

## **ORDINANCE NO. 1463**

### **AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN MAP AND ZONING MAP OF THE CITY OF CANBY, CLACKAMAS COUNTY, OREGON FOR TAX LOTS 0503 AND 0504 OF TAX MAP 4-1E-03BB**

**WHEREAS**, an application was filed with the City by Peter Hostetler to change the land use designation on the Comprehensive Plan Map and the zoning district on the Zoning Map for two parcels totaling 0.66 acres from Low Density Residential to Medium Density Residential (MDR and R-1.5 on the Comprehensive Plan Map and Zoning Map respectively); and

**WHEREAS**, a public hearing was conducted by the Canby Planning Commission on August 28, 2017 after public notices were mailed, posted and printed in the Canby Herald, as required by law; and

**WHEREAS**, the Canby Planning Commission heard the staff report and considered testimony regarding the proposed Comprehensive Plan Map and Zone Map Amendments at the public hearing. At the conclusion of the public hearing, the Planning Commission voted 6-0 to recommend that the City Council approve the applications.

**WHEREAS**, the Canby City Council considered the matter and the recommendation of the Planning Commission following a public hearing held at its regular meeting on September 6, 2017; and

**WHEREAS**, The Canby City Council, after considering the staff report, reviewing the record of the Planning Commission's decision and conducting its own public hearing, voted to accept the Planning Commission's recommendation;

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

Section 1: Tax Lots 0503 and 0504 of Tax Map 4-1E-03BB are changed from Low Density Residential (LDR) to Medium Density Residential (MDR) land use designation on the Canby's Comprehensive Plan Land Use Map.

Section 2: Tax Lots 0503 and 0504 of Tax Map 4-1E-0BB are rezoned from Low Density Residential (R-1) to Medium Density Residential (R-1.5) to match the accompanying Comprehensive Plan Amendment.

Section 3: The Mayor, attested by the City Recorder, is hereby authorized and directed to have the appropriate change made to the City's Comprehensive Plan Land Use Map and Official Zoning Map in accordance with the dictates of Section 1 and 2 of this Ordinance.

**2nd Reading**

**SUBMITTED** to the Council and read the first time at a regular meeting thereof on September 6, 2017, ordered posted in three (3) public and conspicuous places in the City for a period of five (5) days, as authorized by the Canby City Charter; and to come up for final reading and action by the Canby City Council at its regular meeting thereof on September 20, 2017, commencing after the hour of 7:30 pm, in the Council's Meeting Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor, Canby, Oregon.

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Kimberly Scheafer, MMC  
City Recorder

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on September 20, 2017 by the following vote:

YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

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Brian Hodson  
Mayor

ATTEST:

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Kimberly Scheafer, MMC  
City Recorder

**ORDINANCE NO. 1467**

**AN ORDINANCE AMENDING THE CANBY MUNICIPAL CODE (CMC) BY REPEALING  
CHAPTER 2.90 REGARDING A MUNICIPAL AUDIT AND FINANCIAL OVERSIGHT  
COMMITTEE**

**WHEREAS**, On February 5, 2014 the City Council adopted Ordinance 1393 which added Chapter 2.90 to the Canby Municipal Code and created a Municipal Audit and Financial Oversight Committee; and

**WHEREAS**, since that time the committee has met only seven times; and

**WHEREAS**, in smaller jurisdictions such as Canby the function of the Municipal Audit and Financial Oversight Committee can be equally effectively directed through the Budget Committee; and

**WHEREAS**, the Budget Committee has distinguished itself as a dedicated and highly effective Committee of the City.

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

Section 1: Chapter 2.90 of the Canby Municipal Code is hereby repealed.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, September 6, 2017, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, September 20, 2017, commencing at the hour of 7:30 p.m. in the Council Meeting Chambers located at 222 NW 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor, Canby, Oregon.

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Kimberly Scheafer, MMC  
City Recorder

2nd Reading

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on September 20, 2017 by the following vote:

YEAS\_\_\_\_\_ NAYS\_\_\_\_\_

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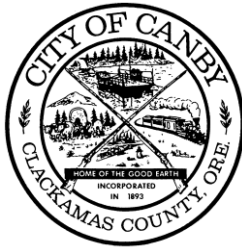
Brian Hodson  
Mayor

ATTEST:

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Kimberly Scheafer, MMC  
City Recorder

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



**A REQUEST FOR A COMP PLAN )  
AMENDMENT & ZONE CHANGE )  
AMENDMENT )  
853 & 861 S REDWOOD ST )**

**FINDINGS, CONCLUSION & FINAL ORDER  
ZC 17-01/CPA 17-01  
HOSTETLER ZONE CHANGE AMENDMENT &  
COMPREHENSIVE PLAN AMENDMENT**

**NATURE OF THE APPLICATION**

The Applicant sought approval for the Zone Change Amendment and Comprehensive Plan Amendment applications **File# ZC 17-01/CPA 17-01** of 0.66 acres of real property described as Tax Lot 41E03BB0503 & 0504, 853 & 861 S Redwood St, Clackamas County, Oregon. The property is zoned Low Density Residential (R-1) and has the Low Density Residential (LDR) land use designation on the Comprehensive Plan Map. The request is to be zoned Medium Density Residential (R-1.5) and change the land use designation on the Comprehensive Plan Map to Medium Density Residential (MDR).

**HEARINGS**

The Planning Commission considered application **File# ZC 17-01/CPA 17-01** after the duly noticed hearing on August 28, 2017 during which the Planning Commission recommended by a 6-0 vote that the City Council approve **File# ZC 17-01/CPA 17-01** per the recommendation contained in the staff report.

The City Council considered application **File# ZC 17-01/CPA 17-01** after the duly noticed hearing on September 6, 2017 during which the Council voted 6-0 to approve **File# ZC 17-01/CPA 17-01**. These findings are entered to document the approval.

**CRITERIA AND STANDARDS**

In judging whether or not the Zone Change and Comprehensive Plan Amendment applications shall be approved, the City Council determines whether criteria from the *City of Canby Land Development and Planning Ordinance* are met, or can be met by observance of conditions. Applicable criteria and standards were reviewed in the Planning Commission staff report dated August 28, 2017 and presented at the September 6, 2017 public hearing of the Canby City Council along with the Planning Commission's recommendation.

**FINDINGS AND REASONS**

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

**CONCLUSION**

In summary, the City Council adopted the findings contained in the staff report and Planning Commission's additional findings, concluding that the Zone Change Amendment and Comprehensive Plan Amendment applications meet all applicable approval criteria, and approved **File# ZC 17-01/CPA 17-01** as stated below. The City Council's order is reflected below.

**ORDER**

Based on the application submitted and the facts, findings, and conclusions of the staff report, and the supplemental findings from the public hearing hearings held, the City Council accepted the Planning Commission recommendation to the City Council to **APPROVE** the Zone Change Amendment and Comprehensive Plan Amendment applications application **ZC 17-01/CPA 17-01** as follows:

1. ZC 17-01/ CPA 17-01 be approved, and
2. The land use designation of the subject property be changed to Medium Density Residential (MDR) on the Canby Comprehensive Plan Map, and
3. The zoning district of the subject property be changed to Medium Density Residential (R-1.5) on the official zoning map for the City of Canby.

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

DATED THIS 20<sup>th</sup> day of September 2017

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Brian Hodson  
Mayor

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Bryan Brown  
Planning Director

**ORAL DECISION – September 6, 2017**

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

NOES: None.

ABSTAIN: None.

ABSENT: None.

**WRITTEN FINDINGS – September 20, 2017**

AYES:

NOES:

ABSTAIN:

ABSENT:

**ATTEST:**

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Kimberly Scheafer, MMC  
City Recorder



**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: July & August 2017**

To: The Honorable Mayor Hodson & City Council  
From: Kim Scheafer, MMC, City Recorder  
Prepared by: Erin Burckhard, Office Specialist II  
Through: Rick Robinson, City Administrator  
Date: September 11, 2017

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**1. Business Licenses:**

Forty-three new business licenses were issued during the months of July and August 2017. This compares to 50 new licenses issued during July and August 2016. Thirty-two business licenses were inactivated during the months of July and August 2017. This compares to 39 inactivated during the same period in 2016. Two hundred twenty-three business license renewals were sent out, compared to 232 in 2016. The total number businesses licensed with the City of Canby is 1,450 (1,451 this time in 2016) of which 676 have Canby addresses (682 this time last year).

**2. Cemetery:**

- Total property purchases recorded: July – 2, August – 2
- Total interments recorded: July – 6, August – 4

**3. Public Records Requests:**

- Four Public Records Requests were processed during July and August.

**4. Training/Meetings:**

- Erin Burckhard attended a Notary training class.

**5. Special Animal Permits:**

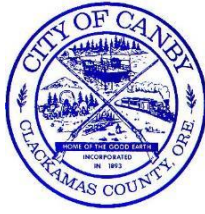
- One special animal permit was issued in July and August.

**6. Sidewalk/Park Vending Permit:**

- No Sidewalk/Park Vending Permits were issued in July and August.

**7. Liquor Licenses Processed:**

- One New Outlet Liquor License Application was processed.



City of Canby Bi-Monthly Report  
Department: Court  
July / August 2017

To: The Honorable Mayor Hodson and City Council  
From: Melody Thompson, Administrative Court Supervisor  
Through: Rick Robinson, City Administrator  
Date: September 11, 2017

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

Monthly Statistics	July	August
<b>Misdemeanors</b>		
Cases Filed	12	21
Cases Sentenced	16	10
Warrants Issued	9	18
<b>Traffic &amp; Other Violations</b>		
Offenses Filed	160	364
Cases/Citations Filed	128	360
Cases/Citations Sentenced	68	96
Parking Citations Filed	2	26
Parking Citations Sentenced	0	0
<b>Case Detail</b>		
Diversion	20	17
Dismissal	78	89
Sentenced	76	99
<b>Traffic and Criminal Trials</b>		
Bench (Judge)	4	2
Jury	0	0
Citations Handled by Violations Bureau	100	106
Defendant Accounts referred to Collections	39	74
Fines & Surcharges Collected	\$33,706.30	\$44,880.79

### **Explanation of terms:**

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

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

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

Current programs and to qualify:

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



## ***M E M O R A N D U M***

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

***RE:*** *CITY COUNCIL BI-MONTHLY REPORT July and August 2017*

### **Economic Development Updates:**

The following projects are funded through Urban Renewal.

#### ***Business Recruitment Successes:***

- **Premier Gear** – under construction: This metals manufacturing firm purchased the 6 acre Urban Renewal property in Mid-July. Construction is underway on their build-to-suit, 60,000 square foot building.
- **BE Group** (Project Pressure): This Canadian based pressure washer manufacturer has purchased the property and completed land use approvals to begin construction. They plan to consolidate their manufacturing, sales and warehousing operations on 4<sup>th</sup> Avenue just east of Shimadzu USA's facility. They will build a 35,000 SF facility with room for expansion to double in size in the future.
- **R. L. Reimers Company:** This family owned commercial and industrial construction company from Albany will begin construction on a new 20,100 SF industrial flex building this fall. The new facility will house their company headquarters at 138 Hazel Dell Way. Remaining spaces ranging from 1,500 to 7,500 SF will be available for lease next spring. The company plans to construct a second 20,100 SF building toward the back of their property once tenants are identified.

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

- **Project O Plant PJ** – dead. After months of due diligence, the company was not able to finalize a property transaction with a Canby industrial property owner. They are now looking at other sites in Oregon and Washington.
- **Project Blue Ice Update:** The company is refining its building design based on detailed equipment and evolving operational needs early this fall. Canby remains its preferred location.

