



AGENDA

CANBY CITY COUNCIL MEETING

June 7, 2017

7:30 PM

Council Chambers

222 NE 2nd Avenue, 1st Floor

Mayor Brian Hodson

Council President Tim Dale

Councilor Tracie Heidt

Councilor Traci Hensley

Councilor Greg Parker

Councilor Tyler Smith

Councilor Sarah Spoon

CITY COUNCIL MEETING – 7:30 PM

1. **CALL TO ORDER – 6:30 PM – Willow Creek Conference Room** – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers.
2. **EXECUTIVE SESSION: ORS 192.660(2)(d) Labor Negotiations**
3. **OPENING CEREMONIES – 7:30 PM – Council Chambers**
 - A. Invocation
 - B. Pledge of Allegiance
 - C. Canby Livability Day Proclamation Pg. 1
 - D. Presentation on Canby Fire District's Strategic Plan Pg. 2
4. **COMMUNICATIONS**
5. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

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

 - A. Approval of Minutes of the May 17, 2017 City Council Work Session and Regular Meeting
 - B. Appointment to Traffic Safety Commission Pg. 28
 - C. New Outlet Liquor License for Cascade Pizza Co. Pg. 31
 - D. New Outlet Liquor License for Canby Food Market Pg. 33

9. RESOLUTIONS & ORDINANCES

- A. Res. 1263, Extending Workers' Compensation Coverage to Volunteers of the City of Canby and Repealing Resolution 1245 Pg. 35
- 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 (**2nd Reading**) Pg. 39
- C. Ord. 1461, Authorizing Contract with Eagle-Elsner, Inc. in the Amount of \$886,688.00 with Authorization to Expand the Scope to an Amount Not to Exceed \$950,000.00 for Construction of the 2017 Street Resurfacing Program; and Declaring an Emergency Pg. 47

10. NEW BUSINESS

11. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

12. CITIZEN INPUT

13. ACTION REVIEW

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

15. ADJOURN

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



Office of the Mayor

Proclamation

“Canby Livability Day”

WHEREAS, the Canby Livability Coalition is dedicated to maintaining the quality of life in the community of Canby by empowering citizens and providing resources to preserve livability for future generations; and

WHEREAS, citizens, organizations, and neighborhood associations are encouraged to select community service clean-up projects and activities that beautify the City of Canby before summer festivities.

NOW, THEREFORE, I, Brian Hodson, by the virtue of the authority vested in me as the Mayor of the City of Canby, hereby proclaim the last Sunday in June this year as:

Canby Livability Day

in Canby and encourage all citizens to join in this observance and volunteer on June 25, 2017 at one of the clean-up sites.

Given unto my hand this 7th day of June 2017.

Brian Hodson
Mayor



Canby Fire District

Strategic Plan

2017 edition



Mission

Canby Fire District is committed to outstanding service to our community delivered with skilled professionalism and commitment to safety.

Shared vision

Highly-skilled, efficient response to fire and medical emergencies and working together with our community to prevent the next emergency.



Organizational values

Honesty and integrity.

Respect and tolerance.

Development of future leaders.

Collaborative labor/management relationship.

Cooperative relationships throughout the region.

Careful stewardship of financial and natural resources.

Committed to proactive innovation and improvement in changing times.

Support for diversity within our organization and the community we serve.



Canby Fire District
221 South Pine Street
Canby, Oregon 97013
www.canbyfire.org

Station: 503-266-5851
Emergency: Call 9-1-1
Non-Emergency: 503-655-8211



A strategic plan for fulfillment of our mission, vision, and values

James X. Davis
Fire Chief



We accomplished a lot since the first version of this plan came out in 2015 and remain, as always, committed to our mission of outstanding service to our community delivered with skilled professionalism and commitment to safety. In the last two years, two accomplishments of particular note stand out:

- 1. We committed to lowering our Insurance Services Office (ISO) rating and delivered.** The "ISO" rating is a measure of a community's fire-safety readiness, including how ready a fire department is to arrive on scene quickly with well-trained people and the right apparatus. Across virtually all of the District the ISO ratings have improved significantly. This means our community is safer and that fire insurance costs for many property owners may see improvements as well.
- 2. We committed to improving medical and fire response times and delivered.** In 2014, our response times were very good on most calls, but could sometimes lengthen for the second or third call that came in at the same time. With the help of voters who supported us with a local option levy, we have been able to improve response times in those multiple call situations and now routinely meet our standard-of-cover response time targets. We are proud to have been able to deliver the improved response times anticipated and are glad that our community is safer as a result.

However, the work is not done. In this, our 2017 strategic plan, you'll find:

- ✓ Updates to the organizational values of Canby Fire District;
- ✓ Clarification of goals for the duration of the plan;
- ✓ Updated outcome measure results; and
- ✓ Revised and new change strategies that will help ensure we accomplish those outcomes.

As always, while presented in a bound document, this plan should not be regarded as a rigid statement of all we intend to do. Instead, the plan is best viewed as the vision against which our future results can be compared and the guidelines that all can use to develop or improve. We encourage all members of Canby Fire District, the two cities and the county that we serve, and all citizens of our District to work together to keep our community a wonderful and safe place to live.

More about the Canby Fire District, and more fire and life safety information, can be found by visiting us at www.canbyfire.org.

Planning Team, Partners, & Contributors

This plan is the result of a series of work sessions first convened with an internal planning team in January of 2015 and then was updated with similar meetings in 2017. The following list is not comprehensive but intended to acknowledge many of the people who contributed to the effort in 2017:

Canby Fire District Board of Directors

Dawn Depner
Buner "Boe" Ellis III
Laura Green
Jim Mickelsen
Steve Thoroughman

CANBY FIRE DISTRICT PLANNING TEAM & STRATEGY WORK SESSION PARTICIPANTS

Jim Davis, Fire Chief
Todd Gary, Division Chief
Matt Dale, Division Chief
Wayne Austen, Volunteer Division Chief
Lori Fawcett, Chief Financial Officer
Kris Rocha, Executive Assistant
Pat Fuge, Volunteer Battalion Chief
Nikki Heitschmidt, Captain
Robert Bunnell, Captain
Matt English, Captain
Bob Pulford, Captain
Brad Frank, Firefighter/Paramedic
Monty Graham, Volunteer Firefighter
Damian Peters, Firefighter/Paramedic
Andrew Aamodt, Firefighter/Paramedic

PLAN CONSULTING & FACILITATION

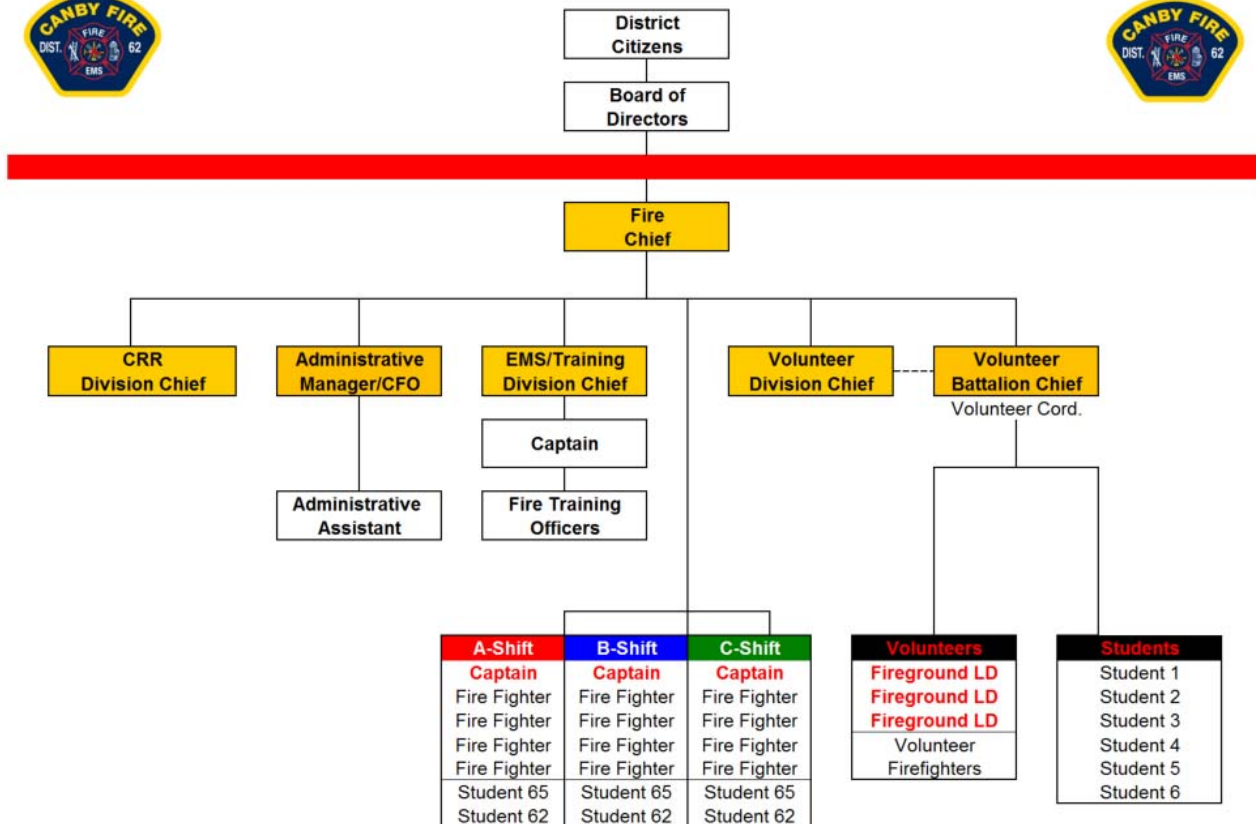
John Campbell & Martha DeLong, Campbell DeLong Resources, Inc.



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Updated: November 1, 2016



Left to right: Board Members Jim Mickelsen, Laura Green, Steve Thoroughman, Dawn Depner, & Boe Ellis.

Plan Design/Definition of Terms

The design of this strategic plan is intended to be uncomplicated, accessible, and we certainly hope, *readable* for all of the members of Canby Fire as well as the community we serve. As you review the plan, it may help to keep the following definitions in mind:

- ▶ **Goals, where we are going:** A future-looking statement about an aspect of our mission, vision or values that describes a desired direction of change.
- ▶ **Outcome Measures, how we'll know when we arrive:** Often called "Objectives" in a traditional plan, we have elected to call this level of the plan *Outcome Measures* to emphasize that this is the level reserved for assessing results. Note that, generally, Outcome Measures should not be measures of effort expended, but of impact achieved. Think of the difference between the number of medical calls responded to and the survivability rate of specific types of medical calls. Or consider the difference between preparing a financial plan and achieving specific savings or efficiency targets. In each case, the first documents completion of a task, while the second tells us if the intended result was achieved. *Outcomes* are about intended results that tell us if a Goal is being achieved. To understand how we hope to move the Outcome Measures, we look at the final level of the plan, *Change Strategies*.
- ▶ **Change Strategies, how we intend to do it:** The strategies listed in this plan are called *Change Strategies* to underline the concept that our strategic plan is about change only. Intentionally, this plan is not about everything we do, but about how we intend to change and adjust what we do in the future. Strategies can be changes in what we currently do or entirely new programs or approaches. Without this focus on change, a strategic plan can quickly become a very thick compendium of everything a fire department does and redundant to budget documents and other documents already developed annually. We believe our plan is easier to develop, update, and understand if it does not attempt to describe all that we do, but remains focused on how we intend to change. Keep in mind also that Change Strategies should be the most flexible part of the plan. After all, the final test of a successful strategy is not "Did we implement the strategy?" but "Did we get the result?" That is, "Did one or more Outcome Measures move in the desired direction?" If not, it is time to rethink the strategic direction.

Finally note that, unlike traditional plans, this plan is not structured in such a fashion as to require each Strategy to be categorized under a single Outcome, or even Goal. While every Strategy must support at least one Goal, there is no reason why a good Strategy can't support multiple Goals, so we have substantially avoided the artificial (and editorially painful) practice of creating micro-categories for Strategies under each Outcome. Strategies are simply listed under the Goal that has the most relevance to it, with other Goals that it may support also indicated. We hope, as a result, that readers will find the plan a bit easier to understand.

