



AGENDA

CANBY CITY COUNCIL MEETING

May 18, 2016

7:30 PM

Council Chambers
155 NW 2nd Avenue

Mayor Brian Hodson

Council President Tim Dale
Councilor Clint Coleman
Councilor Tracie Heidt

Councilor Traci Hensley
Councilor Greg Parker
Councilor Todd Rocha

WORK SESSION

6:00 PM

City Hall Conference Room
182 N Holly

The City Council will be meeting in a Work Session to discuss the wording of a five-year local option levy for Swim Center operations, banning the sale of marijuana ballot measure, and a three percent tax on the sale of marijuana items ballot measure.

CITY COUNCIL MEETING

1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

- A. Approval of Minutes of the April 29, 2016 City Council Work Session
- B. Approval of Minutes of the May 4, 2016 City Council Regular Meeting

7. PUBLIC HEARINGS

- A. Installation of Speed Humps on Birch Street Between Territorial Road and NW 9th Avenue Pg. 1
- B. Update to Master Fee Schedule Pg. 3

8. RESOLUTIONS & ORDINANCES

- A. Res. 1235, Setting Fees for Services Pg. 6
- B. Ord. 1441, Auth. Contract with True North Environmental for the Purchase of a 2016 Camera Van with Specific Equipment, Installation Services, and Delivery Pg. 33

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.



MATCHLINE—SEE BELOW

LEGEND:

 SPEED HUMP PLACEMENT
(SEE DETAIL SHEET C2)



N BIRCH ST TRAFFIC CALMING PLAN
SCALE: 1" = 40'



MATCHLINE—SEE ABOVE



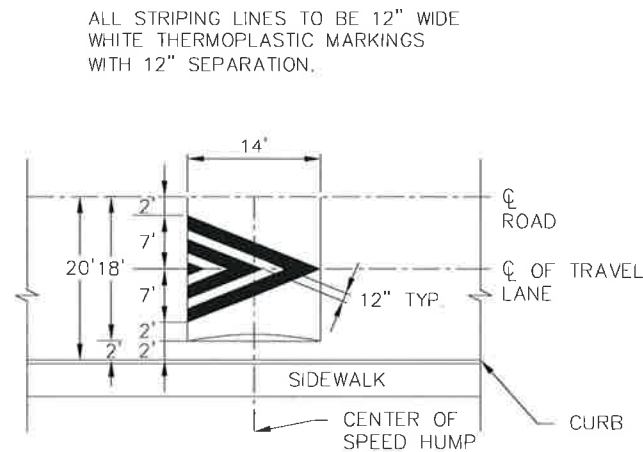
N BIRCH ST TRAFFIC CALMING PLAN
SCALE: 1" = 40'

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CURB EXTENSIONS TO THE CENTERLINE
OF THE STREET

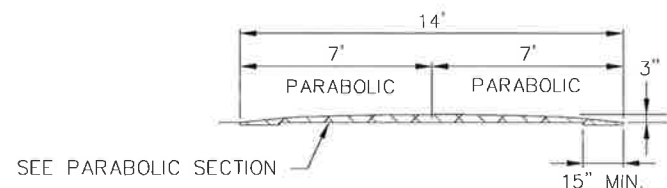
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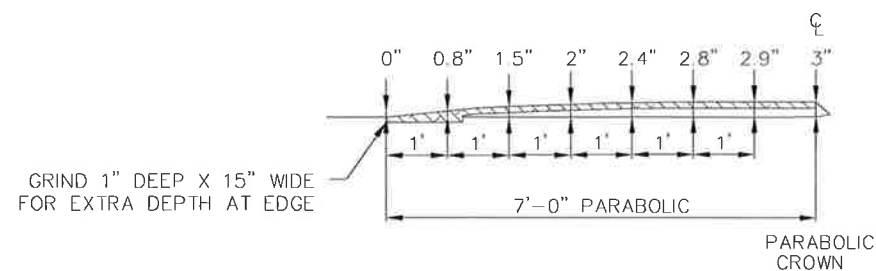
CURRAN-MCLEOD, INC.
CONSULTING ENGINEERS



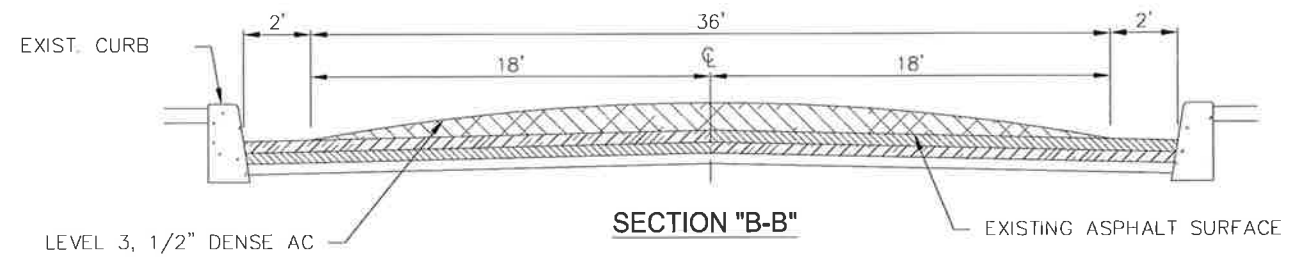
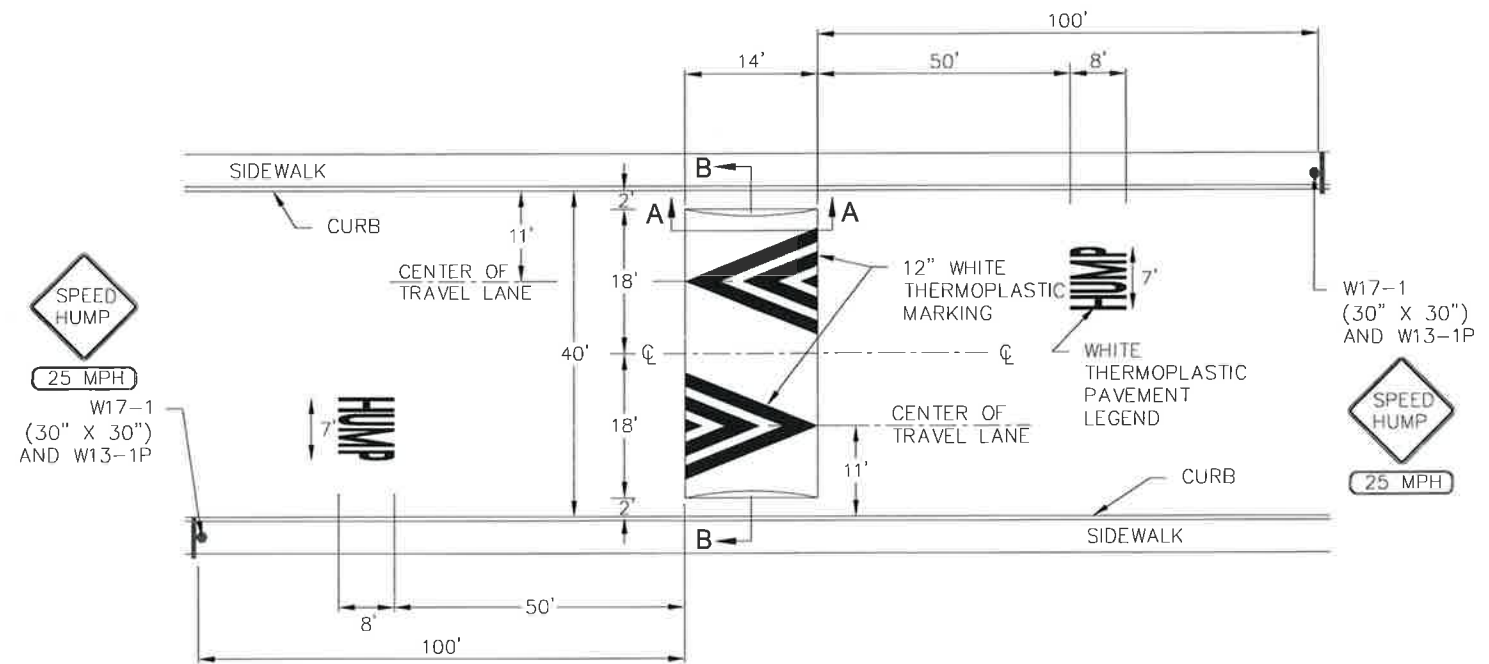
STRIPING DETAIL
N.T.S



SECTION VIEW "A-A"



PARABOLIC SECTION



- NOTES:
1. GRIND FOR EXTRA DEPTH AT EDGES AS SHOWN.
 2. APPLY TACK COAT OVER AIR-BLOWN CLEANED AND SWEEPED ASPHALT CONCRETE.
 3. ASPHALT SHALL BE ROLLED FOR COMPACTION.
 4. FINISH EDGES BY APPLYING TACK COAT AND SAND SWEEPING. TACK COAT SHALL CONFORM TO ODOT SECTION 00730.
 5. SURFACES OUTSIDE APPROVED WORK AREAS TO BE KEPT CLEAN AND FREE OF BITUMEN AND ASPHALT.
 6. IF A SERIES OF SPEED BUMPS EXISTS W13-1P MAY BE ELIMINATED ON ALL BUT THE FIRST SIGN.

SPEED HUMP DETAIL
SCALE: N.T.S

BAR IS ONE INCH ON ORIGINAL DRAWING.
ADJUST SCALE AS SHOWN ACCORDINGLY.

REV	DESCRIPTION	REVISED BY	DATE

REVISIONS



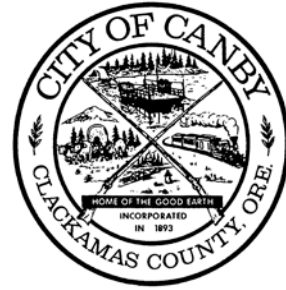
CURRAN-McLEOD, INC.
CONSULTING ENGINEERS
6655 SW HAMPTON ST., SUITE 210
PORTLAND, OREGON 97223
PHONE (503) 684-3478

CITY OF CANBY
CONSTRUCTION DETAILS
N BIRCH ST TRAFFIC CALMING PLAN
CLACKAMAS COUNTY, OREGON

DATE	MAY 2016
BY	1009
CHK	HAI
APP	PCB
DATE	ROAD MAINT.

C2
OF
2

MEMORANDUM



TO: *Honorable Mayor Hodson and City Council*
FROM: *Haley Fish, Finance Director*
DATE: *May 18, 2016*
THROUGH: *Rick Robinson, City Administrator*
COMPILED BY: *Suzan Duffy*

Issue: Adoption of an updated Master Fee Schedule.

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

Departments have again done that review and proposed revised fees for the coming year to be effective July 1, 2016 if Resolution 1235 is adopted. A narrative summary of changes is attached as well as "Exhibit A" showing a comparison of current fees versus proposed changes. "Exhibit B" reflects the new schedule effective as noted herein if all changes are adopted.

Recommendation: Staff recommends Council adopt Resolution 1235.

Recommended Motion: ***"I move to adopt Resolution 1235, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES."***

Attached: Narrative Summary, Resolution 1235 and Exhibits "A" & "B"

PROPOSED FEE CHANGES – NARRATIVE SUMMARY

GENERAL

Public Records - Change

We have eliminated specific hourly rates in favor of allowing calculation of actual cost recovery, while at the same time waiving charges for documents that take less than thirty minutes to access and send electronically. This is common practice at other municipalities.

POLICE

Public Records – Admin Research – New

This is being added separately from the flat rate Police Reports to allow actual cost recovery for other types of requests.

COURT

City Cost Assessment - Change

Changed from \$7 per offense to \$7 per deferred sentence/diversion (crimes and violations).

Court Appointed Attorney

This fee has been in existence for many years but had been previously omitted from the schedule due to oversight.

Distracted Driving Deferred Sentence - New

This is a new Court/PD diversion program. The defendant completes online education and the conviction is dismissed.

Fail to Pay Alarm – New

Court penalty recommended by the Judge for failure to pay alarm permit.

Juvenile Deferred Sentence – Change

Fourth level added

PROPOSED FEE CHANGES – NARRATIVE SUMMARY (Continued)

PUBLIC WORKS

Public Works Labor Rate – Increased

Increased based on analysis of average full hourly cost of public works employees.

Pickup Truck Rate

Previously omitted from schedule of equipment rates due to oversight.

SEWER/STORMWATER

No rate increase is proposed this year. Internal forecasting including 5 year Capital Improvement Plan (CIP) project sufficient funds based on current rate. We have budgeted the completion of a Sewer/Collections Master Plan update and update to Stormwater Master Plan CIP which will include a formal rate analysis for future consideration of rates to meet long-term system capital and operating needs.

SYSTEMS DEVELOPMENT CHARGES - Increase

Changes include an inflation adjustment based on the Engineering News Record which tracks the cost of building materials over time which is the indicated inflation monitor to use for our SDC inflation adjustment recommended to be applied annually. This year the fees have been adjusted upward by 1.02 percent. For the Parks SDC we also eliminated the dual method for calculating the fee – finding it was too confusing rather than helpful – settling on one calculation method as indicated with a new explanatory note and heading for the “square feet per employee” to be used in calculating the fee.

PLANNING

Annexation Election Deposit fee-Clarification

We made a description modification to reflect the results of the recent legislation from SB1573.

Private On-Site Engineering Plan Review Fee-Clarification

We made an explanation modification to better reflect how it has been applied excluding the cost of the structure.

RESOLUTION NO. 1235

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

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

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

WHEREAS, the Canby City Council held a public hearing on May 18, 2016 to receive public testimony regarding the proposed fee increases; and

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

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

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

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

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

This resolution shall take effect on July 1, 2016.

ADOPTED this 18th day of May 2016 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
General						
	Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet	Res 1223	8/19/2015	6/1/2010	no change
	Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet	Res 1223	8/19/2015	6/1/2010	no change
	Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet	Res 1223	8/19/2015	6/1/2010	no change
	Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet	Res 1223	8/19/2015	6/1/2010	no change
	Plotter prints (8 1/2 x 11)	\$2	Res 1223	8/19/2015	6/1/2010	no change
	Plotter prints (11 x 17)	\$4	Res 1223	8/19/2015	6/1/2010	no change
	Plotter prints (17 x 22)	\$6	Res 1223	8/19/2015	6/1/2010	no change
	Plotter prints (24 x 36)	\$8	Res 1223	8/19/2015	6/1/2010	no change
	Plotter prints (36 x 48)	\$10	Res 1223	8/19/2015	6/1/2010	no change
	Audio Cassette copy	\$10	Res 1223	8/19/2015	6/1/2010	no change
	Records on CD/DVD	\$10 plus staff time costs	Res 1223	8/19/2015	6/1/2010	no change
	Public Records	Replacement/consolidation of fees noted below:				Actual staff time/benefits and materials costs (first 30 minutes no charge)
	Public Records-Transcription	\$20/hr	Res 1223	8/19/2015	6/1/2010	delete-replace with "actual" above
	Public Records-Clerical Research	\$20/hr	Res 1223	8/19/2015	6/1/2010	
	Public Records-Admin Research	\$35/hr	Res 1223	8/19/2015	6/1/2010	
	Public Records-Legal Research	\$80/hr	Res 1223	8/19/2015	6/1/2010	
	Public Records-Faxing	50¢ per page sent	Res 1223	8/19/2015	6/1/2010	no change
	Public Records-Mailing costs	Actual costs + \$1.00 handling fee	Res 1223	8/19/2015	6/1/2010	no change
	Returned check fee	\$25	Res 1223	8/19/2015	6/1/2010	no change
	Lien Search fee	\$25	Res 1223	8/19/2015	7/1/2011	no change
	License/Permit/Certificate replacement fee	\$10	Res 1223	8/19/2015	7/1/2012	no change
Administration						
	Business License Annual Renewal	\$50	Res 1223	8/19/2015	7/1/1994	no change
	Business License Past Due	\$10/mo up to \$50	Res 1223	8/19/2015	9/1/1991	no change
	Business License-Transfer or Assign	\$50	Res 1223	8/19/2015	6/1/2010	no change
	Operating a Business without a License Penalty	\$100	Res 1223	8/19/2015	7/1/2014	no change
	Liquor License Application New	\$100	Res 1223	8/19/2015	6/1/2010	no change
	Liquor License Change of Ownership, Location, or Privilege	\$75	Res 1223	8/19/2015	6/1/2010	no change
	Small Animal Permit	\$10	Res 1223	8/19/2015	6/1/2010	no change
	Impounded Animal Redemption Fee	\$50	Res 1223	8/19/2015	6/1/2010	no change
	Sidewalk Vending Permit	\$10	Res 1223	8/19/2015	6/1/2010	no change
	First Friday Marketing Program	\$25	Res 1223	8/19/2015	7/1/2013	no change
	Noise Variance fee	\$75	Res 1223	8/19/2015	7/1/2013	no change
	Human Resources Application Fee (Police)	\$20	Res 1223	8/19/2015	7/1/2013	no change
	Franchise Application and Review Fee-Telecommunications	Actual expenses (requires \$2000 deposit)	Res 1223	8/19/2015	7/1/2013	no change
	Registration Application Fee-Telecommunications Providers	\$100	Res 1223	8/19/2015	11/20/2013	no change
	Annual Registration Fee-Telecommunications Providers	4% of gross revenues	Res 1223	8/19/2015	11/20/2013	no change
	Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)	Res 1223	8/19/2015	11/20/2013	no change
	Franchise Fees-Telecommunications	7% gross revenue	Res 1223	8/19/2015	6/7/2000	no change
	Franchise Fees-Cable	5% gross revenue	Res 1223	8/19/2015	2/2/2005	no change
	Franchise Fees-Natural Gas	5% gross revenue	Res 1223	8/19/2015	6/7/2006	no change
	Franchise Fees-Telephone	7% gross revenue	Res 1223	8/19/2015	6/7/2000	no change
	Franchise Fees-Solid Waste	5% gross revenue	Res 1223	8/19/2015	7/1/2011	no change
	In-lieu of Franchise Fees-Water/Electric	5% of commodity sales	Res 1223	8/19/2015	1973	no change
	In-lieu of Franchise Fees-Wastewater/Stormwater	7% of service charge collected	Res 1223	8/19/2015	7/1/2012	no change
Main Street						
	Canby Independence Day Celebration Vendor Fees					
	Food Vendor Application					
	Early Bird (Before April 1)	\$125	Res 1232	1/20/2016	1/20/2016	no change
	Regular Rate (April 1 - May 1)	\$175	Res 1232	1/20/2016	1/20/2016	no change
	Advanced Rate (May 2 - May 31)	\$250	Res 1232	1/20/2016	1/20/2016	no change
	Final Rate (June 1 - July 1)	\$500	Res 1232	1/20/2016	1/20/2016	no change
	Specific Location	\$50 (extra)	Res 1232	1/20/2016	1/20/2016	no change
	Electricity	\$25 (per outlet)	Res 1232	1/20/2016	1/20/2016	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Beer/Wine Garden Vendor Application	10% of total sales	Res 1232	1/20/2016	1/20/2016	no change
	Local Arts/Crafts Vendor Application					
	Regular Rate	\$45	Res 1232	1/20/2016	1/20/2016	no change
	Advanced Rate (May 2 - May 31)	\$65	Res 1232	1/20/2016	1/20/2016	no change
	Specific Location	\$50 (extra)	Res 1232	1/20/2016	1/20/2016	no change
	Outside City Limits Arts/Crafts					
	Regular Rate	\$65	Res 1232	1/20/2016	1/20/2016	no change
	Advanced Rate (May 2 - May 31)	\$85	Res 1232	1/20/2016	1/20/2016	no change
	Specific Location	\$50 (extra)	Res 1232	1/20/2016	1/20/2016	no change
	Parade Fee (Campaigns/Businesses)	\$25	Res 1232	1/20/2016	1/20/2016	no change
	Tie-dyed Shirts	\$5	Res 1232	1/20/2016	1/20/2016	no change
	Weiner Dog Races	\$5	Res 1232	1/20/2016	1/20/2016	no change
	Canby's Big Weekend Street Dance Vendor Fees					
	Food Vendor Application	\$50	Res 1232	1/20/2016	1/20/2016	no change
	Beer/Wine Garden Vendor Application	\$250 or 15% of total sales (whichever is greater)	Res 1232	1/20/2016	1/20/2016	no change
Police						
	Alarm Permits	\$20 annual (waived over 65 & gov't)	Res 1223	8/19/2015	6/1/2010	no change
	Alarm Permit Delinquent Payment Fee	\$25	Res 1223	8/19/2015	6/1/2010	no change
	False Alarm Response	Third alarm \$50; fourth alarm \$75, fifth alarm & up \$100 each	Res 1223	8/19/2015	6/1/2010	no change
	Citation - Copy	\$5	Res 1223	8/19/2015	7/1/2012	no change
	Fingerprinting	\$20 plus \$10 each add'l card	Res 1223	8/19/2015	6/16/2010	no change
	Name Check Response Letter	\$5	Res 1223	8/19/2015	7/1/2011	no change
	Officer's Notes - Copy	\$5 (per officer requested)	Res 1223	8/19/2015	7/1/2014	no change
	Photos/Videos on CD	\$15	Res 1223	8/19/2015	7/1/2012	no change
	Police Report - Copy	\$10 DMV accident Report \$15 Police Reports (plus 25¢ per pg. after 10 pages)	Res 1223	8/19/2015	7/1/2015	no change
	Public Records - Admin Research	New				Actual staff time/benefits and materials costs
	Radar Certification	\$5	Res 1223	8/19/2015	7/1/2012	no change
	Secondhand Dealer Application Fee	\$50	Res 1223	8/19/2015	11/6/2013	no change
	Secondhand Dealer Annual Permit Fee	\$100	Res 1223	8/19/2015	11/6/2013	no change
	Special Event Security	\$60/hr	Res 1223	8/19/2015	6/1/2010	no change
	Temporary/Special Event Liquor License	\$35	Res 1223	8/19/2015	7/1/2013	no change
	Vehicle Release	\$125	Res 1223	8/19/2015	6/1/2010	no change
Court						
	Appeal Transcript Fee	\$35	Res 1223	8/19/2015	10/30/2003	no change
	City Cost Assessment	\$7 per offense	Res 1223	8/19/2015	2/1/2003	\$7 per deferred sentence/diversion (crimes and violations)
	Civil Compromise	\$150	Res 1223	8/19/2015	3/29/2012	
	Court Appointed Attorney	Previously omitted from schedule in error				\$150
	Collections Referral Fee	25% of outstanding balance (by statute), not to exceed \$250	Res 1223	8/19/2015	3/29/2012	no change
	Discovery Fee	\$10 (reports, documents); \$20 per CD/DVD (video, photo)	Res 1223	8/19/2015	7/1/2013	no change
	Distracted Driving Deferred Sentence	New				\$115
	DMV Suspension Reinstatement	\$50	Res 1223	8/19/2015	7/1/2015	(formerly named Collections Reinstatement Fee)
	Expunge Record Request Application	\$50	Res 1223	8/19/2015	7/1/2014	no change
	Fail to Pay Alarm	New				\$50
	Fix It Dismissal Fee	\$25	Res 1223	8/19/2015	3/29/2012	no change
	Good Drivers Deferred Sentence	\$50 less than presumptive fine schedule of offense	Res 1223	8/19/2015	3/29/2012	no change
	Guilty by Default Fee	\$25	Res 1223	8/19/2015	3/29/2012	no change
	Juvenile Deferred Sentence	\$41, \$27 or \$14 depending on class of offense	Res 1223	8/19/2015	3/29/2012	\$61, \$41, \$27, \$14 based on offense class
	Late Payment Fee	\$15 if more than 10 days late	Res 1223	8/19/2015	10/30/2003	no change
	MIP Deferred Sentence	\$150	Res 1223	8/19/2015	3/29/2012	no change
	Misdemeanor Deferred Sentence	\$250	Res 1223	8/19/2015	7/1/2013	no change
	Payment Plan Fee	\$25, new or refinanced plan	Res 1223	8/19/2015	7/1/2014	no change
	Public Records	\$5 1st page, 25¢ ea. add'l page)	Res 1223	8/19/2015	7/1/2014	no change

