



AGENDA

CANBY CITY COUNCIL MEETING

March 16, 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*

CITY COUNCIL MEETING

1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance
- C. Presentation by Canby Kiwanis
- D. Vietnam Veterans Day Proclamation

Pg. 1

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 March 2, 2016 City Council Regular Meeting

7. PUBLIC HEARING

- A. Noise Variance Application - Canby Swim Club (May 9, 2015 8:00 AM – 1:00 PM)

Pg. 2

8. RESOLUTIONS & ORDINANCES

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.



Office of the Mayor

Proclamation

Vietnam Veterans Day

WHEREAS, on January 12, 1962, United States Army pilots lifted more than 1,000 South Vietnamese service members over jungle and underbrush to capture a National Liberation Front stronghold near Saigon. Operation Chopper marked America's first combat mission against the Viet Cong, and the beginning of one of our longest and most challenging wars. Through more than a decade of conflict that tested the fabric of our Nation, the service of our men and women in uniform stood true. Fifty four years after that fateful mission, we honor the more than 3 million Americans who served, we pay tribute to those we have laid to rest, and we reaffirm our dedication to showing a generation of veterans the respect and support of a grateful Nation; and

WHEREAS, the Vietnam War is a story of service members of different backgrounds, colors, and creeds who came together to complete a daunting mission. It is a story of Americans from every corner of our Nation who left the warmth of family to serve the country they loved. It is a story of patriots who braved the line of fire, who cast themselves into harm's way to save a friend, who fought hour after hour, day after day to preserve the liberties we hold dear. From Ia Drang to Hue, they won every major battle of the war and upheld the highest traditions of our Armed Forces; and

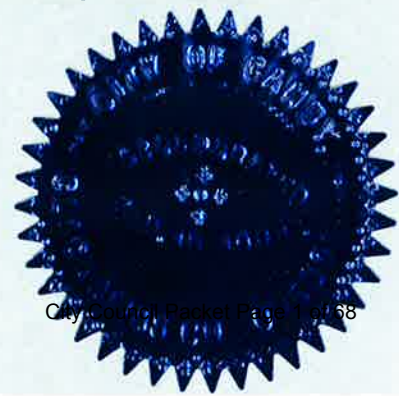
WHEREAS, eleven years of combat left their imprint on a generation. Thousands returned home bearing shrapnel and scars; still more were burdened by the invisible wounds of post-traumatic stress, of Agent Orange, of memories that would never fade. More than 58,000 laid down their lives in service to our Nation. Now and forever, their names are etched into two faces of black granite, a lasting memorial to those who bore conflict's greatest cost; and

WHEREAS, our veterans answered our country's call and served with honor, and on March 29, 1973, the last of our troops left Vietnam. Yet, in one of the war's most profound tragedies, many of these men and women came home to be shunned or neglected – to face treatment unbefitting their courage and a welcome unworthy of their example. We must never let this happen again. Today, we reaffirm one of our most fundamental obligations: to show all who have worn the uniform of the United States the respect and dignity they deserve, and to honor their sacrifice by serving them as well as they served us. Over half a century after those helicopters swept off the ground and into the annals of history, we pay tribute to the fallen, the missing, the wounded, the millions who served, and the millions more who awaited their return. Our Nation stands stronger for their service, and on Vietnam Veterans Day, we honor their proud legacy with our deepest gratitude.

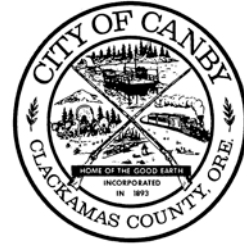
NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim the March 29, 2016 as Vietnam Veterans Day. I call upon all Americans to observe this day with appropriate programs, ceremonies, and activities that commemorate the anniversary of the Vietnam War.

Given unto my hand this 16th day of March 2016.

Brian Hodson
Mayor



MEMORANDUM



TO: *Honorable Mayor Hodson and City Council*
FROM: *Kim Scheafer, MMC, City Recorder*
DATE: *March 7, 2016*

Issue: Request for Noise Variance

Synopsis: A request has been received from the Canby Gators Swim Club for a noise variance on May 7, 2016 from 8:00 a.m. – 1:00 p.m. The variance is being requested for the North Lake Physical Therapy Gator Grinder Triathlon. A noise variance was previously granted for this event last year. No complaints were received after last year's event.

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

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

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

Recommendation: Staff recommends Council approve the Noise Variance Application.

Motion: *I move to grant a Noise Variance to Canby Swim Club for the North Lake Physical Therapy Gator Grinder Triathlon on May 7, 2016 from 8:00 a.m. – 1:00 p.m.*



CITY OF CANBY
NOISE VARIANCE
APPLICATION
\$75.00

Receipt No: _____

Date Paid: _____

Amount Paid: NC non-profit

Attn: City Recorder - PO Box 930 -182 N Holly - Canby, OR 97013 - 503.266.0733

Applicant Name Chip Greendale - Race Director - Canby Swim Club

Address 21221 S. Tahyee Rd

City Oregon City State OR Zip 97045 Phone 503-516-8922

Address of Noise Variance Request 1150 S Ivy St

Name of Property/Business Owner of Variance Request Canby Swim Center

Type of Event Gator Gender Triathlon

Date(s) of Event 5/7/16 Time of Event 7³⁰AM - 1⁰⁰PM Requested Hours of Variance 8⁰⁰AM - 1⁰⁰PM

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

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

Acoustical Nature of Sound to be Emitted Music & Announcements - Via a D.J.

Will you be continually present at this activity X Yes _____ No If No is marked, who is to be the contact should the need arise? _____

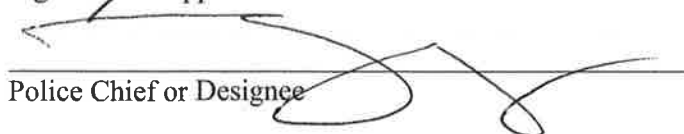
Additional Comments Please See attached

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

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


Signature of Applicant

5/11/16
Date


Police Chief or Designee

5/11/16
Date

Mayor

Date

1/11/16

Dear City of Canby,

Here is our noise variance application for the 2016 version of the North Lake Physical Therapy Gator Grinder Triathlon.

The event will be based at the Canby Swim Center and held on Saturday May 7, 2016 from 7:30 AM to approx. 1 PM.

The event is a major fundraiser for the Canby Swim Club (AKA the Canby Gators) a **nonprofit organization**.

This will be the 12th year that we have held this race and we have had music at all but the first 2 or 3 events.

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

The permit application asked for addresses within 200 feet of the event. There are not a lot of houses in that area, due to the schools and vacant lots, so I have secured addresses for area within 600 feet of the pool(see attached map)

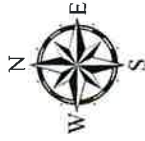
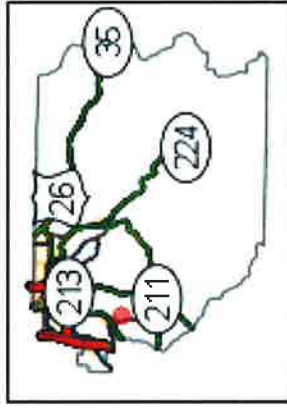
Please let me know if there are any other questions or concerns.

Thank you for considering our application,

Chip Greendale Race Director
503 516-8922
walden@bctonline.com

Clackamas County

Canby Pool 600' Buffer

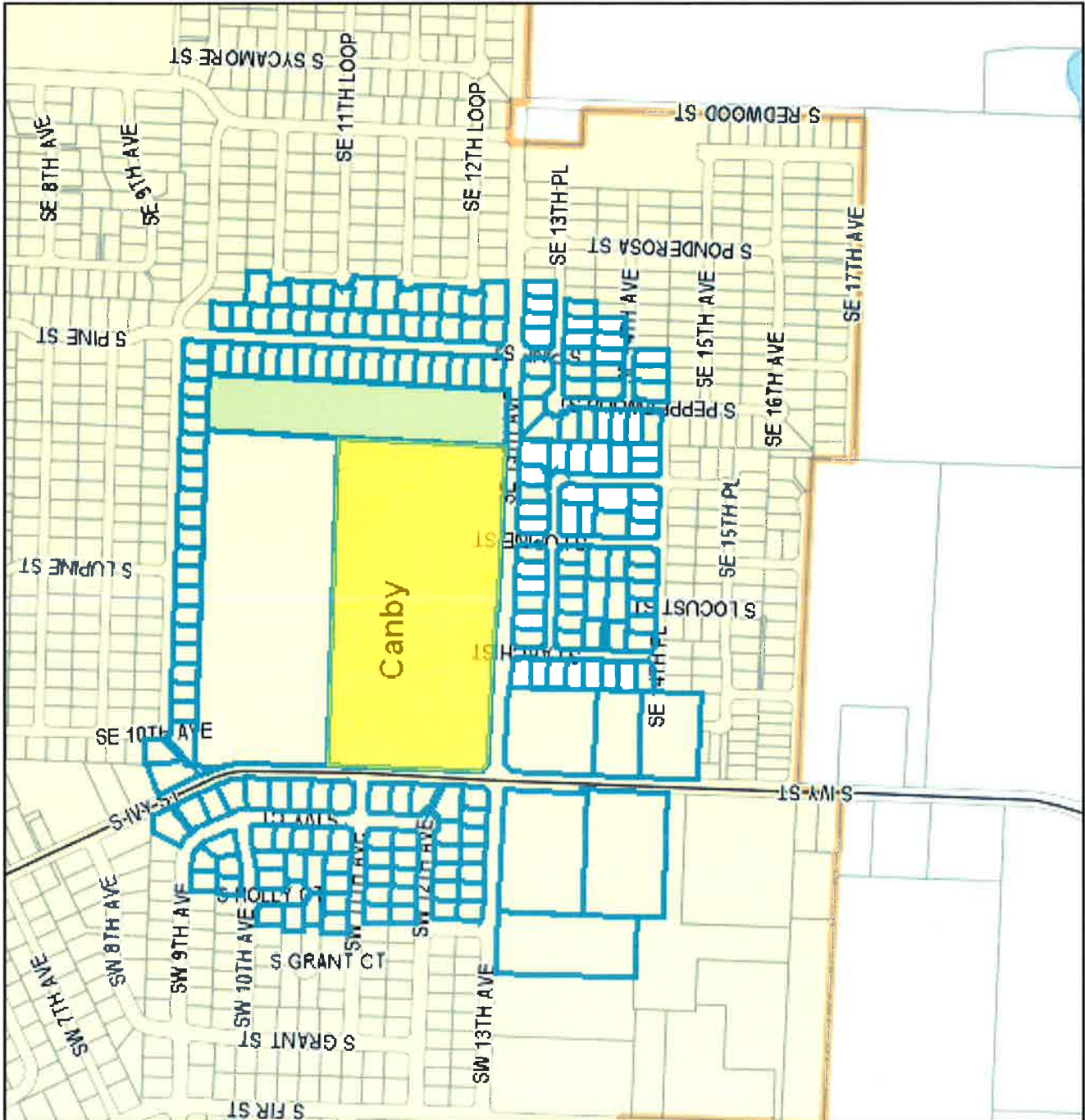


Clackamas County

**Geographic Information Systems
168 Warner Milne Road
Oregon City, OR 97045**

This map and all other information have been compiled for preliminary and/or general purposes only. This information is not intended to be complete for purposes of determining land use restrictions, zoning, title, parcel size, or suitability of any property for a specific use. Users are cautioned to field verify all information before

Tue, 26 Jan 2016 11:36:52





City of Canby Bi-Monthly Report
Department: Administration
For Months of: January & February 2016

To: The Honorable Mayor Hodson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist II
Through: Rick Robinson, City Administrator
Date: March 7, 2016

1. Business Licenses:

Seventy-three (73) new business licenses were issued during the months of January and February 2016. This compares to 33 new licenses issued during January and February 2015. Forty (40) business licenses were inactivated during the months of January and February 2016. This compares to 10 inactivated during the same period in 2015. One hundred seventy-one (171) business license renewals were sent out, compared to 157 in 2015. The total number businesses licensed with the City of Canby is 1,409 (1,250 this time in 2015) of which 680 have Canby addresses (651 this time last year).

2. Cemetery:

Total property purchases recorded: January – 6, February – 2
Total interments recorded: January – 9, February – 3

3. Public Records Requests:

Two Public Records Requests were processed during January and February.

4. Training/Meetings:

Kim Scheafer attended the following:

- OAMR Records Management Meeting
- Swim Levy Renewal Kickoff Meeting
- January & February Mindfulness Classes
- State of the City Chamber Luncheon
- Conference Call with ArchiveSocial

5. Special Animal Permits:

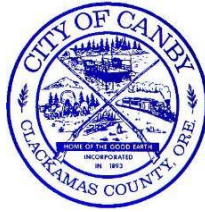
No special animal permits were issued in January and February.

6. Sidewalk/Park Vending Permit:

No Sidewalk/Park Vending Permits were issued in January and February.

7. Liquor Licenses Processed:

Thirty-two annual liquor license renewals were processed in February.



City of Canby Bi-Monthly Report
Department: Court
January / February 2016

To: The Honorable Mayor Hodson and City Council
From: Melody Thompson, Administrative Supervisor
Through: Judge Rod Grafe
Date: March 4, 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	January	February
Traffic Cases Filed	123	211
Parking Citations Filed	13	5
Misdemeanor Cases Filed	17	14
DUII Cases Filed	0	0
Traffic Cases Disposed	193	180
Misdemeanor Cases Disposed	9	13
DUII Cases Disposed	0	1
Traffic Cases Sentenced	54	38
Traffic Cases Dismissed	35	40
Parking Citations Disposed	29	8
Cases Referred to Diversion/Deferred Sentence	59	40
Cases Handled by Violations Bureau	68	57
Cases Receiving Reduced Sentence	8	21
Cases Referred to Collections	86	42
Traffic Trials	4	1
Bench (Judge) Trials	0	2
Jury Trials	0	0

Note: Statistic category terms outlined on page 2

General Activities

Xpress Bill pay (on-line payment option for our customers) is now online, available from our website via a link. We have received positive customer comments and initial response to the option and expect it will continue to grow in use and efficiency for our court staff.

