Ride Premium	\$1.00 per boarding	Res 1235	7/1/2016	1/2/2012	no change
	Shopping Shuttle Services	no charge	Res 1235	7/1/2016	1/2/2012	no change
	Fixed-Route Bus Service	\$1.00 per boarding	Res 1235	7/1/2016	1/2/2012	no change
	Monthly Pass	\$20/calendar month	Res 1235	7/1/2016	4/1/2014	no change
	Punch Pass (24 rides)	\$20 (no expiration)	Res 1235	7/1/2016	7/1/2013	no change
	Payroll and self-employment tax	0.6%	Res 1235	7/1/2016	1/1/2002	no change
	Payment Submitted Without Return Fee	\$5 per 30 days or fraction thereof, not to exceed \$20 per instance	Res 1235	7/1/2016	12/4/2013	no change

## EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
<b>Parks</b>		In City	Out of City				
	Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220	Res 1235	7/1/2016	4/1/2002	no change
	Rental of Wait Park (waived for non-profits)	\$375	\$750	Res 1235	7/1/2016	4/1/2002	no change
<b>Public Works</b>							
	<b>Public Works Labor Rate</b>	<b>\$45/hr</b>		<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$50/hr</b>
	Equipment Rates (include 1 operator):						
	Vactor Truck	\$125/hr		Res 1235	7/1/2016	7/1/2011	no change
	Street Sweeper	\$75/hr		Res 1235	7/1/2016	7/1/2011	no change
	TV Van	\$100/hr		Res 1235	7/1/2016	7/1/2011	no change
	High Ranger	\$90/hr		Res 1235	7/1/2016	7/1/2011	no change
	Dump Truck	\$90/hr		Res 1235	7/1/2016	7/1/2011	no change
	Backhoe	\$90/hr		Res 1235	7/1/2016	7/1/2011	no change
	Pickup truck	\$10/hr		Res 1235	7/1/2016	7/1/2016	no change
	<b>Mower</b>						<b>\$5/hr</b>
	Street Closure Request	\$50 (waived for non-profits)		Res 1235	7/1/2016	4/1/2002	no change
	Railroad Parking Lot Event Fee	\$50 (waived for non-profits)		Res 1235	7/1/2016	7/1/2011	no change
	Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit		Res 1235	7/1/2016	6/1/2010	no change
	Map Copying and Research on Easements	\$60/hr+ printing charge		Res 1235	7/1/2016	6/1/2010	no change
	Banner Installation	\$100 (waived for non-profits)		Res 1235	7/1/2016	4/1/2002	no change
	Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr		Res 1235	7/1/2016	4/1/2002	no change
	Street Excavation (Construction) Permit Fee	\$100		Res 1235	7/1/2016	11/3/1999	no change
	Driveway Return, Street Curb or Public Sidewalk Construction Inspection Fee	\$100		Res 1235	7/1/2016	7/1/2015	no change
	Street Tree Fees for New Development	\$200 per tree		Res 1235	7/1/2016	10/16/2013	no change
	Street Signs: New and Replacements	Charge shall be determined based on state contract for similar commodity, quoted at time of request		Res 1235	7/1/2016	7/1/2015	no change
	Encroachment Application Permit Fee	\$50		Res 1235	7/1/2016	9/6/2000	no change
	Building Number Installation Charge	\$50		Res 1235	7/1/2016	6/1/2010	no change
	Advance Finance Public Improvement Application Fee	\$150		Res 1235	7/1/2016	6/1/2010	no change
	Street Tree Removal Permit	\$25		Res 1235	7/1/2016	6/1/2010	no change
	Sewer Tap Fee (on-site connection)	\$100		Res 1235	7/1/2016	6/1/2010	no change
	House Move Permit	\$50		Res 1235	7/1/2016	6/1/2010	no change
	Fleet Services Labor Rate	\$75/hr		Res 1235	7/1/2016	7/1/2011	no change
	Erosion Control	Without ESPC Certification	With ESPC Certification				
		Base Rate, to 4 inspections					
	Single Family	\$190	\$145	Res 1235	7/1/2016	7/1/2011	no change
	Duplex	\$285	\$218	Res 1235	7/1/2016	7/1/2011	no change
	Triplex	\$475	\$363	Res 1235	7/1/2016	7/1/2011	no change
	Single Family Additions (disturbing less than 500 sq. ft.)	\$145		Res 1235	7/1/2016	7/1/2011	no change
		Base Rate, to 8 inspections					
	All Other Lots (Up to 1 acre)	\$500	\$395	Res 1235	7/1/2016	7/1/2011	no change
	Each additional acre	\$85	\$75	Res 1235	7/1/2016	7/1/2011	no change
	Each additional inspection	\$45	\$45	Res 1235	7/1/2016	7/1/2011	no change
	Violations	\$100 per Violation per Day		Res 1235	7/1/2016	12/18/2002	no change
	Street Maintenance Fee, Monthly						
	Residential Single Family	\$5		Res 1235	7/1/2016	7/1/2008	no change
	Multi-Family Residences	\$3.34/unit		Res 1235	7/1/2016	7/1/2008	no change
	Detached Senior Housing and Mobile Home Parks	\$2.09/unit		Res 1235	7/1/2016	7/1/2008	no change
	Attached Senior Housing and Congregate Care Facilities	\$1.04/unit		Res 1235	7/1/2016	7/1/2008	no change
	Non-residential	Varies: \$0.522 x trip value x units (\$5 min)		Res 1235	7/1/2016	7/1/2008	no change
<b>Sewer/Stormwater</b>							

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Combined Sewer/Stormwater Rates (monthly):					
	Residential Single Family	\$46.20	Res 1235	7/1/2016	7/1/2015	no change
	Residential , apartment, per unit	\$46.20	Res 1235	7/1/2016	7/1/2015	no change
	Mobile home	\$46.20	Res 1235	7/1/2016	7/1/2015	no change
	Reduced Sewer Rate	\$32.92	Res 1235	7/1/2016	7/1/2015	no change
	Elementary school, per student	\$1.82	Res 1235	7/1/2016	7/1/2015	no change
	Middle & High school, per student	\$2.41	Res 1235	7/1/2016	7/1/2015	no change
	Transient housing (1st unit)	\$46.20	Res 1235	7/1/2016	7/1/2015	no change
	Each additional bed	\$24.26	Res 1235	7/1/2016	7/1/2015	no change
	Nursing home (1st two beds)	\$46.20	Res 1235	7/1/2016	7/1/2015	no change
	Each additional bed	\$24.26	Res 1235	7/1/2016	7/1/2015	no change
	Commercial retail, minimum	\$46.20	Res 1235	7/1/2016	7/1/2015	no change
	per 100 cf of water use Nov-Mar	\$5.78	Res 1235	7/1/2016	7/1/2015	no change
	Commercial government, minimum	\$46.20	Res 1235	7/1/2016	7/1/2015	no change
	per 100 cf of water use Dec & Jan	\$5.78	Res 1235	7/1/2016	7/1/2015	no change
	Industrial, minimum	\$46.20	Res 1235	7/1/2016	7/1/2015	no change
	per 100 cf of water use	\$5.78	Res 1235	7/1/2016	7/1/2015	no change
	Sanitary Sewer Extra Strength Charges					
	BOD:					
	Concentration 0 to 300 mg/L	Included in Base	Res 1235	7/1/2016	7/1/2015	no change
	Concentration 300 to 600 mg/L	\$1.18 per pound	Res 1235	7/1/2016	7/1/2015	no change
	Concentration 600 to 1200 mg/L	\$2.36 per pound	Res 1235	7/1/2016	7/1/2015	no change
	TSS:					
	Concentration 0 to 300 mg/L	Included in Base	Res 1235	7/1/2016	7/1/2015	no change
	Concentration 300 to 600 mg/L	\$1.18 per pound	Res 1235	7/1/2016	7/1/2015	no change
	Concentration 600 to 1200 mg/L	\$2.36 per pound	Res 1235	7/1/2016	7/1/2015	no change
	Late fee	\$10 per month after 45 days	Res 1235	7/1/2016	7/1/2014	no change
	Delinquent Account Certification Fee	\$50.00	Res 1235	7/1/2016	7/1/2014	no change
	Industrial Wastewater Discharge Permit	\$5,000	Res 1235	7/1/2016	4/17/2013	no change
	Industrial Wastewater Discharge Permit application review fee	\$55/hr	Res 1235	7/1/2016	4/17/2013	no change
	Construction Excise Tax					
	Residential, per dwelling unit					
	First 1,000 square feet	\$0.25/sq ft	Res 1235	7/1/2016	11/2/1994	no change
	Next 500 square feet	\$0.50/sq ft	Res 1235	7/1/2016	11/2/1994	no change
	Next 500 square feet	\$0.75/sq ft	Res 1235	7/1/2016	11/2/1994	no change
	Above 2,000 square feet	\$1.00/sq ft	Res 1235	7/1/2016	11/2/1994	no change
	System Development Charges					
	Stormwater					
	Residential - per dwelling unit					
	Low Density	\$173.26	Res 1235	7/1/2016	7/1/2016	no change
	Manufactured	\$84.47	Res 1235	7/1/2016	7/1/2016	no change
	Medium/High Density	\$115.73	Res 1235	7/1/2016	7/1/2016	no change
	Non-Residential - per 1,000 square feet					
	Residential/Commercial (mixed use)	\$271.58	Res 1235	7/1/2016	7/1/2016	no change
	Convenience	\$186.97	Res 1235	7/1/2016	7/1/2016	no change
	Downtown	\$271.58	Res 1235	7/1/2016	7/1/2016	no change
	Highway	\$339.48	Res 1235	7/1/2016	7/1/2016	no change
	Commercial/Manufacturing	\$525.90	Res 1235	7/1/2016	7/1/2016	no change
	Industrial	\$158.98	Res 1235	7/1/2016	7/1/2016	no change
	Schools	\$234.86	Res 1235	7/1/2016	7/1/2016	no change
	Transportation	Estimated SDC per unit				
	Single-Family per unit	\$3,151.58	Res 1235	7/1/2016	7/1/2016	\$3,274.49
	Multi-Family per unit	\$2,206.64	Res 1235	7/1/2016	7/1/2016	\$2,292.70
	Non-residential Transportation SDC varies by use category indicated:					
	Elementary School	\$169.57 per Student	Res 1235	7/1/2016	7/1/2016	\$176.18
	Church	\$2,250.37 per T.S.F.G.F.A. <sup>1</sup>	Res 1235	7/1/2016	7/1/2016	\$2,338.13
	Day Care Center/Preschool	\$589.79 per Student	Res 1235	7/1/2016	7/1/2016	\$612.79
	Clinic	\$10,978.80 per T.S.F.G.F.A. <sup>1</sup>	Res 1235	7/1/2016	7/1/2016	\$11,406.97
	Specialty Retail Center	\$5,394.48 per T.S.F.G.L.A. <sup>2</sup>	Res 1235	7/1/2016	7/1/2016	\$5,604.86
	Shopping Center	\$5,225.97 per T.S.F.G.L.A. <sup>2</sup>	Res 1235	7/1/2016	7/1/2016	\$5,429.78
	Supermarket	\$18,101.06 per T.S.F.G.F.A. <sup>1</sup>	Res 1235	7/1/2016	7/1/2016	\$18,807.00
	Convenience Market	\$39,808.03 per T.S.F.G.F.A. <sup>1</sup>	Res 1235	7/1/2016	7/1/2016	\$41,360.54
	Pharmacy/Drugstore	\$12,705.51 per T.S.F.G.F.A. <sup>1</sup>	Res 1235	7/1/2016	7/1/2016	\$13,201.02
	Bank/Savings: Walk-in	\$22,942.02 per T.S.F.G.F.A. <sup>1</sup>	Res 1235	7/1/2016	7/1/2016	\$23,836.76

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	<b>Quality Restaurant</b>	<b>\$8,442.62 per T.S.F.G.F.A.<sup>1</sup></b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$8,771.88</b>
	<b>Fast Food Restaurant</b>	<b>\$35,127.06 per T.S.F.G.F.A.<sup>1</sup></b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$36,497.02</b>
	<b>Automobile Care Center</b>	<b>\$4,880.42 per T.S.F.G.F.A.<sup>1</sup></b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$5,070.76</b>
	<b>Gasoline/Service Station</b>	<b>\$10,249.85 per V.F.P.<sup>3</sup></b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$10,649.59</b>
	<b>General Office Building</b>	<b>\$3,626.18 per T.S.F.G.F.A.<sup>1</sup></b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$3,767.60</b>
	<b>Medical-Dental Office Building</b>	<b>\$11,898.16 per T.S.F.G.F.A.<sup>1</sup></b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$12,362.19</b>
	<b>General Light Industrial</b>	<b>\$2,299.32 per T.S.F.G.F.A.<sup>1</sup></b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$2,388.99</b>
	<b>General Heavy Industrial</b>	<b>\$493.80 per T.S.F.G.F.A.<sup>1</sup></b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$513.06</b>
	<b>Warehouse</b>	<b>\$1,637.12 per T.S.F.G.F.A.<sup>1</sup></b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$1,700.97</b>
	<b>Mini Warehouse</b>	<b>\$823.36 per T.S.F.G.F.A.<sup>1</sup></b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$855.47</b>
	Abbreviations:					
	<sup>1</sup> T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area					
	<sup>2</sup> T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area					
	<sup>3</sup> V.F.P. = Vehicle Fueling Position					
	<b>Wastewater</b>					
	5/8" x 3/4" Water meter	\$2,774.04	Res 1235	7/1/2016	7/1/2016	no change
	3/4" Water meter	\$5,431.55	Res 1235	7/1/2016	7/1/2016	no change
	1" Water meter	\$9,043.97	Res 1235	7/1/2016	7/1/2016	no change
	1 1/2" Water meter	\$18,115.98	Res 1235	7/1/2016	7/1/2016	no change
	2" Water meter	\$28,979.09	Res 1235	7/1/2016	7/1/2016	no change
	3" Water meter	\$63,362.77	Res 1235	7/1/2016	7/1/2016	no change
	4" Water meter	\$108,637.62	Res 1235	7/1/2016	7/1/2016	no change
	6" Water meter	\$226,320.28	Res 1235	7/1/2016	7/1/2016	no change
	8" Water meter	\$325,913.94	Res 1235	7/1/2016	7/1/2016	no change
	Multi-family Unit	\$2,173.05	Res 1235	7/1/2016	7/1/2016	no change
	<b>Parks</b>		<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	
	<b>Residential - per dwelling unit</b>					
	<b>Single Family</b>	<b>\$5,318.76</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$5,526.20</b>
	<b>Multi-Family</b>	<b>\$5,537.40</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$5,753.36</b>
	<b>Manufactured Housing</b>	<b>\$4,442.07</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$4,615.31</b>
	<b>Non-Residential</b>	<b>\$426.61 base fee</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>\$443.25</b>
	<i>Note: Non-residential Parks SDC varies by use and can be calculated using the method indicated below.</i>					
		Square feet per employee				
	<b>Manufacturing:</b>					
	General (700)	700	Res 1235	7/1/2016	7/1/2016	
	Food Related (775)	775	Res 1235	7/1/2016	7/1/2016	
	Textile, Apparel (575)	575	Res 1235	7/1/2016	7/1/2016	
	Lumber, Wood Products (560)	560	Res 1235	7/1/2016	7/1/2016	
	Paper & Related (1,400)	1,400	Res 1235	7/1/2016	7/1/2016	
	Printing & Publishing (600)	600	Res 1235	7/1/2016	7/1/2016	
	Chemicals, Petrol, Rubber, Plastics (850)	850	Res 1235	7/1/2016	7/1/2016	
	Cement, Stone, Clay, Glass (800)	800	Res 1235	7/1/2016	7/1/2016	
	Furniture & Furnishings (600)	600	Res 1235	7/1/2016	7/1/2016	
	Primary Metals (1,000)	1,000	Res 1235	7/1/2016	7/1/2016	
	Secondary Metals (800)	800	Res 1235	7/1/2016	7/1/2016	
	Non-Electrical Machinery (600)	600	Res 1235	7/1/2016	7/1/2016	
	Electrical Machinery (375)	375	Res 1235	7/1/2016	7/1/2016	
	Electrical Design (325)	325	Res 1235	7/1/2016	7/1/2016	
	Transportation Equipment (500)	500	Res 1235	7/1/2016	7/1/2016	
	Other (400)	400	Res 1235	7/1/2016	7/1/2016	
	<b>Wholesale Trade:</b>					
	Durable Goods (1,000)	1,000	Res 1235	7/1/2016	7/1/2016	
	Non-Durable Goods (1,100)	1,150	Res 1235	7/1/2016	7/1/2016	
	<b>Warehousing:</b>					
	Storage (20,000)	20,000	Res 1235	7/1/2016	7/1/2016	
	Distribution (2,500)	2,500	Res 1235	7/1/2016	7/1/2016	
	Trucking (1,500)	1,500	Res 1235	7/1/2016	7/1/2016	
	Communications (250)	250	Res 1235	7/1/2016	7/1/2016	
	Utilities (225)	225	Res 1235	7/1/2016	7/1/2016	
	<b>Retail:</b>					
	General (700)	700	Res 1235	7/1/2016	7/1/2016	
	Hardware (1,000)	1,000	Res 1235	7/1/2016	7/1/2016	
	Food Stores (675)	675	Res 1235	7/1/2016	7/1/2016	
	Restaurant/Bar (225)	225	Res 1235	7/1/2016	7/1/2016	
	Appliance/Furniture (1,000)	1,000	Res 1235	7/1/2016	7/1/2016	
	Auto Dealership (650)	650	Res 1235	7/1/2016	7/1/2016	
	Gas/Station - Gas Only (300)	300	Res 1235	7/1/2016	7/1/2016	

**EXHIBIT "A"**

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Gas/Station - Gas & Service (400)	400	Res 1235	7/1/2016	7/1/2016	
	Regional Shopping Center (600)	600	Res 1235	7/1/2016	7/1/2016	
	Services:					
	Hotel/Motel (1,500)	1,500	Res 1235	7/1/2016	7/1/2016	
	Health Services - Hospital (500)	500	Res 1235	7/1/2016	7/1/2016	
	Health Services - Clinic (350)	350	Res 1235	7/1/2016	7/1/2016	
	Educational (1,300)	1,300	Res 1235	7/1/2016	7/1/2016	
	Cinema (1,100)	1,100	Res 1235	7/1/2016	7/1/2016	
	Personal Services - Office (600)	600	Res 1235	7/1/2016	7/1/2016	
	Finance, Insurance, Real Estate, Business Services- Office (350)	350	Res 1235	7/1/2016	7/1/2016	
	Government Administration (300)	300	Res 1235	7/1/2016	7/1/2016	
	<i>The Parks SDCs for a particular non-residential development are determined by: 1) dividing the total square feet of building space in the development by the number of square feet per employee (from column 2 above), and 2) multiplying the result by the current Parks SDC fee of \$426.61. For Example: 25,000 SF/700 (Manufacturing-General) = 35.7 x \$426.61 = \$15,986.63 (Parks SDC Fee).</i>					
<b>Planning</b>						
	<b>Annexation – Less than 1 acre</b>	<b>\$1,850 - (Base Fee)</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/10/2009</b>	<b>\$1,890.00</b>
	<b>Annexation – 1 – 10 Acres</b>	<b>Plus \$105 per Acre</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/10/2009</b>	<b>\$110.00</b>
	<b>Annexation – 11 – 50 Acres</b>	<b>Plus \$55 per Acre</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/10/2009</b>	<b>\$60.00</b>
	<b>Annexation – 51+ Acres</b>	<b>Plus \$10 per Acre</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/10/2009</b>	<b>\$15.00</b>
	Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs	Res 1235	7/1/2016	7/10/2009	no change
	<i>Annexation Election Deposit (Does not include County Elections Costs which will be billed separately, and only applies to applications determined to go to an election)</i>	\$2,500	Res 1235	7/1/2016	7/10/2009	<b>delete</b>
	Appeal - Interpretation or type II decision to Planning Commission	\$1,600	Res 1235	7/1/2016	7/10/2009	no change
	Appeal - Planning Commission decision to City Council	\$1,920	Res 1235	7/1/2016	7/10/2009	no change
	Building Permit Site Plan Review					
	<b>Single Family House</b>	<b>\$100 per application</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2012</b>	<b>\$105.00</b>
	<b>Duplex (including conversions of single family to duplex</b>	<b>\$120 per application</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2012</b>	<b>\$125.00</b>
	Non-Living Space addition (garage, carport, porch, etc)	\$50 per application	Res 1235	7/1/2016	7/1/2012	no change
	<b>Living Space addition (expansion and/or creation of accessory dwelling</b>	<b>\$75 per application</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2012</b>	<b>\$80.00</b>
	<b>Multifamily</b>	<b>\$60 per unit (first 20 units)/\$10 per each additional unit)</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2012</b>	<b>\$12.00 per each additional unit</b>
	Demolitions (Residential)	\$25	Res 1235	7/1/2016	7/1/2012	no change
	Demolitions (Commercial or Industrial)	\$50	Res 1235	7/1/2016	7/1/2012	no change
	Residential or Commercial tenant improvements and remodels not involving additional square footage	\$25	Res 1235	7/1/2016	7/1/2015	no change
	<b>Signs</b>	<b>\$50 (\$10 for each additional sign)</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/1/2015</b>	<b>\$60/\$12 for each additional sign</b>
	Existing Wireless Telecommunications System Facility/Tower Modification	\$50	Res 1235	7/1/2016	7/1/2013	no change
	<b>All other commercial and industrial based on building square footage:</b>					
	<b>0 to 2,000 square feet</b>	<b>\$100</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/10/2009</b>	<b>\$105.00</b>
	<b>2,001 to 5,000 square feet</b>	<b>\$100 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/10/2009</b>	<b>\$105 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof</b>
	<b>5,001 to 10,000 square feet</b>	<b>\$152.50 for the first 5,000 sq. ft and \$1.50 for each additional 100 sq. ft. or fraction thereof</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/10/2009</b>	<b>\$155 for the first 5,000 sq. ft and \$1.50 for each additional 100 sq. ft. or fraction thereof</b>
	<b>10,001 to 50,000 square feet</b>	<b>\$160 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/10/2009</b>	<b>\$165 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof</b>

