



AMENDED AGENDA

CANBY CITY COUNCIL MEETING

July 15, 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

WORK SESSION

6:30 PM

City Hall Conference Room
182 N Holly

The City Council will be meeting in a Work Session to Discuss the Radio System Replacement Project for Clackamas County Emergency Services Police/Fire.

CITY COUNCIL MEETING

1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance
- C. Greater Portland, Inc. (GPI) Presentation
- D. Canby Main Street Annual Report

Pg. 1

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

- A. Approval of Minutes of the June 17, 2015 City Council Regular Meeting

- 7. RESOLUTIONS & ORDINANCES**
- 8. NEW BUSINESS**
- 9. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS**
- 10. CITIZEN INPUT**
- 11. ACTION REVIEW**
- 12. EXECUTIVE SESSION: ORS 192.660(2)(h) Litigation**
- 13. 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.

LEVERAGING GPI TO EXPAND CAPABILITIES

GPI serves as an extension of member community economic development teams by providing expertise and resources that bolster the region's competitive advantage in a global economy

BUSINESS DEVELOPMENT



LEAD GENERATION AND PROJECT MANAGEMENT

- Utilize research and analysis expertise to target traded cluster companies
- Prioritize leads and prospects based on research findings
- Focus on key companies, site selectors, and real estate communities
- Lead outbound sales missions and recruitment trips
- Generate leads/prospects through relationship building and responses to Requests for Information (RFI)
- Organize and manage in-bound company visits and familiarization tours
- Connect prospective companies to key regional assets

RETENTION AND EXPANSION SUPPORT

- Gather market intelligence to identify opportunities and threats to regional companies
- Partner with communities to develop customized Business Recruitment & Expansion (BR&E) support strategies
- Through BR&E, connect companies to key resources
- Provide customized research and data analysis to support community BR&E efforts

MARKETING



MARKETING

- Develop industry-specific marketing materials
- Leverage digital media to promote regionally significant economic development news
- Develop community profiles to promote location specific assets to prospects

COMMUNICATIONS

- Deploy social media strategy to promote region's value and opportunities
- Coordinate with communities on regional messaging
- Manage communications of intra-regional expansions
- Communicate GPI, state and community wins
- Inform GPI stakeholders on impactful economic development news

RESEARCH AND ANALYSIS



INDUSTRY AND MARKET ANALYSIS REPORTS

- Create competitor and market analysis
- Monitor economic indicators
- Target industry analysis
- Provide company research and profiles

ECONOMIC AND FISCAL ANALYSIS

- Tailor models to estimate economic and fiscal analysis impacts
- Develop models to assess ROI for deal structuring, employment center planning, tax impacts, etc.

OPERATING COST COMPARISON ANALYSIS

- Data analysis of regional economic advantages
- Present business case to prospects

PLANNING SUPPORT

- Support community short/long-term planning efforts and economic forecasting

CONNECTIVITY



COLLABORATION AND COORDINATION WITH REGIONAL PARTNERS

- Convene regional partners to leverage strengths
- Coordinate and strategize on innovative approaches for growing regional job opportunities
- Provide networking opportunities that allow communities to tap into regional resources
- Provide strategic introductions that connect a need with a resource

REGIONAL COMPETITIVENESS



REGIONAL PLANS

- Launch and Implement Greater Portland Global (Trade and Investment Plan)
- Implement Greater Portland 2020
- Initiate Large Lot Site Strategy

COMPETITIVENESS

- Align regional plans with state and local efforts for shared regional economic prosperity
- Monitor regional site selection criteria to make appropriate course corrections
- Raise awareness of policy makers with economic development indicators
- Leverage public-private partnership to enhance marketplace competitiveness



Greater Portland Inc

Regional Economic Development

City of Canby
July 6, 2015

WHAT TO EXPECT



- Overview of GPI
- 2015 Work Plan
- GPI Services



OVERVIEW



Regional Public-Private Partnership

Established in 2011
to coordinate a transparent
approach to economic development

Greenlight Greater Portland now Greater Portland Inc.

Jun 29, 2011, 1:31pm PDT

Merger between publicly funded Regional Partners and privately
driven Greenlight Greater Portland

Marketing

Recruitment

Retention and
Expansion

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OVERVIEW



Dynamic Metro: One Region

- 2.3+ million people
- 2 states
- 7 counties
- Population expected to grow by 400,000+ in next 20 years



Why a regional approach?



- Site selectors look at regions when considering a new location for their clients
- Companies and talent do not pay attention to regional boundaries
- Marketing the assets of the entire region is a far more compelling story
- Regional boundaries align with the regional workshed



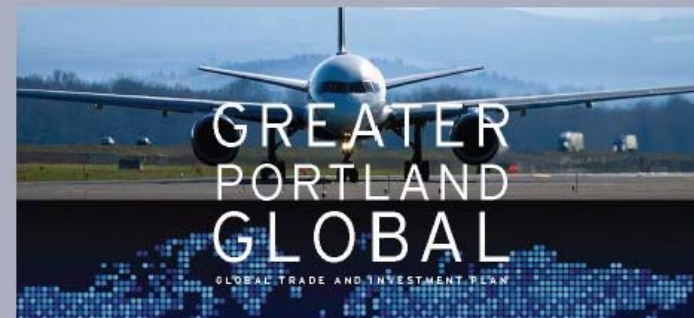
UNITING REGIONALLY TO COMPETE GLOBALLY

Build cross-border and cross-sector collaboration that leverages the region's assets, engages leadership and aligns efforts to compete in the global market.



STAY AND GROW IN GREATER PORTLAND

Develop tools and services that support local community partners in their ongoing efforts to retain and grow existing traded-sector companies in the region



CHOOSE GREATER PORTLAND

Create targeted awareness of the regional value proposition as a place for business; grow the recruitment funnel to bring traded-sector expansion and relocation projects to the region.



UNITING REGIONALLY TO COMPETE GLOBALLY

Build cross-border and cross-sector collaboration that leverages the region's assets, engages leadership and aligns efforts to compete in the global market.

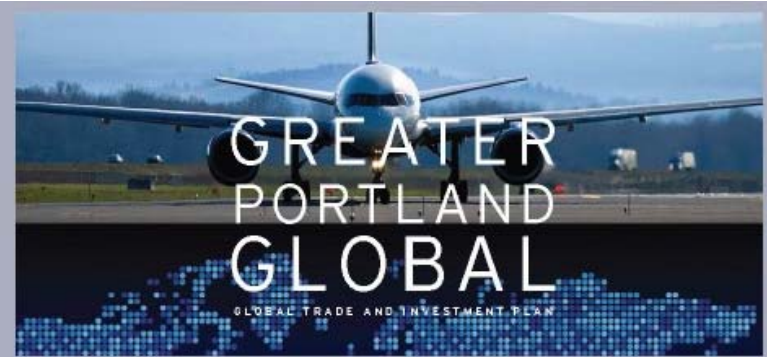


TACTICS:

- Greater Portland 2020 Plan
- Convene Region's Civic & Business Leaders
- Regional Communications

STAY AND GROW IN GREATER PORTLAND

Develop tools and services that support local community partners in their ongoing efforts to retain and grow existing traded-sector companies in the region



TACTICS:

- Greater Portland Global
- Business Retention & Expansion
- Economic & Fiscal Analysis

CHOOSE GREATER PORTLAND

Create targeted awareness of the regional value proposition as a place for business; grow the recruitment funnel to bring traded-sector expansion and relocation projects to the region.



