



## AGENDA

### CANBY CITY COUNCIL MEETING

January 21, 2015

7:30 PM

Council Chambers  
155 NW 2<sup>nd</sup> Avenue

*Mayor Brian Hodson*

*Council President Tim Dale*

*Councilor Tracie Heidt*

*Councilor Traci Hensley*

*Councilor Greg Parker*

*Councilor Todd Rocha*

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### CITY COUNCIL MEETING

#### 1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance
- C. Discover Canby: A Newcomers and Visitors Guide

Pg. 1

#### 2. COMMUNICATIONS

#### 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

#### 4. MAYOR'S BUSINESS

#### 5. COUNCILOR COMMENTS & LIAISON REPORTS

#### 6. CONSENT AGENDA

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

- A. Approval of Minutes of the January 7, 2015 City Council Regular Meeting
- B. Approval of Minutes of the January 7, 2015 City Council Special Meeting
- C. Reappointment to Canby Utility Board

Pg. 6

#### 7. RESOLUTIONS & ORDINANCES

- A. Res. 1207, A Resolution to Participate in the Public Employees Retirement System (PERS) Unused Sick Leave Program Pg. 7
- B. Ord. 1410, Authorizing a Contract with GT General Contracting in the Amount of \$230,301.44 for SW 4<sup>th</sup> Avenue Road Improvements Pg. 9
- C. Ord. 1411, Authorizing a Contract with Heard Farms for Wastewater Sludge Removal Pg. 25

8. **NEW BUSINESS**
9. **CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**
10. **CITIZEN INPUT**
11. **ACTION REVIEW**
12. **EXECUTIVE SESSION:** ORS 192.660(2)(e) Real Property and ORS 192.660(2)(h) Litigation (*The Executive Session will be held after the City Council Work Session*)
13. **ADJOURN**

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**WORK SESSION**  
**(Immediately Following City Council Meeting)**  
**City Hall Conference Room**  
**182 N Holly**

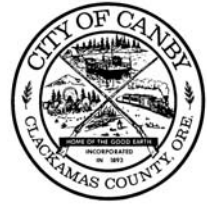
The City Council will be meeting in a Work Session to review Expressions of Interest for development, redevelopment, purchase or lease for five city-owned properties and up to one block in downtown Canby.

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\*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.

# *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:** *January 21, 2015*

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**Issue:** Discover Canby: A Newcomers and Visitors Guide

**Synopsis:**

Canby Main Street and Economic Development have designed a bright and engaging brochure to introduce residents and visitors alike to the many attractions and experiences that Canby has to offer. *Discover Canby: A Newcomers and Visitors Guide* serves as an excellent source of information with listings of community events, descriptions of local businesses, area maps, and entertainment ideas. The goal is to showcase unique shopping and dining experiences, outdoor recreation options, and cultural and historical points of interest here in Canby.

This brochure is designed to attract a variety of customers and visitors to Canby. For residents, it can remind them of the many things to do and see in Canby, and for newcomers it can help them realize that everything they need is right here in town. For visitors, perhaps attending a function at the Event Center or passing through on Highway 99E, an intriguing selection of activities may persuade them to linger longer or come back again to explore.

The professionally printed brochures will be widely distributed to maximize their marketing impact. They will be placed in Canby businesses, at the Chamber of Commerce, and in venues such as the Clackamas County Event Center and regional tourism centers, among others. These are well established locations for visitor information that cater to tourists and local residents to encourage tourism.

The brochure is also linked to the Explore Canby app, a free city-wide mobile application for smart phones and tablets, to provide another avenue to engage with users. A PDF version of the brochure is available online in order to more easily share this wealth of information with local and regional tourism and business partners, and to be linked to websites, event promotions, and social media forums.

Funding for printing 1,000 of these brochures came from the Community Partnership Grant from Clackamas County Tourism & Cultural Affairs, facilitated by the Canby Area Chamber of Commerce.

Thanks go to Mallory Gwynn and Audrey Traaen at the Chamber of Commerce, the Community Partnership Grant committee, Renate Mengelberg, Economic Development Director, Jamie Stickel, Main Street Manager, Bryce Frazell, Web Designer at [websthatwork.net](http://websthatwork.net), Jayme Taylor, GIS Intern, and Buel's Impressions Printing for their contributions to making this project a success.

**Options for Council Consideration:**

- Accept *Discover Canby: A Newcomers and Visitors Guide* and direct staff to publicize them and embed them in City websites and encourage local partners to link to them to actively promote Canby.
- Acknowledge the team that created the brochure and maps.
- Provide other direction to staff.

# Events 2015

**First Fridays.....every month**  
**Saturday Farmers Market.....May-Sept**  
**Canby Food, Wine, and Brew**  
**Festival.....May 28-31**  
**Canby 5K Run.....June 6**  
**General Canby Day.....July 4**  
**Harefest.....July 18**  
**Slice of Summer Concerts.....July 19**  
**July 26**  
**Aug 2**  
**Aug 9**  
**3x3 Basketball Tournament.....July 24-25**  
**Clackamas County Fair & Rodeo...Aug 18-23**  
**Canby's Big Weekend.....Aug 28-30**  
**Cruise-In.....Aug 28-30**  
**Canby Dahlia Run.....Aug 29**  
**Dahlia Festival.....Aug 29-31**  
**Sept 5-7**  
**Basil & Art Festival.....Aug 29-31**  
**Sept 5-7**  
**Kiss Summer Goodbye Party.....Sept 5**  
**St. Josef's Winery Grape**  
**Stomp.....Sept 19-20**  
**Fir Point Farms Pumpkin**  
**Patch.....October weekends**  
**Halloween Kids' Parade**  
**& Spooktacular Village.....Oct 31**  
**Light Up the Night.....Dec 4**

Look online for more details of events throughout the year...

[www.canbymainstreet.com](http://www.canbymainstreet.com)

[www.mthoodterritory.com](http://www.mthoodterritory.com)

There is fun  
to be found  
at any time  
of year!



Nestled in the heart of Oregon's richest farmlands, Canby showcases small town charm and overflowing flower baskets. Come soak in the beauty of the largest dahlia fields in the United States, or attend one of dozens of annual events at the Clackamas County Event Center.

Visit the vibrant downtown area and explore our delightful restaurants, specialty boutique shops, and charming cafes. Join a parade, take in a movie, ride the ferry, stroll through the parks, learn about Canby's local history, and much more.

Come discover Canby, and experience all that we have to offer!



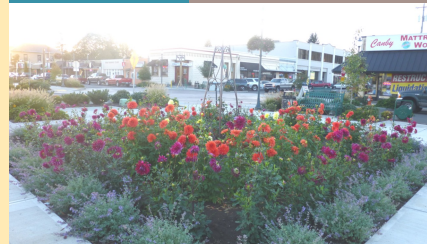
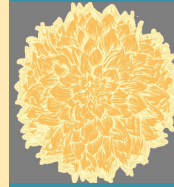
**Contact:**  
**(503) 266-0772**  
[www.canbymainstreet.com](http://www.canbymainstreet.com)



**Contact:**  
**(800) 424-3002**  
[www.mthoodterritory.com](http://www.mthoodterritory.com)



# DISCOVER Canby



"The Garden Spot"



# Newcomers & Visitors Guide

Find everything you need right here in Canby. Wander downtown, savor a delicious meal, shop our boutiques, explore the past... Discover unique and interesting treasures!

Have a smartphone? Scan here to get the Explore Canby app. It's free!





Attractions

- Historic Canby Ferry**  
4116 N Locust Street (503)650-3030

**Clackamas County Event Center**  
694 NE 4th Avenue (503)266-1136

**Canby Depot Museum**  
888 NE 4th Avenue (503)266-6712  
*One of the oldest railroad stations in Oregon, that now showcases Canby local history.*

**Canby Public Library**  
292 N Holly Street (503)266-3394

**Cinema 8**  
252 NE 2nd Avenue (503)266-8438

**Canby Saturday Market**  
252 NE 2nd Avenue (503)680-5088  
*Fresh produce, beautiful flowers, and unique gifts. Open every Saturday May-October in the Cinema parking lot.*

**Baker Prairie Cemetery**  
N Knights Bridge Road  
*Started in 1863, this beautiful piece of Canby history marks the resting place of Canby's earliest residents.*

**Vietnam Era Veteran's Memorial**  
Hwy OR-99E  
*Memorial for the U.S. Armed Forces and a celebration of Vietnamese culture, featuring a Bell UH-1 helicopter & bronze statues.*

**Richard R. Brown Fine Arts Center**  
721 SW 4th Avenue (503)266-0018
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Agro-tourism

- Swan Island Dahlias**  
995 NW 22nd Avenue (503)266-7711  
*The nation's largest dahlia grower; beautiful fields and fresh-cut flowers.*

**Flower Farmer, Phoenix & Holly Railroad**  
2512 N Holly Street (503)266-3581  
*Family fun farm with picnic area, train rides, and fall pumpkin patch; fresh fruit stand & cut flowers.*

**Fir Point Farms**  
14601 Arndt Road (503)678-2455  
*Family-owned farm with local fresh produce, gift shop, hanging flower baskets, petting zoo, walking trails, fall pumpkin patch & maze.*
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- For Canby Farm Loop Map: See [www.canbyfarmloop.com](http://www.canbyfarmloop.com)

Recreation

- Disc Golf Course** at North Eco Park

**Skate Park**  
NW 3rd Street

**Canby Pool**  
1150 S Ivy Street (503)266-2761

**Canby Rod & Gun Club**  
25011 S Molalla Forest Road (503)266-2453
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- For Canby Bike Map: See [www.ci.canby.or.us/maps/bikemaps.htm](http://www.ci.canby.or.us/maps/bikemaps.htm)

**Visitor Information/Chamber of Commerce**  
191 SE 2nd Avenue (503)266-4600



**Legend**

Walking/Hiking Trails

Biking Paths

Picnic Area

Playground

Restrooms

Soccer Fields

Basketball Courts

Baseball/Softball Fields

Tennis Courts

Swimming

Boat Launch

Fishing

Natural Area and/or Wetlands

Wildlife Viewing

Benches

Parks

- Hebb County Park**

**Molalla River State Park**

**Eco Park**

**Willamette Wayside Natural Area**

**Logging Road Trail**

**19th Avenue Loop Natural Area**

**Northwood Park**

**Maple Street Park**

**Knights Bridge Park**

**Wait Park**

**Arneson Garden**

**Locust Street Park**

**Community Park**

**Legacy Park**
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..... Tour Canby Loop Bike Route

## Restaurants

<b>Ebner's Custom Meats</b>	<b>1</b>
272 N Grant Street (503)851-2452 <i>Custom butcher shop &amp; deli; handcrafted sandwiches, with a variety of drinks &amp; beer.</i>	
<b>Backstop Bar &amp; Grill</b>	<b>2</b>
211 N Grant Street (503)263-6606 <i>Family-friendly atmosphere with "comfort food," full bar, sports memorabilia &amp; TVs.</i>	
<b>Mike's Place</b>	<b>3</b>
404 NW 1st Avenue (503)266-9343 <i>Pub with full bar and food options; shuffleboard &amp; pool table.</i>	
<b>Rice Time</b>	<b>4</b>
356 NW 1st Avenue (503)266-2623 <i>Affordable Asian-fusion meals.</i>	
<b>Puddin' River Chocolates &amp; Wine Bar</b>	<b>5</b>
332 NW 1st Avenue (503)263-2626 <i>Gourmet chocolate and wine bar with weekly dinner specials and appetizers.</i>	
<b>Joy Kitchen</b>	<b>6</b>
314 NW 1st Avenue (503)266-8898 <i>Chinese food with fresh ingredients.</i>	
<b>Pappy's Greasy Spoon</b>	<b>7</b>
243 NW 2nd Avenue (503)266-5452 <i>"Best breakfast in town," sandwiches, salads, burgers &amp; more.</i>	
<b>Oaxaca Bakery</b>	<b>8</b>
239 NW 2nd Avenue (503)263-4865 <i>Features pastries, breads, cakes &amp; more.</i>	
<b>Rounders</b>	<b>9</b>
224 NW 1st Avenue (503)266-1210 <i>Traditional pub with lottery machines.</i>	
<b>Thai Dish Restaurant</b>	<b>10</b>
108 N Ivy Street (503)263-9898	
<b>The Mini Chef Restaurant &amp; Lounge</b>	<b>11</b>
102 Ivy Street (503)266-1441 <i>Traditional American menu; open for breakfast, lunch, &amp; dinner.</i>	
<b>The Wild Hare Saloon &amp; Café</b>	<b>12</b>
1190 SW 1st Avenue (503)651-4273 <i>Large menu with burgers, steaks, seafood, salads, full beer &amp; wine menu; live music.</i>	
<b>Thai Corner</b>	<b>13</b>
1109 SW 1st Avenue (503)263-2442	
<b>Burgerville USA</b>	<b>14</b>
909 SW 1st Avenue (503)266-2568	
<b>Los Dorados Mexican Restaurant</b>	<b>15</b>
1011 SW 1st Avenue (503)263-3940	
<b>El Chilito Restaurant</b>	<b>16</b>
403 SW 1st Avenue (503)266-4966	
<b>Marvel's Lone Elder Pizza</b>	<b>17</b>
207 SW 1st Avenue (503)266-1888	
<b>The Gold Dragon</b>	<b>18</b>
204 SW 2nd Avenue (503)263-1877	
<b>Wally's Chinese Kitchen</b>	<b>19</b>
679 SE 1st Avenue (503)266-2221	
<b>Fultano's Family Pizza</b>	<b>20</b>
715 SE 1st Avenue (503)266-1444	
<b>Nuevo Vallarta Restaurant</b>	<b>21</b>

## Entertainment

<b>Clackamas County Event Center</b>	<b>35</b>
694 NE 4th Avenue (503)266-1136	
<b>Canby Public Library</b>	<b>36</b>
292 N Holly Street (503)266-3394	
<b>Cinema 8</b>	<b>37</b>
252 NE 2nd Avenue (503)266-8438	
<b>Canby Depot Museum</b>	<b>38</b>
888 NE 4th Avenue (503)266-6712 <i>One of the oldest railroad stations in Oregon, that now showcases Canby local history.</i>	

## Boutique Shops

<b>Crooked Cottage</b>	<b>39</b>
261 N Holly Street (503)592-9100 <i>Specializes in handcrafted artisan items, terrariums, jewelry, bath &amp; body comforts, and Pleasant Hill Candle Company products.</i>	
<b>Parsons Canby Pharmacy</b>	<b>40</b>
294 NW 2nd Avenue (503)266-2233 <i>Family-owned, small town pharmacy with an extensive greeting card selection, clothing options, cafe, and special gifts.</i>	
<b>Especially For You</b>	<b>41</b>
181 N Grant Street (503)266-1560 <i>Women's boutique featuring clothing, purses, jewelry and more.</i>	
<b>Elizabeth Jeannine</b>	<b>42</b>
136 N Grant Street (503)890-7498 <i>Unique gifts for every occasion, home decor, seasonal decorations, jewelry, handmade and up-cycled goods, furniture; showcases work of local artists.</i>	
<b>Ultimate Team Spirit</b>	<b>43</b>
249 NW 2nd Avenue (503)266-6283 <i>Features local team and corporate apparel, screen-printing services, &amp; promotional products.</i>	
<b>Wallflower's Gallery</b>	<b>44</b>
288 NW 1st Avenue (503)263-6911 <i>Specializing in beautiful custom framing; features original art and fine home furnishings.</i>	
<b>Ladybug Chocolates</b>	<b>45</b>
266 NW 1st Avenue (503)263-3353 <i>Hand-crafted truffles &amp; creative chocolate confections; chocolate-covered bacon, twinkies, pretzels &amp; more.</i>	
<b>Big White Goose</b>	<b>46</b>
248 NW 1st Avenue (503)266-6960 <i>Distinctive boutique featuring one-of-a-kind gift items, hand-painted furniture, and home decor.</i>	
<b>Canby Music</b>	<b>47</b>
232 NW 1st Avenue (503)263-2263 <i>Local source for instruments, sheet music, and other music supplies; lessons available.</i>	
<b>Bikes &amp; More</b>	<b>48</b>
200 NW 1st Avenue (503)266-9535 <i>Sales &amp; repairs on various makes &amp; models; bicycle helmets, lights, &amp; more.</i>	
<b>Bricks &amp; Minifigs</b>	<b>49</b>

## Gas Stations

<b>Space Age Fuel &amp; Quik Mart</b>	<b>57</b>
1120 SW 1st Avenue (503)266-9515	
<b>Chevron</b>	<b>58</b>
262 S Highway OR 99E (503)263-6947	
<b>76 Food Mart</b>	<b>59</b>
453 SE 1st Avenue (503)263-6876	

## Shopping Centers

<b>Canby Square</b>	<b>60</b>
1055 SW 1st Avenue <i>Safeway, Big 5 Sporting Goods, Dollar Tree, Ace Hardware, Suns Up Tanning, among others.</i>	
<b>Canby Market Center</b>	<b>61</b>
1401 SE 1st Avenue <i>Fred Meyer, Denny's, Radio Shack, Yogurt Shack, Papa Murphy's, Nature's Pet, among others.</i>	

## Banks and Credit Unions

<b>JP Morgan Chase Bank</b>	<b>62</b>
435 N Holly Street (503)266-4005	
<b>Clackamas Community Federal Credit Union</b>	<b>63</b>
184 N Grant Street (503)656-0671	
<b>Key Bank</b>	<b>64</b>
200 NW 2nd Avenue (503)266-2727	
<b>Wells Fargo Bank</b>	<b>65</b>
150 NW 2nd Avenue (503)266-1126	
<b>Columbia State Bank</b>	<b>66</b>
223 NE 2nd Avenue (503)263-0329	
<b>US Bank</b>	<b>67</b>
111 S Elm Street (503)266-7444	
<b>West Coast Bank</b>	<b>68</b>
1455 SE 1st Avenue (503)651-3157	

## Pharmacies

<b>Parsons Canby Pharmacy</b>	<b>40</b>
294 NW 2nd Avenue (503)266-2233	
<b>Walgreens</b>	<b>69</b>
1080 SW 1st Avenue (503)263-1600	
<b>Dave's Prescription Shop</b>	<b>70</b>
9110 SW 4th Avenue (503)266-2081	
<b>Rite-Aid</b>	<b>71</b>
891 SE 1st Avenue (503)266-6381	

## Printing Services

<b>SP &amp; B Reprographics</b>	<b>72</b>
151 NW 3rd Avenue (503)266-1122 <i>Printing services, copy machines, commercial design, signs, &amp; blueprinting.</i>	
<b>The UPS Store</b>	<b>73</b>
1109 SW 1st Avenue (503)266-4877 <i>Printing &amp; mailbox services, notary, packing &amp; shipping.</i>	
<b>Canby Signs &amp; Graphics</b>	<b>74</b>
1000 SW Ivy Street (503)266-9015 <i>Custom signs, banners, &amp; vehicle graphics.</i>	



1385 SE 1st Avenue (503)266-1782  
**Oriental Grill**  
1477 SE 1st Avenue (503)263-3445  
**Biscuits Cafe**  
1477 SE 1st Avenue

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## Fast Food

**Kentucky Fried Chicken** 24  
1101 SW 1st Avenue (503)266-6171  
**Panda Express** 25  
1020 SW 1st Avenue (503)263-3700  
**Taco Bell** 26  
845 SW 1st Avenue (503)263-6665  
**McDonald's** 27  
709 SW 1st Avenue (503)266-5900  
**Dairy Queen** 28  
597 SW 1st Avenue (503)266-7171  
**Carl's Jr.** 29  
1463 SE 1st Avenue (503)263-2275  
**Subway** 30  
1477 SE 1st Avenue (503)266-9340

## Coffee Shops

**The Place To Be** 31  
190 NW 2nd Avenue (503)263-8293  
*Coffee, panini, salads, wine & more; live music.*  
**The Human Bean** 32  
318 SW 1st Street (503)263-2326  
**Dutch Bros** 33  
1115 SW 1st Avenue (503)263-8824  
**Starbucks Coffee** 34  
1385 SE 1st Avenue (503)266-5356

(503)263-3337  
Flagship location for the largest aftermarket LEGO stores in the country, featuring new & used LEGO products and expertise.  
**Spring Chickens** 50  
275 S Ivy Street (503)263-1278  
A wide selection of whimsical art and handcrafted gifts. Art studio offers painting and crafting classes.  
**Degrees of Chic** 51  
1477 SE 1st Avenue (503)266-1185  
An upscale consignment boutique featuring brand-name junior & women's clothing, shoes, & accessories.