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
		\$210 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof	Res 1235	7/1/2016	7/10/2009	\$215 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof
	50,001 to 100,000 square feet					
		\$260 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft or fraction thereof	Res 1235	7/1/2016	7/10/2009	\$265 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft or fraction thereof
	100,001 square feet and up					
	Comprehensive Plan Amendment	\$3,220	Res 1235	7/1/2016	7/10/2009	\$3,290.00
	Conditional Use Permit	\$2,040	Res 1235	7/1/2016	7/10/2009	\$2,080.00
	Condominium Construction, less than six units	\$280	Res 1235	7/1/2016	7/10/2009	\$285.00
	Interpretation	\$580	Res 1235	7/1/2016	7/10/2009	\$590.00
	Lot Line Adjustment	\$520	Res 1235	7/1/2016	7/10/2009	\$530.00
	Non-conforming Structure/Use	\$520	Res 1235	7/1/2016	7/10/2009	\$530.00
	Parking Lot/Paving Projects	\$300	Res 1235	7/1/2016	7/10/2009	\$310.00
	Partition - Major	\$1,360	Res 1235	7/1/2016	7/10/2009	\$1,390.00
	Partition - Minor	\$1,280	Res 1235	7/1/2016	7/10/2009	\$1,310.00
	Planned Unit Development	\$1,500	Res 1235	7/1/2016	7/1/2012	\$1,550.00
	Plat (Final) Review	\$100	Res 1235	7/1/2016	7/10/2009	\$110.00
	Pre-Application Conference					
	Type II (Administrative Review)	\$300	Res 1235	7/1/2016	7/1/2011	\$310.00
	Types III or IV (Quasi-Judicial)	\$700	Res 1235	7/1/2016	7/1/2011	\$720.00
	Preconstruction Conference	\$100 (+\$60 per hr. over 2 hrs)	Res 1235	7/1/2016	7/10/2009	\$105.00
	Minor Modification	\$100	Res 1235	7/1/2016	7/10/2009	\$105.00
	Multiple Land Use Application Submittal Discount	50% multiple application discount only applies to the lower cost application(s) (Please check with Planning Staff)	Res 1235	7/1/2016	7/1/2015	no change
	Sidewalk Café Annual Permit Fee	\$25	Res 1235	7/1/2016	8/18/2009	no change
	Sidewalk Café Annual Right of Way Rental Fee	\$1	Res 1235	7/1/2016	8/18/2009	no change
	Site and Design Review (Type II)					
	First 0.5 Acres	\$950 (Base Fee)	Res 1235	7/1/2016	7/1/2011	\$970.00
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional .1 acres	Res 1235	7/1/2016	7/1/2011	\$105.00
	From 2.5 acres up to 8.0 Acres	\$100 for each additional .5 acres	Res 1235	7/1/2016	7/1/2011	\$105.00
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres	Res 1235	7/1/2016	7/1/2011	\$105.00
	13 Acres and above	\$5,000 maximum	Res 1235	7/1/2016	7/1/2011	no change
	Site and Design Review (Type III)					
	First 0.5 Acres	\$1,500 (Base Fee)	Res 1235	7/1/2016	7/10/2009	\$1,535.00
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1	Res 1235	7/1/2016	7/10/2009	\$105.00
	From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5	Res 1235	7/1/2016	7/10/2009	\$105.00
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0	Res 1235	7/1/2016	7/10/2009	\$105.00
	13 Acres and above	\$5,000 maximum	Res 1235	7/1/2016	7/10/2009	no change
	Private On Site Engineering Plan Review Fee	0.2% of total private on-site construction cost excluding the structure capped at \$3000, \$300 minimum	Res 1235	7/1/2016	7/1/2016	no change
	Special Permit (hardship)	\$100	Res 1235	7/1/2016	7/10/2009	\$105.00
	Subdivision – 4 Lots	\$1,700 (Base Fee)	Res 1235	7/1/2016	7/10/2009	\$1,735.00
	Subdivision – 5+ Lots	Base fee + \$110 per Lot	Res 1235	7/1/2016	7/1/2014	\$115.00
	Engineering Public Improvement Plan Review Fee	0.4% of public improvement cost	Res 1235	7/1/2016	7/1/2014	no change
	Temporary Vendor Permit	\$100 (\$50 non-profit)	Res 1235	7/1/2016	10/16/2009	no change
	Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)	Res 1235	7/1/2016	7/1/2012	no change
	Text Amendment	\$2,880	Res 1235	7/1/2016	7/10/2009	\$2,950.00
	Traffic Engineering Scope	\$500 min. \$1,000 max. deposit	Res 1235	7/1/2016	7/1/2011	no change
	Traffic Impact Study	Applicant pays actual costs	Res 1235	7/1/2016	6/1/2010	no change
	Variance - Major	\$2,120	Res 1235	7/1/2016	7/10/2009	\$2,150.00
	Variance - Minor Setback	\$520	Res 1235	7/1/2016	7/10/2009	\$530.00
	Variance - Minor Sign					\$120.00
	Withdrawal of Territory < 1 acre	\$1,388 (base fee)	Res 1235	7/1/2016	2/2/2011	no change
	Withdrawal of Territory - 1-10 acres	Plus \$79 per acre	Res 1235	7/1/2016	2/2/2011	no change
	Withdrawal of Territory 11-50 acres	Plus \$41 per acre	Res 1235	7/1/2016	2/2/2011	no change
	Withdrawal of Territory 51+ acres	Plus \$8 per acre	Res 1235	7/1/2016	2/2/2011	no change
	Zoning Letter					
	Basic (zone and use verification)	\$15	Res 1235	7/1/2016	7/1/2015	\$20.00
	Expansive (conformance research)	\$100	Res 1235	7/1/2016	7/1/2015	\$105.00

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	<b>Zoning Map Amendment</b>	<b>\$2,640</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>7/10/2009</b>	<b>\$2,700.00</b>
<b>Building</b>						
	Building Permit Fee					
	\$0 to \$3,000 valuation	\$80	Res 1235	7/1/2016	11/1/2008	no change
	\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof	Res 1235	7/1/2016	11/1/2008	no change
	\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof	Res 1235	7/1/2016	11/1/2008	no change
	\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof	Res 1235	7/1/2016	11/1/2008	no change
	\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof	Res 1235	7/1/2016	11/1/2008	no change
	Plan Review Fee	100% of Building Permit fee	Res 1235	7/1/2016	11/1/2008	no change
	Temporary Certificate of Occupancy	\$250	Res 1235	7/1/2016	11/1/2008	no change
	Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300	Res 1235	7/1/2016	11/1/2008	no change
	Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees	Res 1235	7/1/2016	11/1/2008	no change
	Inspections outside of normal business hours	\$160/hr (minimum charge – two hours)	Res 1235	7/1/2016	11/1/2008	no change
	Re-inspection Fees	\$80	Res 1235	7/1/2016	11/1/2008	no change
	Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)	Res 1235	7/1/2016	11/1/2008	no change
	Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)	Res 1235	7/1/2016	11/1/2008	no change
	Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:					
	0 sq. ft to 2,000 sq. ft	\$160	Res 1235	7/1/2016	11/1/2008	no change
	2001 sq. ft. to 3600 sq. ft.	\$210	Res 1235	7/1/2016	11/1/2008	no change
	3601 sq. ft. to 7200 sq. ft.	\$269	Res 1235	7/1/2016	11/1/2008	no change
	7201 sq. ft. and greater	\$377	Res 1235	7/1/2016	11/1/2008	no change
	Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:					
	Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Appliance Vent	\$12.50 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Alteration Of Existing HVAC System	\$24.75	Res 1235	7/1/2016	11/1/2008	no change
	Air Handling Units	\$18.75 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Air Conditioning under 100,000btu	\$24.75 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Air Conditioning over 100,000btu	\$46.50 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Dryer Exhaust	\$18.75 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Hood	\$18.75 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Exhaust Fan Connected To A Single Duct	\$12.50 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Gas Piping: 1 To 4 Outlets	\$8.25	Res 1235	7/1/2016	11/1/2008	no change
	Gas Piping: Each Additional Outlet	\$2.25 per outlet	Res 1235	7/1/2016	11/1/2008	no change
	Fireplace	\$18.75 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Wood Stove	\$18.75 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Other	\$18.75 per appliance	Res 1235	7/1/2016	11/1/2008	no change
	Minimum Permit Fee	\$80	Res 1235	7/1/2016	11/1/2008	no change
	Plan Review Fee (Mechanical)	100% of Mechanical Permit fee	Res 1235	7/1/2016	11/1/2008	no change



**EXHIBIT "A"**

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
	Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects:						
	\$0.00 to \$5000.00 valuation	\$80		Res 1235	7/1/2016	11/1/2008	no change
	\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof		Res 1235	7/1/2016	11/1/2008	no change
	\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof		Res 1235	7/1/2016	11/1/2008	no change
	\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof		Res 1235	7/1/2016	11/1/2008	no change
	Plan Review Fee (Mechanical)	37% of Mechanical Permit fee		Res 1235	7/1/2016	11/1/2008	no change
	Grading Permit Fee Schedule						
	50 cubic yards or less	\$80		Res 1235	7/1/2016	11/1/2008	no change
	51 to 100 cubic yards	\$117		Res 1235	7/1/2016	11/1/2008	no change
	101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof		Res 1235	7/1/2016	11/1/2008	no change
	1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof		Res 1235	7/1/2016	11/1/2008	no change
	10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof		Res 1235	7/1/2016	11/1/2008	no change
	100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof		Res 1235	7/1/2016	11/1/2008	no change
	Plan Review Fee (Grading)	65% of Grading Permit fee		Res 1235	7/1/2016	11/1/2008	no change
	Manufactured Dwelling Installation						
	Installation and set up	\$350		Res 1235	7/1/2016	11/1/2008	no change
	Earthquake bracing when not part of original installation	\$280		Res 1235	7/1/2016	11/1/2008	no change
	Prescriptive Flat Fee Solar Installation	\$240		Res 1235	7/1/2016	7/1/2011	no change
<b>Swim Center</b>		In City	Out of City				
	Daily Admission - Youth	\$2.50	\$3.75	Res 1235	7/1/2016	6/1/2010	No Change
	Daily Admission - Senior	\$2.50	\$3.75	Res 1235	7/1/2016	6/1/2010	No Change
	Daily Admission - Adult	\$3.25	\$4.50	Res 1235	7/1/2016	6/1/2010	No Change
	Daily Admission - Family	\$8.25	\$12.00	Res 1235	7/1/2016	6/1/2010	No Change
	Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50	Res 1235	7/1/2016	6/1/2010	No Change
	Tickets - 10 Swims Adult	\$32.50	\$45.00	Res 1235	7/1/2016	6/1/2010	No Change
	Pass 3 month - Youth	\$50.00	\$75.00	Res 1235	7/1/2016	6/1/2010	No Change
	Pass 3 month - Senior	\$50.00	\$75.00	Res 1235	7/1/2016	6/1/2010	No Change
	Pass 3 month - Adult	\$65.00	\$90.00	Res 1235	7/1/2016	6/1/2010	No Change
	Pass 3 month - 1 + 1	\$97.50	\$135.00	Res 1235	7/1/2016	6/1/2010	No Change
	Pass 3 month - Family	\$130.00	\$180.00	Res 1235	7/1/2016	6/1/2010	No Change
	Pass 12 month - Youth	\$137.50	\$206.25	Res 1235	7/1/2016	6/1/2010	No Change
	Pass 12 month - Senior	\$137.50	\$206.25	Res 1235	7/1/2016	6/1/2010	No Change
	Pass 12 month - Adult	\$178.75	\$247.50	Res 1235	7/1/2016	6/1/2010	No Change
	Pass 12 month - 1 + 1	\$268.00	\$371.25	Res 1235	7/1/2016	6/1/2010	No Change
	Pass 12 month - Family	\$357.50	\$495.00	Res 1235	7/1/2016	6/1/2010	No Change
	Water Exercise - Youth	\$2.50	\$3.75	Res 1235	7/1/2016	6/1/2010	No Change
	Water Exercise - Senior	\$2.50	\$3.75	Res 1235	7/1/2016	6/1/2010	No Change
	Water Exercise - Adult	\$3.25	\$4.50	Res 1235	7/1/2016	6/1/2010	No Change
	<b>Lessons - Public Lessons</b>	<b>\$3.50</b>	<b>\$5.25</b>	<b>Res 1235</b>	<b>7/1/2016</b>	<b>6/1/2010</b>	<b>\$4.00 &amp; \$6.00</b>
	Lessons - Spring Penguin	\$50.00	\$70.00	Res 1235	7/1/2016	6/1/2010	No Change
	Lessons - Summer Penguin	\$80.00	\$100.00	Res 1235	7/1/2016	6/1/2010	No Change
	<b>Lessons - School Programs</b>	<b>by contract</b>		<b>Res 1235</b>	<b>7/1/2016</b>	<b>6/1/2010</b>	<b>School Lessons out of district move from \$85 per hour to \$100</b>
	Rentals - Public - 2 hours, up to 30 persons	\$45.00 per hr	\$62.50 per hr	Res 1235	7/1/2016	7/1/2015	No Change

**EXHIBIT "A"**

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
	Rentals - Public - additional charge for 31-60 persons, then additional \$30 per each additional group of 30.	\$30.00	\$30.00	Res 1235	7/1/2016	7/1/2015	No Change
	Rentals - Canby Gators	by contract		Res 1235	7/1/2016	6/1/2010	No Change
<b>Cemetery</b>							
	Grave Lots	Property	Perpetual Care Fee				
	Standard Grave Lot	\$450	\$700	Res 1235	7/1/2016	9/1/2005	no change
	Child Grave Lot (1/2 sp)	\$150	\$350	Res 1235	7/1/2016	9/1/2005	no change
	Baby Grave Lot (1/4 sp)	\$125	\$350	Res 1235	7/1/2016	9/1/2005	no change
	Cremains Lot	\$300	\$100	Res 1235	7/1/2016	6/1/2010	no change
	Grave Opening, Closing & Recording Fee:						
	Standard						
	Opening & Closing	\$650		Res 1235	7/1/2016	6/1/2010	no change
	Disinterment	\$1,000		Res 1235	7/1/2016	6/1/2010	no change
	Disinterment/Reinterment	\$1,250		Res 1235	7/1/2016	6/1/2010	no change
	Child						
	Opening & Closing	\$275		Res 1235	7/1/2016	6/1/2010	no change
	Disinterment	\$400		Res 1235	7/1/2016	6/1/2010	no change
	Disinterment/Reinterment	\$600		Res 1235	7/1/2016	6/1/2010	no change
	Baby						
	Opening & Closing	\$200		Res 1235	7/1/2016	6/1/2010	no change
	Disinterment	\$370		Res 1235	7/1/2016	6/1/2010	no change
	Disinterment/Reinterment	\$470		Res 1235	7/1/2016	6/1/2010	no change
	Cremains						
	Opening & Closing	\$300		Res 1235	7/1/2016	6/1/2010	no change
	Disinterment	\$350		Res 1235	7/1/2016	6/1/2010	no change
	Disinterment/Reinterment	\$400		Res 1235	7/1/2016	6/1/2010	no change
	Grave Liners:						
	Wholesale to Funeral Home	\$360		Res 1235	7/1/2016	9/1/2005	no change
	Standard	\$420		Res 1235	7/1/2016	9/1/2005	no change
	Child	\$240		Res 1235	7/1/2016	9/1/2005	no change
	Baby	\$240		Res 1235	7/1/2016	9/1/2005	no change
	Cremains Vault	\$155		Res 1235	7/1/2016	9/1/2005	no change
	Monument Installation:						
	24" or less in all dimensions	\$160		Res 1235	7/1/2016	9/1/2005	no change
	36" & Over	\$190		Res 1235	7/1/2016	9/1/2005	no change
	48" & Over	\$225		Res 1235	7/1/2016	9/1/2005	no change
	3' x 7' Grave Ledger	\$255		Res 1235	7/1/2016	9/1/2005	no change
	24" Bronze Military	\$160		Res 1235	7/1/2016	9/1/2005	no change
	Upright Monuments	\$260		Res 1235	7/1/2016	9/1/2005	no change
	Mausoleum Phase I (All prices includes perpetual care of \$60)						
	Exterior Single Crypts (1 space)						
	Sixth Level F	\$1,650		Res 1235	7/1/2016	9/1/2005	no change
	Fifth Level E	\$1,980		Res 1235	7/1/2016	9/1/2005	no change
	Fourth Level D	\$2,365		Res 1235	7/1/2016	9/1/2005	no change
	Third Level C	\$2,830		Res 1235	7/1/2016	9/1/2005	no change
	Second Level B	\$2,830		Res 1235	7/1/2016	9/1/2005	no change
	First and Westminster Level A (2 spaces)	\$3,350		Res 1235	7/1/2016	9/1/2005	no change
	Exterior Tandem Crypts (2 spaces)						
	Sixth Level F	\$2,805		Res 1235	7/1/2016	9/1/2005	no change
	Fifth Level E	\$3,115		Res 1235	7/1/2016	9/1/2005	no change
	Fourth Level D	\$3,465		Res 1235	7/1/2016	9/1/2005	no change
	Third Level C	\$3,915		Res 1235	7/1/2016	9/1/2005	no change
	Second Level B	\$3,915		Res 1235	7/1/2016	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$4,880		Res 1235	7/1/2016	9/1/2005	no change
	Exterior Side by Side Crypts (2 Sp)						
	Sixth Level F	\$2,905		Res 1235	7/1/2016	9/1/2005	no change
	Fifth Level E	\$3,255		Res 1235	7/1/2016	9/1/2005	no change
	Fourth Level D	\$3,610		Res 1235	7/1/2016	9/1/2005	no change
	Third Level C	\$4,335		Res 1235	7/1/2016	9/1/2005	no change
	Second Level B	\$4,335		Res 1235	7/1/2016	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$5,280		Res 1235	7/1/2016	9/1/2005	no change
	Niche Spaces (All prices includes perpetual care of \$35)						

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Level 1 through 6	\$420	Res 1235	7/1/2016	9/1/2005	no change
	Level 7 through 10	\$350	Res 1235	7/1/2016	9/1/2005	no change
	Level 11 through 12	\$330	Res 1235	7/1/2016	9/1/2005	no change
	Mausoleum Phase II (All prices includes perpetual care of \$100)					
	Exterior Single Crypts (1 space)					
	Sixth Level F	\$2,047	Res 1235	7/1/2016	9/1/2005	no change
	Fifth Level E	\$2,436	Res 1235	7/1/2016	9/1/2005	no change
	Fourth Level D	\$2,890	Res 1235	7/1/2016	9/1/2005	no change
	Third Level C	\$3,439	Res 1235	7/1/2016	9/1/2005	no change
	Second Level B	\$3,439	Res 1235	7/1/2016	9/1/2005	no change
	First and Westminster Level A (2 spaces)	\$4,053	Res 1235	7/1/2016	9/1/2005	no change
	Exterior Tandem Crypts (2 spaces)					
	Sixth Level F	\$3,409	Res 1235	7/1/2016	9/1/2005	no change
	Fifth Level E	\$3,775	Res 1235	7/1/2016	9/1/2005	no change
	Fourth Level D	\$4,359	Res 1235	7/1/2016	9/1/2005	no change
	Third Level C	\$5,215	Res 1235	7/1/2016	9/1/2005	no change
	Second Level B	\$5,215	Res 1235	7/1/2016	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$5,858	Res 1235	7/1/2016	9/1/2005	no change
	Exterior Side by Side Crypts (2 Sp)					
	Sixth Level F	\$3,527	Res 1235	7/1/2016	9/1/2005	no change
	Fifth Level E	\$3,940	Res 1235	7/1/2016	9/1/2005	no change
	Fourth Level D	\$4,359	Res 1235	7/1/2016	9/1/2005	no change
	Third Level C	\$5,215	Res 1235	7/1/2016	9/1/2005	no change
	Second Level B	\$5,215	Res 1235	7/1/2016	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$6,330	Res 1235	7/1/2016	9/1/2005	no change
	Opening & Closing for Crypts					
	Each Entombment	\$600	Res 1235	7/1/2016	7/1/2012	no change
	Disinterment from Westminster Crypt	\$750	Res 1235	7/1/2016	7/1/2012	no change
	Disinterment/Reinterment	\$650	Res 1235	7/1/2016	7/1/2012	no change
	Opening & Closing for Niches					
	Each Inurnment	\$325	Res 1235	7/1/2016	7/1/2012	no change
	Disinterment	\$425	Res 1235	7/1/2016	7/1/2012	no change
	Disinterment/Reinterment	\$500	Res 1235	7/1/2016	7/1/2012	no change
	Crypt Name Bar Installation	\$364	Res 1235	7/1/2016	6/1/2010	no change
	Niche Name Bar Installation	\$294	Res 1235	7/1/2016	6/1/2010	no change
	Emblems (Elks, Rotary, Cross, etc)	\$90	Res 1235	7/1/2016	6/1/2010	no change
	Extra Plastic Vase & Holder	\$90	Res 1235	7/1/2016	9/1/2005	no change
	Replace Plastic Vase	\$45	Res 1235	7/1/2016	9/1/2005	no change
	Weekend & Holiday Services (additional fee)	\$300	Res 1235	7/1/2016	9/1/2005	no change
	Overtime Fee	\$300	Res 1235	7/1/2016	8/2/2006	no change
	Cemetery Title Transfer	\$75	Res 1235	7/1/2016	8/2/2006	no change

# CITY OF CANBY MASTER FEE SCHEDULE

Fees and charges in effect as of 7/1/2017  
Authorized by Resolutions No. 1262

Fee Description	Amount
<b>GENERAL</b>	
Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet
Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet
Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet
Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet
Plotter prints (8 1/2 x 11)	\$2
Plotter prints (11 x 17)	\$4
Plotter prints (17 x 22)	\$6
Plotter prints (24 x 36)	\$8
Plotter prints (36 x 48)	\$10
Audio Cassette copy	\$10
Records on CD/DVD	\$10 plus staff time costs
Public Records	Actual staff time/benefits and materials costs (first 30 minutes no charge)
Public Records-Faxing	50¢ per page sent
Public Records-Mailing costs	Actual costs + \$1.00 handling fee
Returned check fee	\$25
Lien Search fee	\$25
License/Permit/Certificate replacement fee	\$10
<b>ADMINISTRATION</b>	
Business License-Annual	\$50
Business License-Past Due	\$10/mo up to \$50
Business License-Transfer or Assign	\$50
Operating a Business without a License Penalty	\$100
Liquor License Application New	\$100
Liquor License Change of Ownership, Location, or Privilege	\$75
Small Animal Permit	\$10
Impounded Animal Redemption Fee	\$50
Sidewalk Vending Permit	\$10
Noise Variance fee	\$75
Human Resources Application Fee (Police)	\$20
Franchise Application and Review Fee-Telecommunications	Actual expenses (requires \$2000)
Registration Application Fee-Telecommunications Providers	\$100
Annual Registration Fee-Telecommunications Providers	4% of gross revenues
Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)
Franchise Fees-Telecommunications	7% gross revenue
Franchise Fees-Cable	5% gross revenue
Franchise Fees-Natural Gas	5% gross revenue
Franchise Fees-Telephone	7% gross revenue
Franchise Fees-Solid Waste	5% gross revenue
In-lieu of Franchise Fees-Water/ Electric	5% of commodity sales
In-lieu of Franchise Fees-Wastewater/ Stormwater	7% of service charge collected
<b>MAIN STREET</b>	
Canby Independence Day Celebration Vendor Fees	
Food Vendor Application	
Early Bird (Before April 1)	\$125
Regular Rate (April 1 - May 1)	\$175
Advanced Rate (May 2 - May 31)	\$250
Final Rate (June 1 - July 1)	\$500
Specific Location	\$50 (extra)
Electricity	\$25 (per outlet)
Beer/Wine Garden Vendor Application	10% of total sales
Local Arts/Crafts Vendor Application	
Regular Rate	\$45
Advanced Rate (May 2 - May 31)	\$65
Specific Location	\$50 (extra)

