



AGENDA

CANBY CITY COUNCIL MEETING

January 20, 2016

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Brian Hodson

Council President Tim Dale

Councilor Clint Coleman

Councilor Tracie Heidt

Councilor Traci Hensley

Councilor Greg Parker

Councilor Todd Rocha

WORK SESSION

6:30 PM

City Hall Conference Room

182 N Holly

The City Council will be meeting in a Work Session to receive the 2nd quarter financial update.

CITY COUNCIL MEETING

1. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens 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.)

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

A. Approval of Minutes of the January 6, 2016 City Council Regular Meeting

B. Reappointment to Canby Utility Board

Pg. 1

7. PUBLIC HEARING

- A. Setting Fees For the Canby Independence Day Celebration and Canby's Big Weekend Street Dance Pg. 2

8. RESOLUTIONS & ORDINANCES

- A. Res. 1232, Setting Fees For the Canby Independence Day Celebration and Canby's Big Weekend Street Dance Pg. 3
B. Ord. 1432, Authorizing Contract to Purchase Three (3) Vehicles for Canby Area Transit from Creative Bus Sales of Canby, Oregon (**2nd Reading**) Pg. 5

9. NEW BUSINESS

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

11. CITIZEN INPUT

12. ACTION REVIEW

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

14. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. 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.

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

Date: 12-28-15

Name: GARY A. POTTER Occupation: Retired

Home Address: Canby OR 97013

Employer: — Position: —

Daytime Phone: — Evening Phone: —

E-Mail Address: —

For which position are you applying? Position - Canby Utility Board

What are your community interests (committees, organizations, special activities)?
Budget, utilities, Parks & Rec, history, planning

Experience and educational background: B.S. Degree, OSU, Agriculture
35 YEARS EXPERIENCE ADMIN IN STATE GOVERNMENT -
transportation & employment
Small Business owner,

Reason for your interest in this position: Renewing from previous 3 year
term

List any other City or County positions on which you serve or have served: Canby, 1 term, City Budget committee, 2 terms

Information on any special membership requirements: —

Referred by (if applicable): —

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to: **City of Canby**
Attn: City Recorder
182 N Holly Street
PO Box 930
Canby, OR 97013

RECEIVED

JAN 04 2016

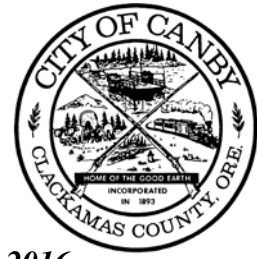
City of Canby - City Recorder

Phone: 503.266.4021 Fax: 503.266.7961 Email: Scheaferk@ci.canby.or.us

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

12-4-07

MEMORANDUM



TO: Mayor Brian Hodson and Canby City Council
FROM: Jamie Stickel, Main Street Manager
DATE: January 11, 2016 for Council Meeting on January 20, 2016
THROUGH: Rick Robinson, City Administration

Issue: Whether or not to adopt the proposed fees for Canby's Big Night Out and the Canby Independence Day Celebration.

Background: In fall 2014, Canby Main Street joined a community group – which includes business owners, citizens, and community organizations – to create a summertime street dance. The dance was held as the kickoff for Canby's Big Weekend. Aptly named Canby's Big Night Out, it brought live music, kids' activities, and local food and alcohol vendors to downtown Canby from 5 – 10 p.m. During the 2015 event, there was no cost to vendors to participate; however, with the positive response from the Canby community and desire to grow this into a self-sustaining event, the proposed fees were chosen.

The Canby Independence Day Celebration, formerly known as General Canby Day, became a City event in October 2015 after the former General Canby Day committee resigned. A committee was formed that includes business owners and citizens, as well as community groups who were previously involved in the event. The committee has further broken down into sub-committees including Vendor Committee, Kids' Activity Committee, Entertainment Committee, and Parade Committee. The Vendor Committee reviewed the fee structure the previous committee had used, as well as several other events in the area. This was to ensure the fees adopted were comparable to other events in cities of similar size. In an effort to encourage more local art and craft vendors, the committee chose to create a break in cost for those business owners with Canby addresses. Also, the previous committee's late comer fee was \$800, and the Vendor Committee chose to lower that to \$500, as they felt it was a fairer price.

The following fee structures are proposed to assist in covering the costs to host the event from year to year. The committees for both Canby's Big Night Out and the Canby Independence Day Celebration assisted in creating the fee structure in an effort to make the events self-sustaining, thus being able to exist and grow for many years to come.

Recommendation: Staff recommends that Council adopt Resolution 1232 which would set fees for Canby's Big Night out and the Canby Independence Day Celebration.

Motion: "I move to adopt Resolution 1232, A RESOLUTION SETTING FEES FOR THE CANBY INDEPENDENCE DAY CELEBRATION AND CANBY'S BIG WEEKEND STREET DANCE."

Attached: Resolution 1232

RESOLUTION NO. 1232

A RESOLUTION SETTING FEES FOR THE CANBY INDEPENDENCE DAY CELEBRATION AND CANBY'S BIG WEEKEND STREET DANCE

WHEREAS, the City of Canby has assumed the responsibility of sponsoring the Canby Independence Day Celebration and is a sponsor in the Canby's Big Weekend Street Dance; and

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

WHEREAS, the Canby City Council held a public hearing on January 20, 2016 to receive public testimony regarding the proposed fees; and

WHEREAS, the Canby City Council determined that the proposed fees to be charged are reasonable to make the events self-sustaining.

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

1. The City of Canby Master Fee Schedule shall be amended to include the following:

CANBY INDEPENDENCE DAY CELEBRATION VENDOR FEES:

Food Vendor Application

Early Bird (Before April 1)	\$125
Regular Rate (April 1 – May 1)	\$175
Advanced Rate (May 2 – May 31)	\$250
Final Rate (June 1 – July 1)	\$500
Specific Location	\$50 (extra)
Electricity	\$25 (per outlet)

Beer/Wine Garden Vendor Application 10 % of total sales

Local Arts/Crafts Vendor Application

Regular Rate	\$45
Advanced Rate (May 2 – July 1)	\$65
Specific Location	\$50 (extra)

Outside City Limits Arts/Crafts

Regular Rate	\$65
Advanced Rate (May 2 – July 1)	\$85
Specific Location	\$50 (extra)

Parade Fee (Campaigns/Businesses) \$25

Tie-dyed Shirts \$5

CANBY'S BIG WEEKEND STREET DANCE VENDOR FEES:

Food Vendor Application \$50

Beer/Wine Garden Vendor Application \$250 or 15% of total sales

2. The Canby City Council hereby classifies the fees imposed herein as not being subject to the limitations imposed by Section 11 (b), Article XI of the Oregon Constitution and that the City Recorder is hereby directed to publish notice in accordance with ORS 310.145.

This resolution shall take effect on January 20, 2016.

ADOPTED this 20th day of January 2016 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1432

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO PURCHASE THREE (3) VEHICLES FOR CANBY AREA TRANSIT FROM CREATIVE BUS SALES OF CANBY, OREGON.

WHEREAS, the City of Canby/Canby Area Transit (CAT) wish to purchase two (2) 20 passenger, 26' Arboc Spirit of Mobility accessible transit vehicles; and one (1) 16 passenger, 23' Arboc Spirit of Mobility accessible transit vehicle; and

WHEREAS, based on Federal Transit Administration useful life standards bus #20001 (VIN 1FDXE45F82HA18024), bus # 20006 (VIN 1FDXE45F12HA18026) and bus # 20016 (VIN 4UZABOBV47CX85019) have exceeded these standards; and

WHEREAS, the Federal programs (49 U.S.C. 5310 and 49 U.S.C. 5339) provide capital assistance for the purpose of supporting public transportation; and

WHEREAS, CAT received grant contract no. 30407 from ODOT – Rail and Public Transit Division for \$244,207 in (49 U.S.C. 5339) funds to provide 83% of the funding to purchase two (2) replacement vehicles; and

WHEREAS, CAT received grant contract no. 14-0820 from TriMet for \$49,980 in ODOT Special Transportation Funds (STF) to provide the 17% matching funds to purchase two (2) replacement vehicles; and

WHEREAS, CAT received grant contract no. 30728 from ODOT – Rail and Public Transit Division for \$117,546 in (49 U.S.C. 5310) funds to provide 89.73% of the funding to purchase one (1) replacement vehicle; and

WHEREAS, the grant and matching funds for the proposed purchase of vehicles are included in the approved fiscal year 2015/16 budget for the City of Canby; and

WHEREAS, the purchase will comply with ORS 279.820 - 279.855 and will be made utilizing Statewide Price Agreement number 4757 which was approved under Solicitation #102-2041-14 establishing multiple award price agreements for use by the State of Oregon and authorized Participants of the State of Oregon Cooperative Purchasing Program (ORCPP) to purchase American Disabilities Act (ADA) transit vehicles; and

WHEREAS, in accordance with granting agency requirements all Oregon Cooperative Purchasing Program vendors who offer vehicles that meet CAT's specifications received a copy of CAT's Request For Quote issued on October 28, 2015; and

WHEREAS, all Oregon Cooperative Purchasing Program vendors offering appropriate vehicles responded by November 20, 2015. Two vendors provided quotes for both 20 passenger and 16 passenger vehicles, one vendor declined to provide a quote; and

WHEREAS, to comply with granting agency requirements the quotes may be evaluated by either lowest cost or best value. Quotes for both 20 passenger and 16 passenger vehicles were compared and evaluated based on a best value criterion; and

WHEREAS, the granting agency (ODOT Rail and Public Transit Division) has reviewed and approved the comparison, evaluation and selection of the best value determination; and

WHEREAS, the quote from Creative Bus Sales of Canby, Oregon was selected for both the 20 passenger and 16 passenger vehicles; and

WHEREAS, Creative Bus Sales of Canby, Oregon has supplied a quote under Price Agreement 4757 for two (2) Arboc Spirit of Mobility/Chevrolet accessible 20 passenger vehicles with 3 wheelchair stations in the amount of \$132,773 each, including scheduled options, attached hereto as Exhibit "A"; and

WHEREAS, Creative Bus Sales of Canby, Oregon has supplied a quote under Price Agreement 4757 for one (1) Arboc Spirit of Mobility/Chevrolet accessible 16 passenger vehicle with 4 wheelchair stations in the amount of \$131,751 each, including scheduled options, attached hereto as Exhibit "B"; and

WHEREAS, In accordance with Statewide Price Agreement 4757 all Purchase Orders accepted by Creative Bus Sales shall create a separate Contract between parties. The City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed the Purchase Orders and believes it to be in the best interest of the City to submit such Purchase Orders for the three (3) vehicle purchases to Creative Bus Sales; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby (Canby Area Transit) and on its behalf, two appropriate Purchase Orders (contracts) with Creative Bus Sales:
 - One Purchase Order for two (2) 20 passenger, 26' Arboc Spirit of Mobility accessible transit vehicles for the quoted amount of one hundred thirty-two thousand, seven hundred seventy-three dollars (\$132,773) each; and

- One Purchase Order for one (1) 16 passenger, 23' Arboc Spirit of Mobility accessible transit vehicle for the quoted amount of one hundred thirty-one thousand, seven hundred fifty-one dollars (\$131,751) each.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, January 6, 2016 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, January 20, 2016 commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 155 NW 2nd Avenue in 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 20th day of January 2016 by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

REQUEST FOR QUOTE (RFQ)

- ☐ Initial Request for Quote (from Requesting Agency to Vendors)
Due Date: November 20, 2015
- ☒ Response to RFQ (from Responding Vendor back to Requesting Agency)
- ☒ Grant Funded Purchase

REQUESTING AGENCY INFORMATION

Agency: City of Canby – Canby Area Transit (CAT)
Contact Person: Julie Wehling
Email Address: wehlingj@ci.canby.or.us
Agency Address: PO Box 930, Canby, OR 97013

Date: October 28, 2015
Phone: 503.266.0751
Fax: 503.263.6284

The City of Canby through its Transit Department (Canby Area Transit) is requesting price quotes from Oregon State Price Agreement Contract Vendors for the purchase of TWO (2) Gasoline Engine, Low-Floor, Category C, Medium-Size, Medium-Duty Transit Bus with 20 regular passenger seats and 3 wheelchair stations. Useful Life expectancy: 7 years or 200,000 miles.

Selection will be made based on Best Value Purchase subject to the following evaluation criteria and values. Meeting minimum required specifications is a pass/fail. Vendor's products that do not meet the minimum required specifications will not be considered further.

1. Meeting Minimum Requirements (pass/fail)
2. Lowest Pricing with Required Options (30 Points)
3. Preferred Options Offered (30 Points)
4. Vehicle Compatibility with Existing Fleet (15 Points)
5. Vehicle Serviceability (15 Points)
6. Vehicle Operating Characteristics (10 Points)

Quotes should specifically highlight how the proposed vehicle meets the listed specifications and clearly identify and explain any differences from the specifications listed below. The format for submission of quotes should follow the list below in order to simplify the review of the stated specifications. Quotes that do not follow this requirement will be deemed non-responsive and eliminated from the competition. Please submit RFQ Responses by **November 20, 2015 at 5pm. Email submission is preferred.** Please email to wehlingj@ci.canby.or.us. Quotes can also be delivered to the CAT office (195 S Hazel Dell Way, Suite C in Canby) on weekdays between 8am – 5pm or mailed to:

City of Canby – Canby Area Transit
Julie Wehling, Transit Director
PO Box 930
Canby OR, 97013

Contact Julie Wehling with any questions
wehlingj@ci.canby.or.us
503.266.0751



Creative Bus Sales

VENDOR (Business Name):**Vendor Contact Person:** Kimberly Stanchfield**Phone:** 844-993-5989**Email Address:** kimberly.stanchfield@creativebussales.com **Alt Phone:** 503-709-9665☒ **Meets Buy America Standards (49 USC § 5323(j); 49 CFR part 661)****State Price Agreement number:** 4757**Length:** 26' **Fuel Type:** Gas **Chev 6.0L Vehicle:** Arboc **Make/Model:** Spirit of Mobility**Floor:** ☐ High Floor ☒ Low Floor **Other:** _____**No. of Regular Passenger Seats:** 20 **No. of ADA Wheelchair Stations:** 3**The general specification for vehicle is as follows:****Base Vehicle Price:** \$115,392

Description of Required Specifications	Included in Base Price YES / NO	Additional Cost	Vendor notes or Suggestions
Steel cage, low floor, "Body on Chassis", dual rear wheels	Yes	\$	
25 to 30 foot chassis 15,000 – 26,000 GVWR	Yes	\$	26' GVWR 14,200
8 cylinder gas engine 6.0L or larger	Yes	\$	
Fast idle, gas engine	Yes	\$	
Heavy duty 6 speed automatic transmission with auxiliary transmission cooler	Yes	\$	
Heavy duty alternator OEM 145-amp	Yes	\$	
65K BTU heater	Yes	\$ - 450	Credit for one heater
A/C 70,000 BTU	Yes	\$	
2 Heavy duty 12V 700 CCA batteries	Yes	\$	
Auxiliary Battery compartment w/tray and door	Yes	\$	
Heavy duty disc brakes with 4 wheel antilock	Yes	\$	
True low-floor with no steps or incline	Yes	\$	

Description of Required Specifications	Included in Base Price YES / NO	Additional Cost	Vendor notes or Suggestions
Air suspension front and rear with kneeling feature.	Yes	\$	
Back-up alarm	Yes	\$	
Daytime running lights	Yes	\$	
Exhaust routed to drivers side	Yes	\$	
Driver side running board – 12"	Yes	\$	
Front and rear mud flaps	Yes	\$	
Rear tow hooks	No	\$50	
Heated/remote exterior mirrors	Yes	\$	
Merge/yield sign (LED)	No	\$750	
Side turn/marker lights	Yes	\$	
Electric entry door with manual reverse and key lock or other security measure.	Yes	\$	
34" X 62" ADA compliant wheelchair entry Braun ramp or equivalent (minimum 800 lb. capacity)	Yes	\$	Braun
Provide 2 floor plan options showing the following seating configuration (20 & 3)	Yes	\$	
4 double foldaway seats (mid high with arm rests) or <i>equivalent 20 seat (3 wheelchair station) arrangement (see floor plan)</i>	No	\$1070	
6 double fixed seats (mid high with arm rests) or <i>equivalent 20 seat (3 wheelchair station) arrangement (see floor plan)</i>	Yes	\$	
Wheelchair securement storage on the bottom of foldaway seats	Yes	\$	
3 Wheelchair stations with Q-Straint or equivalent wheelchair securements	No	\$525	2 are standard
No AM FM Radio	No	\$-233	Credit
Destination Signs on side and front of vehicle include software and installation costs. Controls installed in AM FM radio spot. TwinVision Mobilite or equivalent.	No	\$3525	Twinvision
Standee Line with yellow sign	Yes	\$	
Overhead parcel rack one side only	No	\$450	Please advise which side to locate rack
Pull cord stop request system	No	\$825	Includes drop cords in w/c area
Interior convex mirror approximately 6x9	Yes	\$	
Rear window Fresnel Lens	No	\$40	

Description of Required Specifications	Included in Base Price YES / NO	Additional Cost	Vendor notes or Suggestions
Rear and side Egress window (s) with lights	Yes	\$	
2 bike rack mounting brackets installed for Sportwork bike rack or approved equivalent	No	\$601	No rack – mounting brackets only
Prewired for digital 2-way radio	Yes	\$	
Digital Clock in driver area	No	\$75	
Diamond NV Fare box w/ 1 vault installed and keyed for CAT buses	No	\$990	
Grab rails on entry doors, parallel to entrance, and on ceiling	Yes	\$	
Driver stanchion with modesty panel	Yes	\$	
Description of Preferred Options	Included in Base Price YES / NO	Additional Cost	Vendor notes or Suggestions
Freedman Featherweight La France Mills 539 Tower 3000 Green seat covers or equivalent	No	\$1016	
Driver seat high back Chevy Sport Seat with recliner, armrest, and lumbar support or equivalent	Yes	\$	With power base
Exterior graphics prepared & installed (details provided upon request)	No	\$1435	
Interior graphics prepared & installed (details provided upon request)	No	\$ 150	
Apollo (or equivalent) security camera system with 4 cameras purchased & installed	No	\$3568	Apollo provided
Kenwood (or equivalent) digital 2-way radio system purchased & installed	No	\$996	
Sportworks 2 bike rack or equivalent purchased & installed	No	\$551	RACK ONLY – no mounting brackets. Bracket listed above.
Rack or display case for advertising and notices inside the bus	No	\$350	
Safety supplies: 5 lb fire extinguisher, 16 unit first aid kit, triangle kit	Yes	\$	
Powder Coat Yellow - railings on entry doors, parallel to entrance, on ceiling and driver stanchion as listed above.	No	\$625	
Body fluid clean-up kit	Yes	\$	
Walker/Grocery storage area	No	\$250	
Q' Straint Walker holder or equivalent	No	\$170	
PA System with hand held microphone and speakers	No	\$250	
Outside speaker	No	\$135	