TACTICS:

- Large Site Strategy
- Industry Reports & Market Analysis
- Regional Marketing
- Lead Generation

GPI SERVICES



Providing expertise and resources
to local partners within the region



Business Development



Marketing



Research + Analysis



Connectivity

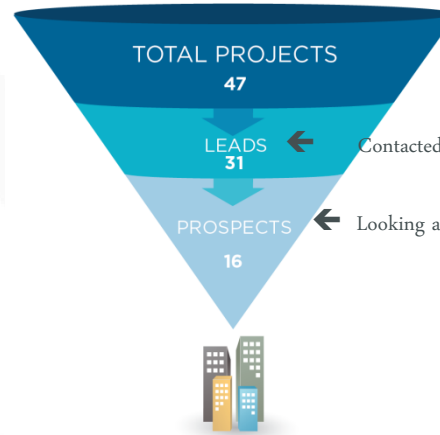


Regional Competitiveness



Business Development

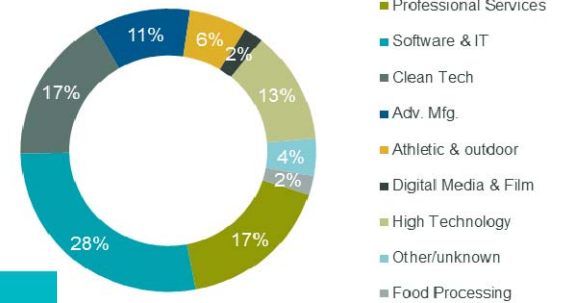
1. Metal & Machinery
2. Clean Tech
3. Athletic & Outdoor
4. Computer & Electronics
5. Software/Media
6. Health Science & Technology



← Contacted us but has not viewed specific sites

← Looking at options and has likely been on a site visit

2014 GPI WINS = 4
2014 REGIONAL WINS = 7



Projects by Industry	
Professional Services	8
Software & IT	13
Clean Tech	8
Adv. Mfg.	5
Athletic & outdoor	3
Digital Media & Film	1
High Technology	6
Other/unknown	2
Food Processing	1
Total	47

GPI SERVICES



Marketing



GREATER PORTLAND

City of Canby

A charming, pro-business community with abundant space to offer a variety of development needs. This unique infrastructure advantage can help growing businesses and residents to help businesses succeed.

1 PORT OF VANCOUVER
2 PORT OF PORTLAND
3 PORT INTERNATIONAL AIRPORT

COMMUNICATIONS
 Canby provides exceptional high-speed internet service, telephone and digital television at affordable rates. Canby has a local newspaper, OREGON TIGER, and a local radio station, KATZ 100.5 FM.

ELECTRICITY
 Canby offers a fully owned utility that provides service to customers at a competitive rate. Canby's utility is a member of the Oregon Rural Electric Association (OREA).

RAIL AND AIR FREIGHT
 The local Oregon Pacific Railroad connects to and serves the Union Pacific system. Rail service also is available. The Burns County Airport, 10 miles away, has two runways, three fixed base operators and provides for business jet.

FREEWAYS
 Canby is located on two major highways, only 15 miles from Interstate 505 and 10 miles from the Port of Portland and 20 miles from Vancouver, British Columbia.

ABOUT CANBY
 Canby has a pro-business atmosphere, making it a magnet for growth-oriented companies. With nearly 1000 acres of land, Canby is a growing community. Canby is fully served and ready for development. Canby offers a wide range of services, including a fire department, police, and a health care center. Canby is a growing community with a strong sense of community. Residents can enjoy the local climate, outdoor recreation, and scenic views of the Willamette Valley and Mount Hood.

Infrastructure Highlights

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GREATER PORTLAND

Community Profile: The City of Canby

POPULATION
 10,000 (2010 Census)
 11,000 (2015 Estimate)
 12,000 (2020 Estimate)

INDUSTRY
 Manufacturing (30%), Retail (20%), Services (20%), Agriculture (10%), Healthcare (10%), Education (10%), Government (10%), Other (10%)

GREATER PORTLAND

Community Profile: The City of Canby



TOE EMPLOYERS

Industry	Count
Advanced Manufacturing	1
High Technology	1
Biotechnology	1
Advanced Manufacturing	1

SECTORS

Sector	% of primary jobs
Health	20.0%
Manufacturing	10.0%
Food Services	5.0%

AND?
 In beauty and a rich history of innovation, Greater Portland is a world-class and life. The Greater Portland region, a state-of-the-art community, offers the most affordable environment on the West Coast. With access to quality affordable housing and water, and an ideal location for attracting and retaining talent, the region continues to attract top talent.

GREATER PORTLAND
 11111 Columbia Street, Suite 100, Portland, Oregon 97201, USA
 503-445-0000
 www.greaterportlandinc.com

GREATER PORTLAND

GREATER PORTLAND'S EMERGING BIOSCIENCE HUB

LOCATION ESSENTIALS

The OHSU Knight Cancer Institute is aggressively moving to end cancer as we know it. Inspired by Mike Chairman Phil Knight and his wife Penny, the Knight Cancer Challenge will deploy \$1 billion to transform the field of cancer research. This unique investment is already generating interest from industry leaders around the world as a **Bioscience Innovation Hub** begins to emerge. Greater Portland is well positioned to advance the **Bioscience Industry**. The region serves as a place of convergence where existing robust software, computer and electronics industries are aligning with a growing bioscience need, propelling a highly innovative industry into the future.

For more information, contact alisa.pyzdek@greaterportlandinc.com

GREATER PORTLAND

About Greater Portland Inc
 Greater Portland Inc is the economic development regional partnership helping companies expand and relocate to the Greater Portland region.

For more information, visit us at www.greaterportlandinc.com

Follow Us
 Facebook, Twitter, LinkedIn, YouTube

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 Our address is 11111 Columbia Street, Suite 100, Portland, Oregon 97201, USA.
 If you do not wish to receive future email, alisa.pyzdek@greaterportlandinc.com
 (This can also refer you to Customer Care at the email address above.)



Research & Analysis

SAMPLE ANNUAL BUSINESS OPERATING COSTS

Metro Area	Employee Payroll	Fringe and Mandated Benefits	Utilities	Building / Lease Payments	Property Tax	Total Operating Cost
Portland	\$36,236,800	\$10,296,539	\$245,328	\$375,969	\$170,011	\$47,324,647
Denver	\$36,842,650	\$9,951,295	\$219,967	\$342,805	\$335,923	\$47,692,640
Riverside-San Bern.	\$37,587,100	\$10,700,837	\$326,530	\$399,822	\$152,379	\$49,166,668
San Diego	\$37,959,450	\$10,807,498	\$397,673	\$428,478	\$154,772	\$49,747,872
Seattle	\$38,605,650	\$12,001,622	\$255,159	\$413,241	\$159,852	\$51,435,525
San Jose	\$43,481,700	\$12,361,185	\$401,016	\$542,023	\$180,694	\$56,966,618

See detailed tables for sources.

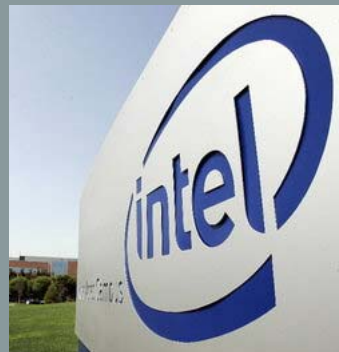
The annual estimated business operating costs table summarizes the annual cost of labor, utilities and facilities for selected metropolitan areas.

Detailed calculations and source of costs of doing business for labor, utilities and facilities are provided in the following tables, which include costs such as worker's comp, unemployment insurance, health insurance, gas and electricity, annual real estate (lease or purchase) and taxes.

GPI SERVICES

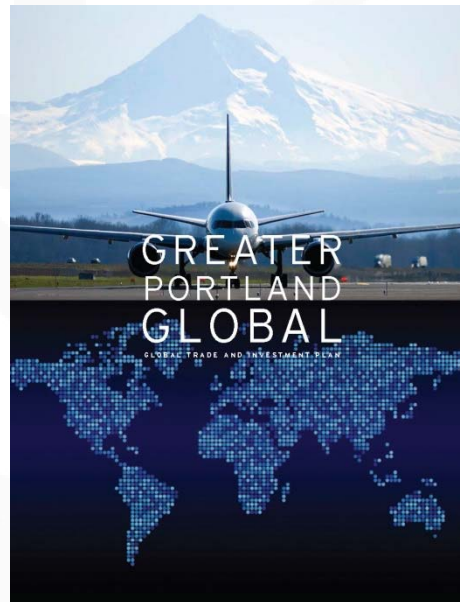


Connectivity





Regional Competitiveness



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GREATER
PORTLAND

Thank You!



