



## AGENDA

### CANBY CITY COUNCIL MEETING

May 20, 2015

7:30 PM

Council Chambers

155 NW 2<sup>nd</sup> 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

City Hall Conference Room

182 N Holly

6:45 PM - The City Council will be meeting in a Work Session to Discuss a Draft Resolution in Support of Second Amendment Rights and in Opposition to the Expansion of the Firearms Purchase Background Check System.

Pg. 1

---

### CITY COUNCIL MEETING

#### 1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance
- C. Update on General Canby Day Events

#### 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 May 6, 2015 City Council Regular Meeting
- B. Appointment to Canby Utility Board
- C. Reappointment to Historic Review Board

Pg. 3

Pg. 4

**7. PUBLIC HEARING**

- A. Update to Master Fee Schedule Including Updated Fees for Sanitary and Storm Services Pg. 9

**8. RESOLUTIONS & ORDINANCES**

- A. Res. 1214, Supporting the Reopening of Willamette Falls Pg. 5  
B. Res. 1216, Setting Fees for Services Including Updated Fees for Sanitary and Storm Service Pg. 16  
C. Ord. 1416, Authorizing a Contract with Grove, Mueller & Swank, P.C. for Audit Services; and Declaring an Emergency Pg. 42  
D. Ord. 1417, Authorizing a Contract with Heard Farms for Wastewater Sludge Removal; and Declaring an Emergency (**2<sup>nd</sup> Reading**) Pg. 102  
E. Ord. 1418, Authorizing a Contract with Eagle-Elsner, Inc. in the Amount of \$210,530.98 with the Authorization to Expand the Work Scope to an Amount Not to Exceed \$225,000.00 for Construction of the 2015 Street Maintenance Program; and Declaring an Emergency Pg. 110

**9. NEW BUSINESS**

- A. Canby Business Survey Results Presentation Pg. 122

**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](http://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.

## **RESOLUTION 1217**

### **A RESOLUTION IN SUPPORT OF SECOND AMENDMENT RIGHTS AND IN OPPOSITION TO THE EXPANSION OF THE FIREARMS PURCHASE BACKGROUND CHECK SYSTEM**

**WHEREAS**, the United States and State of Oregon Constitution's guarantee the right of the People to keep and bear arms; and

**WHEREAS**, in accordance with the City of Canby Charter, each Officer of the City of Canby takes an oath affirming support of the Constitutions and Laws of the United States, the State of Oregon, and the City of Canby; and

**WHEREAS**, the City of Canby opposes any unconstitutional infringement on the Peoples' Constitutional rights to keep and bear arms; and

**WHEREAS**, the right of property ownership necessitates an inherent right to transfer said property; and

**WHEREAS**, any further expansion of the current background check system has not been proven to result in any reduction in the illegal keeping or bearing of arms; and

**WHEREAS**, any further expansion of the current background check system would infringe the rights of the People to keep and bear arms by adding delays and potential denials to lawfully qualified persons; and

**WHEREAS**, any further expansion of the current background check system is an unreasonable and unnecessary infringement on the transfer rights inherent in the People's Constitutional rights of gun ownership.

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

1. To make known its opposition to the expansion of the firearms background check system between qualified, law-abiding citizens.
2. To discourage the use of any City of Canby resources in the pursuit of any expansion to the firearms background check system between qualified, law-abiding citizens.

This resolution shall take effect June 3, 2015.

**ADOPTED** by the Canby City Council at a regular meeting thereof on June 3, 2015.

---

Brian Hodson  
Mayor

ATTEST:

---

Kimberly Scheafer, MMC  
City Recorder

DRAFT



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

Date: 4-3-15  
 Name: Jack Brito Occupation: Auto Body  
 Home Address: \_\_\_\_\_  
 Employer: HotRodDreamworks Position: owner  
 Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 For which position are you applying? CUB  
 What are your community interests (committees, organizations, special activities)?  
Chamber member, Rotary, active in  
church.  
 Experience and educational background: High School  
 Reason for your interest in this position: Was asked  
 List any other City or County positions on which you serve or have served: None  
 Information on any special membership requirements: NA  
 Referred by (if applicable): Gary Potter

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

**THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY**

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

Phone: 503.266.0733 Fax: 503.266.7961 Email: [Scheaferk@ci.canby.or.us](mailto:Scheaferk@ci.canby.or.us)

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

**RECEIVED**  
**APR 10 2015**

*City of Canby - City Recorder*

1-4-13

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

Date: 4/20/2015

Name: Rebekah Goodfellow Occupation: Accounts Payable

Home Address: \_\_\_\_\_ 02 97013

Employer: Mcmenamins Position: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

For which position are you applying? Historical Review Board

What are your community interests (committees, organizations, special activities)? I really enjoy being a member of the Historical Review Board as well as a volunteer for the promotions board.

Experience and educational background: Volunteered as community mayor while stationed at the National Training Center in Fort Irwin California.

Reason for your interest in this position: I love the City of Canby and enjoy being a volunteer.

List any other City or County positions on which you serve or have served: Promotions Committee

Information on any special membership requirements: \_\_\_\_\_

Referred by (if applicable): \_\_\_\_\_

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

**THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY**

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

**RECEIVED**  
**APR 28 2015**

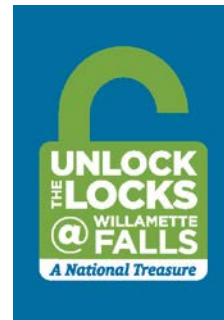
**City of Canby - City Recorder**

Phone: 503.266.0733 Fax: 503.266.7961 Email: [Scheaferk@ci.canby.or.us](mailto:Scheaferk@ci.canby.or.us)

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

1-4-13

## HISTORICAL TIMELINE of the WILLAMETTE FALLS CANAL & LOCKS & ADVOCACY EFFORTS to KEEP the LOCKS REPAIRED & OPEN



The Locks opened January 1, 1873 to expedite the settlement and commerce of the 200-mile long Willamette Valley. Gates are based upon a leaf-lock design by Leonardo da Vinci; wickets in the gates create waterfall effect, unlike newer locks with buried fill valves. The canal, made of stone, timber, concrete and steel, is 2,500 feet long and 40 feet wide with four connecting lift locks, each 210 feet in length, plus a guard lock and the canal basin. Material was towed by steam tugs for hand-fitting and layup without mortar by European masons and Chinese laborers. Local native tribal members also worked on Locks construction. Early sternwheeler steamships were designed to fit in the lock chambers. This was the first significant navigational improvement on the Columbia/Snake drainage.

- **1871-73:** Built by private investors, “Willamette Lock & Canal Company”, with a \$200k subsidy from the State of Oregon, 1/3 of the total cost. Willamette Falls Navigation Canal and Locks opened on Jan 1, 1873
- **1912:** Serious consideration by the Corps of Engineers to construct a competing canal at Oregon City on the opposite side of the falls
- **1915:** Bought by the Corps of Engineers (\$375k) and the State of Oregon (\$300k) to provide free transit
- **1916:** Deepened to 6 feet
- **1938:** Corps planned to renovate/destroy old locks and build a single-lift canal to expedite literal logjams created by huge rafts of abundant logs being transported downstream. Engineering could not be worked out.
- **1970s:** Timber industry slowed and log rafts transiting the Locks started declining
- **1974:** Listed on the National Register of Historic Places by the Corps, bringing the protective mandates of the National Historic Preservation Act (NHPA) on federal stewardship
- **1991:** State Historic Civil Engineering Landmark, American Society of Civil Engineers
- **1993:** The ‘Spruce Goose’, Howard Hugh’s ‘Flying Boat’ was transported through the Locks en route to Evergreen Aviation Museum in McMinnville, Oregon
- **1996:** West Linn Paper stopped barging materials and product through the Locks, using truck transit instead
- **1999:** River named an American Heritage River
- **2000ish:** Locks usage dropped precipitously and closure threatened
- **2002-04:** Opened seasonally due to reduced Corps budget
- **2002:** Willamette Falls Heritage Foundation (WFHF) organized by volunteers to advocate for Willamette Falls Locks and falls-area industrial heritage structures and stories
- **2004-2010, 2013, 2014:** Site of six WFHF-sponsored Lock Fests, to advocate for preservation & future funding of maintenance and operations, and to introduce the public to the Locks
- **2004:** Congresswoman Hooley hosted a flotilla to illustrate the importance of one continuous river
- **2005:** No federal budget funding; Locks moved to “caretaker-status” which provided minimal maintenance; seasonally opened via earmarks
  - Congresswoman Hooley convened *Willamette River United* Conference to promote efforts to keep the Locks open
  - Gov Kulongowski designated as Oregon Solution project; Verne Duncan convener
  - River designated as Willamette River Water Trail
- **2006, 2007:** Locks open May –Sept thanks to funding from ODOT, WFHF and Clackamas County
- **2007:** WFHF funded updating of National Register nomination with hopes of achieving National Historic Landmark status; NHL bid unsuccessful
  - WFHF raised \$50k for INCA engineering study
  - Travel Oregon spent \$27k on media outreach for the Locks; named WFHF Locks’ advocacy affiliate One Willamette River Coalition (OWRC)
  - Corps closed Locks until Hydraulic Structural Steel (HSS) study could be done
  - Corps dam safety engineers determined the Locks as DSAC-1: “high risk of life-threatening injuries” [See DSAC-1 explanation page]
- **2009:** HSS study began with \$511k Corps funding and \$118k ODOT funds
  - Received \$1.8mil federal stimulus money (ARRA) and additional \$570k from partners to complete HSS, inspect and repair all gates – total of \$2.37mil for inspection and repairs

- OWRC raised \$29k for a study of potential transfer of the Locks to a local entity conducted by the Center for Economic Development and Research (CEDER), the non-profit arm of The Pacific Northwest Waterways Association
- Oregon Solutions deemed the project successful and turned it over to ORWC
- **2010:** Congressional earmark funding for seasonal operations
- **2011:** Limited subsequent lockages under a Caretaker Status budget; special commercial needs served once a month while exercising the gates
  - INCA/CH2MHill completed a Facilities Evaluation Report which noted mechanical and electrical deficiencies, seepage, stability and deteriorating gudgeon anchors. According to Corps engineers, gudgeon inspection requires hands-on inspection of possible fracture of critical components for loss-of-life risks. All gudgeons on gates 2, 3 & 4 were “red tagged” due to corrosion or inability to see/inspect. Outside engineers insist that the gudgeon arms can be simply, thoroughly and inexpensively tested.
  - NOV: Transferred to “non-operational” status by the Corps of Engineers and closed to all river traffic. Public access to the Locks, grounds and interpretive center also closed.
- **2012:** River selected as the National Water Trail System’s Willamette River Water Trail
  - Locks selected as National Treasure by National Trust for Historic Preservation (NTHP)
  - Locks listed on “Most Endangered List” by Historic Preservation League of Oregon (now Restore Oregon)
  - Willamette River received the Theiss International Riverprize, worlds’ most prestigious environmental award, via Meyer Memorial Trust in recognition of environmental river restoration
  - ODOT’s Director stated that the Locks are important as redundant transportation in a Cascadia event
- **2013:** Corps allowed two unmanned lockages of the Canby Ferry by Marine Industrial Construction to get the ferry downstream for necessary retrofitting and inspections; Clackamas County estimates that transit via the Locks saved them \$500k (specifically quoted \$487,000 cost)
  - OWRC raised \$67k to fund an economic potential report by EconW that cited pent-up recreational demand for Locks’ transit, and potential growing commercial use once the Locks have been dependably and consistently open.
- **2014:** Mandated National Historic Preservation Act (NHPA) Section 106 assessment begun belatedly by the Corps for 2011 closure. Corps acknowledged adverse effects caused by closure, began mitigation discussions with stakeholders. Development of an MOA or PA is in negotiation with the State Historic Preservation Office (SHPO), Advisory Council on Historic Preservation (ACHP), NTHP, OWRC, and 20+ stakeholders.
  - NTHP hired Hooley&Natio LLC as Locks champions
  - Resolutions to repair and reopen the Locks passed unanimously by Clackamas County, Metro, cities of West Linn, Oregon City and Wilsonville
  - Corps spent \$10k to clear debris from the headgate; Wilsonville Concrete offered to do it for free.
- **2015:** Association of Oregon Counties unanimously passed a Resolution to repair and reopen the Locks
  - Clackamas County Commissioners convened a Workgroup of potential partner agencies to investigate owning and/or operating the Locks
  - Sen Devlin and co-signers introduced SB131 to create a state Locks Task Force
  - Corps has requested funds to belatedly start mandated National Environmental Protection Act (NEPA) assessment in March. (ACHP and internal Corps policies recommend NEPA and Sec106 be done simultaneously.)
  - Corps will request FY17 funds for a feasibility study to look at status quo, deauthorization, reauthorization, and for a long-term-disposition general investigation including consideration of Corps operation, lease to third party or transfer of ownership to third party.

Since 1975, this is the oldest and smallest operational navigation canal and locks used for commerce. It is also smallest and oldest operational **by-pass** canal in US, with continuous use for nearly 140 years. The structure still boasts a high degree of integrity over time, with adaptations that mirror the evolution of technology, function and repairs since construction. Our work continues. We are hopeful that the Willamette Falls Locks will again be open for commercial, recreation and tourism travel. [www.savingplaces.org](http://www.savingplaces.org) [www.willamettefalls.org](http://www.willamettefalls.org)

Updated 4/2015 PS

## **RESOLUTION NO. 1214**

### **A RESOLUTION SUPPORTING THE REOPENING OF THE WILLAMETTE FALLS LOCKS**

**WHEREAS**, On January 1, 1873, the Willamette Falls Locks opened to allow passage around the waterfall at Oregon City, thereby providing access to a one river system; and

**WHEREAS**, in 1915, the Army Corps of Engineers purchased the Locks from the private operator, thereby ensuring free public passage through the Locks; and

**WHEREAS**, in 1974, the Willamette Falls Locks were listed on the National Register of Historic Places; it was the first significant facility built to improve navigation on the Columbia-Snake River Inland Waterway system and through 1939, the most important; and

**WHEREAS**, in 1991, the Willamette Falls Locks were designated as a State Historic Civil Engineering Landmark by the American Society of Civil Engineers; and

**WHEREAS**, in 2006, Governor Kulongoski designated the Willamette Falls Locks as an Oregon Solutions project, and the Willamette Falls Locks Oregon Solutions Task Force was formed, which continues to the present as the One Willamette River Coalition coordinated by the Willamette Falls Heritage Foundation to preserve the Locks and support its continued operation; and

**WHEREAS**, from 2006 through 2010, funding provided to the Army Corps of Engineers from the Oregon Department of Transportation, Clackamas County and the U.S. Congress allowed for seasonal operations and selected structural upgrades, including \$2.2 million in funds from the American Recover and Reinvestment Act of 2009 (PL 111-5); and

**WHEREAS**, in November 2011, the Willamette Falls Locks were placed into "non-operational" status and on short notice were closed to vessel passage based upon an engineering assessment that identified safety concerns of potential failure; and

**WHEREAS**, closure has placed a severe hardship on commercial, recreational and tribal river users; and

**WHEREAS**, in March 2012, the National Trust for Historic Preservation declared the Willamette Falls Locks as one of the most threatened National Treasures, thereby providing technical assistance; and

**WHEREAS**, the Historic Preservation League of Oregon (now Restore Oregon) named the Willamette Falls Locks as one of its 10 "Most Endangered Places;" and

**WHEREAS**, an application is being prepared for designation of the area surrounding the Locks as a National Heritage Area by the National Park Service; and

**WHEREAS**, in September 2014, ECO Northwest, under contract with the Willamette Falls Heritage Foundation, published the "*Willamette Locks Economic Potential Report*, " providing information on potential operating costs and community benefits of reopening the Locks; and

**WHEREAS**, the non-operational status of the Locks has rendered the Willamette river non-navigable above Willamette Falls; and

**WHEREAS**, the Locks are a primary historic asset under application being prepared for designation of the areas at the Willamette Falls as State and National Heritage Areas; and

**WHEREAS**, the Cities of West Linn, Oregon City and Wilsonville have adopted formal Resolutions Supporting the Reopening of the Willamette Falls Locks;

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

1. The City of Canby urges the Corps of Engineers to expedite the needed rehabilitation of the Willamette Falls Lock and reopen the Locks to the general public and commercial, recreational and marine traffic.
2. The City of Canby supports creation of a State Task Force to work with the Corps of Engineers to develop a plan for sustainable operations of the Willamette Falls Locks.
3. The City of Canby urges the Oregon Congressional delegation to support the expedited repair and reopening of the Willamette Falls Locks.
4. The City of Canby supports the rehabilitation of the Locks as an integral part of the State and National Heritage Areas at Willamette Falls.

This resolution shall take effect on May 20, 2015.

**ADOPTED** by the Canby City Council at a regular meeting thereof on May 20, 2015.

---

Brian Hodson  
Mayor

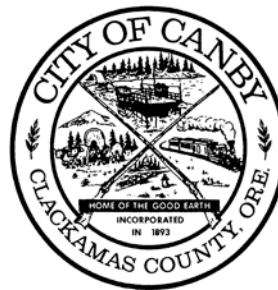
ATTEST:

---

Kimberly Scheafer, MMC  
City Recorder



# MEMORANDUM



**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Haley Fish, Finance Director*  
**DATE:** *May 20, 2015*  
**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 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 with Resolution 1216. 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 actual schedule if all changes are adopted.

Recommendation: Staff recommends Council adopt Resolution 1216.

Recommended motion: ***"I move to adopt Resolution 1216, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES INCLUDING UPDATED FEES FOR SANITARY AND STORM SEWER SERVICE."***

Attached: Narrative Summary, Resolution 1216 and Exhibits "A" & "B"

## **PROPOSED FEE CHANGES – NARRATIVE SUMMARY**

### **POLICE**

#### **Police Reports – Reduction**

The cost of additional pages is being reduced to correspond with similar fees elsewhere in the fee schedule.

#### **Address Printout – Delete**

This is considered a Public Records Request and will be handled in accordance with those procedures and applicable fees.

### **COURT**

#### **Warrant Costs – Correction**

The fee was incorrect on the last schedule.

#### **FTA Fee – Delete**

This fee is the same as the Guilty by Default fee.

#### **Collections Reinstatement Fee – New**

A new fee is needed to address this process.

#### **Seatbelt Class – Delete**

Classes are no longer offered locally and citations have declined substantially.

### **PUBLIC WORKS**

#### **Labor rate – Increase**

The rate has been adjusted to better reflect actual costs.

#### **Driveway Return, Street Curb or Public Sidewalk Construction Inspection Fee - New**

This fee is being established to help offset costs associated with required inspections.



## **PUBLIC WORKS (CONTINUED)**

### **Street Signs New and Replacements – New**

Upon request the public works department will produce streets signs for developments. This enables the public works department to ensure consistent proper signing throughout the City. The cost passed through to developers will be based on the cost as ascribed by the state contract for a similar commodity.

## **SEWER/STORMWATER**

### **Combined Sewer/Stormwater Rates – Increase**

The formal fee study completed in 2011 included suggested annual rate increases of 4% through 2015. With the addition of a sewer franchise fee in 2012, a 5% increase was approved, and is recommended again this year. A formal fee study is planned for next year.

### **Sanitary Sewer Extra Strength Charges – Not previously included herein**

The Canby Sewer Use Ordinance in Chapter 13.16 defines the requirements for acceptable wastewater discharges, and Resolution 1150, as amended by Resolution 1213, defines the actual limits. The implementing resolution also refers to an Extra Strength Charge (ESC) for contaminants that exceed the allowable limits and notes that the actual charges would be determined by the City Administrator or his delegate.

The rates proposed were developed, with the authorization of the City Administrator, by Curran-McLeod whose approach took into consideration the impact of contaminants on the system as a whole. Further details can be found in the letter included in this packet.

## **SYSTEMS DEVELOPMENT CHARGES**

The proposed fee changes are inflation adjustments. The procedure for updating SDC costs to current values using the Construction Cost Index from the Engineering News Record is as follows:

Identify the current CCI: 9961.75 (as of March 2015 to be used for effective date of 7/1/15)  
Identify the CCI at adoption: 9702 (as of March 2014 used for previous effective date of 7/1/14)  
To obtain the appropriate multiplier divide current CCI value by CCI value at adoption. All of the SDC's utilized the same previous CCI adoption rate value so have the same 1.027 inflation multiplier applied. Therefore as an example:

Stormwater multiplier is:  $9961.75/9702 = 1.027$

For Example: The current single family home park SDC of \$5,126.64 X 1.027 (inflation multiplier) = \$5,265.06 in today's dollars (March 2015).

## **PLANNING**

### **Plan Review - Commercial tenant improvements and remodels not involving additional square footage- Reduction**

This Building Permit Site Plan Review Fee has been separated out from the Review Fee for Signs and a reduction from \$50 to \$25 is proposed in recognition that staff is for the most part tracking and processing a building permit release letter rather than any code review.

### **Plan Review – Signs – Change**

These fees have been placed on a separate line to enable it to have its own fee separate from those it was previously grouped with. The fee is proposed to remain the same at \$50 for an application that proposes a single sign, but when submitted for approval of multiple signs with the single application an additional \$10 per sign is proposed.

### **Multiple Land Use Application Submittal Discount – New**

Staff has been charging the full price for each land use application needed to approve a single development project. A 50% multiple application discount is proposed that would apply to the lower cost application(s) for a development project which requires more than one application as a part of its approval process based on evidence that each application over the dominant application adds approximately 50% more work for staff to complete our review and processing rather than full price due to efficiencies in packaging notice and recommendations into a single staff report.

### **Zoning Letter Fees – New**

Fee proposed to help offset costs for providing either basic or expansive letters requested. Staff does from 5 to 25 letters per year with some taking considerable research and thought while others are quite standard.

## **SWIM CENTER**

### **Public Rentals – Clarification/Increase**

Changes are proposed to clarify and offset costs of additional lifeguards required for groups larger than 30.

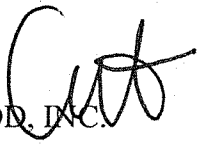
# MEMORANDUM

## CURRAN-McLEOD, INC. CONSULTING ENGINEERS

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

**DATE:** May 6, 2015

**TO:** Dave Conner  
Wastewater Treatment Facility Lead Operator  
City of Canby

**FROM:** Curt McLeod, PE  
CURRAN-McLEOD, INC. 

**RE: CITY OF CANBY  
SANITARY SEWER EXTRA STRENGTH CHARGES**

As we have been discussing, the Canby Sewer Use Ordinance in Chapter 13.16 defines the requirements for acceptable wastewater discharges, and Resolution 1150, as amended by Resolution 1213, define the actual limits. The implementing resolution also refers to an Extra Strength Charge (ESC) for contaminants that exceed the allowable limits and notes that the actual charges would be determined by the City Administrator or his delegate.

As authorized by Mr. Robinson, the City Administrator, we have prepared the following information to identify the ESC. These fees should be incorporated into the Master Fee Schedule for the City of Canby. This ESC fee is based on the new fees scheduled to be adopted in May of 2015 and should apply to any extra strength discharger after July 1, 2015, or upon adoption of the new monthly rates.

### BASIS OF ESC:

The operation and maintenance costs for the wastewater and stormwater systems have been well defined and are used to substantiate the monthly charges for services. For Fiscal Year 2016, this fee will be \$46.20 per equivalent dwelling unit, based on an average flow of 800 cubic feet per month, which equates to a base charge of \$5.78 per hundred cubic feet (CCF) for all commercial/industrial customers. Of this stormwater and wastewater combined fee, the wastewater system comprises 76%, or \$4.39 per CCF, with the remaining 24%, or \$1.39 per CCF allocated for the cost of operation and maintenance of the stormwater system.

The evaluation of ESC is based on a holistic approach to the wastewater collection and treatment facilities. All components of the facilities are impacted by extra strength including infrastructure and treatment components. Extra strength discharges impact the collection and pumping systems by mandating increased maintenance. Extra strength discharges impact the treatment facilities by consuming capacity to treat the extra strength component, as well as impacting the capacity of all support facilities. As a result, the fee for ESC is based on the total cost of the system.

ESCs are limited to elevated concentrations of contaminants only. Acceptable levels of conventional pollutants are defined in Resolution 1150 to allow up to 300 mg/L of BOD and TSS before ESCs apply. This equates to 1.87 pounds of BOD and of TSS per CCF.

Dave Conner  
May 6, 2015  
Page 2

The combined monthly base cost of \$5.78 per CCF allows the discharge of 1.87 pounds of BOD and TSS. An allocation of infrastructure and treatment costs for wastewater only is estimated to be 50% BOD and 50% TSS. Accordingly, the monthly cost for BOD and TSS is 50% of the wastewater component, or \$2.20 per 100 CCF and 1.87 pounds of BOD and TSS, for a net cost of \$1.18 per pound for each pound of BOD and TSS.

The ESC also escalates to provide an incentive to minimize contaminants. The calculated ESC of \$1.18 per pound for both BOD and TSS will apply from 300 mg/L up to 600 mg/L. The fee doubles to \$2.36 per pound for contaminant levels between 600 mg/L up to 1,200 mg/L. No discharge above 1,200 mg/L will be permitted. At 1,200 mg/L and above, pretreatment will be required at the source.

CANBY WASTEWATER EXTRA STRENGTH CHARGE - FY 2016		
<b>BOD:</b>		
Concentration	0 to 300 mg/L	Included in Base
Concentration	300 to 600	\$1.18 per pound
Concentration	600 to 1200	\$2.36 per pound
<b>TSS:</b>		
Concentration	0 to 300 mg/L	Included in Base
Concentration	300 to 600	\$1.18 per pound
Concentration	600 to 1200	\$2.36 per pound

## ESC MEASUREMENT

The initial concentrations used to determine the ESC shall be in accordance with the Wastewater Survey submitted with the service application and documentation as required in the Canby Sewer Use Ordinance Number 1413. All support information, monitoring, testing and treatment shall be in accordance with the Sewer Use Ordinance.

The ESC will be based on peak daily concentration discharged from any commercial / industrial facility will be applied to all flow recorded for the month, or any other sampling schedule as determined by the City, to determine the pounds used for billing. The City may utilize data provided by the users, or may conduct independent sampling and testing to verify peak daily concentration in accordance with the Sewer Use Ordinance. The costs of all sampling and testing are in addition to the ESC billings.

Attached are two sample calculations of ESC to clarify the calculations. Let me know if there are questions.

Cc: Rick Robinson, City of Canby  
Haley Fish, City of Canby

Canby Wastewater Extra Strength Charge  
SAMPLE CALCULATIONS  
May 2015

1. As an example, an industrial user that has water meter consumption reading of 1,200 cubic feet (12.0 CCF), and a peak 24-hour concentration of 550 mg/L BOD and 450 mg/L TSS:

$$\begin{aligned}
\text{Base Charge} &= 1,200 \text{ CF} \times \$5.78 \text{ per CCF} = \underline{\$69.36} \\
\text{ESC}_{\text{BOD}} \text{ lbs} &= (\text{BOD} - 300 \text{ mg/L}) \times (\text{Flow CCF} \times 0.00624 \text{ million pounds/CCF}^*) \\
\text{ESC}_{\text{BOD}} \text{ lbs} &= (550 - 300) \times (12 \text{ CCF} \times 0.00624 \text{ m lbs/CCF}) = 18.7 \text{ pounds} \\
\text{ESC}_{\text{BOD}} \text{ Fee} &= (\text{BOD Pounds}) \times (\text{ESC}_{\text{BOD}} \text{ Cost per Pound}) \\
\text{ESC}_{\text{BOD}} \text{ Fee} &= (18.7 \text{ lbs}) \times (\$1.18) = \underline{\$22.07} \\
\text{ESC}_{\text{TSS}} \text{ lbs} &= (\text{TSS} - 300 \text{ mg/L}) \times (\text{Flow CCF} \times 0.00624 \text{ Mlbs/CCF}) \\
\text{ESC}_{\text{TSS}} \text{ lbs} &= (450 - 300) \times (12 \text{ CCF} \times 0.00624 \text{ m lbs/CCF}) = 11.2 \text{ pounds} \\
\text{ESC}_{\text{TSS}} \text{ Fee} &= (\text{TSS Pounds}) \times (\text{ESC}_{\text{TSS}} \text{ Cost per Pound}) \\
\text{ESC}_{\text{TSS}} \text{ Fee} &= (11.2 \text{ lbs}) \times (\$1.18) = \underline{\$13.22} \\
\text{TOTAL FEE} &= \text{Base Charge} + \text{ESC}_{\text{BOD}} + \text{ESC}_{\text{TSS}} \\
\text{TOTAL FEE} &= \$69.36 + \$22.07 + 13.22 = \underline{\$104.65}
\end{aligned}$$

2. A second Example, an industry that has a metered flow of 750 cubic feet (7.5 CCF) with peak BOD of 1,150 and peak TSS of 950. This example is in the highest tier of charges at \$2.36 per pound BOD and TSS above 600 mg/L:

$$\begin{aligned}
\text{Base Charge} &= 750 \text{ CF} \times \$5.78 \text{ per CCF} = \underline{\$43.35} \\
\text{ESC}_{\text{BOD}} \text{ lbs} &= (\text{BOD} - 300 \text{ mg/L}) \times (\text{Flow CCF} \times 0.00624 \text{ million pounds/CCF}^*) \\
\text{ESC}_{\text{BOD}} \text{ lbs} &= (1,150 - 300) \times (7.5 \text{ CCF} \times 0.00624 \text{ m lbs/CCF}) = 39.8 \text{ pounds} \\
\text{ESC}_{\text{BOD}} \text{ Fee} &= (\text{BOD Pounds}) \times (\text{ESC}_{\text{BOD}} \text{ Cost per Pound}) \\
\text{ESC}_{\text{BOD}} \text{ Fee} &= (39.8 \text{ lbs}) \times (\$2.36) = \underline{\$93.93} \\
\text{ESC}_{\text{TSS}} \text{ lbs} &= (\text{TSS} - 300 \text{ mg/L}) \times (\text{Flow CCF} \times 0.00624 \text{ m lbs/CCF}) \\
\text{ESC}_{\text{TSS}} \text{ lbs} &= (950 - 300) \times (7.5 \text{ CCF} \times 0.00624 \text{ lbs/CCF}) = 30.4 \text{ pounds} \\
\text{ESC}_{\text{TSS}} \text{ Fee} &= (\text{TSS Pounds}) \times (\text{ESC}_{\text{TSS}} \text{ Cost per Pound}) \\
\text{ESC}_{\text{TSS}} \text{ Fee} &= (30.4 \text{ lbs}) \times (\$2.36) = \underline{\$71.74} \\
\text{TOTAL FEE} &= \text{Base Charge} + \text{ESC}_{\text{BOD}} + \text{ESC}_{\text{TSS}} \\
\text{TOTAL FEE} &= \$43.35 + \$93.93 + 71.74 = \underline{\$209.02}
\end{aligned}$$

\*Note:  $0.00624 \text{ million lbs} / \text{CCF} = (8.34 \text{ lbs/gal}) * (7.481 \text{ gal/cf}) * (100 \text{ cf/CCF}) / (1,000,000 \text{ lbs} / \text{million pounds})$

## **RESOLUTION NO. 1216**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES INCLUDING UPDATED FEES FOR SANITARY AND STORM SEWER SERVICE.**

**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 including fees for sanitary and storm sewer service; 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 20, 2015 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, 2015.

ADOPTED this 20<sup>th</sup> day of May 2015 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
<b>General</b>						
	Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet	Res 1188	7/1/2014	6/1/2010	no change
	Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet	Res 1188	7/1/2014	6/1/2010	no change
	Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet	Res 1188	7/1/2014	6/1/2010	no change
	Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet	Res 1188	7/1/2014	6/1/2010	no change
	Plotter prints (8 1/2 x 11)	\$2	Res 1188	7/1/2014	6/1/2010	no change
	Plotter prints (11 x 17)	\$4	Res 1188	7/1/2014	6/1/2010	no change
	Plotter prints (17 x 22)	\$6	Res 1188	7/1/2014	6/1/2010	no change
	Plotter prints (24 x 36)	\$8	Res 1188	7/1/2014	6/1/2010	no change
	Plotter prints (36 x 48)	\$10	Res 1188	7/1/2014	6/1/2010	no change
	Audio Cassette copy	\$10	Res 1188	7/1/2014	6/1/2010	no change
	Records on CD/DVD	\$10 plus staff time costs	Res 1188	7/1/2014	6/1/2010	no change
	Public Records-Transcription	\$20/hr	Res 1188	7/1/2014	6/1/2010	no change
	Public Records-Clerical Research	\$20/hr	Res 1188	7/1/2014	6/1/2010	no change
	Public Records-Admin Research	\$35/hr	Res 1188	7/1/2014	6/1/2010	no change
	Public Records-Legal Research	\$80/hr	Res 1188	7/1/2014	6/1/2010	no change
	Public Records-Faxing	50¢ per page sent	Res 1188	7/1/2014	6/1/2010	no change
	Public Records-Mailing costs	Actual costs + \$1.00 handling fee	Res 1188	7/1/2014	6/1/2010	no change
	Returned check fee	\$25	Res 1188	7/1/2014	6/1/2010	no change
	Lien Search fee	\$25	Res 1188	7/1/2014	7/1/2011	no change
	License/Permit/Certificate replacement fee	\$10	Res 1188	7/1/2014	7/1/2012	no change
<b>Administration</b>						
	Business License Annual Renewal	\$50	Res 1188	7/1/2014	7/1/1994	no change
	Business License Past Due	\$10/mo up to \$50	Res 1188	7/1/2014	9/1/1991	no change
	Business License-Transfer or Assign	\$50	Res 1188	7/1/2014	6/1/2010	no change
	Operating a Business without a License Penalty	\$100	Res 1188	7/1/2014	7/1/2014	no change
	Liquor License Application New	\$100	Res 1188	7/1/2014	6/1/2010	no change
	Liquor License Change of Ownership, Location, or Privilege	\$75	Res 1188	7/1/2014	6/1/2010	no change
	Small Animal Permit	\$10	Res 1188	7/1/2014	6/1/2010	no change
	Impounded Animal Redemption Fee	\$50	Res 1188	7/1/2014	6/1/2010	no change
	Sidewalk Vending Permit	\$10	Res 1188	7/1/2014	6/1/2010	no change
	First Friday Marketing Program	\$25	Res 1188	7/1/2014	7/1/2013	no change
	Noise Variance fee	\$75	Res 1188	7/1/2014	7/1/2013	no change
	Human Resources Application Fee (Police)	\$20	Res 1188	7/1/2014	7/1/2013	no change
	Franchise Application and Review Fee-Telecommunications	Actual expenses (requires \$2000 deposit)	Res 1188	7/1/2014	7/1/2013	no change
	Registration Application Fee-Telecommunications Providers	\$100	Res 1188	7/1/2014	11/20/2013	no change
	Annual Registration Fee-Telecommunications Providers	4% of gross revenues	Res 1188	7/1/2014	11/20/2013	no change
	Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)	Res 1188	7/1/2014	11/20/2013	no change
	Franchise Fees-Telecommunications	7% gross revenue	Res 1188	7/1/2014	6/7/2000	no change
	Franchise Fees-Cable	5% gross revenue	Res 1188	7/1/2014	2/2/2005	no change
	Franchise Fees-Natural Gas	5% gross revenue	Res 1188	7/1/2014	6/7/2006	no change
	Franchise Fees-Telephone	7% gross revenue	Res 1188	7/1/2014	6/7/2000	no change
	Franchise Fees-Solid Waste	5% gross revenue	Res 1188	7/1/2014	7/1/2011	no change
	In-lieu of Franchise Fees-Water/Electric	5% of commodity sales	Res 1188	7/1/2014	1973	no change
	In-lieu of Franchise Fees-Wastewater/Stormwater	7% of service charge collected	Res 1188	7/1/2014	7/1/2012	no change
<b>Police</b>						
	Special Event Security	\$60/hr	Res 1188	7/1/2014	6/1/2010	no change
	Alarm Permits	\$20 annual (waived over 65 & gov't)	Res 1188	7/1/2014	6/1/2010	no change
	Alarm Permit Delinquent Fee	\$25	Res 1188	7/1/2014	6/1/2010	no change
	False Alarm Response	Third alarm \$50; fourth alarm \$75, fifth alarm & up \$100 each	Res 1188	7/1/2014	6/1/2010	no change
	Vehicle Release	\$125	Res 1188	7/1/2014	6/1/2010	no change
	<b>Police Reports</b>	<b>\$10 DMV accident Report \$15 Police Reports (plus 50¢ per pg. after 10 pages)</b>	<b>Res 1188</b>	<b>7/1/2014</b>	<b>7/1/2014</b>	<b>reduce per added page cost from 50¢ to 25¢</b>
	Fingerprinting	\$20 plus \$10 each add'l card	Res 1188	7/1/2014	6/16/2010	no change
	Name Check Letter/Printout	\$5	Res 1188	7/1/2014	7/1/2011	no change
	<b>Address Printout</b>	<b>\$5</b>	<b>Res 1188</b>	<b>7/1/2014</b>	<b>7/1/2012</b>	<b>delete</b>
	Citation - Photocopy	\$5	Res 1188	7/1/2014	7/1/2012	no change
	Officer's Notes - Photocopy	\$5 (per officer requested)	Res 1188	7/1/2014	7/1/2014	no change



## EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
	Photos on CD	\$15		Res 1188	7/1/2014	7/1/2012	no change
	Radar Certification - Photocopy	\$5		Res 1188	7/1/2014	7/1/2012	no change
	Temporary/Special Event Liquor License	\$35		Res 1188	7/1/2014	7/1/2013	no change
	Secondhand Dealer Application Fee	\$50		Res 1188	7/1/2014	11/6/2013	no change
	Secondhand Dealer Annual Permit	\$100		Res 1188	7/1/2014	11/6/2013	no change
<b>Court</b>							
	Payment Plan Fee	\$25, new or refinanced plan		Res 1188	7/1/2014	7/1/2014	no change
	Show Cause Fee	\$35 certified letter/\$10 regular letter		Res 1188	7/1/2014	7/1/2014	no change
	<b>Warrant Costs</b>	<b>\$150</b>		<b>Res 1188</b>	<b>7/1/2014</b>	<b>7/1/2014</b>	<b>correction of fee to \$50</b>
	Late Fee	\$15 if more than 10 days late		Res 1188	7/1/2014	10/30/2003	no change
	<b>FTA Fee</b>	<b>\$25</b>		<b>Res 1188</b>	<b>7/1/2014</b>	<b>10/30/2003</b>	<b>delete</b>
	Appeal Transcript Fee	\$35		Res 1188	7/1/2014	10/30/2003	no change
	City Cost Assessment	\$7 per offense		Res 1188	7/1/2014	2/1/2003	no change
	Public Records	\$5 1st page, 25¢ ea. add'l page)		Res 1188	7/1/2014	7/1/2014	no change
		\$38 (includes demand letter certified)					
	Returned Check Fee			Res 1188	7/1/2014	3/29/2012	no change
	Fix It Dismissal Fee	\$25		Res 1188	7/1/2014	3/29/2012	no change
	Guilty by Default Fee	\$25		Res 1188	7/1/2014	3/29/2012	no change
	Collections Fee	25% of outstanding balance (by statute), not to exceed \$250		Res 1188	7/1/2014	3/29/2012	no change
	<b>Collections Reinstatement Fee</b>	<b>new</b>					<b>\$50</b>
	Discovery Fee	\$10 (reports, documents); \$20 per CD/DVD (video, photo)		Res 1188	7/1/2014	7/1/2013	no change
	<b>Seatbelt Class</b>	<b>\$50</b>		<b>Res 1188</b>	<b>7/1/2014</b>	<b>3/29/2012</b>	<b>delete</b>
	Juvenile Deferred Sentence	\$41, \$27 or \$14 depending on class of offense		Res 1188	7/1/2014	3/29/2012	no change
	Good Drivers Deferred Sentence	\$50 less than presumptive fine schedule of offense		Res 1188	7/1/2014	3/29/2012	no change
	MIP Deferred Sentence	\$150		Res 1188	7/1/2014	3/29/2012	no change
	Misdemeanor Deferred Sentence	\$250		Res 1188	7/1/2014	7/1/2013	no change
	Civil Compromise	\$150		Res 1188	7/1/2014	3/29/2012	no change
	Expunge Record Request Application	\$50		Res 1188	7/1/2014	7/1/2014	no change
<b>Library</b>							
	Lost item replacement	Cost		Res 1188	7/1/2014	7/1/2014	no change
	Damaged item	Cost		Res 1188	7/1/2014	4/1/2002	no change
	Printing Charge for Internet, Black & White	15¢/page		Res 1188	7/1/2014	4/1/2002	no change
	Printing Charge for Internet, Color	50¢		Res 1188	7/1/2014	6/1/2010	no change
	Microform reader/printer	15¢/page		Res 1188	7/1/2014	4/1/2002	no change
	Out of District Library Card Fee	\$95.00		Res 1188	7/1/2014	7/1/2009	no change
	Fines	10¢ per day		Res 1188	7/1/2014	10/3/1984	no change
<b>Canby Area Transit</b>							
	Dial-A-Ride General Public	\$1.00 per boarding		Res 1188	7/1/2014	1/2/2012	no change
	Dial-A-Ride Complementary	\$1.00 per boarding		Res 1188	7/1/2014	1/2/2012	no change
	Dial-A-Ride Premium	\$1.00 per boarding		Res 1188	7/1/2014	1/2/2012	no change
	Shopping Shuttle Services	no charge		Res 1188	7/1/2014	1/2/2012	no change
	Fixed-Route Bus Service	\$1.00 per boarding		Res 1188	7/1/2014	1/2/2012	no change
	Monthly Pass	\$20/calendar month		Res 1188	7/1/2014	4/1/2014	no change
	Punch Pass (24 rides)	\$20 (no expiration)		Res 1188	7/1/2014	7/1/2013	no change
	Payroll and self-employment tax	0.6%		Res 1188	7/1/2014	1/1/2002	no change
	Payment Submitted Without Return Fee	\$5 per 30 days or fraction thereof, not to exceed \$20 per instance		Res 1188	7/1/2014	12/4/2013	no change
<b>Parks</b>							
		In City	Out of City				
	Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220	Res 1188	7/1/2014	4/1/2002	no change
	Rental of Wait Park (waived for non-profits)	\$375	\$750	Res 1188	7/1/2014	4/1/2002	no change
<b>Public Works</b>							
	<b>Public Works Labor Rate</b>	<b>\$40/hr</b>		<b>Res 1188</b>	<b>7/1/2014</b>	<b>7/1/2011</b>	<b>\$43/hr</b>
	Equipment Rates (include 1 operator):						
	Vactor Truck	\$125/hr		Res 1188	7/1/2014	7/1/2011	no change
	Street Sweeper	\$75/hr		Res 1188	7/1/2014	7/1/2011	no change
	TV Van	\$100/hr		Res 1188	7/1/2014	7/1/2011	no change
	High Ranger	\$90/hr		Res 1188	7/1/2014	7/1/2011	no change
	Dump Truck	\$90/hr		Res 1188	7/1/2014	7/1/2011	no change
	Backhoe	\$90/hr		Res 1188	7/1/2014	7/1/2011	no change
	Street Closure Request	\$50 (waived for non-profits)		Res 1188	7/1/2014	4/1/2002	no change
	Railroad Parking Lot Event Fee	\$50 (waived for non-profits)		Res 1188	7/1/2014	7/1/2011	no change

## EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
	Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit		Res 1188	7/1/2014	6/1/2010	no change
	Map Copying and Research on Easements	\$60/hr+ printing charge		Res 1188	7/1/2014	6/1/2010	no change
	Banner Installation	\$100 (waived for non-profits)		Res 1188	7/1/2014	4/1/2002	no change
	Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr		Res 1188	7/1/2014	4/1/2002	no change
	Street Excavation (Construction) Permit Fee	\$100		Res 1188	7/1/2014	11/3/1999	no change
	Driveway Return, Street Curb or Public Sidewalk Construction Inspection Fee	new					\$100
	Street Tree Fees for New Development	\$200 per tree		Res 1188	7/1/2014	10/16/2013	no change
	Street Signs: New and Replacements	new					Charge shall be determined based on state contract for similar commodity, quoted at time of request
	Encroachment Application Permit Fee	\$50		Res 1188	7/1/2014	9/6/2000	no change
	Building Number Installation Charge	\$50		Res 1188	7/1/2014	6/1/2010	no change
	Advance Finance Public Improvement Application Fee	\$150		Res 1188	7/1/2014	6/1/2010	no change
	Street Tree Removal Permit	\$25		Res 1188	7/1/2014	6/1/2010	no change
	Sewer Tap Fee (on-site connection)	\$100		Res 1188	7/1/2014	6/1/2010	no change
	House Move Permit	\$50		Res 1188	7/1/2014	6/1/2010	no change
	Fleet Services Labor Rate	\$75/hr		Res 1188	7/1/2014	7/1/2011	no change
	Erosion Control	Without ESPC Certification	With ESPC Certification				
		Base Rate, to 4 inspections					
	Single Family	\$190	\$145	Res 1188	7/1/2014	7/1/2011	no change
	Duplex	\$285	\$218	Res 1188	7/1/2014	7/1/2011	no change
	Triplex	\$475	\$363	Res 1188	7/1/2014	7/1/2011	no change
	Single Family Additions (disturbing less than 500 sq. ft.)	\$145	\$145				
		Base Rate, to 8 inspections					
	All Other Lots (Up to 1 acre)	\$500	\$395	Res 1188	7/1/2014	7/1/2011	no change
	Each additional acre	\$85	\$75	Res 1188	7/1/2014	7/1/2011	no change
	Each additional inspection	\$45	\$45	Res 1188	7/1/2014	7/1/2011	no change
	Violations	\$100 per Violation per Day		Res 1188	7/1/2014	12/18/2002	no change
	Street Maintenance Fee, Monthly						
	Residential Single Family	\$5		Res 1188	7/1/2014	7/1/2008	no change
	Multi-Family Residences	\$3.34/unit		Res 1188	7/1/2014	7/1/2008	no change
	Detached Senior Housing and Mobile Home Parks	\$2.09/unit		Res 1188	7/1/2014	7/1/2008	no change
	Attached Senior Housing and Congregate Care Facilities	\$1.04/unit		Res 1188	7/1/2014	7/1/2008	no change
	Non-residential	Varies: \$0.522 x trip value x units (\$5 min)		Res 1188	7/1/2014	7/1/2008	no change
Sewer/Stormwater							
	Combined Sewer/Stormwater Rates (monthly):						
	Residential Single Family	\$43.99		Res 1188	7/1/2014	7/1/2014	\$46.20
	Residential , apartment, per unit	\$43.99		Res 1188	7/1/2014	7/1/2014	\$46.20
	Mobile home	\$43.99		Res 1188	7/1/2014	7/1/2014	\$46.20
	Reduced Sewer Rate	\$31.35		Res 1188	7/1/2014	7/1/2014	\$32.92
	Elementary school, per student	\$1.74		Res 1188	7/1/2014	7/1/2014	\$1.82
	Middle & High school, per student	\$2.29		Res 1188	7/1/2014	7/1/2014	\$2.41
	Transient housing (1st unit)	\$43.99		Res 1188	7/1/2014	7/1/2014	\$46.20
	Each additional bed	\$23.11		Res 1188	7/1/2014	7/1/2014	\$24.26
	Nursing home (1st two beds)	\$43.99		Res 1188	7/1/2014	7/1/2014	\$46.20
	Each additional bed	\$23.11		Res 1188	7/1/2014	7/1/2014	\$24.26
	Commercial retail, minimum	\$43.99		Res 1188	7/1/2014	7/1/2014	\$46.20
	per 100 cf of water use Nov-Mar	\$5.50		Res 1188	7/1/2014	7/1/2014	\$5.78
	Commercial government, minimum	\$43.99		Res 1188	7/1/2014	7/1/2014	\$46.20
	per 100 cf of water use Dec & Jan	\$5.50		Res 1188	7/1/2014	7/1/2014	\$5.78
	Industrial, minimum	\$43.99		Res 1188	7/1/2014	7/1/2014	\$46.20
	per 100 cf of water use	\$5.50		Res 1188	7/1/2014	7/1/2014	\$5.78
	Sanitary Sewer Extra Strength Charges						
	BOD:						
	Concentraton 0 to 300 mg/L	not previously included herein			4/17/2013		Included in Base
	Concentration 300 to 600 mg/L	not previously included herein					\$1.18 per pound

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Concentrator 600 to 1200 mg/L TSS:	not previously included herein	Res 1150 as amended by Res 1213	Amended by Res. 1213 Adopted on 4/15/15		\$2.36 per pound
	Concentrator 0 to 300 mg/L	not previously included herein				Included in Base
	Concentrator 300 to 600 mg/L	not previously included herein				\$1.18 per pound
	Concentrator 600 to 1200 mg/L	not previously included herein				\$2.36 per pound
	Late fee	\$10 per month after 45 days	Res 1188	7/1/2014	7/1/2014	no change
	Delinquent Account Certification Fee	\$50.00	Res 1188	7/1/2014	7/1/2014	no change
	Industrial Wastewater Discharge Permit	\$5,000	Res 1188	7/1/2014	4/17/2013	no change
	Industrial Wastewater Discharge Permit application review fee	\$55/hr	Res 1188	7/1/2014	4/17/2013	no change
<b>Construction Excise Tax</b>						
	Residential, per dwelling unit					
	First 1,000 square feet	\$0.25/sq ft	Res 1188	7/1/2014	11/2/1994	no change
	Next 500 square feet	\$0.50/sq ft	Res 1188	7/1/2014	11/2/1994	no change
	Next 500 square feet	\$0.75/sq ft	Res 1188	7/1/2014	11/2/1994	no change
	Above 2,000 square feet	\$1.00/sq ft	Res 1188	7/1/2014	11/2/1994	no change
<b>System Development Charges</b>						
	Stormwater		Res 1188	7/1/2014	7/1/2014	
	Residential - per dwelling unit					
	Low Density	\$167.00				\$171.51
	Manufactured	\$81.42				\$83.62
	Medium/High Density	\$111.55				\$114.56
	Non-Residential - per 1,000 square feet					
	Residential/Commercial (mixed use)	\$261.77				\$268.84
	Convenience	\$180.21				\$185.08
	Downtown	\$261.77				\$268.84
	Highway	\$327.22				\$336.05
	Commercial/Manufacturing	\$506.91				\$520.59
	Industrial	\$153.23				\$157.37
	Schools	\$226.38				\$232.49
	Transportation	Estimated SDC per unit	Res 1188	7/1/2014	7/1/2014	
	Single-Family per unit	\$3,037.74				\$3,119.76
	Multi-Family per unit	\$2,126.93				\$2,184.36
	Non-residential Transportation SDC varies by use category indicated:					
	Elementary School	\$163.45 per Student				\$167.86 per Student
	Church	\$2,169.08 per T.S.F.G.L.A. <sup>4</sup>				\$2,227.65 per T.S.F.G.F.A. <sup>1</sup>
	Day Care Center/Preschool	\$568.48 per Student				\$583.83 per Student
	Clinic	\$10,582.23 per T.S.F.G.F.A. <sup>1</sup>				\$10,867.95 per T.S.F.G.F.A. <sup>1</sup>
	Specialty Retail Center	\$5,199.62 per T.S.F.G.L.A. <sup>2</sup>				\$5,340.01 per T.S.F.G.L.A. <sup>2</sup>
	Shopping Center	\$5,037.20 per T.S.F.G.L.A. <sup>2</sup>				\$5,173.20 per T.S.F.G.L.A. <sup>2</sup>
	Supermarket	\$17,447.22 per T.S.F.G.F.A. <sup>1</sup>				\$17,918.29 per T.S.F.G.F.A. <sup>1</sup>
	Convenience Market	\$38,370.10 per T.S.F.G.F.A. <sup>1</sup>				\$39,406.09 per T.S.F.G.F.A. <sup>1</sup>
	Pharmacy/Drugstore	\$12,246.56 per T.S.F.G.F.A. <sup>1</sup>				\$12,577.22 per T.S.F.G.F.A. <sup>1</sup>
	Bank/Savings: Walk-in	\$22,113.31 per T.S.F.G.F.A. <sup>1</sup>				\$22,710.37 per T.S.F.G.F.A. <sup>1</sup>
	Quality Restaurant	\$8,137.65 per T.S.F.G.F.A. <sup>1</sup>				\$8,357.37 per T.S.F.G.F.A. <sup>1</sup>
	Fast Food Restaurant	\$33,858.21 per T.S.F.G.F.A. <sup>1</sup>				\$34,772.38 per T.S.F.G.F.A. <sup>1</sup>
	Automobile Care Center	\$4,704.13 per T.S.F.G.F.A. <sup>1</sup>				\$4,831.14 per T.S.F.G.F.A. <sup>1</sup>
	Gasoline/Service Station	\$966.30 per V.F.P. <sup>3</sup>				\$992.39 per V.F.P. <sup>3</sup>
	General Office Building	\$3,495.20 per T.S.F.G.F.A. <sup>1</sup>				\$3,589.57 per T.S.F.G.F.A. <sup>1</sup>
	Medical-Dental Office Building	\$11,468.37 per T.S.F.G.F.A. <sup>1</sup>				\$11,778.02 per T.S.F.G.F.A. <sup>1</sup>
	General Light Industrial	\$2,216.26 per T.S.F.G.F.A. <sup>1</sup>				\$2,276.10 per T.S.F.G.F.A. <sup>1</sup>
	General Heavy Industrial	\$475.96 per T.S.F.G.F.A. <sup>1</sup>				\$488.81 per T.S.F.G.F.A. <sup>1</sup>
	Warehouse	\$1,577.98 per T.S.F.G.F.A. <sup>1</sup>				\$1,620.59 per T.S.F.G.F.A. <sup>1</sup>
	Mini Warehouse	\$793.62 per T.S.F.G.F.A. <sup>1</sup>				\$815.05 per T.S.F.G.F.A. <sup>1</sup>
	Abbreviations:					
	<sup>1</sup> T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area					
	<sup>2</sup> T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area					
	<sup>3</sup> V.F.P. = Vehicle Fueling Position					
	Wastewater		Res 1188	7/1/2014	7/1/2014	
	5/8" x 3/4" Water meter	\$2,673.84				\$2,746.03
	3/4" Water meter	\$5,235.36				\$5,376.71
	1" Water meter	\$8,717.28				\$8,952.65
	1 1/2" Water meter	\$17,461.60				\$17,933.06
	2" Water meter	\$27,932.32				\$28,686.49
	3" Water meter	\$61,074.00				\$62,723.00
	4" Water meter	\$104,713.44				\$107,540.70
	6" Water meter	\$218,145.20				\$224,035.12
	8" Water meter	\$314,141.36				\$322,623.18
	Multi-family Unit	\$2,094.56				\$2,151.11

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	<b>Parks</b>		<b>Res 1188</b>	<b>7/1/2014</b>	<b>7/1/2014</b>	
	Residential - per dwelling unit					
	Single Family	\$5,126.64				\$5,265.06
	Multi-Family	\$5,337.38				\$5,481.49
	Manufactured Housing	\$4,281.62				\$4,397.22
	<b>Non-Residential</b>					
	<i>Note: Non-residential Parks SDC varies by use and can be calculated using either Method 1 or 2 indicated below.</i>					
	<b>Manufacturing:</b>					
	General (700)	\$587.43				\$603.29
	Food Related (775)	\$530.58				\$544.91
	Textile, Apparel (575)	\$715.13				\$734.44
	Lumber, Wood Products (560)	\$734.29				\$754.12
	Paper & Related (1,400)	\$293.71				\$301.64
	Printing & Publishing (600)	\$685.33				\$703.83
	Chemicals, Petrol, Rubber, Plastics (850)	\$483.76				\$496.82
	Cement, Stone, Clay, Glass (800)	\$514.00				\$527.88
	Furniture & Furnishings (600)	\$685.33				\$703.83
	Primary Metals (1,000)	\$411.20				\$422.30
	Secondary Metals (800)	\$514.00				\$527.88
	Non-Electrical Machinery (600)	\$1,096.53				\$1,126.14
	Electrical Machinery (375)	\$1,265.23				\$1,299.39
	Electrical Design (325)	\$1,265.23				\$1,299.39
	Transportation Equipment (500)	\$822.40				\$844.60
	Other (400)	\$1,028.00				\$1,055.76
	<b>Wholesale Trade:</b>					
	Durable Goods (1,000)	\$411.20				\$422.30
	Non-Durable Goods (1,100)	\$357.57				\$367.22
	<b>Warehousing:</b>					
	Storage (20,000)	\$20.56				\$21.12
	Distribution (2,500)	\$164.48				\$168.92
	Trucking (1,500)	\$274.13				\$281.53
	Communications (250)	\$1,644.18				\$1,688.57
	Utilities (225)	\$1,827.56				\$1,876.90
	<b>Retail:</b>					
	General (700)	\$587.43				\$603.29
	Hardware (1,000)	\$411.20				\$422.30
	Food Stores (675)	\$609.19				\$625.64
	Restaurant/Bar (225)	\$1,827.56				\$1,876.90
	Appliance/Furniture (1,000)	\$411.20				\$422.30
	Auto Dealership (650)	\$632.62				\$649.70
	Gas/Station - Gas Only (300)	\$1,370.67				\$1,407.68
	Gas/Station - Gas & Service (400)	\$1,028.00				\$1,055.76
	Regional Shopping Center (600)	\$685.33				\$703.83
	<b>Services:</b>					
	Hotel/Motel (1,500)	\$274.13				\$281.53
	Health Services - Hospital (500)	\$822.40				\$844.60
	Health Services - Clinic (350)	\$1,174.86				\$1,206.58
	Educational (1,300)	\$316.31				\$324.85
	Cinema (1,100)	\$373.82				\$383.91
	Personal Services - Office (600)	\$685.33				\$703.83
	Finance, Insurance, Real Estate, Business Services- Office (350)	\$1,174.86				\$1,206.58
	Government Administration (300)	\$1,370.67				\$1,407.68
	(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 \$411.20. Example for Manufacturing, General (700) $25,000 \text{ sq. ft. bldg} / 700 \text{ sq. ft. per employee} = 35.714 \times \$411.20 \text{ base fee} = \$14,685.60$					Per employee Parks SDC fee: \$422.30
<b>Planning</b>						
	Annexation – Less than 1 acre	\$1,850 - (Base Fee)	Res 1188	7/1/2014	7/10/2009	no change
	Annexation – 1 – 10 Acres	Plus \$105 per Acre	Res 1188	7/1/2014	7/10/2009	no change
	Annexation – 11 – 50 Acres	Plus \$55 per Acre	Res 1188	7/1/2014	7/10/2009	no change
	Annexation – 51+ Acres	Plus \$10 per Acre	Res 1188	7/1/2014	7/10/2009	no change
	Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs	Res 1188	7/1/2014	7/10/2009	no change
	Annexation Election Deposit (Does not include County Elections Costs which will be billed separately)	\$2,500	Res 1188	7/1/2014	7/10/2009	no change
	Appeal - Interpretation or type II decision to Planning Commission	\$1,600	Res 1188	7/1/2014	7/10/2009	no change

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Appeal - Planning Commission decision to City Council	\$1,920	Res 1188	7/1/2014	7/10/2009	no change
	Building Permit Site Plan Review					
	Single Family House	\$100 per application	Res 1188	7/1/2014	7/1/2012	no change
	Duplex (including conversions of single family to duplex	\$120 per application	Res 1188	7/1/2014	7/1/2012	no change
	Non-Living Space addition (garage, carport, porch, etc)	\$50 per application	Res 1188	7/1/2014	7/1/2012	no change
	Living Space addition (expansion and/or creation of accessory dwelling	\$75 per application	Res 1188	7/1/2014	7/1/2012	no change
	Multifamily	\$60 per unit (first 20 units)/\$10 per each additional unit)	Res 1188	7/1/2014	7/1/2012	no change
	Demolitions (Residential)	\$25	Res 1188	7/1/2014	7/1/2012	no change
	Demolitions (Commercial or Industrial)	\$50	Res 1188	7/1/2014	7/1/2012	no change
	<b>Signs, Commercial tenant improvements and remodels not involving additional square footage</b>	<b>\$50</b>	<b>Res 1188</b>	<b>7/1/2014</b>	<b>7/10/2009</b>	<b>Separate out tenant improvements from signs and reduce to \$25</b>
	<b>Signs</b>	<b>newly separate from above</b>				<b>\$50 (\$10 for each additional sign)</b>
	Existing Wireless Telecommunications System Facility/Tower Modification	\$50	Res 1188	7/1/2014	7/1/2013	no change
	All other commercial and industrial based on building square footage:					
	0 to 2,000 square feet	\$100	Res 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	7/10/2009	no 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 1188	7/1/2014	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 1188	7/1/2014	7/10/2009	no change
	Comprehensive Plan Amendment	\$3,220	Res 1188	7/1/2014	7/10/2009	no change
	Conditional Use Permit	\$2,040	Res 1188	7/1/2014	7/10/2009	no change
	Condominium Construction, less than six units	\$280	Res 1188	7/1/2014	7/10/2009	no change
	Interpretation	\$580	Res 1188	7/1/2014	7/10/2009	no change
	Lot Line Adjustment	\$520	Res 1188	7/1/2014	7/10/2009	no change
	Non-conforming Structure/Use	\$520	Res 1188	7/1/2014	7/10/2009	no change
	Parking Lot/Paving Projects	\$300	Res 1188	7/1/2014	7/10/2009	no change
	Partition - Major	\$1,360	Res 1188	7/1/2014	7/10/2009	no change
	Partition - Minor	\$1,280	Res 1188	7/1/2014	7/10/2009	no change
	Planned Unit Development	\$1,500	Res 1188	7/1/2014	7/1/2012	no change
	Plat (Final) Review	\$100	Res 1188	7/1/2014	7/10/2009	no change
	Pre-Application Conference					
	Type II (Administrative Review)	\$300	Res 1188	7/1/2014	7/1/2011	no change
	Types III or IV (Quasi-Judicial Review)	\$700	Res 1188	7/1/2014	7/1/2011	no change
	Preconstruction Conference	\$100 (+\$60 per hr. over 2 hrs)	Res 1188	7/1/2014	7/10/2009	no change
	Minor Modification	\$100	Res 1188	7/1/2014	7/10/2009	no change
	<b>Multiple Land Use Application Submittal Discount</b>	<b>new</b>				<b>50% multiple application discount only applies to the lower cost application(s) (Please check with Planning Staff)</b>
	Sidewalk Café Annual Permit Fee	\$25	Res 1188	7/1/2014	8/18/2009	no change
	Sidewalk Café Annual Right of Way Rental Fee	\$1	Res 1188	7/1/2014	8/18/2009	no change
	Site and Design Review (Type II)					
	First 0.5 Acres	\$950 (Base Fee)	Res 1188	7/1/2014	7/1/2011	no change
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional .1 acres	Res 1188	7/1/2014	7/1/2011	no change
	From 2.5 acres up to 8.0 Acres	\$100 for each additional .5 acres	Res 1188	7/1/2014	7/1/2011	no change

## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres	Res 1188	7/1/2014	7/1/2011	no change
	13 Acres and above	\$5,000 maximum	Res 1188	7/1/2014	7/1/2011	no change
	Site and Design Review (Type III)					no change
	First 0.5 Acres	\$1,500 (Base Fee)	Res 1188	7/1/2014	7/10/2009	no change
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1 acres	Res 1188	7/1/2014	7/10/2009	no change
	From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5 acres	Res 1188	7/1/2014	7/10/2009	no change
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres	Res 1188	7/1/2014	7/10/2009	no change
	13 Acres and above	\$5,000 maximum	Res 1188	7/1/2014	7/10/2009	no change
	Private On Site Engineering Plan Review Fee	0.2% of total private on-site building construction cost capped at \$3000, \$300 minimum	Res 1188	7/1/2014	7/1/2014	no change
	Special Permit (hardship)	\$100	Res 1188	7/1/2014	7/10/2009	no change
	<b>Special Permit Public Hearing (additional charge)</b>	<b>No fee</b>	<b>Res 1188</b>	<b>7/1/2014</b>	<b>7/10/2009</b>	<b>delete, no fee</b>
	Subdivision – 4 Lots	\$1,700 (Base Fee)	Res 1188	7/1/2014	7/10/2009	no change
	Subdivision – 5+ Lots	Base fee + \$110 per Lot	Res 1188	7/1/2014	7/1/2014	no change
	Engineering Public Improvement Plan Review Fee	0.4% of public improvement cost	Res 1188	7/1/2014	7/1/2014	no change
	Temporary Vendor Permit	\$100 (\$50 non-profit)	Res 1188	7/1/2014	10/16/2009	no change
	Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)	Res 1188	7/1/2014	7/1/2012	no change
	Text Amendment	\$2,880	Res 1188	7/1/2014	7/10/2009	no change
	Traffic Engineering Scope	\$500 min. \$1,000 max. deposit	Res 1188	7/1/2014	7/1/2011	no change
	Traffic Impact Study	Applicant pays actual costs	Res 1188	7/1/2014	6/1/2010	no change
	Variance - Major	\$2,120	Res 1188	7/1/2014	7/10/2009	no change
	Variance - Minor	\$520	Res 1188	7/1/2014	7/10/2009	no change
	Withdrawal of Territory < 1 acre	\$1,388 (base fee)	Res 1188	7/1/2014	2/2/2011	no change
	Withdrawal of Territory - 1-10 acres	Plus \$79 per acre	Res 1188	7/1/2014	2/2/2011	no change
	Withdrawal of Territory 11-50 acres	Plus \$41 per acre	Res 1188	7/1/2014	2/2/2011	no change
	Withdrawal of Territory 51+ acres	Plus \$8 per acre	Res 1188	7/1/2014	2/2/2011	no change
	<b>Zoning Letter</b>					
	<b>Basic (zone and use verification)</b>	<b>new</b>				<b>\$15</b>
	<b>Expansive (conformance research)</b>	<b>new</b>				<b>\$100</b>
	Zoning Map Amendment	\$2,640	Res 1188	7/1/2014	7/10/2009	no change
<b>Building</b>						
	Building Permit Fee					
	\$0 to \$3,000 valuation	\$80	Res 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	11/1/2008	no change
	Plan Review Fee	100% of Building Permit fee	Res 1188	7/1/2014	11/1/2008	no change
	Temporary Certificate of Occupancy	\$250	Res 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	11/1/2008	no change
	Inspections outside of normal business hours	\$160/hr (minimum charge – two hours)	Res 1188	7/1/2014	11/1/2008	no change
	Re-inspection Fees	\$80	Res 1188	7/1/2014	11/1/2008	no change
	Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)	Res 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	11/1/2008	no change
	2001 sq. ft. to 3600 sq. ft.	\$210	Res 1188	7/1/2014	11/1/2008	no change
	3601 sq. ft. to 7200 sq. ft.	\$269	Res 1188	7/1/2014	11/1/2008	no change

## EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
	7201 sq. ft. and greater	\$377		Res 1188	7/1/2014	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 1157	7/1/2013	11/1/2008	no change
	Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Appliance Vent	\$12.50 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Alteration Of Existing HVAC System	\$24.75		Res 1188	7/1/2014	11/1/2008	no change
	Air Handling Units	\$18.75 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Air Conditioning under 100,000btu	\$24.75 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Air Conditioning over 100,000btu	\$46.50 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Dryer Exhaust	\$18.75 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Hood	\$18.75 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Exhaust Fan Connected To A Single Duct	\$12.50 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Gas Piping: 1 To 4 Outlets	\$8.25		Res 1188	7/1/2014	11/1/2008	no change
	Gas Piping: Each Additional Outlet	\$2.25 per outlet		Res 1188	7/1/2014	11/1/2008	no change
	Fireplace	\$18.75 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Wood Stove	\$18.75 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Other	\$18.75 per appliance		Res 1188	7/1/2014	11/1/2008	no change
	Minimum Permit Fee	\$80		Res 1188	7/1/2014	11/1/2008	no change
	Plan Review Fee (Mechanical)	100% of Mechanical Permit fee		Res 1188	7/1/2014	11/1/2008	no change
	Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects			Res 1188	7/1/2014	11/1/2008	no change
	\$0.00 to \$5000.00 valuation	\$80		Res 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	11/1/2008	no change
	Plan Review Fee (Mechanical)	37% of Mechanical Permit fee		Res 1188	7/1/2014	11/1/2008	no change
	Grading Permit Fee Schedule						
	50 cubic yards or less	\$80		Res 1188	7/1/2014	11/1/2008	no change
	51 to 100 cubic yards	\$117		Res 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	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 1188	7/1/2014	11/1/2008	no change
	Plan Review Fee (Grading)	65% of Grading Permit fee		Res 1188	7/1/2014	11/1/2008	no change
	Manufactured Dwelling Installation						
	Installation and set up	\$350		Res 1188	7/1/2014	11/1/2008	no change
	Earthquake bracing when not part of original installation	\$280		Res 1188	7/1/2014	11/1/2008	no change
	Prescriptive Flat Fee Solar Installation						
		\$240		Res 1188	7/1/2014	7/1/2011	no change
<b>Swim Center</b>		In City	Out of City				
	Daily Admission - Youth	\$2.50	\$3.75	Res 1188	7/1/2014	6/1/2010	no change
	Daily Admission - Senior	\$2.50	\$3.75	Res 1188	7/1/2014	6/1/2010	no change
	Daily Admission - Adult	\$3.25	\$4.50	Res 1188	7/1/2014	6/1/2010	no change
	Daily Admission - Family	\$8.25	\$12.00	Res 1188	7/1/2014	6/1/2010	no change
	Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50	Res 1188	7/1/2014	6/1/2010	no change

## EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change	Proposed change
	Tickets - 10 Swims Adult	\$32.50	\$45.00	Res 1188	7/1/2014	6/1/2010	no change
	Pass 3 month - Youth	\$50.00	\$75.00	Res 1188	7/1/2014	6/1/2010	no change
	Pass 3 month - Senior	\$50.00	\$75.00	Res 1188	7/1/2014	6/1/2010	no change
	Pass 3 month - Adult	\$65.00	\$90.00	Res 1188	7/1/2014	6/1/2010	no change
	Pass 3 month - 1 + 1	\$97.50	\$135.00	Res 1188	7/1/2014	6/1/2010	no change
	Pass 3 month - Family	\$130.00	\$180.00	Res 1188	7/1/2014	6/1/2010	no change
	Pass 12 month - Youth	\$137.50	\$206.25	Res 1188	7/1/2014	6/1/2010	no change
	Pass 12 month - Senior	\$137.50	\$206.25	Res 1188	7/1/2014	6/1/2010	no change
	Pass 12 month - Adult	\$178.75	\$247.50	Res 1188	7/1/2014	6/1/2010	no change
	Pass 12 month - 1 + 1	\$268.00	\$371.25	Res 1188	7/1/2014	6/1/2010	no change
	Pass 12 month - Family	\$357.50	\$495.00	Res 1188	7/1/2014	6/1/2010	no change
	Water Exercise - Youth	\$2.50	\$3.75	Res 1188	7/1/2014	6/1/2010	no change
	Water Exercise - Senior	\$2.50	\$3.75	Res 1188	7/1/2014	6/1/2010	no change
	Water Exercise - Adult	\$3.25	\$4.50	Res 1188	7/1/2014	6/1/2010	no change
	Lessons - Public Lessons	\$3.50	\$5.25	Res 1188	7/1/2014	6/1/2010	no change
	Lessons - Spring Penguin	\$50.00	\$70.00	Res 1188	7/1/2014	6/1/2010	no change
	Lessons - Summer Penguin	\$80.00	\$100.00	Res 1188	7/1/2014	6/1/2010	no change
	Lessons - School Programs	by contract		Res 1188	7/1/2014	6/1/2010	no change
	<b>Rentals - Public - 2 hours, up to 30 persons</b>	<b>\$45.00 per hr</b>	<b>\$62.50 per hr</b>	<b>Res 1188</b>	<b>7/1/2014</b>	<b>6/1/2010</b>	<b>limit to 30 people without additional charge</b>
	<b>Rentals - Public - additional charge for 31-60 persons, then additional \$30 per each additional group of 30.</b>	<b>new</b>					<b>\$30 (in City or out) to cover costs of additional lifeguards required</b>
	Rentals - Canby Gators	by contract		Res 1188	7/1/2014	6/1/2010	no change
<b>Cemetery</b>							
	Grave Lots	Property	Perpetual Care Fee				
	Standard Grave Lot	\$450	\$700	Res 1188	7/1/2014	9/1/2005	no change
	Child Grave Lot (1/2 sp)	\$150	\$350	Res 1188	7/1/2014	9/1/2005	no change
	Baby Grave Lot (1/4 sp)	\$125	\$350	Res 1188	7/1/2014	9/1/2005	no change
	Cremains Lot	\$300	\$100	Res 1188	7/1/2014	6/1/2010	no change
	Grave Opening, Closing & Recording Fee:						
	Standard						
	Opening & Closing	\$650		Res 1188	7/1/2014	6/1/2010	no change
	Disinterment	\$1,000		Res 1188	7/1/2014	6/1/2010	no change
	Disinterment/Reinterment	\$1,250		Res 1188	7/1/2014	6/1/2010	no change
	Child						
	Opening & Closing	\$275		Res 1188	7/1/2014	6/1/2010	no change
	Disinterment	\$400		Res 1188	7/1/2014	6/1/2010	no change
	Disinterment/Reinterment	\$600		Res 1188	7/1/2014	6/1/2010	no change
	Baby						
	Opening & Closing	\$200		Res 1188	7/1/2014	6/1/2010	no change
	Disinterment	\$370		Res 1188	7/1/2014	6/1/2010	no change
	Disinterment/Reinterment	\$470		Res 1188	7/1/2014	6/1/2010	no change
	Cremains						
	Opening & Closing	\$300		Res 1188	7/1/2014	6/1/2010	no change
	Disinterment	\$350		Res 1188	7/1/2014	6/1/2010	no change
	Disinterment/Reinterment	\$400		Res 1188	7/1/2014	6/1/2010	no change
	Grave Liners:						
	Wholesale to Funeral Home	\$360		Res 1188	7/1/2014	9/1/2005	no change
	Standard	\$420		Res 1188	7/1/2014	9/1/2005	no change
	Child	\$240		Res 1188	7/1/2014	9/1/2005	no change
	Baby	\$240		Res 1188	7/1/2014	9/1/2005	no change
	Cremains Vault	\$155		Res 1188	7/1/2014	9/1/2005	no change
	Monument Installation:						
	24" or less in all dimensions	\$160		Res 1188	7/1/2014	9/1/2005	no change
	36" & Over	\$190		Res 1188	7/1/2014	9/1/2005	no change
	48" & Over	\$225		Res 1188	7/1/2014	9/1/2005	no change
	3' x 7' Grave Ledger	\$255		Res 1188	7/1/2014	9/1/2005	no change
	24" Bronze Military	\$160		Res 1188	7/1/2014	9/1/2005	no change
	Upright Monuments	\$260		Res 1188	7/1/2014	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 1188	7/1/2014	9/1/2005	no change
	Fifth Level E	\$1,980		Res 1188	7/1/2014	9/1/2005	no change
	Fourth Level D	\$2,365		Res 1188	7/1/2014	9/1/2005	no change
	Third Level C	\$2,830		Res 1188	7/1/2014	9/1/2005	no change
	Second Level B	\$2,830		Res 1188	7/1/2014	9/1/2005	no change
	First and Westminster Level A (2 spaces)	\$3,350		Res 1188	7/1/2014	9/1/2005	no change
	Exterior Tandem Crypts (2 spaces)						



## EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change	Proposed change
	Sixth Level F	\$2,805	Res 1188	7/1/2014	9/1/2005	no change
	Fifth Level E	\$3,115	Res 1188	7/1/2014	9/1/2005	no change
	Fourth Level D	\$3,465	Res 1188	7/1/2014	9/1/2005	no change
	Third Level C	\$3,915	Res 1188	7/1/2014	9/1/2005	no change
	Second Level B	\$3,915	Res 1188	7/1/2014	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$4,880	Res 1188	7/1/2014	9/1/2005	no change
	Exterior Side by Side Crypts (2 Sp)					
	Sixth Level F	\$2,905	Res 1188	7/1/2014	9/1/2005	no change
	Fifth Level E	\$3,255	Res 1188	7/1/2014	9/1/2005	no change
	Fourth Level D	\$3,610	Res 1188	7/1/2014	9/1/2005	no change
	Third Level C	\$4,335	Res 1188	7/1/2014	9/1/2005	no change
	Second Level B	\$4,335	Res 1188	7/1/2014	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$5,280	Res 1188	7/1/2014	9/1/2005	no change
	Niche Spaces (All prices includes perpetual care of \$35)					
	Level 1 through 6	\$420	Res 1188	7/1/2014	9/1/2005	no change
	Level 7 through 10	\$350	Res 1188	7/1/2014	9/1/2005	no change
	Level 11 through 12	\$330	Res 1188	7/1/2014	9/1/2005	no change
	Mausoleum Phase II (All prices includes perpetual care of \$100)					
	Exterior Single Crypts (1 space)		Res 1188	7/1/2014	9/1/2005	no change
	Sixth Level F	\$2,047	Res 1188	7/1/2014	9/1/2005	no change
	Fifth Level E	\$2,436	Res 1188	7/1/2014	9/1/2005	no change
	Fourth Level D	\$2,890	Res 1188	7/1/2014	9/1/2005	no change
	Third Level C	\$3,439	Res 1188	7/1/2014	9/1/2005	no change
	Second Level B	\$3,439	Res 1188	7/1/2014	9/1/2005	no change
	First and Westminster Level A (2 spaces)	\$4,053	Res 1188	7/1/2014	9/1/2005	no change
	Exterior Tandem Crypts (2 spaces)					
	Sixth Level F	\$3,409	Res 1188	7/1/2014	9/1/2005	no change
	Fifth Level E	\$3,775	Res 1188	7/1/2014	9/1/2005	no change
	Fourth Level D	\$4,359	Res 1188	7/1/2014	9/1/2005	no change
	Third Level C	\$5,215	Res 1188	7/1/2014	9/1/2005	no change
	Second Level B	\$5,215	Res 1188	7/1/2014	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$5,858	Res 1188	7/1/2014	9/1/2005	no change
	Exterior Side by Side Crypts (2 Sp)					
	Sixth Level F	\$3,527	Res 1188	7/1/2014	9/1/2005	no change
	Fifth Level E	\$3,940	Res 1188	7/1/2014	9/1/2005	no change
	Fourth Level D	\$4,359	Res 1188	7/1/2014	9/1/2005	no change
	Third Level C	\$5,215	Res 1188	7/1/2014	9/1/2005	no change
	Second Level B	\$5,215	Res 1188	7/1/2014	9/1/2005	no change
	First and Westminster Level A (4 spaces)	\$6,330	Res 1188	7/1/2014	9/1/2005	no change
	Opening & Closing for Crypts					
	Each Entombment	\$600	Res 1188	7/1/2014	7/1/2012	no change
	Disinterment from Westminster Crypt	\$750	Res 1188	7/1/2014	7/1/2012	no change
	Disinterment/Reinterment	\$650	Res 1188	7/1/2014	7/1/2012	no change
	Opening & Closing for Niches					
	Each Inurnment	\$325	Res 1188	7/1/2014	7/1/2012	no change
	Disinterment	\$425	Res 1188	7/1/2014	7/1/2012	no change
	Disinterment/Reinterment	\$500	Res 1188	7/1/2014	7/1/2012	no change
	Crypt Name Bar Installation	\$364	Res 1188	7/1/2014	6/1/2010	no change
	Niche Name Bar Installation	\$294	Res 1188	7/1/2014	6/1/2010	no change
	Emblems (Elks, Rotary, Cross, etc)	\$90	Res 1188	7/1/2014	6/1/2010	no change
	Extra Plastic Vase & Holder	\$90	Res 1188	7/1/2014	9/1/2005	no change
	Replace Plastic Vase	\$45	Res 1188	7/1/2014	9/1/2005	no change
	Weekend & Holiday Services (additional fee)	\$300	Res 1188	7/1/2014	9/1/2005	no change
	Overtime Fee	\$300	Res 1188	7/1/2014	8/2/2006	no change
	Cemetery Title Transfer	\$75	Res 1188	7/1/2014	8/2/2006	no change

# CITY OF CANBY MASTER FEE SCHEDULE

Fees and charges in effect as of 7/1/2015

Authorized by Resolution No. 1216

Fee Description	Current Amount
<b>GENERAL</b>	
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
Public Records-Transcription	\$20/hr
Public Records-Clerical Research	\$20/hr
Public Records-Admin Research	\$35/hr
Public Records-Legal Research	\$80/hr
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
<b>ADMINISTRATION</b>	
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 deposit)
Registration Application Fee-Telecommunications Providers	\$100
Annual Registration Fee-Telecommunications Providers	4% of gross revenues
Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)
Franchise Fees-Telecommunications	7% gross revenue
Franchise Fees-Cable	5% gross revenue
Franchise Fees-Natural Gas	5% gross revenue

Fee Description	Current Amount
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
<b>POLICE</b>	
Special Event Security	\$60/hr
Alarm Permits	\$20 annual (waived over 65 & gov't)
Alarm Permit Delinquent Fee	\$25
False Alarm Response	Third alarm \$50; fourth alarm \$75; fifth alarm & up \$100 each
Vehicle Release	\$125
Police Reports	\$10 DMV accident report; \$15 Police Reports (plus 25¢ per page after 10 pages)
Fingerprinting	\$20 plus \$10 each add'l card
Name Check Letter/Printout	\$5
Address Printout	\$5
Citation - Photocopy	\$5
Officer's Notes - Photocopy	\$5 (per officer requested)
Photos on CD	\$15
Radar Certification - Photocopy	\$5
Temporary/Special Event Liquor License	\$35
Secondhand Dealer Application Fee	\$50
Secondhand Dealer Annual Permit Fee	\$100
<b>COURT</b>	
Payment Plan Fee	\$25, new or refinanced plan
Show Cause Fee	\$35 certified letter/\$10 regular letter
Warrant Costs	\$50
Late Fee	\$15 if more than 10 days late
Appeal Transcript Fee	\$35
City Cost Assessment	\$7 per offense
Public Records	\$5 1st page, 25¢ ea. add'l page \$38 (includes demand letter certified)
Returned Check Fee	\$25
Fix It Dismissal Fee	\$25
Guilty by Default Fee	\$25
Collections Fee	25% of outstanding balance (by statute), not to exceed \$250
Collections Reinstatement Fee	\$50
Discovery Fee	\$10 (reports, documents); \$20 per CD/DVD (video, photo)
Juvenile Deferred Sentence	\$41, \$27 or \$14 depending on class of offense
Good Drivers Deferred Sentence	\$50 less than presumptive fine schedule of offense
MIP Deferred Sentence	\$150
Misdemeanor Deferred Sentence	\$250
Civil Compromise	\$150
Expunge Record Request Application	\$50