Upon a recommendation by our traffic safety officers and Lt. Tro, the Judge approved a distracted driving (cell phone violation) diversion program. This allows recipients of a cell phone violation citation who meet the requirements, to participate in an informative online

education course and forgo the citation and fine. Accidents and violations for cell phone use have risen dramatically. This is a joint effort by the court/Judge and the police department to educate the public on this important safety information, and avoid future violations.

We now have computer and court database access in our courtroom. We're able to look up client accounts on the spot for their account information without asking them to go to the clerk in the office. Many forms are now available in clear word or .pdf documents in the court room and in the future, this will reduce paper costs for duplicate/triplicate printed forms and be vastly more efficient for court clerks.

Future projects

- 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 give 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 January – February 2016*

Economic Development Updates:

The following projects are funded through Urban Renewal.

Business Recruitment: Staff submitted proposals for the following leads:

- **Project Long** - A proposed 100,000 square foot facility on 3.5 to 10 acres with a build-to-suit leaseback options for a minimum of 20 years. Six sites were submitted.
- **Project Goldfinch** - A light manufacturing and assembly facility looking for 15 to - 24 acres with 100 new employees by the end of year 1, growing to 200 within 2 years. Two sites were submitted.
- **Project Borealis:** Canby is on the short list for a high tech company looking for 30 - 40 acres to build a 350,000 square foot facility that could create 200-250 jobs. Staff recently provided permit costs, environmental reports, and incentive details. The company is developing conceptual designs for the project to share with prospective build to suit developers.
- **Project AK** - Canby is on the short list for a clean tech manufacturer looking for 6 - 8 acres for a \$30- 40 million investment in a 100,000 square foot facility. Initially they would employ 60 and grow to 150 over 3 years. The company toured three Canby sites in January, and are also looking at existing buildings. If they choose to build a building, Canby is on their short list. A decision is expected in late spring.
- **Project Blue Ice Update:** The company is in the final stages of decision making on a \$40 million 400,000 square foot building in Canby or in Vancouver WA. The city would extend 4th Avenue to provide needed road and infrastructure access. Partial grant funding for the road project has been secured. A decision on an Immediate Opportunity Fund grant for \$519,650 is anticipated in March. The company plans to make a final site decision in early summer.
- **Project Crimson** - A manufacturing / distribution company 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. Canby has one of very few sites that would fit this requirement. This long term prospect will make a decision over the next two years.
- **Project Chat** - A health based call center executive toured city owned police and library buildings. The library building seemed like a great fit for a branch location. If they over forward, they would bring 20 employees and grow quickly to 100. A second site visit with company executives is likely in March.

- **Medical Device and Manufacturing Trade Show** - Staff attended the largest medical device and manufacturing trade show in the US from February 8-12. This effort was part of the Team Oregon - Manufacturing Group, significantly leveraging costs and effort. The show encompassed 365,000 square feet, had 16,000 attendees and 2,370 exhibiting companies. The team focused on recruiting new businesses, meeting with Oregon based exhibitors, connecting with six LA based national industrial site selectors, and learning about the latest industry trends. The show generated several strong leads.

Development/Redevelopment:

- **Community Plaza Grants** - Staff submitted the last two of three grant applications in early January to fund a Community Plaza next to the New Library and Civic Center. Grant requests to The Ford Family Foundation and The Collins Foundation will go before their Board of Trustees for funding decisions in April. The Oregon Community Fund will make their funding decision in mid-May. City staff launched a campaign to solicit donations for matching funds to raise \$16-20,000 by April. A brief presentation to the Chamber of Commerce, a press release to the Canby Herald, and targeted letters sent to top employers and producers in town were completed. Donation forms are available on the City website, and at City Hall, Development Services, and the Library. Large plaza furnishings such as light poles, benches, bike racks, landscaping features and more maybe be sponsored and recognized with an engraved plaque for years to come. Multiple donors have already contributed staff looks forward to receiving additional donations in the coming months.

Other

- **Website Updates** - Staff is working on an overhaul of the www.canbybusiness.com website, to streamline content, make it easier to navigate, and make it more visual and interactive. The project should be complete in March.
- **Film Production:** Wait Park and other Canby area locations will star in a feature length independent film about a single father overcoming depression and turning his life around. The NE corner playground will be in use for one day in mid-March. Most of the park will remain accessible.

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Canby Independence Day Celebration** – The Canby Independence Day Celebration planning has continued to take shape. There are committees meeting to address various parts of the event, including: vendors, entertainment, kid's activities, and the parade. Several citizens, businesses, and community groups have come together to work on this time-honored event. The city contracted with Full Bloom Designs to create a website that will provide day-of information, as well as information for vendors and parade members.

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 is working with Tama Tochiara, from Eugene, to complete Intensive Level Surveys on five downtown buildings. The sites chosen for survey 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.

The Historic Review Board has released an RFP for a contractor to complete a nomination for the National Register for Historic Places. Both the Intensive Level Surveys and National Register for Historic Places are made possible by the Certified Local Government Grant.

- **Philander Lee Tree** – The City of Canby's Historic Review Board nominated the Philander Lee Tree to Oregon's Heritage Tree Program. The Philander Lee Tree sits on Package Containers property and is significant because Philander Lee sold his property in order to create the City of Canby. In February, it was announced that the Philander Lee Tree was accepted into this year's program. It will be featured in the program's brochure and through various tourism outlets. A reception and unveiling is planned for April 2nd.

Design

- **Façade Improvement Program** – The City of Canby met with Agnes from the Kiwanis Thrift Store to see designs completed as a part of the façade program. The Planning Director, Economic Development Director, and Main Street Manager provided input and direction in the meeting. The next steps include working with construction companies to acquire bids, and once that is completed, the full application will be presented to the Urban Renewal Agency.

The Holly Mall is moving forward its façade application. The owners have contacted Designs West to create design drawings as part of the grant. After the designs are completed, they will work with construction companies to obtain bids and move forward.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Haley Fish, Finance Director
Through: Rick Robinson, City Administrator
Covering: January & February 2016
Compiled by: Suzan Duffy

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

- The **Comprehensive Annual Financial Report (CAFR)** for the fiscal year ended June 30, 2015 was presented by the City's external auditors during the exit conference conducted at the January **MAFOC meeting**.

- Finance worked with Economic Development to prepare and present the Urban **Renewal Agency Annual Report** which was adopted by the Agency board at the February 17th 2016 meeting. The report has been posted online and is available upon request.

- The second quarter financial status update was presented at a **Budget Committee workshop** in February. Preparation of the **2016-2017** Budget is officially in process; packets were disbursed to department preparers March 1st. The **1st Budget Committee meeting**, to deliberate management's proposed budget (currently in process!), is scheduled for **Thursday April 28th, 2018**.

- The **Annual System Development Report** for fiscal year ended June 30, 2015 was presented at the **MAFOC** meeting in January and is available upon request.

- The **Transit Tax backlog project** has moved forward successfully. Of the 218 accounts that were sent pre-collection letters December 31, 2015, over half have been resolved. Only approximately 86 accounts were sent to collections in February. We continue to work in conjunction with our consultant and collection agency to help these filers come into compliance by processing amended returns, setting up payment agreements or accepting payments in full as estimated. Additionally, we are working with our software provider to create a more systematic approach to pursuing non-filed returns prospectively.

- Annual **1099 forms** were issued to vendors this period.
- For the first time, employee **W-2 forms** were made available electronically through a secure online portal.
- The **Master Fee Schedule** was updated twice this period to incorporate new fees for the Independence Day Celebration and Canby's Bid Weekend as well as updates to Library fees. The annual update to the Master Fee Schedule is scheduled to go before the Council in May.
- **Debt Verification** was provided to the Oregon State Treasury as required biannually. Treasury updated its rules so that now the verification includes not only bonds but other types of debt such as loans and leases.
- The City underwent a much-anticipated **software upgrade** to the next generation version of Caselle called Connect. This upgrade will enable future improvements that would not have been possible in the previous version.
- Finance continues to work with the Police Department to coordinate reimbursement of various **grant programs and interagency partnerships**. Additionally, finance met with court and police representatives to review purchasing internal control procedures and discuss recommendations to strengthen controls over security and processing of cash receipts provided by the external auditors.
- Finance staff participated in the following meetings, trainings and events this period:
 - Caselle User Group meeting
 - Caselle webinars
 - Safety Committee meetings
 - Canby Telecom MyVoice cloud conference call training
 - Mindfulness training
 - Swim Levy renewal kickoff meeting
 - Government Auditing & Accounting Conference
 - OGFOA Accounting Standards Review Committee meeting
 - State of the City luncheon
 - OGFOA Certification Committee meeting
 - Mock interviews at Canby High School

Statistics this period:

- **Accounts Payable**

Invoices:	563
Invoice entries:	859
Encumbrances:	13
Manual checks:	10
Total checks:	381

- **Payroll**

Timesheets processed:	447
Total checks and vouchers:	516
New hires/separations:	6/2

- **Transit Tax Collection**

Forms sent:	491
Delinquent notices sent:	21
Non-filed notices sent:	0
Pre-collection notices sent:	218
Accounts sent to collections:	99
Accounts opened/closed:	78/44
Returns posted:	1454

- **Utility Billing**

Bills sent:	9254
Counter payments:	262
Accounts opened and closed:	174
Lien payoffs:	6
Lien payoff inquiries:	44
Collection notices sent:	37
Accounts sent to collections:	15

- **General Ledger**

Total Journal entries:	223
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- **Cash Receipts Processed**

Finance:	1350
Utility:	560

CANBY PUBLIC LIBRARY

BI-MONTHLY STAFF REPORT

January - February 2016

TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 3/7/16



Information Statistics

Information statistics below are from 1-01-16 to 2-29-16.

	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
January	387	176	154	37	17	2	12	58	29	0	3
February	317	159	144	18	13	2	6	60	25	0	8

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)

- January: 11,881
- February: N/A due to technical issues with Network

New Library Cards

- January: 92
- February: N/A

Total Number of Materials Added

- January: 650
- February: N/A

Total Number of Materials Owned

- January: 64,427
- February: N/A

Total Circs – YTD – 169,557

- January: 25,017

- February: N/A

Number of Holds Placed:

- January: 6,514
- February: N/A

Self-Check:

- January: 28.6%
- February: N/A

Public Internet Computer Sessions:

- January: 744
- February: N/A

Social Media – Facebook Likes

- January: 394
- February: 406

People Counter:

- January: 8817
- February: N/A

Volunteer Hours:

- January: 192
- February: 195 (est)

Help in Spanish: (new statistic)

- February: 31

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
January	251	9	184	19	1	8	10
February	291	5	169	23	2	7	8

Library Operations:

- The library proposed a revised fee structure to city council on February 17th (Resolution 1233). Council approved increasing overdue fines from .10 to .25. This is the first increase in fines since 1984. The effective date for the change in fees is March 3rd. The increase will align the Canby Public Library fees with the majority of libraries in Clackamas County.
- City Council approved changes to the Public Library section of the Canby Municipal Code. The majority of changes were to reflect current day wording. Noteworthy changes are: members of the library board be limited to two consecutive terms of office and the hiring of a library director be performed as noted in the Charter of the City of Canby.

- The library had a \$ for \$ campaign in the month of February. For every dollar a customer paid we waived a dollar. The library collected \$2,833.10 in fines and waived \$2,549.08. We also collected \$517.21 in lost book fees. The average collected in fines over the past 7 months was \$1,839. The average collected in lost book fees over the past 7 months was \$152.77.
- There will be no restrictions LINCC wide for internet access beginning March 1st. LINCC will disable the function of allowing/not allowing access. We have signs posted in the library as Canby was one of the few libraries who restricted access.
- Children ages 11-17 will be able to take library card applications home for their parents to sign. After they bring back the signed application, they will be issued a temporary 90 day card until the parent comes in to verify all required information.

Technology Updates:

- All of our six circulation computers are getting old and we are starting to see issues. They are still running Windows XP. Microsoft ended support for XP in April 2014 and companies other than Microsoft have also ended their support for products on XP. The most recent issue we are having is with Google Chrome. They announced that XP support would end in April of 2016. There are issues such as accessing some parts of the library catalog and the accessing databases using a computer running XP. In addition, the Operating System and hardware are old and will not last much longer. We had one die on us last week because the system board broke. The estimate for replacing the six computers is about \$7,000.
- All permanent staff now has access to folders on the shared drive. We now are able to share files such as program statistics, the collection budget and scheduling. There were issues with staff not receiving their mail but we believe the issue has been resolved.
- The microfilm machine has a lot of issues. Printing comes out terrible. We are checking to see if the microfilm can be converted to a digital copy so we say goodbye to the machine before we move to the new library. We negotiated a contract with Pacific Automation for two leased copiers. One for the public and one for staff. This will cut down on costs and consolidate our printing. The copiers were recently installed and we are currently working on a few issues with the NIC cards as our computers need to print from both city and LINCC computers.
- LINCC finished formatting and installed five of the six computers donated from Canby Telcom for our home work room. All are hooked up to the internet and the EnvisionWare. They are getting a lot of use and some days they are completely full for the entire afternoon. Thanks to Canby Telcom!
- We increased our bandwidth for the Wi-Fi from 5 megabits to 30 megabits. With people streaming videos and more, we were maxing out and people could not access the internet.

LINCC Operations

- Library Directors and another representative from each library are meeting twice a month to decide on RFID processes and implementation.
- Patrons will be able to place holds on board books as of February 2nd.
- LINCC will disable the function of allowing/not allowing internet access on March 1st.
- We received the new End of the Oregon Trail Interpretive Center pass. We are expecting the pass for the Gilbert House around April 1.
- LINCC is also looking into adding a summer pass for the Evergreen Waterpark and there is discussion of adding the World of Speed as a future pass.

Collections:

- Staff are finishing up their weeding projects. Over 2,500 items that were either in poor shape or have not gone out in three years have been withdrawn.
- We are looking at our donations and are going to adopt stricter guidelines for items added to the collection.