#### ***Hanlon Mixed Use Development:*** Accomplishments include the following:

- A successful ground breaking ceremony was held August 14<sup>th</sup>. About 60 supporters and community / business leaders attended.
- A press release and other promotion efforts were developed to spread word about the event.
- Ground work is well underway and the foundation has been poured.
- The State of Oregon Housing Program is transferring responsibility for the Vertical Housing Tax Credit Program to the city. Economic development staff will now take the lead in reviewing the application that this project is eligible for.

*Sale/Lease of the former Library Building:*

**FOR SALE or LEASE**

**10,961 SF Commercial Building**

292 N. Holly Street in Downtown Canby, Oregon



- Large, flexible space for a wide variety of uses
- Centrally located across from popular Wait Park
- Zoned Downtown Commercial for retail, office & commercial uses
- Two restrooms, two offices, ample storage and Zoned HVAC system
- Thirteen on-street parking spaces and drive-through alley access

**Proposals Due: September 22nd**

Details at [WWW.CanbyOregon.Gov](http://WWW.CanbyOregon.Gov) Call 503-266-7001

Full scale marketing and outreach efforts have been underway for several months to attract a buyer or tenant for this 10,961 square foot building. All furniture and non-attached items have been removed and the building has been thoroughly cleaned.

The 3 month window for proposals ends September 22<sup>nd</sup>. Ten parties have expressed interest to date and several have taken multiple tours of the building. The city webpage has many details at <http://www.canbyoregon.gov/librarysale.htm>. 3D renderings for the building façade can be found [here](#) and design concepts for the interior space can be found [here](#).

The council will choose the offer that best fits their goals of creating jobs, generating activity downtown during weekdays, evenings and weekends and getting the property back in use and on the tax rolls. Please contact Renate Mengelberg for details at 503-266-0701 or [mengelberg@canbyoregon.gov](mailto:mengelberg@canbyoregon.gov).

**RARE Participant:** The team welcomed Grant Schillinger to our department on September 11th. Grant is from Cedar Rapids, Iowa, has a degree in Community and Regional Planning, and strong interest in community and social justice. He would focus on main street support and tourism related initiatives.



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

**To:** Mayor Brian Hodson & City Council Members  
**From:** Julie Blums, Finance Director  
**Through:** Rick Robinson, City Administrator  
**Covering:** July & August 2017  
**Compiled by:** Suzan Duffy

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

- Staff participated in four **software demonstrations** of new modules in the financial system. The demonstrations were for:
  - Online timekeeping - to allow staff to record their time in an automated fashion rather than on paper
  - Project management – this will allow us to track capital projects and grants in a more holistic and efficient manner
  - Asset management – the current version in our software for asset management is being eliminated and staff is working to convert to the new platform
  - Property Improvement – the current version in our software for LID and AFD tracking is being eliminated and staff is working to convert to the new platform
- A new **grant tracking** process was created and rolled out to management. This new process will allow for better decision making and tracking of grant awards throughout the city.
- Staff prepared and compiled information for the Department of Justice related to an **audit of a grant** through Clackamas County for the Organized Crime Drug Enforcement Task Force (OCDETF).
- **Certification** of 58 **utility accounts** totaling over \$56,000 were sent to the County Assessor for collection on property tax bills.

## Bi-Monthly Finance Department Report (continued)

- Annual **payroll changes** as well as changes to settings related to the new expense account numbering system were implemented in July. Updates to all employees for **insurance rates** were processed for the August payrolls.
- The Finance Director worked with Court staff to change collection agencies used for **court receivables**.
- New **policies and procedures** were finalized regarding the process for writing off uncollectable receivables. Staff has already begun implementing the new procedures to clear off old debt for yearend reporting.
- New **blanket purchase orders and recurring billings** were set up in the system to start the new fiscal year.
- Staff are working hard to process **year end accruals** and close FY16-17 in order to begin preparing the CAFR for audit.
- **Collections notices** using estimates were sent to 145 **tax accounts** for which 2016 self-employment and/or 1<sup>st</sup> quarter payroll tax returns were not filed.
- **Capital assets** purchased and capital projects completed in 16/17 were compiled, as well as capital dispositions. The process this year is more substantial with completion of the Civic Building and the sale of multiple City properties.
- Finance staff participated in the following meetings, trainings and events this period:
  - Caselle Oregon user group meeting
  - Caselle updates webinar
  - Safety inspection

### Statistics this period:

- **Accounts Payable**

Invoices:	597
Invoice entries:	842
Encumbrances:	51
Manual checks:	14
Total checks:	397
- **Payroll**

Timesheets processed:	461
Total checks and vouchers:	535
New hires/separations:	3/7
- **Transit Tax Collection**

Forms sent:	40
Penalty & Int. notices sent:	18
Pre-collection notices sent:	0
Accounts sent to collections:	145
Accounts opened/closed:	29/31
Returns posted:	774

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

- **Utility Billing**

Bills sent:	9,581
Counter payments:	225
Accounts opened and closed:	168
Lien payoffs:	1
Lien payoff inquiries:	55
Collection notices sent:	19
Accounts sent to collections:	1

- **General Ledger**

Total Journal entries:	428
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- **Cash Receipts Processed**

Finance:	1215
Utility:	393

# CANBY PUBLIC LIBRARY

## BI-MONTHLY STAFF REPORT

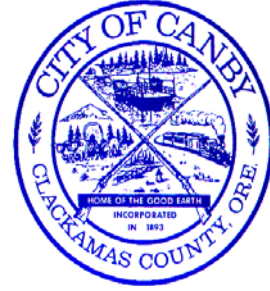
### July and August 2017

TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 9/7/17



### Information Statistics

	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Reference	695	653	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1348
Operational	406	604	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1010
Computer Help	176	221	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	397
Reader's Advisory	27	26	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	53
Computer Guest Passes	78	86	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	164
Job/resume Help	5	14	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	19
E-Book Help	15	16	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	31
Help In Spanish	39	43	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	82
Email Questions	9	15	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	24

*Reference:* Informational questions, placing holds

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

*Readers Advisory:* Recommending books, movies, music

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

*Computer:* Instruction/assistance

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

\*LINCC Deleted expired library accounts in September 2016

	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Total Registered Borrowers*	12,047	12,190	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	12,190
New Library Cards	120	146	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	266
Number of Materials Owned	62,581	60,791	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	60,791
Circulation	25,134	24,575	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	49,709
People Counter	11,703	11,703	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	23,406
Materials Added	284	739	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,023
Holds Placed	5,720	5,676	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	11,396
Self-Check	40.8%	64.8%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	64.8%
Public Internet Sessions	1,595	1,717	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,597
Facebook Likes	764	777	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	777
Volunteer Hours	250.75	238.75	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	490

Lilac and Iris Room use	74	71	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	145
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### **Programming:**

	ATTENDANCE			NUMBER OF PROGRAMS			
	Adults	Teen	Children	Adult	Teen	Children's	Family
July	384	85	487	14	4	13	12
August	495	55	512	17	2	11	30

### **Outreach**

- 8/26/17 Saturday In the Park: 85 attendees
- 8/31/17 Carus School Parent Night: 40 attendees
- On August 15<sup>th</sup>, library staff marched in the Kiddie Capers Parade at the opening of the Clackamas County Fair & Rodeo. Staff dressed up as "Where's Waldo" and gave out candy to the bystanders.
- The library coordinated a table for kids to draw pictures for the new outdoor mural. Over 30 drawings were presented to the artist Cathy Ray Smith.

### **Library Operations:**

- Canby Public Library finally passed 12,000 registered cardholders! 51% of our service population now have library cards.
- We've recently noticed that about a dozen DVDs have been stolen. Empty cases were found on the shelf. These items were recently tagged with RFID hub labels and were both children and adult DVDs. The security tape was viewed but we could not see who may have taken them.
- We are having a few issues with some of our new staff's access badge not working. Amanda is checking with the door company to see what the issue may be.
- The library has been a designated cooling shelter and is listed as one on the Clackamas County website.
- We no longer need to sort books into individual library bins as the central sort is up and running. This will help speeding up check-ins.
- The library now has bike locks to lend.

### **Staffing:**

- We welcomed Marisa Soltz, our new MLS - OSII librarian. Marisa previously worked for the Michele Obama Library in California. Marisa is in charge of ordering non-fiction books, CDs and entertainment DVDs. You will also see her working on the public service desks.
- The assistant city administrator has put all volunteer applications on a halt until her assistant is hired.
- Interviews were conducted for the two page positions. Two candidates were selected and should begin by sometime in October.

### **Programs:**

- The library will hold a weekly Russian Storytime every Thursday. Olena Jones, one of our OSII on-calls will be coordinating the program.

- The library received a \$1,000 grant from the National Oceanic Atmospheric Administration to develop environmental literacy and community engagement around climate change.
- Sumer Reading:
  - 793 children signed up and 312 completed
  - 206 teens signed up and 312 completed
  - 171 adults signed up and 45 completed
- A program on Pioneer Roses of the Willamette Valley will be held on September 12<sup>th</sup>.
- Breaking the Chains, a program on slavery on the trail in the Oregon Territory, will be held on September 26<sup>th</sup>.
- Greta Pedersen & Mark Hanson Duo will be our Music in the Stacks performers on Saturday, September 16th

#### **RFID:**

- We completed tagging 62,771 items.
  - LINCC successfully completed the first central sort at a library cooperative in Oregon!
- Four staff members sorted 4,918 items in 1:41 - a pace of **2,921** items per hour.

#### **Library District Advisory Committee (LDAC):**

- LDAC formed an ad hoc committee to figuring out the best way to review compliance with the IGA and cities as each city has a variety of different accounting systems.
- Cities can appoint alternates to LDAC but need to go through the same process as the main representative.

#### **Facilities:**

- We still have issues with carpet square coming up. Public Works is quick to come and repair them.

#### **Partnerships:**

- The Dolly Parton Imagination Library now has 373 children signed up for the program.
- The library is working with the Historical Review Board on programs for the Women's Heritage Trail.
- The library is holding a regular homeschoolers meetup every first and third Tuesday of the month.

#### **Friends of the Library:**

- The Friends of the library made \$1,049 in July and \$1,230.70 in August.
- Friends are planning their fall book sale on Saturday, September 30<sup>th</sup> from 10 am to 4 pm.

#### **CPL Foundation:**

- The CPL Foundation will have their second annual Film Fest will be on Wednesday, October 4<sup>th</sup> and will feature Oregon filmmakers.

**Volunteers:**

- Volunteer for the month of July was Kathi Kelso. Kathi does the pick list and shelves.
- Volunteer for the month of August was Laurel Purdy. Laurel also does the pick list and shelves.

**Library Artwork:**

- The artwork currently displayed in the library is by Kim Hyer. Kim's theme is paper art.