Fee Description	Current Amount	
LIBRARY		
Lost item replacement	Cost	
Damaged item	Cost	
Printing Charge for Internet, Black & White	15¢/page	
Printing Charge for Internet, Color	50¢	
Microform reader/printer	15¢/page	
Out of District Library Card Fee	\$95.00	
Fines	10¢ per day	
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	\$43/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	
Street Closure Request	\$50 (waived for non-profits)	
Railroad Parking Lot Event Fee	\$50 (waived for non-profits)	
	\$25 + \$250 refundable deposit with approved street closure permit	
Street Barricade Delivery Fee		
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	

Fee Description	Current Amount	
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
	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:		
Concentraton 0 to 300 mg/L	Included in Base	
Concentraton 300 to 600 mg/L	\$1.18 per pound	

Fee Description	Current Amount
Concentrator 600 to 1200 mg/L	\$2.36 per pound
TSS:	
Concentrator 0 to 300 mg/L	Included in Base
Concentrator 300 to 600 mg/L	\$1.18 per pound
Concentrator 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
<b>CONSTRUCTION EXCISE TAX</b>	
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
<b>SYSTEMS DEVELOPMENT CHARGES</b>	
Stormwater	
Residential - per dwelling unit	
Low Density	\$171.51
Manufactured	\$83.62
Medium/High Density	\$114.56
Non-Residential - per 1,000 square feet	
Residential/Commercial (mixed use)	\$268.84
Convenience	\$185.08
Downtown	\$268.84
Highway	\$336.05
Commercial/Manufacturing	\$520.59
Industrial	\$157.37
Schools	\$232.49
Transportation	Estimated SDC per unit
Single-Family per unit	\$3,119.76
Multi-Family per unit	\$2,184.36
Non-residential Transportation SDC varies by use category indicated:	
Elementary School	\$167.86 per Student
Church	\$2,227.65 per T.S.F.G.F.A. <sup>1</sup>
Day Care Center/Preschool	\$583.83 per Student
Clinic	\$10,867.95 per T.S.F.G.F.A. <sup>1</sup>
Specialty Retail Center	\$5,340.01 per T.S.F.G.L.A. <sup>2</sup>
Shopping Center	\$5,173.20 per T.S.F.G.L.A. <sup>2</sup>
Supermarket	\$17,918.29 per T.S.F.G.F.A. <sup>1</sup>
Convenience Market	\$39,406.09 per T.S.F.G.F.A. <sup>1</sup>
Pharmacy/Drugstore	\$12,577.22 per T.S.F.G.F.A. <sup>1</sup>
Bank/Savings: Walk-in	\$22,710.37 per T.S.F.G.F.A. <sup>1</sup>
Quality Restaurant	\$8,357.37 per T.S.F.G.F.A. <sup>1</sup>
Fast Food Restaurant	\$34,772.38 per T.S.F.G.F.A. <sup>1</sup>
Automobile Care Center	\$4,831.14 per T.S.F.G.F.A. <sup>1</sup>
Gasoline/Service Station	\$992.39 per V.F.P. <sup>3</sup>
General Office Building	\$3,589.57 per T.S.F.G.F.A. <sup>1</sup>

Fee Description	Current Amount
Medical-Dental Office Building	\$11,778.02 per T.S.F.G.F.A. <sup>1</sup>
General Light Industrial	\$2,276.10 per T.S.F.G.F.A. <sup>1</sup>
General Heavy Industrial	\$488.81 per T.S.F.G.F.A. <sup>1</sup>
Warehouse	\$1,620.59 per T.S.F.G.F.A. <sup>1</sup>
Mini Warehouse	\$815.05 per T.S.F.G.F.A. <sup>1</sup>
Abbreviations:	
<sup>1</sup> T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area	
<sup>2</sup> T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area	
<sup>3</sup> V.F.P. = Vehicle Fueling Position	
Wastewater	
5/8" x 3/4" Water meter	\$2,746.03
3/4" Water meter	\$5,376.71
1" Water meter	\$8,952.65
1 1/2" Water meter	\$17,933.06
2" Water meter	\$28,686.49
3" Water meter	\$62,723.00
4" Water meter	\$107,540.70
6" Water meter	\$224,035.12
8" Water meter	\$322,623.18
Multi-family Unit	\$2,151.11
Parks	
Residential - per dwelling unit	
Single Family	\$5,265.06
Multi-Family	\$5,481.49
Manufactured Housing	\$4,397.22
Non-Residential	
<i>Note: Non-residential Parks SDC varies by use and can be calculated using either Method 1 or 2 indicated below.</i>	
Manufacturing:	
General (700)	\$603.29
Food Related (775)	\$544.91
Textile, Apparel (575)	\$734.44
Lumber, Wood Products (560)	\$754.12
Paper & Related (1,400)	\$301.64
Printing & Publishing (600)	\$703.83
Chemicals, Petrol, Rubber, Plastics (850)	\$496.82
Cement, Stone, Clay, Glass (800)	\$527.88
Furniture & Furnishings (600)	\$703.83
Primary Metals (1,000)	\$422.30
Secondary Metals (800)	\$527.88
Non-Electrical Machinery (600)	\$1,126.14
Electrical Machinery (375)	\$1,299.39
Electrical Design (325)	\$1,299.39
Transportation Equipment (500)	\$844.60
Other (400)	\$1,055.76
Wholesale Trade:	
Durable Goods (1,000)	\$422.30
Non-Durable Goods (1,100)	\$367.22
Warehousing:	
Storage (20,000)	\$21.12
Distribution (2,500)	\$168.92
Trucking (1,500)	\$281.53
Communications (250)	\$1,688.57

Fee Description	Current Amount
Utilities (225)	\$1,876.90
Retail:	
General (700)	\$603.29
Hardware (1,000)	\$422.30
Food Stores (675)	\$625.64
Restaurant/Bar (225)	\$1,876.90
Appliance/Furniture (1,000)	\$422.30
Auto Dealership (650)	\$649.70
Gas/Station - Gas Only (300)	\$1,407.68
Gas/Station - Gas & Service (400)	\$1,055.76
Regional Shopping Center (600)	\$703.83
Services:	
Hotel/Motel (1,500)	\$281.53
Health Services - Hospital (500)	\$844.60
Health Services - Clinic (350)	\$1,206.58
Educational (1,300)	\$324.85
Cinema (1,100)	\$383.91
Personal Services - Office (600)	\$703.83
Finance, Insurance, Real Estate, Business Services- Office (350)	\$1,206.58
Government Administration (300)	\$1,407.68
(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) <u>25,000</u> sq. ft bldg / 700 sq. ft. per employee = <u>35.714</u> x <u>\$422.30</u> base fee = <u>\$15,080.33</u>	
<b>PLANNING</b>	
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)	\$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



Fee Description	Current Amount
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)
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

Fee Description	Current Amount
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 building construction cost 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
<b>BUILDING</b>	
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
\$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

Fee Description	Current Amount
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 hours)
Re-inspection Fees	\$80
Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)
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

Fee Description	Current Amount	
\$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	
\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof	
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	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof	
Plan Review Fee (Grading)	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

Fee Description	Current Amount	
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	
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)		

Fee Description	Current Amount
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
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

<b>Fee Description</b>	<b>Current Amount</b>	
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	

## **ORDINANCE NO. 1416**

### **AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH GROVE, MUELLER & SWANK, P.C. FOR AUDIT SERVICES; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby requires the City have an external audit annually in accordance with ORS 297.425 and other audit and financial reporting standards as applicable; and

**WHEREAS**, notice for a request for proposals for audit services was published in the Daily Journal of Commerce on February 11 and 13, 2015; and

**WHEREAS**, proposals were received by February 27, 2015 and evaluated by the Municipal Audit and Financial Oversight Committee (MAFOC), interviews of the top three firms were completed by a subcommittee of the MAFOC and the MAFOC is recommending the council authorize the City Administrator to enter into a contract with Grove, Mueller & Swank P.C. for audit services; and

### **THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:**

**Section 1.** The City Administrator is hereby authorized on behalf of the City to enter into a Personal Services Agreement with Grove, Mueller & Swank P.C. for audit services for the City. A copy of the Personal Services Agreement is attached hereto as Exhibit "A."

**Section 2.** Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to contract and execute annual external financial statement audits in accordance with ORS 297.425 and other audit and financial reporting standards as applicable, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 20, 2015, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 3, 2015, commencing at the hour of 7:30 PM at the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> Avenue, Canby, Oregon.

---

Kimberly Scheafer, MMC  
City Recorder



PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 3<sup>rd</sup> day of June 2015, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Brian Hodson  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer, MMC  
City Recorder

## EXHIBIT "A"

### PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and GROVE, MUELLER & SWANK, P.C. (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in the Exhibit "A" and attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
  - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal as set forth in Exhibit "B" and attached hereto.
  - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
  - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
  - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
  - B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes.

- C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.
5. **Subcontractors and Assignment.** Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.
6. **Term.**
- A. This Agreement shall cover the audits of 3 fiscal years commencing with the audit of the year ending June 30, 2015 and shall allow for 2 one year extensions which will automatically commence unless terminated in accordance with part B of this article.
- B. This Agreement may be terminated by:
1. Mutual written consent of the parties.
  2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
  3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
    - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
    - b. If Contractor fails to abide by the terms of this Agreement.
    - c. If services are no longer required.
7. **Professional Standards.** Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.
8. **Insurance.** Insurance shall be maintained by the Contractor with the following limits:
- A. For General Liability Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. For Professional Liability—errors and omissions—a \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. **(Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.).** For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement.

9. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
10. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
11. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
12. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
13. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling

administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Rick Robinson, City Administrator  
City of Canby  
PO Box 930  
Canby, OR 97013

CONTRACTOR: Ryan Pasquarella  
Grove, Mueller & Swank P.C.  
PO Box 2122  
Salem, OR 97308-2122

Please submit invoices to: Attn: Accounts Payable  
City of Canby  
PO Box 930  
Canby, OR 97013  
[potterl@ci.canby.or.us](mailto:potterl@ci.canby.or.us)

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR: CITY OF CANBY

By: By:

Date: Date:

Subcontractors will be used \_\_\_\_\_ No (If Yes, please complete List of Subcontractors attached to this Agreement)

Approved as to Form:

---

Joseph Lindsay  
City Attorney

## LIST OF SUBCONTRACTORS

*As per Section 5 of the Personal Services Agreement, the following businesses will be subcontractors. Subcontractors are required to have a City of Canby Business License prior to commencing work under this contract.*

[illegible]

**The City hereby approves the above listed subcontractors.**

City of Canby

Date \_\_\_\_\_

# ***City of Canby, Oregon***

***February 27, 2015***

## **Proposal to Provide Auditing Services June 30, 2015 - 2019**

Grove, Mueller & Swank, P.C.  
PO Box 2122 Salem, Oregon 97308-2122  
Phone: 503-581-7788 Fax: 503-581-0152  
Contact: Ryan Pasquarella, Shareholder  
Contact Email: [ryan@gmscpa.com](mailto:ryan@gmscpa.com)

## TABLE OF CONTENTS

Transmittal Letter .....	1-2
Organizational Structure and Experience .....	3
Peer Review .....	3
Civic and Industry Participation .....	3
Municipal Client Experience .....	4-6
Single Audit Experience .....	6
Municipal Audit Report.....	6
Management Recommendation Letters .....	6
Capacity and Key Personnel .....	6-7
Audit Approach .....	7-9
Use of City Personnel .....	10
Proposed Audit Calendar .....	10
Municipal Client Summary.....	11
Estimated Audit Hours and Fee .....	11
Suggestions Concerning Internal Control, Administrative Procedures and Financial Processes .....	11
Technical Assistance .....	11
Additional Services Billing Rates.....	12
Attachments:	
A - Cost Proposal	
B - Résumés	
Charles A. Swank	
Ryan T. Pasquarella	
Derek Ellerbrook	
C - Peer Review Report	
D - Single Audit Examples	
E - Municipal Audit Report Example	
F - Sample Management Letters	





## GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

475 Cottage Street NE, Suite 200, Salem, Oregon 97301

(503) 581-7788

February 27, 2015

City of Canby  
Attn: Haley KG Fish  
P.O. Box 930  
182 North Holly Street  
Canby, Oregon 97013

We are pleased to present this proposal to provide audit services to the City of Canby for the fiscal years ending June 30, 2015 through June 30, 2019. Our audits will be performed in accordance with auditing standards generally accepted in the United States of America and in accordance with *Government Auditing Standards* and OMB Circular A-133, the "Single Audit," if required, and will include an opinion on the basic financial statements, "in-relation-to" reports on required supplementary information, supplementary statements and schedules. In addition to the audits mentioned above, we will render a report on the City's compliance with the Minimum Standards of Oregon Municipal Corporations.

Grove, Mueller & Swank, P.C. is a registered firm of Certified Public Accountants properly licensed to practice and conduct municipal audits in Oregon. Chuck Swank, Ryan Pasquarella and Derek Ellerbrook will be assigned to your engagement and are all licensed municipal auditors. Our firm is independent from the City of Canby under the guidelines of the AICPA and *Government Auditing Standards*. We will meet all your technical and timing requirements as outlined in the request for proposal.

Our Firm is a significant player in the arena of governmental accounting. Chuck Swank has taught governmental accounting and auditing for the Oregon Society of CPA's for more than twenty years. He and Ryan Pasquarella are active members of the OSCPA Governmental Accounting and Auditing Committee. We are also active on numerous other professional committees involving the Oregon Society of CPA's and other professional organizations. We are the current auditor for other cities which are similar in size and activities to the City of Canby including twelve of our current clients that receive the GFOA certificate for excellence in financial reporting.

Our audit plan would include interim procedures performed prior to or near in July or August each year. Year-end audit procedures would be performed at a mutually agreeable date with the goal of the audited financial statements being available for the City's December Council meeting.


Ryan Pasquarella, Shareholder, is authorized to make representations for Grove, Mueller & Swank, P.C. Mr. Pasquarella may be contacted by e-mail at [ryan@gmspc.com](mailto:ryan@gmspc.com), in writing at P.O. Box 2122, Salem, Oregon 97308-2122, or by phone at 503-581-7788. Mr. Pasquarella, as signer of this letter, is also authorized to submit this bid, and sign a contract on behalf of Grove, Mueller & Swank, P.C.

The Firm is a resident bidder as described in ORS 279A.120(1)(b) and properly licensed in the State of Oregon to perform municipal audits. This is an irrevocable offer for 90 days.

We believe the quality of our services is best expressed by our clients and our record of their retention.

Very truly yours,

*GROVE, MUELLER & SWANK, P.C.*  
*CERTIFIED PUBLIC ACCOUNTANTS*

By:   
Ryan T. Pasquarella, Shareholder

## **ORGANIZATIONAL STRUCTURE AND EXPERIENCE**

### *Description of the Firm*

The firm of Grove, Mueller & Swank, P.C. is one of the larger local accounting firms in Oregon. The firm was incorporated in 1983. The Firm has grown from seven employees to the current 40. Our seven shareholders are supported by eight managers, 19 senior and staff accountants and six support personnel. This group contains 24 certified public accountants, 11 of which are licensed municipal auditors. Three shareholders, three managers and 12 senior and staff accountants are qualified to perform governmental audits. This depth of governmental auditing experience is available to the City. Two shareholders, one manager, one senior, and one-two staff accountants will be assigned to the City audit.

The firm has an office in Salem and a satellite office in Albany. The engagement will be conducted from our main Salem office. The Firm and all personnel have no conflict of interest related to the City and are independent under the guidelines of the AICPA and GAO Standards for Audits of Governmental Organizations, Programs Activities and Functions.

## **PEER REVIEW**

We completed our most recent peer review for the year ended September 30, 2013 in January 2014. The report on that peer review is unmodified. A copy of our September 30, 2013 report is included as **Appendix C**.

## **CIVIC AND INDUSTRY PARTICIPATION**

### *Civic Participation*

Our firm is one of the larger local accounting firms in Oregon and maintains a philosophy of being actively involved in the community. Our community involvement in Salem includes United Way of the Mid-Willamette Valley, Garten Foundation, Marion-Polk Food Share, Family Building Blocks, and the longest sponsor of the "Awesome 3000" race for the Salem-Keizer Education Foundation, participation with the Salem Rotary Clubs, Salem Hospital, Salem Area Chamber of Commerce, Willamette Heritage Center, Salem Free Clinics, Salem Art Association, CASA of Marion County and Salem Symphony. Derek, the manager on the City's audit, is a Canby resident and is the Treasurer of the Tofte Farms HOA.

### *Industry Participation*

All professional personnel are members of the Oregon Society of CPA's and the American Institute of CPA's. Our Firm is active in both local and nation accounting organizations. This includes one member on the OSCPA Board of Directors (John Hawkins), two members on the OSCPA Governmental Accounting and Auditing Committee (Chuck Swank and Ryan Pasquarella) and teaching governmental accounting and auditing for the Oregon Society of CPA's (Chuck Swank). All professional personnel are members of the Oregon Society of CPA's and the American Institute of CPA's and our firm is an active member in the AICPA's Governmental Audit Quality Center.

## MUNICIPAL CLIENT EXPERIENCE

### *Current Municipal Audit Engagements*

Our Firm, and specifically the management personnel assigned to the City's audit engagement, has been performing municipal audits for a number of years. We are one of several local firms that have the technical accounting resources to adequately service the City's audit needs. We performed audits of 12 municipalities that received their GFOA Certificate of Excellence in Financial Reporting in 2014 and are directly involved in assisting them in maintaining their certificates.

Five of our governmental audit clients (with contact information) comparable in size to the City of Canby are:

#### ***City of Wilsonville***

Audit includes the primary government and one urban renewal agency (blended component unit). Audit of the primary government was performed in accordance with *Governmental Auditing Standards* and OMB Circular A-133. The City also prepares a Comprehensive Annual Financial Report.

Contact: Keith Katko, Finance Operations Manager

Email: [katko@ci.wilsonville.or.us](mailto:katko@ci.wilsonville.or.us)

Phone: (503) 570-1516

#### ***City of Keizer***

Audit includes the primary government and one urban renewal agency (blended component unit). Audit was performed in accordance with accounting standards generally accepted in the United States of America. The audit was performed in accordance with *Governmental Auditing Standards* and OMB Circular A-133 in 2013. No single audit was required in 2014. The City also prepares a Comprehensive Annual Financial Report.

Contact: Tim Wood, Senior Accountant

Email: [woodt@keizer.org](mailto:woodt@keizer.org)

Phone: (503) 856-3413

#### ***City of Monmouth***

Audit includes the primary government and one urban renewal agency (blended component unit). Audit was performed in accordance with accounting standards generally accepted in the United States of America.

Contact: Mark Dunmire, Finance Director

Email: [mdunmire@ci.monmouth.or.us](mailto:mdunmire@ci.monmouth.or.us)

Phone: (503) 751-0134

### ***City of Springfield***

Audit includes the primary government, one urban renewal agency (blended component unit), one discretely presented component unit, and a review of one component unit. Audit of the primary government was performed in accordance with *Governmental Auditing Standards* and OMB Circular A-133. The City also prepares a Comprehensive Annual Financial Report.

Contact: Bob Duey, Finance Director  
Email: [rduey@springfield-or.gov](mailto:rduey@springfield-or.gov)  
Phone: (541) 726-3704

### ***City of Sweet Home***

Audit includes the primary government and one urban renewal agency (blended component unit). Audit was performed in accordance with accounting standards generally accepted in the United States of America. The audit was performed in accordance with *Governmental Auditing Standards* and OMB Circular A-133 in 2012. No single audit was required in 2013 or 2014.

Contact: Patricia Gray, Finance Director  
Email: [pgray.ci.sweet-home.or.us](mailto:pgray.ci.sweet-home.or.us)  
Phone: (541) 367-5128 ext. 224

### ***Non-current Municipal Audit Engagements***

Three non-current governmental audit clients (with contact information) comparable in size to the City of Canby are:

#### ***City of Philomath***

Audit includes the primary government and one urban renewal agency (blended component unit). Audit was performed in accordance with generally accepted auditing standards.

Contact: Joan Swanson, Finance Director  
Email: [joan.swanson@ci.philomath.or.us](mailto:joan.swanson@ci.philomath.or.us)  
Phone: (541) 726-3704

#### ***City of Corvallis***

Audit was performed in accordance with *Governmental Auditing Standards* and OMB Circular A-133. The City also prepares a Comprehensive Annual Financial Report.

Contact: Nancy Brewer, Finance Director  
Email: [nancy.brewer@corvallisoregon.gov](mailto:nancy.brewer@corvallisoregon.gov)  
Phone: (541) 766-6990

### ***City of Milwaukie***

Audit includes the primary government and one urban renewal agency (blended component unit). Audit was performed in accordance with generally accepted auditing standards.

Contact: Casey Camors, Finance Director

Email: [camorsc@milwaukieoregon.gov](mailto:camorsc@milwaukieoregon.gov)

Phone: (503) 786-7522

### **SINGLE AUDIT EXPERIENCE**

We have extensive knowledge in regards to the compliance requirements of relevant federal programs, and can help your team understand specific documentation, compliance, and control requirements associated therein. In 2014, we audited more than 20 Oregon municipal corporations including performing a single audit as specified in OMB Circular A-133. Additionally, we commit to training all of our audit team in this area annually by meeting or exceeding GAO Yellow Book standards requiring 80 hours every two years with at least 24 hours in subjects directly related to the government environment and to government auditing. As a member of the Governmental Audit Quality Center, we adhere to the highest training standards. Two examples are included in this proposal as **Attachment D**.

### **MUNICIPAL AUDIT REPORT**

A sample municipal auditor's report is included in this proposal as **Attachment E**.

### **MANAGEMENT RECOMMENDATION LETTERS**

Two sample management recommendation letters are included in this proposal as **Attachment F**.

### **CAPACITY AND KEY PERSONNEL**

The audit of the City will be accomplished by experienced professionals, under the supervision of Chuck Swank, Shareholder. The shareholder in charge of the audit will be Ryan Pasquarella. The field work will be headed by Derek Ellerbrook, Audit Manager. We believe their experience is a benefit to both our firm and the client. We believe that knowledgeable personnel in the field lead to a more efficient audit including the interaction with City personnel. Resumes for Chuck Swank, Ryan Pasquarella and Derek Ellerbrook are included as **Attachment B**.

Chuck will have final responsibility for the financial statements and acts as our firm's Quality Control Shareholder. Chuck will not have any scheduled on-site hours related to the audit however will be available for an on-site visit if necessary.

Ryan will be responsible for the field work including developing the audit plan and providing technical assistance to the audit team and the City's personnel. His scheduled on-site at the beginning of both the interim and final fieldwork visits. Ryan will also be involved in the entrance and exit conferences with City personnel and management.

Derek will be the primary point of contact for day to day engagement progress including scheduling the audit, requesting audit workpapers from City personnel and supervising the on-site team. Derek will also be involved in the entrance and exit conferences with City personnel and management.

Ryan Pasquarella, CPA will be the primary account representative for the City's audit services.

## **AUDIT APPROACH**

The purpose of our audit is to express opinions on the financial statements of the City. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. While making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

An audit is conducted in three phases; planning, interim (system evaluation) and final (year-end). Planning and interim can be performed prior the end of the fiscal year.

An audit may rely on strong internal controls over the processing of financial transactions and the preparation of financial statements. Generally Accepted Auditing Standards do not require an opinion on internal control, but do require the reporting of deficiencies found in internal control as part of the audit process. In addition, the State of Oregon requires a report on compliance with certain provisions of laws, regulations, contracts, and grants and an evaluation of internal control as specified in the Minimum Standards for Audits of Oregon Municipal Corporations.

### *Planning*

We believe that planning that includes client personnel is critical to successful accomplishment of our audit procedures. By involving client personnel, we make the audit a team effort and everyone benefits. Prior to commencing the audit, we would expect to meet with management to discuss our specific approach. During those discussions, we will also inquire about fraud or related party transactions as required by professional standards, and ask if there are any areas of concern or interest that should be the subject of our attention during the engagement.

In the planning phase we determine which financial information systems we will rely on. We then design our test procedures as a combination of the testing of controls. Our approach is designed with significant shareholder and manager involvement in the planning stage and during initial audit procedures related to the assessment of significant audit risks, and the development of procedures in response to those risks. This investment of resources ensures that the most experienced members of your engagement service team develop the audit plan. Our field team will meet with the City's finance personnel during the engagement to discuss the audit process and any questions that arise.

### *System Evaluation*



This phase begins with our team obtaining an understanding of your operations, your business processes and the internal control structure. This understanding covers the City's documentation of its internal control structure and is supplemented by system narratives provided to us by your team. We will analyze the systems, procedures, and control environment for revenues, expenditures, payroll, journal entries, budgeting, and data processing.

Each of the City's systems of internal control must be carefully evaluated to determine the relevant controls and determine whether they have been placed in operation. The auditor must be able to determine that the controls are adequate to reduce risk of material misstatement to a low level or report to the city council that such an assessment was not possible. When the risk of material financial statement misstatement is other than low the auditor must design sufficient substantive tests to reduce the risk of material misstatement to a low level.

Tests of internal controls will be performed on all key transaction cycles to support that the assessment of the capability of those systems is operating as designed. Tests of internal controls include a combination of:

- Inquiries of appropriate personnel regarding the design and/or application of a relevant internal control policy or procedure including the classes of transactions to which the policy or procedure applies, how it is applied and by whom, and the disposition of exceptions detected by the policy or procedure;
- Inspection of documents, reports, or electronic files evidencing the design and/or application of the relevant policy or procedure by city personnel; noting how the policy or procedure is applied and by whom, the classes of transactions to which it applies and the disposition of exceptions detected by the policy or procedure;
- Observation by the auditor of the performance of the relevant policy or procedure by City personnel; noting how the policy or procedure is applied and by whom; the classes of transactions to which it applies and the disposition of exceptions detected by the policy or procedure; and/or
- Reperformance of the application of the policy or procedure by the auditor and comparison between the results obtained by the auditor and the results obtained by City personnel.

Only inspection and reperformance are subject to sampling procedures. Samples will be selected to encompass the period under audit and of sufficient size to meet the required level of assurance. Sample sizes will be determined based on the assessed risk of material misstatement and guidance from the AICPA and Practitioners Publishing Company (PPC).

Our understanding of the City and the environment will include discussions among the audit team to assess the risk of material misstatement at the financial statement and relevant assertion level. Each type of transaction, account balance and presentation and disclosure requirement must be evaluated to determine what could go wrong. We consider the likelihood that the risks could result in a material misstatement. We determine which risks that substantive procedures alone will not provide sufficient audit evidence. We then design tests of internal control and complementary test of transactions along with substantive procedures so as to reduce to an acceptable level the risk of a material misstatement.

*Final (Year-End)*



Our year end substantive tests rely heavily on the workpapers, reconciliations and account analysis documents prepared by City personnel. These client prepared workpapers enable us to focus on auditing the balance sheet, and revenue and expense accounts.

For our determination of compliance with laws and regulations, we will submit a preliminary listing of items which we deem necessary to test, and management may then make additions, within reasonable parameters, if they desire us to focus our attention towards a specific area.

Analytical procedures are used to verify account balances in financial statements. Analytical procedures require the development and evaluation of plausible relationships between the financial data being examined and other data (either other financial data or nonfinancial data) which have a logical or predictable relationship to the financial data.

The procedures employed may include:

- Reviewing current year balances in comparison to the prior year.
- Reviewing balances in comparison to budget.
- Reviewing accounts for items larger or smaller than expected.
- Reviewing and comparing logical relationships.
- Analyzing and comparing financial data to nonfinancial information.

Required substantive procedures include agreeing the accounting records to the financial statements, examining material journal entries and adjustments made to prepare financial statements. We must determine whether the overall financial statement presentation conforms with generally accepted accounting principles.

All audit procedures and workpapers are performed and stored electronically. Programs and related software are provided by the largest vendor of governmental audit software in the country. Access to the City's automated records is necessary to perform our procedures. No use of outside specialists is planned.

Following completion of our audit, we will meet with management and the audit committee again and report back on those items raised in the initial meeting, as well as any findings or recommendations we may have as a result of our audit.

Our audit approach includes year-round service. We provide timely professional consulting on issues related to accounting, budgeting and audit. Such communication is encouraged and considered part of the total maximum price for audit services.

#### *Financial Statement Review*

All financial statements will be reviewed by Derek Ellerbrook, Audit Manager, and Ryan Pasquarella, Shareholder, for adherence to applicable technical accounting standards. Chuck Swank, Engagement Quality Control reviewer is independent from the audit procedures and personnel, and will review the financial statements and audit reports for compliance with professional standards.

## USE OF CITY PERSONNEL

### *Finance Personnel*

We anticipate the use of City personnel in a manner which increases audit efficiency and decreases audit cost. Our audit approach encourages City personnel to prepare reconciliations and schedules based on templates provided by us (if needed). Based on the nature of the completeness and/or previous existence of these schedules, time requirements for City personnel may vary greatly, but should be similar to efforts in the past. We usually ask for assistance in supplying documentation for sample items, confirmations and reconciliations. Inquiry of our existing clients would confirm our requests are reasonable and communicated well in advance. We anticipate that all City personnel that are integral to the financial operations of the City will be available during all phases of the audit.

We typically contact City personnel in May-June to schedule interim field work and final fieldwork. As we get closer to our in-field audit, we contact City personnel one week before fieldwork to ensure that all preparation has been completed. After fieldwork, we anticipate that there will be weekly updates conversations through the date of report issuance to ensure all documentation is complete.

### *Information Technology Personnel*

We anticipate performing inquiries of the City's Information Technology staff as part the planning phase of the audit. We estimate that the time required for these inquiries will be two hours.

## PROPOSED AUDIT CALENDAR

	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>
<i>Pre-audit meeting to discuss the audit plan and key issues of the City that will impact the audit strategy</i>	✓					
<i>Perform interim work consisting of internal control documentation, test of controls, review of Board minutes</i>	✓	✓				
<i>Perform final substantive work</i>				✓	✓	
<i>Review of financial statement draft and issuance of the auditors' reports</i>					✓	✓
<i>Issue Management Letter and required communications</i>						✓

## MUNICIPAL CLIENT SUMMARY

Activity	2014	2013	2012	2011	2010
<i>Number of On-time Filers (including extensions)</i>	73	71	70	77	72
<i>Number of Late Filers</i>	5	4	3	4	4
<i>Number of Municipal Clients</i>	78	75	73	81	76

## ESTIMATED AUDIT HOURS AND FEE

The estimated audit hours and fees for the fiscal years ending June 30, 2015 – 2019 are located at **Attachment A**.

## SUGGESTIONS CONTROLLING INTERNAL CONTROL, ADMINISTRATIVE PROCEDURES AND FINANCIAL PROCESSES

Under the guidelines of the American Institute of Certified Public Accountants, CPA's must issue a letter during an audit if the client has significant deficiencies and/or material weaknesses in internal control. If the client is subject to *Government Auditing Standards* these deficiencies must be communicated in accordance with those standards. If control deficiencies are identified they can be communicated either in writing or orally.

As part of our documentation and review of internal controls within the City, we regularly encounter areas that can be improved and will result in greater efficiency in completing daily tasks for City personnel.

## TECHNICAL ASSISTANCE

The City expects to receive technical assistance, as needed, from the audit firm throughout the fiscal year that may include inquiries regarding accounting, reporting and internal control issues. We want our clients to contact us as often as necessary without fear of being billed for every phone call, therefore fees are included in the estimated audit fees included in this proposal.

Additionally, our firm does not have a policy of charging clients for out of pocket costs. All costs are included in the above all-inclusive maximum price.

## **ADDITIONAL SERVICES BILLING RATES**

If you were to request additional services outside the scope of the audit engagement, such as detailed internal control review, the fees would be determined using the following billing rates:

Shareholders (CPA)	\$205 / hour
Managers (CPA)	115 / hour
Senior Staff (CPA)	80 / hour
Junior Staff (CPA)	75 / hour
Junior Staff (non-CPA)	60 / hour
Clerks & Typists (non-CPA)	50 / hour

Any additional requested services will always be discussed with management prior to performance of these services. An additional engagement letter or contract usually is necessary.

## **ATTACHMENT A**

***Not to Exceed Price for Proposed Service Schedule***

In accordance with the Request for Proposal for Professional Auditing Services issued by the City of Canby, Oregon, the firm referenced below hereby submits the following hourly fee quotation and hours proposed for all positions to be assigned to the audit:

**EXPECTED HOURS AND FEE FOR YEAR ENDED JUNE 30, 2015**

Key Personnel	Fiscal Year Ended June 30, 2015		Total Hours	Hourly Rate	Total
	F/S Audit Hours	Single Audit Hours*			
Engagement Partners	44	3	47	\$ 205	\$ 9,635
Engagement Manager	65	16	81	115	9,315
Engagement Senior/Staff	131	34	165	80	13,200
Clerical/Support Staff	12	1	13	50	650
	<u>252</u>	<u>54</u>	<u>306</u>		<u>\$ 32,800</u>

\* The above hours includes two single audit major programs.

**EXPECTED HOURS FOR YEARS ENDED JUNE 30, 2016 – 2019**

Key Personnel	Fiscal Years Ended June 30, 2016 - 2019		Total Hours
	F/S Audit Hours	Single Audit Hours*	
Engagement Partners	40	4	44
Engagement Manager	58	18	76
Engagement Senior/Staff	120	33	153
Clerical/Support Staff	9	1	10
	<u>227</u>	<u>56</u>	<u>283</u>

\* The above hours includes two single audit major programs.

In accordance with the Request for Proposal for Professional Auditing Services issued by the City of Canby, Oregon, the firm referenced below hereby submits the following cost proposal:

**EXPECTED FEE FOR YEARS ENDED JUNE 30, 2015 – 2019**

	<b>Fiscal Years Ending June 30th,</b>				
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Financial Statement Audit	\$ 26,800	\$ 24,300	\$ 25,000	\$ 25,800	\$ 26,300
Single Audit Fee*	6,000	6,200	6,400	6,600	6,800
Cost of Supplies & Materials:	-	-	-	-	-
Additional Fees (if applicable)**:	-	-	-	-	-
	<u>\$ 32,800</u>	<u>\$ 30,500</u>	<u>\$ 31,400</u>	<u>\$ 32,400</u>	<u>\$ 33,100</u>

\* The above fee includes two single audit major programs. Each major program in excess of two is estimated at an additional \$3,000.

\*\* The above fees include consultation as needed on matters relating to local budget law and accounting and reporting issues or procedures. We want our clients to contact us as often as necessary without fear of being billed for every phone call.

We anticipate a 3% year-over-year annual fee escalation.

Our invoices for the engagement will be rendered each month as work progresses and are payable on presentation. Please refer to the proposed audit calendar for the anticipated audit fieldwork timeline.

I hereby certify that the undersigned is authorized to represent the firm stated below, and empowered to submit this bid, and if selected, authorized to sign a contract with the City of Canby, for the services identified in the Request for Proposal.

Firm Name: Grove, Mueller & Swank, P.C.

Signature: 

Printed Name: Ryan T. Pasquarella

Title: Shareholder

Date: February 27, 2015

Email Address: ryan@gmscpa.com

## ATTACHMENT B

### *RESUMES OF KEY PERSONNEL*

- |                       |     |
|-----------------------|-----|
| – Charles A. Swank    | B-1 |
| – Ryan T. Pasquarella | B-2 |
| – Derek Ellerbrook    | B-3 |



***Charles A. Swank***  
*Shareholder and Director*  
*of Audit Quality*

***PROFESSIONAL  
ACCREDITATION***

- Certified Public Accountant, Oregon (Number 2987)
- Municipal Auditor, Oregon (Number 733)

***GOVERNMENTAL  
ENGAGEMENT  
EXPERIENCE***

- Auditor for a number of Oregon school districts, cities and special districts

***GOVERNMENTAL  
TRAINING***

- Discussion leader for a number of Oregon Society of Certified Public Accountants continuing education courses
- Oregon Society of Certified Public Accountants Annual governmental conferences

***EDUCATION***

- MBA, University of Oregon
- B.S. Business, Oregon State University

***PROFESSIONAL  
SOCIETIES AND  
ACTIVITIES***

- American Institute of Certified Public Accountants
- Oregon Society of Certified Public Accountants, Governmental Accounting and Auditing Committee
- Reviewer of financial statements for GFOA

***Ryan T. Pasquarella***  
*Shareholder and Manager of Auditing and  
Financial Reporting Services  
Grove, Mueller & Swank, P.C.*

**PROFESSIONAL  
ACCREDITATION**

- Certified Public Accountant, Oregon (Number 12375)
- Licensed Municipal Auditor, Oregon (Number 1511)

**GOVERNMENTAL  
ENGAGEMENT  
EXPERIENCE**

- Seven years experience auditing Oregon municipalities including compliance testing under OMB Circular A-133 Single Audits
- Recent experience managing governmental engagements include:
  - Marion County, Oregon – including A-133 Single Audit
  - City of Springfield – including A-133 Single Audit
  - Lane Transit District – including A-133 Single Audit
  - City of Keizer - including A-133 Single Audit

**GOVERNMENTAL  
TRAINING**

- Oregon Society of Certified Public Accountants Governmental Accounting and Auditing Conferences annually for eight years
- Continuing professional education that annually exceeds GAO standards

**EDUCATION**

- Oregon State University, Corvallis, Oregon  
Bachelor of Business Administration

**PROFESSIONAL  
SOCIETIES AND  
ACTIVITIES**

- American Institute of Certified Public Accountants
- Oregon Society of Certified Public Accountants
- OSCP Governmental & Auditing Committee
- Board Treasurer, Salem Art Association

***Derek Ellerbrook***  
*Manager of Auditing  
and Financial Reporting Services*

***PROFESSIONAL  
ACCREDITATION***

- Certified Public Accountant, Oregon (Number 12768)
- Municipal Auditor, Oregon (Number 1544)

***GOVERNMENTAL  
AND NON PROFIT  
ENGAGEMENT  
EXPERIENCE***

- Eight years' experience managing audit engagements of various Oregon municipalities and nonprofit entities; including compliance testing under OMB Circular A-133 Single Audits

- Recent experience managing governmental engagements include:

Hillsboro School District – including A-133 Single Audit  
Beaverton School District – including A-133 Single Audit  
Salem-Keizer School District – including A-133 Single Audit  
Lake Oswego School District – including A-133 Single Audit  
City of Wilsonville – including A-133 Single Audit

***GOVERNMENTAL  
TRAINING***

- Oregon Society of Certified Public Accountants Governmental Accounting and Auditing Conference annually for six years
- Continuing professional education for the past two years exceeds GAO standards
- Active participant in Governmental Audit Quality Center (GAQC) training
- Local office instructor for governmental training sessions

***EDUCATION***

- Linfield College, McMinnville, Oregon  
Bachelor of Arts, Accounting

***PROFESSIONAL  
SOCIETIES AND  
ACTIVITIES***

- American Institute of Certified Public Accountants
- Oregon Society of Certified Public Accountants
- Salem Area Young Professionals, Salem Chamber of Commerce

## **ATTACHMENT C**

### ***PEER REVIEW REPORT***



## System Review Report

To the Shareholders of  
Grove, Mueller & Swank, P.C.  
and the Peer Review Committee of the Oregon Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Grove, Mueller & Swank, P.C. (the firm) in effect for the year ended September 30, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and an audit of an employee benefit plan.

In our opinion, the system of quality control for the accounting and auditing practice of Grove, Mueller & Swank, P.C. in effect for the year ended September 30, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Grove, Mueller & Swank, P.C. has received a peer review rating of *pass*.

*Read & Bose, PC*

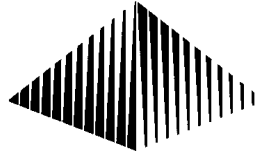
January 23, 2014

## **ATTACHMENT D**

### ***SINGLE AUDIT EXAMPLES***

**GROVE, MUELLER & SWANK, P.C.**

***CITY OF WILSONVILLE  
FEDERAL COMPLIANCE REPORTS  
Year Ended June 30, 2014***



## GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS  
475 Cottage Street NE, Suite 200, Salem, Oregon 97301  
(503) 581-7788

### ***INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS***

Honorable Mayor, Members of the City Council, and the City Manager  
City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, Oregon 97070

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Wilsonville, Oregon, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the City of Wilsonville's basic financial statements, and have issued our report thereon dated November 10, 2014.