Description of Required Specifications	Included in Base Price YES / NO	Additional Cost	Vendor notes or Suggestions
Altro Transflor Flooring or equivalent	Yes	\$	Poly Urea spray in flooring
6 studded snow tires on white wheels	No	\$1763	
Total of 5 keys per bus	No	\$250	

Credit for standard state items not listed:

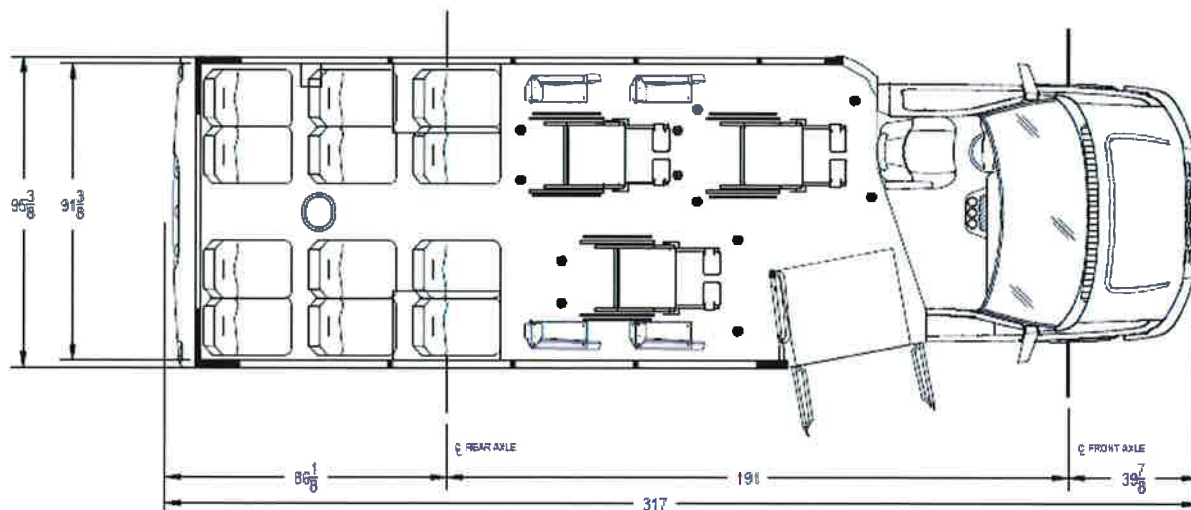
- Ramp activation/ warning buzzer - \$150
- Spare tire and wheel - \$325
- Rear door - \$625
- Stainless steel battery tray - \$100
- Locking fuel cap - \$150

Total per Vehicle Price Quote: \$133,771

Vendor's Signature:

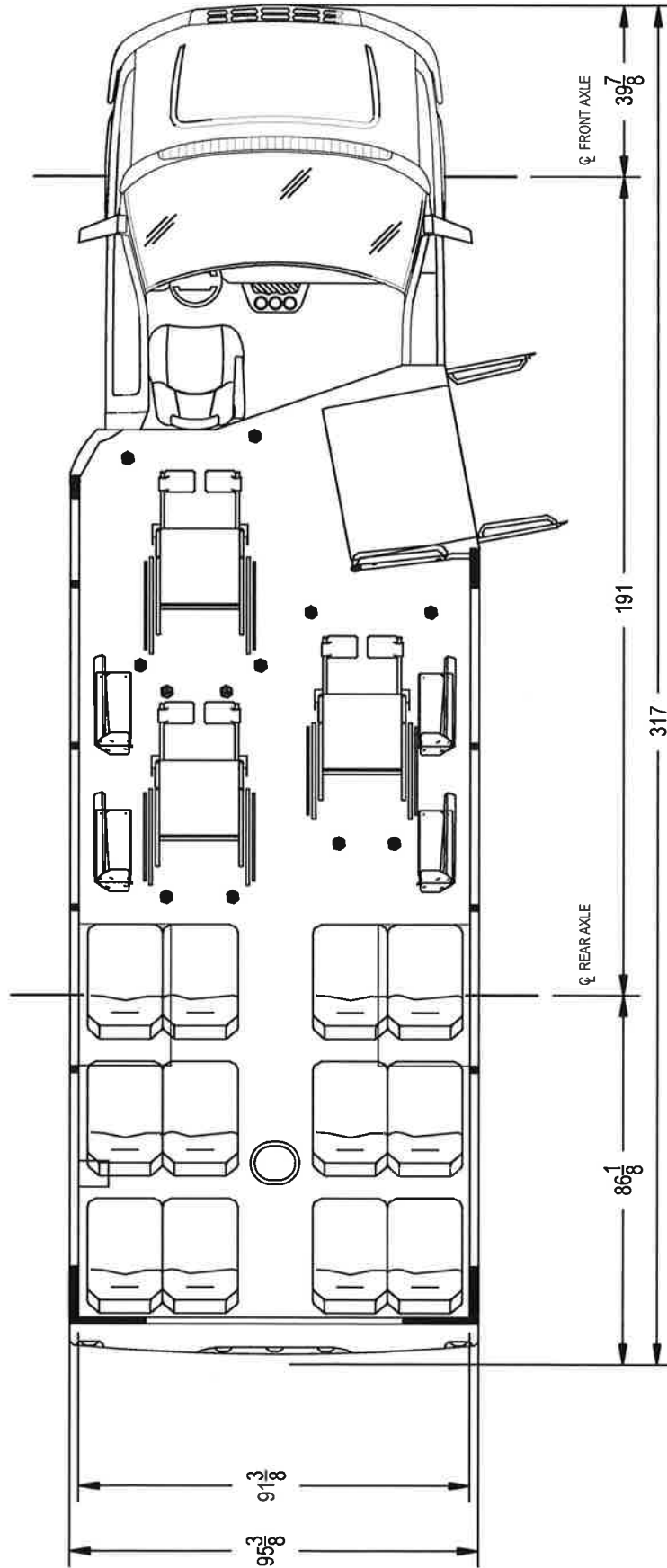
Kimberly Stanchfield
Kimberly Stanchfield, Sales Manager

Date Sent: 11/19/2015



REV	DATE	BY	DESCRIPTION	REVISIONS
1				
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CREATIVE BUS SALES CANBY TRANSIT



ARBOC SPECIALTY VEHICLES CLAIMS PROPRIETARY RIGHTS IN THE FORM OF A U.S. PATENT.

REPRODUCTION HEREOF WITHOUT PERMISSION IN WRITING FROM ARBOC SPECIALTY VEHICLES TO THE USER SPECIFICALLY REFERRING TO THE DRAWINGS. INFORMATION CONTAINED HEREON MAY BE THE EXPRESS PROPERTY OF ARBOC SPECIALTY VEHICLES AND PROTECTED IN THE FORM OF A U.S. PATENT.

NAME: FLOOR PLAN, CREATIVE BUS SALES (CPS-3WC-19WB G-SOM)

DRAWN BY: KIM YODER

DATE: 10/2/2015

REVISION: 1

SHEET: 1 OF 1

4757

[illegible]

City Council Packet Page 14 of 83
734-2762A (2762agency) 0410

STANDARD TERMS AND CONDITIONS — STATE OF OREGON — CONTRACTS FOR THE PURCHASE OF SUPPLIES AND/OR SERVICES

1. **DEFINITIONS:** "Contract" means the entire written agreement between the parties, including but not limited to the Invitation to Bid or Request for Proposal and its specifications, terms and conditions; solicitation instructions; solicitation addenda and contract amendments, if any; the purchase order or price agreement document.

"Contractor" means a person or organization with which the State of Oregon has contracted for the purchase of goods the terms "Contractor" and "Seller" as used in the Uniform Commercial Code (ORS chapter 72) are synonymous; "ORS" means the Oregon Revised Statutes;

"State" means the state agency making the purchase and is synonymous with "Buyer" as used in ORS chapter 12. "State" also means an ORCPP member if the purchase is being made under the State's cooperative purchasing program authorized by ORS 190.240.

2. **WORKERS' COMPENSATION:** The Contractor, its subcontractor, if any, and all employers providing work, labor or materials under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers.

3. **STANDARD AND SPECIAL TERMS AND CONDITIONS:** The terms and conditions printed on this page are standard to State of Oregon contracts for the purchase of goods. There may also be special terms and conditions in an Invitation to Bid or Request for Proposal which apply only to this contract.

4. **DELIVERY:** All deliveries shall be F.O.B destination with all transportation and handling charges paid by Contractor, unless specified otherwise in the solicitation documents. Responsibility and liability for loss or damage shall remain with Contractor until final inspection and acceptance when responsibility shall pass to the State except as to latent defects, fraud and Contractor's warranty obligations.

5. **INSPECTIONS:** Goods furnished under this contract shall be subject to inspection and test by the State at times and place determined by the State. If the State finds goods furnished to be incomplete or not in compliance with solicitation specifications, the State may reject the goods and require Contractor to either correct them without charge or deliver them at a reduced price, whichever is equitable under the circumstances. If Contractor is unable or refuses to cure any defects within a time deemed reasonable by the State, the State may reject the goods and cancel the contract in whole or in part. Nothing in this paragraph shall in any way affect or limit the State's rights as buyer, including the rights and remedies relating to rejection under ORS 72.6020 and revocation of acceptance under ORS 72.6080.

6. **WARRANTIES:** Unless otherwise stated, all goods shall be new and current model and shall carry full manufacturer warranties. Contractor warrants all goods delivered to be free from defects in labor, material and manufacture and to be in compliance with solicitation specifications. All implied and expressed warranty provisions of the Uniform Commercial Code (ORS chapter 72) are incorporated in this contract. All warranties shall run to the State.

7. **CASH DISCOUNT:** If the State is entitled to a cash discount, the period of computation shall commence on the date the entire order is delivered or the date the invoice is received, whichever is later.

8. **PAYMENT:** Payment for completion of State contracts is normally made within 30 days following the date the entire order is delivered or the date the invoice is received, whichever is later. After 45 days, Contractor may assess overdue account charges up to a maximum rate of two-thirds of one percent per month (8% APR) on the outstanding balance (ORS 293.462).

9. **TERMINATION:** This contract may be terminated by mutual consent of both parties or by the State at its discretion. The State may cancel an order for goods at any time with written notice to Contractor, stating the extent and effective date of termination. Upon receipt of this written notice, Contractor shall stop performance under this contract as directed by the State. If this contract is so terminated, Contractor shall be paid in accordance with the terms of the contract for goods delivered and accepted if Contractor's damages arising out of return of the goods cannot be mitigated by the resale as provided in the Uniform Commercial Code (ORS 72.7060).

10. **FORCE MAJEURE:** Neither party to this contract shall be held responsible for delay or default caused by fire, riot, acts of God and/or war, which is beyond the party's reasonable control. The State may terminate this contract upon written notice after determining such delay or default will reasonably prevent successful performance of this contract.

11. **BREACH OF CONTRACT:** Should Contractor breach any of the provisions of this contract, the State reserves the right to cancel this contract upon written notice to Contractor. Contractor shall be liable for any and all damages suffered by the State as the result of Contractor's breach of contract including but not limited to incidental and consequential damages, as provided in ORS 72.7110 to 72.7170 in the event of repeated breach of public and/or private contracts, Contractor shall be subject to disqualification on State of contracts, as provided in ORS chapter 279 and OAR chapter 137.

12. **HOLD HARMLESS:** Contractor shall indemnify, defend and hold harmless the State and its divisions, officers, employees, agents and members, from all claims, suits or actions of any nature arising out of or related to the activities of Contractor, its officers, subcontractors, agents or employees under this contract.

13. **ACCESS TO RECORDS:** The Contractor shall maintain all fiscal records relating to this contract in accordance with generally accepted accounting principle and shall maintain any other records relating to this contract in such a manner as to clearly document Contractor's performance hereunder. The State and its agencies, the Secretary of State Audits Division, the federal government and their duly authorized representatives shall have access to such fiscal records and to all other books, documents, papers, plans and writings of Contractor which relate to this contract, to

perform examination, and audits and make excerpts and transcripts.

14. **AMENDMENTS:** The terms of this contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever without prior written approval of the State.

15. **SEVERABILITY:** If any provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with the law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as of the contract did not contain the particular provision held invalid.

16. **WAIVER:** Failure of the State to enforce any provision of this contract shall not be a waiver or relinquishment by the State of its right to such performance in the future nor of the right to enforce any other provisions of this contract.

17. **GOVERNING LAW; JURISDICTION, VENUE:** This contract shall be governed and construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit, or proceeding (collectively, "the claim") between the State (and/or any other agency or department of the State of Oregon) and the contractor that arises from or relates to this contract shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Contractor hereby consents to the in personam jurisdiction of said courts.

18. **ASSIGNMENT/SUBCONTRACT/SUCCESSORS:** Contractor shall not assign, sell, transfer, or subcontract rights or delegate responsibilities under this contract in whole or in part, without the prior written approval of this State. No such written approval shall relieve Contractor of any obligations of this contract, and any transferee or subcontractor shall be considered the agent of Contractor. Contractor shall remain liable to the State under the contract as if no such assignment, transfer, or subcontract had occurred. The provisions of this contract shall be binding upon and shall inure to the benefit of the parties to the contract and their respective successors and assigns.

19. **COMPLIANCE WITH APPLICABLE LAWS:** Contractor shall comply with all federal, state and local laws, codes, regulations and ordinances applicable to the provision of goods under this contract, including, without limitation, the provisions of ORS 279C.505, 279C.515, and 279B.235, as set forth below and the provisions of: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 (Pub L No 101- 336). ORS 659.425, and all amendments of and regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

20. **PAYMENTS REQUIRED By ORS 279C.505 AND 279B.220:** For all goods provided under this contract, Contractor shall (i) pay promptly, as due, all persons supplying labor or material; (ii) pay all contributions or amounts due the industrial Accident Fund from the contractor or any subcontractor; (iii) not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof; and (iv) pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

21. **STATE PAYMENT OF CONTRACTOR CLAIMS:** If Contractor fails, neglects or refuses to pay promptly is due, any claim for labor or services furnished to the Contractor or any subcontractor by any person in connection with the goods provided under this contract, the State may pay such claim and charge the amount of the payment against funds due or to become due the Contractor under this contract. The payment of a claim by the State pursuant to this paragraph 21 shall not relieve the Contractor or its surety, if any, from obligation with respect to any unpaid claims.

22. **HOURS OF LABOR:** No person shall be employed by the Contractor for more than eight hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where public policy absolutely requires it, and in such cases the laborer shall be paid at least time-and-a-half pay for all overtime in excess of eight hours a day and for work performed on Saturday and on any legal holiday specified in ORS 279B.020 and 279C.540.

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REVISED BY THE ATTORNEY GENERAL 9/94

DOCUMENT TITLE CHANGED AND CORRECTED BY DAS FORMS COMMITTEE 04/05

REQUEST FOR QUOTE (RFQ)

☐ Initial Request for Quote (from Requesting Agency to Vendors)

Due Date: November 20, 2015

☒ Response to RFQ (from Responding Vendor back to Requesting Agency)

☒ Grant Funded Purchase

REQUESTING AGENCY INFORMATION

Agency: City of Canby – Canby Area Transit (CAT)

Contact Person: Julie Wehling

Email Address: wehlingj@ci.canby.or.us

Agency Address: PO Box 930, Canby, OR 97013

Date: October 28, 2015

Phone: 503.266.0751

Fax: 503.263.6284

The City of Canby through its Transit Department (Canby Area Transit) is requesting price quotes from Oregon State Price Agreement Contract Vendors for the purchase of ONE (1) Gasoline Engine, Low-Floor, Category D, Medium-Size, Light-Duty Transit Bus with 16 regular passenger seats and 4 wheelchair stations. Useful Life expectancy: 5 years or 150,000 miles.

Selection will be made based on Best Value Purchase subject to the following evaluation criteria and values. Meeting minimum required specifications is a pass/fail. Vendor's products that do not meet the minimum required specifications will not be considered further.