Jul-17		SPONSOR R2R/FRIENDS/ OTHER	ATTENDANCE			TYPE OF PROGRAM			
	Date		Adults	Teen	Children	Adult	Teen	Children's	Family
<b>CHILDREN</b>									
<b>Storytimes</b>									
Songs and Sillies Storytime (ages 2-6)	7/2/2017	N/A	9	0	14	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	7/10/2017	N/A	16	0	28	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	7/17/2017	N/A	7	0	18	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	7/24/2017	N/A	14	0	23	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	7/31/2017	N/A	16	0	22	0	0	1	0
Book Babies Storytime (ages 0-2)	7/5/2017	N/A	5	0	7	0	0	1	0
Book Babies Storytime (ages 0-2)	7/12/2017	N/A	10	0	12	0	0	1	0
book Babies Storytime (ages 0-2)	7/19/2017	N/A	11	0	16	0	0	1	0
Book Babies Storytime (ages 0-2)	7/26/2017	N/A	6	0	12	0	0	1	0
Crafternoon childrens	7/5/2017	FOL	5	0	12	0	0	1	0
Crafternoon	7/12/2017	FOL	4	0	12	0	0	1	0
Crafternoon	7/19/2017	FOL	4	0	13	0	0	1	0
Crafternoon	7/26/2017	FOL	5	0	10	0	0	1	0
<b>TOTAL</b>			<b>112</b>	<b>0</b>	<b>199</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>
<b>Teens</b>									
Nintendo Night	7/5/2017	FOL	0	21	0	0	1	0	0
Hanna Tattoos	7/12/2017	FOL	0	25	0	0	1	0	0
Duct Tape Creations	7/19/2017	FOL	0	14	0	0	1	0	0
Nintendo Night	7/26/2017	FOL	0	25	0	0	1	0	0
<b>TOTAL</b>			<b>0</b>	<b>85</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>
<b>FAMILY</b>									
Spanish Storytime (for the whole family)	7/1/2017	FOL	2	0	6	0	0	0	1
Spanish Storytime (for the whole family)	7/8/2017	FOL	3	0	5	0	0	0	1
Spanish Storytime (for the whole family)	7/15/2017	FOL	3	0	4	0	0	0	1
Spanish Storytime (for the whole family)	7/22/2017	FOL	3	0	9	0	0	0	1
Family Evening (Vikki Gasko Green)	7/27/2017	FOL	14	0	28	0	0	0	1
SRP Traveling Lantern Theater	7/7/2017	RTR	31	0	61	0	0	0	1
SRP Karen Karbo Shadow Puppet Wksp	7/14/2017	FOL	13	0	43	0	0	0	1
SRP MNCH Engineer It!	7/21/2017	FOL	21	0	55	0	0	0	1
SRP Explosions, Inc	7/28/2017	FOL	21	0	53	0	0	0	1
Homeschooler Group	7/18/2017	N/A	4	0	16	0	0	0	1
<b>Movie Nights</b>									
English - Lego Batman Movie	7/13/2017	FOL	2	0	2	0	0	0	1
Spanish - La Razon de Estar Contigo	7/20/2017	FOL	3	0	6	0	0	0	1
<b>TOTAL</b>			<b>120</b>	<b>0</b>	<b>288</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>General Programs</b>									
<b>Adult</b>									
Oregon Ghost Towns Author Talk	7/11/2017	FOL	59	0	0	1	0	0	0
Nuestros Abuelos	7/11/2017	FOL	0	0	0	1	0	0	0
Nuestros Abuelos	7/18/2017	FOL	2	0	0	1	0	0	0
Nuestros Abuelos	7/25/2017	FOL	1	0	0	1	0	0	0
<b>Book Clubs</b>									
History Book Group	7/26/2017	N/A	5	0	0	1	0	0	0
Book Group -	7/13/2016	N/A	6	0	0	1	0	0	0
<b>Instruction Classes</b>									
E-Reader Help									
Knitting and Crocheting	7/6/2017	N/A	6	0	0	1	0	0	0
Knitting and Crocheting	7/14/2017	N/A	4	0	0	1	0	0	0
Knitting and Crocheting	7/21/2017	N/A	3	0	0	1	0	0	0
Knitting and Crocheting	7/28/2017	N/A	4	0	0	1	0	0	0
Citizenship class	7/6/2017	N/A	18	0	0	1	0	0	0
Citizenship class	7/13/2017	N/A	13	0	0	1	0	0	0
Citizenship class	7/20/2017	N/A	15	0	0	1	0	0	0
Citizenship class	7/27/2017	N/A	16	0	0	1	0	0	0
<b>TOTAL</b>			<b>152</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Library Tours</b>									
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Outreach</b>									
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PROGRAMMING</b>			<b>384</b>	<b>85</b>	<b>487</b>	<b>14</b>	<b>4</b>	<b>13</b>	<b>12</b>
<b>Attendance/Programs</b>			<b>956</b>			<b>43</b>			

Aug-17	SPONSOR R2R/FRIENDS/ OTHER		ATTENDANCE			TYPE OF PROGRAM			
		Date	Adults	Teen	Children	Adult	Teen	Children's	Family
<b>CHILDREN</b>									
<b>Storytimes</b>									
Songs and Sillies Storytime (ages 2-6)	N/A	8/7/2017	9	0	12	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	N/A	8/14/2017	15	0	15	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	N/A	8/21/2017	2	0	2	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	N/A	8/28/2017	6	0	9	0	0	1	0
Book Babies Storytime (ages 0-2)	N/A	8/2/2017	12	0	16	0	0	1	0
Book Babies Storytime (ages 0-2)	N/A	8/9/2017	11	0	15	0	0	1	0
Book Babies Storytime (ages 0-2)	N/A	8/16/2017	11	0	12	0	0	1	0
book Babies Storytime (ages 0-2)	N/A	8/23/2017	7	0	11	0	0	1	0
Book Babies Storytime (ages 0-2)	N/A	8/30/2017	9	0	15	0	0	1	0
SRP Reptile Man	RTR	8/4/2017	75	0	107	0	0	1	0
Crafternoon	FOL	8/2/2017	10	0	20	0	0	1	0
<b>TOTAL</b>			<b>167</b>	<b>0</b>	<b>234</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>
<b>Teens</b>									
Junk Jewellery Gallery	FOL	8/2/2017	0	9	0	0	1	0	0
Ice Cream Social	FOL	8/9/2017	0	32	0	0	1	0	0
<b>TOTAL</b>			<b>0</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>FAMILY</b>									
Spanish Storytime (for the whole family)	FOL	8/5/2017	3	1	4	0	0	0	1
Spanish Storytime (for the whole family)	FOL	8/12/2017	Cancel	0	0	0	0	0	1
Spanish Storytime (for the whole family)	FOL	8/19/2017	2	1	6	0	0	0	1
Spanish Storytime (for the whole family)	FOL	8/26/2017	Cancel	0	0	0	0	0	1
Eclipse Storytime	FOL	8/18/2017	8	0	12	0	0	0	1
Eclipse Party	FOL	8/21/2017	30	0	30	0	0	0	1
Family Evening Corey Jenks	FOL	8/31/2017	4	0	10	0	0	0	1
Homeschooler Group	N/A	8/1/2017	0	0	0	0	0	0	1
Homeschooler Group	N/A	8/15/2017	4	0	8	0	0	0	1
<b>Movie Nights</b>									
English	Friends	8/10/2017	6	0	10	0	0	0	1
Spanish	Friends	8/17/2017	2	0	0	0	0	0	1
<b>TOTAL</b>			<b>59</b>	<b>2</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>
<b>ADULT</b>									
<b>General Programs</b>									
Nuestros Abuelos	FOL	8/1/2017	1	0	0	1	0	0	0
Nuestros Abuelos	FOL	8/8/2017	1	0	0	1	0	0	0
Nuestros Abuelos	FOL	8/15/2017	2	0	0	1	0	0	0
Nuestros Abuelos	FOL	8/22/2017	1	0	0	1	0	0	0
Nuestros Abuelos	FOL	8/29/2017	2	0	0	1	0	0	0
<b>Book Clubs</b>									
History Book Group	N/A	8/10/2017	5	0	0	1	0	0	0
Book Group -	N/A	8/23/2017	5	0	0	1	0	0	0
<b>Instruction Classes</b>									
E-Reader Help									
Knitting and Crocheting	N/A	8/3/2017	4	0	0	1	0	0	0
Knitting and Crocheting	N/A	8/10/2017	4	0	0	1	0	0	0
Knitting and Crocheting	N/A	8/17/2017	5	0	0	1	0	0	0
Knitting and Crocheting	N/A	8/31/2017	5	0	0	1	0	0	0
Knitting and Crocheting	N/A	8/24/2017	4	0	0	1	0	0	0
Citizenship class	N/A	8/3/2017	12	0	0	1	0	0	0
Citizenship class	N/A	8/10/2017	17	0	0	1	0	0	0
Citizenship class	N/A	8/17/2017	15	0	0	1	0	0	0
Citizenship class	N/A	8/24/2017	19	0	0	1	0	0	0
Citizenship class	N/A	8/31/2017	17	0	0	1	0	0	0
<b>TOTAL</b>			<b>194</b>	<b>2</b>	<b>108</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>Outreach</b>									
Saturday in the Park	FOL	8/26/2017	35	10	50	0	0	0	1
Carus School Parent Resource Night	N/A	8/31/2017	20	0	20	0	0	0	1
<b>TOTAL</b>			<b>55</b>	<b>10</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>TOTA PROGRAMMING</b>			<b>495</b>	<b>55</b>	<b>512</b>	<b>17</b>	<b>2</b>	<b>11</b>	<b>30</b>
Attendance/Programs			<b>1062</b>			<b>60</b>			



## MEMORANDUM

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

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

### Main Street Updates

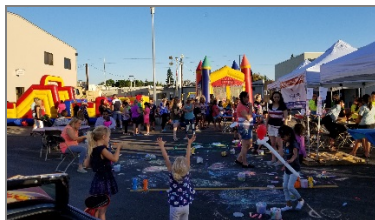
The following projects are funded through Urban Renewal.

#### *Promotion*

- **Canby Independence Day Celebration** - The 2017 Canby Independence Day celebration was held on Tuesday, July 4. This year's festivities welcomed approximately 10,000 citizens and visitors to downtown Canby. The Independence Day Celebration includes a parade at 10 AM, car show on NW. 1st Avenue, vendors around Wait Park, live music by four bands, beer garden, free children's activities and more. Planning efforts included partnering with community organizations and businesses, finding volunteers, and soliciting sponsorships.



- **Big Night Out Street Dance** – The third annual Big Night Out Street Dance was held on Friday, August 25<sup>th</sup> from 6:00 – 11:00pm. This year's event boasted music by the Kurt Van Meter Band from 6:00 – 8:00pm, and Global FM from 8:00 – 11:00pm. Local businesses sold food and beverages. Canby Foursquare's Canby Cares program hosted children's games, the National Guard brought a rock climbing wall, and children enjoyed bouncy houses and an arcade truck. The Big Night Out serves as the kick off party for Canby's Big Weekend.



#### *Organization*

- **Oregon Historic Cemetery Grant** – The City of Canby's Historic Review Board was awarded a grant by the Oregon Commission on Historic Cemeteries to complete the Phase Two restoration of Baker Prairie Cemetery. Jeff Hilts – who also completed the repair during Phase One – was brought in to repair the remaining 28 markers in late July. The Cemetery

Grant has afforded Canby will the ability to rehabilitate one of its historic cemeteries and sites, and engage the Canby community as well as descendants of those buried at Baker Prairie Cemetery. Baker Prairie Cemetery is noted in the Exploring Community Connections brochure as many of Canby's founders have been laid to rest there.

- **Oregon Main Street Network Meeting** – The summer Oregon Main Street Network Meeting was held in Pendleton, OR. The training provided a speaker from Main Street Now – the national Main Street network – and provided a refresh of the Main Street 4 Point Approach. The Main Street Network meetings focus on targeted training for Main Street members and includes opportunities for each community to share ideas and issues happening within their own Main Street programs.

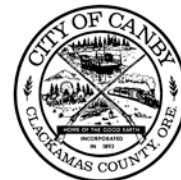
### ***Economic Vitality***

- **NW Economic Development Course** – The NW Economic Development Course was held in Ellensburg, WA from August 21 – 24<sup>th</sup>. The Canby Main Street Manager attended the course to gain and sharpen economic development skills that will be beneficial to Canby's downtown businesses. The course featured speakers who provided information on strategic planning, workforce development, business retention and expansion and more. The course was attended by Main Street Managers, Economic Development professionals, and elected officials from five states.

### ***Design***

**2017 Library/Civic Center Call To Sculptors** – The City of Canby has approved installation of a wall sculpture for the exterior wall of its newly finished Canby Civic Center and Public Library. The theme for the wall sculpture project is: **Growing, Learning, and Giving**. The committee selected a local artist who is working with longtime, local businesses and the Canby Public Library to create a piece that is true to Canby. The installation and unveiling are set for October.