## Antiques

**Retro Revival** 52  
280 N Grant Street (503)468-7090  
An extensive selection of vintage furniture, clothing, art, and home goods with a mid-century vibe.  
**Red Door Antiques** 53  
394 NW 1st Avenue (503)592-9400  
A large assortment of antiques, collectibles, and repurposed items from over 40 vendors, all at reasonable prices.

## Grocery Stores

**Cutsforth Thriftway** 54  
225 NE 2nd Avenue (503)266-2016  
**Safeway** 55  
1055 SW 1st Avenue (503)266-5890  
**Fred Meyer** 56  
1401 SE 1st Avenue (503)263-4100

## Laundry

**Canby Station Cleaners** 75  
106 N Ivy Street (503)266-2774  
Dry cleaning, laundry, alterations, draperies, & gown preservation.  
**Canby Coin Laundromat** 76  
851 SW 1st Avenue (503)263-9055  
**Canby Cleaners** 77  
329 SE 1st Avenue (503)266-9414  
Dry cleaning, alterations, laundry service.  
**Maytag Laundromat** 78  
1385 SE 1st Avenue (503)869-1713

## Accommodations

**Country Inn** 79  
463 SW 1st Avenue (503)266-5400  
Affordable motel centrally located in town.

## City Services

**Police Department** 80  
1175 NW 3rd Avenue (503)266-1104  
**City Hall** 81  
182 N Holly Street (503)266-4021  
**Development Services** 82  
111 NW 2nd Avenue (503)266-7001  
**Chamber of Commerce** 83  
191 SE 2nd Avenue (503)266-4600  
**Fire Department** 84  
221 S Pine Street (503)266-5851  
**Canby Area Transit (CAT)** 85  
195 S Hazel Dell Way (503)266-4022  
Dial-A-Ride (503)266-0717



### Legend

- Restaurants
- Fast Food
- Coffee Shops
- Entertainment
- Boutique Shops
- Antiques
- Grocery Stores
- Gas Stations
- Shopping Centers
- Banks & Credit Unions
- Pharmacies
- Printing Services
- Laundry
- Accommodations
- City Services

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

*Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or email to the addresses listed below.*

Date: Jan. 5, 2015

Name: Robert L. Maxwell Occupation: retired

Home Address:

Employer: N/A

Position:

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Retaining current Canby utility Board seat.

What are your community interests (committees, organizations, special activities)?

Clean water economical power

Experience and educational background: Now serving as Board member

Reason for your interest in this position: I enjoy the involvement of Canby's utility future.

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

Information on any special membership requirements:

Referred by (if applicable): Chairman Cornelius C.U.B.

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

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

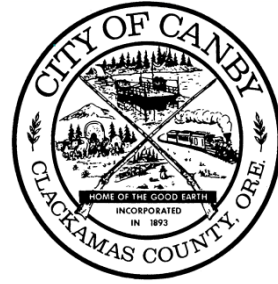
Please return to: City of Canby  
Attn: City Recorder  
182 N Holly Street  
PO Box 930  
Canby, OR 97013

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.**

12-4-07

**RECEIVED**  
**JAN 06 2015**  
**CITY OF CANBY**



# MEMORANDUM

To: Mayor Hodson and Canby City Council  
From: Amanda Zeiber, Assistant City Administrator/HR Director  
Date: January 8, 2015  
Re: Resolution No. 1207

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## **Background Summary:**

The City of Canby previously established a sick leave program where employees can receive a portion of their accrued and unused sick leave upon retirement from the City of Canby. Any remaining accrued and unused sick leave is dissolved.

Per ORS 238.350 – A public employer can request that its employees be compensated for accumulated unused sick leave with pay in the form of increased retirement benefits upon service or disability retirement.

The PERS board has established a procedure for adding to the gross amount of salary used in determining final average salary the monetary value of one-half of the accumulated unused sick leave with pay of each retiring employee of the requesting public employer and shall establish benefits of the retiring employee on the basis of a final average salary reflecting that addition.

The City of Canby is part of the State and Local Government Rate Pool so there is no additional cost to join the Sick Leave Program. It is already included in our employer rate.

## **Recommendation:**

Staff recommends that the Council adopt Resolution No. 1207, authorizing the City of Canby to participate in the Public Employees Retirement System (PERS) Unused Sick Leave Program.

## **Recommended Motion:**

***“I move to adopt Resolution 1207, A RESOLUTION FOR THE CIT OF CANBY TO PARTICIPATE IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) UNUSED SICK LEAVE PROGRAM.*”**

## **Attachments:**

Resolution No. 1207



## **RESOLUTION NO. 1207**

### **A RESOLUTION FOR THE CITY OF CANBY TO PARTICIPATE IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) UNUSED SICK LEAVE PROGRAM.**

**WHEREAS**, the City Council of the City of Canby intends to participate in the PERS Unused Sick Leave Program for PERS retirement benefits as allowed under Oregon Revised Statute 238.350; and

**WHEREAS**, the City Council of the City of Canby acknowledges that the lowest employee sick leave accrual rate shall be considered to be the maximum accrual rate (for PERS purposes) for all employees, as allowed by Statute; and

**WHEREAS**, the City Council of the City of Canby acknowledges that the maximum allowable accrual rate (for PERS purposes) is eight hours per each full month worked.

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

1. The City Council of the City of Canby elects to begin participation in the PERS Unused Sick Leave Program effective January 21, 2015 in accordance with ORS 238.350 and as allowed under negotiated agreements.

This resolution shall take effect January 21, 2015.

ADOPTED this 21<sup>st</sup> day of January, 2015, by the Canby City Council.

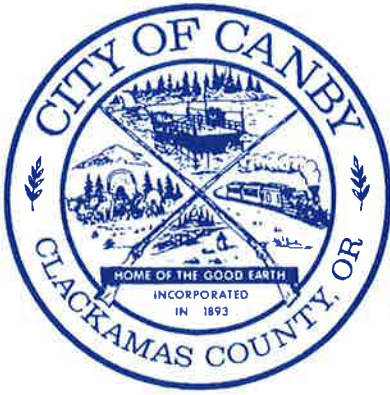
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Brian Hodson  
Mayor

ATTEST:

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Kimberly Scheafer, MMC  
City Recorder



# City of Canby

Office of the City Administrator  
Phone 503-266-4021

December 18, 2014

Weitman Excavation, LLC  
Mr. Jim Weitman, Managing Member  
11225 SW Clay Street  
Sherwood, OR 97140

RE: SW 4<sup>th</sup> Ave. Roadway Improvements Project – Canby, OR  
GT General Contracting Inc. First Tier Subcontractor Disclosure Form

Dear Mr. Weitman:

On December 17, 2014, I received a letter from you indicating your belief that the apparent low bidder for the SW 4<sup>th</sup> Avenue Roadway Improvements Project, GT General Contracting Inc., was deficient and should therefore be disqualified. The basis for your position was the failure of GT General Contracting Inc. to list a concrete subcontractor on their First Tier Subcontractor Disclosure Form.

After researching this issue I have determined that the disclosure requirement for a concrete subcontractor does not apply to GT General Contracting Inc. because they have chosen to self-perform all of the concrete work on the project. For your information I have attached the letter from GT General Contractors confirming their intent to self-perform the concrete work.

Consequently, the bid from GT General Contracting is responsive and responsible, and the protest of Weitman Excavation is without merit. Based on the information available to me at this time, my recommendation to the City Council will be for the award of the contract to GT General Contracting.

Sincerely,

Richard W. Robinson  
City Administrator

CURRAN-McLEOD, INC.  
CONSULTING ENGINEERS

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

December 18, 2014

City of Canby  
182 N Holly Street  
Canby, OR 97013

Attn: Mr. Rick Robinson, City Administrator  
Ms. Kim Scheafer, City Recorder

**RE: CITY OF CANBY  
SW 4<sup>TH</sup> AVENUE ROADWAY IMPROVEMENTS  
BID AWARD PROTEST**

Honorable Mayor & City Council:

Our office received a copy of the letter from Weitman Excavation protesting award of the SW 4<sup>th</sup> Avenue Roadway Improvements project, which is on the Council agenda for approval at the regular meeting on January 21, 2015. We wanted to provide information to permit the Council to evaluate the basis of the protest and to provide our recommendation on the response.

The protest is based on one claim which is quoted below from the protest letter, followed by our response:

Claim : *"The owner must reject a bid if the bidder fails to submit the disclosure form with this information by the stated deadline, even if no subcontractors are large enough to be disclosed per OAR 125-249-0306.*

*GT General Contracting failed to list a concrete subcontractor whose dollar amount is clearly exceeded this 5% requirement. This omission makes their First Tier Subcontractor Form incomplete and therefore non-responsive. This contract must be awarded to the lowest responsive bidder, Weitman Excavation, LLC."*

Response: Pursuant to ORS 279C.370(2), within two (2) working hours of the Bid Closing all Bidders shall submit to the City a disclosure form as furnished with these bid documents identifying any first-tier subcontractors (those Entities that would be contracting directly with the prime contractor) that will be furnishing labor or materials on the Contract, if awarded, whose subcontract value would be equal to or greater than:

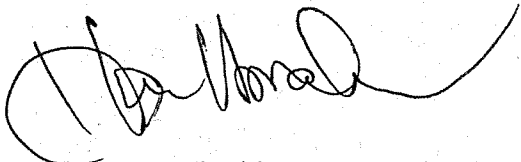
- ♦ Five percent of the total Contract Price, but at least \$15,000, or
- ♦ \$350,000 regardless of the percentage of the total Contract Price.

The prime contractor will be self performing all of the concrete work on this project and consequently doesn't need to be listed on the First Tier Subcontractor Disclosure Form. This claim is not valid.

In summary, we have concluded the bid from GT General Contracting is responsive and responsible and that the protest is without merit. We recommend that the City Council deny the protest on the basis of the information in this letter, and that the City Council award the construction contract to GT General Contracting as presented.

Very truly yours,

**CURRAN-McLEOD, INC.**

A handwritten signature in black ink, appearing to read 'Hassan A. Ibrahim', with a large, stylized initial 'H' and a long, sweeping underline.

Hassan A. Ibrahim, P.E.

enclosure:      Weitman Excavation correspondence  
                         GL General Contracting correspondence



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December 18, 2014

Hassan Ibrahim, PE  
CURRAN-McLEOD, INC.  
6655 SW Hampton St, Ste. 210  
Portland, OR 97223

Attn: Hassan Ibrahim, P.E.  
Re: Weitman Excavation Letter Protest

Dear Hassan,

We received your notification that Weitman Excavation is protesting our award of the SW 4<sup>th</sup> Ave Roadway Improvements Project. GT General Contracting will be self performing the concrete work on the SW 4<sup>th</sup> Ave Roadway Improvements Project.

Please let us know if any additional information is needed at this time.

Respectfully,

Stephanie Wiltsey  
Project Manager  
GT General Contracting





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

**RE: SW 4<sup>th</sup> Ave. Roadway Improvements Project – Canby, OR**  
**SUB: GT General Contracting, Inc. First Tier Subcontractor Disclosure Form**

Dear Rick:

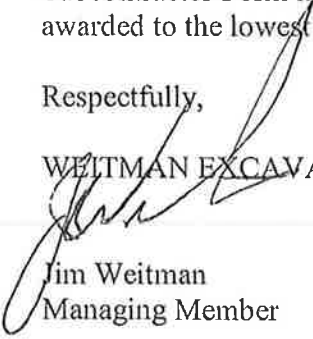
On December 16, 2014 the apparent low bidder for the above referenced project was GT General Contracting. In reviewing the First Tier Subcontractor Disclosure Form submitted by GT General Contracting, it was observed no concrete subcontractor was listed and is therefore incomplete.

Pursuant to ORS 279C.370(2), within 2 working hours of the bid closing the bidders shall submit to the City a disclosure form identifying any first-tier subcontractors that will be furnishing labor or materials on the contract if awarded whose value would be equal to or greater 5% of the total contract price, but at least \$15,000. Article 21 Sec 21.4 goes on to say that “THE OWNER MUST REJECT A BID IF THE BIDDER FAILS TO SUBMIT THE DISCLOSURE FORM WITH THIS INFORMATION BY THE STATED DEADLINE, EVEN IF NO SUBCONTRACTORS ARE LARGE ENOUGH TO BE DISCLOSED PER OAR 125-249-0306.”

GT General Contracting failed to list a concrete subcontractor whose dollar amount clearly exceeded this 5% requirement. This omission makes their First Tier Subcontractor Form incomplete and therefore non-responsive. This contract must be awarded to the lowest responsive bidder, Weitman Excavation, LLC.

Respectfully,

WEITMAN EXCAVATION

  
Jim Weitman  
Managing Member

*Weitman Excavation, LLC 11225 SW Clay Street, Sherwood, OR 97140*  
*Phone (503) 682-3322 Fax (503) 682-3366*

**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 A. Ibrahim, P.E.  
CURRAN-McLEOD, INC.

**DATE:** December 18, 2014

**ISSUE:** SW 4<sup>TH</sup> AVENUE ROADWAY IMPROVEMENTS  
APPROVAL OF CONSTRUCTION CONTRACT ORDINANCE 1410

**SYNOPSIS:** On December 16, 2014, the City of Canby solicited and received ten (10) bids for SW 4<sup>th</sup> Avenue roadway improvements project. This staff report is to request Council approval for award of the contract to the low responsive bidder.

**RECOMMENDATION:**

That the Council approve Ordinance 1410 authorizing the Mayor and the City Administrator to execute a contract with GT General Contracting in the amount of \$230,301.44 for the SW 4<sup>th</sup> Avenue roadway improvements project; and declaring an emergency.

**RATIONALE:**

Competitive 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 but two were deemed to be responsible and responsive, with GT General Contracting submitting the low responsible and responsive bid.

**BACKGROUND:**

This project was submitted and approved by ODOT (IGA #30341) to receive an amount of \$169,505.50 from the 2014 Fund Exchange Program. Additionally, \$34,033 was allocated from the Street Revenue budget for the 2015 fiscal year and \$96,462 from the Unrestricted Street Fund.

Honorable Mayor & City Council  
December 18, 2014  
Page 2

**FISCAL IMPACT:**

The low responsive bid of \$230,301.44 is a reasonable cost and is within the construction cost estimate amount of \$269,000. The low bid is below the original budget and should not pose a funding problem.

**ENCLOSURES:**

- Ordinance Number 1410
- Exhibit 'A' Construction Contract
- Exhibit 'B' Bid Tabulation

THIS HAS BEEN REVIEWED  
BY THE FINANCE DIRECTOR

*Haley J.* 12/18/14

Cc: Ms. Kim Scheafer

## **ORDINANCE NO. 1410**

### **AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH GT GENERAL CONTRACTING IN THE AMOUNT OF \$230,301.44 FOR SW 4<sup>th</sup> AVENUE ROADWAY IMPROVEMENTS; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby has heretofore advertised and received ten (10) bids for the SW 4<sup>th</sup> Avenue Roadway Improvements project; and

**WHEREAS**, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on December 1, 2014; and

**WHEREAS**, bids were received and opened on December 16, 2014 at 2:00 pm in the City Hall Conference Room of the City of Canby and the bids were read aloud: and

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

1	GT General Contracting	\$230,301.44
2	Weitman Excavation, LLC	\$236,830.00
3	Eagle-Elsner, Inc.	\$248,356.00
4	Nutter Corporation	\$248,422.22
5	CivilWorks NW, Inc.	\$266,139.00
6	Canby Excavating, Inc.	\$269,340.00
7	North Santiam Paving Co.	\$270,831.00
8	S-2 Contractors, Inc.	\$302,006.00
9	Brown Contracting, Inc.	\$318,872.01
10	Pacific Excavation, Inc.	\$332,304.00

**WHEREAS**, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, January 21, 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 GT General Contracting; 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 GT General Contracting for SW 4<sup>th</sup> Avenue Roadway Improvements, in the amount

of \$230,301.44. A copy of the contract with GT General Contracting 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, January 21, 2015; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, February 4, 2015, after the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> Avenue, Canby, Oregon.