Marketing/Outreach:

- We will be putting a value calculator on our website similar to the one on the Estacada's library website. Thanks to Josue Valverde for helping us out.
- We added links to our website for donations to the Library, the Friends, the Foundation, and the Library/Civic Center. The donation booklet is also online.
- The school system purchased a new software system called Peachjar. All handouts will be distributed as e-flyers and go through this software. The library has registered as a non-profit so we will not be charged the estimated \$25.00 per handout.
- Angelica has 22 people signed up for the citizenship class and has a waiting list for the next class. We are looking for volunteers to help with a group or with on-on-one.

Early Literacy Initiative:

- The early literacy initiative team met on January 25th and on February 29th. Three teams were set up. Celebrity and weekly reading team; marketing/business and community team; and the city/library team. The library has set up special story time program each month when the kids are off from school from 3:00 -4:00 pm
 - Friday, February 12th – Mayor Hodson
 - Friday, March 18th – Police K9 Unit
 - Friday April 15th – Canby Fire Department
- Agencies are looking closer to see what we are currently offering so we don't "double do". The schools are offering summer reading programs and so is the library. Irene and Peggy are meeting with Cori Waufle, the teacher on special assignment, to develop a plan where the library will work with all the schools in Canby on a summer reading program. This is a fantastic partnership!
- We contacted the Columbia River Pet Partners for a "Read to the Dogs" program. Currently there are no dogs trained in the program near Canby. We are on a waiting list and the library has been listed for contact on their site.
- We had the one year anniversary of the "1000 Books before Kindergarten" campaign. The purpose of the program is to encourage families to read to their young children, with the hope that they will share at least 1000 books before their child starts kindergarten. The program is based on research proving the more books children age 0 to 5 hear read to them, the more prepared they will be to begin learning to read when they start kindergarten. We currently have 221 children registered in our program. Two families have already reached the goal. Of the logs that have been returned this past year over 19,000 books have been recorded! Over 30% of those registered have listened to at least 100 books.

Staff Training/Meetings

- There is some money in the budget for staff to attend OLA. Because it will be held in Bend hotel costs have to be considered. Lauren, Lizzie and Karen will attend the conference.

Volunteers:

- Volunteer of the month for January was Kitty Losch.
- Volunteer for the month of February was Joyce Peters.

Facilities:

- Staff had to clean up feces that were all over the floor in the men's restroom. This is not the first incident. Irene is working with facilities on a plan on how to handle issues with bodily fluids etc.
- On Sunday the 31st the staff door would not open from the outside or inside. A pin that is part of theft proofing prevented it from opening or closing. Dan adjusted the door and it should be fine now.
- The dishwasher in the staff lounge died.
- We no longer have the recycling bin in the homework room for print cartridges. We only get about \$8.00 and it's not worth staff time packing up all the cartridges.
- Canby disposal has provided us with a shredding bin. We no longer need to shred papers with library card information. We can just dispose of it in the bin.

January		ATTENDANCE			TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
Storytimes								
Granny Goose Storytime (ages 2-6)	1/4/2016	3	0	2	0	0	1	0
Granny Goose Storytime (ages 2-6)	1/11/2016	8	0	11	0	0	1	0
Granny Goose Storytime (ages 2-6)	1/25/2016	5	0	7	0	0	1	0
Book Babies Storytime (ages 0-2)	1/6/2016	7	0	7	0	0	1	0
Book Babies Storytime (ages 0-2)	1/13/2016	7	0	8	0	0	1	0
Book Babies Storytime (ages 0-2)	1/20/2016	3	0	4	0	0	1	0
Book Babies Storytime (ages 0-2)	1/27/2016	6	0	7	0	0	1	0
Friday Storytime	1/8/2016	7	0	10	0	0	1	0
Friday Storytime	1/15/2016	5	0	6	0	0	1	0
Friday Storytime	1/22/2016	5	0	8	0	0	1	0
Friday Storytime	1/29/2016	8	0	11	0	0	1	0
Spanish Storytime (for the whole family)	1/2/2016	Cancel	0	0	0	0	1	0
Spanish Storytime (for the whole family)	1/9/2016	2	0	3	0	0	1	0
Spanish Storytime (for the whole family)	1/16/2016	2	0	4	0	0	1	0
Spanish Storytime (for the whole family)	1/23/2016	1	0	1	0	0	1	0
Spanish Storytime (for the whole family)	1/30/2016	Cancel	0	0	0	0	0	0
Movie Nights								
Hotel Transylvania 2 (English)	1/14/2016	3	0	7	0	0	0	1
Hotel Transylvania 2 (Spanish)	1/21/2016	1	0	2	0	0	0	0
Teens								
Movie Night	1/25/2016	0	6	0	0	1	0	0
Book Clubs								
Book Group - (adults)	1/21/2016	9	0	0	1	0	0	0
History Book Group (adults)	1/27/2015	7	0	0	1	0	0	0
Book Worms (2nd and 3rd Graders) Beverly Cleary Choice Award Books	1/23/2016	2	0	3	0	0	1	0
Bilingual Hot Cocoa Reading Club	1/2/2016	Cancel	0	0	0	0	0	1
Bilingual Hot Cocoa Reading Club	1/9/2016	5	0	13	0	0	0	1
Bilingual Hot Cocoa Reading Club	1/16/2016	4	0	9	0	0	0	1
Bilingual Hot Cocoa Reading Club	1/23/2016	2	0	3	0	0	0	1
Bilingual Hot Cocoa Reading Club	1/30/2016	2	0	6	0	0	0	1
Music in the Stacks								
Grupo Condor	1/30/2016	32	0	7	0	0	0	0
General Programs								
Legos at the Library		4	0	10	0	0	0	1
WorkSource Oregon	1/5/2016	4	0	0	1	0	0	0
WorkSource Oregon	1/19/2016	6	0	0	1	0	0	0
Nuestros Abuelos	1/5/2016				1	0	0	0
Nuestros Abuelos	1/12/2016	2	0	0	1	0	0	0
Nuestros Abuelos	1/19/2016	4	0	0	1	0	0	0
Nuestros Abuelos	1/26/2016	2	0	0	1	0	0	0
New Latinos (film & talk)	1/19/2016	14	0	0	1	0	0	0
Pride & Prejudice (film & talk)	1/26/2016	15	0	0	1	0	0	0
Instruction Classes								
Clases de computacion	1/21/2016	4	0	0	1	0	0	0
Clases de computacion	1/28/2016	4	0	0	1	0	0	0
Citizenship class	1/20/2016	15	0	0	1	0	0	0
Citizenship class	1/27/2016	22	0	0	1	0	0	0
E-Reader Help	ongoing	1	0	0	0	0	0	1
Knitting and Crocheting	1/8/2016	3	0	0	1	0	0	0
Knitting and Crocheting	1/15/2016	5	0	0	1	0	0	0
Knitting and Crocheting	1/22/2016	6	0	0	1	0	0	0
Knitting and Crocheting	1/29/2016	5	0	0	1	0	0	0
Library Tours								
Linfield College	1/19/2016	11	0	0	1	0	0	0
Canby Learning Tree Preschool	1/19/2016	3	0	12	0	0	1	0
Outreach								
Canby MOMS Club Preschool Fair	1/20/2016	25	0	61	0	0	0	1
LA 500 Legends of Mexico @ Trost School	1/28/2016	15	0	26	0	0	1	0
Sp. Storytime at Casa Verde Apartmets	1/25/2016	1	3	6	0	0	0	1
		251	9	184	19	1	8	10

February		ATTENDANCE			TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
Storytimes								
Granny Goose Storytime (ages 2-6)	2/1/2016	9	0	11	0	0	1	0
Granny Goose Storytime (ages 2-6)	2/8/2016	8	0	10	0	0	1	0
Granny Goose Storytime (ages 2-6)	2/22/2016	9	0	10	0	0	1	0
Granny Goose Storytime (ages 2-6)								
Book Babies Storytime (ages 0-2)	2/3/2016	7	0	11	0	0	1	0
Book Babies Storytime (ages 0-2)	2/10/2016	4	0	4	0	0	1	0
Book Babies Storytime (ages 0-2)	2/17/2016	7	0	7	0	0	1	0
Book Babies Storytime (ages 0-2)	2/24/2016	8	0	9	0	0	1	0
Friday Storytime	2/5/2016	10	0	16	0	0	1	0
Friday Storytime	2/12/2016	11	0	22	0	0	1	0
Friday Storytime	2/19/2016	3	0	5	0	0	1	0
Friday Storytime	2/26/2016	11	0	13	0	0	1	0
Spanish Storytime (for the whole family)	2/6/2016	4	0	7	0	0	1	0
Spanish Storytime (for the whole family)	2/13/2016	5	0	7	0	0	1	0
Spanish Storytime (for the whole family)	2/20/2016	3	0	6	0	0	1	0
Spanish Storytime (for the whole family)	2/27/2016	1	0	2	0	0	1	0
Movie Nights								
<i>Shaun the Sheep (English)</i>	2/11/2016	2	0	8	0	0	0	1
<i>Goosebumps (Spanish)</i>	2/18/2016	2	0	8	0	0	0	1
Teens								
Movie Night	2/8/2016	0	1	0	0	1	0	0
Wall Art	2/22/2016	0	4	0	0	1	0	0
Book Clubs								
Book Worms (2nd and 3rd Graders)Beverly Cleary Choice Award Books	2/27/2016	0	0	0	0	0	1	0
History Book Group	2/24/2016	7	0	0	1	0	0	0
Book Group -	2/18/2016	6	0	0	1	0	0	0
Music in the Stacks								
Seymour Baker Band	2/20/2016	41	0	0	0	0	0	1
General Programs								

February		ATTENDANCE			TYPE OF PROGRAM			
Dance Party (1000 Books Before Kindergarten)	2/6/2016	12	0	15	0	0	0	1
Make a Valentine Craft Fri/Sat	2/12-13/2016	37	0	72	0	0	0	1
Storytime with Mayor Brian Hodson	2/12/2016	4	0	10	0	0	0	1
Latino Americans: 500 Years of History	2/2/2016	11	0	0	1	0	0	0
Latino Americans: 500 Years of History	2/18/2016	10	0	1	1	0	0	0
Latino Americans: 500 Years of History	2/23/2016	15	0	0	1	0	0	0
Bilingual Family Night	2/5/2016	2	0	8	0	0	0	1
Rock Felting	2/9/2016	15	0	0	1	0	0	0
Nuestros Abuelos	2/2/2016	3	0	0	1	0	0	0
Nuestros Abuelos	2/9/2016	1	0	0	1	0	0	0
Nuestros Abuelos	2/16/2016	2	0	0	1	0	0	0
Nuestros Abuelos	2/23/2016	2	0	0	1	0	0	0
Instruction Classes								
Clases de computacion	2/4/2016	4	0	0	1	0	0	0
Clases de computacion	2/11/2016	4	0	0	1	0	0	0
Clases de computacion	2/18/2016	4	0	0	1	0	0	0
Clases de computacion	2/25/2016	5	0	0	1	0	0	0
Citizenship class	2/3/2016	17	0	0	1	0	0	0
Citizenship class	2/10/2016	14	0	0	1	0	0	0
Citizenship class	2/17/2016	12	0	0	1	0	0	0
Citizenship class	2/24/2016	17	0	0	1	0	0	0
E-Reader Help	ongoing	1	0	0	1	0	0	0
Knitting and Crocheting	2/5/2015	5	0	0	1	0	0	0
Knitting and Crocheting	cancelled	0	0	0	1	0	0	0
Knitting and Crocheting	2/19/2016	6	0	0	1	0	0	0
Knitting and Crocheting	2/26/2016	4	0	0	1	0	0	0
Library Tours								
Learning Tree Preschool	2/23/2016	2	0	12	0	0	1	0
Outreach								
								1
		291	5	169	23	2	7	8

PLANNING & DEVELOPMENT SERVICES

JAN - FEB BI-MONTHLY REPORT



TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *March 7, 2016*
THROUGH: *Rick Robinson, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of January and February, 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. Community Development Block Grant Project.** This CDBG grant project is to provide for sidewalk improvements and cross walks on N Cedar Street across from Eccles School. Construction should proceed this coming spring.
- 2. 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.
- 3. Buildable Land Needs Study.** Staff is working on securing assistance from a community college intern to continue refining the land use data that has been collected so far into a useful format for the study. The study will provide much needed clarification as to what lands of each zone type are available to meet housing needs and drive future economic opportunities and growth. A study meeting required state parameters is necessary to provide a basis for any future Urban Growth Boundary expansion and better informs the City on annexation requests.
- 4. South Ivy Street 2016-2018 STIP Enhance Project.** Total funding and partner shares have been set, and surveying and engineering for the project has begun. We are still waiting for the final intergovernmental agreement between partners to arrive from ODOT for signing. Actual construction is not planned 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.
- 5. Miscellaneous Activities.**
 - Met with David Stephenson, Architect working with Mary Hanlon on City Hall Block redevelopment plan.

Land Use Application Activity

6. Pre-Application Conference(s) Held:

- January 12, 2016; Ralph Netter proposes a 3-phase 36-lot residential subdivision to be known as Faist 7, 8, & 9th Addition on the north side of SE 13th Avenue east of the developing Faist 6 Addition.
- January 14, 2016; Tom Scott proposes to construct a 48 unit market rate apartment complex on the south side of NE Territorial Road just west of the logging road trail.
- February 9, 2016; Charles Clark proposes developing a 6-lot subdivision on the west side of an extension to N Oak Street north of NE 14th Avenue.
- February 23, 2016; Darren Monen proposes a partition and building a triplex on each of the resulting parcels in an R-2 zone on the south side of SE Township Road.

