



AMENDED AGENDA

CANBY CITY COUNCIL MEETING

November 18, 2015

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Brian Hodson

Council President Tim Dale

Councilor Clint Coleman

Councilor Tracie Heidt

Councilor Traci Hensley

Councilor Greg Parker

Councilor Todd Rocha

CITY COUNCIL MEETING

1. **CALL TO ORDER- 7:00 PM – City Hall Conference Room** – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers.
2. **EXECUTIVE SESSION: ORS 192.660(2)(e) Real Property**
3. **OPENING CEREMONIES – 7:30 PM – Council Chambers**
 - A. Invocation
 - B. Pledge of Allegiance
4. **COMMUNICATIONS**
5. **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.)
6. **MAYOR'S BUSINESS**
7. **COUNCILOR COMMENTS & LIAISON REPORTS**
8. **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 November 4, 2015 City Council Regular Meeting
 - B. Appointment to Planning Commission Pg. 1
 - C. Reappointments to Planning Commission Pg. 2

9. RESOLUTIONS & ORDINANCES

- A. Res. 1227, Approving Referral to the Electors of the City of Canby, Clackamas County, Oregon the Question of Banning Marijuana Businesses and Sites Within the City Pg. 4
- B. Res. 1228, Approving Referral to the Electors of the City of Canby, Clackamas County, Oregon, the Question of Imposing a Three Percent Tax on the Sale of Marijuana Items by a Marijuana Retailer Within the City Pg. 6
- C. Ord. 1429, Authorizing Contract with Pihl, Inc. in the amount of \$108,230.00 for Construction of the Fairway Lane Sanitary Sewer Replacement; Transferring Budget Appropriations Between Existing Categories; and Declaring an Emergency Pg. 8
- D. Ord. 1430, Authorizing Contract with Canby Excavating, Inc. for the Rehabilitation of the NE 34th Place Sewage Pumping Station; Transferring Budget Appropriations Between Existing Categories; and Declaring an Emergency Pg. 18

10. NEW BUSINESS

11. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

12. CITIZEN INPUT

13. ACTION REVIEW

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

15. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.

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

Date: 10/21/2015

Name: Derrick Mottern

Occupation: Telecommunications

Home Address:

Employer: Canby Telcom

Position: VP Network Operations

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Planning Commission

What are your community interests (committees, organizations, special activities)? Involved in CTV5, High School / Middle School sports and Habitat for humanity. We moved to Canby about 1 year ago and are now settled. We come from a small town and feel it is important to be active in the community. I served on the Daniels Sheridan Hospital board for 9 years in Scobey Montana. I served on the Beacon community theater committee for 6 years in Scobey and stayed active in volunteer programs throughout the 10 years we lived there. I love the outdoors, fishing, hiking, camping and hunting.

Experience and educational background: Please see attached resume

Reason for your interest in this position: Want to be involved in the growth and well-being of Canby and do my part as a citizen.

List any other City or County positions on which you serve or have served: None

Information on any special membership requirements: None

RECEIVED

OCT 26 2015

Referred by (if applicable): None

City of Canby - City Recorder

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

Date: 11/4/15

Name: John Savory Occupation: Business owner

Home Address:

Employer: Southwest Office Supply Position: President/Sales Manager

Daytime Phone: Evening Phone:

E-Mail Address:

For which position are you applying? Planning Commission

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

Current Chair of Canby Planning Commission

Experience and educational background: Graduate of University of Oregon (1972) B.S. Political Science, I've served on the Canby Planning Commission for the last three years, Board Chair of Point West Credit Union, board member of the Northwest Industrial Neighborhood Assoc.

Reason for your interest in this position: interested in seeing Canby develop in an orderly way that represents the interests of the average Canby resident

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

Information on any special membership requirements: _____

Referred by (if applicable): _____

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

RECEIVED
NOV 04 2015

City of Canby - City Recorder

Phone: 503.266.0733 Fax: 503.266.7961 Email: Scheaferk@ci.canby.or.us

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

1-4-13

**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: 11-5-15

Name: Shawn Hensley

Occupation: sales

Home Address:

Employer:

Position:

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? planning commission

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

Experience and educational background: 3 years planning

Reason for your interest in this position: reapply

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

Canby Area Park and Recreation District

Information on any special membership requirements:

Referred by (if applicable):

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

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PO Box 930
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12-4-07

RECEIVED

NOV 04 2015

City of Canby - City Recorder

RESOLUTION NO. 1227

A RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF CANBY, CLACKAMAS COUNTY, OREGON, THE QUESTION OF BANNING MARIJUANA BUSINESSES AND SITES WITHIN THE CITY.

WHEREAS, section 134 of HB 3400 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of certain state-registered and state-licensed marijuana businesses in the area subject to the jurisdiction of the city; and

WHEREAS, the City of Canby City Council adopted Ordinance 1427 on November 4, 2015, which prohibits the establishment of marijuana businesses and sites in the area subject to the jurisdiction of the city;

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

MEASURE. A measure election is hereby called for the purpose of submitting to the electors of the City of Canby, Clackamas County Oregon, a measure prohibiting the establishment of certain marijuana activities in the area subject to the jurisdiction of the city.

ELECTION CONDUCTED BY MAIL. The measure election shall be held in the City of Canby on November 8, 2016. As required by ORS 254.465, the measure election shall be conducted by mail by the County Clerk of Clackamas County, according to the procedures adopted by the Oregon Secretary of State.

DELEGATION. The City of Canby authorizes the City Administrator or designee, to act on behalf of the city to take such further action as is necessary to carry out the intent and purposes set forth herein, in compliance with the applicable provisions of law.

PREPARATION OF BALLOT TITLE, QUESTION, SUMMARY, AND EXPLANATORY STATEMENT. The City Attorney is hereby directed to prepare the ballot title, question, summary, and explanatory statement for this measure, and deposit them with the City Recorder within the times set forth by law.

NOTICE OF BALLOT TITLE AND RIGHT TO APPEAL. Upon receiving the ballot title for this measure, the City Recorder shall publish in the next available edition of a newspaper of general circulation in the city a notice of receipt of ballot title, including notice that an elector may file a petition for review of ballot title.

FILING WITH COUNTY ELECTIONS OFFICE. The City Recorder shall deliver the Notice of Measure Election to the County Clerk for Clackamas County for inclusion on the ballot for the November 8, 2016 election.

This Resolution shall take effect November 18, 2015.

ADOPTED this 18th day of November 2015, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

RESOLUTION NO. 1228

A RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF CANBY, CLACKAMAS COUNTY, OREGON, THE QUESTION OF IMPOSING A THREE PERCENT TAX ON THE SALE OF MARIJUANA ITEMS BY A MARIJUANA RETAILER WITHIN THE CITY.

WHEREAS, section 34a of HB 3400 provides that a city council may adopt an ordinance to be referred to the voters that imposes up to a three percent tax on the sale of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the city; and

WHEREAS, the City of Canby City Council adopted Ordinance 1428 on November 4, 2015, which imposes a tax of three percent on the sale of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the city;

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

MEASURE. A measure election is hereby called for the purpose of submitting to the electors of the City of Canby, Clackamas County Oregon, a measure imposing a three percent tax on the sale of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the city.

ELECTION CONDUCTED BY MAIL. The measure election shall be held in the City of Canby on November 8, 2016. As required by ORS 254.465, the measure election shall be conducted by mail by the County Clerk of Clackamas County, according to the procedures adopted by the Oregon Secretary of State.

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Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

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

6655 SW HAMPTON, SUITE 210
PORTLAND, OR 97223

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

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

DATE: November 9, 2015

ISSUE: FAIRWAY LANE SANITARY SEWER REPLACEMENT
APPROVAL OF CONSTRUCTION CONTRACT ORDINANCE 1429

SYNOPSIS: On November 5, 2015, the City of Canby solicited and received seven (7) bids for the Fairway Lane Sanitary Sewer Replacement. This staff report is to request Council approval for award of the contract to the low responsive bidder.

RECOMMENDATION:

That the Council approve Ordinance 1429 authorizing the Mayor and City Administrator to execute a contract with Pihl, Inc. in the amount of \$108,230.00 for the Fairway Lane Sanitary Sewer Replacement; and declaring an emergency.

RATIONALE:

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

This project is being recommended due to deterioration concerns which were identified subsequent to the preparation and approval of the annual budget. Management believes that this replacement is necessary and more cost effective long term than other temporary options and there is sufficient funding available for the project as recommended herein. All work is eligible for funding through the Wastewater SDC Reimbursement Fee resources. We have included a budget transfer of appropriations from the sewer combined fund unallocated capital outlay category to sewer combined fund collections capital outlay category to reallocate appropriations for the unexpected project expenses.

Honorable Mayor & City Council

November 9, 2015

Page 2

BACKGROUND:

The existing sanitary sewer concrete pipe has exceeded its life span, failed and is in need of restoration and replacement. The latest TV video shows that the pipe is sagged, cracked, fractured and broken in multiple locations. Maintaining this pipe in its current condition will make it inaccessible by the City crew cleaning equipment.

FISCAL IMPACT:

Attached are Ordinance 1429 and the proposed contract for execution. Our recommendation is to accept the low responsive bid from Pihl, Inc. and execute a contract for construction in the bid amount of \$108,230.00. The low responsive bid of \$108,230.00, however, is slightly higher than the estimated construction of \$102,000 but does not pose a funding problem as long as the budget transfer of appropriations between categories is approved.

Attached are Ordinance 1429 and the proposed contract for execution. Our recommendation is to accept the low responsive bid from Pihl, Inc. and execute a contract for construction in the bid amount of \$108,230.00

ENCLOSURES:

- Ordinance Number 1429
- Construction Contract
- Bid Tabulation

THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR

Haley J. 11/9/15

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

ORDINANCE NO. 1429

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH PIHL, INC. IN THE AMOUNT OF \$108,230.00 FOR CONSTRUCTION OF THE FAIRWAY LANE SANITARY SEWER REPLACEMENT, TRANSFERRING BUDGET APPROPRIATIONS BETWEEN EXISTING CATEGORIES; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby has heretofore advertised and received seven (7) bids for the Fairway Lane Sanitary Sewer Replacement; and

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on October 19, 2015; and

WHEREAS, bids were received and opened on November 5, 2015 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 and summarized as follows:

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

1.	Pihl, Inc.	\$108,230.00
2.	Emery & Sons Construction Group	\$113,640.00
3.	North Santiam Paving Company	\$122,550.00
4.	Canby Excavating, Inc.	\$139,960.00
5.	Pacific Excavation, Inc.	\$148,912.00
6.	Jesse Rodriguez Construction	\$154, 970.00
7.	Nutter Corporation	\$169,370.22

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, November 18, 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 Pihl, Inc.; and

WHEREAS, this project arose unexpectedly due to an aged and deteriorated sewer main line; and

WHEREAS, the City has budgeted Sewer Combined Fund unallocated capital outlay and would like to transfer \$145,000 of those appropriations to the Sewer Combined Fund Collections Capital Outlay in order to have sufficient budget authority in this category to fund the entire project including the contract recommended for approval herein in accordance with local budget law; 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 Pihl, Inc. for the Fairway Lane Sanitary Sewer Replacement in the amount of \$108,230.00 and transfer \$145,000 between existing budget categories for the . A copy of the construction contract with Pihl, Inc. is attached and incorporated herein as Exhibit "A".

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 thereof on Wednesday, November 18, 2015 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, December 2, 2015, commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 2nd day of December 2015, by the following vote:

YEAS _____

NAYS _____

Brian Hodson, Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

CONTRACT FOR CONSTRUCTION

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

City of Canby

(hereinafter called OWNER) and

Pihl, Inc.

(hereinafter called CONTRACTOR)

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

ARTICLE 1 - WORK

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

City of Canby Fairway Lane Sanitary Sewer Replacement

The scope of work consists of the following:

- ! Removing and replacing the existing 8" sanitary sewer main line and reconnecting 10 existing services. The work also includes paving 10 foot wide panel, driveway approaches and restoring the existing landscaping.

ARTICLE 2 - ENGINEER

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

ARTICLE 3 - CONTRACT TIME

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

One Hundred Eight Thousand Two Hundred Thirty and no/100 ----- Dollars

(\$108,230.00) 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 2.03 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 15.01 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 15.06.

ARTICLE 6 - INTEREST

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

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

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

- 7.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work.
- 7.2 CONTRACTOR has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which were relied upon by ENGINEER in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data in addition to those referred to in paragraph 7.2 as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.

- 7.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.
- 7.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

ARTICLE 8 - CONTRACT DOCUMENTS

- 8.1 This Agreement
- 8.2 Exhibits to this Agreement.
- 8.3 Performance and other Bonds
- 8.4 Notice of Award.
- 8.5 General Conditions of the Construction Contract
- 8.6 Supplementary Conditions
- 8.7 Technical Specifications as listed in the Table of Contents .
- 8.8 Drawings & Specifications bearing the following general title:
City of Canby
Fairway Lane Sanitary Sewer Replacement
- 8.9 Addenda numbers -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
P.O. Box 930
Canby, OR 97013**

CONTRACTOR:

**Pihl, Inc.
41660 NW Sunset Hwy
Banks, OR 97106**

By:_____

By:_____

Name/Title:_____

Name/Title:_____

Name/Title:_____

Attest:_____

Address for giving notices:

CITY OF CANBY					1	2	3	4	5	6	7
Fairway Lane Sanitary Sewer Replacement											
Bid Date: 11/5/2015											
BID TABULATION				Pihl, Inc.	Emery & Sons	North Santiam Paving Co	Canby Excavating	Pacific Excavation	Jesse Rodriguez Construction	Nutter Corporation	
Basic Bid Items:			Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	
A. Sanitary Sewer & Site Restoration											
A.1	Mobilization, Bond & Insurance	1	LS	\$ 3,048.00	\$ 4,000.00	\$ 13,400.00	\$ 7,000.00	\$ 13,500.00	\$ 15,300.00	\$ 16,900.00	
				\$ 3,048.00	\$ 4,000.00	\$ 13,400.00	\$ 7,000.00	\$ 13,500.00	\$ 15,300.00	\$ 16,900.00	
A.2	Temporary Protection & Direction of Traffic	1	LS	\$ 4,910.00	\$ 2,300.00	\$ 500.00	\$ 960.00	\$ 9,600.00	\$ 3,000.00	\$ 2,500.00	
				\$ 4,910.00	\$ 2,300.00	\$ 500.00	\$ 960.00	\$ 9,600.00	\$ 3,000.00	\$ 2,500.00	
A.3	Erosion Control	1	LS	\$ 1,916.00	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	
				\$ 1,916.00	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	
A.4	Tree, Landscape Protection & Site Restoration	1	LS	\$ 1,906.00	\$ 1,000.00	\$ 1,500.00	\$ 3,000.00	\$ 4,000.00	\$ 3,000.00	\$ 4,000.22	
				\$ 1,906.00	\$ 1,000.00	\$ 1,500.00	\$ 3,000.00	\$ 4,000.00	\$ 3,000.00	\$ 4,000.22	
A.5	Trench Stabilization (if needed)	10	CY	\$ 77.30	\$ 50.00	\$ 50.00	\$ 36.00	\$ 160.00	\$ 47.00	\$ 85.00	
				\$ 773.00	\$ 500.00	\$ 500.00	\$ 360.00	\$ 1,600.00	\$ 470.00	\$ 850.00	
A.6	Sawcut Asphalt/ Concrete Surfaces (all depth)	1,350	LF	\$ 1.30	\$ 2.00	\$ 1.00	\$ 1.00	\$ 2.50	\$ 3.00	\$ 3.00	
				\$ 1,755.00	\$ 2,700.00	\$ 1,350.00	\$ 1,350.00	\$ 3,375.00	\$ 4,050.00	\$ 4,050.00	
A.7	8" PVC Pipe with Crushed Rock Backfill	570	LF	\$ 66.60	\$ 89.00	\$ 81.00	\$ 103.00	\$ 115.50	\$ 92.00	\$ 135.00	
				\$ 37,962.00	\$ 50,730.00	\$ 46,170.00	\$ 58,710.00	\$ 65,835.00	\$ 52,440.00	\$ 76,950.00	
A.8	Reconnect Existing Laterals w/8"x6" Tee, 6" PVC Pipe, Fittings & 6" Cleanout, Installed	10	Ea.	\$ 2,195.00	\$ 2,000.00	\$ 2,250.00	\$ 3,000.00	\$ 1,350.00	\$ 1,800.00	\$ 2,720.00	
				\$ 21,950.00	\$ 20,000.00	\$ 22,500.00	\$ 30,000.00	\$ 13,500.00	\$ 18,000.00	\$ 27,200.00	
A.9	Connect to Existing Manhole and Construct Channel	1	Ea.	\$ 1,158.00	\$ 1,100.00	\$ 1,200.00	\$ 3,399.00	\$ 2,800.00	\$ 7,500.00	\$ 1,500.00	
				\$ 1,158.00	\$ 1,100.00	\$ 1,200.00	\$ 3,399.00	\$ 2,800.00	\$ 7,500.00	\$ 1,500.00	
A.10	Remove Existing Manhole and Dispose	1	Ea.	\$ 1,656.00	\$ 1,300.00	\$ 400.00	\$ 1,200.00	\$ 800.00	\$ 1,500.00	\$ 2,000.00	
				\$ 1,656.00	\$ 1,300.00	\$ 400.00	\$ 1,200.00	\$ 800.00	\$ 1,500.00	\$ 2,000.00	
A.11	Remove Existing Cleanout and Dispose	1	Ea.	\$ 331.00	\$ 600.00	\$ 50.00	\$ 300.00	\$ 800.00	\$ 1,000.00	\$ 100.00	
				\$ 331.00	\$ 600.00	\$ 50.00	\$ 300.00	\$ 800.00	\$ 1,000.00	\$ 100.00	
A.12	48" Diameter Standard Manhole	1	Ea.	\$ 3,882.00	\$ 3,000.00	\$ 4,000.00	\$ 4,200.00	\$ 3,800.00	\$ 4,000.00	\$ 3,500.00	
				\$ 3,882.00	\$ 3,000.00	\$ 4,000.00	\$ 4,200.00	\$ 3,800.00	\$ 4,000.00	\$ 3,500.00	
A.13	Type "C" Concrete Curb	62	LF	\$ 49.00	\$ 15.00	\$ 45.00	\$ 48.00	\$ 56.00	\$ 40.00	\$ 40.00	
				\$ 3,038.00	\$ 930.00	\$ 2,790.00	\$ 2,976.00	\$ 3,472.00	\$ 2,480.00	\$ 2,480.00	
A.14	4" Concrete Driveway Approach	35	SF	\$ 24.00	\$ 23.00	\$ 21.00	\$ 41.00	\$ 29.00	\$ 18.00	\$ 22.00	
				\$ 840.00	\$ 805.00	\$ 735.00	\$ 1,435.00	\$ 1,015.00	\$ 630.00	\$ 770.00	
A.15	6" Concrete Driveway Approach	35	SF	\$ 25.00	\$ 25.00	\$ 23.00	\$ 42.00	\$ 29.00	\$ 20.00	\$ 22.00	
				\$ 875.00	\$ 875.00	\$ 805.00	\$ 1,470.00	\$ 1,015.00	\$ 700.00	\$ 770.00	
A.16	1/2" Asphalt Concrete Trench Patching (10' Wide, 4" Depth)	5,700	SF	\$ 3.90	\$ 4.00	\$ 4.50	\$ 4.00	\$ 4.00	\$ 7.00	\$ 4.00	
				\$ 22,230.00	\$ 22,800.00	\$ 25,650.00	\$ 22,800.00	\$ 22,800.00	\$ 39,900.00	\$ 22,800.00	
TOTAL BASIC BID				\$ 108,230.00	\$ 113,640.00	\$ 122,550.00	\$ 139,960.00	\$ 148,912.00	\$ 154,970.00	\$ 169,370.22	

Honorable Mayor & City Council
November 9, 2015
Page 5

To: Honorable Mayor and City Council
City of Canby
ATTN: Mr. Richard Robinson, City Administrator

FROM: Curt J. McLeod, P.E.
CURRAN-McLEOD, INC.

DATE: November 9, 2015

ISSUE: CANBY 34th PLACE PUMP STATION REHABILITATION
APPROVAL OF ORDINANCE 1430 FOR CONSTRUCTION

SYNOPSIS: On November 5, 2015, the City of Canby received nine bids for the 34th Place Pump Station Rehabilitation. This staff report is to request Council approval for award of the contract.

RECOMMENDATION:

That the Council approve Ordinance 1430 authorizing the Mayor and City Administrator to execute a contract with Canby Excavating in the amount of \$239,750; and declaring an emergency.

RATIONALE: This solicitation was advertized and completed in compliance with ORS 279C as a formal bid process. Of the nine bids received, Canby Excavating, Inc. submitted the lowest responsive and responsible bid.

BACKGROUND:

This pump station rehabilitation project has been on the City Public Works crew's priority list for several years due to the number of problems experienced at this station. A scaled down version of this project was bid at \$162,000 in April 2014 although not awarded that year. Staff concluded, among several minor changes, that the design needed to be expanded to replace the wet well entirely as opposed to only rehabilitating the old concrete structure. The wet well was built 42 years ago, in the early 70's, and only the equipment was refurbished in 1993.

Attached to this staff report is an Ordinance with a bid tabulation of the nine bids received. All bidders were pre-qualified for this project and correctly executed the documents. All nine bids were deemed responsive. The low bidder, Canby Excavating, Inc., is registered with the Oregon CCB without any negative entries and was also deemed to be responsible.

Attached are Ordinance 1430 and the proposed contract document for execution. Our recommendation is to accept the bid from Canby Excavating, Inc. and execute a contract for construction in the amount of \$239,750.

FISCAL IMPACT:

Based on the bids received last year this project was budgeted for FY 2016 for \$225,000, including engineering. The total cost will be approximately \$260,000, or approximately \$35,000 more than budgeted in FY16. The project is a necessity and there is sufficient funding to support the total costs. All work is eligible for funding through the Wastewater SDC Reimbursement Fee resources. Budget transfer of appropriations will be used to fund the additional cost and will come from unallocated capital outlay to sanitary sewer collection.

The large number of bids received and the pricing is an indication of the construction economy. This had an unusually high number of bids; however, the majority of the work was from subcontracts for the electrical work and for the pump station structure. These two items amounted to over \$155,000 or 65% of the bid cost and had very limited competition. Construction costs in general have risen quickly over the past year as the economy has improved and the number of private development projects increased.

Cc: Mr. Jerry Nelzen, City of Canby

Enclosures: Ordinance 1430
Contract for Construction
Bid Tabulation

THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR

Haley J
11/9/15

ORDINANCE NO. 1430

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY EXCAVATING, INC. FOR REHABILITATION OF THE 34th PLACE SEWAGE PUMPING STATION, TRANSFERRING BUDGET APPROPRIATIONS BETWEEN EXISTING CATEGORIES; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby has heretofore advertised and received bids for the NE 34th Place Pump Station Rehabilitation Project; and

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on October 19, 2015; and

WHEREAS, bids were received and opened on November 5, 2015 at 2:00 PM in the City Hall Conference Room and the following nine bids were read aloud:

1	Canby Excavating, Inc	\$239,750.00
2	River City Environmental	\$244,407.70
3	Columbia Pacific Construction	\$246,227.78
4	Wildish Building Co.	\$279,000.00
5	2KG Contractors	\$279,855.00
6	McClure & Sons, Inc.	\$281,305.00
7	Nutter Corporation	\$283,200.22
8	Stettler Supply Company	\$299,675.00
9	Boede Construction	\$307,491.00

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, November 18, 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 Canby Excavation, Inc.; and

WHEREAS, based on the bids evaluated herein the project is now expected to exceed the estimated budget of \$225,000 by \$35,000; and

WHEREAS, to maintain compliance with local budget law the City would like to transfer \$35,000 of appropriations from existing appropriations in the Sewer Combined Fund unallocated capital outlay category to the Sewer Combined Fund collections capital outlay category in order to have sufficient budget authority to fund the entire project including the contract recommended for approval herein; the now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and 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 Canby Excavating, Inc., for the 34th Place Pump Station Rehabilitation Project, for the bid amount of \$239,750. A copy of a contract with Canby Excavating, Inc., is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, November 18, 2015 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, December 2, 2015, commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 2nd day of December, 2015, by the following vote:

YEAS_____

NAYS_____

Brian Hodson, Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

CONTRACT FOR CONSTRUCTION

THIS AGREEMENT is dated as of the _____ day of _____ in the year 2015 by and between the:

City of Canby

(hereinafter called OWNER) and

Canby Excavating, Inc.

(hereinafter called CONTRACTOR)

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

ARTICLE 1 - WORK

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

City of Canby

NE 34th Place Wastewater

Pump Station Rehabilitation

The scope of work consists of removing and replacing the existing pumping equipment, piping and electrical controls at the existing 34th Place Pump Station. The work includes removing the top metal can section of the wet well and installing a packaged fiberglass sewage lift station with new pumps on guide rail systems, new control panel and controls, installing an auxiliary engine generator and miscellaneous site improvements.

ARTICLE 2 - ENGINEER

The Project has been designed by CURRAN-McLEOD, INC., Consulting Engineers, who are 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 150 calendar days after the date when the Contract Time commences to run, and completed and ready for final payment within 30 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.

3.2 Liquidated Damages: OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with 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 Two Hundred Fifty Dollars (\$250.00) 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-Nine Thousand Seven Hundred Fifty and no/100-----
= Dollars

(\$239,750.00) as shown in the attached Bid Proposal.

ARTICLE 5 - PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with Article 15 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 2.03 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 15.01 of the General Conditions.

5.2 Final Payment: Upon final completion and acceptance of the Work in accordance with paragraph 15.06 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 15.06.

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 Specifications bearing the following general title:

**City of Canby
NE 34th Place Wastewater
Pump Station Rehabilitation**

- 8.9 Addenda number 1.
- 8.10 CONTRACTOR'S Bid
- 8.11 Any Modification, including Change Orders, duly delivered after execution of Agreement.

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

ARTICLE 9 - MISCELLANEOUS

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

9.3 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

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

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

This Agreement will be effective on _____, 2015.

OWNER:

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

CONTRACTOR:

**Canby Excavating, Inc.
P.O. Box 848
Canby, OR 97013**

By:_____

By:_____

Name/Title:_____

Name/Title:_____

Name/Title:_____

Attest:_____

Address for giving notices:

CITY OF CANBY

Project: **NE 34th Place Wastewater Pump Station Rehabilitation**

Bid Date: **11/05/2015**

BID TABULATION			Canby Excavating	River City Environmental	Columbia Pacific Construction	Wildish Building Co.	2KG Contractors	McClure & Sons, Inc.	Nutter Corporation	Stettler Supply Company	Boede Construction
Basic Bid: NE 34th Place Wastewater Pump Station Rehabilitation			Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total
1. Furnish all equipment, material and labor required to complete all work, excepting the spare pump.	1	LS	\$ 239,750.00	\$ 244,407.70	\$ 246,227.78	\$ 279,000.00	\$ 279,855.00	\$ 281,305.00	\$ 283,200.22	\$ 299,675.00	\$ 307,491.00
			\$ 239,750.00	\$ 244,407.70	\$ 246,227.78	\$ 279,000.00	\$ 279,855.00	\$ 281,305.00	\$ 283,200.22	\$ 299,675.00	\$ 307,491.00
TOTAL BASIC BID			\$ 239,750.00	\$ 244,407.70	\$ 246,227.78	\$ 279,000.00	\$ 279,855.00	\$ 281,305.00	\$ 283,200.22	\$ 299,675.00	\$ 307,491.00

Additive Alternate Bid: Spare Pumping Equipment			Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total
1. Furnish a spare pump assembly including the pumping equipment, fast-out adapter plate and power supply cable with modular plug.	1	LS	\$ 6,000.00	\$ 6,065.85	\$ 7,081.24	\$ 6,420.00	\$ 6,355.00	\$ 6,770.00	\$ 8,000.00	\$ 6,900.00	\$ 7,200.00
			\$ 6,000.00	\$ 6,065.85	\$ 7,081.24	\$ 6,420.00	\$ 6,355.00	\$ 6,770.00	\$ 8,000.00	\$ 6,900.00	\$ 7,200.00
TOTAL ADDITIVE ALTERNATE BID			\$ 6,000.00	\$ 6,065.85	\$ 7,081.24	\$ 6,420.00	\$ 6,355.00	\$ 6,770.00	\$ 8,000.00	\$ 6,900.00	\$ 7,200.00



City of Canby Bi-Monthly Report
Department: Administration
For Months of: September & October 2015

To: The Honorable Mayor Hodson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist II
Through: Rick Robinson, City Administrator
Date: November 6, 2015

1. Business Licenses:

Sixty-six (66) new business licenses were issued during the months of September and October 2015. This compares to 56 new licenses issued during September and October 2014. Forty-one (41) business licenses were inactivated during the months of September and October 2015. This compares to 41 inactivated during the same period in 2014. Two hundred-ten (210) business license renewals were sent out, compared to 187 in 2014. The total number businesses licensed with the City of Canby is 1346 of which 653 have Canby addresses.

2. Cemetery:

Total property purchases recorded: September – 2, October – 2
Total interments recorded: September – 2, October – 11

3. Public Records Requests:

Five (5) Public Records Requests were processed during September and October.

4. Training/Meetings:

Kim Scheafer attended an OAMR Conference in September.
Kim Scheafer attended CPR training in October.
Kim Scheafer and Erin Burckhard attending the Mindfulness Class in October.

5. Special Animal Permits:

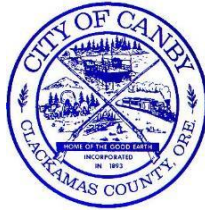
No special animal permits were issued in September and October.

6. Sidewalk/Park Vending Permit:

No Sidewalk/Park Vending Permits were issued in September and October.

7. Liquor Licenses Processed:

One liquor license application was processed in September.



City of Canby Bi-Monthly Report
Department: Court
September / October 2015

To: The Honorable Mayor Hodson and City Council
From: Melody Thompson, Administrative Supervisor
Through: Judge Rod Grafe
Date: November 6, 2015

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

Monthly Statistics

Description	September	October
Traffic Cases Filed	267	130
Parking Citations Filed	13	19
Misdemeanor Cases Filed	12	13
DUII Cases Filed	0	0
Traffic Cases Disposed	199	199
Misdemeanor Cases Disposed	11	9
DUII Cases Disposed	1	0
Traffic Cases Sentenced	84	59
Traffic Cases Dismissed	63	45
Parking Citations Disposed	19	9
Cases Referred to Diversion/Deferred Sentence	25	22
Cases Handled by Violations Bureau	128	103
Cases Receiving Reduced Sentence	16	12
Cases Referred to Collections	102	0
Traffic Trials		
Bench (Judge) Trials		
Jury Trials		

Note: Statistic category terms outlined on page 2

General Activities

The phone "Auto Attendant" (information at the point of their call answered by directed recordings) implemented several months ago has received positive feedback by our customers. This technology is utilized in many customer service businesses court staff report calls are significantly reduced to answer simple questions such as directions, what to do if your account is in collections, qualifying for good driver or fix it programs, etc.