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EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
	Returned Check Fee	\$38 (includes demand letter certified)		Res 1223	8/19/2015	3/29/2012	no change
	Show Cause Fee	\$35 certified letter/\$10 regular letter		Res 1223	8/19/2015	7/1/2014	no change
	Warrant Issued	\$50		Res 1223	8/19/2015	7/1/2015	no change
Library							
	Library Cards						
	Clackamas County residents	Free		Res 1233	3/1/2016	3/1/2016	no change
	Out-of-County Fee*	\$95		Res 1233	3/1/2016	3/1/2016	no change
	Library Card Replacement Fee	\$1		Res 1233	3/1/2016	3/1/2016	no change
	*Residents who live in Oregon in Multnomah County, Washington County, Hood River County or those who reside in the Fort Vancouver Regional Library District or the City of Camas Washington, may obtain a LINCC library card without paying a non-resident fee.						
	Overdue Items						
	Adult and Children's items	25¢ per day (\$3 maximum per children's item; \$5 maximum for all other materials)		Res 1233	3/1/2016	3/1/2016	no change
	Cultural passes	\$5 per day up to replacement cost		Res 1233	3/1/2016	3/1/2016	no change
	Lost Items	Cost of material as indicated in the library's database		Res 1233	3/1/2016	3/1/2016	no change
	Damaged item	Cost of material as indicated in the library's database		Res 1233	3/1/2016	3/1/2016	no change
	Books						no change
	Missing book jacket	\$3		Res 1233	3/1/2016	3/1/2016	no change
	CD Audiobooks						no change
	Disc	\$10 per disc		Res 1233	3/1/2016	3/1/2016	no change
	CD case	\$5		Res 1233	3/1/2016	3/1/2016	no change
	DVDs						
	Bonus disc	\$5		Res 1233	3/1/2016	3/1/2016	no change
	DVD case	\$3		Res 1233	3/1/2016	3/1/2016	no change
	Jacket or paper insert	\$3		Res 1233	3/1/2016	3/1/2016	no change
	Booklet	\$5		Res 1233	3/1/2016	3/1/2016	no change
	Music CDs						
	Case	\$4		Res 1233	3/1/2016	3/1/2016	no change
	Part of case (top or bottom)	\$2		Res 1233	3/1/2016	3/1/2016	no change
	Insert	\$5		Res 1233	3/1/2016	3/1/2016	no change
	Cultural Pass						
	Replacement cost	\$75-\$200		Res 1233	3/1/2016	3/1/2016	no change
	Puppets	\$10		Res 1233	3/1/2016	3/1/2016	no change
	Children's Kits	Cost of each component as listed in the item record		Res 1233	3/1/2016	3/1/2016	no change
	Checkout Bags						
	Bag, tag & ring	\$25		Res 1233	3/1/2016	3/1/2016	no change
	Bag only	\$20		Res 1233	3/1/2016	3/1/2016	no change
	Tag only	\$3.50		Res 1233	3/1/2016	3/1/2016	no change
	Tag and ring	\$5		Res 1233	3/1/2016	3/1/2016	no change
	Missing Barcodes	\$1		Res 1233	3/1/2016	3/1/2016	no change
	Copying and Printing						
	Black and White (Self Serve)	15¢/page		Res 1233	3/1/2016	3/1/2016	no change
	Color (Self Serve)	50¢/page		Res 1233	3/1/2016	3/1/2016	no change
	Microfilm Reader Prints	15¢/page		Res 1233	3/1/2016	3/1/2016	no change
Canby Area Transit							
	Dial-A-Ride General Public	\$1.00 per boarding		Res 1223	8/19/2015	1/2/2012	no change
	Dial-A-Ride Complementary Paratransit	\$1.00 per boarding		Res 1223	8/19/2015	1/2/2012	no change
	Dial-A-Ride Premium	\$1.00 per boarding		Res 1223	8/19/2015	1/2/2012	no change
	Shopping Shuttle Services	no charge		Res 1223	8/19/2015	1/2/2012	no change
	Fixed-Route Bus Service	\$1.00 per boarding		Res 1223	8/19/2015	1/2/2012	no change
	Monthly Pass	\$20/calendar month		Res 1223	8/19/2015	4/1/2014	no change
	Punch Pass (24 rides)	\$20 (no expiration)		Res 1223	8/19/2015	7/1/2013	no change
	Payroll and self-employment tax	0.6%		Res 1223	8/19/2015	1/1/2002	no change
	Payment Submitted Without Return Fee	\$5 per 30 days or fraction thereof, not to exceed \$20 per instance		Res 1223	8/19/2015	12/4/2013	no change
Parks		In City	Out of City				
	Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220	Res 1223	8/19/2015	4/1/2002	no change
	Rental of Wait Park (waived for non-profits)	\$375	\$750	Res 1223	8/19/2015	4/1/2002	no change

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
Public Works							
	Public Works Labor Rate	\$43/hr		Res 1223	8/19/2015	7/1/2015	\$45/hr
	Equipment Rates (include 1 operator):						
	Vactor Truck	\$125/hr		Res 1223	8/19/2015	7/1/2011	no change
	Street Sweeper	\$75/hr		Res 1223	8/19/2015	7/1/2011	no change
	TV Van	\$100/hr		Res 1223	8/19/2015	7/1/2011	no change
	High Ranger	\$90/hr		Res 1223	8/19/2015	7/1/2011	no change
	Dump Truck	\$90/hr		Res 1223	8/19/2015	7/1/2011	no change
	Backhoe	\$90/hr		Res 1223	8/19/2015	7/1/2011	no change
	Pickup truck	Previously omitted from schedule in error					\$10/hr
	Street Closure Request	\$50 (waived for non-profits)		Res 1223	8/19/2015	4/1/2002	no change
	Railroad Parking Lot Event Fee	\$50 (waived for non-profits)		Res 1223	8/19/2015	7/1/2011	no change
	Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit		Res 1223	8/19/2015	6/1/2010	no change
	Map Copying and Research on Easements	\$60/hr+ printing charge		Res 1223	8/19/2015	6/1/2010	no change
	Banner Installation	\$100 (waived for non-profits)		Res 1223	8/19/2015	4/1/2002	no change
	Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr		Res 1223	8/19/2015	4/1/2002	no change
	Street Excavation (Construction) Permit Fee	\$100		Res 1223	8/19/2015	11/3/1999	no change
	Driveway Return, Street Curb or Public Sidewalk Construction Inspection Fee	\$100		Res 1223	8/19/2015	7/1/2015	no change
	Street Tree Fees for New Development	\$200 per tree		Res 1223	8/19/2015	10/16/2013	no change
	Street Signs: New and Replacements	Charge shall be determined based on state contract for similar commodity, quoted at time of request		Res 1223	8/19/2015	7/1/2015	no change
	Encroachment Application Permit Fee	\$50		Res 1223	8/19/2015	9/6/2000	no change
	Building Number Installation Charge	\$50		Res 1223	8/19/2015	6/1/2010	no change
	Advance Finance Public Improvement Application Fee	\$150		Res 1223	8/19/2015	6/1/2010	no change
	Street Tree Removal Permit	\$25		Res 1223	8/19/2015	6/1/2010	no change
	Sewer Tap Fee (on-site connection)	\$100		Res 1223	8/19/2015	6/1/2010	no change
	House Move Permit	\$50		Res 1223	8/19/2015	6/1/2010	no change
	Fleet Services Labor Rate	\$75/hr		Res 1223	8/19/2015	7/1/2011	no change
	Erosion Control	Without ESPC Certification	With ESPC Certification				
		Base Rate, to 4 inspections					
	Single Family	\$190	\$145	Res 1223	8/19/2015	7/1/2011	no change
	Duplex	\$285	\$218	Res 1223	8/19/2015	7/1/2011	no change
	Triplex	\$475	\$363	Res 1223	8/19/2015	7/1/2011	no change
	Single Family Additions (disturbing less than 500 sq. ft.)	\$145		Res 1223	8/19/2015	7/1/2011	no change
		Base Rate, to 8 inspections					
	All Other Lots (Up to 1 acre)	\$500	\$395	Res 1223	8/19/2015	7/1/2011	no change
	Each additional acre	\$85	\$75	Res 1223	8/19/2015	7/1/2011	no change
	Each additional inspection	\$45	\$45	Res 1223	8/19/2015	7/1/2011	no change
	Violations	\$100 per Violation per Day		Res 1223	8/19/2015	12/18/2002	no change
	Street Maintenance Fee, Monthly						
	Residential Single Family	\$5		Res 1223	8/19/2015	7/1/2008	no change
	Multi-Family Residences	\$3.34/unit		Res 1223	8/19/2015	7/1/2008	no change
	Detached Senior Housing and Mobile Home Parks	\$2.09/unit		Res 1223	8/19/2015	7/1/2008	no change
	Attached Senior Housing and Congregate Care Facilities	\$1.04/unit		Res 1223	8/19/2015	7/1/2008	no change
	Non-residential	Varies: \$0.522 x trip value x units (\$5 min)		Res 1223	8/19/2015	7/1/2008	no change
Sewer/Stormwater							
	Combined Sewer/Stormwater Rates (monthly):						
	Residential Single Family	\$46.20		Res 1223	8/19/2015	7/1/2015	no change
	Residential , apartment, per unit	\$46.20		Res 1223	8/19/2015	7/1/2015	no change
	Mobile home	\$46.20		Res 1223	8/19/2015	7/1/2015	no change
	Reduced Sewer Rate	\$32.92		Res 1223	8/19/2015	7/1/2015	no change
	Elementary school, per student	\$1.82		Res 1223	8/19/2015	7/1/2015	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Middle & High school, per student	\$2.41	Res 1223	8/19/2015	7/1/2015	no change
	Transient housing (1st unit)	\$46.20	Res 1223	8/19/2015	7/1/2015	no change
	Each additional bed	\$24.26	Res 1223	8/19/2015	7/1/2015	no change
	Nursing home (1st two beds)	\$46.20	Res 1223	8/19/2015	7/1/2015	no change
	Each additional bed	\$24.26	Res 1223	8/19/2015	7/1/2015	no change
	Commercial retail, minimum	\$46.20	Res 1223	8/19/2015	7/1/2015	no change
	per 100 cf of water use Nov-Mar	\$5.78	Res 1223	8/19/2015	7/1/2015	no change
	Commercial government, minimum	\$46.20	Res 1223	8/19/2015	7/1/2015	no change
	per 100 cf of water use Dec & Jan	\$5.78	Res 1223	8/19/2015	7/1/2015	no change
	Industrial, minimum	\$46.20	Res 1223	8/19/2015	7/1/2015	no change
	per 100 cf of water use	\$5.78	Res 1223	8/19/2015	7/1/2015	no change
	Sanitary Sewer Extra Strength Charges					
	BOD:					
	Concentration 0 to 300 mg/L	Included in Base	Res 1223	8/19/2015	7/1/2015	no change
	Concentration 300 to 600 mg/L	\$1.18 per pound	Res 1223	8/19/2015	7/1/2015	no change
	Concentration 600 to 1200 mg/L	\$2.36 per pound	Res 1223	8/19/2015	7/1/2015	no change
	TSS:					
	Concentration 0 to 300 mg/L	Included in Base	Res 1223	8/19/2015	7/1/2015	no change
	Concentration 300 to 600 mg/L	\$1.18 per pound	Res 1223	8/19/2015	7/1/2015	no change
	Concentration 600 to 1200 mg/L	\$2.36 per pound	Res 1223	8/19/2015	7/1/2015	no change
	Late fee	\$10 per month after 45 days	Res 1223	8/19/2015	7/1/2014	no change
	Delinquent Account Certification Fee	\$50.00	Res 1223	8/19/2015	7/1/2014	no change
	Industrial Wastewater Discharge Permit	\$5,000	Res 1223	8/19/2015	4/17/2013	no change
	Industrial Wastewater Discharge Permit application review fee	\$55/hr	Res 1223	8/19/2015	4/17/2013	no change
Construction Excise Tax						
	Residential, per dwelling unit					
	First 1,000 square feet	\$0.25/sq ft	Res 1223	8/19/2015	11/2/1994	no change
	Next 500 square feet	\$0.50/sq ft	Res 1223	8/19/2015	11/2/1994	no change
	Next 500 square feet	\$0.75/sq ft	Res 1223	8/19/2015	11/2/1994	no change
	Above 2,000 square feet	\$1.00/sq ft	Res 1223	8/19/2015	11/2/1994	no change
System Development Charges						
	Stormwater					
	Residential - per dwelling unit					
	Low Density	\$171.51	Res 1223	8/19/2015	7/1/2015	\$173.26
	Manufactured	\$83.62	Res 1223	8/19/2015	7/1/2015	\$84.47
	Medium/High Density	\$114.56	Res 1223	8/19/2015	7/1/2015	\$115.73
	Non-Residential - per 1,000 square feet					
	Residential/Commercial (mixed use)	\$268.84	Res 1223	8/19/2015	7/1/2015	\$271.58
	Convenience	\$185.08	Res 1223	8/19/2015	7/1/2015	\$186.97
	Downtown	\$268.84	Res 1223	8/19/2015	7/1/2015	\$271.58
	Highway	\$336.05	Res 1223	8/19/2015	7/1/2015	\$339.48
	Commercial/Manufacturing	\$520.59	Res 1223	8/19/2015	7/1/2015	\$525.90
	Industrial	\$157.37	Res 1223	8/19/2015	7/1/2015	\$158.98
	Schools	\$232.49	Res 1223	8/19/2015	7/1/2015	\$234.86
	Transportation	Estimated SDC per unit				
	Single-Family per unit	\$3,119.76	Res 1223	8/19/2015	7/1/2015	\$3,151.58
	Multi-Family per unit	\$2,184.36	Res 1223	8/19/2015	7/1/2015	\$2,206.64
	Non-residential Transportation SDC varies by use category indicated:					
	Elementary School	\$167.86 per Student	Res 1223	8/19/2015	7/1/2015	\$169.57 per Student
	Church	\$2,227.65 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$2,250.37 per T.S.F.G.F.A. ¹
	Day Care Center/Preschool	\$583.83 per Student	Res 1223	8/19/2015	7/1/2015	\$589.79 per Student
	Clinic	\$10,867.95 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$10,978.80 per T.S.F.G.F.A. ¹
	Specialty Retail Center	\$5,340.01 per T.S.F.G.L.A. ²	Res 1223	8/19/2015	7/1/2015	\$5,394.48 per T.S.F.G.L.A. ²
	Shopping Center	\$5,173.20 per T.S.F.G.L.A. ²	Res 1223	8/19/2015	7/1/2015	\$5,225.97 per T.S.F.G.L.A. ²
	Supermarket	\$17,918.29 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$18,101.06 per T.S.F.G.F.A. ¹
	Convenience Market	\$39,406.09 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$39,808.03 per T.S.F.G.F.A. ¹
	Pharmacy/Drugstore	\$12,577.22 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$12,705.51 per T.S.F.G.F.A. ¹
	Bank/Savings: Walk-in	\$22,710.37 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$22,942.02 per T.S.F.G.F.A. ¹
	Quality Restaurant	\$8,357.37 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$8,442.62 per T.S.F.G.F.A. ¹
	Fast Food Restaurant	\$34,772.38 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$35,127.06 per T.S.F.G.F.A. ¹
	Automobile Care Center	\$4,831.14 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$4,880.42 per T.S.F.G.F.A. ¹
	Gasoline/Service Station	\$10,146.36 per V.F.P. ³	Res 1223	8/19/2015	8/19/2015	\$10,249.85 per V.F.P. ³
	General Office Building	\$3,589.57 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$3,626.18 per T.S.F.G.F.A. ¹
	Medical-Dental Office Building	\$11,778.02 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$11,898.16 per T.S.F.G.F.A. ¹
	General Light Industrial	\$2,276.10 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$2,299.32 per T.S.F.G.F.A. ¹

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EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	General Heavy Industrial Warehouse	\$488.81 per T.S.F.G.F.A. ¹ \$1,620.59 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$493.80 per T.S.F.G.F.A. ¹ \$1,637.12 per T.S.F.G.F.A. ¹
	Mini Warehouse	\$815.05 per T.S.F.G.F.A. ¹	Res 1223	8/19/2015	7/1/2015	\$823.36 per T.S.F.G.F.A. ¹
	Abbreviations:					
	¹ T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area					
	² T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area					
	³ V.F.P. = Vehicle Fueling Position					
	Wastewater					
	5/8" x 3/4" Water meter	\$2,746.03	Res 1223	8/19/2015	7/1/2015	\$2,774.04
	3/4" Water meter	\$5,376.71	Res 1223	8/19/2015	7/1/2015	\$5,431.55
	1" Water meter	\$8,952.65	Res 1223	8/19/2015	7/1/2015	\$9,043.97
	1 1/2" Water meter	\$17,933.06	Res 1223	8/19/2015	7/1/2015	\$18,115.98
	2" Water meter	\$28,686.49	Res 1223	8/19/2015	7/1/2015	\$28,979.09
	3" Water meter	\$62,723.00	Res 1223	8/19/2015	7/1/2015	\$63,362.77
	4" Water meter	\$107,540.70	Res 1223	8/19/2015	7/1/2015	\$108,637.62
	6" Water meter	\$224,035.12	Res 1223	8/19/2015	7/1/2015	\$226,320.28
	8" Water meter	\$322,623.18	Res 1223	8/19/2015	7/1/2015	\$325,913.94
	Multi-family Unit	\$2,151.11	Res 1223	8/19/2015	7/1/2015	\$2,173.05
	Parks		Res 1223	8/19/2015	7/1/2015	
	Residential - per dwelling unit					
	Single Family	\$5,265.06	Res 1223	8/19/2015	7/1/2015	\$5,318.76
	Multi-Family	\$5,481.49	Res 1223	8/19/2015	7/1/2015	\$5,537.40
	Manufactured Housing	\$4,397.22	Res 1223	8/19/2015	7/1/2015	\$4,442.07
	Non-Residential					\$426.61 base fee
	Note: Non-residential Parks SDC varies by use and can be calculated using either Method 1 or 2 indicated below.					Note: Non-residential Parks SDC varies by use and can be calculated using the method indicated below.
	Manufacturing:					Square feet per employee
	General (700)	\$603.29	Res 1223	8/19/2015	7/1/2015	700
	Food Related (775)	\$544.91	Res 1223	8/19/2015	7/1/2015	775
	Textile, Apparel (575)	\$734.44	Res 1223	8/19/2015	7/1/2015	575
	Lumber, Wood Products (560)	\$754.12	Res 1223	8/19/2015	7/1/2015	560
	Paper & Related (1,400)	\$301.64	Res 1223	8/19/2015	7/1/2015	1,400
	Printing & Publishing (600)	\$703.83	Res 1223	8/19/2015	7/1/2015	600
	Chemicals, Petrol, Rubber, Plastics (850)	\$496.82	Res 1223	8/19/2015	7/1/2015	850
	Cement, Stone, Clay, Glass (800)	\$527.88	Res 1223	8/19/2015	7/1/2015	800
	Furniture & Furnishings (600)	\$703.83	Res 1223	8/19/2015	7/1/2015	600
	Primary Metals (1,000)	\$422.30	Res 1223	8/19/2015	7/1/2015	1,000
	Secondary Metals (800)	\$527.88	Res 1223	8/19/2015	7/1/2015	800
	Non-Electrical Machinery (600)	\$1,126.14	Res 1223	8/19/2015	7/1/2015	600
	Electrical Machinery (375)	\$1,299.39	Res 1223	8/19/2015	7/1/2015	375
	Electrical Design (325)	\$1,299.39	Res 1223	8/19/2015	7/1/2015	325
	Transportation Equipment (500)	\$844.60	Res 1223	8/19/2015	7/1/2015	500
	Other (400)	\$1,055.76	Res 1223	8/19/2015	7/1/2015	400
	Wholesale Trade:					
	Durable Goods (1,000)	\$422.30	Res 1223	8/19/2015	7/1/2015	1,000
	Non-Durable Goods (1,100)	\$367.22	Res 1223	8/19/2015	7/1/2015	1,150
	Warehousing:					
	Storage (20,000)	\$21.12	Res 1223	8/19/2015	7/1/2015	20,000
	Distribution (2,500)	\$168.92	Res 1223	8/19/2015	7/1/2015	2,500
	Trucking (1,500)	\$281.53	Res 1223	8/19/2015	7/1/2015	1,500
	Communications (250)	\$1,688.57	Res 1223	8/19/2015	7/1/2015	250
	Utilities (225)	\$1,876.90	Res 1223	8/19/2015	7/1/2015	225
	Retail:					
	General (700)	\$603.29	Res 1223	8/19/2015	7/1/2015	700
	Hardware (1,000)	\$422.30	Res 1223	8/19/2015	7/1/2015	1,000
	Food Stores (675)	\$625.64	Res 1223	8/19/2015	7/1/2015	675
	Restaurant/Bar (225)	\$1,876.90	Res 1223	8/19/2015	7/1/2015	225
	Appliance/Furniture (1,000)	\$422.30	Res 1223	8/19/2015	7/1/2015	1,000
	Auto Dealership (650)	\$649.70	Res 1223	8/19/2015	7/1/2015	650
	Gas/Station - Gas Only (300)	\$1,407.68	Res 1223	8/19/2015	7/1/2015	300
	Gas/Station - Gas & Service (400)	\$1,055.76	Res 1223	8/19/2015	7/1/2015	400
	Regional Shopping Center (600)	\$703.83	Res 1223	8/19/2015	7/1/2015	600
	Services:					
	Hotel/Motel (1,500)	\$281.53	Res 1223	8/19/2015	7/1/2015	1,500
	Health Services - Hospital (500)	\$844.60	Res 1223	8/19/2015	7/1/2015	500
	Health Services - Clinic (350)	\$1,206.58	Res 1223	8/19/2015	7/1/2015	350
	Educational (1,300)	\$324.85	Res 1223	8/19/2015	7/1/2015	1,300