Goals, Outcomes Measures, & Change Strategies

GOAL 1: MEDICAL/LIFE-SAFETY AND COMMUNITY HEALTH RESULTS. *FURTHER IMPROVE THE EFFECTIVENESS OF MEDICAL EMERGENCY RESPONSE RESULTS AND RISK REDUCTION FOR PREVENTABLE MEDICAL EVENTS.*

Outcome measures used to validate progress toward this goal will include the following:

- **Initial unit response time** arrival from time-of-call for Code 3 ("Emergency Response Required") medical and rescue calls to meet the following standards 90% of the time or better within:
 - ✓ 8 minutes in-city (urban district) locations. *Improved from 83% in 2014 to 95% in 2016.*
 - ✓ 12 minutes to suburban district locations. *Improved from 78% in 2014 to 97% in 2016.*
 - ✓ 20 minutes to rural district locations. *Improved from 87% in 2014 to 92% in 2016.*
- **Accuracy of triage** (right resources/right call).
 - ✓ *In 2015, the measurement was yet to be developed with C-Com. It has been now with Emergency Reporting System (ERS) #805 completed, with data to assist decision-making available for next plan.*
- **Standard of care for emergency treatment** to meet or exceed the following targets:
 - ✓ High performance CPR: More than 85% of compressions meet intended rate, depth and recoil (measurable by Philips Monitors) and fraction times (time actively engaged in administering CPR) meet or exceed 90%. *In two cases, the measures were tracked, showing targets being met. More tracking is needed.*
 - ✓ Time from unit-arrival to transport for both stroke and trauma patients less than 10 minutes. *Tracking now ongoing with ePcr; actionable data not yet available.*
 - ✓ Obtain 12 lead EKG within 10 minutes of chest pain patient contact and STEMI activation/transport within 10 minutes thereafter. *Tracking now ongoing with ePcr; actionable data not yet available.*
 - ✓ Bystander CPR rates to equal or exceed 70% by year three. *Tracking now ongoing with Emergency Reporting System; actionable data not yet available.*
- **Risk reduction, repeat calls:** Quarterly analysis and, where appropriate, reduction in repeat-call locations, frequency, or call priority. *Tracking still being developed, including use of ground-level falls data as one key indicator of a type of incident that is reducible through risk reduction work.*

Summary: A cornerstone of the medical/life safety results since the 2015 plan is that, with the passage of the most recent local option levy, Canby Fire District has been able to deliver on the faster response times anticipated. Initial unit response times in all zones met the standard of cover defined in the 2015 plan in 2016. In addition, a system has been put in place to measure accuracy of triage within Emergency Reporting System. New implementation of electronic health records has allowed us to begin tracking Standard of Care measures in emergency treatment. A community paramedic program has been initiated and is working on risk reduction of repeat calls. Alternative response units have been identified and staffed with the addition of a day ambulance and new student positions. Medic-at-hospital times continue to be reduced through implementation of electronic charting. Emergency Operations Center (EOC) and Fire Operations Center (FOC) has been setup and the entire department has been trained in its set up as well as disaster protocol review. The EMS daytime officer position has been staffed and EMS risk reduction through education is occurring at community events throughout the year by

CRR Chief. Specific strategy titles from the 2015 plan that have been substantially completed, and thus not carried forward to this plan include:

- ▶ Alternative response units
- ▶ Adoption of the Standard of Cover (effectively accomplished by approval of the standards outlined in the 2015 strategic plan).
- ▶ Increase response compliance with reconfigured career and volunteer staffing approach
- ▶ Increase daytime staffing with paid and student staffing to benefit response times for 2nd and 3rd calls
- ▶ Establish daytime EMS/Operations Chief Officer position
- ▶ EMS risk reduction through education

Going forward, we are focused on maintaining and improving medical response times and outcomes by exploring the feasibility of relocation of Station 65 and establishing a day-unit EMS station on the other side of the railroad tracks.

Revenue neutral change strategies: In addition to maintaining current levels of service, the following changes in support of this goal will be implemented, assuming a continuation of resources at the current level of funding.

<i>Strategy:</i>	Improve medical response speed through change in dispatch protocols	
<i>Responsibility:</i>	Fire Chief	<i>Goals supported:</i> 1
<i>Description:</i>	<p>1) Eliminate current medical "PRO QA" EMS dispatch protocol. Eliminate pre-alert medical dispatch and change to WCCCA's medical dispatch protocol.</p> <p>2) Any cardiac arrest - police and fire dispatched. Any cardiac arrest - Police dispatched as AED/hands-only CPR 1st responder. Police usually on the road equals rapid response.</p>	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	Canby Police, Clackamas County Sheriff, Clackamas County 911	

<i>Title:</i>	Increase ambulance availability	
<i>Responsibility:</i>	Operations Chief	<i>Goals supported:</i> 1, 3
<i>Description:</i>	Establish a set standard to keep ambulance average hospital times under 20 min in order to improve ambulance availability.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	Hospitals	

<i>Title:</i>	Increase response compliance with reconfigured volunteer staffing approach	
<i>Responsibility:</i>	Volunteer DC and Volunteer BC	<i>Goals supported:</i> 1,2
<i>Description:</i>	Identify and Implement unique answers to response and deployment of volunteer forces to maximize operational efficiencies.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	Portland Community College, Chemeketa Community College	

<i>Title:</i>	Law enforcement partnership development	
<i>Responsibility:</i>	DC of EMS	<i>Goals supported:</i> 1
<i>Description:</i>	Continue to build relationships with local law enforcement for medical service.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	Local law enforcement agencies	

Revenue-added change strategies: In addition to taking the revenue-neutral steps noted above, the following items are recommended pending Board approval for relevant budget increases and, where necessary, pending passage of an increase in Canby Fire's local option levy or passage of a bond measure:

<i>Title:</i>	EMS Northside Station	
<i>Responsibility:</i>	Fire Chief	<i>Goals supported:</i> 1, 2, 3
<i>Description:</i>	Provide a recommendation to the Board of Directors to place an EMS station on the Northwest side of the city near or at the Canby Police station. This station would be a single career Advanced Life Support (ALS) ambulance station. This location would provide improved EMS coverage/response to the North-Northwest side and Barlow area. Currently, we have multiple trains coming through the city everyday. Canby Fire was delayed by 3 trains in 2016. Average response time is approximately 5-6 minutes and total number of EMS calls ran on the North-Northwest side and Barlow area was approximately 610 in 2016.	
<i>Budget:</i>	<i>Increase</i>	
<i>Partners:</i>	Canby Police Department, participation with City to acquire property and voter approval	

<i>Title:</i>	Review and update fire district Emergency Operations Procedures	
<i>Responsibility:</i>	Fire Chief / DC Community Risk Reduction	<i>Goals supported:</i> 1, 2
<i>Description:</i>	Review and update emergency operations plan. Update the Canby Fire family notification information. Identify a department outside the Northwest to use for family contacts. Provide Station 62 and 65 with emergency food for up to 48 hours. Add 1 emergency manager.	
<i>Budget:</i>	<i>Increase</i>	
<i>Partners:</i>	City of Canby, Canby Police Department	

Related strategies that support Goal 1 may be found listed under Goals 2, 3, 4, and 5.



GOAL 2: FIRE ATTACK/RESPONSE RESULTS. CONSISTENTLY MEET, OR EXCEED, TARGETS FOR FIRE-RELATED LIFE AND PROPERTY PROTECTION RESULTS.

Outcome measures used to validate progress toward this goal will include the following:

- **ISO protection ratings** of:
 - ✓ 2 or better in hydranted areas. *Current rating is 2 in hydranted areas, improved from 5 in 2015.*
 - ✓ 3Y or better in rural areas. *Current rating is 3Y in most rural areas (compared to 8B in 2015) while remaining unchanged at a rating of 10 in locations more than 2.5 miles from a station.*
- **Initial-unit response time** arrival from time-of-call Code 3 fire suppression calls to meet the following standards 90% of the time or better within:
 - ✓ 8 minutes in-city (City-Core Rural District) locations. *Improved from 83% in 2014 for all code 3 calls to 95% in 2016.*
 - ✓ 12 minutes to suburban (Rural Belt District) locations. *Improved from 78% in 2014 to 97% in 2016.*
 - ✓ 20 minutes to rural (Southern Rural District) locations. *Improved from 87% in 2014 to 94% in 2016.*
- **Fire suppression Effective Response Force (ERF)** assembly standards 80% of the time or better within:
 - ✓ 25 minutes in rural locations. *Data not yet available.*
 - ✓ 20 minutes in all other areas. *Data not yet available.*
- **Average annual property loss** indicators will be equal to or better than baseline.
 - ✓ *The five-year median value-to-loss ratio (09-14) is 2.4%, (\$595,000 median loss against \$25 million median in value). The 2016 loss rate was 1.6% (657,000 loss against 39.4 million in value)*
- **Zero fire deaths** in our district every year.
 - ✓ *There have been 2 fire deaths in the district in the past 24 years, none in recent years.*
- **Firefighter 2 certified members.**
 - ✓ 100% of Canby Fire career firefighters to be DPSST Firefighter 2 certified within one year of hiring. *Standard is not currently being met.*

Summary: Canby Fire District has improved fire-related life and property protection results and has achieved improvement in the Insurance Services Office rating for over 98% of the Fire District. Our ISO rating was improved from a Class 5 to a Class 2 in hydranted areas, and from a Class 8b/10 to a Class 3 in the rural areas. We still have more than 40 properties that are rated at a Class 10. Those properties are over 5 miles from Station 65. Canby Fire District would like to continue to improve our response times and maintain a class-3 or better rating for 100% of the Fire District.

Our response time goal within the city is an 8-minute response 90% of the time or better. We currently meet or exceed that response time 95% of the time with a response mean of 4.43 minutes. The suburban response goal is a 12-minute response 90% of the time or better. We now meet or exceed that goal 97% of the time with a response mean of 6.63 minutes. Our rural response time goal is a 20-minute response 90% of the time or better. We meet or exceed that goal 94% of the time with an average response time of 8.40 minutes. Every one of those

statistics improved since 2015 and now Canby Fire's response times are consistently within the standard of cover set in the plan.

The Fire District's property-loss ratio has dropped from 5.6 in 2014 to 1.6 in 2016. In 2015 and 2016 we experienced no fire-related deaths.

Part of the reason we were able to accomplish our response time goals was due to the passage of the local option levy. The Fire District has increased our on-duty staffing with the addition of (5) FFP per shift, (2) FFP 4 days a week/10 hours per day. We also have added (2) Student Firefighters per shift, and maintain a consistent Volunteer Firefighting staff of 30.

Specific strategy titles from the 2015 plan that have been substantially completed, and thus not carried forward to this plan include:

- ▶ Develop a plan to respond with a ladder truck out of the main station
- ▶ Prepare for ISO ratings in the city and rural areas

Going forward, the Fire District needs to maintain our current ISO rating and to continue to meet the ever-increasing demands for service. We will be able to achieve these goals by replacing the majority of the Fire/EMS apparatus and equipment that has passed their recommended in-service status, as identified in the Response Apparatus Plan; by relocating Station 65 to an area of the Fire District that will meet the response distance of 5 miles for 100% of the properties in the rural area; and by replacing the current Squire vehicle with a 105-foot Ladder Truck within 3 years.

Revenue neutral change strategies: In addition to maintaining current levels of service, the following changes in support of this goal will be implemented, assuming a continuation of resources at the current level of funding.

<i>Title:</i>	Rural water supplies	
<i>Responsibility:</i>	Chief Davis	<i>Goals supported:</i> 2
<i>Description:</i>	Explore rural water supply options to increase the available water for rural fires and reduce the water turnaround time for mobile water supply.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	Public and Private property owners	

Revenue-added change strategies: The following items are recommended pending Board approval for relevant budget increases and, where necessary, pending passage of an increase in Canby Fire's local option levy or passage of a bond measure:

<i>Title:</i>	Relocate Station 65 to the central area of the rural response area	
<i>Responsibility:</i>	Chief Davis	<i>Goals supported:</i> 2
<i>Description:</i>	Station 65 is currently located 1.5 miles too close to station 62, and is not in the area of rural response necessary to adequately cover the rural area that is still a class 10 ISO rating. The current station 65 does not accommodate female firefighters, nor is it large enough to expand for future staffing needs. The new station would be large enough to house up to 6 resident volunteers and jointly staffed with volunteers from CFD and MFD. The current station 65	

site would be used for apparatus storage and/or be developed into a training site.

Budget: Increase

Partners: Molalla Fire District, Aurora Fire District, and Canby Fire District residents would all benefit.

Title: **Implement Certification Succession plan**

Responsibility: DC Dale and Fire Operations Committee

Goals supported: **2, 4**

Description: Career Personnel would achieve qualifications for Firefighter 2, Firefighter type 1, and Instructor 1 within 2 years from date of hire. Volunteers/Student residents would achieve qualifications for Firefighter 2 and Firefighter type 2 within 2 years as well.

Budget: Increase

Partners: Internal personnel

Title: **Update and recommend funding for apparatus and equipment**

Responsibility: Chief Davis

Goals supported: **2**

Description: In 2014 the Board of Directors approved the fleet replacement plan with limited funding from the Urban Renewal Agency (URA). A fleet replacement and equipment plan has been updated. The strategy is to have the plan adopted by the Board of Directors and to recommend a capital bond measure in the spring of 2018. A capital bond would enable the Fire District to maintain the current ISO rating and prepare for future growth in city and county areas.

Budget: Increase

Partners: The budget committee, the City of Canby, the Canby Chamber, and various civic clubs.

Related strategies that support Goal 2 may be found listed under Goals 1, 3, 4, and 5.



GOAL 3: COMMUNITY PARTNERSHIPS. BUILD ON ALREADY-STRONG DISTRICT-COMMUNITY PARTNERSHIPS TO FURTHER REDUCE RISK AND ENSURE A SAFER COMMUNITY.

Outcome measures used to validate progress toward this goal will include the following:

- **Partner responder satisfaction** measurements.
 - ✓ *Anecdotal information remains very positive as we have very good working relationships with local law enforcement, mutual aid responders, and local hospitals. Specific measures have not been developed.*
- **Bilingual member** (especially English-Spanish) responders and prevention speakers.
 - ✓ *Currently, two members of Canby Fire have Spanish proficiency, up from 0 in 2015*
- **Voter/community awareness** of what CFD does.
 - ✓ *Awareness of Canby Fire for responding to medical emergencies and rescues: 82% based on 2015 survey.*
 - ✓ *Awareness of Canby Fire for responding to Fire Calls: 90% based on 2015 survey*
 - ✓ *Perception of Canby Fire quality of service by community: From 2015 voter survey: Mean rating of 4.8 on 5-point scale with 75% "5", 1% "1".*
- **Community involvement** in prevention, risk-reduction, and response support, including:
 - ✓ *Number of AEDs placed throughout district, including those in Canby Police cars and in other known locations. Twenty-nine AEDs listed on November 30, 2016.*
 - ✓ *Number of PulsePoint enrollees in district. 1,470 enrolled on November 30, 2016.*
 - ✓ *Indicators of smoke alarm compliance and other prevention and preparedness indicators determined through inspections and surveys. Specifics of measurement approach to be developed.*

Summary: In 2015/2016 we focused the community risk reduction efforts in ways that made already strong community partnerships even stronger. Police cars received AED's, training and are notified of code 99s in Canby. PulsePoint enrollment increased. We were able to hire two firefighter/paramedics that speak Spanish. Social media Facebook posts have increased. Other social media information on emergencies and public notices are doing well with thousands of retweets. By doing this it lets the community and voters know what we are doing in the community.