1. Meeting Minimum Requirements (pass/fail)
2. Lowest Pricing with Required Options (30 Points)
3. Preferred Options Offered (30 Points)
4. Vehicle Compatibility with Existing Fleet (15 Points)
5. Vehicle Serviceability (15 Points)
6. Vehicle Operating Characteristics (10 Points)

Quotes should specifically highlight how the proposed vehicle meets the listed specifications and clearly identify and explain any differences from the specifications listed below. The format for submission of quotes should follow the list below in order to simplify the review of the stated specifications. Quotes that do not follow this requirement will be deemed non-responsive and eliminated from the competition. Please submit RFQ Responses by **November 20, 2015 at 5pm. Email submission is preferred.** Please email to wehlingj@ci.canby.or.us. Quotes can also be delivered to the CAT office (195 S Hazel Dell Way, Suite C in Canby) on weekdays between 8am – 5pm or mailed to:

City of Canby – Canby Area Transit
Julie Wehling, Transit Director
PO Box 930
Canby OR, 97013

Contact Julie Wehling with any questions
wehlingj@ci.canby.or.us
503.266.0751

VENDOR (Business Name): Creative Bus Sales

Vendor Contact Person: Kimberly Stanchfield

Phone: 844-993-5989

Email Address: Kimberly.stanchfield@creativebussales.com Alt Phone: 503-709-9665

☒ **Meets Buy America Standards (49 USC § 5323(j); 49 CFR part 661)**

State Price Agreement number: 4757

Length: _23'_ Fuel Type: __Gas__ Vehicle: Arboc Make/Model: Spirit of Mobility

Floor: ☐ High Floor ☒ Low Floor Other: _____

No. of Regular Passenger Seats: 16 No. of ADA Wheelchair Stations: 4

The general specification for vehicle is as follows:

See attached Floor Plan

Base Vehicle Price: \$113,857

Description of Required Specifications	Included in Base Price YES / NO	Additional Cost	Vendor notes or Suggestions
Steel cage, low floor, "Body on Chassis", dual rear wheels	Yes	\$	
20 to 25 foot chassis 10,000 – 16,000 GVWR	Yes	\$	23' 14,200 GVWR
8 cylinder gas engine 6.0L or larger	Yes	\$	
Fast idle, gas engine	Yes	\$	
Heavy duty 6 speed automatic transmission with auxiliary transmission cooler	Yes	\$	
Heavy duty alternator OEM 145-amp	Yes	\$	
65K BTU heater	Yes	\$ -450	Credit for one heater
A/C 70,000 BTU	Yes	\$	
2 Heavy duty 12V 700 CCA batteries	Yes	\$	
Auxiliary Battery compartment w/tray and door	Yes	\$	
Heavy duty disc brakes with 4 wheel antilock	Yes	\$	
True low-floor with no steps or incline	Yes	\$	
Air suspension front and rear with kneeling feature.	Yes	\$	

Description of Required Specifications	Included in Base Price YES / NO	Additional Cost	Vendor notes or Suggestions
Back-up alarm	Yes	\$	
Daytime running lights	Yes	\$	
Exhaust routed to drivers side	Yes	\$	
Driver side running board – 12"	Yes	\$	
Front and rear mud flaps	Yes	\$	
Rear tow hooks	No	\$ 50	
Heated/remote exterior mirrors	Yes	\$	
Merge/yield sign (LED)	No	\$ 750	
Side turn/marker lights	Yes	\$	
Electric entry door with manual reverse and key lock or other security measure.	Yes	\$	
34" X 62" ADA compliant wheelchair entry Braun ramp or equivalent (minimum 800 lb. capacity)	Yes	\$	Braun
Provide 2 floor plan options showing the following seating configuration (16 & 4)	Yes	\$	
7 double foldaway seats (mid high with arm rests) or equivalent 16 seat (4 wheelchair station) arrangement (see floor plan)	No	\$ 1201	
2 single fixed seats (mid high with arm rests) or equivalent 16 seat (4 wheelchair station) arrangement (see floor plan)	No	\$ 200	
Wheelchair securement storage on the bottom of foldaway seats	No	\$	
4 Wheelchair stations with Q-Straint or equivalent wheelchair securements	No	\$ 910	2 are standard Q-Straint Slide-N-Click provided
No AM FM Radio	No	\$ -233	Credit
Destination Signs on side and front of vehicle include software and installation costs. Controls installed in AM FM radio spot. TwinVision Mobilite or equivalent.	No	\$3525	Twin Vision Mobilite provided
Standee Line with yellow sign	Yes	\$	
Overhead parcel rack one side only	No	\$ 450	Please advise which side to locate rack
Pull cord stop request system	No	\$825	Includes vertical pull cords in wheelchair positions
Interior convex mirror approximately 6x9	Yes	\$	6 x 9 provided
Rear window Fresnel Lens	No	\$40	
Rear and side Egress window (s) with lights	Yes	\$	

Description of Required Specifications	Included in Base Price YES / NO	Additional Cost	Vendor notes or Suggestions
2 bike rack mounting brackets installed for Sportwork bike rack or approved equivalent	No	\$601	Mounting brackets only – no bike rack provided
Prewired for digital 2-way radio	Yes	\$	
Digital Clock in driver area	No	\$75	
Diamond NV Fare box w/ 1 vault installed and keyed for CAT buses	No	\$990	
Grab rails on entry doors, parallel to entrance, and on ceiling	Yes	\$	
Driver stanchion with modesty panel	Yes	\$	
Description of Preferred Options	Included in Base Price YES / NO	Additional Cost	Vendor notes or Suggestions
Freedman Featherweight La France Mills 539 Tower 3000 Green seat covers or equivalent	No	\$813	
Driver seat high back Chevy Sport Seat with recliner, armrest, and lumbar support or equivalent	Yes	\$	With Power base provided
Exterior graphics prepared & installed (details provided upon request)	No	\$1435	
Interior graphics prepared & installed (details provided upon request)	No	\$150	
Apollo (or equivalent) security camera system with 4 cameras purchased & installed	No	\$3568	Apollo 4 Camera system with GPS provided
Kenwood (or equivalent) digital 2-way radio system purchased & installed	No	\$996	Kenwood NX-820HGK UHF digital mobile with antenna and installation
Sportworks 2 bike rack or equivalent purchased & installed	No	\$551	Rack only - mounting brackets listed above
Rack or display case for advertising and notices inside the bus	No	\$350	
Safety supplies: 5 lb fire extinguisher, 16 unit first aid kit, triangle kit	Yes	\$	
Powder Coat Yellow - railings on entry doors, parallel to entrance, on ceiling and driver stanchion as listed above.	No	\$625	
Body fluid clean-up kit	Yes	\$	
Walker/Grocery storage area	No	\$250	
Q' Straint Walker holder or equivalent	No	\$170	
PA System with hand held microphone and speakers	No	\$250	
Outside speaker	No	\$135	

Description of Required Specifications	Included in Base Price YES / NO	Additional Cost	Vendor notes or Suggestions
Altro Transflor Flooring or equivalent	Yes	\$	Poly Urea spray in flooring
6 studded snow tires on white wheels	No	\$1763	From Les Schwab in Canby
Total of 5 keys per bus	No	\$250	3 extra sets of ignition, battery box and overhead compartment

Credit for standard state items not listed:

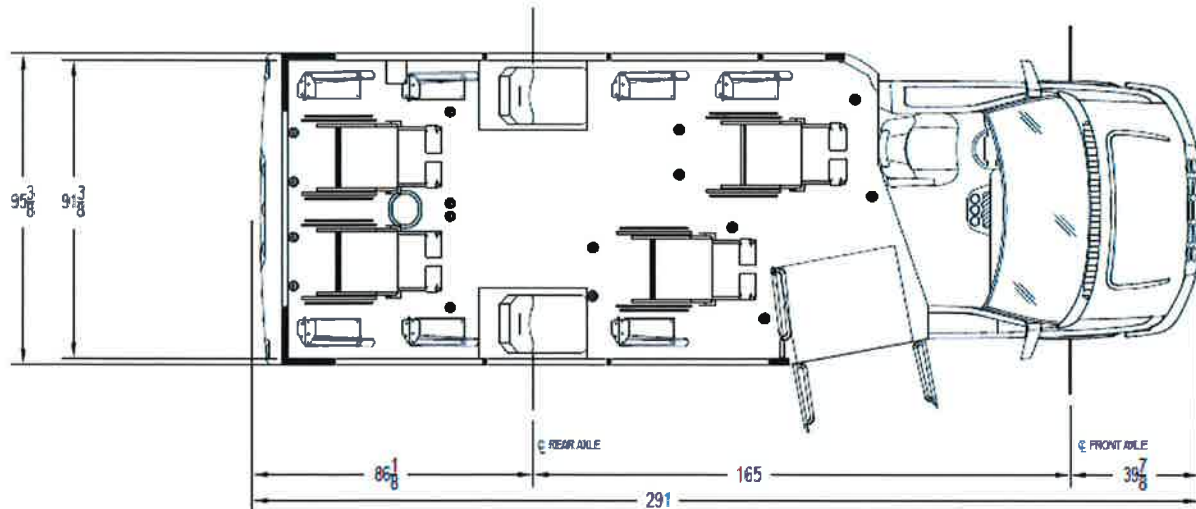
- Ramp activation/ warning buzzer - \$150
- Spare tire and wheel - \$325
- Rear door - \$625
- Stainless steel battery tray - \$100
- Locking fuel cap - \$150

Total per Vehicle Price Quote: \$132,747

Vendor's Signature:

Kimberly Stanchfield
Kimberly Stanchfield, Sales Manager

Date Sent: 11/19/2015

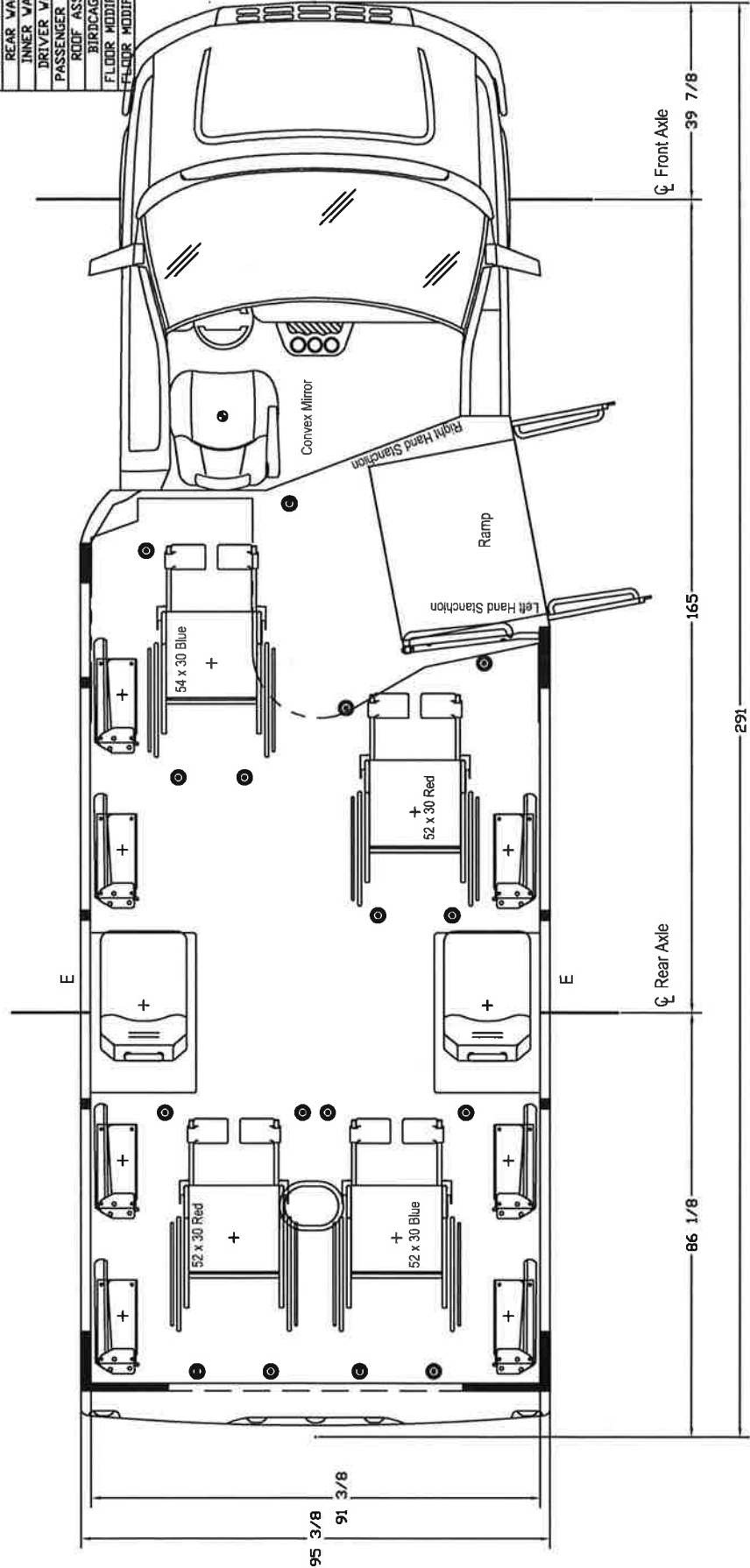


Note:
1. WINDOW.
2. E-EGRESS WINDOW LOCATION.

Creative Bus Sales Canby Area Transit SOM 165" WHEEL BASE Gas 16PS-4WC-165G-SOM23

REV	DATE	BY	REMARKS
1	02/19/2015	FS	16PS-4WC-165G-SOM23
2	02/19/2015	FS	16PS-4WC-165G-SOM23
3	02/19/2015	FS	16PS-4WC-165G-SOM23
4	02/19/2015	FS	16PS-4WC-165G-SOM23
5	02/19/2015	FS	16PS-4WC-165G-SOM23
6	02/19/2015	FS	16PS-4WC-165G-SOM23
7	02/19/2015	FS	16PS-4WC-165G-SOM23
8	02/19/2015	FS	16PS-4WC-165G-SOM23
9	02/19/2015	FS	16PS-4WC-165G-SOM23
10	02/19/2015	FS	16PS-4WC-165G-SOM23
11	02/19/2015	FS	16PS-4WC-165G-SOM23
12	02/19/2015	FS	16PS-4WC-165G-SOM23
13	02/19/2015	FS	16PS-4WC-165G-SOM23
14	02/19/2015	FS	16PS-4WC-165G-SOM23
15	02/19/2015	FS	16PS-4WC-165G-SOM23
16	02/19/2015	FS	16PS-4WC-165G-SOM23
17	02/19/2015	FS	16PS-4WC-165G-SOM23
18	02/19/2015	FS	16PS-4WC-165G-SOM23
19	02/19/2015	FS	16PS-4WC-165G-SOM23
20	02/19/2015	FS	16PS-4WC-165G-SOM23

WOOD FLOOR	WOOD FLOOR 'A'
FRONT FLOOR 'A'	FRONT FLOOR 'B'
MID FLOOR	REAR FLOOR
FLOOR MODIF.	REAR WALL
INNER WALL	N/A
PASSENGER WALL	DRIVER WALL
ROOF ASSY.	PASSENGER WALL
BIRDCAVE	FLOOR MODIF. '1'
FLOOR MODIF. '2'	



NAME: **Floor Plan, Creative Bus Sales Canby Area Transit 16PS-4WC-165G-SOM23**

DRAWN BY: **FS** DATE: **02/19/2015** DRAWING NUMBER: **16PS-4WC-165G-SSDM23** REVISION: **-** SHEET: **1** OF **2**

ARBOC SPECIALTY VEHICLES CLAIMS PROPRIETARY RIGHTS IN THE MATERIAL DISCLOSED HEREON. NEITHER THIS DRAWING NOR ANY REPRODUCTION THEREOF MAY BE USED TO MANUFACTURE ANYTHING SHOWN HEREON WITHOUT PERMISSION IN WRITING FROM ARBOC. THE DRAWINGS, INFORMATION CONTAINED HEREON, MAKE THE EXPRESS PROPERTY OF ARBOC SPECIALTY VEHICLES AND PROTECTED IN THE FORM OF A U.S. PATENT.

4757

City Council Packet Page 22 of 83
734-2762A (2762agency) 0410

STANDARD TERMS AND CONDITIONS — STATE OF OREGON — CONTRACTS FOR THE PURCHASE OF SUPPLIES AND/OR SERVICES

1. **DEFINITIONS:** "Contract" means the entire written agreement between the parties, including but not limited to the Invitation to Bid or Request for Proposal and its specifications, terms and conditions; solicitation instructions; solicitation addenda and contract amendments, if any; the purchase order or price agreement document.

"Contractor" means a person or organization with which the State of Oregon has contracted for the purchase of goods the terms "Contractor" and "Seller" as used in the Uniform Commercial Code (ORS chapter 72) are synonymous; "ORS" means the Oregon Revised Statutes;

"State" means the state agency making the purchase and is synonymous with "Buyer" as used in ORS chapter 12. "State" also means an ORCPP member if the purchase is being made under the State's cooperative purchasing program authorized by ORS 190.240.

2. **WORKERS' COMPENSATION:** The Contractor, its subcontractor, if any, and all employers providing work, labor or materials under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers.

3. **STANDARD AND SPECIAL TERMS AND CONDITIONS:** The terms and conditions printed on this page are standard to State of Oregon contracts for the purchase of goods. There may also be special terms and conditions in an Invitation to Bid or Request for Proposal which apply only to this contract.

4. **DELIVERY:** All deliveries shall be F.O.B destination with all transportation and handling charges paid by Contractor, unless specified otherwise in the solicitation documents. Responsibility and liability for loss or damage shall remain with Contractor until final inspection and acceptance when responsibility shall pass to the State except as to latent defects, fraud and Contractor's warranty obligations.

5. **INSPECTIONS:** Goods furnished under this contract shall be subject to inspection and test by the State at times and place determined by the State. If the State finds goods furnished to be incomplete or not in compliance with solicitation specifications, the State may reject the goods and require Contractor to either correct them without charge or deliver them at a reduced price, whichever is equitable under the circumstances. If Contractor is unable or refuses to cure any defects within a time deemed reasonable by the State, the State may reject the goods and cancel the contract in whole or in part. Nothing in this paragraph shall in any way affect or limit the State's rights as buyer, including the rights and remedies relating to rejection under ORS 72.6020 and revocation of acceptance under ORS 72.6080.

6. **WARRANTIES:** Unless otherwise stated, all goods shall be new and current model and shall carry full manufacturer warranties. Contractor warrants all goods delivered to be free from defects in labor, material and manufacture and to be in compliance with solicitation specifications. All implied and expressed warranty provisions of the Uniform Commercial Code (ORS chapter 72) are incorporated in this contract. All warranties shall run to the State.

7. **CASH DISCOUNT:** If the State is entitled to a cash discount, the period of computation shall commence on the date the entire order is delivered or the date the invoice is received, whichever is later.

8. **PAYMENT:** Payment for completion of State contracts is normally made within 30 days following the date the entire order is delivered or the date the invoice is received, whichever is later. After 45 days, Contractor may assess overdue account charges up to a maximum rate of two-thirds of one percent per month (8% APR) on the outstanding balance (ORS 293.462).

9. **TERMINATION:** This contract may be terminated by mutual consent of both parties or by the State at its discretion. The State may cancel an order for goods at any time with written notice to Contractor, stating the extent and effective date of termination. Upon receipt of this written notice, Contractor shall stop performance under this contract as directed by the State. If this contract is so terminated, Contractor shall be paid in accordance with the terms of the contract for goods delivered and accepted if Contractor's damages arising out of return of the goods cannot be mitigated by the resale as provided in the Uniform Commercial Code (ORS 72.7060).

10. **FORCE MAJEURE:** Neither party to this contract shall be held responsible for delay or default caused by fire, riot, acts of God and/or war, which is beyond the party's reasonable control. The State may terminate this contract upon written notice after determining such delay or default will reasonably prevent successful performance of this contract.

11. **BREACH OF CONTRACT:** Should Contractor breach any of the provisions of this contract, the State reserves the right to cancel this contract upon written notice to Contractor. Contractor shall be liable for any and all damages suffered by the State as the result of Contractor's breach of contract including but not limited to incidental and consequential damages, as provided in ORS 72.7110 to 72.7170 in the event of repeated breach of public and/or private contracts, Contractor shall be subject to disqualification on State of contracts, as provided in ORS chapter 279 and OAR chapter 137.