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Kimberly Scheafer, MMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 4<sup>th</sup> day of February 2015, by the following vote:

YEAS\_\_\_\_\_

NAYS\_\_\_\_\_

---

Brian Hodson, Mayor

ATTEST:

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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

**GT General Contracting**

(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 SW 4th Avenue Roadway Improvements**

The scope of work consists of approximately 665 lineal feet of 34' to 40' wide roadway improvements, to include curbs, sidewalks, ADA ramps, driveway tie-ins, storm drainage improvements, utility trenching for streetlights and ADA push button, signs and in-roadway lights.

### 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 **45** 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 15 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 Thirty Thousand Three Hundred One and 44/100-----** Dollars  
(\$**230,301.44**) 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 bearing the following general title:

**City of Canby**  
**SW 4th Avenue Roadway Improvements**
- 8.9 Addenda number   -0-  .
- 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  
182 N Holly Street  
P.O. Box 930  
Canby, OR 97013**

CONTRACTOR:

**GT General Contracting  
P.O. Box 5172  
Salem, OR 97304**

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

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

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

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

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

Address for giving notices:



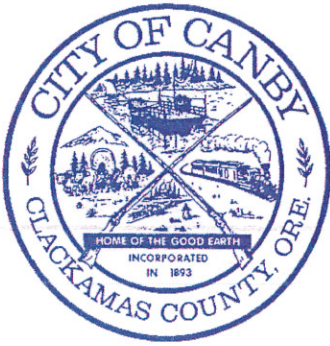
City of Canby  
SW 4th Avenue Improvements  
Bid Date: December 16, 2014

Bid Date: December 16, 2014			1		2		3		4		5		6		7		8		9		10	
BID TABULATION			GT General Contracting		Weitman Excavation		Eagle-Elsner		Nutter Corp.		CivilWorks NW		Canby Excavating		North Santiam Paving Co.		S-2 Contractors		Brown Contracting		Pacific Excavation	
Basic Bid Items:			Units		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total	
A. Site Preparation & Restoration																						
A.1	Mobilization	1	LS	\$ 19,407.00	\$ 18,150.00	\$ 9,000.00	\$ 24,150.00	\$ 20,000.00	\$ 15,000.00	\$ 30,500.00	\$ 15,300.00	\$ 31,500.00	\$ 25,000.00									
				\$ 19,407.00	\$ 18,150.00	\$ 9,000.00	\$ 24,150.00	\$ 20,000.00	\$ 15,000.00	\$ 30,500.00	\$ 15,300.00	\$ 31,500.00	\$ 25,000.00									
A.2	Temporary Protection & Direction of Traffic, Temporary Signing	1	LS	\$ 5,318.00	\$ 3,000.00	\$ 7,200.00	\$ 9,000.00	\$ 4,500.00	\$ 8,500.00	\$ 4,300.00	\$ 18,000.00	\$ 5,000.00	\$ 10,000.00									
				\$ 5,318.00	\$ 3,000.00	\$ 7,200.00	\$ 9,000.00	\$ 4,500.00	\$ 8,500.00	\$ 4,300.00	\$ 18,000.00	\$ 5,000.00	\$ 10,000.00									
A.3	Erosion Control	1	LS	\$ 1,226.00	\$ 1,000.00	\$ 900.00	\$ 1,500.22	\$ 750.00	\$ 2,500.00	\$ 900.00	\$ 2,000.00	\$ 1,500.00	\$ 2,500.00									
				\$ 1,226.00	\$ 1,000.00	\$ 900.00	\$ 1,500.22	\$ 750.00	\$ 2,500.00	\$ 900.00	\$ 2,000.00	\$ 1,500.00	\$ 2,500.00									
A.4	Clearing & Grubbing, Tree Removal & Landscape Protection, Site Restoration	1	LS	\$ 10,503.00	\$ 6,000.00	\$ 7,600.00	\$ 8,600.00	\$ 15,000.00	\$ 7,500.00	\$ 19,500.00	\$ 5,000.00	\$ 20,000.00	\$ 13,000.00									
				\$ 10,503.00	\$ 6,000.00	\$ 7,600.00	\$ 8,600.00	\$ 15,000.00	\$ 7,500.00	\$ 19,500.00	\$ 5,000.00	\$ 20,000.00	\$ 13,000.00									
A.5	Common Excavation	85	CY	\$ 70.61	\$ 66.00	\$ 12.50	\$ 35.00	\$ 50.00	\$ 72.00	\$ 31.50	\$ 80.00	\$ 78.00	\$ 104.00									
				\$ 6,001.85	\$ 5,610.00	\$ 1,062.50	\$ 2,975.00	\$ 4,250.00	\$ 6,120.00	\$ 2,677.50	\$ 6,800.00	\$ 6,630.00	\$ 8,840.00									
A.6	Subgrade/ Trench Stabilization	25	CY	\$ 109.52	\$ 41.00	\$ 105.00	\$ 60.00	\$ 60.00	\$ 65.00	\$ 73.00	\$ 100.00	\$ 20.00	\$ 63.00									
				\$ 2,738.00	\$ 1,025.00	\$ 2,625.00	\$ 1,500.00	\$ 1,500.00	\$ 1,625.00	\$ 1,825.00	\$ 2,500.00	\$ 500.00	\$ 1,575.00									
A.7a	Sawcut Asphalt/ Concrete Pavement (up to 6" Depth)	750	LF	\$ 1.91	\$ 1.50	\$ 1.10	\$ 3.00	\$ 1.50	\$ 2.80	\$ 2.00	\$ 2.00	\$ 9.00	\$ 2.75									
				\$ 1,432.50	\$ 1,125.00	\$ 825.00	\$ 2,250.00	\$ 1,125.00	\$ 2,100.00	\$ 1,500.00	\$ 1,500.00	\$ 6,750.00	\$ 2,062.50									
A.7b	Sawcut Reinforced Concrete Pad (16"-20" Depth)	100	LF	\$ 21.06	\$ 22.00	\$ 8.50	\$ 9.00	\$ 10.00	\$ 22.00	\$ 20.00	\$ 12.00	\$ 58.00	\$ 4.25									
				\$ 2,106.00	\$ 2,200.00	\$ 850.00	\$ 900.00	\$ 1,000.00	\$ 2,200.00	\$ 2,000.00	\$ 1,200.00	\$ 5,800.00	\$ 425.00									
A.8	Remove, Salvage and Reinstall Existing Signs on a New Post with V- Loc Base	5	Ea.	\$ 234.00	\$ 290.00	\$ 300.00	\$ 250.00	\$ 150.00	\$ 190.00	\$ 250.00	\$ 500.00	\$ 200.00	\$ 310.00									
				\$ 1,170.00	\$ 1,450.00	\$ 1,500.00	\$ 1,250.00	\$ 750.00	\$ 950.00	\$ 1,250.00	\$ 2,500.00	\$ 1,000.00	\$ 1,550.00									
A.9	New Signs on New Post with V- Loc Base	2	Ea.	\$ 255.00	\$ 400.00	\$ 350.00	\$ 250.00	\$ 300.00	\$ 475.00	\$ 500.00	\$ 700.00	\$ 1,000.00	\$ 350.00									
				\$ 510.00	\$ 800.00	\$ 700.00	\$ 500.00	\$ 600.00	\$ 950.00	\$ 1,000.00	\$ 1,400.00	\$ 2,000.00	\$ 700.00									
A.10	Bollards	3	Ea.	\$ 209.00	\$ 500.00	\$ 250.00	\$ 550.00	\$ 350.00	\$ 715.00	\$ 700.00	\$ 800.00	\$ 800.00	\$ 715.00									
				\$ 627.00	\$ 1,500.00	\$ 750.00	\$ 1,650.00	\$ 1,050.00	\$ 2,145.00	\$ 2,100.00	\$ 2,400.00	\$ 2,400.00	\$ 2,145.00									
Subtotal Site Preparation & Restoration				\$ 51,039.35	\$ 41,860.00	\$ 33,012.50	\$ 54,275.22	\$ 50,525.00	\$ 49,590.00	\$ 67,552.50	\$ 58,600.00	\$ 83,080.00	\$ 67,797.50									
Basic Bid Items:			Units		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total	
B. Walkway Crossing Signs and Lighting Assembly																						
B.1	Amber LED Signal Head (in-roadway warning lights), LGS-9X-3	14	Ea.	\$ 1,697.00	\$ 1,395.00	\$ 1,350.00	\$ 1,400.00	\$ 1,500.00	\$ 650.00	\$ 630.00	\$ 2,000.00	\$ 700.00	\$ 660.00									
				\$ 23,758.00	\$ 19,530.00	\$ 18,900.00	\$ 19,600.00	\$ 21,000.00	\$ 9,100.00	\$ 8,820.00	\$ 28,000.00	\$ 9,800.00	\$ 9,240.00									
B.2	Snow Plow Resistant 14" Base Plate, CHS-14	14	Ea.	\$ 521.00	\$ 490.00	\$ 475.00	\$ 450.00	\$ 750.00	\$ 775.00	\$ 740.00	\$ 800.00	\$ 800.00	\$ 775.00									
				\$ 7,294.00	\$ 6,860.00	\$ 6,650.00	\$ 6,300.00	\$ 10,500.00	\$ 10,850.00	\$ 10,360.00	\$ 11,200.00	\$ 11,200.00	\$ 10,850.00									
B.3	Two Part Epoxy for Securing Base Plate in Roadway, LGS Bondo	12	Ea.	\$ 234.00	\$ 215.00	\$ 215.00	\$ 210.00	\$ 325.00	\$ 440.00	\$ 420.00	\$ 400.00	\$ 500.00	\$ 450.00									
				\$ 2,808.00	\$ 2,580.00	\$ 2,580.00	\$ 2,520.00	\$ 3,900.00	\$ 5,280.00	\$ 5,040.00	\$ 4,800.00	\$ 6,000.00	\$ 5,400.00									
B.4	School Sign w/o Crosswalk & LED Enhanced Border, LGS-W63/S-2-1-B	2	Ea.	\$ 3,050.00	\$ 2,490.00	\$ 2,500.00	\$ 2,300.00	\$ 3,250.00	\$ 2,550.00	\$ 2,400.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00									
				\$ 6,100.00	\$ 4,980.00	\$ 5,000.00	\$ 4,600.00	\$ 6,500.00	\$ 5,100.00	\$ 4,800.00	\$ 7,000.00	\$ 5,000.00	\$ 5,000.00									
B.5	Entry Level LGS-ECP Control Panel & Cabinet	1	Ea.	\$ 4,486.00	\$ 3,965.00	\$ 3,900.00	\$ 3,700.00	\$ 5,000.00	\$ 6,400.00	\$ 6,200.00	\$ 4,500.00	\$ 6,000.00	\$ 6,300.00									
				\$ 4,486.00	\$ 3,965.00	\$ 3,900.00	\$ 3,700.00	\$ 5,000.00	\$ 6,400.00	\$ 6,200.00	\$ 4,500.00	\$ 6,000.00	\$ 6,300.00									
B.6	2" Push Button Assembly w/ LED Placard	2	Ea.	\$ 673.00	\$ 1,000.00	\$ 620.00	\$ 600.00	\$ 2,000.00	\$ 3,100.00	\$ 3,000.00	\$ 900.00	\$ 3,000.00	\$ 3,000.00									
				\$ 1,346.00	\$ 2,000.00	\$ 1,240.00	\$ 1,200.00	\$ 4,000.00	\$ 6,200.00	\$ 6,000.00	\$ 1,800.00	\$ 6,000.00	\$ 6,000.00									
Subtotal Walkway Crossing Signs and Lighting Assembly				\$ 45,792.00	\$ 39,915.00	\$ 38,270.00	\$ 37,920.00	\$ 50,900.00	\$ 42,930.00	\$ 41,220.00	\$ 57,300.00	\$ 44,000.00	\$ 42,790.00									
Basic Bid Items:			Units		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total	
C. Paving & Surfacing																						
C.1	1"-0" Crushed Rock Base (12" deep)	65	SY	\$ 22.56	\$ 55.00	\$ 33.50	\$ 50.00	\$ 25.00	\$ 48.00	\$ 69.00	\$ 30.00	\$ 69.00	\$ 42.25									
				\$ 1,466.40	\$ 3,575.00	\$ 2,177.50	\$ 3,250.00	\$ 1,625.00	\$ 3,120.00	\$ 4,485.00	\$ 1,950.00	\$ 4,485.00	\$ 2,746.25									
C.2	Standard Concrete Type 'C' Curb including Excavation and 6" Leveling Rock	765	LF	\$ 15.10	\$ 19.00	\$ 26.50	\$ 24.00	\$ 25.00	\$ 25.00	\$ 22.50	\$ 30.00	\$ 38.00	\$ 26.50									
				\$ 11,551.50	\$ 14,535.00	\$ 20,272.50	\$ 18,360.00	\$ 19,125.00	\$ 19,125.00	\$ 17,212.50	\$ 22,950.00	\$ 29,070.00	\$ 20,272.50									
C.3	8" Concrete Mid-Block Crossway including Excavation, Wordings and Paw Symbols and 6" Leveling Rock	80	SY	\$ 276.00	\$ 305.00	\$ 420.00	\$ 370.00	\$ 400.00	\$ 395.00	\$ 360.00	\$ 350.00	\$ 450.00	\$ 383.00									
				\$ 22,080.00	\$ 24,400.00	\$ 33,600.00	\$ 29,600.00	\$ 32,000.00	\$ 31,600.00	\$ 28,800.00	\$ 28,000.00	\$ 36,000.00	\$ 30,640.00									
C.4	6" Concrete Driveway including Excavation and 4" Leveling Rock & WWF or Mesh Fiber Reinforcement	100	SY	\$ 83.00	\$ 114.00	\$ 80.00	\$ 90.00	\$ 75.00	\$ 68.00	\$ 77.00	\$ 80.00	\$ 110.00	\$ 98.50									
				\$ 8,300.00	\$ 11,400.00	\$ 8,000.00	\$ 9,000.00	\$ 7,500.00	\$ 6,800.00	\$ 7,700.00	\$ 8,000.00	\$ 11,000.00	\$ 9,850.00									
C.5	4" Concrete Sidewalk or Driveway including Excavation and 2" Leveling Rock	485	SY	\$ 46.00	\$ 59.00	\$ 45.50	\$ 55.00	\$ 50.00	\$ 52.00	\$ 51.50	\$ 50.00	\$ 49.00	\$ 58.75									
				\$ 22,310.00	\$ 28,615.00	\$ 22,067.50	\$ 26,675.00	\$ 24,250.00	\$ 25,220.00	\$ 24,977.50	\$ 24,250.00	\$ 23,765.00	\$ 28,493.75									
C.6	Detectable Warning Tile (ADA Ramp 2'x4')	10	Ea.	\$ 142.70	\$ 256.00	\$ 275.00	\$ 275.00	\$ 275.00	\$ 260.00	\$ 260.00	\$ 350.00	\$ 500.00	\$ 274.00									
				\$ 1,427.00	\$ 2,560.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ 2,600.00	\$ 2,600.00	\$ 3,500.00	\$ 5,000.00	\$ 2,740.00									
C.7	Asphalt Driveway Restoration including Excavation and 8" Leveling Rock	40	SY	\$ 103.00	\$ 45.00	\$ 68.00	\$ 55.00	\$ 70.00	\$ 205.00	\$ 28.50	\$ 100.00	\$ 92.00	\$ 76.00									
				\$ 4,120.00	\$ 1,800.00	\$ 2,720.00	\$ 2,200.00	\$ 2,800.00	\$ 8,200.00	\$ 1,140.00	\$ 4,000.00	\$ 3,680.00	\$ 3,040.00									
C.8	½" Dense Mix AC Pavement, Level II	100	Tons	\$ 136.66	\$ 128.00	\$ 135.00	\$ 130.00	\$ 135.00	\$ 145.00	\$ 120.00	\$ 200.00	\$ 120.00	\$ 130.25									
				\$ 13,666.00	\$ 12,800.00	\$ 13,500.00	\$ 13,000.00	\$ 13,500.00	\$ 14,500.00	\$ 12,000.00	\$ 20,000.00	\$ 12,000.00	\$ 13,025.00									
C.9	2'x9" Thermoplastic Continental Cross Bars or 12" wide Stop Bars	252	SF	\$ 7.87	\$ 8.50	\$ 6.00	\$ 6.00	\$ 7.00	\$ 7.50	\$ 15.50	\$ 18.00	\$ 6.00	\$ 16.50									
				\$ 1,983.24	\$ 2,142.00	\$ 1,512.00	\$ 1,512.00	\$ 1,764.00	\$ 1,890.00	\$ 3,906.00	\$ 4,536.00	\$ 1,512.00	\$ 4,158.00									
Subtotal Paving & Surfacing				\$ 86,904.14	\$ 101,827.00	\$ 106,599.50	\$ 106,347.00	\$ 105,314.00	\$ 113,055.00	\$ 102,821.00	\$ 117,186.00	\$ 126,512.00	\$ 114,965.50									
Basic Bid Items			Units		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total		Unit / Total	
D. Storm Drain Improvements																						
D.1	10" HDPE Pipe Including Trench Excavation & Material Disposal and Crushed Rock Backfill	184	LF	\$ 24.55	\$ 57.00	\$ 61.00	\$ 55.00	\$ 50.00	\$ 60.00	\$ 31.25	\$ 80.00	\$ 70.00	\$ 64.00									
				\$ 4,517.20	\$ 10,488.00	\$ 11,224.00	\$ 10,120.00	\$ 9,200.00	\$ 11,040.00	\$ 5,750.00	\$ 14,720.00	\$ 12,880.00	\$ 11,776.00									
D.2	Type G-2 Catch Basin	3	Ea.	\$ 1,810.00	\$ 1,700.00	\$ 1,550.00	\$ 1,600.00	\$ 1,450.00	\$ 1,400.00	\$ 1,450.00	\$ 4,000.00	\$ 2,200.00	\$ 1,500.00									
				\$ 5,430.00	\$ 5,100.00	\$ 4,650.00	\$ 4,800.00	\$ 4,350.00	\$ 4,200.00	\$ 4,350.00	\$ 12,000.00	\$ 6,600.00	\$ 4,500.00									
D.3	48" Diameter Drywell (26' deep)	2	Ea.	\$ 13,111.00	\$ 11,400.00	\$ 13,600.00	\$ 8,600.00	\$ 12,500.00	\$ 10,500.00	\$ 13,200.00	\$ 10,000.00	\$ 9,000.00	\$ 27,500.00									
				\$ 26,222.00	\$ 22,800.00	\$ 27,200.00	\$ 17,200.00	\$ 25,000.00	\$ 21,000.00	\$ 26,400.00	\$ 20,000.00	\$ 18,000.00	\$ 55,000.00									