The partnerships with City departments are strong, from working on community events, to working with planning, building, administration and public works on projects as well as pre-storm meetings looking at capabilities and problems. We have not increased the number of public events, primarily because call-volume increases and the number of new personnel hired over the past year hasn't left the necessary time for more events. We did not form a Hispanic focus group but have made good strides in working with the Hispanic community through the schools and bridging cultures. We have worked with the 50+ community trying to reduce the number of falls and injuries by teaching classes at the Adult Center, Hope Village and doing some home inspections. The website has been redesigned and will be an ongoing project to updated. We have a contract with a web designer to maintain the site.

Specific strategy titles from the 2015 plan that have been substantially completed, and thus not carried forward to this plan, include:

- ▶ Improve leveraging of social media to better inform the community about its fire department
- ▶ Bilingual high school interns
- ▶ Website update

Revenue neutral change strategies: In addition to maintaining current levels of service, the following changes in support of this goal will be implemented, assuming a continuation of resources at the current level of funding.

<i>Strategy:</i>	Improve interagency partnerships and communication	
<i>Responsibility:</i>	Chief Officers	<i>Goals supported:</i> 3
<i>Description:</i>	Develop a protocol or expectation to include communications with mutual aid partners or City departments to notify them of training opportunities, public events, and internal decisions that may impact them.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	Canby PD, Code Enforcement Officer, mutual aid partners, City staff	

<i>Strategy:</i>	Increase number of public events	
<i>Responsibility:</i>	Fire Marshal/PAO	<i>Goals supported:</i> 3
<i>Description:</i>	Expand the number of public events over 2014. Details to be developed. May include an open house, biannual safety fair, and hands-only CPR training to City leadership, Chamber of Commerce members, local business groups, and community members.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	CFD	

<i>Strategy:</i>	Hispanic focus groups	
<i>Responsibility:</i>	Fire Marshal/CO	<i>Goals supported:</i> 3
<i>Description:</i>	As a means to develop a better connection with the District's growing Hispanic community, invite community leaders together in order to learn more about how we can do a better job with prevention materials, education, and recruitment.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	High school, church leaders	

<i>Title:</i>	Incentives for being bilingual (internal staff and volunteers)	
<i>Responsibility:</i>	Chief & Board	<i>Goals supported:</i> 3, 1, 2, 4
<i>Description:</i>	Establish an incentive for career and volunteer personnel to learn Spanish. Create civil service points for bilingual applicants.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	Local 1159, Board of Directors	

<i>Title:</i>	Initiate regular updates of Canby Fire social media	
<i>Responsibility:</i>	DC Community Risk Reduction	<i>Goals supported:</i> 3
<i>Description:</i>	Provide meaningful information updates on social media to improve connection with the public. Develop a system to accomplish this at a minimum of once monthly or more frequently. Updates may reflect community events, training news, and other information of public interest including other stories from news relative to fire district mission and goals.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	Canby Fire and media and community partners.	

Revenue-added change strategies: In addition to taking the revenue-neutral steps noted above, the following items are recommended pending Board approval for relevant budget increases and, where necessary, pending passage of an increase in Canby Fire's local option levy or passage of a bond measure:

<i>Strategy:</i>	Community risk reduction education to senior community	
<i>Responsibility:</i>	Fire Marshal/CO/Captains	<i>Goals supported:</i> 3, 1
<i>Description:</i>	Increase number of community classes to seniors. Addition of another prevention full-time position. This is the #1 fire death and injury group in Oregon. Work with Hope Village to reduce the number of non-emergency calls.	
<i>Budget:</i>	<i>Increase</i>	
<i>Partners:</i>	Hope Village, Canby Adult Center	

<i>Title:</i>	Visible addressing in fire district to decrease response times	
<i>Responsibility:</i>	DC Community Risk Reduction	<i>Goals supported:</i> 3, 1, 2
<i>Description:</i>	Develop program for rural address signs. Create information on the importance of good addressing. Work with businesses and residents on common locations for address numbers.	
<i>Budget:</i>	<i>Increase</i>	
<i>Partners:</i>	City of Canby, CTV5 and other media partners	

<i>Title:</i>	EMS risk reduction through education	
<i>Responsibility:</i>	DC community risk reduction / DC EMS	<i>Goals supported:</i> 3, 2
<i>Description:</i>	Create and distribute information, pamphlets, and community training for stroke, heart attack, and fall prevention to 5% of District population per year.	
<i>Budget:</i>	<i>Increase</i>	
<i>Partners:</i>	Adult center, 50+ community living, Care homes, CTV5	

Title: **Improve interagency communication**

Responsibility: DC Dale

Goals supported: **3**

Description: Identify and implement a plan to provide instant communications of all interagency personnel to respond to City/ Zone Emergency Operation Center.

Budget: Increase

Partners: Canby PD, Mutual Aid Partners, City Staff

Related strategies that support Goal 3 may be found listed under Goals 1, 4, and 5.



GOAL 4: MEMBER CULTURAL ENVIRONMENT. *MAINTAIN AND IMPROVE A MUTUALLY-SUPPORTIVE, MISSION-ORIENTED WORK ENVIRONMENT AND WIDEN THE DIVERSITY OF STAFF AND VOLUNTEERS WHO MAKE WORKING AT CFD PART OF THEIR LIVES.*

Outcome measures used to validate progress toward this goal will include the following:

- **Member satisfaction** and ratings performance on specific values.
 - ✓ *Anecdotal evidence indicates that member satisfaction and general morale has improved markedly in 2014. A more specific measurement tool is still in development.*
- **Longevity/retention of personnel** will be maintained at levels equal to or better than baseline year of 2014.
 - ✓ *Canby Fire career personnel turnover is low with exit interviews indicating no issues with culture/work environment as contributory to reasons for leaving (most common reasons for leaving relate to being hired by other departments that are geographically much closer to where the firefighter lives).*
- **Attractiveness of volunteering** at CFD shall remain equal or better than the baseline year of 2014 as measured by both number and level of active involvement.
 - ✓ *CFD has a record of maintaining an active, volunteer force. Canby volunteer longevity is at an average of 3 to 5 years. A majority of volunteers leave for paid positions in other departments.*
- **Organizational diversity** indicators will move in the direction of greater alignment to the diversity of our community, with particular near term focus on:
 - ✓ *Members who speak Spanish. Currently 2 career.*
 - ✓ *Organizational support for both men and women. 1 career female, 3 female volunteers.*

Summary: Progress has been made in maintaining and improving upon a mutually-supportive, mission-oriented work environment, as well as on widening the diversity of staff and volunteers. Member surveys have been established and will be completed on a periodic basis. Retention of membership metrics still needs to be addressed. However, we know departing members within the life of this strategic plan have not departed due to failure of environment/culture at Canby Fire. Canby has hired 2 Spanish-speaking members, 1 Russian-speaking volunteer member, 3 female volunteer members, and has retained 3 female career employee members. Internal succession planning has taken place with internal Acting in Capacity (AIC) training and an internal career captain promotional list with subsequent promotions as well as volunteer member promotions in both Chief ranks and Fire Ground Leader ranks. Canby Fire recruitment of volunteer and student volunteers is currently active and robust.

Revenue neutral change strategies: In addition to maintaining current levels of service, the following changes in support of this goal will be implemented, assuming a continuation of resources at the current level of funding.

<i>Title:</i>	Career retention	
<i>Responsibility:</i>	Chief Davis, Captain Heitschmidt	<i>Goals supported:</i> 4
<i>Description:</i>	Seek the input of past employees to determine why they separated from Canby Fire. Collect information as to if any change(s) in working conditions or environment would have altered their decision to stay versus separate.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	N/A	

<i>Strategy:</i>	Expand leadership succession planning	
<i>Responsibility:</i>	Fire Chief	<i>Goals supported:</i> 4
<i>Description:</i>	In preparation of planned leadership retirements, there is a need to coach and facilitate professional development for future E staff and Captain positions. A key approach would be to utilize transfers to key management positions, such as the Operations/EMS position. The existing Captains and/or other qualified personnel would express their desire to promote. Those interested would be considered to fill the acting position up to three months. AIC's would be acting in the role of Captain. In a date to be determined, Civil Service tests will be conducted to fill the vacant positions.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	Internal personnel, local 1159 shop, civil service	

Revenue-added change strategies: In addition to taking the revenue-neutral steps noted above, the following items are recommended pending Board approval for relevant budget increases and, where necessary, pending passage of an increase in Canby Fire's local option levy or passage of a bond measure:

<i>Strategy:</i>	Incentives for being bilingual/ Internal staff and volunteers	
<i>Responsibility:</i>	Chief & Board	<i>Goals supported:</i> 4, 3
<i>Description:</i>	Establish an incentive-based program for existing employees to learn Spanish.	
<i>Budget:</i>	<i>Increase</i>	
<i>Partners:</i>	Local 1159, Board of Directors	

Strategy: **Develop proposal and budget for volunteer incentives and implement if funding approved**

Responsibility: Monty Graham

Goals supported: **4**

Description: Volunteer retention may be improved through a review and revision of incentives in current use. The review will consider past incentive programs, alternate approaches, and the potential need for modifications that take into account how today's volunteers are somewhat different from the past (more younger volunteers, more volunteers hoping to go onto a career in fire and rescue services). A recommended approach will be developed for possible funding approval.

Budget: Increase

Partners: Board of Directors

Related strategies that support Goal 4 may be found listed under Goals 2 and 3.



GOAL 5: FISCAL PREDICTABILITY, STABILITY, & EFFICIENCY. *CONTINUE TO IMPROVE ON THE EFFICIENT, AND TRANSPARENT, USE OF DISTRICT RESOURCES TO STRENGTHEN OUR MISSION AND FURTHER PROMOTE PUBLIC TRUST IN HOW FIRE AND RESCUE SERVICES OPERATE IN THE DISTRICT.*

Outcome measures used to validate progress toward this goal will include the following:

- **Cost management.** Year-over-year budget changes for similar levels of services held to rate of inflation.
 - ✓ *Have met this standard since fiscal year 2011.*
- **Operating balance.** Maintain six months' operating balance, including elimination of the need for borrowing costs associated with annual Tax and Revenue Anticipation Note (TRAN).
 - ✓ *Currently using TRAN to finance each year.*
- **Auditing standards.** Financial audit performance equal to or better than targets and on-time completion of all audits every year.
 - ✓ *Audits are currently up to date, and have remained so since the 2015 Strategic Plan, but had not been completed on time during multiple years in the recent past.*
- **Board confidence** in accuracy of administration projections regarding levels of funding needed to accomplish strategic goals and objectives.
 - ✓ *[Assessment to be provided by Board members.]*
- **Annual efficiency review.** Results of annual "stop doing" or "change methods" survey with members.
 - ✓ *This measure, still to be developed, will ensure another method to review and discover practices whose rationale for doing, or continuing to do in the same manner, may have changed.*
- **Voter confidence** in the ability of Canby Fire to efficiently and effectively use resources remains equal to, or better, than that measured in baseline surveys.
 - ✓ *Voter rating of Canby Fire, scale of 1-5 (poor to excellent) for efficient use of taxpayer dollars to deliver services. 2015 survey showed a 4.4 mean rating, 51% "5," 20% "4," 11% "3," 4% "1" or "2," remainder unsure.*

Summary: The past issues of fiscal management have been fully repaired over the past two years. We have updated our payroll system and are ready to incorporate our accrual tracking into that system. We are in the process of a massive District-wide update of our I.T. system, and are beginning the R&D of converting our financial software to a more secure and reliable cloud-based system.

The Fire District's annual audits are fully current with the timely completion of our FY16 Audit which has been submitted to the State of Oregon with no reportable findings. We have fulfilled the requirement of independent financial oversight and have implemented the publishing of our monthly Financial Reports via our website, thus ensuring a publicly transparent process.

Canby Fire District has successfully maintained our overall budget increases under the National Rate of Inflation and the Portland Consumer Price Index (CPI) in 5 of the last 6 calendar years.

Canby Fire District continues to strive toward lowering and eventually eliminating our Tax Revenue and Anticipation Note (TRAN). We have successfully lowered our TRAN from \$960K to \$760K in FY16 and from \$760K to \$700K in FY17. During both of those years the actual amount drawn was held to considerably less at \$450K.

Specific strategy titles from the 2015 plan that have been substantially completed, and thus not carried forward to this plan include:

- ▶ Compile and post financial information on website regularly
- ▶ Establish regular monthly and annual independent financial oversight
- ▶ 2015/2016 levy recommendation to the Board of Directors

Going forward, Canby Fire District is continually focused on finding opportunities for further regional efficiencies. We seek to explore future efficiency partnerships with Aurora, Colton, and Molalla Fire Districts. Our primary goal is to ensure a dependable and secure level of service and sustainability, while maintaining the exemplary customer service model that our agency upholds.