12. **HOLD HARMLESS:** Contractor shall indemnify, defend and hold harmless the State and its divisions, officers, employees, agents and members, from all claims, suits or actions of any nature arising out of or related to the activities of Contractor, its officers, subcontractors, agents or employees under this contract.

13. **ACCESS TO RECORDS:** The Contractor shall maintain all fiscal records relating to this contract in accordance with generally accepted accounting principle and shall maintain any other records relating to this contract in such a manner as to clearly document Contractor's performance hereunder. The State and its agencies, the Secretary of State Audits Division, the federal government and their duly authorized representatives shall have access to such fiscal records and to all other books, documents, papers, plans and writings of Contractor which relate to this contract, to

perform examination, and audits and make excerpts and transcripts.

14. **AMENDMENTS:** The terms of this contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever without prior written approval of the State.

15. **SEVERABILITY:** If any provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with the law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as of the contract did not contain the particular provision held invalid.

16. **WAIVER:** Failure of the State to enforce any provision of this contract shall not be a waiver or relinquishment by the State of its right to such performance in the future nor of the right to enforce any other provisions of this contract.

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REVISED BY THE ATTORNEY GENERAL 9/94

DOCUMENT TITLE CHANGED AND CORRECTED BY DAS FORMS COMMITTEE 04/05



City of Canby Bi-Monthly Report
Department: Administration
For Months of: November & December 2015

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: January 8, 2016

1. Business Licenses:

Fifty-eight (58) new business licenses were issued during the months of November and December 2015. This compares to 31 new licenses issued during November and December 2014. Thirty-two (32) business licenses were inactivated during the months of November and December 2015. This compares to 23 inactivated during the same period in 2014. One hundred twenty-seven (127) business license renewals were sent out, compared to 108 in 2014. The total number businesses licensed with the City of Canby is 1,374 (1,225 this time in 2014) of which 663 have Canby addresses (646 this time last year).

2. Cemetery:

Total property purchases recorded: November – 7, December – 1

Total interments recorded: November – 6, December – 4

3. Public Records Requests:

Two (2) Public Records Requests were processed during November and December.

4. Training/Meetings:

Kim Scheafer attended the following:

- Oregon Employer Council Employment Law Essentials & 2015 Legal Updates Class
- Canby Independence Day Celebration Vendor Committee Meetings
- OAMR Records Management Meeting
- OAMR Region 2 Meeting

Staff attended the Employee Holiday Luncheon

5. Special Animal Permits:

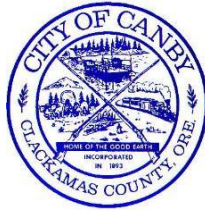
One (1) special animal permit was issued in November and December.

6. Sidewalk/Park Vending Permit:

No Sidewalk/Park Vending Permits were issued in November and December.

7. Liquor Licenses Processed:

No liquor license applications were processed in November and December.



City of Canby Bi-Monthly Report
Department: Court
November / December 2015

To: The Honorable Mayor Hodson and City Council
From: Melody Thompson, Administrative Supervisor
Through: Judge Rod Grafe
Date: January 8, 2016

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.

Monthly Statistics

Description	November	December
Traffic Cases Filed	131	97
Parking Citations Filed	7	10
Misdemeanor Cases Filed	10	15
DUII Cases Filed	0	0
Traffic Cases Disposed	209	155
Misdemeanor Cases Disposed	11	11
DUII Cases Disposed	17	3
Traffic Cases Sentenced	46	50
Traffic Cases Dismissed	34	45
Parking Citations Disposed	17	6
Cases Referred to Diversion/Deferred Sentence	17	19
Cases Handled by Violations Bureau	75	67
Cases Receiving Reduced Sentence	14	9
Cases Referred to Collections	79	23
Traffic Trials	4	2
Bench (Judge) Trials	0	1
Jury Trials	0	0

Note: Statistic category terms outlined on page 2

General Activities

Xpress Bill pay (on-line payment option for our customers) was launched in November. Concerns associated with the conversion of our data to the Xpress website has pushed back the implementation into January. This will allow city and court staff to interact with vendors and resolve these issues.

A full review of the existing Court operating policies and procedures manual continues.

Future projects

- Electronic Court capability: forms, database available in court room. This will reduce costs (duplicate/triplicate printed forms are currently used) and create staff efficiencies in court preparation and court day operations.
- Review collection agency proposals collected by the Finance department.

Training/Meetings

None during this period.

Court Programs Authorized by Judge Rod Grafe referred to in statistics:

1. Charges Filed vs. Cases Filed: Multiple charges can be filed on any one defendant from a single traffic stop or arrest. Charges filed reflects this number. Cases filed (also called docket numbers) refers to the unique database number given to a single defendant's matter before the Court whether for violations (including traffic) or misdemeanor crimes.
2. Violations Bureau - Court clerks can accept pleas on a traffic violation, offer a deferred sentence program (if qualified) and set a payment plan. For those charged with a crime a court appearance before the judge is mandatory. Fix it ticket activity will be included in this statistic.
3. Diversion/Deferred Sentence Programs - Involves attending a class, paying a court filing fee and with no convictions during the following two months, the case will be dismissed:
 - Good Drivers Program (no prior traffic convictions in the last five years)
 - 1st Offender - Traffic (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, Jamie Stickel, Main Street Manager, and Mariah Dodson.*
THROUGH: *Rick Robinson, City Administrator*
RE: *CITY COUNCIL BI-MONTHLY REPORT*

Economic Development Updates:

The following projects are funded through Urban Renewal.

Business Recruitment: Staff submitted proposals for the following leads:

- **Project AK** - A clean tech manufacturer is looking for 6 to 8 acres with room for expansion for a \$30- 40 million investment in a 100,000 sf facility. Initially they would employ 60 and grow to 150 over 3 years. The company will tour three Canby sites in January.
- **Project Everett** - A large metals manufacturer of heavy duty trucks from the Midwest is looking for 25 – 40 acres to build a new \$40 million facility. They plan to create 300-500 jobs that include metals welding, engineering and skilled trade workers. They are interested in green energy efficiencies and energy rebates. This is a lead from the FabTech show.
- **Compressed Gas Production Company** - A broker looking for a 7-12 acre site to locate an Acetylene Manufacturing and Distribution Company. The company would employ 25-50 and invest \$10-15 million. They need outside storage and access to rail.
- **Project Crimson** - A manufacturing / distribution company that is looking for a site for an 800,000 to 1,000,000 square foot building and will employ 250- 500. Rail access is preferred. This long term prospect will make a decision over the next two years.
- **Small Manufacturer** - A local broker is looking for 5-7 acres for a manufacturing client. Five sites were submitted. Construction costs for the project are being developed.
- **Project Chat** - A Portland based call center executive toured city owned police and library buildings. The library building seemed like a great fit for their new branch location. If they move forward, they would bring 20 employees and grow quickly to 100.
- **Fabtech Trade Show in Chicago** - Staff attend this large metals manufacturing trade show from November 9 – 12th as part of the Team Oregon - Manufacturing group. FABTECH is North America's largest collaboration of technology, equipment and knowledge in the metal forming, fabricating, welding and finishing industries. There were more than 1,700 exhibitors and a total of 43,836 attendees from over 90 countries at the show. The group focused on recruiting new businesses, meeting with Oregon based exhibitors, connecting with Chicago based national industrial site selectors, and learning about the latest trends and metal products. The show generated four strong leads and the team visited with 5 site selectors to promote Oregon.

Development/Redevelopment:

- **Downtown Civic Block Redevelopment** - Hanlon Development is conducting extensive due diligence on the Civic Block site for a mixed use retail housing development. In December, they launched a market feasibility analysis, GeoTech report, Phase 1 Environmental study, and site appraisals. Most of the studies should conclude in January. The city approved a grant request for \$3,000 to help fund the feasibility study through its Redevelopment Grant Program. The development area now excludes the lot at the SE corner of the block. Property negotiations with one property owner are underway.
- **Grant writing for Canby Community Plaza at the New Library & Civic Center** - Mariah Dodson worked with city leaders to craft compelling grant requests to help fund construction of a new plaza alongside the New Library and Civic Center. Activities included research on foundations, developing a project vision and budget, gathering letters of support, and organizing supporting attachments such as project schematics and renderings, city financial statements, and project leader bios. The first and the largest of three grant proposals was submitted to The Ford Family Foundation on December 17 for \$65,000. Additional \$20,000 proposals to the Collins Foundation and the Oregon Community Foundation, will be submitted in January 2016. Grant review and funding decisions are expected in March (Ford Family Foundation), in April (Collins Foundation), and in May (The Oregon Community Foundation).

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Downtown Canby First Friday** – The 2015 First Friday program continued on November 6th and December 4th. The December First Friday is the most successful, as it is coupled with the Light Up The Night event. This program continues to evolve and find new ways to encourage participation from businesses and citizens.
- **Light Up The Night** – The 14th annual Light Up The Night was held on Friday, December 4th. This family friendly event is one of Canby's most beloved attractions. It was held on First Friday to encourage attendees to shop locally during the holiday season. The Canby Public Works department hung the Christmas lights during early and late November. The annual holiday parade including Santa wound its way through downtown and ended at Wait Park. Festivities included holiday carols from a local choir, and free hot chocolate. Kids waited in line to share their wishes with Santa and Mrs. Claus in the gazebo. This year, the sELFie promotion chose the winner to light up the park.
- **Holiday sELFie Promotion**
On the November First Friday, Canby Main Street launched a month long holiday promotion contest called Canby sELFie. This was an effort to steer holiday shopping traffic into participating downtown businesses, and to drum up a friendly spirit of community



competition for a grand prize of being the person to the 'Light Up the Night' on December 4, 2015. Business owners and community members were encouraged to find, and take a selfie with, our Christmas elf-themed 'sELFie' frame. The prop was hidden in a number of downtown businesses throughout the month, and locations changed every few days. Participants were asked to use the hashtag #CanbysELFie to post their photos on Facebook and to follow the page to discover each new location of the sELFie frame. Six businesses and 14 community members participated. Hannah Nelzen, age 12, and Jack Pendleton were the participants with the highest number of votes choosing them to push the button to Light Up the Night.

- **Canby Independence Day Celebration** – The Canby Mainstreet Team and community leaders have rallied to organize the former General Canby Days 4th of July Celebration in 2016. The previous board resigned in November. Already committees have formed to develop and implement plans for Entertainment, Kid's Activities, Parade, and Vendors. Each committee is working on the details to make this year's event a success. Changes in store for 2016 include a new name, an updated parade route, and a change in the parade start time from 2 PM (often too hot) to 9:30 AM to accommodate kids and families better. The general committee gathered on December 17th to discuss the progress made thus far. If anyone is interested in joining a committee, please contact: Jamie Stickel, Main Street Manager, 503.266.0772 or StickelJ@ci.canby.or.us.

Organization

- **Historic Review Board** – The Historic Review Board received two proposals for Intensive Level Surveys. The committee chose Tama Tochiyara, from Eugene, to complete the work. During a planning meeting, Tochiyara met with Canby Main Street Manager Jamie Stickel and Historic Review Board Chairperson Carol Palmer. The sites chosen for intensive surveys are: Wells Fargo, Wait Park, Dahlia Theater, the building that houses the Bike Shop and Canby Trophy, and lastly, the building that houses Salon L and Ladybug Chocolates. These buildings are from several time periods and showcase different aspects of Canby's history.

Economic Restructuring

- **New Business** – Two new businesses have moved into downtown Canby. December saw the opening of Sugar Plum Café and Bakery, which moved into the old Mini Chef space. This business features breakfast, lunch, and dinner options, and plans to have a retail bakery space. The second business is a bridal store that is moving into Holly Mall. Heavenly Bridal Boutique will open its doors during January. Canby Main Street will work with these businesses to welcome them downtown and help to market the new additions on Facebook and in the e-newsletter.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Haley Fish, Finance Director
Through: Rick Robinson, City Administrator
Covering: November & December 2015
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.

- Many months of work resulted in issuance of the **Comprehensive Annual Financial Report (CAFR)** for the fiscal year ended June 30, 2015. The independent auditors were on-site in November for final fieldwork. The found no material weaknesses or significant deficiencies and issued a clean report with no findings. The report is available online and was submitted to the Secretary of State (in compliance with state deadlines) and the Government Finance Officers Association CAFR Program. It was also provided to our dissemination agent and Moody's to complete our responsibility with compliance requirements as applicable to some of our outstanding debt.

- Beginning in November, we met with financial consultants to work out strategies for clearing the backlog of **non-filed Transit Tax returns**. Data analysis of filed returns was used to estimate an amount due for each type of return (quarterly payroll, annual payroll or annual self-employment) for businesses stratified by inside and outside Canby. The consultant applied these amounts to the data we provided, creating **218 Pre-Collections Notices** that were sent out December 31st. As a part of our agreement the consultant is the primary point of contact for customer service related to the notices for the first 90 days. Unresponsive accounts will be sent to collections.

- Finance worked with the Library to aid in transitioning to a **new cash management system utilizing the LINCC system** that is balanced out nightly, and saves Library staff from making weekly bank runs. Improvements are being made as we work with the system.

- The annual **Survey of Local Government Finances** was submitted to the US Census Bureau.

- Finance coordinated the request for quotes and selection process for a consultant to complete a **new Sewer and Storm Water Rate Analysis** to be completed in in early calendar year 2016.

- Finance is working with Human Resources to coordinate **new reporting requirements per the Affordable Care Act (ACA)** and new part-time sick leave requirements effective January 1, 2016.

- Finance is working with IT and Court to implement an **online payment portal for court customers**. IT and Court have worked diligently to address issues as identified in throughout the implementation process.

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

- GFOA GAAP update training
- Caselle webinars
- Safety Committee meetings
- PERS Town Hall Meeting with employers
- Holiday party
- Budget Committee interviews

Statistics this period:

- **Accounts Payable**

Invoices:	578
Invoice entries:	959
Encumbrances:	11
Manual checks:	8
Total checks:	362
- **Payroll**

Timesheets processed:	434
Total checks and vouchers:	509
New hires/separations:	5/2
- **Transit Tax Collection**

Forms sent:	900
Delinquent notices sent:	30
Non-filed notices sent:	161
Pre-collection notices sent:	222
Accounts sent to collections:	2
Accounts opened/closed:	62/32
Returns posted:	350
- **Utility Billing**

Bills sent:	9233
Counter payments:	252
Accounts opened and closed:	271
Lien payoffs:	7
Lien payoff inquiries:	47
Collection notices sent:	10
Accounts sent to collections:	7
- **General Ledger**

Total Journal entries:	267
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- **Cash Receipts Processed**

Finance:	1148
Utility:	610

CANBY PUBLIC LIBRARY

BI-MONTHLY STAFF REPORT

November - December 2015

TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 1/7/2016



Information Statistics

Information statistics below are from 11-01-15 to 12-31-15.

	In Person							Telephone			
	Reference	Operational	Computer	Readers' Advisory	Guest Passes	Job/Resume Help	eBook Help	Reference	Operational	Computer/Website	Email Questions
October	195	128	48	33	5	1	0	16	13	8	5
November	258	135	117	29	7	4	7	16	13	0	5
December	353	178	135	38	23	3	8	47	24	0	7

Reference: Informational questions, placing holds

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

Computer: Instruction/assistance;

Readers Advisory: Recommending books, movies, music

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

Total Registered Borrowers (service population = 23,365)

- November: 11,942
- December: 11,894

New Library Cards

- November: 52
- December: 73

Total Number of Materials Added

- November: 367
- December: 308

Total Number of Materials Owned

- November: 67,943
- December: 65,991

Total Circs – YTD – 144,540

- November: 23,025
- December: 21,766

Number of Holds Placed:

- November: 6,163
- December: 5,572

Self-Check:

- November: 18.3%
- December: 21.7%

Public Internet Computer Sessions:

- November: 719
- December: 698

Social Media – Facebook Likes

- November: 352
- December: 372

People Counter:

- November: 8,434
- December: 7,790

Volunteer Hours:

- November: 160.15
- December: 166

Programming:

	ATTENDANCE			TYPE OF PROGRAM			
	Adults	Teen	Children	Adult	Teen	Children's	Family
November	394	5	180	18	1	17	4
December	179	25	132	10	2	7	6

Library Operations:

- The Canby Public Library received a \$3,000 grant from the American Library Association, and the National Endowment for Humanities, to present programs on Latino Americans – 500 Years of History. We are one of four libraries in Oregon who received a grant. Kudos to Hanna Hofer who pursued this great opportunity for our library!
- We received the check from Prudential from Bonnie K. Allen's estate in the amount of \$7,423.69.
- The library will propose a revised fee structure to city council in February. If approved, the new fees will go in effect March 1st.

- The library will have a \$ for \$ campaign the month of February. For every dollar a patron pays on their fine, the library will waive a dollar. This will help patrons pay down their fines before the new fee structure goes in place.
- The library closed at 5:00 p.m. on New Year's Eve so staff could enjoy time with their families. Everyone adjusted their hours accordingly.
- Peggy Wickwire submitted the Ready2Read grant report to the state.
- Josue Valverde's last day was on Sunday, November 15th. Josue was hired in July of 2012.
- Levi Porter's art was on display at the library for the months of November and December.
- We updated our sick leave procedure for staff.
- The new shelving process is going well. It definitely freed –up shelveers and cut down on the shelving backlog.
- Canby IT is working on setting up staff with Canby emails. Library staff will be required to use the city email account. This will allow us to set up shared folders and eliminate the use of Google Drive.
- New desk schedules were implemented the week of December 20th. Hopefully this will help us get a better understanding of when we need to get an on-call.

Technology Updates:

- We organized a technology services meeting with Greg Williams, George Yobst from LINCC and Valerie Kraxberger, James Buschow and Ryan Gwillim from the city of Canby. The purpose of the meeting was to discuss ways we can collaborate on technology support for the new library
- The self-check acted up in November. The touch screen, scanner, and printer were all malfunctioning. LINCC was over several times to try to fix the issue. It improved in December after replacing the USB hub.
- Irene met with John Love from Canby Telcom. Canby Telcom has offered to upgrade our internet speed from 60 mbps to 1 gig on January 14th.