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Cinema (1,100)	\$383.91	Res 1223	8/19/2015	7/1/2015	1,100
	Personal Services - Office (600)	\$703.83	Res 1223	8/19/2015	7/1/2015	600
	Finance, Insurance, Real Estate, Business Services- Office (350)	\$1,206.58	Res 1223	8/19/2015	7/1/2015	350
	Government Administration (300)	\$1,407.68	Res 1223	8/19/2015	7/1/2015	300
	<p>(1) In order to calculate your Parks SDC fee using this chart: Divide your proposed new building area by 1000 sf and multiply that amount times the listed amount for your use provided (2) The Parks SDC Fee can also be calculated by identifying your use, taking the total sf of your building divided by the number of sf per employee listed next to the listed use, then multiply by the adopted per employee parks SDC fee of \$422.30. Example for Manufacturing, General (700) 25,000 sq. ft bldg / 700 sq. ft. per employee = 35.714 x \$422.30 base fee = \$14,685.60</p>					<p>The Parks SDCs for a particular non-residential development are determined by: 1) dividing the total square feet of building space in the development by the number of square feet per employee (from column 2 above), and 2) multiplying the result by the current Parks SDC fee of \$426.61. For Example: 25,000 SF/700 (Manufacturing-General) = 35.7 x \$426.61 = \$15,986.63 (Parks SDC Fee).</p>
Planning						
	Annexation – Less than 1 acre	\$1,850 - (Base Fee)	Res 1223	8/19/2015	7/10/2009	no change
	Annexation – 1 – 10 Acres	Plus \$105 per Acre	Res 1223	8/19/2015	7/10/2009	no change
	Annexation – 11 – 50 Acres	Plus \$55 per Acre	Res 1223	8/19/2015	7/10/2009	no change
	Annexation – 51+ Acres	Plus \$10 per Acre	Res 1223	8/19/2015	7/10/2009	no change
	Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs	Res 1223	8/19/2015	7/10/2009	no change
	Annexation Election Deposit (Does not include County Elections Costs which will be billed separately)	\$2,500	Res 1223	8/19/2015	7/10/2009	Annexation Election Deposit (Does not include County Elections Costs which will be billed separately, and only applies to applications determined to go to an election) (no change to fee amount proposed)
	Appeal - Interpretation or type II decision to Planning Commission	\$1,600	Res 1223	8/19/2015	7/10/2009	no change
	Appeal - Planning Commission decision to City Council	\$1,920	Res 1223	8/19/2015	7/10/2009	no change
	Building Permit Site Plan Review					
	Single Family House	\$100 per application	Res 1223	8/19/2015	7/1/2012	no change
	Duplex (including conversions of single family to duplex	\$120 per application	Res 1223	8/19/2015	7/1/2012	no change
	Non-Living Space addition (garage, carport, porch, etc)	\$50 per application	Res 1223	8/19/2015	7/1/2012	no change
	Living Space addition (expansion and/or creation of accessory dwelling	\$75 per application	Res 1223	8/19/2015	7/1/2012	no change
	Multifamily	\$60 per unit (first 20 units)/\$10 per each additional unit)	Res 1223	8/19/2015	7/1/2012	no change
	Demolitions (Residential)	\$25	Res 1223	8/19/2015	7/1/2012	no change
	Demolitions (Commercial or Industrial)	\$50	Res 1223	8/19/2015	7/1/2012	no change
	Residential or Commercial tenant improvements and remodels not involving additional square footage	\$25	Res 1223	8/19/2015	7/1/2015	no change
	Signs	\$50 (\$10 for each additional sign)	Res 1223			
	Existing Wireless Telecommunications System Facility/Tower Modification	\$50	Res 1223	8/19/2015	7/1/2013	no change
	All other commercial and industrial based on building square footage:					
	0 to 2,000 square feet	\$100	Res 1223	8/19/2015	7/10/2009	no change
	2,001 to 5,000 square feet	\$100 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof	Res 1223	8/19/2015	7/10/2009	no change
	5,001 to 10,000 square feet	\$152.50 for the first 5,000 sq. ft. and \$1.50 for each additional 100 sq. ft. or fraction thereof	Res 1223	8/19/2015	7/10/2009	no change
	10,001 to 50,000 square feet	\$160 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof	Res 1223	8/19/2015	7/10/2009	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	50,001 to 100,000 square feet	\$210 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof	Res 1223	8/19/2015	7/10/2009	no change
	100,001 square feet and up	\$260 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft or fraction thereof	Res 1223	8/19/2015	7/10/2009	no change
	Comprehensive Plan Amendment	\$3,220	Res 1188	8/19/2015	7/10/2009	no change
	Conditional Use Permit	\$2,040	Res 1188	8/19/2015	7/10/2009	no change
	Condominium Construction, less than six units	\$280	Res 1223	8/19/2015	7/10/2009	no change
	Interpretation	\$580	Res 1223	8/19/2015	7/10/2009	no change
	Lot Line Adjustment	\$520	Res 1223	8/19/2015	7/10/2009	no change
	Non-conforming Structure/Use	\$520	Res 1223	8/19/2015	7/10/2009	no change
	Parking Lot/Paving Projects	\$300	Res 1223	8/19/2015	7/10/2009	no change
	Partition - Major	\$1,360	Res 1223	8/19/2015	7/10/2009	no change
	Partition - Minor	\$1,280	Res 1223	8/19/2015	7/10/2009	no change
	Planned Unit Development	\$1,500	Res 1223	8/19/2015	7/1/2012	no change
	Plat (Final) Review	\$100	Res 1223	8/19/2015	7/10/2009	no change
	Pre-Application Conference					
	Type II (Administrative Review)	\$300	Res 1223	8/19/2015	7/1/2011	no change
	Types III or IV (Quasi-Judicial Review)	\$700	Res 1223	8/19/2015	7/1/2011	no change
	Preconstruction Conference	\$100 (+\$60 per hr. over 2 hrs)	Res 1223	8/19/2015	7/10/2009	no change
	Minor Modification	\$100	Res 1223	8/19/2015	7/10/2009	no change
	Multiple Land Use Application Submittal Discount	50% multiple application discount only applies to the lower cost application(s) (Please check with Planning Staff)	Res 1223	8/19/2015	7/1/2015	no change
	Sidewalk Café Annual Permit Fee	\$25	Res 1223	8/19/2015	8/18/2009	no change
	Sidewalk Café Annual Right of Way Rental Fee	\$1	Res 1223	8/19/2015	8/18/2009	no change
	Site and Design Review (Type II)					
	First 0.5 Acres	\$950 (Base Fee)	Res 1223	8/19/2015	7/1/2011	no change
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional .1 acres	Res 1223	8/19/2015	7/1/2011	no change
	From 2.5 acres up to 8.0 Acres	\$100 for each additional .5 acres	Res 1223	8/19/2015	7/1/2011	no change
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres	Res 1223	8/19/2015	7/1/2011	no change
	13 Acres and above	\$5,000 maximum	Res 1223	8/19/2015	7/1/2011	no change
	Site and Design Review (Type III)					
	First 0.5 Acres	\$1,500 (Base Fee)	Res 1223	8/19/2015	7/10/2009	no change
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1 acres	Res 1223	8/19/2015	7/10/2009	no change
	From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5 acres	Res 1223	8/19/2015	7/10/2009	no change
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres	Res 1223	8/19/2015	7/10/2009	no change
	13 Acres and above	\$5,000 maximum	Res 1223	8/19/2015	7/10/2009	no change
	Private On Site Engineering Plan Review Fee	0.2% of total private on-site construction cost capped at \$3000, \$300 minimum	Res 1223	8/19/2015	7/1/2014	0.2% of total private on-site construction cost excluding the structure capped at \$3000, \$300 minimum
	Special Permit (hardship)	\$100	Res 1223	8/19/2015	7/10/2009	no change
	Subdivision – 4 Lots	\$1,700 (Base Fee)	Res 1223	8/19/2015	7/10/2009	no change
	Subdivision – 5+ Lots	Base fee + \$110 per Lot	Res 1223	8/19/2015	7/1/2014	no change
	Engineering Public Improvement Plan Review Fee	0.4% of public improvement cost	Res 1223	8/19/2015	7/1/2014	no change
	Temporary Vendor Permit	\$100 (\$50 non-profit)	Res 1223	8/19/2015	10/16/2009	no change
	Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)	Res 1223	8/19/2015	7/1/2012	no change
	Text Amendment	\$2,880	Res 1223	8/19/2015	7/10/2009	no change
	Traffic Engineering Scope	\$500 min. \$1,000 max. deposit	Res 1223	8/19/2015	7/1/2011	no change
	Traffic Impact Study	Applicant pays actual costs	Res 1223	8/19/2015	6/1/2010	no change
	Variance - Major	\$2,120	Res 1223	8/19/2015	7/10/2009	no change
	Variance - Minor	\$520	Res 1223	8/19/2015	7/10/2009	no change
	Withdrawal of Territory < 1 acre	\$1,388 (base fee)	Res 1223	8/19/2015	2/2/2011	no change
	Withdrawal of Territory - 1-10 acres	Plus \$79 per acre	Res 1223	8/19/2015	2/2/2011	no change
	Withdrawal of Territory 11-50 acres	Plus \$41 per acre	Res 1223	8/19/2015	2/2/2011	no change
	Withdrawal of Territory 51+ acres	Plus \$8 per acre	Res 1223	8/19/2015	2/2/2011	no change
	Zoning Letter					
	Basic (zone and use verification)	\$15	Res 1223	8/19/2015	7/1/2015	no change
	Expansive (conformance research)	\$100	Res 1223	8/19/2015	7/1/2015	no change
	Zoning Map Amendment	\$2,640	Res 1223	8/19/2015	7/10/2009	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
Building						
	Building Permit Fee					
	\$0 to \$3,000 valuation	\$80	Res 1223	8/19/2015	11/1/2008	no change
	\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof	Res 1223	8/19/2015	11/1/2008	no change
	\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof	Res 1223	8/19/2015	11/1/2008	no change
	\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof	Res 1223	8/19/2015	11/1/2008	no change
	\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof	Res 1223	8/19/2015	11/1/2008	no change
	Plan Review Fee	100% of Building Permit fee	Res 1223	8/19/2015	11/1/2008	no change
	Temporary Certificate of Occupancy	\$250	Res 1223	8/19/2015	11/1/2008	no change
	Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300	Res 1223	8/19/2015	11/1/2008	no change
	Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees	Res 1223	8/19/2015	11/1/2008	no change
	Inspections outside of normal business hours	\$160/hr (minimum charge – two hours)	Res 1223	8/19/2015	11/1/2008	no change
	Re-inspection Fees	\$80	Res 1223	8/19/2015	11/1/2008	no change
	Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)	Res 1223	8/19/2015	11/1/2008	no change
	Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)	Res 1223	8/19/2015	11/1/2008	no change
	Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:					
	0 sq. ft to 2,000 sq. ft	\$160	Res 1223	8/19/2015	11/1/2008	no change
	2001 sq. ft. to 3600 sq. ft.	\$210	Res 1223	8/19/2015	11/1/2008	no change
	3601 sq. ft. to 7200 sq. ft.	\$269	Res 1223	8/19/2015	11/1/2008	no change
	7201 sq. ft. and greater	\$377	Res 1223	8/19/2015	11/1/2008	no change
	Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:					
	Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Appliance Vent	\$12.50 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Alteration Of Existing HVAC System	\$24.75	Res 1223	8/19/2015	11/1/2008	no change
	Air Handling Units	\$18.75 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Air Conditioning under 100,000btu	\$24.75 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Air Conditioning over 100,000btu	\$46.50 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Dryer Exhaust	\$18.75 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Hood	\$18.75 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Exhaust Fan Connected To A Single Duct	\$12.50 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Gas Piping: 1 To 4 Outlets	\$8.25	Res 1223	8/19/2015	11/1/2008	no change
	Gas Piping: Each Additional Outlet	\$2.25 per outlet	Res 1223	8/19/2015	11/1/2008	no change
	Fireplace	\$18.75 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Wood Stove	\$18.75 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Other	\$18.75 per appliance	Res 1223	8/19/2015	11/1/2008	no change
	Minimum Permit Fee	\$80	Res 1223	8/19/2015	11/1/2008	no change
	Plan Review Fee (Mechanical)	100% of Mechanical Permit fee	Res 1223	8/19/2015	11/1/2008	no change
	Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects:					

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
	\$0.00 to \$5000.00 valuation	\$80		Res 1223	8/19/2015	11/1/2008	no change
	\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof		Res 1223	8/19/2015	11/1/2008	no change
	\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof		Res 1223	8/19/2015	11/1/2008	no change
	\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof		Res 1223	8/19/2015	11/1/2008	no change
	Plan Review Fee (Mechanical)	37% of Mechanical Permit fee		Res 1223	8/19/2015	11/1/2008	no change
	Grading Permit Fee Schedule						
	50 cubic yards or less	\$80		Res 1223	8/19/2015	11/1/2008	no change
	51 to 100 cubic yards	\$117		Res 1223	8/19/2015	11/1/2008	no change
	101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof		Res 1223	8/19/2015	11/1/2008	no change
	1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof		Res 1223	8/19/2015	11/1/2008	no change
	10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof		Res 1223	8/19/2015	11/1/2008	no change
	100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof		Res 1223	8/19/2015	11/1/2008	no change
	Plan Review Fee (Grading)	65% of Grading Permit fee		Res 1223	8/19/2015	11/1/2008	no change
	Manufactured Dwelling Installation						
	Installation and set up	\$350		Res 1223	8/19/2015	11/1/2008	no change
	Earthquake bracing when not part of original installation	\$280		Res 1223	8/19/2015	11/1/2008	no change
	Prescriptive Flat Fee Solar Installation	\$240		Res 1223	8/19/2015	7/1/2011	no change
Swim Center		In City	Out of City				
	Daily Admission - Youth	\$2.50	\$3.75	Res 1223	8/19/2015	6/1/2010	no change
	Daily Admission - Senior	\$2.50	\$3.75	Res 1223	8/19/2015	6/1/2010	no change
	Daily Admission - Adult	\$3.25	\$4.50	Res 1223	8/19/2015	6/1/2010	no change
	Daily Admission - Family	\$8.25	\$12.00	Res 1223	8/19/2015	6/1/2010	no change
	Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50	Res 1223	8/19/2015	6/1/2010	no change
	Tickets - 10 Swims Adult	\$32.50	\$45.00	Res 1223	8/19/2015	6/1/2010	no change
	Pass 3 month - Youth	\$50.00	\$75.00	Res 1223	8/19/2015	6/1/2010	no change
	Pass 3 month - Senior	\$50.00	\$75.00	Res 1223	8/19/2015	6/1/2010	no change
	Pass 3 month - Adult	\$65.00	\$90.00	Res 1223	8/19/2015	6/1/2010	no change
	Pass 3 month - 1 + 1	\$97.50	\$135.00	Res 1223	8/19/2015	6/1/2010	no change
	Pass 3 month - Family	\$130.00	\$180.00	Res 1223	8/19/2015	6/1/2010	no change
	Pass 12 month - Youth	\$137.50	\$206.25	Res 1223	8/19/2015	6/1/2010	no change
	Pass 12 month - Senior	\$137.50	\$206.25	Res 1223	8/19/2015	6/1/2010	no change
	Pass 12 month - Adult	\$178.75	\$247.50	Res 1223	8/19/2015	6/1/2010	no change
	Pass 12 month - 1 + 1	\$268.00	\$371.25	Res 1223	8/19/2015	6/1/2010	no change
	Pass 12 month - Family	\$357.50	\$495.00	Res 1223	8/19/2015	6/1/2010	no change
	Water Exercise - Youth	\$2.50	\$3.75	Res 1223	8/19/2015	6/1/2010	no change
	Water Exercise - Senior	\$2.50	\$3.75	Res 1223	8/19/2015	6/1/2010	no change
	Water Exercise - Adult	\$3.25	\$4.50	Res 1223	8/19/2015	6/1/2010	no change
	Lessons - Public Lessons	\$3.50	\$5.25	Res 1223	8/19/2015	6/1/2010	no change
	Lessons - Spring Penguin	\$50.00	\$70.00	Res 1223	8/19/2015	6/1/2010	no change
	Lessons - Summer Penguin	\$80.00	\$100.00	Res 1223	8/19/2015	6/1/2010	no change
	Lessons - School Programs	by contract		Res 1223	8/19/2015	6/1/2010	no change
	Rentals - Public - 2 hours, up to 30 persons	\$45.00 per hr	\$62.50 per hr	Res 1223	8/19/2015	7/1/2015	no change
	Rentals - Public - additional charge for 31-60 persons, then additional \$30 per each additional group of 30.	\$30.00	\$30.00	Res 1223	8/19/2015	7/1/2015	no change
	Rentals - Canby Gators	by contract		Res 1223	8/19/2015	6/1/2010	no change
Cemetery							
	Grave Lots	Property	Perpetual Care Fee				

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
	Standard Grave Lot	\$450	\$700	Res 1223	8/19/2015	9/1/2005	no change
	Child Grave Lot (1/2 sp)	\$150	\$350	Res 1223	8/19/2015	9/1/2005	no change
	Baby Grave Lot (1/4 sp)	\$125	\$350	Res 1223	8/19/2015	9/1/2005	no change
	Cremains Lot	\$300	\$100	Res 1223	8/19/2015	6/1/2010	no change
	Grave Opening, Closing & Recording Fee:						
	Standard						
	Opening & Closing	\$650		Res 1223	8/19/2015	6/1/2010	no change
	Disinterment	\$1,000		Res 1223	8/19/2015	6/1/2010	no change
	Disinterment/Reinterment	\$1,250		Res 1223	8/19/2015	6/1/2010	no change
	Child						
	Opening & Closing	\$275		Res 1223	8/19/2015	6/1/2010	no change
	Disinterment	\$400		Res 1223	8/19/2015	6/1/2010	no change
	Disinterment/Reinterment	\$600		Res 1223	8/19/2015	6/1/2010	no change
	Baby						
	Opening & Closing	\$200		Res 1223	8/19/2015	6/1/2010	no change
	Disinterment	\$370		Res 1223	8/19/2015	6/1/2010	no change
	Disinterment/Reinterment	\$470		Res 1223	8/19/2015	6/1/2010	no change
	Cremains						
	Opening & Closing	\$300		Res 1223	8/19/2015	6/1/2010	no change
	Disinterment	\$350		Res 1223	8/19/2015	6/1/2010	no change
	Disinterment/Reinterment	\$400		Res 1223	8/19/2015	6/1/2010	no change
	Grave Liners:						
	Wholesale to Funeral Home	\$360		Res 1223	8/19/2015	9/1/2005	no change
	Standard	\$420		Res 1223	8/19/2015	9/1/2005	no change
	Child	\$240		Res 1223	8/19/2015	9/1/2005	no change
	Baby	\$240		Res 1223	8/19/2015	9/1/2005	no change
	Cremains Vault	\$155		Res 1223	8/19/2015	9/1/2005	no change
	Monument Installation:						
	24" or less in all dimensions	\$160		Res 1223	8/19/2015	9/1/2005	no change
	36" & Over	\$190		Res 1223	8/19/2015	9/1/2005	no change
	48" & Over	\$225		Res 1223	8/19/2015	9/1/2005	no change
	3' x 7' Grave Ledger	\$255		Res 1223	8/19/2015	9/1/2005	no change
	24" Bronze Military	\$160		Res 1223	8/19/2015	9/1/2005	no change
	Upright Monuments	\$260		Res 1223	8/19/2015	9/1/2005	no change
	Mausoleum Phase I (All prices includes perpetual care of \$60)						
	Exterior Single Crypts (1 space)						
	Sixth Level F	\$1,650		Res 1223	8/19/2015	9/1/2005	no change
	Fifth Level E	\$1,980		Res 1223	8/19/2015	9/1/2005	no change
	Fourth Level D	\$2,365		Res 1223	8/19/2015	9/1/2005	no change
	Third Level C	\$2,830		Res 1223	8/19/2015	9/1/2005	no change
	Second Level B	\$2,830		Res 1223	8/19/2015	9/1/2005	no change
	First and Westminster Level A (2 spaces)	\$3,350		Res 1223	8/19/2015	9/1/2005	no change
	Exterior Tandem Crypts (2 spaces)						
	Sixth Level F	\$2,805		Res 1223	8/19/2015	9/1/2005	no change
	Fifth Level E	\$3,115		Res 1223	8/19/2015	9/1/2005	no change
	Fourth Level D	\$3,465		Res 1223	8/19/2015	9/1/2005	no change
	Third Level C	\$3,915		Res 1223	8/19/2015	9/1/2005	no change
	Second Level B	\$3,915		Res 1223	8/19/2015	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$4,880		Res 1223	8/19/2015	9/1/2005	no change
	Exterior Side by Side Crypts (2 Sp)						
	Sixth Level F	\$2,905		Res 1223	8/19/2015	9/1/2005	no change
	Fifth Level E	\$3,255		Res 1223	8/19/2015	9/1/2005	no change
	Fourth Level D	\$3,610		Res 1223	8/19/2015	9/1/2005	no change
	Third Level C	\$4,335		Res 1223	8/19/2015	9/1/2005	no change
	Second Level B	\$4,335		Res 1223	8/19/2015	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$5,280		Res 1223	8/19/2015	9/1/2005	no change
	Niche Spaces (All prices includes perpetual care of \$35)						
	Level 1 through 6	\$420		Res 1223	8/19/2015	9/1/2005	no change
	Level 7 through 10	\$350		Res 1223	8/19/2015	9/1/2005	no change
	Level 11 through 12	\$330		Res 1223	8/19/2015	9/1/2005	no change
	Mausoleum Phase II (All prices includes perpetual care of \$100)						
	Exterior Single Crypts (1 space)						
	Sixth Level F	\$2,047		Res 1223	8/19/2015	9/1/2005	no change
	Fifth Level E	\$2,436		Res 1223	8/19/2015	9/1/2005	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Fourth Level D	\$2,890	Res 1223	8/19/2015	9/1/2005	no change
	Third Level C	\$3,439	Res 1223	8/19/2015	9/1/2005	no change
	Second Level B	\$3,439	Res 1223	8/19/2015	9/1/2005	no change
	First and Westminster Level A (2 spaces)	\$4,053	Res 1223	8/19/2015	9/1/2005	no change
	Exterior Tandem Crypts (2 spaces)					
	Sixth Level F	\$3,409	Res 1223	8/19/2015	9/1/2005	no change
	Fifth Level E	\$3,775	Res 1223	8/19/2015	9/1/2005	no change
	Fourth Level D	\$4,359	Res 1223	8/19/2015	9/1/2005	no change
	Third Level C	\$5,215	Res 1223	8/19/2015	9/1/2005	no change
	Second Level B	\$5,215	Res 1223	8/19/2015	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$5,858	Res 1223	8/19/2015	9/1/2005	no change
	Exterior Side by Side Crypts (2 Sp)					
	Sixth Level F	\$3,527	Res 1223	8/19/2015	9/1/2005	no change
	Fifth Level E	\$3,940	Res 1223	8/19/2015	9/1/2005	no change
	Fourth Level D	\$4,359	Res 1223	8/19/2015	9/1/2005	no change
	Third Level C	\$5,215	Res 1223	8/19/2015	9/1/2005	no change
	Second Level B	\$5,215	Res 1223	8/19/2015	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$6,330	Res 1223	8/19/2015	9/1/2005	no change
	Opening & Closing for Crypts					
	Each Entombment	\$600	Res 1223	8/19/2015	7/1/2012	no change
	Disinterment from Westminster Crypt	\$750	Res 1223	8/19/2015	7/1/2012	no change
	Disinterment/Reinterment	\$650	Res 1223	8/19/2015	7/1/2012	no change
	Opening & Closing for Niches					
	Each Inurnment	\$325	Res 1223	8/19/2015	7/1/2012	no change
	Disinterment	\$425	Res 1223	8/19/2015	7/1/2012	no change
	Disinterment/Reinterment	\$500	Res 1223	8/19/2015	7/1/2012	no change
	Crypt Name Bar Installation	\$364	Res 1223	8/19/2015	6/1/2010	no change
	Niche Name Bar Installation	\$294	Res 1223	8/19/2015	6/1/2010	no change
	Emblems (Elks, Rotary, Cross, etc)	\$90	Res 1223	8/19/2015	6/1/2010	no change
	Extra Plastic Vase & Holder	\$90	Res 1223	8/19/2015	9/1/2005	no change
	Replace Plastic Vase	\$45	Res 1223	8/19/2015	9/1/2005	no change
	Weekend & Holiday Services (additional fee)	\$300	Res 1223	8/19/2015	9/1/2005	no change
	Overtime Fee	\$300	Res 1223	8/19/2015	8/2/2006	no change
	Cemetery Title Transfer	\$75	Res 1223	8/19/2015	8/2/2006	no change