## **PLANNING & DEVELOPMENT SERVICES**

### **JULY – AUGUST BI-MONTHLY REPORT**

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

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

**DATE:** *September 11, 2017*

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

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The following report provides a summary of the Planning and Development Services activities for the months of July-August, 2017. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and development site plan review coordination projects for building permits.

#### **Planning Activities**

- 1. Quiet Zone.** Business Oregon will present the Immediate Opportunity Fund grant application to the Oregon Transportation Commission in Salem in September. Staff will attend the meeting in support of the application. If approved the funds shall enable the City and ODOT to move forward with the intersection improvements at N Elm and OR99E. Once the intersection improvements are completed the City will be able to construct the required quiet zone improvements that will qualify us for a quiet zone designation.
- 2. Buildable Land Needs Study.** Workshop completed. Final report in progress.
- 3. South Ivy Street 2016-2018 STIP Enhance Project.** The final IGA has been signed, and the County is proceeding with engineering and easement acquisition. The project is scheduled to begin construction in 2018.
- 4. Dog Park.** Sparks of Hope 501(C)3 has expressed interest in taking over the management of the future Canby Dog Park. We are expecting a letter from their Board confirming their intentions. Upon receipt of the official letter of intent, the City will work with the organization to develop an agreement for the management of the park. Sparks of Hope work with youth and the organization has an active K9 component, so it appears to be a good fit for the organization's mission. In progress.
- 5. Willow Creek Wetlands Restoration.** Dig in Community is actively working at the site and recruiting volunteers to assist in their efforts. The City will install signage at the site to inform the public about the project and provide staff contact information. This project shall be ongoing for the next three years.
- 6. Logging Road Land Donation.** Staff is working with the Traverso family representatives on title reports and necessary easements prior to the City accepting the land donation. The Traverso family plans to donate the properties to the City by the end of this year.
- 7. Parks Maintenance Fee.** The City Council approved the Park and Recreation Advisory Boards recommendation to adopt a \$5 a month park maintenance fee to address immediate maintenance concerns, and to work towards the formation of a Canby Park District to provide sustainable long term funding. The maintenance fee was adopted at the September 6<sup>th</sup> Council meeting, and will be implemented as of January 1, 2018.

## **Land Use Application Activity**

### **8. Land Use Applications Submitted July 1 – August 31, 2017:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
ANN 17-01	McMartin/Mary Johnson	Annexation-1901 S Ivy St	1901 S. Ivy St
CPA 17-01 ZC 17-01	Hostetler Zone change, Comp Plan Amendment,	Amend Comp Plan and Zoning Maps from Low Density to Medium Density Residential	853 & 861 S Redwood St
ZC 17-02 SUB 17-04 CUP 17-05	South Ivy Park Subdivision/Allen Manuel	12 Lot subdivision, zone change, conditional use permit	533, 553, 583 S Ivy St
FP 17-08	Timber Park	Final Plat	2134, 2192, 2220 SE 13th Ave
LLA 17-02 MLP 17-06	Hostetler	Lot Line Adjustment/Partition	861 S. Redwood St
SN 17-14	Rudnick Electric Sign	Dental Office	146 SW 2nd Ave
SN 17-13	Nomad Sign Installations	VP Racing Fuel	293 SW 1st Ave
SN 17-12	Rudnick Signs	Cascade Pizza - wall sign	1017 SW 1st Ave

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

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
PRA 17-14	Jason Bristol	Partition to create 2 parcels	203 SW 3rd Ave
PRA 17-13	Hope Village Marquis	Expansion Marquis Care Facility	1577 S Ivy St
PRA 17-12	Kelly Clasen	Office/shop, vehicle/equipment parking	1793 SE 1st Ave

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

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
PRC 17-08	R. L. Reimers	Flex Space Warehouse	138 SE Hazel Dell Way

### **9. Planning Commission Meeting Items Reviewed:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
DR 17-04 CUP 17-01	Clackamas 800 Radio Group	Construct an essential public Communication service facility consisting of a 150 ft. self-supporting lattice tower	202 N Walnut St

CITY FILE #	APPLICANT	PROJECT	ADDRESS
CUP 17-03	David & Darlene Fuentez	Conditional Use Permit to construct a detached accessory dwelling unit	1355 N Oak St
MLP 17-01	Ron & Cherrol Pacholl	Minor Land Partition to create separate lots for a single family home and a duplex.	496 NE 3 <sup>rd</sup> Ave

**10. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit July 1 – August 31, 2017:**

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 17-98	Rick's Custom Fencing	Patio Cover	1921 N Pine St
SP 17-97	Mackenzie	CUB new facility	1265 SE 3rd Ave
SP 17-96	A. J. Swaim	Demo Existing House for replacement	1122 N. Locust Street
SP 17-95	Fred Meyer Store	Interior Remodel	1401 SE 1st Ave
SP 17-94	OR Development West, LLC Tom Kendall	PO Box 151	1834 SE 11th Pl
SP 17-93	Normarco, Inc.	Internal Remodel	1620 S Redwood St
SP 17-92	Clackamas 800 Radio Group	Emergency Communications Cell Tower	202 S Walnut St
SP 17-91	Nick Netter Construction	Addition	1850 N Redwood St
SP 17-90	Nick Netter Construction	SFR	1826 SE 10th Pl, Faist 6, Lot 13
SP 17-89	Crisp Homes	SFR	1150 N Elm St, Northwood Lot 48
SP 17-88	Stratus Developers	Premiere Gear new facility	387 S Sequoia Parkway
SP 17-87	AJ Swaim	SFR	1122 N Locust St
SP 17-86	TT&L Sheet Metal	Re-roof Clackamas Fed CU	223 NE 2nd Ave
SP 17-85	Ken Hostetler Construction	Re-roof DirectLink building	144 SE 2nd Ave
SP 17-84	R L Reimers	Grading – Industrial Site	138 SE Hazel Dell Way
SP 17-83	The Kings Roofing	Re-roof Johnson Controls	800 NW 3rd Ave
SP 17-82	All Phaze Construction	Walk-in cooler placement	293 SW 1st Ave
SP 17-81	David and Darlene Fuentez	Accessory Dwelling	1355 N. Oak Street

**11. Sign Permits Submitted for Review and Authorization for Release of County Building Permit July 1 – August 31, 2017:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
SN 17-14	Rudnick Electric Sign	Dental Office	146 SW 2nd Ave
SN 17-13	Nomad Sign Installations	VP Racing Fuel	293 SW 1st Ave
SN 17-12	Rudnick Signs	Cascade Pizza - wall sign	1017 SW 1st Ave

**12. Active Permit Finals by Clackamas County, July 1 – August 31, 2017**

<b>DATE</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
7/7/2017	Stafford Homes & Land	101-NSFR	1624 N Plum Ct
7/24/2017	Stafford Homes & Land	101-NSFR	1134 NE 16th Ave
8/3/2017	Snyder Construction	101-NSFR	1047 N Locust St
8/29/2017	Premier Patio & Awning	351 SE 7th Way	Awning

# Canby Swim Center Report

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

**Date:** September 6, 2017

**Re:** Bi-monthly Report

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The Canby Swim Center just finished out the summer of swimming lessons, public swims and swim team. The Canby Swim Center was a fun and busy place this summer. Public swims were very consistent and swimming lessons went as scheduled. Like most places the week of the eclipse was a little unusual, but the timing of the eclipse was such that we were able to be open regular hours that day. We are currently closed for our annual pool maintenance for two weeks, one week shorter than last year. We will be reopening on Monday September 18th.

The summer programs had very good numbers this summer. The swimming lessons were busy all summer even through the end of August. Penguin Club had good numbers with numbers in the low 60s for attendance. The Penguin Club meet was fun as always with the spectator seating all full of friends and relatives cheering for the swimmers. At the meet the swimmers get a tee shirt and ribbons for the races that they swam. It is really a fun finish to the program.

Attendance and revenue numbers are good so far this year everything is on par with last year. We had a good July and great August. Our attendance was up 400 swims over last year. It looks like morning water exercise is off to a good start this year. Revenue is up \$800 for July and August, again just a little ahead of last year.

Maintenance is going well thanks to David Biskar, Nathan Templeman and their work crew. They are deep cleaning and painted everything and doing the usual maintenance on the mechanical systems. This year the big project is putting in new lights over the swimming pool. The old lights were installed in 1990 when the pool did a refurbishing of the whole building. It was time to replace the lights as chlorine and moisture can be tough on electrical equipment. Then new light are LED and will cut down on lighting cost for that area by up to 75%.

We get back going on September 18<sup>th</sup> at 5am with the fall schedule. We have public lessons available for kids and adults, water exercise, lap swims and public swims. Masters Swimming will also start again in the fall.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** Attendance Numbers for July 2017  
**DATE:** 2017 September Report

CANBY SWIM CENTER July	ADMIT 2016	ADMIT 2017	PASS 2016	PASS 2017	TOTAL 2016	TOTAL 2017	YTD TOTAL 16-17	YTD TOTAL 17-18
MORNING LAP	35	52	345	331	380	383	380	383
ADULT RECREATION SWIM	47	37	466	488	513	525	513	525
MORNING WATER EXERCISE	53	57	443	516	496	573	496	573
PARENT/ CHILD	302	372	0	0	302	372	302	372
MORNING PUBLIC LESSONS	1850	1936	0	0	1850	1936	1850	1936
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	47	46	148	172	195	218	195	218
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	788	807	131	155	919	962	919	962
PENGUIN CLUB	0	0	667	701	667	701	667	701
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	554	590	554	590	554	590
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1436	1400	0	0	1436	1400	1436	1400
EVENING LAP SWIM	64	53	70	76	134	129	134	129
EVENING PUBLIC SWIM	813	671	140	88	953	759	953	759
EVENING WATER EXERCISE	79	39	40	33	119	72	119	72
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	343	222	0	0	343	222	343	222
OUTREACH SWIMMING	321	658	0	0	321	658	321	658
<b>TOTAL ATTENDANCE</b>	<b>6178</b>	<b>6350</b>	<b>3004</b>	<b>3150</b>	<b>9182</b>	<b>9500</b>	<b>9182</b>	<b>9500</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** Attendance Numbers for August 2017  
**DATE:** 2017 September Report

CANBY SWIM CENTER July	ADMIT 2016	ADMIT 2017	PASS 2016	PASS 2017	TOTAL 2016	TOTAL 2017	YTD TOTAL 16-17	YTD TOTAL 17-18
MORNING LAP	58	60	302	284	360	344	740	727
ADULT RECREATION SWIM	49	53	444	477	493	530	1006	1055
MORNING WATER EXERCISE	59	55	435	498	494	553	990	1126
PARENT/ CHILD	296	328	0	0	296	328	598	700
MORNING PUBLIC LESSONS	1770	1561	0	0	1770	1561	3620	3497
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	69	66	165	221	234	287	429	505
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	906	823	81	120	987	943	1906	1905
PENGUIN CLUB	0	0	329	276	329	276	996	977
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	130	129	130	129	684	719
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1514	1609	0	0	1514	1609	2950	3009
EVENING LAP SWIM	44	77	56	73	100	150	234	279
EVENING PUBLIC SWIM	775	745	83	28	858	773	1811	1532
EVENING WATER EXERCISE	70	86	43	52	113	138	232	210
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	159	293	0	0	159	293	502	515
OUTREACH SWIMMING	0	0	0	0	0	0	321	658
<b>TOTAL ATTENDANCE</b>	<b>5769</b>	<b>5756</b>	<b>2068</b>	<b>2158</b>	<b>7837</b>	<b>7914</b>	<b>17019</b>	<b>17414</b>



July and August, 2017  
Monthly Reports

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

# Fleet Service BI-Monthly Report

By Robert Stricker, Lead Mechanic

## July 2017

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	0	0	0	0
Adult Center	1	\$243.75	\$20.64	\$237.20	\$501.59
Building	0	0	0	\$53.03	\$53.03
Wastewater Collections	0	0	0	\$18.23	\$18.23
Wastewater Treatment	1	\$93.75	0	\$204.40	\$298.15
Parks	4	\$562.50	\$1244.56	\$640.67	\$2447.73
Police	22	\$1981.00	\$1701.19	\$4193.66	\$7875.85
Streets	3	\$195.00	\$7.87	\$1200.18	\$1403.05
Fleet Services	0	0	0	\$3.28	\$3.28
Canby Area Transit (CAT)	20	\$4282.01	\$932.85	\$4799.56	\$10014.42
Total	<b>51</b>			Total	<b>\$22615.33</b>

## August 2017

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	0	0	\$49.22	\$49.22
Adult Center	1	\$112.50	\$17.30	\$224.54	\$354.34
Building	0	0	0	\$136.15	\$136.15
Wastewater Collections	0	0	0	\$112.64	\$112.67
Wastewater Treatment	1	\$56.25	\$3.00	\$177.09	\$236.34
Parks	5	\$787.50	\$90.39	\$555.79	\$1433.68
Police	30	\$6424.37	\$7182.95	\$5077.77	\$18685.09
Streets	11	\$1005.00	\$590.02	\$1129.59	\$2017.79
Fleet Services	0	0	0	\$47.24	\$47.24
Canby Area Transit (CAT)	24	\$4388.70	\$1433.04	\$3290.27	\$9112.01
Total	<b>72</b>			Total	<b>\$32,184.53</b>

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

August fuel costs are only to the 15<sup>th</sup> of the month.