LINCC Operations

- Procedures were adopted regarding the handling of items returned with bug infestations, blood, urine, or other extreme odors or fluid damage that could contaminate other materials.
- A LINCC location brochure is being developed
- LINCC is developing a patron purge policy to align with the state retention schedule.
- LINCC will target January 2017 for a Clackamas County Reads program.
- LINCC is currently readying for their Summer Reading Teen Artwork Contest. Even though it's for summer reading, the contest is taking place in January and part of February. The selected winner's artwork will be featured on summer reading program publicity LINCC-wide and they will win a \$100 cash card.
- The next LINCC all staff day will be held again this year on Columbus Day.
- Reference Committee's recommendation to "eliminate age-based restrictions on internet access for cardholders" was voted on and approved at the LINCC directors meeting. The Canby library board also approved this policy. This will be

a big change for Canby. Canby's current policy restricts internet use for minors unless a parent or guardian approves the use. Irene will work on publicizing the change which will go in effect March 1st. Library directors voted not to post the policy on LINCC's website because other LINCC libraries do not have internet restrictions for minors.

- The Circulation Committee identified inconsistent policies between libraries for temporary cards of homeless patrons. They requested direction from library directors. Library directors approved a consistent policy among libraries with the following temporary card policy language: *In special circumstances, a library may choose to issue a library card without identification or proof of address.*
- Patrons from two different libraries (MI and WV) received messages purporting to be from the library about overdue items. One appeared to imitate a computerized system. The caller in the second message claimed to be a WV staff member and is notifying the patron of several overdue items. There is no staff member with the name they used and it did not appear to be a call by a sanctioned collection agency.
- The next LDAC meeting is on Thursday, January 14 @ 6:00 PM. John Smith is officially our LDAC representative. John however cannot attend the January meeting so Irene will go in his place.

Collections:

- We had issues with EBSCO magazines and our renewals. The ordering was delayed and the deadline to cancel subscriptions was missed. EBSCO was going to charge \$15.00 to cancel a subscription – more than the cost of many subscriptions. They would only issue a credit so we kept what was submitted. It made us go over budget by \$25.00.

Marketing/Outreach:

- Peggy Wickwire received a lot of kudos on Facebook for the Mad Hatter Tea party. Great work Peggy!
- Angelica Novoa de Cordeiro participated in ALA's International Book Fair that took place in Guadalajara from November 29th thru December 4th. She placed very large orders for DVDs, books, and music for our Spanish collection.
- Lizzie Figueroa is doing one-on-one e-reader tutorials by appointment.
- Hanna Hofer and Angelica Novoa de Cordeiro did a spot on Channel 5 promoting our programs. We also plan to do weekly storytimes on Channel 5 in the future.
- Mayor Hodson will do a storytime at the library on Friday, February 12th from 3-4.
- Angelica Novoa de Cordeiro and Hanna Hofer attended the Thanksgiving dinner at Bridging Cultures. It was a great opportunity to promote our library's programs and services.

Early Literacy Initiative

- School Superintendent Trip Goodall put together a task force for a new reading initiative to address the fact that 43% of the children in Canby third grades cannot

read at a third grade level. This team is comprised of schools, businesses and city representatives. Irene is representing the library.

- In support of the early literacy initiative, Irene has applied for a \$30,000 grant through the Oregon Community Foundation. The grant would target parents and home daycares within the Hispanic/Latino community.
- Our *1,000 Books Before Kindergarten* program now has 195 participants.

Staff Training/Meetings

- Irene, Lizzie and Lori Fitzgerald attended all day staff trainings on the implementation of RFID and Automated Materials Handling (AMH) presented by Lori Ayre Consultants. It will be mandatory that all LINCC libraries apply RFID tags to their materials. RFID security is NOT the only reason for tagging materials. It increases efficiency and frees up staff to do other work. LINCC Network will be installing the main Automated Materials Handling Unit.
- Staff attended the citywide Christmas party on December 10th. All appreciated the fun and gifts given to the city employees.

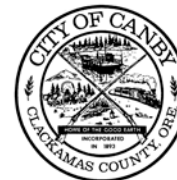
Volunteers:

- Volunteer of the Month for November was Deni Cooperrider. Deni does the pick-list and programs on travel talks.
- Volunteer of the Month for December was Monica Starr. Monica comes in to help with storytimes and teen programs.

Facilities:

- Thanks to Lizzie and Jerry Nelzen for the new library sign on 99 just before Ivy. The library sign was completed and installed by ODOT a few weeks ago.
- A toddler took a hard bump on the head in the Addison Room while her mother was meeting with a Headstart volunteer. An accident report was filed with HR.
- Dan Mickelson took away the empty planters in front of the library. Thanks Dan!

December		ATTENDANCE			TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
Storytimes								
Granny Goose Storytime (ages 2-6)	12/7/2015	6	0	7			1	
Granny Goose Storytime (ages 2-6)	12/14/2015	5	0	5			1	
Granny Goose Storytime (ages 2-6)	12/21/2015	4	0	2			1	
Granny Goose Storytime (ages 2-6)	12/28/2015	5	0	7			1	
Book Babies Storytime (ages 0-2)	12/2/2015	5	0	5			1	
Book Babies Storytime (ages 0-2)	12/9/2015	3	0	3			1	
Book Babies Storytime (ages 0-2)	12/16/2015	3	0	3			1	
Book Babies Storytime (ages 0-2)	12/23/2015	10	0	14			1	
Book Babies Storytime (ages 0-2)	12/30/2015	4	0	6			1	
Friday Storytime	12/4/2015	7	0	11			1	
Friday Storytime	12/11/2015	6	0	6			1	
Friday Storytime	12/18/2015	8	0	10			1	
Spanish Storytime (for the whole family)	12/5/2015	1	0	2			1	
Spanish Storytime (for the whole family)	12/12/2015	0	0	0			1	
Spanish Storytime (for the whole family)	12/19/2015	5	0	2			1	
Movie Nights								
Minions (English)	12/10/2015	12	0	25				1
Minions (Spanish)	12/17/2015							
Teens								
Anime Night	12/7/2015	0	10	0		1		
Book Clubs								
OBOB Reader's Circle	12/18/2015	0	0	0			1	
Book Worms (2nd and 3rd Graders) Beverly Cleary Choice Award Books	12/26/2015	0	0	0			1	
History Book Group	12/2/2015	5	0	0		1		
Book Group - Christmas Carol	12/17/2015	9	0	0	1			
Music in the Stacks								
Oregon's New History Minstrals	12/5/2015	29	0	0				1
General Programs								
San Francisco 1906: Destruction of the Greatest City	12/1/2015	11	0	0	1			
The art of Decoupage	12/8/2015	12	0	0	1			
Open Craft Table	12/29/2015	10	0	17				1
Open Craft Table	12/30/2015	8	0	14				1
Open Craft Table	12/31/2015	12	0	20				1
Christmas Ornaments for the Tree	Month of December	42	15	32				1
Nuestros Abuelos	12/3/2015				1			
Nuestros Abuelos	12/10/2015	2	0	0	1			
Nuestros Abuelos	12/17/2015				1			
Instruction Classes								
Intercambio (Practice Spanish/English)	12/6/2015	0	0	0	1			
E-Reader Help	ongoing							
Knitting and Crocheting	12/4/2015	4	0	0	1			
Knitting and Crocheting	12/11/2015	4	0	0	1			
Knitting and Crocheting	12/18/2015	3	0	0	1			
Library Tours								
Learning Tree Preschool	12/8/2015	2	0	10			1	
Outreach								
		179	25	132	10	2	7	6



PLANNING & DEVELOPMENT SERVICES

NOV-DEC 2015 BI-MONTHLY REPORT

TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *January 11, 2016*
THROUGH: *Rick Robinson, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of November and December, 2016. 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. North Redwood Development Concept Plan.** The effective date for the newly adopted North Redwood Development Concept Plan passed by Ordinance No. 1422 was on November 20, 2016. The Concept Development Plan will serve to satisfy the first annexation review criteria for properties shown on the City's Annexation Development Map to be located within the boundaries of a designated Development Concept Plan (DCP) area. This adopted plan addresses Canby infrastructure planning requirements including: water, sewer, storm water, access and circulation, street standards, fire district requirements, and provision for parks and open space. Annexations of several properties within the plan area are now in preparation for submittal in February with hopes of being forwarded by the City Council for consideration for the November, 2016 general ballot election.
- 2. Community Development Block Grant Project.** Final plans are in the works to implement the latest County awarded CDBG project for the City of Canby which is to provide for sidewalk improvements and cross walks on N Cedar Street across from Eccles School. It is to be completed this year in 2016.
- 3. Quiet Zone.** Work continues to resolve a technical issue that was identified at the intersection of OR 99E and N Elm St. by the Quiet Zone diagnostic team before implementation can proceed. Funding and project prioritization by ODOT is being solicited for the required modification to increase the turning radius at the NE corner of OR 99E and N Elm (right hand turn from OR 99E N onto Elm) to better accommodate large trucks without encroaching on the sidewalk. It has been determined that some additional right-of-way will need to be acquired and a power pole relocated prior to meeting requirements to proceed with implementation of the Quiet Zone design plan that has been layout out for not only the 99E & N Elm Street intersection, but also the 99E & N Grant Street and 99E & N Ivy Street intersections in downtown Canby. The proposed plan clearly represents a critical milestone necessary to promote further investment and redevelopment opportunities that are in the works downtown and have an interest in seeing the quiet zone implemented.
- 4. Buildable Land Needs Study.** Staff is interested in completing an update to Canby's buildable lands study in the next two months for which considerable data collection and analysis has already been done. An updated study will provide much needed clarification as to what lands of

each zone type are available for future growth which will better inform Council decisions on annexation requests and eventually provide a basis for any future Urban Growth Boundary expansion.

5. South Ivy Street 2015-2018 STIP Enhance Project. Total funding and partner shares have been set, and surveying and engineering for the project has begun. The signing of Intergovernmental Agreement between partners is to proceed. Actual construction does not occur until 2018. The project will construct sidewalks, a bike lane, and curbing on S Ivy Street from 99E south to Lee Elementary School. It includes installation of a traffic signal at the 3-leg intersection at Township Road and Ivy.

6. Miscellaneous Activities.

- Assisted in verifying platted lot inventory for pending annexation application.
- Worked on providing updated City limit boundary map to U.S. Census & verifying current area of the City in square miles

Land Use Application Activity

7. Pre-Application Conference(s) Held:

- November 10, 2015, Urban IDM proposing to build a 174 unit apartment complex on the rezoned R-2 zone parcel and Sequoia Business Park on the adjacent M-2 zone parcel on S Sequoia Parkway across from Wilco.
- December 30, 2015, John Meridith proposed to annex a 1.65 acre RRFR5 County zoned parcel with an existing home to City R 1.5 zone to allow a subdivision of either detached single family homes or duplexes on a track at the southeast corner of N Oak Street & Territorial Road.

8. Land Use Applications Submitted November 1 – December 31, 2015:

City File #	Applicant	Project	Address
DR 15-07/CUP 15-04	Stratus (Premier Gear)	Site & Design Review & Conditional Use Permit for a 60,000 sf manufacturing facility	387 S. Sequoia Parkway
MLP 15-04	Pioneer Property	Minor Partition to divide 2 parcels into 3 to sell parcel #2 to Canby Area Transit	175 & 185 Hazel Dell Way
FP 15-12	Stafford Land Development Company	An 18-lot Final Plat for Franz Subdivision	E side of N Pine Street, south of Pine Meadow subdivision
SN 15-20	Ramsey Signs	Domino's Pizza Signs	325 SE 1 st Ave
SN 15-19	Signcraft	Sugar Plum Café & Bakery Signs	102 N Ivy Street
SN 15-18	Integrity Signs	Radio Shack Sign	1433 SE 1 st Ave
SN 15-17	Salem Sign Co.	Napa Auto Parts Wall Sign	505 SE 1 st Ave
SN 15-16	Stafford Homes & Lands	Pine Meadow Monument Signs	1103 & 1106 NE 17 th Ave

9. Pre-Construction Conference(s) Held:

- None

10. PC Meeting Items Reviewed:

- Approved a Site & Design Review/Conditional Use Permit (DR 15-06/CUP 15-03) for the Canby Self-Storage facility on SE 1st Avenue.
- Approved a Minor Land Partition (MLP 15-03) to create an additional industrial parcel at 483 S Redwood Street.
- Approved a Minor Land Partition (MLP 15-04) to create 3 industrial zoned parcels from 2 at 175 & 185 Hazel Dell Way.

11. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit November 1, through December 31, 2015:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 15-152	Crisp Homes, Inc.	SFR	145 SE 15 th Ct
SP 15-151	Andy Spicer	Detached Workshop/Storage	530 NE 10 th Ave
SP 15-150	S.T.L., LLC – Tom Scott	Demolition Permit	851 SW 1 st Ave
SP 15-149	White River Homes-Snyder	SFR	597 NW 12 th Ave
SP 15-148	L.E.S., Inc. – Tom Scott	SFR	163 S Juniper Street
SP 15-147	L.E.S., Inc. – Tom Scott	SFR	173 SE 15 th Place
SP 15-146	Frontier Homes – Paul Stakhov	SFR	596 NW 12 th Ave
SP 15-145	Pacific Lifestyle Homes	SFR	335 SE 15 th Place
SP 15-144	VLMK – Jennifer Kimura	Bowen Bldg. Expansion	155 S Hazel Dell
SP 15-143	Hope Village	Cottage Duplexes (3)	1401 S Fir Street
SP 15-142	Pacific Lifestyle Homes	SFR	1390 S Larch Street
SP 15-141	Pacific Lifestyle Homes	SFR	1430 S Larch Street
SP 15-140	BC Custom Construction	SFR	470 NW 11 th Place
SP 15-139	Pacific Lifestyle Homes	SFR	315 SE 14 th Place
SP 15-138	Ed Netter Construction	SFR	1827 SE 10 th Ave
SP 15-137	Pacific Lifestyle Homes	SFR	331 SE 14 th Place
SP 15-136	Pacific Lifestyle Homes	SFR	244 SE 15 th Place
SP 15-135	John Lantz Construction	Detached Garage	750 NW 12 th Ave
SP 15-134	Pacific Lifestyle Homes	SFR	317 SE 15 th Place
SP 15-133	Pacific Lifestyle Homes	SFR	1380 S Larch Street



City of Canby Bi-Monthly Report
Department: Police
November / December 2015

To: The Honorable Mayor Hodson and City Council
From: Chief Bret Smith
Through: Rick Robinson, City Administrator
Date: January 8, 2016

Monthly Statistics

Description	November	December
Calls for Service - All	1483	1535
Calls for Service – Code Enforcement	42	52
Custodies/Arrests	36	35
All Incident Reports	135	153
Traffic Citations	278	273
Traffic Accidents	10	11
Traffic Complaints	8	4
Parking Citations	8	10
False Alarm Calls	34	46
Abandoned Vehicle / Parking Complaint Calls	35	40
Animal Complaints	5	9
Other Ordinance Viol. Complaints	2	10

Training, Traffic, Investigations (major cases), Tactical Team Reports – attached.

Meetings & Events Attended – Chief Smith / Lt. Tro

- Canby Adult Center lunch service – Monthly
- Trost & Knight Elementary Schools - Terrific Kids Presentation
- Canby Area Chamber of Commerce Lunch – Monthly
- 4th of July Committee meetings
- Chief Jim Band – Oregon City PD
- Lockdown exercise – Knight School
- Clackamas Emergency Ops Exercise Planning Mtg.
- American Greed TV Show Interview
- Councilor Tracie Heidt
- Ray Keen / Canby Center Director
- Chief Rod Lucich – Molalla PD
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- C800 Radio Ballot Presentation to Clackamas County Commissioners
- Force on Force Training – Canby PD
- RFCL meeting – discuss small police agency participation – WCCA

- Cascadia Rising Exercise Workshop (EOC)
- Daniel Pearson (Canby Herald) & Chief Jim Davis (Canby FD) Disaster Response/Preparedness
- First Friday – Downtown Canby
- Flood Preparation Meeting – City Hall
- Firearms Qualification Canby Rod/Gun Club
- West Side RCFL (Washington Co Dispatch)
- Pacific Office Automation Representatives
- Main Street “Light up the Night” Wait Park
- Swearing in Ceremony - Woodburn Police Chief Jimmy Ferraris
- WEB EOC (emergency operations center) with Chief Jim Davis
- Monthly Police Chiefs – Milwaukie PD
- Canby Diversion Pilot Program
- Canby Rotary- Lt. Tro
- Canby City Managers meetings

MONTHLY TRAFFIC SAFETY REPORT
CANBY POLICE DEPARTMENT

Officer Nolan Booth
Report for Month of December 2015

CITATIONS

Traffic Officer:	67	Patrol:	211
Total:	278		

DUI ARRESTS

Traffic Officers:	1	Patrol:	6
Total:	7		

TRAFFIC CRIMES

Traffic Officer:	0	Patrol:	2
Total:	2		

TRAFFIC COMPLAINTS

Traffic Officers	0	Patrol:	4
Total:	4		

TRAFFIC CRASHES

Injury (Patrol): 0
Injury (Traffic Officer): 1
Non-Injury (Traffic Officer): 2
Non-Injury (Patrol): 4
Hit & Run (Traffic Officer): 1
Hit & Run (Patrol): 3
Total Crashes: 11

TRUCK INSPECTIONS

Traffic Officer: 0

MONTHLY TRAFFIC SAFETY REPORT
CANBY POLICE DEPARTMENT

Officer Nolan Booth
Report for Month of November 2015

CITATIONS

Traffic Officer:	72	Patrol:	161
Total:	233		

DUII ARRESTS

Traffic Officers:	0	Patrol:	5
Total:	5		

TRAFFIC CRIMES

Traffic Officer:	1	Patrol:	2
Total:	3		

TRAFFIC COMPLAINTS

Traffic Officers	2	Patrol:	6
Total:	8		

TRAFFIC CRASHES

Injury (Patrol): 1
Injury (Traffic Officer): 1
Non-Injury (Traffic Officer): 0
Non-Injury (Patrol): 7
Hit & Run (Traffic Officer): 0
Hit & Run (Patrol): 1
Total Crashes: 10

TRUCK INSPECTIONS

Traffic Officer: 0

Memo

To: Lieutenant Jorge Tro
From: Detective Sgt. Tim Green
Date: December 9, 2015
Re: Monthly Report for November 2015

Training:

11/04/15-11/06/15 OPOA Police Officers Conference

11/25/15 Range night shoot

Meetings:

11/18/15 – Child Abuse MDT meeting Oregon City

Details:

Detective Murphy has been assigned to help out CCITF for this month after they contacted us requesting help on an OCDETF T-3 wire investigation.