#### ***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the City of Wilsonville's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Wilsonville's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Wilsonville's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City of Wilsonville's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the City of Wilsonville's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

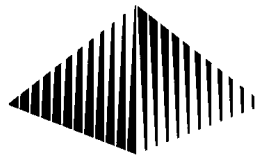


***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Wilsonville's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Wilsonville's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
CERTIFIED PUBLIC ACCOUNTANTS

November 10, 2014



## **GROVE, MUELLER & SWANK, P.C.**

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS  
475 Cottage Street NE, Suite 200, Salem, Oregon 97301  
(503) 581-7788

### ***INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133***

Honorable Mayor, Members of the City Council, and the City Manager  
City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, Oregon 97070

#### ***Report on Compliance for Each Major Federal Program***

We have audited the City of Wilsonville's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the City of Wilsonville's major federal programs for the year ended June 30, 2014. The City of Wilsonville's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

#### ***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the City of Wilsonville's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Wilsonville's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City of Wilsonville's compliance.

#### ***Opinion on Each Major Federal Program***

In our opinion, the City of Wilsonville complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

#### ***Report on Internal Control over Compliance***

Management of the City of Wilsonville is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City of Wilsonville's internal control over compliance with the types of

requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City of Wilsonville's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### ***Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133***

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Wilsonville, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the City of Wilsonville's basic financial statements. We issued our report thereon dated November 10, 2014, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

#### ***Purpose of this Report***

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

  
CERTIFIED PUBLIC ACCOUNTANTS

November 10, 2014

**CITY OF WILSONVILLE, OREGON**  
**Schedule of Expenditures of Federal Awards**  
*For the fiscal year ended June 30, 2014*

	CFDA#	Passthrough Number	Federal Award	Expended in Fiscal Year 2013-14
<b><u>U.S. Department of Transportation</u></b>				
<i>Federal Transit Cluster</i>				
Capital Investment Grant				
Fixed Guideway Capital Investment Grant - Agreement OR040017	20.500	Direct	\$ 208,519	\$ 10,454
Formula Grants				
OR950031 (Transportation Demand Management)	20.507	Direct	203,687	54,026
OR950042	20.507	Direct	240,000	61,430
OR900155	20.507	Direct	532,658	290,405
OR900163	20.507	Direct	291,711	4,282
Subtotal Federal Transit Cluster			<u>1,476,575</u>	<u>420,597</u>
<i>Transit Services Programs Cluster</i>				
<i>Passed-through Oregon Department of Transportation</i>				
Seniors and Individuals with Disabilities	20.513	29300	187,092	53,838
Seniors and Individuals with Disabilities	20.513	27734	429,693	354,635
Total Passed-through Oregon Department of Transportation			<u>616,785</u>	<u>408,473</u>
Job Access Reverse Commute Program - Agreement OR370022	20.516	Direct	9,245	9,254
Subtotal Transit Services Programs Cluster			<u>626,030</u>	<u>417,727</u>
Total U.S. Department of Transportation			<u>2,102,605</u>	<u>838,324</u>
<b><u>U.S. Department of Health and Human Services</u></b>				
<i>Administration for Community Living:</i>				
Clackamas County Social Services Pass Through Agreement:				
Special Programs for the Aging - Title III, Part D	93.043	n/a	1,351	1,351
<i>Aging Cluster</i>				
Special Programs for the Aging - Title III, Part B	93.044	n/a	10,831	10,831
Special Programs for the Aging - Title III, Part C	93.045	n/a	19,710	19,710
Nutrition Services Incentive Program	93.053	n/a	5,400	5,400
Total Aging Cluster			<u>35,941</u>	<u>35,941</u>
Subtotal Clackamas County Social Service Pass Through Agreement			<u>37,292</u>	<u>37,292</u>
<i>Center for Disease Control and Prevention:</i>				
National Recreation and Parks Association - ACHIEVE Agreement	93.283	n/a	50,000	8,338
Total U.S. Department of Health and Human Services			<u>87,292</u>	<u>45,630</u>
<b>Total Federal Awards</b>				<u><u>\$ 883,954</u></u>

**City of Wilsonville**  
**Notes to Schedule of Expenditures of Federal Awards**  
**For the fiscal year ended June 30, 2014**

**PURPOSE OF THE SCHEDULE**

The accompanying schedule of expenditures of federal awards (the "Schedule") is a supplementary schedule to the City of Wilsonville's financial statements and is presented for purposes of additional analysis. Because the Schedule presents only a selected portion of the activities of the City of Wilsonville, it is not intended to and does not present either the financial position or the results of operations of the City.

**SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation**

The information in the Schedule is presented in accordance with OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

**Federal Financial Assistance**

Pursuant to the Single Audit Act of 1996 and OMB Circular A-133, federal financial assistance is defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriations. Accordingly, nonmonetary federal assistance, including federal surplus property, is included in federal financial assistance and, therefore, is reported on the Schedule, if applicable. Federal financial assistance does not include direct federal cash assistance to individuals. Solicited contracts between the state and federal government for which the federal government procures tangible goods or services are not considered to be federal financial assistance.

**Major Programs**

The Single Audit Act Amendment of 1996 and OMB Circular A-133 establish criteria to be used in defining major federal financial assistance programs. Major programs for the City of Wilsonville are those programs selected for testing by the auditor using a risk-assessment model, as well as certain minimum expenditure requirements, as outlined in OMB Circular A-133. Programs with similar requirements may be grouped into a cluster for testing purposes.

**Reporting Entity**

The reporting entity is fully described in notes to the financial statements. Additionally, the Schedule includes all federal programs administered by the City of Wilsonville for the year ended June 30, 2014.

**Revenue and Expenditure Recognition**

The receipt and expenditure of federal awards are accounted for under the modified accrual basis of accounting.

**City of Wilsonville**  
**Schedule of Findings and Questioned Costs**  
**For the fiscal year ended June 30, 2014**

**SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issues:	Unmodified
Internal control reporting:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
• Noncompliance material to financial statements noted?	No

**Federal Awards**

Internal control over major programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?	No

Identification of major program:

CFDA	Agency	Program Title
20.513 20.516	DOT	Transit Services Programs Cluster

Dollar threshold used to distinguish between Type A and Type B programs:	\$300,000
Auditee qualified as low-risk auditee?	Yes

**FINANCIAL STATEMENT FINDINGS**

None

**FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

None

**City of Wilsonville**  
**Summary Schedule of Prior Audit Findings**  
**June 30, 2014**

There were no findings or questioned costs in the prior year.

# Compliance Section





***INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS***

To the Honorable Mayor, Members of the  
City Council and the City Manager  
City of Springfield  
225 5<sup>th</sup> Street  
Springfield, Oregon 97477

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Springfield, Oregon as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 19, 2014.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

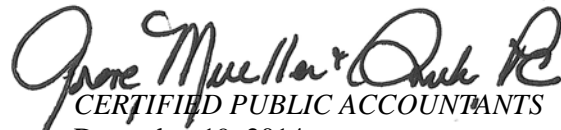
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
CERTIFIED PUBLIC ACCOUNTANTS  
December 19, 2014

# **OMB Circular A-133 (Single Audit) Report**



***INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON  
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133***

To the Honorable Mayor, Members of the  
City Council and the City Manager  
City of Springfield  
225 5th Street  
Springfield, Oregon 97477

***Report on Compliance for Each Major Federal Program***

We have audited the City of Springfield, Oregon's (the City) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of City's major federal programs for the year ended June 30, 2014. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, the City of Springfield, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

### ***Report on Internal Control Over Compliance***

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***Purpose of this Report***

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

  
CERTIFIED PUBLIC ACCOUNTANTS

December 19, 2014

**CITY OF SPRINGFIELD, OREGON, FEDERAL GRANT COMPLIANCE REPORT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**YEAR ENDED JUNE 30, 2014**

---

**SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issued:	Unmodified
Internal control reporting:	
· Material weakness(es) identified?	No
· Significant deficiencies identified?	None reported
Noncompliance material to financial statements noted?	No

**Federal Awards**

Internal control over major programs:	
· Material weakness(es) identified?	No
· Significant deficiencies identified?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?	No

Identification of major program:

**CFDA Numbers**

**Name of Federal Program or Cluster**

14.239  
20.600, 20.602, 20.610, 20.616

HOME Investment Partnerships Program  
Highway Safety Cluster

Dollar threshold used to distinguish between type A and type B programs:	\$300,000
Auditee qualifies as low-risk auditee?	Yes

**FINANCIAL STATEMENT FINDINGS**

None.

**FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

None.

## CITY OF SPRINGFIELD, OREGON

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For The Year Ended June 30, 2014

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Grant Number or Pass-Through Entity Identifying Number	Federal Expenditures in Fiscal Year 2013-2014	Amount Provided to Subrecipients
<b>U.S. Department of Justice</b>				
Direct Programs:				
2010 Justice Assistance Grant - Local	16.738	2010-DJ-BX-0112	\$ 9,169	
2011 Justice Assistance Grant - Local	16.738	2011-DJ-BX-2757	21,576	
2012 Justice Assistance Grant - Local	16.738	2012-DJ-BX-1073	16,428	
2013 Justice Assistance Grant - Local	16.738	2013-DJ-BX-0313	6,678	
<b>Total U.S. Department of Justice</b>			<b>53,851</b>	
<b>U.S. Department of Homeland Security</b>				
Grants passed through State of Oregon:				
Presidential Major Disaster Declaration FEMA	97.073	4169-DR-OR	4,313	
State Ops Center Project Participation	97.073	13-241	18,337	
Lane Fire Defense Board Regional Repeater/Radio Project, Phase 2	97.073	13-240	80,878	\$ 73,878
<b>Total U.S. Department of Homeland Security</b>			<b>103,528</b>	
<b>U.S. Department of Housing and Urban Development</b>				
Direct Programs:				
<i>CDBG - Entitlement Grants Cluster</i>				
Community Development Block Grant	14.218	NA	346,665	71,935
Community Development Block Grant Program Income	14.218	NA	40,296	
<i>Total CDBG - Entitlement Grants Cluster</i>			<u>386,961</u>	
City of Eugene:				
HOME Investment Partnership Programs	14.239	NA	300,965	
Lane Council of Governments:				
Sustainable Communities Regional Planning Grant (Lane Livability)	14.703	ORRIP0031-10	10,153	
<b>Total U.S. Department of Housing and Urban Development</b>			<b>698,079</b>	
<b>U.S. Department of Transportation</b>				
<i>Highway Planning and Construction Cluster</i>				
Grants passed through State of Oregon:				
Surface Transportation Program - Urban	20.205	NA	87,299	
Grants passed through Lane Council of Governments:				
Federal Surface Transportation Planning (STP-U)	20.205	NA	8,048	
Federal Surface Transportation Planning (STP-U)	20.205	NA	36,322	
<i>Total Highway Planning and Construction Cluster</i>			<u>131,669</u>	
<i>Highway Safety Cluster</i>				
Grants passed through State of Oregon:				
Springfield PD Safety Belt Overtime Enforcement Grant	20.600	OP-14-45-03NNN	2,013	
Springfield PD Speed Equipment and Overtime Grant	20.602	SC-13-35-12eee	4,975	
Springfield PD Speed Equipment and Overtime Grant	20.602	SC-14-35-12ggg	3,073	
Springfield Police eCitation and eCrash Project/Report Beam Grant	20.610	K9-13-54-03 SPD	108,409	
DUII Overtime Enforcement Grant	20.616	K8-13-12-36	950	
<i>Total Highway Safety Cluster</i>			<u>119,420</u>	
<b>Total U.S. Department of Transportation</b>			<b>251,089</b>	
<b>U.S. Department of the Interior</b>				
Grants passed through State of Oregon:				
State Historic Preservation Office	15.904	HPF OR-12-19	2,010	
<b>Total U.S. Department of the Interior</b>			<b>2,010</b>	
<b>Total Expenditures of Federal Awards</b>			<b>\$ 1,108,557</b>	<b>\$ 145,813</b>

City of Springfield, Oregon

NOTES TO THE SCHEDULE OF EXPENDITURES OF  
FEDERAL AWARDS

June 30, 2014

NOTE A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the City and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.

NOTE B – LOANS RECEIVABLE OUTSTANDING

The City had the following loan balances outstanding at June 30, 2014

<u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Amount Outstanding</u>
Community Development Block Grant	14.218	\$ 760,832
HUD HOME Grant	14.239	<u>2,614,902</u>
		<u>\$ 3,375,734</u>

NOTE C – LOANS PAYABLE OUTSTANDING

As of June 30, 2014, the City did not have any loan balances outstanding included in the Schedule of Expenditures of Federal Awards.



## **ATTACHMENT E**

### ***MUNICIPAL AUDIT REPORT EXAMPLE***

**GROVE, MUELLER & SWANK, P.C.**



## ***INDEPENDENT AUDITOR'S REPORT***

To the Honorable Mayor, Members of the  
City Council and the City Manager  
City of Springfield  
225 5<sup>th</sup> Street  
Springfield, Oregon 97477

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Springfield, Oregon, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Springfield, Oregon as of June 30, 2014, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (MD&A) on pages 23 through 39, the schedules of revenues, expenditures and changes in fund balance – budget and actual for the General Fund and major special revenue funds (pages 84-86), and the schedule of OPEB and CRP funding progress (page 87) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the MD&A and the schedule of OPEB and CRP funding progress in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The schedules of revenues, expenditures and changes in fund balance – budget and actual for the General Fund and major special revenue fund are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

### ***Other Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's financial statements as a whole. The introductory section, other supplementary information, and statistical section are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget circular A-133, *Audits of States, Local Governments, and Non-Profit Organization*, and is also not a required part of the financial statements. The other supplementary information, and the schedule of expenditure of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards

generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

### ***Reports on Other Legal and Regulatory Requirements***


#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2014, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

#### ***Other Reporting Required by Oregon Minimum Standards***

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 19, 2014, on our consideration of the City's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

GROVE, MUELLER & SWANK, P.C.  
CERTIFIED PUBLIC ACCOUNTANTS

By:   
Thomas E. Glogau, A Shareholder  
December 19, 2014

## **ATTACHMENT F**

### ***SAMPLE MANAGEMENT LETTERS***

**GROVE, MUELLER & SWANK, P.C.**



## GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS  
475 Cottage Street NE, Suite 200, Salem, Oregon 97301  
(503) 581-7788

December 17, 2014

School Board and Management  
Hillsboro School District 1J  
3083 NE 49th Place  
Hillsboro, Oregon 97124

In planning and performing our audit of the financial statements of the Hillsboro School District 1J as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Hillsboro School District 1J's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Hillsboro School District 1J's internal control. Accordingly, we do not express an opinion on the effectiveness of the Hillsboro School District 1J's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We identified no material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We identified no significant deficiencies.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and matters that are opportunities for strengthening internal controls and operating efficiency. This letter does not affect our report dated December 17, 2014, on the financial statements of Hillsboro School District 1J.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Hillsboro School District personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

## **CURRENT YEAR:**

### **Reconciliations**

#### *Condition:*

There were account balances not reconciled prior to the start of audit fieldwork. As a result, Hillsboro School District staff identified journal entries that were required, to adjust account balances on the June 30, 2014 trial balance originally received by the auditors. Although the majority of the adjustments were identified by staff during these reconciliation processes, the quick creation of those reconciliations also resulted in an increase of auditor inquiries due to the identification of unusual items, such as asset accounts with credit balances, liability accounts with debit balances and unreconciled differences between capital asset balances and the capital asset module in Infinite Visions, which led to additional adjustments proposed by the auditors.

#### *Possible effect:*

The quick preparation of reconciliations leads to a lack of time for management to thoroughly examine them, which could lead to misstatements in the financial statements.

#### *Recommendation:*

Auditor recommends the preparation of reconciliations, including the attachment of supporting documentation used to perform those reconciliations, well in advance of audit fieldwork to allow management sufficient time to thoroughly review and approve the reconciliations of account balances at year end.

This communication is intended solely for the information and use of management, the School Board, others within Hillsboro School District 1J, and is not intended to be , and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jane Mueller & David R.", written in a cursive style.

CERTIFIED PUBLIC ACCOUNTANTS



## GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS  
475 Cottage Street NE, Suite 200, Salem, Oregon 97301  
(503) 581-7788

December 9, 2014

Ronald Kilcoyne, General Manager

Mary Adams, Director of Administrative Services  
Todd Lipkin, Finance Manager/CFO  
Lane Transit District  
Springfield, Oregon

In planning and performing our audit of the financial statements of the Lane Transit District as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Lane Transit District's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Lane Transit District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Lane Transit District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and matters that are opportunities for strengthening internal controls and operating efficiency. This letter does not affect our report dated December 9, 2014, on the financial statements of Lane Transit District.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Lane Transit District personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.



## **CURRENT YEAR:**

### **Dispositions of Federally Acquired Equipment**

#### *Condition:*

The District sold a federally acquired vehicle during the year. Under 49 U.S.C. 5334(h)(4) the District may sell and use proceeds for other capital projects after the useful life is met and with prior FTA approval, and there is no longer any public transportation purposes of the equipment. The proceeds are to be used to reduce the gross project cost of other FTA eligible capital transit grants. The District is expected to record the receipt of the proceeds in the District's accounting system, showing that the funds are restricted for use in a subsequent capital grant. The subsequent capital grant application should contain information showing FTA that the gross project cost has been reduced with proceeds from the earlier transactions.

The District did not notify FTA of the sale of the vehicle nor did they restrict the proceeds towards a future capital grant. The District is aware of this requirement and applied the proceeds once it was brought to their attention.

#### *Possible effect:*

The District could receive a reduction in funding or the FTA could require the District to repay funds resulting from non-compliance.

#### *Recommendation:*

We recommend the District develop policies and procedures surrounding the disposition of all equipment to ensure that all FTA requirements regarding equipment management are met.

#### *Management Response:*

The District is fully aware of this requirement and it was considered when processing the disposal of this vehicle. However, the vehicle was misidentified as not federally funded. Procedures have been enhanced to require all vehicles disposed of to be specifically identified in the fixed asset system to ensure the proper funding source is determined and to allow for timely notification to FTA.

## **PRIOR YEAR:**

### **Audit Preparedness**

#### *Condition:*

In order for an efficient audit to be performed, the audit team relies on its clients to have all the year-end reconciliations completed and all adjustments made prior to the beginning of the audit. The audit team posted a total of eleven journal entries during the course of the audit of which nine were given to the audit team by management in order to finish reconciling the accounts for the fiscal year. The areas requiring adjustment were various asset and liability accounts. Additionally, the District did not have revenue reconciliations and their schedule of expenditures of federal awards completed at the beginning of fieldwork as requested.

When journal entries are received from the client, the efficiency of the audit is decreased. The primary reason is that the audit team will either need to examine a new or revised audit workpaper given to us by management or the team will adjust the current version of the workpaper. The team will also reevaluate the

risk over the account and potentially determine the need to perform additional procedures. When the schedule of expenditures of federal awards is not received timely this may extend the audit as sufficient time is not allowed for selection of major programs.

*Possible effect:*

The issuance of the District's financial statements could be delayed.

*Recommendation:*

We recommend the District ensure that all preparation and adjustments needed for the fiscal year be completed prior to the beginning of the audit. The start of the audit can be delayed if management determines that more time is needed.

*Management Response:*

The District acknowledges that not all required audit materials were prepared in a timely manner to meet the independent audit site work schedule. Materials will be prepared on time in the future.

*Current Year Update:*

Management has complied with this recommendation and was fully prepared for the June 30, 2014 audit.

**Inventory Costing**

*Condition:*

The District uses the fleet system for inventory tracking. A majority of the inventory is purchased through the automated purchasing system which interfaces with the fleet system for quantities and pricing. Occasionally items are purchased outside the normal purchasing system in which items are then manually entered into the fleet system. The District currently has procedures in place to verify the quantity that is entered into the system, but no procedures in place to verify the pricing.

*Possible effect:*

The District's financial statements could be misstated at any given time as the product costs may not be accurate.

*Recommendation:*

We recommend that the District implement procedures to ensure both the quantity and cost are updated when inventory is received to ensure that inventory is valued appropriately.

*Management Response:*

The District will implement a procedure to verify the pricing of inventory acquisitions made outside the normal purchasing system and continue to verify the quantity of such items.

*Current Year Update:*

The District has implemented a new procedure to address this recommendation.

**Financial Staff Succession**

*Condition:*

The Chief Financial Officer, the Chief Accountant/Internal Auditor, and the Purchasing Manager will all be leaving the District before the end of fiscal 2013-14. Each position has an important skill set that will need to be replaced, and an orderly transition without interruption of key functions and controls must be assured.

*Possible effect:*

There could be a loss of adequate financial controls, compliance with Federal Transit Administration requirements and other regulations, and timely and accurate financial reporting.

*Recommendation:*

We recommend that the District implement a detailed succession plan that covers all three positions.

*Management Response:*

Subsequent to the completion of the fiscal 2012-13 independent audit, the District published a reorganization and succession plan that covers the three positions and addresses the concerns raised by this comment.

*Current Year Update:*

The District has implemented a reorganization of the District during the fiscal year that addressed this recommendation.

Very truly yours,

A handwritten signature in black ink, appearing to read "John Mueller & David R.", written in a cursive style.

CERTIFIED PUBLIC ACCOUNTANTS

**ORDINANCE NO. 1417**

**AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH HEARD FARMS FOR WASTEWATER SLUDGE REMOVAL; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby requires the hauling of tonnage of wet sludge as part of its wastewater treatment; and

**WHEREAS**, the City of Canby desires to secure a cost-effective contract for this integral service;

**THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:**

**Section 1.** The City Administrator is hereby authorized on behalf of the City to enter into a Personal Services Agreement with Heard Farms to haul wet sludge for the City. A copy of the Personal Services Agreement is attached hereto as Exhibit "A."

**Section 2.** Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to dispose of sludge and wastewater, in order to provide both essential and general services to the public, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 6, 2015, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, May 20, 2015, commencing at the hour of 7:30 PM at the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> Avenue, Canby, Oregon.

---

Kimberly Scheafer, MMC  
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20<sup>th</sup> day of May 2015, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Brian Hodson  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer, MMC  
City Recorder

## EXHIBIT “A”

### PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and Heard Farms (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

- 1. Scope of Services. Contractor’s services under this Agreement are set forth in Exhibit “A”, attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor’s Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
  - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor’s proposal. See Exhibit “A” attached hereto. Contractor agrees that \$149,000 is the not to exceed price of this contract, without prior written approval from the City.
  - B. City agrees to pay Contractor within 30 days after receipt of Contractor’s itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
  - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
  - A. Contractor’s services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
  - B. Contractor certifies that it is either a carrier-insured employer or a self-

insured employer as provided in Chapter 656 of the Oregon Revised Statutes.

- C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

5. **Subcontractors and Assignment.** Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.

6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.

7. Term.

- A. This Agreement may be terminated by:

1. Mutual written consent of the parties.
2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
  - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
  - b. If Contractor fails to abide by the terms of this Agreement.
  - c. If services are no longer required.

8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:

- A. For General Liability Insurance, Contractor shall provide a Certificate of

Insurance naming the City of Canby as an additional insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. For Professional Liability—errors and omissions—a \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. **(Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.).** For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.



14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Rick Robinson, City Administrator  
City of Canby  
PO Box 930  
Canby, OR 97013

CONTRACTOR: Richard Heard  
Heard Farms, Inc.  
578 Rogers Road  
Roseburg, OR 97471

Please submit invoices to: Attn: Accounts Payable  
City of Canby  
PO Box 930  
Canby, OR 97013  
[potterl@ci.canby.or.us](mailto:potterl@ci.canby.or.us)

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR: CITY OF CANBY

By: By:

Date: Date:

Subcontractors will be used \_\_\_\_\_ No (If Yes, please complete List of Subcontractors attached to this Agreement)

Approved as to Form:

---

Joseph Lindsay  
City Attorney

## LIST OF SUBCONTRACTORS

***As per Section 5 of the Personal Services Agreement, the following businesses will be subcontractors. Subcontractors are required to have a City of Canby Business License prior to commencing work under this contract.***

[illegible]

**The City hereby approves the above listed subcontractors.**

City of Canby

Date \_\_\_\_\_

## **EXHIBIT "A"**

### **Memorandum of Agreed Terms for Personal Services Agreement between City of Canby, Oregon (City) and Heard Farms, Inc. for Sludge (Bio-solid) Pickup and Disposal**

In addition to the terms agreed upon in the signed Personal Services Agreement, the City of Canby, Oregon (City) and Heard Farms, Inc. agree to the following:

1. Heard Farms will pick up and dispose of sludge (bio-solids) from the City of Canby Wastewater Treatment Plant located at 1480 NE Territorial Road in Canby, Oregon, at a price of \$55.00 per ton.
2. The above-stated price of \$55.00 per ton will remain fixed through June 30, 2016. Any subsequent change to the \$55.00 per ton price will require a new agreement.
3. Sludge (Bio-solids) are not required to meet the Class B standard in order for Heard Farms to haul them off and dispose of them. The sludge (bio-solids) need to be in the range of 5 to 9 on the pH scale. Any testing of the sludge (bio-solids) for disposal purposes will be the responsibility of Heard Farms and will be done at the Heard Farms facility. The City is not responsible for this testing at all.
4. Containers and/or trailers will be hauled off by Heard Farms within 24 hours of the load being ready.
5. The City does not guarantee a specific amount of sludge (bio-solids) each month, but parties assume that amounts should be fairly consistent from month to month.
6. The City continues to reserve the right to haul off or have hauled off any excess sludge that Heard Farms cannot pick up and dispose of in a timely manner (by the end of each work week). The goal is to not have any sludge (bio-solid) storage over the weekends.
7. Ownership of the sludge (bio-solids) transfers to Heard Farms upon pick-up by Heard Farms.

May 13, 2015

City of Canby  
182 N Holly Street  
Canby, OR 97013  
Attn: Mr. Rick Robinson, City Administrator

RE: CITY OF CANBY  
2015 STREET MAINTENANCE PROGRAM  
BID TABULATION & RECOMMENDATION OF AWARD

Mr. Mayor and City Council Members:

On May 12th, 2015, the City of Canby solicited and received seven (7) bids for the 2015 Street Maintenance Program project. The summary of the pricing is shown on the attached tabulation, with the low bid received from Eagle-Elsner, Inc.

The summary of cost from each of the seven (7) bidders is shown on the attached tabulation and listed below:

1.	Eagle-Elsner, Inc.	\$210,530.98
2.	Kodiak Pacific Construction	\$221,000.00
3.	S-2 Contractors, Inc.	\$230,200.00
4.	Roy L. Houck Construction, LLC	\$242,242.00
5.	North Santiam Paving Company	\$249,465.00
6.	Brix Paving Company	\$250,779.98
7.	Knife River Corporation Northwest	\$269,073.00

## BID REVIEW

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

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

In summary all bidders were deemed responsive.

## SUMMARY & RECOMMENDATION

After review of all bids received, we recommend the City of Canby award the 2015 Street Maintenance Program project to the low responsive bidder Eagle-Elsner, Inc., in the amount of Two Hundred Ten Thousand Five Hundred Thirty and 98/100 Dollars (\$210,530.98).

We have enclosed a staff report, an ordinance 1418, a bid tabulation and a proposed contract for the City to proceed with award of the contract. In anticipation of award, we will be issuing a Notice of Intent to Award today to all bidders.

Very truly yours,

CURRAN-McLEOD, INC.

Hassan A. Ibrahim, P.E.

Enclosures: 1418 Staff Report  
1418 Ordinance  
Bid Tabulation  
Contract for Construction

**CURRAN-McLEOD, INC.  
CONSULTING ENGINEERS**

6655 SW HAMPTON, SUITE 210  
PORTLAND, OR 97223

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

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

**DATE:** May 13, 2015

**ISSUE:** 2015 STREET MAINTENANCE PROGRAM  
APPROVAL OF CONSTRUCTION CONTRACT ORDINANCE 1418

**SYNOPSIS:** On May 12th, 2015, the City of Canby solicited and received seven (7) bids for the 2015 Street Maintenance Program. This staff report is to request Council approval for award of the contract to the low responsive bidder.

**RECOMMENDATION:**

That the Council approve Ordinance 1418 authorizing the Mayor and City Administrator to execute a contract with Eagle-Elsner, Inc. in the amount of \$210,530.98 for the 2015 Street Maintenance Program; and declaring an emergency.

**RATIONALE:**

Competitive sealed bids were solicited in compliance with the City of Canby's Rules for Public Purchasing and the requirements of Oregon Revised Statutes. Of the bids received, all were deemed to be responsible and responsive, with Eagle-Elsner, Inc. submitting the low responsible and responsive bid.

The low responsive bid is approximately \$15,000 under the amount of available funds budgeted for the 2015-2016 fiscal year, which will allow the City to expand the work scope if necessary to other streets that are in immediate need of maintenance. City staff can provide a list of the additional streets to be included in the scope of work at the next scheduled Council meeting.

Honorable Mayor & City Council  
May 13, 2015  
Page 2

**BACKGROUND:**

This project is part of the Street Maintenance Program funded through the street maintenance fee. It is a continuation of the annual street maintenance program based on the Pavement Condition Index survey. The funding source is limited to maintenance of the existing street network.

**FISCAL IMPACT:**

Attached are Ordinance 1418 and the proposed contract for execution. Our recommendation is to accept the low responsive bid from Eagle-Elsner, Inc. and execute a contract for construction in the bid amount of \$210,530.98. The low responsive bid of \$210,530.98, however, is below the available budget of the 2015 - 2016 fiscal year and should not pose a funding problem.

Attached are Ordinance 1418 and the proposed contract for execution. Our recommendation is to accept the low responsive bid from Eagle-Elsner, Inc. and execute a contract for construction in the bid amount of \$210,530.98 with authorization to expand the work scope to an amount not to exceed \$225,000.00

**ENCLOSURES:**

- Ordinance Number 1418
- Exhibit 'A' Construction Contract
- Exhibit 'B' Bid Tabulation
- Recommendation of Award

THIS HAS BEEN REVIEWED  
BY THE FINANCE DIRECTOR

*Haley J* 5/13/15

cc: Mr. Rick Robinson, City Administrator  
Ms. Kim Scheafer  
Ms. Haley Fish

## **ORDINANCE NO. 1418**

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. IN THE AMOUNT OF \$210,530.98 WITH AUTHORIZATION TO EXPAND THE WORK SCOPE TO AN AMOUNT NOT TO EXCEED \$225,000.00 FOR CONSTRUCTION OF THE 2015 STREET MAINTENANCE PROGRAM; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby has heretofore advertised and received seven (7) bids for the 2015 Street Maintenance Program; and

**WHEREAS**, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on April 27, 2015; and

**WHEREAS**, bids were received and opened on May 12, 2015 at 2:00 pm in the City Hall Conference Room of the City of Canby and the bids were read aloud:

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

The summary of cost from each of the seven (7) bidders is shown on the attached tabulation and listed below:

1.	Eagle-Elsner, Inc.	\$210,530.98
2.	Kodiak Pacific Construction	\$221,000.00
3.	S-2 Contractors, Inc.	\$230,200.00
4.	Roy L. Houck Construction, LLC	\$242,242.00
5.	North Santiam Paving Company	\$249,465.00
6.	Brix Paving Company	\$250,779.98
7.	Knife River Corporation Northwest	\$269,073.00

**WHEREAS**, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, May 20, 2015, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

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



**THE CITY OF CANBY ORDAINS AS FOLLOWS:**

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Eagle-Elsner, Inc. for the 2015 Street Maintenance Program in the amount of \$210,530.98 with authorization to expand the work scope to an amount not to exceed \$225,000.00 using the contract unit prices. A copy of the contract with Eagle-Elsner, Inc. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to complete this project as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 20, 2015; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, June 3, 2015, after the hour of 7:30 p.m. at the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> Avenue, Canby, Oregon.

---

Kimberly Scheafer, MMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 3rd day of June 2015, by the following vote:

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

---

Brian Hodson  
Mayor

ATTEST:

---

Kimberly Scheafer, MMC  
City Recorder

## CONTRACT FOR CONSTRUCTION

THIS AGREEMENT is dated as of the \_\_\_\_ day of \_\_\_\_\_ in the year 2015 by and between

**City of Canby**

(hereinafter called OWNER) and

**Eagle-Elsner, Inc.**

(hereinafter called CONTRACTOR)

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

### ARTICLE 1 - WORK

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

**City of Canby**

**2015 Street Maintenance Program**

The scope of work consists of the following:

- ! Approximately 1,600 tons of asphaltic concrete pavement at 2" thickness.
- ! Approximately 4,600 lineal feet of 6-foot wide panel grinding.
- ! Approximately 735 square yard of pavement reconstruction.
- ! Approximately 325 lineal feet of concrete curb and 100 square yards of sidewalks.
- ! Restore approximately 1,550 lineal feet of 4" wide stripes and approximately 2,600 square feet of continental crosswalks.

### ARTICLE 2 - ENGINEER

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

### ARTICLE 3 - CONTRACT TIME

- 3.1 The Work will be substantially completed within 30 calendar days after the date when the Contract Time commences to run as provided in paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 30 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.

- 3.2 Liquidated Damages: OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not substantially complete on time.

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

#### **ARTICLE 4 - CONTRACT PRICE**

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

**Two Hundred Ten Thousand Five Hundred Thirty and 98/100-----** Dollars

**(\$210,530.98)** as shown in the attached Bid Proposal.

#### **ARTICLE 5 - PAYMENT PROCEDURES**

CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

- 5.1 Progress Payments: OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR'S Applications for Payment as recommended by ENGINEER, on or about the 25th day of each month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the schedule of values provided for in paragraph 14.01 of the General Conditions.

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

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

5.1.2 Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95% of the value of the Contract Work completed, less such amounts as ENGINEER shall determine in accordance with paragraph 14.02 of the General Conditions.

5.2 Final Payment: Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the value of the Contract Work completed, as recommended by ENGINEER as provided in said paragraph 14.07.

## **ARTICLE 6 - INTEREST**

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

## **ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS**

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

7.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work.

7.2 CONTRACTOR has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which were relied upon by ENGINEER in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.

7.3 CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data in addition to those referred to in paragraph 7.2 as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.

7.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.

7.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

## **ARTICLE 8 - CONTRACT DOCUMENTS**

8.1 This Agreement

- 8.2 Exhibits to this Agreement.
- 8.3 Performance and other Bonds
- 8.4 Notice of Award.
- 8.5 General Conditions of the Construction Contract
- 8.6 Supplementary Conditions
- 8.7 Technical Specifications as listed in the Table of Contents.
- 8.8 Drawings & Specifications bearing the following general title:  
City of Canby  
2015 Street Maintenance Program
- 8.9 Addenda number 1.
- 8.10 CONTRACTOR'S Bid
- 8.11 Any Modification, including Change Orders, duly delivered after execution of Agreement.

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

## **ARTICLE 9 - MISCELLANEOUS**

- 9.1 Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.
- 9.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically by without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- 9.3 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

9.4 In the event a suit, arbitration or other legal action is required by either the OWNER or the CONTRACTOR to enforce any provisions of this Agreement, the prevailing parties shall be entitled to all reasonable costs and reasonable attorney's fees upon trial or subsequent appeal.

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

This Agreement will be effective on \_\_\_\_\_, 2015.

OWNER:

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

CONTRACTOR:

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

By: \_\_\_\_\_

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## City of Canby

Project: 2015 Street Maintenance and Resurfacing Project

Bid Date: 5/12/15

1

2

3

4

5

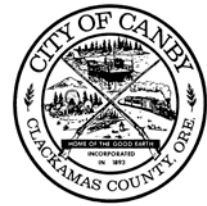
6

7

BID TABULATION				Eagle-Elsner	Kodiak Pacific Construction	S-2 Contractors	Roy Houck Construction	North Santiam Paving Co.	Brix Paving NW	Knife River
Basic Bid		Units		Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total
1	Mobilization	1	LS	\$ 4,804.43	\$ 25,070.62	\$ 16,000.00	\$ 25,450.00	\$ 36,500.00	\$ 20,867.28	\$ 38,028.00
				\$ 4,804.43	\$ 25,070.62	\$ 16,000.00	\$ 25,450.00	\$ 36,500.00	\$ 20,867.28	\$ 38,028.00
2	1/2' Dense Mix Asphalt Concrete Prelevel	100	Tons	\$ 116.87	\$ 103.86	\$ 120.00	\$ 85.00	\$ 98.00	\$ 82.84	\$ 96.00
				\$ 11,687.00	\$ 10,386.00	\$ 12,000.00	\$ 8,500.00	\$ 9,800.00	\$ 8,284.00	\$ 9,600.00
3	2" Lift, 1/2" Dense Mix Asphalt Concrete Pavement Overlay	1500	Tons	\$ 71.15	\$ 75.72	\$ 72.00	\$ 71.00	\$ 71.00	\$ 77.74	\$ 74.50
				\$ 106,725.00	\$ 113,580.00	\$ 108,000.00	\$ 106,500.00	\$ 106,500.00	\$ 116,610.00	\$ 111,750.00
4	Grind Existing Pavement (6' Wide Panel, 2" Max. Depth)	4600	LF	\$ 2.99	\$ 1.95	\$ 3.00	\$ 2.20	\$ 4.40	\$ 2.92	\$ 3.25
				\$ 13,754.00	\$ 8,970.00	\$ 13,800.00	\$ 10,120.00	\$ 20,240.00	\$ 13,432.00	\$ 14,950.00
5	Pavement Reconstruction	735	SY	\$ 45.58	\$ 24.00	\$ 25.00	\$ 50.00	\$ 30.00	\$ 45.36	\$ 36.00
				\$ 33,501.30	\$ 17,640.00	\$ 18,375.00	\$ 36,750.00	\$ 22,050.00	\$ 33,339.60	\$ 26,460.00
6	Truncated Dome Detectable Warning Cast-In-Place Mat	14	Ea	\$ 210.00	\$ 264.36	\$ 700.00	\$ 490.00	\$ 440.00	\$ 491.31	\$ 465.00
				\$ 2,940.00	\$ 3,701.04	\$ 9,800.00	\$ 6,860.00	\$ 6,160.00	\$ 6,878.34	\$ 6,510.00
7	Concrete Curb Type "C"	325	LF	\$ 41.56	\$ 37.01	\$ 40.00	\$ 30.00	\$ 61.00	\$ 40.34	\$ 50.00
				\$ 13,507.00	\$ 12,028.25	\$ 13,000.00	\$ 9,750.00	\$ 19,825.00	\$ 13,110.50	\$ 16,250.00
8	4" Concrete Sidewalk	100	SY	\$ 88.94	\$ 148.04	\$ 220.00	\$ 220.00	\$ 140.00	\$ 227.70	\$ 305.00
				\$ 8,894.00	\$ 14,804.00	\$ 22,000.00	\$ 22,000.00	\$ 14,000.00	\$ 22,770.00	\$ 30,500.00
9	4" Wide Yellow or White Thermoplastic Stripe	1550	LF	\$ 1.42	\$ 1.43	\$ 1.50	\$ 1.35	\$ 1.40	\$ 1.49	\$ 1.40
				\$ 2,201.00	\$ 2,216.50	\$ 2,325.00	\$ 2,092.50	\$ 2,170.00	\$ 2,309.50	\$ 2,170.00
10	12" or 24" Wide White Thermoplastic Stop and Crosswalk Bars, 24" Wide x 9' Long Continental Crosswalk	2600	SF	\$ 4.36	\$ 4.39	\$ 5.50	\$ 5.10	\$ 4.25	\$ 4.59	\$ 4.50
				\$ 11,336.00	\$ 11,414.00	\$ 14,300.00	\$ 13,260.00	\$ 11,050.00	\$ 11,934.00	\$ 11,700.00
11	International ADA Symbols	3	Ea	\$ 393.75	\$ 396.53	\$ 200.00	\$ 320.00	\$ 390.00	\$ 414.92	\$ 385.00
				\$ 1,181.25	\$ 1,189.59	\$ 600.00	\$ 960.00	\$ 1,170.00	\$ 1,244.76	\$ 1,155.00
TOTAL BASIC BID				\$ 210,530.98	\$ 221,000.00	\$ 230,200.00	\$ 242,242.50	\$ 249,465.00	\$ 250,779.98	\$ 269,073.00

\* Bold Numbers indicate a math error

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



**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Mariah Dodson, Community Outreach Specialist*  
**THROUGH:** *Rick Robinson, City Administrator*  
**DATE:** *May 20th, 2015*

---

**Issue:** Key Findings from the 2015 Canby Business Survey Report

## **Synopsis:**

Every 3 years, the Economic Development Department conducts a survey of Canby businesses to study the business environment in Canby, and inquire about current challenges business owners face. Staff is particularly interested in assessing needs and opportunities in Canby to guide future economic development initiatives.

In late January, a small advisory committee group of city staff, local business owners, and the Canby Area Chamber of Commerce met to provide input on the questions being asked to help ensure that the final survey is useful and relevant for business owners. Four versions of the survey were created for businesses classified as downtown, industrial, Highway 99E, or home-based. Although there were many common questions, the customized surveys were designed to garner specific information pertaining to the selected survey group.

The survey was launched on February 20, and 519 business surveys were mailed to businesses with physical addresses and mailing addresses located in Canby. Business owners were given one month to respond. The survey period concluded March 20. Business owners also received reminders by way of email, postcard, articles in the Canby Herald, and newsletters by the Canby Chamber and Canby Main Street. In order to make taking the survey quick and easy, and to increase response rate, business owners were given multiple options to complete it including online, mailing a paper survey via a self-addressed and pre-paid envelope, faxing, or dropping off the paper survey to the Development Services office.

In the end, Economic Development staff received 130 responses from Canby businesses, a response rate of nearly 25%. Most surveys of this kind tend to garner a response rate in the 10-15% range, and 20% is considered excellent. The data generated from this survey represents a significant portion of the Canby business owner population; therefore, it is entirely appropriate to use these findings for city economic policy decisions.