City of Canby Bi-Monthly Report
Department: Administration
For Months of: May & June 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: July 6, 2015

1. Business Licenses:

Forty-seven (47) new business licenses were issued during the months of May and June 2015. This compares to 95 new licenses issued during May and June 2014. Thirty-nine (39) business licenses were inactivated during the months of May and June 2015. This compares to 44 inactivated during the same period in 2014. Three hundred (300) business license renewals were sent out, compared to 258 in 2014. The total number businesses licensed with the City of Canby is 1,273 of which 646 have Canby addresses.

2. Cemetery:

Total property purchases recorded: May – 3, June – 0
Total interments recorded: May – 5, June – 0

3. Public Records Requests:

Seven (7) Public Records Requests were processed during May and June.

4. Training/Meetings:

Kim Scheafer and Amanda Zeiber attended the OEC Class on Managing Conflict at Work in May.

5. Special Animal Permits:

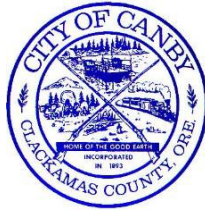
Two (2) special animal permits were issued in May and June.

6. Sidewalk/Park Vending Permit:

No Sidewalk/Park Vending Permits were issued in May and June.

7. Liquor Licenses Processed:

No liquor license applications were processed in May and June.



City of Canby Bi-Monthly Report
Department: Court
May / June 2015

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

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	May	June
Charges Filed (Major and Minor Traffic)	274	351
Charges Filed (Misdemeanor)	5	42
Traffic Cases Filed	214	212
Parking Citations Filed	54	7
Misdemeanor Cases Filed	0	23
DUII Cases Filed	0	0
Traffic Cases Disposed	246	331
Misdemeanor Cases Disposed	14	7
DUII Cases Disposed	0	4
Traffic Cases Sentenced	50	113
Traffic Cases Dismissed	57	82
Parking Citations Disposed	12	25
Cases Referred to Diversion/Deferred Sentence	21	23
Cases Handled by Violations Bureau	112	116
Cases Receiving Reduced Sentence	12	19
Cases Referred to Collections	56	81
Traffic Trials	8	8
Bench (Judge) Trials	1	0
Jury Trials	0	0

Note: Statistic category terms outlined on page 2

Continuing Projects

- Xpress Bill pay (on-line payment option for our customers)
- Auto Attendant phone information system to enhance customer service.
- Update policies and procedures

Future projects

- Review collection agency proposals collected by the Finance department.
- Training of temporary full time person for FMLA leave by employee.
- Electronic Court capability: forms, database available in court room. This will reduce cost of duplicate/triplicate printed forms and be more efficient for Court Clerk.

Training/Meetings

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

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

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



M E M O R A N D U M

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

RE: *BI-MONTHLY STAFF REPORT May – June 2015*
ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Updates

The following projects are funded through Urban Renewal.

Downtown Redevelopment:

Staff cemented exclusive negotiating agreements with two developers interested in city properties that will be vacated when the new civic center is built. One is a ground floor retail and two story apartment building and the second is a fitness center for the current library building. Both development teams are in the due diligence phase to iron out lease agreement details or solidify investors, conduct property negotiations, refine development concepts and create pro-formas. They have until August to determine if their projects are feasible and whether they want to move forward. Both seem promising to date. City staff is also exploring the possibility of leasing the partially vacant CAT and Police buildings until the new development breaks ground in 1.5 years or sooner.

Canby Business Survey 2015:

The Business Survey has been finalized and was presented to the City Council and Chamber of Commerce in early May as featured in a Canby Herald article. In general, our businesses are enthusiastic about Canby as a place to do business and in the direction the city is heading. They are beginning to benefit from an improving economy, and felt that the quality of life here remains a top advantage. Businesses also shared ideas on areas where they need assistance. The survey had an average response rate of 25% - a high percentage that lends credibility to the findings and gives our policy-makers the ability to be more informed and more confident in making decisions based on this report. Please contact Mariah Dodson at 503-266-0775 for a copy.

URA Industrial Property Promotion:

The Agency owns a 5.94 acre site in the Canby Pioneer Industrial Park. Staff is working to make the site more marketable than it already is. The price has been lowered from \$5.25 to \$4.95 per square foot with an additional \$0.75 credit available to offset systems development charges for qualified owner users. The site has been mowed and emerging blackberry bushes have been sprayed. The city is working the County on a proactive brewery attraction campaign including a 3-D design for a building and is conducting an analysis of the on-site well capacity and water rights. Staff also explored and rejected the idea of creating an enterprise zone in portions of the Canby Pioneer Industrial Park to spur manufacturing development. They did not proceed because abating property taxes for 3 to 5 years conflicts with Urban Renewal goals to increase tax increment revenue for projects.

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Downtown Canby First Friday** – The 2015 First Friday program kicked off on May 1st with ten businesses participating. The Canby Main Street Program also held a Scavenger Hunt to encourage citizens to come down and experience First Friday. The June First Friday had twelve businesses participate, including Pappy's Greasy Spoon who participated with a Car Show. This program continues to evolve and find new ways to encourage participation from businesses and citizens.
- **Downtown Draw** – The May Downtown Draw featured Big White Goose Lifestyle Store located at 248 NW 1st Avenue. The Big White Goose features Annie Sloan paint, gift items, and classes of all kinds. The Downtown Draw article provides insights into the businesses and the people who run them. It is featured on the Canby Main Street website, on facebook, and in the e-newsletter.
- **Community Street Dance** – The City of Canby has been meeting with several community partners, including downtown businesses, the Canby Herald, the Canby Chamber, and citizens. This idea originated with Ken Arrigotti, owner of the Backstop Bar & Grill, and has been a community effort. At the February meeting, group members chose the name “Canby's Big Night Out” to play off of Canby's Big Weekend, which occurs the same weekend as the street dance. The dance will be held on Friday, August 28th, from 5-10pm and will feature vendors, live music, activities for children and more!
- **Chalk Blitz** – The Canby Main Street program helped to decorate downtown Canby with chalk art on Monday, June 15th. The pieces were completed by staff and a handful of volunteers – young and old – and were jovial and true to Canby. This idea was based on an idea learned at the National Main Street Conference in April. The thought is to perform guerilla promotion as a way to attract people to the downtown core. The Main Street program worked with the Canby Herald and social media platforms to promote the Chalk Blitz after it occurred.



Organization

- **Historic Review Board** – The Historic Review Board has received approval of funds from the Certified Local Government (CLG) Grant. The board has been working with the State Historic Preservation Office (SHPO) to begin work 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.

Design

- **Arts & Culture Advisory Council of Canby** – The Arts and Culture Advisory Council chose three new permanent sculptures to be added to plinths on NW 1st Avenue. After receiving six submissions, the council met with the chosen artists and signed contracts. The Arts & Culture Advisory Council found works that complemented Canby's unique identity and the current, permanent public art. The installation date is June 29th and 30th, with an unveiling planned for July 3rd.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Haley Fish, Finance Director
Through: Rick Robinson, City Administrator
Covering: May & June 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.

- The **2015-2016 Budget** was approved by the Budget Committee after three meetings and forwarded to the City Council. The 2015-16 City budget, the URA budget and a supplemental budget for 2014-15 were all adopted at the June 17th meetings.

- The annual update of the City **Master Fee Schedule** was adopted by Council in May effective July 1st. It has been posted on-line to provide advance notice. Sewer rate increases were provided to multi-tenant complexes and noticed in the June utility bills.

- For the second year, we will be certifying severely **delinquent sewer accounts to the County Assessor** for inclusion on their property tax bills. The first year has been a success as we have already received approximately a 94% recovery on the amounts sent.