Fee Description	Amount
<b>MAIN STREET (continued)</b>	
Outside City Limits Arts/Crafts	
Regular Rate	\$65
Advanced Rate (May 2 - May 31)	\$85
Specific Location	\$50 (extra)
Parade Fee (Campaigns/Businesses)	\$25
Tie-dyed Shirts	\$5
Car Show	
Early Bird (Before June 1)	\$8
Regular (After June 1)	\$10
Canby's Big Weekend Street Dance Vendor Fee	
Food Vendor Application	\$50
Beer/Wine Garden Vendor Application	\$250 or 15% of total sales (whichever is greater)
<b>POLICE</b>	
Alarm Permits	\$20 annual (waived over 65 & gov't)
Alarm Permit Delinquent Payment Fee	\$25
False Alarm Response	Third alarm \$50; fourth alarm \$75, fifth alarm & up \$100 each
Citation - Copy	\$5
Fingerprinting	\$20 plus \$10 each add'l card
Name Check Response Letter	\$5
Officer's Notes - Copy	\$5 (per officer requested)
Photos/Videos on CD	\$20
Police Report - Copy	\$10 DMV accident Report \$15 Police Reports (plus 25¢ per pg. after 10 pages)
Public Records - Admin Research	Actual staff time/benefits and materials costs
Radar Certification	\$5
Secondhand Dealer Application Fee	\$50
Secondhand Dealer Annual Permit Fee	\$100
Special Event Security	\$65/hr
Temporary/Special Event Liquor License	\$35
Vehicle Release	\$125
<b>COURT</b>	
Appeal Transcript Fee	\$35
Civil Compromise Fee	\$150
Court Appointed Attorney Fee	\$150
Collections Referral Fee	25% of outstanding balance (by statute), not to exceed \$250
Discovery Fee	\$10 reports; \$20 CD/DVD; citations \$5
Distracted Driving Class Deferred Sentence Fee	\$115
DUII Diversion Filing Fee	\$200
Expungement Filing Fee	\$50
Failure to Appear at Trial Fee	\$100
Failure to Comply Suspension Fee	\$50
Failure to Pay Alarm Fee	\$50
Fix It Dismissal Fee	\$25
Good Driver Class Deferred Sentence Fee	\$50 less than presumptive fine schedule of offense
Guilty by Default Letter Fee	\$25
Juvenile Deferred Sentence Fee	\$61, \$41, \$27 or \$14 based on offense class
Late Payment Letter Fee	\$15 if more than 10 days late
Minor in Possession Deferred Sentence Fee	\$150
Misdemeanor Deferred Sentence Fee	\$250
Parking Ticket Late Fee	City fine doubles after 14 days (fine ranges \$15 to \$25)

Fee Description	Amount
<b>COURT (continued)</b>	
Payment Plan Fee	\$25, new or refinanced plan
Public Records Request Fee	\$5 1st page, 25¢ ea. add'l page)
Returned Check Fee	\$38 (includes demand letter certified)
Show Cause Fee	\$35 certified letter/\$10 regular letter
Warrant Issued Fee	\$50
<b>LIBRARY</b>	
Library Cards	
Clackamas County residents	Free
Out-of-County Fee*	\$95
Library Card Replacement Fee	\$1
*Residents who live in Oregon in Multnomah County, Washington County, Hood River County or those who reside in the Fort Vancouver Regional Library District or the City of Camas Washington, may obtain a LINCC library card without paying a non-resident fee.	
Overdue Items	
Adult and Children's items	25¢ per day (\$3 maximum per children's item; \$5 maximum for all other materials)
Cultural passes	\$5 per day up to replacement cost
Lost Items	Cost of material as indicated in the library's database
Damaged item	Cost of material as indicated in the library's database
Books	
Missing book jacket	\$3
CD Audiobooks	
Disc	\$10 per disc
CD case	\$5
DVDs	
Bonus disc	\$5
DVD case	\$3
Jacket or paper insert	\$3
Booklet	\$5
Music CDs	
Case	\$4
Part of case (top or bottom)	\$2
Insert	\$5
Cultural Pass	
Replacement cost	\$75-\$200
Puppets	\$10
Children's Kits	Cost of each component as listed in the item record
RFID Labels	
Stingray Label	\$1
Missing Barcodes	\$1
Copying and Printing	
Black and White (Self Serve)	15¢/page
Color (Self Serve)	50¢/page
<b>CANBY AREA TRANSIT</b>	
Dial-A-Ride General Public	\$1.00 per boarding
Dial-A-Ride Complementary Paratransit	\$1.00 per boarding
Dial-A-Ride Premium	\$1.00 per boarding
Shopping Shuttle Services	no charge
Fixed-Route Bus Service	\$1.00 per boarding
Monthly Pass	\$20/calendar month
Punch Pass (24 rides)	\$20 (no expiration)
Payroll and self-employment tax	0.6%
Payment Submitted Without Return Fee	\$5 per 30 days or fraction thereof, not to

Fee Description	Amount	
PARKS		
	In City	Out of City
Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220
Rental of Wait Park (waived for non-profits)	\$375	\$750
PUBLIC WORKS		
Public Works Labor Rate	\$50/hr	
Equipment Rates (include 1 operator):		
Vactor Truck	\$125/hr	
Street Sweeper	\$75/hr	
TV Van	\$100/hr	
High Ranger	\$90/hr	
Dump Truck	\$90/hr	
Backhoe	\$90/hr	
Pickup truck	\$10/hr	
Mower	\$5/hr	
Street Closure Request	\$50 (waived for non-profits)	
Railroad Parking Lot Event Fee	\$50 (waived for non-profits)	
Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit	
Map Copying and Research on Easements	\$60/hr+ printing charge	
Banner Installation	\$100 (waived for non-profits)	
Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr	
Street Excavation (Construction) Permit Fee	\$100	
Driveway Return, Street Curb or Public Sidewalk Construction Inspection Fee	\$100	
Street Tree Fees for New Development	\$200 per tree	
Street Signs: New and Replacements	Charge shall be determined based on state contract for similar commodity, quoted at time of request	
Encroachment Application Permit Fee	\$50	
Building Number Installation Charge	\$50	
Advance Finance Public Improvement Application Fee	\$150	
Street Tree Removal Permit	\$25	
Sewer Tap Fee (on-site connection)	\$100	
House Move Permit	\$50	
Fleet Services Labor Rate	\$75/hr	
Erosion Control	Without ESPC Certification	With ESPC Certification
	Base Rate, to 4 inspections	
Single Family	\$190	\$145
Duplex	\$285	\$218
Triplex	\$475	\$363
Single Family Additions (disturbing less than 500 sq. ft.)	\$145	\$145
	Base Rate, to 8 inspections	
All Other Lots (Up to 1 acre)	\$500	\$395
Each additional acre	\$85	\$75
Each additional inspection	\$45	\$45
Violations	\$100 per Violation per Day	
Street Maintenance Fee, Monthly		
Residential Single Family	\$5	
Multi-Family Residences	\$3.34/unit	
Detached Senior Housing and Mobile Home Parks	\$2.09/unit	
Attached Senior Housing and Congregate Care Facilities	\$1.04/unit	
Non-residential	Varies: \$0.522 x trip value x units (\$5 min)	



Fee Description	Amount
<b>SEWER/STORMWATER</b>	
Combined Sewer/Stormwater Rates (monthly):	
Residential Single Family	\$46.20
Residential , apartment, per unit	\$46.20
Mobile home	\$46.20
Reduced Sewer Rate	\$32.92
Elementary school, per student	\$1.82
Middle & High school, per student	\$2.41
Transient housing (1st unit)	\$46.20
Each additional bed	\$24.26
Nursing home (1st two beds)	\$46.20
Each additional bed	\$24.26
Commercial retail, minimum	\$46.20
per 100 cf of water use Nov-Mar	\$5.78
Commercial government, minimum	\$46.20
per 100 cf of water use Dec & Jan	\$5.78
Industrial, minimum	\$46.20
per 100 cf of water use	\$5.78
Sanitary Sewer Extra Strength Charges	
BOD:	
Concentration 0 to 300 mg/L	Included in Base
Concentration 300 to 600 mg/L	\$1.18 per pound
Concentration 600 to 1200 mg/L	\$2.36 per pound
TSS:	
Concentration 0 to 300 mg/L	Included in Base
Concentration 300 to 600 mg/L	\$1.18 per pound
Concentration 600 to 1200 mg/L	\$2.36 per pound
Late fee	\$10 per month after 45 days delinquent
Delinquent Account Certification Fee	\$50
Industrial Wastewater Discharge Permit	\$5,000
Industrial Wastewater Discharge Permit application review fee	\$55/hr
<b>CONSTRUCTION EXCISE TAX</b>	
Residential, per dwelling unit	
First 1,000 square feet	\$0.25/sq ft
Next 500 square feet	\$0.50/sq ft
Next 500 square feet	\$0.75/sq ft
Above 2,000 square feet	\$1.00/sq ft
<b>SYSTEMS DEVELOPMENT CHARGES</b>	
Stormwater	
Residential - per dwelling unit	
Low Density	\$173.26
Manufactured	\$84.47
Medium/High Density	\$115.73
Non-Residential - per 1,000 square feet	
Residential/Commercial (mixed use)	\$271.58
Convenience	\$186.97
Downtown	\$271.58
Highway	\$339.48
Commercial/Manufacturing	\$525.90
Industrial	\$158.98
Schools	\$234.86

Fee Description	Amount		
SYSTEMS DEVELOPMENT CHARGES (continued)			
Transportation	Estimated SDC per unit		
	Single-Family per unit	\$3,274.49	
	Multi-Family per unit	\$2,292.70	
Non-residential Transportation SDC varies by use category indicated:			
	Elementary School	\$176.18	per Student
	Church	\$2,338.13	per T.S.F.G.F.A <sup>1</sup>
	Day Care Center/Preschool	\$612.79	per Student
	Clinic	\$11,406.97	per T.S.F.G.F.A <sup>1</sup>
	Specialty Retail Center	\$5,604.86	per T.S.F.G.L.A <sup>2</sup>
	Shopping Center	\$5,429.78	per T.S.F.G.L.A <sup>2</sup>
	Supermarket	\$18,807.00	per T.S.F.G.F.A <sup>1</sup>
	Convenience Market	\$41,360.54	per T.S.F.G.F.A <sup>1</sup>
	Pharmacy/Drugstore	\$13,201.02	per T.S.F.G.F.A <sup>1</sup>
	Bank/Savings: Walk-in	\$23,836.76	per T.S.F.G.F.A <sup>1</sup>
	Quality Restaurant	\$8,771.88	per T.S.F.G.F.A <sup>1</sup>
	Fast Food Restaurant	\$36,497.02	per T.S.F.G.F.A <sup>1</sup>
	Automobile Care Center	\$5,070.76	per T.S.F.G.F.A <sup>1</sup>
	Gasoline/Service Station	\$10,649.59	per V.F.P. <sup>3</sup>
	General Office Building	\$3,767.60	per T.S.F.G.F.A <sup>1</sup>
	Medical-Dental Office Building	\$12,362.19	per T.S.F.G.F.A <sup>1</sup>
	General Light Industrial	\$2,388.99	per T.S.F.G.F.A <sup>1</sup>
	General Heavy Industrial	\$513.06	per T.S.F.G.F.A <sup>1</sup>
	Warehouse	\$1,700.97	per T.S.F.G.F.A <sup>1</sup>
	Mini Warehouse	\$855.47	per T.S.F.G.F.A <sup>1</sup>
Abbreviations:			
<sup>1</sup> T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area			
<sup>2</sup> T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area			
<sup>3</sup> V.F.P. = Vehicle Fueling Position			
Wastewater			
	5/8" x 3/4" Water meter	\$2,774.04	
	3/4" Water meter	\$5,431.55	
	1" Water meter	\$9,043.97	
	1 1/2" Water meter	\$18,115.98	
	2" Water meter	\$28,979.09	
	3" Water meter	\$63,362.77	
	4" Water meter	\$108,637.62	
	6" Water meter	\$226,320.28	
	8" Water meter	\$325,913.94	
	Multi-family Unit	\$2,173.05	
Parks			
	Residential - per dwelling unit		
	Single Family	\$5,526.20	
	Multi-Family	\$5,753.36	
	Manufactured Housing	\$4,615.31	
	Non-Residential	\$443.25 base fee	
Note: Non-residential Parks SDC varies by use and can be calculated using the method indicated below.			
	Square feet per employee		
Manufacturing:			
	General	700	
	Food Related	775	
	Textile, Apparel	575	
	Lumber, Wood Products	560	
	Paper & Related	1,400	
	Printing & Publishing	600	
	Chemicals, Petrol, Rubber, Plastics	850	
	Cement, Stone, Clay, Glass	800	
	Furniture & Furnishings	600	
	Primary Metals	1,000	
	Secondary Metals	800	
	Non-Electrical Machinery	600	

Fee Description	Amount
<b>SYSTEMS DEVELOPMENT CHARGES (continued)</b>	
Electrical Machinery	375
Electrical Design	325
Transportation Equipment	500
Other	400
Wholesale Trade:	
Durable Goods	1,000
Non-Durable Goods	1,150
Warehousing:	
Storage	20,000
Distribution	2,500
Trucking	1,500
Communications	250
Utilities	225
Retail:	
General	700
Hardware	1,000
Food Stores	675
Restaurant/Bar	225
Appliance/Furniture	1,000
Auto Dealership	650
Gas/Station - Gas Only	300
Gas/Station - Gas & Service	400
Regional Shopping Center	600
Services:	
Hotel/Motel	1,500
Health Services - Hospital	500
Health Services - Clinic	350
Educational	1,300
Cinema	1,100
Personal Services - Office	600
Finance, Insurance, Real Estate, Business Services- Office	350
Government Administration	300
<i>The Parks SDCs for a particular non-residential development are determined by: 1) dividing the total square feet of building space in the development by the number of square feet per employee (from column 2 above), and 2) multiplying the result by the current Parks SDC fee of \$426.61. For Example: 25,000 SF/700 (Manufacturing-General) = 35.7 x \$426.61 = \$15,986.63 (Parks SDC Fee).</i>	
<b>PLANNING</b>	
Annexation – Less than 1 acre	\$1,890 - (Base Fee)
Annexation – 1 – 10 Acres	Plus \$110 per Acre
Annexation – 11 – 50 Acres	Plus \$60 per Acre
Annexation – 51+ Acres	Plus \$15 per Acre
Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs
Appeal - Interpretation or type II decision to Planning Commission	\$1,600
Appeal - Planning Commission decision to City Council	\$1,920
Building Permit Site Plan Review	
Single Family House	\$105 per application
Duplex (including conversions of single family to duplex	\$125 per application
Non-Living Space addition (garage, carport, porch, etc)	\$50 per application
Living Space addition (expansion and/or creation of accessory dwelling	\$80 per application
Multifamily	\$60 per unit (first 20 units)/\$12 per each additional unit)
Demolitions (Residential)	\$25
Demolitions (Commercial or Industrial)	\$50
Residential or Commercial tenant improvements and remodels not involving additional square footage	\$25
Signs	\$60 (\$12 for each additional sign)
Existing Wireless Telecommunications System Facility/Tower Modification	\$50

Fee Description	Amount
<b>PLANNING (continued)</b>	
All other commercial and industrial based on building square footage:	
0 to 2,000 square feet	\$105
2,001 to 5,000 square feet	\$105 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof
5,001 to 10,000 square feet	\$155 for the first 5,000 sq. ft. and \$1.50 for each additional 100 sq. ft. or fraction thereof
10,001 to 50,000 square feet	\$165 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof
50,001 to 100,000 square feet	\$215 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof
100,001 square feet and up	\$265 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft or fraction thereof
Comprehensive Plan Amendment	\$3,290
Conditional Use Permit	\$2,080
Condominium Construction, less than six units	\$285
Interpretation	\$590
Lot Line Adjustment	\$530
Non-conforming Structure/Use	\$530
Parking Lot/Paving Projects	\$310
Partition - Major	\$1,390
Partition - Minor	\$1,310
Planned Unit Development	\$1,550
Plat (Final) Review	\$110
Pre-Application Conference	
Type II (Administrative Review)	\$310
Types III or IV (Quasi-Judicial Review)	\$720
Preconstruction Conference	\$105 (+\$60 per hr. over 2 hrs)
Minor Modification	\$105
Multiple Land Use Application Submittal Discount	50% multiple application discount only applies to the lower cost application(s) (Please check with Planning Staff)
Sidewalk Café Annual Permit Fee	\$25
Sidewalk Café Annual Right of Way Rental Fee	\$1
Site and Design Review (Type II)	
First 0.5 Acres	\$970 (Base Fee)
From 0.5 Acres up to 2.5 Acres	\$105 for each additional .1 acres
From 2.5 acres up to 8.0 Acres	\$105 for each additional .5 acres
From 8.0 Acres up to 13 Acres	\$105 for each additional 1.0 acres
13 Acres and above	\$5,000 maximum
Site and Design Review (Type III)	
First 0.5 Acres	\$1,535 (Base Fee)
From 0.5 Acres up to 2.5 Acres	\$105 for each additional 0.1 acres
From 2.5 acres up to 8.0 Acres	\$105 for each additional 0.5 acres
From 8.0 Acres up to 13 Acres	\$105 for each additional 1.0 acres
13 Acres and above	\$5,000 maximum
Private On Site Engineering Plan Review Fee	0.2% of total private on-site construction cost excluding the structure capped at \$3000, \$300 minimum
Special Permit (hardship)	\$105
Subdivision – 4 Lots	\$1,735 (Base Fee)
Subdivision – 5+ Lots	Base fee + \$115 per Lot
Engineering Public Improvement Plan Review Fee	0.4% of public improvement cost

Fee Description	Amount
<b>PLANNING (continued)</b>	
Temporary Vendor Permit	\$100 (\$50 non-profit)
Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)
Text Amendment	\$2,950
Traffic Engineering Scope	\$500 min. \$1,000 max. deposit
Traffic Impact Study	Applicant pays actual costs
Variance - Major	\$2,150
Variance - Minor Setback	\$530
Variance - Minor Sign	\$120
Withdrawal of Territory < 1 acre	\$1,388 (base fee)
Withdrawal of Territory - 1-10 acres	Plus \$79 per acre
Withdrawal of Territory 11-50 acres	Plus \$41 per acre
Withdrawal of Territory 51+ acres	Plus \$8 per acre
Zoning Letter	
Basic (zone and use verification)	\$20
Expansive (conformance research)	\$105
Zoning Map Amendment	\$2,700
<b>BUILDING</b>	
Building Permit Fee	
\$0 to \$3,000 valuation	\$80
\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof
Plan Review Fee	100% of Building Permit fee
Temporary Certificate of Occupancy	\$250
Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300
Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees
Inspections outside of normal business hours	\$160/hr (minimum charge – two hours)
Re-inspection Fees	\$80
Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)
Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)
Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:	
0 sq. ft to 2,000 sq. ft	\$160
2001 sq. ft. to 3600 sq. ft.	\$210
3601 sq. ft. to 7200 sq. ft.	\$269
7201 sq. ft. and greater	\$377
Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:	
Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance
Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance
Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance
Appliance Vent	\$12.50 per appliance

Fee Description	Amount	
BUILDING (continued)		
Alteration Of Existing HVAC System	\$24.75	
Air Handling Units	\$18.75 per appliance	
Air Conditioning under 100,000btu	\$24.75 per appliance	
Air Conditioning over 100,000btu	\$46.50 per appliance	
Dryer Exhaust	\$18.75 per appliance	
Hood	\$18.75 per appliance	
Exhaust Fan Connected To A Single Duct	\$12.50 per appliance	
Gas Piping: 1 To 4 Outlets	\$8.25	
Gas Piping: Each Additional Outlet	\$2.25 per outlet	
Fireplace	\$18.75 per appliance	
Wood Stove	\$18.75 per appliance	
Other	\$18.75 per appliance	
Minimum Permit Fee	\$80	
Plan Review Fee (Mechanical)	100% of Mechanical Permit fee	
Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects		
\$0.00 to \$5000.00 valuation	\$80	
\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof	
\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof	
\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof	
Plan Review Fee (Mechanical)	37% of Mechanical Permit fee	
Grading Permit Fee Schedule		
50 cubic yards or less	\$80	
51 to 100 cubic yards	\$117	
101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof	
1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof	
10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof	
100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof	
Plan Review Fee (Grading)	65% of Grading Permit fee	
Manufactured Dwelling Installation		
Installation and set up	\$350	
Earthquake bracing when not part of original installation	\$280	
Prescriptive Flat Fee Solar Installation	\$240	
SWIM CENTER		
	In City	Out of City
Daily Admission - Youth	\$2.50	\$3.75
Daily Admission - Senior	\$2.50	\$3.75
Daily Admission - Adult	\$3.25	\$4.50
Daily Admission - Family	\$8.25	\$12.00
Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50
Tickets - 10 Swims Adult	\$32.50	\$45.00