7. Land Use Applications Submitted January 1 – February 29, 2016:

City File #	Applicant	Project	Address
ANN 16-03/ZC 16-03	Ethan Manuel, et al	Annexation 31.83 ac - N Redwood	22881 S Hwy 99E, 1440, 1548, 1586, 1594, 1608, 1612, 1650, & 1758 N Redwood St
ANN 16-02/ZC 16-02	Allen Manuel	Annexation 4.57 ac - N Redwood	1212, 1234 & 1196 N Redwood St
ANN 16-01/ZC 16-01	Oliver & Walch	Annexation 1.85 ac - N Redwood	1794 & 1850 N Redwood St
FP 16-01	Buser/Hostetler	Final Plat	483 S Redwood St
PRA 16-01	C. Clark Const.	6-lot Subdivision	N Oak St
PRA 16-02	Darren Monen	Triplexes	431 S Township Rd
PRC 16-01	VLMK/Bowen	Bowen Warehouse Expansion	155 S Hazel Dell Way
SN 16-01	Foress Sign	Millar Tires Wall Signs	1175 SE 1 st Ave
SN 16-02	Clark Signs	Arco Signs	453 SW 1 st Ave
SUB 16-01	Ralph Netter	Faist 7, 8, 9 Subdivision	1900 block of SE 13 th Ave

8. Pre-Construction Conference(s) Held:

- VLMK/Bowen for Bowen Warehouse Expansion, 155 S Hazel Dell Way in the Canby Pioneer Industrial Park

9. PC Meeting Items Reviewed:

- Consider a request from Premier Gear for a Site and Design Review and Conditional Use Permit for new industrial development located at 387 S Sequoia Parkway (DR 15-07/CUP 15-04).

- Northwood Investment Partnership request for 1-year extension of Northwood Estates Development Agreement and Conceptual Plan to Expire February 24, 2017

10. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit January 1, 2016 through February 29, 2016:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 16-31	Cedar Ridge Homes/Scott Clayton	SFR	1808 SE 10th Ave
SP 16-30	Crisp Homes, Inc.	SFR	133 SE 15th Ct, Dinsmore 3, Lot 76
SP 16-29	Nick Netter	SFR	1843 SE 11th Ave
SP 16-28	Will Snyder, White River Construction	SFR	1806 SE 10th Pl, Lot 11
SP 16-27	Will Snyder, White River Construction	SFR	1838 SE 10th Ave, Lot 4
SP 16-26	Will Snyder, White River Construction	SFR	1803 SE 11th Ave, Lot 30
SP 16-25	Marty Clark	SFR	560 NW 10th Ave, Lot 69 Northwoods
SP 16-24	Matt Powlison	RV Cover	695 N Aspen
SP 16-23	Northwest Dream Homes	SFR	1258 NE 17th Ave, Lot 7 Pine Meadow
SP 16-22	Northwest Dream Homes	SFR	1146 NE 17th Ave, Lot 5 Pine Meadow
SP 16-21	OR Development West, Tom Kendall	SFR	1814 SE 11th Ave Lot 22 Faist 6
SP 16-20	Pacific Lifestyle	SFR	1495 S Locust St, Lot 40, Dinsmore 2
SP 16-19	L.E.S., Inc.	SFR	1495 S. Juniper St, Lot 79 Dinsmore 3
SP 16-18	L.E.S., Inc.	SFR	165 SE 15th Place, Lot 73 Dinsmore 3
SP 16-17	Pacific Lifestyle	SFR	268 SE 15th Place, Lot 42, Dinsmore 2
SP 16-16	LDS church	Re-roof	1285 S Elm St

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 16-15	Rich Duncan Construction	Interior Remodel Key Bank	200 NW 2nd Ave
SP 16-14	Chase Bank (Fred Meyer)	Raise Ceiling	1401 SE 1st Ave
SP 16-13	Ed Netter Construction	Home Addition	253 SE 9th
SP 16-12	Stafford Homes	SFR	1115 NE 17th Avenue, Pine Meadow
SP 16-11	Concept Custom Homes, Troy Marsh	SFR	1828 SE 10th Ave Lot 3 Faist 6
SP 16-10	Pacific Lifestyle	SFR	1395 S. Larch Street Lot 67, Dinsmore 2
SP 16-09	Adam Wilson	Change of Use & Occupancy	185 N Holly Street
SP 16-08	Crisp Homes, Inc.	SFR	153 SE 15th Court, Dinsmore 3, Lot #74
SP 16-07	Stafford Homes	SFR	1225 NE 17th Ave, Lot 14, Pine Meadow
SP 16-06	Stafford Homes	SFR	1694 N Plum Ct, Lot 10, Pine Meadow
SP 16-05	Stafford Homes	SFR	1143 NE 17th Ave Lot 15 Pine Meadow
SP 16-04	Pacific Lifestyle	SFR	325 SE 15th Pl Lot 34 Dinsmore 2
SP 16-03	Pacific Lifestyle	SFR	1416 S. Larch St. Lot 52 Dinsmore 2
SP 16-02	Pacific Lifestyle	SFR	274 SE 15th Pl Lot 41, Dinsmore 2
SP 16-01	Rotschy, Inc. - Lance Levanen	City Wastewater Expansion	1480 NE Territorial Rd.

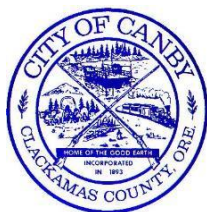
11. Active Permit Finals by Clackamas County, January 1 – February 29, 2016

FINAL DATE	PROJECT	ADDRESS
2/26/2016	PINE MEADOW - NSFR - LOT #3	1126 NE 17TH AVE
2/25/2016	FRED MEYER - NEW FUELING STATION - TRASH ENCLOSURE	369 SE 1ST AVE
2/25/2016	FRED MEYER - NEW FUELING STATION - TRELLIS SCREENING FENCE	369 SE 1ST AVE
2/25/2016	FRED MEYER - NEW FUELING STATION - BREAK ROOM BLDG	369 SE 1ST AVE
2/25/2016	FRED MEYER - NEW FUELING STATION - RESTROOM BLDG	369 SE 1ST AVE
2/22/2016	DINSMORE ESTATES - NSFR - LOT #39	1475 SE LOCUST ST
2/19/2016	FRED MEYER - INSTALL 1 FULE PRICE PYLONG AND 1 LETTER/LOGO ON N CANOPY	369 SE 1ST AVE
2/10/2016	NEW SFR	760 NW 10TH AVE
2/5/2016	GARAGE ADDITION	154 S KNOTT ST
2/3/2016	PINE MEADOW - NSFR - LOT #9	1298 NE 17 AVE
2/3/2016	NSFR LOT 8	1286 NE 17TH AVE
2/1/2016	HOPE VILLAGE COTTAGES- BLDG D DUPLEX 425 & 435	425 PACIFIC CREST DR
1/29/2016	HOPE VILLAGE COTTAGES - BLDG E DUPLEX 405 & 415	405 PACIFIC CREST DR
1/28/2016	REPLACE/REBUILD EXISTING CARPORT	184 NW 9TH AVE
1/22/2016	NSFR	1337 N FIR ST
1/21/2016	GALA NAIL AND SPA TI TWO WAX ROOMS AND BREAK ROOM	1401 SE 1ST AVE
1/14/2016	CONVERTED GARAGE TO FAMILY ROOM	680 N IVY ST
1/6/2016	PINE MEADOW, LOT 16 NSFR	1135 NE 17TH AVE

ADDENDUM TO NOV 1, 2015 – DECEMBER 31, 1015 BI-MONTHLY REPORT

11. Active Permit Finals by Clackamas County, November 1 – December 31, 2016

FINAL DATE	PROJECT	ADDRESS
12/21/2015	DINSMORE ESTATES LOT 50	332 SE 14TH PL
12/18/2015	NEW SFR	475 NW 11TH PL
12/17/2015	DINSMORE ESTATES LOT 57 NSFR	325 SE 13TH PL
12/17/2015	INTERIOR REPAIR OF LOAD BEARING WALL IN BASEMENT	2166 N LOCUST ST
12/15/2015	REROOF	1076 S BERG PKWY
12/11/2015	DINSMORE ESTATES, NSFR	302 SE 13TH PL
12/10/2015	PINE MEADOWS NSFR LOT 13	1245 NE 17th AVE
12/4/2015	DINSMORE ESTATES, LOT 69 NSFR	1439 S LARCH ST
12/3/2015	DINSMORE ESTATES LOT 68	1407 S LARCH ST
12/2/2015	CANBY SQUARE - GREAT CLIPS	1075 SW 1ST AVE
12/2/2015	STARBUCKS TI - (IN THE CANBY SQUARE)	1075 SW 1ST AVE
12/2/2015	AT&T New Tenant	1075 SW 1ST AVE
12/2/2015	CANBY SQUARE - GREAT CLIPS	1075 SW 1ST AVE
12/2/2015	CANBY SQUARE - DEMO	1075 SW 1ST AVE
12/2/2015	DINSMORE ESTATES, LOT 70 NSFR	1449 S LARCH ST
11/27/2015	CANBY SQUARE NEW PAD SHELL BUILDING 5404 SF	1075 SW 1ST AVE
11/25/2015	DEMO 24X30 SHOP	362 NW 6TH AVE
11/25/2015	NSFR LOT 11	1688 N PLUM CT
11/24/2015	LOCUST CORNER LOT 06	2151 N LAURELWOOD ST
11/24/2015	NORTHWOOD ESTATES - NSFR - LOT #68	540 NW 10TH AVE
11/23/2015	CANBY SQUARE - GREAT CLIPS - TI- 2 WALL SIGNS	1075 SW 1ST AVE
11/19/2015	DINSMORE ESTATES LOT 61 NSFR	312 SE 13TH PL
11/16/2015	PATIO COVER	2780 N MAPLE CT
11/10/2015	DINSMORE ESTATES LOT 48	316 SE 14TH PL
11/9/2015	DINSMORE ESTATES LOT 66 NSFR	1375 S LARCH ST
11/6/2015	AT&T TI SIGN	1075 SW 1ST AVE
11/6/2015	FIRE DAMAGE REPAIR TO ROOF	353 SE 10TH AVE



City of Canby Bi-Monthly Report
 Department: Police
 January / February 2016

To: The Honorable Mayor Hodson and City Council
 From: Chief Bret Smith
 Through: Rick Robinson, City Administrator
 Date: March 7, 2016

Monthly Statistics

Description	January	February
Calls for Service - All	1494	1815
Calls for Service – Code Enforcement	49	46
Custodies/Arrests	41	45
All Incident Reports	149	130
Traffic Citations	156	260
Traffic Accidents	16	6
Traffic Complaints	5	11
Parking Citations	12	13
False Alarm Calls	43	56
Abandoned Vehicle / Parking Complaint Calls	42	39
Animal Complaints	0	0
Other Ordinance Viol. Complaints	4	10

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

January 2016

M. Smith Christman Scharmota	Jan 7-8	Taser Instructor re-cert	PSTC
Christman	Jan 19-22	2016 Shot Show	Las Vegas
All Officers	Jan 20	Taser / Firearms Maintenance	Canby PD
Farmer	Jan 27	Verbal Excellence	PSTC
Green	Jan 26-28	Homicide and Crime Scene Management	Tigard
Murphy	Jan 25-29	NRA Firearms Instructor development	DPSST
M. Smith Booth	Jan 27-29	ODOT Traffic Conference	Bend
All Officers	Jan 27	Marijuana DUII Training	

February 2016

Wasserberger	Feb 22-26	Crisis Intervention Training	PSTC
Green	Feb 1-3	Officer Involved Shooting Investigations	Hillsboro
Farmer	Feb 10-12	PEERCon	Damascus

Tro Kitzmiller	Feb 16	Integrating EMS and LE at high stress scenes	Canby Fire
Christman	Feb 25	Active Shooter Survival Strategies	Salem

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
- Chief Rod Lucich – Molalla PD
- Police Clerk Interview Panel (Lt. Tro)
- Retirement Gathering for Frank Schoenfeld
- Clackamas County DDA Marijuana Training Update
- AED Equipment Distribution – Clackamas County Fire Training Center
- Sergeant Promotional Process
- Judge Rod Grafe – Discuss Distracted Driving/Traffic Safety
- Mock Interviews – Canby High School
- Memorial Service Sgt. Jason Goodding – Seaside PD
- Kiwanis – C800 Bond Presentation
- Good Morning Canby – Chamber of Commerce
- Clackamas Emergency Ops Exercise Planning Mtg.
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- C800 Radio Ballot Presentation to Clackamas County Commissioners
- Haley Fish – Audit Findings Municipal Court
- Webinar-Integrating EMS & Law Enforcement @ High Threat Scenes
- RFCL meeting – discuss small police agency participation – WCCA
- FBI NW Regional Computer Forensics mtg.
- Congressman Kurt Schrader Community Leaders Roundtable
- Chaplain's Fund non-profit mtg. – Canby Fire Dept.
- CAD Kickoff and MDC User Meeting
- Police Officer Interview Panels
- Mount Angle Rock Drill - - Clackamas County Fire District Center
- 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 January 2016

CITATIONS

Traffic Officer:	76	Patrol:	156
Total: 232			

DUII ARRESTS

Traffic Officers:	1	Patrol:	5
Total: 6			

TRAFFIC CRIMES

Traffic Officer:	3	Patrol:	2
Total: 5			

TRAFFIC COMPLAINTS

Traffic Officers	0	Patrol:	5
Total: 5			

TRAFFIC CRASHES

Injury (Patrol): 1
Injury (Traffic Officer): 1
Non-Injury (Traffic Officer): 0
Non-Injury (Patrol): 2
Hit & Run (Traffic Officer): 2
Hit & Run (Patrol): 10
Total Crashes: 16

TRUCK INSPECTIONS

Traffic Officer: 0

MONTHLY TRAFFIC SAFETY REPORT
CANBY POLICE DEPARTMENT

Officer Nolan Booth
Report for Month of February 2016

CITATIONS

Traffic Officer:	111	Patrol:	260
Total: 371			

DUI ARRESTS

Traffic Officers:	1	Patrol:	7
Total: 8			

TRAFFIC CRIMES

Traffic Officer:	1	Patrol:	6
Total: 7			

TRAFFIC COMPLAINTS

Traffic Officers	4	Patrol:	7
Total: 11			

TRAFFIC CRASHES

Injury (Patrol): 1
Injury (Traffic Officer): 0
Non-Injury (Traffic Officer): 0
Non-Injury (Patrol): 4
Hit & Run (Traffic Officer): 1
Hit & Run (Patrol):
Total Crashes: 6

TRUCK INSPECTIONS

Traffic Officer: 0

Memo

To: Lieutenant Jorge Tro
From: Detective Sgt. Tim Green
Date: February 9, 2016
Re: Monthly Report for January 2016

Training:

01/20/2016 – Taser and Firearms Maintenance Canby PD

01/26-28/16 - Homicide Investigation and Crime Scene Management Training

Meetings:

01/14/2016 – MCT overview of Milwaukie Homicide

Details:

Detective Murphy continues to work with CCITF. The Federal Wire Tap was put on hold for the month due to the expiration of a court order. This should be resolved and the wire will be back up for the month of February.