- An updated **5-year projection and project prioritization recommendation** for the **Urban Renewal Agency** was presented in a work session.

- We are gearing up for the **end of the fiscal year** and have provided reminders of budget parameters and year-end spending deadlines citywide.

- We are continuing to **pursue collection on several delinquent transit tax returns**. A large batch of accounts in which significant internal effort was expended trying to collect were sent to our collection agency after the proper notification. The collection agency has been successful in collecting or eliciting responses from many of the accounts which has required significant staff time.

- Finance staff **worked with Court and Tech Services** staff to make some adjustments to the current cash receipting process and assisted in the planning for the implementation of accepting online court payments through Xpress Bill Pay which is the same vendor we currently use for accepting online utility customer payments.

- Similarly, the **Swim Center** is making some changes and will begin using the Active Network services for all transactions. Finance has been included in the process to gain a better understanding of how this will impact cash receipting procedures out at the swim center and expanded upon this opportunity to analyze the **costs and benefits of different merchant services accounts** in various departments.

- A meeting with the **Fleet Department** was held to learn more about the work order system and how it allocates costs. Finance will use this understanding as a basis for consideration of potential recommendations to fleet to more accurately determine and allocate charges for services.

- **A cemetery donation box** was installed at the cemetery; the donations will be dedicated to projects to improve and maintain the cemetery. Finance has coordinated a regular collection schedule so that we maintain good controls over the cash receipting process.

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

- GFOA Conference
- Caselle webinars
- Public Works Director candidate lunch
- PERS Presentation
- Safety Committee meetings
- DAS Surplus webinar
- IRS ACA webinar
- Accounting CPE webcasts
- Working in a Changing Environment seminar

Statistics this period:

- **Accounts Payable**

Invoices:	661
Invoice entries:	1077
Encumbrances:	20
Manual checks:	8
Total checks:	405

- **Payroll**

Timesheets processed:	570
Total checks and vouchers:	649
New hires/separations:	8/2

- **Transit Tax Collection**

Forms sent:	717
Delinquent notices sent:	52
Non-filed notices sent:	419
Collection notices sent:	16
Accounts sent to collections:	7
Accounts opened/closed:	48/64
Returns posted:	358

- **Utility Billing**

Bills sent:	9166
Counter payments:	268
Accounts opened and closed:	165
Lien payoffs:	5
Lien payoff inquiries:	67
Collection notices sent:	0
Accounts sent to collections:	0

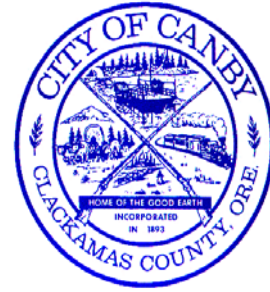
- **General Ledger**

Total Journal entries:	275
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- **Cash Receipts Processed**

Finance:	1114
Utility:	723

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
May – June 2015



TO: Honorable Mayor Hodson and City Council

FROM: Melissa Kelly, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: July 6, 2015

Youth & Family Programming:

The summer reading program is here! In addition to our weekly early-literacy storytimes, our summer reading program offers reading incentives and family-oriented events that are both fun and educational. This year's theme is "Every Hero Has a Story."

The library offered 22 English-language storytimes in May & June, with a total of 290 attendees. Another 46 kids attended 7 Spanish-language storytimes. An additional outreach storytime & craft program, "Bibliotequita" at the Casa Verde apartments, reached 13 kids.

As you can imagine, Youth Services staff were very busy with outreach to promote Summer Reading during May & June. Peggy & Angelica provided outreach to:

- Every classroom, K-6th grade at Trost School
- 2nd/3rd and 4th/5th Spanish Language Arts classes at Knight School
- Jan Keith's 3rd grade class at Knight School
- All students at Eccles School via an all-school assembly

In addition, 56 first graders from Knight School visited the Library for a tour and info about Summer Reading. Our Youth Services Librarian, Peggy Wickwire, shared the following sentiment: "It's very rewarding that nearly every day, a child comes up to me and says, 'You came to my school!'"

Our Bilingual Services Specialist, Angelica Novoa de Cordeiro, was also busy promoting Summer Reading to Spanish-speaking patrons, including:

- Outreach at a Spanish radio station in Woodburn (Radio Movimiento) promoting library services with special focus on Summer Reading Program. Many Spanish-speaking Canby citizens listen to this radio station.
- Attendance at an Open House at Knight School, reaching 80 people.
- Outreach at Saturdays at the Park, a Bridging Cultures event; promoted Summer Reading Program to over 200 people and gave away 96 bilingual books.

- A library tour for 11 high schoolers in the ELL (English Language Learners) program.

A very popular bilingual celebration known as DiA (Diversity in Action), or Children's Day/Book Day (El dia de los Ninos/El dia de los Libros), was the highlight of the library on May 3. Over 110 children & parents attended the festivities, which included a special visit from Dora the Explorer, as well as games, crafts, music and face painting. All attendees received a free book in English or Spanish.

For May's Family Evening, we organized a "Celebration of Slugs." 13 people learned fun facts about slugs (did you know a slug can live up to 6 years, or that they leave their own individual scent trail so they can find their way home?), made slime from water, glue, and starch, and made and ate individual "dirt cakes," complete with a gummy worm slug.

June has us in full swing with Summer Reading. Following this year's theme, "Every Hero Has A Story," 60 children made a super-hero bookmark at our kick-off program on June 12th. Magician Jay Frasier, entertained 97 attendees with his magic and stories of Harry Houdini on June 19th, 8 children were entertained by puppeteer Steven Engelfried and his "Tales of Silliness and Bravery" on June 25th, and 80 people cheered the crazy Professor of Mad Science on June 26th.

We also are continuing our partnership with Canby School District and the Summer Food program. Youth Services staff members, aided by library volunteers, are responsible for counting the number of lunches served each week-day at Knight School. On Thursdays, we also are providing a craft activity at the school following the lunch. The first craft activity was June 25th, and 20 children stayed to create a super-hero finger puppet.

In addition to our weekly summer reading performers and events, Canby's youth are looking forward to Superhero Training Camp, July 21-24. We are also asking Canby's youth to nominate local heroes, all of whom will be honored at our end of summer reading party in Wait Park on August 12.

Teen Programming:

Library staff are excited about our summer reading events for teens this summer! In addition to attending events & performances, nearly 200 teens are currently signed up for the summer reading program.

Teen Services staff member Lauren Hershey provided outreach to Baker Prairie Middle School at the end of the school year to speak with students over the lunch hour about the library's summer programs. She spoke with many teens who were already planning to participate, as well as teens new to the library that were excited to hear about all of our offerings!

On June 16, the library provided a "Superhero Self-Defense" class with Canby HS teacher and

Kenpo expert Troy Soles. Mr. Soles taught the philosophy behind the 'Do No Harm' aspect of self-defense using the Japanese martial art style known as Kenpo. Attendees learned the history and origins of the sport, self-defense release moves and maneuvers, and tips for awareness. 19 teens attended as did a few parents.

Teens explored “Wonderful Washi and River Rock Art” in the library on June 24. Participants painted original designs on river rocks and used Japanese washi tape to design and stamp bookmarks. 14 teens attended this maker event.

July events will attract more teens with programs like “Comic Book Craft Night” on July 8 and “Frankentoys Scavenger Hunt” on July 15.

Adult Programming:

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

- Sixteen adults participated in a hands-on wheat weaving class in June. Everyone had a great time creating multiple straw objects. The library has to limit class size for hands-on projects due to space limitations.
- Two Music in the Stacks events provided wonderful musical diversion to a large and diverse audience. Fortune Takes Time & Stewed in a Stump attracted 55 people to the library.
- Other adult programs in May & June included gardening talks, a presentation on vaccination options, and a talk on the many beautiful waterfalls of Oregon. 52 adults attended these programs.
- Adults can also earn prizes for reading this summer. The adult summer reading program encourages adults to read at least 5 books this summer to be entered into a gift card raffle. Over 193 adult readers have signed up so far.