CITY OF CANBY MASTER FEE SCHEDULE

Fees and charges in effect as of 7/1/2016

Authorized by Resolutions No. 1235

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

Fee Description	Current Amount
MAIN STREET (cont.)	
Beer/Wine Garden Vendor Application	10% of total sales
Local Arts/Crafts Vendor Application	
Regular Rate	\$45
Advanced Rate (May 2 - May 31)	\$65
Specific Location	\$50 (extra)
Outside City Limits Arts/Crafts	
Regular Rate	\$65
Advanced Rate (May 2 - May 31)	\$85
Specific Location	\$50 (extra)
Parade Fee (Campaigns/Businesses)	\$25
Tie-dyed Shirts	\$5
Weiner Dog Races	\$5
Canby's Big Weekend Street Dance Vendor Fee	
Food Vendor Application	\$50
Beer/Wine Garden Vendor Application	\$250 or 15% of total sales (whichever is greater)
POLICE	
Alarm Permits	\$20 annual (waived over 65 & gov't)
Alarm Permit Delinquent Payment Fee	\$25
False Alarm Response	Third alarm \$50; fourth alarm \$75, fifth alarm & up \$100 each
Citation - Copy	\$5
Fingerprinting	\$20 plus \$10 each add'l card
Name Check Response Letter	\$5
Officer's Notes - Copy	\$5 (per officer requested)
Photos/Videos on CD	\$15
Police Report - Copy	\$10 DMV accident Report \$15 Police Reports (plus 25¢ per pg. after 10 pages)
Public Records - Admin Research	Actual staff time/benefits and materials costs
Radar Certification	\$5
Secondhand Dealer Application Fee	\$50
Secondhand Dealer Annual Permit Fee	\$100
Special Event Security	\$60/hr
Temporary/Special Event Liquor License	\$35
Vehicle Release	\$125
COURT	
Appeal Transcript Fee	\$35
City Cost Assessment	\$7 per deferred sentence/diversion (crimes and violations)
Civil Compromise	\$150
Court Appointed Attorney	\$150
Collections Referral Fee	25% of outstanding balance (by statute), not to exceed \$250
Discovery Fee	\$10 (reports, documents); \$20 per CD/DVD (video, photo)
Distracted Driving Deferred Sentence	\$115
DMV Suspension Reinstatement	\$50
Expunge Record Request Application	\$50
Fail to Pay Alarm	\$50
Fix It Dismissal Fee	\$25
Good Drivers Deferred Sentence	\$50 less than presumptive fine schedule of offense
Guilty by Default Fee	\$25

Fee Description	Current Amount
COURT (cont.)	
Juvenile Deferred Sentence	\$61, \$41, \$27 or \$14 based on offense class
Late Payment Fee	\$15 if more than 10 days late
MIP Deferred Sentence	\$150
Misdemeanor Deferred Sentence	\$250
Payment Plan Fee	\$25, new or refinanced plan
Public Records	\$5 1st page, 25¢ ea. add'l page)
Returned Check Fee	\$38 (includes demand letter certified)
Show Cause Fee	\$35 certified letter/\$10 regular letter
Warrant Issued	\$50
LIBRARY	
Library Cards	
Clackamas County residents	Free
Out-of-County Fee*	\$95
Library Card Replacement Fee	\$1
*Residents who live in Oregon in Multnomah County, Washington County, Hood River County or those who reside in the Fort Vancouver Regional Library District or the City of Camas Washington, may obtain a LINCC library card without paying a non-resident fee.	
Overdue Items	
Adult and Children's items	25¢ per day (\$3 maximum per children's item; \$5 maximum for all other materials)
Cultural passes	\$5 per day up to replacement cost
Lost Items	Cost of material as indicated in the library's database
Damaged item	Cost of material as indicated in the library's database
Books	
Missing book jacket	\$3
CD Audiobooks	
Disc	\$10 per disc
CD case	\$5
DVDs	
Bonus disc	\$5
DVD case	\$3
Jacket or paper insert	\$3
Booklet	\$5
Music CDs	
Case	\$4
Part of case (top or bottom)	\$2
Insert	\$5
Cultural Pass	
Replacement cost	\$75-\$200
Puppets	\$10
Children's Kits	Cost of each component as listed in the item record
Checkout Bags	
Bag, tag & ring	\$25
Bag only	\$20
Tag only	\$3.50
Tag and ring	\$5
Missing Barcodes	\$1
Copying and Printing	
Black and White (Self Serve)	15¢/page
Color (Self Serve)	50¢/page
Microfilm Reader Prints	15¢/page

Fee Description	Current Amount	
CANBY AREA TRANSIT		
Dial-A-Ride General Public	\$1.00 per boarding	
Dial-A-Ride Complementary Paratransit	\$1.00 per boarding	
Dial-A-Ride Premium	\$1.00 per boarding	
Shopping Shuttle Services	no charge	
Fixed-Route Bus Service	\$1.00 per boarding	
Monthly Pass	\$20/calendar month	
Punch Pass (24 rides)	\$20 (no expiration)	
Payroll and self-employment tax	0.6%	
Payment Submitted Without Return Fee	\$5 per 30 days or fraction thereof,	
PARKS		
	In City	Out of City
Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220
Rental of Wait Park (waived for non-profits)	\$375	\$750
PUBLIC WORKS		
Public Works Labor Rate	\$45/hr	
Equipment Rates (include 1 operator):		
Vactor Truck	\$125/hr	
Street Sweeper	\$75/hr	
TV Van	\$100/hr	
High Ranger	\$90/hr	
Dump Truck	\$90/hr	
Backhoe	\$90/hr	
Pickup truck	\$10/hr	
Street Closure Request	\$50 (waived for non-profits)	
Railroad Parking Lot Event Fee	\$50 (waived for non-profits)	
Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit	
Map Copying and Research on Easements	\$60/hr+ printing charge	
Banner Installation	\$100 (waived for non-profits)	
Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr	
Street Excavation (Construction) Permit Fee	\$100	
Driveway Return, Street Curb or Public Sidewalk Construction Inspection Fee	\$100	
Street Tree Fees for New Development	\$200 per tree	
	Charge shall be determined based on state contract for similar commodity, quoted at time of request	
Street Signs: New and Replacements		
Encroachment Application Permit Fee	\$50	
Building Number Installation Charge	\$50	
Advance Finance Public Improvement Application Fee	\$150	
Street Tree Removal Permit	\$25	
Sewer Tap Fee (on-site connection)	\$100	
House Move Permit	\$50	
Fleet Services Labor Rate	\$75/hr	
Erosion Control	Without ESPC Certification	With ESPC Certification
	Base Rate, to 4 inspections	
Single Family	\$190	\$145
Duplex	\$285	\$218
Triplex	\$475	\$363
Single Family Additions (disturbing less than 500 sq. ft.)	\$145	\$145

Fee Description	Current Amount	
PUBLIC WORKS (cont.)		
	Base Rate, to 8 inspections	
All Other Lots (Up to 1 acre)	\$500	\$395
Each additional acre	\$85	\$75
Each additional inspection	\$45	\$45
Violations	\$100 per Violation per Day	
Street Maintenance Fee, Monthly		
Residential Single Family	\$5	
Multi-Family Residences	\$3.34/unit	
Detached Senior Housing and Mobile Home Parks	\$2.09/unit	
Attached Senior Housing and Congregate Care Facilities	\$1.04/unit	
Non-residential	Varies: \$0.522 x trip value x units (\$5 min)	
SEWER/STORMWATER		
Combined Sewer/Stormwater Rates (monthly):		
Residential Single Family	\$46.20	
Residential , apartment, per unit	\$46.20	
Mobile home	\$46.20	
Reduced Sewer Rate	\$32.92	
Elementary school, per student	\$1.82	
Middle & High school, per student	\$2.41	
Transient housing (1st unit)	\$46.20	
Each additional bed	\$24.26	
Nursing home (1st two beds)	\$46.20	
Each additional bed	\$24.26	
Commercial retail, minimum	\$46.20	
per 100 cf of water use Nov-Mar	\$5.78	
Commercial government, minimum	\$46.20	
per 100 cf of water use Dec & Jan	\$5.78	
Industrial, minimum	\$46.20	
per 100 cf of water use	\$5.78	
Sanitary Sewer Extra Strength Charges		
BOD:		
Concentration 0 to 300 mg/L	Included in Base	
Concentration 300 to 600 mg/L	\$1.18 per pound	
Concentration 600 to 1200 mg/L	\$2.36 per pound	
TSS:		
Concentration 0 to 300 mg/L	Included in Base	
Concentration 300 to 600 mg/L	\$1.18 per pound	
Concentration 600 to 1200 mg/L	\$2.36 per pound	
Late fee	\$10 per month after 45 days	
Delinquent Account Certification Fee	\$50	
Industrial Wastewater Discharge Permit	\$5,000	
Industrial Wastewater Discharge Permit application review fee	\$55/hr	
CONSTRUCTION EXCISE TAX		
Residential, per dwelling unit		
First 1,000 square feet	\$0.25/sq ft	
Next 500 square feet	\$0.50/sq ft	
Next 500 square feet	\$0.75/sq ft	
Above 2,000 square feet	\$1.00/sq ft	

Fee Description	Current Amount
SYSTEMS DEVELOPMENT CHARGES	
Stormwater	
Residential - per dwelling unit	
Low Density	\$173.26
Manufactured	\$84.47
Medium/High Density	\$115.73
Non-Residential - per 1,000 square feet	
Residential/Commercial (mixed use)	\$271.58
Convenience	\$186.97
Downtown	\$271.58
Highway	\$339.48
Commercial/Manufacturing	\$525.90
Industrial	\$158.98
Schools	\$234.86
Transportation	Estimated SDC per unit
Single-Family per unit	\$3,151.58
Multi-Family per unit	\$2,206.64
Non-residential Transportation SDC varies by use category indicated:	
Elementary School	\$169.57 per Student
Church	\$2,250.37 per T.S.F.G.F.A. ¹
Day Care Center/Preschool	\$589.79 per Student
Clinic	\$10,978.80 per T.S.F.G.F.A. ¹
Specialty Retail Center	\$5,394.48 per T.S.F.G.L.A. ²
Shopping Center	\$5,225.97 per T.S.F.G.L.A. ²
Supermarket	\$18,101.06 per T.S.F.G.F.A. ¹
Convenience Market	\$39,808.03 per T.S.F.G.F.A. ¹
Pharmacy/Drugstore	\$12,705.51 per T.S.F.G.F.A. ¹
Bank/Savings: Walk-in	\$22,942.02 per T.S.F.G.F.A. ¹
Quality Restaurant	\$8,442.62 per T.S.F.G.F.A. ¹
Fast Food Restaurant	\$35,127.06 per T.S.F.G.F.A. ¹
Automobile Care Center	\$4,880.42 per T.S.F.G.F.A. ¹
Gasoline/Service Station	\$10,249.85 per V.F.P. ³
General Office Building	\$3,626.18 per T.S.F.G.F.A. ¹
Medical-Dental Office Building	\$11,898.16 per T.S.F.G.F.A. ¹
General Light Industrial	\$2,299.32 per T.S.F.G.F.A. ¹
General Heavy Industrial	\$493.80 per T.S.F.G.F.A. ¹
Warehouse	\$1,637.12 per T.S.F.G.F.A. ¹
Mini Warehouse	\$823.36 per T.S.F.G.F.A. ¹
Abbreviations:	
¹ T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area	
² T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area	
³ V.F.P. = Vehicle Fueling Position	
Wastewater	
5/8" x 3/4" Water meter	\$2,774.04
3/4" Water meter	\$5,431.55
1" Water meter	\$9,043.97
1 1/2" Water meter	\$18,115.98
2" Water meter	\$28,979.09
3" Water meter	\$63,362.77
4" Water meter	\$108,637.62
6" Water meter	\$226,320.28
8" Water meter	\$325,913.94
Multi-family Unit	\$2,173.05

Fee Description	Current Amount
SYSTEMS DEVELOPMENT CHARGES (cont.)	
Parks	
Residential - per dwelling unit	
Single Family	\$5,318.76
Multi-Family	\$5,537.40
Manufactured Housing	\$4,442.07
Non-Residential	\$426.61 base fee
<i>Note: Non-residential Parks SDC varies by use and can be calculated using the method indicated below.</i>	
	Square feet per employee
Manufacturing:	
General	700
Food Related	775
Textile, Apparel	575
Lumber, Wood Products	560
Paper & Related	1,400
Printing & Publishing	600
Chemicals, Petrol, Rubber, Plastics	850
Cement, Stone, Clay, Glass	800
Furniture & Furnishings	600
Primary Metals	1,000
Secondary Metals	800
Non-Electrical Machinery	600
Electrical Machinery	375
Electrical Design	325
Transportation Equipment	500
Other	400
Wholesale Trade:	
Durable Goods	1,000
Non-Durable Goods	1,150
Warehousing:	
Storage	20,000
Distribution	2,500
Trucking	1,500
Communications	250
Utilities	225
Retail:	
General	700
Hardware	1,000
Food Stores	675
Restaurant/Bar	225
Appliance/Furniture	1,000
Auto Dealership	650
Gas/Station - Gas Only	300
Gas/Station - Gas & Service	400
Regional Shopping Center	600
Services:	
Hotel/Motel	1,500
Health Services - Hospital	500
Health Services - Clinic	350
Educational	1,300
Cinema	1,100
Personal Services - Office	600
Finance, Insurance, Real Estate, Business Services- Office	350
Government Administration	300
<i>The Parks SDCs for a particular non-residential development are determined by: 1) dividing the total square feet of building space in the development by the number of square feet per employee (from column 2 above), and 2) multiplying the result by the current Parks SDC fee of \$426.61. For Example: 25,000 SF/700 (Manufacturing-General) = 35.7 x \$426.61 = \$15,986.63 (Parks SDC Fee).</i>	

Fee Description	Current Amount
PLANNING	
Annexation – Less than 1 acre	\$1,850 - (Base Fee)
Annexation – 1 – 10 Acres	Plus \$105 per Acre
Annexation – 11 – 50 Acres	Plus \$55 per Acre
Annexation – 51+ Acres	Plus \$10 per Acre
Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs
Annexation Election Deposit (Does not include County Elections Costs which will be billed separately, and only applies to applications determined to go to an election)	\$2,500
Appeal - Interpretation or type II decision to Planning Commission	\$1,600
Appeal - Planning Commission decision to City Council	\$1,920
Building Permit Site Plan Review	
Single Family House	\$100 per application
Duplex (including conversions of single family to duplex	\$120 per application
Non-Living Space addition (garage, carport, porch, etc)	\$50 per application
Living Space addition (expansion and/or creation of accessory dwelling	\$75 per application
Multifamily	\$60 per unit (first 20 units)/\$10 per each additional unit)
Demolitions (Residential)	\$25
Demolitions (Commercial or Industrial)	\$50
Residential or Commercial tenant improvements and remodels not involving additional square footage	\$25
Signs	\$50 (\$10 for each additional sign)
Existing Wireless Telecommunications System Facility/Tower Modification	\$50
All other commercial and industrial based on building square footage:	
0 to 2,000 square feet	\$100
2,001 to 5,000 square feet	\$100 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof
5,001 to 10,000 square feet	\$152.50 for the first 5,000 sq. ft. and \$1.50 for each additional 100 sq. ft. or fraction thereof
10,001 to 50,000 square feet	\$160 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof
50,001 to 100,000 square feet	\$210 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof
100,001 square feet and up	\$260 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft. or fraction thereof
Comprehensive Plan Amendment	\$3,220
Conditional Use Permit	\$2,040
Condominium Construction, less than six units	\$280
Interpretation	\$580
Lot Line Adjustment	\$520
Non-conforming Structure/Use	\$520
Parking Lot/Paving Projects	\$300
Partition - Major	\$1,360
Partition - Minor	\$1,280
Planned Unit Development	\$1,500
Plat (Final) Review	\$100
Pre-Application Conference	
Type II (Administrative Review)	\$300
Types III or IV (Quasi-Judicial Review)	\$700
Preconstruction Conference	\$100 (+\$60 per hr. over 2 hrs)

Fee Description	Current Amount
PLANNING (cont.)	
Minor Modification	\$100
Multiple Land Use Application Submittal Discount	50% multiple application discount only applies to the lower cost application(s) (Please check with Planning Staff)
Sidewalk Café Annual Permit Fee	\$25
Sidewalk Café Annual Right of Way Rental Fee	\$1
Site and Design Review (Type II)	
First 0.5 Acres	\$950 (Base Fee)
From 0.5 Acres up to 2.5 Acres	\$100 for each additional .1 acres
From 2.5 acres up to 8.0 Acres	\$100 for each additional .5 acres
From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres
13 Acres and above	\$5,000 maximum
Site and Design Review (Type III)	
First 0.5 Acres	\$1,500 (Base Fee)
From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1 acres
From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5 acres
From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres
13 Acres and above	\$5,000 maximum
Private On Site Engineering Plan Review Fee	0.2% of total private on-site construction cost excluding the structure capped at \$3000, \$300 minimum
Special Permit (hardship)	\$100
Subdivision – 4 Lots	\$1,700 (Base Fee)
Subdivision – 5+ Lots	Base fee + \$110 per Lot
Engineering Public Improvement Plan Review Fee	0.4% of public improvement cost
Temporary Vendor Permit	\$100 (\$50 non-profit)
Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)
Text Amendment	\$2,880
Traffic Engineering Scope	\$500 min. \$1,000 max. deposit
Traffic Impact Study	Applicant pays actual costs
Variance - Major	\$2,120
Variance - Minor	\$520
Withdrawal of Territory < 1 acre	\$1,388 (base fee)
Withdrawal of Territory - 1-10 acres	Plus \$79 per acre
Withdrawal of Territory 11-50 acres	Plus \$41 per acre
Withdrawal of Territory 51+ acres	Plus \$8 per acre
Zoning Letter	
Basic (zone and use verification)	\$15
Expansive (conformance research)	\$100
Zoning Map Amendment	\$2,640
BUILDING	
Building Permit Fee	
\$0 to \$3,000 valuation	\$80
\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof

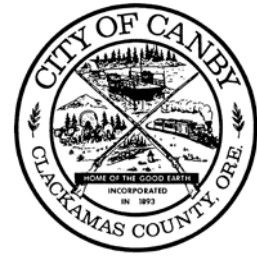
Fee Description	Current Amount
BUILDING (cont.)	
\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof
Plan Review Fee	100% of Building Permit fee
Temporary Certificate of Occupancy	\$250
Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300
Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees
Inspections outside of normal business hours	\$160/hr (minimum charge – two
Re-inspection Fees	\$80
Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2
Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)
Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:	
0 sq. ft to 2,000 sq. ft	\$160
2001 sq. ft. to 3600 sq. ft.	\$210
3601 sq. ft. to 7200 sq. ft.	\$269
7201 sq. ft. and greater	\$377
Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:	
Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance
Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance
Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance
Appliance Vent	\$12.50 per appliance
Alteration Of Existing HVAC System	\$24.75
Air Handling Units	\$18.75 per appliance
Air Conditioning under 100,000btu	\$24.75 per appliance
Air Conditioning over 100,000btu	\$46.50 per appliance
Dryer Exhaust	\$18.75 per appliance
Hood	\$18.75 per appliance
Exhaust Fan Connected To A Single Duct	\$12.50 per appliance
Gas Piping: 1 To 4 Outlets	\$8.25
Gas Piping: Each Additional Outlet	\$2.25 per outlet
Fireplace	\$18.75 per appliance
Wood Stove	\$18.75 per appliance
Other	\$18.75 per appliance
Minimum Permit Fee	\$80
Plan Review Fee (Mechanical)	100% of Mechanical Permit fee
Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects	
\$0.00 to \$5000.00 valuation	\$80
\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof
\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof

Fee Description	Current Amount	
BUILDING (cont.)		
	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof	
\$100,001.00 and up Plan Review Fee (Mechanical)	37% of Mechanical Permit fee	
Grading Permit Fee Schedule		
50 cubic yards or less	\$80	
51 to 100 cubic yards	\$117	
101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof	
1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof	
10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof	
100,001 cubic yards and up Plan Review Fee (Grading)	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof	
	65% of Grading Permit fee	
Manufactured Dwelling Installation		
Installation and set up	\$350	
Earthquake bracing when not part of original installation	\$280	
Prescriptive Flat Fee Solar Installation		
	\$240	
SWIM CENTER		
	In City	Out of City
Daily Admission - Youth	\$2.50	\$3.75
Daily Admission - Senior	\$2.50	\$3.75
Daily Admission - Adult	\$3.25	\$4.50
Daily Admission - Family	\$8.25	\$12.00
Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50
Tickets - 10 Swims Adult	\$32.50	\$45.00
Pass 3 month - Youth	\$50.00	\$75.00
Pass 3 month - Senior	\$50.00	\$75.00
Pass 3 month - Adult	\$65.00	\$90.00
Pass 3 month - 1 + 1	\$97.50	\$135.00
Pass 3 month - Family	\$130.00	\$180.00
Pass 12 month - Youth	\$137.50	\$206.25
Pass 12 month - Senior	\$137.50	\$206.25
Pass 12 month - Adult	\$178.75	\$247.50
Pass 12 month - 1 + 1	\$268.00	\$371.25
Pass 12 month - Family	\$357.50	\$495.00
Water Exercise - Youth	\$2.50	\$3.75
Water Exercise - Senior	\$2.50	\$3.75
Water Exercise - Adult	\$3.25	\$4.50
Lessons - Public Lessons	\$3.50	\$5.25
Lessons - Spring Penguin	\$50.00	\$70.00
Lessons - Summer Penguin	\$80.00	\$100.00
Lessons - School Programs	by contract	
Rentals - Public - 2 hours, up to 30 persons	\$45.00 per hr	\$62.50 per hr
Rentals - Public - additional charge for 31-60 persons, then additional \$30 per each additional group of up to 30.	\$30.00	\$30.00
Rentals - Canby Gators	by contract	

Fee Description	Current Amount	
CEMETERY		
Grave Lots	Property	Perpetual Care Fee
Standard Grave Lot	\$450	\$700
Child Grave Lot (1/2 sp)	\$150	\$350
Baby Grave Lot (1/4 sp)	\$125	\$350
Cremains Lot	\$300	\$100
Grave Opening, Closing & Recording Fee:		
Standard		
Opening & Closing	\$650	
Disinterment	\$1,000	
Disinterment/Reinterment	\$1,250	
Child		
Opening & Closing	\$275	
Disinterment	\$400	
Disinterment/Reinterment	\$600	
Baby		
Opening & Closing	\$200	
Disinterment	\$370	
Disinterment/Reinterment	\$470	
Cremains		
Opening & Closing	\$300	
Disinterment	\$350	
Disinterment/Reinterment	\$400	
Grave Liners:		
Wholesale to Funeral Home	\$360	
Standard	\$420	
Child	\$240	
Baby	\$240	
Cremains Vault	\$155	
Monument Installation:		
24" or less in all dimensions	\$160	
36" & Over	\$190	
48" & Over	\$225	
3' x 7' Grave Ledger	\$255	
24" Bronze Military	\$160	
Upright Monuments	\$260	
Mausoleum Phase I (All prices includes perpetual care of \$60)		
Exterior Single Crypts (1 space)		
Sixth Level F	\$1,650	
Fifth Level E	\$1,980	
Fourth Level D	\$2,365	
Third Level C	\$2,830	
Second Level B	\$2,830	
First and Westminster Level A (2 spaces)	\$3,350	
Exterior Tandem Crypts (2 spaces)		
Sixth Level F	\$2,805	
Fifth Level E	\$3,115	
Fourth Level D	\$3,465	
Third Level C	\$3,915	
Second Level B	\$3,915	
First and Westminster Level A (4 spaces)	\$4,880	

Fee Description	Current Amount
CEMETERY (cont.)	
Exterior Side by Side Crypts (2 Sp)	
Sixth Level F	\$2,905
Fifth Level E	\$3,255
Fourth Level D	\$3,610
Third Level C	\$4,335
Second Level B	\$4,335
First and Westminster Level A (4 spaces)	\$5,280
Niche Spaces (All prices includes perpetual care of \$35)	
Level 1 through 6	\$420
Level 7 through 10	\$350
Level 11 through 12	\$330
Mausoleum Phase II (All prices includes perpetual care of \$100)	
Exterior Single Crypts (1 space)	
Sixth Level F	\$2,047
Fifth Level E	\$2,436
Fourth Level D	\$2,890
Third Level C	\$3,439
Second Level B	\$3,439
First and Westminster Level A (2 spaces)	\$4,053
Exterior Tandem Crypts (2 spaces)	
Sixth Level F	\$3,409
Fifth Level E	\$3,775
Fourth Level D	\$4,359
Third Level C	\$5,215
Second Level B	\$5,215
First and Westminster Level A (4 spaces)	\$5,858
Exterior Side by Side Crypts (2 Sp)	
Sixth Level F	\$3,527
Fifth Level E	\$3,940
Fourth Level D	\$4,359
Third Level C	\$5,215
Second Level B	\$5,215
First and Westminster Level A (4 spaces)	\$6,330
Opening & Closing for Crypts	
Each Entombment	\$600
Disinterment from Westminster Crypt	\$750
Disinterment/Reinterment	\$650
Opening & Closing for Niches	
Each Inurnment	\$325
Disinterment	\$425
Disinterment/Reinterment	\$500
Crypt Name Bar Installation	\$364
Niche Name Bar Installation	\$294
Emblems (Elks, Rotary, Cross, etc)	\$90
Extra Plastic Vase & Holder	\$90
Replace Plastic Vase	\$45
Weekend & Holiday Services (additional fee)	\$300
Overtime Fee	\$300
Cemetery Title Transfer	\$75

MEMORANDUM



TO: *Honorable Mayor Hodson and City Council*

FROM: *Public Works Operation Director; Mark Gunter*

DATE: *May 10, 2016*

Issue: AN ORDINANCE AUTHORIZING A CONTRACT BETWEEN THE CITY OF CANBY AND TRUE NORTH ENVIRONMENTAL FOR THE PURCHASE OF A 2016 CAMERA VAN WITH SPECIFIC EQUIPMENT, INSTALLATION SERVICES, AND DELIVERY

Synopsis: The City of Canby 2015-2016 adopted budget, Sewer Capital outlay lines out the replacement allocation of \$92,000.00 for the replacement of a TV Truck and equipment. The vehicle and equipment that is Scheduled to be replaced is a 1981 Chevrolet Step Van with 115,797 mile on it as well as countless number of hour of operation while siting stationary as the camera is being deployed this van has served the City of Canby well.