### Fleet Service Highlights

**A new lead mechanic was hired in Mid-July which is helping us get city vehicles repaired and returned to the City departments faster.**

**One new Police detective car was purchased in August**

**Parks Maintenance**  
By Jeff Snyder, Parks Maintenance Lead Worker  
July – August 2017

**Park Renovations**

No renovations were performed in July or August by staff.

**Park Maintenance**

The cleaning of parks and the mowing of turf areas has occupied staff time the last two months. We were able to complete some weed spraying, string trimming, turf edging and shrub trimming. All the irrigation systems were repaired as needed and adjusted to the hot weather. Selected stressed turf areas were fertilized to promote a healthier turf. All needed playground repairs were addressed as they were found, as were the building maintenance repairs. Staff prepped for 16 events between Wait and South Locust St. Parks over the last two months. All the boom mowing of the open areas were completed by the end of July. Staff spent roughly a week cutting the deadwood out of roughly twenty trees at Wait Park. Staff also trimmed briars of the Forest Rd. walking trail that were encroaching onto private property. Staff spent time in the Willow Creek wetlands removing old beaver dams that were backing up the water onto neighboring properties.

The Parks Department spent 5.5 hours addressing graffiti and vandalism the last two months.

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

**Meetings attended**

No meetings or trainings were attended by parks staff in July or August.

**For your Information**

The Parks Department was granted the uses of two seasonal park maintenance workers this summer. Each seasonal employee work approximately 8 weeks each between June 12<sup>th</sup> and September 1<sup>st</sup>.

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

Parks Department	July 2017 Actual Hours																															Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Adult Center												2.0						1.0						0.5								3.5	
Arneson Gardens					0.5		0.5			2.0	3.0	2.0		1.0			1.0				5.0						1.5	1.0			1.0	18.5	
Baker Prairie Cem.						2.0						0.5												1.0				0.5				4.0	
Community Park			2.0		6.0		2.5			6.0		2.0		4.0			4.0	8.0	2.0		4.0			5.0		3.0	3.5	4.0			5.0	61.0	
CPIP Sign Property																																0.0	
Disc Golf Course																																0.0	
Eco Park			0.5			7.5	1.5			0.5	3.5	6.0	###	0.5					0.5		0.5			0.5				0.5			0.5	37.5	
Faist V (5)																																0.0	
Holly-Territorial Sign																											0.5					0.5	
Hulberts-sign property																											1.0					1.0	
Klohe Fountain												2.0																				2.0	
Legacy Park			2.0		3.0	5.0	0.5			2.0	6.0	2.0		1.0			1.0		4.5	0.5	3.5			8.0		2.0		2.0			4.0	47.0	
S. Locust Park			3.0		3.0		2.0				3.0	1.5		1.0			3.0	1.0	1.0		1.0			1.0	1.0	2.0	1.5	4.0				29.0	
Logging Rd. Path			1.0				1.0				8.0	7.5	###	9.5			2.0	###	###	###	5.5			5.5	7.5	0.5	4.0				3.0	103.0	
Fish Eddy-Log Boom										0.5	1.0										0.5			0.5		7.5	7.5	7.5			7.5	32.5	
Maple St. Park			2.0		3.0	4.5	6.0			2.5		5.5		2.0			2.0	2.0	7.0	1.0	1.0			2.0		8.0		3.0			2.0	53.5	
19th Loop																																0.0	
Northwood Park					0.5		2.0				0.5		3.0	0.5						5.0	0.5			1.0	2.5	1.0	3.0	0.5			1.0	21.0	
Police Department						1.5								###				###	1.0												1.0	31.5	
Simnitt Property																																0.0	
Skate Park							0.5			1.0		0.5		1.0							0.5			1.0			2.0	0.5			1.0	8.0	
Shop complex											4.0								0.5								2.5					7.0	
Swim Center												2.0												1.0								3.0	
Timber Park																											1.0					1.0	
Territorial-CLC Prop.																																0.0	
Transit Bus stop			0.5		0.5		0.5			1.0							0.5		1.0	1.0	1.0							1.0			1.0	8.0	
Triangle Park							0.5						2.0				1.0	0.5						0.5	1.5			0.5				6.5	
Wait Park			3.0	4.5	6.0		1.0			3.0		1.0	3.0	2.0			2.0	2.5	1.0		2.0			6.0	4.5	4.0	2.0	4.0			7.5	59.0	
Veterans Memorial												1.0					0.5			1.0					###								14.5
Knights Brdg.																																0.0	
WWTP property																																0.0	
Administration			1.0			1.0	4.0			4.0	1.0	2.0	2.0					3.5						5.0		2.0		1.0			3.0	29.5	
																																Monthly Total	582.0

Parks Department	August 2017 Actual Hours																															Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Adult Center										1.0	1.0				6.0										1.0				4.0	1.0		14.0	
Arneson Gardens	4.0			1.0			0.5				1.0			1.0				1.5			2.0			0.5			0.5	4.5	2.0		18.5		
Baker Prairie Cem.							0.5																4.0								4.5		
Community Park	4.0	1.0	1.0	3.0			5.0		3.0	5.0	3.0			3.0	###	1.0	1.0	2.0			4.0		1.5	4.0			1.5		3.0		56.0		
CPIP Sign Property																															0.0		
Disc Golf Course																															0.0		
Eco Park				1.5										1.5				0.5			0.5			0.5			0.5				5.0		
Faist V (5)																						3.0									3.0		
Holly-Territorial Sign																															0.0		
Hulberts-sign property																							2.0							###	12.0		
Klohe Fountain																							0.5	2.0							2.5		
Legacy Park	1.0	1.0		2.0			4.0		1.0	###	1.5			2.0		1.0	1.0	1.0			4.0		8.0		3.0				5.0	3.0	50.5		
S. Locust Park		1.0	1.0	2.0			2.5		2.5	7.0	0.5			2.0		1.0	1.0	2.0			2.0			2.0	3.0			3.0		2.0	34.5		
Logging Rd. Path	1.0			4.0			1.0				3.0			4.0	4.5	1.0	###	0.5						2.0			2.5	3.0			44.5		
Fish Eddy-Log Boom				2.0										2.0				0.5										0.5			5.0		
Maple St. Park		1.0	1.0				3.0		5.5	3.0	5.5					1.0	1.0	2.0			4.0		3.0	5.0	3.0			3.0	3.5	0.5	45.0		
19th Loop																						5.0	2.0	1.0			1.0	###		###	32.0		
Northwood Park							0.5		3.0		7.0							6.0			2.5	###			0.5		0.5		2.0		35.5		
Police Department	4.0			1.5			###	8.0						1.5										5.5	2.0						37.5		
Simnitt Property																															0.0		
Skate Park							0.5			1.5	1.0					0.5					0.5			2.0	0.5		0.5				7.0		
Shop complex																	3.5	2.0			1.0										6.5		
Swim Center																						7.5									7.5		
Timber Ridge							1.0											3.0							1.0						5.0		
Territorial-CLC Prop.																															0.0		
Transit Bus stop				1.0			1.0		1.0		1.0			1.0		0.5		1.0			1.0		0.5		0.5		0.5		0.5		9.5		
Triangle Park				0.5			0.5		1.5	1.0				0.5							0.5	1.0	0.5				0.5			6.0	12.5		
Wait Park	###	###	###	3.0			###	###	###	4.0	###			3.0	2.0	###	1.0	4.0			6.0	3.0	3.0	###	5.0		5.5		###		214.5		
Veterans Memorial										2.0							2.5														4.5		
Knights Brdg.																															0.0		
WWTP property																															0.0		
Administration	1.0			1.0					2.0	1.0				1.0			1.0	4.0			2.0		1.0	0.5	0.5			###	2.0	0.5	1.0	28.5	
Monthly Total																																	695.5

Department: PUBLIC WORKS  
For Months of: July and August 2017  
Prepared by: Jerry Nelzen

**1. Streets:**

The crew received and located 114 locates for July.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	8
Street Maintenance	436.5
Driveway/Sidewalk Inspections	2
Street Sign Manufacturing	3
Street Sign Installation	4
NW 1 <sup>st</sup> Ave Landscape	12
NW 2 <sup>nd</sup> Ave Landscape	20.5
Cinema Parking Lot Landscape	4.5
Landscape Assistance Worker	18
Erosion Control	14
Dump Truck	3
Mini Trackhoe	5

**2. Sewer and Storm System:**

<b>Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	15
Sewer Maintenance/Repair	57
Sewer TV'ing	7
Locating Utilities	71
Lift Station Maintenance	13
Sewer Inspections	2.5
Vactor Truck	6
<b>Storm</b>	
Storm Line Maintenance/Repair	12
Drywell Maintenance	6

**3. Street Trees/Lights:**

<b>Street Trees/Lights</b>	<b>Total Hours</b>
Tree Trimming/Removal	11
Street Light Repair	24

#### 4. Facility Maintenance

<b>Facilities</b>	<b>Total Work Orders</b>	<b>Total Hours</b>
Adult Center	1	4
City Hall	1	1.5
Courts		
Economic Development		
Finance	1	2.5
Fleet		
IT/Tech Services		
Library	4	3
Planning		
Police	6	12.5
Pool		
Shops	3	22
Transit	6	15.5
WWTP		

#### 5. Cemetery

<b>Cemetery</b>	<b>Total Hours</b>
	131

#### 6. Miscellaneous:

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	13
Warehouse	2
Equipment Cleaning	4
Work Orders	51
Canby Independence Day	87
Other	16
Paint Truck	40

## August

### 1. Streets:

The crew received and located 115 locates for August.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	25
Street Sweeper Maintenance	2
Street Maintenance	735
Driveway Approach & Sidewalk Inspections	1
Street Sign Manufacturing	17
Street Sign Installation	6
NW 1 <sup>st</sup> Avenue Landscape	21
NW 2 <sup>nd</sup> Avenue Landscape	18
Cinema Parking Lot	9
Dump Truck	23
Mini Trackhoe	10

### 2. Sewer and Storm System:

<b>Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	12
Sewer Main/Lateral Repairs	3
Sewer TV'ing	5
Sewer Laterals	6
Locating Utilities	32
<b>Storm</b>	
Drywell Maintenance	2
Storm Line Maintenance/Repair	2
Erosion	15

### 3. Street Trees/Lights:

<b>Street Trees/Lights</b>	<b>Total Hours</b>
Tree Trimming/Removal	1
Street Light Repair	8