Community Involvement:

Volunteers donated over 365 hours in May & June, helping the library by pulling holds, sorting, shelving, processing and mending books, and assisting with library programming and events. An additional 100+ hours were donated by Friends of the Library volunteers who provide ongoing management of the Book Garden store, and were busy preparing for the July 4 sale.

Other Staff Highlights:

Grants: The library received a \$3,000 grant from the American Library Association to explore 500 years of Latino-American history through film discussions, oral history interviews, and a community-wide reading event. Another aspect of the program will be offering citizenship

classes at the library. Planning is currently underway for implementation in Spring, 2016.

StoryCorps Interview Training: Library staff and community partners from the Canby Historical Society, Canby Historic Review Board, Trost Elementary School, and the city's Economic Development office participated in a half-day intensive workshop to develop an oral history program in Canby. StoryCorps trainer Cristina Kim flew in from New York City to facilitate the training. This opportunity came about when Canby Public Library applied for a StoryCorps grant earlier this year; although only 10 of 300+ applicants received grant funding from StoryCorps, Canby's application was in the top 17 so we were offered a DIY training workshop. We learned everything from interview techniques to attracting participants to building community partnerships, in order to make sure Canby's stories are accessible to the community and become part of Canby's identity. Our goal is to implement the first program as part of our Latino Americans grant, interviewing migrant families and their descendants to learn their stories and share them with the community.

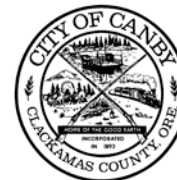
New Website: After many months of development and testing, library staff members launched a new library website at the end of June: www.canbylibrary.org. The new site uses Google Analytics to track site visits and usage patterns. Initial statistics show over 100 daily unique visitors to the site.

1000 Books Before Kindergarten: The library recently launched a new early literacy program that encourages parents & caregivers to read, write, talk, rhyme, sing and play with their 0-5 year old children to promote language and pre-reading skills. 1000 Books Before Kindergarten provides a framework for parents to follow, including instructional materials & tips for parents, and fun incentives & book prizes for children. We have over 125 children currently participating in the program and that number is growing daily!

New Library Planning: Library staff continue to meet frequently to discuss our needs in the new library and review the floor plan diagrams from the architects. Library staff look forward to seeing the next set of documents and having the opportunity to provide another round of direct feedback to the architects before the plans are finalized.

Staffing: 29 applications were received for the part-time Library Assistant I position that closed June 26. Interviews will be scheduled shortly with the top candidates, with the goal of having the new employee on board by August 1.

City Administrators Rick Robinson & Amanda Zeiber are developing interim and long-term plans for my replacement, as my last day in Canby will be July 15. Thank you for the opportunity to serve Canby as the Library Director these past years!



PLANNING & DEVELOPMENT SERVICES MAY/JUN 2015 BI-MONTHLY REPORT

TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *July 1, 2015*
THROUGH: *Rick Robinson, City Administrator*

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

Planning Activities

- 1. North Redwood Master Plan.** A 2nd public meeting that was well attended was held on June 23rd at the Canby Police Department Community Rm. The Consultants presented two draft alternatives; gathered public comments on each alternative; and shared with the participants the next steps in the process for the project. A combined Stakeholder/Technical Advisory Committee is scheduled for July 14th to review the revised alternatives. The project is on schedule and a revised Plan could be ready for adoption by the end of September or early October.
- 2. Community Development Block Grant Application.** Our November submitted CDBG application for constructing sidewalks, street curbing and drainage improvements on a portion of NE 10th Avenue passed final funding approval process through the County and is now in the engineering design phase now by our contract City Engineer. Funding has a July 1, 2015 program start date with funding expected to be available around the end of August with the grant being for \$200,000 with \$190,000 of actual construction money to be awarded.
- 3. Quiet Zone.** The diagnostic team met on site on May 12th to review the City's Quiet Zone proposal. The team generally approved of the proposal and suggested mainly signage improvements to increase pedestrian safety. A new issue was identified at the intersection of OR 99E and N Elm St. ODOT's 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 as planned. The City is working with ODOT to resolve this issue, as the current configuration might interfere with the Quiet Zone Improvements planned to this intersection.
- 4. Land Needs Study.** The decisions to be made with the North Redwood Master Plan will inform and impact the final land inventory data. A recent rental apartment housing study indicating number and types of rentals available, their rates, and typical occupancy or vacancy rate along with additional studies and information that can be located on both housing and employment continue to be collected as needed to support the land needs study which becomes critical for zoning changes and especially justification for future Urban Growth Boundary expansion requests in the future. The draft study shall be available by the end of July.
- 5. Miscellaneous Activities.**
 - An estimate of the applicable System Development Charges was prepared for Mary Hanlon, the developer chose to partner with the Urban Renewal Agency with a possible redevelopment

project for the entire City block between N Ivy Street and N Holly Street and NW 1st Avenue and NW 2nd Avenue.

- Completed budget preparation tasks and attended Budget Committee meeting dealing with general fund departments.
- Continued to attend and assist with Traffic Safety Commission meetings.

6. Land Use Application Activity

7. Pre-Application Conference(s) Held:

- June 30, 2015, OBC Northwest, new 15,000 sq. ft. warehouse building

8. Land Use Applications Submitted May 1 – June 30, 2015:

City File #	Applicant	Project	Address
CPA 15-01/ZC 15-01	Urban IDM, Aaron Jones	Canby Commons apartments	235 S Sequoia Parkway
CUP 15-01/DR 15-01/PUD 15-01	Hope Village	6 Duplex Units	1401 S Fir
DR 15-01	Pat Sisul/Kim Ragain	Western Storage Phase III	300 S Redwood
FP 15-06	Ed Netter	Final Partition Plat	1000 N Pine St
FP 15-07	Tom Scott	Dinsmore Estates III	1550 S Ivy St
LLA 15-02	Tracy & Melody Boice	Lot Line consolidation of two lots	1178 & 1158 S Berg Pkwy
LLA 15-03	Chris & Jennifer Scharmoto	Lot line adjustment	615 & 577 NE 21 st Ave
SN 15-06	Starbucks/Tube Art Group	Wall Signs (3)	1025 SW 1 st Ave

9. Pre-Construction Conference(s) Held:

- May 19, 2015, Faist Addition Phase 6
- June 24, 2015 McDonalds Rebuild

10. PC Meeting Items Reviewed:

- Franz Meadow, 18-lot Subdivision for single family homes
- Western Storage, 20,000 sq. ft. building for RV storage and office space
- Hope Village, six residential duplex structures

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

City File #	Applicant	Project	Address
SP 15-68	Kathleen Perez	Change of Use - Res to Com	409 NWW 2nd Ave
SP 15-67	Chris Lancaster-Big-Dawg	Replace Pole Bldg	710 N Juniper
SP 15-66	McDonald's /Cardno	Restaurant rebuild	709 & 701 SW 1st Ave