BID TABULATION				GT General Contracting	Weitman Excavation	Eagle-Elsner	Nutter Corp.	CivilWorks NW	Canby Excavating	North Santiam Paving Co.	S-2 Contractors	Brown Contracting	Pacific Excavation
Basic Bid Items				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total
E. Sanitary Sewer & Water													
E.1	Abandon Existing RV Sewer Dump Station	1	Ea.	\$ 277.00	\$ 1,000.00	\$ 1,400.00	\$ 300.00	\$ 1,000.00	\$ 850.00	\$ 950.00	\$ 1,500.00	\$ 0.01	\$ 750.00
				\$ 277.00	\$ 1,000.00	\$ 1,400.00	\$ 300.00	\$ 1,000.00	\$ 850.00	\$ 950.00	\$ 1,500.00	\$ 0.01	\$ 750.00
E.2	Abandon Existing Water Service	1	Ea.	\$ 569.00	\$ 2,500.00	\$ 1,300.00	\$ 300.00	\$ 1,200.00	\$ 1,750.00	\$ 780.00	\$ 1,000.00	\$ 2,000.00	\$ 1,100.00
				\$ 569.00	\$ 2,500.00	\$ 1,300.00	\$ 300.00	\$ 1,200.00	\$ 1,750.00	\$ 780.00	\$ 1,000.00	\$ 2,000.00	\$ 1,100.00
Subtotal Sanitary Sewer & Water				\$ 846.00	\$ 3,500.00	\$ 2,700.00	\$ 600.00	\$ 2,200.00	\$ 2,600.00	\$ 1,730.00	\$ 2,500.00	\$ 2,000.01	\$ 1,850.00
Basic Bid Items				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total
F. Utility Construction													
F.1	Single Trench Excavation Including Material Disposal and Crushed Rock Backfill	300	LF	\$ 4.25	\$ 11.75	\$ 12.50	\$ 15.00	\$ 20.00	\$ 36.00	\$ 18.00	\$ 20.00	\$ 20.00	\$ 21.00
				\$ 1,275.00	\$ 3,525.00	\$ 3,750.00	\$ 4,500.00	\$ 6,000.00	\$ 10,800.00	\$ 5,400.00	\$ 6,000.00	\$ 6,000.00	\$ 6,300.00
F.2	Single Trench Excavation Including Material Disposal and Native Backfill	350	LF	\$ 5.65	\$ 5.50	\$ 7.50	\$ 10.00	\$ 9.00	\$ 17.00	\$ 7.00	\$ 10.00	\$ 12.00	\$ 16.00
				\$ 1,977.50	\$ 1,925.00	\$ 2,625.00	\$ 3,500.00	\$ 3,150.00	\$ 5,950.00	\$ 2,450.00	\$ 3,500.00	\$ 4,200.00	\$ 5,600.00
F.3	Excavate, Material Disposal and Rock Backfill For Street Light Poles Including Setting Junction Boxes (#1324) to Grade	6	Ea.	\$ 534.00	\$ 195.00	\$ 1,450.00	\$ 210.00	\$ 550.00	\$ 200.00	\$ 670.00	\$ 300.00	\$ 1,000.00	\$ 775.00
				\$ 3,204.00	\$ 1,170.00	\$ 8,700.00	\$ 1,260.00	\$ 3,300.00	\$ 1,200.00	\$ 4,020.00	\$ 1,800.00	\$ 6,000.00	\$ 4,650.00
F.4	Excavate, Material Disposal and Rock Backfill For Electric Meter Base	1	Ea.	\$ 250.00	\$ 295.00	\$ 1,000.00	\$ 450.00	\$ 250.00	\$ 375.00	\$ 500.00	\$ 300.00	\$ 100.00	\$ 800.00
				\$ 250.00	\$ 295.00	\$ 1,000.00	\$ 450.00	\$ 250.00	\$ 375.00	\$ 500.00	\$ 300.00	\$ 100.00	\$ 800.00
F.5	Excavate, Material Disposal and Rock Backfill & Setting Utility Vaults	2	Ea.	\$ 505.00	\$ 500.00	\$ 1,000.00	\$ 600.00	\$ 1,350.00	\$ 300.00	\$ 850.00	\$ 300.00	\$ 1,000.00	\$ 4,000.00
				\$ 1,010.00	\$ 1,000.00	\$ 2,000.00	\$ 1,200.00	\$ 2,700.00	\$ 600.00	\$ 1,700.00	\$ 600.00	\$ 2,000.00	\$ 8,000.00
F.6	Lockable, Commercial Meter Pedestal	1	Ea.	\$ 176.00	\$ 800.00	\$ 2,500.00	\$ 2,500.00	\$ 250.00	\$ 2,700.00	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 2,650.00
				\$ 176.00	\$ 800.00	\$ 2,500.00	\$ 2,500.00	\$ 250.00	\$ 2,700.00	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 2,650.00
F.7	Directional Bore, Conduit Provided by Canby Utility	75	LF	\$ 22.11	\$ 35.00	\$ 55.00	\$ 50.00	\$ 40.00	\$ 44.00	\$ 52.50	\$ 60.00	\$ 80.00	\$ 75.00
				\$ 1,658.25	\$ 2,625.00	\$ 4,125.00	\$ 3,750.00	\$ 3,000.00	\$ 3,300.00	\$ 3,937.50	\$ 4,500.00	\$ 6,000.00	\$ 5,625.00
Subtotal Utility Construction				\$ 9,550.75	\$ 11,340.00	\$ 24,700.00	\$ 17,160.00	\$ 18,650.00	\$ 24,925.00	\$ 21,007.50	\$ 19,700.00	\$ 25,800.00	\$ 33,625.00
TOTAL BASIC BID				\$ 230,301.44	\$ 236,830.00	\$ 248,356.00	\$ 248,422.22	\$ 266,139.00	\$ 269,340.00	\$ 270,831.00	\$ 302,006.00	\$ 318,872.01	\$ 332,304.00
Red denotes variation from written bid, after calculation													

Red denotes variation from written bid, after calculation

TOTAL BASIC BID



# City of Canby

Office of the City Administrator

## MEMORANDUM

**DATE:** JANUARY 21, 2015  
**TO:** CANBY CITY COUNCIL  
**FROM:** RICK ROBINSON, CITY ADMINISTRATOR  
**RE:** ORDINANCE NO. 1411: AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH HEARD FARMS FOR WASTEWATER SLUDGE REMOVAL; AND DECLARING AN EMERGENCY

**Issue:** Whether or not to continue to contract with Heard Farms for sludge removal services for the City.

**Summary:** The City is currently contracting with Heard Farms for sludge removal at the City's Wastewater Treatment Facility. The Price charged per wet ton hauled is \$53, and under the existing agreement, the not-to-exceed price on the total amount of services is capped at \$149,000 as a precaution under public contracting law (so as to only have to operate at the formal quote procedure in securing the contractor). At this time we have received no inquiries from persons interested in hauling and composting the sludge for secondary uses.

It is anticipated that the cap of \$149,000 is insufficient to fund the sludge removal activities through June 30, 2015, and a new contract with a not to exceed cap of \$75,000 is proposed to allow the sludge removal to continue through the balance of the fiscal year.

**Attachments:** Personal Services Agreement with Heard Farms & Exhibit A

**Recommendation:**  
Authorize this contract.

THIS HAS BEEN REVIEWED  
BY THE FINANCE DIRECTOR

*Haley J*  
1/14/15

**Motion:** "I move to approve Ordinance No. 1411: AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH HEARD FARMS FOR WASTEWATER SLUDGE REMOVAL; AND DECLARING AN EMERGENCY to come up for second reading on February 4, 2015."

## **ORDINANCE NO. 1411**

### **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, January 21, 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, February 4, 2015, commencing at the hour of 7:30 pm at the Council Meeting Chambers located at 155 N.W. 2<sup>nd</sup> Avenue, Canby, Oregon.

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Kimberly Scheafer, MMC  
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 4<sup>th</sup> day of February 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 \$75,000 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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \$53.00 per ton.
2. The above-stated price of \$53.00 per ton will remain fixed through June 30, 2015. Any subsequent change to the \$53.00 per ton price will require a new agreement.
3. Heard Farms agrees to supply three (3) trailers for the City to pre-load the bio-solids for pick-up every Thursday (unless otherwise agreed upon mutually by the parties due to special circumstances).
4. 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.
5. Containers and/or trailers will be hauled off by Heard Farms within 24 hours of the load being ready.
6. The City continues to reserve the right to utilize their current contracted franchise agreement with Canby Disposal (Kahut) for its option of 150 tons per year of free disposal of sludge (bio-solids).
7. 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.
8. 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.
9. Ownership of the sludge (bio-solids) transfers to Heard Farms upon pick-up by Heard Farms.



**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: November & December 2014**

To: The Honorable Mayor Hodson & City Council  
From: Kim Scheafer, MMC, City Recorder  
Prepared by: Erin Burckhard, Office Specialist II  
Through: Rick Robinson, City Administrator  
Date: January 12, 2015

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1. **Business Licenses** – Thirty-one (31) new business licenses were issued during the months of November & December 2014. This compares to 21 new licenses issued during November & December 2013. Twenty-three (23) business licenses were inactivated during the months of November & December 2014. This compares to 30 inactivated during the same period in 2013. One hundred-eight (108) business license renewals were sent out, compared to 114 in 2013. The total number businesses licensed with the City of Canby is 1,225 of which 646 have Canby addresses.
2. **Cemetery -**
  - Total property purchases recorded: November = 0 December = 4
  - Total interments recorded: November = 5 December = 5
3. **Public Records Requests** – Four (4) Public Records Requests were processed during November & December.
4. **Training/Meetings**
  - Kim Scheafer attended an OAMR Region 2 Meeting.
5. **Special Animal Permits** – No special animal permit was issued November & December.
6. **Sidewalk/Park Vending Permit** – None.
7. **Liquor Licenses Processed** – None.



City of Canby Bi-Monthly Report  
Department: Court  
November / December 2014

To: The Honorable Mayor Hodson and City Council  
From: Melody Thompson, Administrative Supervisor  
Through: Judge Rod Grafe  
Date: November 7, 2014

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

**Monthly Statistics**

Description	September	October
Charges Filed (Major and Minor Traffic)	344	302
Charges Filed (Misdemeanor)	8	21
Traffic Cases Filed	292	262
Misdemeanor Cases Filed	8	12
DUII Cases Filed	3	2
Traffic Cases Disposed	346	316
Misdemeanor Cases Disposed	10	14
DUII Cases Disposed	1	0
Cases Sentenced	133	112
Cases Dismissed	66	88
Cases Referred to Diversion/Deferred Sentence	41	33
Cases Handled by Violations Bureau	162	147
Seat Belt Class Participants	12	14
Traffic Trials with Officers Subpoenaed	11	13
Court Trials	0	0
Jury Trials	0	1
Attorneys Appointed by Court representing Defendants	33	18
Attorneys Retained by Defendant	1	8

*Note: Statistic category terms outlined on page 2*

**New and Continuing Projects/Goals**

The Court successfully converted to a new Court database, which replaced the prior module (approximately 15 years old). This module continues the integration feature with the City financial system. Val Kraxberger from the City IT department is working with court staff to identify system errors and issues and coordinate work orders with Caselle to resolve them.

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Future projects are:

- Implement an on line bill pay as an option for our customers.
- Implement budgeted phone system answering information features to enhance customer service.
- Review collection agency proposals collected by the Finance department.

### **Training/Meetings**

No training or meetings during this reporting period.

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

1. Charges Filed vs. Cases Filed: Multiple charges can be filed on any one defendant from a single traffic stop or arrest. Charges filed reflects this number. Cases filed (also called docket numbers) refers to the unique database number give to a single defendant's matter before the Court whether for violations (including traffic) or misdemeanor crimes.
2. Violations Bureau - Court clerks can accept pleas on a traffic violation, offer a deferred sentence program (if qualified) and set a payment plan. For those charged with a crime a court appearance before the judge is mandatory. Fix it ticket activity will be included in this statistic.
3. Diversion/Deferred Sentence Programs - Involves attending a class, paying a court filing fee and with no convictions during the following six 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
  - 1st Offender – Seatbelt citation





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

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

**RE:** *BI-MONTHLY STAFF REPORT November– December 2014*  
*ECONOMIC DEVELOPMENT DEPARTMENT*

### **Economic Development Updates**

The following projects are funded through Urban Renewal.

#### **Downtown City Property preparation for Sale:**

Staff held an Open House on November 19<sup>th</sup>. They also met one on one with prospective developers interested in downtown Canby city owned sites. These buildings include the Library, Development Services Building, and Finance Building, former Police Building and City Hall /Council Chambers. Most of these buildings will be available when the new Civic Building opens in late 2016. An extensive website was developed and development related information was gathered to promote the opportunity for retail, office and housing development. Outreach via email, mail and press release widely broadcast the opportunity to Portland area and Oregon based developers. Proposals are due January 9<sup>th</sup>.

#### **Vertical Housing Zone:**

The Cities application for a Vertical Housing Zone was approved by the State in mid-December. This property tax incentive could be helpful in attract more retail and housing to downtown Canby. The downtown area and community have a shortage of both. A vertical housing zone provides a 10 year partial property tax abatement for qualified buildings that offer ground floor retail and up to 4 stories of apartments in Canby's Downtown Commercial Zone. This tool will be immediately helpful in promoting city owned property actively on the market.

#### **Health Care Summit:**

The City held an industry cluster meeting on November 6<sup>th</sup>. About 25 attended, including doctors, optometrists, chiropractors, specialists, alternative care providers among others. Canby practitioners struggle with getting insurance reimbursements, lack of specific specialties (especially as long standing practitioners retire), finding local providers for referrals and challenges with the Cover Oregon / Health Care.Gov process. In general business is good.

The group met again on December 18<sup>th</sup> at a Town Hall meeting with state senator Alan Olsen to provide their perspective prior to the 2015 Legislative Session. The Oregon legislators said they would be willing to meet again with Canby practitioners in mid-winter to get input on health care related bills that seem to have traction.

#### **Canby Promotional Video Project:**

Four of a five business recruitment videos are now complete. They will be used for to promote Canby for business recruitment. They can be linked to the city, Canby business, chamber and other websites.

Each two to four minute video makes a compelling case for “Why Canby?” They showcase Canby’s business advantages, the Canby Pioneer Industrial Park, downtown Canby, our many quality of life amenities and tourism attractions, respectively. The videos feature interviews with business leaders, event highlights and community landmarks. The video was created by talented team of Canby professionals from video production (CTV5), narration by city councilor Greg Parker, and scriptwriting by Carol Koon from Claudia Johnson Strategic Communications. The videos were unveiled at the January 7th City Council meeting and at the Chamber of Commerce State of the City luncheon.

**Site Certification for Industrial Sites:**

Fourteen sites located in the Canby Pioneer Industrial Park were recently recertified by the Business Oregon Industrial Site program. Staff submitted an extensive application in January, 2014. This designation is helpful in marketing these properties and provides a great deal of information to perspective buyers. The review of additional sites positioned for decision-ready status is pending.

**Canby in the Spotlight Newsletter:**

The December 2014 edition of the Canby in the Spotlight newsletter was distributed to developers, real estate professionals and community leaders to stimulate development interest. This edition featured articles on strategic downtown city owned buildings for sale, Winter residential real estate trends, Trend Business Center overview, launch of the new 42,900 square foot Civic Building and new Canby developments. The newsletter is published about every 6 months.

**Main Street Updates**

The following projects are funded through Urban Renewal.

***Promotion***

**Light up the Night Celebration:**

A record crowd attended the 13th Annual Light Up The Night event. It was held in Wait Park Friday, December 5th, 2014. The Light Up The Night festivities included a tree lighting ceremony, a downtown parade, and First Friday. Canby residents enjoyed holiday carols, hot chocolate, and visits with Santa as well. Wait Park featured significantly more holiday themed lights hung in the tall trees surrounding the Gazebo. Lights were also added to 1<sup>st</sup> Avenue trees to extend the festive atmosphere downtown.

**Downtown Canby First Friday**

The November and December First Friday programs in Downtown Canby featured eight and nine businesses respectively. Businesses featured a variety of offerings including food, entertainment and deals. The December First Friday was held the same night as the Light Up The Night Celebration.

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

Staff designed a comprehensive and engaging brochure to introduce residents and visitors alike to the many attractions and experiences that Canby has to offer. The guide serves as an excellent source of information with listings of community events, descriptions of local businesses, area maps, and entertainment ideas.

The professionally printed brochures will be widely distributed to maximize their marketing impact. They will be placed in Canby businesses, at the Chamber of Commerce, and in venues

such as the Clackamas County Event Center and regional tourism centers, among others. These are well established locations for visitor information that cater to tourists and local residents to encourage tourism. Funding for printing 1,000 of these brochures came from the Community Partnership Grant from Clackamas County Tourism & Cultural Affairs, facilitated by the Canby Area Chamber of Commerce.

### ***Organization***

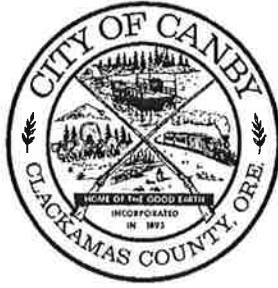
#### **Historic Review Board:**

The Historic Review Board successfully completed the Certified Local Government Grant through the State Historic Preservation Office. Through this grant, the city was able to completed Intensive Level Surveys on five buildings, create façade renderings of five additional buildings, and have plaque text created to begin a Heritage Trail. The Intensive Level Survey findings on the city's historic City Hall ignited the group's enthusiasm in researching the steps necessary for a National Register Nomination. The Historic Review Board presented highlights at the November 19<sup>th</sup> City Council meeting.