Fleet Service Recommends that the City's Collection Department Surplus Unit # 4058 Camera Van and Purchase a new modern Camera Van Unit. With the purchase of the new Aerial Truck for the City's Street Department. The replacement of Collections Camera Van is rated by Fleet as the highest vehicle replacement priority. Unit #4058 has reached the end of its Service and Technological Life Cycle.

Unit #4058 was purchased used and has been in service with the City of Canby for over twenty one years. Fleet has deferred major vehicle repairs as unit was designated for replacement. In the new world of vehicles being rated as obsolete after ten years, vehicle and generator parts will be harder to locate and purchase. The will cause extended down time and loss of productivity.

Technology and Safety advancements in the automotive field has made unit #4058 a liability to the City's Fleet. Unit has no shoulder belts or air bags to protect operators. The vehicles engine fuel system is controlled by a carburetor, for poor fuel economy and emissions. The vehicles drive train has a manual transmission and clutch.

Bottom Line Unit #4058 has reached the end of its economic life cycle for the City's Collection Department.

Recommendation: That The City Administrator is hereby authorized on behalf of the City of Canby to enter into a contract with True North Environmental to purchase one 2016 camera van with equipment, installation services, and delivery for the purchase price of \$82,527.00. A copy of the Contract Pricing Worksheet from True North Environmental is attached hereto and marked as Exhibit "A" to Ordinance 1441 and by this reference incorporated herein.

Rationale: A camera van is an essential tool for the City of Canby Public Works Department for use with sewer and storm water line inspection, maintenance, and locates.

Options:

1. Authorize a contract between the City of Canby and True North Environmental the purchase of a 2016 camera van with specific equipment.
2. Do not move forward with contract, and continue to operate with existing equipment.

Fiscal Impact: \$82,527.00.

Recommended

Motion: *I move to approve Ordinance 1441, AN ORDINANCE AUTHORIZING A CONTRACT BETWEEN THE CITY OF CANBY AND TRUE NORTH ENVIRONMENTAL FOR THE PURCHASE OF A 2016 CAMERA VAN WITH SPECIFIC EQUIPMENT, INSTALLATION SERVICES, AND DELIVERY to come up for second reading on June 1, 2016.*

Attachments: Ordinance 1441 and Exhibit A

ORDINANCE NO. 1441

AN ORDINANCE AUTHORIZING A CONTRACT BETWEEN THE CITY OF CANBY AND TRUE NORTH ENVIRONMENTAL FOR THE PURCHASE OF A 2016 CAMERA VAN WITH SPECIFIC EQUIPMENT, INSTALLATION SERVICES, AND DELIVERY

WHEREAS, a camera van is an essential tool for the City of Canby Public Works Department for use with sewer inspection, maintenance, and locates; and

WHEREAS, the camera van currently owned by the City of Canby and used by the Public Works Department has reached the end of its useful life, with costs of maintenance outpacing its value; and

WHEREAS, True North Environmental manufactures a 2016 camera van that meets the Public Works Department's needs and specifications as set out in its Contract Pricing Worksheet in agreement with the National Joint Powers Alliance; and

WHEREAS, True North Environmental offers the lowest cost bid through the National Joint Powers Alliance for its 2016 camera van with specific equipment and installation services; and

WHEREAS, the City of Canby desires to purchase the 2016 camera van for use by its Public Works Department; now therefore

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized on behalf of the City of Canby to enter into a contract with True North Environmental to purchase one 2016 camera van with equipment, installation services, and delivery for the purchase price of \$82,527.00. A copy of the Contract Pricing Worksheet from True North Environmental is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on May 18, 2016; ordered posted as required by the Canby City Charter and scheduled for second reading on June 1, 2016, after the hour of 7:30 p.m. at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR

Haley J
5/10/16

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 1st day of June 2016, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

Exhibit "A"

 National Joint Powers Alliance	CONTRACT PRICING WORKSHEET	Contract No.: 022014-ENS
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Buying Agency	City of Canby	Sales Partner	True North Environmental
Contact Person	Jerry Nelzen	Contact Person	Marcus Newman
Phone	503-226-0759	Phone	503 848 3276
Fax	503-266-7238	Fax	503 848 0848
Email	nelzenj@ci.canby.or.us	Email	mnewman@truenorthenviro.com

Itemized Contract Items / Options - Attach additional sheet if necessary

QTY	Part Number	Description	LIST PRICE	NJPA PRICE
1	2016 M2CA144	2016 MB SPRINTER PER ENVIROSIGHT SPECIFICATION	44,126.00	43,665.00
1	SPRINTER	SPRINTER BUILD OUT TO CUSTOMER SUPPLIED CHASSIS	16,757.00	16,422.00
1	WALL MOUNT HEATER	WALL MOUNT HEATER	260	254
1	MEPS	MEPS POWER UNIT	13,139.00	12,876.00
1	CORNER STROBES	4 CORNER MOUNTED STROBES	578	566
1	REAR STROBES	REAR MOUNTED LED STROBES	151	148
1	BACKUP ALARM	BACK UP ALARM	296	290
1	BACKUP CAMERA	BACK UP CAMERA	520	510
1	INSULATION	INSULATED WALLS AND CEILINGS	1,186.00	1,162
1	CAB LIGHTS	REMOTE CABINET LED AND ACTUATORS	382	374
1	ROOF A/C	ROOF MOUNTED AC UNIT WITH HEAT STRIP	1,350	1,323
1	TOOL PACKAGE	TOOL PACKAGE MOUNTED TO REAR DOORS	242	237
Subtotal Contract Items			78,987	77,827.00

Sourced / Non Contract Items

QTY	Part Number	Description	LIST	COST
1	FREIGHT	FREIGHT		2,500.00
1	INSTALL	INSTALL EXISTING SV EQUIPMENT	2 DAYS	2,200
Subtotal Sourced Items				4,700.00
Training and Delivery				
Freight Estimate				
Total NJPA Purchase Quote				82,527.00



City of Canby Bi-Monthly Report
Department: Administration
For Months of: March & April 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: May 9, 2016

1. Business Licenses:

Sixty-one (61) new business licenses were issued during the months of March and April 2016. This compares to 66 new licenses issued during March and April 2015. Forty-three (43) business licenses were inactivated during the months of March and April 2016. This compares to 41 inactivated during the same period in 2015. Two hundred forty-two (242) business license renewals were sent out, compared to 210 in 2015. The total number businesses licensed with the City of Canby is 1,429 (1272 this time in 2015) of which 685 have Canby addresses (649 this time last year).

2. Cemetery:

Total property purchases recorded: March - 3 April - 6
Total interments recorded: March - 4 April - 5

3. Public Records Requests:

No Public Records Requests were processed during March and April.

4. Training/Meetings:

Kim Scheafer attended the following:

- Local Budget Law Training Class
- OAMR Records Management Meeting
- CIS Spring Supervisor Training
- Lee Oak Heritage Tree Dedication Ceremony
- Mindfulness Class

5. Special Animal Permits:

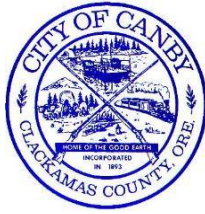
Four Special Animal Permits were issued in March and April.

6. Sidewalk/Park Vending Permit:

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

7. Liquor License Applications Processed:

No liquor license applications were received.



City of Canby Bi-Monthly Report
Department: Court
March/April 2016

To: The Honorable Mayor Hodson and City Council
From: Melody Thompson, Administrative Court Supervisor
Through: Rick Robinson, City Administrator
Date: May 6, 2016

Monthly Statistics	March	April
Misdemeanors		
Cases Filed	22	12
Cases Closed	12	16
Warrants Issued	18	15
Traffic Crimes	10	6
Traffic Violations		
Offenses Filed	257	210
Cases/Citations Filed	206	167
Cases/Citations Closed	221	269
Parking Citations Closed	9	13
Case Detail		
Diversion	19	25
Dismissal	65	69
Sentenced	94	64
Trials		
Bench (Judge)	0	0
Jury	0	0
Citations Handled by Violations Bureau	91	92
Defendant Accounts referred to Collections	0	59
Fines & Surcharges Collected	\$66,091.87	\$59,918.08

Canby Municipal Court has jurisdiction over all city and state law offenses committed within city limits other than felonies. These include: violations, traffic crimes, misdemeanors and City code violations.

Note: *Statistic category terms outlined on page 2*

Current projects:

- Training new court clerk Jessica Roberts. In recruitment phase of part-time court clerk.
- Working with Oregon State Police Criminal Unit so clerks can enter defendant judgements directly into the person's history file.
- e-DMV project – another efficiency to allow clerks to upload traffic violation court results directly into DMV records.

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 identifying database number given to a single defendant's matter before the court.
2. Violations Bureau – Under the Judge's authority, 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 – For violations, defendants are offered the option of participating in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs include:

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

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 March – April 2016*

Economic Development Updates:

The following projects are funded through Urban Renewal.

Business Recruitment: Staff submitted proposals or connected with the following leads:

- **Project Mainstay:** Staff submitted a proposal to Greater Portland Inc. for a national site selector. Project Mainstay is a gun manufacturer seeking a location for their existing manufacturing operations, with space for office and retail as well. They would like about 6 acres to build a \$4.14 million 50-80,000 SF building to accommodate 70 employees. They would prefer to lease existing space but are open to build-to-suit options.
- **Project Long:** Staff submitted a proposal to Greater Portland, Inc. for biotechnology equipment manufacturer based in the U.K. They are seeking an existing building or sites to open an assembly, training, and R&D operation that would employ 115 employees averaging \$50,000 annual salary at build-out. The building would be located on a 3.5 to 10 acre site with a build-to-suit leaseback option for at least 20 years.
- **A Wilsonville based manufacturer** is interested in the Canby Pioneer Industrial Park. Staff discussed options with the owner twice and provided site and Canby benefit information.

Active leads include:

- **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, utility capacity and cost details. The company is developing conceptual designs for the project to share with prospective build to suit developers.
- **Project Blue Ice Update:** The Company is considering 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. Grant funding for the road project has now been secured with the March approval of an Immediate Opportunity Fund grant for \$519,650.

Development/Redevelopment:

- **Community Plaza Grants and Fundraising:** Staff is awaiting decisions on the last of three grant applications submitted to fund a Community Plaza next to the New Library and Civic Center. The Ford Family Foundation and The Collins Foundation have declined to support the project. The Oregon Community Fund should make their decision soon. City staff launched a campaign to solicit donations for matching funds. So far over \$10,000 has been

raised. 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 could be sponsored and recognized with an engraved plaque.

- **Downtown Mixed Use Development Project Due Diligence:** An experienced Portland based developer is exploring technical and financial aspects of the project to determine if it is viable. The development would include ground floor retail space and several stories of 1 to 2 bedroom higher end apartments. The project includes the renovation of the City hall and former Police Buildings for future retail / restaurant tenants. To support the project, staff explored resources and tools. Several technical meetings were held with the developer and project team. Planning and economic development staff met with project architects for exploratory discussions. A separate group met with historic designation experts to discuss the details and process for listing of the City Hall building on the National Historic Register. State and city staff discussed the possibility of a brownfields and asbestos abatement assessment grant for city hall and the Police building. A preliminary draft development disposition agreement has been developed. The City Council will determine if they want to proceed with the proposal over the next few months.
- **Stratus Development:** The sale of an almost 6 acre Urban Renewal site is planned for June. All benchmarks have been met so far for a build-to-suit building for a Portland based metals manufacturer on the site. The 60,000 square foot building is on track to open winter 2017. City staff has contracted with a well decommissioning expert to prepare the property for sale. The city is exploring the transfer water rights on the property to Canby Utility.

Other

- **Spring Community Response Team Meeting:** A group of civic leaders met to learn about and coordinate economic development efforts. The meeting held April 26th included updates on the downtown mixed use development, a business recruitment update, highlights of the new 174 unit Sequoia Grove apartment and industrial land development, library construction and fundraising efforts, and the Canby Independence Day Celebration.
- **Canby in the Spotlight Newsletter** - The latest edition of this development focused newsletter was distributed to developers, real estate brokers, local stakeholders, property owners and businesses to raise awareness of new development activity in Canby. Features in the spring edition include residential real estate trends, the new apartment, housing and industrial development, new Canby businesses, recent movie productions, and the latest on the Library /Civic Building construction. There is a lot going on in Canby! The newsletter is available at City Hall.
- **Website Updates:** Staff and the Webmaster are systematically working through and extensive overhaul of the www.canbybusiness.com website. The goal is to make it cleaner and visually appealing, to streamline and update content, arrange information so it is more intuitive to navigate, and explore ways to make it more interactive.
- **Spring Film and Video Productions:** Wait Park and other Canby area locations will star in three shoots during March and April.
 - A portion of a the feature length independent film “All Too Human” by The Signal Productions about a single father overcoming depression and turning his life around was filmed in the Wait Park playground.

- A Scottish television production filmed a segment on the Human Shield where the mayor was interviewed
- An action sequence of a feature length film by Grandma Sally, LLC. was filmed in Eco Park.

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Canby Independence Day Celebration** – The Canby Independence Day Celebration planning is taking shape. The event promises a wide range of activities beginning at 7 AM with a Pancake Breakfast and ending at 6 with music in Wait Park and a Beer Garden. Committees are working out the details on various parts of the event, including: vendors, entertainment, kid's activities, and the parade. Several citizens, businesses, and community groups have come together to contribute to the success of this time-honored event. The city contracted with Full Bloom Designs to create a website to provide day-of information, as well as information for vendors and parade members. The website with information for vendors, citizens, and visitors is: <http://www.canbyindependenceday.com/>

If anyone is interested in joining a committee, please contact: Jamie Stickel, Main Street Manager, 503.266.0772 or StickelJ@ci.canby.or.us.



Economic Vitality

- **Retail Market Analysis** – The City of Canby is updating its Retail Market Analysis which was previously completed in 2012 by Marketek. As the economy continues to improve, the Canby business mix continues to evolve, and significant space has been absorbed, it is imperative to keep this report current. The report is to be used to market Canby and its unique offerings and to inform the cities Buildable Lands Inventory. The City of Canby contracted with Leland Consultants. They will use the 2012 Retail Market Analysis as a template and build upon this previous study to create a cohesive working document. The work will be completed and present to the Urban Renewal Agency in June 2016.

reOrganization

- **Oregon Main Street Meeting** – The Canby Main Street Manager attended the Oregon Main Street quarterly network meeting in Hillsboro. This two day workshop featured training from the Project for Public Spaces, an internationally recognized non-profit focused on creating and sustaining public places. Oregon was one of five states chosen to participate in the training that featured its Place making Workshop which focuses on right-sizing streets, making the most of public spaces, and the idea of “lighter, quicker, cheaper” as a way to activate projects and spaces effectively and efficiently.
- **Historic Review Board** – The Board continues its work with Tama Tochiara, from Eugene on eight Intensive Level Surveys. They include Wells Fargo Bank, 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. Three properties were added after the Board learned the National Register Nomination for the Canby Depot would not eligible for the Certified Local Government Grant. Sites added include the Canby Depot, Bair House, and the Deadman Property, home to Mattress World. These buildings are from several time periods and showcase different aspects of Canby’s history.
- **Philander Lee Tree** – On Friday, April 8th the Oregon Travel Experience unveiled its 2016 class of heritage trees. In February, Canby’s Philander Lee Tree was accepted into this year’s program. The Philander Lee Tree sits on Package Containers property. It is significant because Philander Lee sold his property in order to create the City of Canby. Approximately 60 people including Lee descendants and school children from Lee Elementary attended the unveiling. It will be featured in the program’s brochure and through various tourism outlets.



Design

- **Downtown Flower Program** - The Public Works Department began its spring planting in downtown Canby. The planters along NW 2nd are now planted with bacopa, potato vine, and salvia to complement the dahlias already in place. A petunia tower was installed in the parking lot behind the Canby Cinema. Summer flower baskets now hang on the light posts along 1st and 2nd Avenues. The baskets come from S&K Nursery in Woodburn.





Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Haley Fish, Finance Director
Through: Rick Robinson, City Administrator
Covering: March & April 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 focus this period was on preparing the **2016-2017 Proposed Budget**. Meetings were held with departments as needed and both current year projections and estimates of future needs were assessed. Additional historical trend information and future forecasts were prepared by finance for many of our funds/operating units and included as a part of the Proposed Budget document which was issued at the first Budget Committee meeting on April 28, 2016.

- Requests for updates to the **Master Fee Schedule** were sent out to departments in April. This process is done annually to ensure that fees are being charged at the appropriate level. A resolution is scheduled to go before the City Council in May recommending rates to become effecting July 1st, 2016.

- A second round of pre-collection notices was sent out to 156 **non-filed Transit accounts** in April. This has gotten the outstanding non-filed account follow-up caught up through the tax period ending 12/31/15.

- Finance issued **IRS Form 1095** to employees as required under the Affordable Care Act. This document verifies employer health coverage.

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

- Local Budget Law training
- Chamber of Commerce State of the Schools luncheon
- Participated in an ELGL podcast “Biennial vs Annual Budget”
- OGFOA Spring Conference
- Mindfulness training
- Met with Clackamas County Assessor Bob Vroman
- LOC Data presentation
- Library District Advisory Committee meeting
- Board of Accountancy (BOA) Qualification Committee meeting

Special Recognition

Suzan Duffy, Financial Analyst for the City of Canby completed the Oregon Government Finance Officers Association’s Professional Finance Officers Certification Program and received recognition of the achievement at their Spring Conference in March.

The designation of Certified Professional Finance Officer indicates that the recipient has:

1. Met specified formal education and on the job experience requirements;
2. Satisfactorily completed required amounts of continuing education in specified areas;
3. Been involved in professional activities relevant to municipal finance; and
4. Demonstrated the determination, skill and training necessary to be a Certified Professional Finance Officer as judged by other professional finance officers.



Please join me in congratulating her on her hard work and achievement! She is a great example of the sharp, dedicated staff the City of Canby is fortunate to have working for them.

I am personally thankful to have the opportunity to work with such a wonderful, talented, compassionate group of ladies in the finance department,
Haley Fish, Finance Director

Statistics this period:

- **Accounts Payable**

Invoices:	641
Invoice entries:	967
Encumbrances:	11
Manual checks:	10
Total checks:	406

- **Payroll**

Timesheets processed:	568
Total checks and vouchers:	647
New hires/separations:	2/4

- **Transit Tax Collection**

Forms sent:	774
Delinquent notices sent:	5
Non-filed notices sent:	0
Pre-collection notices sent:	156
Accounts sent to collections:	5
Accounts opened/closed:	70/47
Returns posted:	762

- **Utility Billing**

Bills sent:	9277
Counter payments:	211
Accounts opened and closed:	265
Lien payoffs:	13
Lien payoff inquiries:	62
Collection notices sent:	0
Accounts sent to collections:	15

- **General Ledger**

Total Journal entries:	243
------------------------	-----

- **Cash Receipts Processed**

Finance:	1199
Utility:	513

**CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
March - April 2016**

TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 5/5/16



Information Statistics

Information statistics below are from 3-01-16 to 4-30-16.

	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
March	376	186	182	33	25	0	21	63	33	0	10
April	373	190	147	45	17	0	9	50	25	1	5

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)

- March: 11,896
- April: 11,866

People Counter:

- March: 9,829
- April: 8,998

Total Number of Materials Owned

- March: 64,090
- April: 63,833

Total Circs – YTD – 246,641

- March: 28,521
- April: 21,147

New Library Cards

- March: 94
- April: 74

Total Number of Materials Added

- March: 643
- April: 530

Number of Holds Placed:

- March: 6,248
- April: 5,595

Self-Check:

- March: 39.7%
- April: 22%

Public Internet Computer Sessions:

- March: 876
- April: 859

Social Media – Facebook Likes: 456**Volunteer Hours:**

- March: 267
- April: 273

Help in Spanish: (new statistic)

- March: 45
- April: 27

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
March	368	23	140	22	2	3	10
April	440	31	303	25	2	6	9

Library Operations:

- All Clackamas County libraries participated in Food for Fines week during National Library Week which occurred April 10th through the 16th. The Canby Public Library collected 789 lbs. of food and waived \$474.63 in fines.
- Rick presented a change in the wording of the Canby Municipal code, as requested by the Friends to city council and it was approved. Section 2.20.070 Gifts and Bequests was updated with the following language “and expended only in accordance with the terms and conditions of the bequest”.
- The library had a community input board in the lobby to gain information on what the community would like to see in services, materials, and programs. We are gathering the information and it will be included in the annual report.

Technology Updates:

- The hard drive died on another public computer. We are very much looking forward to new computers in the new library!
- We are still waiting for the cable to connect the vending machine to the copier. Hopefully it will be resolved soon. LINCC is in touch with the technician at EnvisionWare. In the meantime staff is making photo copies for patrons.

LINCC Operations:

- RFID has been postponed until January 2017. This project has been postponed in part due to Canby and Oregon City’s opening of the new libraries, the time constraint in getting the RFP back in time, and the tagging timeline with the new libraries’ grand openings.
- Library directors voted on swapping out the cost of a self-check with the database costs. Because our self-checks are coming out of capital funds the agreement does not work for Canby. We will absorb the costs into our collection budget unless another arrangement can be made with LINCC.
- Two LINCC employees won Oregon Library Association Annual Awards. Kathryn Kohl from LINCC Network Office won Librarian of the Year. Charlene Wood from Happy Valley won Library Employee of the Year.

Collections:

- We are working on costs for pre-processing and gathering costs from vendors – Midwest, Ingram and Audio Editions. Lori has been working with Audio Editions to see if they can match Midwest’s proposal. Currently our thought is to begin having Midwest process our DVDs.
- We are going through our collection and weeding for outdated materials. 45% of our collection is over ten years old. Not all items over ten years need to be weeded but there is a significant number that do not adhere to our collection guidelines and need to be replaced with current materials such as medical, exercise, decorating, personal care, pet health, etc.