Detective Murphy has been working with a CI developed by Canby Police Patrol. With the use of this CI he was able to perform a controlled buy of a quarter ounce of Methamphetamine. This subject then chose to cooperate with the investigation and ordered from their supplier. This led to the seizure of over an ounce of methamphetamine. Again this subject agreed to cooperate and performed three controlled buys for CCITF. This led to a search warrant at a residence where several ounces of methamphetamine were seized along with several grams of heroin and \$8000.00 in cash. Once again this third subject agreed to cooperate and ordered heroin from their supplier. When this subject arrived they were taken into custody and a search resulted in 10 ounces of heroin being seized along several thousand dollars.

This case began with a subject from Canby and with the help and assistants of the CCITF team culminated into something much larger with a good amount of dangerous drugs being taken off the streets.

Detective Murphy assisted CCITF with several other buys/busts (See his supplemental monthly report.) These resulted in the seizure of approximately 8 pounds of heroin and large amounts of cash.

Detective Murphy also assisted on another Len Bias case and assisted Clackamas County Property Detectives in the bust of a fraud ring who was printing out tens of thousands of dollars in Counterfeit US currency.

Detective Mead continues to take persons/property crime investigations as they are assigned. Mead has been assisting a burglary victim recover some of their property after the victim identified their property on a web site called Offer-UP. After writing several subpoenas he was able to identify a subject who was selling some of the stolen property. This led to the recovery of a \$1400.00 guitar for the victim. Mead is continuing to work on this case in an attempt to make an arrest on the suspect responsible for the initial burglary.

Detective Mead continues to work on open cases some of which the victims have become uncooperative with the investigation. He is working with APS on a case where an elderly female was led to believe that a distant relative was in need of money and she wired this person \$20,000. So far attempts to identify this person have been unsuccessful however APS is working on putting steps in place to protect the victim's money and her bank is assisting to recover what money they can.

Detective Floyd is continuing his studies for the A+ and Net + Certifications for the FBI forensic laboratory. This will be his primary objective preparing for the testing in March. Based on the outcome of this test we will decide if Floyd continues with the FBI Forensic Lab or returns to a General Detective position at Canby PD.

Evidence Technician Hemstreet is continuing to process items in the new evidence system. He has been working on clearing out several items of unneeded evidence so the property room transition to his replacement can happen more smoothly.

(See Detectives attached monthly reports for more information.)

02- 2015 Monthly K9 Report

Prepared by Sergeant Scott Farmer

K-9 Activity

Officer Koehnke/Kardoin– 4 deployments all with Canby Police

1. 02-04-16- case #168 located **5.4 g meth** on search warrant
2. 02-05-16 – case #177 located a **scale/syringe** which resulted in an arrest.
3. 02-23-16- case #277 located **heroin paraphernalia** resulted in an arrest.
4. 02-25-16- case #288 suspect ran on arrest warrant/ area search for illicit drugs/nothing located.

Arrests: K9 sniffs resulted in 2 arrests.

Officer Farmer – Two Patrol deployments in February.

1. K9 Deorak was used to clear a residence in Clackamas County after 2 suspects were arrested for Burglary 1 case # 16-264.
2. K9 Deorak was used by Canby Police to clear a suspected stolen vehicle in the City of Canby case #290

Deployments: 2

Arrests: K9 deployment resulted in no arrests.

Concerns / goals –

All teams are current in certification and are set up for the r OPCA Spring training conference in April.

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: March 7, 2016

Re: Bi-monthly Report

The Canby Swim Center got a jump start to the spring season. Our spring schedule began February 15th. The Canby High School swim team is finished so we adjust the schedule appropriately. The CHS Swim Team finished strong with five swimmers at high school state, Michael Haring and Kaitlyn Hester both swam individually finishing 9th and 10th respectively. This is also championship run for the Canby Gators. They compete in three different age group states. There is a state meet for 10 and under swimmers, then one for 11-14 swimmers and finishing with senior state. After that they have a team championship and a couple regional age group meets with around 10 western states coming together to compete. The Gator are doing very well so far as they had several state champions at 11-14 state and finished 12th as a team.

Spring is a busy time at the pool. Our schedule includes; morning preschool lessons and evening lessons for all ages. There is also Spring Penguin Club and the Tri –It class. Penguin club is run by the Canby Swim Center and is an advanced swimming lesson or swim team prep. The Tri-It class is an adult class that teaches you to swim more efficiently class for open water or triathlon swimmers. We have extra 1-3pm public swims during spring break, which this year is March 21-25. Spring is when all the Canby second grade classes come to the Pool for learn to swim lessons. This year we also provided lessons for two of the Molalla schools.

Attendance and revenue numbers are back up for January and February over last year. Revenue is up \$4,500 for January and up \$1,100 for February. Total revenue for the year we are now ahead by \$2,400. Total year to date Attendance, is still down 2,200 swims, but we are ahead of last year for January and February by 400 swims. We are preparing for a strong finish to the year spring and summer is always a very busy time for the Canby Swim Center

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

CANBY SWIM CENTER January	ADMIT 2015	ADMIT 2016	PASS 2015	PASS 2016	TOTAL 2015	TOTAL 2016	YTD TOTAL 14-I5	YTD TOTAL 15-I6
MORNING LAP	68	53	351	322	419	375	2697	2555
ADULT RECREATION SWIM	37	42	420	397	457	439	3800	3156
MORNING WATER EXERCISE	84	63	425	448	509	511	3084	3163
PARENT/ CHILD	0	0	0	0	0	0	918	786
MORNING PUBLIC LESSONS	128	158	0	0	128	158	4122	4233
SCHOOL LESSONS	230	0	0	0	230	0	1780	780
NOON LAP	143	86	340	279	483	365	2640	2032
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	270	279	24	8	294	287	3126	2926
PENGUIN CLUB	0	0	0	0	0	0	943	1106
CANBY H.S. SWIM TEAM	0	0	742	1028	742	1028	1760	2206
CANBY GATORS	0	0	608	675	608	675	5579	5854
MASTER SWIMMING	0	0	55	60	55	60	256	314
EVENING LESSONS	734	648	0	0	734	648	7241	5678
EVENING LAP SWIM	36	28	23	20	59	48	810	519
EVENING PUBLIC SWIM	325	225	16	8	341	233	2861	2599
EVENING WATER EXERCISE	70	66	41	57	111	123	625	844
ADULT LESSONS	0	0	0	0	0	0	126	49
GROUPS AND RENTALS	169	289	0	0	169	289	1529	2328
OUTREACH SWIMMING	0	0	0	0	0	0	526	449
TOTAL ATTENDANCE	2,294	1,937	3,045	3,302	5,339	5,239	44423	41577

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for February 2016
DATE: March 2016 Report

CANBY SWIM CENTER February	ADMIT 2015	ADMIT 2016	PASS 2015	PASS 2016	TOTAL 2015	TOTAL 2016	YTD TOTAL 14-I5	YTD TOTAL 15-I6
MORNING LAP	17	36	350	290	367	326	3064	2881
ADULT RECREATION SWIM	28	43	444	389	472	432	4272	3588
MORNING WATER EXERCISE	78	53	358	492	436	545	3520	3708
PARENT/ CHILD	84	108	0	0	84	108	1002	894
MORNING PUBLIC LESSONS	123	162	0	0	123	162	4245	4395
SCHOOL LESSONS	526	738	0	0	526	738	2306	1518
NOON LAP	91	90	287	341	378	431	3018	2463
TRIATHLON CLASS	14	13	0	0	14	13	14	13
AFTERNOON PUBLIC	168	260	6	1	174	261	3300	3187
PENGUIN CLUB	0	0	136	132	136	132	1079	1238
CANBY H.S. SWIM TEAM	0	0	347	433	347	433	2107	2639
CANBY GATORS	0	0	880	900	880	900	6459	6754
MASTER SWIMMING	0	0	43	51	43	51	299	365
EVENING LESSONS	974	1117	0	0	974	1117	8215	6795
EVENING LAP SWIM	47	24	18	18	65	42	875	561
EVENING PUBLIC SWIM	326	303	46	0	372	303	3233	2902
EVENING WATER EXERCISE	75	60	43	44	118	104	743	948
ADULT LESSONS	0	0	0	0	0	0	126	49
GROUPS AND RENTALS	400	395	0	0	400	395	1929	2723
OUTREACH SWIMMING	0	0	0	0	0	0	526	449
TOTAL ATTENDANCE	2,951	3,402	2,958	3,091	5,909	6,493	50332	48070



January and February, 2016
Monthly Reports

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

**Facilities Maintenance
January & February 2016
Prepared by Dan Mickelsen**

Another year is behind us. We started out January by doing the Fire Extinguisher maintenance and inspections City wide. Every year we make improvements to the way it's done and this year was no exception. Filters were changed in all of the heat exchanger/furnaces City wide. Also I got a bit behind on doing the HVAC heat check at the Police Department. It's pretty much an all day job as there are 14 furnace's on the main floor alone that got filters replaced, as well as all the roof top units and four more heaters in the basement. That's when I noticed the roof. More on that later.

Police Dept; 7 w/o requests. The first winter we were in the Police Dept. we had some roof leak issues. It had been raining pretty hard for a while when the leaks were noticed. It leaked along a wall in one of the back offices then skipped an office and leaked into the next office. It's kind of hard to map out in writing so use your imagination. Well the problem was fixed under warranty. For whatever reason we thought the two leaks were somehow related. Face it the last two winters we have not had the continuous driving rains that we have had this winter. With that said the second leak came back. Luckily, at least for now we have not been invoiced for the repairs. The roofing company has sent repairmen out on two separate calls and between myself and the repairman we buttered anything that remotely looked like a leak spot. My fingers are crossed! I also took the scissor lift inside the building for lamp replacement. There is so much natural light in the building it's hard to notice when lights are out. I also did some plumbing repairs, serviced back up battery packs and serviced the security rolling gate. 37 hrs total.

Adult Center; 4 w/o requests. Last summer Kathy, the Center Director ask me to assist with getting one of the walls in the kitchen covered with a water proof finish (RFP panels). I made a few calls for her and met with contractors to get an idea of what it would cost. Beings I'm a one man show and the kitchen is so busy all the time it was something I didn't want to take upon myself. Price quotes were received and then she applied for grant money to assist with the cost of the project. She finally got her grant and work was completed in January. I also did trouble shooting on the entry lights, took care of some emergency lights and did some plumbing repairs. 17.25 hrs total.

City Hall 3 w/o requests. Looking out the window today it's hard to believe that I applied deicer to the walkways around all the City buildings as well as around the Transit pick up station. I also fixed the flag pole and ordered and distributed 6 months' worth of Janitorial supplies most of which is stored in the P.D. basement. 7.25 hrs total

Finance Dept; 4 w/o requests. It must be spring as I have had to treat for sweet ants on several occasions. Also changing lamps, ballasts and desk repairs. 6.25 hrs total.

Transit Dept; 3 w/o requests. Since the drivers now park in the rear of their building they enter through the back door, and it was dark and creepy. I got prices to install another exterior light directly above the door. The property owner was in favor of it, so the LED fixture was installed and it's much safer now. I did some driver rest room repair and jockeyed around some fire extinguishers. 7.75 hrs total

Library; 8w/o requests. I kind of did soup to nuts for the Library, vinyl flooring repairs, kitchen repairs, lock repairs, ballast replacements and sawing out counter tops to make room for a new copy machine. 23.75 hrs total

Planning/Building; I approved and entered 23 new Erosion Sediment Control applications as well as doing weekly drive by inspections. I also reviewed plans and attended 5 pre application meetings. 66.25 hrs total

Shop Complex; 10 w/o requests. After lots of “finger pointing” the crew finally got one of the bay doors to act up in front of me. They said it wouldn’t stay closed put when I operated the opener it worked fine. Any way after re-setting all of the limits on the opener I got approval from the crew. At the wash rack almost back to back failures of the wash down hose as well as the high pressure hot water hose, both were repaired. I changed the filters in the Fleet Dept. heaters as well as the filters in welding, sign and paint shops. I also helped change out bay lighting at the Cemetery mausoleum. Door lock repair, lamp replacement, plumbing repairs and hanging dry erase boards were other jobs finished. 28.75 hrs total

Fleet Services

Bi-Monthly Report : January / February 2016

Prepared by Joe Witt, Lead Mechanic

January 2016

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$63.75	\$0.00	\$0.00	\$63.75
Adult Center	4	\$1,537.50	\$546.41	\$199.74	\$2,283.65
Collections	6	\$1,942.50	\$1,812.20	\$392.09	\$4,146.79
Facilities	1	\$52.50	\$0.00	\$47.86	\$100.36
Fleet Service	1	\$93.75	\$184.49	\$0.00	\$278.24
Parks	1	\$180.00	\$0.00	\$190.14	\$370.14
Police	23	\$9,210.00	\$550.70	\$3,292.39	\$13,053.09
Streets	11	\$5,445.00	\$1,127.87	\$590.61	\$7,163.48
Transit (CAT)	20	\$9,268.50	\$2,814.22	\$2,699.69	\$14,782.41
Wastewater Treatment	1	\$180.00	\$0.00	\$45.90	\$225.90
Total Work Orders Processed for the Month	69	Totals*			\$42,467.81

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

February 2016

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$41.25	\$0.00	\$0.00	\$41.25
Adult Center	1	\$138.75	\$316.25	\$83.19	\$538.19
Collections	8	\$1,522.50	\$4,284.18	\$31.33	\$5,838.01
Facilities	4	\$896.25	\$704.41	\$29.75	\$1,630.41
Fleet Service	1	\$232.50	\$330.00	\$30.82	\$593.32
Parks	4	\$1,102.50	\$80.19	\$0.00	\$1,182.69
Police	22	\$9,180.00	\$2,001.69	\$1,846.05	\$13,027.74
Streets	16	\$5,302.50	\$2,179.60	\$964.42	\$8,446.52
Transit (CAT)	23	\$7,610.75	\$3,873.47	\$1,470.64	\$12,954.86
Wastewater Treatment	2	\$622.50	\$39.12	\$0.00	\$661.62
Total Work Orders Processed for the Month	82	Totals*			\$44,914.61

*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. **Note: February 2016 Fuel Total Includes only Fuel Costs from February 1, 2016 thru February 15, 2016**

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
January – February 2016

Park Renovations

Wilderness International has been making plans for the installation of two more fishing platforms at Community Park. Work on the platforms should be starting the first part of March.