#### 4. Facility Maintenance

<b>Facilities</b>	<b>Total Work Orders</b>	<b>Total Hours</b>
Adult Center	1	3
City Hall	4	6.5
Courts		
Economic Development		
Finance	1	.5
Fleet		
IT/Tech Services		
Library	2	1
Planning		
Police	3	2.5
Pool		
Shops	3	3.5
Transit	1	1.5
WWTP		

#### 5. Cemetery

<b>Cemetery</b>	<b>Total Hours</b>
	155

#### 6. Miscellaneous:

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	25
Plan Preview for Subdivisions	2
Equipment Cleaning	29
Warehouse Maintenance	20
Training/School	9
Other	10
Removing Everything from Old Library	32
Canby Night Out Dance	30

Tech Services Department  
Bi-Monthly Report for July/August 2017

From: Amanda Zeiber  
Prepared By: Bryce Frazell  
Date: September 11, 2017

## KEY

Sessions (total number of sessions to your site)

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

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

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

Average Session Duration (average session length of all users)

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

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

## Google Analytics Summary Report: July and August 2017

<u>Audience Overview</u>	<u>July</u>	<u>August</u>
Sessions (site visits)	9,810	11,118
Users/unique visitors	5,977	6,362
Page Views	18,096	22,979
Pages per Session	1.84	2.07
Average Session Duration	1 min 11 sec	1 min 32 sec
Bounce Rate (% of single-page visits)	64.18%	60.68%
New Sessions/Users	49.83%	46.67%

*Site visits were down slightly in July as compare to 10,378 in June, then a significant increase in August*

<u>New Vs. Returning Visitors</u>	<u>July</u>	<u>August</u>
New	49.84%	46.68%
Returning	50.16%	53.32%

<u>Browser &amp; Operating System</u>	<u>July - Top 5 Browsers</u>	<u>August - Top 5 Browsers:</u>
	Google Chrome 45.88%	Google Chrome 45.95%
	Safari 31.36%	Safari 28.60%
	Internet Explorer 10.29%	Internet Explorer 12.02%
	Mozilla Firefox 6.26%	Mozilla Firefox 6.43%
	Microsoft Edge 3.71%	Microsoft Edge 3.36%

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

<u>Overview (Technology)</u>	<u>July</u>	<u>August</u>
Desktop	48.22%	51.70%
Mobile	46.03%	42.63%
Tablet	5.75%	5.67%

*Desktop computers lead when accessing the website but mobile phone use continues to grow, especially during the summer months*

<u>Mobile Devices (top 3)</u>	<u>July</u>	<u>August</u>
	iPhone 47.91%	iPhone 46.67%
	iPad 7.68%	iPad 7.91%
	Samsung Galaxy S7 2.38%	Not Set 2.18%

*iPhone continues to dominate as the top mobile device*

<u>Landing Pages (top 5)</u>	<u>July</u>	<u>August</u>
	Home Page (Index)	Home Page (Index)
	Swim Center Home Page	Job Openings
	Job Openings	Swim Center Home Page
	Transit Home Page	Transit Home Page
	PW/Park Facilities	Transit Routes
	Transit Routes	PW/Park Facilities

*Top 6 visited pages stays pretty consistent with rankings changing occasionally*

July 2017

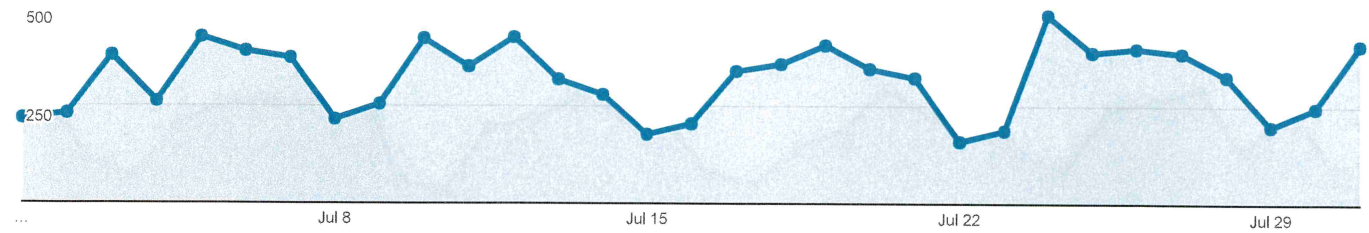
## Audience Overview

Jul 1, 2017 - Jul 31, 2017

All Users  
100.00% Sessions

### Overview

Sessions



Sessions

9,810

Users

5,977

Pageviews

18,096

Pages / Session

1.84

Avg. Session Duration

00:01:11

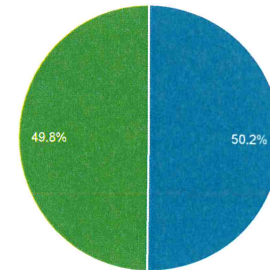
Bounce Rate

64.18%

% New Sessions

49.83%

Returning Visitor New Visitor



Language	Sessions	% Sessions
1. en-us	9,553	97.38%
2. en-gb	63	0.64%
3. es-419	55	0.56%
4. ko	21	0.21%
5. es-xl	19	0.19%
6. (not set)	9	0.09%
7. it-it	7	0.07%
8. zh-tw	7	0.07%
9. de	6	0.06%
10. en-au	6	0.06%

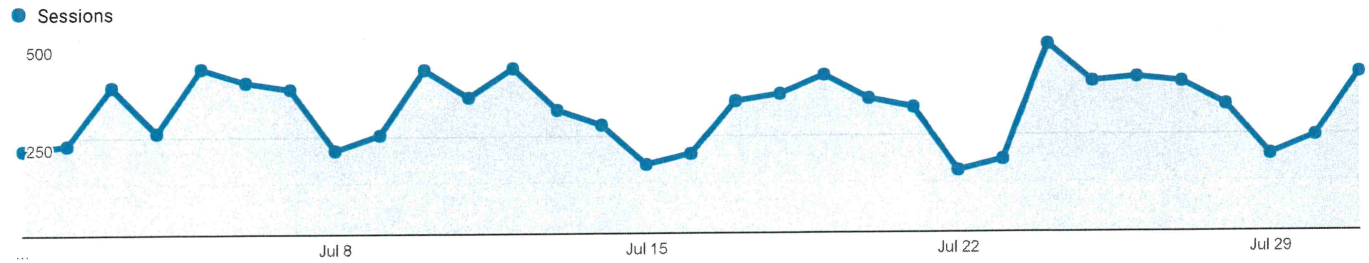
## New vs Returning

Jul 1, 2017 - Jul 31, 2017

All Users  
100.00% Sessions

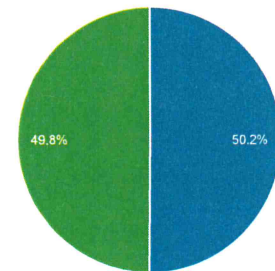
### Explorer

#### Summary



User Type	Sessions	Sessions
	9,810 % of Total: 100.00% (9,810)	9,810 % of Total: 100.00% (9,810)
1. <span style="color: blue;">■</span> Returning Visitor	4,921	50.16%
2. <span style="color: green;">■</span> New Visitor	4,889	49.84%

Contribution to total: Sessions



Rows 1 - 2 of 2

## Browser & OS

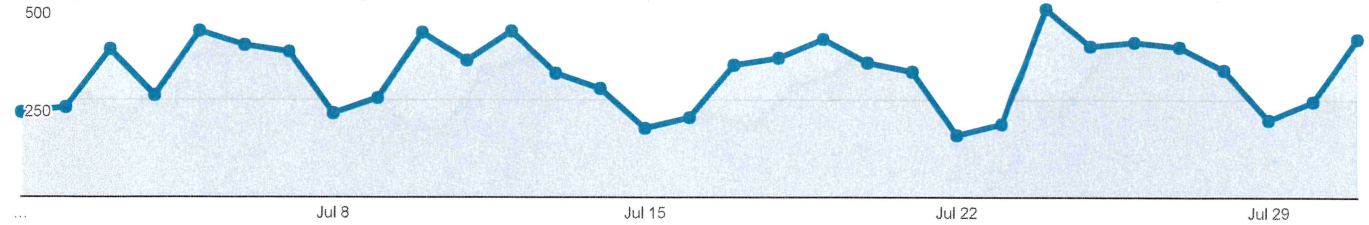
All Users  
100.00% Sessions

Jul 1, 2017 - Jul 31, 2017

### Explorer

#### Summary

Sessions



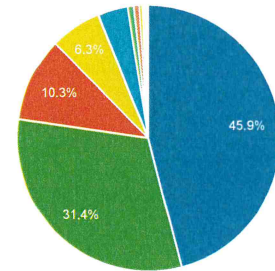
Browser

Sessions

Sessions

Contribution to total: Sessions

	9,810 % of Total: 100.00% (9,810)	9,810 % of Total: 100.00% (9,810)
1. Chrome	4,501	45.88%
2. Safari	3,076	31.36%
3. Internet Explorer	1,009	10.29%
4. Firefox	614	6.26%
5. Edge	364	3.71%
6. Safari (in-app)	75	0.76%
7. Android Webview	65	0.66%
8. Amazon Silk	41	0.42%
9. Opera	19	0.19%
10. Android Browser	18	0.18%



Rows 1 - 10 of 14

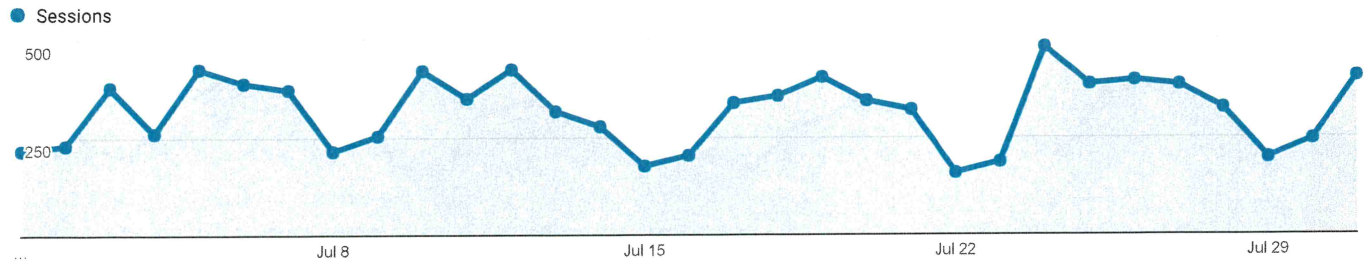
## Overview

All Users  
100.00% Sessions

Jul 1, 2017 - Jul 31, 2017

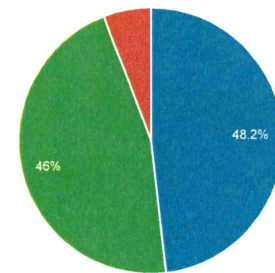
### Explorer

#### Summary



Device Category	Sessions	Sessions
	9,810 % of Total: 100.00% (9,810)	9,810 % of Total: 100.00% (9,810)
1. desktop	4,730	48.22%
2. mobile	4,516	46.03%
3. tablet	564	5.75%