Xpress Bill pay (on-line payment option for our customers) testing and changes to the website portal are complete and we expect to launch during the week of November 16th.

A full review of Court operating policies and procedures is currently underway by staff.

Future projects

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

Training/Meetings

Shari Fromm participates in City Safety Committee monthly meetings representing administrative staff in the police and court departments.

Shari attended the state's Oregon Association of Court Administrator's conference held in Portland during October.

Shari and Melody attended the quarterly "Caselle" database meeting along with City Finance and Administrative staff (court management software is a part of the City-wide Caselle program).

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

1. Charges Filed vs. Cases Filed: Multiple charges can be filed on any one defendant from a single traffic stop or arrest. Charges filed reflects this number. Cases filed (also called docket numbers) refers to the unique database number given to a single defendant's matter before the Court whether for violations (including traffic) or misdemeanor crimes.
2. Violations Bureau - Court clerks can accept pleas on a traffic violation, offer a deferred sentence program (if qualified) and set a payment plan. For those charged with a crime a court appearance before the judge is mandatory. Fix it ticket activity will be included in this statistic.
3. Diversion/Deferred Sentence Programs - Involves attending a class, paying a court filing fee and with no convictions during the following two months, the case will be dismissed:
 - Good Drivers Program (no prior traffic convictions in the last five years)
 - 1st Offender - Traffic (if under the age of 18)
 - 1st Offender - Minor in Possession of Alcohol citation



M E M O R A N D U M

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

RE: *BI-MONTHLY STAFF REPORT September - October 2015*
ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Updates

The following projects are funded through Urban Renewal.

Business Recruitment:

Staff developed submitted proposals and assisted projects including:

- Grand Northern Products – a metals finishing company from Grand Rapids, Michigan will open a second location here in Canby this December. The 25 year old company is a great fit because it fills a void in services needed by our local metals manufacturers. They will move into Trend Business Center A in the Canby Pioneer Industrial Park over the next few months.
- Stratus Development plans to construct a 60,240 square foot build-to-suit manufacturing building for a Portland based metals company. The planning commission with review plans in November. Construction is planned for next year.
- IDM Development will construct a 166 unit apartment complex, “Canby Commons” south of Arneson Park. The condo quality apartment community will feature studio to three bedroom units with rental rates ranging from \$800 to \$1,300. The gated community will have many amenities including a resort style pool, spa, clubhouse, fitness center, business center, barbecue areas and more. The project would meet a significant shortage in rental housing options for people working in Canby. Construction begins next spring.
- IDM Development is also in the planning stages to develop a two building speculative light industrial development called Sequoia Business Park.
- Canby is one of three finalist locations for a high tech company looking for 30 - 40 acres to build a 350,000 square foot facility that could create 200-250 jobs. Next steps in the decision process are planned for December / January 2016.
- Project Blue Ice is in final stages of decision making on whether they want to locate a \$40 million 400,000 square foot building in Canby. The company would need access to the planned 4th Avenue Extension. City and County staff have raised partial funding for the road that extends 4th Avenue from Sequoia Parkway to Mulino Road. A \$500,000 grant award from Business Oregon’s Special Public Works Fund has been dedicated and another \$500,000 - \$800,000 grant from The ODOT Strategic Reserve Fund is positioned for approval in December. The road would be built after the company commits to Canby. The road will serve several other industrial properties as well.

Business Retention/expansion:

Two local companies are currently expanding their facilities. Bowco is adding a 20,000 square foot warehouse to the rear of their existing building on Hazel Dell Way. OBC Northwest, a nursery supplier, is adding a 26,000 square foot expansion to the south of their building on Berg Parkway.

Canby in the Spotlight newsletter:

The latest edition of this development focused newsletter was distributed to developers, real estate brokers, local stakeholders, property owners and businesses to raise awareness of the new development activity in Canby. Features include real estate trends, articles on a new Canby company, Grand Northern Products, New retail, manufacturing and distribution business, new housing options, the launch of a new Industrial building, and highlights of a 166 unit apartment complex. It has been well received.

Downtown Civic Block Redevelopment:

Staff continues to work with Hanlon Development to refine a mixed use retail / housing development concept for the Civic block. The developer is committed to the project and is currently negotiating to purchase property and has solidified investor commitments. Design work has been launched and environmental studies are on the near horizon.

Manufacturing Day Events:

Four Manufacturing Day activities during September and October highlighted the importance of Canby's manufacturers. A partnership with the City, Canby High School, the Chamber of Commerce and Clackamas Workforce Council of Clackamas County coordinated the effort. Canby's manufacturing day events this year have the most companies participating and more activities planned since its inception 4 years ago. Here is an overview of the events.

- In September, the City Council approved a proclamation and heard a presentation from event organizers.
- On October 2nd about 120 high school student toured nine local manufacturers. Tours highlight local job opportunities.
- Pioneer Pump was the keynote presenter at the October Chamber Luncheon
- Product Manufacturing and Canby High School students presented highlights of the factory tours to the Canby School Board.

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Downtown Canby First Friday:**
 - The September 4th 2015 First Friday program featured six businesses and several arts and crafts vendors with a Ladies Night Out theme. Women who participated in First Friday could stop by the Main Street booth in front of City Hall for flowers, chocolate, and dahlia notebooks.
 - The October First Friday on October 2nd had five businesses and thirteen arts and craft vendors involved. This program continues to evolve and find new ways to encourage participation from businesses and citizens.
- **Halloween Spooktacular Village** – Canby Main Street held its Spooktacular Village downtown on the very rainy, Saturday, October 31st from 3 – 6pm. Canby Main Street and the Fire Department staffed a booth in front of City Hall, and handed out candy to trick-or-treaters. The Canby MOM's Club and HotRod Dreamworks also created booths to hand out

candy and add to the fun downtown. Participating businesses created tricks and treats for kids of all ages. The Main Street parade was held at 4:30pm.

- **General Canby Day** – At an October 7th work session with City Council, the General Canby Day organization resigned. This beloved event will continue in the future under the leadership of the Canby Main Street program. A group of interested volunteers and community organizations came together on October 22nd at City Hall. The meeting was to discuss the event and to begin making decisions on best steps moving forward. The group will be broken out into various task force groups, such as vendors, parade, etc. If anyone is interested in joining the committee, please contact: Jamie Stickel, Main Street Manager, 503.266.0772 or StickelJ@ci.canby.or.us.

Organization

- **Historic Review Board** – The Historic Review Board has received approval of funds from the Certified Local Government (CLG) Grant. The board continues to work with the State Historic Preservation Office (SHPO) on the five Intensive Level Surveys. SHPO has helped to create a Request for Proposals – which is the framework for what the City expects a contractor to complete during the process. The proposals were due to the Canby Main Street office by Friday, October 30th.
- **Oregon Main Street Conference** – The Oregon Main Street Conference was held in The Dalles from October, 7th – October 9th. This yearly conference offers training and sessions on the 4 Point Approach. Many conference speakers are nationally recognized and come from all of the United States. Sessions pertaining to management of festivals, social media branding, and historic preservation were particularly interesting considering for the Canby Main Street Program as it moves forward for fiscal year 2015-16.
- **Oregon Main Street Manager of the Year:** At the Oregon Main Street Conference, Jamie Stickel was named the 2015 Oregon Main Street Manager of the Year. The award ceremony was held on Wednesday, October 7th in the Old Saint Peters Landmark. This is the second award the Canby Main Street program has won since Stickel came on in 2012. The first was for Outstanding Partnership for the downtown flower basket program.



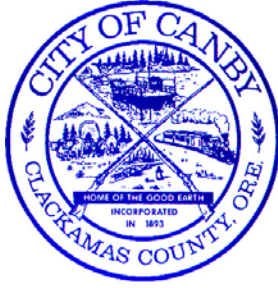
Economic Restructuring

- **Pop Up Shop** – Canby Main Street was approached by a business owner interested in creating a pop up shop during the holiday season. Outreach began to vacant property owners to find the best fit for a short-duration retail store. Pop Up Shops help to showcase vacant properties and help to provide some rental income for property owners until long term tenants are secured. It also helps business owners who are not yet ready to have a bricks and mortar store, and provides a boost in sales for the pop up shop participants. Lastly, an increase in foot traffic helps surrounding businesses. If the property and business owner decide to move forward with the pop up shop, it would most likely be open on December 4th and 5th, to coincide with Light Up The Night and First Friday.

Design

- **Canby Liquor Store and Appliance Renewal Service Façade** – The owner of the building that houses the Canby Liquor Store and Appliance Renewal Service submitted an application for a façade improvement. The owner wanted to clean and paint the brickwork, add and paint hardy plank, and add shutters around the Liquor Store window. The application was approved on Wednesday, October 7th and work was finished during the last week in October. The paint colors were chosen to complement surrounding businesses such as the American Legion and Mike's Place – both of which have used the façade program. See dramatic before and after photos below.





Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Haley Fish, Finance Director
Through: Rick Robinson, City Administrator
Covering: September & October 2015
Compiled by: Suzan Duffy

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

- Efforts this period were focused on the fiscal year-end closing entries and drafting of reports that go into the annual **Comprehensive Annual Financial Report (CAFR)**.

- The fiscal year **2015 4th Quarter Financial Status Report**, which presented preliminary yearend financial information, was distributed as a staff report with the October 7th Council meeting packets. The **1st quarter 2016 Financial Status Report** was presented at a work session prior to the October 21st Council Meeting.

- The **Municipal Audit and Financial Oversight Committee (MAFOC)** met in September with the City's NEW external auditors from the firm Grove, Mueller, Swank PC to discuss the annual audit for the fiscal year ended June 30, 2015. It was a routine audit entrance conference to set expectations and establish the direct line of communication between the oversight committee and the external auditors.

- Finance worked with departments that process credit/debit card transactions to obtain equipment required to attain compliance with **EMV "Chip Card" requirements** effective October 1st. Additionally, in accordance with **Payment Card Industry (PCI) Data Security Standard (DSS)** best practices recommended by our merchant services provider, the City implemented a **Credit Card Security Policy and training program** to promote awareness and establish best practices to enable City employees to better protect sensitive customer information.

- The City **implemented electronic distribution of paystubs** through a secure online portal maintained by a 3rd party service provider. This service enables employees to access their current and historical paystub data at anytime from anywhere they have an internet connect. In addition to being an employee convenience this initiative improves economical and operation efficiencies reducing time and materials.

- **Cash counts** were done at the outlying offices in keeping with internal control procedures. No issues were reported.

- Property Tax statements issued by the tax assessor in October included **delinquent sewer charges** on 43 accounts totaling over \$92,000.

- Finance worked with Tech Services, Court Staff and our 3rd party service provider to refine the client and employee **online payment interface** and **document procedures/controls**. The City is planning to start **accepting court citation/violation payments online in Mid-November**.

- In anticipation of holiday vacations finance staff proactively executed **cross-training** and spent time **updating checklists and operational procedures** in various operating cycles including Accounts Payable and Payroll.

- Finance contributed to the completion and submission of a **franchise fee survey** conducted by the League of Oregon Cities.

- The City's **draft Investment Policy** as reviewed by the **MAFOC** was reviewed at the October 8th, 2015 **Oregon Short Term Fund Board** (the Board) meeting in accordance with ORS 294.135. The Council and management should be receiving a letter of recommendations from the Board. Management will review the recommendations and respond with recommendations to the draft for review by the MAFOC and then ideally have the MAFOC make a recommendation to the Council for adoption.

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

- Caselle User Group meeting
- Safety Committee meetings
- First Aid training
- Mindfulness training
- Earthquake drill
- Flu shot clinic
- Engage Local Government Leaders (**ELGL**) conference
- Oregon Government Finance Officer Association committee meetings and Fall Institute
- Public Works Director interviews
- Caselle webinars
- Silverton Health's Health & Safety Conference

Statistics this period:

- **Accounts Payable**

Invoices:	622
Invoice entries:	934
Encumbrances:	20
Manual checks:	7
Total checks:	410

- **Payroll**

Timesheets processed:	538
Total checks and vouchers:	641
New hires/separations:	4/1

- **Transit Tax Collection**

Forms sent:	730
Delinquent notices sent:	17
Non-filed notices sent:	0
Collection notices sent:	10
Accounts sent to collections:	3
Accounts opened/closed:	72/54
Returns posted:	514

- **Utility Billing**

Bills sent:	9198
Counter payments:	272
Accounts opened and closed:	194
Lien payoffs:	15
Lien payoff inquiries:	60
Collection notices sent:	16
Accounts sent to collections:	8

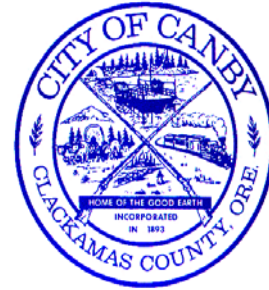
- **General Ledger**

Total Journal entries:	201
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- **Cash Receipts Processed**

Finance:	1106
Utility:	609

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
September - October 2015



TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 11/4/2015

Information Statistics

The library began tallying Information statistics on Sunday October 18th. These statistics will be included in the bi-monthly report. Information statistics below are from 10-18-15 to 10-31-15.

In Person							Telephone			
Reference	Operational	Computer	Readers' Advisory	Guest Passes	Job/Resume Help	eBook Help	Reference	Operational	Computer/Website	Email Questions
195	128	48	33	5	1	0	16	13	8	5

Reference: Informational questions, placing holds

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

Computer: Instruction/assistance;

Readers Advisory: Recommending books, movies, music

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

Total Registered Borrowers

- September: 11,978
- October: 11,991

New Library Cards

- September: 127
- October: 99

Total Number of Materials Added

- September: 414
- October: 667

Total Number of Materials Owned

- September: 69,432
- October: 69,609

Total Circs – YTD (99,749)

- September: 24,189
- October: 24,067

Number of Holds Placed

- September: 6,548
- October: 6,304

Self-Check

- September: 21.1%
- October: 22.5%

Public Internet Computer Sessions

- September: 835
- October: 845

Social Media:

- **Facebook:** 334 Likes; 105 Visits

People Counter:

- September: 9,331
- October: 10,249

Volunteer Hours:

- September 189.50
- October: 198

Programming:

	ATTENDANCE			TYPE OF PROGRAM			
	Adults	Teen	Children	Adult	Teen	Children's	Family
September	319	4	280	15	1	20	4
October	441	50	840	20	2	22	11

NARRATIVE

Library Operations:

- We are looking at alternate ways to streamline our check-in and shelving process.
- We are working on implementing a new cash management system that will enable us to pay fines through WorkFlows. This will increase accountability as we will balance out at the end of each day. Daily deposits will be made. Irene is working with LINCC and with Finance on the best way to implement this new procedure.
- There is now a 2015 update to Oregon Public Library Standards. Added in the 2015 update is an ethics section.
- The library is working on a policy manual to keep in alignment with the new standards.
- We have been working on records to be destroyed so we are in compliance with Oregon's Retention Law.
- The library has put together an updated fee structure for the library. The biggest change the library is planning to propose is to increase overdue fines from .10 cents per day to .25 cents per day so we are in alignment with most of the other Clackamas County libraries.
- The library is considering removing restrictions on Internet access for children. Again we are looking at standardizing policies across Clackamas County libraries. The change will reflect the American Library Association's suggested Internet policy.
- Lori Ayers, the RFID consultant LINCC hired, visited Canby on October 6th. All libraries will be required at a minimum to put RFID tags in books by the next fiscal year. The estimated cost for Canby will be roughly \$15,000 to tag our materials.
- 25 DVDs and 2 Audio Books were stolen in September. The empty cases were returned in the book drop.
- The 2015-2016 proposed Ready 2 Read Grant amount for 2016 is \$3,390.
- Lizzie has put together a Volunteer Handbook. It's currently in its final review stage.
- After looking at our budget, and to keep up with the preparation of opening a new library, we will keep Lori and Lauren at 30 hours per week. Previously Lori and Lauren worked 25 hours each per week.
- The first LINCC All Staff Date was held on October 12th. All thirteen libraries participated in the event. There were three guest speakers. Aaron Schmidt presented on *"Library User Experience"*, Stephanie Chase Director of Washington County Cooperative Libraries presented *"Customer Service in Action"* and Evan Dumas discussed *"Managing Compassion Fatigue at Work"*.