Park Maintenance

Parks staff installed 200 cubic yards of EWF safety (engineered wood fiber) safety surfacing underneath the playground equipment. All of the playground equipment was also inspected in anticipation of higher uses as the weather gets nicer. Storm debris removal and the cleaning/trimming of shrub beds has occupied staffs time the last couple of months. Two beaver dams were breached in the Willow Creek Wetlands to help address rising water levels. Park lights were repaired as they were found out and the septic tank at Community Park was pumped out. The Street Department assisted in the removal of the bulk of Christmas trees at Maple St. Park.

The Parks Department spent 6 hours addressing graffiti and vandalism the last two months. Regular maintenance was **not** performed at the 33 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Finance Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands, Knights Bridge right of way and WWTP property.

Meetings attended

I attended the Lead Worker meetings and we all attended the safety recognition/safety meeting.

We all attended a chainsaw safety training class

We all reviewed the City of Canby's Personnel Policies.

I met with the Bridging Cultures representatives to discuss the 2016 schedule of events at S. Locust St. Park

I met with Gary Townsend to discuss possible restoration opportunities for the Maple St. Park tennis courts. Tentative restorations would address the groups desire to have Pickle Ball Courts added to the existing tennis courts.

I had a discussion with Jill Marie Wiles of the Canby Livability Coalition regarding a grant she is writing for the Bike and Ped. Committee. The grant would be the first step in getting a bicycle repair station at the Canby Art Park located at the Territorial Estates future CLC Park.

For your Information

The Parks Department is responsible for 215 acres of property.

Public Works Department
Prepared by: Jerry Nelzen
January and February 2016

1. Streets:

The Public Works Department's dug a trench line and help installed water line at the Civic Center/Library sites with Canby Utility Water Department. Repaired potholes around town and contained major flooding around town with the assistance of our vector trucks.

The crew received and located 105 locates for January.

Streets	Total Hours
Street Sweeping	25.5
Street Sweeping Maintenance	26
Street Maintenance	382
Street Light Repair	4
NW 1 st Ave Landscape	26
Cinema Parking Lot Landscape	2.5
Landscape Assistance Worker	21
Cemetery	69
Vector Usage	4
Dump Truck	2

2. Sewer and Storm System:

The crew is continuing their annual sewer and storm cleaning. Repaired (2) sewer laterals and repaired sewer main on NE 10th Avenue. Secured a contractor for the N Fairway Lane sewer main replacement to begin the first part of February.

Sewer	Total Hours
Sewer TV'ing	14
Sewer Maintenance/Repair	74
Sewer Cleaning	53
Sewer Laterals	14
Sewer Inspections	10
Locating Utilities	83.5
Lift Station Maintenance	31.5
Vector Usage	21
Drying Beds	3

Storm	
Catch Basin Maintenance	46
Storm Line Maintenance/Repair	63
Storm Line Inspections	2

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

The crew repaired and fixed (5) street lights. Removed tree limbs from right-of-way after rain and wind storms.

4. **Miscellaneous:**

The crew worked at the Civic Center/Library site and helped with the WWTP project.

Miscellaneous	Total Hours
Meetings	16
Warehouse Maintenance	9
Equipment Cleaning	5
Hanging Baskets	28
Civic Center/Library Project	61
WWTP Plant Project	13

February 2016

1. Streets:

The Streets crew along with Canby Utility Water Department put in a water and fire lines to the Civic Center, reconfigured irrigation and repoured a new ADA ramp adjacent to the Civic Center. The City has contracted Pihl to install a new main and laterals on N Fairway Lane. Patched paved potholes and sink holes around town and help ODOT with repair of stormwater manhole at 99E and S Locust Street.

The crew received and located 100 locates for February.

Streets	Total Hours
Street Sweeping	108
Street Sweeping Maintenance/Repair	2
Street Maintenance	450
Driveway Approach Inspections	5
Street Sign Manufacturing	15
Street Sign Maintenance	7
Street Sign Installation	9
NW 1 st Avenue Landscape	21
NW 2 nd Avenue Landscape	2
Cinema Parking Lot Landscape	2.5
Landscape Assistance	17.5
Street Light Repair	49
Cemetery	7
Dump Truck	33
Mini Excavator	57
Vactor Usage	20

2. Sewer and Storm System:

The Collections crew installed a new sewer lateral with a cleanout at the property line of 906 S Ivy Street. Inspected and cleaned lift stations.

Sewer	Total Hours
Sewer TV'ing	7
Sewer Cleaning	23
Sewer Maintenance/Repair	18
Sewer Laterals	38.5
Lift Station Maintenance	11
Locating Utilities	51
Sewer Inspections	1
Vactor Usage	25
Drying Beds	1

Storm	
Storm Line Cleaning	19
Drywell Maintenance	2
Storm Line Inspections	5

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

The crew fixed 7 street lights and fixed/repared street signs. Moved electronic speed limit sign from SE 13th Avenue to S Locust Street, stump grinded at N Grant Street and cemetery, contractor planting trees in planter strip at Dinsmore Estates 2 per landscaping agreement and made signage and will install at Franz Meadow subdivision.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	38.5
Plan Preview for Subdivisions	2
Equipment Cleaning	18
Training/Schools	12
Civic Center/Library	129.5
Knights Bridge Landscaping	4
Stormwater Sampling	8

Tech Services Department
Bi-Monthly Report for January/February, 2016

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: March 7, 2016

KEY

Sessions (total number of sessions to your site)

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

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

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

Average Session Duration (average session length of all users)

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

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

Google Analytics Summary Report: January and February 2016

<u>Audience Overview</u>	<u>January</u>	<u>February</u>
Sessions (site visits)	8,375	7,465
Users/unique visitors	5,907	5,220
Page Views	20,694	19,313
Pages per Session	2.47	2.59
Average Session Duration	1 min 57 sec	1 min 58 sec
Bounce Rate (% of single-page visits)	50.17%	47.92%
New Sessions/Users	59.52%	57.48%

Sessions and page views are up significantly from December (Sessions=6,297) Page Views (15,119)

<u>New Vs. Returning Visitors</u>	<u>January</u>	<u>February</u>
New	59.55%	57.51%
Returning	40.45%	42.49%

<u>Browser & Operating System</u>	<u>January-Top 5 Browsers:</u>	<u>February-Top 5 Browsers:</u>
	Chrome (41.29%)	Chrome (43.16%)
	Safari (27.20%)	Safari (24.86%)
	Internet Explorer (16.56%)	Internet Explorer (17.28%)
	Firefox (8.72%)	Firefox (9.87%)
	Edge (1.98%)	Edge (1.70%)

Top 4 Browsers still in same ranking order since February 2015; Microsoft "Edge" (codename "Spartan") is a web browser developed by Microsoft & included in the new Windows 10 operating systems (replaces Internet Explorer as the default web browser)

<u>Overview (Technology)</u>	<u>January</u>	<u>February</u>
Desktop	55.52%	55.71%
Mobile	37.49%	37.41%
Tablet	6.99%	6.87%

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

<u>Mobile Devices (top 3)</u>	<u>January</u>	<u>February</u>
	Apple iPhone (41.48%)	Apple iPhone (37.87%)
	Apple iPad (9.91%)	Apple iPad (10.65%)
	Not Set (4.00%)	Not Set (4.02%)

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>January</u>	<u>February</u>
	City Home Page	City Home Page
	Job Openings	Swim Center Home Page
	Swim Center Home Page	CAT Home Page
	CAT Home Page	Job Openings
	CAT Routes	CAT Routes

Top 5 visited pages keep pretty consistent with rankings changing occasionally

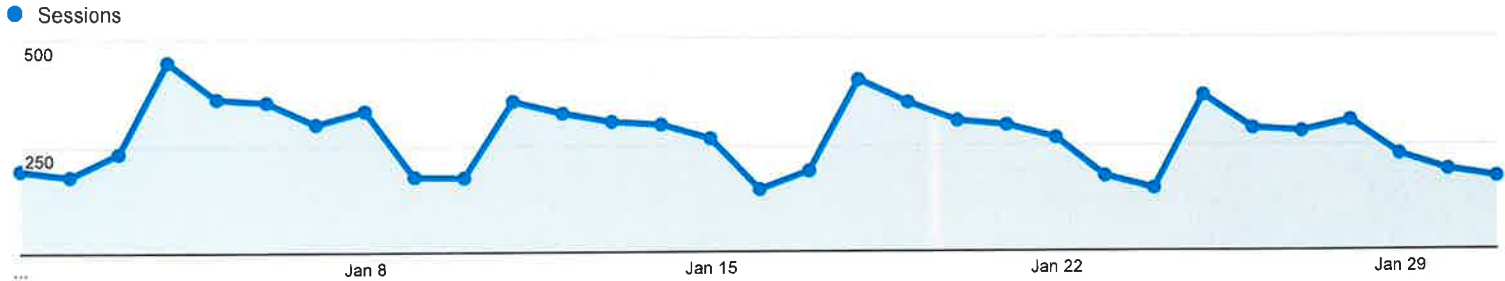
JANUARY 2016

Audience Overview

Jan 1, 2016 - Jan 31, 2016

All Users
100.00% Sessions

Overview



Sessions
8,375

Users
5,907

Pageviews
20,694

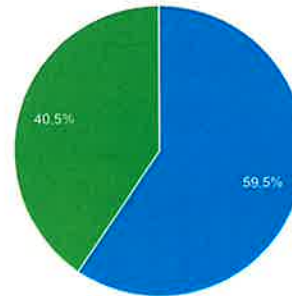
Pages / Session
2.47

Avg. Session Duration
00:01:57

Bounce Rate
50.17%

% New Sessions
59.52%

■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	7,972	95.19%
2. ru	127	1.52%
3. (not set)	107	1.28%
4. ru-ru	30	0.36%
5. en	28	0.33%
6. en-gb	21	0.25%
7. es-419	18	0.21%
8. es-xl	14	0.17%
9. c	8	0.10%
10. fr	5	0.06%

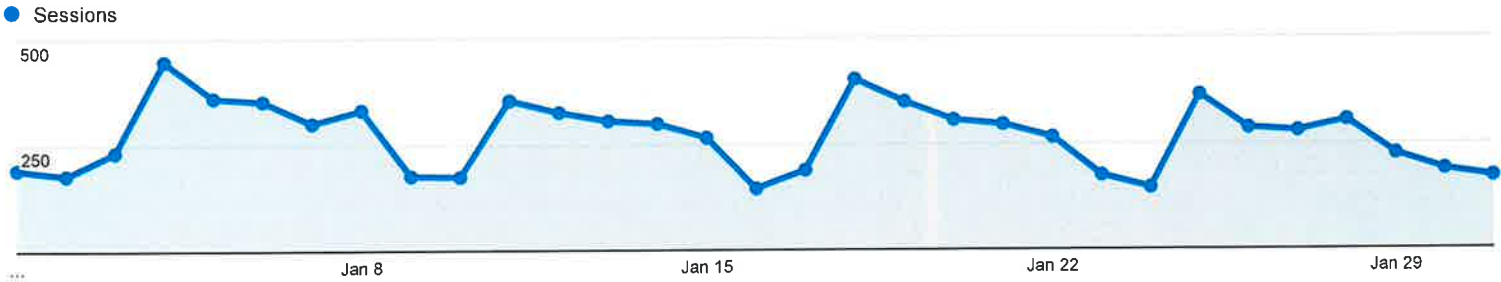
New vs Returning

Jan 1, 2016 - Jan 31, 2016

All Users
100.00% Sessions

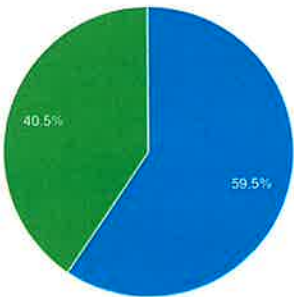
Explorer

Summary



User Type	Sessions	Sessions
	8,375 % of Total: 100.00% (8,375)	8,375 % of Total: 100.00% (8,375)
1. New Visitor	4,987	59.55%
2. Returning Visitor	3,388	40.45%