Overall the responses have been very encouraging; businesses feel that Canby is a great place to do business and that momentum is moving in a positive direction. In general, businesses are beginning to benefit from an improving economy. The quality of life here remains a top advantage according to businesses locating in Canby. The survey also provided a chance for businesses to express the areas in which assistance is needed. Staff evaluated these responses to identify ways to enhance the advantages in Canby, provide support in face of challenges, refine the business resources already in place, and seize the opportunity to develop new tools that Canby businesses may utilize.

## **Options for Council Consideration:**

- Accept the findings from the business survey report and the recommended action steps put forward by Economic Development staff.
- Provide other direction to staff.



# 2015 CANBY BUSINESS SURVEY REPORT



## CITY OF CANBY

ECONOMIC DEVELOPMENT DEPARTMENT  
MARIAH DODSON  
COMMUNITY OUTREACH COORDINATOR





## **Executive Summary**

### **PURPOSE**

The City of Canby is dedicated to helping local businesses succeed and continually looks for ways to promote a strong local business climate. Every 3 years, the Economic Development Department conducts a survey of Canby businesses in order to understand their needs, preferences, and concerns. The survey conducted in 2012 was valuable in setting economic policy and refining resource programs. In light of shifting economic conditions, this most recent survey checks in with the Canby business community to track changes in economic perceptions and performance over time, and concentrate on new priorities to reflect the current business needs in Canby.

Survey questions were designed to understand the:

- Overall business climate in Canby
- Advantages to locating in Canby
- Effects of current economic conditions
- Major challenges facing businesses
- Program assistance needed for business growth
- Awareness of current business resources offered by the city
- Specific concerns of the downtown, industrial area, Highway 99E, and home-based businesses

The results of this survey will help the city refine business assistance efforts and resources for the community, and to develop long-term economic development strategies.

### **METHODOLOGY**

Four versions of the survey were designed to address important issues specific to distinct business groups in Canby. While many of the same questions were posed to each group, the unique question sets allowed for a more in-depth survey analysis. The four business survey groups were:

- Downtown businesses
- Industrial businesses
- Highway 99E businesses
- Home-based businesses

## KEY FINDINGS

### Canby Comprehensive Highlights

- The percentage of businesses who feel positive about Canby as a place to do business is at an all-time high in 2015. Over 82% of business owners rate Canby as an 'excellent' or 'good' place to do business. This is a 10% increase over the 72% who felt the same in 2012.
- All across the board we see an increase in overall positive ratings and more positive feelings about Canby's direction. Over 82% of businesses feel that Canby is moving in a positive direction. This is a dramatic increase of 23% over the 59% who felt the same in 2012.
- Across all business categories, the top 6 advantages to locating in Canby are:
  - Quality of life
  - Proximity to customers
  - Cost of doing business
  - Amenities and services
  - Livability for employees
  - Parks and open spaces
- 42% of Canby businesses have expanded sales, and nearly 17% have increased staff with the improving economy since 2012. 39% have seen no change.
- Across all business categories, the top challenges Canby businesses face are:
  - General operating costs
  - Insurance costs
  - Payroll costs
  - Current economic conditions
  - Competition
  - Insufficient customer base and sales
- Across all business categories, the top areas of assistance requested are:
  - Financing
  - Façade, building, and signage improvements
  - Networking groups
  - Information on local market characteristics
  - Information on business planning and marketing
- Business Resource Awareness—About half of Canby businesses answered this question. Of that number, 92% were aware of the Shop Canby online business listing service. This demonstrates a noteworthy measure of success for the previous awareness outreach efforts by the Economic Development Department. Another 44% expressed knowledge of the Explore Canby mobile app, 34% for the Tools for Business Success resource, and

23% for Open Counter new business licensing website. Economic Development staff sees opportunities to refresh knowledge about these popular tools. Also, staff plans to develop new best-practice ‘tips and tricks’ for Canby businesses to utilize. In addition, the resources that recorded lower awareness levels can be a new focus area for outreach to educate Canby businesses about the tools available to them.

- 48% of business owners feel that Canby Area Transit (CAT) is moving in a positive direction, compared to the 34% who felt the same in 2012.

### **Downtown Business Highlights**

- Two of the top challenges unique to downtown businesses are equipment upgrades and access to financing and working capital. These should not be overlooked.
- Beautification Resource Awareness—40% of downtown businesses indicated that they wanted assistance with façade, building, and signage improvements, and 60% are aware of some or all of the resources that the Economic Development Department and Canby Main Street offer. 33% of downtown businesses are interested in learning more about resources to beautify their buildings. Economic Development staff may focus on increasing awareness levels for these resources.
- Events—Nearly 24% of downtown businesses answered that events positively affected their business, an increase over the 13% that felt the same in the 2012 survey.
  - 97% would like to see Canby Main Street continue to host and coordinate events in downtown such as Halloween Trick-or-Treating, Light Up the Night, First Fridays, and so on.
- Most valuable Main Street services—Downtown businesses consider promotions of the downtown area, event planning, streetscape beautification, grant programs for façade improvements and blade signs, and cooperative marketing and advertising to be the top five most valuable services that Canby Main Street provides.

### **Industrial Business Highlights**

- The top advantage of locating in Canby according to industrial businesses is the available land and buildings. This benefit did not make the list of top advantages for Canby businesses in general.
- Some of the top challenges for industrial businesses also did not make the Canby overall list:
  - Freight access issues, especially at intersections along N. Elm Street, Ivy Street, Highway 99E, Haines Road, and NW 3<sup>rd</sup> Avenue and N. Baker Street.
  - Industrial businesses are also challenged by the skill level and preparation of potential employees.

- Over 60% of industrial businesses stated that they experienced difficulty finding qualified workers to meet their workforce needs. They noted reliable people with basic skills and proficiencies, as well as highly skilled workers, are difficult to access.
- The top areas of assistance requested by industrial businesses are employee recruitment and retention, employee education and training, and wage, benefits, and insurance solutions. None of their priorities made the list of top overall concerns for Canby.

### **Highway 99E Business Highlights**

- One of the top advantages of locating in Canby according to Highway 99E businesses is the K-12 public education system.
- Some of the challenges specific to Highway 99E businesses also did not make the Canby overall list. These include city, county, and state codes and regulations, along with marketing and advertising challenges.
- Beautification Awareness—34% of Highway 99E businesses indicated that they wanted assistance with façade, building, and signage improvements. 22% are aware of some or all of the resources that the Economic Development Department and Canby Main Street can offer to them with Urban Renewal Agency funding. This leaves a gap of 12% of Highway 99E businesses who want to access these resources but are not aware of them, and is an opportunity that the Economic Development Department can capitalize on with a beautification awareness outreach campaign. 18% of Highway 99E businesses specifically mentioned that they are interested in learning more about resources to beautify their buildings.

### **Home-based Business Highlights**

- One of the top advantages of locating in Canby according to home-based businesses is the proximity to Portland.
- Home-based businesses are not hiring additional employees as often as other business categories as a result of the improving economy.
- One of the unique top challenges for home-based businesses is the access to working capital and financing.
- It should also be noted that the top choice of home-based businesses with 27% was ‘no assistance needed.’ This demonstrates the independence and self-sufficiency of this group in particular.

## RECOMMENDATIONS

The City of Canby's Economic Development Department will contact interested businesses with information regarding current and future resource programs to address some of the challenges businesses face and to provide assistance in the areas businesses have requested, if possible. The city may not have the degrees of experience to address all needs, but may be able to help connect businesses to organizations that can.

### **The top three assistance areas identified as priorities by each business category are:**

#### **Downtown**

- Façade, building, and signage improvements
- Financing
- Information on business planning and marketing

#### **Industrial**

- Employee recruitment and retention
- Employee training
- Wage, benefits, and insurance solutions

#### **Highway 99E**

- Façade, building, and signage improvements
- Information on local market characteristics
- Networking groups

#### **Home-based**

- Financing
- Networking groups
- Information on local market characteristics
- Information on business planning and marketing

Fortunately, the Canby Economic Development Department has already established many business tools and resources for Canby businesses available on its website at [www.canbybusiness.com](http://www.canbybusiness.com), and an overview of some of the most requested resources is included in Appendix A-D.

### **Resource Awareness Outreach for Existing Programs**

Staff will renew education and outreach efforts to ensure that all business owners in Canby are aware of the wealth of resources available to them, such as the Shop Canby app, Tools for Business Success, Façade Improvement Program, and many others. Reorganizing some of this information to make it more easily accessible, digestible, and on-demand will also be undertaken. Bite-sized 'snapshots' or 'cheat sheets' can communicate essential ideas in a concise and engaging way using graphics, videos, and other online tools.

Some possible new methods of distributing information may include email blasts, social media channels, press releases in the Canby Herald as well as the Chamber and local business newsletters, and updating information in the business license packet that businesses receive annually.

**Development of New Resource Programs**

Economic Development staff will also continue to look for new ways to enhance the competitive advantages of Canby, meet the challenges of Canby businesses, and expand our resources.

New best-practice information and training opportunities will be explored and conveyed to interested businesses. Economic Development staff will also be available for one-on-one sessions for focused business planning or marketing assistance.

**Business Trainings and Workshops**

Economic Development staff will determine if enough interest exists to create brown bag or workshop training sessions, and may partner with Canby Main Street and the Chamber of Commerce to present quality information to Canby businesses. According to the survey responses, Canby businesses are most interesting in the following training topics:

- Marketing and social media engagement
- Business planning and development
- Technology, including Microsoft office and small business tax software.
- Grant writing and financing
- Customer service
- City planning and projected growth
- Specific topics such as bookkeeping, horticulture, manufacturing, general business, safety, and others. Economic Development staff may explore potential links with free online courses or Clackamas County Community College to meet these needs.

**Networking Sessions**

Economic Development staff will partner with the Chamber and other community groups to expand participation in established community networking events, as well as to develop fresh new ideas for connecting people and fostering a culture of communication and interaction in Canby.

## Detailed Data Analysis

### COMPREHENSIVE ANALYSIS OF COMMON QUESTIONS

519 surveys were mailed to Canby businesses and 130 responses were returned. The overall response rate is 25.05%, which is an increase of 5% from the 2012 survey. This response rate compares very favorably with typical survey response rates in the 10-15% range.

This section includes a comprehensive analysis of the common questions from the business survey. It shows an overview and trends for Canby businesses as a whole. Following this comprehensive section, each business category is broken out into its own section for in-depth analysis. A closer look at the responses to many common questions will be included in these sections, as well as results from those unique questions targeted to each specific business category.

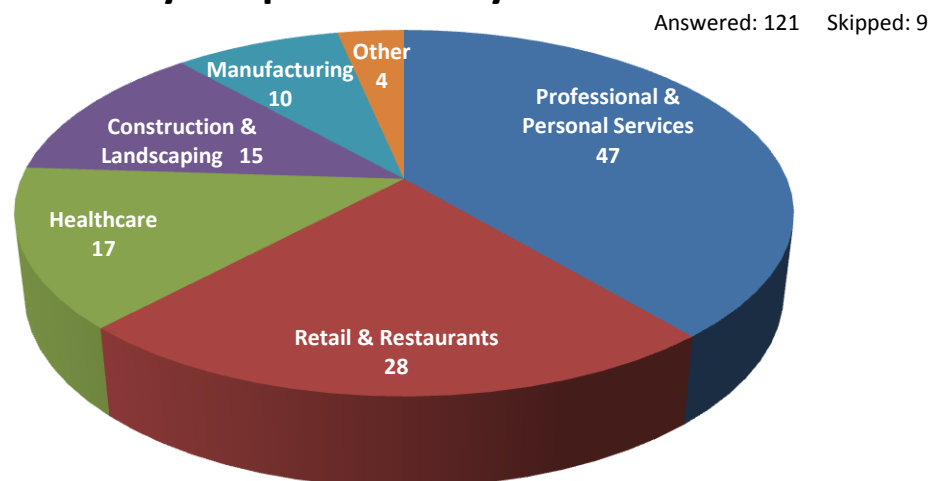
### RESPONDENTS DATA & CHARACTERISTICS

Survey Group	Surveys Mailed	Surveys Received	Response Rate
<b>Downtown</b>	115	42	36.5%
<b>Industrial</b>	54	11	20.3%
<b>Highway 99E</b>	158	37	23.4%
<b>Home-based</b>	192	40	20.8%
<b>TOTAL</b>	519	130	<b>Average = 25%</b>

20% is considered an excellent response rate for surveys. With a 20% or greater response rate in each category and an average overall response rate of 25%, the data generated from this survey represents a significant portion of the Canby business owner population. Therefore, it is entirely appropriate to use these findings for city economic policy decisions.

### WHAT ARE YOUR MAIN PRODUCTS OR SERVICES?

#### Survey Respondents by Business Sector





The three largest respondent groups were those involved with professional and personal services, restaurants and retail, and healthcare.

39% of the respondents provide professional and personal services such as:

- Financial and accounting services
- Property leasing services
- Legal services
- Automotive, electronic, and other repair services
- Beauty and fitness services
- Child care services
- Printing services
- Architectural draft and design services

23% of the respondents provide retail and restaurant products and services such as:

- Apparel and accessories
- Home furnishings
- Specialty retail: electronics, instruments, bikes, floral
- Mix of family dining, chain restaurants, and confection establishments

14% of the respondents provide health care services such as:

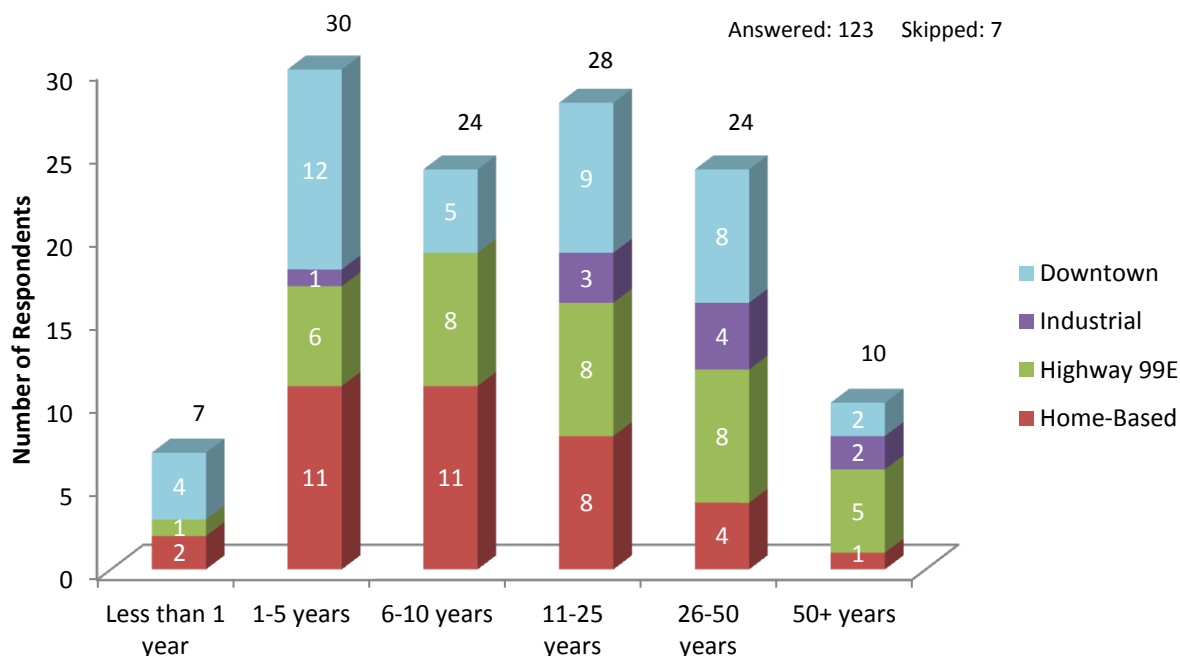
- Dentistry and orthodontics
- Counseling and therapy
- General medical practice
- Massage therapy
- Optometry

3% of the respondents provided a mix of services such as:

- Transportation services
- Agriculture/nursery services

## HOW LONG HAS YOUR BUSINESS BEEN IN OPERATION?

### Longevity of Canby Businesses by Category



RESPONSE	PERCENTAGE
Less than 1 year	6%
1-5 years	24%
6-10 years	20%
11-25 years	23%
26-50 years	20%
50+ years	8%

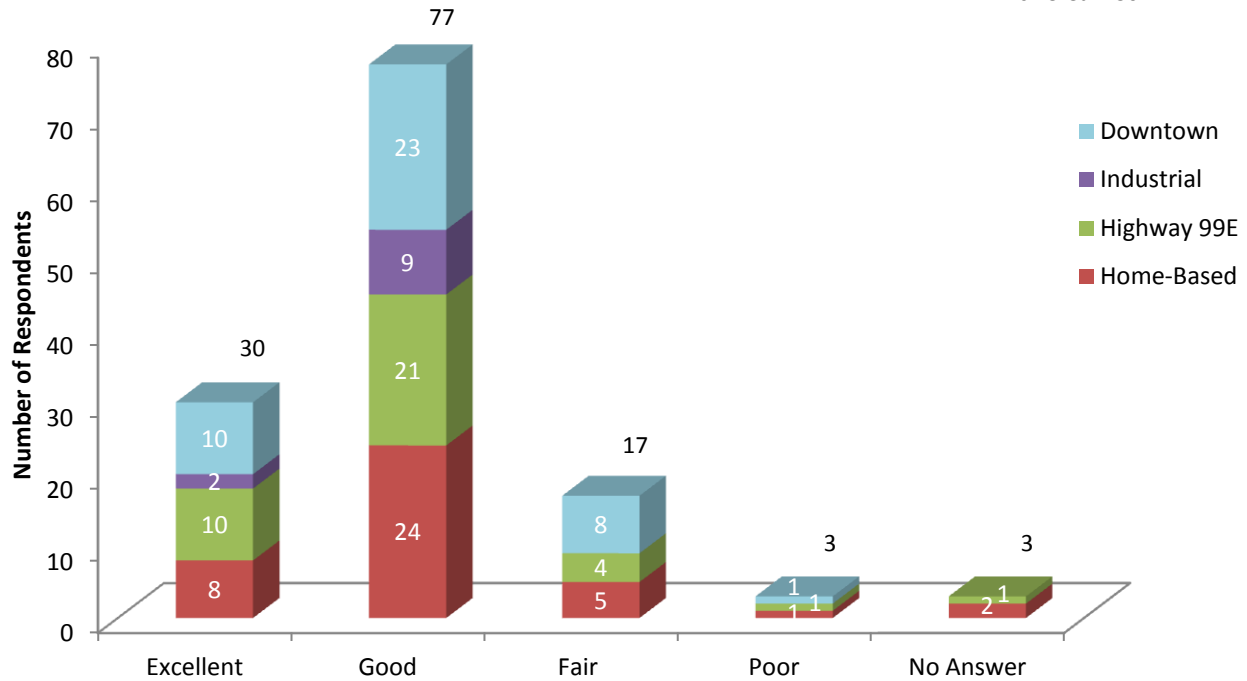
Of the Canby businesses who participated in the survey, the length of time that the respondents have been in business is fairly evenly spread in the range between 1 year to 50 years, with approximately 20-25% falling within each time frame. A little over 8% of the respondents have been in business in Canby for over 50 years, and nearly 6% have been in business for less than a year.

These statistics show that Canby has a healthy business mix, with fairly consistent business creation throughout the past 50 years and more. The business environment in Canby is one that equally supports both long-established businesses and new start-ups. Industrial businesses and Highway 99E businesses especially show a long established history in Canby. Home-based businesses show more frequent startup activity recently, most within the last 10 years. Downtown businesses are fairly evenly spread over the last 50 years, with an exception 6-10 years ago (2005-2009) when new business creation numbers dipped, possibly in relation to the economic recession in the late 2000s.

## HOW IS CANBY AS A PLACE TO DO BUSINESS?

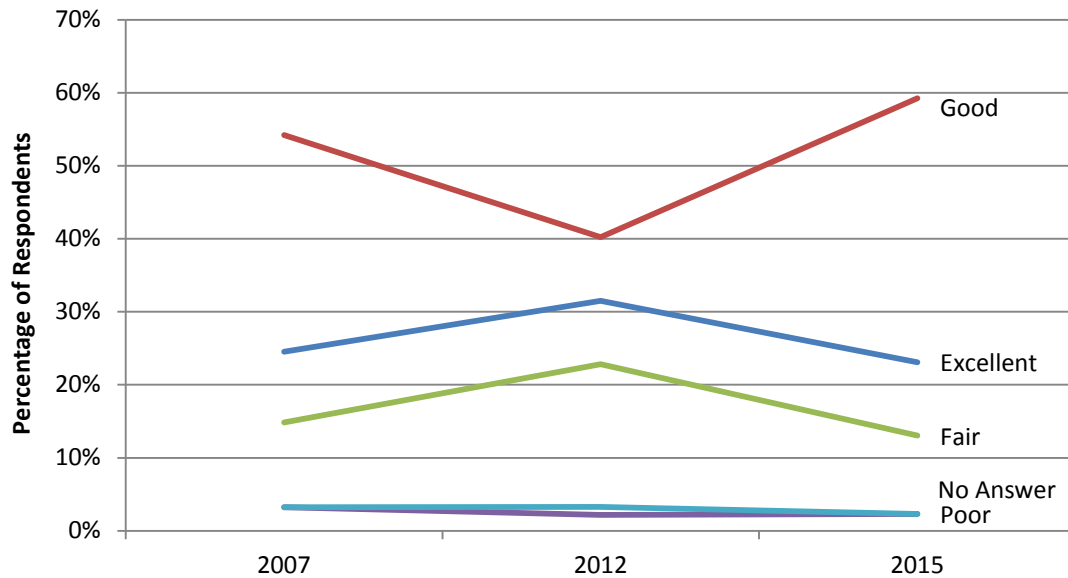
### Canby Comprehensive: Canby as a Place to Do Business

Answered: 130



	2007	2012	2015
RESPONSE	PERCENTAGE		
Excellent	25%	32%	23%
Good	54%	40%	59%
Fair	15%	23%	13%
Poor	3%	2%	2%
No Answer	3%	3%	2%

## Canby Comprehensive: Canby as a Place to Do Business Over Time



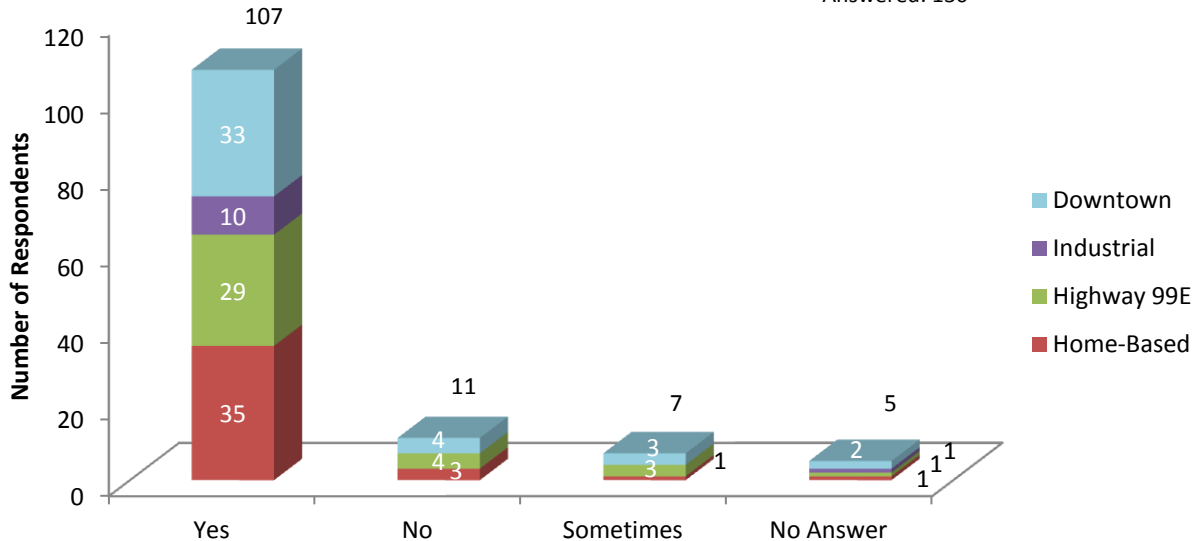
The percentage of businesses who feel that Canby is a 'good' place to do business is at an all-time high in 2015. Over 82% of Canby businesses feel that Canby is an 'excellent' or 'good' place to do business. This is an increase of 10% over the number of Canby businesses who answered the same in the 2012 survey. While we did see a decrease in the percentage of Canby businesses who chose 'excellent', the dramatic increase of 19% in 'good' responses still points towards a strong positive trend.

Approximately 13% of Canby businesses think that Canby is a 'fair' place to do business, and only 2% feel that Canby is a 'poor' place to do business. Both of these percentages are fairly consistent with historical averages in the 2012 and 2007 surveys.

## DO YOU FEEL THAT CANBY IS MOVING IN A POSITIVE DIRECTION?

### Canby Comprehensive: Is Canby Moving in a Positive Direction?

Answered: 130



	2012	2015
RESPONSE	PERCENTAGE	
Yes	59%	82%
No	12%	9%
Sometimes	4%	5%
No Answer	25%	4%

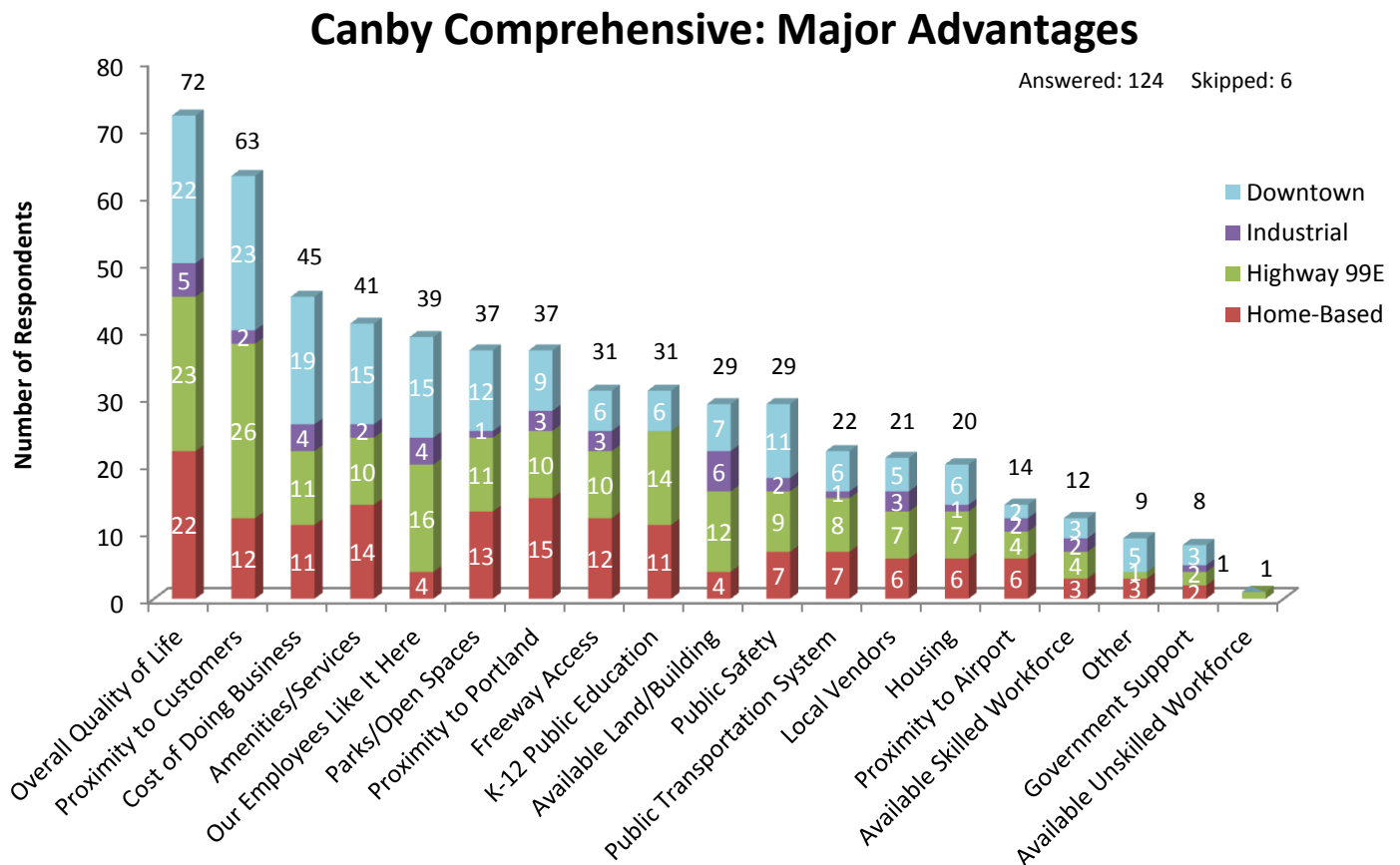
Over 82% of Canby businesses feel that Canby is moving in a positive direction. This is a 23% increase over the number of surveyed businesses who answered the same in the 2012 survey. Approximately 5% of businesses feel that Canby is sometimes moving in a positive direction, and approximately 8% of businesses feel that Canby is not moving in a positive direction. The response rate for this question also greatly improved compared to the 2012 survey.

**Canby businesses who feel that Canby is moving in a positive direction expanded upon their responses with some of these representative comments from each business category:**

- “Free enterprise and availability of opportunity is here in Canby.”
- “It appears to me that Canby is a ‘tight knit’ community that strives to help businesses grow.”
- “I feel that new perspectives and new energy is coming (back) to Canby. We need to use this surge in our economy and encourage new growth!”
- “Seem to be focused on improved infrastructure and revitalizing the look of Canby...makes it a more desirable place to live and work.”

- “Downtown updates are looking very nice and inviting. Canby is investing in its future. It's not a dying town like so many others seem to be!”
- “Getting more jobs, housing, and community programs.”

## WHAT ARE THE MAJOR ADVANTAGES OF YOUR CANBY AREA LOCATION?

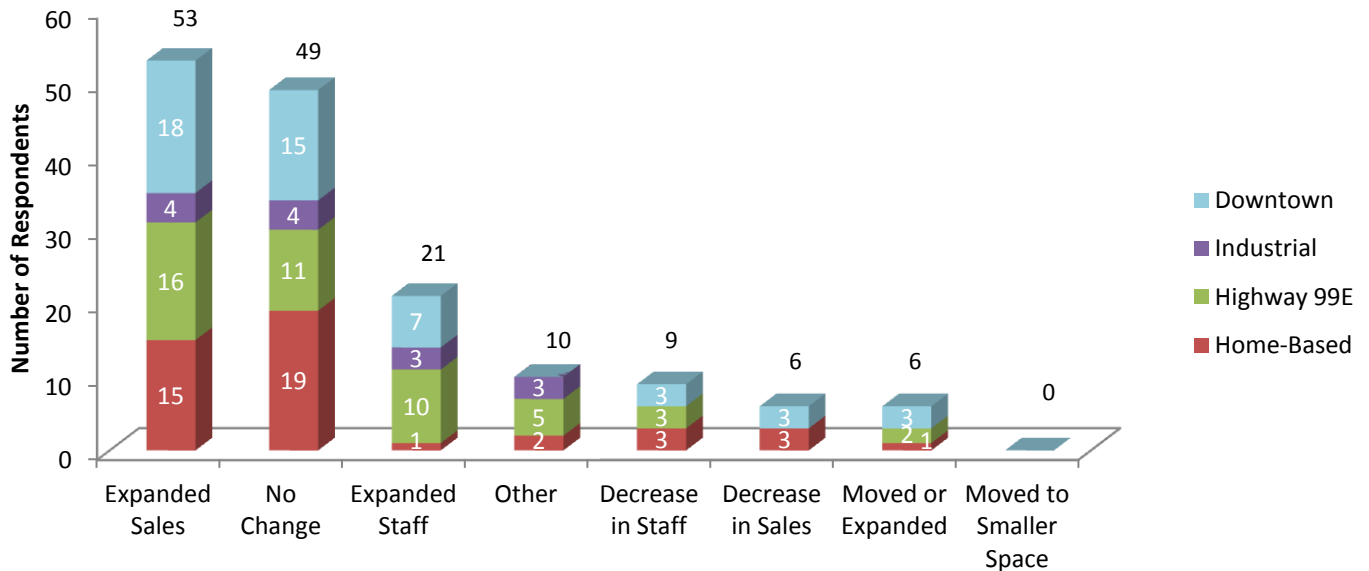


The top two major advantages to locating in Canby are the overall quality of life and the proximity to customers. These are the same top two choices as were chosen in the 2012 survey. Other top advantages for all Canby businesses are the cost of doing business, amenities and services, livability for employees, parks and open spaces, and proximity to Portland.

## HOW IS YOUR BUSINESS FEELING THE EFFECTS OF AN IMPROVING ECONOMY?

### Canby Comprehensive: Effects of an Improving Economy

Answered: 125 Skipped: 5

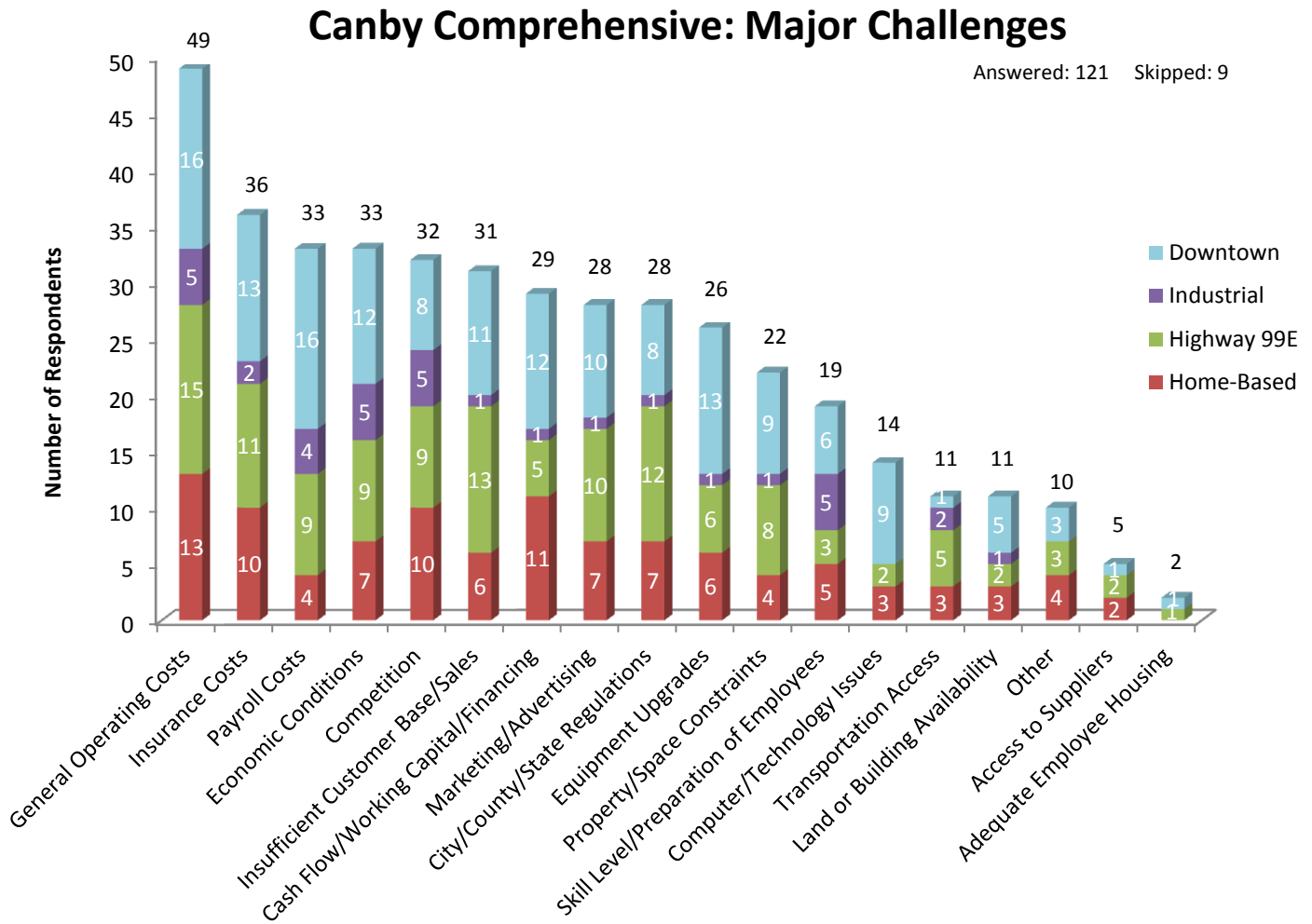


RESPONSE	PERCENTAGES
Expanded Sales	42%
No Change	39%
Expanded Staff	17%
Other	8%
Decrease in Staff	7%
Decrease in Sales	5%
Moved or Expanded	5%
Moved to Smaller Space	0%

\* The percentage totals do not equal 100% because respondents were allowed to choose more than one answer to this question. 125 businesses responded to this question.

Most Canby businesses expanded sales in response to an improving economy. However nearly an equal number of Canby businesses experienced no change. Some respondents commented that they did not necessarily agree that the economy was improving, or that they had not yet recovered from the setbacks of the 2008 recession. Nearly 17% of Canby businesses have expanded their staff. While some businesses did decrease their staff levels, we still see a positive net job creation in Canby.

## WHAT ARE THE MAJOR CHALLENGES FACING YOUR BUSINESS TODAY?

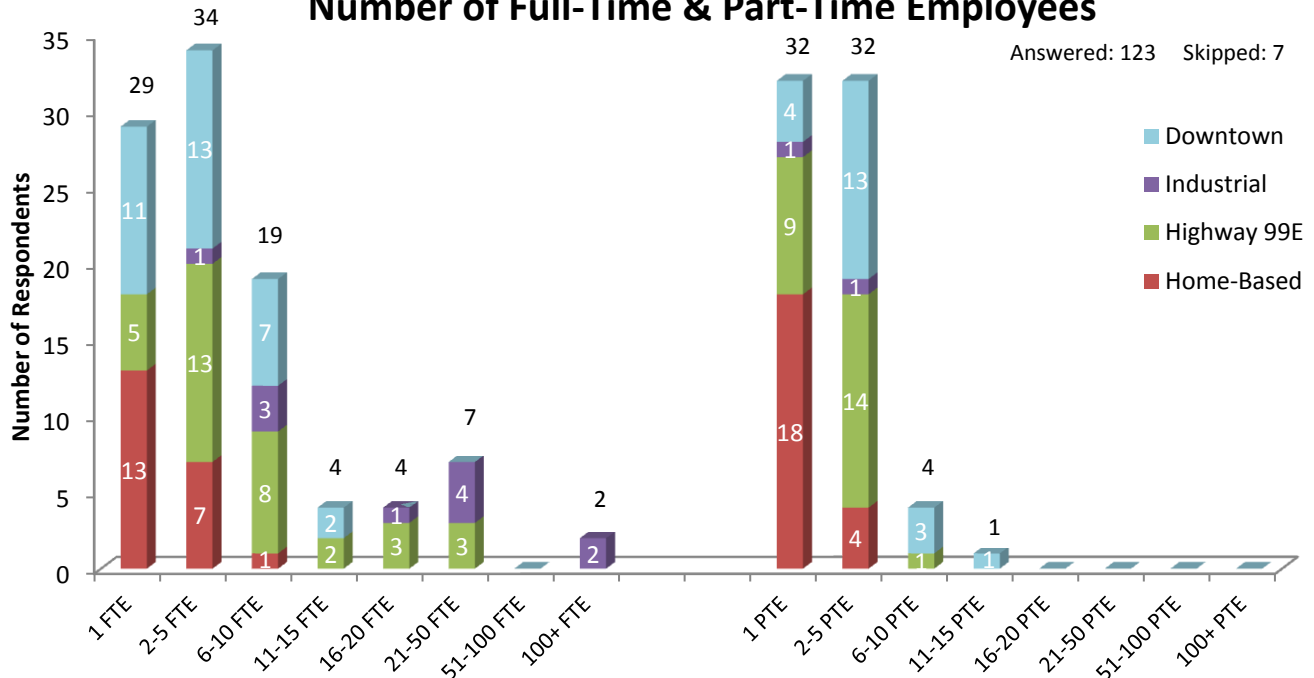


General operating cost is the biggest challenge facing Canby businesses today with 40.5% of respondents choosing this option. Also important challenges to 25-30% of respondents are insurance costs, payroll costs, economic conditions, competition, and insufficient customer base and sales.