Collections:

- We are starting the "Big Weed" in preparation of our move to the new library. Lauren has been working on the entertainment DVD collection. There were only nine items that had not circulated in the past two years. We will need to evaluate how to expand the location of the DVDs.
- We are trying to reserve 5% of our collection budget for an opening day collection.
- We will introduce a "Lucky Day" collection in our new library. These are extra copies of high-demand titles that cannot be used to fill holds. The idea behind a Lucky Day collection is new releases will be available to Canby patrons.

Marketing/Outreach:

- Two classes of first graders from Carus School, and one class of 2nd graders from Eccles School visited the library for a story time and a tour.

- Peggy and Angelica attended the Carus School open house. The library gave away 77 books to children that were purchased from the Target grant and 93 calendars to adults.
- Peggy and Angelica participated in the “Saturday in the Park” at Wait Park. We gave away 150 books purchased from the Target grant and provided a craft activity for 52 children.

Early Literacy Initiative

- We kicked off the Book Worms Book Group, a book club for 2nd and 3rd graders. Peggy introduced six titles from the Beverly Cleary Children’s Choice Awards. Each spring children vote for their favorite title from nominated books.

Staff Training/Meetings:

- Lori, Angelica and Lauren attended the First Aid/CPR Classes held in October.
- Irene attended the Mindfulness training on October 8th
- Irene attended the annual statewide director’s meeting at Tigard Public Library on October 23rd. Highlights of the meeting included: information on grant applications, establishing a policy clearinghouse and a discussion of the 2015 Oregon Revised Public Library Standards.
- Karen, Lauren and Irene attended an e-book training with Lizzie Figueroa on October 14th
- Staff participated in an earthquake drill on October 15th
- Irene attended the Canby Arts Association meeting, the Chamber of Commerce meeting, the Clackamas County Directors meeting, the Canby Library Foundation meeting, and the Friends of the Library meeting in October.

Library Board:

- In response to adhering to the requirements of the IGA, John Smith from the Canby Public Library Board has been nominated as the city’s new LDAC representative. Irene Green, Library Director will also attend LDAC meetings with John as a non-voting representative.
- The board is reviewing the library’s new policy manual.

Facilities:

- We are working ODOT on a sign for the library at the intersection of Ivy and 99E facing southbound with an arrow pointing NW down Ivy.
- We continue to have issues with the paper towel dispensers. Staff has to open the towel holder several times a week because the paper towels get jammed inside.
- The library has asked to have the empty planters removed from in front of the building.

Upcoming Programs:

Highlighted Programs:

- International Games Day! *Saturday, November 21st @2pm*
- Music in the Stacks: Singer & Songwriter Steve Hale *11/14/@ 2:30*
- Beyond Recycling: Simplify Your Life *11/17/@ 6:30*
- Contemporary Abstract Paintings by Levi Porter *November 11/1 thru 12/31*

Children:

- Storytime with Granny Goose *Mondays @ 11*
- Book Babies *Wednesdays @ 10:30*
- Friday Storytimes *Fridays @ 11*

- Storytime in Spanish *Saturdays @ 11*

Family Fun

Movie Nights:

- *Inside Out 11/12 @ 6*
- *ParaNorman (In Spanish) 11/19 @ 6*

Teens:

- Game Night 1/16 @ 6

Adult:

- Book Group *Unbroken: A World War II Story of Survival 11/19/@ 2*
- Knitting and Crocheting Fridays @ 4
- Intercambio – Practice Spanish or English *Sundays @ 3*
- E-Reader Help *by appointment*
- WorkSource Clackamas 11/5 @10 and 11/19 @ 9

September		ATTENDANCE			TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
Storytimes - totals were kept for the month not per program								
Granny Goose Storytime (ages 2-6)	14-Sep	27	0	34			1	
Granny Goose Storytime (ages 2-6)	21-Sep						1	
Granny Goose Storytime (ages 2-6)	28-Sep						1	
Book Babies Storytime (ages 0-2)	2-Sep	50	0	67			1	
Book Babies Storytime (ages 0-2)	9-Sep						1	
Book Babies Storytime (ages 0-2)	16-Sep						1	
Book Babies Storytime (ages 0-2)	23-Sep						1	
Book Babies Storytime (ages 0-2)	30-Sep						1	
Friday Storytime	4-Sep	21	0	40			1	
Friday Storytime	11-Sep						1	
Friday Storytime	18-Sep						1	
Storytime in Spanish	5-Sep	5		10			1	
Storytime in Spanish	12-Sep						1	
Storytime in Spanish	19-Sep						1	
Storytime in Spanish	26-Sep						1	
Movie Nights								
Alice In Wonderland	10-Sep	4	0	5				1
Insurgent	14-Nov	0	4	0		1		
Book Clubs								
OBOB Reader's Circle <i>Escape ffrom Mr. Lemoncello's Library and What was Ellis Island</i>	18-Sep	0	0	7			1	
Book Worms (2nd and 3rd Graders) <i>Beverly Cleary Choice Award Books</i>	26-Sep	0	0	4			1	
<i>The Devil in the White City</i> by Erik Larson	17-Sep	12	0	0	1			
<i>Breaking Chains: Slavery on Trial in the Oregon Territory</i> by R. Nokes	23-Sep	9	0	0	1			
Music in the Stacks								
The Finish Music Duo "Vellamo:	19-Sep	16	0	0				1
General Programs								
Author presentation: <i>The Soil Will Save Us</i>	29-Sep	17	0	0	1			
How to Save Seeds - A Master Gardener presentation	15-Sep	14	0	0				1
<i>Building the Columbia River Highway</i>	22-Sep	34	0	0	1			
WorkSource Oregon	2-Sep	4	0	0	1			
WorkSource Oregon	3-Sep	4	0	0	1			
Hula Halau 'Ohana Holo'oko'a" : Hula for Toddler and Preschoolers	24-Sep	10	0	45				1
Instruction Classes								
Citizenship Class	3-Sep	18	0	0	1			
Citizenship Class	10-Sep	18	0	0	1			
Citizenship Class	17-Sep	18	0	0	1			
Citizenship Class	24-Sep	18	0	0	1			
Intercambio (Practice Spanish or English)	6-Sep	2	0	0	1			
Intercambio (Practice Spanish or English)	13-Sep	0	0	0	1			
Intercambio (Practice Spanish or English)	20-Sep	1	0	0	1			
Intercambio (Practice Spanish or English)	27-Sep	2	0	0	1			
E-Reader Help	ongoing	0	0	0	1			
Library Tours								
Cub Scout Pack 266 and 400	30-Sep	3	0	8			1	
Canby Learning Tree Preschool	29-Sep	2	0	15			1	
Eccles School	9/23 & 30	10	0	45			1	
TOTAL		319	4	280	15	1	20	4

October		ATTENDANCE			TYPE OF PROGRAM			
	Date	Adults	Teen	Children	Adult	Teen	Children's	Family
Storytimes								
Granny Goose Storytime (ages 2-6)	5-Oct	8	0	11			1	
Granny Goose Storytime (ages 2-6)	19-Oct	10	0	15			1	
Granny Goose Storytime (ages 2-6)	26-Oct	8	0	14			1	
Book Babies Storytime (ages 0-2)	7-Oct	12	0	13			1	
Book Babies Storytime (ages 0-2)	14-Oct	10	0	12			1	
Book Babies Storytime (ages 0-2)	21-Oct	8	0	10			1	
Book Babies Storytime (ages 0-2)	28-Oct	9	0	11			1	
Friday Storytime	2-Oct	9	0	12			1	
Friday Storytime	9-Oct	7	0	9			1	
Friday Storytime	16-Oct	9	0	12			1	
Friday Storytime	23-Oct	8	0	10			1	
Friday Storytime	30-Oct	9	0	12			1	
Storytime in Spanish	3-Oct	11	0	19			1	
Storytime in Spanish	10-Oct	3	0	5			1	
Storytime in Spanish	17-Oct	3	0	5			1	
Storytime in Spanish	24-Oct	3	0	5			1	
Storytime in Spanish	31-Oct	2	0	4			1	
Movie Nights								
<i>Cinderella</i>	8-Oct	3	0	6				1
<i>Cantinflas</i>	15-Oct	5	0	0				1
Anime Movie Night	19-Oct	0	12	0		1		
Book Clubs								
OBOB Reader's Circle <i>No Talking</i> by Andrew Clements and <i>The Shadows</i> by Jacquine West	16-Oct	0	0	7				1
Book Worms (2nd and 3rd Graders) <i>Beverly Cleary Choice Award Books Charlie bumpers vs. the Teacher of the Year</i> by Bill Harley	24-Oct	0	0	1				1
<i>Hidden America</i> by Marie Laskas	15-Oct	7	0	0	1			
History Book Group <i>Boys in the Boat</i> by D. Brown	28-Oct	9	0	0	1			
Music in the Stacks								
Pickled Peppers Kitchen Band	17-Oct	33	0	0				1
General Programs								
Lego Night	1-Oct	10	0	20				1
Learn the Art of Paper Quilling	6-Oct	14	0	0				1
Travel the World - Myanmar	13-Oct	12	0	0	1			
Travel the World - Peru	20-Oct	22	0	0	1			
Mad Hatter Tea Party	29-Oct	36	26	48				1
Frankentoys	26-Oct	1	12	0		1		
Demystifying Meditation	27-Oct	29	0	0				1
WorkSource Oregon	21-Oct	8	0	0	1			
Dia de los Muertos - Day of the Dead	31-Oct	20	0	35				1
Halloween Trick or Treat Book Giveaway	31-Oct	0	0	232			1	
Halloween Trick or Treat Book Goody Bags	31-Oct	0	0	131			1	
Halloween Craft Activities	31-Oct	0	0	92			1	
Instruction Classes								
Citizenship Class	7-Oct	18	0	0	1			
Citizenship Class	14-Oct	18	0	0	1			
Citizenship Class	21-Oct	18	0	0	1			
Citizenship Class	28-Oct	18	0	0	1			
Intro to Computer Series	15-Oct	7	0	0	1			
Intro to Computer Series	22-Oct	3	0	0	1			
Intro to Computer Series	29-Oct	5	0	0	1			
Intercambio (Practice Spanish or English)	4-Oct	2	0	0	1			
Intercambio (Practice Spanish or English)	11-Oct	2	0	0	1			
Intercambio (Practice Spanish or English)	18-Oct	1	0	0	1			
Intercambio (Practice Spanish or English)	25-Oct	2	0	0	1			
E-Reader Help	ongoing	0	0	0				1
Kintting and Crocheting	2-Oct	0	0	0	1			
Kintting and Crocheting	9-Oct	2	0	0	1			
Kintting and Crocheting	16-Oct	2	0	0	1			
Kintting and Crocheting	23-Oct	5	0	0	1			
Library Tours								
Carus School	10-Oct			57			1	
Eccles School	7-Oct			32			1	
TOTAL		441	50	840	20	2	22	11



PLANNING & DEVELOPMENT SERVICES

SEPT-OCT 2015 BI-MONTHLY REPORT

TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *November 6, 2015*
THROUGH: *Rick Robinson, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of September and October, 2015. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and development site plan review coordination projects for building permits.

Planning Activities

- 1. North Redwood Development Concept Plan.** The Planning Commission held a public hearing on Sept. 28 to review and take public input on the North Redwood Development Concept Plan at which time they forwarded a recommendation for adoption as proposed to the City Council. The Council acted on the Plan after holding their own hearing on October 7 and approving the Plan as proposed and passing Ordinance No. 1422 adopting the Plan and associated Text Amendments to the Comprehensive Plan and Land Development and Planning Ordinance to incorporate, reference, and implement the new Plan. A 2nd reading of the Ordinance occurred on October 21, and provides an effective date for the Plan of November 20, 2015.
- 2. Community Development Block Grant Application.** We have been informed that the County is expected to accept the City's alternative grant application for sidewalk improvements and cross walk proposal on N Cedar Street across from Eccles School. It is to be implemented this next year in 2016.
- 3. Quiet Zone.** Work continues to resolve a technical issue that was identified at the intersection of OR 99E and N Elm St. by the Quiet Zone diagnostic team. ODOT's recent signal improvement project did not modify the turning radius at the NE corner of OR 99E and N Elm (right hand turn from OR 99E N onto Elm) to better accommodate large trucks. A power pole is also in the way and needs to be moved to accommodate proper truck turning before proceeding with implementation of the Quiet Zone plan that has been presented for approval. Staff has met with the Metro Regional Solutions Team of State officials to garner support for finding assistance from ODOT to pay for the radius modification and PGE is performing a survey of the pole to confirm whose property it is currently located on at the City's request. Staff made a strong case to the Regional Solutions Team representatives that finding a solution to the above issues so the City can move forward with the rail Quiet Zone implementation Plan clearly represents a critical milestone necessary to promote further investment and redevelopment opportunities that are in the works and are very much relying on the quiet zone.
- 4. Land Needs Study.** No change this reporting period but staff hopes to refocus on completion of

the study now that the N Redwood Development Concept Plan has been completed.

5. Miscellaneous Activities.

- Continued to attend and assist with Traffic Safety Commission meetings, and the Pedestrian & Bike Committee.
- Director met twice to discuss and study storage needs within the new Civic Building
- Director attended the Council Advisory Committee Work session
- Staff assisted to resolve technical development issues raised by the County related to ROW and drainage easement issues and cross walk implementation associated with the Hope Village Cottage project on S Fir Street which is within the County's jurisdiction.
- Urban IDM gains approval of a Comprehensive Plan and rezone amendments from industrial to high density residential to allow a subsequent development application to move forward for the proposed Canby Commons apartment complex adjacent to Arneson Park on the edge of the Pioneer Industrial Park

Land Use Application Activity

6. Pre-Application Conference(s) Held:

- October 22, 2015, Stratus Development is proposing to build a 60,000 sq. ft. building in the industrial park for Premier Gear - a general machine shop, and specialty gear manufacturer.
- September 8, 2015, Peter Hostetler proposed a minor partition to create a separate buildable lot on industrial zone property at 483 S Redwood St.