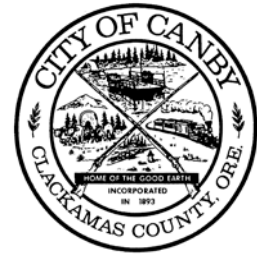
Fee Description	Amount	
SWIM CENTER (continued)		
Pass 3 month - Youth	\$50.00	\$75.00
Pass 3 month - Senior	\$50.00	\$75.00
Pass 3 month - Adult	\$65.00	\$90.00
Pass 3 month - 1 + 1	\$97.50	\$135.00
Pass 3 month - Family	\$130.00	\$180.00
Pass 12 month - Youth	\$137.50	\$206.25
Pass 12 month - Senior	\$137.50	\$206.25
Pass 12 month - Adult	\$178.75	\$247.50
Pass 12 month - 1 + 1	\$268.00	\$371.25
Pass 12 month - Family	\$357.50	\$495.00
Water Exercise - Youth	\$2.50	\$3.75
Water Exercise - Senior	\$2.50	\$3.75
Water Exercise - Adult	\$3.25	\$4.50
Lessons - Public Lessons	\$4.00	\$6.00
Lessons - Spring Penguin	\$50.00	\$70.00
Lessons - Summer Penguin	\$80.00	\$100.00
Lessons - School Programs	by contract	\$100.00 per hr
Rentals - Public - 2 hours, up to 30 persons	\$45.00 per hr	\$62.50 per hr
Rentals - Public - additional charge for 31-60 persons, then additional \$30 per each additional group of up to 30.	\$30.00	\$30.00
Rentals - Canby Gators	by contract	
CEMETERY		
Grave Lots	Property	Perpetual Care Fee
Standard Grave Lot	\$450	\$700
Child Grave Lot (1/2 sp)	\$150	\$350
Baby Grave Lot (1/4 sp)	\$125	\$350
Cremains Lot	\$300	\$100
Grave Opening, Closing & Recording Fee:		
Standard		
Opening & Closing	\$650	
Disinterment	\$1,000	
Disinterment/Reinterment	\$1,250	
Child		
Opening & Closing	\$275	
Disinterment	\$400	
Disinterment/Reinterment	\$600	
Baby		
Opening & Closing	\$200	
Disinterment	\$370	
Disinterment/Reinterment	\$470	
Cremains		
Opening & Closing	\$300	
Disinterment	\$350	
Disinterment/Reinterment	\$400	
Grave Liners:		
Wholesale to Funeral Home	\$360	
Standard	\$420	
Child	\$240	
Baby	\$240	
Cremains Vault	\$155	
Monument Installation:		
24" or less in all dimensions	\$160	
36" & Over	\$190	
48" & Over	\$225	
3' x 7' Grave Ledger	\$255	
24" Bronze Military	\$160	
Upright Monuments	\$260	



Fee Description	Amount
<b>CEMETERY (continued)</b>	
Mausoleum Phase I (All prices includes perpetual care of \$60)	
Exterior Single Crypts (1 space)	
Sixth Level F	\$1,650
Fifth Level E	\$1,980
Fourth Level D	\$2,365
Third Level C	\$2,830
Second Level B	\$2,830
First and Westminster Level A (2 spaces)	\$3,350
Exterior Tandem Crypts (2 spaces)	
Sixth Level F	\$2,805
Fifth Level E	\$3,115
Fourth Level D	\$3,465
Third Level C	\$3,915
Second Level B	\$3,915
First and Westminster Level A (4 spaces)	\$4,880
Exterior Side by Side Crypts (2 Sp)	
Sixth Level F	\$2,905
Fifth Level E	\$3,255
Fourth Level D	\$3,610
Third Level C	\$4,335
Second Level B	\$4,335
First and Westminster Level A (4 spaces)	\$5,280
Niche Spaces (All prices includes perpetual care of \$35)	
Level 1 through 6	\$420
Level 7 through 10	\$350
Level 11 through 12	\$330
Mausoleum Phase II (All prices includes perpetual care of \$100)	
Exterior Single Crypts (1 space)	
Sixth Level F	\$2,047
Fifth Level E	\$2,436
Fourth Level D	\$2,890
Third Level C	\$3,439
Second Level B	\$3,439
First and Westminster Level A (2 spaces)	\$4,053
Exterior Tandem Crypts (2 spaces)	
Sixth Level F	\$3,409
Fifth Level E	\$3,775
Fourth Level D	\$4,359
Third Level C	\$5,215
Second Level B	\$5,215
First and Westminster Level A (4 spaces)	\$5,858
Exterior Side by Side Crypts (2 Sp)	
Sixth Level F	\$3,527
Fifth Level E	\$3,940
Fourth Level D	\$4,359
Third Level C	\$5,215
Second Level B	\$5,215
First and Westminster Level A (4 spaces)	\$6,330
Opening & Closing for Crypts	
Each Entombment	\$600
Disinterment from Westminster Crypt	\$750
Disinterment/Reinterment	\$650
Opening & Closing for Niches	
Each Inurnment	\$325
Disinterment	\$425
Disinterment/Reinterment	\$500

Fee Description	Amount
<b>CEMETERY (continued)</b>	
Crypt Name Bar Installation	\$364
Niche Name Bar Installation	\$294
Emblems (Elks, Rotary, Cross, etc)	\$90
Extra Plastic Vase & Holder	\$90
Replace Plastic Vase	\$45
Weekend & Holiday Services (additional fee)	\$300
Overtime Fee	\$300
Cemetery Title Transfer	\$75

# MEMORANDUM



**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Julie Wehling, Transit Director*  
**DATE:** *May 9, 2017*  
**THROUGH:** *Rick Robinson, City Administrator*

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## Issue:

Since the City of Canby established Canby Area Transit (CAT) in 2001 the actual operation of the service which includes the bus operators, dispatchers and their supervisor have been subcontracted. The contract with the current service provider, MV Transportation, Inc. (MV) will expire on June 30, 2017. The contract agreement between the City and MV has reached its limits so staff published a Request for Proposal (RFP) to identify a service provider and negotiate a new service provider agreement.

The publishing of the RFP was delayed until March 27, 2017 which caused the timeline of the RFP process to be constrained. With a second reading date of June 7, 2017 the existing contract will expire before the required 30 days has passed. The new contract needs to be effective by no later than July 3, 2017 in order to avoid a lapse in service. This is the reason requiring an emergency.

## Recommendation:

Staff recommends that the Council authorize the City Administrator to execute an agreement with MV Transportation, Inc. to provide transit services for the City of Canby and Canby Area Transit.

## Rationale:

On March 27<sup>th</sup> a Request for Proposal (RFP) No. CAT2017 was published soliciting qualified companies to provide the daily operation of Canby Area Transit (CAT). Eight (8) companies responded and a four (4) member selection committee interviewed the proposers and scored the proposals according to the criterion detailed in the RFP. The following table shows the average score for each of the proposers:

Evaluation Score Sheet		Averaged Scores of the 4 Evaluators							
Canby Area Transit Service Operation CAT2017	Eco Shuttle	First Transit	Laurels Medical Services DBA Chariot	MedStar Transportation	MTR Western	MV Transportation	Paratransit Services	Ride-Right	
Grand Total	34.84%	75.90%	47.76%	55.59%	67.69%	87.50%	80.25%	74.59%	

The Selection Committee agreed unanimously on their number one selection.

Fiscal Impact:

Over the first three years of the contract (based on an estimated total of 57 Vehicle Revenue Hours) the MV proposal will cost 5.95% (\$46,165) more than the amount budgeted (\$839,379) in the current year (FY 2016-17).

Recommended Motion:

**“I move that to approve Ordinance 1460, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH MV TRANSPORTATION OF DALLAS, TEXAS. FOR PROVIDING TRANSIT SERVICE OPERATIONS ON BEHALF OF THE CITY AND CANBY AREA TRANSIT AND DELARING AN EMERGENCY to come up for second reading on June 7, 2017.**

Attachments:

Ordinance 1460 and Exhibit “A”

## ORDINANCE NO. 1460

### **AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MV TRANSPORTATION, INC OF DALLAS, TEXAS FOR PROVIDING TRANSIT OPERATIONS FOR CANBY AREA TRANSIT (CAT); AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby on behalf of Canby Area Transit (CAT) heretofore issued Request for Proposal (RFP) CAT2017 on March 27, 2017 requesting proposals from qualified companies for Canby Area Transit Operations; and

**WHEREAS**, the City of Canby received proposals from eight (8) potential companies as follows on or before 4:00 PM on April 28, 2017:

***Company Name:***

EcoShuttle  
First Transit, Inc.  
Laurels Medical Services DBA Chariot  
MedStar Transportation  
MTR Western  
MV Transportation, Inc.  
Paratransit Services  
Ride-Right

**WHEREAS**, following an interview process, a four (4) member Selection Committee individually scored the proposals and met on May 4, 2017, to review these scores in accordance with the Evaluation Criteria detailed in the RFP; and

**WHEREAS**, MV Transportation, Inc. received the top score of 87.5% and was identified unanimously by the Selection Committee as the most able, experienced and best value proposer.

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

Section 1. The Mayor and the City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with MV Transportation, Inc. of Dallas, Texas to provide transit operations for the City's Transit System. A copy of said contract, dated June 7, 2017, is attached hereto as Exhibit "A" and by this reference incorporated herein.

Section 2. In so much as it is in the best interest of the citizens of the City of Canby, Oregon to implement this ordinance in order to be able to provide its transit service to local citizens without further delay, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 17, 2017, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 7, 2017 commencing at the hour of 7:30 PM in the City Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor, Canby, Oregon.

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Kimberly Scheafer, MMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on June 7, 2017, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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Brian Hodson  
Mayor

**ATTEST:**

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Kimberly Scheafer, MMC  
City Recorder

Exhibit "A"

Transit Services Contract  
No: CAT2017

**THIS CONTRACT** made and entered into, in duplicate, this 7th day of June 2017 by and between the City of Canby, Oregon, a municipal corporation, hereinafter called "City," and MV Transportation, Inc., with headquarters located in Dallas, Texas hereinafter called "Contractor" for the following project and amount as set forth below.

**WHEREAS**, City is authorized by the Oregon Revised Statutes to furnish and operate public transportation services for the City of Canby and to enter into a contract with an operator to provide such services and City has determined such public transportation services were in the best interest of the residents of City and has exercised its authority within its boundaries to furnish such services; and

**WHEREAS**, City issued its Request for Proposal (RFP) dated March 27, 2017 to provide such services, and Contractor submitted its Proposal dated April 26, 2017 in response thereto. Following an evaluation by the City and its selection committee, Contractor was selected to be the most efficient and reliable service provider among the field of qualified competitors; and

**WHEREAS**, the Parties now wish to enter into this Transit Contract Agreement to memorialize their agreement,

**NOW, THEREFORE**, the Parties hereto do mutually agree as follows:

Contractor will provide services as specified to operate Canby Area Transit service as described in the Request for Proposal and listed attachments beginning July 3, 2017 through June 30, 2020, with two (2) three-year options to renew in succeeding years. The Parties acknowledge and agree that a decision to renew is completely within the discretion of the City. Options to be added by amendments in future years should the City choose to renew the agreement for succeeding years(s).

**Attachments on file and FTA Requirements made part of this contract:**

RFP CAT2017 - Which includes Federal Transit Administration Requirements (Section 4)

Attachment A (dated May 9, 2017)

Attachment B through G (dated April 26, 2017)

Contractor response to RFP CAT2017 (dated April 26, 2017)

This Transit Contract relies heavily on the published RFP by the City and the Proposal as submitted by the Contractor. Unless specifically noted in writing between the Parties, Contractor and City will follow all Terms and Conditions as outlined in the RFP dated March 27, 2017 and Contractor's Proposal dated April 26, 2017.

### **Compensation Amount as of Date of Award:**

Compensation is based on the following Vehicle Revenue Hour (VRH) rate:

Year 1 (7/3/17 – 6/30/18)	\$871,286.04 (14,478 VRH - @ \$60.18 per VRH)
Year 2 (7/1/18 – 6/30/19)	\$886,198.38 (14,478 VRH - @ \$61.21 per VRH)
Year 3 (7/1/19 – 6/30/20)	\$910,376.64 (14,478 VRH - @ \$62.88 per VRH)

During Year 1 (7/3/17 – 6/30/18) a shift of VRH from Demand Response to Fixed-Route service is expected. At the end of Year 1, if the annual number of vehicle revenue hours do not meet or exceed 14,478 the Contractor may request a supplemental payment for the difference between 14,478 and the actual number of vehicle revenue hours provided. Year 2 and Year 3 are not eligible for this one time supplemental payment.

Compensation amount awarded is a not-to-exceed dollar figure which cannot be increased without documented justification and a signed authorization of contract change.

### **GENERAL CONDITIONS**

**CONTRACTOR IDENTIFICATION AND BUSINESS LICENSE:** Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service. Contractor understands it is required to obtain an annual 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.

**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 Contract 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 applicable OSHA regulations and requirements.

**WAIVER OF CONDITIONS:** The waiver of any provision, term or condition of these Contract Documents by City on any particular occasion shall not constitute a general waiver of said provision, term or condition, nor a release from Contractor's obligation to otherwise perform or observe such condition or any other term of the Contract.

**SEVERABILITY:** In the event any provision of this Contract is declared or determined to be unlawful, invalid or unconstitutional such declaration shall not affect, in any manner, the legality of the remaining provisions of the Contract and each provision of the Contract will be and is deemed to be separate and severable from each provision.

**GOVERNING LAW AND VENUE:** Contractor warrants and covenants that it shall fully and completely comply with all applicable Federal, State and local laws and ordinances, and all lawful orders, rules and regulations issued by any authority with jurisdiction in all aspects of its performance of this Contract. The laws of the State of Oregon shall



govern the interpretation of any provisions of this contract. Venue shall be in the Clackamas County Circuit Court.

**LEGAL EXPENSES:** In the event legal action is brought by the 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 attorney fees, costs and expenses as may be set by the court both at trial and all appeals therefrom.

**NOTICES:** Either the City or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

**AMENDMENTS:** Amendment or changes to this Contract shall be in writing and will become a part of this Contract when agreed upon by both parties and signed by the Authorized Officials.

**CHANGES IN SCOPE:**

a. The City may, at any time, request changes within the general scope of this Contract. If any such requested change would result in an anticipated increase in the cost of, or the time required for, the performance or any part of the work under this Contract, or would result in an anticipated increase or decrease of ten percent (10%) or more to Contractor's estimated annual vehicle revenue hours stated in the RFP, the parties may negotiate an equitable adjustment to Contractor's rate and the Contract will be amended accordingly.

b. In the event of an unanticipated increase or decrease of ten percent (10%) or more to the Contractor's estimated annual vehicle revenue hours stated in the RFP, either party may request to renegotiate the rate. The parties will negotiate an equitable adjustment to Contractor's rate and the Contract will be amended accordingly.

c. In the event any Federal, State, or local law, rule, regulation or ordinance becomes operative during the term of this Contract that has the effect of increasing Contractor's operating costs by ten percent (10%), to include, but not limited to, laws, rule, regulations, or ordinances pertaining to environmental protection or climate change, such as carbon credits, or new taxes imposed based on energy consumption; changes in the Americans With Disabilities Act; or government required increases to employee wages and/or benefits, to include health care benefits, the City and Contractor shall meet to discuss the impact of these unanticipated additional costs and negotiate an equitable adjustment to Contractor's rates.

**INSURANCE:**

The contractor will procure and maintain, at Contractor's sole expense, at all times during the duration of this Contract, the following kinds and forms of insurance, which will include, but not limited to, and will include as an Additional Insured, the City of Canby, its Elected Officials, Officers, Employees, Agents and Volunteers, from any and all claims for Bodily Injury, Death and/or Property Damage, which may arise from Contractor's operations under this Contract.

Other additionally insured Certificates will be required, i.e., Oregon Department of Transportation, Federal Transit Administration, TriMet, etc.

LIMITS: Comprehensive General Liability Insurance with a minimum per occurrence limit of \$1,000,000.00 and an aggregate limit of \$2,000,000.00. The insurance coverage will include, but not be limited to, Premises and Operations, Products and Completed Operations, Personal and Advertising Injury Liability and Contractual Liability, which will apply to the indemnity provisions contained in the Contract. Insurance Policy and Insurance Company subject to approval by City.

The City and Contractor agree that each will have auto liability insurance to be structured in the following way: The City will be responsible for primary auto liability coverage for all City-owned Transit vehicles up to the current Oregon Tort Claim caps. The coverage is provided through City County Insurance Services (CIS) and will only cover auto liability up to the cap limits. Within these limits, CIS will handle and defend City and Contractor in all claims involving City-owned Transit vehicles up to the cap limit. For this coverage, the City will indemnify Contractor as well as name Contractor as an additional insured. The coverage will account for the annual increase in cap limits in the State of Oregon. Contractor will provide secondary (Excess) auto liability coverage above the Oregon Tort Claim caps up to five million dollars (\$5,000,000) per occurrence. For this secondary coverage above the cap limits and up to five million dollars (\$5,000,000), Contractor will indemnify City as well as name City as additional insured.

The Contractor will procure and maintain Workers' Compensation coverage and Employers Liability coverage in accordance with the laws of the State of Oregon. Minimum coverage limit for Employers Liability will be \$1,000,000.00. Contractor will also provide City with evidence of insurance for any and all sub-contractors that Contractor may employ regarding the Contract.

The contractor will provide the City with updated Certificates of Insurance evidencing the required coverages. Certificates of Insurance will provide the following: Minimum thirty (30) days written notice of policy or coverage cancellation, or material alteration or reduction in coverages or coverage limits to the City. Contractor's insurance carrier(s) will be liable for the full amount of any loss or claim for which the Contractor is liable, up to and including the total limit of liability, without right of contribution from any other insurance which may be in effect for the benefit of the City. The insurance policies will be written by an Insurance Company or Companies authorized to conduct business in the State of Oregon and acceptable to City. All insurance carriers will carry a Best Rating of "A" or better. Any liability arising on behalf of Contractor with regard to this Contract is not limited by the insurance requirements listed herewith.

**INDEMNIFICATION:**

a. Excluding all automobile liability and vehicle physical damage liabilities, damages, demands, judgments, awards, losses, costs, expenses, suits and actions (collectively referred to as "claims"), and all claims involving injury or death, or damages to person or property arising and resulting from the negligent acts, errors, or omissions of the City, its officers, employees, agents, or consultants, Contractor shall, to the extent permitted by law, protect, indemnify, and save the City and its officers, employees, and agents, hold harmless from and against any and all claims, including reasonable expenses, costs, and attorneys fees incurred by the City and its officers, employees and agents in the defense, settlement or satisfaction thereof, for any injury, death, loss or damage to persons or property, arising or resulting from the negligent acts, errors, or omissions of the Contractor, including the negligent acts, errors, or omissions of its officers, employees, servants, agents, subcontractors, and suppliers.

b. The City will, to the extent permitted by law, protect, indemnify, and save the Contractor and its officers, employees, and agents, harmless from and against any and all automobile liability claims and vehicle physical damages claims, and any and all claims arising or resulting from the negligent acts, errors, or omissions of the City, including the negligent acts, errors, or omissions of its officers, employees, servants, agents, subcontractors, and suppliers, including reasonable expenses, costs, and attorneys fees incurred by the Contractor and its officers, employees and agents in the defense, settlement or satisfaction thereof, for any injury, death, loss or damage to persons or property, arising or resulting from operation and use of City-owned vehicles or Contractor's other performance of the Contract.

**FORCE MAJEURE:** Contractor will be excused from performing its obligations under this Agreement during the time and to the extent that it is prevented from performing by a cause beyond its control, including, but not limited to, any incidence of fire, flood, or severe weather; strike, labor dispute, labor work stoppages; acts of God, acts of the government, war or civil disorder, violence or the threat thereof, severe traffic congestion, commandeering of material, products, and plants or facilities by the government, and fuel shortages. Contractor agrees not to charge City for revenue hours not performed due to force majeure.

Any and all notices, writings, correspondence, etc. as required by this Contract shall be directed to City and Contractor, respectively, as follows:

**CITY OF CANBY:**

Richard Robinson, City Administrator  
City of Canby  
PO Box 930  
222 NE 2<sup>nd</sup> Avenue  
Canby, OR 97013  
503.266.4021

**CONTRACTOR:**

\_\_\_\_\_  
MV Transportation, Inc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IN WITNESS WHEREOF**, City and Contractor have executed this Contract for Transit Services dated June 7, 2017.

CITY:

CONTRACTOR:

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Name, Title of Authorized Official  
(print or type)

\_\_\_\_\_  
Name, Title of Authorized Official  
(print or type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## City of Canby Bi-Monthly Report Department: Administration For Months of: March & April 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: May 8, 2017

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### 1. Business Licenses:

Forty new business licenses were issued during the months of March and April 2017. This compares to 61 new licenses issued during March and April 2016. Fifty-eight business licenses were inactivated during the months of March and April 2017. This compares to 43 inactivated during the same period in 2016. Two hundred forty-eight business license renewals were sent out, compared to 242 in 2016. The total number businesses licensed with the City of Canby is 1,447 (1,429 this time in 2016) of which 679 have Canby addresses (685 this time last year).

### 2. Cemetery:

- Total property purchases recorded: March – 7, April – 4
- Total interments recorded: March – 6, April – 5

### 3. Public Records Requests:

- Three (3) Public Records Requests were processed during March and April.

### 4. Training/Meetings:

Erin Burckhard attending the following:

- Caselle User Group Meeting
- Social Security Presentation

Kim Scheafer attended the following:

- Social Security Presentation
- OAMR Mid-Year Academy
- CIS Spring Supervisor Training
- OAMR Records Management Committee Meeting

### 5. Special Animal Permits:

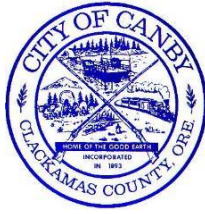
- One special animal permit was issued in March and April.

### 6. Sidewalk/Park Vending Permit:

- No Sidewalk/Park Vending Permits were issued in March and April.

### 7. Liquor Licenses Processed:

- One New Outlet Liquor License Application was processed in April.



City of Canby Bi-Monthly Report  
Department: Court  
March / April 2017

To: The Honorable Mayor Hodson and City Council  
From: Melody Thompson, Administrative Court Supervisor  
Through: Rick Robinson, City Administrator  
Date: May 8, 2017

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

Monthly Statistics	March	April
<b>Misdemeanors</b>		
Cases Filed	18	14
Cases Sentenced	3	3
Warrants Issued	26	18
<b>Traffic &amp; Other Violations</b>		
Offenses Filed	176	194
Cases/Citations Filed	135	158
Cases/Citations Sentenced	56	41
Parking Citations Filed	9	19
Parking Citations Sentenced	6	6
<b>Case Detail</b>		
Diversion	13	14
Dismissal	63	54
Sentenced	62	44
<b>Traffic and Criminal Trials</b>		
Bench (Judge)	0	0
Jury	0	0
Citations Handled by Violations Bureau	98	58
Defendant Accounts referred to Collections	38	42
Fines & Surcharges Collected	\$47,330	\$33,119

## **Explanation of terms:**

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

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

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

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years)
- Distracted Driver Program (no prior cell phone citation convictions in the last five years)
- 1st Offender – Traffic violation (if under the age of 18)
- 1st Offender - Minor in Possession of Alcohol citation



## **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 March and April 2017*

### **Economic Development Updates:**

The following projects are funded through Urban Renewal.