## HOW MANY EMPLOYEES (INCLUDING OWNERS) DOES YOUR BUSINESS EMPLOY?

### Canby Comprehensive: Number of Full-Time & Part-Time Employees



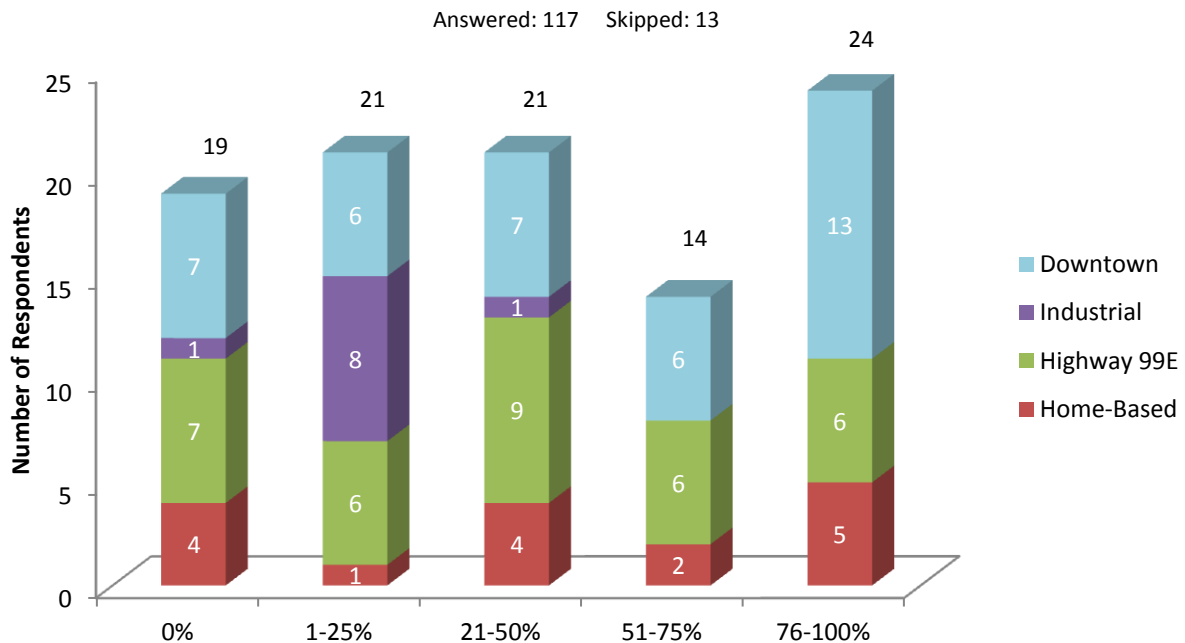
	Average Number of Employees	Total Number of Employees	Number of Responses
<b>DOWNTOWN</b>			<b>39</b>
Full-Time Employees	4	129	33
Part-Time Employees	4	81	21
<b>INDUSTRIAL</b>			<b>11</b>
Full-Time Employees	43	475	11
Part-Time Employees	3	6	2
<b>HIGHWAY 99E</b>			<b>36</b>
Full-Time Employees	8	279	33
Part-Time Employees	2	54	22
<b>HOME-BASED</b>			<b>37</b>
Full-Time Employees	2	40	21
Part-Time Employees	1	30	22

82% of Canby businesses employ less than 10 full-time staff. Of those that employ part-time staff, nearly 93% employ less than 5 people. Approximately 33% of the Canby businesses that responded to this question are sole proprietors.

The majority of businesses responding are small businesses. Industrial businesses were the exception and tend to be larger companies that employ over 10 staff members.

## WHAT PERCENTAGE OF EMPLOYEES LIVE IN THE CITY OF CANBY?

### Canby Comprehensive: Percentage of Employees Living in Canby



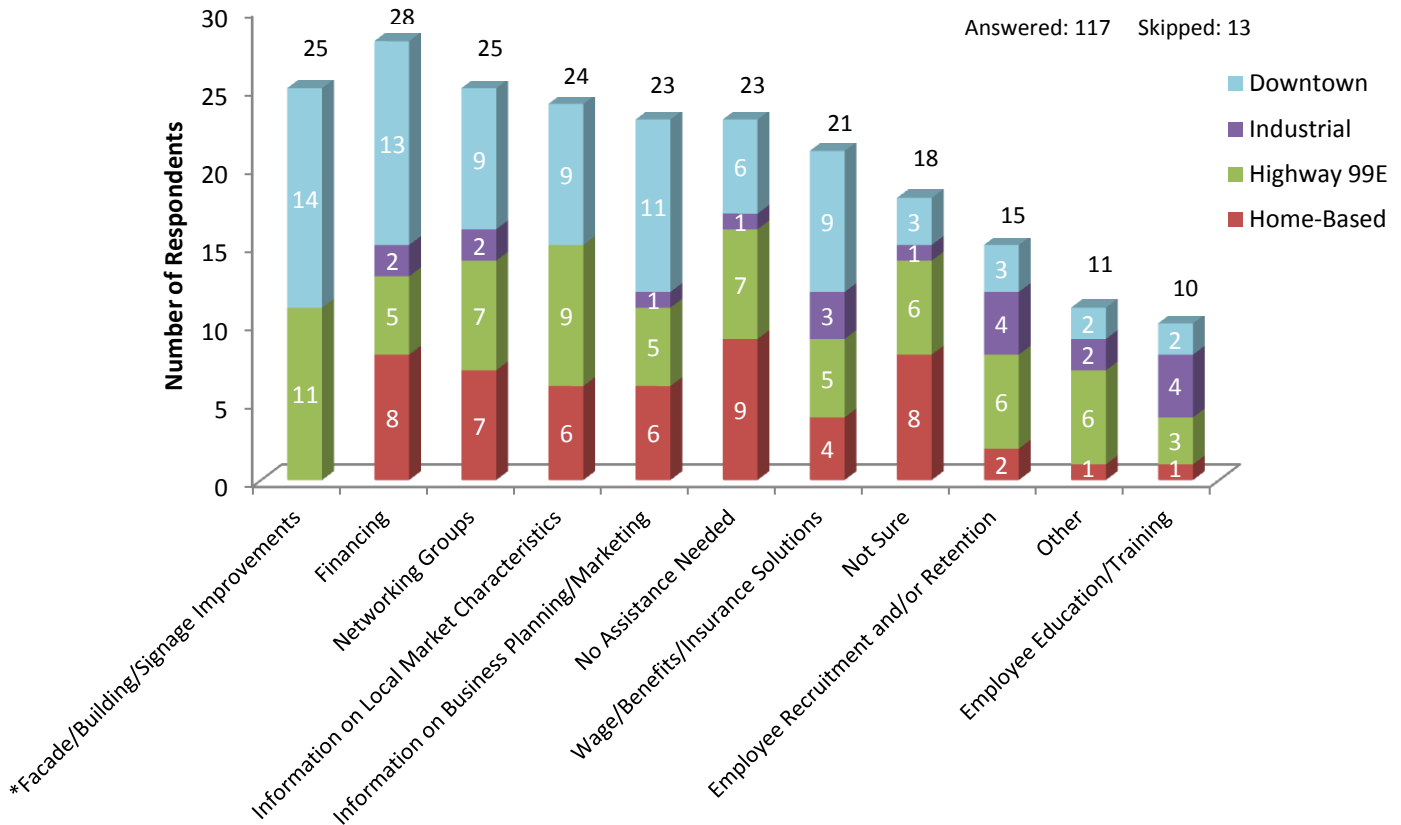
Overall, Canby businesses indicated that Canby residents are fairly evenly spread between groupings. One fifth (20.5%) of Canby businesses have 76-100% of their employees residing in Canby, while approximately 16% have none of their employees residing in Canby.

Industrial businesses had smaller percentages of their employees from Canby. The employees of these companies are often very specialized, and while they may not live locally, they are more willing to commute for the right job opportunity. In addition, because these industrial businesses tend to employ significantly more people than the other business categories, the 'real' number of industrial employees living in Canby is higher than this graph may lead one to believe.

To prevent overrepresentation of home-based businesses in this question, only those home-based businesses with additional employees besides the owner were included in this data sample. Sole proprietorships were not included.

## WHAT RESOURCES WOULD HELP YOUR BUSINESS GROW AND SUCCEED?

### Canby Comprehensive: Areas of Assistance Needed



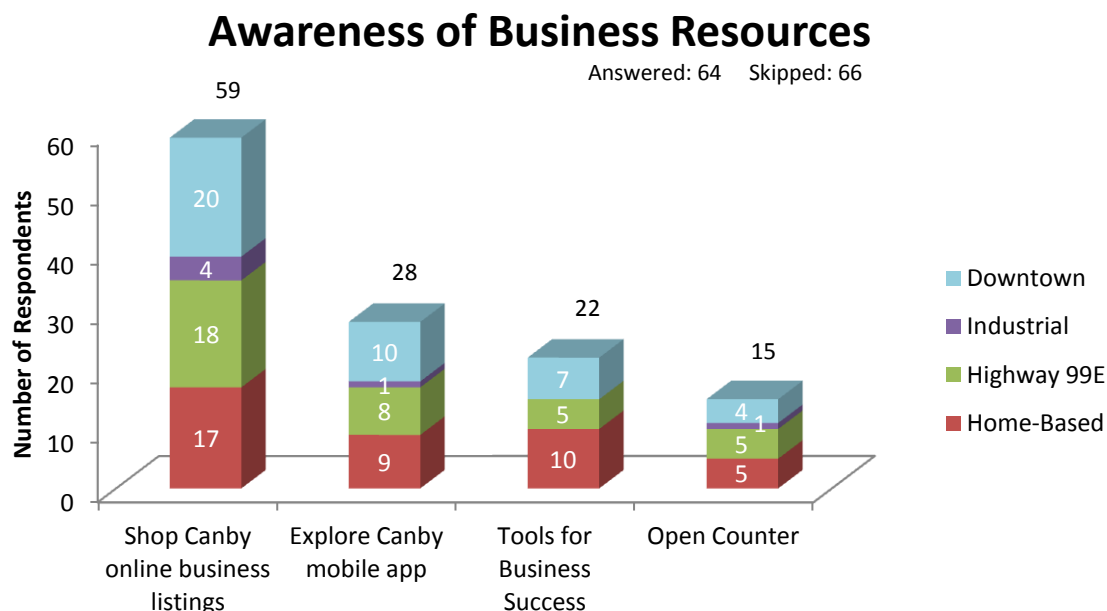
\*Facade, building, and signage improvements were not included as options for industrial businesses and home-based businesses who participated in the survey due to Urban Renewal District boundaries and other grant program stipulations. However this was still a popular overall answer and is significant because of the two business categories to which it applies, it was by far the most requested resource for those categories.

Financing, networking groups, and information on local market characteristics, business planning, and marketing are the most needed resources according to Canby businesses. Compared to the 2012 survey, the need for networking groups and financing remained in the top three tools requested.

One interesting point to note is that the top areas of assistance requested by industrial businesses did not make the list of top requests for Canby business as a whole. Their top choices of employee recruitment and retention, employee training, and wage, benefit, and insurance solutions should not be overlooked.

The Canby Economic Development Department already has already established a reserve of business tools and resources at the disposal of Canby businesses available on its website at [www.canbybusiness.com](http://www.canbybusiness.com), and an overview of some of the most requested resources is included in Appendix A-D. Additionally, Economic Development staff will continue to focus on generating new resources and tools that are pertinent to Canby businesses and publicizing them.

## ARE YOU AWARE OF THESE BUSINESS RESOURCES?

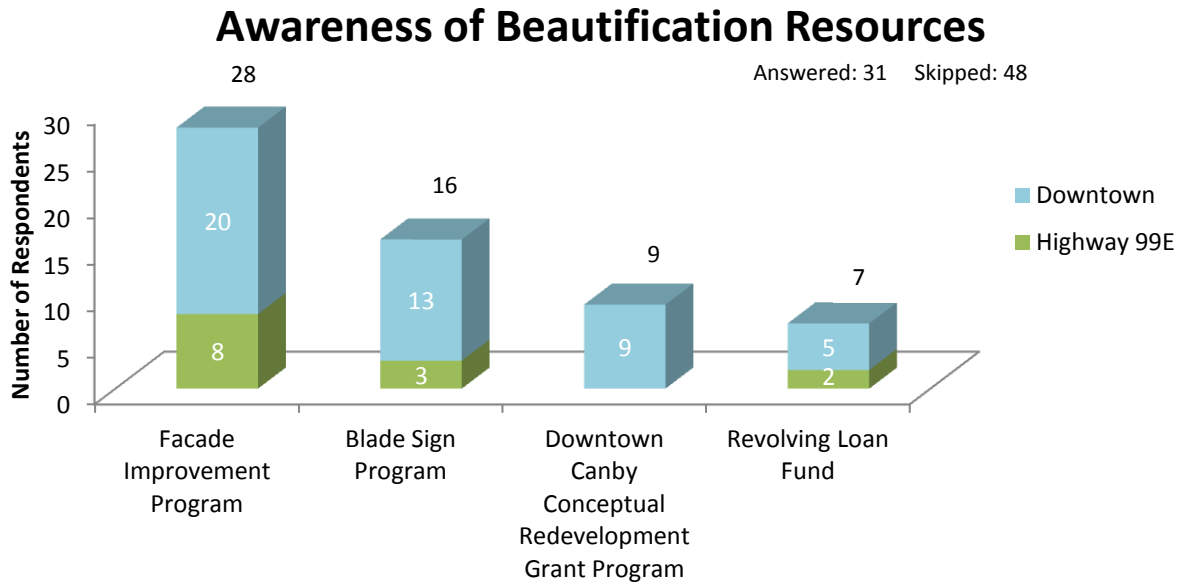


49% of Canby businesses responded to this question and indicated that they were aware of at least one of the business resources offered by Canby Economic Development Department. 92% were aware of the Shop Canby online business listing, and nearly 44% indicated that they had some knowledge of the Explore Canby mobile app.

Because this survey question did not offer an option to answer, 'No I am not aware of any of these resources,' it is difficult to decipher whether a non-response indicates no familiarity, or if respondents simply skipped this question.

Regardless, the awareness levels for the Shop Canby online business listing in particular demonstrate a noteworthy measure of success for the previous awareness outreach efforts. Economic Development staff sees opportunities in refreshing knowledge about these popular tools and ensuring that all Canby business owners are aware of the resources at their disposal.

## ARE YOU AWARE OF THESE BEAUTIFICATION RESOURCES?



This survey question was only posed to downtown and Highway 99E business categories, because only these businesses might qualify for these beautification programs offered through the Urban Renewal Agency.

Of the 79 Downtown and Highway 99E businesses who responded to the survey, 39% responded to this question and indicated that they were aware of at least one of the beautification resources. 90% were aware of the Facade Improvement Program, and nearly 52% indicated that they had some knowledge of the Blade Sign Program.

Because this survey question did not offer an option to answer, 'No I am not aware of any of these resources,' it is difficult to decipher whether a non-response indicates no familiarity with the resources, or if respondents simply skipped this question.

### **Downtown Awareness**

- Approximately 60% of downtown businesses are aware of some or all of the beautification resources offered by Economic Development and Canby Main Street. Approximately 40% skipped this question.
- 33% percent of downtown business respondents wished to learn more about resources to beautify their building.

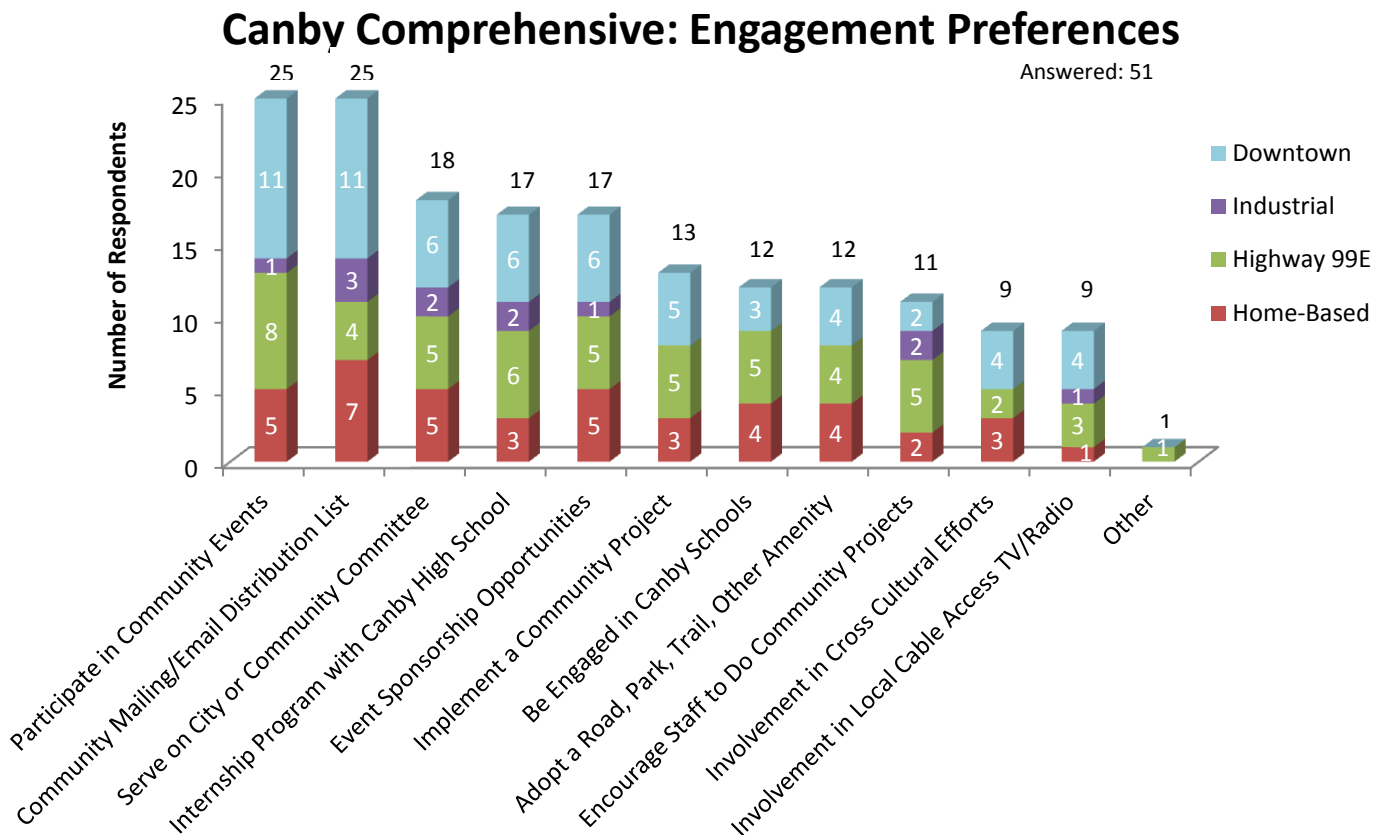
### **Highway 99E Awareness**

- 22% of Highway 99E respondents are aware of some of the beautification resources we offer. 78% skipped this question.
- 19% of Highway 99E respondents wanted to learn more about resources to beautify their building.

The City of Canby will continue to offer these beautification resources for privately-owned commercial buildings located in the Urban Renewal District, and will focus on a new outreach campaign to make more downtown and Highway 99E business owners aware of the beautification financing and expertise available to them through these programs. Economic Development staff has followed-up with those businesses interested in being contacted about resources to beautify their building.

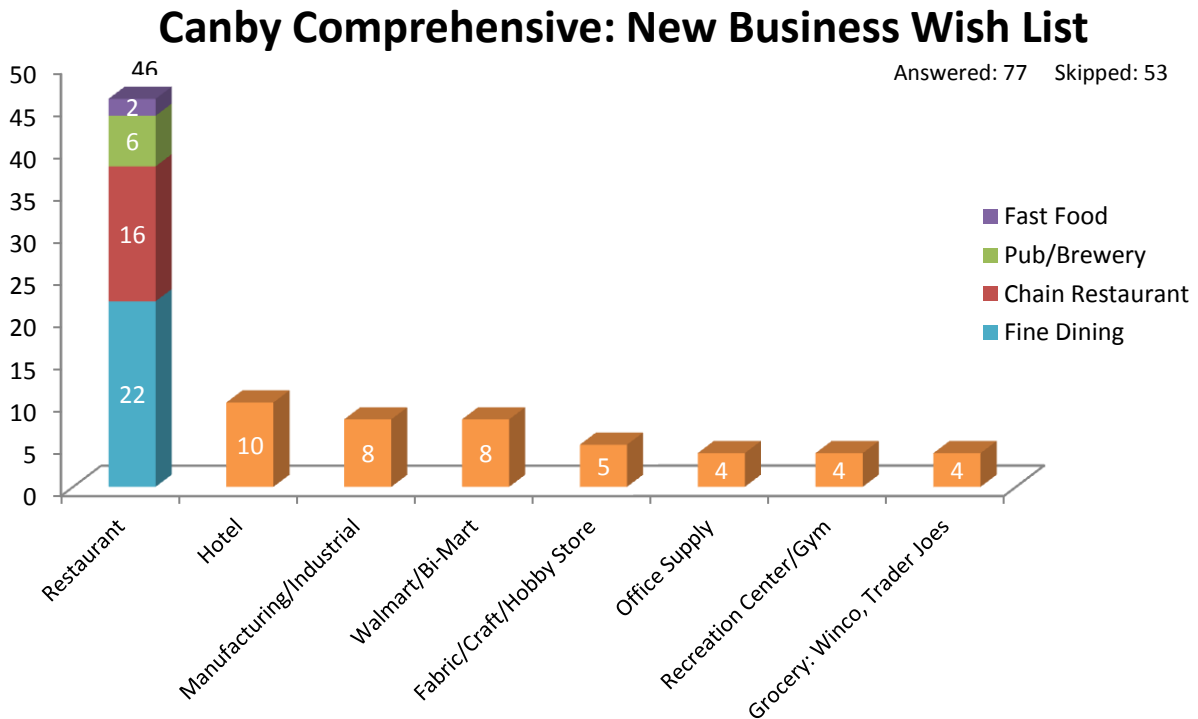
## ARE YOU INTERESTED IN BECOMING MORE INVOLVED IN THE COMMUNITY?

Of the 109 businesses who responded to this question, 53% of Canby businesses indicated that they would be interested in becoming more involved in the community. The two business groups most interested in engagement are downtown businesses and Highway 99E businesses. The number who expressed interest was then given a number of possible options, and their responses are displayed below:



Respondents were allowed to choose more than one option. The top two most preferred options for engagement are participating in community events (such as serving on a planning committee, being in a parade, having an event booth, leading activities, setting up or tearing down, etc.) and being on a community mailing or email distribution list with updates regarding events, volunteer opportunities, and other news.

## WHAT BUSINESSES WOULD YOU LIKE TO SEE COME TO CANBY?



This was a free response question in which respondents could write in two choices. 60% of Canby business owners would like to see more restaurant and dining options in Canby.

Half of those who wrote 'restaurant' specified that these new establishments be a high-quality or fine dining option. For example, some of the fine dining proposals included mention of a steakhouse, sushi bar, Italian restaurant, farm-to-table or organic restaurants, Stanford's or Lake Oswego Grill, and so on. Examples of requested chain restaurants included Olive Garden, Red Lobster, Chipotle Grill, Red Robin, Panera Bread, Native Foods Café, and so on. Pubs, breweries, and growler fill stations were mentioned often as well.

The next highest category, that 13% of Canby businesses would like to see come into town, is a high-quality hotel.

The manufacturing and industrial companies specifically identified were Joint Ark, Masic Industries, Harbor Freight, Manut, and Airgas.

Other proposals also included bowling alleys and skating rinks, bookstores, commercial retail and outlet malls, apparel stores, an art center and music venue, a trade school or charter school, a spa, and a health lab, among others.



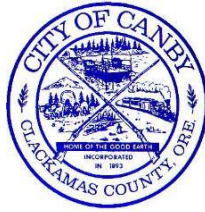
**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: March & April 2015**

To: The Honorable Mayor Hodson & City Council  
From: Kim Scheafer, MMC, City Recorder  
Prepared by: Erin Burckhard, Office Specialist II  
Through: Rick Robinson, City Administrator  
Date: May 4, 2015

---

1. **Business Licenses:** Sixty-six new business licenses were issued during the months of March & April 2015. This compares to 44 new licenses issued during March and April 2014. Forty-one business licenses were inactivated during the months of March and April 2015. This compares to 30 inactivated during the same period in 2014. Two-hundred ten business license renewals were sent out, compared to 205 in 2014. The total number businesses licensed with the City of Canby is 1,272 of which 649 have Canby addresses.
2. **Cemetery:**
  - Total property purchases recorded: March - 4 April - 1
  - Total interments recorded: March - 8 April - 4
3. **Public Records Requests:** Five Public Records Requests were processed during March and April.
4. **Training/Meetings:**
  - Kim Scheafer attended the Department of Revenue Local Budget Law Class, DAS Spring Procurement Work Shop, CIS Spring Supervisor Training, and OAMR Records Management Committee Meeting.
5. **Special Animal Permits:** Six 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 Licenses Processed:** One liquor license application was processed in March and April.





City of Canby Bi-Monthly Report  
Department: Court  
March / April 2015

To: The Honorable Mayor Hodson and City Council  
From: Melody Thompson, Administrative Supervisor  
Through: Judge Rod Grafe  
Date: May 8, 2015

---

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

**Monthly Statistics**

Description	March	April
Charges Filed (Major and Minor Traffic)	317	263
Charges Filed (Misdemeanor)	12	3
Traffic Cases Filed	244	260
Misdemeanor Cases Filed	12	3
DUII Cases Filed	0	0
Traffic Cases Disposed	296	317
Misdemeanor Cases Disposed	13	12
DUII Cases Disposed	5	1
Cases Sentenced	95	82
Cases Dismissed	95	86
Cases Referred to Diversion/Deferred Sentence	21	25
Cases Handled by Violations Bureau	95	119
Accounts to Collections	53	87
Traffic Trials with Officers Subpoenaed	9	8
Court Trials	3	0
Jury Trials	0	0
Attorneys Appointed by Court representing Defendants	9	6
Attorneys Retained by Defendant	0	0

*Note: Statistic category terms outlined on page 2*

**New and Continuing Projects/Goals**

Val Kraxberger in the City IT department worked with the Court's software company (Caselle) to make it possible to enter City parking citations into the court system. She has developed training aids for court staff for several processes in the system.

Val and Melody have worked with Xpress Bill Pay to set up appropriate web pages for online bill payment of fines by customers. Another customer service feature in progress is recording phone information for customers explaining options regarding their court appearance and/or fine payment.

Court Clerks Melinda Hammelman and Shari Fromm have updated nearly half of the Municipal Court Procedures Manual, the first revision to the manual in two years. This was necessary due to new processes and programs. It will be helpful to

The Judge discontinued the seatbelt diversion program due to low volume of these infractions occurring and the vendor, Legacy Hospital, discontinuing local classes. Fifteen dollars of each seat belt fine will continue to be dedicated to children's bike helmet for the annual bike rodeo.

#### **Future projects:**

- Review collection agency proposals collected by the Finance department.

#### **Training/Meetings**

Judge Grafe attended the Oregon Judicial Conference March 11-13<sup>th</sup>.

Shari From participated in City Safety Committee meetings representing administrative staff in the police and court departments in March and April.

Shari also attended the Oregon Association of Court Administrators conference April 12-14.

Melody attended the Caselle User Group quarterly meeting on April 16.

#### **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 database number given to each citation or criminal matter, regardless of the number of offenses involved.
2. Violations Bureau - Court clerks can accept pleas on a traffic violation, offer a deferred sentence program (if qualified) and set a payment plan. Fix it ticket activity will be included in this statistic. For those charged with a crime, a court appearance before the judge is mandatory.
3. Diversion/Deferred Sentence Programs - Involves attending a class, paying a court filing fee and with no convictions during the following two months, the case will be dismissed:
  - Good Drivers Program (no prior traffic convictions in the last five years)
  - 1st Offender - Traffic (if under the age of 18)
  - 1st Offender - Minor in Possession of Alcohol citation



## MEMORANDUM

**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Renate Mengelberg, Economic Development Director*  
*Jamie Stickel Main Street Manager, Mariah Dodson, RARE Participant*  
**THROUGH:** *Rick Robinson, City Administrator*

**RE:** *BI-MONTHLY STAFF REPORT March – April 2015*  
*ECONOMIC DEVELOPMENT DEPARTMENT*

### Economic Development Updates

The following projects are funded through Urban Renewal.

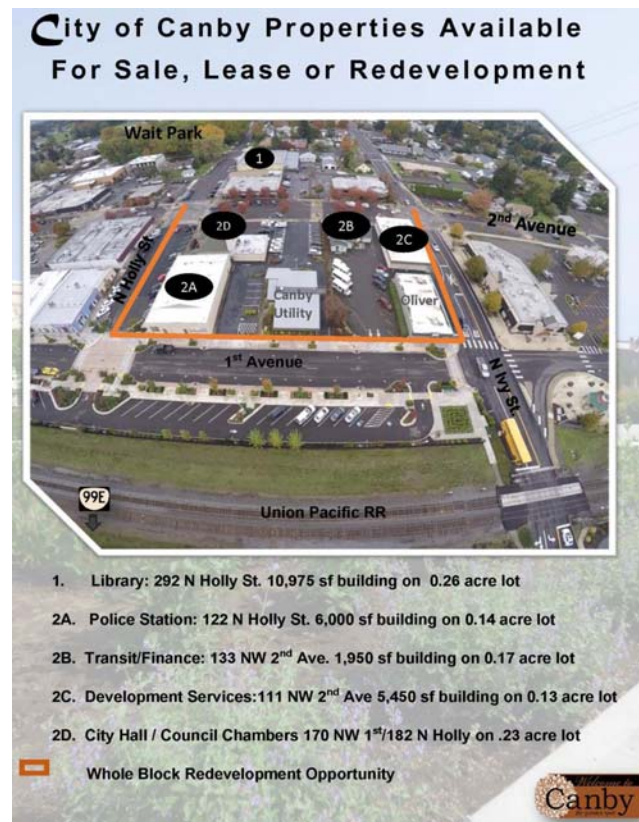
#### **Downtown City Property Redevelopment Projects**

The city has approved two development proposals that will bring new retail, multifamily housing and fitness facilities to Canby. The proposals were selected for their potential to bring vitality to downtown, especially during evenings and weekends, and ability to maximize the potential of the sites. The projects will bring more small retail space, restaurants, fitness options and close in housing to downtown. Below are the details:

- **A three story mixed use full block retail and multi-family housing redevelopment**

City Hall will retain its historic character but will be the future home of a brew pub or restaurant. The rest of the block could be a three building complex with 13,500 SF of retail space and two stories of market rate residences above. There will be 64 apartments including 24 two bedroom/ two bath units and 40 one bedroom units will be located above. A 64 space internal parking lot is planned. Hanlon Development has a strong track record of success with mixed use development in the Greater Portland area and is enthusiastic about the potential for Canby. The city has signed an exclusive negotiating agreement with them on May 6th. Construction could begin in Fall 2016.

- **An athletic club** is proposed as a long term tenant for the Library building. The club would provide exercise equipment, classes and childcare. A mezzanine floor could be constructed to expand the space. Terms of a possible lease will be developed in May and presented to Council for approval later. DK Reed Company was enthusiastic about the size and potential of the building and its great location across from Wait Park.



**National Site Selector Canby Visit:**

On April 22<sup>nd</sup>, Don Scheldahl visited Canby and met with 4 stakeholder groups: Industrial property owners and brokers, the Canby Community Response Team, the Development Review Team, and City Council. Canby will receive a business recruitment assessment and advice on how Canby is and can be more competitive in attracting traded sector companies. Canby leaders and stakeholders benefited from Don Scheldahl perspective about the site selection process and economic development best practices. Canby is now in front of a seasoned and well respected site selector that may have future projects that are a fit for our community.

Don Scheldahl has more than 30 years' experience in corporate location strategy and community/property selection for manufacturing and specialized industrial facilities. He performed or directed more than 300 location strategy assignments for manufacturing plants, research and development centers, information processing centers, among others. His work included evaluation of labor markets, supply chain, real estate, community attributes, tax structure, and incentive programs. He has worked in urban centers and rural areas throughout the United States, Canada, Mexico, United Kingdom and Europe.

**Community Response Team:**

The Team met again on April 8th after a one year break. Many of the new community leaders attended to reignite this business ambassador effort. The team strategized for the upcoming Site Selector visit, reviewed new business recruitment and marketing tools, learned about recent businesses and development activity and got an update on the City Library/Civic Center project.

**Canby Business Survey 2015:**

Every 3 years, the Economic Development Department conducts a survey of Canby businesses to study the business environment in Canby, and inquire about current challenges business owners face. The survey was launched on February 20, and business owners were given a one month to respond. During the last two weeks leading up to the deadline, email reminders with links to the survey were sent out and press releases in the Canby Herald and the Chamber and Main Street newsletters were published to give business owners as many opportunities as possible to participate.

In the end, Economic Development staff received 130 responses from Canby businesses, a response rate of nearly 25%. Most surveys of this kind tend to garner a response rate in the 10-15% range, and 20% is considered excellent. We are very satisfied with these participation levels. Overall the responses have been very encouraging; businesses feel that Canby is a great place to do business and that momentum is moving in a positive direction.

Additionally, Economic Development staff has been following up with those businesses who requested more information regarding business and beautification resources or wished to be contacted to discuss specific issues.

Data from the survey responses has been analyzed and synthesized into a report featuring colorful graphs, and evaluation and perspectives on the results. Staff examined trends for industrial, downtown, Highway 99E and home-based businesses, as well as overarching developments for all Canby businesses. The findings of this report along with recommendations and follow-up action steps will be presented to City Council on May 20<sup>th</sup>, 2015.

### **Discover Canby: Newcomers and Visitors Guide:**

The *Discover Canby: Newcomers and Visitors Guide* brochure project is fully launched. The first run of 1000 brochures from the grant from Clackamas County Tourism and Cultural Affairs was distributed, and staff quickly received requests for more copies. Due to this high demand and the necessity of broad audience reach for the success of the project, a second run of 1000 brochures was printed early in April. Many of these have already been distributed to refill stocks at the Chamber of Commerce, Swan Island Dahlias, downtown retail businesses, and the Clackamas County Event Center, and other strategic distribution venues.

Responses to the project have been very positive. The Chamber has found it a very useful resource to give to out-of-town visitors, and others have found it to be a useful tool in promoting the Canby area to their customers. As the summer travel season approaches, we expect this tool to gain even more ground and encourage an economic boost to Canby businesses.

### **Main Street Updates**

The following projects are funded through Urban Renewal.

#### ***Promotion***

- **Downtown Draw:**

The March Downtown Draw featured Thelma's Place located at 352 NW 2<sup>nd</sup> Avenue. Thelma's Place is a non-profit adult respite center. It is a place that people with memory issues can visit and participate in unique and helpful programs. They also provide programs and support for care providers. The Downtown Draw article provides insights into the businesses and the people who run them. It is featured on the Canby Main Street website, on facebook, and in the e-newsletter.



- **Community Street Dance:**

The City of Canby has been meeting with several community partners, including downtown businesses, the Canby Herald, the Canby Chamber, and citizens to plan this event. This idea originated with Ken Arrigotti, owner of the Backstop Bar & Grill, and has been a community effort. At the February meeting, group members chose the name "Canby's Big Night Out" to play off of Canby's Big Weekend, which occurs the same weekend as the street dance. The dance will be held on Friday, August 28<sup>th</sup>, from 5-10pm and will feature vendors, live music, activities for children and more!

#### ***Organization***

- **National Main Street Conference:**

The National Main Street Conference was held in Atlanta, Georgia from March 29<sup>th</sup> – April 1<sup>st</sup>. The Main Street Manager, Economic Development Director and the City Council Main Street Liaison attended. This year's theme focused on teamwork and entrepreneurship across Main Street. Sessions on historic preservation, events and promotion, and art were particularly helpful for the Canby Main Street program. This opportunity also allows for ample networking and idea sharing with various communities across the United States.



- **Historic Review Board:**

The Historic Review Board met to discuss the objectives outlined for the Certified Local Government Grant, which will include five intensive level surveys, a national register nomination, public outreach meetings, a brochure, and training for members. The grant was approved by the State Historic Preservation Office.

Carol Palmer – chair of the Historic Review Board – also completed and submitted an application to have the Philander Lee Tree located on Package Containers property added to the Oregon Heritage Tree list. The application was submitted with support from Rolland Royce from Package Containers. The Historic Review Board will be notified in July if the submission was accepted, or if there is more information needed to move forward with the nomination. A celebration would follow.



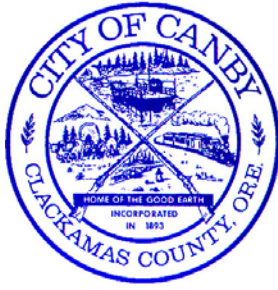
### *Design*

- **Arts & Culture Advisory Council of Canby:**

The Arts and Culture Advisory Council has chosen three new permanent sculptures to be added to plinths on NW 1<sup>st</sup> Avenue. After reviewing six submissions, the council met with the chosen artists and signed contracts. The Arts & Culture Advisory Council found works that complemented Canby's unique identity and the current, permanent public art collection. The installation date is scheduled for June 29<sup>th</sup>.

- **Flower Baskets:**

The City of Canby has chosen S&K Nursery to provide the baskets for the 2015 season. Canby Main Street and the Public Works Department have worked together and with S&K to make sure the baskets are ready to be installed in early May. S&K Nursery is based in Hubbard.



## 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 2015  
**Compiled by:** Suzan Duffy

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

- Throughout this period, the **budget process** was front and center. At least one meeting and often more was held with each department to develop the budget with the understanding that staffing levels would need to be maintained at status quo. The resulting **2015-2016 Proposed Budget** was presented to the Budget Committee at the first meeting April 30. Additional meetings are scheduled in May.
- Several well-qualified firms responded to the **Request for Proposal (RFP) for Audit Services**. Significant time was spent by both staff and members of the Municipal Audit and Financial Oversight Committee (MAFOC) to score proposals, check references and interview candidates. The committee intends to make a recommendation by ordinance to the City Council at the May 20 council meeting, to approve a contract with Grove, Mueller & Swank, PC.
- The **3<sup>rd</sup> Quarter Financial Status Report** was presented in a Council Workshop before the second council meeting of the month April 15, 2015. Finance has made a concerted effort to improve the consistency and timeliness of financial information; prospectively we have scheduled to maintain the presentation of quarterly financial status reports at the second meeting after the end of each quarter.

- The **Certificate of Achievement for Excellence in Financial Reporting** was presented to the City of Canby, Oregon by the Government Finance Officers Association (GFOA) for its Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended June 30, 2014. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The City has not received the award since 2009 and this is the first time in which City staff versus contracted external auditors have prepared the report and received the award.

- Requests were sent out to departments soliciting requested changes to the **Master Fee Schedule**. A proposal will be presented to the City Council at the May 20 council meeting.

- Finance staff arranged the first of what is hoped to be quarterly **Purchasing Committee** meetings. It gathered representatives from each department together to share information, ask questions and gain knowledge about purchasing processes, procedures and resources.

- Changes were made to the Business License application form to increase accuracy in the set-up of **Transit Tax** status and an updated tax flyer was created to include in the Business License packet to clarify to new businesses what the requirements are. Finance appreciates the assistance of Administration staff in implementing this improvement.

- **Cash audits** were completed at the departments that receipt revenue from the public. This periodic review is part of the City's internal controls.

- The new **collections agency** that has been contracted is already reporting some success with some difficult accounts, including two large utility accounts. Cases are not referred to collections unless other customer-service efforts have been exhausted.

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

- Local Budget Law training
- Skillpath Leadership Conference
- OGFOA Conference
- Caselle webinar and Xpress demo
- Caselle User Group meeting
- Finance Team Goal Setting sessions
- GASB 45 webinar
- Presentation to Beta Alpha Psi at PSU
- Safety Committee meetings
- DAS Procurement workshop
- Public Works Director interviews
- Meeting with architect of Library/Civic Building
- Meetings regarding redevelopment of City property



Statistics this period:

- **Accounts Payable**

Invoices:	609
Invoice entries:	996
Encumbrances:	20
Manual checks:	22
Total checks:	400
  
- **Payroll**

Timesheets processed:	447
Total checks and vouchers:	525
New hires/separations:	0/3
  
- **Transit Tax Collection**

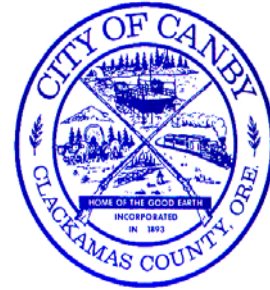
Forms sent:	799
Delinquent notices sent:	20
Non-filed notices sent:	0
Collection notices sent:	15
Accounts sent to collections:	4
Accounts opened/closed:	73/48
Returns posted:	683
  
- **Utility Billing**

Bills sent:	9149
Counter payments:	281
Accounts opened and closed:	164
Lien payoffs:	11
Lien payoff inquiries:	47
Collection notices sent:	42
Accounts sent to collections:	37
  
- **General Ledger**

Total Journal entries:	249
------------------------	-----
  
- **Cash Receipts Processed**

Finance:	1240
Utility:	660

CANBY PUBLIC LIBRARY  
BI-MONTHLY STAFF REPORT  
March – April 2015



TO: Honorable Mayor Hodson and City Council

FROM: Melissa Kelly, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: May 8, 2015

**Youth & Family Programming:**

The library provides 4 early literacy story times every week: one for toddlers, two for preschoolers, and one for Spanish-speakers. In March & April, we offered 25 English-language storytimes with 384 total attendees, for an average attendance of 15 kids. Weekly Spanish-language storytimes attracted 68 kids to 8 programs, for an average attendance of 9. Bilingual outreach at a local apartment complex, known as “Bibliotequita” storytime, offered programming to 12 more children.