7. Land Use Applications Submitted September 1 – October 31, 2015:

City File #	Applicant	Project	Address
DR 15-06/CUP 15-03	Canby Self Storage	Type III Site Design Review & Conditional Use Permit for a Mini- warehouse Self-Storage Facility	1753 SE 1st Ave
DR 15-05/MOD 15-01	VLMK/Bowen Development - DCO Type II Process	Type II Site Design Review for a Manufacturing building expansion	155 S Hazel Dell Way
MLP 15-03	Peter Hostetler	Minor Partition for two parcels	483 S Redwood St
SN 15-15	Tube Art Display	Monument Sign Permit for Fred Meyer Fuel Facility	369 SE 1st Ave
SN 15-14	Born & Raised	Sign Permit for a Pole Sign	486 NW 3rd Ave
SN 15-13	Plus Consulting LLC - Fast Signs	Sign Permit for 3 Wall Signs	223 NE 2nd Ave
SN 15-12	Pacific Park, LLC - Ian Schmidt	Sign Permit for a Monument Sign for West One Apartments	621 N. Douglas LN

SN 15-11	Dr. Joshua Wieland	Sign Permit for Pole Sign	150 NE 3rd Ave
SN 15-10	Ramsey Signs-Jessica Kosmos	Sign Permit for Multiple Signs for McDonald's Rebuild	701 SW 1st Avenue

8. Pre-Construction Conference(s) Held:

- September 15, 2015, OBC Northwest completes construction plans for erection of a new warehouse for storage of nursery business plants and supplies at 1178 SW Berg Parkway.

9. PC Meeting Items Reviewed:

- Considered a legislative and quasi-judicial text amendment application to adopt The North Redwood Development Concept Plan (NRDCP), update the Comprehensive Plan text, and to modify several sections of the City's Land Development and Planning Ordinance Plan in order to implement the NRDCP.

10. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit September 1, through October 31, 2015:

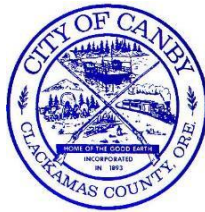
CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 15-134	Pacific Lifestyle Homes/Kayne Halliday	SFR	317 SE 15th PL, Lot 33
SP 15-133	Pacific Lifestyle Homes/Kayne Halliday	SFR	1380 S Larch St, Lot 54
SP 15-132	IPG Village on the Lochs II	MFG Home Placement-Site 7	1655 S Elm Street - Site 7
SP 15-131	White River Homes, Will Snyder	Demo structure	362 NW 6th
SP 15-130	Summer Dell	Replace Carport	184 NW 9th Ave
SP 15-129	Pacific Lifestyle Homes/Kayne Halliday	SFR	265 SE 15th PI, Lot 31
SP 15-128	Pacific Lifestyle Homes/Kayne Halliday	SFR	247 SE 15th PI, Lot 30
SP 15-127	Pacific Park	Canby West Apts remodel	621 N Douglas Lane
SP 15-126	Becky Nugent	SFR	1833 SE 11th Ave, Lot 27
SP 15-125	Regina & Joseph Flanagan	Interior Door	643 N Grant St
SP 15-124	Pacific Lifestyle Homes/Kayne Halliday	SFR	334 SE 15th PI, Lot 36
SP 15-123	Pacific Lifestyle Homes/Kayne Halliday	SFR	324 SE 14th PI, Lot 49
SP 15-122	Pacific Lifestyle Homes/Kayne Halliday	SFR	331 SE 13th Place
SP 15-121	Pacific Lifestyle Homes/Kayne Halliday	SFR	329 SE 14th Place
SP 15-120	Pacific Lifestyle Homes/Kayne Halliday	SFR	287 SE 15th Place
SP 15-119	AKS Engineering & Forestry	Warehouse	1178 SW Berg Parkway
SP 15-118	E and M Construction - Ed Schram	Room Addition	647 NE 21st PL
SP 15-117	Carlson Roofing	Reroof apts.at The Orchards Apts	450 S. Pine St.
SP 15-116	White River Homes, Will Snyder	SFR	715 NE 23rd Ave

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 15-115	Stafford Homes and Land, LLC	Franz Meadow Subdivision Grading	1546 N Pine St
SP 15-114	Ed Netter	SFR	1819 SE 10th Ave
SP 15-113	Stafford Homes and Land, LLC	SFR	1664 N. Plum Ct.
SP 15-112	Creekside Construction (Dan Bradley)	Interior work Great Clips Canby Square	1075 SW 1st Ave
SP 15-111	Western Const. Services, LLC	Interior work AT&T at Canby Square	1075 SW 1st Ave
SP 15-110	City of Canby	Construction Civic Center - Library	220 and 222 NE 2nd Ave.
SP 15-109	Amber Stevens	Interior work - garage conversion	680 N. Ivy St
SP 15-108	Concept Custom Homes, Inc.	SFR	564 NW 12th Ave
SP 15-107	Chris Lancaster-Big-Dawg	Patio Cover	1445 N Hawthorne St
SP 15-106	Stafford Homes & Land	SFR	1135 NE 17th Ave, Lot 16
SP 15-105	Rick Vita	Charlene Kay Thulin	860 NE 14th
SP 15-104	Ed Netter	SFR	1050 N Pine St.
SP 15-103	Ed Netter	SFR	670 S. Fir St.
SP 15-102	Ed Netter	SFR	335 SW 6th Place
SP 15-101	Karie Crooks	Interior Remodel	348 NW 1st Ave

11. Active Permit Finals by Clackamas County, September 1 – October 31, 2015

City File #	Final Date	Applicant	Project	Address
SP 14-84	9/10/2015	Crisp Homes, Inc.	SFR Attached YORKFIELD LOTS # 42 & 43	888 & 890 NW 2nd Ave.
SP 15-54	9/14/2015	Pacific Lifestyle/Kayne Halliday	SFR	316 SE 14th Place, Lot 48

City File #	Final Date	Applicant	Project	Address
SP 15-38	9/14/2015	Pacific Lifestyle/Kayne Halliday	SFR	330 SE 13th Place, Lot 59 Dinsmore
SP 15-56	9/15/2015	Fehringer Construction	Family room addition	1408 Hawthorne St.
SP 15-64	9/17/2015	Big Dawg Construction/Chris Lancaster	Attached patio cover	227 SE 10th Ave
SP 15-52	9/21/2015	Lee P Wiegand	ADU over Detached Garage	613 N Holly St
SP 14-36	9/28/2015	Matt Snyder	Home Addition & Remodel	443 NW 3rd Ave
SP 15-21	10/1/2015	T & S Builders Dana Geister/Keith Hawkins	Attached outdoor Patio cover with fireplace, heating, electricity	1863 N Teakwood
SP 15-25	10/7/2015	Will Snyder-White River Homes	SFR	565 NW 12th Ave (Northwood Lot 61)
SP 15-105	10/15/2015	Rick Vita	Charlene Kay Thulin	860 NE 14th
SP 15-96	10/19/2015	Scott Smith	Patio Cover	2700 N Maple St
SP 14-52	10/23/2015	Matt Hanna	Repair Roof Truss	303 SW 5th Court
SP 15-93	10/26/2015	Gary Burgin	Replace Window and door	1314 SE 12th Loop
SP 14-46	10/27/2015	Terry Bohr	SFR	1464 N Fir St
SP 14-85	10/29/2015	Paul Davis Restoration	Rebuild garage & roof	484 S Township Rd
SP 15-43	10/29/2015	Charles Clark	SFR	484 SE 13th Ave
SP 15-67	10/30/2015	Chris Lancaster-Big-Dawg	Replace Pole Building	710 N Juniper



City of Canby Bi-Monthly Report
Department: Police
September / October 2015

To: The Honorable Mayor Hodson and City Council
From: Chief Bret Smith
Through: Rick Robinson, City Administrator
Date: November 5, 2014

Monthly Statistics

Description	September	October
Calls for Service - All	1826	1668
Calls for Service – Code Enforcement	51	74
Custodies/Arrests	41	40
All Incident Reports	192	167
Traffic Citations	431	266
Traffic Accidents	9	11
Traffic Complaints	4	23
Parking Citations	8	17
False Alarm Calls	36	40
Abandoned Vehicle / Parking Complaint Calls	38	64
Animal Complaints	11	2
Other Ordinance Viol. Complaints	12	9

September 2015 Training

All Officers	Sept 9	Firearms Training	CRGC
Murphy Hemstreet Mead	Sept 22-24	OHIA 2105 Major Crimes Conference	Welches, OR
Scharmota	Sept 16-18	Searching for Adversaries and Active Shooter Training	Wash Co. Sheriff's Office
Fetters	Sept 13-18	CCSO SWAT week	Camp Rilea
Booth	Sept 24	Use of Force Decision Making Update	Silverton, OR

October 2015 Training

M. Smith Green	Oct 1-2	OWLA	Leavenworth, WA
Booth	Oct 19-20	Oregon Traffic Safety Conference	Tigard, OR
Koehnke Booth	Oct 12-16	Crisis Intervention Training	PSTC
All Officers	Oct 21	DUII Refresher Training	Canby PD

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

Meetings & Events Attended – Chief Smith / Lt. Tro

- Canby Adult Center lunch service – Monthly
- Trost & Knight Elementary Schools - Terrific Kids Presentation
- Ground breaking Ceremony – City Library/City Hall site
- Canby Area Chamber of Commerce Lunch – Monthly
- SARC Services Presentation – Ellen Crawford, CC Juvenile Director
- Chief Jim Band – Oregon City PD
- OACP (Oregon Association Chiefs of Police) Conference - Monmouth
- Chief Rod Lucich – Molalla PD
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- C800 Radio Ballot Presentation to Clackamas County Commissioners
- POP (Problem Oriented Policing) Training – Portland
- Fitness for Duty Training – Tigard
- RFCL meeting – discuss small police agency participation – WCCA
- Cascadia Rising Exercise Workshop (EOC)
- McLaren's One Grand re-open
- Metro Law Enforcement Quarterly Dinner – Portland
- Chief Steve Bartol – Milwaukie PD
- CIS Attorney – Canby
- POP Conference – Portland
- 4:8 Financial Ribbon Cutting Ceremony
- Lockdown drill – Baker Prairie
- Lockdown drill – Canby High School
- Val Codino Retirement – Canby Fire Department
- Monthly Police Chiefs – Milwaukie PD
- Canby Diversion Pilot Program
- Canby Rotary- Lt. Tro
- Canby City Managers meetings

MONTHLY TRAFFIC SAFETY REPORT
CANBY POLICE DEPARTMENT

Officer Jeremy Holstad
Report for Month of September 2015

CITATIONS

Traffic Officer:	137	Patrol:	294
Total: 431			

DUI ARRESTS

Traffic Officers:	0	Patrol:	6
Total: 6			

TRAFFIC CRIMES

Traffic Officer:	0	Patrol:	6
Total: 6			

TRAFFIC COMPLAINTS

Traffic Officers	1	Patrol:	3
Total: 4			

TRAFFIC CRASHES

Injury (Patrol): 2
Injury (Traffic Officer): 0
Non-Injury (Traffic Officer): 1
Non-Injury (Patrol): 4
Hit & Run (Traffic Officer): 0
Hit & Run (Patrol): 2
Total Crashes: 9

TRUCK INSPECTIONS

Traffic Officer: 0

MONTHLY TRAFFIC SAFETY REPORT
CANBY POLICE DEPARTMENT

Officer Nolan Booth
Report for Month of October 2015

CITATIONS

Traffic Officer:	61	Patrol:	205
Total:	266		

DUI ARRESTS

Traffic Officers:	0	Patrol:	6
Total:	6		

TRAFFIC CRIMES

Traffic Officer:	1	Patrol:	4
Total:	5		

TRAFFIC COMPLAINTS

Traffic Officers	2	Patrol:	21
Total:	23		

TRAFFIC CRASHES

Injury (Patrol): 1
Injury (Traffic Officer): 0
Non-Injury (Traffic Officer): 3
Non-Injury (Patrol): 5
Hit & Run (Traffic Officer): 1
Hit & Run (Patrol): 1
Total Crashes: 11

TRUCK INSPECTIONS

Traffic Officer: 0

September 2015 Monthly K9 Report

Prepared by Sergeant Tim Warren
Wednesday October 11th, 2015

K-9 Activity

Officer Koehnke – Seven Narcotic deployment in September -. Officer Koehnke and K9 Kardoin attended the OPCA State K9 conference in Hillsboro where they had 16 hours of training. Kardoin has had multiple deployments with four being in Canby and three for outside agencies. In addition K9 was used at the Safety Fair for demonstration. *All Narcotics located were on Canby searches.*

Deployments: 7
Drugs located: 27g Meth over 3 searches + paraphernalia
Arrests: K9 sniffs resulted in 3 arrests.

Officer Farmer – Four patrol deployments in September. K9 Deorak and Officer Farmer were out of service most of August and into September as Deorak broke a Canine tooth that required surgery. Deorak had two K9 apprehensions (Bites) that resulted in minimal injury, both suspect were treated and released from hospital. Both suspects committed Felony crimes and were a high risk to officer safety.

Deployments: 4
Apprehensions: 2 (K9 bites both suspects had Felony crimes & were treated & released)
Suspects Located: 2 (One was a runaway from police, One was a K9 track.)
Articles Located: 0 of two searches

Concerns / goals – Replacing Deoraks Tooth utilized 90% of the K9 budget for 15/16. Unit still needs to have K9 Kardoin examined at our Vet and register for rabies tags.

Officer Koehnke has expressed interest in cross training his dog for patrol work. I spoke with CCSO State trainers and they are possibly offering a patrol class in February 2016.

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 10-04-15
Re: Sept. '15 Monthly Report

Tactical Entry Team

On September 15th members of TET assisted Canby Detectives with the apprehension of a suspect and the execution of a search warrant on Hwy 170 just outside the City of Canby. The search warrant was served without incident and resulted in two arrest and the seizure of an amount of methamphetamine.

Training

On September 9th Sgt. Smith, Officer Feters, Officer Larrison, and I instructed mandatory department firearms training at Canby Rod and Gun Club. The focus of the training was long range use of the patrol rifle.

Sept 13-18 Officer Feters attended the annual CCSO's week long SWAT training at Camp Rilea.

Sept 22-24 Detectives attended the Oregon Homicide Investigators Association 2015 Major Crimes Conference in Welches, OR.

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

Respectfully,



Sgt. Doug Kitzmiller

Memo

To: Lieutenant Jorge Tro
From: Detective Sgt. Tim Green
Date: November 3, 2015
Re: Monthly Report for October 2015

Training:

10/21/15 – SFST's refresher Canby

Meetings:

10/22/15 – Child Abuse MDT meeting Oregon City

Details:

Detectives have stayed busy during the month of October. Detective Murphy conducted investigations which lead to the service of two search warrants and two buy busts. He continues to work on two potential money laundering cases after receiving SAR reports from the IRS. Detective Murphy also worked with Officer Wasserberger on a burglary report where a suspect stole a firearm. They were able to identify a suspect, find his location and make an arrest. During this investigation they were able to locate another wanted subject and identify a drug house. At this drug house they were able to recover the stolen firearm and seize methamphetamine, scales and packaging.

Detective Mead continues to work with a Federal Prosecutor on his child abuse case. This case involves a two month old who had 17 different fractures. Some of this abuse happened in the City of Canby while the rest took place on the Warm Springs Indian Reservation. He also continues to work on a theft of donated funds to a charity that one of our local businesses had set up which required a subpoena of bank records.