Contribution to total: Sessions



Rows 1 - 2 of 2

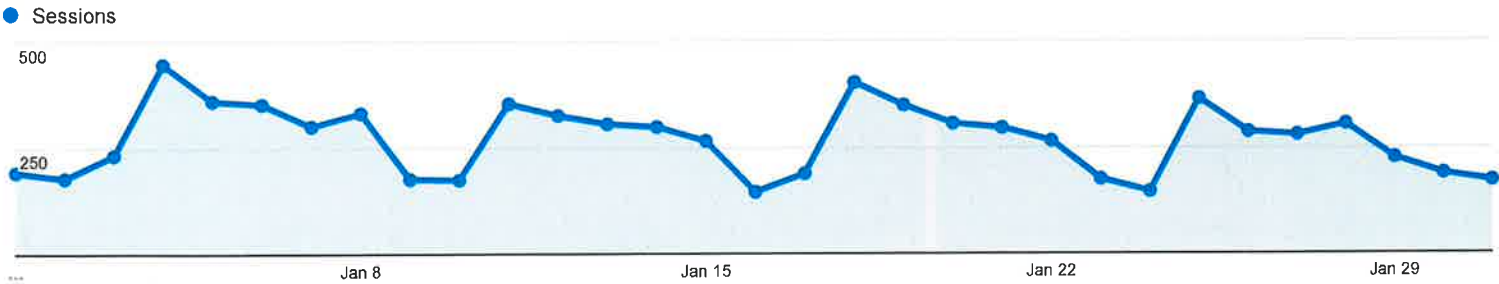
Browser & OS

Jan 1, 2016 - Jan 31, 2016

All Users
100.00% Sessions

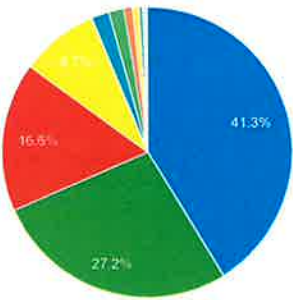
Explorer

Summary



Browser	Sessions	Sessions
	8,375	8,375
	% of Total: 100.00% (8,375)	% of Total: 100.00% (8,375)
1. Chrome	3,458	41.29%
2. Safari	2,278	27.20%
3. Internet Explorer	1,387	16.56%
4. Firefox	730	8.72%
5. Edge	166	1.98%
6. Android Browser	141	1.68%
7. Safari (in-app)	79	0.94%
8. Amazon Silk	58	0.69%
9. Opera	36	0.43%
10. YaBrowser	24	0.29%

Contribution to total: Sessions



Rows 1 - 10 of 18

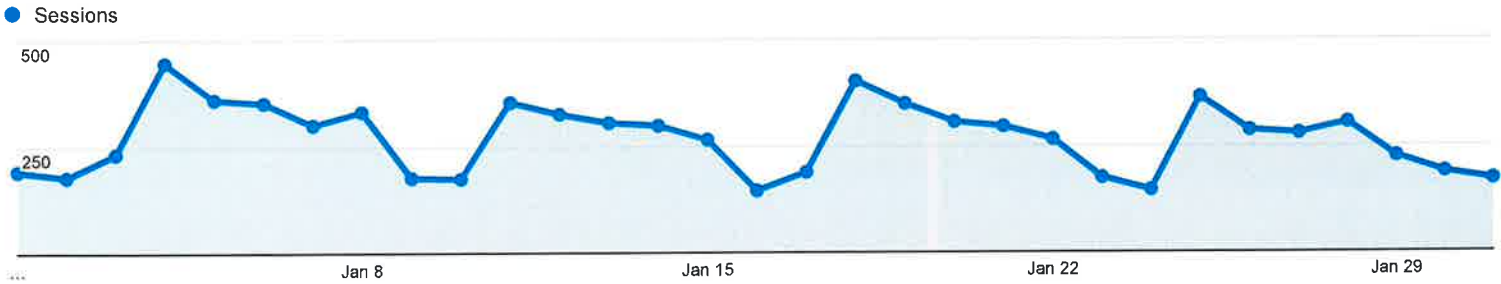
Overview

Jan 1, 2016 - Jan 31, 2016

All Users
100.00% Sessions

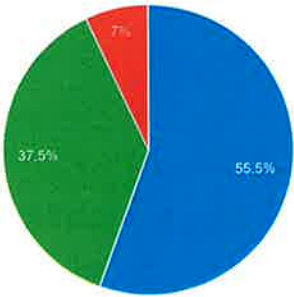
Explorer

Summary



Device Category	Sessions	Sessions
	8,375 % of Total: 100.00% (8,375)	8,375 % of Total: 100.00% (8,375)
1. desktop	4,650	55.52%
2. mobile	3,140	37.49%
3. tablet	585	6.99%

Contribution to total: Sessions



Rows 1 - 3 of 3

Devices

Jan 1, 2016 - Jan 31, 2016

All Users
44.48% Sessions

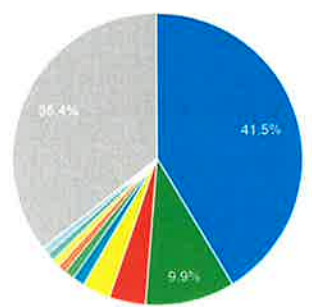
Explorer

Summary



Mobile Device Info	Sessions	Sessions
	% of Total: 44.48% (8,375)	% of Total: 44.48% (8,375)
1. Apple iPhone	1,545	41.48%
2. Apple iPad	369	9.91%
3. (not set)	149	4.00%
4. Samsung SM-G900V Galaxy S5	120	3.22%
5. Samsung SM-G900P Galaxy S5	50	1.34%
6. Samsung SM-G920V Galaxy S6	41	1.10%
7. Samsung SM-G900A Samsung Galaxy S5	35	0.94%
8. Apple iPod	34	0.91%
9. LG F320L G2	32	0.86%
10. Samsung SCH i545 Galaxy S4	31	0.83%

Contribution to total: Sessions



Rows 1 - 10 of 340

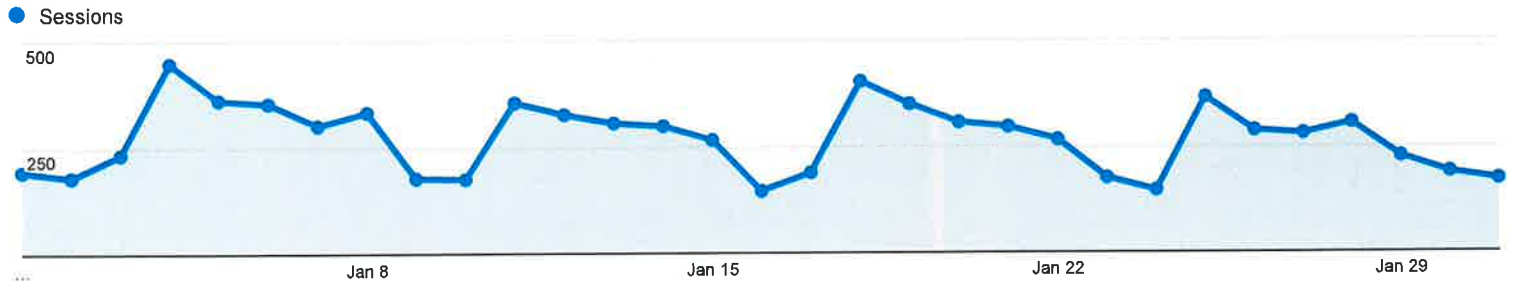
Landing Pages

Jan 1, 2016 - Jan 31, 2016

All Users
100.00% Entrances

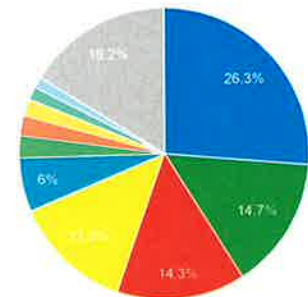
Explorer

Summary



Landing Page	Sessions	Sessions
	8,375 % of Total: 100.00% (8,375)	8,375 % of Total: 100.00% (8,375)
1. /	2,203	26.30%
2. /Jobs/jobopenings.htm	1,234	14.73%
3. /Departments/swim/swim center.htm	1,198	14.30%
4. /transportation/CAThome page.htm	1,114	13.30%
5. /transportation/routes.htm	501	5.98%
6. /Departments/swim/schedule.htm	205	2.45%
7. /Departments/court/court.htm	181	2.16%
8. /transportation/transittax.htm	161	1.92%
9. /Departments/development_services/development_serv.htm	119	1.42%
10. /Departments/departments.htm	101	1.21%

Contribution to total: Sessions



Rows 1 - 10 of 107

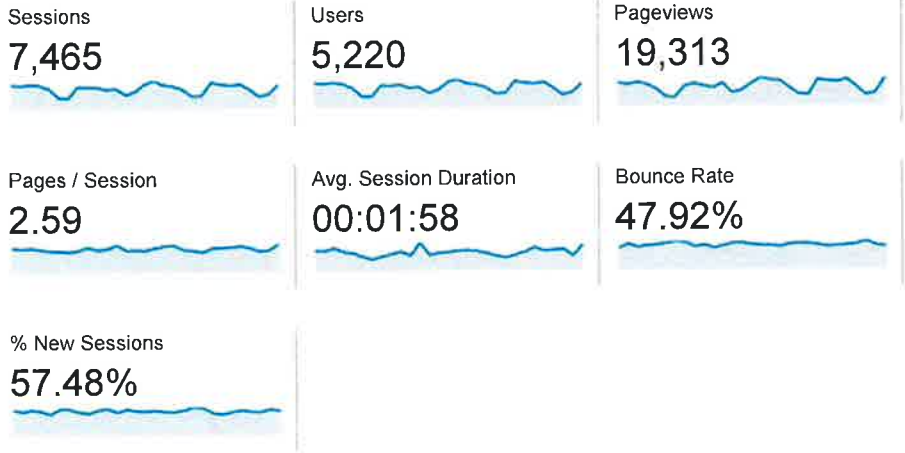
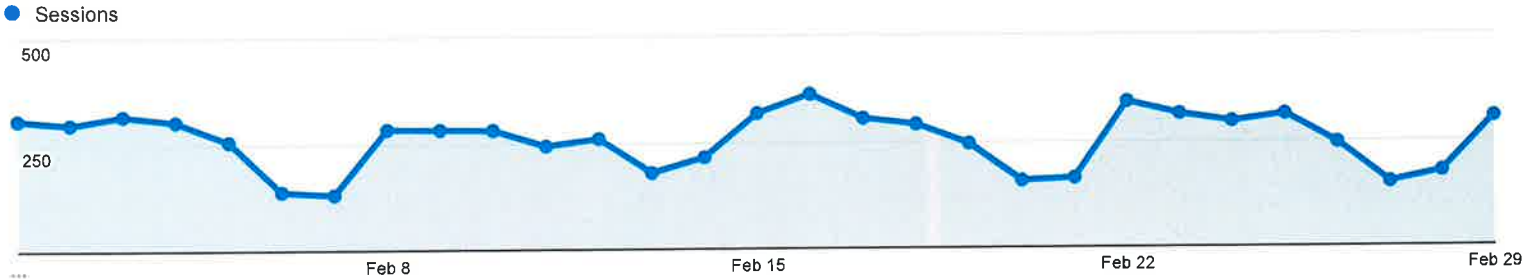
FEBRUARY 2016

Audience Overview

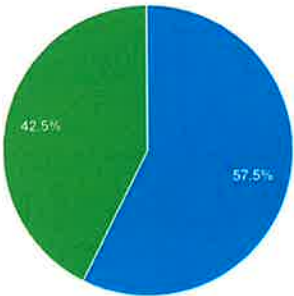
Feb 1, 2016 - Feb 29, 2016

All Users
100.00% Sessions

Overview



New Visitor Returning Visitor



Language	Sessions	% Sessions
1. en-us	7,322	98.08%
2. es-419	26	0.35%
3. en-gb	19	0.25%
4. en	18	0.24%
5. es-xl	11	0.15%
6. en-ca	8	0.11%
7. ja-jp	8	0.11%
8. fr	6	0.08%
9. es-es	5	0.07%
10. es-mx	5	0.07%

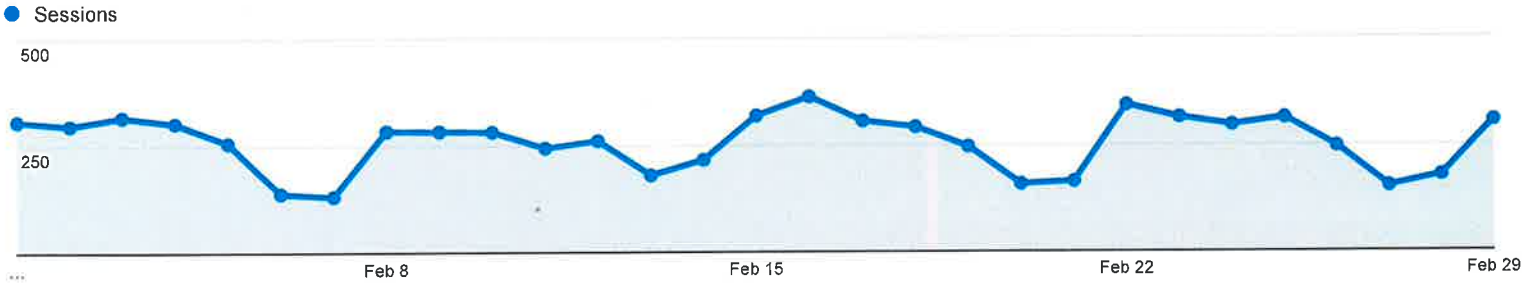
New vs Returning

Feb 1, 2016 - Feb 29, 2016

All Users
100,00% Sessions

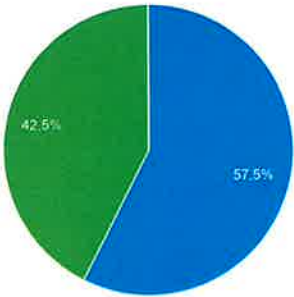
Explorer

Summary



User Type	Sessions	Sessions
	7,465 % of Total: 100.00% (7,465)	7,465 % of Total: 100.00% (7,465)
1. New Visitor	4,293	57.51%
2. Returning Visitor	3,172	42.49%