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

- **Project Frostbite** – this synthetic materials manufacturing company is looking to build a 120,000 to 140,000 SF facility in early 2018. They would invest \$80-100 million and hire 91 – 125 employees. Staff submitted a proposal and is on the shortlist for a conference call with this British company in mid-May.
- **Project Zach** – Staff led a business recruitment effort as part of Team Oregon Manufacturing for a Louisiana based concrete pipe company. The firm is in their early stage of evaluating regions and needs.

### ***Update on existing leads:***

- **Project O Plant PJ** – this Japanese company is expected to make a final site decision in a month or two. They are in due diligence on two Canby Properties. They plan a \$22.5 million investment and would hire 20 – 25 people initially. They are on a fast track and would like to begin construction of their 20,000 SF facility this fall.
- **Project Pressure:** A Canadian based pressure washer manufacturer is looking to consolidate manufacturing, sales and warehousing operations at one location. They held a pre-application conference in Mid-March for a 35,000 SF facility with room for expansion to double in size in the future.
- **Premier Gear Update:** This metals manufacturing firm plans to purchase the 6 acre Urban Renewal property this spring and begin construction of a build-to-suit, 60,000 square foot building as soon as the property transaction is final.
- **Project Blue Ice Update:** The company is in due diligence on several site options on a 15 to 20 acre site. The number of employees, wages and site size needed is increasing as the company expands its options to incorporate technological advances. A siting decision is expected soon. The city provided updated ½ street improvement and infrastructure costs to the company.
- **Project Borealis Update:** This project is dead – the company was not able to secure financing for the \$110 million project.

**Support for existing businesses:** The economic development director was one of the presenters at the 20 year celebration for Shimadzu USA Manufacturing. This company has doubled in size and employment since opening and provides technical and well-paying jobs in the community.



***Hanlon Mixed Use Development Due Diligence:*** Accomplishments include the following:

- The city applied for and was granted a BOLI Determination letter that was critical to the projects financial viability.
- The demolition of the finance, Development Services and Council Chambers buildings is planned for later in May.
- Staff provided technical assistance to the developer in applying for the Canby's Vertical Housing Tax Abatement program for their 3 stories of residential development.
- Several prospective tenants have been directed to the developer.
- A ground breaking ceremony will occur later this spring.
- A webpage with project highlights is under development and will be available at the city <http://www.canbyoregon.gov/> webpage in May.

***Sale/Lease of the former Library Building:***

The building is being emptied of furniture and cleaned up for proactive marketing efforts. The city received a \$5,000 3-D modeling grant to create façade improvement and interior update options. Designs will be reviewed in early May. Outreach to brokers, developers and prospective businesses will begin in earnest in late May. A three month application window will allow plenty of time to develop winning proposals. The deadline will be in August. The council will choose the offer that best fits their goals of creating jobs, generating activity downtown during weekdays, evenings and weekends and getting the property back in use and on the tax rolls. Please contact Renate Mengelberg for details and a tour at 503-266-0701 or [mengelberg@canbyoregon.gov](mailto:mengelberg@canbyoregon.gov).

***Community Response Team:*** Community leaders met on April 19<sup>th</sup> to coordinate on new employment opportunities in Canby. The group discussed industrial recruitment efforts, new residential developments, and tourism coordination strategies. The group meets every 6 months to focus on economic development initiatives.

***Canby In the Spotlight Newsletter*** – The spring edition is complete and features articles focused on new development and businesses in Canby. One story focuses on new apartment development including the Dahlia, Sequoia Grove, and Trails Crossing – for a total of 291 units planned. Other stories highlight new subdivision single family housing and expanding industrial and retail businesses.

***RARE Participant Application:*** Staff prepared an application for a RARE participant and requested in next fiscal year's budget. If the application is successful, the participant would begin work in September and would focus on main street support and tourism related initiatives. A site interview will be held in mid-May.

***Training:*** The Economic Development Director attended the Oregon Manufacturing Summit on March 13<sup>th</sup> and the National Main Street Conference April 30<sup>th</sup> – May 5<sup>th</sup> to stay abreast of the latest resources, strategies and make industry connections.



## **Bi-Monthly Finance Department Report**

**To:** Mayor Brian Hodson & City Council Members  
**From:** Julie Blums, Finance Director  
**Through:** Rick Robinson, City Administrator  
**Covering:** March & April 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.

- A **supplemental budget for 2016-2017** was approved by the City Council in March to make adjustments for unanticipated revenue.
- Intensive work on current and future revenue and expense projections has resulted in the **2017-2018 Proposed Budget** document being finalized for issuance May 1<sup>st</sup>. Extensive design changes based on the Government Financial Officers Association best practices have been incorporated.
- The annual review of the **Master Fee Schedule** has been initiated. Departments will provide proposed changes to Finance for compilation in a resolution to go before Council in May.
- Outreach letters to 225 **Transit Tax filers** had an 83% return rate resulting in multiple clarifications and the reduction of future mailings.
- Staff is working toward upgrading the final two modules that remain in the older version of our **Caselle financial software**. The City's requirements to upgrade the Improvement District module are complete, staff is waiting for Caselle for the completion of the upgrade. Staff will be working with other city departments to prepare the Asset Management module for upgrade.

## **Bi-Monthly Finance Department Report (continued)**

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

- Supervisor training
- OGFOA Conference
- SDC Update meeting
- OGFOA Certification Committee meeting
- Caselle user group meeting
- Safety committee meeting
- Social Security workshop

## Bi-Monthly Finance Department Report (continued)

Statistics this period:

- **Accounts Payable**

Invoices:	678
Invoice entries:	1014
Encumbrances:	15
Manual checks:	10
Total checks:	508
- **Payroll**

Timesheets processed:	557
Total checks and vouchers:	635
New hires/separations:	8/2
- **Transit Tax Collection**

Forms sent:	713
Penalty & Int. notices sent:	3
Pre-collection notices sent:	168
Accounts sent to collections:	70
Accounts opened/closed:	36/57
Returns posted:	791
- **Utility Billing**

Bills sent:	9,477
Counter payments:	233
Accounts opened and closed:	115
Lien payoffs:	6
Lien payoff inquiries:	57
Collection notices sent:	8
Accounts sent to collections:	4
- **General Ledger**

Total Journal entries:	244
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- **Cash Receipts Processed**

Finance:	1172
Utility:	460

# CANBY PUBLIC LIBRARY

## BI-MONTHLY STAFF REPORT

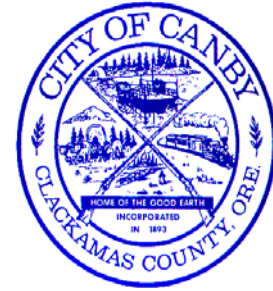
### March - April 2017

TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 5/5/17



### Information Statistics

	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Reference	294	365	86	592	723	619	588	530	646	568			5,011
Operational	177	294	118	711	748	420	228	192	354	323			3,565
Computer Help	133	166	62	177	245	250	145	142	217	250			1787
Reader's Advisory	27	31	8	37	41	23	13	14	19	15			228
Computer Guest Passes	8	34	12	29	95	108	23	61	89	39			498
Job/resume Help	1	3	2	1	2	5	3	1	1	1			20
E-Book Help	7	7	3	15	9	17	12	5	14	7			96
Help In Spanish	24	48	20	43	67	44	25	16	43	31			361
Email Questions	1	2	7	10	5	13	8	10	15	13			84

*Reference:* Informational questions, placing holds

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

*Readers Advisory:* Recommending books, movies, music

*E-Book Help:* Instruction on downloading E-books

*Computer:* Instruction/assistance

### (Canby Service Population = 23,692)

\*LINCC Deleted expired library accounts in September 2016

	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Total Registered Borrowers*	11,886	11,912	10,369	10,620	10,852	10,993	11,170	11,325	11,495	11,619			11,619
New Library Cards	100	70	53	256	233	135	173	153	165	129			1,467
Number of Materials Owned	61,908	62,050	62,216	62,013	62,223	62,264	62,498	62,760	62,123	62,636			62,636
Circulation	25,125	30,056	19,526	31,021	31,763	25,019	25,616	24,353	27,227	24,335			264,195
People Counter	11,985	9,704	5,554	16,790	16,743	18,873	13,103	15,573	18,192	17,170			143,687
Materials Added	552	1,171	873	626	482	398	394	428	767	912			6,603
Holds Placed	6,392	6,075	2,974	4,900	6351	5,593	6,667	6,160	6,768	5,955			57,835
Self-Check	33.6%	47.6%	54.1%	43.3%	44.9%	31.7%	35.6%	36.9%	36%	37.5%			40.3%
Public Internet Sessions	933	982	480	888	1,263	1,228	1,260	1,257	1,570	1,536			11,399
Facebook Likes	552	559	587	639	656	671	697	698	713	728			728
Volunteer Hours	211	189.75	107.25	206	226	200	226	210	290	243.75			2,099.5

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

	ATTENDANCE			NUMBER OF PROGRAMS			
	Adults	Teen	Children	Adult	Teen	Children's	Family
July	368	67	1614	15	4	18	11
August	233	41	210	14	3	3	10
September	235	0	227	12	0	6	4
October	344	19	747	16	1	14	7
November	384	13	378	20	1	14	6
December	227	14	198	17	1	16	5
January	285	7	159	19	1	11	7
February	362	20	204	15	2	12	7
March	506	62	385	24	1	15	9
April	592	52	412	24	3	16	16

### Library Operations:

- New library hours began on April 2<sup>nd</sup>. Hours now are:
  - Monday through Thursday 10:00 a.m. to 8:00 p.m.
  - Friday and Saturday 10:00 a.m. to 5:00 p.m.
  - Sunday 1:00 p.m. to 5:00 p.m.
- Canby has one of the best circulation rates in Clackamas County when compared to its collection size. With three months to go we are at -17.8% compared to circulation this time last year. The average for other libraries is about -25% for this time last year.
- Katherine Bethea, our new 19 hour person, whose position was created from a retirement this past December, began on April 21<sup>st</sup>. In addition to working the Information and Account Services desks, she will process our periodicals and Interlibrary Loans. Welcome Katherine!
- Lauren Hershey, our OS II and teen services librarian is moving to Idaho. Lauren's last day is May 2<sup>nd</sup>. Lauren was responsible for the huge increase in teen programming and attendance. Lauren also worked on the Information and Account Services desks as well as ordering and processing DVDs, magazines and Interlibrary Loans. Lauren's position was posted and closed on April 30<sup>th</sup>. Interviews will begin mid-May.
- Seven on-calls were hired as we were down to two. On-calls are used to cover public service desks when staff is out sick, at meetings, or on vacation.
- With the onset of recent attacks and other violent behavior in local libraries, Library Directors are now sharing information on people who are being excluded for behavior problems across library systems, including Washington and Multnomah counties.
- We recently had someone go through the recycle bin in the alley and take out books the Friends discarded. The Friends only discard soiled, water damaged, bug infested, marked, and torn books for recycle. If books are not of the quality that can be added to the library collection (see the library's Materials Selection Policy) or sold in the Book Garden, they are sold to Thrift Books. All monies received goes towards library programs.

### **RFID**

- RFID tagging operations began the first week of April. DVD are being tagged at the RFID tagging station. We will begin tagging books in the stacks around May 8<sup>th</sup> when the carts are expected to arrive. Canby has a little over 623,000 items to tag.
- We are very fortunate to have to members of the police department who are on restricted duty help us out with RFID tagging. Thank you Canby Police!
- Self-service kiosks are expected to be installed and operating by the end of June.
- RFID will go live sometime in July or August.
- The start of LINCC's centralized sorter will start in August or September.

### **LDAC:**

- The Library District Advisory Committee met on March 27<sup>th</sup>. They are sending, to the Board of County Commissioners, the progress reports from all the libraries. LDAC is going to revise the information required in the reports for next year to include more details on allocated costs and a way for reporting allocated costs so "apples to apples" are being compared. Clackamas County Commissioner Jim Bernard and Commissioner Paul Savas were present at the meeting.

### **Facilities:**

- Bear Woodworking will build a counter and shelving behind the Account Services Desk to replace the card table. They will also make four shelving units for the Information desk and mailboxes for staff.
- Kingsley, the manufacturer of the book drop, sent replacement book drops that should NOT pinch fingers. Hopefully, once the new ones are installed, we will be able to removes the signs that are posted for the public to use caution when returning books.
- The fireplace is finally fixed. The issue was with three sensors. Thanks to Shane Hester and all his persistence in getting this resolved.
- We had a problem with one of the electrical outlets not working and a few lights that were out. Everything was under Warranty and fixed by Cherry Electric.
- We are in the process of getting quotes for library end cap signage. Currently we have an 8-1/2" x 11" paper taped to each of the shelving units.

### **Marketing/Outreach:**

- Food for Fines program was held during National Library Week - April 9<sup>th</sup> to the 15<sup>th</sup>. Canby patrons donated 1,177 lbs. of food which well exceeded the food pantry's expectations. Total fines waived were \$1,096.00. All donations went to the food pantry at St. Patrick's Church.
- The Dolly Parton Imagination Library kick-off will be on May 13<sup>th</sup>. The Kiwanis will have music and crafts for the event. 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. With the initiation of the Dolly Parton Library we will end our 1,000 books before Kindergarten program.
- We've purchased two storytime rugs for the children's area. One has bilingual words and the alphabet, and the other has letters and numbers.
- The Kiwanis ordered a market stand and a puppet theatre for the area as well as several toys to go with them. Thank you again Kiwanis!!!
- The Canby Herald will be posting the library's most requested books each month.
- We are currently working with Bryce Frazell on updating our website with pictures of the new library.

**Friends of the Library:**

- The Friends Book Garden sales for March were: \$1,019.70.
- The Friends Book Garden sales for April was: \$973.20

**Volunteers:**

- Volunteer of the month for March was Mary Wintermantel.
- Volunteer of the month for April was Jamie Turner.



Mar-17		ATTENDANCE			TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
<b>CHILDREN</b>								
<b>Storytimes</b>								
Songs and Sillies Storytime (ages 2-6)	3/6/2017	16	0	24	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	3/13/2017	10	0	12	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	3/20/2017	18	0	24	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	3/27/2017	15	0	20	0	0	1	0
Book Babies Storytime (ages 0-2)	3/1/2017	16	0	18	0	0	1	0
Book Babies Storytime (ages 0-2)	3/8/2017	5	0	7	0	0	1	0
Book Babies Storytime (ages 0-2)	3/15/2017	10	0	12	0	0	1	0
Book Babies Storytime (ages 0-2)	3/22/2017	10	0	12	0	0	1	0
Book Babies Storytime (ages 0-2)	3/29/2017	9	0	12	0	0	1	0
Friday Storytime	3/3/2017	18	0	25	0	0	1	0
Friday Storytime	3/10/2017	18	0	22	0	0	1	0
Friday Storytime	3/17/2017	15	0	18	0	0	1	0
Friday Storytime	3/24/2017	10	0	12	0	0	1	0
Friday Storytime	3/31/2017	4	0	8	0	0	1	0
No-School-Friday	3/31/2017	1	0	1	0	0	1	0
<b>TOTAL</b>		<b>175</b>	<b>0</b>	<b>227</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>
<b>Teens</b>								
Maker Night: Journals	3/14/2017	0	9	0	0	1	0	0
Nintendo Game Night	3/28/2017	1	26	0	0	1	0	0
<b>TOTAL</b>		<b>1</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>FAMILY</b>								
Spanish Storytime (for the whole family)	3/4/2017	1	0	3	0	0	0	1
Spanish Storytime (for the whole family)	3/11/2017	8	0	3	0	0	0	1
Spanish Storytime (for the whole family)	3/18/2017	15	0	5	0	0	0	1
Spanish Storytime (for the whole family)	3/25/2017	2	0	7	0	0	0	1
Family Evening (Noche de Cuentos)	3/30/2017	7	0	10	0	0	0	1
<b>Movie Nights</b>								
English ( Moana)	3/9/2017	7	0	10	0	0	0	1
Spanish (Surf's Up 2 WaveMania)	3/16/2017	4	0	8	0	0	0	1
Music in the Stacks 'Beltaine'	3/18/2017	58	0	0	0	0	0	1
Dr. Seuss's Birthday Celebration	3/2/2017	10	0	22	0	0	0	1
Color Yourself Happy	3/15/2017	5	0	3	0	0	0	1
<b>TOTAL</b>		<b>117</b>	<b>0</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>ADULT</b>								
<b>General Programs</b>								
Genealogy	3/3/2017	11	0	0	1	0	0	0
Genealogy	3/10/2017	10	0	0	1	0	0	0
Genealogy	3/17/2017	10	0	0	1	0	0	0
Genealogy	3/24/2017	5	0	0	1	0	0	0
Master Gardener Talk	3/7/2017	14	0	0	1	0	0	0
Master Gardener Talk	3/14/2017	8	0	0	1	0	0	0
Master Gardener Talk	3/21/2017	12	0	0	1	0	0	0
Author Talk Massacre at Hells Canyon	3/28/2017	52	0	0	1	0	0	0
Nuestros Abuelos	3/7/2017	3	0	0	1	0	0	0
Nuestros Abuelos	3/14/2017	3	0	0	1	0	0	0
Nuestros Abuelos	3/21/2017	3	0	0	1	0	0	0
Nuestros Abuelos	3/28/2017	2	0	0	1	0	0	0
<b>Book Clubs</b>								
History Book Group	3/22/2017	7	0	0	1	0	0	0
Book Group -	3/16/2017	5	0	0	1	0	0	0
<b>Instruction Classes</b>								
E-Reader Help - by appointment	Month	0	0	0	1	0	0	0
Knitting and Crocheting	3/3/2017	3	0	0	1	0	0	0
Knitting and Crocheting	3/10/2017	4	0	0	1	0	0	0
Knitting and Crocheting	3/17/2017	4	0	0	1	0	0	0
Knitting and Crocheting	3/24/2017	2	0	0	1	0	0	0
Knitting and Crocheting	3/31/2017	3	0	0	1	0	0	0
Citizenship class	3/2/2017	12	0	0	1	0	0	0
Citizenship class	3/9/2017	15	0	0	1	0	0	0
Citizenship class	3/16/2017	14	0	0	1	0	0	0
Citizenship class	3/23/2017	9	0	0	1	0	0	0
Citizenship class	3/30/2017	7	0	0	1	0	0	0
<b>TOTAL</b>		<b>218</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Library Tours</b>								
Learning Tree Preschool	3/7/2017	2	0	12	0	0	1	0
Canby HS class	3/10/2017	2	27	0	0	1	0	0
<b>TOTAL</b>		<b>4</b>	<b>27</b>	<b>12</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
		<b>511</b>	<b>35</b>	<b>298</b>	<b>25</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Total Outreach and Programs</b>		<b>515</b>	<b>62</b>	<b>310</b>	<b>25</b>	<b>3</b>	<b>15</b>	<b>10</b>

Apr-17		ATTENDANCE			TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
<b>CHILDREN</b>								
<b>Storytimes</b>								
Songs and Sillies Storytime (ages 2-6)	4/3/2017	8	0	12	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	4/10/2017	18	0	22	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	4/17/2017	8	0	16	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	4/24/2017	4	0	6	0	0	1	0
Book Babies Storytime (ages 0-2)	4/5/2017	9	0	10	0	0	1	0
Book Babies Storytime (ages 0-2)	4/12/2017	10	0	13	0	0	1	0
Book Babies Storytime (ages 0-2)	4/19/2017	7	0	6	0	0	1	0
Book Babies Storytime (ages 0-2)	4/26/2017	12	0	14	0	0	1	0
Friday Storytime	4/7/2017	12	0	15	0	0	1	0
Tiny Talkers Storytime	4/14/2017	10	0	22	0	0	1	0
Friday Storytime	4/21/2017	12	0	16	0	0	1	0
Friday Storytime	4/28/2017	16	0	14	0	0	1	0
(children's)No-school-Friday	4/7/2017	0	0	1	0	0	1	0
(children's)No-school-Friday	4/14/2017	0	0	3	0	0	1	0
<b>TOTAL</b>		<b>126</b>	<b>0</b>	<b>170</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>
<b>Teens</b>								
Anime Movie Night	4/12/2017	0	19	0	0	1	0	0
Maker Night - Earbud Buddies	4/26/2017	1	15	0	0	1	0	0
<b>TOTAL</b>		<b>1</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>FAMILY</b>								
Spanish Storytime (for the whole family)	4/1/2017	3	0	9	0	0	0	1
Spanish Storytime (for the whole family)	4/8/2017	5	0	9	0	0	0	1
Growing Arts Storytime	4/15/2017	3	0	11	0	0	0	1
Spanish Storytime (for the whole family)	4/22/2017	4	0	7	0	0	0	1
<b>Family Evening</b>								
<b>Movie Nights</b>								
Sing (English)	4/12/2017	5	0	8	0	0	0	1
Cantana (Spanish)	4/20/2017	2	0	3	0	0	0	1
<b>Music in the Stacks</b>								
Cross Current	4/8/2017	35	0	0	0	0	0	1
Children's Book Day (Dia de los Ninos)	4/29/2017	30	0	90	0	0	0	1
<b>TOTAL</b>		<b>72</b>	<b>0</b>	<b>101</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>ADULT</b>								
<b>General Programs</b>								
Holocaust Talk	4/4/2017	102	0	0	1	0	0	0
Travel with a mission	4/11/2017	17	0	0	1	0	0	0
Stamping Craft	4/18/2017	14	0	0	1	0	0	0
Master Gardener Talk 'Tomatoes'	4/19/2017	6	0	0	1	0	0	0
Film Maker Workshop Series	4/1/2017	4	1	0	1	0	0	0
Film Maker Workshop Series	4/15/2017	4	1	0	1	0	0	0
Film Maker Workshop Series	4/29/2017	4	1	0	1	0	0	0
Nuestros Abuelos	4/4/2017	2	0	0	1	0	0	0
Nuestros Abuelos	4/11/2017	3	0	0	1	0	0	0
Nuestros Abuelos	4/18/2017	0	0	0	1	0	0	0
Nuestros Abuelos	4/25/2017	2	0	0	1	0	0	0
<b>Book Clubs</b>								
History Book Group	4/26/2017	6	0	0	1	0	0	0
Book Group -	4/20/2017	8	0	0	1	0	0	0
<b>Instruction Classes</b>								
E-Reader Help by appointment	month	1	0	0	1	0	0	0
Knitting and Crocheting	4/6/2017	2	0	0	1	0	0	0
Knitting and Crocheting	4/13/2017	4	0	0	1	0	0	0
Knitting and Crocheting	4/20/2017	4	0	0	1	0	0	0
Knitting and Crocheting	4/27/2017	3	0	0	1	0	0	0
Citizenship class	4/6/2017	30	0	0	1	0	0	0
Citizenship class	4/13/2017	25	0	0	1	0	0	0
Citizenship class	4/20/2017	24	0	0	1	0	0	0
Citizenship class	4/27/2017	33	0	0	1	0	0	0
Worksource Clackamas (English)	4/17/2017	5	0	0	1	0	0	0
Worksource Clackamas (Spanish)	4/19/2017	2	0	0	1	0	0	0
<b>TOTAL</b>		<b>592</b>	<b>52</b>	<b>412</b>	<b>24</b>	<b>3</b>	<b>16</b>	<b>16</b>
<b>Library Tours</b>								
Learning Tree Daycare	4/4/2017	2	0	18	0	0	1	0
<b>TOTAL</b>		<b>2</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Outreach</b>								
ESD/Healthy Start	4/6/2017	18	0	22	0	0	0	1
SRP promotion/Eccles School	4/28/2017	20	0	450	0	0	1	0
Trost PTA Literacy Night	4/28/2017	75	0	120	0	0	0	1
<b>TOTAL</b>		<b>113</b>	<b>0</b>	<b>592</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
<b>Total Outreach and Programs</b>		<b>705</b>	<b>52</b>	<b>1004</b>	<b>24</b>	<b>3</b>	<b>17</b>	<b>18</b>



## MEMORANDUM

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

**RE:** *CITY COUNCIL BI-MONTHLY REPORT*

### Main Street Updates

The following projects are funded through Urban Renewal.