Revenue neutral change strategies: In addition to maintaining current levels of performance, the following changes in support of this goal will be implemented, assuming a continuation of resources at the current level of funding.

<i>Title:</i>	Provide leadership management succession planning	
<i>Responsibility:</i>	Chief Davis	<i>Goals supported:</i> 5
<i>Description:</i>	The Fire District may have at least 2 senior management personnel and 2 Captains retire in the next 2 to 3 years. A plan needs to be developed to identify and to prepare those personnel who are interested in filling those positions.	
<i>Budget:</i>	<i>Neutral</i>	
<i>Partners:</i>	The Board of Directors for the Fire Chief's position.	

Revenue-added change strategies: In addition to taking the revenue-neutral steps noted above, the following items are recommended pending Board approval for relevant budget increases and, where necessary, pending passage of an increase in Canby Fire's local option levy or passage of a bond measure:

<i>Title:</i>	Dedicate 12% of budget to Unappropriated and 10% to Contingency	
<i>Responsibility:</i>	Administration/Fire Chief	<i>Goals supported:</i> 5
<i>Description:</i>	By dedicating 12% (approx \$500,000) of our total budget to the Unappropriated Ending Fund Balance and 10% (approx \$400,000) of our total budget dedicated to the Contingency Fund, we can achieve sufficient cash carryover to allow Canby Fire to eliminate the need to incur borrowing cost associated with a Tax and Revenue Anticipation Note (TRAN); thus providing the means to operate from July 1 to December 1 of each fiscal year more efficiently, with lower borrowing costs.	
<i>Budget:</i>	<i>Increase in the near-term, with decrease in borrowing costs over time</i>	
<i>Partners:</i>	Board of Directors and Fire Chief	

Title: **Capital bond measure**

Responsibility: Chief Davis/ Captain English

Goals supported: **5, 1, 2**

Description: Executive Staff, Operations team will recommend to the Board of Directors the need to present to the voters of the Fire District a capital bond measure in late 2017 or early 2018. The Bond measure would be for replacement of apparatus, Fire/EMS equipment, the remodel of the main station, and relocating and building a new station in the rural area. A fleet equipment and station replacement plan has been prepared by staff outlining the justifications for a capital bond measure. The strategy is to present the needs for the capital bond measure for approval to the Board of Directors at a work session in February of 2017 and, if approved, to prepare all documents to present to the voters in the spring of 2018.

Budget: Increase

Partners: Board of Directors, the City of Canby, the Canby Chamber of Commerce and all civic clubs.

Title: **Evaluate all information technology for efficiencies**

Responsibility: IT/CFO

Goals supported: **5**

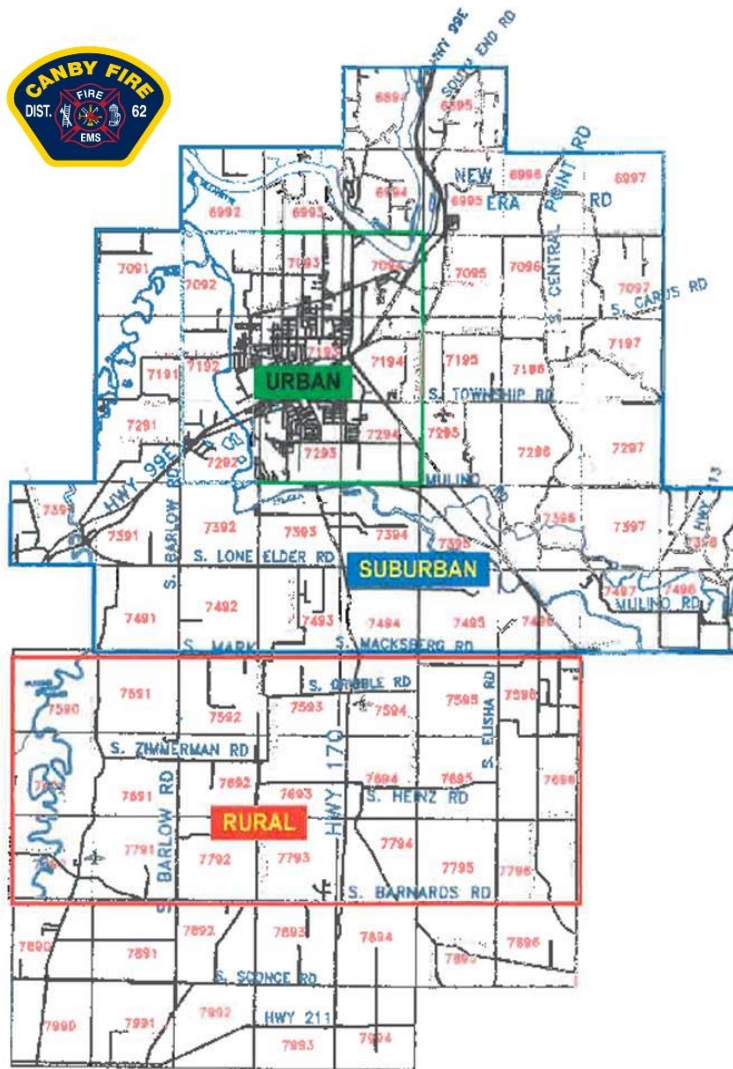
Description: Evaluate the following two areas for IT and Administrative efficiencies: 1) Initiate Telestaff for time keeping and payroll. Numerous hours are spent on doing call back, time keeping, overtime slips, and emergency call back. Telestaff will connect to ADP for automatic payroll and accruals. 2) Springbrook cloud-based upgrade to ensure financial records integrity. The current version of our financial software is severely outdated. The depth of available IT support is extremely limited and expected to expire completely over the next few years. The ability to accurately store and retrieve data is completely dependent upon our internal system which has experienced recent failure. Upgrading to a cloud-based system will ensure ongoing IT support, provide for increased security access and greater data storage capabilities.

Budget: Increase

Partners: Canby Fire District IT



Canby Fire District Map of Response Areas





THIS PLAN IS INTENDED TO PROMOTE THE BEST POSSIBLE MANAGEMENT OF PUBLIC RESOURCES.

You are welcome to keep this copy if it is useful to you.

If you no longer need this copy, you are encouraged to return it to:

Canby Fire District
221 South Pine Street, Canby, Oregon 97013

Your cooperation will help us save on extra copying costs.



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

Date: May 5, 2017 Position Applying For: Traffic Safety Committee
Name: Julie L. Collinson Occupation: Committee Member
Home Address: _____
Employer: Clackamas County Sheriff's Office Position: Training/Conference Coordinator
Daytime Phone: _____ Evening Phone: _____
E-Mail Address: _____
What are your community interests (committees, organizations, special activities)? Please see
résumé attached.

What are your major interests or concerns in the City's programs? To continue to the efforts to
improve the safety and livability of Canby for all who live here and for those who visit our
beautiful community.

Reason for your interest in this position: Having lived in Canby for over 40 years, I have seen
our town grow and change. I have an investment in our community, and would like to give
back using my experience, knowledge and commitment to our families who reside here.

Experience and educational background: OSU Grad, B.S., 1996; Lewis & Clark College, MA
Candidate, graduation date 6/2018; CIT Coordinator, Clackamas County Sheriff's Office;
IBIS Coordinator, Clackamas County; LPC Intern, Coffee Creek and Janus Youth Authority.

List any other City or County positions on which you serve or have served: I have not had the
opportunity to serve on any city positions, however, I am the Crisis Intervention Team
Coordinator for CCSO, and IBIS Coordinator for Clackamas County. Please see resume.

Referred by (if applicable): Self

Please return to:

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

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

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

JULIE L. COLLINSON

EDUCATION

Lewis and Clark College, Portland, OR – Professional Mental health and Addictions Counseling Graduate Program,
MA degree - Completion date Spring 2018

Oregon State University, Corvallis, OR - Bachelor's of Science - 1996

Clackamas Community College, Oregon City, OR - 1990 - 1991

Canby Union High School, Canby, OR - 1988 - 1991

RELATED EXPERIENCE

2017 - Current - *Coffee Creek Correctional Facility* - **LPC Intern** - Family Preservation Project - YWCA

2017 - Current - *Cordero House/Janus Youth Authority* - **LPC Intern**

2017 - Current - *Lewis & Clark College* - **Student Liaison** - Assist with admission interviews for applicants in the Professional Mental Health Counseling and Addictions program at Lewis & Clark College Graduate School.

2016 - 2017 - *Volunteers of America* - **Residential Counselor Assistant** - In the VOA Women's Residential Center treatment program, responsibilities include client supervision, orientations, counseling, policies and procedures, collaboration in treatment issues and special projects.

2016 - Current - *Lewis & Clark College* - **Gambling Addictions Counselor Advanced Pre-Certification Program** - In the process of obtaining Certified Gambling Addictions Counselor certification (CGAC). 60 CEU hours.

2014 - Current - *Clackamas County Sheriff's Office* - **Crisis Intervention Team Training Coordinator** - Coordinate and facilitate two 40-hour training programs per year for law enforcement professionals in the state on crisis intervention, deescalation, and working with our communities with mental health and substance abuse issues.

2014 - Current - *Clackamas County* - **IBIS Coordinator** - Work with county agencies (judicial, behavioral health, jail, law enforcement, juvenile, NAMI) to identify systemic barriers to our mental health services and implement solutions for greater access to services; coordinate agendas, facilitate committee and work groups, and coordinate collaborative work plans.

2009 - Current - *Canby School District* - **Volunteer** - Past co-operative preschool Executive Board President for 2-years and parent liaison to teaching faculty for 2-years, and classroom volunteer. Soccer coach for U08 boys (Fall '16). Currently serve as an educational assistant, reading mentor and chaperone for children ages 5 - 12.

2006 - Current - *Clackamas County Sheriff's Office* - **Training Coordinator** - Organize and facilitate child abuse, domestic violence, sex abuse, sex offender training programs for law enforcement, prosecutors, treatment professionals, parole and probation, and medical professionals in the state and region; providing group facilitation, planning and organization of training curriculum; and contract management of training programs.

1997 - 2005 - *Arrow Electronics* - **Regional Operations Manager** - High level administration of facilities, organizational systems, and training.

1993 - 1997 - *Timberview Care Center, King's Road Physical Therapy, Canby Physical Therapy* - **Physical Therapy Aid** - Facilitate patient treatment modalities, record management, elder foster care rehabilitation, physical therapy and emotional support for adults and adolescents, and children with disabilities.

1993 - 1994 - *Oregon Agricultural Communications* - **Office Assistant** - Responsible for various front office administration duties, organization, data collection, and client relations.

PROFESSIONAL WORK SETTINGS

2006 – Current - **Clackamas County Sheriff's Office**, Clackamas, OR
1997 - 2005 - **Arrow Electronics** - Hillsboro, OR; Tijuana, MX, Boston, MA, Sun Valley, CA
1996 - 1997 - **Canby Physical Therapy** - Canby, OR
1994 - 1996 - **Kings Road Physical Therapy** - Corvallis, OR
1993 - 1994 - **Oregon Agricultural Communications** - Corvallis, OR

Memo

To: Mayor Brian Hodson & Members of City Council
From: Bret J. Smith, Chief of Police 
CC: Kim Scheafer, General Administration
Date: May 15, 2017
Re: Liquor License Application / New Outlet / Cascade Pizza Company

I have reviewed the attached liquor license application completed by the applicant/manager, Brian Ruff, for the business, "Cascade Pizza Co. LLC", soon to be located at 1017 SW 1st Avenue, Canby, Oregon.

On May 15, 2017, I spoke with Mr. Ruff and we discussed the expectations and responsibilities involving the sale of alcoholic beverages. Mr. Ruff told me he and his staff will be taking an OLCC training course. Mr. Ruff said he will ensure he and the employees will be trained on the Oregon liquor laws and he understands the consequences for failure to comply with the rules as set forth by Oregon State law.

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



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

pd \$100.00-cc
5/5/17
6
K2

Application is being made for: LICENSE TYPES <input type="checkbox"/> Full On-Premises Sales (\$402.60/yr) <input type="checkbox"/> Commercial Establishment <input type="checkbox"/> Caterer <input type="checkbox"/> Passenger Carrier <input type="checkbox"/> Other Public Location <input type="checkbox"/> Private Club <input checked="" type="checkbox"/> Limited On-Premises Sales (\$202.60/yr) <input type="checkbox"/> Off-Premises Sales (\$100/yr) <input type="checkbox"/> with Fuel Pumps <input type="checkbox"/> Brewery Public House (\$252.60) <input type="checkbox"/> Winery (\$250/yr) <input type="checkbox"/> Other: _____		ACTIONS <input type="checkbox"/> Change Ownership <input checked="" type="checkbox"/> New Outlet <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other: _____	CITY AND COUNTY USE ONLY Date application received: <u>5-5-2017</u> The City Council or County Commission: <u>Canby</u> (name of city or county) recommends that this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied By: _____ (signature) (date) Name: _____ Title: _____
90-DAY AUTHORITY <input type="checkbox"/> Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority		OLCC USE ONLY Application Rec'd by: <u>[Signature]</u> Date: <u>3-28-17</u> 90-day authority: <input type="checkbox"/> Yes <input type="checkbox"/> No	
APPLYING AS: <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Individuals			

- Entity or Individuals applying for the license: [See SECTION 1 of the Guide]
 ① Cascade Pizza Co LLC ③ _____
 ② _____ ④ _____
- Trade Name (dba): Cascade Pizza Co
- Business Location: 1017 SW 1st Ave, Canby Clackamas OR 97013
 (number, street, rural route) (city) (county) (state) (ZIP code)
- Business Mailing Address: _____
 (PO box, number, street, rural route) (city) (state) (ZIP code)
- Business Numbers: 503-781-1280 NA
 (phone) (fax)
- Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No
- If yes to whom: _____ Type of License: _____
- Former Business Name: _____
- Will you have a manager? ☒ Yes ☐ No Name: Brian S. Ruff
 (manager must fill out an Individual History form)
- What is the local governing body where your business is located? City of Canby, Clackamas Co
 (name of city or county)
- Contact person for this application: Brian S. Ruff 503 781 1280
 (name) (phone number(s))
 (address) (fax, number) (e-mail address)

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

Applicant(s) Signature(s) and Date:
 ① [Signature] Date 3/17/17 ② _____ Date _____
 ③ _____ Date _____ ④ _____ Date _____

RECEIVED
 MAR 17 2017

Memo

To: Mayor Brian Hodson & Members of City Council
From: Bret J. Smith, Chief of Police
CC: Kim Scheafer, General Administration
Date: May 17, 2017
Re: Liquor License Application / New Outlet / Canby Food Market

I have reviewed the attached liquor license application completed by the applicant/owner, Daljit Singh, for the business, "Canby Food Market", located at 293 SW 1st Avenue, Canby, Oregon.