### ***Design***

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

On the heels of a celebration of two sculptures that were installed on the 1st Avenue art plinths in September, the Council is launching its second call for public art. They seek talented artists to provide their renderings for the project. They would like two more works for 1st Avenue art plinths. Each piece should represent Canby's diverse culture, including flowers, rodeo, logging, music, quilts, ferry, farming, fishing, and rain. Artists that work with materials other than metals are strongly encouraged to apply. The selected artist(s) will receive a stipend of \$5,000. There is no entry fee. The deadline for applications is March 2<sup>nd</sup>, 2014.



## Bi-Monthly Finance Department Report

**To:** Mayor Brian Hodson & City Council Members  
**From:** Haley Fish, Finance Director  
**Through:** Rick Robinson, City Administrator  
**Covering:** November & December 2014  
**Compiled by:** Suzan Duffy

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

- The **Comprehensive Annual Financial Report for the fiscal year ended June 30, 2014** was completed this period. Our contract auditors completed the audit and issued an unmodified opinion with no significant deficiencies or material weaknesses identified. The Senior Manager and Senior Associate presented the report to the Municipal Audit and Financial Oversight Committee (MAFOC) at the December 11th meeting. The document was submitted to the Oregon Secretary of State and is available on the City webpage.

- The first quarter **financial status update** was presented in a Council work session on December 3, 2014.

- A **supplemental budget** was approved by Council to adjust appropriations for the difference between anticipated and actual carry forward balances, timing of transactions and adjust for unforeseen events.

- Finance worked with the Economic Development department to draft the **Urban Renewal Agency Annual Report** which is scheduled to be presented at the January 21<sup>st</sup> Urban Renewal Agency meeting.

- Quotes for **collections services** were obtained and are being evaluated. We are considering switching which agency we use to engage collection efforts on delinquent utility and transit tax accounts. Information is being shared with other departments so they can consider independently what is best for the collection of their delinquent accounts.

- Finance is making a concerted effort to clean up the **Transit Tax** database including inactivating accounts based on business license records and deleting returns which are determined to be invalid or uncollectable. We will also be pursuing measures available to us to encourage local businesses to file delinquent returns and attain compliance prospectively. Tax forms for both payroll and annual self-employment were mailed out.

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

- Caselle webinars and demos
- GFOA GAAP update webinar
- Conflict Management Skills Seminar
- Transit Open House
- City Holiday luncheon
- Court conversion
- Workers Comp annual audit
- City Building walk-throughs

Statistics this period:

- **Accounts Payable**

Invoices:	529
Invoice entries:	882
Encumbrances:	13
Manual checks:	9
Total checks:	363
  
- **Payroll**

Timesheets processed:	440
Total checks and vouchers:	539
New hires/separations:	2/2
  
- **Transit Tax Collection**

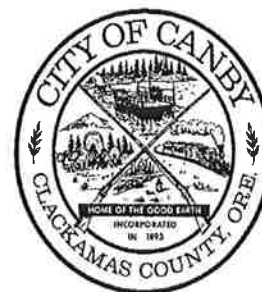
Forms sent:	1364
Delinquent notices sent:	26
Non-filed notices sent:	155
Collection notices sent:	1
Accounts sent to collections:	0
Accounts opened/closed:	17/100
Returns posted:	302
  
- **Utility Billing**

Bills sent:	9145
Counter payments:	279
Accounts opened and closed:	184
Lien payoffs:	5
Lien payoff inquiries:	31
Collection notices sent:	0
Accounts sent to collections:	0
  
- **General Ledger**

Total Journal entries:	251
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- **Cash Receipts Processed**

Finance:	772
Utility:	649

CANBY PUBLIC LIBRARY  
BI-MONTHLY STAFF REPORT  
November – December 2014



TO: Honorable Mayor Hodson and City Council  
FROM: Melissa Kelly, Library Director  
THROUGH: Rick Robinson, City Administrator  
DATE: January 12, 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 November and December, library storytimes attracted 427 people to the library: 330 to our English-language storytimes and 97 to our Spanish-language storytimes.

On November 1, over 50 people participated in our Dia de los Muertos/Day of the Dead event, which included the ever-popular decorating of skull cookies. On November 4, the library partnered with the Ackerman School to host a teen anime night, featuring the film "Up on Poppy Hill." The event, which also included Japanese snacks and a costume contest, brought 15 teens to the library.

Also in November, library staff organized a tour and a mini-training session for a local Cub Scout troop, teaching them how to find and use library resources to aid them in earning badges. Youth Services staff also provided an Early Literacy presentation at Canby High School for the Teen Parent class, and provided bilingual outreach to Trost School.

In December, the library hosted a maker event for all ages, welcoming more than 50 participants (primarily families) to find their creative side at the "art buffet" featuring everything from craft paper and glitter to yarn, beads, and a plethora of recycled materials.

Another highlight of our youth program was a special Saturday afternoon event based on the Magic Tree House series of books by Mary Pope Osborne. Participants imagined themselves as Pilgrims, and tried their hand at creating a fishing net out of knotted twine, making a corn cob doll, and writing with a quill pen. The event attracted 15 kids.

**Adult Programming:**

In addition to our monthly book groups, the library provides a range of educational and

recreational programs for adult interests. In honor of Veterans Day, we offered a talk on the Vietnam War. *A Soldier's Images of the Vietnam War*, presented by combat correspondent Karl Karlgaard, was well-received by a group of largely men. Our *Scientifically Speaking* series offered a presentation on oceans to the scientifically minded crowd, and a travel talk on Colombia transported participants to this now safe and magical country.

Library patrons had a lot of fun with our November and December *Music in the Stacks* performances. The Pickled Peppers Kitchen Band performed in November, and Kay Hansen offered a stellar performance with western songs and yodeling in December. Both events attracted around 35 people each. We also had a large turnout for our make-your-own holiday decorations craft event.

### **Community Involvement:**

Volunteers donated 395 hours in November and December, helping the library by pulling holds, sorting, shelving, processing and mending books, and assisting with library programming and events. An additional 171 hours were donated by Friends of the Library volunteers who provide ongoing management of the Book Garden store.

### **Other Staff Highlights:**

- Library staff have been meeting regularly to plan for a new library facility. In addition to detailing the needed functionality of each area of the library, we have started planning the transition of collections and services to the new space. For example, we are weeding the current collection over the course of the next year. This involves withdrawing items that circulate infrequently or are in poor condition, so we only have to move & RFID-tag heavily-used items. We've also started planning an opening day collection and new signage; however, we need direction from the architectural/design team before we move much farther in our planning.
- Melissa has been working with the Library Foundation to prepare for a future fundraising campaign. We are developing a logo, vision statement, fundraising narrative, and website. Once the architect is hired, we will have a clearer picture of what our fundraising needs are. From there, we can set a goal and hire a fundraising consultant to lead our grant-writing efforts.
- Libraries in Clackamas County (LINCC) recently received a grant to support early literacy efforts. Of the \$15,000 awarded to the county, most will go toward giveaway books and curriculum kits for parents and caregivers. Peggy Wickwire, Canby's youth services librarian, is attending a "train-the-trainer" session in January. She will work with other county library staff to lead early literacy outreach meetings with parents & caregivers in the Clackamas County area. The grant must be completed and money spent by June 30.
- CTV5 filmed a segment about the library's most recent art exhibition. Library staff member Hanna Hofer interviewed artist Ron Pomeroy about his painting medium—watercolors using beer and wine—and also highlighted the library's ongoing, rotating displays of local art.



- Library staff helped to sell tickets for the Friends of the Library home tour. The Friends of the Library organized an incredibly successful Christmas Tour of Homes, held December 6. They sold 149 tickets, totaling \$2,225.00 in sales, for a profit of approximately \$1,850.00.

# **PLANNING & DEVELOPMENT SERVICES**

## **Nov/Dec 2014 BI-MONTHLY REPORT**



**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Bryan Brown, Planning Director*  
**DATE:** *January 12, 2015*  
**THROUGH:** *Rick Robinson, City Administrator*

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The following report provides a summary of the Planning and Development Services activities for the months of November and December, 2014. 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.** This project was kicked off on November 4. Base Camp was setup as a location where all documents can be accessed and reviewed by all consulting parties involved and staff. The first Project Management Team meeting was held on Nov. 20. The planning project is in the "review and assessment stage of conditions, and determining the opportunities and constraints in the study area. Preparation for this has included the posting on Dec. 10 – 19 of needed information to Base Camp including: relevant City ordinance provisions dealing with residential districts and Planned Unit Development overlay zone, stormwater map and Plan, culling of useful Canby Vision goals, base maps with tree cover, elevation contours, wetlands, flood plain, soil types, streets and structures, a context map showing developed area around the study area, specific tax lot map and inventory showing property and land values and size, and Comprehensive Plan land use designations and existing zoning. A Stakeholder Advisory Committee has been created and interviews with property owners are being arranged for January 29, 2015. Project Memo #1 was posted on Dec. 22 that describes the project planning and implementation processes. A Redwood Concept Plan Schedule was also posted. These later items will be shared on a City website soon.
- 2. Dog Park.** Dog Park maintenance volunteers have been secured for one-year of maintenance. High School construction class has agreed to install several components. The City Administrator is reviewing information provided by staff and will get back with instructions on how best to proceed. Direction about the dog park is occurring within the larger overall park maintenance challenge the City faces as it moves forward with new park projects.
- 3. Community Development Block Grant Application.** An application for funding through the Community Development Block Grant program was submitted in November for constructing sidewalks, drainage, and street curbing along a portion of NE 10<sup>th</sup> Avenue. The overall project improvements desired for NE 10<sup>th</sup> Avenue is from Ivy to Pine but has been divided into 3 phases with the City being totally responsible for the first phase of work between Ivy and Locust. Grant funds are sought to assist with sidewalks and street curb and drainage improvements on both

sides of the street and parallel parking where sidewalk easements have been secured as well. We will hear toward the end of February/1<sup>st</sup> of March whether the grant is to be awarded.

4. **NE Canby Master Plan.** The current draft plan is to be revised to gain consensus on a new land use/zoning scheme around a new industrial access route to 99E (Otto Road or a similarly located alternative route). Staff continues to explore all possible viable alternatives to obtaining a route involving willing land owners that avoids the stream, wetlands, and steep grades as it is intended to be a designated truck route.
5. **Buildable Land Analysis.** The Buildable Land Analysis is about two-thirds complete.
6. **Quiet Zone.** Council heard arguments at a work session the first week in January for partnering with a private developer who is looking at redeveloping property at the Northwest corner of NW 1<sup>st</sup> Avenue & N Elm Street. By agreement to allow closing the adjacent section of NW 1<sup>st</sup> Avenue that intersects with N. Elm Street the City should be able to qualify for a Quiet Zone at the Elm Street crossing along with those at Grant and Ivy Street in the Downtown area by implementing alternative safety design improvements. The Federal Railroad Administration (FRA) will be the ultimate decision maker after a diagnostic team review of our proposal once it is submitted. The Council was supportive with moving forward with the NW 1<sup>st</sup> Avenue Street closing as means to secure approval of the Downtown quiet zone.

### **Land Use Application Activity**

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

- Franz Meadows Subdivision
- Canby Commons Apartments

#### **8. Land Use Applications Submitted November 1 – December 31, 2014:**

<b>CASE #</b>	<b>APPLICANT</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
DR 14-04	Canby Square	Construct new 5404 sq. ft. retail pad	1075 SW 1 <sup>st</sup> Ave
FP 14-03	Ed Netter	Final Plat of Partition to create 6 lots	SW 3 <sup>rd</sup> Ave
FP 14-04	Will Snyder	Final Plat of Partition to create one additional lot	103 NE 9 <sup>th</sup> Ave
FP 14-05	Tom Scott	Final Plat of Dinsmore Estates, Phase II Subdivision	E. of SE/corner of SE 13 <sup>th</sup> Ave & S. Ivy Street
LLA14-04	Ron Crisp	Adjust lot line to build two attached homes	888 & 890 NW 2 <sup>nd</sup> Ave
MLP 14-04	Ed Netter	Minor Partition to create additional flag lot	1000 N Pine St
MOD 14-02	Zoar Lutheran Church	Enlarge Storage Shed	190 SW 3 <sup>rd</sup> St

PLP 14-03	Renne Construction	CAT Bus Storage Lot	186 SE Hazel Dell Way
SN 14-10	Tapio Construction	Dutch Bros Signage	1115 SW 1 <sup>st</sup> Ave
SN 14-11	Meyer Sign of Oregon	Metro PCS (cell phone company) wall sign	207 SW 1 <sup>st</sup> Ave

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

- Verizon Wireless Monopole
- Eli Estates Subdivision

#### **10. PC Meeting Items Reviewed:**

- Minor Land Partition for three lots at 672 S Fir Street.(MLP 14-03)
- Modification to replace permeable pavers with asphalt within the private drive for previously approved Emerald Gardens Subdivision project (MOD 14-04)
- Site and Design Review application to construct a new 5,404 SF pad building with a drive-thru at Canby Square, 1075 SW 1st Ave. (DR 14-04)

#### **12. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit November 1 through December 31, 2014**

SP 14-76	Methodist Church	Tenant Reroof	1520 N Holly
SP 14-77	Tom Scott	Single Family Residence	148 SE 16 <sup>th</sup> Ave
SP 14-78	Mitch Engel	Roof Remodel	1732 N Pine St
SP 14-79	Verizon Wireless	New Monopole	505 NW Baker Dr.
SP 14-80	Village on the Lochs	Engineered Retaining Wall	S Elm St
SP 14-81	Darren Monen, CHS Construction Class	Single Family Residence	1430 NE 17th
SP 14-82	Zoar Lutheran Church	Storage Shed	190 SW 3 <sup>rd</sup> St
SP 14-83	Nick Netter	Home Addition	813 NW 1st Avenue
SP 14-84a	Ron Crisp	Attached Single Family Residence	888 NW 2 <sup>nd</sup> Ave
SP 14-84b	Ron Crisp	Attached Single Family Residence	890 NW 2 <sup>nd</sup> Ave
SP 14-85	Paul Davis Restoration	Rebuild burned garage & roof	484 S Township Rd

#### 14. Active Permit Finals by Clackamas County, November 1 - December 31, 2014

SP 14-15	Lisac Brothers Construction	Home Addition	1295 N Oak St
SP 14-18	Ed Netter Construction	Single Family Residence	968 N Ivy St
SP 14-20	White River Construction	Single Family Residence	967 NE 34 <sup>th</sup> Pl
SP 14-21	Dan Williams	Single Family Residence	1344 N Fir Ave
SP 14-32	LES, Inc.	Single Family Residence	172 SE 16 <sup>th</sup> Ave
SP 14-33	JRJ Architects	Medical Office Remodel	200 S Hazel Dell Way
SP 14-41	James Hunsacker	Home Addition	1624 SE 11 <sup>th</sup> Pl
SP 14-42	Craig Shinn	Kitchen Remodel	645 NE 22 <sup>nd</sup> Ave
SP 14-45	Brandon Sauer	Single Family Residence	1478 N Fir St



City of Canby Bi-Monthly Report  
Department: Police  
November / December 2014

To: The Honorable Mayor Hodson and City Council  
From: Chief Bret Smith  
Through: Rick Robinson, City Administrator  
Date: January 9, 2014

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**Monthly Statistics**

Description	October	November
Calls for Service - Patrol	1273	1196
Calls for Service – Code Enforcement	21	25
Custodies/Arrests	50	41
All Incident Reports	213	173
Traffic Citations	388	299
Traffic Accidents	14	4
Traffic Complaints	13	13
Parking Citations	4	2
False Alarm Calls	25	18
Abandoned Vehicle / Parking Complaint Calls	14	19
Animal Complaints	11	5
Other Ordinance Viol. Complaints	4	4

*Note: Reporting period is 1 month behind bi-monthly period to capture up to date statistics.*

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

- Metro Law Enforcement Quarterly Dinner
- Chief Larry O'Day – PPB
- Webinar – Child Sex Trafficking
- Briefing – Children's Center
- RegJIN Chief's Executive Meeting Luncheon
- Coffee for a Cure – Human Bean Fundraiser
- Canby Adult Center lunch service – Monthly
- Trost & Knight Elementary Schools - Terrific Kids Presentation
- Speaker – George Fox University
- Mock Interviews – Canby High School
- Evacuation Drill – Baker Prairie School
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- Monthly Police Chiefs – Milwaukie PD
- Canby Rotary- Lt. Tro
- Canby Diversion Pilot Meeting – Wallflowers Framing Gallery
- Officer Bradley Schafer Graduation – DPSST Academy



- Deputy Chief Jim Ferraris – Salem PD
- OSP Greg Hasting Retirement
- Gerald Warren, Attorney – CIS
- Global Stainless Systems Inc. – Open House
- Active Shooter training – Mt. Pleasant Grade School, Oregon City
- Serve Lunch – Knight School
- Carus School Presentation
- DA John Foote – Oregon City
- Chief Rod Lucich – Molalla PD
- Sgt. Rich Austria – PPB

# Memo

**To:** Lieutenant Jorge Tro  
**From:** Detective Sergeant Frank Schoenfeld  
**Date:** January 12, 2015  
**Re:** Monthly Report for December 2014

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Training:

12/1/14-12/5/14 – NRA Patrol Rifle Instructors School at DPSST

12/18/14 – Glock Armorers course RECERT in Brooks, OR.

12/30/14 – CPR First Aid Training at CPD

Meetings:

12/11/14 – MCT Meeting

**\*\*\*See individual monthly reports attached for training and meetings attended by detectives, SRO , and Evidence Technician.\*\*\***

# Memo

**To:** Lieutenant Jorge Tro  
**From:** Detective Sergeant Frank Schoenfeld  
**Date:** November 13, 2014, 2014  
**Re:** **Monthly Report for November 2014**

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Training:

11/4/14-11/5/14 – Property and Evidence Management Training Seminar.

11/12/14 – Firearms Training at CRGC Night Shoot.

11/19/14 – Firearms Training at CRGC Night Shoot.

11/13/14 – ORPAT at CPD.

11/18/14 – Active Shooter Exercise at Mt. Pleasant School in Oregon Cty.

Meetings:

11/13/14 – MCT Meeting/MCT Supervisors Meeting

**\*\*\*See individual monthly reports attached for training and meetings attended by detectives, SRO , and Evidence Technician.\*\*\***

During the MDT Supervisors Meeting I was selected to be on the committee to come up with a county wide standard for OIS investigations. We have started by reviewing several OIS protocol from several LEA's inside and outside the state. We will reconvene in a month to start putting together a standard protocol for Clackamas County.