#### *Promotion*

- **Canby Independence Day Celebration Kick Off** – The Canby Independence Day Celebration's Car Show committee met on April 25<sup>th</sup>. The committee decided to seek submissions of classic car photos for its dash plaque. The 2017 dash plaque will feature the winning photo with corresponding Canby Independence Day text. All of the submissions will be reviewed by the Car Show judges and narrowed down to the top three photos. Then the three top photos will be voted on by the Canby Community. Dash plaques are provided to each Independence Day Car Show participant. How to submit: Send your photos by Monday, May 15, 2017 with the photographer's name, car owner's name (if different), contact phone number, and the Year, Make, and Model of the submitted car. Photos should be sent to Jamie Stickel, Main Street Manager, at PO BOX 930, Canby OR 97013 or via email at [StickelJ@CanbyOregon.gov](mailto:StickelJ@CanbyOregon.gov).



#### *Organization*

- **Historic Plaque Installation** – The City of Canby's Historic Review Board oversaw the installation of plaques throughout downtown on March 1st. The City of Canby's Public Works department installed nine plaques at historic sites throughout Canby, to accompany the kick-off plaque that was installed in Wait Park in August 2016. The plaques were funded by Mt. Hood Territory's Community Partnership Program Grant. The plaques complement the Downtown Heritage Trail: Exploring Community Connections. The Heritage Trail was created as part of the 2015 Certified Local Government (CLG) Grant cycle and includes information uncovered by Intensive Level Surveys that were funded by previous CLG grants.
- **Certified Local Government Grant** – The City of Canby's Historic Review Board was awarded 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, which have allowed for several projects – many of which are the building blocks for the projects outlined in the 2017 grant application.

- **National Main Street Conference** – The National Main Street Conference was held in Pittsburgh, PA on May 1<sup>st</sup> – May 3<sup>rd</sup>. The conference focused on placemaking in small downtowns, creative events and promotions, and activating the spaces, people, organizations, and businesses that are unique to downtowns. Sessions were run by people who have successfully completed projects in their downtowns – sometimes against all odds. Pittsburgh was chosen because of its dedication to downtown, even when people moved out of the City with the closing of its steel mills. Pittsburgh has activated spaces such as its Market Square, features a strong bike share program, and is well-known as a place for arts, culture, and sporting events.



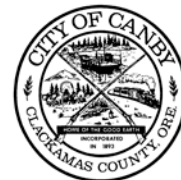
### *Economic Vitality*

- **Willamette Valley's Regional Tourism Planning meeting** – On April 4<sup>th</sup>, Travel Oregon convened a meeting to help shape the Willamette Valley's Regional Tourism Plan. Canby's Main Street Manager attended the meeting as a representative of Canby. The meeting included stakeholders from Travel Oregon, regional partners including Mt. Hood Territory, municipalities, and private businesses. The meeting focused on identifying opportunities, strengthening and revisiting the regional tourism vision, and fostering collaboration. As Canby continues to shape its vision of what tourism is and will mean to Canby, meetings like this help to connect ideas, events, and people.

### *Design*

**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 artists submitted renderings by the March 17<sup>th</sup> deadline. The Arts and Culture Council of Canby, city staff, and the Chamber director convened on Monday April 10<sup>th</sup> to review the submissions and speak with the artists. The submissions were further narrowed down and a meeting reconvened on Monday, April 24<sup>th</sup>. A final meeting with the chosen artist is yet to be scheduled.





## **PLANNING & DEVELOPMENT SERVICES**

### **MARCH – APRIL BI-MONTHLY REPORT**

**TO:** *Honorable Mayor Hodson and City Council*

**FROM:** *Bryan Brown, Planning Director*

**DATE:** *May 8, 2017*

**THROUGH:** *Rick Robinson, City Administrator*

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The following report provides a summary of the Planning and Development Services activities for the months of March and April, 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 Council Work session was held on April 19 to review the results of the Parks Maintenance Survey and discuss the recommendation from the Park and Recreation Advisory Board regarding options on the provision for more sustainable park services 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. (No Change this period).
- 3. Buildable Land Needs Study.** The study will provide an updated look 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 provides 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 each price range and rent level and addresses employment lands. **A joint workshop with the Council and the Planning Commission is set to review the findings of the study on May 17.**
- 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. **Staff is waiting for a signed multiparty agreement that should set the actual construction date as**

**funds must be expended by the end of the 2018 calendar year.**

- 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. The senior planner has considered a possible change in the grant seeking objective to move toward actual planning and construction of that section of the trail south of 13<sup>th</sup> Avenue that has been indicated to be donated to the City of Canby. The actual donation is critical to the success of obtaining a possible grant.
- 6. Dog Park.** Staff is waiting on a resolution to the parks maintenance funding concerns before proceeding with an implementation plan to develop the dog park for which Park SDC funds are reserved. The city's park planner has the final design worked out along with possible volunteers for constructing the dog park and providing assistance with long-term maintenance of the park.
- 7. Community Development Block Grant Application for N Pine.** The City has successfully been approved for CDBG funding to reconstruct 2 blocks on North Pine Street to City standards as the first of a multi-year series of requests to improve the entire length of N Pine Street. The improvements include road resurfacing, sidewalks, bike lanes and storm drainage improvements. The City will partner with the County to acquire necessary right-of-way 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. The awarding of this grant funding is at risk of being eliminated at the federal level where the entire CDBG program is slated for possible elimination.
- 8. Willow Creek Wetlands Restoration.** DEQ has approved the scope of work for a 2-3 year restoration project for the city owned Willow Creek Wetlands. The City has engaged 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 in developing weed and invasive plant removal plan. 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. Land Use Applications Submitted March 1 – April 30, 2017:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
DR 17-03	PacLand - Shawn Nguy	AutoZone	980 SW 1 <sup>st</sup> Ave
FP 17-04	Brett Allee	Final Plat	582 N. Knights Bridge Rd
LLA 17-01	Ralph Netter	Lot Line Adjustment	1966 SE 13 <sup>th</sup> Ave
MLP 17-01	Ron & Cherroll Pacholl	Minor Land Partition	496 NE 3rd & 491, 493 NE 4th
SN 17-06	Rudnick Signs	Pole Sign, 3 wall signs	1400 SE Township Rd
SN 17-05	Security Signs - Jimmy Johns	3-Wall signs	851 SW 1st Ave Ste 101
TV 17-01	Canby Lions Club/Jason Padden	Mothers' Day Plant Sale	NE Corner of N Ivy and NW 2nd
VAR 17-01/DR17-02	Tom Scott/Scott Investment Co	Trail Crossing Apts.	NE Territorial/At Logging Rd

### **10. Pre-Application Conference(s) Held:**

PRA 17-07	Jason Bristol	Partition	354 NE 4th Ave
PRA 17-06	Allen Manuel	Zone Change/Partition	533, 553, 583, S. Ivy St
PRA 17-05	VLMK/Trend Business	70,000 sf Industrial building	1980 SE 4th Ave
PRA 17-04	Icon Construction/Rick Givens	37 lot Subdivision	1758 N. Redwood St.
PRA 17-03	Ronald L Reimers	New 24,000 sf Flex Space Bldg.	SE 1st Ave & SE Hazel Dell Way
PRA 17-02	Stafford Homes	Annexation, DCP & 64-lot Subdivision	1555 & 1715 S. Fir Street

### **11. Pre-Construction Conference(s) Held:**

PRC 17-04	Curt McLeod Northwood Estates Phase III	21-lot Subdivision	NW 11th Ave West of N Elm St
PRC 17-03	Pat Sisul/Ralph Netter	13th Ave Frontage Improvements & public waterlines in Faist 8	SE 13th Ave & Faist 8
PRC 17-02	Canby Civic Block	Mixed Use Building	

**12. Planning Commission Meeting Items Reviewed:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
<b>DR 17-01 VAR 17-01</b>	Site & Design Review & Variance	Trail Crossing, 58-Apartment Units	NE Territorial Rd
<b>Work Session</b>	Work Session – Discussion about Growth & Development, Current Code or Review Process Concerns or Needed Changes to Standards		

**13. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit March 1, 2016 through April 30, 2017:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
SP 17-38	Fowler Homes, LLC	Townhomes (3)	460, 462, 464 NE 3rd Avenue
SP 17-37	Home Trends NW/Scott Husky	SFR	1095 N Elm St, Northwood Est II Lot 64
SP 17-36	Pillar Dev, Tony Mullins	SFR	480 NW 11th Pl, Lot 51
SP 17-35	Troy Marsh, Concept Custom Homes	SFR	1165 N Elm St, Northwood Lot 63
SP 17-34	The Grant Company	Wilco Storage Shed	242 S Sequoia Parkway
SP 17-33	Hanlon - John Residential Construction	Demolition	Civic Block A, B, C
SP 17-32	Troy Marsh, Concept Custom Homes	SFR	1490 N Oak St, Lot 1
SP 17-31	Holt Group/Timber Park	Demo - 3 SFR 6 buildings	2134, 2192, 2220 SE 13th Ave
SP 17-30	Fowler Homes, LLC	3 Townhomes/Emerald Gardens	472, 474 & 476 NE 3 <sup>rd</sup> Ave
SP 17-29	Chris Lancaster-Big-Dawg Construction	Patio Cover	659 NW Territorial Rd
SP 17-28	Hanlon Mixed Use/SERA	Mixed Use & Apartment Building	111 NW 2nd Ave
SP 17-27	Premier Energy/Jack Spencer	Solar Panel on rooftop	1125 NE 11th Pl
SP 17-26	Ed Netter Construction	SFR	1912 SE 11th Place, Faist 7. Lot 31
SP 17-25	Ivan A. Rangel	SFR	305 Knott Ct
SP 17-24	Samuel Ford	Repair of interior elements of existing residence - fire damage	1450 N Ivy St
SP 17-23	Ed Netter Construction	SFR	1815 SE 10th Place
SP 17-22	Canby Manor Estates	Replace MFG home	835 SE 1st Ave

**14. Active Permit Finals by Clackamas County, March 1 – April 30, 2017**

<b>FINAL DATE</b>	<b>PROJECT</b>	<b>ADDRESS</b>
3/2/2017	101-NSFR	1823 SE 11TH AVE
3/28/2017	101-NSFR	1162 NE 16TH AVE
3/30/2017	CONVERT DETACHED GARAGE TO ADU	900 NE 10TH AVE
4/25/2017	101-NSFR	1149 NE 16TH AVE
4/11/2017	101-NSFR	1175 N ELM ST
4/21/2017	101-NSFR	1805 SE 10TH PL
4/19/2017	434-Residential Addition/Remodel	659 NW TERRITORIAL RD





City of Canby Bi-Monthly Report  
Department: Police  
March / April 2017

To: The Honorable Mayor Hodson and City Council  
From: Chief Bret Smith  
Through: Rick Robinson, City Administrator  
Date: May 8, 2017

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<b><u>Monthly Statistics</u></b>	<b>March</b>	<b>April</b>
Crime Reports	84	53
Those cleared by Arrest / Exception	43	29
Inactive / Suspended Cases	27	17
Those Open or Referred (DA, City Attorney, other agencies)	45	26
Non-criminal reports	44	36
Accidents	8	8
Complaints	2	7
Traffic Citations	261	316
Traffic Crimes (DUII, Hit/Run, Elude, Reckless)	10	7
CALLS FOR SERVICE (Citizen calls to Dispatch)		
Abandoned Vehicle / Parking	37	54
Animal Complaints	6	7
Code Enforcement	48	41
False Alarms	44	40
Ordinance Violations	9	3
Traffic Stops	579	708
<b>All Calls for Service</b> (includes other categories not listed above)	<b>1,504</b>	<b>1,583</b>

## Training

All Officers	March 1	First Aid	Canby PD
Wallbaum	March 6-8	Field Training and Evaluation Program	Beaverton
All Officers	March 15	Firearms Training	CRGC
Schafer, Anderson	March 15	Mental Health First Aid for Public Safety	Port of Portland
Green, Kitzmiller Scharmota, Floyd	March 22-24	DOJ Conference	Bend, OR
Campos	March 28	Caliber Press – Street Survival	Eugene, OR
Inness	April 3-7	California Association for Property &	Garden Grove,

		Evidence Inc.	CA
Murphy	April 3-5	M16/M4/AR-15 Armorers Course	PSTC
M. Smith, Green	April 5-7	OWLA	Lincoln City, OR
Johnson	April 11-14	Child Abuse Summit	Portland, OR
Booth, Wallbaum	April 18-20	OTOA	Sunriver, OR
Farmer	April 20	Identity Theft Training	Woodburn, OR
Booth, M. Smith	April 19-21	2017 DUII Conference	Canyonville, OR
Farmer	April 23-25	OPCA Spring Conference	Bend, OR

### **Community Events & Meetings for Chief Smith / Lt. Tro**

- Canby Adult Center lunch service – Monthly
- Court Clerk's Interview and Selection process
- Traffic Safety Committee meeting (2)
- Chaplain's Meeting
- Daniel Pearson – Canby Herald
- Bridging Cultures
- Canby High School Principal Interview panel
- Trost & Knight Elementary Schools - Terrific Kids Presentation
- Canby Area Chamber of Commerce Panel Discussion – City of Canby
- LEDS/NCIC State Audit onsite
- Canby Diversion Pilot Program
- Canby Rotary- Lt. Tro
- Canby City Managers meetings
- Clackamas Emergency Ops Exercise planners meeting
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- Community Diversion Program Advisory committee mtg.
- FBINA Interviews – Milwaukie PD
- Monthly Police Chiefs – Milwaukie PD
- Chief Rod Lucich – Molalla PD
- Dr. Davies – First Responder meeting
- K-9 Officer – Internal selection process
- Prayer Breakfast - Oregon Convention Center
- Canby Center Banquet
- Concilio Meeting
- Metro Quarterly Chief's Dinner
- Oregon Accreditation Manager Training – DPSST
- Community Shred Day – Clackamas County Event Center
- Youth Arts for Change – Baker Prairie Middle School
- Chief Jolley – Gladstone
- Joe Witt Retirement
- Children's Center Open House – Oregon City

# Canby Swim Center Report

**From:** Eric Laitinen, Aquatic Program Manager

**Date:** May 8, 2017

**Re:** Bi-monthly Report

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It is Water Safety Month time for signing up for summer swimming classes for the family. We are now registering for lessons for the spring and summer. We also are hosting the Gator Grinder May 13<sup>th</sup>, it is always the day before Mother's Day. The race a fund raiser for the Canby Swim Club and brings in 300 athletes to compete during the race. It is a great community event and it brings in friends and family as spectators and they enjoy the event too.

Our spring programs continue thru the middle of June. We have two more Canby Schools for second grade lessons, a session of public lessons to go and Spring Penguin Club is in its second session too. The Gators are also competing again for summer long course season as well as putting on the triathlon. The Canby Gators will compete up through August for the summer season ending on some big meets such as LC State, Zones and the Futures.

Attendance and revenue numbers were good versus last year's March and April. Revenue is up \$3,300 over the same two months last year and is up \$11,400 overall. Attendance it still 900 behind last year overall, but the March and April numbers rebounded by 600 swims. Summer is just around the corner as school gets out in Seven weeks a week later this year due to snow days. Everything is going well and July 1 will start the beginning of a new 5 year levy.

THANK YOU CANBY!

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

CANBY SWIM CENTER March	ADMIT 2016	ADMIT 2017	PASS 2016	PASS 2017	TOTAL 2016	TOTAL 2017	YTD TOTAL 15-16	YTD TOTAL 16-17
MORNING LAP	52	76	361	393	413	469	3294	3417
ADULT RECREATION SWIM	57	21	455	463	512	484	4100	3775
MORNING WATER EXERCISE	51	64	527	536	578	600	4276	4239
PARENT/ CHILD	168	168	0	0	168	168	1062	1146
MORNING PUBLIC LESSONS	142	136	0	0	142	136	4537	4514
SCHOOL LESSONS	132	1208	0	0	132	1208	1650	2447
NOON LAP	77	166	379	284	456	450	2919	2869
TRIATHLON CLASS	52	51	0	0	52	51	65	51
AFTERNOON PUBLIC	880	539	13	28	893	567	4080	4150
PENGUIN CLUB	0	0	264	252	264	252	1502	1428
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2639	2416
CANBY GATORS	0	0	680	466	680	466	7434	5617
MASTER SWIMMING	0	0	49	55	49	55	414	320
EVENING LESSONS	1259	1240	0	0	1259	1240	8054	8823
EVENING LAP SWIM	41	52	23	45	64	97	625	734
EVENING PUBLIC SWIM	352	303	19	48	371	351	3273	3453
EVENING WATER EXERCISE	76	88	75	40	151	128	1099	839
ADULT LESSONS	0	26	0	0	0	26	49	64
GROUPS AND RENTALS	366	438	0	0	366	438	3089	3067
OUTREACH SWIMMING	0	0	0	0	0	0	449	321
<b>TOTAL ATTENDANCE</b>	<b>3,705</b>	<b>4,576</b>	<b>2,845</b>	<b>2,610</b>	<b>6,550</b>	<b>7,186</b>	<b>54610</b>	<b>53690</b>

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
SUBJECT: Attendance Numbers for APRIL 2017  
DATE: 2017 May Report

CANBY SWIM CENTER March	ADMIT 2016	ADMIT 2017	PASS 2016	PASS 2017	TOTAL 2016	TOTAL 2017	YTD TOTAL 15-16	YTD TOTAL 16-17
MORNING LAP	64	79	335	369	399	448	3693	3865
ADULT RECREATION SWIM	47	22	420	408	467	430	4567	4205
MORNING WATER EXERCISE	87	65	486	487	573	552	4849	4791
PARENT/ CHILD	160	192	0	0	160	192	1222	1338
MORNING PUBLIC LESSONS	159	152	0	0	159	152	4696	4666
SCHOOL LESSONS	1430	1412	0	0	1430	1412	3080	3859
NOON LAP	69	101	390	236	459	337	3378	3206
TRIATHLON CLASS	52	56	0	0	52	56	117	107
AFTERNOON PUBLIC	226	197	3	7	229	204	4309	4354
PENGUIN CLUB	0	0	258	290	258	290	1760	1718
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2639	2416
CANBY GATORS	0	0	592	614	592	614	8026	6231
MASTER SWIMMING	0	0	55	62	55	62	469	382
EVENING LESSONS	1383	1400	0	0	1383	1400	9437	10223
EVENING LAP SWIM	42	54	28	51	70	105	695	839
EVENING PUBLIC SWIM	466	458	16	22	482	480	3755	3933
EVENING WATER EXERCISE	86	51	26	57	112	108	1211	947
ADULT LESSONS	0	0	0	0	0	0	49	64
GROUPS AND RENTALS	354	384	0	0	354	384	3443	3451
OUTREACH SWIMMING	0	0	0	0	0	0	449	321
<b>TOTAL ATTENDANCE</b>	<b>4,625</b>	<b>4,623</b>	<b>2,609</b>	<b>2,603</b>	<b>7,234</b>	<b>7,226</b>	<b>61844</b>	<b>60916</b>



March and April, 2017  
Monthly Reports

Fleet Service – Bruce Gulleff  
Parks Department – Jeff Snyder  
Public Works – Jerry Nelzen

## Fleet Services

Bi-Monthly Report : March / April 2017

Prepared by Bruce Gulleff, Lead Mechanic

### March 2017

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$116.25	\$0.00	\$0.00	\$116.25
Adult Center	1	\$536.25	\$15.87	\$129.57	\$681.69
Collections	3	\$262.50	\$8.50	\$224.95	\$495.95
Facilities	3	\$198.75	\$98.73	\$37.63	\$335.11
Fleet Service	1	\$60.00	\$0.00	\$0.00	\$60.00
Parks	7	\$1,792.50	\$1,772.49	\$133.05	\$3,698.04
Police	23	\$10,410.00	\$7,727.29	\$2,037.42	\$20,174.71
Streets	13	\$2,767.50	\$4,424.45	\$688.58	\$7,880.53
Transit (CAT)	29	\$10,315.20	\$2,021.57	\$2,677.10	\$15,013.87
Wastewater Treatment	8	\$1,376.25	\$458.79	\$0.00	\$1,835.04
Total Work Orders Processed for the Month	90		Totals*	\$5,928.30	\$50,291.19

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

**Note: March 2017 Fuel Cost Total is for only the first part of March 2017 (3-1-17 / 3-15-17)**

### April 2017

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$56.00	\$0.00	\$0.00	\$56.00
Adult Center	1	\$138.75	\$0.00	\$90.90	\$229.65
Collections	2	\$423.75	\$167.96	\$62.01	\$653.72
Facilities	2	\$420.00	\$76.77	\$40.35	\$537.12
Fleet Service	1	\$0.00	\$0.00		\$0.00
Parks	4	\$802.50	\$98.47	\$114.36	\$1,015.33
Police	29	\$8,542.50	\$1,722.98	\$794.26	\$11,059.74
Streets	10	\$5,839.68	\$2,538.75	\$0.00	\$8,378.43
Transit (CAT)	24	\$6,106.89	\$2,127.11	\$2,460.92	\$10,694.92
Wastewater Treatment	4	\$292.50	\$969.08	\$0.00	\$1,261.58
Total Work Orders Processed for the Month	78		Totals*	\$3,562.80	\$33,886.49

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

**Note: April 2017 Fuel Cost Total Includes last part of March 2017 Fuel Costs: 3-16-17 / 3-31-17**

### Fleet Service Highlights

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

Tech # 1 retired after 27 years.