Detective Floyd is continuing his studies for the A+ and Net + Certifications for the FBI forensic laboratory. Along with this he has been asked by the DA's Office to put together a timeline of cell phone locations, texts and tower pings for the Weaver trial. This has been very time consuming due to the amount of information from numerous suspect phones.

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

(See Detectives attached monthly reports for more information.)

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: November 6, 2015

Re: Bi-monthly Report

The Canby Swim Center has had a very busy fall so far. In September we had our annual maintenance closure. During the closure David and Nathan spend a lot of time cleaning and painting as well as the usual mechanical checks. This year David replaced the disability lift. This was made possible by donations by **S.R. Smith** with additional funds for installation from the **Canby Kiwanis**. There was some touch up deck resurfacing that was also taken care of this closure.

Fall has been busy with swimming lessons of all ages and every time of day. We have public lessons for children twice a day. Adult lessons are also offered in evening Tuesday and Thursday nights. Nathan has been doing a great job teaching the adult lessons, as well as, the Masters swimmers. The Adult lessons have had quite the following and we had to add more sessions. We just finished some lessons for Mulino School for 4th and 5th Graders. Canby's come later in the year.

Attendance and revenue numbers have been a bit down this year for September and October. Revenue is down \$6,400 over the past two months and it is down \$2,500 for the year. The Attendance was down about 2,000 for the two months which is the total difference for the year so far. Some of the difference was the longer pool closure this year but swimming lesson registration is a little lower this fall. Nothing to worry about yet, but we will keep an eye on the number and see if we need to make any adjustments.

The Canby Gators are already swimming and the Canby High School swim team starting soon. The Gators had a meet in Hood River and will be swimming in Portland over this coming weekend. The Gators will also be hosting their IMX Challenge Meet in November and the Canby Animal Meet in December. The Oregon Swimming Awards have returned to Canby this year Bringing 800 Swimmers and family members to the Canby Fine Arts Center Sunday November 22nd. Canby High School Swimming will be hosting home dual meets on five Thursdays in December and January. The CHS swimming season goes through February.

Remember we often have Special Public Swims when school is on break. We have one on Veterans Day 1-3pm and then again all of Thanksgiving week except for Thanksgiving day. We will also have special hours during the winter break in December.

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

CANBY SWIM CENTER September	ADMIT 2014	ADMIT 2015	PASS 2014	PASS 2015	TOTAL 2014	TOTAL 2015	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	32	62	241	174	273	236	1018	1044
ADULT RECREATION SWIM	33	8	726	277	759	285	1850	1364
MORNING WATER EXERCISE	69	27	246	219	315	246	1112	1229
PARENT/ CHILD	126	76	0	0	126	76	624	638
MORNING PUBLIC LESSONS	384	71	0	0	384	71	3727	3735
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	94	41	206	130	300	171	825	603
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	153	53	6	3	159	56	1710	2110
PENGUIN CLUB	0	0	0	0	0	0	943	1106
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	800	650	800	650	1828	1849
MASTER SWIMMING	0	0	33	26	33	26	33	26
EVENING LESSONS	987	497	0	0	987	497	4008	3185
EVENING LAP SWIM	49	27	58	16	107	43	472	318
EVENING PUBLIC SWIM	211	124	21	16	232	140	1885	1843
EVENING WATER EXERCISE	62	43	33	40	95	83	272	382
ADULT LESSONS	51	15	0	0	51	15	51	15
GROUPS AND RENTALS	222	202	0	0	222	202	643	626
OUTREACH SWIMMING	0	0	0	0	0	0	526	449
TOTAL ATTENDANCE	2,473	1,246	2,370	1,551	4,843	2,797	21527	20522

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

CANBY SWIM CENTER October	ADMIT 2014	ADMIT 2015	PASS 2014	PASS 2015	TOTAL 2014	TOTAL 2015	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	37	72	405	318	442	390	1460	1434
ADULT RECREATION SWIM	22	35	550	442	572	477	2422	1841
MORNING WATER EXERCISE	101	60	427	439	528	499	1640	1728
PARENT/ CHILD	198	100	0	0	198	100	822	738
MORNING PUBLIC LESSONS	111	128	0	0	111	128	3838	3863
SCHOOL LESSONS	1175	780	0	0	1175	780	1175	780
NOON LAP	131	83	315	278	446	361	1271	964
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	133	128	3	1	136	129	1846	2239
PENGUIN CLUB	0	0	0	0	0	0	943	1106
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	973	900	973	900	2801	2749
MASTER SWIMMING	0	0	48	67	48	67	81	93
EVENING LESSONS	1273	873	0	0	1273	873	5281	4058
EVENING LAP SWIM	69	40	62	26	131	66	603	384
EVENING PUBLIC SWIM	201	220	39	24	240	244	2125	2087
EVENING WATER EXERCISE	69	92	34	58	103	150	375	532
ADULT LESSONS	53	24	0	0	53	24	104	39
GROUPS AND RENTALS	283	635	0	0	283	635	926	1261
OUTREACH SWIMMING	0	0	0	0	0	0	526	449
 TOTAL ATTENDANCE	 3,856	 3,270	 2,856	 2,553	 6,712	 5,823	 28239	 26345



September and October, 2015
Monthly Reports

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

Facilities Maintenance September & October 2015 Prepared by Dan Mickelsen

Well another year has nearly passed. Boy what good working weather for the last part of September and October. Nice cool mornings and warm afternoons, it's just hard to beat. I did kind of prepare myself for the upcoming change in weather which hit the last the last weekend of October. Whew and did it! Luckily I had no leaks, overflows or anything else that comes with that much rain.

Police; 3 w/o requests. In preparation for a change in the weather I cleaned the entire roof top at the P.D. A year or two ago I covered the gutters with a screen material to keep out all of the cotton wood tree dander, that worked. But now as the roof wears the screens get plugged with roofing grit. So all in one fail swoop I blew any loose grit off to avoid having to broom off the screens. I also trouble shot a couple door locks and remounted the "insta hot" fixture to the sink. 9.25 hrs total

City Hall; 3 w/o requests. Didn't really amount to much just a few safety concerns that I fixed and a flickering light fixture. 2.5 hrs total

Finance Dept; 3 w/o requests. Before my time in facilities, a company was hired to install cubicle panels around the existing desks. It seems to have worked out okay. The one thing the company did was stand the panels over the electrical cords and in turn the panels now block all of the wall outlets. Once again one of the battery backup units went out and started beeping. Obviously it can be silenced but it can't be unplugged due to the fact there is now a cubicle wall in the way. Much like the last time this happened I had to locate the outlet then drill a large hole through the cubicle wall to get access to the outlet so the unit could be replaced. The girls also had some plumbing issues that started shortly after renting the space that used to house the Transit Dept next door. With some help from Public Works we got the line jetted and as far as I can tell the problem is solved. 8.75 hrs total

Transit Dept; 5 w/o requests. When it started getting dark early in the morning as dispatchers were showing up for work the parking lot lights were not working at all. I really was not involved with the construction of the parking lot but was still able to trace the problem out. I guess the problem was fixed under warranty. The storage room/server room was a fright. I installed good shelving and the Transit staff furnished totes to put things in so it's now all organized. I also repaired another one of the fare boxes for the buses and washed all of the exterior windows. 13.5 hrs total.

Library; 9 w/o requests. I had kind of a run on lamp replacements. Ballasts were changed out in numerous fixtures and repair of frayed carpet. With the new Director on board I had new keys made for her and some of the staff and then I also mounted a surveillance camera to try and deter some thievery. 14.25 hrs total.

Planning Dept; I repaired worn and curled vinyl flooring to avoid a trip hazard as well as inspecting, commenting and entering into the system 22 E.S.C. applications. I also did my weekly inspections of active construction sites. I also attended the pre-app meetings for Premier

Gear Corp as well as a future development at 3500 N. Maple St. Also attended the pre-con for OBC NW warehouse expansion. 60.75 hrs total.

Shop complex; 10 w/o requests. I'm almost done with the overhead door job for the Fleet Dept. Power was ran to each door and mounted in the trusses, the jack shaft motors were installed and programed, track and wheels all lubed up. The only thing left is I'm waiting for the bottom door seal material so I can get that installed. It's a proprietary item and I had to find someone to just supply me with the materials so that I can install it. The first week of September we began testing of all the Cities backflow devices. Two of the units had failed so quickly, I installed rebuild kits so they would be ready for retesting. All 32 devices are now good for another year. I cleaned and washed nearly a thousand feet of gutters here at the shops, pulled and repaired a leaky toilet, repaired some door locks as well as repairing exterior lighting. While changing lamps on an office fixture I manage to break the lens. I thought I could just buy another, not so. I did find a company in Minnesota who makes lenses for older florescent fixtures. I ordered a couple extra just in case. 39.5 hrs total.

Fleet Services

Bi-Monthly Report : September / October 2015

Prepared by Joe Witt, Lead Mechanic

September 2015

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$97.50	\$33.97	\$41.48	\$172.95
Adult Center	2	\$423.75	\$42.71	\$616.95	\$1,083.41
Collections	4	\$2,782.50	\$1,150.44	\$239.56	\$4,172.50
Facilities	1	\$78.75	\$0.00	\$115.38	\$194.13
Fleet Service	0	\$0.00	\$0.00	\$67.06	\$67.06
Parks	10	\$3,127.50	\$444.21	\$364.66	\$3,936.37
Police	16	\$6,491.25	\$2,826.29	\$6,743.47	\$16,061.01
Streets	21	\$6,870.00	\$5,128.49	\$2,873.57	\$14,872.06
Transit (CAT)	25	\$6,468.65	\$9,781.07	\$7,109.36	\$23,359.08
Wastewater Treatment	4	\$1,308.75	\$606.39	\$39.03	\$1,954.17
Total Work Orders Processed for the Month	84	Totals*			\$65,872.74

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

Note: Fuel Cost Total for September 2015 Includes last part of August 2015 (8-16-thru 8-31)

October 2015

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$48.75	\$5.50	\$0.00	\$54.25
Adult Center	0	\$0.00	\$0.00	\$356.64	\$356.64
Collections	4	\$840.00	\$78.06	\$264.37	\$1,182.43
Facilities	1	\$37.50	\$0.00	\$58.69	\$96.19
Fleet Service	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	8	\$926.25	\$93.58	\$265.69	\$1,285.52
Police	30	\$10,605.00	\$5,545.10	\$3,816.84	\$19,966.94
Streets	15	\$3,870.00	\$4,667.28	\$1,657.12	\$10,194.40
Transit (CAT)	35	\$10,729.10	\$3,719.62	\$0.00	\$14,448.72
Wastewater Treatment	2	\$123.75	\$0.00	\$42.73	\$166.48
Total Work Orders Processed for the Month	96	Totals*			\$47,751.57

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

Fleet Service Highlights

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

Note: Transit Fuel Usage for October will be Included in November Fuel Cost

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
September – October 2015

Park Renovations

Wilderness International has completed some trail work around the third fishing platform. A couple of benches that were removed to make room for the fishing platform were relocated around the pond. The pond aeration system was also repaired after the nutria destroyed the air supply lines.

Park Maintenance

The mowing of the parks turf areas had subsided by the end of October. Weed spraying and turf edging/string trimming has also been in decline as we approach the end of the growing cycle. Building maintenance issues and playground repairs were addressed as found. Irrigation systems were repaired and also adjusted to the cooling weather. All the irrigation systems were eventually turned off by the end of October. The demand for the constant cleaning of the park systems has diminished as the cooler weather has lessened the regularity of park patrons. Staffs focus has started to change towards more shrub trimming, shrub bed cleaning and tree trimming. A hazard tree was removed from the Eco Park and some trail maintenance work was performed at Community Park on the wetlands trail. Leaf and storm debris removal was in full swing by the end of October.

The Parks Department spent 3 hours addressing graffiti and vandalism the last two months.

Regular maintenance was **not** performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Finance Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands, Knights Bridge right of way and WWTP property.

Meetings attended

I attended a Lead workers meeting and we all attended the crew safety meeting.

The crew attended the First Aid, CPR and AED training.

I attended the second interview for the Public Works Director position.

For your Information

I would like to thank David Rankin the Just-Serve Representative and Jake Dunbar for the work that was put into the NW Day of Service Project on September the 26th 2015.

229 volunteers performed 559 hours of work at two of Canby's Parks. Tail clearing and over 24 yards of debris was removed from Community Park. At the Eco Park 250 large trees had the invasive ivy removed from their trunks and the remainder of the trails received a litter patrol. **Many thanks to all the volunteers involved for all their community support!**

The Parks Department is responsible for 215 acres of property.

Public Works Department
Prepared by: Jerry Nelzen
September and October 2015

1. Streets:

The Public Works Department's had the storm and sewer main lines moved at NE 2nd Avenue for the Civic Center. Coordinated with ODOT to fill in area between Highway 99E and the railway with 1,000 yards of dirt to help facilitate landscape maintenance improvements and eliminate road hazards. Painted crosswalks around town before the commencement of the school year.

The crew received and located 128 locates for September.

Streets	Total Hours
Street Sweeping	59
Street Sweeping Maintenance	17
Street Maintenance	434.5
Driveway Approach	2
Street Sign Manufacturing	15
Street Sign Maintenance	9
Street Sign Installation	2
Street Light Repair	7
NW 1 st Ave Landscape	20
NE/NW 2 nd Ave Landscape	16
Cinema Parking Lot Landscape	11
Landscape Assistance Worker	12
Cemetery	125
Tree Trimming	2
Dump Truck Usage	73
Vactor Usage	6
Mini Trackhoe	88

2. Sewer and Storm System:

The crew installed new storm system at the Canby Swim Center, added 200 feet of storm line with (2) catch basins at NE 10th Avenue between N Oak and N Pine Streets, moved 120 feet of storm system at the Civic Center and repaired (2) laterals at N Birch Street. Inspected all manhole lids in town.

Sewer	Total Hours
Sewer TV'ing	55
Sewer Laterals	36
Locating Utilities	61
Vactor Usage	4
Drying Beds	2
Storm	
Catch Basin Maintenance	59
Storm Line Maintenance/Repair	110
Drywell Maintenance	10
Vactor Usage	18

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

The crew repaired and installed several signs around town. The crew fixed or repaired (4) street lights.

4. **Miscellaneous:**

The crew put out barricades for Kiwanis 5K run at Wait Park.

Miscellaneous	Total Hours
Meetings	21
Equipment Cleaning	11
Work Orders	5
Other	9

October 2015

1. Streets:

The Streets crew started on the fall maintenance for NW 1st and 2nd Avenues and Cinema parking lot ready for winterizing all irrigations systems and fountain. Working with Downtown Manager for upcoming winter festival events at Wait Park.

The crew received and located 127 locates for October.

Streets	Total Hours
Street Sweeping	77
Street Sweeper Maintenance	7
Street Maintenance	268
Sidewalks Inspections	8
Street Sign Manufacturing	9
Street Sign Maintenance	1
Street Sign Installation	18
NW 1 st Avenue Landscape	12
NW 2 nd Avenue Landscape	8
Cinema Parking Lot Landscape	8
Landscape Assistance	16.5
Street Light Repair	18
Cemetery	89.5
Dump Truck	14

2. Sewer and Storm System:

The Collections crew starting our annual storm and sewer system cleaning of lateral lines, catch basins and drywells. We installed (2) drywells on S Hazeldell Way, (2) drywell on Sequoia Parkway to alleviate flooding problems and added (2) catch basins with 200 feet of new storm pipe at NE 10th Avenue and N Oak Circle.