SP 15-65	Pacific Lifestyle/Kayne Halliday	SFR	1439 S Larch
SP 15-64	Big Dawg Construction/Chris Lancaster	Attached patio cover	227 SE 10th Ave
SP 15-63	Starbucks @ Canby Square/Kara Eberle	Interior Remodel	1075 SW 1st Ave
SP 15-62	Pacific Lifestyle/Kayne Halliday	SFR	1449 S Larch St, Lot 70
SP 15-61	Pacific Lifestyle/Kayne Halliday	SFR	1355 S Larch St
SP 15-60	Straighten Up Contracting	Add Sliding glass door	694 N Aspen
SP 15-59	Will Snyder, White River Homes	SFR	2151 N Laurelwood
SP 15-58	T-Mobile Phillip Anderson	Modify cell tower antennas	1239 SE 1st Ave
SP 15-57	Dale Borgaes	Add a deck and awning	1450 N Birch St
SP 15-56	Fehringer Construction	Family room addition	1408 Hawthorne St.
SP 15-55	Stafford Homes & Land, Levi Levasa	SFR	1118 NE 17th Ave
SP 15-54	Pacific Lifestyle/Kayne Halliday	SFR	316 SE 14th Place
SP 15-53	North West Framing	Bathroom Addition	2220 N Country Club Drive
SP 15-52	Lee P Wiegand	ADU over Detached Garage	613 N Holly St
SP 15-51	Jeremy Jorgenson	Add temporary carport	1420 NE 11th Place
SP 15-50	Canby Telcom	Install service ramp for access	144 SE 2nd Ave
SP 15-49	Eric Duggar/Western Construction	Interior Remodel Army Recruit ofc	
SP 15-48	Pacific Lifestyle/Kayne Halliday	SFR	302 SE 13th Place, Lot #62
SP 15-47	Phuoc Tran	Interior Remodel for future deli	131 N Grant Street
SP 15-46	Pamela Jones	Home Attic Finish for Habital Space	1095 N Holly
SP 15-45	Michael Chernoc	Add bathroom in basement	739 N Grant
SP 15-44	Nolan Fridley	SFR	540 NW 10th Ave

14. Active Permit Finals by Clackamas County, May 1 – June 30, 2015

City File #	Applicant	Project	Address
SP 14-61	Randy Cook	Addition for closet & storage	1245 S Pine St
SP 14-69a	Crisp Homes	Yorkfield, lot 84 SFR common wall house	815 NW 1st Avenue
SP 14-69b	Crisp Homes	Yorkfield, lot 83 SFR common wall	813 NW 1st Avenue
SP 14-77	LES/Tom Scott	New SFR	148 SE 16th Ave
SP 14-83	Nick Netter/Oliver Korsness	Addition to existing residence	747 N Ash St
SP 15-31	Joshua Anderson, MasterBuilder	Add bathroom in basement change of use from storage to office w/o permit	1073 NE 10th Ave
SP 15-35	Big Dawg Construction	Patio cover	1188 SE 13th Ave



City of Canby Bi-Monthly Report
Department: Police
May / June 2015

To: The Honorable Mayor Hodson and City Council
From: Chief Bret Smith
Through: Rick Robinson, City Administrator
Date: July 6, 2015

Monthly Statistics

Description	May	June
Calls for Service - Patrol	1865	1893
Calls for Service – Code Enforcement	45	44
Custodies/Arrests	37	47
All Incident Reports	164	154
Traffic Citations	427	279
Traffic Accidents	13	9
Traffic Complaints	16	15
Parking Citations	8	7
False Alarm Calls	26	39
Abandoned Vehicle / Parking Complaint Calls	21	31
Animal Complaints	7	21
Other Ordinance Viol. Complaints	20	14

Traffic Program Reports - attached.

Training and Tactical Team Reports – attached.

Meetings & Events Attended – Chief Smith / Lt. Tro

- Canby Adult Center lunch service – Monthly
- Trost & Knight Elementary Schools - Terrific Kids Presentation
- Canby Area Chamber of Commerce Lunch – Thriftway
- City of Canby Budget Meeting – Dept. presentation
- C800 Meeting / Fire & Law Services (CCOM-Clackamas County Dispatch)
- Monthly Police Chiefs – Milwaukie PD
- Oregon State Fallen Law Enforcement Memorial Service – DPSST Salem
- Clackamas Law Enforcement Memorial Service – CCSO
- Crime, Law & Justice Class, Canby High School
- Responder Life – CPD Community Room
- City Council Meeting – 2nd Amendment Ordinance
- School Reading Initiative – Canby School District
- Councilor Tracie Heidt
- Rick Robbins, City Administrator
- Asst. Chief Jim Ferraris – Salem PD

- Canby School District Pat Johnson Retirement
- Canby Diversion Pilot Program
- Canby Rotary- Lt. Tro
- Working in a Changing Environment – City of Canby Presentation
- City of Canby Public Works Candidate Luncheon
- Lake Oswego Police Dept. representatives – Tour of Canby PD
- Dan Murphy – Canby Utility
- Citizens Crime Commission
- Fire Department – HAM Radio
- Red Cross – Clackamas County Fairgrounds
- CCSO Inmate Work Crew – Canby PD
- School Threats/Gaps & Best Practices K-12 & Law Enforcement - DPSST
- Community Emergency Management Workshop – Clackamas Fire District
- Canby City Managers meetings
- RegJIN PAC, Trainer, Technical (IT) meetings
- Dan Pearson – Canby Herald
- Legalization of Marijuana Training – DDA Jeremy Morrow
- Capt. Doug Garrett Retirement – Woodburn PD
- Canby Fireworks 4th of July Planning – Canby Fire Department
- Farewell lunch with Brett Ethington

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 07-05-15
Re: May-June '15 Monthly Report

Tactical Entry Team

TET did not serve any search warrants or conduct any training during the months of May or June.

Training

On May 13th and June 10th Officer Christman and I conducted firearms training at the Canby Rod and Gun Club. The focus of the training was patrol rifle qualifications and close quarter use of the rifle.

May 19th – 21st Sgt. Schoenfeld and Officer Koehnke attended an NLTA (non-lethal training ammunition) Force on Force Instructor Course. The training was hosted by the Clackamas County Sheriff's Office and certified the officers to conduct force on force scenario based training.

April 20th – 24th and May 18th – 22nd Sgt. Mike Smith attended the DPSST Supervisors academy.

On May 27th and June 3rd all officers attended Krav Maga Force Training at the Krav Portland Gym in Milwaukie, OR. The training included review of basic combatives, weapons retention, and defense against blunt instruments.

June 16th – 19th Sgt. Schoenfeld and I attended a Glock handgun instructor course hosted by the Portland Police Bureau at their new training facility.

During the month of June all officers completed an online first responder's training for dealing with Alzheimer's and Dementia patients.

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

Respectfully,



Sgt. Doug Kitzmiller

SCHEDULED TRAINING

May 2015

All Officers	May 13	Firearms Training	CRGC
Koehnke Schoenfeld	May 19-21	NLTA Instructor Course	PSTC
All Officers	May 27	Krav Maga Force Training	Milwaukie, OR
M. Smith	May 18-22	DPSST Supervisors Academy	Salem, OR

June 2015

All Officers	June 3	Krav Maga Force Training	Milwaukie, OR
Schoenfeld B. Smith Macom Scharmota Bailey Larrison	June 10	Make-up Firearms Training	CRGC
Kitzmilller Schoenfeld	June 16-19	Glock Instructor Course	PPB
Larrison B. Smith	June 23	School Threat Training	DPSST

July 2015

All Officers	July 15	Firearms Training	CRGC
Mead Murphy Floyd	July 7-9	2015 ONEA Conference	Redmond, OR

MONTHLY TRAFFIC SAFETY REPORT
CANBY POLICE DEPARTMENT

Officer Jeremy Holstad
Report for Month of May 2015

CITATIONS

Traffic Officer:	76	Patrol:	351
Total:	427		

DUII ARRESTS

Traffic Officers:	0	Patrol:	2
Total:	2		

TRAFFIC CRIMES

Traffic Officer:	0	Patrol:	5
Total:	5		

TRAFFIC COMPLAINTS

Traffic Officers	8	Patrol:	19
Total:	27		

TRAFFIC CRASHES

Injury (Patrol): 4
Injury (Traffic Officer): 2
Non-Injury (Traffic Officer): 0
Non-Injury (Patrol): 2
Hit & Run (Traffic Officer): 1
Hit & Run (Patrol): 4
Total Crashes: 13

TRUCK INSPECTIONS

Traffic Officer: 0

MONTHLY TRAFFIC SAFETY REPORT
CANBY POLICE DEPARTMENT

Officer Jeremy Holstad
Report for Month of June 2015

CITATIONS

Traffic Officer:	69	Patrol:	210
Total:	279		

DUII ARRESTS

Traffic Officers:	0	Patrol:	4
Total:	4		

TRAFFIC CRIMES

Traffic Officer:	0	Patrol:	5
Total:	5		

TRAFFIC COMPLAINTS

Traffic Officers	8	Patrol:	7
Total:	15		

TRAFFIC CRASHES

Injury (Patrol): 2
Injury (Traffic Officer): 1
Non-Injury (Traffic Officer): 0
Non-Injury (Patrol): 1
Hit & Run (Traffic Officer): 3
Hit & Run (Patrol): 2
Total Crashes: 9

TRUCK INSPECTIONS

Traffic Officer: 0

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: July 1, 2015

Re: Year End Report

The Canby Swim Center just finished another record year for revenue. We made \$17,000 more in revenue this year than last year. Attendance was also up over last year as we had 7,000 more swims finishing with over 80,000 swims. Overall it was a very successful year at the Canby Swim Center.