On May 17, 2017, I spoke with Mr. Singh and we discussed the expectations and responsibilities involving the sale of alcoholic beverages. Mr. Singh told me he is the owner of at least two other similar business and he and his staff have taken the OLCC training course. He explained everyone understands the Oregon liquor laws and the consequences for failure to comply with the rules as set forth by Oregon State law.

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



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

pd
\$100
5-16-17
KS

KG

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
☐ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☐ Limited On-Premises Sales (\$202.60/yr)
☒ Off-Premises Sales (\$100/yr)
☒ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☐ Change Ownership
☒ New Outlet
☐ Greater Privilege
☐ Additional Privilege
☐ Other _____

90-DAY AUTHORITY

☒ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- ☐ Limited Partnership ☐ Corporation ☒ Limited Liability Company ☐ Individuals

CITY AND COUNTY USE ONLY

Date application received: 5-16-2017

The City Council or County Commission:

City of Canby
(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: Brian Hodson

Title: Mayor

OLCC USE ONLY

Application Rec'd by: [Signature]

Date: 4-3-17

90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① DS Canby LLC ③ _____
 ② _____ ④ _____

2. Trade Name (dba): Canby Food Market

3. Business Location: 293 SW 1st Ave Canby Clackamas OR 97013
 (number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: _____
 (PO box, number, street, rural route) (city) (state) (ZIP code) 305

5. Business Numbers: 971-273-3635 503-463-6331
 (phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? ☐ Yes ☒ No Name: _____
 (manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Canby, Clackamas
 (name of city or county)

11. Contact person for this application: Daljit Singh
 (name) (phone number(s))

_____ (address) (fax number) (e-mail address)

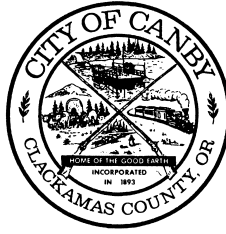
I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Daljit Singh Date 3-23-17 ③ 1965 MAY 08 2017

② _____ Date _____ ④ [Signature] City Council Packet Page 64 of 77

Oregon Liquor Control Commission



MEMORANDUM

DATE: JUNE 7, 2017
TO: HONORABLE MAYOR HODSON AND CANBY CITY COUNCIL
FROM: AMANDA ZEIBER, ASSISTANT CITY ADMINISTRATOR/HR DIRECTOR
THROUGH: RICK ROBINSON, CITY ADMINISTRATOR
RE: VOLUNTEER WORKERS COMPENSATION RESOLUTION NO. 1263

ISSUE:

Adoption of a Resolution extending workers compensation coverage to volunteers of the City of Canby and repealing Resolution 1245.

SYNOPSIS:

The City of Canby provides workers compensation coverage to volunteers, elected City officials and City boards and commissions. Coverage is provided through a resolution, which is reviewed annually to capture any changes from current or prior year(s) or as a result of new legislation or mandated changes. The City's insurance provider, City County Insurance Services, requires the City to have a current volunteer resolution on file. The City of Canby volunteer resolution was previously updated in June 2016. The volunteer resolution specifically lists which types of non-public safety volunteers will be covered.

RECOMMENDATION:

Staff recommends that the Council approve Resolution 1263, authorizing workers compensation coverage for City volunteers, elected officials and boards and commissions.

MOTION:

I move to adopt Resolution 1263, a Resolution Authorizing Workers Compensation Coverage for City of Canby Volunteers, Elected Officials and City Boards and Commissions for the 2017-2018 Fiscal Year.

ATTACHED:

Resolution No. 1263

RESOLUTION NO. 1263

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF CANBY AND REPEALING RESOLUTION 1245.

WHEREAS, the Canby City Council elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the Volunteer Election Form, noted on CIS payroll schedule, and verified at audit.

1. Public Safety Volunteers.

☐Applicable

☒Non-applicable

An assumed monthly wage of \$800 per volunteer will be used for public safety volunteers in the following volunteer positions:

☒ Police reserve

2. Volunteer boards, commissions, and councils for the performance of administrative duties.

☒Applicable

☐Non-applicable

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are (list each body):

- a. Bike and Pedestrian Committee
- b. City Council & Mayor
- c. Library Board
- d. Parks and Recreation Advisory Board
- e. Planning Commission
- f. Public Transit Advisory Committee
- g. Traffic Safety Commission

3. Manual labor by elected officials.

☒Applicable

☐Non-applicable

An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above. Covered duties include:

- a. Participation in City of Canby parades/events

4. Non-public safety volunteers.

☒Applicable

☐Non-applicable

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed.

☒ General administrative/clerical

☒ Library

☒ Parks / Public Works

5. Public Events

☒ **Applicable**

☐ **Non-applicable**

City volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation:

- a. Canby Independence Day Celebration
- b. Canby Street Dance

6. Community Service Volunteers/Inmates

☒ **Applicable**

☐ **Non-applicable**

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of Canby Municipal Court. Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

7. Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided, that the City of Canby:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

City of Canby agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canby to provide for workers' compensation insurance coverage as indicated above. This resolution will be reviewed annually.

This resolution shall take effect July 1, 2017.

ADOPTED this 7th day of June 2017, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

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.

2nd 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 2nd Avenue, 1st Floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

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

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

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.

Notwithstanding Section 2.2 of the RFP regarding the prohibition on hiring any applicant with any prior felony convictions, the parties acknowledge and agree that Contractor will make individualized assessments of applicants with criminal histories in accordance with federal law and U.S. Equal Employment Opportunity Commission guidance.

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 seven and one-half percent (7.5%) 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 three percent (3%), 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 2nd 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:

Signature of Authorized Official

Name, Title of Authorized Official
(print or type)

Date

CONTRACTOR:

Signature of Authorized Official

Name, Title of Authorized Official
(print or type)

Date

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS
6655 SW HAMPTON, SUITE 210
PORTLAND, OR 97223

TO: Honorable Mayor and City Council
CITY OF CANBY
ATTN: Mr. Rick Robinson, City Administrator

FROM: Hassan Ibrahim, P.E.
CURRAN-McLEOD, INC.

DATE: May 25, 2017

ISSUE: 2017 STREET RESURFACING PROGRAM
APPROVAL OF CONSTRUCTION CONTRACT ORDINANCE 1461

SYNOPSIS: On May 24, 2017, the City of Canby solicited and received two (2) bids for the 2017 Street Resurfacing Program. This staff report is to request Council approval for award of the contract to the low responsive bidder.

RECOMMENDATION:

That the Council approve Ordinance 1461 authorizing the Mayor and City Administrator to execute a contract with Eagle-Elsner, Inc. in the amount of \$886,688.00 for the 2017 Street Resurfacing Program; and declaring an emergency.

RATIONALE:

Competitive sealed bids were solicited in compliance with the City of Canby's Rules for Public Purchasing and the requirements of Oregon Revised Statutes. Both bidders substantially complied with the bidding requirements and without any deviations and were deemed to be responsible and responsive, with Eagle-Elsner, Inc. submitting the low responsible and responsive bid.

The City has projected an available budget of \$950,000 to complete this work. The low responsive bid is approximately \$63,000 under the amount of available funds budgeted for the 2016-2017 fiscal year, which will allow the City to expand the work scope if necessary to other streets that are in immediate need of maintenance. City staff can provide a list of the additional streets to be included in the scope of work at the next scheduled Council meeting.

We are asking that the action approving Ordinance 1461 include an emergency declaration to assist in completing the work in a timely fashion. The demand for

contractors to perform work in the region is very high and schedules are extremely tight. The contractor has indicated that he will likely have time within his schedule in the short-term, but a delay in starting the work could push the start date back to September, resulting in a risk of the projects not being completed prior to the commencement of the rainy season. The street fund has some limited remaining unexpended appropriations in the 2016-17 fiscal year which would permit the contractor to begin work as early as June 22nd if the emergency declaration is made.

BACKGROUND:

This project is part of the Street Maintenance Program funded through the street maintenance fee. It is a continuation of the annual street maintenance program based on the Pavement Condition Index survey. The funding source is limited to maintenance of the existing street network. Also included in the construction contract is the extension of the storm drainage improvements along NW 5th Avenue encompassing two (2) new manholes with the associated piping. The total cost of the storm drainage improvements is \$37,837.00 where the City budgeted \$75,000 from the Storm System Development Charges Reimbursement Fund.

FISCAL IMPACT:

Attached are Ordinance 1461 and the proposed contract for execution. Our recommendation is to accept the low responsive bid from Eagle-Elsner, Inc. and execute a contract for construction in the bid amount of \$886,688.00. The low responsive bid of \$886,688.00 is reasonable cost with authorization to expand the work scope to an amount not to exceed \$950,000.00. However, this contract is below the available budget of the 2017 - 2018 fiscal-year and should not pose a funding problem as all of the improvements have dedicated funding.

ENCLOSURES:

- Ordinance Number 1461
- Construction Contract
- Bid Tabulation
- Recommendation of Award

cc: Mr. Rick Robinson, City Administrator
Ms. Kim Scheafer, City Recorder
Ms. Julie Blums, Finance Director
Mr. Jerry Nelzen, Public Works

May 25, 2017

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

City of Canby
222 NE 2nd Avenue
Canby, OR 97013
Attn: Mr. Rick Robinson, City Administrator

RE: CITY OF CANBY
2017 STREET RESURFACING PROGRAM
BID TABULATION & RECOMMENDATION OF AWARD

Mr. Mayor and City Council Members:

On May 24th, 2017, the City of Canby solicited and received two (2) bids for the 2017 Street Resurfacing Program project. The summary of the pricing is shown on the attached tabulation, with the low bid received from Eagle-Elsner, Inc.

The summary of cost from each of the two (2) bidders is shown on the attached tabulation and listed below:

1.	Eagle-Elsner, Inc.	\$886,688.00
2.	North Santiam Paving Company	\$1,052,946.00

BID REVIEW

Each bid was reviewed for compliance with the requirements listed in the contract documents. Both bids were reviewed for mathematical entries, acknowledgement of addenda, bonding information, first tier disclosure information and execution of the bid. Both bidders are deemed responsive and responsible.

The low bidder, Eagle-Elsner, Inc. has a good record with the Construction Contractors Board and we are not aware of any concerns, is prequalified with the Oregon Department of Transportation and a familiar name. We have worked with Eagle-Elsner, Inc. on many successful projects of similar scope over the years in the City of Canby and communities throughout the metropolitan area.

SUMMARY & RECOMMENDATION

After review of all bids received, we recommend the City of Canby award the 2017 Street Resurfacing Program project to the low responsive bidder, Eagle-Elsner, Inc., in the amount of Eight Hundred Eighty-Six Thousand Six Hundred Eighty Eight and 00/100 Dollars (\$886,688.00).

We have enclosed a staff report, an ordinance 1461, a bid tabulation and a proposed contract for the City to proceed with award of the contract. In anticipation of award, we will be issuing a Notice of Intent to Award today to all bidders.

Very truly yours,

CURRAN-McLEOD, INC.

A handwritten signature in blue ink, appearing to read 'H. Ibrahim', with a large, sweeping flourish at the end.

Hassan A. Ibrahim, P.E.