Tech

# 2 placed (3) New Ford Utility Interceptors into Service for the Canby Police Department.

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker  
March – April 2017

### **Park Renovations**

David Adams has finished his Eagle Scout project at Community Park. David is from Beaverton Scout troop 685 and completed his amphitheater seat replacement project at Community Park in March. The Scouts provided 275 volunteer hours to complete the project.

The Canby Garden Club finished the Wait Park beatification project around the gazebo. The club amended the soil, planted perennial bulbs and planted double bloom knock out roses. The group's efforts were to truly make Canby become the "Garden Spot."

Steve Kennet with Dig in Community, organized a volunteer cleanup project in April at Community Park. The volunteers cleaned up the Native Plant Garden and spread 5 yards of wood chips on the trails.

Canby Kiwanis has selected the Eco Park as their Adopt A Park project. The first tentative cleanup is scheduled for May the 20<sup>th</sup> 2017

### **Park Maintenance**

Park staff finished the installation of the playground safety surfacing under the playground equipment. All the drinking fountains in the parks have been turned on for the season. Building maintenance and playground issues were addressed as found.

Storm debris clean ups, shrub trimming and shrub bed cleanups have occupied staffs time over the last couple of months. The wet weather has made it difficult to keep up with the mowing schedule. Turf maintenance duties, moss control edging and weed spraying has also been difficult with the wet weather. With that being said, the weather has given us more time to focus on sweeping at the parks and using the pressure washer to do some cleaning at Wait and Maple St. Parks.

The Parks Department spent 20.5 hours addressing graffiti and vandalism the last two months.

Regular maintenance was **not** performed at the 31 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands, Knights Bridge right of way and WWTP property.

### **Meetings attended**

I attended a meeting with Canby Excavation regarding the future restroom at Timber Ridge Park.  
I met with Anne McKinney regarding the Kiwanis Adopt A Park program at the Eco Park.

### **For your Information**

I submitted the parks 17-18 budget, wrote a deferred maintenance summation and submitted an employee evaluation.

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

Parks Department	March 2017 Actual Hours																															Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Adult Center															1.0																	1.0	
Arneson Gardens			0.5			1.0	###	###		1.0			0.5	###	3.0		0.5							1.0			0.5				1.0	69.5	
Baker Prairie Cem.						0.5										1.0													###		14.5		
City Hall-old																																0.0	
Community Park			3.0			3.0				2.0			3.0	1.0	2.0		2.0			2.0				3.0			2.5	6.0	2.0	1.0	2.0	34.5	
CPIP Sign Property															1.0																	1.0	
Disc Golf Course																																0.0	
Eco Park			0.5			0.5				0.5			0.5			1.0	0.5							0.5			0.5						4.5
Faist V (5)																																0.0	
Finance Landscape-old																																0.0	
Holly-Territorial Sign																																0.0	
Hulberts-sign property																																0.0	
Klohe Fountain													0.5														0.5					1.0	
Library-old																																0.0	
Legacy Park			2.0			3.0				2.0			3.0	1.0	2.0		2.0			3.0			###	3.0			2.0		2.0		2.0	39.5	
S. Locust Park		###	1.0			3.0				2.0			3.0		1.0		2.0			1.0				3.0			1.0	3.0	3.0	0.5	1.0	46.5	
Logging Rd. Path			1.0			1.5				0.5			1.5		1.0		2.0							3.0					1.0		1.0	12.5	
Fish Eddy-Log Boom			0.5			0.5							0.5			0.5											0.5					2.5	
Maple St. Park	###		1.5			3.0				2.0			3.0	1.0		8.5	2.0			2.0				3.0			2.0		2.0	2.0	1.0	51.5	
19th Loop															1.0																	1.0	
Northwood Park			0.5			1.0				1.0			1.0			1.0	0.5							2.0			0.5	4.0			1.0	12.5	
Police Department																											0.5					0.5	
Simnitt Property																																0.0	
Skate Park			0.5			0.5				0.5			0.5			1.0	0.5										0.5		0.5			4.5	
Shop complex													0.5																			0.5	
Swim Center																																0.0	
Territorial-CLC Prop.																																0.0	
Transit Bus stop			0.5			1.0				1.0			1.0	1.0		1.0	0.5			1.0				1.0			1.0		1.0		1.0	11.0	
Triangle Park																1.0								1.5								2.5	
Wait Park			3.0			3.0				4.5			3.0		9.0	3.0	2.0			6.0	###	###	7.5	2.0			2.0		2.0		4.0	94.0	
Veterans Memorial			1.0							0.5					1.0		0.5										0.5					3.5	
Knights Brdg.																																0.0	
WWTP property																																0.0	
Administration	4.0	0.5	7.0			1.0	0.5	0.5	###	5.0			1.0	2.0	0.5	4.5	7.5			7.5	1.0	1.0	1.0	1.0			City Council Packet Page 74 of 109	0.5	2.0	3.0	1.0	87.0	
Monthly Total																																475.5	



Parks Department	April 2017 Actual Hours																															Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Adult Center																		1.5		0.5												2.0
Arneson Gardens					2.5	0.5	1.0			0.5				0.5			1.0	###			2.5				5.0	6.5		0.5				32.0
Baker Prairie Cem.			3.0							0.5								7.5		1.5					4.0							16.5
City Hall-old																																0.0
Community Park			2.0	4.5		2.5	1.0			1.5	1.5	###	###	1.5			2.0			###	3.0			3.0	5.0	2.0	###	2.5				93.5
CPIP Sign Property			0.5																													0.5
Disc Golf Course														0.5																		0.5
Eco Park										0.5				0.5			0.5				0.5					4.5		0.5				7.0
Faist V (5)										0.5				0.5				1.0														2.0
Finance Landscape-old																																0.0
Holly-Territorial Sign			0.5																													0.5
Hulberts-sign property			1.5							0.5							0.5		1.0													3.5
Klohe Fountain			0.5							0.5				0.5			0.5															2.0
Library-old																																0.0
Legacy Park			3.0	###	6.0		1.0			1.0				1.0			2.0		3.0		2.0			3.0				2.0				35.0
S. Locust Park			2.0			1.0	0.5			1.5			3.0	1.0			1.0						3.0				2.0					15.0
Logging Rd. Path						0.5	2.0							1.0							1.0					3.0						7.5
Fish Eddy-Log Boom										0.5														0.5								1.0
Maple St. Park			1.0	5.5	6.5	9.5	0.5			2.0				1.0			2.0			7.5	4.0			8.0			9.5	9.0				66.0
19th Loop																		1.5														1.5
Northwood Park			1.0			0.5	0.5			0.5				1.0			1.0		1.5		1.0			1.0			1.0					9.0
Police Department										0.5									6.0													6.5
Simnitt Property																																0.0
Skate Park			1.0			0.5				0.5				1.0			0.5				1.5			1.0				1.0				7.0
Shop complex																			0.5													0.5
Swim Center						2.0												1.5		0.5												4.0
Territorial-CLC Prop.			0.5																													0.5
Transit Bus stop			0.5							1.0				1.0			1.0				0.5			1.0				1.0				6.0
Triangle Park			0.5			0.5	0.5												2.0													3.5
Wait Park			3.0			4.0				1.5	###			1.5			2.0		3.0	3.0	2.5				7.5	3.0		2.0				51.5
Veterans Memorial			1.0				2.0			1.0				0.5			0.5															5.0
Knights Bldg.																			1.0													1.5
WWTP property																																0.0
Administration			1.0			1.0	6.0			0.5		0.5	0.5	1.5			0.5		0.5		3.0			2.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	100.0
Monthly Total																																404.0

Department: PUBLIC WORKS  
For Months of: March and April 2017  
Prepared by: Jerry Nelzen

**1. Streets:**

The crew received and located 111 locates for March.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	11.5
Street Maintenance	311
Driveway/Sidewalk Inspections	5
Street Sign Manufacturing	6
Street Sign Maintenance	2
Street Sign Installation	6
NW 1 <sup>st</sup> Ave Landscape	4
NW 2 <sup>nd</sup> Ave Landscape	21
Landscape Assistance Worker	11
Erosion Control	29
Dump Truck	17

**2. Sewer and Storm System:**

<b>Sewer</b>	<b>Total Hours</b>
Sewer TV'ing	38
Sewer Cleaning	99
Sewer Maintenance/Repair	6
Locating Utilities	45
Lift Station Maintenance	7
Sewer Inspections	1
<b>Storm</b>	
Catch Basins	3
Storm Line Maintenance/Repair	281

**3. Street Trees/Lights:**

<b>Street Trees/Lights</b>	<b>Total Hours</b>
Tree Trimming/Removal	32
Street Light Repair	23

#### 4. Facility Maintenance

<b>Facilities</b>	<b>Total Work Orders</b>	<b>Total Hours</b>
Adult Center		
City Hall	4	26
Courts		
Economic Development		
Finance	1	.5
Fleet	1	1.5
IT/Tech Services		
Library	8	12.5
Planning		
Police	3	8
Pool		
Shops	2	2
Transit		
WWTP		

#### 5. Cemetery

<b>Cemetery</b>	<b>Total Hours</b>
	124

#### 6. Miscellaneous:

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	22
Warehouse	10
Work Orders	17
Training/School	52
Budget	18
Redwood Storm System Phase 3	225

## April 2017

### 1. Streets:

The crew received and located 127 locates for February.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	39
Street Maintenance	347
Driveway Approach & Sidewalk Inspections	3
Street Sign Manufacturing	15
Street Sign Maintenance	23
Street Sign Installation	9
NW 1 <sup>st</sup> Avenue Landscape	0
NW 2 <sup>nd</sup> Avenue Landscape	16
Cinema Parking Lot	5
Landscape Assistance	3
Vactor Truck	2
Dump Truck	10

### 2. Sewer and Storm System:

<b>Sewer</b>	<b>Total Hours</b>
Sewer TV'ing	12.5
Sewer Cleaning	26
Sewer Main/Lateral Repairs	5
Lift Station Maintenance	22
Locating Utilities	89.5
Vactor	11
<b>Storm</b>	
Catch Basin Maintenance	29
Storm Line Maintenance/Repair	185
Drywell Maintenance	1
Erosion	25.5
Vactor	1
Drying Beds	1

### 3. Street Trees/Lights:

<b>Street Trees/Lights</b>	<b>Total Hours</b>
Tree Trimming/Removal	34
Street Light Repair	15

### 4. Facility Maintenance

<b>Facilities</b>	<b>Total Work Orders</b>	<b>Total Hours</b>
Adult Center	1	2.5
City Hall	5	12
Courts	2	3
Economic Development	0	0
Finance	0	0
Fleet	0	0
IT/Tech Services	0	0
Library	6	15
Planning	0	0
Police	1	2
Pool	0	0
Shops	0	0
Transit	2	1.5
WWTP	0	0

### 5. Cemetery

<b>Cemetery</b>	<b>Total Hours</b>
	90

## 6. Miscellaneous:

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	65.5
Plan Preview for Subdivisions	4
Warehouse Maintenance	4.5
Training/School	27
Other	1
Storm Debris	30

Tech Services Department  
Bi-Monthly Report for March/April, 2017

From: Amanda Zeiber  
Prepared By: Bryce Frazell  
Date: May 8, 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: March and April 2017

<u>Audience Overview</u>	<u>March</u>	<u>April</u>
Sessions (site visits)	9,959	10,739
Users/unique visitors	5,442	5,881
Page Views	23,341	23,146
Pages per Session	2.34	2.16
Average Session Duration	1 min 17 sec	1 min 18 sec
Bounce Rate (% of single-page visits)	65.15%	64.25%
New Sessions/Users	45.47%	45.78%

*March and April site visits are about average for the website*

<u>New Vs. Returning Visitors</u>	<u>March</u>	<u>April</u>
New	45.48%	45.78%
Returning	54.52%	54.22%

<u>Browser &amp; Operating System</u>	<u>March - Top 5 Browsers</u>	<u>April - Top 5 Browsers:</u>
	Google Chrome 48.47%	Google Chrome 49.04%
	Safari 25.51%	Safari 24.60%
	Internet Explorer 12.77%	Internet Explorer 13.15%
	Mozilla Firefox 8.04%	Mozilla Firefox 8.18%
	Microsoft Edge 3.02%	Microsoft Edge 2.92%

*Top 4 Browsers still in same ranking order since February 2015. Google Chrome continues to slowly increase over the rest.*

<u>Overview (Technology)</u>	<u>March</u>	<u>April</u>
Desktop	54.99%	57.64%
Mobile	39.78%	37.28%
Tablet	5.23%	5.08%

*Desktop computers lead when accessing the website*

<u>Mobile Devices (top 3)</u>	<u>March</u>	<u>April</u>
	iPhone 42.56%	iPhone 42.34%
	iPad 8.32%	iPad 8.49%
	Not Set 2.72%	Samsung Galaxy S7 2.88%

*Same top 2 mobile devices for the past year*

<u>Landing Pages (top 5)</u>	<u>March</u>	<u>April</u>
	Home Page (Index)	Home Page (Index)
	Swim Center Home Page	Job Openings
	Job Openings	Swim Center Home Page
	Transit Home Page	Transit Home Page
	Transit Routes	Transit Routes
	Swim Schedule Page	Transit Tax Page

*Top 5 visited pages stays pretty consistent with rankings changing occasionally*

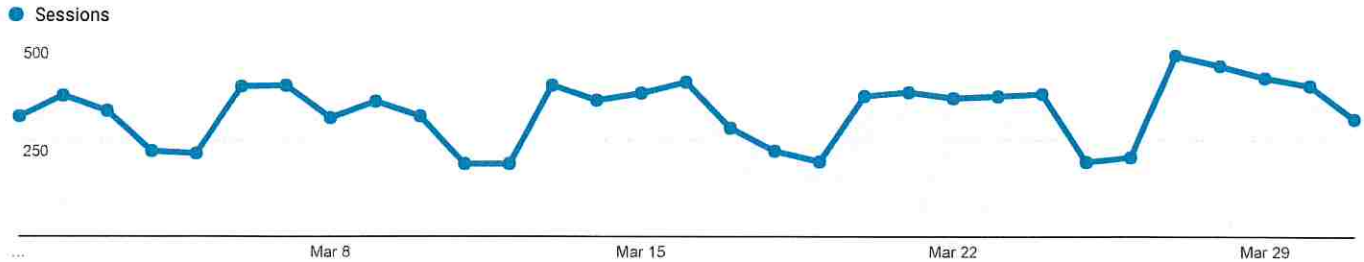
# March 2017

## Audience Overview

Mar 1, 2017 - Mar 31, 2017

All Users  
100.00% Sessions

### Overview



Sessions

9,959

Users

5,442

Pageviews

23,341

Pages / Session

2.34

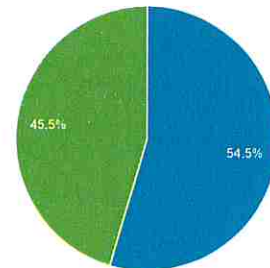
Avg. Session Duration

00:01:17

Bounce Rate

65.15%

■ Returning Visitor ■ New Visitor



% New Sessions

45.47%

Language	Sessions	% Sessions
1. en-us	9,771	98.11%
2. es-419	46	0.46%
3. en-gb	23	0.23%
4. de	11	0.11%
5. (not set)	10	0.10%
6. c	9	0.09%
7. es-xl	8	0.08%
8. zh-cn	8	0.08%
9. en-ca	6	0.06%
10. es-mx	6	0.06%

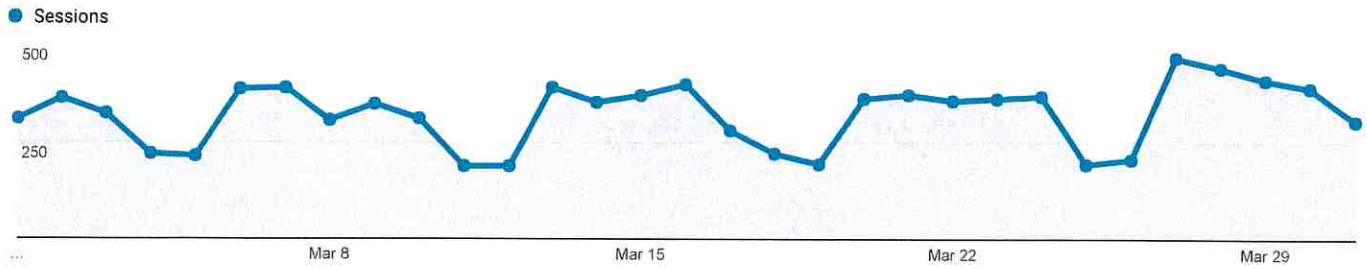
## New vs Returning

Mar 1, 2017 - Mar 31, 2017

All Users  
100.00% Sessions

### Explorer

Summary



User Type

Sessions

Sessions

Contribution to total: Sessions

1. Returning Visitor

2. New Visitor

9,959  
% of Total: 100.00% (9,959)

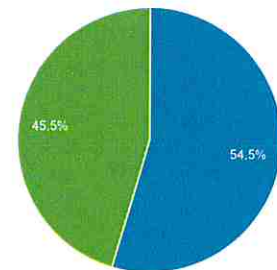
5,430

4,529

9,959  
% of Total: 100.00% (9,959)

54.52%

45.48%



Rows 1 - 2 of 2

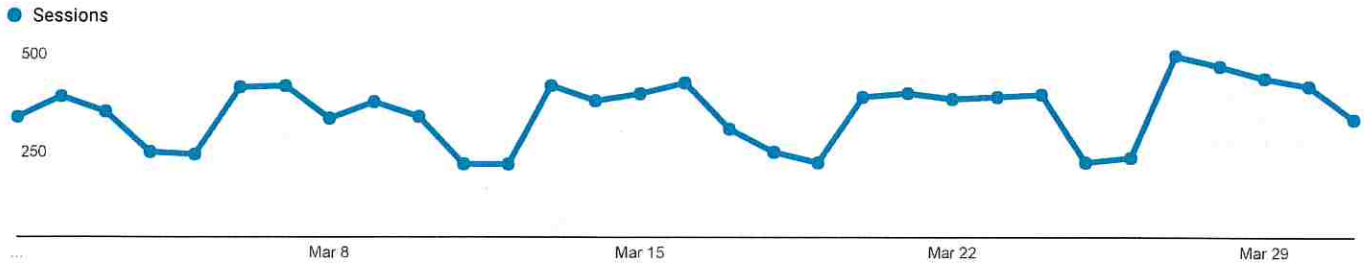
## Browser & OS

Mar 1, 2017 - Mar 31, 2017

All Users  
100.00% Sessions

### Explorer

Summary



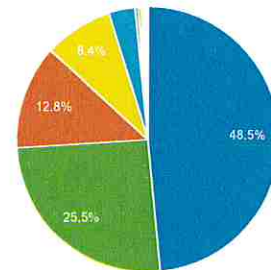
Browser

Sessions

Sessions

Contribution to total: Sessions

	9,959	9,959
	% of Total: 100.00% (9,959)	% of Total: 100.00% (9,959)
1. Chrome	4,827	48.47%
2. Safari	2,541	25.51%
3. Internet Explorer	1,272	12.77%
4. Firefox	837	8.40%
5. Edge	319	3.20%
6. Android Webview	42	0.42%
7. Amazon Silk	33	0.33%
8. Safari (in-app)	30	0.30%
9. Android Browser	27	0.27%
10. Opera Mini	6	0.06%



Rows 1 - 10 of 18

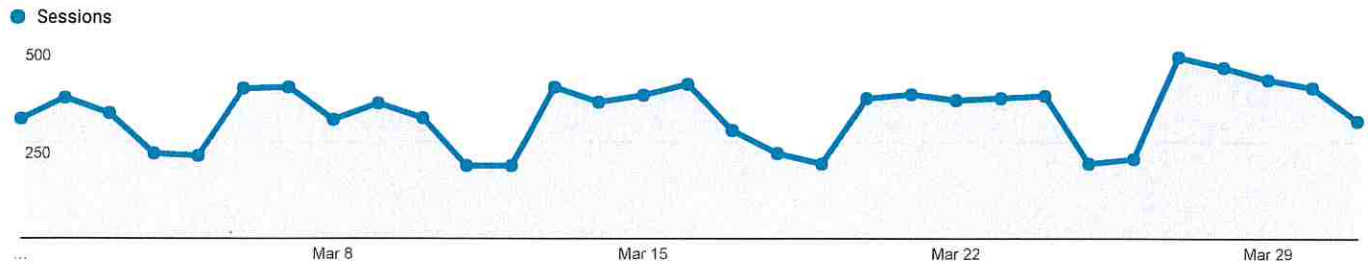
## Overview

Mar 1, 2017 - Mar 31, 2017

All Users  
100.00% Sessions

### Explorer

Summary



### Device Category

1. desktop
2. mobile
3. tablet

Sessions

9,959  
% of Total: 100.00% (9,959)

5,476

3,962

521

Sessions

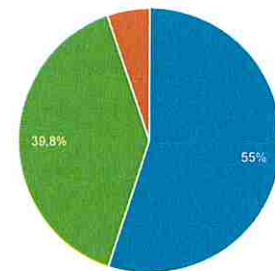
9,959  
% of Total: 100.00% (9,959)