Canby’s Youth Services Librarian teamed with another librarian from Sunnyside Library to attend the Healthy Start Open House at the Clackamas County ESD in March. They presented a mini-storytime for the children and provided early literacy information to the parents, reaching out to 28 families. Youth Services staff also gave an early literacy presentation at Barlow Head Start in April, for 23 fathers and their children.

In March, the library celebrated the birthday of Dr. Seuss with a week-long display and provided Seuss-themed give-away pencils, bookmarks, and activity sheets. 69 people helped themselves to the materials and enjoyed interactive “Seuss-y” games.

The week of Spring Break, Youth Services staff provided two “Open Mic Hour” events. Children could stand up and tell their favorite joke, riddle, or very short story. We featured joke and riddle books from the library collection that they could read from if their own repertoire was limited. We included a craft activity to keep them busy when they weren’t “on stage”. 22 children participated and many laughs were had by all!

The Night of Stories/Noches de Cuentos storytelling program was the highlight of April, attracting 14 kids and their parents to an evening of family fun. Participants learned about the legends and lore of Mexico while enjoying music and performance art.

## **Adult Programming:**

In addition to our monthly book groups, the library provides a range of educational and recreational programs for adult interests.

- The ever popular Master Gardener programs attracted an audience of 48 who soaked up information on Spring gardening topics.
- Nationally known author Lois Leveen brought almost 20 people to her talk about Juliet's Nurse, a new telling of Shakespeare's Romeo and Juliet, told from the perspective of Juliet's nursemaid.
- A series of programs centered on financial literacy and how to plan for retirement were attended by a total of 63 patrons.
- Music in the Stacks events presented Irish music in March with the group *Beltaine*, and vintage classics by *Two Sisters and a Mister* in April. The music offering were enjoyed by 129 people.

## **Community Involvement:**

Volunteers donated 415 hours in March and April, helping the library by pulling holds, sorting, shelving, processing and mending books, and assisting with library programming and events. An additional 100+ hours were donated by Friends of the Library volunteers who provide ongoing management of the Book Garden store.

During National Library Week and National Volunteer Appreciation Week in April, we honored our volunteers & board members with a special recognition event. Each volunteer was presented with a bookplate and book donated to the library collection in their honor. Volunteers also received an umbrella with the library logo and enjoyed cake, punch, and music. Our current volunteer roster includes 37 dedicated individuals, who in the last year alone, generously donated their time to helping the library in the amount of 2,362 hours! That averages out to nearly 200 hours per month. We've been thrilled to welcome some new faces this year as well.

## **Other Staff Highlights:**

1000 Books Before Kindergarten: The library recently launched a new early literacy program that encourages parents & caregivers to read, write, talk, rhyme, sing and play with their 0-5 year old children to promote language and pre-reading skills. This program dovetails perfectly with our county-wide Early Literacy Grant outreach. As described above, our Youth Services staff are reaching out to parent groups to teach them how to develop early literacy skills with their children. 1000 Books Before Kindergarten provides a framework for parents to follow, including instructional materials & tips for parents, and fun incentives & book prizes for

children. We have 104 children currently participating in the program and that number is growing daily!

Grants: The library received an additional \$500 grant from Canby Kiwanis for our new 1000 Books Before Kindergarten program, for a total of \$1500 from Kiwanis this year. A \$700 grant was received to support Spanish-language collection development at an international book fair. Library staff also submitted a new grant application for the Latino Americans grant through ALA, to support a film discussion series and community reading program.

New Website: Library staff members have built a new website using Weebly to replace our current State Library-hosted site that will no longer be supported as of July 1. We are now scheduling our focus groups with library patrons for the last week of May. The new site will go-live at the end of June.

Digital Signage: Thanks to the support of the Library Foundation, the library now has a digital sign board in the foyer to welcome patrons into the library and share with them our long list of services and programs for all ages and interests.

New Library Planning: Library staff continue to meet every other week to discuss our needs in the new library. We have developed a number of helpful documents to share with the design team regarding our space and programming needs.

# **PLANNING & DEVELOPMENT SERVICES MAR/APR 2015 BI-MONTHLY REPORT**



**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Bryan Brown, Planning Director*  
**DATE:** *May 8, 2015*  
**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, 2015. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and development site plan review coordination projects for building permits.

## **Planning Activities**

- 1. North Redwood Master Plan.** A public meeting was held on April 14 to update everyone with the planning project and share all the information collected to date on which to base the development of future concept plan options. A Technical Advisory and Steering Committee meetings were held on April 27 to gain feedback on two proposed early concept plan circulation options. Input was valuable and has led to a preferred circulation option to pursue.
- 2. Community Development Block Grant Application.** Our November submitted CDBG application for constructing sidewalks, street curbing and drainage improvements on a portion of NE 10<sup>th</sup> Avenue passed final funding approval process through the County and is now in the engineering design phase now by our contract City Engineer. Funding has a July 1, 2015 program start date with funding expected to be available around the end of August with the grant being for \$200,000 with \$190,000 of actual construction money to be awarded.
- 3. Quiet Zone.** The city's proposed design solution to qualify for a Quiet Zone pertaining to the quieting of freight train horns for the Elm, Grant, and Ivy Street downtown street crossings was been submitted for review and an onsite diagnostic meeting with rail officials is scheduled for the second week in May to see if our improvements are approved as proposed and obtain authorization to move forward with construction. The Federal Railroad Administration (FRA) will be the ultimate decision maker after we obtain recommendations from the diagnostic team review of our proposal.
- 4. Land Needs Study.** The decisions to be made with the North Redwood Master Plan will inform and impact the final land inventory data. A recent rental apartment housing study indicating number and types of rentals available, their rates, and typical occupancy or vacancy rate along with additional studies and information that can be located on both housing and employment continue to be collected as needed to support the land needs study which becomes critical for zoning changes and especially justification for future Urban Growth Boundary expansion requests in the future.
- 5. Miscellaneous Activities.**
  - Interviewed and provided orientation material to new Planning Commissioner.

- We worked with the City Administrator to advance a Street Vacation request through Council approval for two silvers of S. Berg Parkway right-of-way to correct encroachment issues as part of an overall agreement to resolve shared issues with S. R. Smith.
- Assisted with selection of Civic Block and library property redevelopment proposal to move forward with.
- Met to assist Mr. Fretwell with permitting for new Tap Room project
- Met with Civic Center architect to discuss departmental needs
- Staff participated coordinated logging road donation tour of proposed trail land
- Attended Regional Planning Directors Meeting at Metro Offices and National American Planning Association conference in Seattle

## **6. Land Use Application Activity**

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

- Hope Village S Fir Street 6 Duplex project
- Canby Self Storage Facility on SE 1<sup>st</sup> Avenue
- Western Storage, Phase 3 project on SE 3<sup>rd</sup> Avenue
- Library/Civic Center – pre-app and assigned new addresses for the new Library and for the new City Offices. The Library will be 220 NE 2<sup>nd</sup> Ave, and the City Offices will be 222 NE 2<sup>nd</sup> Ave.

### **8. Land Use Applications Submitted March 1 – April 30, 2015:**

<b>City File #</b>	<b>Applicant</b>	<b>Project</b>	<b>Address</b>
FP 15-04	Larry & Betty Faist	Final Plat for partition	1866 SE 13 <sup>th</sup> Ave
FP 15-03	Ed Netter	Final Plat for S Fir St partition	672 S Fir St
LLA 15-01	Robert Tice	LLA to build attached two unit townhome	377 & 401 Territorial Rd
MLP 15-02	Jason Bristol	Divide property into two parcels	486 S Knott St
SN 15-05	Gala Nails/Artico Lite	Wall Sign	1401 SE 1 <sup>st</sup> Ave
SN 15-04	FOB Taproom/Sunrise Signs	Wall Sign	1109 SW 1 <sup>st</sup> Ave, Suite D
SUB 15-02	Pat Sisul & Stafford Dev Co	Franz Meadow Subdivision	1546 N Pine St
TV 15-04	Canby Four Square Church	Fireworks Stand	225 NE 2 <sup>nd</sup> Ave
TV 15-03	Canby Lions Club	Mother's Day Plant Sale	Corner NE Ivy St & NW 2 <sup>nd</sup> Ave
TV 15-02	Canby Music Boosters	Fireworks Booth	207 1 <sup>st</sup> Ave

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

- Baysinger Partners – New Canby Square Retail Building project
- Jason Bristol – Emerald Gardens Townhomes

**10. PC Meeting Items Reviewed:**

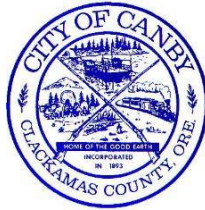
- Proposed Amendments to Street Tree Regulations
- Conditional Use Permit for detached garage with accessory dwelling unit above, 613 N Holly St (**CUP 15-01**)

**11. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit March 1 through April 30, 2015**

City File #	Applicant	Project	Address
SP 15-29	Creekside Homes/Andrew Burton	SFR	475 NW 11th Place #55)
SP 15-28	Pacific Lifestyle/Kayne Halliday	SFR	326 SE 13th Place
SP 15-27	Pacific Lifestyle/Kayne Halliday	SFR	1415 S Larch ST
SP 15-26	Pacific Lifestyle/Kayne Halliday	SFR	1425 S Larch ST
SP 15-25	Will Snyder-White River Homes	SFR	565 NW 12th Ave
SP 15-24	Ed Netter	SFR (Attached)	440 & 430 SW 3rd Ave
SP 15-23	Ed Netter	SFR (Attached)	460 & 450 SW 3rd Ave
SP 15-22	Ed Netter	SFR (Attached)	480 & 470 SW 3rd Ave
SP 15-21	T & S Builders Dana Geister/Keith Hawkins	Attached outdoor Patio cover with fireplace, heating, electricity	1863 N Teakwood
SP 15-20	Ha Le	Remodel - Interior Nail shop	1401 SE 1st Ave
SP 15-19	Lee & Sandy Cundiff	SFR	1337 N Fir St
SP 15-18	Columbia Construction Services	Re-roof Countryside Living facility	390 NW 2nd Ave
SP 15-17	Argonaut Investments, Canby Square	Retail Building 5404 sq. ft	1075 SW 1st Ave

**14. Active Permit Finals by Clackamas County, March 1 – April 30, 2015**

City File #	Final Date	Applicant	Project	Address
SP 15-16	3/31/15	Biscuits Cafe	New Restaurant remodel	1477 SE 1 <sup>st</sup> Ave
SP 15-18	3/9/15	Columbia Construction	Countryside Living Facility re-roof	390 NW 2 <sup>nd</sup> Ave
SP 13-81	3/12/15	Ken Hostetler Construction	SMS Fabric Addition	861 S Redwood
SP 14-57	4/1/15	Will Snyder	SFR	627 NE 22 <sup>nd</sup> Ave
SP 14-74	4/3/15	Lindasue & Doug Spencer	Home Addition	925 NW 6th
SP 14-78	4/21/15	Mitch Engel	Roof Alteration	487 S Knott
SP 14-36	4/22/15	Matt Snyder	Home addition & remodel	443 NW 3 <sup>rd</sup> Ave
SP 13-73	4/30/15	Scott Steele	Detached Shop/Garage	713 N Ash



City of Canby Bi-Monthly Report  
Department: Police  
March / April 2015

To: The Honorable Mayor Hodson and City Council  
From: Chief Bret Smith  
Through: Rick Robinson, City Administrator  
Date: May 8, 2015

---

**Monthly Statistics**

Description	February 2015	March 2015	April 2015
Calls for Service - Patrol	1822	2013	1820
Calls for Service – Code Enforcement	24	13	38
Custodies/Arrests	40	47	23
All Incident Reports	166	181	144
Traffic Citations	302	394	349
Traffic Accidents	7	9	11
Traffic Complaints	18	18	17
Parking Citations	6	0	4
False Alarm Calls	27	44	31
Abandoned Vehicle / Parking Complaint Calls	19	0	27
Animal Complaints	5	9	18
Other Ordinance Viol. Complaints	2	6	7

Traffic Program Report - attached.

K-9 Program Report - attached.

Training and Tactical Team Report – attached.

**March 2015**

M. Smith, Scharmota Farmer, Green, Macom Holstad, Schoenfeld Koehnke, Krupicka Warren, Murphy	March 3	Use of Force Decision making	Canby PD
Tro, B. Smith	March 16	Command staff RegJIN training	PSTC
All Officers	March 18	Firearms Training	CRGC
Green, Ethington Murphy, Floyd	March 18-20	Oregon DOJ – Organized Crime Conference	Bend
M. Smith Booth	March 19-20	Jericho Lock Picking	PSTC
Murphy	March 4-6	Detective MRE / RMS	PSTC



		Training	
Ethington, Floyd	March 25-27	Detective MRE / RMS Training	PSTC
Booth Green Tro	March 27	Cross Fit Law Enforcement Seminar	OCPD

### **April 2015**

Fetters Schoenfeld	April 13-15	M16/M4/AR-15 Armorer Course	PSTC
Kitzmiller Scharmota Koehnke Stanislaw	April 20-22	OTOA	Bend
Wasserberger Green	April 21-24	Child Abuse & Family Violence Summit	Portland
M. Smith Booth	April 23-24	2015 DUII Multi-Disciplinary Conference	Canyonville, OR
Warren Farmer	April 26-28	OPCA – Spring K9 Conference	Bend

### **Meetings & Events Attended – Chief Smith / Lt. Tro**

- Canby Adult Center lunch service – Monthly
- Trost & Knight Elementary Schools - Terrific Kids Presentation
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- Monthly Police Chiefs – Milwaukie PD
- Pre-Budget Meeting – Haley Fish and Rick Robinson
- ABC 20/20 Program Interview / taping
- VISTA Demonstration
- Capt. Tim Gerkman – Gresham PD
- Use of Force Training
- RegJIN System Training – Public Safety Training Center Computer Lab
- VFW Appreciation Lunch at the Police Department facility
- Oregon Association Chiefs of Police Conference
- Asst. Chief Jim Ferraris – Salem PD
- Canby Rotary- Lt. Tro
- Chief Rod Lucich – Molalla PD
- Meet and Greet principals – Canby School District
- Canby Diversion Pilot Meeting – Canby PD
- Public Works Director Interview Panel
- Juvenile Detention Audit
- Canby Community Response Team Luncheon
- Canby High School Crosswalk Dedication
- Shred it Day – Chamber of Commerce
- Police Candidate Interviews

- Canby Fire Chief Jim Davis
- Metro Chiefs Law Enforcement Dinner
- Fundraiser – Military Support Program
- Bill Martin – Voiance Interpreter Services
- Mid-Management Lunch
- Community Emergency Management Workshop – Clackamas Fire District
- Canby City Managers meetings
- RegJIN PAC, Trainer, Technical (IT) meetings

**MONTHLY TRAFFIC SAFETY REPORT**  
**CANBY POLICE DEPARTMENT**

Officer Jeremy Holstad  
**Report for Month of March 2015**

**CITATIONS**

Traffic Officer:	44	Patrol:	350
<b>Total:</b>	<b>394</b>		

**DUII ARRESTS**

Traffic Officers:	0	Patrol:	4
<b>Total:</b>	<b>4</b>		

**TRAFFIC CRIMES**

Traffic Officer:	0	Patrol:	5
<b>Total:</b>	<b>5</b>		

**TRAFFIC COMPLAINTS**

Traffic Officers	5	Patrol:	5
<b>Total:</b>	<b>10</b>		

**TRAFFIC CRASHES**

Injury (Patrol): 1  
Injury (Traffic Officer): 0  
Non-Injury (Traffic Officer): 0  
Non-Injury (Patrol): 5  
Hit & Run (Traffic Officer): 1  
Hit & Run (Patrol): 2  
**Total Crashes: 9**

**TRUCK INSPECTIONS**

Traffic Officer: 0

# Memo

**To:** Lieutenant Jorge Tro  
**From:** Detective Tim Green  
**Date:** April 16, 2015  
**Re:** Monthly Report for March 2015

---

**Training:**

03/03/15 – Use of Force Training Canby, OR

03/18/15-03/20/15 – Oregon DOJ Conference Bend, OR

03/25/15-o3/27/15 – OWLA Spring Conference Lincoln City, OR

**Meetings:**

03/12/15 – MCT Meeting Brook Building

**Details:**

Canby Detectives have reviewed over **13** DHS referrals for the Month of March.

Canby Detectives worked with the US Marshals service to locate and arrest a Canby wanted suspect for Assault II, The US Marshals were able to intersect our suspect and his girlfriend near The Dalles Oregon and take them into custody. Officer Ethington and I responded, interviewed both and charges are pending with the Clackamas County DA's Office.

Canby Use of Force Training focused on the perception of our use of force and if that use could have been avoided or a confrontation could have been ended by other means. It was a good class for discussion.

Oregon DOJ conference covered training on Biker Gangs, the Sovern Citizen movement, a debrief on the Portland Christmas tree bomber from the FBI as well as other case and law updates.

OWLA Spring conference was a review of past cases both local and nationwide. The purpose of these case reviews was for the individuals involved to show what they did well, what they did not do well and lessons learned. Topics covered Oregon City's Officer Libke shooting, Reynolds High School shooting, and an overview of the Casey Anthony murder case.

**\*\*\*See individual monthly reports attached for training and meetings attended by detectives, SRO, and Evidence Technician.\*\*\***

## **Property and Evidence Activities For March 2015**

**Items on location: 7835**

**Items seized for the month: 144**

**Items to be destroyed 528**

## Computer Forensic Report

March, 2015

By: Detective Steven Floyd  
Computer Forensics Examiner / Task Force Officer  
Northwest Regional Forensic Lab (NWRCL)

Cases activity working at the FBI Lab:	1	Types of cases: Child Pornography
Cases actively working at Canby PD:	3	Types of cases: Elder Financial Abuse Cell Phone Forensics

<u>Time Commitment</u>	<u>Hours:</u>
At RCFL Lab	130
Lab Overtime	11
PD Overtime	5

### Community Outreach

I met with about 20 residence of Hope Village and we talked about Internet Safety, such as; Scams, Securing Wi-Fi at home and on Mobile Devices, Dating and Social Networking Sites. Explained my new assignment and how important Computer Forensics is to the City of Canby.

Met with Report, Producer, and filming crew of news program 20/20. Interviewed on Elder Abuse case where Rachel Lee defrauded victim of 15.5 million dollars. Spent 7 hours with crew.

### Training

DOJ Conference	18
MRE/RMS Training	24

### Self-Study:

I have two tests I have to study for in my spare time; A+ and Net +. I am studying about 10 hours a week for these. I will need to pass the certification test for both.

**MONTHLY TRAFFIC SAFETY REPORT**  
**CANBY POLICE DEPARTMENT**

Officer Jeremy Holstad  
**Report for Month of April 2015**

**CITATIONS**

Traffic Officer:	73	Patrol:	276
<b>Total:</b>	<b>349</b>		

**DUI ARRESTS**

Traffic Officers:	0	Patrol:	2
<b>Total:</b>	<b>2</b>		

**TRAFFIC CRIMES**

Traffic Officer:	0	Patrol:	1
<b>Total:</b>	<b>1</b>		

**TRAFFIC COMPLAINTS**

Traffic Officers	6	Patrol:	11
<b>Total:</b>	<b>17</b>		

**TRAFFIC CRASHES**

Injury (Patrol): 0  
Injury (Traffic Officer): 1  
Non-Injury (Traffic Officer): 4  
Non-Injury (Patrol): 2  
Hit & Run (Traffic Officer): 2  
Hit & Run (Patrol): 5  
**Total Crashes: 14**

**TRUCK INSPECTIONS**

Traffic Officer: 0



# Memo

**To:** Lieutenant Jorge Tro  
**From:** Detective Tim Green  
**Date:** May 5, 2015  
**Re:** Monthly Report for April 2015

---

**Training:**

4/21-24/2015 Child Abuse and Family Violence Summit Portland

**Meetings:**

04/09/2015 – MCT Meeting Brooks Building

**Details:**

This month MCT meeting was conducted by the states anthropologist covering reviewing the finding of bones and human remains. It was an overview of what her job is and what can be done if needed for a case.

This was my first time attending the County Child Abuse and Family Violence Summit. I was surprised by the size of the training. The mornings would consist of a key note speaker and then we would break into smaller training groups in breakout sessions of our choice. I mostly attended the computer forensic side of the training in an attempt to keep updated on available technology.

Canby Kiwanis donated \$300 so that a second officer could attend. Due to her interest in persons crimes Officer Wasserberger was assigned to this training. She attended classes mostly focusing on crimes against children. In all the training was well presented by a group of knowledgeable professionals.

Detectives stayed very busy this month working with new informants focusing on drug cases originating from or going to Canby. We served two drug related warrants and are working toward several other cases. (See Detective Murphys report for more detail.)

Officer Larrison reported no arrests at the high school for the month of April but stayed busy on calls and events. He assisted the high school administration in Portland for this years Prom, taught approximate 5 hours in classroom giving presentations to the schools Crime/law and justice students. Spent 5-6 hours in meetings with parents and special education students. He also assisted with traffic control on the main road in front of the high school assisting with Canby Public works on the instillation of sidewalks. (See Officer Larrison's report for more detail.)

Detective Ethington continues to work on incoming DHS reports and reports of sexual abuse while continuing to help Murphy on drug investigations. (See Detective Ethington report.)

Detective Ethington is moving along in Clackamas County's process and has been given a conditional offer. The last steps will be to complete a psyche and medical exam.

Floyd has continued to work with the FBI computer forensics lab and assist as needed with our investigations.

**\*\*\*See individual monthly reports attached for training and meetings attended by detectives, SRO, and Evidence Technician.\*\*\***

## **Property and Evidence Activities For April 2015**

**Items on location: 7948**

**Items seized for the month: 142**

**Items to be destroyed 532**

# Canby Swim Center Report

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

**Date:** May 2015

**Re:** Bi-monthly Report

---

The Canby Swim Center is in the middle of second grade school lessons and our spring public swimming lessons. This year we had close to 20 different classes of school children from Canby and Molalla. That reaches about 500 students in the schools. The spring public lessons and Penguin Club are both full. We just started our second spring session of Penguin Club our junior swim team program and it will finish right before the summer programs begin.

The Canby Gators have started their summer long course season and it continues through the middle of August. The 11<sup>th</sup> Canby Gator Grinder will be finished by the time you read this. The race is the day before Mother's Day, this year May 9<sup>th</sup>. As always the race is full with 240 swimmers and close to 300 athletes including relay competitors. The Tri-it Class that we offer here at the Canby Swim Center is now complete the last class is the week of the race. Nathan always does a great job teaching triathletes who wish to improve their swimming portion of the race.

The Staff is working on finishing the spring programs and getting ready for the summer programs. Our summer schedule begins Sunday June 14<sup>th</sup>. The summer schedule adds more swimming lessons and public swims. If we continue to have such good weather I expect a very busy summer.

Revenue and Attendance are still strong for the year. Revenue is up \$9,700.00 for the year and was down about \$3,800 over the past two months. March was just down quite a bit from last year and April was about the same. Attendance is up 6,800 for the year and was about the same as last year for March and April. All the numbers are still very strong for the year and I think it will finish out very similar to last year. The Canby Swim Center should have a great summer.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** Attendance Numbers for March 2015  
**DATE:** May Report 2015

CANBY SWIM CENTER March	ADMIT 2014	ADMIT 2015	PASS 2014	PASS 2015	TOTAL 2014	TOTAL 2015	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	50	56	296	327	346	383	2862	3447
ADULT RECREATION SWIM	18	46	482	470	500	516	4000	4788
MORNING WATER EXERCISE	93	58	436	414	529	472	3911	3992
PARENT/ CHILD	132	160	0	0	132	160	804	1162
MORNING PUBLIC LESSONS	97	116	0	0	97	116	3730	4361
SCHOOL LESSONS	570	245	0	0	570	245	1606	2551
NOON LAP	105	106	288	326	393	432	2801	3450
TRIATHLON CLASS	36	63	0	0	36	63	48	77
AFTERNOON PUBLIC	546	536	13	11	559	547	3206	3847
PENGUIN CLUB	0	0	216	238	216	238	1457	1317
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2261	2107
CANBY GATORS	0	0	1405	483	1405	483	7782	6942
MASTER SWIMMING	0	0	36	35	36	35	296	334
EVENING LESSONS	1010	1104	0	0	1010	1104	7854	9319
EVENING LAP SWIM	60	45	47	31	107	76	1025	951
EVENING PUBLIC SWIM	515	404	26	66	541	470	3174	3703
EVENING WATER EXERCISE	101	57	24	55	125	112	963	855
ADULT LESSONS	93	62	0	0	93	62	93	188
GROUPS AND RENTALS	337	327	0	0	337	327	2180	2256
OUTREACH SWIMMING	0	0	0	0	0	0	516	526
<b>TOTAL ATTENDANCE</b>	<b>3,763</b>	<b>3,385</b>	<b>3,269</b>	<b>2,456</b>	<b>7,032</b>	<b>5,841</b>	<b>50569</b>	<b>56173</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** Attendance Numbers for April 2015  
**DATE:** May Report 2015

CANBY SWIM CENTER April	ADMIT 2014	ADMIT 2015	PASS 2014	PASS 2015	TOTAL 2014	TOTAL 2015	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	93	92	352	371	445	463	3307	3910
ADULT RECREATION SWIM	34	35	483	517	517	552	4517	5340
MORNING WATER EXERCISE	93	100	476	412	569	512	4480	4504
PARENT/ CHILD	162	208	0	0	162	208	966	1370
MORNING PUBLIC LESSONS	143	176	0	0	143	176	3873	4537
SCHOOL LESSONS	780	1663	0	0	780	1663	2386	4214
NOON LAP	142	106	327	349	469	455	3270	3905
TRIATHLON CLASS	48	68	0	0	48	68	96	145
AFTERNOON PUBLIC	151	231	5	3	156	234	3362	4081
PENGUIN CLUB	0	0	324	314	324	314	1781	1631
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2261	2107
CANBY GATORS	0	0	900	682	900	682	8682	7624
MASTER SWIMMING	0	0	77	33	77	33	373	367
EVENING LESSONS	1440	1428	0	0	1440	1428	9294	10747
EVENING LAP SWIM	41	43	55	27	96	70	1121	1021
EVENING PUBLIC SWIM	319	507	20	44	339	551	3513	4254
EVENING WATER EXERCISE	58	113	44	61	102	174	1065	1029
ADULT LESSONS	0	0	0	0	0	0	93	188
GROUPS AND RENTALS	294	429	0	0	294	429	2474	2685
OUTREACH SWIMMING	0	0	0	0	0	0	516	526
<b>TOTAL ATTENDANCE</b>	<b>3,798</b>	<b>5,199</b>	<b>3,063</b>	<b>2,813</b>	<b>6,861</b>	<b>8,012</b>	<b>57430</b>	<b>64185</b>



March and April, 2015  
Monthly Reports

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

Facilities Maintenance  
March & April 2015  
Prepared by Dan Mickelsen

Well aside from a monkey wrench getting thrown into things, my budget is done for another year. It was relatively painless with little or no capital improvements due to the construction of the new Library / Civic Building. I attended a short kind of meet and greet with some of the players in the Library / Civic Building construction process. I do have a rather extensive list of things I would like to see in the new building that will keep maintenance costs down for the future. We'll see how that all plays out. I also attended a meeting that dealt with purchasing practices and the like. I did spend two days at Clackamas Community College to attend the Water Environment Short School.

Police Dept; 8 w/o requests. I mounted heavy duty curtain rods in the community room then hung beautiful quilts up that were donated by area quilters. I also mounted several signs and file holders, made a couple plumbing repairs as well as changing out numerous ballasts and lamps. 19.25 hrs total.

Adult Center; 2 w/o requests. Repairs are kind of cyclic. Kind of funny that I had to make repairs to the ADA swing door once in December again in January as well as in February and then on March 2<sup>nd</sup>. Knock on wood I haven't been called since. So whatever or whomever was causing the problem has changed their habits. Thank you. I also changed out the flag pole light with a LED lamp to see if I can get a longer life span. 4.5 hrs total.

City Hall; 7 w/o requests. Some ceiling tiles were cut and replaced, did some insect control, repair on door locks, restocking of janitorial supplies and moved office furniture just to list a few. 9.75 hrs total.

Finance 1 w/o request. Other than finishing touches on the budget I received a work order to repair a desk. It was the switch on a hydraulic desk that raises and lowers. I monkeyed around trying to get it to work and things were not going my way. Then I put my tester on the switch and no wonder it was a faulty switch. I returned it for a new one and bingo worked the first time. 3.5 hrs total.

Transit 2 w/o requests; with the warmer weather the bugs are coming out. Both work orders were insect related, ants and bees. 3.5 hrs total.

Library 8 w/o requests. Last summer the gals wanted to know if I had any cubicle dividers that were not being used. I should have said no but, I went ahead and moved some old ones from the old PD over to the Library. They do not move and re assemble worth a hoot. Six months passed and one of the connectors failed so I had swinging walls. I used wide zip ties in a couple of spots then cinched them up trimmed the ends and it worked great. I also hung dry erase boards, picture frames repaired a faulty lockset and replaced screws and bolts in the door closer. 13 hrs total.

Planning / Building; 19 requests. I decided to shift time spent on the Erosion Sediment Control program from Public Works to Planning & Building as it is part of the permit process. On at least three occasions I did drive by inspections on active sites as well as review and approval of 15 new ESC applications. I also removed the Sewer payment box from their Dept. 35 hrs total.

Shop Complex; 13 w/o requests. I spent quite a bit of time on roof maintenance. While cleaning gutters last fall I noticed that a few screws were loose at the gutter line. We did have some pretty hard south winds in Jan & Feb that didn't help matters much. I replaced about 80 feet of closure foam and re screwed or tightened 400 foot of roof line. Repairs were also made to water proof outlet boxes, fans, oil water separator, OH Door openers and our alarm system. 51.25 hrs total.

Public Works; I attended short school, did a driveway approach inspection and attended pre-apps or pre-cons for Hope Village, Civic Building, Western Storage, Emerald Gardens and Canby Square. 30 hrs total.



## Fleet Services

Bi-Monthly Report : March / April 2015

Prepared by Joe Witt, Lead Mechanic

### March 2015

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	3	\$307.50	\$0.00	\$0.00	\$307.50
Adult Center	1	\$735.00	\$424.08	\$253.35	\$1,412.43
Collections	5	\$1,608.75	\$1,416.41	\$209.41	\$3,234.57
Facilities	3	\$273.75	\$26.36	\$0.00	\$300.11
Fleet Service	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	8	\$1,346.25	\$213.97	\$133.49	\$1,693.71
Police	22	\$6,543.75	\$10,814.67	\$2,335.99	\$19,694.41
Streets	12	\$3,341.25	\$3,667.85	\$776.47	\$7,785.57
Transit (CAT)	39	\$12,699.50	\$2,084.72	\$2,391.50	\$17,175.72
Wastewater Treatment	5	\$607.50	\$214.86	\$40.44	\$862.80
Total Work Orders Processed for the Month	<b>98</b>	Totals*			<b>\$52,466.82</b>

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

Note: March Fuel Cost Total is for March 1, 2015 to March 15, 2015 Only

### April 2015

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$48.75	\$0.00	\$89.42	\$138.17
Adult Center	0	\$0.00	\$0.00	\$708.28	\$708.28
Collections	2	\$123.75	\$297.50	\$445.09	\$866.34
Facilities	1	\$48.75	\$0.00	\$144.10	\$192.85
Fleet Service	0	\$0.00	\$0.00	\$107.20	\$107.20
Parks	7	\$1,286.25	\$97.30	\$634.00	\$2,017.55
Police	23	\$10,113.75	\$4,213.55	\$8,014.54	\$22,341.84
Streets	18	\$4,436.25	\$4,351.43	\$2,153.08	\$10,940.76
Transit (CAT)	28	\$10,213.25	\$2,890.84	\$4,947.39	\$18,051.48
Wastewater Treatment	4	\$630.00	\$144.72	\$638.45	\$1,413.17
Total Work Orders Processed for the Month	<b>84</b>	Totals*			<b>\$56,777.64</b>

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

Note: April Fuel Cost Total Includes March 16, 2015 - March 31, 2015 Fuel Cost

### Fleet Service Highlights

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

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker  
March – April 2015

### **Park Renovations**

Canby Wildcats softball organization finished installing new backstop fabric and foul ball protection above the bleachers at Maple St. Park. The project was a big improvement to the park and looks good. I would like to thank Canby Wildcats for their community support and the safety improvements they made to Maple St. Park.

At Northwood track B, the 1 acre boulevard park received a walkthrough inspection. Adjustments to the irrigation system on track A still need adjustment to provide head to head coverage. Some fine tuning to the grading will also be addressed. Track B will receive another weed control application and the entire area will be reseeded and fertilized. Once the weed control is applied the Parks department will assume the mowing duties.

Wilderness International has repaired the pond aeration system at Community Park.

We obtained a quote to replace the restroom fixtures at the Community Park restroom. The 1950's fixtures are at the end of their useful life. The quote was more than anticipated and is doubtful that this project can be accomplished in this budget cycle.

### **Park Maintenance**

Turf fertilizer and moss control applications were finished in the first week of March. Focus of the department was then directed towards shrub bed maintenance and weed control. All the drinking fountains were brought online for the season in the parks system. Three hazard trees were addressed as they were reported to us. By April mowing, edging and string trimming were in full swing and dominating our time. Playground maintenance issues were addressed as found. NW Tree Specialist removed two storm damaged hazard trees at the Canby Adult Center. The last storm debris cleanup we had was in the middle of April.

The Parks Department spent no time addressing graffiti and vandalism the last two months.

Regular maintenance was **not** performed at the 34 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, Library, 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 met with Mr. Robinson and Cade Holbrook regarding an Eagle Scout project at Community Park to upgrade the amphitheater seating area.

I attended the Park and Recreation board meeting.

I wrote and turned in Marks evaluation for review and conducted the evaluation.

We all attended a work zone traffic control class.

I have submitted the 15-16 Park Maintenance budget and a draft version of the budget intro.

### **For your Information**

Canby Kiwanis held its one day volunteer project this year at Arneson Gardens on April the 11<sup>th</sup> 2015. 28 volunteers spread 50 yards of bark dust that totaled over 62 hours worth of labor. The park will be in full bloom this month and I would recommend a visit to the site and see one of Canby's beautiful assets.

Canby High school students descended upon Canby Community Parks, Native Plant Sanctuary on April the 3<sup>rd</sup> 2015. Students cleared more than 8 yards of debris from the site and spread 5 yards of wood chips on the trails and throughout the plantings. Thanks to Matilda for all of her planning and organization on this project.

The Parks Department is responsible for 215 acres of property. I have removed three sites from the parks department listed area of responsibility. Teakwood and Berg right of ways are now being maintained by the Street Department. The 6.1 acre off of Sequoia will be maintained by other means.

Department: PUBLIC WORKS  
For Months of: March and April 2015  
Prepared by: Jerry Nelzen

**1. Streets:**

The Streets Department has worked with Union Pacific Railroad on the N Pine, N Grant and N Elm Street and 99E intersection closures. UPRR are placing concrete sections at these intersections to ensure smooth crossing. The cemetery maintenance, burials and sales are working well with amount of time Public Works has dedicated towards it. Fixed potholes around town and ADA ramp at S Juniper Street and 99E.

The crew received and located 123 locates for March.

Streets	Total Hours
Street Sweeping	107
Street Sweeping Maintenance	8
Street Maintenance	348
Sidewalks	36
Street Sign Manufacturing	18
Street Sign Maintenance	33
Street Sign Installation	22
Street Light Repair	5
NW 1 <sup>st</sup> Ave Landscape	37.5
NE/NW 2 <sup>nd</sup> Ave Landscape	4.5
Cinema Parking Lot Landscape	19
Landscape Assistance Worker	20.5
Cemetery	187.5
Vactor Usage	11

**2. Sewer and Storm System:**

The crew cleaned sewer mains and lift stations. Cleaned wash rack at the Shops plugged with grass clippings.

Sewer	Total Hours
Sewer Cleaning	44
Sewer Maintenance/Repair	20
Sewer TV'ing	9
Sewer Laterals	19
Lift Station Maintenance	34.5
Locating Utilities	100
Sewer Inspections	3.5
Vactor Usage	16.5
Drying Beds	8

<b>Storm</b>	
Drywell Maintenance/Repair	37
Storm Line Maintenance/Cleaning/Repair	7.5
Vactor Usage	12
Drying Beds	8

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

The crew repaired and installed several signs around town. The crew fixed or repaired 6 street lights. Canby Transit Station asked for our assist in taking out the older CAT bus stop signs.

### 4. **Miscellaneous:**

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	42
Warehouse Maintenance	11
Equipment Cleaning	14
Miscellaneous Work Orders	9
Other	13

## April 2015

### 1. Streets:

The project on SW 4<sup>th</sup> Avenue was completed this month and included new asphalt, storm lines and catch basins, lighted crosswalk signals and lighted crosswalk and was dedicated on Friday, April 17, 2015. Fixed potholes around town, graded and re-rocked alleyways in town and made petunia tower next to fountain in the city's public parking lot. Installed new donation box at the cemetery and limbed up tree limbs adjacent to the intersection of Sequoia Parkway and Township Road. Trimmed back landscape on N Locust Street out of our right-of-way and site vision clearance problem.

The crew received and located 142 locates for April.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	12
Street Sweeper Maintenance	5
Street Maintenance	468.5
Sidewalks Inspections	3
Driveway Approach Inspections	2
Street Sign Manufacturing	25
Street Sign Maintenance	19
Street Sign Installation	20
NW 1 <sup>st</sup> Avenue Landscape	6.5
NW 2 <sup>nd</sup> Avenue Landscape	7.5
Cinema Parking Lot Landscape	14
Landscape Assistance	17.5
Banners	1
Street Light Repair	6
Cemetery	104.5
Tree Trimming	27
Tree Removal	123
Dump Truck	85.5
Vactor Truck	4

### 2. Sewer and Storm System:

The Collections crew cleaned sewer main system around town and inspected lift stations. Fixed sink hole next to drywell on NE 21<sup>st</sup> Avenue. Replaced (2) broken catch basins on SE 2<sup>nd</sup> Avenue.

<b>Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	39
Sewer TV'ing	10.5
Sewer Laterals	1
Lift Station Maintenance	1
Locating Utilities	55.5
Sewer Inspections	3
Vactor Usage	29
Drying Beds	1
<b>Storm</b>	
Catch Basin Maintenance	43.5
Drywell Maintenance	5
Storm Line Maintenance/Repair	1
Storm Line Inspections	2
Vactor Usage	5

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

During the month the crew fixed 6 street lights and fixed/repared 3 street signs. Installed new pedestrian light crosswalk signs at SW 4<sup>th</sup> Avenue. Removed trees at Civic Center work site.

### 4. **Miscellaneous:**

Lent sandwich barricades to Hope Village for their annual Easter egg hunt. Picked up chairs and tables and set them up for Renate, Economic Development. Took the chairs and tables back to Canby Rental the next day.