When not assisting with this Murphy is assisting CCITF with drug investigations. In turn CCITF has been assisting Murphy with Canby drug cases. On one specific case Officer Murphy obtained an informant from a Canby Officer's traffic stop. This lead Murphy to the informant's supplier in Oregon City. Using CCITF Murphy was able to follow the trail and executed a second tier search warrant on their supplier's location in Portland. At this location he seized one ounce of heroin approximately 3 ounces of Methamphetamine and three firearms. Still following the trail with CCITF's assistance a buy was set up from this person's supplier where a half pound of methamphetamine was seized and another arrest was made. (See Detective Murphy's report for more information.)

Detective Mead completed his infant abuse case and it has been submitted to the DA's Office. He has also completed a sex abuse case involving adults and sent that to the DA's Office for review.

Detective Mead worked with Officers Wasserberger and Scharmota to investigate and eventually arrest a second suspect in a Canby Burglary case. This suspect was arrested at the Portland Greyhound bus station while attempting to flee the state after receiving an anonymous tip. One of the victims stolen laptop computers was recovered on this suspect.

Detective Mead with the help of Facebook and Canby Citizens solved a high dollar theft from our local Sprint Store in Canby. A male subject was caught on video stealing a bank deposit bag from the office. After Sprint conducted their own investigation and found the suspect was not related to an employee, they contacted Canby Detectives weeks after the initial theft took place. Photos of the unknown suspect were placed on the Canby Police Facebook website and within minutes the suspect was identified. He was taken into custody the following day. (See Detective Meads report for more information.)

Detective Floyd is continuing his studies for the A+ and Net + Certifications for the FBI forensic laboratory. Detective Floyd was asked to speak about his Gypsy Fraud case at the Financial Crimes Conference this year held in Salem Oregon. After the conference attendees were sent a survey to review the classes. The block that Floyd spoke in received the highest overall average.

After the successful 20/20 episode "The Sweet Heart Swindle." Detective Floyd has been contacted by other media outlets interested in doing a show on this case. He was interviewed on the 17th by American Greed for a show that should air sometime later this year.

Hemstreet is continuing to process items in the new evidence system. I will be working with him this next month in an effort to learn the old system for items still entered. As a reminder Hemstreet is still planning on retiring prior to August of 2016.

(See Detectives attached monthly reports for more information.)

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 12-07-15
Re: Nov. '15 Monthly Report

Tactical Entry Team

TET did not conduct training or serve any warrants during the month of November.

Training

On November 2nd and 3rd Canby Police Department hosted a lock picking training course for law enforcement. The training was attended by officers from around the metro area.

Nov. 4-6 Officer Scharmota, Sgt. Green, and Sgt. Smith attended the Oregon Peace Officer Association's annual training conference.

On Nov. 25th Sgt. Schoenfeld instructed low light firearms training at the Canby Gun Club.

Nov. 18-22nd all officers completed the Oregon Physical Abilities Test as part of our annual mandatory training.

Respectfully,



Sgt. Doug Kitzmiller

SCHEDULED TRAINING

November 2015

Farmer M. Smith Booth	Nov 2-3	Jericho Lock Picking	Canby PD
Green Scharmota M. Smith	Nov 4-6	OPOA Conference	Grande Ronde, OR
All Officer	Nov 18 & 25	Low Light Firearms Training	CRGC
All Officer	Nov 11-22	ORPAT	Canby PD

December 2015

All Officers	Dec 2-3	Force on Force Training	Canby PD

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: January 11, 2016

Re: Bi-monthly Report

The Canby Swim Center stays very busy in the winter. The Canby High School team begins practices and the schedule shifts a bit. Canby Gators also run their meets in the winter as we have a short course pool and it is the short course season. In November The Canby Gators had the IMX Challenge meet and in December they hosted the Animal Meet and Masters Animal Meet. Each of the youth meets brought 200 swimmers to Canby and Masters meet for adults brought in 50 swimmers. Canby also hosted the Oregon Swimming Awards in November bringing in 800 swimmers and family members to the Canby Fine Arts Center the Sunday before Thanksgiving. Canby High school also has home swim meets many of the Thursdays in the winter and will be hosting five more dual meets in January and February.

Winter is a time is when we can offer extra public swims from 1-3pm whenever school is scheduled to be out. So over winter break and we have public swims and there are usually two to four special public swims each month. In January we have two extra public swims on the 15th and 18th as those are no school days. We provide swimming lessons year round and have morning and evening public lessons throughout the winter. In February we add more class times and it builds through the summer. In November and December we help out the Canby Kiwanis food or toy drive, with free swims for a donation. The water exercise instructors; Kayla Scheafer and Charlene Wipff also taught a special class on Thanksgiving and took donations of clothing for the Canby Center instead of admission. Donations for the two projects went very well and we are thankful for all who participated.

Attendance and revenue numbers have been a bit down this year for November and December. Revenue is down \$900.00 over the past two months and it is down \$2,700 for the year. The Attendance was down about 700 swimmers for the two months and down 3,300 for the year so far. November was a bit behind last year, but December the numbers bounced back a bit. November last year we had some out of district school lessons and they did not ask for them this year. I think this year our numbers will continue to rebound, but we probably will not catch last year that was an all-time high in revenue.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for November 2015
DATE: January 2016 Report

CANBY SWIM CENTER November	ADMIT 2014	ADMIT 2015	PASS 2014	PASS 2015	TOTAL 2014	TOTAL 2015	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	57	59	345	298	402	357	1862	1791
ADULT RECREATION SWIM	11	27	447	399	458	426	2880	2267
MORNING WATER EXERCISE	50	58	380	398	430	456	2070	2184
PARENT/ CHILD	96	48	0	0	96	48	918	786
MORNING PUBLIC LESSONS	78	117	0	0	78	117	3916	3980
SCHOOL LESSONS	375	0	0	0	375	0	1550	780
NOON LAP	72	79	303	263	375	342	1646	1306
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	244	133	13	12	257	145	2103	2384
PENGUIN CLUB	0	0	0	0	0	0	943	1106
CANBY H.S. SWIM TEAM	0	0	237	333	237	333	237	333
CANBY GATORS	0	0	1388	1530	1388	1530	4189	4279
MASTER SWIMMING	0	0	30	55	30	55	111	148
EVENING LESSONS	728	561	0	0	728	561	6009	4619
EVENING LAP SWIM	45	30	37	21	82	51	685	435
EVENING PUBLIC SWIM	208	125	29	13	237	138	2362	2225
EVENING WATER EXERCISE	46	66	29	43	75	109	450	641
ADULT LESSONS	22	10	0	0	22	10	126	49
GROUPS AND RENTALS	253	523	0	0	253	523	1179	1784
OUTREACH SWIMMING	0	0	0	0	0	0	526	449
TOTAL ATTENDANCE	2,285	1,836	3,238	3,365	5,523	5,201	33762	31546

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for December 2015
DATE: January 2016 Report

CANBY SWIM CENTER December	ADMIT 2014	ADMIT 2015	PASS 2014	PASS 2015	TOTAL 2014	TOTAL 2015	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	91	52	325	337	416	389	2278	2180
ADULT RECREATION SWIM	30	18	433	432	463	450	3343	2717
MORNING WATER EXERCISE	56	47	449	411	505	458	2575	2642
PARENT/ CHILD	0	0	0	0	0	0	918	786
MORNING PUBLIC LESSONS	78	95	0	0	78	95	3994	4075
SCHOOL LESSONS	0	0	0	0	0	0	1550	780
NOON LAP	91	70	420	291	511	361	2157	1667
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	720	250	9	5	729	255	2832	2639
PENGUIN CLUB	0	0	0	0	0	0	943	1106
CANBY H.S. SWIM TEAM	0	0	781	845	781	845	1018	1178
CANBY GATORS	0	0	782	900	782	900	4971	5179
MASTER SWIMMING	0	0	90	106	90	106	201	254
EVENING LESSONS	498	411	0	0	498	411	6507	5030
EVENING LAP SWIM	43	31	23	5	66	36	751	471
EVENING PUBLIC SWIM	149	137	9	4	158	141	2520	2366
EVENING WATER EXERCISE	43	59	21	21	64	80	514	721
ADULT LESSONS	0	0	0	0	0	0	126	49
GROUPS AND RENTALS	181	255	0	0	181	255	1360	2039
OUTREACH SWIMMING	0	0	0	0	0	0	526	449
 TOTAL ATTENDANCE	 1,980	 1,425	 3,342	 3,357	 5,322	 4,782	 39084	 36328



November and December, 2015
Monthly Reports

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

Facilities Maintenance
November & December 2015
Prepared by Dan Mickelsen

In my September & October report I opened by saying “what great working weather”. Maybe I should have just left the weather thing out. Whew has it been wet! We had 5.07 inches in November and it seemed wet, then came December with 13.67 inches. We need it through the mountains are beautiful! Oh did I mention the wind? That’s another story in itself.

Police Dept. 5 w/o requests. Right before Thanksgiving I got a call from the I.T. dept. stating that the split AC unit in the server room was leaking. I went to evaluate and not only was it leaking but the condensation pan was nearly full of an oily substance (coolant). I set up to catch the drips and called the service tech. He was able to come out the next day and added about 1 ½ lbs. of refrigerant to the roof top unit. He had an instrument much like a Giger counter that reads leaks, and it was really leaking but when the unit started to cool again the ice melted and the drips stopped. I put in an order for a new unit and it was replaced in mid-December before it totally failed. Server rooms do not like to be over heated so I feel I dodged a bullet with this one. Again I blew leaves from the parking bays and had Public Works come through and sweep them up. Also paper products were delivered a floor drain was repaired and I hung a bunch of pictures for the gals in the courts and records dept. 29 hrs total

Adult Center; 3 w/o requests. Back in August I helped the Director with the bid process on a job that will be a good upgrade to the kitchen area. The information had to be in place as a grant was being applied for. The grant dollars were awarded so the job will be done in the month of January. It takes a lot of shuffling as far as shutting down the kitchen/dining rooms for a couple days but everything is in place so away we go. I received a call right before Christmas that there was no heat in the dining room. Turns out it was a faulty pressure switch. After a good cleaning the unit fired up normally. I also repaired a roof top exhaust fan, as well as clearing the rest of the leaves off of the roof. A special thanks to the Parks dept. for letting me throw the leaves off the roof onto the lawn where they came through and picked them up the following day. 10.5 hrs total.

City Hall; 4 w/o requests. Anyone who has been in the Council Chambers has probably noticed a stained ceiling tile. For whatever reason the roof leaks but only once and a while. Haven’t figured out what triggers the leak. The challenge here is it appears the leak is coming from under a 7 ton HVAC unit. The only way to track down the drip is to have a crane come and lift the unit off of the curb and take a look. Pretty expensive solution for a building that may be gone in less than a year. I’m monitoring it closely and we’ll see. I also repaired/re-glued frayed carpet, replaced ballasts and lamps and raised the awnings to keep them from being damaged in the wind. 9.75 hrs total.

Transit; 4 w/o requests. I’m currently working with the staff and the building owner for a lighting solution on the rear of the building. Drivers and dispatchers come in the back door in the dark and it is pretty creepy. Should be an easy fix though. After the Transit dept. moved into their new digs the storage room became a catch all for all kinds of stuff. They removed everything from the storage room and I installed steel shelving that fits the space. Now items are all organized which makes things easier to find. I also did some door lock repair as well as moving furniture to storage. 16.25 hrs total.

Library; 12 w/o requests. Again I was called out to repair the entry ADA door. When 50 to 60 mph gusts are in the forecast and a patron hits the door open button and it swings into the wind...Wham the damage is done. I readjusted the closer which is designed to protect itself. I left the Library gals some cones and a barricade so the door can be taken out of service during heavy winds. We decided at least it's a step in the right direction. I also moved furniture into storage as well as removing the planters in front of the building. Frayed carpet was trimmed and re-glued as well as repair work done on the wheels on the book loader carts. Ballasts and lamps were replaced as well as outlet repair. 24.75 hrs total.

Planning/Building; 17 w/o requests. I repaired a couple plumbing issues, door closers and door locks and fixed the security alarm. I also did Inspections on and approved ten E.S.C. applications as well as doing my weekly drive by inspections of active sites. I did take time to photograph violations and send them to the applicants. Sometimes they don't understand it's better to be pro-active than re-active to erosion issues. 44 hrs total.

Shop Complex; 6 w/o requests. Finally, I finished the overhead door opener project for the Fleet dept. Uggh dealing with proprietary parts can be a headache, and then have parts discontinued due to age makes things better yet. I tracked down what I needed and it's done now. I did overhead door repairs on two other doors as well as door lock repairs. Rebuilding frost proof valves, relocating door stops and repair work at the wash rack were other jobs completed. 19.25 hrs total.

Fleet Services

Bi-Monthly Report : November / December 2015

Prepared by Joe Witt, Lead Mechanic

November 2015

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	3	\$975.00	\$748.10	\$85.47	\$1,808.57
Adult Center	1	\$172.50	\$21.00	\$282.69	\$476.19
Collections	5	\$652.50	\$1,040.61	\$240.11	\$1,933.22
Facilities	3	\$371.25	\$36.41	\$113.96	\$521.62
Fleet Service	5	\$862.50	\$894.81	\$159.83	\$1,917.14
Parks	3	\$663.75	\$163.58	\$181.21	\$1,008.54
Police	22	\$6,547.50	\$4,560.90	\$3,844.84	\$14,953.24
Streets	17	\$4,388.25	\$4,188.07	\$1,233.00	\$9,809.32
Transit (CAT)	22	\$11,024.00	\$2,370.17	\$8,328.09	\$21,722.26
Wastewater Treatment	3	\$971.25	\$730.08	\$96.64	\$1,797.97
Total Work Orders Processed for the Month	84	Totals*			\$55,948.07

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

**Note: Transit Fuel Costs for November 2015; Includes: Transit Fuel Costs for October 2015.
October 2015: \$4,473.29 / November 2015: \$3,854.80**

December 2015

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$442.50	\$58.85	\$41.31	\$542.66
Adult Center	1	\$191.25	\$68.53	\$371.29	\$631.07
Collections	8	\$1,597.50	\$520.59	\$456.42	\$2,574.51
Facilities	1	\$41.25	\$0.00	\$56.98	\$98.23
Fleet Service	0	\$0.00	\$0.00	\$48.43	\$48.43
Parks	9	\$2,501.25	\$662.44	\$628.32	\$3,792.01
Police	29	\$9,795.00	\$8,931.26	\$4,440.13	\$23,166.39
Streets	21	\$5,310.00	\$1,225.39	\$1,596.14	\$8,131.53
Transit (CAT)	22	\$5,769.50	\$7,651.18	\$3,672.02	\$17,092.70
Wastewater Treatment	11	\$1,893.75	\$2,070.05	\$39.03	\$4,002.83
Total Work Orders Processed for the Month	104	Totals*			\$60,080.36

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

Fleet Service Highlights

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

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker

November – December 2015

Park Renovations

No notable park renovations were done in the months of November and December.

Park Maintenance

The mowing season was completed by the end of November. The irrigation systems, restroom buildings, faucets and drinking fountains were all winterized before the freezing weather arrived. Building maintenance and lighting issues were addressed as found. Playground maintenance and repairs were also addressed as found. The majority of staff's time was spent on leaf and storm debris removal the last two months. By the end of December we had completed the leaf removal in the parks. Keeping up with the storm debris cleanup is proving to be a challenge. The Parks Department spent 3 hours addressing graffiti and vandalism the last two months. Regular maintenance was **not** performed at the 33 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Finance Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands, Knights Bridge right of way and WWTP property.

Meetings attended

I attended the Lead workers meetings and we all attended the crew safety meeting. We all received our industrial hearing test. We have started the review of the City of Canby personnel policies.

For your Information

Boy Scout Troop 108 volunteered to perform cleanup at Community Park. The troop picked up 12 yards of debris in the park. Thanks for the Community support!

The Parks Department is responsible for 215 acres of property.

PUBLIC WORKS
Prepared by: Jerry Nelzen

1. Streets:

The Public Works Department's street sweeping program is working on collecting the majority of leaf fall in our streets. We have a company recycling the leaf debris and alleviates us from hauling the debris at our cost.

The crew received and located 104 locates for November.

Streets	Total Hours
Street Sweeping	167.5
Street Sweeping Maintenance	4
Street Maintenance	256
Street Light Repair	4
NW 1 st Ave Landscape	20
NE/NW 2 nd Ave Landscape	6
Cinema Parking Lot Landscape	7
Landscape Assistance Worker	17
Cemetery	49
Tree Planting	5.5
Tree Removal	2.5
Vactor Usage	3
Mini Trackhoe	32

2. Sewer and Storm System:

The crew is continuing their annual sewer and storm cleaning. The crew storm system at the Civic Center and repaired (2) laterals at N Birch Street. Inspected all manhole lids in town.

Sewer	Total Hours
Sewer TV'ing	7
Sewer Cleaning	18
Sewer Laterals	46
Sewer Inspections	2
Locating Utilities	50
Vactor Usage	20
Storm	
Catch Basin Maintenance	28
Storm Line Inspections	5
Drywell Maintenance	46
Vactor Usage	20

3. Street Sign/Trees/Lights:

The crew repaired and fixed (6) street lights.

4. Miscellaneous:

The crew worked with the Downtown Manager getting the new electric panel and lights for the upcoming Light the Night event.

Miscellaneous	Total Hours
Meetings	24
Warehouse Maintenance	3
Equipment Cleaning	17.5
Moving Furniture	8
Wait Park Electrical Project	36
Wait Park Christmas Lights	36

December 2015

1. Streets:

The Streets crew moved the jersey barriers at SE 13th Avenue and Sequoia Parkway. Cleaned streets for the last vestige of fall leaves before the substantial rainfall for the month of December. The crew worked putting up lights and large ornaments for Light the Night at Wait Park and the community turnout was phenomenal.

The crew received and located 73 locates for December.

Streets	Total Hours
Street Sweeping	93
Street Maintenance	311
Driveway Approach Inspections	4
Street Sign Manufacturing	10
Street Sign Maintenance	12
Street Sign Installation	25
NW 1 st Avenue Landscape	2
NW 2 nd Avenue Landscape	7
Cinema Parking Lot Landscape	8
Landscape Assistance	14
Street Light Repair	12
Cemetery	59
Tree Trimming	6
Tree Removal	4
Vactor Usage	71

2. Sewer and Storm System:

The Collections crew cleaned as many catch basins, storm lines and drywells during our momentous month of rain we received. There were still a few problem areas in town and hopefully we can fix them in the future.