Sewer	Total Hours
Sewer TV'ing	28
Sewer Maintenance/Repair	16
Sewer Laterals	55
Lift Station Maintenance	41
Locating Utilities	64
Sewer Inspections	2
Vactor Usage	6
Storm	
Catch Basin Maintenance	9
Drywell Maintenance	186
Storm Line Maintenance/Repair	120

3. Street Sign/Trees/Lights:

During the month the crew fixed 87 street lights and fixed/repaired street signs.

4. Miscellaneous:

Miscellaneous	Total Hours
Meetings	12
Plan Preview for Subdivisions	3
Equipment Cleaning	14
Warehouse Maintenance	4
Other	15

Tech Services Department
Bi-Monthly Report for September and October, 2015

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: November 6, 2015

Google Analytics Summary Report: September and October 2015

<u>Audience Overview</u>	<u>September</u>	<u>October</u>
Sessions (site visits)	7,707	7,099
Users/unique visitors	5,363	5,016
Page Views	20,063	18,327
Pages per Session	2.6	2.58
Average Session Duration	1 min 59 sec	1 min 44 sec
Bounce Rate (% of single-page visits)	51.04%	51.08%
New Sessions/Users	57.40%	58.44%

Sessions and page view numbers are down from July and August

<u>New Vs. Returning Visitors</u>	<u>September</u>	<u>October</u>
New	57.42%	58.44%
Returning	42.58%	41.56%

<u>Browser & Operating System</u>	<u>September-Top 5 Browsers:</u>	<u>October-Top 5 Browsers:</u>
	Chrome (40.28%)	Chrome (41.56%)
	Safari (24.12%)	Safari (23.34%)
	Internet Explorer (18.45%)	Internet Explorer (18.40%)
	Firefox (10.38%)	Firefox (11/23%)
	Android Browser (3.01%)	Android Browser (2.56%)

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

<u>Overview (Technology)</u>	<u>September</u>	<u>October</u>
Desktop	56.56%	59.04%
Mobile	36.30%	34.10%
Tablet	7.14%	6.86%

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

<u>Mobile Devices (top 3)</u>	<u>September</u>	<u>October</u>
	Apple iPhone (35.39%)	Apple iPhone (36.55%)
	Apple iPad (11.02%)	Apple iPad (
	Not Set (4.78%)	Not Set (4.06%)

Same top 2 mobile devices for the past 11months. Gray section of pie charts is "all others"

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

Top 5 visited pages keep pretty consistent with rankings changing occasionally

KEY

Sessions (total number of sessions to your site)

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

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

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

Average Session Duration (average session length of all users)

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

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

September 2015

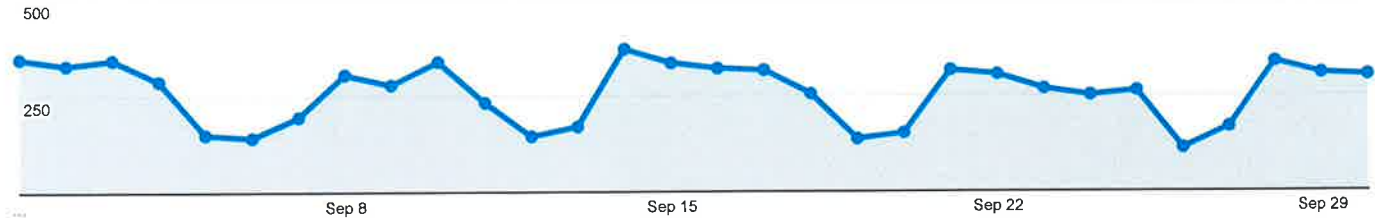
Audience Overview

Sep 1, 2015 - Sep 30, 2015

All Sessions
100.00%

Overview

Sessions



Sessions

7,707

Users

5,363

Pageviews

20,063

Pages / Session

2.60

Avg. Session Duration

00:01:59

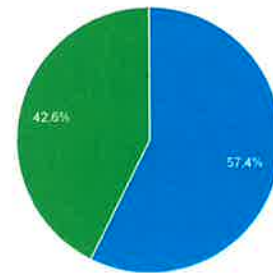
Bounce Rate

51.04%

% New Sessions

57.40%

New Visitor Returning Visitor



Language	Sessions	% Sessions
1. en-us	7,283	94.50%
2. ru	149	1.93%
3. ru-ru	82	1.06%
4. en	54	0.70%
5. c	27	0.35%
6. es-419	25	0.32%
7. en-gb	14	0.18%
8. es-es	14	0.18%
9. es	7	0.09%
10. es-us	6	0.08%

New vs Returning

Sep 1, 2015 - Sep 30, 2015

All Sessions
100.00%

Explorer

Summary

Sessions



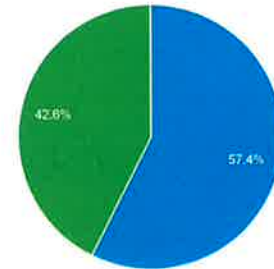
User Type

Sessions

Sessions

Contribution to total: Sessions

	7,707 % of Total: 100.00% (7,707)	7,707 % of Total: 100.00% (7,707)
1. ■ New Visitor	4,425	57.42%
2. ■ Returning Visitor	3,282	42.58%



Rows 1 - 2 of 2

Browser & OS

Sep 1, 2015 - Sep 30, 2015

All Sessions
100.00%

Explorer

Summary

Sessions



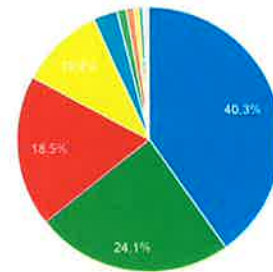
Browser

Sessions

Sessions

Contribution to total: Sessions

	7,707 % of Total: 100.00% (7,707)	7,707 % of Total: 100.00% (7,707)
1. Chrome	3,104	40.28%
2. Safari	1,859	24.12%
3. Internet Explorer	1,422	18.45%
4. Firefox	800	10.38%
5. Android Browser	232	3.01%
6. Edge	84	1.09%
7. Amazon Silk	68	0.88%
8. YaBrowser	49	0.64%
9. Opera	38	0.49%
10. (not set)	20	0.26%



Rows 1 - 10 of 19

Overview

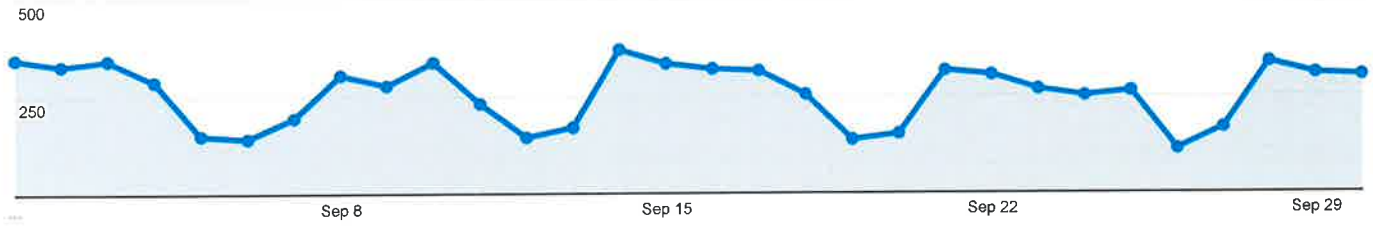
Sep 1, 2015 - Sep 30, 2015

All Sessions
100.00%

Explorer

Summary

Sessions



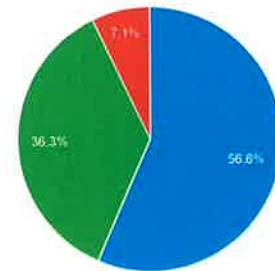
Device Category

Sessions

Sessions

Contribution to total: Sessions

	7,707 % of Total: 100.00% (7,707)	7,707 % of Total: 100.00% (7,707)
1. desktop	4,359	56.56%
2. mobile	2,798	36.30%
3. tablet	550	7.14%



Rows 1 - 3 of 3

Devices

Sep 1, 2015 - Sep 30, 2015

All Sessions
43.44%

Explorer

Summary

Sessions



Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

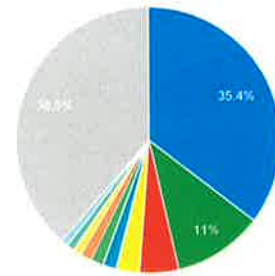
3,348

% of Total: 43.44% (7,707)

3,348

% of Total: 43.44% (7,707)

1.	Apple iPhone	1,185	35.39%
2.	Apple iPad	369	11.02%
3.	(not set)	160	4.78%
4.	Samsung SM-G900V Galaxy S5	95	2.84%
5.	Samsung SM-G900P Galaxy S5	56	1.67%
6.	Samsung SCH i545 Galaxy S4	52	1.55%
7.	HTC 0PCV220 Desire 510	46	1.37%
8.	Motorola XT1254 Droid Turbo	34	1.02%
9.	LG D321 OPTIMUS L70	31	0.93%
10.	Samsung SPH-L710 Galaxy S III	30	0.90%



Rows 1 - 10 of 314

Landing Pages

Sep 1, 2015 - Sep 30, 2015

All Sessions
100.00%

Explorer

Summary

Sessions



Landing Page

Sessions

Sessions

Contribution to total:

Sessions

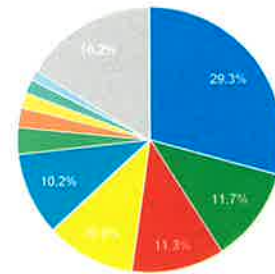
7,707

% of Total: 100.00% (7,707)

7,707

% of Total: 100.00% (7,707)

1.	/ Index.htm	2,257	29.29%
2.	/transportation/CAThome page.htm	898	11.65%
3.	/transportation/routes.htm	872	11.31%
4.	/Departments/swim/swimcenter.htm	837	10.86%
5.	/Jobs/jobopenings.htm	783	10.16%
6.	/Departments/court/court.htm	251	3.26%
7.	/Departments/swim/schedule.htm	180	2.34%
8.	/Departments/pw_operations/parks/park_facilities.htm	148	1.92%
9.	/Departments/development_services/development_service.htm	132	1.71%
10.	/cityservices/cityserv.htm	98	1.27%



Rows 1 - 10 of 100

October 2015

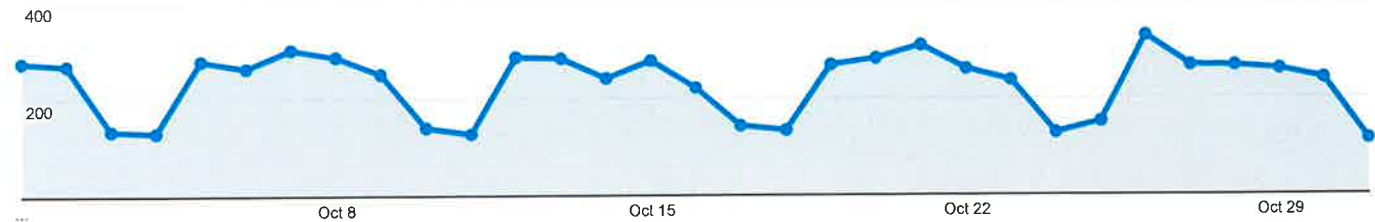
Audience Overview

Oct 1, 2015 - Oct 31, 2015

All Sessions
100.00%

Overview

Sessions



Sessions

7,099

Users

5,016

Pageviews

18,327

Pages / Session

2.58

Avg. Session Duration

00:01:44

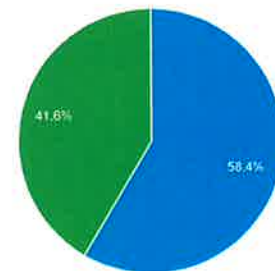
Bounce Rate

51.08%

% New Sessions

58.44%

New Visitor Returning Visitor



Language	Sessions	% Sessions
1. en-us	6,766	95.31%
2. ru	103	1.45%
3. ru-ru	35	0.49%
4. es-419	32	0.45%
5. en-gb	23	0.32%
6. en	21	0.30%
7. pt-br	20	0.28%
8. es-us	19	0.27%
9. c	16	0.23%
10. es-es	12	0.17%

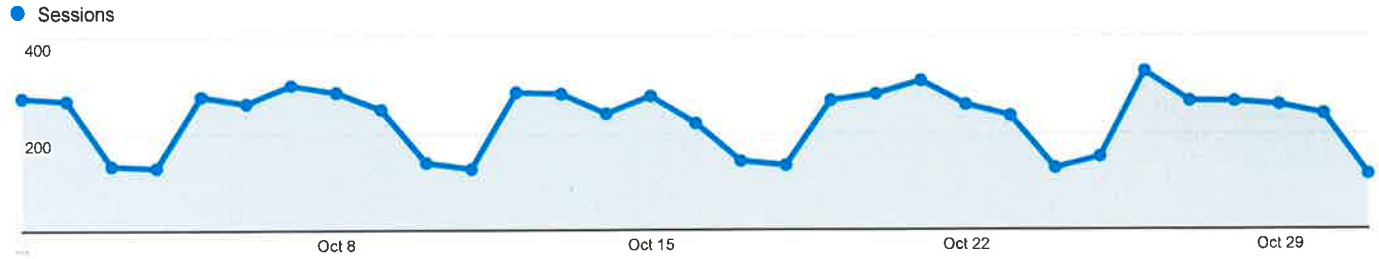
New vs Returning

Oct 1, 2015 - Oct 31, 2015

All Sessions
100.00%

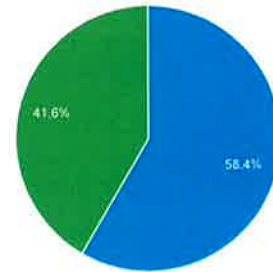
Explorer

Summary



User Type	Sessions	Sessions
	7,099 % of Total: 100.00% (7,099)	7,099 % of Total: 100.00% (7,099)
1. ■ New Visitor	4,149	58.44%
2. ■ Returning Visitor	2,950	41.56%

Contribution to total: Sessions



Rows 1 - 2 of 2

Browser & OS

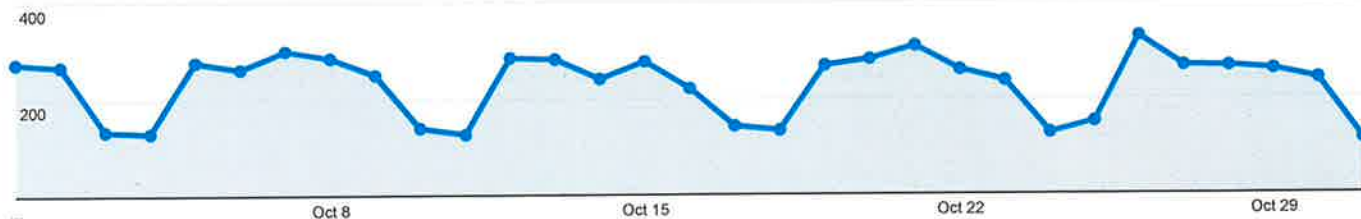
Oct 1, 2015 - Oct 31, 2015

All Sessions
100.00%

Explorer

Summary

Sessions



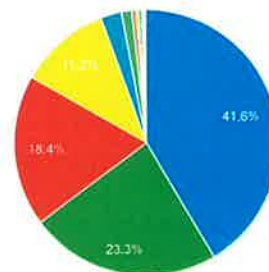
Browser

Sessions

Sessions

Contribution to total: Sessions

	7,099	7,099
	% of Total: 100.00% (7,099)	% of Total: 100.00% (7,099)
1. Chrome	2,950	41.56%
2. Safari	1,657	23.34%
3. Internet Explorer	1,306	18.40%
4. Firefox	797	11.23%
5. Android Browser	182	2.56%
6. Edge	90	1.27%
7. Amazon Silk	35	0.49%
8. Opera	27	0.38%
9. Safari (in-app)	24	0.34%
10. YaBrowser	17	0.24%