Enclosures: 1461 Staff Report
1461 Ordinance
Bid Tabulation
Contract for Construction

City of Canby					1		2	
Project: 2017 Street Resurfacing Program								
Bid Date: Wednesday, May 24, 2017								
BID TABULATION							Eagle-Elsner, Inc.	North Santiam Paving
City of Canby 2017 Street Resurfacing Program					Units		Unit / Total	Unit / Total
Basic Bid Items:								
1	Mobilization, including all labor, equipment, material to complete the work as listed in the basic bid schedule and contract special requirements, miscellaneous start-up costs, equipment, move-in, all associated costs for mobilization and demobilization, traffic control, public notifications, final site restoration, incidental grading & landscaping, clean up, all bonding and insurance costs.	1	LS	\$	89,801.00	\$	131,000.00	
				\$	89,801.00	\$	131,000.00	
2	1/2" Asphalt concrete pavement prelevel, including all labor, equipment, material and installation.	300	Tons	\$	82.00	\$	100.00	
				\$	24,600.00	\$	30,000.00	
3	2" Lift, 1/2" asphalt concrete pavement overlay, this item will also be used to place 3" or 4" thick asphalt on gravel pads prepped by the City at locations to be determined, including all labor, equipment, material, tack coat, placement, and sand seal joints.	6,700	Tons	\$	65.00	\$	75.00	
				\$	435,500.00	\$	502,500.00	
4	Grind existing pavement (6' wide panel, 2" max depth) at the match points and at gutter lines as determined in the field, including all labor, equipment, material and disposal of excess pavement material.	24,500	LF	\$	3.00	\$	4.00	
				\$	73,500.00	\$	98,000.00	
5	Pavement reconstruction, including all labor, equipment, material, AC sawcut, excavation and disposal of existing pavement and unsuitable base material, placement of geotechnical fabric and 12 inches of compacted crushed rock, 2" thick of 1/2" Asphalt Concrete pavement (ACP). (ACP will be paid under bid item 3.)	1,100	SY	\$	65.00	\$	75.00	
				\$	71,500.00	\$	82,500.00	
6	2-2" Lift, 1/2" asphalt concrete pavement trench patching, prepped by the City at locations to be determined, including all labor, equipment, material, tack coat, placement and sand seal joints.	2,000	SF	\$	4.50	\$	5.00	
				\$	9,000.00	\$	10,000.00	
7	Truncated dome detectable warning cast-in-place mat, including all labor, equipment, material and installation.	20	Ea.	\$	370.00	\$	375.00	
				\$	7,400.00	\$	7,500.00	
8	Concrete curb type "C", including all labor, equipment, material, sawcut concrete, remove existing curb, dispose excess material off-site, grade and place 2" of 3/4"-0" crushed rock, compact and pour new curb.	500	LF	\$	60.00	\$	68.00	
				\$	30,000.00	\$	34,000.00	
9	Concrete short curb type "C", including all labor, equipment, material, sawcut concrete, remove existing curb, dispose excess material off-site, grade and place 2" of 3/4"-0" crushed rock, compact and pour new curb.	350	LF	\$	60.00	\$	70.00	
				\$	21,000.00	\$	24,500.00	
10	4" concrete sidewalk, including all labor, equipment, material, sawcut concrete, remove existing sidewalk, dispose excess material off-site, grade and place 2" of 3/4"-0" crushed rock, compact and pour new sidewalk.	200	SY	\$	220.00	\$	265.00	
				\$	44,000.00	\$	53,000.00	
11	Type G-2 catch basin, including all labor, equipment, material, sawcut existing asphalt, excavation, dispose excess material off-site, supply the catch basin, installation and connection, installed complete.	2	Ea.	\$	1,500.00	\$	1,900.00	
				\$	3,000.00	\$	3,800.00	
12	Waite catch basin, including all labor, equipment, material, sawcut existing asphalt, excavation, dispose excess material off-site, supply the catch basin, installation and connection, installed complete.	1	Ea.	\$	1,400.00	\$	1,600.00	
				\$	1,400.00	\$	1,600.00	
13	Connect to existing manhole, including all labor, equipment, material, core manhole, excavation, sawcus existing asphalt, dispose excess material off-site, installation and connection, installed complete.	2	Ea.	\$	800.00	\$	600.00	
				\$	1,600.00	\$	1,200.00	
14	Shallow manhole, including all labor, equipment, material, sawcut existing asphalt, excavation, dispose excess material off-site, installation and connection, installed complete.	2	Ea.	\$	4,000.00	\$	3,000.00	
				\$	8,000.00	\$	6,000.00	
15	10" HDPE pipe, including all labor, equipment, material, sawcut existing asphalt, excavation, dispose excess material off-site, rock backfill for pipe zone and bedding compact, connect and test, 4" thick AC trench patching will be paid under Bid item #3 above, installed complete.	101	LF	\$	52.00	\$	42.00	
				\$	5,252.00	\$	4,242.00	
16	12" HDPE pipe, including all labor, equipment, material, sawcut existing asphalt, excavation, dispose excess material off-site, rock backfill for pipe zone and bedding compact, connect and test, 4" thick AC trench patching will be paid under Bid item #3 above, installed complete.	413	LF	\$	45.00	\$	48.00	
				\$	18,585.00	\$	19,824.00	
17	12" or 24" wide white thermoplastic stop and crosswalk bars, 2' wide by 9' long continental crosswalk, including all labor, equipment, material and installation. All material to be thermoplastic.	2,300	SF	\$	5.50	\$	6.00	
				\$	12,650.00	\$	13,800.00	
18	Crack seal, including all labor, equipment and material to clean and place.	27,500	LF	\$	1.00	\$	1.00	
				\$	27,500.00	\$	27,500.00	
19	Sign posts and V-loc bases, including all labor, equipmenet and material necessary to provide and plumb V-loc bases and posts, remove, salvage and reinstall existing signs on new posts to the size, kind and all associated accessories such as bolts, nuts, washers, etc., installed complete.	6	Ea.	\$	400.00	\$	330.00	
				\$	2,400.00	\$	1,980.00	
TOTAL BASIC BID					\$	886,688.00	\$	1,052,946.00

ORDINANCE NO. 1461

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. IN THE AMOUNT OF \$886,688.00 WITH AUTHORIZATION TO EXPAND THE WORK SCOPE TO AN AMOUNT NOT TO EXCEED \$950,000.00 FOR CONSTRUCTION OF THE 2017 STREET RESURFACING PROGRAM; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby has heretofore advertised and received six (6) bids for the 2017 Street Resurfacing Program; and

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on May 3, 2017; and

WHEREAS, bids were received and opened on May 24, 2017 at 2:00 pm in the City Hall Conference Room of the City of Canby and the bids were read aloud:

WHEREAS, the bidders are as listed below and a detailed tabulation of all items is attached herein and summarized as follows:

The summary of cost from each of the two (2) bidders is shown on the attached tabulation and listed below:

1.	Eagle-Elsner, Inc.	\$886,688.00
2.	North Santiam Paving Company	\$1,052,946.00

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, June 7, 2017, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

WHEREAS, the Canby City Council determined that the low responsive bid was that of Eagle-Elsner, Inc.

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

Section 1. The Mayor and/or 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 Eagle-Elsner, Inc. for the 2017 Street Resurfacing Program in the amount of \$886,688.00 with authorization to expand the work scope to an amount not to exceed

\$950,000.00 using the contract unit prices. A copy of the contract with Eagle-Elsner, Inc. is attached hereto and incorporated herein.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to complete this project as soon as possible, 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 therefore on Wednesday, June 7, 2017; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, June 21, 2017, after the hour of 7:30 PM at the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 21st day of June 2017, by the following vote:

YEAS_____

NAYS_____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

CONTRACT FOR CONSTRUCTION

THIS AGREEMENT is dated as of the ____ day of _____ in the year 2017, by and between:

City of Canby

(hereinafter called OWNER) and

Eagle-Elsner, Inc.

(hereinafter called CONTRACTOR)

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 - WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents:

City of Canby 2017 Street Resurfacing Program

The scope of work consists of the following:

- § The scope of work generally consists of the following:
- § Approximately 7,000 tons of asphaltic concrete pavement at 2" thickness.
- § Approximately 24,500 lineal feet of 6-foot wide panel grinding.
- § Approximately 850 lineal feet of concrete curb and 200 square yards of sidewalks, retrofit 20 ADA ramps and reinstallation of 6 traffic signs posts with V-loc bases.
- § Restore approximately 2,300 square feet of stop bars and continental crosswalks.
- § Approximately 1,100 square yards of pavement reconstruction.
- § Approximately 27,500 lineal feet of crack sealing.
- § Approximately 515 lineal feet of 10" & 12" storm drainage system and associated catch basins.

ARTICLE 2 - ENGINEER

The Project has been designed by CURRAN-McLEOD, INC., Consulting Engineers, who is hereinafter called ENGINEER and who will assume all duties and responsibilities and will have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3 - CONTRACT TIME

- 3.1 The Work will be substantially completed within 45 calendar days after the date when the Contract Time commences to run as provided in paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 15 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.
- 3.2 Liquidated Damages: OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not substantially complete on time.

Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER or the OWNER may withhold from amounts due the CONTRACTOR Four Hundred Dollars (\$400.00) for each day that expires after the time specified in paragraph 3.1. for Substantial Completion until the Work is substantially complete AND/OR for each day of delay beyond the deadline for Final Completion.

ARTICLE 4 - CONTRACT PRICE

- 4.1 OWNER shall pay CONTRACTOR for performance of the Work in accordance with the Contract Documents in current funds by check, an amount totaling

Eight Hundred Eighty-Six Thousand Six Hundred Eighty-Eight and 00/100 Dollars.

(\$886,688.00) as shown in the attached Bid Proposal.

ARTICLE 5 - PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

- 5.1 Progress Payments: OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR'S Applications for Payment as recommended by ENGINEER, on or about the 25th day of each month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the schedule of values provided for in paragraph 2.03 of the General Conditions.

5.1.1 Prior to Substantial Completion progress payments will be in an amount equal to:

- (a) 95 % of the Work completed; and
- (b) 95 % of materials and equipment not incorporated in the Work but delivered and suitably stored, less in each case the aggregate of payments previously made.

5.1.2 Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95% of the value of the Contract Work completed, less such amounts as ENGINEER shall determine in accordance with paragraph 15.01 of the General Conditions.

5.2 Final Payment: Upon final completion and acceptance of the Work in accordance with paragraph 15.06 of the General Conditions, OWNER shall pay the remainder of the value of the Contract Work completed, as recommended by ENGINEER as provided in said paragraph 15.06.

ARTICLE 6 - INTEREST

All monies not paid when due hereunder shall bear interest at the maximum rate allowed by law at the place of the Project, when requested in accordance with ORS 279C.570

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- 7.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work.
- 7.2 CONTRACTOR has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which were relied upon by ENGINEER in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data in addition to those referred to in paragraph 7.2 as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.

- 7.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.
- 7.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

ARTICLE 8 - CONTRACT DOCUMENTS

- 8.1 This Agreement
- 8.2 Exhibits to this Agreement.
- 8.3 Performance and other Bonds
- 8.4 Notice of Award.
- 8.5 General Conditions of the Construction Contract
- 8.6 Supplementary Conditions
- 8.7 Technical Specifications as listed in the Table of Contents.
- 8.8 Drawings & Specifications bearing the following general title:

City of Canby
2017 Street Resurfacing Program & NW 5th Avenue Storm
Improvements (Sheets C1 thru C3)
- 8.9 Addenda numbers 0.
- 8.10 CONTRACTOR'S Bid
- 8.11 Any Modification, including Change Orders, duly delivered after execution of Agreement.

There are no Contract Documents other than those listed above in this ARTICLE 8. The Contract Documents may only be altered, amended or repealed by a Modification (as defined in Article 1 of the General Conditions).

ARTICLE 9 - MISCELLANEOUS

- 9.1 Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.

- 9.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically by without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- 9.3 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.
- 9.4 In the event a suit, arbitration or other legal action is required by either the OWNER or the CONTRACTOR to enforce any provisions of this Agreement, the prevailing parties shall be entitled to all reasonable costs and reasonable attorney's fees upon trial or subsequent appeal.

IN WITNESS WHEREOF, the parties hereto have signed three counterparts of this Agreement.

This Agreement will be effective on _____, 2017.

OWNER:

**City of Canby
P.O. Box 930
Canby, OR 97013**

By:_____

Name/Title:_____

Name/Title:_____

CONTRACTOR:

**Eagle-Elsner, Inc.
P.O. Box 23294
Tigard, OR 97281**

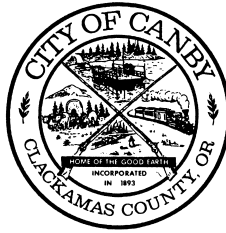
By:_____

Name/Title:_____

Attest:_____

Address for giving notices:

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MEMORANDUM

DATE: JUNE 7, 2017
TO: HONORABLE MAYOR HODSON AND CANBY CITY COUNCIL
FROM: JULIE BLUMS, FINANCE DIRECTOR
THROUGH: RICK ROBINSON, CITY ADMINISTRATOR
RE: 3RD QUARTER FINANCIAL REPORT FISCAL YEAR 2017

Report Format: The Fund Summary Report attached summarizes activity for the fiscal year (FY) through March 31, 2017 by Fund and Category: Personal Services, Materials and Services, Capital Outlay, Debt Service, Transfers and Contingency. This is consistent with the level at which funds were appropriated and therefore how compliance is assessed, except for the General Fund which is appropriated at the department level. As of the date of this report **75% of the year had elapsed.**

Please contact Rick Robinson, City Administrator, at RobinsonR@canbyoregon.gov if you have any questions resulting from your review of this report.

Financial Highlights by Fund:

General Fund:

The majority of property tax revenue is realized in November and December. Planning and Building revenue is over budget due to the increase in development activity. All General Fund departments are on target with their expenditure budgets.

All other City Funds:

The remainder of the City Funds are progressing on budget. At this time I have no concerns of any department or Fund going over their budgeted appropriations.

Status of Reserves

Retirement and Separation Reserve: \$75,067 was budgeted for FY17, of that \$8,843 has been expended through March 31, 2017.

PERS Contribution Stabilization Reserve: Funding established in FY14 of \$224,600 was maintained throughout FY15, FY16, and FY17; budgeted as contingency in the general fund unallocated department.