If the summer weather continues as it has started I expect we should be very busy all summer long. We have many programs that have been going for just a few weeks. The summer lessons are twice a day during the week days providing four hours of swimming lessons a day. We also have the summer Penguin Club which has 60 swimmers involved and the Canby Gators continue to train year round with 60 plus swimmers and represent Canby well at State and Regional meets. Summer water exercise, Lap swims and Adult Morning swims have been well attended so far this summer. They usually stay pretty consistent year round. Public Swims kind of bounce around but have been steady so far this summer due to the hot weather.

Highlights from this past year have been the Gator Grinder which continues to draw many people into town. The Canby High School has continued to do well and had six state swimmers this year. Canby second graders all had swimming lessons this year and Molalla had two of their schools come to Canby for swimming lessons too. We continue to be busy and will need to ask the community to renew the Canby Swim Center Levy November or 2016. The Canby Swim Center enjoys the opportunity to serve the swimming needs of our community.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for May 2015
DATE: Year End Report 2015

CANBY SWIM CENTER May	ADMIT 2014	ADMIT 2015	PASS 2014	PASS 2015	TOTAL 2014	TOTAL 2015	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	43	58	311	339	354	397	3661	4307
ADULT RECREATION SWIM	25	43	435	484	460	527	4977	5867
MORNING WATER EXERCISE	73	77	378	446	451	523	4931	5027
PARENT/ CHILD	200	170	0	0	200	170	1166	1540
MORNING PUBLIC LESSONS	152	141	0	0	152	141	4025	4678
SCHOOL LESSONS	1020	1249	0	0	1020	1249	3406	5463
NOON LAP	117	86	298	307	415	393	3685	4298
TRIATHLON CLASS	12	17	0	0	12	17	108	162
AFTERNOON PUBLIC	249	298	6	3	255	301	3617	4382
PENGUIN CLUB	0	0	324	288	324	288	2105	1919
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2261	2107
CANBY GATORS	0	0	1016	964	1016	964	9698	8588
MASTER SWIMMING	0	0	60	16	60	16	433	383
EVENING LESSONS	1388	1189	0	0	1388	1189	10682	11936
EVENING LAP SWIM	58	40	33	43	91	83	1212	1104
EVENING PUBLIC SWIM	505	594	27	38	532	632	4045	4886
EVENING WATER EXERCISE	43	77	51	50	94	127	1159	1156
ADULT LESSONS	0	0	0	0	0	0	93	188
GROUPS AND RENTALS	394	385	0	0	394	385	2868	3070
OUTREACH SWIMMING	0	0	0	0	0	0	516	526
TOTAL ATTENDANCE	4,279	4,424	2,939	2,978	7,218	7,402	64648	71587

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for June 2015
DATE: Year End Report 2015

CANBY SWIM CENTER June	ADMIT 2014	ADMIT 2015	PASS 2014	PASS 2015	TOTAL 2014	TOTAL 2015	YTD TOTAL 13-14	YTD TOTAL 14-15
MORNING LAP	50	61	331	357	381	418	4042	4725
ADULT RECREATION SWIM	59	40	522	474	581	514	5558	6381
MORNING WATER EXERCISE	76	45	394	422	470	467	5401	5494
PARENT/ CHILD	270	278	0	0	270	278	1436	1818
MORNING PUBLIC LESSONS	1429	1228	0	0	1429	1228	5454	5906
SCHOOL LESSONS	0	0	0	0	0	0	3406	5463
NOON LAP	62	72	259	246	321	318	4006	4616
TRIATHLON CLASS	0	0	0	0	0	0	108	162
AFTERNOON PUBLIC	678	690	83	54	761	744	4378	5126
PENGUIN CLUB	0	0	695	639	695	639	2800	2558
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2261	2107
CANBY GATORS	0	0	695	782	695	782	10393	9370
MASTER SWIMMING	0	0	40	0	40	0	473	383
EVENING LESSONS	1451	1576	0	0	1451	1576	12133	13512
EVENING LAP SWIM	62	43	76	55	138	98	1350	1202
EVENING PUBLIC SWIM	556	618	25	66	581	684	4626	5570
EVENING WATER EXERCISE	48	97	55	101	103	198	1262	1354
ADULT LESSONS	0	0	0	0	0	0	93	188
GROUPS AND RENTALS	604	549	0	0	604	549	3472	3619
OUTREACH SWIMMING	195	210	0	0	195	210	711	736
TOTAL ATTENDANCE	5,540	5,507	3,175	3,196	8,715	8,703	73363	80290



May and June, 2015
Monthly Reports

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

Facilities Maintenance
May & June 2015
Prepared by Dan Mickelsen

Wow, it's Summer! All at once it's Summer. All of the HVAC units got their annual cool checks and just in time. I was cutting it pretty close on Janitorial supplies thinking I would make it until a new budget year, as it was I did have to make a last order to get through the month. I also have met a couple times with my supplier to expand my orders so I can possibly save some more money over the next year as well. I had my hands full dealing with a couple new developers in town trying to get them into compliance with the Erosion Sediment Control program.

Police Dept; 12 w/o requests. It was time again for the cotton wood deluge. Numerous times I cleaned the rear parking lot, the outside air intake filters for the HVAC units and keeping the gutter screens blown off. I also took care of a fickle flush valve, repaired messed up roller shade, re installed ceiling tiles, and delivered paper products. A big thanks to Mike and Chris from Public Works for helping out with the hi pressure wash gun and cleaning cotton wood dander and dirt from the windows and corners of the building. 23.5 hrs total.

Adult Center; 1 w/o request. It's been quiet at the Center and, I went out and serviced the roof top swamp cooler before the weather got to hot. Congrats to Charlie on his retirement! 2 hrs. total.

City Hall; 4 w/o requests. I delivered janitorial supplies to the basement storage area for use city wide, changed out safe lighting, sprayed the weeds around the City Hall complex and repaired a couple of worn awnings and lowered them all for the summer months. 6.75 hrs. total

Finance / Transit; 2 w/o requests. Both work orders were Transit related. The tower clocks at the Transit center were all way out of synch. One was nearly four hours off. How this happened I don't know but it took me a while to get the same time on each clock. I also trimmed tree limbs away from the surveillance cameras. It was nice having a cell phone so they could direct me to the limbs while looking at the monitors in their office. 3.25 hrs. total

Facilities maintenance pg. 2

Library; 2 w/o requests. There were two light fixtures that went poof at different times and they both needed new ballasts. Currently there are two more waiting repair after July 1st. By now I think at least 90% of the fixtures have been updated to electronic ballasts. The woman's rest room was tagged with graffiti. Some areas the writing came right off and in others I had to be very careful as not to remove the wall color. 2.75 hrs total.

Planning / Building; 9 w/o requests. I had several work order requests from URD to do some fixing up in the old P.D. to make it more presentable to potential renters or buyers. I approved 6 E.S.C. applications and met twice with different homeowners. Most homeowners don't have a clue what the program is about. I have them meet me here at the shop complex and go over things with them and we fill out their application and site plan together. When they leave all they have to do is submit what we have done together and they are the same as approved. Most come away with a sigh of relief, but it's a good service to provide. I did spend a lot of time dealing with two separate developers that should know what's going on and were trying to buck the system. I had issues with everything from concrete washout to finish floor elevations. I believe we are finally all on the same page now. I'm not letting my guard down as of yet! 19.75 hrs total.