On 11/21/14 CPD detectives executed a search warrant at a Pine Street residence in Canby. The search warrant was obtained after a series of controlled methamphetamine purchases were made at the location. TET was used to execute the search warrant at the location due to the fact it was known that the entire residence was affixed with an elaborate surveillance system and that one of the occupants was

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armed with a handgun. The suspect was arrested on a traffic stop away from the residence and was taken into custody. TET secured the location. Over 1.5 ounces of methamphetamine, over 1 pound of Marijuana, approximately \$2,000.00, and a loaded handgun were seized from the location. With the suspects criminal history with the weapon and illegal narcotics, the suspect is looking at a great deal of prison time.

On November 25<sup>th</sup> detectives were called on a MCT call-out to assist on a murder-suicide in Oregon City. CPD detectives assisted with the interviews of related family members as well as all first responders.

This month our School Resource Officer provided a two-hour class presentation to CHS Juniors and Seniors on the subject of law enforcement as a career.

This month made three arrests at the school. One for Theft III, one for Carrying a Concealed Weapon, and two for PCS Marijuana.

This month detectives were busy with a lot of sexual abuse and physical abuse cases. Three of these cases were completed and referred to the DA while one of the Rape investigations is still active.

To: Lt. Tro

From: Sgt. Kitzmiller

Date: 12-07-14

Re: Nov '14 Monthly Report

**Tactical Entry Team**

On November 21<sup>st</sup> TET served a narcotics search warrant for Canby Detectives at the 400 block of S. Pine St. in Canby. The warrant was served without incident and resulted in the seizure of methamphetamine and a firearm.

Due to other training conflicts and the Thanksgiving Holiday TET did not conduct monthly training.

**Training**

On November 12<sup>th</sup> and 19<sup>th</sup> Sgt. Schoenfeld, Officer Chrisman, and Officer Feters instructed low light firearms training at the Canby Gun Club.

November 13<sup>th</sup> - 16<sup>th</sup> officers completed the annual Oregon Physical Abilities Testing as part of our annual training and for voluntary participation in the physical fitness incentive pay.

On November 18<sup>th</sup> – 20<sup>th</sup> several Canby Officers attended a joint training with Clackamas Fire District and Oregon City Police. The training focused on the interaction between Police and Fire on an active shooter event.

On November 29<sup>th</sup> with the assistance of the Canby Rod and Gun Club, the department raffled off a Colt Competition Rifle to raise funds for the purchase of a new K9. The raffle raised \$5,470.00.

(See attached training schedule for additional individual officer training)

Respectfully,



Sgt. Doug Kitzmiller

# SCHEDULED TRAINING

## October 2014

All On Duty Officers	Oct 8	Children Center Training	Canby PD
Holstad Koehnke	Oct 8	Identifying, Investigating, and Prosecuting Domestic Violence and Strangulation Cases	Oregon City
TET	Oct 23	TET Training	CRGC
Green Booth Wasserberger	Oct 3-4	Explosives Device Recognition for First Responders Class	Salem

## November 2014

Hemstreet Inness Schoenfeld	Nov 4-5	Property and Evidence Management	Portland
M. Smith Koehnke Scharmota	Nov 5-7	2014 OPOA Conference	Grand Ronde, OR
All Officers	Nov 12&19	Department Firearms Training	CRGC
All Officers	Nov 13-16	ORPAT	CPD
Kitzmiller Tro Schoenfeld	Nov 18	Clackamas Fire Active Shooter Drill	Oregon City
Scharmota	Nov 19	Clackamas Fire Active Shooter Drill	Oregon City
Green	Nov 20	Clackamas Fire Active Shooter Drill	Oregon City

## December 2014

Schoenfeld	Dec 1-5	NRA Patrol Rifle Instructor Course	DPSST
Wasserberger	Dec 8-10	Street Crimes	Hillsboro
M. Smith Green	Dec 8-12	MRE Train the Trainer	?
Farmer Holstad	Dec 10-12	Third Degree Interview & Interrogation	PSTC
TET	Dec 11	TET Training	TBA
Ethington Schoenfeld Christman M. Smith Holstad	Dec 18	Glock Armorers Course	Brooks, OR

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

Officer Jeremy Holstad  
**Report for Month of November 2014**

**CITATIONS**

Traffic Officer:	52	Patrol:	247
<b>Total:</b>	<b>299</b>		

**DUII ARRESTS**

Traffic Officers:	0	Patrol:	0
<b>Total:</b>	<b>2</b>		

**TRAFFIC CRIMES**

Traffic Officer:	0	Patrol:	1
<b>Total:</b>	<b>1</b>		

**TRAFFIC COMPLAINTS**

Traffic Officers	4	Patrol:	2
<b>Total:</b>	<b>13</b>		

**TRAFFIC CRASHES**

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

**TRUCK INSPECTIONS**

Traffic Officer: 0

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

Officer Jeremy Holstad  
**Report for Month of October 2014**

**CITATIONS**

Traffic Officer:	64	Patrol:	324
<b>Total:</b>	<b>388</b>		

**DUII 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	7	Patrol:	6
<b>Total:</b>	<b>13</b>		

**TRAFFIC CRASHES**

Injury (Patrol): 3  
Non-Injury (Patrol): 4  
Hit & Run (Traffic Officer): 3  
Hit & Run (Patrol): 4  
**Total Crashes: 14**

**TRUCK INSPECTIONS**

Traffic Officer: 0



# Canby Swim Center Report

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

**Date:** January 12, 2015

**Re:** Bi-monthly Report

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The Canby Swim Center kept rolling in November and December. The high school and club swim teams are in full tilt and swimming lessons, public swims and our adult programs continue to be well attended and spring is on the Horizon.

In the winter our evening programs get moved around a little allow for the Canby High School swimming but they all continue through the winter months. Public Swims, Lap Swims and Water Exercise classes all continued to be strong the last couple months and public swims really took a jump in December this year. The water exercise instructor's offered an exercise class the morning of Thanksgiving and Christmas Eve for the second time. Patrons really enjoy getting to come in and work off some of the holiday energy. We collected food and toys for the Kiwanis Food and Toy Drive again this year and collected about five barrels of food for the community. We offer a free swim with every donation of 2 cans of food or new toy from November 1 to December 10<sup>th</sup>.

The Canby High School had its first two dual meets in December then took a break from meets until January 8<sup>th</sup> when the start up their weekly meets. The High School Season goes thru February 21 with the District and State meets being held at Mt Hood Community College. Canby High School has 8 dual meets throughout the season with five of them hosted at the Canby Swim Center.

The Canby Gators Held an invitational in November and then had their annual Animal Meet for youth swimmers and held a Masters Animal Meet for adults the next day. Both meets were held the weekend between Christmas and New Year's Day.

Revenue and Attendance are still strong for the year. Revenue is up \$11,200.00 for the year and was up \$1,400.00 for November and December. Attendance is up 6,900 for the year and 1,700 for the months of November and December. It was great to see people using the pool during the Holiday break for lap and public swims. We are now gearing up for the spring. Spring Lesson, Penguin Club and Tri- it classes all opened for registration with programs starting in the middle of February.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
SUBJECT: Attendance Numbers for November 2014  
DATE: January Report 2015

CANBY SWIM CENTER November	ADMIT 2013	ADMIT 2014	PASS 2013	PASS 2014	TOTAL 2013	TOTAL 2014	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	53	57	276	345	329	402	1451	1862
ADULT RECREATION SWIM	34	11	415	447	449	458	2201	2880
MORNING WATER EXERCISE	40	50	456	380	496	430	2030	2070
PARENT/ CHILD	32	96	0	0	32	96	628	918
MORNING PUBLIC LESSONS	56	78	0	0	56	78	3433	3916
SCHOOL LESSONS	0	375	0	0	0	375	0	1550
NOON LAP	105	72	249	303	354	375	1345	1646
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	201	244	4	13	205	257	1983	2103
PENGUIN CLUB	0	0	0	0	0	0	1169	943
CANBY H.S. SWIM TEAM	0	0	301	237	301	237	301	237
CANBY GATORS	0	0	1063	1388	1063	1388	3741	4189
MASTER SWIMMING	0	0	25	30	25	30	55	111
EVENING LESSONS	708	728	0	0	708	728	4866	6009
EVENING LAP SWIM	47	45	58	37	105	82	597	685
EVENING PUBLIC SWIM	270	208	7	29	277	237	1874	2362
EVENING WATER EXERCISE	61	46	31	29	92	75	519	450
ADULT LESSONS	0	22	0	0	0	22	0	126
GROUPS AND RENTALS	322	253	0	0	322	253	1156	1179
OUTREACH SWIMMING	0	0	0	0	0	0	516	526
<b>TOTAL ATTENDANCE</b>	<b>1,929</b>	<b>2,285</b>	<b>2,885</b>	<b>3,238</b>	<b>4,814</b>	<b>5,523</b>	<b>27865</b>	<b>33762</b>

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
SUBJECT: Attendance Numbers for December 2014  
DATE: January Report 2015

CANBY SWIM CENTER December	ADMIT 2013	ADMIT 2014	PASS 2013	PASS 2014	TOTAL 2013	TOTAL 2014	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	57	91	230	325	287	416	1738	2278
ADULT RECREATION SWIM	25	30	403	433	428	463	2629	3343
MORNING WATER EXERCISE	46	56	335	449	381	505	2411	2575
PARENT/ CHILD	0	0	0	0	0	0	628	918
MORNING PUBLIC LESSONS	60	78	0	0	60	78	3493	3994
SCHOOL LESSONS	0	0	0	0	0	0	0	1550
NOON LAP	89	91	231	420	320	511	1665	2157
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	190	720	9	9	199	729	2182	2832
PENGUIN CLUB	0	0	0	0	0	0	1169	943
CANBY H.S. SWIM TEAM	0	0	830	781	830	781	1131	1018
CANBY GATORS	0	0	768	782	768	782	4509	4971
MASTER SWIMMING	0	0	95	90	95	90	150	201
EVENING LESSONS	504	498	0	0	504	498	5370	6507
EVENING LAP SWIM	46	43	46	23	92	66	689	751
EVENING PUBLIC SWIM	91	149	21	9	112	158	1986	2520
EVENING WATER EXERCISE	38	43	23	21	61	64	580	514
ADULT LESSONS	0	0	0	0	0	0	0	126
GROUPS AND RENTALS	164	181	0	0	164	181	1320	1360
OUTREACH SWIMMING	0	0	0	0	0	0	516	526
<b>TOTAL ATTENDANCE</b>	<b>1,310</b>	<b>1,980</b>	<b>2,991</b>	<b>3,342</b>	<b>4,301</b>	<b>5,322</b>	<b>32166</b>	<b>39084</b>



November and December, 2014  
Monthly Reports

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

Facilities Maintenance  
November & December 2014  
Prepared by Dan Mickelsen

Well the last two months of 2014 have come and gone. A couple good rain storms and did it ever blow for a few days, Yikes! Every now and then the weather people do get it right especially on the wind storm. There were things that blew loose or blew away that I did think could happen. It was even blowing fan motors backwards, then when they went to start again the motor didn't know any better so it just kept running. Anyway I hope all had a good Holiday season and I'm looking forward to a great New Year!

Police Dept; 10 w/o requests. Last spring I put screens over the gutters to keep them from filling up with cotton wood seeds, so instead I have to blow them off on occasion when they plug with roofing grit. Several stained ceiling tiles were replaced as well as repair work done to some of the flush valves. The sally port door all of a sudden decided not to close. Not a good thing for security reasons. The closer unit and parts pertaining to it are all proprietary which means the only parts available are from the installer. They did come and fix it. Another door was tweaked out of shape and had to be removed. While re installing the hinges, anchors were installed and used long screws into the concrete. It should be a lifetime fix now. Two of the HVAC units failed during the cold spell we had in November. Both units failed because of the same part, which was kind of strange. The server room all of a sudden spiked up to nearly 85 degrees and so refrigerant had to be added to that split unit. After construction on the building was complete there was lots of unused parts and pieces that were strewn about in the basement. Shelves were assembled and now all of that stuff is sorted into categories so things can be found. 67.75 hrs total.

Adult Center; 6 w/o requests. Leaves were removed from the roof early on in November after the trees finally decided to dump. This year the wind was in my favor and did blow quite a few away from the building. There was a roof leak the first week of December, so I checked it out to be sure all was clear on the roof and to locate the problem. Also the swamp cooler was winterized, repair was done on a couple of flush valves as well as keeping drains open outside the kitchen area. 11.5 hrs total.

City Hall 5 w/o requests. I was called to once again replace the lamps on the flag poles. In no time they were out again so we had an electrician rewire all new enclosed fixture's to light the flags. I haven't been bothered with it since! I moved lots of file cabinets to new homes as well as bulletin boards and photographs. When the winds picked up I raised all of the awnings to keep them from blowing south. 7.hrs total

Finance/Transit; 4 w/o requests. I had to do a little fix on the restroom heater at the finance dept. For the Transit dept. I moved a bunch of stuff out of City Hall basement to the old PD for recycle and then a lot of the stuff was disposed of. Also the stats were set for winter temps and files were moved into storage for archiving. 6.5 hrs total.

Library; 6 w/o requests. All of the thermostats were reset for winter temps to make it more comfortable. One light fixture was re lamped while six others needed new ballasts. Also various white boards and pictures were hung. No one is quite sure whether someone damaged the front

door or if the heavy winds from the south damaged it (I'm leaning towards the wind did it) but at 8: pm closing, the door would not close, so I came out and repaired the closer. 8.5 hrs total.

Planning / Building; 1 w/o request. During one of the heavy rainstorms it was noticed the roof was leaking into the storage area. I got on to the roof and was able to find the problem in the dark. The rain let up long enough for me to do a good repair. 2.5 hrs total

Shop Complex; 6 w/o requests. Repair work was done on one of the KFU heaters in fleet dept. Numerous exterior and interior lamps were replaced to name a few. 11.25 hrs total.

Public Works. I reviewed plans and attended three pre-construction meetings. I also did a minimum of six ESC inspections. 13 hrs total.

## Fleet Services

Bi-Monthly Report : November / December 2014

Prepared by Joe Witt, Lead Mechanic

### November 2014

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$90.00	\$0.00	\$0.00	\$90.00
Adult Center		\$0.00	\$0.00	\$363.61	\$363.61
Collections	5	\$544.72	\$1,110.00	\$228.79	\$1,883.51
Facilities	1	\$71.25	\$0.00	\$72.46	\$143.71
Fleet Service		\$0.00	\$0.00	\$76.08	\$76.08
Parks	4	\$1,815.00	\$95.84	\$648.28	\$2,559.12
Police	24	\$9,915.00	\$4,292.58	\$5,211.54	\$19,419.12
Streets	5	\$2,242.50	\$586.87	\$1,443.15	\$4,272.52
Transit (CAT)	27	\$11,341.50	\$4,013.99	\$5,299.87	\$20,655.36
Wastewater Treatment	5	\$1,293.75	\$187.01	\$0.00	\$1,480.76
Total Work Orders Processed for the Month	72	Totals*			\$50,943.79

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

### December 2014

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$41.25	\$0.00	\$83.20	\$124.45
Adult Center	4	\$637.50	\$739.11	\$285.83	\$1,662.44
Collections	1	\$131.25	\$7.19	\$0.00	\$138.44
Facilities	1	\$78.75	\$0.00	\$0.00	\$78.75
Fleet Service					\$0.00
Parks	2	\$165.00	\$5.99	\$0.00	\$170.99
Police	18	\$4,852.50	\$1,886.47	\$0.00	\$6,738.97
Streets	10	\$3,690.00	\$3,339.74	\$0.00	\$7,029.74
Transit (CAT)	37	\$16,389.00	\$6,595.84	\$326.21	\$23,311.05
Wastewater Treatment	4	\$1,380.00	\$137.55	\$0.00	\$1,517.55
Total Work Orders Processed for the Month	78	Totals*			\$40,772.38

\*Total includes labor, materials and fuel for all departments: **Note: Total December Fuel Costs for City Departments; Not Recorded because of Fleet Maintenance Program Upgrade Issues.**

### Fleet Service Highlights

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

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker

November – December 2014

### **Park Renovations**

Wilderness International continues to work on the installation of the second fishing platform for the Community Park pond. The group is also working on wetlands restoration along the wetlands trail.

### **Park Maintenance**

The mowing season was completed by the end of November. The irrigation systems, restroom buildings, faucets and drinking fountain were all winterized before the freezing weather arrived. Building maintenance and lighting issues were addressed as found. Downed trees were cut up and the debris was moved out of the way at the Disc Golf course on two different occasions. The majority of staff's time was spent on leaf and storm debris removal the last two months. By the end of December we had gotten the upper hand on the leaves in the parks, but storm debris removal is still proving to be a challenge.

The Parks Department spent 2 hours addressing graffiti and vandalism the last two months. Regular maintenance was **not** performed at the 37 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, 6.1 acre off of Sequoia, Knights Bridge right of way, WWTP property, Berg Parkway right of way and S. Teakwood right of way.

### **Meetings attended**

I met with Tom from Fox Erosion regarding punch list items for Northwood phase II  
We all attended the city safety meeting.  
We all had our annual industrial hearing test.  
We attended the employee holiday lunch.

### **For your Information**

The Parks Department is responsible for 222 acres of property.  
The Vietnam Veterans Era Memorial committee donated two boulders to the Parks Department. The boulders were leftover and we thought they might be a good addition to Arneson Gardens.

**PUBLIC WORKS**  
**November and December 2014**  
**Prepared by: Jerry Nelzen**

**1. Streets:**

The Streets Department assisted with street closures with Canby Excavating while they were installing utilities for new subdivision being built next to SE 13<sup>th</sup> Avenue. Painted curb line at N Lupine Court and NE 10<sup>th</sup> Avenue requested by Canby Police. Paved partial south bound lane at the intersection of 99E and S Locust Street.

The crew received and located 57 locates for November.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	95.5
Street Sweeping Maintenance	16
Street Maintenance	216
Street Sign Manufacturing	30
Street Sign Maintenance	8
Street Sign Installation	10
Banners	8
Street Light Repair	12
NW 1 <sup>st</sup> Ave Landscape	26.5
NE/NW 2 <sup>nd</sup> Ave Landscape	19
Cinema Parking Lot Landscape	10.5
Landscape Assistance Worker	28
Vactor Usage	8

**2. Sewer and Storm System:**

The crew repaired sewer lateral at 2675 N Maple Court. Inspected sewer lateral at 138 S Knott Street, 1060 N Hawthorne Court, 2166 N Locust Street and cleaned catch basins around town. The crew assisted ODOT on replacing (3) damaged manholes at the intersection of 99E and S Locust Street.