**CITY OF CANBY
FUND SUMMARY
FOR THE PERIOD ENDING:
March 31, 2017**

GENERAL FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
GENERAL REVENUES					
PROPERTY TAXES	4,217,826	-	4,339,897	122,071	97.2%
FRANCHISE FEES	295,959	-	450,300	154,341	65.7%
INTERGOVERNMENTAL	244,084	-	416,400	172,316	58.6%
IN LIEU OF TAXES	516,987	-	731,000	214,013	70.7%
CHARGES FOR SERVICES	56,410	-	98,263	41,853	57.4%
PASS THRU REVENUE	19,269	-	29,680	10,411	64.9%
SPECIAL ASSESSMENTS	20,508	-	2,250	(18,258)	911.5%
MISCELLANEOUS REVENUE	15,425	-	13,050	(2,375)	118.2%
INTEREST REVENUES	16,521	-	9,600	(6,921)	172.1%
RESERVE REVENUE	-	-	32,910	32,910	0.0%
REVENUE TRANSFERS	211,877	-	277,270	65,393	76.4%
CASH CARRYOVER	-	-	1,564,981	1,564,981	0.0%
	<u>5,614,866</u>	<u>-</u>	<u>7,965,601</u>	<u>2,350,735</u>	<u>70.5%</u>
COURT REVENUES					
CHARGES FOR SERVICES	373,559	-	453,000	79,441	82.5%
PASS THRU REVENUE	3,065	-	2,000	(1,065)	153.2%
MISCELLANEOUS REVENUE	15,982	-	23,125	7,143	69.1%
	<u>392,605</u>	<u>-</u>	<u>478,125</u>	<u>85,520</u>	<u>82.1%</u>
PLANNING REVENUES					
CHARGES FOR SERVICES	81,241	-	74,750	(6,491)	108.7%
MISCELLANEOUS REVENUE	250	-	60	(190)	416.3%
	<u>81,491</u>	<u>-</u>	<u>74,810</u>	<u>(6,681)</u>	<u>108.9%</u>
PARKS REVENUES					
CHARGES FOR SERVICES	210	-	500	290	42.0%
MISCELLANEOUS REVENUE	600	-	5,000	4,400	12.0%
TRANSFERS IN	-	-	335,000	335,000	0.0%
	<u>810</u>	<u>-</u>	<u>340,500</u>	<u>339,690</u>	<u>0.2%</u>
BUILDING REVENUES					
CHARGES FOR SERVICES	22,269	-	23,000	731	96.8%
	<u>22,269</u>	<u>-</u>	<u>23,000</u>	<u>731</u>	<u>96.8%</u>
POLICE REVENUES					
GRANT REVENUE	29,008	-	59,000	29,992	49.2%
CHARGES FOR SERVICES	21,565	-	25,400	3,835	84.9%
MISCELLANEOUS REVENUE	108,270	-	128,597	20,327	84.2%
DONATIONS	-	-	1,000	1,000	0.0%
	<u>158,843</u>	<u>-</u>	<u>213,997</u>	<u>55,154</u>	<u>74.2%</u>

**CITY OF CANBY
FUND SUMMARY
FOR THE PERIOD ENDING:
March 31, 2017**

GENERAL FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE (CONT)					
CEMETERY REVENUES					
CHARGES FOR SERVICES	36,776	-	41,400	4,624	88.8%
MISCELLANEOUS REVENUE	4,729	-	2,700	(2,029)	175.1%
DONATIONS	138	-	300	162	45.8%
	<u>41,643</u>	<u>-</u>	<u>44,400</u>	<u>2,757</u>	<u>93.8%</u>
FINANCE REVENUES					
OPERATIONAL TRANSFERS IN	560,790	-	747,720	186,930	75.0%
	<u>560,790</u>	<u>-</u>	<u>747,720</u>	<u>186,930</u>	<u>75.0%</u>
ECONOMIC DEVELOPMENT REVENUES					
CHARGES FOR SERVICES	5,549	-	12,225	6,676	45.4%
TRANSFERS	411,723	-	582,395	170,672	70.7%
	<u>417,272</u>	<u>-</u>	<u>594,620</u>	<u>177,348</u>	<u>70.2%</u>
TOTAL FUND REVENUE	<u>7,290,589</u>	<u>-</u>	<u>10,482,773</u>	<u>3,192,184</u>	<u>69.5%</u>

**CITY OF CANBY
FUND SUMMARY
FOR THE PERIOD ENDING:
March 31, 2017**

GENERAL FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
EXPENDITURES					
ADMINISTRATION DEPT					
PERSONNEL SERVICES	401,411	-	554,137	152,726	72.4%
MATERIALS & SERVICES	410,384	9,136	522,836	103,316	80.2%
	<u>811,795</u>	<u>9,136</u>	<u>1,076,973</u>	<u>256,042</u>	<u>76.2%</u>
COURT DEPT					
PERSONNEL SERVICES	203,581	-	311,271	107,690	65.4%
MATERIALS & SERVICES	55,161	11,790	78,686	11,735	85.1%
	<u>258,742</u>	<u>11,790</u>	<u>389,957</u>	<u>119,425</u>	<u>69.4%</u>
PLANNING DEPT					
PERSONNEL SERVICES	93,207	-	138,253	45,046	67.4%
MATERIALS & SERVICES	72,627	501	98,504	25,376	74.2%
	<u>165,834</u>	<u>501</u>	<u>236,757</u>	<u>70,422</u>	<u>70.3%</u>
PARKS DEPT					
PERSONNEL SERVICES	275,963	-	390,557	114,594	70.7%
MATERIALS & SERVICES	88,315	444	142,489	53,730	62.3%
CAPITAL OUTLAY	-	-	320,000	320,000	0.0%
	<u>364,278</u>	<u>444</u>	<u>853,046</u>	<u>488,324</u>	<u>42.8%</u>
BUILDING DEPT					
PERSONNEL SERVICES	23,507	-	32,496	8,989	72.3%
MATERIALS & SERVICES	408	-	790	382	51.7%
TRANSFERS OUT	8,206	-	10,941	2,735	75.0%
	<u>32,121</u>	<u>-</u>	<u>44,227</u>	<u>12,106</u>	<u>72.6%</u>
POLICE DEPT					
PERSONNEL SERVICES	2,943,641	-	4,185,870	1,242,229	70.3%
MATERIALS & SERVICES	764,940	43,267	970,907	162,700	83.2%
CAPITAL OUTLAY	42,957	-	63,415	20,458	67.7%
	<u>3,751,538</u>	<u>43,267</u>	<u>5,220,192</u>	<u>1,425,387</u>	<u>72.7%</u>
CEMETERY DEPT					
PERSONNEL SERVICES	9,794	-	13,242	3,448	74.0%
MATERIALS & SERVICES	34,127	-	66,401	32,274	51.4%
	<u>43,921</u>	<u>-</u>	<u>79,643</u>	<u>35,722</u>	<u>55.1%</u>
FINANCE DEPT					
PERSONNEL SERVICES	234,928	-	334,922	99,994	70.1%
MATERIALS & SERVICES	93,316	-	122,031	28,715	76.5%
	<u>328,244</u>	<u>-</u>	<u>456,953</u>	<u>128,709</u>	<u>71.8%</u>

**CITY OF CANBY
FUND SUMMARY
FOR THE PERIOD ENDING:
March 31, 2017**

GENERAL FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
EXPENDITURES (CONT)					
ECONOMIC DEVELOPMENT DEPT					
PERSONNEL SERVICES	320,740	-	444,966	124,226	72.1%
MATERIALS & SERVICES	61,756	250	111,272	49,265	55.7%
TRANSFERS OUT	47,415	-	63,220	15,805	75.0%
	<u>429,912</u>	<u>250</u>	<u>619,458</u>	<u>189,296</u>	<u>69.4%</u>
UNALLOCATED					
PERSONNEL SERVICES	8,843	-	75,067	66,224	11.8%
MATERIALS & SERVICES	27,952	1,500	211,868	182,416	13.9%
CAPITAL OUTLAY	7,759	-	45,558	37,799	17.0%
DEBT SERVICE	37,909	-	37,912	3	100.0%
CONTINGENCY/RESERVES	-	-	1,135,162	1,135,162	0.0%
	<u>82,463</u>	<u>1,500</u>	<u>1,505,567</u>	<u>1,421,604</u>	<u>5.6%</u>
TOTAL FUND EXPENDITURES	<u>6,268,847</u>	<u>66,889</u>	<u>10,482,773</u>	<u>4,147,037</u>	<u>60.4%</u>
REVENUE OVER EXPENDITURE	<u><u>1,021,742</u></u>	<u><u>(66,889)</u></u>	<u><u>-</u></u>	<u><u>(954,853)</u></u>	

**CITY OF CANBY
FUND SUMMARY
FOR THE PERIOD ENDING:
March 31, 2017**

LIBRARY FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
PROPERTY TAXES	771,307	-	818,849	47,542	94.2%
GRANT REVENUE	3,324	-	3,384	60	98.2%
CHARGES FOR SERVICES	-	-	-	-	0
PASS-THRU REVENUE	9,364	-	14,400	5,036	65.0%
MISCELLANEOUS REVENUE	23,222	-	30,000	6,778	77.4%
INTEREST REVENUES	10,581	-	2,500	(8,081)	423.3%
DONATIONS	73,151	-	84,614	11,463	86.5%
CASH CARRYOVER	-	-	1,484,008	1,484,008	0.0%
	<u>890,950</u>	<u>-</u>	<u>2,437,755</u>	<u>1,546,805</u>	<u>36.5%</u>
EXPENDITURES					
<i>LIBRARY EXPENDITURES</i>					
PERSONNEL SERVICES	476,562	-	650,336	173,774	73.3%
MATERIALS & SERVICES	200,950	1,600	291,854	89,304	69.4%
TRANSFERS OUT	72,221	-	1,381,262	1,309,041	5.2%
CONTINGENCY/OTHER	-	-	114,303	114,303	0.0%
	<u>749,733</u>	<u>1,600</u>	<u>2,437,755</u>	<u>1,686,422</u>	<u>30.8%</u>
REVENUE OVER EXPENDITURE	<u>141,217</u>	<u>(1,600)</u>	<u>-</u>	<u>(139,617)</u>	

**CITY OF CANBY
FUND SUMMARY
FOR THE PERIOD ENDING:
March 31, 2017**

STREETS FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
INTERGOVERNMENTAL	976,740	-	1,488,588	511,848	65.6%
GRANT REVENUE	-	-	165,000	165,000	0.0%
CHARGES FOR SERVICES	426,409	-	581,900	155,491	73.3%
SPECIAL ASSESSMENTS-SDC'S	-	-	115,711	115,711	0.0%
MISCELLANEOUS REVENUE	52,486	-	50,000	(2,486)	105.0%
INTEREST REVENUES	8,211	-	5,600	(2,611)	146.6%
TRANSFERS	-	-	718,812	718,812	0.0%
CASH CARRYOVER	-	-	1,429,578	1,429,578	0.0%
	<u>1,463,847</u>	<u>-</u>	<u>4,555,189</u>	<u>3,091,342</u>	<u>32.1%</u>
EXPENDITURES					
<i>STREETS EXPENDITURES</i>					
PERSONNEL SERVICES	389,054	-	640,219	251,165	60.8%
MATERIALS & SERVICES	288,086	-	383,840	95,754	75.1%
CAPITAL OUTLAY	1,144,278	77,570	2,270,642	1,048,794	53.8%
CONTINGENCY/OTHER	-	-	1,146,407	1,146,407	0.0%
TRANSFERS OUT	85,561	-	114,081	28,520	75.0%
	<u>1,906,978</u>	<u>77,570</u>	<u>4,555,189</u>	<u>2,570,641</u>	<u>43.6%</u>
REVENUE OVER EXPENDITURE	<u>(443,132)</u>	<u>(77,570)</u>	<u>-</u>	<u>520,702</u>	

**CITY OF CANBY
FUND SUMMARY
FOR THE PERIOD ENDING:
March 31, 2017**

SYSTEMS DEVELOPMENT FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
SPECIAL ASSESSMENTS-SDC'S	1,837,242	-	1,910,389	73,147	96.2%
INTEREST REVENUES	30,324	-	11,990	(18,334)	252.9%
CASH CARRYOVER	-	-	2,720,045	2,720,045	0.0%
	<u>1,867,567</u>	<u>-</u>	<u>4,642,424</u>	<u>2,774,857</u>	<u>40.2%</u>
EXPENDITURES					
<i>SYSTEMS DEVELOP EXPENDITURES</i>					
TRANSFERS OUT	-	-	1,005,429	1,005,429	0.0%
CONTINGENCY/OTHER	-	-	3,636,995	3,636,995	0.0%
	<u>-</u>	<u>-</u>	<u>4,642,424</u>	<u>4,642,424</u>	<u>0.0%</u>
REVENUE OVER EXPENDITURE	<u>1,867,567</u>	<u>-</u>	<u>-</u>	<u>(1,867,567)</u>	

**CITY OF CANBY
FUND SUMMARY
FOR THE PERIOD ENDING:
March 31, 2017**

CEMETERY PERPETUAL CARE FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
CHARGES FOR SERVICES	21,995	-	12,000	(9,995)	183.3%
INTEREST REVENUES	6,809	-	4,800	(2,009)	141.9%
CASH CARRYOVER	-	-	892,916	892,916	0.0%
	<u>28,804</u>	<u>-</u>	<u>909,716</u>	<u>880,912</u>	<u>3.2%</u>
EXPENDITURES					
<i>CEMETERY PERPETUAL CARE EXPEND</i>					
CONTINGENCY/OTHER	-	-	909,716	909,716	0.0%
	<u>-</u>	<u>-</u>	<u>909,716</u>	<u>909,716</u>	<u>0.0%</u>
REVENUE OVER EXPENDITURE	<u>28,804</u>	<u>-</u>	<u>-</u>	<u>(28,804)</u>	