Sewer	Total Hours
Sewer TV'ing	5
Sewer Maintenance/Repair	35
Sewer Laterals	2
Lift Station Maintenance	52
Locating Utilities	69.5
Sewer Inspections	3
Vactor Usage	7
Storm	
Catch Basin Maintenance	48.5
Drywell Maintenance	23
Storm Line Maintenance/Repair	22
Vactor Usage	4

3. **Street Sign/Trees/Lights:**

The crew fixed 11 street lights and fixed/repaired street signs. The heavy winds we received this month had the crew removing limbs and taking down a tree.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	28.5
Plan Preview for Subdivisions	4
Equipment Cleaning	12
Warehouse Maintenance	37.5
Wait Park Christmas Lights	106
Flooding	35
Speed Bump	8

Tech Services Department
Bi-Monthly Report for November and December, 2015

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: January 11, 2016

Google Analytics Summary Report: November and December 2015

<u>Audience Overview</u>	<u>November</u>	<u>December</u>
Sessions (site visits)	6,294	6,297
Users/unique visitors	4,541	4,512
Page Views	15,666	15,119
Pages per Session	2.49	2.4
Average Session Duration	1 min 45 sec	1 min 46 sec
Bounce Rate (% of single-page visits)	51.97%	52.77%
New Sessions/Users	59.22%	59.60%

Sessions and page view numbers are down slightly from October

<u>New Vs. Returning Visitors</u>	<u>November</u>	<u>December</u>
New	59.23%	59.62%
Returning	40.77%	40.38%

<u>Browser & Operating System</u>	<u>November-Top 5 Browsers:</u>	<u>December-Top 5 Browsers:</u>
	Chrome (41.29%)	Chrome (41.56%)
	Safari (24.10%)	Safari (23.82%)
	Internet Explorer (18.64%)	Internet Explorer (18.72%)
	Firefox (9.95%)	Firefox (9.62%)
	Android Browser (2.92%)	Android Browser (2.22%)

Top 5 Browsers have been in the same ranking order since February 2015

<u>Overview (Technology)</u>	<u>November</u>	<u>December</u>
Desktop	56.82%	55.06%
Mobile	36.80%	38.35%
Tablet	6.39%	6.59%

Desktop Computers and Mobile Phones continue to lead when accessing the website

<u>Mobile Devices (top 3)</u>	<u>November</u>	<u>December</u>
	Apple iPhone (35.61%)	Apple iPhone (36.36%)
	Apple iPad (9.27%)	Apple iPad (8.52%)
	Samsung Galaxy S5 (2.87%)	Not Set (4.20%)

Same top 2 mobile devices for the past year. Gray section of pie charts is "all others"

<u>Landing Pages (formerly Pages Visited): Top 5</u>	<u>November</u>	<u>December</u>
	City Home Page	City Home Page
	Swim Center Home Page	Swim Center Home Page
	CAT Routes	Job Openings
	Job Openings	CAT Home Page
	CAT Home Page	CAT Routes

Top 5 visited pages keep pretty consistent with rankings changing occasionally

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)

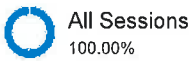
Bounce Rate (percent of single-page sessions – visits in which a person left your site from the entrance page)

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

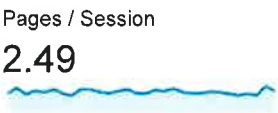
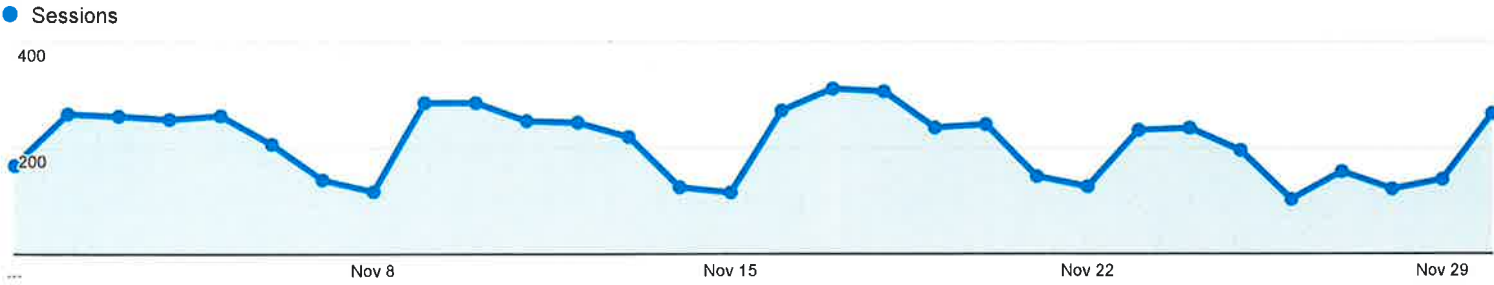
November 2015

Audience Overview

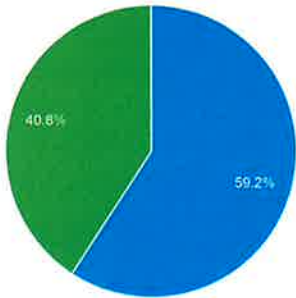
Nov 1, 2015 - Nov 30, 2015



Overview



New Visitor Returning Visitor



Language		Sessions	% Sessions
1.	en-us	5,995	95.25%
2.	ru	69	1.10%
3.	en	51	0.81%
4.	ru-ru	44	0.70%
5.	c	43	0.68%
6.	es-419	28	0.44%
7.	(not set)	13	0.21%
8.	es-es	8	0.13%
9.	en-gb	7	0.11%
10.	es-us	7	0.11%

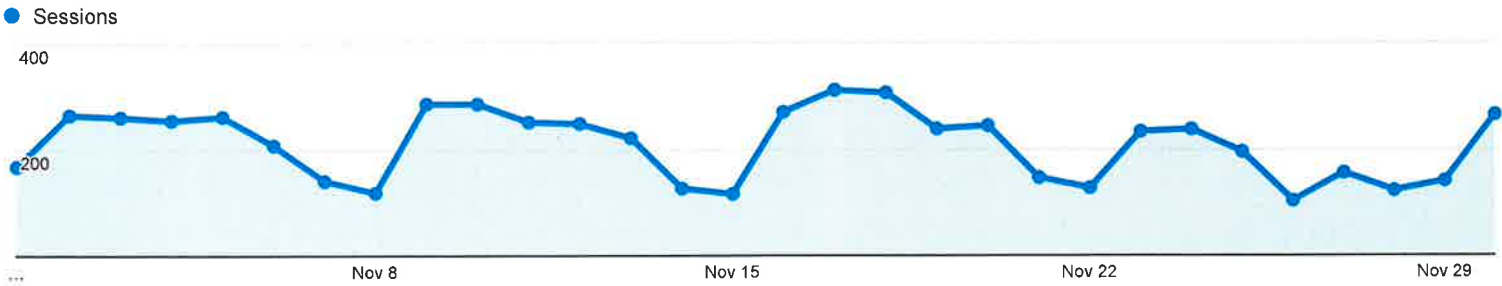
New vs Returning

Nov 1, 2015 - Nov 30, 2015

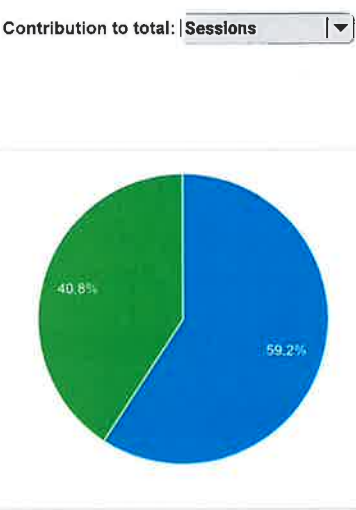
All Sessions
100.00%

Explorer

Summary



User Type	Sessions	Sessions
	6,294 % of Total: 100.00% (6,294)	6,294 % of Total: 100.00% (6,294)
1. New Visitor	3,728	59.23%
2. Returning Visitor	2,566	40.77%



Rows 1 - 2 of 2

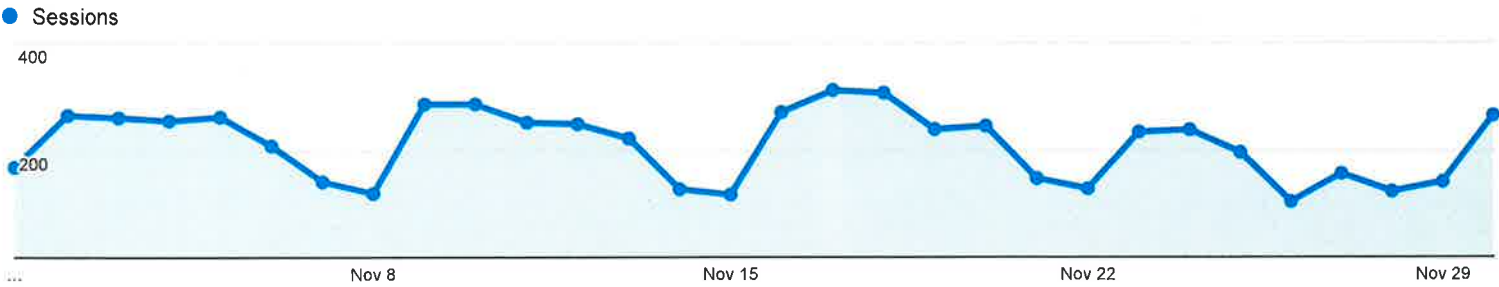
Browser & OS

Nov 1, 2015 - Nov 30, 2015

All Sessions
100.00%

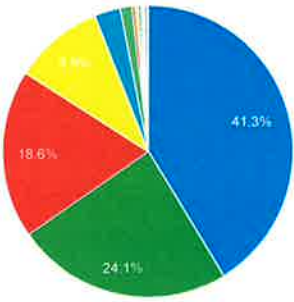
Explorer

Summary



Browser	Sessions	Sessions
	6,294	6,294
	% of Total: 100.00% (6,294)	% of Total: 100.00% (6,294)
1. Chrome	2,599	41.29%
2. Safari	1,517	24.10%
3. Internet Explorer	1,173	18.64%
4. Firefox	626	9.95%
5. Android Browser	184	2.92%
6. Edge	83	1.32%
7. Opera	25	0.40%
8. Amazon Silk	19	0.30%
9. YaBrowser	18	0.29%
10. Safari (in-app)	15	0.24%

Contribution to total: Sessions



Rows 1 - 10 of 21

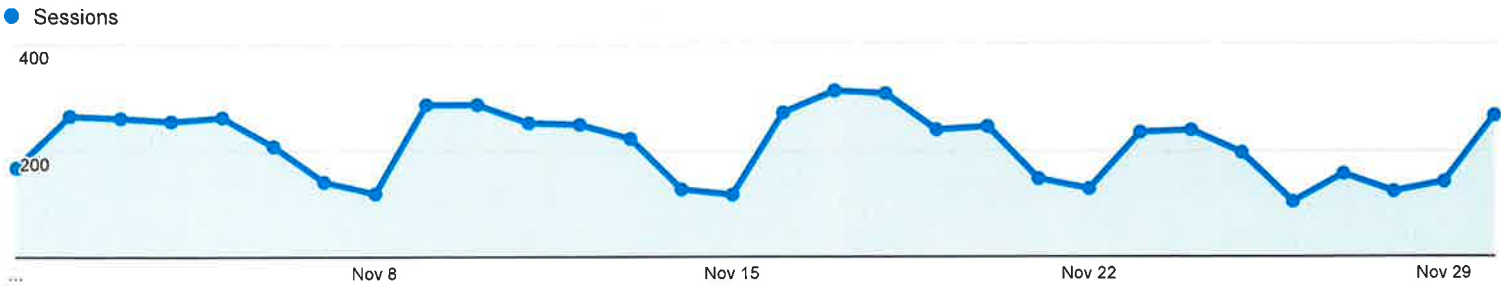
Overview

Nov 1, 2015 - Nov 30, 2015

All Sessions
100.00%

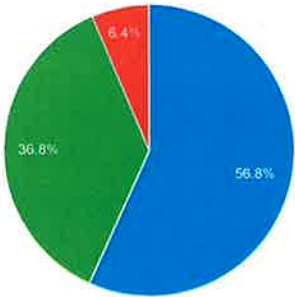
Explorer

Summary



Device Category	Sessions	Sessions
	6,294 % of Total: 100.00% (6,294)	6,294 % of Total: 100.00% (6,294)
1. desktop	3,576	56.82%
2. mobile	2,316	36.80%
3. tablet	402	6.39%

Contribution to total: Sessions



Rows 1 - 3 of 3

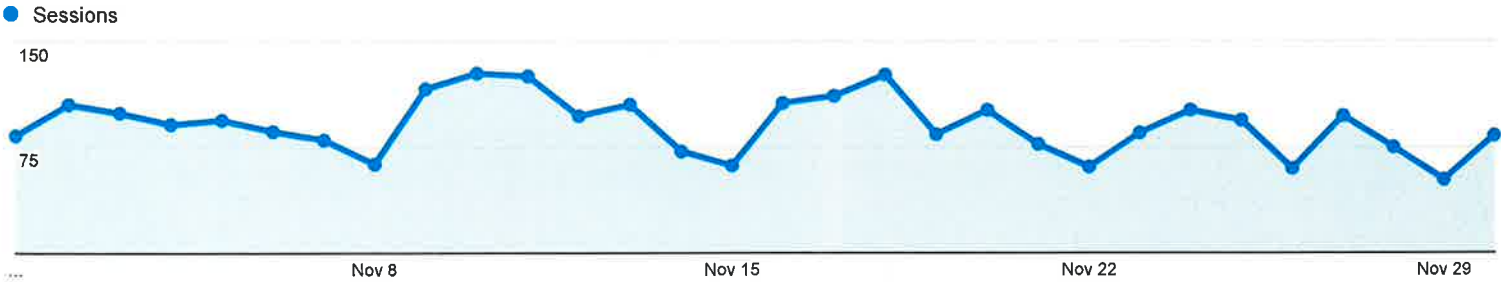
Devices

Nov 1, 2015 - Nov 30, 2015

All Sessions
43.18%

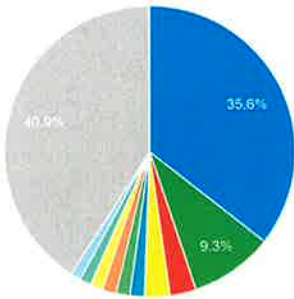
Explorer

Summary



Mobile Device Info	Sessions	Sessions
	2,718 % of Total: 43.18% (6,294)	2,718 % of Total: 43.18% (6,294)
1. Apple iPhone	968	35.61%
2. Apple iPad	252	9.27%
3. Samsung SM-G900V Galaxy S5	78	2.87%
4. (not set)	77	2.83%
5. HTC OPCV220 Desire 510	44	1.62%
6. Samsung SCH-I535 Galaxy S III	41	1.51%
7. Samsung SM-G900A Samsung Galaxy S5	40	1.47%
8. Samsung SM-G900P Galaxy S5	40	1.47%
9. Samsung SCH i545 Galaxy S4	34	1.25%
10. Motorola XT1254 Droid Turbo	32	1.18%

Contribution to total: Sessions



Rows 1 - 10 of 298

Landing Pages

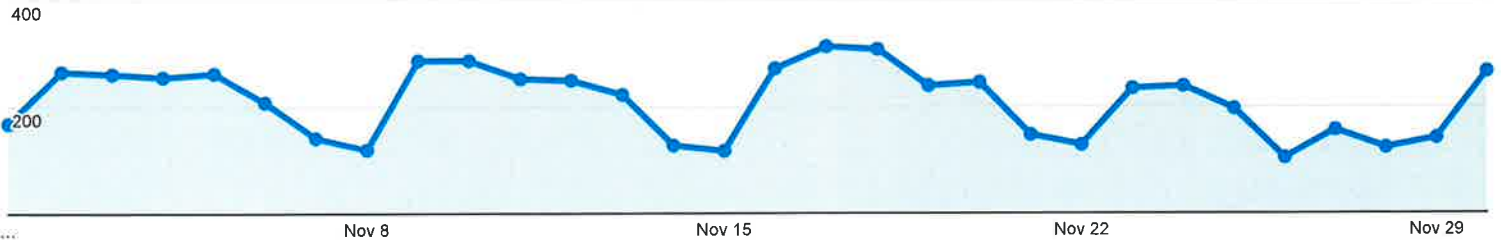
Nov 1, 2015 - Nov 30, 2015

All Sessions
100.00%

Explorer

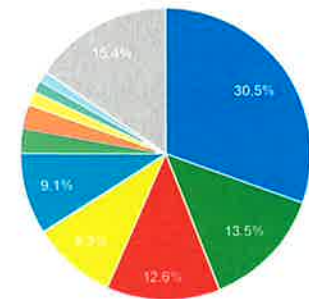
Summary

Sessions



Landing Page	Sessions	Sessions
	6,294 % of Total: 100.00% (6,294)	6,294 % of Total: 100.00% (6,294)
1. /	1,921	30.52%
2. /Departments/swim/swim center.htm	851	13.52%
3. /transportation/routes.htm	795	12.63%
4. /Jobs/jobopenings.htm	588	9.34%
5. /transportation/CAThome page.htm	570	9.06%
6. /Departments/court/court.htm	172	2.73%
7. /Departments/swim/schedule.htm	170	2.70%
8. /Departments/development_services/development_serv.htm	96	1.53%
9. /cityservices/cityserv.htm	82	1.30%
10. /Departments/departments.htm	77	1.22%