<b>Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	6
Sewer Maintenance/Repair	11
Sewer TV'ing	31
Sewer Laterals	49.5
Lift Station Maintenance	21.5



Locating Utilities	47.5
Vactor Usage	11
<b>Storm</b>	
Catch Basin Maintenance	9
Storm Line Maintenance/Cleaning/Repair	53.5
Storm Line Inspection	2
Vactor Usage	8
Drying Beds	8

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

The crew during the month of November repaired/installed 3 signs around town. The crew fixed or repaired 8 street lights. The electronic speed sign was moved to N Holly Street north of NW 12<sup>th</sup> Avenue for vehicle count and speed. Replaced "No Parking" signs along S Elm Street from SE 13<sup>th</sup> Avenue to Village on the Lochs. Installed (4) stops sign on NW 10<sup>th</sup> Avenue between N Birch and N Grant Streets.

### 4. **Miscellaneous:**

The Public Works crew planted 4,600 tulip bulbs and 4 bags of Crocus (approximately 100 in each bag) in the dahlia beds on NW 1<sup>st</sup> Avenue from a request by Urban Renewal. Swapped the desk at City Hall and moved lateral file to the reception area. At the request of Urban Renewal Public Works planted 68 Hellebores in the dahlia beds.

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	11
Equipment Cleaning	54
Other	2
Leaf Disposal	60
NE/NW 2 <sup>nd</sup> Avenue Maintenance	23
Christmas Lights NW 1 <sup>st</sup> Ave & Wait Park	41
Planting Tulips, Crocus & Hellebores	70

## December 2014

### 1. Streets:

The Streets crew put up Christmas lights at NW 1<sup>st</sup> Avenue and Wait Park Gazebo along with the Christmas tree, Penguin and train. Set out barricades to help Jamie Stickel with Light the Night event. Removed 330 yards of leaf debris collected around town for the month of December. Graded and rocked alleyways around town.

The crew received and located 56 locates for December.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	41
Street Maintenance	31
Street Sign Maintenance	207
Sidewalks	4
Street Sign Manufacturing	33
Street Sign Maintenance	5
Street Sign Installation	14
NW 1 <sup>st</sup> Avenue Landscape	55
NW 2 <sup>nd</sup> Avenue Landscape	11
Cinema Parking Lot Landscape	13
Landscape Assistance	7
Street Light Repair	28
Cemetery	33.5
Tree Trimming	6
Dump Truck Usage	4
Vactor Truck	2
Christmas Lights Installation & Maintenance	199

### 2. Sewer and Storm System:

The Collections crew cleaned, cleared blockages and inspected 4 sewer mains and installed new sewer lateral and cleanout at 593 N Juniper Court. Cleaned all the catch basin in Auburn Farms subdivision, cleaned and inspected catch basin at Country Club Drive and Fairway Lane and cleaned catch basins and storm laterals along N Baker Drive and NW 6<sup>th</sup> Avenue.

<b>Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	97.5
Sewer Maintenance/Repair	17
Sewer TV'ing	46.5
Sewer Laterals	77.5
Lift Station Maintenance	30.5
Locating Utilities	49
Sewer Inspections	2
Vactor Usage	48.5
<b>Storm</b>	
Catch Basin Maintenance	31
Storm Line Maintenance/Repair	3
Vactor Usage	3
Drying Beds	4

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

The crew cleared away large tree limbs and 70 foot split tree out of the roadway during December wind storm. During the month the crew fixed 26 street lights.

### 4. **Miscellaneous:**

The crew fixed potholes at the Canby Swim Center parking lot.

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	47.5
Plan Preview for Subdivisions	4
Equipment Cleaning	11
Other	9.5

**Tech Services Department  
Bi-Monthly Report for November and December, 2014**

**From: Amanda Zeiber  
Prepared By: Bryce Frazell  
Date: January 11, 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: November and December 2014

<u>Audience Overview</u>	<u>November</u>	<u>December</u>
Sessions (site visits)	6,049	6,163
Users/unique visitors	4,326	4,356
Page Views	15,079	15,455
Pages per Session	2.49	2.51
Average Session Duration	1 min 52 sec	1 min 44 sec
Bounce Rate (% of single-page visits)	52.03%	52.00%
New Sessions/Users	57.91%	58.38%

*Site visits are down from October, with a slight increase from November to December*

<u>New Vs. Returning Visitors</u>	<u>November</u>	<u>December</u>
New	57.93%	58.38%
Returning	42.07%	41.62%

<u>Browser &amp; Operating System</u>	<u>Top 5 Browsers Used:</u>	
	Google Chrome (34.30%)	Google Chrome (35.18%)
	Safari (25.46%)	Internet Explorer (24.60%)
	Internet Explorer (23.66%)	Safari (22.55%)
	Firefox (9.49%)	Firefox (10.12%)
	Android Browser (5.70%)	Android Browser (5.61%)

*Top 5 Browsers are pretty consistent and only change rankings within the group*

<u>Overview (Technology)</u>	<u>November</u>	<u>December</u>
Desktop	56.69%	58.01%
Mobile	35.94%	34.90%
Tablet	7.37%	7.09%

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

<u>Mobile Devices (top 3)</u>	<u>November</u>	<u>December</u>
	iPhone (38.05%)	iPhone (33.58%)
	iPad (12.21%)	iPad (11.90%)
	Not Set (5.34%)	Not Set (7.42%)

*iPhone is definitely leading in top 3 mobile devices - gray on pie chart is "all others"*

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

*Top 5 visited pages are keeping pretty consistent with rankings changing occasionally*

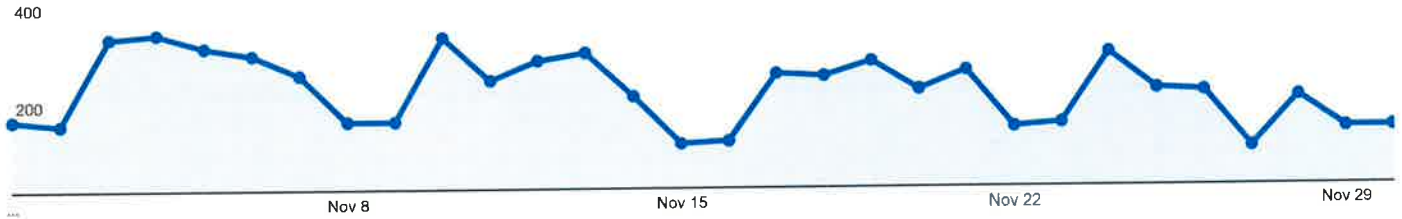
Nov 1, 2014 - Nov 30, 2014

## Audience Overview

**All Sessions**  
100.00%

### Overview

**Sessions**



Sessions

**6,049**

Users

**4,326**

Pageviews

**15,079**

Pages / Session

**2.49**

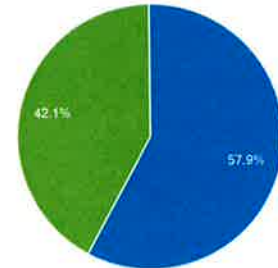
Avg. Session Duration

**00:01:52**

Bounce Rate

**52.03%**

**New Visitor** **Returning Visitor**



% New Sessions

**57.91%**

### Language

**Sessions** **% Sessions**

1. en-us	5,847	96.66%
2. en	59	0.98%
3. pt-br	25	0.41%
4. es-es	15	0.25%
5. en-gb	11	0.18%
6. es-mx	11	0.18%
7. ja-jp	8	0.13%
8. es-us	7	0.12%
9. es-419	6	0.10%
10. zh-tw	6	0.10%

## New vs Returning

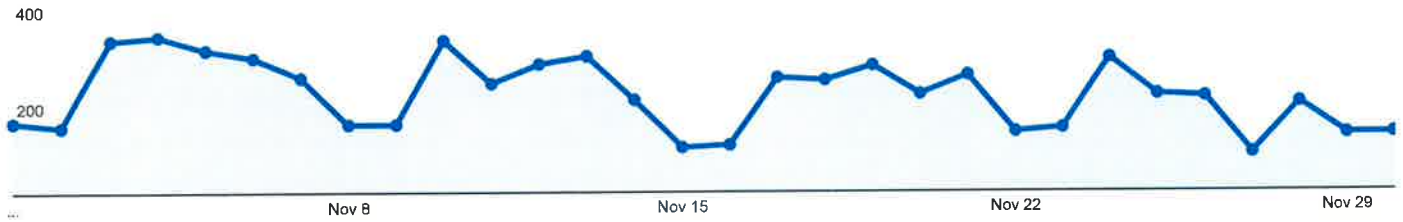
Nov 1, 2014 - Nov 30, 2014

All Sessions  
100.00%

### Explorer

Summary

Sessions



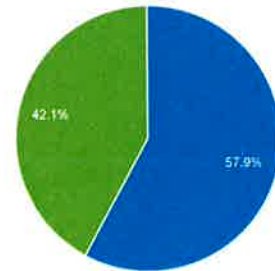
User Type

Sessions

Sessions

Contribution to total: Sessions

	6,049	6,049
	% of Total: 100.00% (6,049)	% of Total: 100.00% (6,049)
1. New Visitor	3,504	57.93%
2. Returning Visitor	2,545	42.07%



Rows 1 - 2 of 2



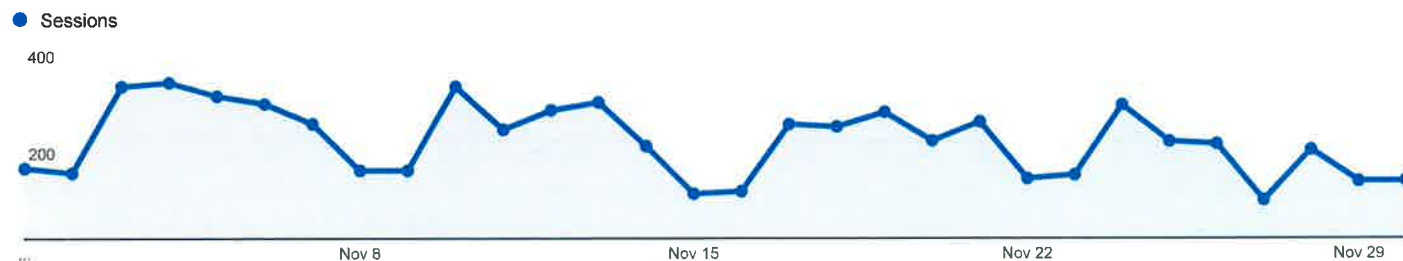
## Browser & OS

Nov 1, 2014 - Nov 30, 2014

All Sessions  
100.00%

### Explorer

Summary



### Browser

Sessions

6,049

% of Total: 100.00% (6,049)

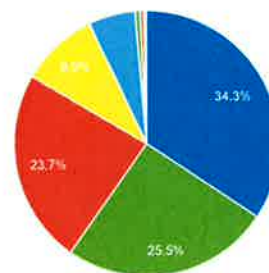
### Sessions

6,049

% of Total: 100.00% (6,049)

1. Chrome	2,075	34.30%
2. Safari	1,540	25.46%
3. Internet Explorer	1,431	23.66%
4. Firefox	574	9.49%
5. Android Browser	345	5.70%
6. Amazon Silk	37	0.61%
7. Safari (in-app)	28	0.46%
8. Opera Mini	4	0.07%
9. Opera	3	0.05%
10. YaBrowser	3	0.05%

### Contribution to total: Sessions



Rows 1 - 10 of 16

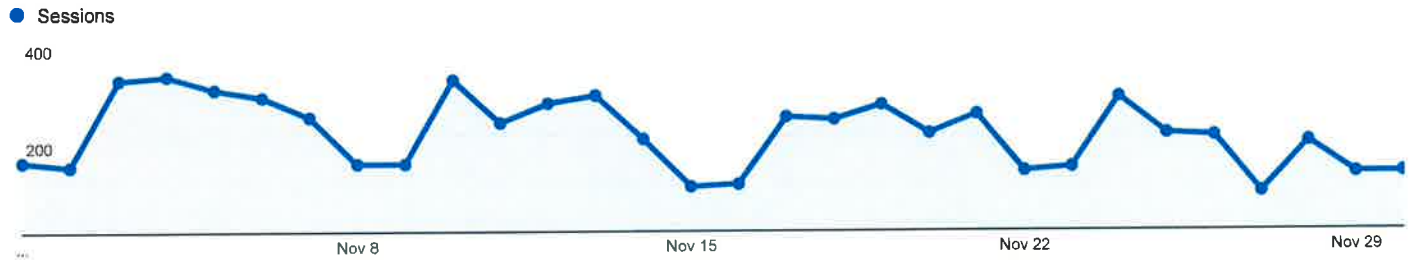
Nov 1, 2014 - Nov 30, 2014

## Overview

All Sessions  
100.00%

### Explorer

Summary



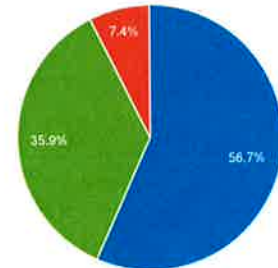
Device Category

Sessions

Sessions

Contribution to total: Sessions

	6,049	6,049
	% of Total: 100.00% (6,049)	% of Total: 100.00% (6,049)
1. desktop	3,429	56.69%
2. mobile	2,174	35.94%
3. tablet	446	7.37%



Rows 1 - 3 of 3

Nov 1, 2014 - Nov 30, 2014

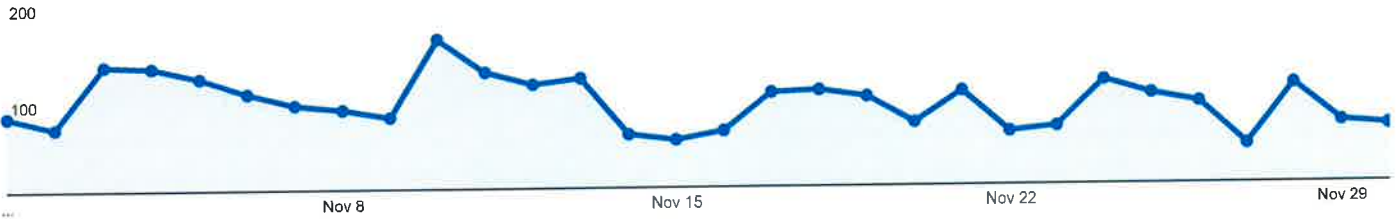
## Devices

All Sessions  
43.31%

### Explorer

Summary

Sessions



### Mobile Device Info

Sessions

2,620

% of Total: 43.31% (6,049)

Sessions

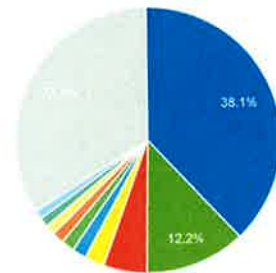
2,620

% of Total: 43.31% (6,049)

1. Apple iPhone	997	38.05%
2. Apple iPad	320	12.21%
3. (not set)	140	5.34%
4. Samsung SM-G900V Galaxy S5	62	2.37%
5. Samsung SM-G900A Galaxy S5	46	1.76%
6. Apple iPod	42	1.60%
7. Samsung SCH-I545 Galaxy S IV	38	1.45%
8. Samsung SCH-I535 Galaxy S III	32	1.22%
9. Samsung SM-G900P Galaxy S5	30	1.15%
10. Samsung SPH-L710 Galaxy S III	28	1.07%

Contribution to total:

Sessions



Rows 1 - 10 of 220

## Landing Pages

Nov 1, 2014 - Nov 30, 2014

All Sessions  
100.00%

### Explorer

#### Summary




Landing Page	Sessions	Sessions	Contribution to total: Sessions
	6,049	6,049	
	% of Total: 100.00% (6,049)	% of Total: 100.00% (6,049)	
1. /index.htm	1,619	26.76%	
2. /transportation/CAThome page.htm	941	15.56%	
3. /Departments/swim/swim center.htm	802	13.26%	
4. /Jobs/jobopenings.htm	560	9.26%	
5. /transportation/routes.htm	558	9.22%	
6. /Departments/court/court.htm	190	3.14%	
7. /Departments/swim/schedule.htm	135	2.23%	
8. /property_sale.htm	125	2.07%	
9. /cityservices/cityserv.htm	121	2.00%	
10. /Departments/development_services/development_serv.htm	97	1.60%	

Rows 1 - 10 of 90

**DECEMBER 2014**

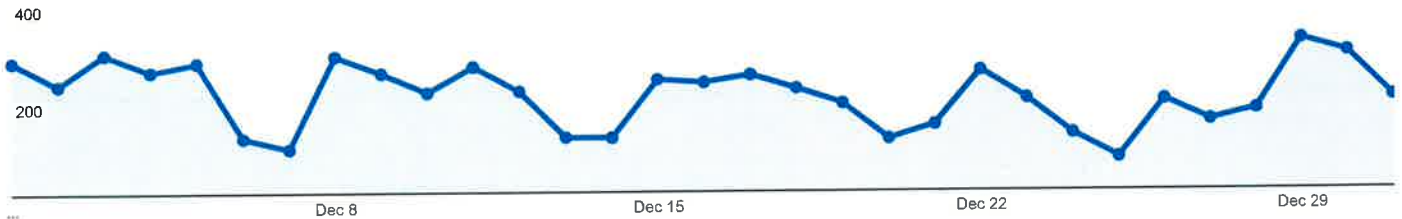
Dec 1, 2014 - Dec 31, 2014

## Audience Overview

 All Sessions  
100.00%

### Overview

 Sessions



Sessions

6,163

Users

4,356

Pageviews

15,455

Pages / Session

2.51

Avg. Session Duration

00:01:44

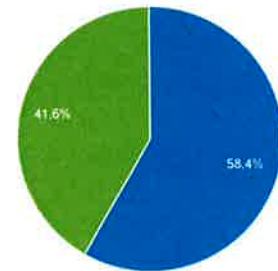
Bounce Rate

52.00%

% New Sessions

58.38%

 New Visitor  Returning Visitor



### Language

Sessions % Sessions

1. en-us	5,894	95.64%
2. en	61	0.99%
3. pt-br	37	0.60%
4. ru-ru	23	0.37%
5. ru	22	0.36%
6. es-es	19	0.31%
7. es-us	14	0.23%
8. en-gb	12	0.19%
9. es-419	11	0.18%
10. it-it	10	0.16%