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	17
Plan Preview for Subdivisions	6
Equipment Cleaning	3.5
Schooling/Training	106
Other	8

Tech Services Department  
Bi-Monthly Report for March and April, 2015

From: Amanda Zeiber  
Prepared By: Bryce Frazell  
Date: May 7, 2015



## KEY

**Sessions** (total number of sessions to your site)

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

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

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

**Average Session Duration** (average session length of all users)

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

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

## Google Analytics Summary Report: March and April 2015

<u>Audience Overview</u>	<u>March</u>	<u>April</u>
Sessions (site visits)	8,562	8,297
Users/unique visitors	6,116	5,898
Page Views	20,588	21,292
Pages per Session	2.4	2.57
Average Session Duration	1 min 49 sec	1 min 53 sec
Bounce Rate (% of single-page visits)	55.33%	50.19%
New Sessions/Users	61.01%	59.07%

*March/April numbers are up from last report*

<u>New Vs. Returning Visitors</u>	<u>March</u>	<u>April</u>
New	61.01%	59.09%
Returning	38.99%	40.91%

<u>Browser &amp; Operating System</u>	<u>March - Top 5 Browsers Used:</u>	<u>April - Top 5 Browsers Used:</u>
	Chrome (38.39%)	Chrome (37.17%)
	Safari (24.90%)	Safari (23.57%)
	Internet Explorer (21.62%)	Internet Explorer (23.18%)
	Firefox (9.90%)	Firefox (11.17%)
	Android Browser (4.26%)	Android Browser (3.54%)

*Top 5 Browsers have been the same for February, March & April 2015*

<u>Overview (Technology)</u>	<u>March</u>	<u>April</u>
Desktop	56.84%	58.47%
Mobile	36.72%	34.83%
Tablet	6.44%	6.70%

*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 (37.56%)	Apple iPhone (36.65%)
	Apple iPad (10.69%)	Apple iPad (11.49%)
	Not Set (6.93%)	Not Set (4.24%)

*Same top 2 mobile devices for the past 6 months. 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
	CAT Home Page	CAT Home Page
	Swim Center Home Page	Swim Center Home Page
	Job Openings	Job Openings
	CAT Routes	CAT Routes

*Top 5 visited pages keeping very consistent with rankings changing occasionally*

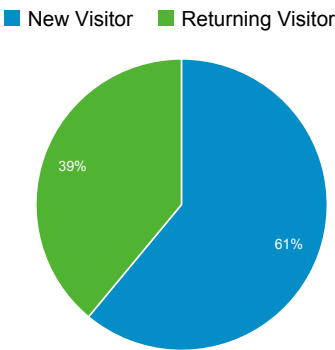
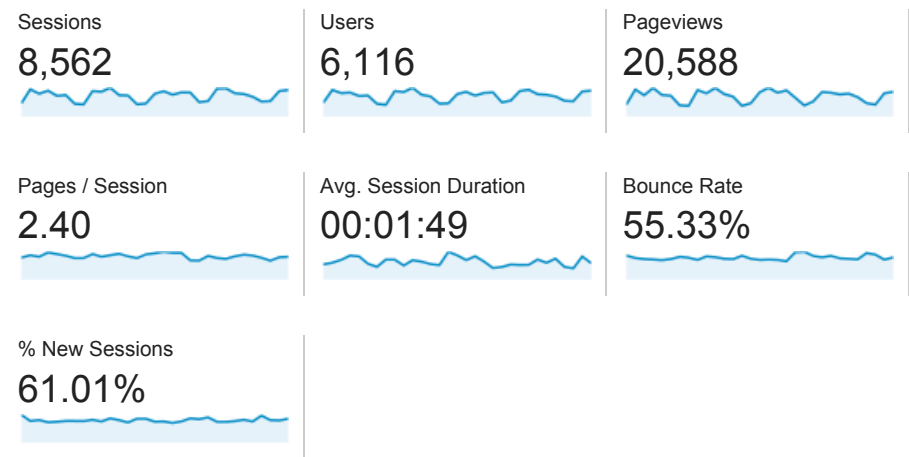
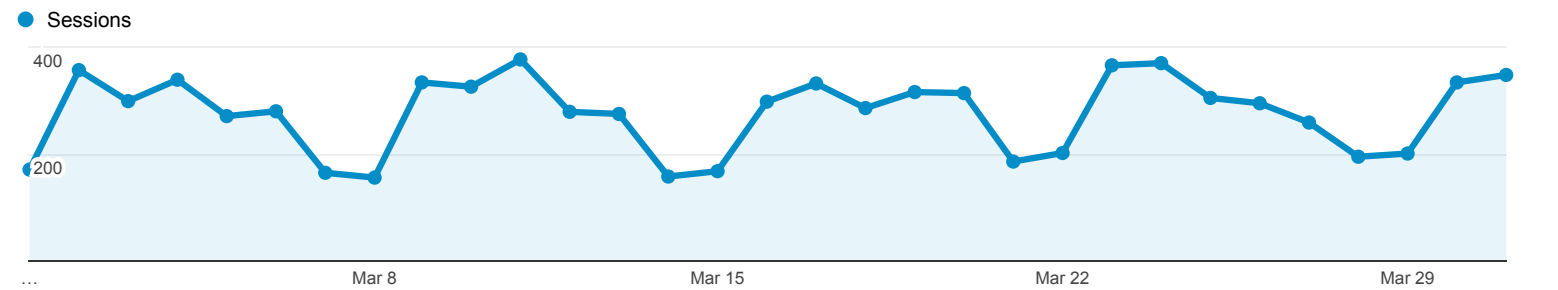
MARCH 2015

# Audience Overview

Mar 1, 2015 - Mar 31, 2015

All Sessions  
100.00%

## Overview



Language	Sessions	% Sessions
1. en-us	7,981	93.21%
2. (not set)	319	3.73%
3. en	43	0.50%
4. es-us	28	0.33%
5. en-gb	27	0.32%
6. es-419	27	0.32%
7. pt-br	18	0.21%
8. ru	17	0.20%
9. es-es	16	0.19%
10. es	10	0.12%

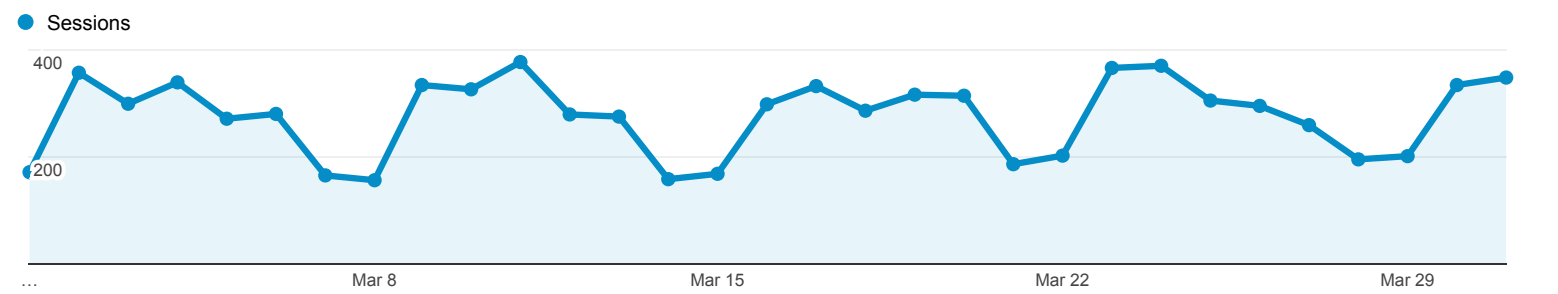
# New vs Returning

Mar 1, 2015 - Mar 31, 2015



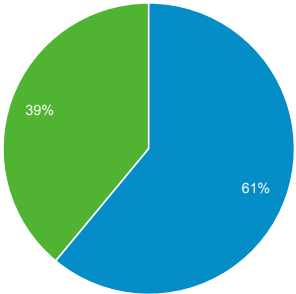
Explorer

Summary



User Type	Sessions	Sessions
	8,562 % of Total: 100.00% (8,562)	8,562 % of Total: 100.00% (8,562)
1. New Visitor	5,224	61.01%
2. Returning Visitor	3,338	38.99%

Contribution to total: Sessions



Rows 1 - 2 of 2

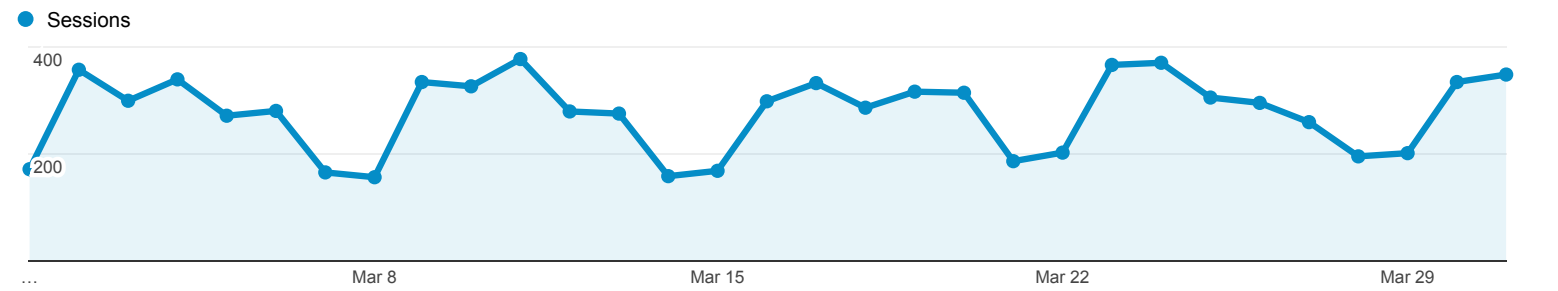
# Browser & OS

Mar 1, 2015 - Mar 31, 2015

All Sessions  
100.00%

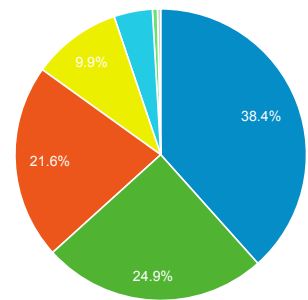
Explorer

Summary



Browser	Sessions	Sessions
	8,562 % of Total: 100.00% (8,562)	8,562 % of Total: 100.00% (8,562)
1. Chrome	3,287	38.39%
2. Safari	2,132	24.90%
3. Internet Explorer	1,851	21.62%
4. Firefox	848	9.90%
5. Android Browser	365	4.26%
6. Amazon Silk	48	0.56%
7. Opera	8	0.09%
8. Safari (in-app)	8	0.09%
9. IE with Chrome Frame	4	0.05%
10. Opera Mini	3	0.04%

Contribution to total: Sessions



Rows 1 - 10 of 15

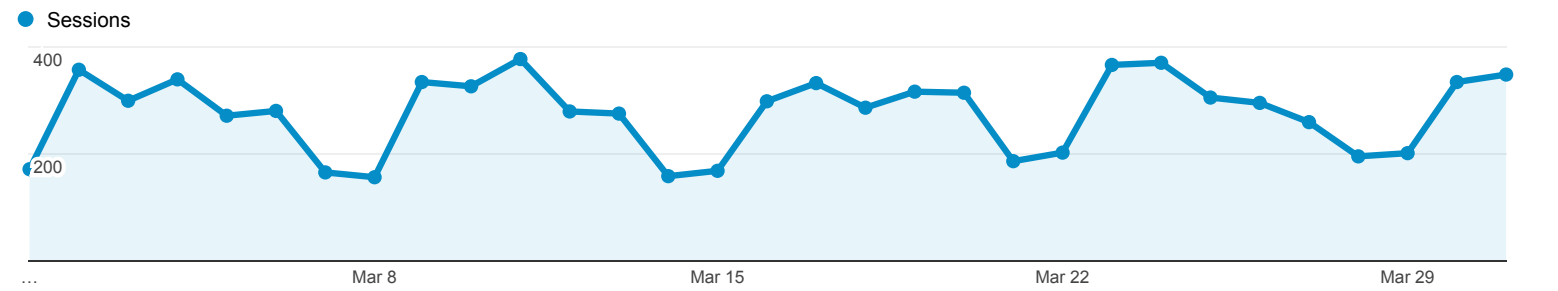
Overview

Mar 1, 2015 - Mar 31, 2015



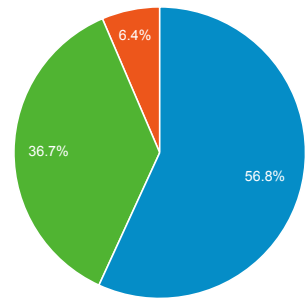
Explorer

Summary



<input type="checkbox"/> Device Category	Sessions	Sessions
	8,562 % of Total: 100.00% (8,562)	8,562 % of Total: 100.00% (8,562)
1. desktop	4,867	56.84%
2. mobile	3,144	36.72%
3. tablet	551	6.44%

Contribution to total: Sessions



Rows 1 - 3 of 3

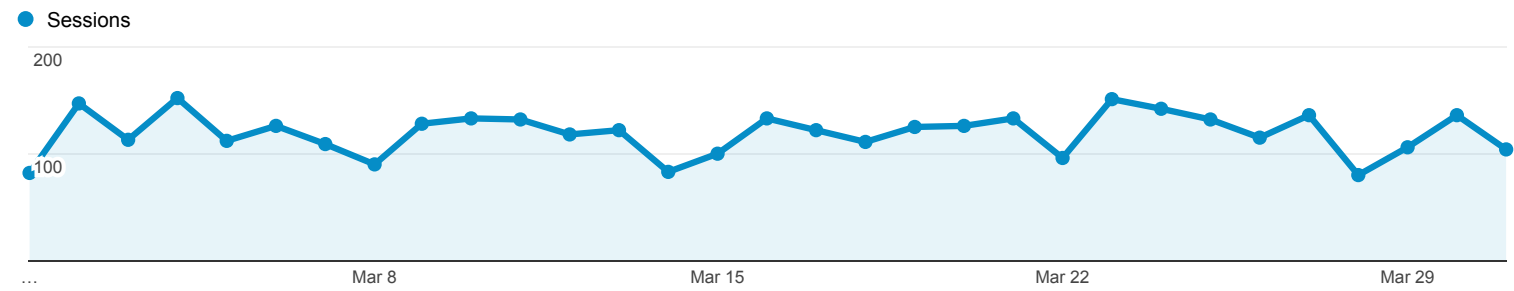
# Devices

Mar 1, 2015 - Mar 31, 2015



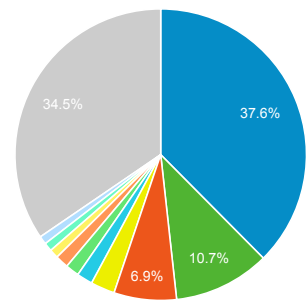
## Explorer

Summary



Mobile Device Info	Sessions	Sessions
	3,695 % of Total: 43.16% (8,562)	3,695 % of Total: 43.16% (8,562)
1. Apple iPhone	1,388	37.56%
2. Apple iPad	395	10.69%
3. (not set)	256	6.93%
4. Samsung SM-G900V Galaxy S5	99	2.68%
5. Samsung SCH-I535 Galaxy S III	65	1.76%
6. Samsung SM-G900P Galaxy S5	56	1.52%
7. Samsung SM-G900A Galaxy S5	54	1.46%
8. Apple iPod	37	1.00%
9. Samsung SM-G870A Galaxy S5 Active	35	0.95%
10. Samsung SCH-I545 Galaxy S IV	34	0.92%

Contribution to total: Sessions



Rows 1 - 10 of 274



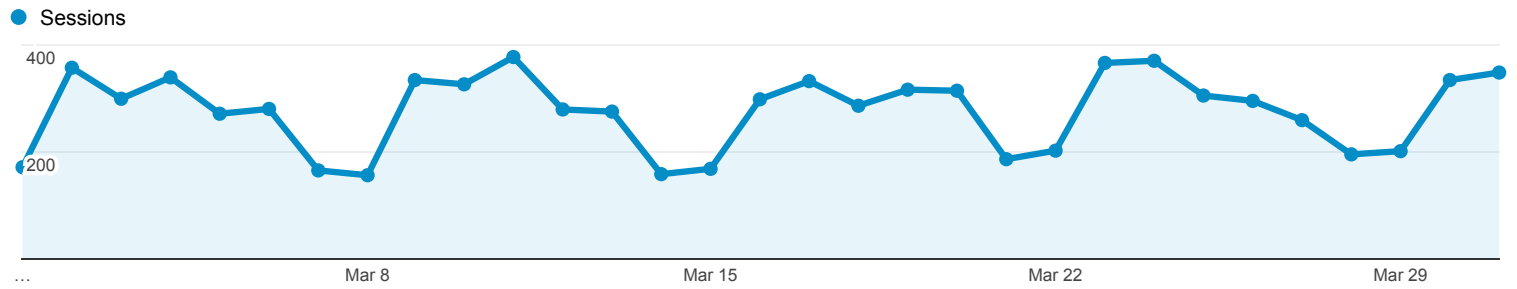
# Landing Pages

Mar 1, 2015 - Mar 31, 2015

All Sessions  
100.00%

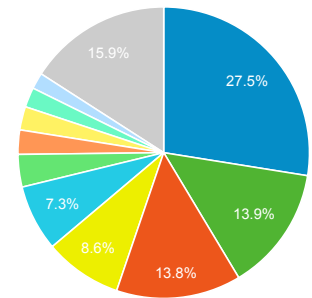
Explorer

Summary



Landing Page	Sessions	Sessions
	8,562 % of Total: 100.00% (8,562)	8,562 % of Total: 100.00% (8,562)
1. /	2,357	27.53%
2. /transportation/CAThome page.htm	1,187	13.86%
3. /Departments/swim/swim center.htm	1,185	13.84%
4. /Jobs/jobopenings.htm	738	8.62%
5. /transportation/routes.htm	629	7.35%
6. /Departments/court/court .htm	309	3.61%
7. /Departments/swim/schedule.htm	231	2.70%
8. /RFPs.htm	222	2.59%
9. /Departments/pw_operations/parks/park_facilities.htm	188	2.20%
10. /cityservices/cityserv.htm	154	1.80%

Contribution to total: Sessions



Rows 1 - 10 of 92

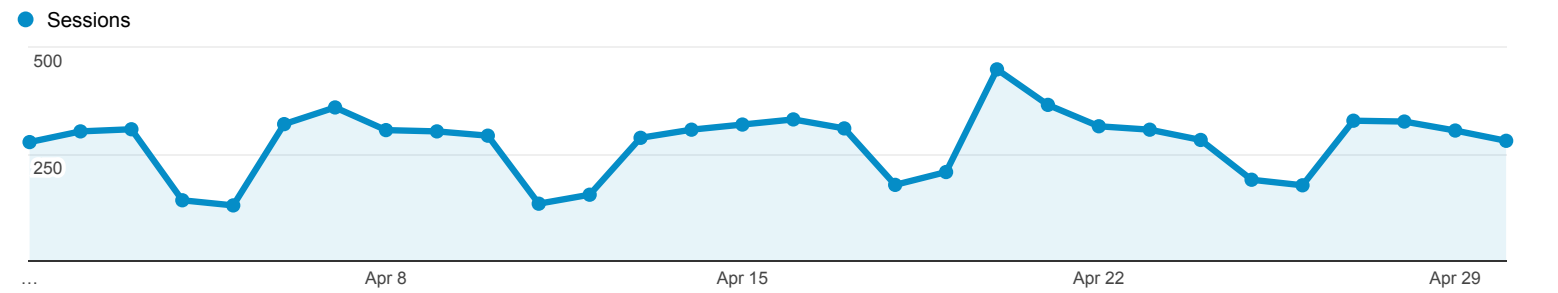
APRIL 2015

# Audience Overview

Apr 1, 2015 - Apr 30, 2015

All Sessions  
100.00%

## Overview



Sessions  
**8,297**

Users  
**5,898**

Pageviews  
**21,292**

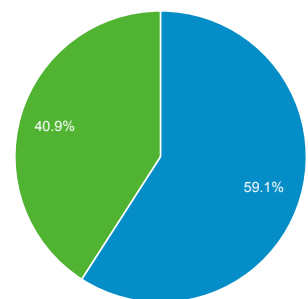
Pages / Session  
**2.57**

Avg. Session Duration  
**00:01:53**

Bounce Rate  
**50.19%**

% New Sessions  
**59.07%**

■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	7,908	95.31%
2. (not set)	78	0.94%
3. es-us	51	0.61%
4. en	44	0.53%
5. es-419	40	0.48%
6. ru-ru	32	0.39%
7. ru	27	0.33%
8. en-gb	18	0.22%
9. pt-br	17	0.20%
10. es-es	10	0.12%

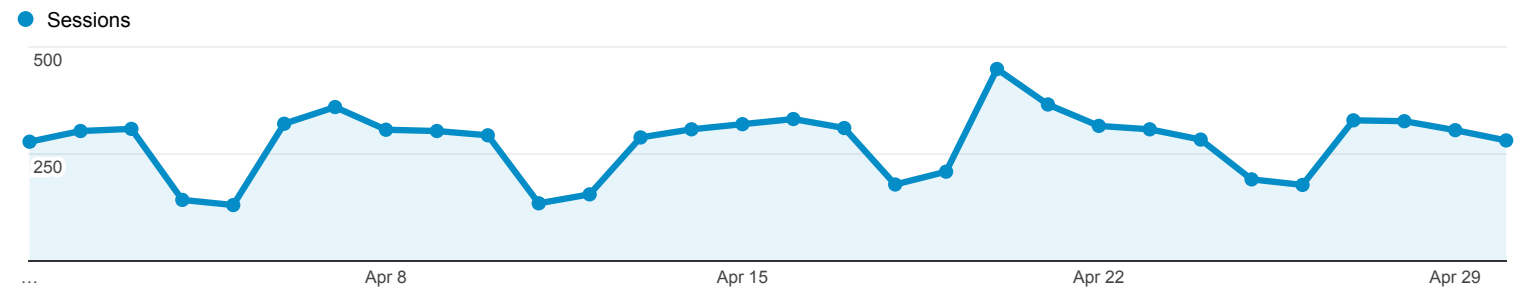
# New vs Returning

Apr 1, 2015 - Apr 30, 2015



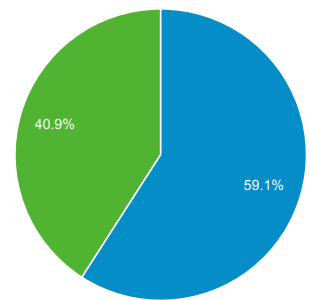
## Explorer

Summary



User Type	Sessions	Sessions
	8,297 % of Total: 100.00% (8,297)	8,297 % of Total: 100.00% (8,297)
1. <span style="color: blue;">■</span> New Visitor	4,903	59.09%
2. <span style="color: green;">■</span> Returning Visitor	3,394	40.91%

Contribution to total: Sessions



Rows 1 - 2 of 2

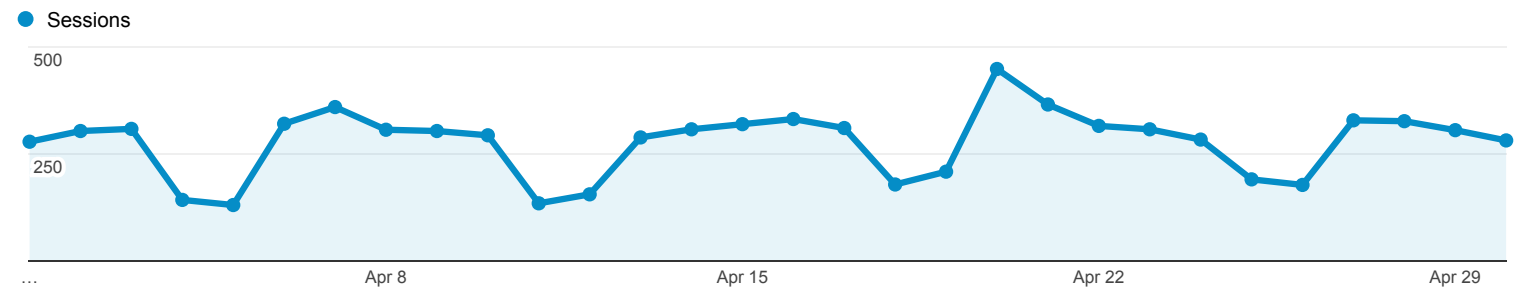
# Browser & OS

Apr 1, 2015 - Apr 30, 2015

All Sessions  
100.00%

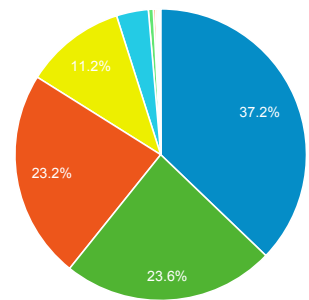
## Explorer

### Summary



Browser	Sessions	Sessions
	8,297 % of Total: 100.00% (8,297)	8,297 % of Total: 100.00% (8,297)
1. Chrome	3,084	37.17%
2. Safari	1,956	23.57%
3. Internet Explorer	1,923	23.18%
4. Firefox	927	11.17%
5. Android Browser	294	3.54%
6. Amazon Silk	45	0.54%
7. Opera	20	0.24%
8. Safari (in-app)	16	0.19%
9. (not set)	12	0.14%
10. YaBrowser	6	0.07%

Contribution to total: Sessions



Rows 1 - 10 of 18

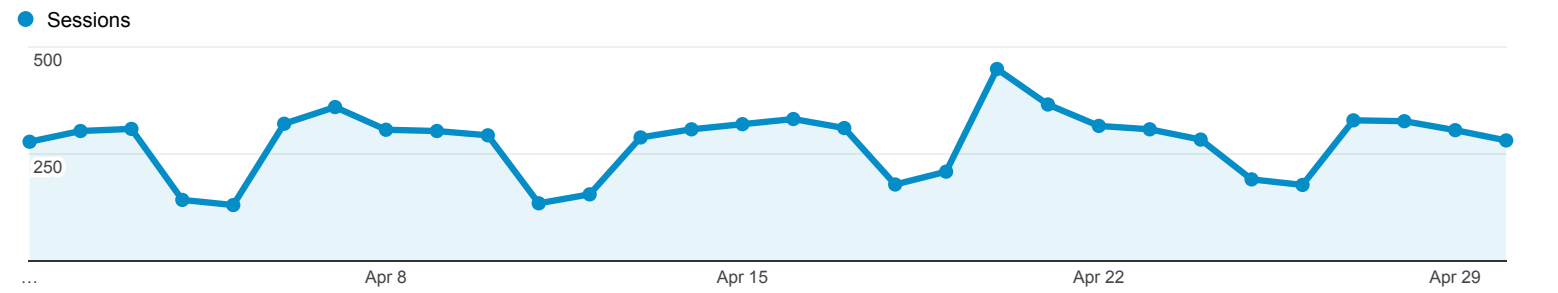
Overview

Apr 1, 2015 - Apr 30, 2015

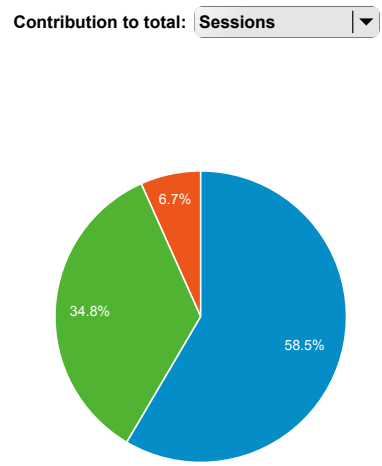


Explorer

Summary



<input type="checkbox"/>	Device Category	Sessions	Sessions
		8,297 % of Total: 100.00% (8,297)	8,297 % of Total: 100.00% (8,297)
1.	desktop	4,851	58.47%
2.	mobile	2,890	34.83%
3.	tablet	556	6.70%



Rows 1 - 3 of 3

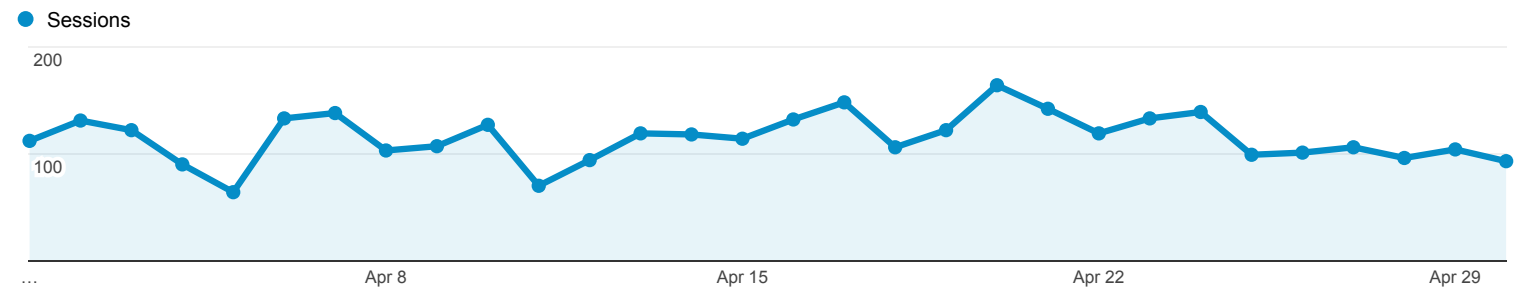
# Devices

Apr 1, 2015 - Apr 30, 2015

All Sessions  
41.53%

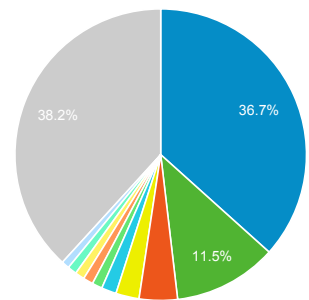
## Explorer

Summary



Mobile Device Info	Sessions	Sessions
	3,446 % of Total: 41.53% (8,297)	3,446 % of Total: 41.53% (8,297)
1. Apple iPhone	1,263	36.65%
2. Apple iPad	396	11.49%
3. (not set)	146	4.24%
4. Samsung SM-G900V Galaxy S5	89	2.58%
5. Samsung SM-G900A Galaxy S5	57	1.65%
6. Samsung SM-G900P Galaxy S5	39	1.13%
7. Samsung SCH-I535 Galaxy S III	38	1.10%
8. Samsung SCH-I545 Galaxy S IV	36	1.04%
9. Samsung SPH-L710 Galaxy S III	35	1.02%
10. Motorola XT1031 Moto G	30	0.87%

Contribution to total: Sessions



Rows 1 - 10 of 277

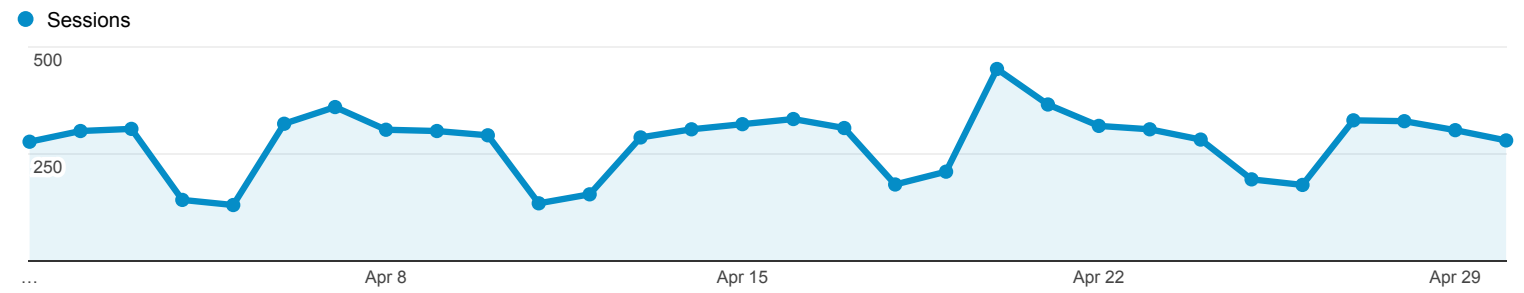
# Landing Pages

Apr 1, 2015 - Apr 30, 2015

All Sessions  
100.00%

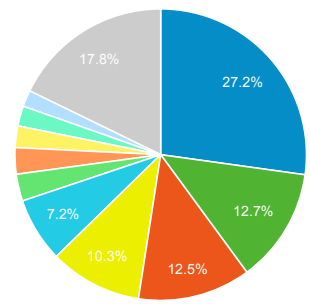
Explorer

Summary



Landing Page	Sessions	Sessions
	8,297 % of Total: 100.00% (8,297)	8,297 % of Total: 100.00% (8,297)
1. /	2,257	27.20%
2. /transportation/CAThome page.htm	1,056	12.73%
3. /Departments/swim/swim center.htm	1,038	12.51%
4. /Jobs/jobopenings.htm	851	10.26%
5. /transportation/routes.htm	594	7.16%
6. /Departments/pw_operations/parks/park_facilities.htm	248	2.99%
7. /Departments/swim/schedule.htm	243	2.93%
8. /Departments/court/court.htm	199	2.40%
9. /transportation/transittax.htm	184	2.22%
10. /Departments/development_services/development_serv.htm	151	1.82%

Contribution to total: Sessions



Rows 1 - 10 of 106



# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of March & April, 2015

Date: May 4 2015

Prepared by: Julie Wehling

Through: Rick Robinson, City Administrator

### 1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) Quarterly Report submitted to ODOT.
- c) On March 13<sup>th</sup> our biannual application for FTA Section 5310 funding was reviewed by TriMet's Special Transportation Fund Advisory Committee (STFAC). Our request was recommended for approval for \$110,000 (\$55,000 annually) in operating funds and \$132,441 (\$66,220.50 annually) in preventive maintenance funds. We also requested \$117,546 for a replacement vehicle. If funded our match requirement would be 10.27% (\$13,454) of the estimated vehicle cost (\$131,000). Section 5310 is for elderly and disabled transportation services.
- d) At the same meeting on March 13<sup>th</sup> our applications for state Special Transportation Fund (STF) funding and for supplemental state funding were also recommended for approval by the STFAC. The STF application was for \$245,500 (\$122,750 annually) and the application for supplemental funding was for \$110,400 (\$55,200 annually) in operating funds and \$49,980 to pay the 17 % match for our Section 5339 vehicle grant which was approved earlier this year. These funds are also specifically for elderly and disabled transportation services.
- e) Following approval by the TriMet Board of Directors (March 26<sup>th</sup>) the applications listed above were submitted to ODOT. After a review by the ODOT staff the applications will receive final approval by the Oregon Transportation Commission (OTC) sometime in May. Following OTC approval the contracts can be drafted. It is usual for contracts to arrive in time to be executed by July 1<sup>st</sup>.

### 2) Ridership:

Total ridership year to date for FY 2014-15 is up by 4.54 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 9,318 rides in March (13.33% more than March of 2014).
  - 1,480 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 12.53% fewer than were provided during March of 2014.
  - 5,734 to Oregon City (16.28% more rides than March of 2014).
  - 2,104 to Woodburn (31.58% more rides than March of 2014)

- b) 9,363 rides in April (4.18% more rides than April of 2014).
- 1,652 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 10.21% fewer rides than were provided during April of 2014.
  - 5,598 to Oregon City (6.71% more rides than April of 2014)
  - 2,097 to Woodburn (10.31 % more rides than April of 2014).

The drop in ridership experienced since the service cuts in 2011 seems to have ended. So far this fiscal year, total system ridership holding its own or trending up slightly.

#### Updates:

- a) The Rider of the Month for March was Vanessa Diaz and the winner for April was Lillian Walter. Both riders got a free bus pass and other goodies.
- b) In March and April we provided 214 same day rides on a space available basis. Customers who know their appointment time in advance are strongly encouraged to make their ride requests a day or two prior to the trip; because same day rides must be added to an existing ride schedule. Not all same day requests can be accommodated. Additionally, same day rides require riders to be very flexible with their pick-up and return times which usually means a longer wait for the same day ride request.
- c) On March 18<sup>th</sup> MV Transit honored CAT drivers with a barbeque lunch to celebrate International Transit Driver Appreciation Day. Several members of the Transit Advisory Committee and Councilor H
- d) The bus yard construction was completed by mid-April. As of May 1<sup>st</sup> CAT will occupy the space.
- e) On April 7<sup>th</sup> Mr. Grady Johnson of GT Excavating, LLC was selected to build and install bus stop signs along the portions of the CAT route outside the Canby city limits. Work will begin in early to mid-May.

#### 4) Collisions and Incidents

- a) On March 31<sup>st</sup> a customer hit his leg on a fold-up seat and was injured. Later he required hospitalization.
- b) In April there were no collisions or incidents.

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

- a) On March 4<sup>th</sup> Julie Wehling attended the Clackamas County Coordinating Committee (C4) as the rural public transit representative.
- b) On March 6<sup>th</sup> Julie Wehling attended the Special Transportation Fund Advisory Committee (STFAC) meeting to present CAT's funding applications.
- c) On March 9<sup>th</sup> Julie Wehling participated in a group presentation (by ODOT Region 1 Transit Providers) at the Public Transit Advisory Committee (PTAC). PTAC is

an advisory committee for ODOT's Rail and Public Transit Division.

- d) On March 13<sup>th</sup> Julie Wehling attended the STFAC to be available for questions and support the CAT applications.
- e) On March 19<sup>th</sup> Julie Wehling attended the Share the Ride presentation at the Canby Adult Center.
- f) On March 19<sup>th</sup> and April 16<sup>th</sup> the Transit Advisory Committee met and held their regular meeting.
- g) On March 26<sup>th</sup> Julie Wehling participated in a webinar regarding an online scheduling tool (Transit Mix Pro) that ODOT has made available for free to public transit providers.
- h) On April 2<sup>nd</sup> Julie Wehling attended the Clackamas County Coordinating Committee (C4) as the rural public transit representative.
- i) On April 7<sup>th</sup> Julie Wehling video conferenced an Efare presentation/discussion hosted by TriMet to describe their planned electronic fare system scheduled to be implemented in 2017. The discussion included the feasibility of adding other transit providers to the system in the future. Additional meetings to discuss this are expected.
- j) On April 8<sup>th</sup> Julie Wehling, Nancy Muller, Carol Luce, Mariah Laitinen, and Arlene Dana attended Transit Day in Salem. The group witnessed Governor Brown signing the Oregon Transit Day proclamation and spoke with Representative Bill Kennemer and Senator Alan Olsen.
- k) On April 22<sup>nd</sup> Julie Wehling attended the first session of the first Clackamas County Citizens Academy.
- l) On April 30<sup>th</sup> Julie Wehling, Mariah Laitinen, and Carol Luce attended Representative Kennemer's Town Hall Forum at Hope Village.
- m) MV held a driver safety training meetings on March 14<sup>th</sup> and April 11<sup>th</sup>.



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

### **Department: Wastewater Treatment Plant**

### **For Months of:**

### **March & April 2015**

To: The Honorable Mayor Hodson & City Council  
From: Dave Conner, Lead Operator  
Through: Rick Robinson, City Administrator  
Date: April 30, 2015

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

The water quality for the months of March and April remain excellent with no violations. Plant Operators continually maintain daily monitoring and operations of the plant to maintain NPDES permit compliance. Capital improvement project construction is in full swing and operators will be closely monitoring processes as we enter our more stringent summer compliance permit.

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

- Completed 2014 Biosolids Annual Report.
- Completed annual budget and future capital improvements evaluation.
- Completed all required annual reports for DEQ.
- Continuing to work on 5 year NPDES permit renewal.
- Revised Sewer Use Ordinance.
- Design of web page.
- Repaired Filters on Aqua Aerobics Disk filter.
- Made customized map of process water system.
- Spring fertilize and broad leaf spray applied to yards.
- Cleaned all sidewalks and concrete walls in Treatment plant.
- Replaced Wash Tank VFD.
- Replaced Blower and Ras VFD.
- Completed testing of all new plant valves.
- Finished emptying and cleaning Biosolids lime silo.
- Machined stabilized sludge pump mounting bracket to fit slide rail.
- Installed new bearing on Biosolids conveyor.
- Installed new UHMW bushings on Ashbrook belt press sludge hopper.
- Labeled pumps and controls in Ras room.
- Installed new ABS recirc pump in North side of aeration basin.
- Partially drained N & S secondary clarifier for install of weir cleaning mechanisms.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

## **PRETREATMENT, FOG (fats, oils and grease) program**

### **March.**

- Pump Outs: 24
- Inspections: 5

### **April.**

- Pump Outs: 36
- Inspections: 5
- Completed 2014 Pretreatment Annual Report.
- Reviewed March/April Business License renewals.
- IU Inspection of Potters Industries.

### **Biosolids Program:**

- Belt ran 18 days in March.
- 17 loads to Heard Farms, 400 wet tons.
- Belt ran 17 days in April.
- 13 loads to Heard Farms, 319 wet tons.

### **Daily Lab Activity**

### **Monthly / Weekly NPDES Permit Tests**

- TSS
- BOD
- CBOD
- Ammonia
- E-coli
- Alkalinity
- pH
- Total Flow
- UV Dosage
- DMR QA 35 started and completed

### **Meetings and Training Attended**

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

- Daily staff and operations meeting.
- Attended CCC Water Environmental School for required State CEU's.
- Plant tour to Albany's to learn about their composting facility.
- Construction meetings with Curran McLeod/McClure and Sons.
- Master plan informational plant tours to several NW Treatment Plants.
- Capital Improvements meeting with Engineers.
- NPDES permit renewal meetings with ACWA, DEQ,
- City Safety Committee.

## **Management Team Meeting Minutes**

**May 4, 2015**

**2:00 PM**

### **City Hall Conference Room**

In attendance: Rick Robinson, Kim Scheafer, Bryan Brown, Haley Fish, Melissa Kelly, Amanda Zeiber, Renate Mengelberg, Julie Wehling, and Joseph Lindsay.

#### Bryan Brown

- Canby Square retail pad and Emerald Gardens plans were approved
- Knott Street partition application is being viewed
- Franz Meadows subdivision is going to the Planning Commission on June 8
- Expect to be getting an application from Western Storage for Phase III
- Three home permits were issued
- N. Redwood Development Concept Plan meeting last week went well
- Public Works currently does sidewalk and driveway inspections. A fee needs to be added to the Master Fee Schedule for them.

#### Amanda Zeiber

- Triplett Wellman will be the Library/Civic Building General Contractor
- Three days of sick leave per year may be used by AFSCME members to care for a minor child. Any questions regarding interpretation of contract language need to be directed to Amanda.
- Heath insurance increase will be 7.8%

#### Kim Scheafer

- Bi-Monthly Reports are due by Friday
- Reviewed Agendas for the May 20 URA Work Session & CC meeting

#### Julie Wehling

- Bus signs are being installed outside city limits
- Bus parking lot is all done. Will be striped soon.
- Orange line is being renamed the 99 line
- Out of office Wednesday – Friday this week
- At a C4 Retreat June 12 and 13

#### Haley Fish

- Budget Committee meetings are now being held. General Fund will be presented on Thursday night.

#### Melissa Kelly

- DIA celebration was held last Saturday
- Summer reading signup starts on June 8
- Summer meal program will be held at the school this year instead of the park
- LINC Courier time will be changing
- Purchased a new EBook platform. Library 2 Go has become too expensive.
- County is purchasing an RFIC system
- New digital sign at the library is working
- New website is being tested in May and goes live in June
- Attending a conference Thursday and Friday
- On vacation May 15-19

Renate Mengelberg

- Work Session with Don Scheldahl went well
- Developer is meeting with property owners on block City Hall is located
- First Friday season started last week
- Farmers Market had a great turnout at their new location
- Flower baskets are going up this week

*Minutes taken by Kim Scheafer*