Marketing/Outreach:

- The Value Calculator is now up on our webpage. Plugging in our numbers since the beginning of this fiscal year (July 1, 2016) our community saved \$3,037,333.
- Angelica and Peggy are continuing to do monthly spots on Chanel 5 to promote our programs.

- For the 12th year in a row, Hanna has arranged for the library to display over 30 quilts during March and April made by inmates and instructors of the Coffee Creek Correctional Facility.
- We had quite a number of school visits. Zoar Lutheran, Learning Tree Preschool, and Knight Schools 2nd graders all visited the library. Peggy put together a storytime, tour and activities that showed the children how to use a library.

Programming

- The citizenship class started a new cycle where there are eight new students and 10 returning students. About nine students submitted their application and are waiting for their interview to become citizens.

Children's Day/Book Day:

- April 30th, was Children's Day/Book's Day. It is known also as DiA: Diversity in Action. This year was our 6th celebration. The theme was The Very Hungry Caterpillar.
- The DiA celebration culminates a whole month (April) of storytimes where we feature diversity in different ways (languages, food, traditions, and differently-abled people)
- We had a program in which families could enjoy different activities that promoted the STEAM (Science, Technology, Engineering, Art, and Math) and others fun physical active games. There were 10 activity stations that hosted self-paced activities providing time with family and community interaction from face painting to puppet making,
- Angelica and several volunteers worked hard putting it together. We had 88 children and 55 adults attend the program.

Early Literacy Initiative:

- The early literacy initiative team met on April 4th. We are partnering with Canby Schools for the summer reading. This is a fantastic partnership! The school district has a new community liaison Cori Waufle who has been working with Peggy, Angelica and Lauren. They have coordinated school visits to promote our summer reading program.
- We would like to thank the Canby Police Department and the Canby Fire Department for helping us out with our Hero Storytime. On Friday, March 18th Officer Koehnke and his dog Kardoin from the Police K9 Unit were here and read "Officer Buckle and Gloria". On Friday April 15th the Canby Fire Department brought over one of their fire trucks and read several books to the children who attended their Storytime.

Staff Training/Meetings

- The job notice for three additional on-calls was posted.
- Staff is doing weekly training to increase their skills. Lizzie is coordinating the training. We are starting off with the Chilton database.
- Lizzie attended a Train the Trainer Workshop in Sherwood with other LINCC staff. It was an intensive daylong workshop on how to evaluate and redesign trainings to maximize their effectiveness. Lizzie has already put the techniques to use as the volunteer coordinator and library supervisor with shelving, eBooks and research database trainings.
- Lauren, Lizzie and Karen attend the annual Oregon Library Association conference in Bend from April 20 – 23rd. They all came back with lots of ideas on programs, services, and marketing. Each staff reported out on what they attended and we have already put to use a lot of the information they learned, such as the ALA Libraries Transform Campaign, Tell Your Story, Guerilla Storytimes, Showing Free PBS Documentaries, and the Edge toolkit.

Friends of the Library:

- The Friends of the Library's Book Garden raised \$1,118.25 in March and \$1,116.45 in April! Thank you Friends for all your hard work that goes to support the library!

Volunteers:

- Our volunteer celebration was held on Saturday, April 16th. Lizzie did a great job in coordinating the event. Cake was served and the event was topped off with music in the Stacks with the folk duo Kate Powers & Steve Einhorn. Volunteers received a notebook with the Canby Public Library logo embossed on the front and a book was added to the collection in their name. Thanks to Hulbert's Flowers for their donation of carnations for each of the volunteers.
- Carol Wagner was named volunteer of the year. Carol has volunteered 135 hours since this past July. Carol can be relied on to shelve materials and gather items for our daily pick list. Carol also runs a weekly knitting group here at the library and is an active member of the Friends.
- Volunteer of the month for March was Joyce Peters

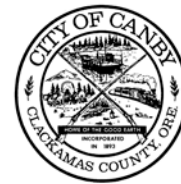
Facilities:

- Thanks go to Dan Mickelsen for cleaning up another issue in the restroom.
- Dan replaced the ballast in the janitor room

March		ATTENDANCE			TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
Storytimes								
Granny Goose Storytime (ages 2-6)	3/7/2016	8	0	8	0	0	1	0
Granny Goose Storytime (ages 2-6)	3/14/2016	10	0	13	0	0	1	0
Granny Goose Storytime (ages 2-6)	3/21/2016	5	0	7	0	0	1	0
Granny Goose Storytime (ages 2-6)	3/28/2016	5	0	6	0	0	1	0
Book Babies Storytime (ages 0-2)	3/2/2016	9	0	11	0	0	1	0
Book Babies Storytime (ages 0-2)	3/9/2016	9	0	12	0	0	1	0
Book Babies Storytime (ages 0-2)	3/16/2016	6	0	7	0	0	1	0
Book Babies Storytime (ages 0-2)	3/23/2016	11	0	11	0	0	1	0
Book Babies Storytime (ages 0-2)	3/30/2016	12	0	13	0	0	1	0
Friday Storytime	3/4/2016	5	0	8	0	0	1	0
Friday Storytime	3/11/2016	13	0	20	0	0	1	0
Friday Storytime	3/18/2016	11	0	20	0	0	1	0
Friday Storytime	3/25/2016	8	0	14	0	0	1	0
Spanish Storytime (for the whole family)	3/5/2016	4	0	7	0	0	0	1
Spanish Storytime (for the whole family)	3/12/2016	2	0	3	0	0	0	1
Spanish Storytime (for the whole family)	3/19/2016	Cancel	0	0	0	0	0	1
Spanish Storytime (for the whole family)	3/26/2016	0	0	0	0	0	0	1
Hero Storytime	3/18/2016	17	0	35	0	0	0	1
Movie Nights								
<i>The Good Dinosaur (English)</i>	3/10/2016	9	0	18	0	0	0	1
<i>The Good Dinosaur (Spanish)</i>	3/17/2016	0	3	0	0	0	0	1
Teens								
Anime Movie Night	3/7/2016	0	14	0	0	1	0	0
Teen Game Night	3/28/2016	0	6	0	0	1	0	0
Book Clubs								
Book Worms (2nd and 3rd Graders)Beverly Cleary Choice Award Books	3/26/2016	0	0	0	0	0	0	0
History Book Group	3/23/2016	7	0	0	1	0	0	0
Book Group -	3/17/2016	6	0	0	1	0	0	0
Music in the Stacks								
Beltaine	3/19/2016	95	0	0	0	0	0	1
General Programs								
Bridge Stories	3/1/2016	17	0	0	1	0	0	0
Master Gardener Talk	3/1/2016	17	0	0	1	0	0	0
Ukrainian Egg Decorating	3/15/2016	18	0	0	1	0	0	0
Quilting in Mongolia	3/22/2016	18	0	0	1	0	0	0
Seuss-y Crafts	3/2/2016	10	0	17	0	0	0	1
Nuestros Abuelos	3/1/2016	5	0	0	1	0	0	0
Nuestros Abuelos	3/8/2016	2	0	0	1	0	0	0
Nuestros Abuelos	3/15/2016	1	0	0	1	0	0	0
Nuestros Abuelos	3/22/2016	2	0	0	1	0	0	0
Nuestros Abuelos	3/29/2016	3	0	0	1	0	0	0
Family Night	3/31/2016	4	0	8	0	0	0	1
Instruction Classes								
E-Reader Help	ongoing	4	0	0	1	0	0	0
Knitting and Crocheting	ongoing	5	0	0	1	0	0	0
Knitting and Crocheting	3/2/2016	12	0	0	1	0	0	0
Knitting and Crocheting	3/11/2016	2	0	0	1	0	0	0
Knitting and Crocheting	3/18/2016	6	0	0	1	0	0	0
Citizenship class	3/2/2016	13	0	0	1	0	0	0
Citizenship class	3/9/2016	13	0	0	1	0	0	0
Citizenship class	3/16/2016	16	0	0	1	0	0	0
Citizenship class	3/23/2016	11	0	0	1	0	0	0
Citizenship class	3/30/2016	11	0	0	1	0	0	0
Sp. Computer class	3/31/2016	1	0	0	1	0	0	0
Library Tours								
Zoar Lutheran Preschool (3yr olds)	3/29/2016	18	0	18	0	0	1	0
Outreach								
		368	23	140	22	2	3	10

April		ATTENDANCE			TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
Storytimes								
Granny Goose Storytime (ages 2-6)	4/4/2016	12	0	16	0	0	1	0
Granny Goose Storytime (ages 2-6)	4/11/2016	7	0	9	0	0	1	0
Granny Goose Storytime (ages 2-6)	4/18/2016	10	0	14	0	0	1	0
Granny Goose Storytime (ages 2-6)	4/25/2016	15	0	16	0	0	1	0
Book Babies Storytime (ages 0-2)	4/6/2016	8	0	9	0	0	1	0
Book Babies Storytime (ages 0-2)	4/13/2016	6	0	6	0	0	1	0
Book Babies Storytime (ages 0-2)	4/20/2016	8	0	8	0	0	1	0
Book Babies Storytime (ages 0-2)	4/27/2016	9	0	8	0	0	1	0
Friday Storytime	4/1/2016	7	0	11	0	0	1	0
Friday Storytime	4/8/2016	9	0	11	0	0	1	0
Friday Storytime	4/15/2016	8	0	10	0	0	1	0
Friday Storytime	4/22/2016	10	0	12	0	0	1	0
Friday Storytime	4/29/2016	6	0	10	0	0	1	0
Spanish Storytime (for the whole family)	4/2/2016	0	0	0	0	0	0	1
Spanish Storytime (for the whole family)	4/9/2016	1	0	3	0	0	0	0
Spanish Storytime (for the whole family)	4/16/2016	1	0	1	0	0	0	0
Spanish Storytime (for the whole family)	4/23/2016	2	1	3	0	0	0	1
Movie Nights								
Open Season; Scared Silly (English)	4/14/2016	5	0	8	0	0	0	1
(Spanish)								
Teens								
Anime Night	4/11/2016	0	18	0	0	1	0	0
Art of Zentangle	4/25/2016	0	9	0	0	1	0	0
Book Clubs								
History Book Group	4/27/2016	7	0	0	1	0	0	0
Book Group -	4/21/2016	9	0	0	1	0	0	0
Music in the Stacks								
Kate Powers & Steve Einhorn	4/16/2016	42	0	0	0	0	0	1
General Programs								
Legos @ the Library	4/7/2016	3	0	7	0	0	0	1
Community Heros Storytime (fire dept)	4/15/2016	12	0	25	0	0	1	0
Beverly Cleary 100 Birthday Celebration	4/12/2016	5	0	17	0	0	0	1
Family Evening (Penny's Puppets)	4/28/2016	6	0	13	0	0	0	1
Worksource Oregon	4/6/2016	8	0	0	1	0	0	0
Worksource Oregon	4/20/2016	6	0	0	1	0	0	0
Financial Literacy	4/5/2016	6	0	0	1	0	0	0
Financial Literacy	4/12/2016	4	0	0	1	0	0	0
Nuestros Abuelos	4/5/2016	1	0	0	1	0	0	0
Nuestros Abuelos	4/12/2016	1	0	0	1	0	0	0
Nuestros Abuelos	4/19/2016	2	0	0	1	0	0	0
Nuestros Abuelos	4/26/2016	1	0	0	1	0	0	0
DÍA Children's day-book day	4/30/2016	55	3	88	0	0	0	1
Instruction Classes								
E-Reader Help	ongoing	3	0	0	1	0	0	0
Knitting and Crocheting	4/1/2016	5	0	0	1	0	0	0
Knitting and Crocheting	4/8/2016	4	0	0	1	0	0	0
Knitting and Crocheting	4/15/2016	no class	0	0	1	0	0	0
Knitting and Crocheting	4/22/2016	6	0	0	1	0	0	0
Knitting and Crocheting	4/29/2016	7	0	0	1	0	0	0
Master Gardener Talk Chickens	4/9/2016	20	0	0	1	0	0	0

Master Gardener Talk Photography	4/26/2016	5	0	0	1	0	0	0
Citizenship class	4/6/2016	no class	0	0	1	0	0	0
Citizenship class	4/20/2016	11	0	0	1	0	0	0
Citizenship class	4/27/2016	14	0	0	1	0	0	0
Sp . Computer Class	4/7/2016	2	0	0	1	0	0	0
Sp . Computer Class	4/14/2016	2	0	0	1	0	0	0
Sp . Computer Class	4/21/2016	no class	0	0	1	0	0	0
Sp . Computer Class	4/28/2016	2	0	0	1	0	0	0
Library Tours								
Zoar Lutheran Preschool (AM)	4/1/2016	12	0	14	0	0	1	0
Zoar Lutheran Preschool (PM)	4/1/2016	16	0	19	0	0	1	0
Learning Tree Preschool	4/12/2016	2	0	15	0	0	1	0
Knight School 2nd graders	4/22/2016	7	0	55	0	0	1	0
Outreach								
ESL class	4/25/2016	30	0	25	0	0	0	1
		440	31	303	25	2	6	9



PLANNING & DEVELOPMENT SERVICES

MARCH-APRIL BI-MONTHLY REPORT

TO: *Honorable Mayor Hodson and City Council*

FROM: *Bryan Brown, Planning Director*

DATE: *May 5, 2016*

THROUGH: *Rick Robinson, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of March and April, 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. Park & Recreation Survey.** In order to assist the City in getting a better handle on the direction it needs to go in its provision of park services and there funding the senior planner developed a park and recreation survey. An online “survey monkey” version was prepared so everyone would have an opportunity to provide their input along with a direct mailing of 1840 surveys to a statistical random sample of registered voters in Canby. Completed surveys are now arriving and the results will be tabulated and shared with the Planning Commission and City Council. The survey results should allow us to extrapolate the findings to the broader community. The survey monkey results will supplement the hard copy survey data received.
- 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 laid 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. A recent kick off meeting for the City of Canby Retail Market Analysis lead by the consulting team of Leland Consulting Group and Civil Consultants indicated how critical they believe putting the quiet zone into place is for Downtown Canby. We are still hopeful that emphasis relayed to the State Regional Solutions Team who visited Canby about the importance of this project will bear fruit finding necessary funding for the localized fix needed at the corner of OR 99E and N Elm street to move forward with the rest of the project.
- 3. Buildable Land Needs Study.** Staff interviewed and had made arrangements for volunteer GIS assistance from a community college intern to begin help in refining the land use data that has been collected into a useful map format for the study. However he has moved on prior to starting with us to another paid internship but recommended another possible student that may be interested in helping us complete numerous maps associated with the study. We will be reaching out to see if this intern might be a fit for our project. Regardless, we will move forward the best we

can to provide some of the needed maps. The data we are collecting is a constantly moving target in our rapidly growing City. The study will provide Canby with a factual basis to support future planning efforts related to housing and options for addressing unmet housing needs in Canby, but it is not intended to be prescriptive about how Canby meets housing needs. It will add needed clarification as to what lands of each zone type are available to meet both housing and business needs to drive future economic opportunities and growth. A Study is intended to comply with Statewide Planning Goal 10, which governs planning for housing and residential development. Goal 10 requires the City to plan for housing that meets identified needs for housing within the urban growth boundary, at particular price ranges and rent levels. In short, Canby must plan for a range of housing types at a range of price levels. The study should provide a basis for possible zone changes and if needed a future Urban Growth Boundary expansion. It may also better inform the City and applicants on the need and timing on future annexation requests. A draft Buildable Lands Study will be presented at a joint work session for the City Council and Planning Commission in July.

- 4. South Ivy Street 2016-2018 STIP Enhance Project.** Total funding allocations and partner shares have been set, and surveying and engineering for the project by Clackamas County is proceeding. We are still waiting for the final intergovernmental agreement between partners to arrive from ODOT for signing. 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. Molalla Forest Road Master Plan Update.** Canby and Clackamas County are preparing joint grant applications to fund this project. The path or trail will reconnect the City of Canby to the City of Molalla, and eventually connect to the Molalla River Recreation Corridor. This section of the Molalla River has been newly designated an Oregon Scenic Waterway. The completed path would add approximately 8 miles of multiuse path to the 3+ miles currently within Canby's UGB. Grant applications will be submitted to the TGM program and the State Parks recreational trails program. The latter is the best fit, but we may be able to obtain a TGM grant, and those funds would be available sooner than the State Parks funds. Meetings with numerous stakeholders to garner support for the project have been held. Support has been positive to this point. If grant funds are obtained, the master plan would take about 9 months to complete. Following the adoption of the master plan the City and our partner with the County would begin submitting grants for the first phase of the acquisition/construction of the pathway.

Land Use Application Activity

6. Pre-Application Conference(s) Held:

- March 22, 2016, Steven Rudnick proposes to construct a single story pole barn type structure with a concrete foundation and mezzanine. The property is located at 1400 SE Township Road. Property is zoned M-1, Light Industrial.
- March 29, 2016; Tom Scott proposes to construct a new single story commercial building with approximately 6,000 Sq. Ft of interior floor space. The building will be constructed using a masonry exterior, aluminum storefront, and metal roofing/awnings. The property is located at

851 SW 1st Ave, and is zoned CM – Heavy Commercial Manufacturing.

7. Land Use Applications Submitted March 1 – April 30, 2016:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
CUP 16-01	Eric Humphreys	Convert existing building to accessory dwelling	900 NE 10th Ave
DR 16-01	Urban IDM	Sequoia Grove Apartments (174)	279 S Sequoia Parkway
DR 16-02	Urban IDM	Sequoia Grove Industrial Park	259 S Sequoia Parkway
FP 16-02	Ztec Engineers	Pioneer Pump (Partition)	175 & 185 Hazel Dell Way
LLA 16-01	Canby West Apts.	Lot line adjustment for Lots 8 & 9 to resolve encroachment issue.	621 N Douglas St
LLA 16-02	Allen Manuel	Lot line adjustment to divide property & build a new duplex	497 SW 3rd Ave
MLP 16-01	Snyder Construction	Partition lot into two parcels	356 NE 10 th Ave
SN 16-08	The Human Bean	Replace 3 signs	318 SE 1st Ave
SN 16-07	Western Storage	Pole Sign for Western Storage	300 S Redwood St
SN 16-06	The Canby Center	Replace building sign	681 SW 2nd Ave
SN 16-05	Stafford Development - Franz Meadow	Entrance Monument w/sign	1546 N Pine St
SN 16-04	Ramsay Signs	Replace Face w/LED	262 Hwy 99E
SN 16-03	Curt Trolan	Hawksoft Monument Sign	1230 SE 3rd Ave
SN 16-02	Clark Signs	Arco Signs	453 SE 1st Ave
TA 16-01	Historic Review Board	Increase membership to 7	182 N Holly St
TV 16-03	Rachelle Davis	Farmers' Market	1554 SE 1 st Ave
TV 16-02	Canby Lions Club	Mother's Day Plant Sale	Corner of NE 2 nd & N Ivy
TV 16-01	Canby Music Boosters	Fireworks Booth	207 SW 1 st Ave
VAR 16-01	Urban IDM	Sequoia Grove Apartments	259 S Sequoia Parkway

8. Pre-Construction Conference(s) Held:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRC 16-02	Pat Sisul/Canby Self Storage	Self-storage/mini storage facility	1753 SE 1st Ave
PRC 16-01	VLMK/Bowen	Existing building expansion of 26,400 sq. ft.	155 S Hazel Dell Way

9. PC Meeting Items Reviewed:

- March 14, 2016 - Consider a request to subdivide 8.86 acres, located east of 1866 SE 13th Avenue, into 36 lots, over 3 phases. **(SUB 16-01 Ralph Netter, Faist 7, 8, 9 Subdivision)**
- March 28, 2016 - Consider a text amendment to increase the membership size of the Historic Review

- April 11, 2016 - Consider a request for a Site & Design Review/Major Variance for the proposed 174-unit Sequoia Grove Apartments **(DR/VAR 16-01)**

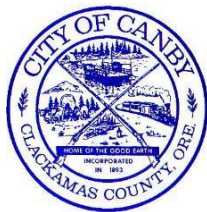
10. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit March 1, 2016 through April 30, 2016:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 16-49	Crisp Homes, Inc.	SFR	128 SE 15th Ct, Lot 78, Yorkfield
SP 16-48	Crisp Homes, Inc.	SFR	125 SE 15th Ct, Lot 77, Yorkfield
SP 16-47	Stafford Homes	SFR	1127 NE 16th Ave, Lot 17, Pine Meadow
SP 16-46	Pacific Lifestyle	SFR	1360 S Larch St, Dinsmore 2 Lot 55
SP 16-45	Tom Kendall/OR Dev West	SFR	1845 SE 10th Place, Faist 6 Lot 16
SP 16-44	Nick Netter Construction	SFR	1823 SE 11th Ave. Lot 28, Faist 6
SP 16-43	Adventure Roofing, LLC	Roof Replacement	800 N. Pine St. Unit 5
SP 16-42	Troy Marsh, Concept Custom Homes	SFR	290 NW 10th Ave, Northwood 2, Lot 70
SP 16-41	Chris Lancaster-Big-Dawg	Patio Cover	284 SE 16th Ave
SP 16-40	Bill Nootenboom	Replace Roof Trusses	1460 N Maple St
SP 16-39	Raymond Bell	Duplex (2 SFR)	545 Knights Bridge Rd
SP 16-38	Stafford Homes	SFR	1123 NE 17th Ave. Pine Meadow Lot 17
SP 16-37	Yuriy Paliyev	SFR	480 NW 10th Ave, Lot 57, Northwood 2
SP 16-36	Dave Yoder	Replace Siding Kiwanis Thrift	257 SE 1st Ave
SP 16-35	Troy Marsh, Concept Custom Homes	SFR	1818 SE 10th Avenue, Faist 6, Lot 2
SP 16-34	Nick Netter Construction	SFR	1824 SE 11th Avenue, Faist 6, Lot 23
SP 16-33	Jacques St. Louis	SFR	1154 N. Maple Street
SP 16-32	Jason Phillips	Canby Self Storage (new bldg.)	1753 SE 1st Ave

11. Active Permit Finals by Clackamas County, March 1 – April 30, 2016

FINAL DATE	PROJECT	ADDRESS
3/1/2016	HOPE VILLAGE COTTAGES - BLDG E2	445 PACIFIC CREST DR
3/1/2016	NORTHWOOD ESTATES LOT 43 NSFR	564 NW 12TH AVE
3/3/2016	DINSMORE ESTATES LOT 65 NSFR	1355 S LARCH ST

3/3/2016	DINSMORE ESTATES 2 LOT 44 NSFR	245 SE 14TH PL
3/8/2016	VILLAGE ON THE LOCHS - SPACE 7 - CARPORT	1655 S ELM ST
3/10/2016	PINE MEADOW, LOT 2 NEW SFR	1118 NE 17TH AVE
3/11/2016	DINSMORE ESTATES LOT 47 NSFR	304 SE 14TH PL
3/17/2016	REMOVE LOAD BEARING WALL	1225 N GRANT ST
3/24/2016	DINSMORE ESTATES - NSFR - LOT #45	285 S 14TH PL
3/24/2016	DINSMORE ESTATES WEST - NSFR LOT #24	128 SE 16TH AVE
3/24/2016	DINSMORE ESTATES LOT 32 NSFR	287 SE 15TH PL
4/1/2016	DETACHED GARAGE	750 NW 12TH AVE
4/6/2016	NEW TWO FAMILY DWELLING	455 S KNOTT ST
4/7/2016	HOPE VILLAGE COTTAGES - BLDG E NORTH	400 Pacific Crest DR
4/12/2016	HOPE VILLAGE COTTAGES - BLDG D NORTH - 420 AND 430 PACIFIC CREST ST	420 PACIFIC CREST ST
4/12/2016	DINSMORE ESTATES LOT 58	331 SE 13TH PL
4/13/2016	DINSMORE ESTATES WEST - NSFR LOT #27	156 SE 16TH AVE
4/13/2016	DINSMORE ESTATES - LOT 49 - NSFR	324 SE 14TH PL
4/13/2016	DINSMORE ESTATES - LOT 31 - NSFR	265 SE 15TH PL
4/18/2016	DINSMORE ESTATES - LOT 36 - NSFR	334 SE 15TH PL
4/18/2016	DINSMORE ESTATES - LOT 37 - NSFR	331 SE 14TH PL
4/19/2016	NEW SINGLE FAMILY RESIDENCE	1050 N PINE ST
4/19/2016	DINSMORE ESTATES WEST - NSFR LOT #25	132 SE 16TH AVE
4/20/2016	COVERED PATIO - DINSMORE ESTATES - LOT 11	284 SE 16TH AVE
4/27/2016	PEERMAN - NSFR - LOT #5	715 NE 23RD AVE
4/27/2016	DINSMORE ESTATES LOT 38 - NSFR	1455 S LOCUST ST



City of Canby Bi-Monthly Report
Department: Police
March/April 2016

To: The Honorable Mayor Hodson and City Council
From: Chief Bret Smith
Through: Rick Robinson, City Administrator
Date: May 6, 2016

<u>Monthly Statistics</u>	March	April
CALLS FOR SERVICE (Citizen calls to Dispatch)		
Abandoned Vehicle / Parking	40	30
Animal Complaints	11	26
Code Enforcement	49	42
False Alarms	71	52
Ordinance Violations	10	17
Number of All Calls (including above)	1,934	1,863
POLICE REPORTS		
Arrests & Protective Custodies (Adult & Juvenile)	38	37
Non-Offense, Information, Other	65	70
Reported Crimes	48	42
Total Police Reports	151	149
TRAFFIC		
Accidents	13	10
Complaints	7	3
Traffic Citations	321	243
Parking Citations	11	5
ADMINISTRATIVE		
Alarm Permits Renewed	31	25
Citizen Ride-Along	3	4
Fingerprint Customers	8	9
Officer Subpoenas	60	58
Public Records Requests	71	50
Towed Vehicle Release	10	8

Training, Traffic Unit, Investigations (major cases), K-9 reports attached.