Contribution to total: Sessions



Rows 1 - 3 of 3

## Devices

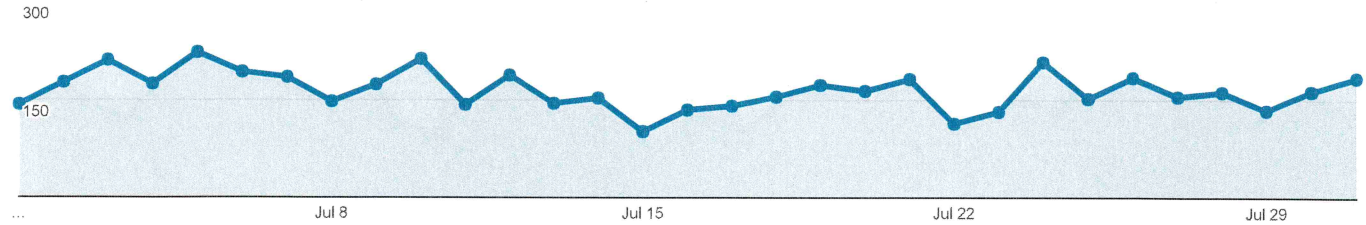
All Users  
51.78% Sessions

Jul 1, 2017 - Jul 31, 2017

### Explorer

Summary

Sessions



Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

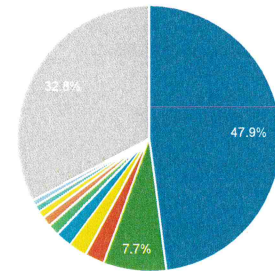
5,080

% of Total: 51.78% (9,810)

5,080

% of Total: 51.78% (9,810)

1.	Apple iPhone	2,434	47.91%
2.	Apple iPad	390	7.68%
3.	Samsung SM-G930V Galaxy S7	121	2.38%
4.	(not set)	112	2.20%
5.	Samsung SM-G900V Galaxy S5	102	2.01%
6.	Samsung SM-G920V Galaxy S6	70	1.38%
7.	Samsung SM-G935V Galaxy S7 Edge	59	1.16%
8.	Samsung SM-G955U Galaxy S8+	47	0.93%
9.	Samsung SM-G950F Galaxy S8	43	0.85%
10.	Microsoft Windows RT Tablet Windows RT Tablet	37	0.73%



Rows 1 - 10 of 336

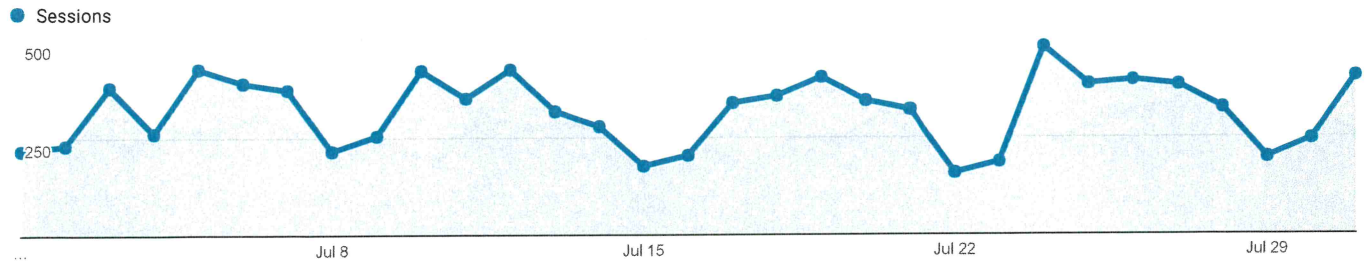
## Landing Pages

Jul 1, 2017 - Jul 31, 2017

All Users  
100.00% Entrances

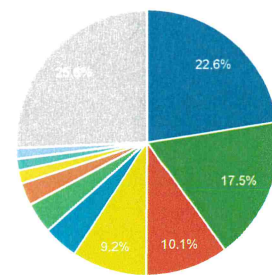
### Explorer

#### Summary



Landing Page	Sessions	
	Sessions	Sessions
	9,810 % of Total: 100.00% (9,810)	9,810 % of Total: 100.00% (9,810)
1. / index.html	2,215	22.58%
2. /Departments/swim/swimc enter.htm	1,713	17.46%
3. /Jobs/jobopenings.htm	987	10.06%
4. /transportation/CAThome page.htm	901	9.18%
5. /Departments/pw_operati ons/parks/park_facilities.h tm	419	4.27%
6. /transportation/routes.htm	369	3.76%
7. /Departments/swim/sched ule.htm	269	2.74%
8. /Departments/pw_operati ons/parks/parks.htm	158	1.61%
9. /cityservices/utilities.htm	138	1.41%
10. /Departments/develop_se rvices/development_ser v.htm	131	1.34%

Contribution to total: Sessions



Rows 1 - 10 of 122

**August 2017**

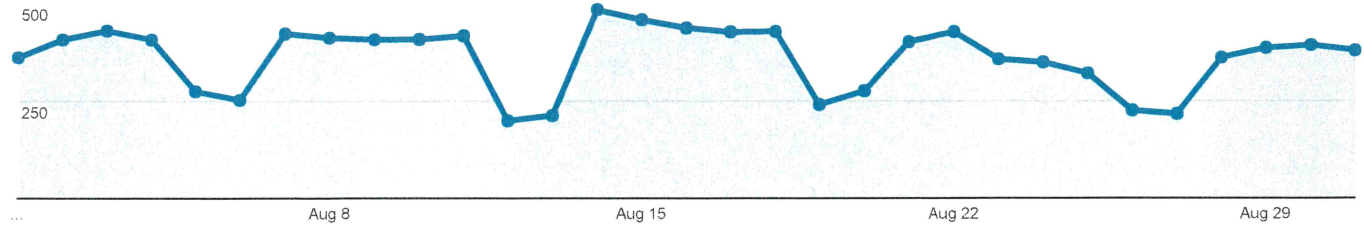
## Audience Overview

Aug 1, 2017 - Aug 31, 2017

All Users  
100.00% Sessions

### Overview

Sessions



Sessions

11,118

Users

6,362

Pageviews

22,979

Pages / Session

2.07

Avg. Session Duration

00:01:32

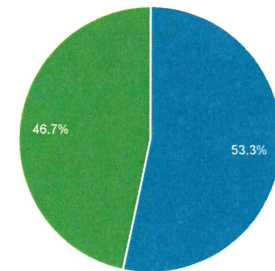
Bounce Rate

60.68%

% New Sessions

46.67%

Returning Visitor New Visitor



### Language

Sessions % Sessions

1. en-us	10,863	97.71%
2. es-419	56	0.50%
3. en-gb	34	0.31%
4. ko	24	0.22%
5. es-xl	22	0.20%
6. en-ca	12	0.11%
7. ja	12	0.11%
8. es	11	0.10%
9. de	7	0.06%
10. en	7	0.06%

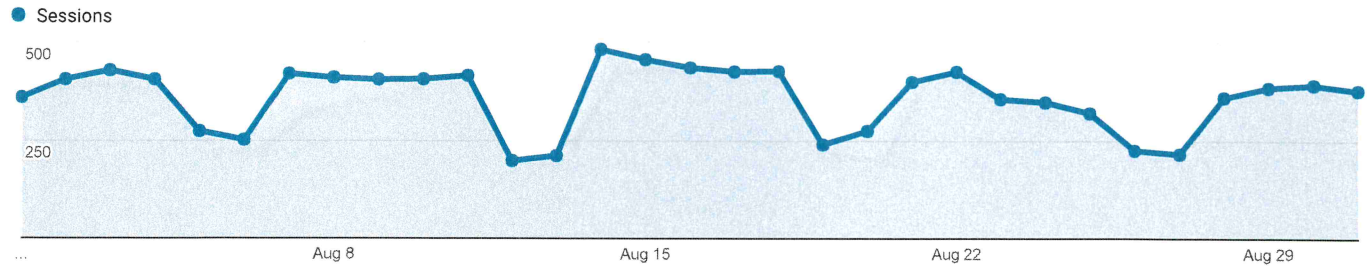
## New vs Returning

All Users  
100.00% Sessions

Aug 1, 2017 - Aug 31, 2017

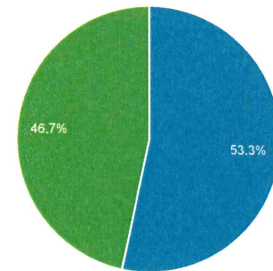
### Explorer

#### Summary



User Type	Sessions	
	Sessions	Sessions
	11,118 % of Total: 100.00% (11,118)	11,118 % of Total: 100.00% (11,118)
1. <span style="color: blue;">■</span> Returning Visitor	5,928	53.32%
2. <span style="color: green;">■</span> New Visitor	5,190	46.68%

Contribution to total: Sessions



Rows 1 - 2 of 2

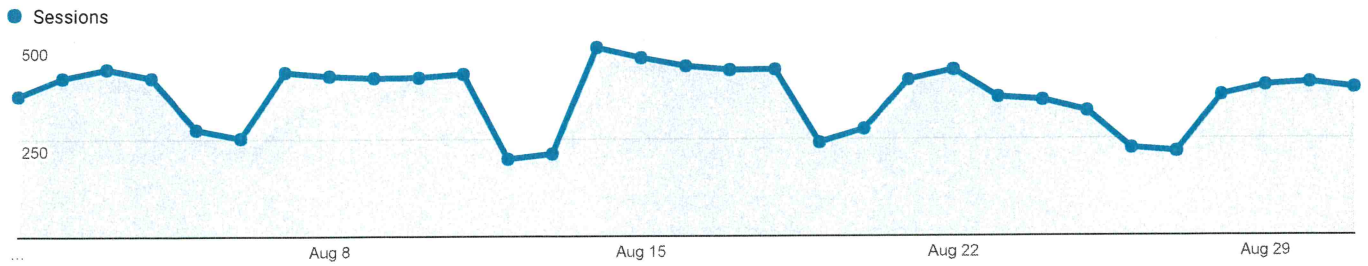
## Browser & OS

Aug 1, 2017 - Aug 31, 2017

All Users  
100.00% Sessions

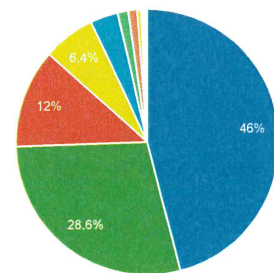
### Explorer

#### Summary



Browser	Sessions	
	11,118 % of Total: 100.00% (11,118)	11,118 % of Total: 100.00% (11,118)
1. Chrome	5,109	45.95%
2. Safari	3,180	28.60%
3. Internet Explorer	1,336	12.02%
4. Firefox	715	6.43%
5. Edge	374	3.36%
6. Android Webview	144	1.30%
7. Safari (in-app)	121	1.09%
8. Amazon Silk	57	0.51%
9. Samsung Internet	29	0.26%
10. Mozilla Compatible Agent	15	0.13%

Contribution to total: Sessions



Rows 1 - 10 of 18

## Overview

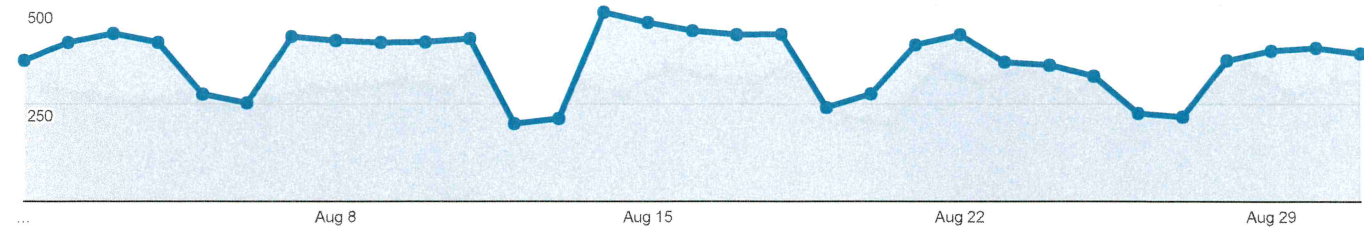
Aug 1, 2017 - Aug 31, 2017

All Users  
100.00% Sessions

### Explorer

#### Summary

Sessions



Device Category

Sessions

Sessions

Contribution to total:

Sessions

11,118

% of Total: 100.00% (11,118)

11,118

% of Total: 100.00% (11,118)