54.99%

39.78%

5.23%

Contribution to total: Sessions



Rows 1 - 3 of 3

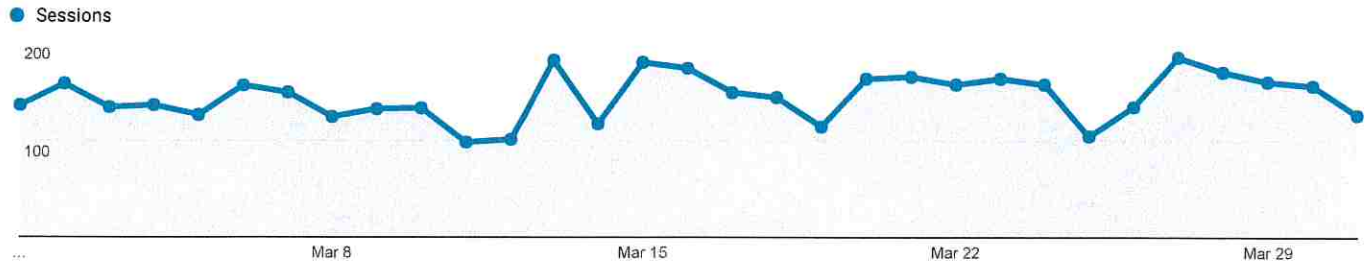
## Devices

Mar 1, 2017 - Mar 31, 2017

All Users  
45.01% Sessions

### Explorer

Summary



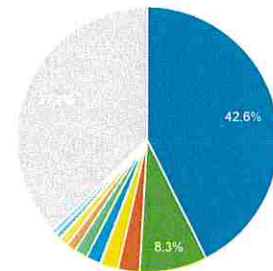
### Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

	4,483	4,483
	% of Total: 45.01% (9,959)	% of Total: 45.01% (9,959)
1. Apple iPhone	1,908	42.56%
2. Apple iPad	373	8.32%
3. (not set)	122	2.72%
4. Samsung SM-G930V Galaxy S7	96	2.14%
5. Samsung SM-G900V Galaxy S5	83	1.85%
6. Samsung SM-G930P Galaxy S7	74	1.65%
7. Samsung SM-G920V Galaxy S6	52	1.16%
8. Samsung SM-G935F Galaxy S7 Edge	48	1.07%
9. LG LGMS550 Stylus 2 Plus	31	0.69%
10. Samsung SM-G920A Galaxy S6	31	0.69%



Rows 1 - 10 of 332

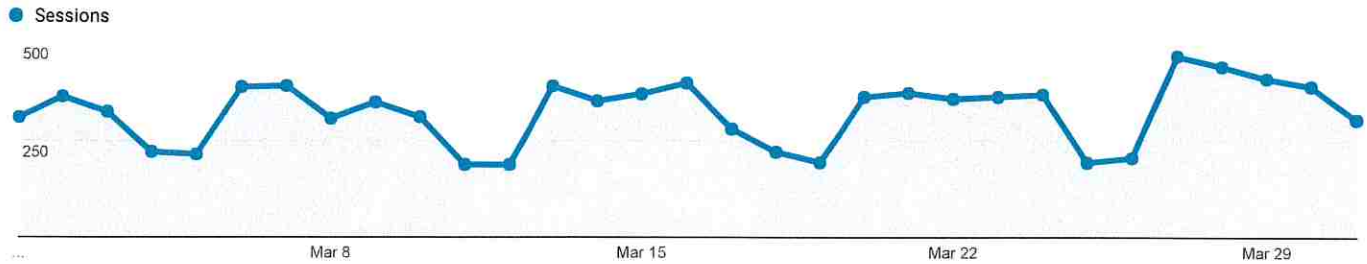
## Landing Pages

Mar 1, 2017 - Mar 31, 2017

All Users  
100.00% Entrances

### Explorer

Summary



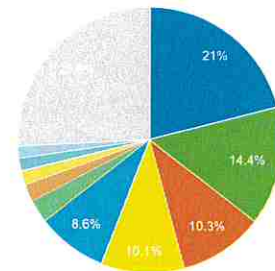
### Landing Page

Sessions

Sessions

Contribution to total: Sessions

	9,959	9,959
	% of Total: 100.00% (9,959)	% of Total: 100.00% (9,959)
1. / Index.html	2,090	20.99%
2. /Departments/swim/swim center.htm	1,439	14.45%
3. /Jobs/jobopenings.htm	1,025	10.29%
4. /transportation/CAThome page.htm	1,009	10.13%
5. /transportation/routes.htm	855	8.59%
6. /Departments/swim/schedule.htm	286	2.87%
7. /Departments/development_services/development_service.htm	215	2.16%
8. /transportation/transittax.htm	169	1.70%
9. /RFPs.htm	150	1.51%
10. /Departments/pw_operations/parks/park_facilities.htm	148	1.49%



Rows 1 - 10 of 115



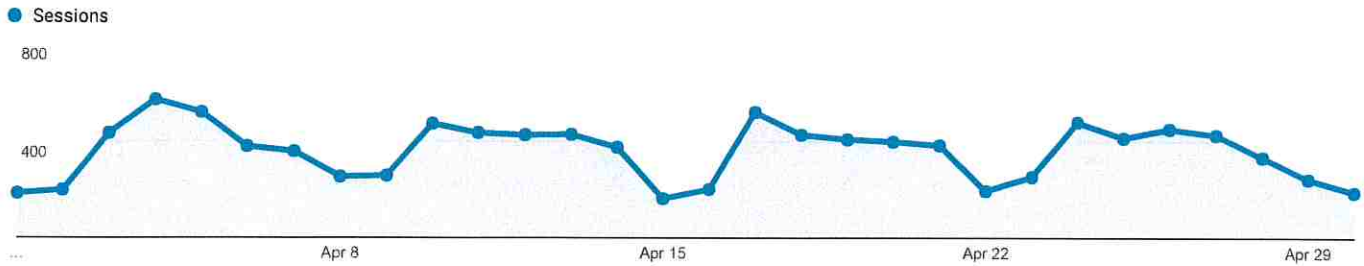
# April 2017

## Audience Overview

Apr 1, 2017 - Apr 30, 2017

All Users  
100.00% Sessions

### Overview



Sessions  
10,739

Users  
5,881

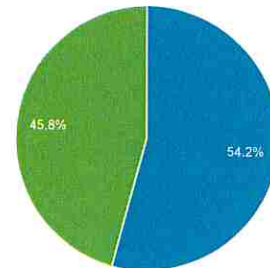
Pageviews  
23,146

Pages / Session  
2.16

Avg. Session Duration  
00:01:18

Bounce Rate  
64.25%

■ Returning Visitor ■ New Visitor



% New Sessions

45.78%

Language	Sessions	% Sessions
1. en-us	10,462	97.42%
2. en-gb	74	0.69%
3. es-419	42	0.39%
4. es-xl	21	0.20%
5. c	12	0.11%
6. nl-be	12	0.11%
7. de	8	0.07%
8. pt-br	8	0.07%
9. zh-cn	8	0.07%
10. ja-jp	7	0.07%

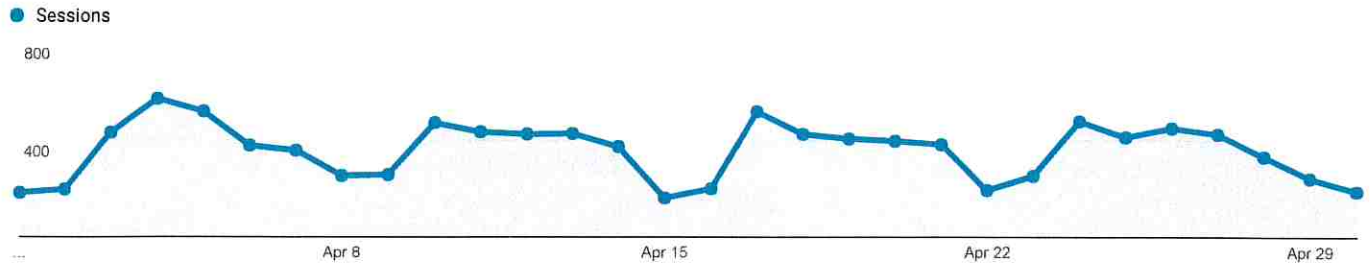
## New vs Returning

Apr 1, 2017 - Apr 30, 2017

All Users  
100.00% Sessions

### Explorer

Summary



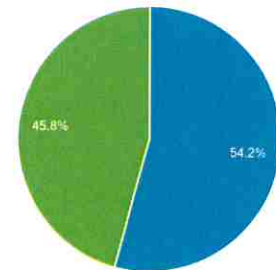
User Type

Sessions

Sessions

Contribution to total: Sessions

	10,739	10,739
	% of Total: 100.00% (10,739)	% of Total: 100.00% (10,739)
1. <span style="color: blue;">■</span> Returning Visitor	5,823	54.22%
2. <span style="color: green;">■</span> New Visitor	4,916	45.78%



Rows 1 - 2 of 2

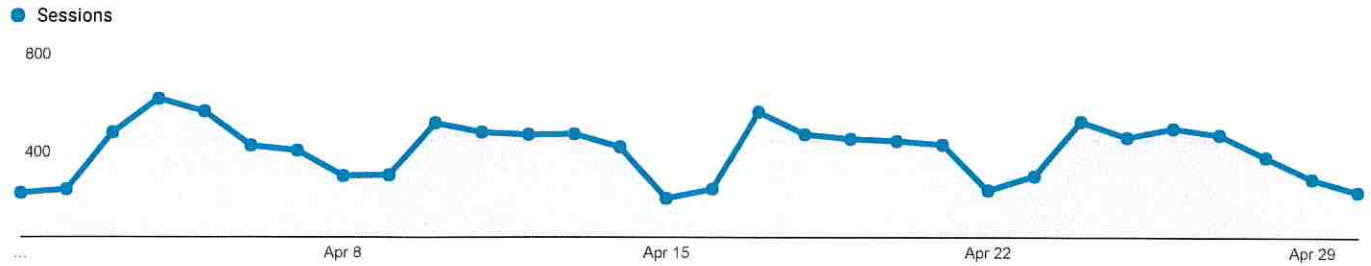
## Browser & OS

Apr 1, 2017 - Apr 30, 2017

All Users  
100.00% Sessions

### Explorer

Summary



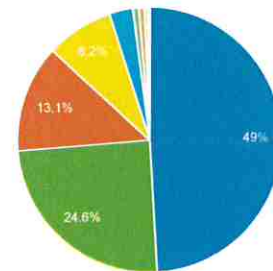
### Browser

Sessions

Sessions

Contribution to total: Sessions

	10,739	10,739
	% of Total: 100.00% (10,739)	% of Total: 100.00% (10,739)
1. Chrome	5,266	49.04%
2. Safari	2,642	24.60%
3. Internet Explorer	1,412	13.15%
4. Firefox	878	8.18%
5. Edge	314	2.92%
6. Safari (in-app)	77	0.72%
7. Android Webview	73	0.68%
8. Amazon Silk	38	0.35%
9. Android Browser	11	0.10%
10. UC Browser	8	0.07%



Rows 1 - 10 of 16

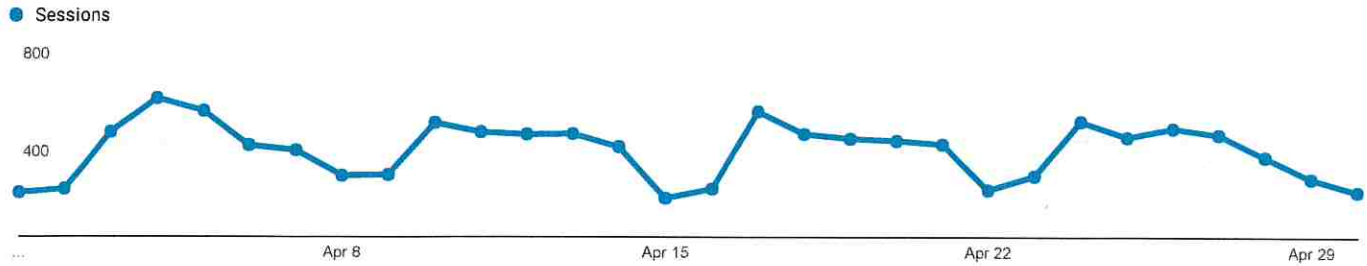
## Overview

Apr 1, 2017 - Apr 30, 2017

 All Users  
100.00% Sessions

### Explorer

Summary



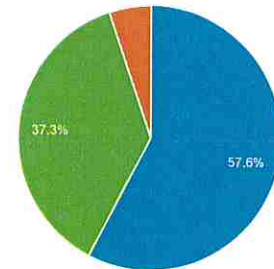
Device Category

Sessions ▼

Sessions

Contribution to total: Sessions ▼

	10,739	10,739
% of Total: 100.00% (10,739)	% of Total: 100.00% (10,739)	
1. desktop	6,190	57.64%
2. mobile	4,003	37.28%
3. tablet	546	5.08%



Rows 1 - 3 of 3

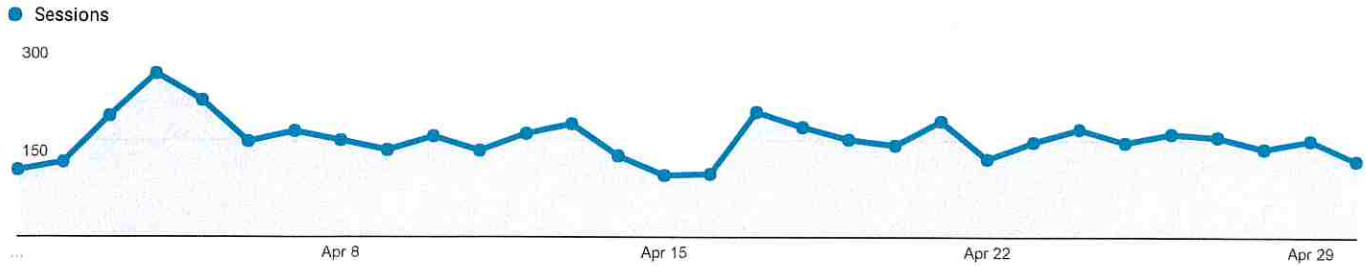
## Devices

Apr 1, 2017 - Apr 30, 2017

All Users  
42.36% Sessions

### Explorer

Summary



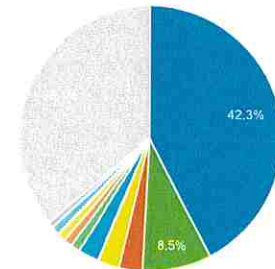
### Mobile Device Info

Sessions ▼

Sessions

Contribution to total: Sessions ▼

	4,549	4,549
	% of Total: 42.36% (10,739)	% of Total: 42.36% (10,739)
1. Apple iPhone	1,926	42.34%
2. Apple iPad	386	8.49%
3. Samsung SM-G930V Galaxy S7	131	2.88%
4. (not set)	121	2.66%
5. Samsung SM-G900V Galaxy S5	115	2.53%
6. Samsung SM-G920V Galaxy S6	53	1.17%
7. Samsung SM-G930P Galaxy S7	48	1.06%
8. Microsoft Xbox One	47	1.03%
9. ZTE Z981 ZMax Pro	47	1.03%
10. Samsung SM-G935F Galaxy S7 Edge	35	0.77%



Rows 1 - 10 of 341

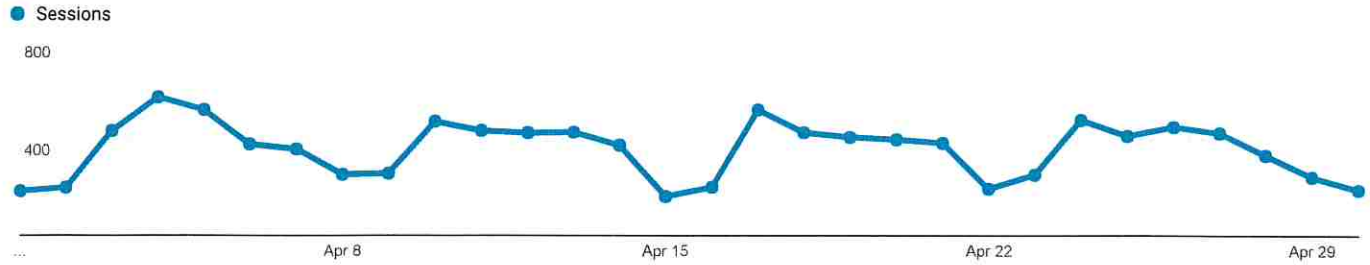
## Landing Pages

Apr 1, 2017 - Apr 30, 2017

All Users  
100.00% Entrances

### Explorer

Summary



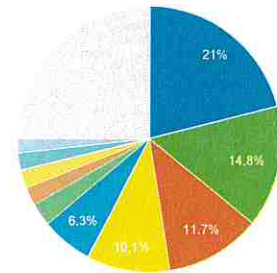
Landing Page

Sessions

Sessions

Contribution to total: Sessions

	10,739	10,739
	% of Total: 100.00% (10,739)	% of Total: 100.00% (10,739)
1. <a href="#">/ Index.html</a>	2,260	21.04%
2. <a href="#">/Jobs/jobopenings.htm</a>	1,589	14.80%
3. <a href="#">/Departments/swim/swim center.htm</a>	1,254	11.68%
4. <a href="#">/transportation/CAThome page.htm</a>	1,080	10.06%
5. <a href="#">/transportation/routes.htm</a>	681	6.34%
6. <a href="#">/transportation/transit x.htm</a>	306	2.85%
7. <a href="#">/Departments/develop_se rvices/development_ser v.htm</a>	240	2.23%
8. <a href="#">/Departments/swim/schedule.htm</a>	238	2.22%
9. <a href="#">/RFPs.htm</a>	219	2.04%
10. <a href="#">/Departments/cemetery/cemetery.htm</a>	188	1.75%



Rows 1 - 10 of 138



## **City of Canby Bi-Monthly Report**

### **Department: Wastewater Treatment Plant**

### **For Months of:**

### **March & April 2017**

To: The Honorable Mayor Hodson & City Council  
From: Dave Conner, Lead Operator  
Through: Rick Robinson, City Administrator  
Date: April 26, 2017

#### **Facility Operations & Maintenance**

The water quality for the months of March and April remain excellent with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance. The new CIP (Sludge Storage Tank) construction project is in full swing and everything is on schedule.

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

- Order Quincy compressor intercooler radiator.
- Replaced East Primary Sludge pump diaphragm.
- Replaced Tires on service truck.
- Replaced 2 valves in the primary vault.
- Installed new float on sump pump in Eff. filter building.
- Drain, clean and inspect Primary Clarifier.
- Flow meter monthly calibration/verification.
- Ordered and replaced battery backups for all PLC's.
- Submitted new Land Fill permit and started hauling to Wasco County Landfill.
- Pulled S. Clarifier scum pit check valve and repaired.
- Pump Tech rebuilt filtrate transfer pump.
- Installed alternating switch for both influent screens.
- New plant alarm system installed and being tested.
- Replaced failing SCADA computer.
- Replaced wipers on UV unit 2 and adjusted wiper stops.
- Installed rebuilt motor on Process water pump #1.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.



### **Biosolids Program:**

- Belt ran 17 days in **March**.
- 1 loads to Heard Farms, 7 loads to Wasco, 173.84 wet tons.
- Belt ran 16 days in **April**.
- 2 loads to Heard Farms, 7 loads to Wasco landfill, 135 wet tons.

### **Pretreatment Inspection/Reporting, FOG Program**

#### **January**

- Pump Outs: 29
- Inspections: 8 fog, 4 pretreatment

#### **February**

- Pump Outs: 30
- Inspections: 11 fog, 1 pretreatment

### **Pretreatment Activities**

- Reviewed March/April Business License renewals.
- Compiled updated list of dentists located in the City of Canby.
- Provided Environmental Survey to Trautman Art Glass, Post Furnishings.
- Required baseline wastewater sampling and analysis from Trautman Art Glass.
- Attended pre-application meeting for the Civic Block project.
- Conducted pretreatment inspections at Marcinkiewicz, Student Transport of America, Kendal Floral (two inspections), and Johnson Controls
- Issued NOV's to Ebner's meats and Kendal Floral.
- Implemented pretreatment requirements at Kendal Floral to ensure the wastewater is in compliance with City of Canby discharge limits.
- Conducted FOG inspections at Willamette Valley Country Club, Rackleff Place, Biscuits, Hope Village, Zoar Lutheran Church, Dairy Queen, Dutch Bros., A&W/KFC, Pappy's Greasy Spoon, Marquis Care Center, FOB Taproom, Black Jack Deli, Panda Express, Wally's, Trost Elementary School, McDonald's, El Chilito, Los Dos Amigos, Joy Kitchen Rice Time and La Conasuper Market.
- Completion of post inspection reports for inspected companies.
- Development of Fact Sheets for each company inspected with detailed pretreatment information, diagrams and photographs.
- Issued revised Industrial Wastewater Discharge Permit to Johnson Controls Battery Group and required verification of all categorical manufacturing processes located on site.
- Updated spreadsheet for FOG inspections and pump outs to monitor and ensure compliance.
- Provided FOG informational and BMP materials to FES's when conducting inspections.

- Reviewed archived pretreatment files for records retention and destruction.
- Created BMP Agreement template for Pretreatment Program.
- BMP Agreements written and issued to Kahut Waste Services and Grand Northern Products, LLC.
- Conducted FOG investigation with public works personnel to locate the source of FOG impact present in the sanitary sewer line and at the 3<sup>rd</sup> and Baker Pump Station. Panda Express identified as the source.
- Panda Express contacted to resolve FOG generation present in the sanitary sewer. Required that the pump out frequency be increased for the grease interceptor (4 months to 2 months).
- Taco Bell confirmed rusted grease trap will be replaced with a 1000 gallon exterior grease interceptor.
- Began development of database to identify all industrial users located in the City of Canby. Database will list permitted users, BMP Agreement users, and non-permitted users with corresponding dates of last Environmental Survey submittal, last completed inspection and description of pretreatment concerns located at the site.
- Completion of Industrial Wastewater Discharge Permit and reporting requirements/forms for Kendal Floral, LLC.

### **Daily Lab Activity**

- Routine daily/weekly lab procedures, process control and permit testing.
- Perform weekly aeration basin PH and dissolved oxygen probe checks/calibration.
- Monthly equipment maintenance.
- Quality Control Services did annual lab equipment calibration.
- Completed testing for DMR-QA 37 Study.
- Updating lab bench forms.

### **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.
- Preferred Pumper meeting.
- Meeting with Tribeca transport on sludge hauling.
- Meeting with Mark Cullington on class B land application.
- Preconstruction meeting.
- City Safety Committee Meeting.