Contribution to total: Sessions



Rows 1 - 10 of 97

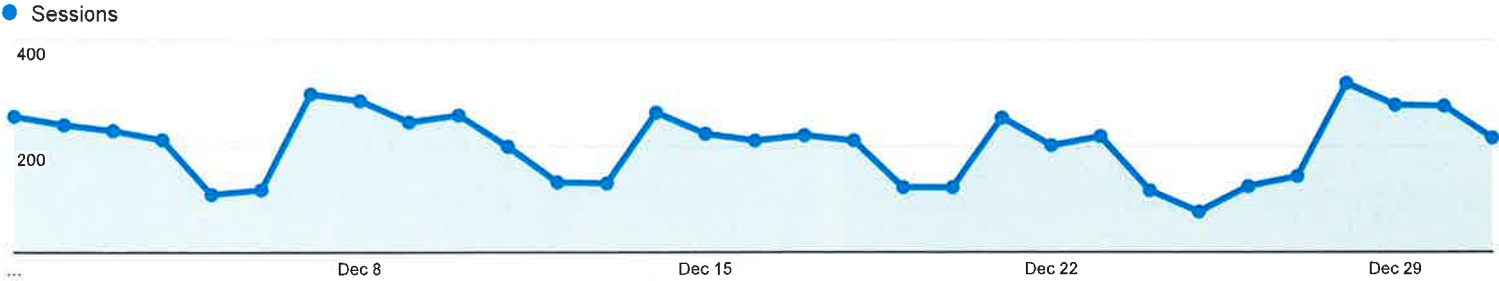
December 2015

Audience Overview

Dec 1, 2015 - Dec 31, 2015

All Sessions
100.00%

Overview



Sessions

6,297

Users

4,512

Pageviews

15,119

Pages / Session

2.40

Avg. Session Duration

00:01:46

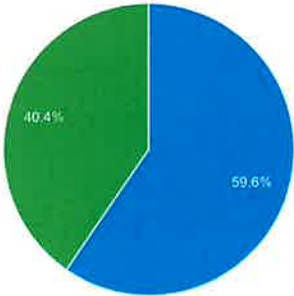
Bounce Rate

52.77%

% New Sessions

59.60%

New Visitor Returning Visitor



Language	Sessions	% Sessions
1. en-us	5,914	93.92%
2. ru	96	1.52%
3. ru-ru	50	0.79%
4. en	49	0.78%
5. es-419	36	0.57%
6. c	27	0.43%
7. es	22	0.35%
8. en-gb	19	0.30%
9. pt-br	18	0.29%
10. (not set)	15	0.24%

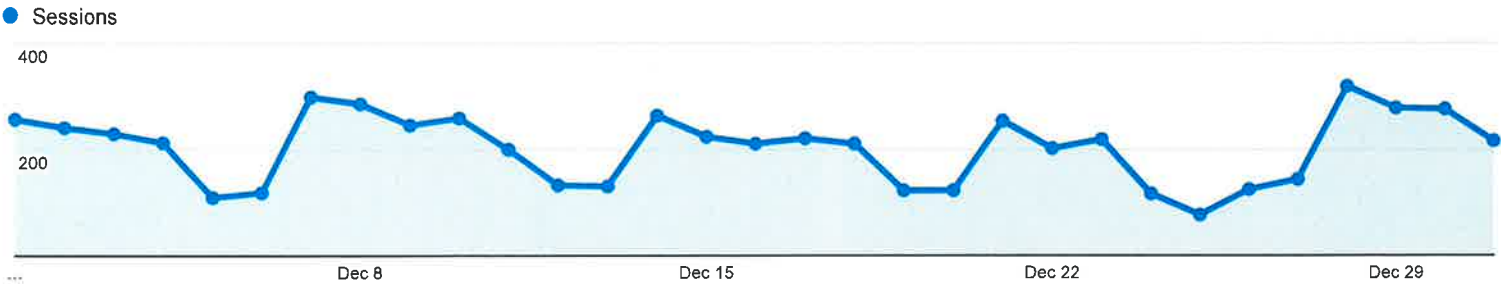
New vs Returning

Dec 1, 2015 - Dec 31, 2015

All Sessions
100.00%

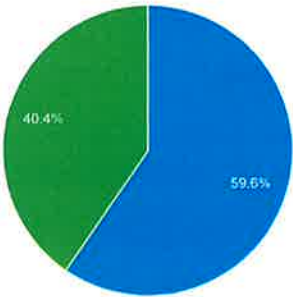
Explorer

Summary



User Type	Sessions	Sessions
	6,297 % of Total: 100.00% (6,297)	6,297 % of Total: 100.00% (6,297)
1. New Visitor	3,754	59.62%
2. Returning Visitor	2,543	40.38%

Contribution to total: Sessions

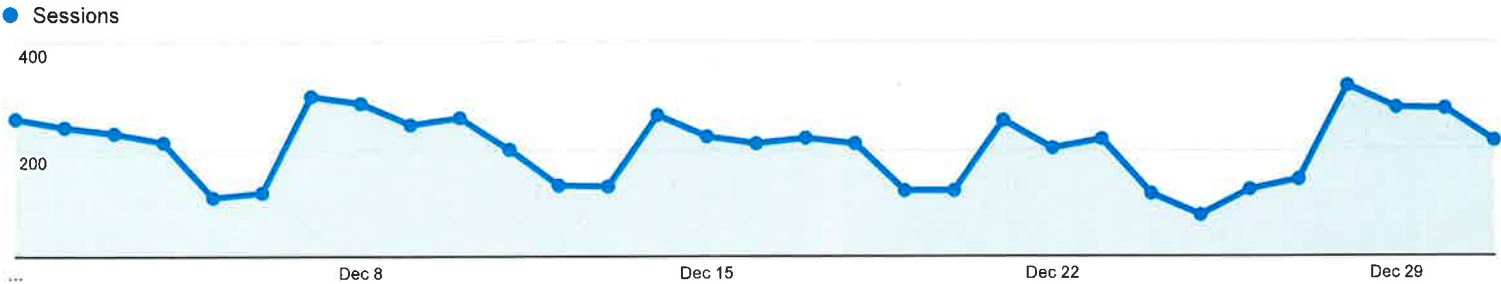


Rows 1 - 2 of 2

All Sessions
100.00%

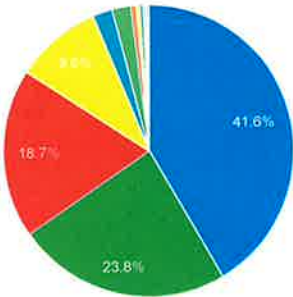
Explorer

Summary



Browser	Sessions	Sessions
	6,297	6,297
	% of Total: 100.00% (6,297)	% of Total: 100.00% (6,297)
1. Chrome	2,617	41.56%
2. Safari	1,500	23.82%
3. Internet Explorer	1,179	18.72%
4. Firefox	606	9.62%
5. Android Browser	140	2.22%
6. Edge	129	2.05%
7. Amazon Silk	38	0.60%
8. Opera	25	0.40%
9. YaBrowser	24	0.38%
10. Safari (in-app)	17	0.27%

Contribution to total: Sessions

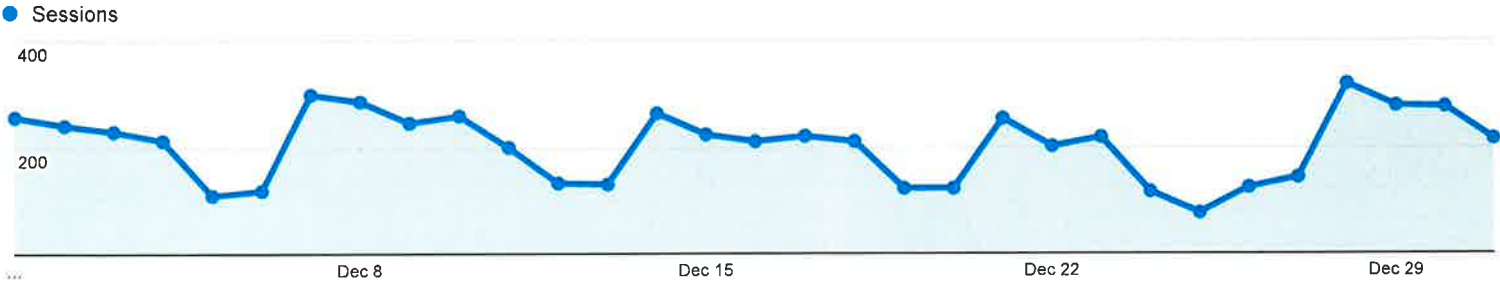


Rows 1 - 10 of 15

All Sessions
100.00%

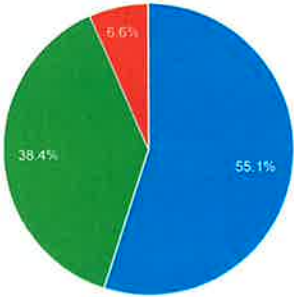
Explorer

Summary



Device Category	Sessions	Sessions
	6,297	6,297
	% of Total: 100.00% (6,297)	% of Total: 100.00% (6,297)
1. desktop	3,467	55.06%
2. mobile	2,415	38.35%
3. tablet	415	6.59%

Contribution to total: Sessions

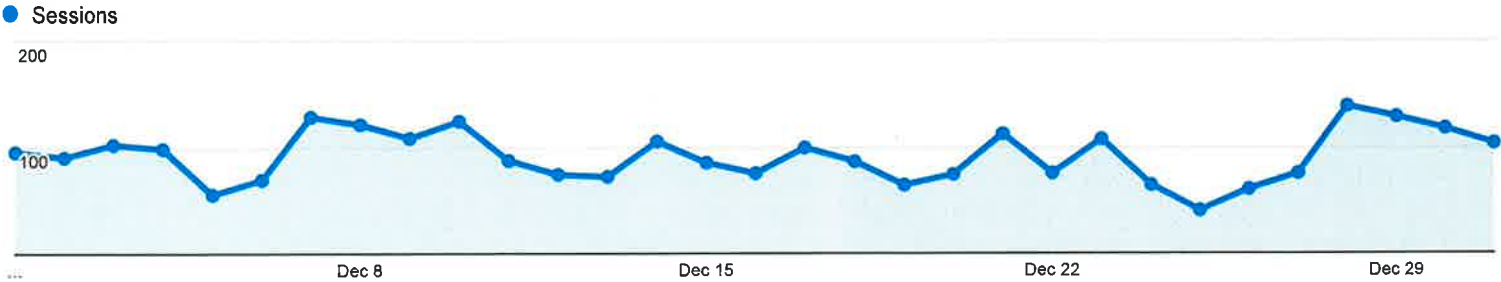


Rows 1 - 3 of 3

All Sessions
44.94%

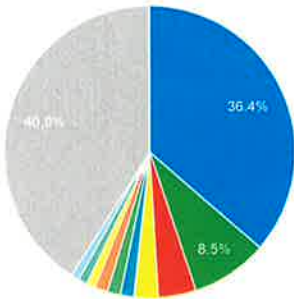
Explorer

Summary



Mobile Device Info	Sessions	Sessions
	2,830 % of Total: 44.94% (6,297)	2,830 % of Total: 44.94% (6,297)
1. Apple iPhone	1,029	36.36%
2. Apple iPad	241	8.52%
3. (not set)	119	4.20%
4. Samsung SM-G900V Galaxy S5	77	2.72%
5. Samsung SM-G900P Galaxy S5	43	1.52%
6. Samsung SCH i545 Galaxy S4	40	1.41%
7. Samsung SM-G920V Galaxy S6	39	1.38%
8. Samsung SM-G900A Samsung Galaxy S5	32	1.13%
9. Motorola XT1254 Droid Turbo	27	0.95%
10. HTC 0PCV220 Desire 510	26	0.92%

Contribution to total: Sessions



Rows 1 - 10 of 301

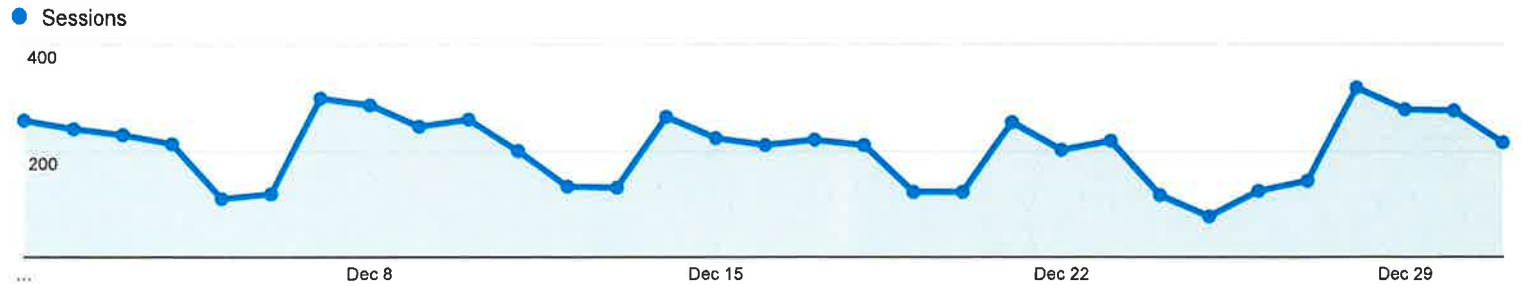
Landing Pages

Dec 1, 2015 - Dec 31, 2015

All Sessions
100.00%

Explorer

Summary



Landing Page	Sessions	Sessions	Contribution to total: Sessions
	6,297 % of Total: 100.00% (6,297)	6,297 % of Total: 100.00% (6,297)	
1. /	1,852	29.41%	
2. /Departments/swim/swim center.htm	823	13.07%	
3. /Jobs/jobopenings.htm	733	11.64%	
4. /transportation/CAThome page.htm	732	11.62%	
5. /transportation/routes.htm	669	10.62%	
6. /Departments/court/court.htm	206	3.27%	
7. /Departments/swim/schedule.htm	146	2.32%	
8. /Departments/departments.htm	98	1.56%	
9. /Departments/development_services/development_services.htm	94	1.49%	
10. /cityservices/cityserv.htm	76	1.21%	

Rows 1 - 10 of 98

City of Canby Bi-Monthly Report

Department: Transit



For: the months of November and December, 2015

Date: January 8, 2015

Prepared by: Julie Wehling

Through: Rick Robinson, City Administrator

1) Funding and Contracts:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) Quarterly Report submitted to ODOT.
- c) Disadvantaged Business Enterprise (DBE) Report submitted to ODOT on November 9th.
- d) On November 12th we received a notice saying that ODOT had closed out all of the compliance review findings from CAT's last compliance review.
- e) A Property Tax Exemption for the CAT Bus Yard was approved by the county on November 24th.
- f) National Transit Database (NTD) Report submitted to ODOT on December 18th.
- g) On December 22nd MV Transportation signed a contract term extension without a rate per hour increase for the period July 1, 2016 to June 30, 2017.

2) Ridership:

Total ridership year to date for the FY 2015-16 was down 15.27 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 7,237 rides in November (7.08% fewer than November of 2014).
 - 1,195 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 17.86% fewer than were provided during November of 2014.
 - 4,547 to Oregon City (2.94% fewer rides than November of 2014).
 - 1,495 to Woodburn (9.39 % fewer rides than November of 2014)
- b) 7,146 rides in December (15.37% fewer rides than December of 2014).
 - 1,385 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 19.52% fewer rides than were provided during December of 2014.
 - 4,345 to Oregon City (12.08% fewer rides than December of 2014).
 - 1,416 to Woodburn (19.54% fewer rides than December of 2014).

As stated in the last report, ridership is down across the board. Although it is difficult to pinpoint a single cause it is clear that our recent service adjustments and name change, TriMet's changes associated with the new Orange Line MAX, and the closure of two supported employment sites in Oregon City have impacted our ridership numbers. Other transportation providers across the state are also experiencing ridership slumps and many are pointing to lower gas prices.

Updates:

- a) The Rider of the Month for November was Ruth Mack and the winner for December was Carol Swanson who also won in October. Both riders got a free bus pass and other goodies.
- b) In November a new digital 2-way radio system was installed in the dispatch office and in all CAT buses. The buses have much clearer reception and are now equipped with GPS and a panic button for emergencies. Bus locations can be viewed from the dispatch office via a computer program and reports are available that show time and location.
- c) On November 30th the CAT bus stop on SE 2nd Avenue (stop # 1119) was moved from its location near S Locust to the corner of SE 2nd and S Knott. This change was required due to the construction of the Fred Meyer fueling station under construction near the old stop location.
- d) On December 15th we held our 3rd Annual Customer Open House. The event was well attended and everyone went home with a raffle prize.
- e) In November and December we provided 183 same day rides on a space available basis.

4) Collisions and Incidents

- a) There were no collisions or incident in November or December.

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

- a) On November 5th Julie Wehling attended the Clackamas County Coordinating Committee (C4) in Oregon City.
- b) On November 10th Julie Wehling attended the Oregon Transit Association (OTA) Board meeting in Salem.
- c) On November 14th MV held a driver training meeting.
- d) On November 19th the Transit Advisory Committee held their regular meeting. At the November meeting members decided to change the date of the regular meeting to the 4th Thursday of each month. The December meeting was canceled.
- e) On December 7th Julie Wehling attended the Region 1 ACT meeting in Portland.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

November & December 2015

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: October 28, 2015

Facility Operations & Maintenance

The water quality for the months of November and December remained excellent with no violations. Plant Operators maintain daily operations of the plant as we continue with our winter compliance monitoring.

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

- Continue working and updating temperature and ammonia RPA for new permit cycle.
- R&R bridge breaker hopper with new conveyor for Biosolids Belt Press.
- Winterized buildings and process equipment in treatment plant.
- Replaced hose conveying system for lime addition.
- Replaced outside lights and sensors throughout plant.
- Assisted Industrial systems to complete maintenance repair on SCADA.
- Replaced diaphragms on Primary Clarifier Pump.
- Worked on blower VFD #1 and ordered parts.
- Jet cleaned PC effluent line with Vactor Truck.
- Excavated PC effluent line to retrieve stuck jet cleaner.
- Worked on obtaining information to complete Biosolids Management plan.
- Assisted industrial systems to program new automated air valve and process water pumps into SCADA.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

Pretreatment Inspection/Reporting, FOG Program

Nov.

- Pump Outs: 26
- Inspections: 3

Dec.

Pump Outs: 37

- Inspections: 0
- Reviewed Nov/Dec. Business License renewals.
- Industrial user inspections of Canby Disposal and American Steel.
- Update and adjust Pretreatment Implementation Manual and Sampling Procedures.

Biosolids Program

- Belt ran 13 days in November.
- 5 loads to Heard Farms, 151 wet tons.
- Belt ran 17 days in December.
- 7 loads to Heard Farms, 212.07 wet tons.

Daily Lab Activity**Monthly / Weekly NPDES Permit Tests**

- TSS
- BOD
- CBOD
- Ammonia
- E-coli
- Alkalinity
- pH
- UV Dosage
- Completed 3 day sampling.
- Completed Johnson Controls sampling.

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, Don Steiner, Bob Wengert, Dave Frahm or Jon Patrick)

- Daily staff and operations meeting.
- City Safety Committee.