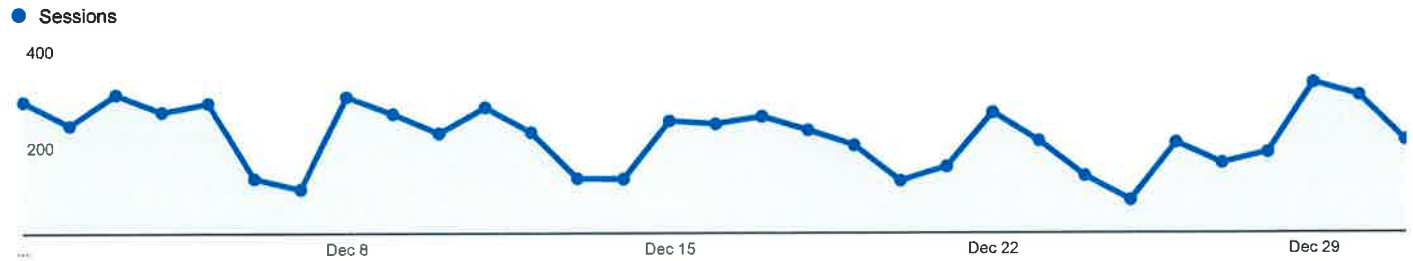
## New vs Returning

Dec 1, 2014 - Dec 31, 2014

All Sessions  
100.00%

### Explorer

Summary



User Type

Sessions

Sessions

Contribution to total: Sessions

1. New Visitor

6,163

% of Total: 100.00% (6,163)

6,163

% of Total: 100.00% (6,163)

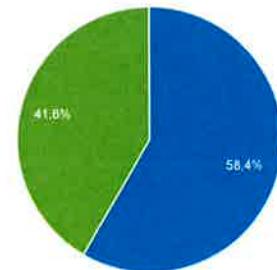
2. Returning Visitor

3,598

58.38%

2,565

41.62%



Rows 1 - 2 of 2

Dec 1, 2014 - Dec 31, 2014

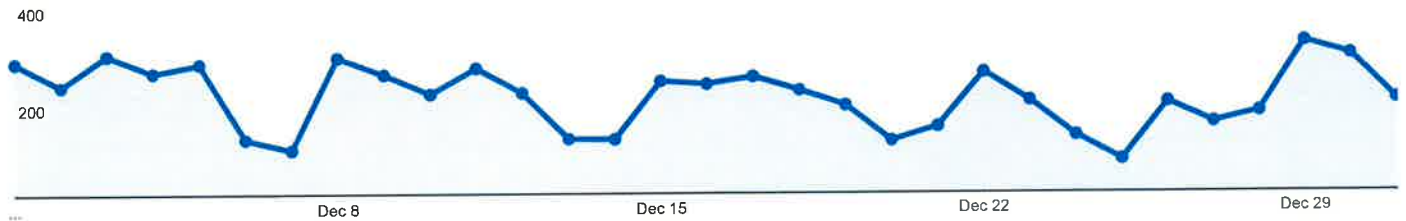
## Browser & OS

All Sessions  
100.00%

### Explorer

Summary

Sessions



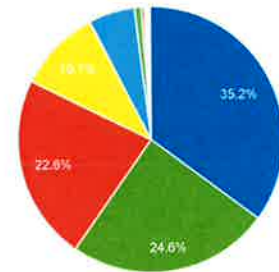
Browser

Sessions

Sessions

Contribution to total: Sessions

	6,163	6,163
	% of Total: 100.00% (6,163)	% of Total: 100.00% (6,163)
1. Chrome	2,168	35.18%
2. Internet Explorer	1,516	24.60%
3. Safari	1,390	22.55%
4. Firefox	624	10.12%
5. Android Browser	346	5.61%
6. Amazon Silk	53	0.86%
7. Safari (in-app)	20	0.32%
8. Opera	17	0.28%
9. YaBrowser	9	0.15%
10. Opera Mini	4	0.06%



Rows 1 - 10 of 19



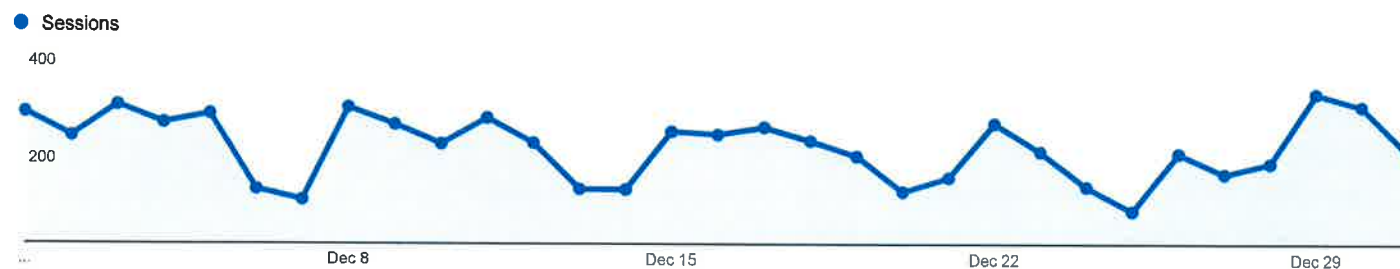
## Overview

Dec 1, 2014 - Dec 31, 2014

All Sessions  
100.00%

### Explorer

Summary



Device Category

Sessions

Sessions

Contribution to total: Sessions

1. desktop

3,575

58.01%

2. mobile

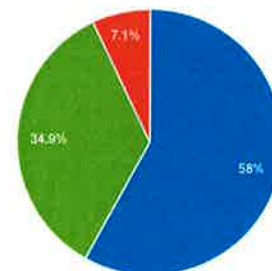
2,151

34.90%

3. tablet

437

7.09%



Rows 1 - 3 of 3

## Devices

Dec 1, 2014 - Dec 31, 2014

All Sessions  
41.99%

### Explorer

Summary



Mobile Device Info	Sessions	Sessions	Contribution to total: Sessions
	2,588 % of Total: 41.99% (6,163)	2,588 % of Total: 41.99% (6,163)	
1. Apple iPhone	869	33.58%	
2. Apple iPad	308	11.90%	
3. (not set)	192	7.42%	
4. Samsung SM-G900V Galaxy S5	79	3.05%	
5. Samsung SCH-I535 Galaxy S III	53	2.05%	
6. Samsung SCH-I545 Galaxy S IV	41	1.58%	
7. Samsung SM-G900A Galaxy S5	34	1.31%	
8. LG VS980 G2	33	1.28%	
9. Samsung SCH i545 Galaxy S4	32	1.24%	
10. Apple iPod	31	1.20%	

Rows 1 - 10 of 236

## Landing Pages

Dec 1, 2014 - Dec 31, 2014

All Sessions  
100.00%

### Explorer

Summary

Sessions



Landing Page

Sessions

6,163

% of Total: 100.00% (6,163)

Sessions

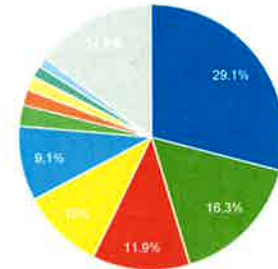
6,163

% of Total: 100.00% (6,163)

Contribution to total:

Sessions

		Sessions	% of Total
1.	/ index.htm	1,793	29.09%
2.	/transportation/CAThome page.htm	1,007	16.34%
3.	/Departments/swim/swim center.htm	731	11.86%
4.	/transportation/routes.htm	617	10.01%
5.	/Jobs/jobopenings.htm	559	9.07%
6.	/Departments/court/court.htm	161	2.61%
7.	/Departments/swim/schedule.htm	119	1.93%
8.	/Departments/development_services/development_serv.htm	104	1.69%
9.	/Departments/departments.htm	87	1.41%
10.	/Departments/parks/park_facilities.htm	73	1.18%



Rows 1 - 10 of 86

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of November & December, 2014

Date: January 5, 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) Annual Federal Transit Administration report submitted in TEAM.
- d) In August we submitted an application to ODOT for 2 replacement vehicles. We were notified in November that our 5339 grant application was recommended for funding. The grant is for 2 Arboc style low-floor cutaway buses (estimated cost \$147,000 each – total \$294,000) and will cover \$244,020 of the cost. We will be responsible for \$49,980 which is a 17% match. Grant agreements are expected to be effective July 1, 2015. This grant replaces two fleet vehicles that are past their useful life.

### 2) Ridership:

Total ridership year to date for FY 2014-15 is up by 1.85 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 7,789 rides in November (6.86% fewer than November of 2013).
  - 1,455 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 7.18% fewer than were provided during November of 2013.
  - 4,685 to Oregon City (4.97% fewer rides than November of 2013).
  - 1,649 to Woodburn (11.63% fewer rides than November of 2013)
- b) 8,444 rides in December (7.81% more rides than December of 2013).
  - 1,721 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 7.36% more rides than were provided during December of 2013.
  - 4,963 to Oregon City (8.67% more rides than December of 2013)
  - 1,760 to Woodburn (5.89 % more rides than December of 2013).

Ridership seems to be holding steady so far this year. The same day ride requests have had a positive impact on the demand responsive ride numbers.

### Updates:

- a) The Rider of the Month for November was Larry Ball. Larry has been a CAT rider we started service. He rides regularly and says that this is the first time he has ever won anything. Larry's family are long time Canby residents. Larry's granddaughter

is a 5th generation Canby High School Graduate. The rider of the month for December was Heather Swan. Heather has ridden CAT for many years. She rides Dial-A-Ride to Oregon City where she transfers to TriMet LIFT to get to work nearly every day. Heather also won Rider of the Month in October. Both winners were given a free pass and other promotional items.

- b) The trial period for same day ride requests has been very successful. Customer feedback continues to be very favorable. From now on we will offer same day rides on a space available basis as a part of CAT's service. The requests are honored when the ride fits into the existing schedule and are taken on a first come first served (space available) basis. Customers who need a specific time slot are still encouraged to make their appointments at least a day in advance if not earlier. We can often accommodate ride requests when customer can be flexible with the time of their ride. In November and December we provided 313 of these same day rides.
- c) CAT's General Public Survey ended on December 31<sup>st</sup>. We collected 256 responses (210 in English and 46 in Spanish). We will analyze the results and use the information during the upcoming planning process and to guide us with any future service expansion. We are currently working with the high school to design a community service project for bilingual high school students to assist with our next survey which will gather information from CAT riders. At the same time we will work with the Chamber of Commerce to distribute a survey to Canby businesses.
- d) On December 15<sup>th</sup> CAT held its second annual Holiday Open House. Twenty-six people took advantage of the Canby holiday light tour on the way to the open house and in all about 40 people attended the event. There were door prizes, hot beverages and goodies for everyone.
- e) In late December we outlined the final details for the CAT bus yard improvements with Pioneer Property. Pioneer's contractor has submitted the permit applications and work will begin as soon as the permits are fully approved. Once the permits are in place the project is expected to take between 90 and 120 days.

#### 4) Collisions and Incidents

- a) There were two minor collisions:
  - On November 24 a driver backed a bus (27) into a tree root causing minor damage to the bus. No customers were on board.
  - On December 30 an elderly driver backed a car into a parked CAT bus (17) in the parking lot of Club Fit. There was minor damage to the other vehicle and no damage to the bus. There was one customer on board. There were no injuries.
- b) On December 11 a customer fell out of his seat when the driver had to stop quickly

to avoid a collision with a vehicle that ran a stop sign. At the time of the incident, the customer refused the driver's repeated offers to call for medical assistance but sought medical attention later that day.

- 5) Events Attended: City staff, contractors and/or volunteers represented CAT or participated in activities in the following venues:
- a) On November 5<sup>th</sup> Julie Wehling attended the first meeting of the advisory committee for an ODOT/TGM Special Project: Transit Development Plan Guidebook in Salem.
  - b) On November 6<sup>th</sup> Julie Wehling and Mariah Laitinen attended a TriMet presentation and public meeting regarding the Milwaukie light rail station held at the high school in Milwaukie.
  - c) On November 20<sup>th</sup> the Transit Advisory Committee met and held their regular meeting. The Transit Advisory Committee meeting for December was canceled.
  - d) On November 22<sup>nd</sup> Julie Wehling attended the 6<sup>th</sup> Annual Bridging Cultures Thanksgiving event at Baker Prairie Middle School.
  - e) On December 1<sup>st</sup> Julie Wehling attended a meeting of the Clackamas County small/rural transit providers in Gresham. At the meeting Julie Stephens from the city of Sandy was appointed as the small/rural transit representative on the C4 committee and Julie Wehling was appointed as the alternate to the small/rural transit representative.
  - f) On December 11<sup>th</sup> Julie Wehling attended an online Grant Program Training provided by ODOT's Public Transit and Rail Division.
  - g) MV held a driver safety training meeting on December 13<sup>th</sup>.
  - h) On December 15<sup>th</sup> CAT hosted its 2<sup>nd</sup> annual Holiday Open House event.



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

### **Department: Wastewater Treatment Plant**

### **For Months of:**

### **November & December 2014**

To: The Honorable Mayor Hodson & City Council  
From: Dave Conner, Lead Operator  
Through: Rick Robinson, City Administrator  
Date: January 8, 2015

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

The water quality for the months of November and December remained excellent with no violations. Plant Operators continually maintain daily monitoring and operations of the plant to maintain NPDES permit compliance.

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

- Finished winter gutter cleaning of treatment plant.
- Effluent flow meter calibration check.
- Received raw pump #4 back from motor shop, new seals / bearings.
- Inventory and restocked shelves with pump parts and maintenance items.
- Received recirc pump #2 from motor shop, new rewind / bearings & O-rings.
- Received recirc pump #3 back from motor shop, new stator / impeller.
- Van Chopper Pump demonstration for WW and the PW department.
- Delivered recycled U.V. lights and chemicals to metro recycling.
- Repaired process water line in treatment plant road then filled and paved.
- Repaired scum scraper arm on primary clarifier.
- Storm damage clean up and fence repair.
- R&R recirc pump.
- Removed Dryer Effluent Screen from effluent chamber,
- Yearly hearing test.
- Replaced all lights and capacitors on U.V. #2.
- Started Compilation of 2014 biosolids/sludge annual report.
- Began WWTP web page redesign and set up.
- Perform weekly AB probe checks/calibration
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

### **PRETREATMENT, FOG (fats, oils and grease) program**

#### **Nov.**

- Pump Outs: 24
- Inspections: 5

#### **Dec.**

- Pump Outs: 26
- Inspections: 2
- Amended Johnson Controls permit.
- Reviewed Nov / Dec Business License renewals.
- Updated RCRA and Environmental Survey Information sheets.
- Reviewed site plans for pretreatment devices.
- Contacted ORACWA Pretreatment Committee for information on paired sampling and sampling PE for Local Limits
- Completed Johnson Controls Sampling and facility inspection
- Inspected Canby disposals pretreatment devices.

### **Biosolids Program:**

- Run belt press 14 days in November
- 5 loads to Heard Farms, 153 wet tons.
- Run belt press 17 days in December.
- 6 loads to Heard Farms, 218 wet tons.

### **Daily Lab Activity**

### **Monthly / Weekly NPDES Permit Tests**

- TSS
- BOD
- CBOD
- Ammonia
- E-coli
- Alkalinity
- pH
- Total Flow
- UV Dosage
- Completed yearly Influent and effluent metals testing



### **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
- Met with Dale Richwine to discuss computation of local limits.
- Capital Improvements meeting with Engineers.
- City Safety Committee.
- Pre-construction meeting.

## **Management Team Meeting Minutes**

**January 5, 2015**

**2:00 PM**

### **City Hall Conference Room**

In attendance: Rick Robinson, Amanda Zeiber, Kim Scheafer, Bryan Brown, Hailey Fish, Bret Smith, Julie Wehling, Melissa Kelly, Renate Mengelberg, Joseph Lindsay, and Eric Laitinen.

#### Amanda Zeiber

- A signature needs to be on file before the City can release a paycheck or other paperwork to someone picking it up for an employee

#### Kim Scheafer

- Reviewed Agenda for January 21 CC and URA Meetings
- ODOT is requesting a noise variance to do paving this summer from Berg Parkway to Aurora
- Canby is hosting the CCA Dinner on February 26 at the Willamette Valley Country Club

#### Melissa Kelly

- Seven proposals were received for architects for the Civic Center
- Working a new website design for the library
- Gathering information regarding a new digital sign board for the inside of library
- Staff is working on recording the oral history from local farmers
- A civil rights film and discussion series is coming up
- A six class series of computer classes will be held in English and Spanish

#### Bret Smith

- Following guidelines for the Measure 91 law that goes into effect July 1
- New officer starts the Police Academy on January 26
- Will be holding a Citizens Academy around March

#### Julie Wehling

- Have been short on buses the last few weeks due to mechanical problems
- Same day rides are going well
- Holiday Open House went well
- General public survey ended
- Work on new bus yard will start soon

#### Renate Mengelberg

- Proposals for development of downtown City owned buildings are due on Friday
- Working URA Annual Report

#### Eric Laitinen

- December was very busy
- Two swim meets were held over the Christmas break

#### Bryan Brown

- Have been in contact with an out of state developer
- Minor partition application was received
- Application for a subdivision on recently annexed property was received
- Expecting applications for Faist Phase 6 and a new N Maple subdivision
- Staff are working on the N Redwood Master Plan

#### Hailey Fish

- Clean opinion was received from the auditors
- Finance is changing collection agencies. Past due sewer accounts are sent to County Assessor which are put on the property tax bills
- Working on budget calendar
- Budget Committee is having a work session on February 4

#### Rick Robinson

- Councilor Ken Rider is resigning. The Council will decide Wednesday how they want to fill the vacancy.
- Working on scheduling a Council Retreat. Management Team will need to attend.
- Street dance will be held the last Friday in August
- Kiss Summer Goodbye will not be held this year
- Jerry is working with a local mortuary that is willing to dig graves

*Minutes taken by Kim Scheafer*