Contribution to total: Sessions



Rows 1 - 2 of 2

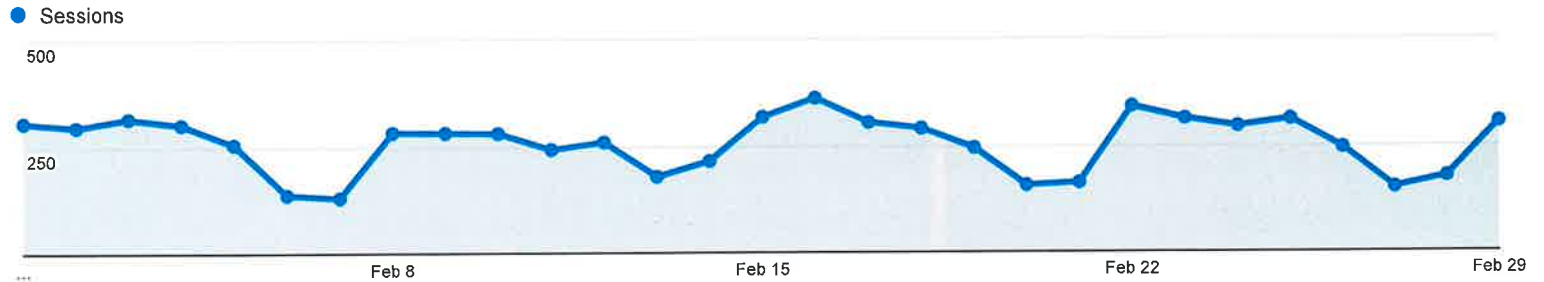
Browser & OS

Feb 1, 2016 - Feb 29, 2016

All Users
100.00% Sessions

Explorer

Summary



Browser

Sessions

Sessions

Contribution to total: Sessions

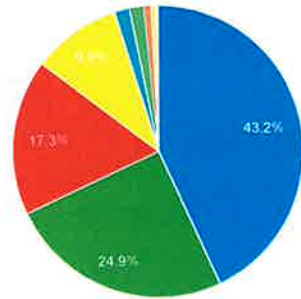
7,465

7,465

% of Total: 100.00% (7,465)

% of Total: 100.00% (7,465)

1. Chrome	3,222	43.16%
2. Safari	1,856	24.86%
3. Internet Explorer	1,290	17.28%
4. Firefox	737	9.87%
5. Edge	127	1.70%
6. Android Browser	117	1.57%
7. Amazon Silk	60	0.80%
8. Safari (in-app)	40	0.54%
9. Opera	5	0.07%
10. Opera Mini	4	0.05%



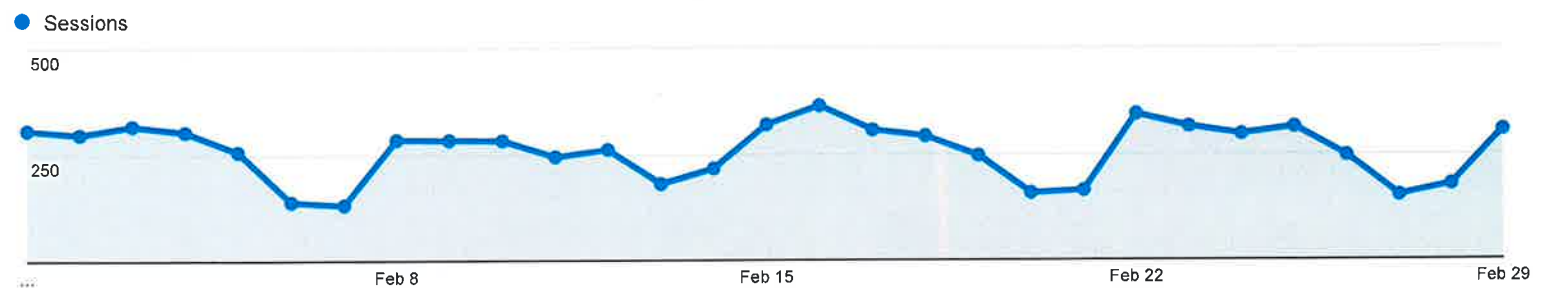
Rows 1 - 10 of 14

© 2016 Google

All Users
100.00% Sessions

Explorer

Summary



Device Category

Sessions

Sessions

Contribution to total: Sessions

	7,465	7,465
	% of Total: 100.00% (7,465)	% of Total: 100.00% (7,465)
1. desktop	4,159	55.71%
2. mobile	2,793	37.41%
3. tablet	513	6.87%

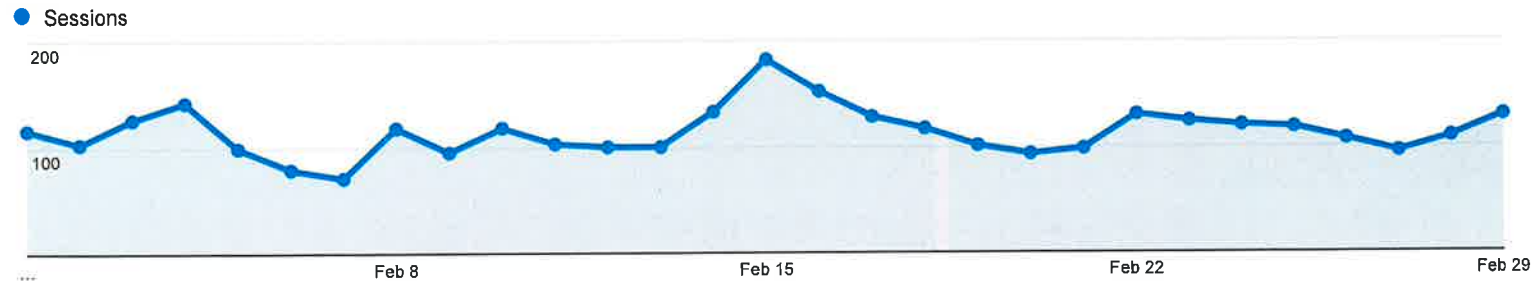
Device Category	Sessions	Contribution to total (%)
desktop	4,159	55.7%
mobile	2,793	37.4%
tablet	513	6.9%

Rows 1 - 3 of 3

All Users
44.29% Sessions

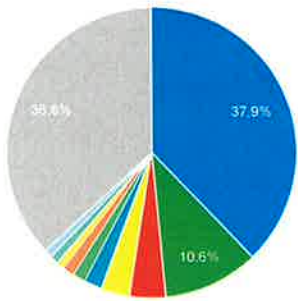
Explorer

Summary



Mobile Device Info	Sessions	Sessions
	3,306 % of Total: 44.29% (7,465)	3,306 % of Total: 44.29% (7,465)
1. Apple iPhone	1,252	37.87%
2. Apple iPad	352	10.65%
3. (not set)	133	4.02%
4. Samsung SM-G900V Galaxy S5	106	3.21%
5. Samsung SM-G920V Galaxy S6	67	2.03%
6. Samsung SM-G900A Samsung Galaxy S5	48	1.45%
7. Samsung SCH i545 Galaxy S4	40	1.21%
8. Motorola XT1254 Droid Turbo	32	0.97%
9. HTC 510 Desire 510	30	0.91%
10. Samsung SM-G530H Galaxy Grand Prime	30	0.91%

Contribution to total: Sessions



Rows 1 - 10 of 318

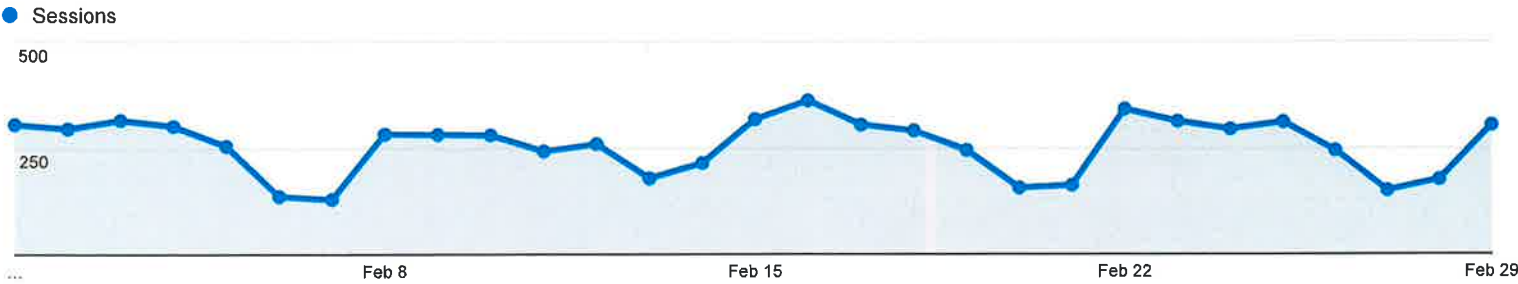
Landing Pages

Feb 1, 2016 - Feb 29, 2016

All Users
100.00% Entrances

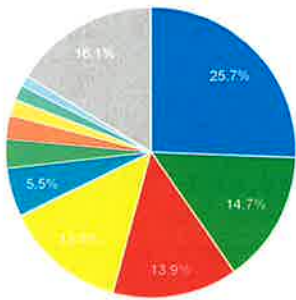
Explorer

Summary



Landing Page	Sessions	Sessions
	7,465 % of Total: 100.00% (7,465)	7,465 % of Total: 100.00% (7,465)
1. /	1,915	25.65%
2. /Departments/swim/swim center.htm	1,098	14.71%
3. /transportation/CAThome page.htm	1,035	13.86%
4. /Jobs/jobopenings.htm	1,010	13.53%
5. /transportation/routes.htm	409	5.48%
6. /Departments/court/court.htm	243	3.26%
7. /Departments/swim/schedule.htm	192	2.57%
8. /Departments/departments.htm	137	1.84%
9. /Departments/development_services/development_serv.htm	126	1.69%
10. /Departments/parks/park_facilities.htm	95	1.27%

Contribution to total: Sessions



Rows 1 - 10 of 104

City of Canby Bi-Monthly Report

Department: Transit



For: the months of January and February, 2016

Date: March 7, 2016

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) On January 11th funding applications were submitted to TriMet for Special Transportation Fund (STF) Discretionary projects. The following four applications were submitted: a request for funds to upgrade the security camera system on the buses (\$40,307), a request for matching funds to purchase 2 buses (\$60,762), a request for funds to reinstate mid-day service to Wilsonville (\$176,548 for 2 years), and a request to reinstate a local route in southern Canby (\$508,943 for 2 years). Although funding is limited applicants were encouraged to apply for what is actually needed in order to better document the actual need as the region updates its coordinated transportation plan for seniors and people with disabilities.
- c) On February 12th the STF applications listed above were scored by the STFAC members. The recommended ranking was forwarded to the TriMet Board who approved the ranking at their February meeting. The ranking list and applications will be forwarded to ODOT's Rail and Public Transit Division for review, and ultimately, to the Oregon Transportation Commission for final approval.
- d) Quarterly Report submitted to ODOT.
- e) On February 10th the annual USDT Drug and Alcohol Testing MIS Data Reports for City and MV Transportation were submitted.

2) Ridership:

Total ridership year to date for the FY 2015-16 was down 16.48 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 7,091 rides in January (21.04% fewer than January of 2015).
 - 1,238 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 21.59% fewer than were provided during January of 2015.
 - 4,409 to Oregon City (20.27% fewer rides than January of 2015).
 - 1,444 to Woodburn (22.86% fewer rides than January of 2015)

- b) 7,253 rides in February (13.88% fewer rides than February of 2015).
 - 1,203 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 11.93% fewer rides than were provided during February of 2015.
 - 4,622 to Oregon City (11.81% fewer rides than February of 2015).
 - 1,428 to Woodburn (28.32% fewer rides than February of 2015).

As reported previously, ridership is down across the board. Although it is difficult to pinpoint a single cause it is clear that recent service adjustments, the Route 99 name change, TriMet's changes associated with the new Orange Line MAX, and the closure of two supported employment sites in Oregon City 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 January was Mark Derok and the winner for February was Herminia Segundo. Both riders got a free bus pass and other goodies.
- b) In January and February we provided 244 same day rides on a space available basis.

4) Collisions and Incidents

- a) There were no collisions or incident in January or February.

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

- a) On January 7th Julie Wehling attended the Clackamas County Coordinating Committee (C4) in Oregon City
- b) On January 12th Julie Wehling attended a meeting of the Clackamas County members on the ODOT Region 1 ACT and county staff to discuss the Enhance applications
- c) On January 16th MV held a driver training meeting.
- d) On January 28th the Transit Advisory Committee held their regular meeting. The February meeting was canceled.
- e) On January 29th Julie Wehling attended a Special Transportation Fund Advisory Committee (STFAC) meeting in Portland.
- f) On February 1st Julie Wehling attended the Region 1 ACT meeting in Portland.
- g) On February 4th Julie Wehling attended the Clackamas County Coordinating Committee (C4) in Oregon City.
- h) On February 12th and 19th Julie Wehling attended Special Transportation Fund Advisory Committee (STFAC) meetings in Portland.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

January & February 2016

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: March 3, 2016

Facility Operations & Maintenance

The water quality for the months of January and February 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.

- R&R belt press spray system and scrapers.
- Changed out biosolids conveyor belt.
- Biosolids Management plan completed and sent to DEQ and EPA.
- Westech evaluated operation of Influent screens & debris in compaction chamber.
- Effluent Temp sensor calibrated, flow meter monthly verification.
- R&R backup battery for auto dialer.
- NW Crane completed crane inspections.
- Modified sludge load out area for construction project.
- Completed sludge analysis.
- Patched sidewalk.
- Working on recycling waste oil.
- Asbestos pipe removed and hauled off site.
- Pulled scum pit pump and removed broken check valve. Check valve replaced by McClure and sons under warranty.
- Replace flow meter with a demo to test components on the city's flow meter.
- Work with Oregon Electric on replacement evaluation of process water VFD.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

Pretreatment Inspection/Reporting, FOG Program

Jan.

- Pump Outs: 19
- Inspections: 1

Feb.

Pump Outs: 29

- Inspections: 0
- Reviewed Jan. /Feb. Business License renewals.
- Inspect Oil/Water Separator at Fire station.
- Inspected 2nd incident with Gloves in Hazel Dell Lift Station (Anderson Quality Springs, Oldcastle, Kendal Floral)
- Completed Pretreatment Annual Report.
- IU Inspection of Anderson Quality Springs.
- IU Inspection of Kendal Floral.
- IU Inspection of Johnson Controls.
- IU Meeting with Grand Northern Products.

Biosolids Program:

- Belt ran 14 days in January.
- 7 loads to Heard Farms, 206 wet tons.
- Belt ran 16 days in February.
- 5 loads to Heard Farms, 146 wet tons.

Daily Lab Activity

- Routine daily/weekly lab process control and permit testing.
- Completed yearly Nutrient Profile Sampling.
- Reviewed 3 Day Sampling and Johnson Control test results.
- Perform weekly AB Dissolved oxygen calibrations.

Meetings and Training Attended

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

- Daily staff and operations meeting.
- Mindfulness series.
- Pre-construction meeting.
- City Safety Committee.