Community Events / Department Training & Meetings - Chief Smith & Lt. Tro

- Canby Adult Center lunch service – Monthly
- Trost & Knight Elementary Schools - Terrific Kids Presentation
- Canby Area Chamber of Commerce Lunch – Monthly
- Clackamas County SO Awards – Camp Withycombe
- Video recording with Fire Chief - for C800 bond
- Meeting Canby HS – Discuss an Attendance/Truancy Court
- Chief James Ferraris – Woodburn PD
- Francis Weaver Sentencing Hearing – Oregon City Courthouse
- Chief Rod Lucich – Molalla PD
- Police Officer Candidate Interviews
- Clackamas County Emergency Operations Center
- Clackamas County DDA Marijuana Training Update
- RegJIN Town Hall Meeting
- Canby VFW Lunch with a cop
- Court Clerk Candidate Interviews
- Community Diversion Program Advisory Committee
- Mindfulness Stress Reducer Program
- Oregon Association Chiefs of Police Conference
- Haley Fish – Police and Court Budget
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- Daniel Pearson – Canby Herald
- Monthly Police Chiefs – Milwaukie PD
- FFA Architecture/Interiors Tour for Redmond PD & University of Oregon PD
- Canby Safety Committee – Active Shooter Presentation
- Human Trafficking – West Linn PD
- Canby Rotary- Lt. Tro
- Canby City Managers meetings
- Canby Community Response Team
- Special Olympics Torch Run Luncheon
- Chief Jeff Jolly – Gladstone PD
- Chief Scott Anderson Retirement – Troutdale PD
- Chief Larry O’Dea – Portland Police Bureau

Memo

To: Lieutenant Jorge Tro
From: Detective Sgt. Tim Green
Date: May 4, 2016
Re: Monthly Report for April 2016

Training:

04/06/16 – 04/08/16 Oregon Washington Lawmen's Association Spring Training

Meetings:

04/14/2016 – MCT

04/14/2016 – MCT Supervisor meeting

04/28/2016 – MDT Meeting

DHS 307 reports:

Over 27 DHS Screening Reports (307) have been processed and cleared by Detectives in the month of April.

Details:

Detective Murphy – Murphy is staying busy with CCITF. He continues to work with the team on large drug buy/rips taking a large amount of narcotics off of the streets. While doing this he is still following up with patrol leads and signing up new informants from the Canby area. CCITF case 16-70122 seized approximately a kilo of heroin by the end of the investigation. This case started with a Canby informant who Murphy along with CCITF was able to work up the supply chain. (See Murphy's monthly report for more detail.) Also attached CCITF 1st quarter stats.

Detective Mead – Mead is working on five open cases, one includes a large money fraud where the victim had been defrauded by a family friend over many years. The suspect now lives in Nevada and Mead is attempting to reach out to her through the victim's attorney. He also continues to work on open sex abuse and rape investigations.

Detective Floyd – Floyd has passed his testing for his A+ certification and attended a week long training class out of state which was paid for by the FBI. In this class Floyd was required to forensically investigate a mock suspect's computer making a copy of the hard drive. After returning Floyd was given two weeks to complete the forensic examination and complete a report to send back to the FBI. Floyd had some hardware issues and needed a two week extension to complete the task. He recently completed this and sent it to the FBI lab for review. As further part of this testing Floyd will be required to travel out of state for a second time and appear in a moot court to testify about his investigation. This should happen sometime near September and is also paid for by the FBI.

Evidence Technician Hemstreet – Hemstreet has given his official date of retirement to be June 30th. He is working on organizing the evidence room for a smooth transition for his replacement. Hemstreet has also been working with RegJIN on a barcode scanner system which would make processing and moving evidence more streamline.

(See Detectives attached monthly reports for more information.)

03- 2016 Monthly K9 Report

Prepared by Sergeant Scott Farmer

K-9 Activity

Officer Koehnke/Kardoin– 4 deployments all with Canby Police

Call outs:

DATE	AREA /CRIME	CASE#	AGENCY	DISPOSITION
3/04/16	Canby/PCS	16-331	Canby	Meth pipes found/2 arrests
3/10/16	Canby/PCS	16-373	Canby	Meth found/1 arrest
3/27/16	Canby/WSV	16-450	Canby	No alerts/no finds
3/31/16	Canby/SW	16-456	Canby	3 confirmed alerts

Arrests: K9 sniffs resulted in 3 arrests.

K9 CALL OUTS, TRACKS, INCIDENTS

1. Cad 407 case # 16-385 Alarm at 146 SW 2nd Searched with K9 no suspects found no sign of burglary
2. Cad 635 case 16#-464 felony warrant at Wilsonville apartments suspect surrendered with presence of K9 use of force

Officer Farmer – Two Patrol deployments in March. 1 arrest

Needs / Concerns / upcoming:

Scheduled for OPCA Spring Seminar next month

04- 2016 Monthly K9 Report

Prepared by Sergeant Scott Farmer K-9 Activity

K9 call outs & incidents Officer Koehnke/Kardoin

Call outs:

DATE	AREA /CRIME	CASE#	AGENCY	DISPOSITION
4/8/16	Canby/PCS	16-506	Canby	<u>3 meth pipes/1 arrest</u>
4/28/16	Clack/Theft	16-639	CCSO	3 alerts/paraphernalia found

Officer Koehnke two searches with one arrest.

Needs / Concerns / upcoming:

Need to get Kardoin's teeth cleaned.

K9 call outs, tracks incidents Officer Farmer/Deorak

1. Search for Molalla PD Cad 653 subject not located
2. Cad 579 case 16#-640 alarm with open door K9 search of building no suspects located.

Officer Farmer – Two deployments in April no arrests

Needs / Concerns / upcoming:

K9 TRAINING FOR DEORAK

04-05-16 4 Tuesday with CCSO @ Woodburn 195 blue bird.
04-17-16 15 minutes on my own basic obedience at K9 conference Canyonville.
04-18-16 8 hours class room K9 liability class @ K9 conference Canyonville
04-19-16 8 patrol K9 scenario training at conference Canyonville Or.
04-26-16 4 @ Brooks Station with CCSO
04-28-16 10 minutes K9 basic obedience training near Canby Gun Club.

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 05-04-16
Re: March-April '16 Monthly Reports

Tactical Entry Team

On April 18th -20th Officer Fetters and I attended the Oregon Tactical Officers Association annual conference hosted by the Portland Police Bureau. The class room portion of the training included incident debriefs from local SWAT teams, and a key note address by former Delta Force Operator and owner of Spartan Tactical Jim Smith. The hands on portion of the training included combat handgun use, weapons modification and maintenance, ballistic breaching, Vehicle/pedestrian take downs, linear assaults, and hostage rescue tactics.

Training

On March 16th Sgt. Smith, Officer Fetters, and Officer Christman instructed firearms training at Canby Rod and Gun Club. The focus of the training was back and off duty weapon use and qualifications.

On April 4th-8th Officer Anderson, Officer Scharmota, and Sgt. Smith attended initial training in Los Angeles, CA for the newly formed inter-agency Intellectual Property Crimes Task Force.

On April 27th Detective Murphy and Officer Fetters instructed tactical duty knife training for the department. The training covered the officers use of department issued folding knives as a last ditch lifesaving tool.

(Please see the attached training calendar for additional department training.)

Respectfully,



Sgt. Doug Kitzmiller

SCHEDULED TRAINING

March 2016

All Officers	March 16	Firearms Training	CRGC
Green Kitzmiller	March 16-18	DOJ Conference	Bend
Wallbaum	March 30	BHO - Process and Prosecution	Woodburn

April 2016

Inness	April 7-8	Code Enforcement Conference	Bend
Green	April 7-8	OWLA	Lincoln City
Anderson Scharmota Smith	April 4-8	Intellectual Property Crimes Task Force	Los Angeles, CA
Kitzmiller	April 10	Combat Rifle Marksmanship	Timber, OR
Fetters Kitzmiller	April 18-20	OTOA	Portland
Farmer Koehnke	April 18-19	OPCA Spring K9 Conference	Canyonville, OR
All Officers	April 27	Tactical Duty Knife	Oregon City
Schafer Booth	April 28-29	2016 DUII Training Conference	Bend

May 2016

Wallbaum	May 9-12	Basic Mountain Bike School	Beaverton
Famer	May 9-20	Metro Sgt.'s Academy	Tualatin PD
Fetters Murphy	May 17	Glock Armorer Course	Beaverton PD
All Officers	May 18	Firearms Training	CRGC

June 2016

All Officers	June 22-23	Active Shooter w/ Canby Fire	Canby High School
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July 2016

Larrison	June 10-15	NASRO Conference	Anaheim, CA
All Officers	July 10-15	Firearms Training	CRGC
Booth Krupicka	July 15-18	FTEP course	Brooks, OR

August 2016

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September 2016

All Officers	Sept 28	Firearms Training	CRGC
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October 2016

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November 2016

All Officers	Nov 9 & 16	Firearms Training	CRGC
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December 2016

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MONTHLY TRAFFIC SAFETY REPORT
CANBY POLICE DEPARTMENT

Officer Nolan Booth
Report for Month of March 2016

CITATIONS

Traffic Officer:	99	Patrol:	339
Total: 438			

DUII ARRESTS

Traffic Officers:	0	Patrol:	7
Total: 7			

TRAFFIC CRIMES

Traffic Officer:	0	Patrol:	7
Total: 7			

TRAFFIC COMPLAINTS

Traffic Officers	0	Patrol:	7
Total: 7			

TRAFFIC CRASHES

Injury (Patrol): 1
Injury (Traffic Officer): 0
Non-Injury (Traffic Officer): 0
Non-Injury (Patrol): 8
Hit & Run (Traffic Officer): 2
Hit & Run (Patrol): 2
Total Crashes: 13

TRUCK INSPECTIONS

Traffic Officer: 0

MONTHLY TRAFFIC SAFETY REPORT
CANBY POLICE DEPARTMENT

Officer Nolan Booth
Report for Month of April 2016

CITATIONS

Traffic Officer:	108	Patrol:	241
Total:	349		

DUII ARRESTS

Traffic Officers:	0	Patrol:	2
Total:	2		

TRAFFIC CRIMES

Traffic Officer:	0	Patrol:	3
Total:	3		

TRAFFIC COMPLAINTS

Traffic Officers	0	Patrol:	3
Total:	3		

TRAFFIC CRASHES

Injury (Patrol): 0
Injury (Traffic Officer): 0
Non-Injury (Traffic Officer): 2
Non-Injury (Patrol): 5
Hit & Run (Traffic Officer): 1
Hit & Run (Patrol): 2
Total Crashes: 10

TRUCK INSPECTIONS

Traffic Officer: 0

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: May 6, 2016

Re: Bi-monthly Report

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

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

Attendance and revenue numbers were good versus last year's March and April. Revenue is up \$5,700 over the same two months last year and is up \$8,100 overall. Attendance it still 2,300 behind last year but the March and April numbers matched last year. Summer is just around the corner as school gets out in six weeks and that marks the beginning of our summer programs. Everything seems to be going well as we approach the last year of the current five year levy. November will be an important time for the Canby Swim Center, as it is every 5 years.

FROM :
SUBJECT:
DATE:

ERIC LAITINEN, AQUATIC PROGRAM MANAGER
Attendance Numbers for March 2016
May 2016 Report

CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD TOTAL
March	2015	2016	2015	2016	2015	2016	14-15	15-16
MORNING LAP	56	52	327	361	383	413	3447	3294
ADULT RECREATION SWIM	46	57	470	455	516	512	4788	4100
MORNING WATER EXERCISE	58	51	414	527	472	578	3992	4286
PARENT/ CHILD	160	168	0	0	160	168	1162	1062
MORNING PUBLIC LESSONS	116	142	0	0	116	142	4361	4537
SCHOOL LESSONS	245	132	0	0	245	132	2551	1650
NOON LAP	106	77	326	379	432	456	3450	2919
TRIATHLON CLASS	63	52	0	0	63	52	77	65
AFTERNOON PUBLIC	536	880	11	13	547	893	3847	4080
PENGUIN CLUB	0	0	238	264	238	264	1317	1502
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2107	2639
CANBY GATORS	0	0	483	680	483	680	6942	7434
MASTER SWIMMING	0	0	35	49	35	49	334	414
EVENING LESSONS	1104	1259	0	0	1104	1259	9319	8054
EVENING LAP SWIM	45	41	31	23	76	64	951	625
EVENING PUBLIC SWIM	404	352	66	19	470	371	3703	3273
EVENING WATER EXERCISE	57	76	55	75	112	151	855	1099
ADULT LESSONS	62	0	0	0	62	0	188	49
GROUPS AND RENTALS	327	366	0	0	327	366	2256	3089
OUTREACH SWIMMING	0	0	0	0	0	0	526	449
TOTAL ATTENDANCE	3,385	3,705	2,456	2,845	5,841	6,550	56173	54620

FROM :
SUBJECT:
DATE:

ERIC LAITINEN, AQUATIC PROGRAM MANAGER
Attendance Numbers for April 2016
May 2016 Report

CANBY SWIM CENTER	ADMIT	ADMIT	PASS	PASS	TOTAL	TOTAL	YTD TOTAL	YTD TOTAL
April	2015	2016	2015	2016	2015	2016	14-15	15-16
MORNING LAP	92	64	371	335	463	399	3910	3693
ADULT RECREATION SWIM	35	47	517	420	552	467	5340	4567
MORNING WATER EXERCISE	100	87	412	486	512	573	4504	4859
PARENT/ CHILD	208	160	0	0	208	160	1370	1222
MORNING PUBLIC LESSONS	176	159	0	0	176	159	4537	4696
SCHOOL LESSONS	1663	1430	0	0	1663	1430	4214	3080
NOON LAP	106	69	349	390	455	459	3905	3378
TRIATHLON CLASS	68	52	0	0	68	52	145	117
AFTERNOON PUBLIC	231	226	3	3	234	229	4081	4309
PENGUIN CLUB	0	0	314	258	314	258	1631	1760
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2107	2639
CANBY GATORS	0	0	682	592	682	592	7624	8026
MASTER SWIMMING	0	0	33	55	33	55	367	469
EVENING LESSONS	1428	1383	0	0	1428	1383	10747	9437
EVENING LAP SWIM	43	42	27	28	70	70	1021	695
EVENING PUBLIC SWIM	507	466	44	16	551	482	4254	3755
EVENING WATER EXERCISE	113	86	61	26	174	112	1029	1211
ADULT LESSONS	0	0	0	0	0	0	188	49
GROUPS AND RENTALS	429	354	0	0	429	354	2685	3443
OUTREACH SWIMMING	0	0	0	0	0	0	526	449
TOTAL ATTENDANCE	5,199	4,625	2,813	2,609	8,012	7,234	64185	61854



March and April, 2016
Monthly Reports

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

Fleet Services

Bi-Monthly Report : March / April 2016

Prepared by Joe Witt, Lead Mechanic

March 2016

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$176.25	\$19.86	\$0.00	\$196.11
Adult Center	0	\$0.00	\$0.00	\$126.14	\$126.14
Collections	5	\$993.75	\$3,965.39	\$103.64	\$5,062.78
Facilities	2	\$165.00	\$6.62	\$0.00	\$171.62
Fleet Service	1	\$1,216.75	\$0.00	\$0.00	\$1,216.75
Parks	6	\$1,177.50	\$165.10	\$88.51	\$1,431.11
Police	21	\$6,787.50	\$2,996.92	\$1,798.02	\$11,582.44
Streets	18	\$8,336.25	\$8,909.84	\$468.36	\$17,714.45
Transit (CAT)	28	\$10,878.75	\$9,842.56	\$1,528.72	\$22,250.03
Wastewater Treatment	3	\$99.83	\$326.25	\$105.06	\$531.14
Total Work Orders Processed for the Month	86	Totals*			\$60,282.57

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

Note: March Fuel Cost Total is for March 1, 2016 to March 15, 2016 Only

April 2016

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$60.00	\$0.00	\$0.00	\$60.00
Adult Center	2	\$900.00	\$293.99	\$280.99	\$1,474.98
Collections	3	\$555.00	\$104.22	\$155.85	\$815.07
Facilities	1	\$52.50	\$0.00	\$67.28	\$119.78
Fleet Service	0	\$0.00	\$0.00	\$63.31	\$63.31
Parks	9	\$2,996.25	\$1,522.58	\$313.40	\$4,832.23
Police	23	\$6,079.50	\$6,775.65	\$4,520.05	\$17,375.20
Streets	16	\$3,615.00	\$2,553.95	\$1,558.73	\$7,727.68
Transit (CAT)	31	\$12,720.00	\$13,810.98	\$3,305.87	\$29,836.85
Wastewater Treatment	5	\$960.00	\$62.65	\$0.00	\$1,022.65
Total Work Orders Processed for the Month	91	Totals*			\$63,327.75

*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: April Fuel Cost Total Includes March 16, 2016 - March 31, 2016 and Only First Part of the Month of April : April 1, 2016 - April 15, 2016**

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
March – April 2016

Park Renovations

Wilderness International has completed the installation of another fishing platforms at Community Park. Work on the platforms was completed the first part of April. The Boy Scouts removed over 20 yards of debris from around the A-frame at Community Park. With the recent installation of a secure wood storage area, the scouts will now be able to have an orderly more maintainable area around the A-frame. Canby Wildcats softball organization contracted to have extra electrical circuits installed in the concession area at Maple St. Park to address their power needs during tournaments.

Park Maintenance

Parks staff has been busy with fertilizer/moss control applications, shrub bed cleaning and trimming. Turf areas were also edged, weeds were sprayed and bark dust has started to be applied where needed. Mowing has been in full swing once the rains subsided and the storm debris removal has decreased since the beginning of March. Building maintenance issues and playground repairs were addressed as found. All of the drinking fountains have been turned on for the season and the irrigation system were also energized but not tested, nor adjusted as of yet. Tree trimming has only been done to prevent contact with mowers and signage obstruction. We were able to sweep the parking lots and paths once over the last couple of months. Beaver dams were breached a couple of times to help control the water levels in the Willow Creek Park/wetlands and a hazard tree limb was removed by the tennis court. The Parks Department spent 11.5 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 meetings. I wrote and administered Mark Olney's annual evaluation. I wrote and submitted the 16-17 budget after it was reviewed by the Public Works Director. I met with Dan Webb to discuss solutions to a problem of brush and berry briars encroaching onto neighboring property owners on the back side of Willow Creek Park/wetlands. The Public Works Director and I met with representatives from the Canby Art Alliance and the Chamber of Commerce to discuss options to renovate the iconic Wait Park gazebo.

For your Information

The Parks Department is responsible for 215 acres of property.

PUBLIC WORKS
March and April 2016
Prepared by: Jerry Nelzen

1. Streets:

The Public Works Department's dug a trench line for NW Natural to install the gas line to the Civic Center/Library sites. Repaired potholes around town and contained major flooding around town with the assistance of our vector trucks.

The crew received and located 127 locates for March.

Streets	Total Hours
Street Sweeping	56
Street Sweeping Maintenance	31.5
Street Maintenance	436
Driveway/Sidewalk Inspections	7
Street Sign Manufacturing	49
Street Sign Maintenance	2
Street Sign Installation	3
Street Light Repair	14
NW 1 st Ave Landscape	11.5
NW 2 nd Ave Landscape	7.5
Cinema Parking Lot Landscape	7.5
Landscape Assistance Worker	11.5
Cemetery	112
Tree Trimming	2
Vector Usage	4.5
Dump Truck	17
Mini Excavator	27

2. Sewer and Storm System:

The crew installed storm main line and (3) catch basins in the alleyway behind the Library/Civic Center and installed 200 ft of storm line on N Vine Street. Pihl Inc our contractor for the N Fairway Lane sewer main replacement was completed with the project at the end of the month.

Sewer	Total Hours
Sewer TV'ing	33
Sewer Maintenance/Repair	4
Sewer Cleaning	12
Sewer Laterals	18
Sewer Inspections	2
Locating Utilities	89.5
Lift Station Maintenance	23
Vactor Usage	11
Drying Beds	4
Storm	
Storm Line Cleaning/Maintenance/Repair	110
Drying Beds	3

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

The crew repaired and fixed (10) street lights. Removed tree limbs at the cemetery.

4. **Miscellaneous:**

The crew worked made signage and set out barricades for a movie being filmed at Wait Park.

Miscellaneous	Total Hours
Meetings	21
Warehouse Maintenance	5
Equipment Cleaning	22.5
Budget	48
Civic Center/Library Project	96
Shane Helped at Fleet Dept.	13.5

April 2016

1. Streets:

The Streets crew planted hundreds of flowers along NW 1st, NW/NE 2nd Avenue and Cinema parking lot. Installed Petunia tower next to the parking lot fountain and hung 20 hanging baskets with potato vines. Sprayed herbicide around town to keep the weeds in the city's right-of-way at bay.

The crew received and located 163 locates for April.

Streets	Total Hours
Street Sweeping	82
Street Sweeping Maintenance/Repair	8
Street Maintenance	288
Street Sign Manufacturing	16
Street Sign Installation	3
NW 1 st Avenue Landscape	29
NW 2 nd Avenue Landscape	17
Cinema Parking Lot Landscape	7
Landscape Assistance	34.5
Street Light Repair	4
Cemetery	65
Dump Truck	70
Mini Excavator	72
Vactor Usage	7

2. Sewer and Storm System:

The Collections crew installed 800 feet of 12 inch pipe for new storm system at NW 9th and N Aspen Court and 200 feet of 12 inch pipe for new storm system on N Vine Street. Installed (3) G-2 catch basins with 40 feet of 10 inch pipe at NW 9th and N Aspen Court.