**CITY OF CANBY
FUND SUMMARY
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March 31, 2017**

FORFEITURE FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
MISCELLANEOUS REVENUE	510	-	-	(510)	100%
INTEREST REVENUES	256	-	-	(256)	100%
CASH CARRYOVER	-	-	35,289	35,289	0.0%
	<u>766</u>	<u>-</u>	<u>35,289</u>	<u>34,523</u>	<u>2.2%</u>
EXPENDITURES					
<i>FORFEITURE EXPENDITURES</i>					
MATERIALS & SERVICES	4,101	-	35,289	31,188	11.6%
	<u>4,101</u>	<u>-</u>	<u>35,289</u>	<u>31,188</u>	<u>11.6%</u>
REVENUE OVER EXPENDITURE	<u>(3,335)</u>	<u>-</u>	<u>-</u>	<u>3,335</u>	

**CITY OF CANBY
FUND SUMMARY
FOR THE PERIOD ENDING:
March 31, 2017**

TRANSIT FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
GRANT REVENUE	275,389	-	650,692	375,304	42.3%
PAYROLL TAX	720,376	-	1,328,000	607,624	54.2%
MISCELLANEOUS REVENUE	7,226	-	5,000	(2,226)	144.5%
INTEREST REVENUES	7,547	-	5,000	(2,547)	150.9%
DONATIONS	25	-	600	575	4.2%
CASH CARRYOVER	-	-	1,309,140	1,309,140	0.0%
	<u>1,010,563</u>	<u>-</u>	<u>3,298,432</u>	<u>2,287,869</u>	<u>30.6%</u>
EXPENDITURES					
<i>TRANSIT EXPENDITURES</i>					
PERSONNEL SERVICES	219,039	-	309,141	90,102	70.9%
MATERIALS & SERVICES	915,635	366,435	1,315,607	33,537	97.5%
CAPITAL OUTLAY	260,788	-	263,000	2,212	99.2%
TRANSFERS OUT	123,290	-	164,387	41,097	75.0%
CONTINGENCY/OTHER	-	-	1,246,297	1,246,297	0.0%
	<u>1,518,753</u>	<u>366,435</u>	<u>3,298,432</u>	<u>1,413,244</u>	<u>57.2%</u>
REVENUE OVER EXPENDITURE	<u>(508,190)</u>	<u>(366,435)</u>	<u>-</u>	<u>874,625</u>	

**CITY OF CANBY
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SWIM CENTER LEVY

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
PROPERTY TAXES	583,791	-	606,561	22,770	96.2%
CHARGES FOR SERVICES	145,455	-	183,000	37,545	79.5%
MISCELLANEOUS REVENUE	234	-	-	(234)	0
INTEREST REVENUES	4,327	-	2,400	(1,927)	180.3%
DONATIONS	161	-	-	(161)	0
CASH CARRYOVER	-	-	449,617	449,617	0.0%
	<u>733,968</u>	<u>-</u>	<u>1,241,578</u>	<u>507,610</u>	<u>59.1%</u>
EXPENDITURES					
<i>SWIM CENTER EXPENDITURES</i>					
PERSONNEL SERVICES	377,126	-	547,653	170,527	68.9%
MATERIALS & SERVICES	94,715	3,500	144,295	46,080	68.1%
CAPITAL OUTLAY	24,594	-	39,500	14,906	62.3%
TRANSFERS OUT	61,037	-	81,383	20,346	75.0%
CONTINGENCY/OTHER	-	-	428,747	428,747	0.0%
	<u>557,472</u>	<u>3,500</u>	<u>1,241,578</u>	<u>680,606</u>	<u>45.2%</u>
REVENUE OVER EXPENDITURE	<u><u>176,496</u></u>	<u><u>(3,500)</u></u>	<u><u>-</u></u>	<u><u>(172,996)</u></u>	

**CITY OF CANBY
FUND SUMMARY
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URBAN RENEWAL GENERAL FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>URD PROGRAM REVENUES</i>					
GRANT REVENUE	7,403	-	63,650	56,247	11.6%
SPECIAL ASSESSMENTS	7,691	-	10,255	2,564	75.0%
MISCELLANEOUS REVENUE	213	-	-	(213)	0.0%
INTEREST REVENUES	8,053	-	25,440	17,387	31.7%
DONATIONS	1,100	-	65,000	63,900	1.7%
OPERATIONAL TRANSFERS IN	566,825	-	860,135	293,310	65.9%
TRANSFER FROM LIBRARY	-	-	1,238,254	1,238,254	0.0%
CASH CARRYOVER	-	-	2,906,812	2,906,812	0.0%
	<u>591,285</u>	<u>-</u>	<u>5,169,546</u>	<u>4,578,261</u>	<u>11.4%</u>
EXPENDITURES					
<i>URD EXPENDITURES</i>					
MATERIALS & SERVICES	491,062	1,600	697,224	204,562	70.7%
CAPITAL OUTLAY	1,847,435	563,534	3,528,603	1,117,633	68.3%
CONTINGENCY/OTHER	-	-	943,719	943,719	0.0%
	<u>2,338,497</u>	<u>565,135</u>	<u>5,169,546</u>	<u>2,265,914</u>	<u>56.2%</u>
REVENUE OVER EXPENDITURE	<u>(1,747,211)</u>	<u>(565,135)</u>	<u>-</u>	<u>2,312,346</u>	

**CITY OF CANBY
FUND SUMMARY
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URBAN RENEWAL DEBT SVC. FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>URD DEBT SERVICE REVENUES</i>					
PROPERTY TAXES	2,575,436	-	2,713,681	138,245	94.9%
SPECIAL ASSESSMENTS	44,199	-	51,494	7,295	85.8%
INTEREST REVENUES	44,283	-	73,445	29,162	60.3%
CASH CARRYOVER	-	-	135,212	135,212	0.0%
	<u>2,663,918</u>	<u>-</u>	<u>2,973,832</u>	<u>309,914</u>	<u>89.6%</u>
EXPENDITURES					
<i>URBAN RENEWAL DEBT EXPENDITURE</i>					
DEBT	1,466,815	-	2,113,697	646,882	69.4%
TRANSFERS OUT	566,825	-	860,135	293,310	65.9%
	<u>2,033,640</u>	<u>-</u>	<u>2,973,832</u>	<u>940,192</u>	<u>68.4%</u>
REVENUE OVER EXPENDITURE	<u><i>630,278</i></u>	<u>-</u>	<u>-</u>	<u><i>(630,278)</i></u>	

**CITY OF CANBY
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FLEET SERVICES FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
MISCELLANEOUS REVENUE	561	-	540	(21)	103.9%
INTEREST REVENUES	1,753	-	900	(853)	194.8%
CASH CARRYOVER	-	-	82,318	82,318	0.0%
CHARGES FOR SERVICES	4,095	-	11,128	7,033	36.8%
INTERNAL CHARGES FOR SERVICES	614,412	-	713,848	99,436	86.1%
	<u>620,821</u>	<u>-</u>	<u>808,734</u>	<u>187,913</u>	<u>76.8%</u>
EXPENDITURES					
<i>FLEET EXPENDITURES</i>					
PERSONNEL SERVICES	169,550	-	247,216	77,666	68.6%
MATERIALS & SERVICES	261,896	437	488,063	225,729	53.7%
CONTINGENCY/OTHER	-	-	73,455	73,455	0.0%
	<u>431,446</u>	<u>437</u>	<u>808,734</u>	<u>376,850</u>	<u>53.4%</u>
REVENUE OVER EXPENDITURE	<u>189,375</u>	<u>(437)</u>	<u>-</u>	<u>(188,937)</u>	

**CITY OF CANBY
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FACILITIES FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
INTEREST REVENUES	1,466	-	900	(566)	162.8%
CASH CARRYOVER	-	-	125,564	125,564	0.0%
CHARGES FOR SERVICE	3,966	-	1,900	(2,066)	208.7%
INTERNAL CHARGES FOR SERVICE	178,085	-	237,447	59,362	75.0%
	<u>183,574</u>	<u>-</u>	<u>365,811</u>	<u>182,237</u>	<u>50.2%</u>
EXPENDITURES					
<i>FACILITIES EXPENDITURES</i>					
PERSONNEL SERVICES	21,812	-	106,735	84,923	20.4%
MATERIALS & SERVICES	134,316	13,511	175,500	27,673	84.2%
CAPITAL OUTLAY	-	-	15,500	15,500	0.0%
CONTINGENCY/OTHER	-	-	68,076	68,076	0.0%
	<u>156,127</u>	<u>13,511</u>	<u>365,811</u>	<u>196,172</u>	<u>46.4%</u>
REVENUE OVER EXPENDITURE	<u>27,447</u>	<u>(13,511)</u>	<u>-</u>	<u>(13,935)</u>	

**CITY OF CANBY
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TECH SERVICES FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
MISCELLANEOUS REVENUE	1,519	-	-	(1,519)	0
INTEREST REVENUES	805	-	700	(105)	115.0%
CASH CARRYOVER	-	-	91,039	91,039	0.0%
INTERNAL CHARGES FOR SERVICES	227,692	-	303,589	75,897	75.0%
	<u>230,016</u>	<u>-</u>	<u>395,328</u>	<u>165,312</u>	<u>58.2%</u>
EXPENDITURES					
<i>TECH SERVICE EXPENDITURES</i>					
PERSONNEL SERVICES	60,454	-	82,981	22,527	72.9%
MATERIALS & SERVICES	137,781	111	212,555	74,663	64.9%
CAPITAL OUTLAY	21,864	-	41,800	19,936	52.3%
CONTINGENCY/OTHER	-	-	57,992	57,992	0.0%
	<u>220,098</u>	<u>111</u>	<u>395,328</u>	<u>175,118</u>	<u>55.7%</u>
REVENUE OVER EXPENDITURE	<u>9,918</u>	<u>(111)</u>	<u>-</u>	<u>(9,807)</u>	

**CITY OF CANBY
FUND SUMMARY
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SEWER COMBINED FUND

	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>BUDGET</u>	<u>(OVER)/UNDER</u>	<u>PCNT</u>
REVENUE					
<i>PROGRAM REVENUES</i>					
MISCELLANEOUS REVENUE	17,358	-	25,000	7,642	69.4%
INTEREST REVENUES	37,700	-	26,900	(10,800)	140.2%
CASH CARRYOVER	-	-	4,894,667	4,894,667	0.0%
CHARGES FOR SERVICES	3,026,821	-	3,961,000	934,179	76.4%
SPECIAL ASSESSMENTS	-	-	201,053	201,053	0.0%
TRANSFER IN	-	-	208,487	208,487	0.0%
TOTAL FUND REVENUE	<u>3,081,880</u>	<u>-</u>	<u>9,317,107</u>	<u>6,235,227</u>	<u>33.1%</u>
EXPENDITURES					
SEWER/WWTP EXPENDITURES					
PERSONNEL SERVICES	443,052	-	623,002	179,950	71.1%
MATERIALS & SERVICES	304,155	81,968	543,072	156,949	71.1%
CAPITAL OUTLAY	398,791	1,746,281	2,155,000	9,928	99.5%
TRANSFERS OUT	308,717	-	406,389	97,672	76.0%
	<u>1,454,715</u>	<u>1,828,249</u>	<u>3,727,463</u>	<u>444,499</u>	<u>88.1%</u>
SEWER COLLECTIONS EXPENDITURES					
PERSONNEL SERVICES	217,264	-	317,543	100,279	68.4%
MATERIALS & SERVICES	82,139	420	107,540	24,981	76.8%
CAPITAL OUTLAY	217,364	86,192	1,775,000	1,471,444	17.1%
TRANSFERS OUT	35,933	-	47,911	11,978	75.0%
	<u>552,700</u>	<u>86,612</u>	<u>2,247,994</u>	<u>1,608,682</u>	<u>28.4%</u>
STORMWATER EXPENDITURES					
PERSONNEL SERVICES	240,612	-	297,642	57,030	80.8%
MATERIALS & SERVICES	32,172	32,417	60,585	(4,005)	106.6%
CAPITAL OUTLAY	31,847	-	920,000	888,153	3.5%
TRANSFERS OUT	30,287	-	40,383	10,096	75.0%
	<u>334,919</u>	<u>32,417</u>	<u>1,318,610</u>	<u>951,274</u>	<u>27.9%</u>
SEWER UNALLOCATED					
PERSONNEL SERVICES	37,746	-	51,619	13,873	73.1%
MATERIALS & SERVICES	31,056	-	164,360	133,304	18.9%
CAPITAL OUTLAY	-	-	737,962	737,962	0.0%
DEBT SERVICE	291,150	-	597,950	306,800	48.7%
TRANSFERS	-	-	256,870	256,870	0.0%
CONTINGENCY	-	-	214,279	214,279	0.0%
	<u>359,953</u>	<u>-</u>	<u>2,023,040</u>	<u>1,663,087</u>	<u>17.8%</u>
TOTAL FUND EXPENDITURES	<u>2,702,286</u>	<u>1,947,278</u>	<u>9,317,107</u>	<u>4,667,543</u>	<u>49.9%</u>
REVENUE OVER EXPENDITURE	<u>379,594</u>	<u>(1,947,278)</u>	<u>-</u>	<u>1,567,685</u>	