Rows 1 - 10 of 16

Overview

Oct 1, 2015 - Oct 31, 2015

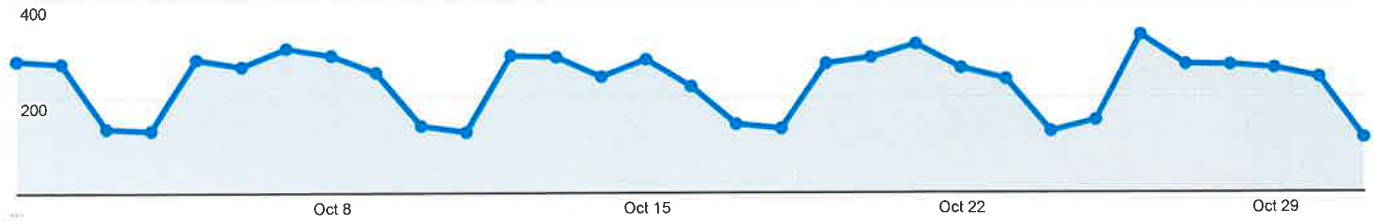


All Sessions
100.00%

Explorer

Summary

Sessions



Device Category

Sessions

Sessions

Contribution to total: Sessions

7,099

% of Total: 100.00% (7,099)

7,099

% of Total: 100.00% (7,099)

1. desktop

4,191

59.04%

2. mobile

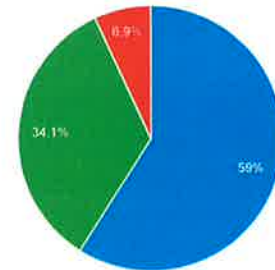
2,421

34.10%

3. tablet

487

6.86%



Rows 1 - 3 of 3

Devices

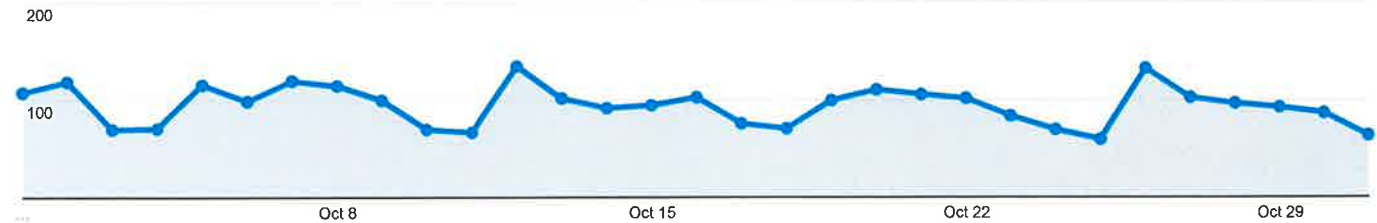
Oct 1, 2015 - Oct 31, 2015

All Sessions
40.96%

Explorer

Summary

Sessions



Mobile Device Info

Sessions

Sessions

Contribution to total: Sessions

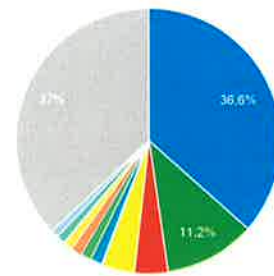
2,908

% of Total: 40.96% (7,099)

2,908

% of Total: 40.96% (7,099)

1.	Apple iPhone	1,063	36.55%
2.	Apple iPad	325	11.18%
3.	(not set)	118	4.06%
4.	Samsung SM-G900V Galaxy S5	116	3.99%
5.	Samsung SCH i545 Galaxy S4	44	1.51%
6.	Motorola XT1254 Droid Turbo	38	1.31%
7.	Samsung SM-G900P Galaxy S5	38	1.31%
8.	Samsung SM-G920V Galaxy S6	33	1.13%
9.	Samsung SCH-I535 Galaxy S III	30	1.03%
10.	Samsung SM-G530AZ Galaxy Grand Prime	28	0.96%



Rows 1 - 10 of 275

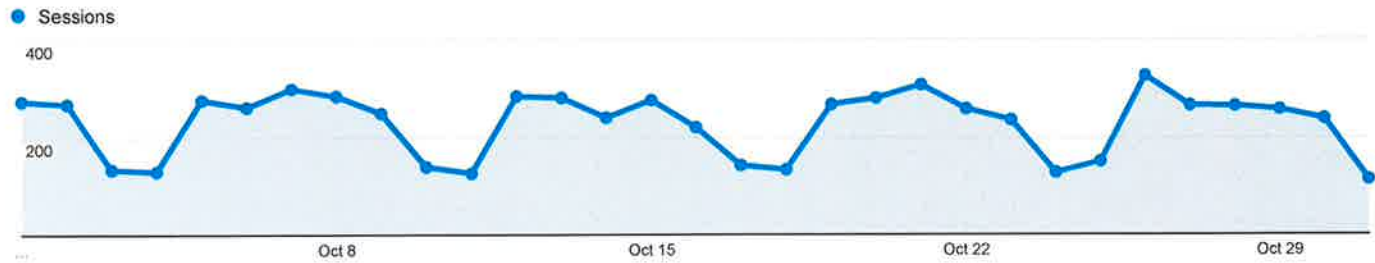
Landing Pages

Oct 1, 2015 - Oct 31, 2015

All Sessions
100.00%

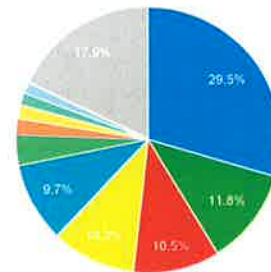
Explorer

Summary



Landing Page	Sessions	Sessions
	7,099 % of Total: 100.00% (7,099)	7,099 % of Total: 100.00% (7,099)
1. / Index.htm	2,096	29.53%
2. /transportation/CAThome page.htm	835	11.76%
3. /Departments/swim/swimcenter.htm	747	10.52%
4. /Jobs/jobopenings.htm	734	10.34%
5. /transportation/routes.htm	690	9.72%
6. /Departments/court/court.htm	266	3.75%
7. /Departments/swim/schedule.htm	141	1.99%
8. /Departments/development_services/development_services.htm	119	1.68%
9. /Departments/parks/park_facilities.htm	103	1.45%
10. /Departments/departments.htm	94	1.32%

Contribution to total: Sessions



Rows 1 - 10 of 100

City of Canby Bi-Monthly Report

Department: Transit



For: the months of September and October, 2015

Date: November 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) On September 18th we received our copy of the signed grant agreement with TriMet for STF operating funds in the amount of \$245,000 (\$122,500 annually) for the period July 1, 2015 to June 30, 2017.

2) Ridership:

Total ridership for the FY 2015-16 was down 17.39 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 7,277 rides in September (14.68% fewer than September of 2014).
 - 1,319 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 18.63% fewer than were provided during September of 2014.
 - 4,474 to Oregon City (10.78% fewer rides than September of 2014).
 - 1,484 to Woodburn (21.64% fewer rides than September of 2014)
- b) 8,014 rides in October (17.68% fewer rides than October of 2014).
 - 1,370 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 30.91% fewer rides than were provided during October of 2014.
 - 4,975 to Oregon City (13.08% fewer rides than October of 2014).
 - 1,669 to Woodburn (16.34% fewer rides than October of 2014).

Across the board, ridership is down. Our service adjustments and name change were implemented on August 3rd. On September 12th TriMet opened its Orange Line MAX service and made numerous changes to its bus services from Oregon City. We expect this to have an impact on CAT's fixed-route commuter ridership due to increases in the travel times and the number of transfers for many CAT commuters. However, we are seeing a drop in ridership across all services not just the fixed-route commuter service.

A significant impact to the Dial-A-Ride ridership is the relocation of two supported employment sites that were utilized by a number of our Dial-A-Ride customers on a daily basis. Both Albertina Kerr and SERP Enterprises (Supported Employment, Day Support and Alternative School Services) moved to new locations outside our service area.

Although, ridership is expected to drop with any kind of service change. The multiple changes make it difficult to pinpoint specific causes. The economy, unemployment, gas prices and weather conditions are also factors that influence ridership.

Updates:

- a) The Rider of the Month for September was Emma Traveho and the winner for October was Carol Swanson. Both riders got a free bus pass and other goodies.
- b) Jan White won the CAT raffle at the Health & Harvest Celebration at Hope Village on October 15th. She won a shopping bag, a free pass and a few other items.
- c) In September and October we provided 187 same day rides on a space available basis.
- d) On September 15th an updated Exercise Notice was signed and mailed to Pioneer Properties restating the City's intent to exercise its option under the lease and detailing the terms whereby the City would agree to delay the purchase until after January 1, 2016 as requested by Pioneer Properties.
- e) On September 18th the CAT bus stop inside Canby Square (stop # 3000) was closed because construction activity was blocking access to the stop for both buses and riders. As an alternate, buses not continuing on to Woodburn turn around at the Vietnam Era Memorial rather than Canby Square. This alternative routing is working well. The change also required the closure of 2 northbound stops on SW 4th. To avoid potential conflicts between the new Star Bucks drive-through and CAT rider/bus traffic bus stops 3000, 1132 and 1134 will be closed permanently. The alternate routing will be used going forward.

4) Collisions and Incidents

- a) There were no collisions or incidents during September.
- b) On October 15th a passenger fell on the floor of the bus when the driver had to break quickly. Customer declined medical attention.
- c) On October 23rd a passenger was thrown forward into the seat in front of her when the driver had to break quickly. Customer declined medical attention.
- d) On October 29th a passenger tripped while entering the bus. Customer decline medical attention.

- 5) Events Attended: City staff, contractors and/or volunteers represented CAT or participated in activities and trainings in the following venues:
- a) On September 15th staff attended the Oregon Transit Association (OTA) board meeting in Salem.
 - b) On September 16th Julie Wehling attended the final session of the Clackamas County Citizens Academy,
 - c) At their meeting on September 17th the Board of County Commissioners presented certificates to graduates of the first Clackamas County Citizens Academy class. Julie Wehling was in attendance and received her certificate.
 - d) On September 18th staff participated in an FTA sponsored webinar on FTA Public Transportation Safety Program Notice of Rulemaking.
 - e) On September 19th staff attended the Bridging Cultures events at Wait Park to hand out information about CAT's route name change, the schedule changes and three stop closures due to construction at Canby Square. Martha Espirza won the CAT raffle at the event which included a bus pass, a shopping bag and other items.
 - f) On September 23rd staff attended the Clackamas County Town Hall meeting at the Clackamas County Event Center.
 - g) On September 23rd Julie Wehling was a panel member presenting information about typical transit purchases at an ODOT hosted event titled "Doing Business with Transit". The panel described pending transit projects and answered questions from the businesses in attendance.
 - h) On September 24th the Transit Advisory Committee held their regular meeting. The October meeting was canceled.
 - i) On October 1st Julie Wehling attended the C4 meeting.
 - j) On October 5th Julie Wehling attended the meeting of the Region 1 Area Commission on Transportation (Region 1 ACT) in At ODOT Region 1 in Portland.
 - k) On October 6th and 7th Julie Wehling and Nancy Muller completed CPR Certification training.
 - l) On October 7th staff provided CAT information at a Clackamas Community College Community Fair titled "An Apple a Day" and distributed information about CAT services and conducted a raffle. A Clackamas Community College regular rider (Enrique O) won a bus pass, book bag and other items.
 - m) MV held a driver safety training meeting on October 10th.
 - n) On October 15th staff participated in Health & Harvest Celebration at Hope Village by distributing information about CAT services and conducting a raffle.
 - o) On October 17th Julie Wehling volunteered as one of the judges at the Oregon Transit Association's Bus Roadeo in Eugene. A Bus Roadeo is an obstacle course competition for transit bus drivers.
 - p) Between October 18th and October 21st Julie Wehling, Nancy Muller, Carol Luce

and Kristie Chilcote attended the Oregon Transit Association's annual conference in Eugene.

- q) On October 27th Julie Wehling represented the City and CAT at a Regional Transit Planning Stakeholder Workshop in Keizer. The workshop focused on rural and regional transit services provided by Salem-Keiser Transit. These services connect with CAT services in Woodburn and also in Wilsonville.
- r) On October 28th Julie Wehling attended a Clackamas County Emergency Preparedness "Table Top Drill" session at Molalla Adult Center. The session focused on the transportation of vulnerable populations during an emergency.
- s) On October 28th staff and Transit Advisory Committee members: Walt Daniels, Matt Olsen and Mariah Laitinen attended the first All City Committee Work Session.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

July & August 2015

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: Aug 27, 2015

Facility Operations & Maintenance

The water quality for the months of July and August remain excellent with no violations. Plant Operators continually maintain daily monitoring and operations of the plant to maintain NPDES permit compliance. The Headwork's CIP is completed with only a few punch list items remaining. We are now starting the engineering phase of our biosolids project.

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

- Baffle joint repair on South Clarifier wier.
- Replaced water valve on lime silo.
- Main airline repair. Ditch cut and temporary line installed. Repaired all sprinkler lines cut through during installation of new PVC line.
- New H2O riser installed on stabilized sludge tank.
- Replaced all U.V. lights on unit #1
- Replaced Plug valve stem shaft with SS on filter #1 and #2.
- Replaced process water mercoird switch.
- Removed ivy from headwork's area and replaced with round rock.
- Replaced upper and lower belts on belt press.
- New Pista Grit placed on line July 7th.
- Repaired head on Quincy air compressor.
- Automation of belt press conveyor completed.
- Measured, ordered and received grate for emergency influent bypass screen.
- Installed and calibrated influent PH probe.
- Repaired gas/O2 meter.
- Replaced two disks and filters with new on Filter #1
- Industrial Systems here for completion of programming.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

Pretreatment Inspection/Reporting, FOG Program

July

- Pump Outs: 30
- Inspections: 1

August

- Pump Outs: 16
- Inspections: 0
- Reviewed July/August Business License renewals.
- Industrial user inspections of Shimadzu, USA Manufacturing, OBC and the new FOB tap room.
- Continuing to work with Canby Public Schools on Kitchen grease removal devices.

Biosolids Program:

- Belt ran 16 days in July.
- 6 loads to Heard Farms, 179 wet tons.
- Belt ran 15 days in August.
- 6 loads to Heard Farms, 171 wet tons.

Daily Lab Activity

Monthly / Weekly NPDES Permit Tests

- TSS
- BOD
- CBOD
- Ammonia
- E-coli
- Alkalinity
- pH
- Total Flow
- UV Dosage
- DMR QA 35 started and completed
- 3 Day Ultra Clean started and completed
- JC sampling started and completed

Meetings and Training Attended

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

- Daily staff and operations meeting.
- New equipment and operation training.
- Construction meetings with Curran McLeod/McClure and Sons.
- City Safety Committee.