Sewer	Total Hours
Sewer TV'ing	8
Sewer Maintenance/Repair	7
Sewer Laterals	5
Lift Station Maintenance	15
Locating Utilities	76
Sewer Inspections	9
Vactor Usage	8
Storm	
Catch Basin Maintenance	22
Drywell Maintenance	23
Storm Line Cleaning/Maintenance	381.5
Vactor Truck	14

3. Street Sign/Trees/Lights:

The crew fixed 4 street lights and installed street signs. Removed (3) Holly bushes causing a visual clearance problem at NE 2nd Avenue. Removed hazardous limbs from trees along NE Territorial Road and N Pine Street.

4. Miscellaneous:

Worked with volunteers on spreading bark dust along NW 1st Avenue and took barricades to the PD for their annual drop off old prescriptions event.

Miscellaneous	Total Hours
Meetings	61.5
Plan Preview for Subdivisions	2
Equipment Cleaning	17
Warehouse Maintenance	5
Training/Schools	4
Shane @ Fleet Service	8
Other	15.5

Tech Services Department
Bi-Monthly Report for March/April, 2016

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: May 6, 2016

Google Analytics Summary Report: March and April 2016

<u>Audience Overview</u>	<u>March</u>	<u>April</u>
Sessions (site visits)	8,261	8,930
Users/unique visitors	5,801	6,335
Page Views	20,238	21,101
Pages per Session	2.45	2.36
Average Session Duration	1 min 50 sec	1 min 47 sec
Bounce Rate (% of single-page visits)	53.09%	52.47%
New Sessions/Users	58.49%	59.42%

March and April numbers are up from February

<u>New Vs. Returning Visitors</u>	<u>March</u>	<u>April</u>
New	58.54%	59.44%
Returning	41.46%	40.56%

<u>Browser & Operating System</u>	<u>March-Top 5 Browsers:</u>	<u>April-Top 5 Browsers:</u>
	Chrome (43.84%)	Chrome (45.05%)
	Safari (25.13%)	Safari (24.68%)
	Internet Explorer (15.17%)	Internet Explorer (15.52%)
	Firefox (10.14%)	Firefox (8.76%)
	Edge (1.76%)	Edge (2.24%)

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

<u>Overview (Technology)</u>	<u>March</u>	<u>April</u>
Desktop	55.72%	55.99%
Mobile	38.01%	37.19%
Tablet	6.27%	6.82%

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

<u>Mobile Devices (top 3)</u>	<u>March</u>	<u>April</u>
	Apple iPhone (39.20%)	Apple iPhone (37.68%)
	Apple iPad (9.19%)	Apple iPad (9.95%)
	Samsung Galaxy S5 (3.53%)	Samsung Galaxy S5 (2.57%)

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>March</u>	<u>April</u>
	City Home Page	City Home Page
	Swim Center Home Page	Swim Center Home Page
	CAT Home Page	Job Openings
	Job Openings	CAT Home Page
	CAT Routes	CAT Routes

Top 5 visited pages keep pretty consistent with rankings changing occasionally

KEY

Sessions (total number of sessions to your site)

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

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

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

Average Session Duration (average session length of all users)

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

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

MARCH 2016

Audience Overview

Mar 1, 2016 - Mar 31, 2016

All Users
100.00% Sessions

Overview

Sessions



Sessions

8,261

Users

5,801

Pageviews

20,238

Pages / Session

2.45

Avg. Session Duration

00:01:50

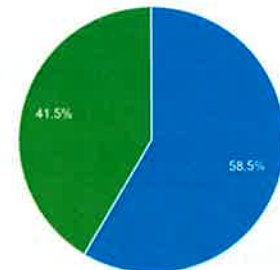
Bounce Rate

53.09%

% New Sessions

58.49%

New Visitor Returning Visitor



Language	Sessions	% Sessions
1. en-us	7,688	93.06%
2. ru	283	3.43%
3. ru-ru	106	1.28%
4. es-419	33	0.40%
5. en	26	0.31%
6. c	19	0.23%
7. es-es	15	0.18%
8. zh-cn	14	0.17%
9. es-xl	13	0.16%
10. en-gb	11	0.13%

New vs Returning

Mar 1, 2016 - Mar 31, 2016

All Users
100.00% Sessions

Explorer

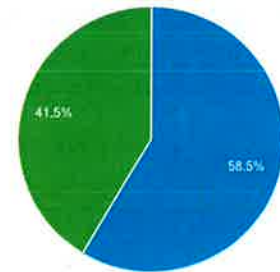
Summary

Sessions



User Type	Sessions	Sessions
	8,261 % of Total: 100.00% (8,261)	8,261 % of Total: 100.00% (8,261)
1. ■ New Visitor	4,836	58.54%
2. ■ Returning Visitor	3,425	41.46%

Contribution to total: Sessions



Rows 1 - 2 of 2

Browser & OS

Mar 1, 2016 - Mar 31, 2016

All Users
100.00% Sessions

Explorer

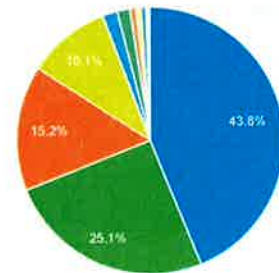
Summary

Sessions



Browser	Sessions	Sessions
	8,261 % of Total: 100.00% (8,261)	8,261 % of Total: 100.00% (8,261)
1. Chrome	3,622	43.84%
2. Safari	2,076	25.13%
3. Internet Explorer	1,253	15.17%
4. Firefox	838	10.14%
5. Edge	145	1.76%
6. Android Browser	126	1.53%
7. Opera	63	0.76%
8. Amazon Silk	49	0.59%
9. YaBrowser	49	0.59%
10. Safari (in-app)	19	0.23%

Contribution to total: Sessions



Rows 1 - 10 of 15

Overview

Mar 1, 2016 - Mar 31, 2016

All Users
100.00% Sessions

Explorer

Summary

Sessions



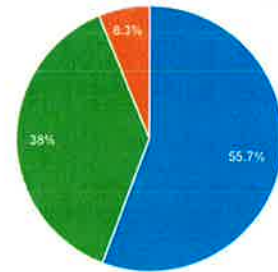
☐ Device Category

Sessions

Sessions

Contribution to total: Sessions

	8,261 % of Total: 100.00% (8,261)	8,261 % of Total: 100.00% (8,261)
1. ■ desktop	4,603	55.72%
2. ■ mobile	3,140	38.01%
3. ■ tablet	518	6.27%



Rows 1 - 3 of 3

Devices

Mar 1, 2016 - Mar 31, 2016

All Users
44.28% Sessions

Explorer

Summary

Sessions



Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

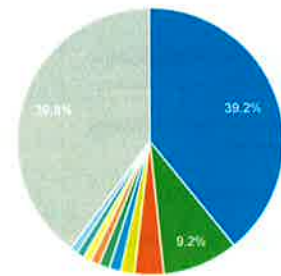
3,658

% of Total: 44.28% (8,261)

3,658

% of Total: 44.28% (8,261)

1.	Apple iPhone	1,434	39.20%
2.	Apple iPad	336	9.19%
3.	Samsung SM-G900V Galaxy S5	129	3.53%
4.	(not set)	63	1.72%
5.	Samsung SM-G920V Galaxy S6	50	1.37%
6.	Samsung SM-G900A Galaxy S5	47	1.28%
7.	Samsung SM-G530AZ Galaxy Grand Prime	38	1.04%
8.	HTC Desire 626s	36	0.98%
9.	Samsung SCH i545 Galaxy S4	36	0.98%
10.	Samsung SM-G360T1 Galaxy Core Prime TD-LTE	34	0.93%



Rows 1 - 10 of 329

Landing Pages

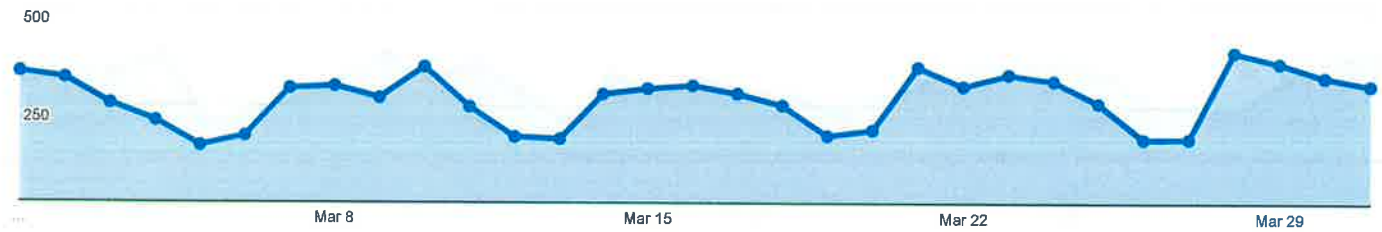
Mar 1, 2016 - Mar 31, 2016

All Users
100.00% Entrances

Explorer

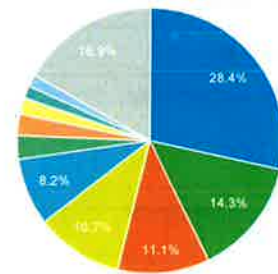
Summary

Sessions



Landing Page	Sessions	Sessions
	8,261 % of Total: 100.00% (8,261)	8,261 % of Total: 100.00% (8,261)
1. /	2,344	28.37%
2. /Departments/swim/swimcenter.htm	1,185	14.34%
3. /transportation/CAThome page.htm	915	11.08%
4. /Jobs/jobopenings.htm	883	10.69%
5. /transportation/routes.htm	676	8.18%
6. /Departments/court/court.htm	239	2.89%
7. /Departments/swim/schedule.htm	213	2.58%
8. /Departments/development_services/development_service.htm	167	2.02%
9. /Departments/departments.htm	126	1.53%
10. /Departments/pw_operations/parks/park_facilities.htm	118	1.43%

Contribution to total: Sessions



Rows 1 - 10 of 109

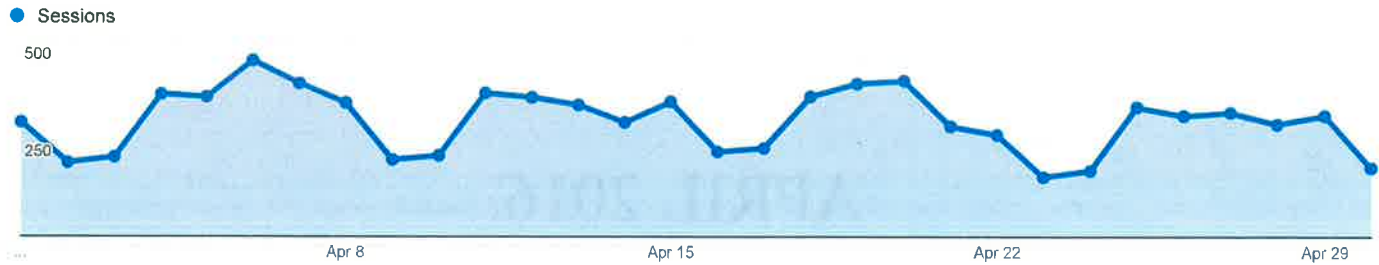
APRIL 2016

Audience Overview

Apr 1, 2016 - Apr 30, 2016

All Users
100.00% Sessions

Overview



Sessions

8,930

Users

6,335

Pageviews

21,101

Pages / Session

2.36

Avg. Session Duration

00:01:47

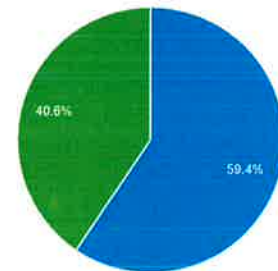
Bounce Rate

52.47%

% New Sessions

59.42%

■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	8,275	92.67%
2. ru	277	3.10%
3. ru-ru	89	1.00%
4. pt-br	65	0.73%
5. es-419	32	0.36%
6. (not set)	28	0.31%
7. c	25	0.28%
8. en	20	0.22%
9. es-es	19	0.21%
10. es-xl	17	0.19%

New vs Returning

Apr 1, 2016 - Apr 30, 2016

All Users
100.00% Sessions

Explorer

Summary

Sessions



User Type

Sessions

Sessions

Contribution to total:

Sessions

8,930

% of Total: 100.00% (8,930)

8,930

% of Total: 100.00% (8,930)

1. New Visitor

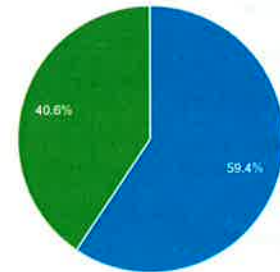
5,308

59.44%

2. Returning Visitor

3,622

40.56%



Rows 1 - 2 of 2

Browser & OS

Apr 1, 2016 - Apr 30, 2016

All Users
100.00% Sessions

Explorer

Summary



Browser

Sessions

Sessions

Contribution to total: Sessions

8,930

% of Total: 100.00% (8,930)

8,930

% of Total: 100.00% (8,930)

1. Chrome

4,023

45.05%

2. Safari

2,204

24.68%

3. Internet Explorer

1,386

15.52%

4. Firefox

782

8.76%

5. Edge

200

2.24%

6. Android Browser

106

1.19%

7. Opera

60

0.67%

8. Safari (in-app)

60

0.67%

9. Amazon Silk

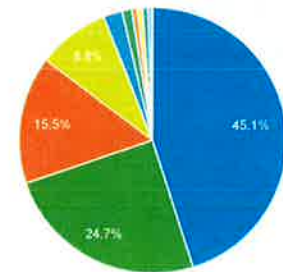
54

0.60%

10. YaBrowser

41

0.46%



Rows 1 - 10 of 16

Overview

Apr 1, 2016 - Apr 30, 2016

All Users
100.00% Sessions

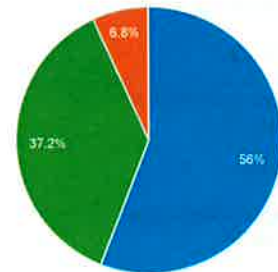
Explorer

Summary



Device Category	Sessions	Sessions
	8,930 % of Total: 100.00% (8,930)	8,930 % of Total: 100.00% (8,930)
1. desktop	5,000	55.99%
2. mobile	3,321	37.19%
3. tablet	609	6.82%

Contribution to total: Sessions



Rows 1 - 3 of 3

Devices

Apr 1, 2016 - Apr 30, 2016

All Users
44.01% Sessions

Explorer

Summary

Sessions



Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

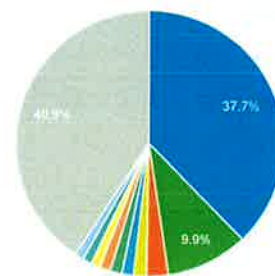
3,930

% of Total: 44.01% (8,930)

3,930

% of Total: 44.01% (8,930)

1.	Apple iPhone	1,481	37.68%
2.	Apple iPad	391	9.95%
3.	Samsung SM-G900V Galaxy S5	101	2.57%
4.	(not set)	62	1.58%
5.	Samsung SM-G900A Galaxy S5	55	1.40%
6.	Samsung SM-G920V Galaxy S6	55	1.40%
7.	Microsoft Xbox One	51	1.30%
8.	Samsung SM-G900T Galaxy S5	45	1.15%
9.	HTC Desire 626s	44	1.12%
10.	Samsung SM-G530AZ Galaxy Grand Prime	42	1.07%



Rows 1 - 10 of 347

Landing Pages

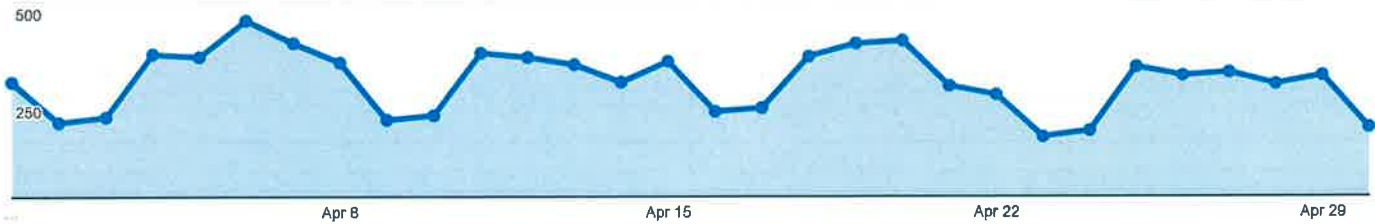
Apr 1, 2016 - Apr 30, 2016

All Users
100.00% Entrances

Explorer

Summary

Sessions



Landing Page	Sessions		Contribution to total: Sessions
	8,930 % of Total: 100.00% (8,930)	8,930 % of Total: 100.00% (8,930)	
1. /	2,643	29.60%	
2. /Departments/swim/swim center.htm	1,180	13.21%	
3. /Jobs/jobopenings.htm	1,086	12.16%	
4. /transportation/CAThome page.htm	860	9.63%	
5. /transportation/routes.htm	774	8.67%	
6. /Departments/swim/schedule.htm	241	2.70%	
7. /Departments/pw_operations/parks/park_facilities.htm	228	2.55%	
8. /Departments/court/court.htm	186	2.08%	
9. /transportation/transittax.htm	182	2.04%	
10. /Departments/development_services/development_service.htm	150	1.68%	

Rows 1 - 10 of 102

City of Canby Bi-Monthly Report

Department: Transit



For: the months of March and April, 2016

Date: May 6, 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 March 11th the annual Certifications and Assurances documentation was submitted to ODOT.
- c) On March 11th two grant applications were submitted to ODOT for vehicle replacements. One application for \$125,622 in 5310 funding with a \$14,378 matching requirement to replace bus 17 (2009 21 passenger StarTrans Cutaway minibus); and one grant application for \$119,000 in 5339 funding with a \$21,000 matching requirement to replace bus 14 (2006 35 passenger Champion 35' coach).
- d) On April 22nd a draft Request for Proposal (RFP) to select a consultant for the Transit Master Plan process was forwarded to ODOT for approval. Once approved the RFP will be published.

2) Ridership:

Total ridership year to date for the FY 2015-16 was down 24.19 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 7,423 rides in March (20.33% fewer than March of 2015).
 - 1,280 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 13.51% fewer than were provided during March of 2015.
 - 4,610 to Oregon City (19.60% fewer rides than March of 2015).
 - 1,533 to Woodburn (27.14% fewer rides than March of 2015)
- b) 7,566 rides in April (19% fewer rides than April of 2015).
 - 1,267 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 23.3% fewer rides than were provided during April of 2015.
 - 4,597 to Oregon City (17.88% fewer rides than April of 2015).
 - 1,702 to Woodburn (18.83% fewer rides than April of 2015).

As reported previously, ridership is down across the board. No single cause has been identified. The reasons include the 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 all 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 March was Monica Sanchez and the winner for April was Don Yoder. Both riders got a free bus pass and other goodies.
- b) In March and April we provided 256 same day rides on a space available basis.

4) Collisions and Incidents

- a) There were no collisions in March or April.

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

- a) On March 3rd Julie Wehling attended the Clackamas County Coordinating Committee (C4) in Oregon City.
- b) On March 4th and 18th Julie Wehling attended Special Transportation Fund Advisory Committee (STFAC) meetings regarding the update to the regional (Elderly and Disabled Transportation) Coordinated Human Services Plan in Portland.
- c) On March 7th Julie Wehling attended the Region 1 ACT meeting in Portland.
- d) On March 8th Julie Wehling attended the Oregon Transit Association (OTA) in Salem.
- e) On March 9th Julie Wehling attended a meeting of regional transit providers at Metro regarding the Regional Transportation Plan (RTP) update.
- f) On March 14th Julie Wehling attended the Governor's Transportation Vision Panel meeting at PDX.
- g) On March 22nd Julie Wehling attended the Clackamas Transportation Advisory Committee (CTAC) in Oregon City.
- h) On March 24th the Transit Advisory Committee held their regular meeting.
- i) On March 29th Julie Wehling attended a meeting initiated by Salem-Keizer Transit in Donald.
- j) On March 29th Julie Wehling participated in a ConnectOregon workshop
- k) On April 4th Julie Wehling attended a meeting of the Region 1 ACT
- l) On April 9th MV held a driver training meeting.
- m) On April 7th Julie Wehling attended the Clackamas County Coordinating

Committee (C4) in Oregon City.

- n) On April 12 Julie Wehling participated in the Oregon Transit Association (OTA) Board meeting via conference call.
- o) On April 14 Julie Wehling participated (via conference call) in an Efare Gap Analysis meeting hosted by ODOT and presented by TriMet.
- p) On April 15 Julie Wehling attended a meeting of the Special Transportation Fund Advisory Committee (STFAC) regarding the update to the regional (Elderly and Disabled Transportation) Coordinated Human Services Plan in Portland.
- q) On April 26 & 27 Julie Wehling attended a training on Understanding National Policy Requirements Affecting Grants presented by Management Concepts and hosted by the City of Portland.
- r) On April 28 the Transit Advisor Committee held their regular meeting.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

March & April 2016

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: May 2, 2016

Facility Operations & Maintenance

The water quality for the months of March and April remained excellent with no violations. Plant Operators continually maintain daily monitoring and operations of the plant to maintain NPDES permit compliance. The CIP for the biosolids handling facility has been going very well and we anticipate completion to be on schedule.

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

- Requested quotes for secondary clarifier brush cleaning system.
- Replaced VFD for South RAS and Blower #3
- Changed out Biosolids Shaft Bearing on long PES Conveyor.
- Repaired small Biosolids conveyor belt DK facility.
- Replaced gas detector from Public Works Supply.
- Repaired group fault on UV system.
- Repaired sludge pump diaphragm.
- Ordered parts for eff filter, sludge conveyor and plant suction hose,
- Received approximately 30 ton of hydrated lime.
- Ordered ballast, lights and Shop tools.
- Fishers RPM rewind process water motor #2.
- New spare motor purchased for process water pump.
- Requested bids for floor in old GBT room.
- Flow meter monthly verification.
- Prepared samples for 1st quarter Biosolids testing with contract lab.
- Pulled scum pit pump and removed debris in bottom of wet well, repaired check valve.
- Waste Oil tested and recycled by Safety Clean.
- Lab equipment, eff temp meter calibrations.
- Research of plants for berm around new Biosolids Building.

- Started processing in dumpsters to get ready for concrete footing in the Biosolids building.
- Turned Brushes around on North & South clarifier.
- Received aluminum chlorohydrate (settling flocculants) for clarifiers.
- Repair of sprinkler system, Seeded and landscaped lawn around pipe repair.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

Pretreatment Inspection/Reporting, FOG Program

March

- Pump Outs: 29
- Inspections: 1

April

Pump Outs: 22

- Inspections: 0
- Reviewed Business License renewals.
- Investigated complaint DEQ received about illegal dumping by JV Northwest with Jon. Turned out ok, no illegal dumping was discovered.
- Reviewed Metal/Cyanide/Phenol/Hardness/HEM data spread sheets for Permit renewal and Dale Richwine spread sheets with Jon.
- IU Meeting with Grand Northern Products
- Created new spread sheet for Metal/Cyanide/Phenol/Hardness/HEM for 2015-2019 Permit Renewal.

Biosolids Program:

- Belt ran 20 days in March.
- 6 loads to Heard Farms, 170 wet tons.
- Belt ran 17 days in April.
- 7 loads to Heard Farms, 149 wet tons.

Daily Lab Activity

- Routine daily/weekly lab process control and permit testing.
- Completed Bioassay Sampling
- Prepared for DMR QA/QC 36
- Testing Synthetic Seed for BOD's to replace PE.
- Changed sampling tubing on Influent and Effluent Samplers
- Organizing lab files
- Created new BOD worksheet
- Received IDEXX Powder and confirmed quality with QA/QC Test
- 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.
- Pretreatment Committee Meeting.
- Pre-construction meeting.
- Mindfulness series (provided by the city)
- Interviews for pretreatment/Operator.
- City Safety Committee Meeting.