1. desktop

5,748

51.70%

2. mobile

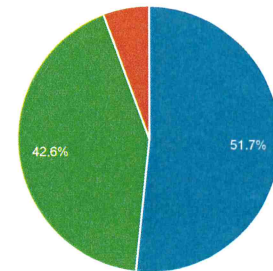
4,740

42.63%

3. tablet

630

5.67%



Rows 1 - 3 of 3

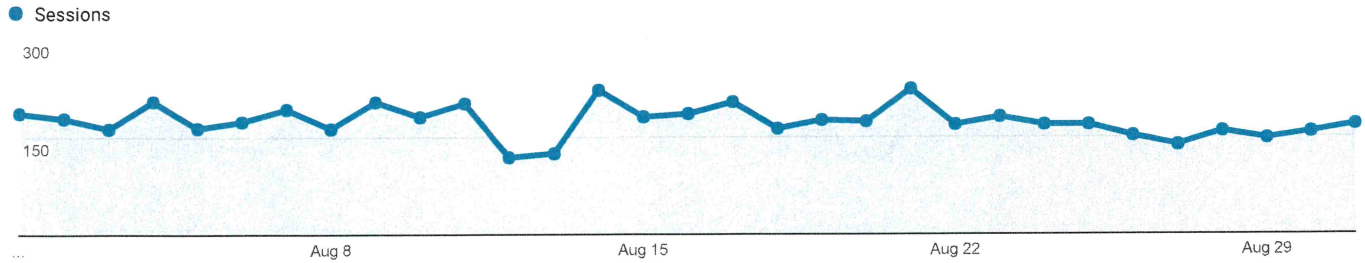
## Devices

All Users  
48.30% Sessions

Aug 1, 2017 - Aug 31, 2017

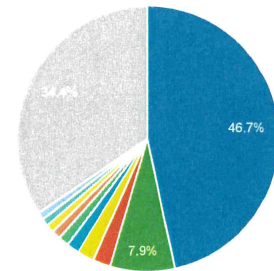
### Explorer

#### Summary



Mobile Device Info	Sessions	Sessions
	5,370 % of Total: 48.30% (11,118)	5,370 % of Total: 48.30% (11,118)
1. Apple iPhone	2,506	46.67%
2. Apple iPad	425	7.91%
3. (not set)	117	2.18%
4. Samsung SM-G930V Galaxy S7	110	2.05%
5. Samsung SM-G900V Galaxy S5	85	1.58%
6. Samsung SM-G920V Galaxy S6	69	1.28%
7. Microsoft Windows RT Tablet Windows RT Tablet	56	1.04%
8. Samsung SM-G950F Galaxy S8	54	1.01%
9. Samsung SM-G935V Galaxy S7 Edge	51	0.95%
10. Samsung SM-G955U Galaxy S8+	50	0.93%

Contribution to total: Sessions



Rows 1 - 10 of 372

## Landing Pages

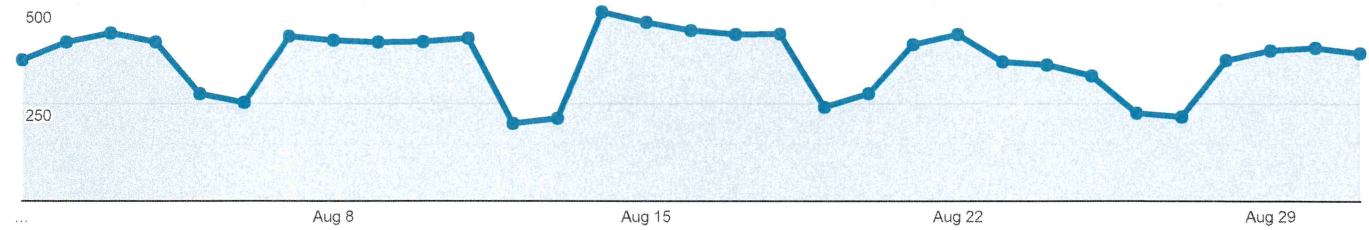
Aug 1, 2017 - Aug 31, 2017

All Users  
100.00% Entrances

### Explorer

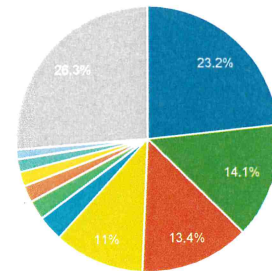
#### Summary

Sessions



Landing Page	Sessions	
	11,118 % of Total: 100.00% (11,118)	11,118 % of Total: 100.00% (11,118)
1. / index.html	2,579	23.20%
2. /Jobs/jobopenings.htm	1,569	14.11%
3. /Departments/swim/swimcenter.htm	1,486	13.37%
4. /transportation/CAThome page.htm	1,224	11.01%
5. /transportation/routes.htm	346	3.11%
6. /Departments/pw_operations/parks/park_facilities.htm	264	2.37%
7. /Departments/swim/schedule.htm	224	2.01%
8. /Departments/services/development_service.htm	199	1.79%
9. /canbycivicblock.htm	172	1.55%
10. /Departments/departments.htm	136	1.22%

Contribution to total: Sessions



Rows 1 - 10 of 123



# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of July and August, 2017

Date: September 7, 2017

Prepared by: Julie Wehling

Through: Rick Robinson, City Administrator

### 1) Grant Funding and Contracts:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) The TriMet Quarterly Report was submitted.
- c) The ODOT Quarterly Report was submitted electronically in OPTIS.
- d) On August 17<sup>th</sup> a vehicle replacement grant application was submitted to ODOT to replace bus 14 which is the last of CAT's original 35' buses (2006 diesel Champion). The request is for \$339,000 in 5339 federal funds which would require CAT to pay \$84,000 in matching funds unless we are able to find grant funds for match.
- e) All grant contracts for the fiscal year have been executed except the one from TriMet for our Special Transportation Fund (STF) grant (\$240,000 for 2 years). It will be executed shortly.

### 2) Ridership:

Year to date for FY 2017-18 total ridership was down by 13.36 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 5,608 rides in July (14.85% fewer than July of 2016).
  - 1,195 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 8.93% more than were provided during July of 2016.
  - 3,069 to Oregon City (23.31% fewer rides than July of 2016).
  - 1,344 to Woodburn (9.62% fewer rides than July of 2016)
- b) 6,713 rides in August (12.07% fewer rides than August of 2016).
  - 1,462 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 1.38% more rides than were provided during August of 2016.
  - 3,496 to Oregon City (21.15% fewer rides than August of 2016).
  - 1,531 to Woodburn (12.96% fewer rides than August of 2016).

As noted in previous reports the factors influencing ridership decline include: service schedule adjustments, the Route 99 name change, TriMet's changes associated with the new Orange Line MAX. Transportation providers across the country are also experiencing ridership dips and point to lower gas prices. Another contributing factor may be the increased availability of Lyft and Uber drivers in Canby.

#### Updates:

- a) The Rider of the Month for July declined to be identified. The Rider of the Month for August was Gordon Rasted. Both riders received a free bus pass and other goodies.
- b) In July and August we provided 452 same day rides on a space available basis.
- c) In August staff reviewed the first draft of the Transit Master Plan.
- d) From August 15- 19 CAT provided the annual Clackamas County Fair Shuttle. The Shuttle provided a total of 224 rides over 5 days which is 14.87% more than the 195 rides provided last year. Saturday rides are still very low. This year we provided only 4 rides for 12 hours of service on Saturday. Staff and the Transit Advisory Committee will evaluate the need and cost effectiveness of continuing the Saturday Fair Shuttle in 2018.
- e) On August 24<sup>th</sup> Michelle Poyourow of Jarrett Walker and Associates presented the first draft Transit Master Plan to the Transit Advisory Committee. The staff and Transit Advisory Committee comments were incorporated in the draft.
- f) On August 29<sup>th</sup> the Transit Master Plan Draft was posted on the website for public comment.

#### 4) Collisions and Incidents

- a) On July 3<sup>rd</sup> there was an accident on 99E when a bus sideswiped the rock wall. No one was injured there was major damage to the bus and no other damage.
- b) On August 4<sup>th</sup> a bus hit a fixed object at the fueling station. No one was injured there was some damage to the bus and no other damage.

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

- On July 27<sup>th</sup> the Transit Advisory Committee held their regular meeting.
- On July 29<sup>th</sup> MV Transit held a driver/dispatcher safety meeting.
- On August 1<sup>st</sup> Julie Wehling was interviewed by Russ Doubleday (a communication intern at Metro) regarding transit in the greater Portland region.
- On August 23 Julie Wehling was interviewed by Laura Keyes and Marion Denney regarding the One-Call/One-Click project spearheaded by Ride Connection (out of Portland). The project is an effort to improve public information regarding available transportation options for the tri-county area using online software tools.
- On August 24<sup>th</sup> the Transit Advisory Committee held a special meeting in order to review the Transit Master Plan Draft.
- On August 29<sup>th</sup> Julie Wehling had a conference call with Kristoffer Vik Hansen from Spare Labs regarding software options for demand response ride scheduling.



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

## **Department: Wastewater Treatment Plant**

### **For Months of:**

### **July & August 2017**

To: The Honorable Mayor Hodson & City Council  
From: Dave Conner, Lead Operator  
Through: Rick Robinson, City Administrator  
Date: August 30, 2017

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

The water quality for the months of July and August remain excellent with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance. The new CIP (Sludge Storage Tank) construction project is getting closer to completion and all is still going well.

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

- Repaired Leak in Process water line at Aeration Basin.
- Standby pumping from headworks during plant shutdowns during electrical power upgrades.
- Sent in Mixer #2 to Fishers RPM for repair.
- Installed remaining D.O meters on aeration basin to optimize oxygen control and electrical usage.
- Repaired process water line in plant headworks.
- Working daily with contractors as piping is constructed to reroute flows, start up and test new equipment and monitor construction workmanship.
- Routine daily maintenance, repairs, and cleaning of plant.

#### **Biosolids Program:**

- Belt ran 15 days in **July**.
- 6 loads to Heard Farms, 162 wet tons.
- Belt ran 14 days in **August**.
- 5 loads to Heard Farms, 144 wet tons.

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

### **July**

- Pump Outs: 28
- Inspections: 1 fog, 1 pretreatment

### **August**

- Pump Outs: 14
- Inspections: 3 fog, 5 pretreatment

### **Pretreatment Activities**

- Reviewed July/August Business License renewals.
- Conducted semi-annual permit compliance sampling at Johnson Controls battery Group, Inc.
- Conducted inspection of Johnson Controls Battery Group, Inc. wastewater treatment system with new operator,
- Continued progress on developing a master Industrial User Inventory Database for the City of Canby.
- Issued an NOV to Kendal Floral for pH violation.
- Provided Environmental Survey to Precision Test & Balance, Inc., NW Service Enterprises, Inc., Lucky 7 Beverage Company, ReStore, and Mrx Xtractors, LLC.
- Conducted pretreatment inspections at Johnson Controls, Product Manufacturing, Inc., Mill Creek Solutions, Shimadzu, Hot Off the Press (2 locations) and Georgia Pacific.
- Conducted FOG inspections at, Chalapa Express, Canby Food Market (under construction), Ladybug Chocolates, Roxy's Island Grill, Panda Express and Carl's JR.
- Required Chalapa Express to install a grease trap within 30 days.
- Completion of post inspection reports for inspected companies.
- Updated spreadsheet for FOG inspections and pump outs to monitor and ensure compliance.
- Provided FOG informational and BMP materials to FES's when conducting inspections.

### **Daily Lab Activity**

- Routine daily/weekly lab procedures, process control and permit testing.
- DMR QA-37 completed and results sent to DEQ.
- Sampling tubes replaced on composite samplers.
- Perform weekly AB probe checks/calibration for YSI and Royce
- Calibrated pH probes on Influent and Aeration Basin
- Monthly equipment maintenance.
- Reviewing Lab SOP's.

### **Meetings and Training Attended**

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

- Daily staff and operations meeting.
- Plant equipment training.
- Attended the Preferred Pumper Meeting in Wilsonville.
- City Safety Committee Meeting.