Shop Complex; 9 w/o requests. There is a door closer in the men's locker room that had been leaking for a while. I've been waiting for it to fail as I have always wanted to take one apart to see how it works. Pretty simple really. I refilled the unit with power steering stop leak fluid, which was about the same viscosity as the fluid left in the unit. Then I re-assembled it. It works great and I stopped the leak as well. I also pressure washed a large concrete area and retaining wall behind the shop office. I then applied multiple coats of concrete sealer (20 gallons) to the clean concrete. It's all clean looking and will be easier to keep clean, just hose it off! I also sprayed the exterior for bugs, fixed a couple door locks, took care of a yucky plumbing problem and replaced ballasts in two light fixtures. I also had my hands full with false alarms. After doing some testing we found the culprit and all seems to be good now. 29.25 hrs total.

Public works; Attended monthly safety meetings and a class on tying down loads and or equipment for transport. I also reviewed plans and attended pre-apps or pre-cons for Faist Phase 6, New McDonalds, and for the Oregon Bag project and numerous drive by E.S.C. inspections. 18 hrs total.

Fleet Services

Bi-Monthly Report : May / June 2015

Prepared by Joe Witt, Lead Mechanic

May 2015

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$75.00	\$5.50	\$0.00	\$80.50
Adult Center	0	\$0.00	\$0.00	\$396.72	\$396.72
Collections	1	\$93.75	\$67.04	\$273.73	\$434.52
Facilities	1	\$71.25	\$27.24	\$49.40	\$147.89
Fleet Service	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	8	\$2,028.75	\$208.83	\$682.79	\$2,920.37
Police	23	\$8,070.00	\$1,760.75	\$5,496.21	\$15,326.96
Streets	19	\$7,128.75	\$10,930.20	\$1,884.28	\$19,943.23
Transit (CAT)	23	\$9,177.40	\$4,490.29	\$5,025.71	\$18,693.40
Wastewater Treatment	4	\$918.75	\$225.68	\$109.13	\$1,253.56
Total Work Orders Processed for the Month	80	Totals*			\$59,197.15

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

June 2015

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$56.25	\$0.00	\$66.52	\$122.77
Adult Center	3	\$817.50	\$276.58	\$158.22	\$1,252.30
Collections	2	\$116.25	\$11.76	\$38.76	\$166.77
Facilities	1	\$56.25	\$0.00	\$48.91	\$105.16
Fleet Service	0	\$0.00	\$0.00	\$43.23	\$43.23
Parks	12	\$5,163.75	\$638.17	\$169.94	\$5,971.86
Police	25	\$9,228.75	\$6,349.74	\$2,790.32	\$18,368.81
Streets	10	\$2,745.00	\$2,159.17	\$1,311.47	\$6,215.64
Transit (CAT)	27	\$7,275.50	\$1,856.52	\$2,990.30	\$12,122.32
Wastewater Treatment	3	\$1,162.50	\$37.37	\$0.00	\$1,199.87
Total Work Orders Processed for the Month	84	Totals*			\$45,568.73

*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: Fuel Cost Total is for June 1, 2015 thru June 15, 2015.**

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
May – June 2015

Park Renovations

At Northwood track B, the 1 acre boulevard park received another walkthrough inspection. Adjustments to the irrigation system on track A were completed. The adjustments were made to provide head to head coverage of the irrigation system. Some fine tuning to the grading was also addressed. Track B receive another weed control application and the entire area was reseeded and fertilized. Once the weed control was applied the Parks Department assumed the mowing duties.

We obtained multiple quotes to replace the restroom fixtures at the Community Park restroom. The 1950's fixtures are at the end of their useful life. The quotes were more than anticipated and it was doubtful that this project could be accomplished in this budget cycle. We have however awarded a contract to B. Ayers plumbing and Contracting Inc. Ayers Plumbing ordered the restroom fixtures in early June. The fixtures have a six to eight week waiting period as they are manufactured as ordered.

Park Maintenance

The cleaning of parks and mowing of turf areas dominated staff time the last two months. We were able to complete some weed spraying, turf edging, string trimming, shrub and tree trimming, bark-dust spreading and turf fertilizing. All the irrigation systems were repaired as needed and adjusted to the hot weather. All play ground repair were addressed as found.

All of the open areas were cut down by the beginning of July. A new fountain pump was installed in the Klohe fountain. Valley Green did a broad leaf weed control in the park area turf in early May. A small equipment asset inventory was done for our insurance carrier.

The Parks Department spent 1.5 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 met with Chief Smith regarding corrections crews performing landscaping duties at the PD.

I attended a general fund budget meeting and a Lead workers meeting.

I attended two tours of our city with Jerry. Steve Lampert and Chad Gordon were given street and park tours as potential City of Canby Public Works Directors.

We all attended a Working in a changing environment class and a cargo securement class.

We all signed the updated DOT policy form.

For your Information

The Parks Department is responsible for 215 acres of property.

Grace Saad a teacher for the Ackerman Academy attended a Council meeting and donated 194 dollars to the Parks Department. The class performed a bottle drive to raise the 194 dollars to address social issues. The Parks Department would like to thank all that were involved in the fund raiser for their community support.

Department: PUBLIC WORKS
For Months of: May and June 2015
Prepared by: Jerry Nelzen

1. Streets:

The Public Works Department went out to bid for the 2015 Street Maintenance Paving and was awarded to Eagle-Elnser Inc and paving should begin sometime after July 1st. The SW 4th Avenue Improvement was dedicated and the lighted crosswalk is working. The crew removed shrubbery away from (2) intersection, which was causing a vision clearance problem. The cemetery maintenance, burials and sales are working well with amount of time Public Works has dedicated towards it.

The crew received and located 124 locates for May.

Streets	Total Hours
Street Sweeping	30
Street Sweeping Maintenance	6
Street Maintenance	437.5
Sidewalks	1.5
Driveway Approach	1
Street Sign Manufacturing	10
Street Sign Maintenance	12
Street Sign Installation	7
Street Light Repair	9
NW 1 st Ave Landscape	57
NE/NW 2 nd Ave Landscape	21.5
Cinema Parking Lot Landscape	13.5
Landscape Assistance Worker	16.5
Cemetery	148
Tree Removal	35
Dump Truck Usage	22
Vactor Usage	11

2. Sewer and Storm System:

The Collections Department has completed all annual reports to DEQ. The crew inspected and cleaned (2) sewer laterals and they are now cleaning our city's storm main and line system. Fixed (2) manhole lids making noise.

Sewer	Total Hours
Sewer TV'ing	4
Sewer Laterals	20
Locating Utilities	116
Sewer Inspections	2

Vactor Usage	23
Drying Beds	8
Storm	
Catch Basins	12
Vactor Usage	1

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

The crew repaired and installed several signs around town. The crew fixed or repaired 7 street lights. Canby Transit Station asked for our assistance in putting up new bus route signage.

4. **Miscellaneous:**

Filled the flatbed with barricades and cones and took it to the Canby Swim Center for their annual Gator Run.

Miscellaneous	Total Hours
Meetings	17
Equipment Cleaning	7
Training/Schools	26
Other	8
Transit Parking Lot Striping	13

June 2015

1. Streets:

The Streets crew has started their striping maintenance around the city and will continue through September. Crosswalks will be refreshed as the school year approaches in August. Removed beaver dam from Willow Creek wetlands to alleviate flooding in the low line areas.

The crew received and located 127 locates for June.

Streets	Total Hours
Street Sweeping	97
Street Sweeper Maintenance	4
Street Maintenance	330
Sidewalks Inspections	4
Street Sign Manufacturing	68
Street Sign Maintenance	9
Street Sign Installation	43
NW 1 st Avenue Landscape	39
NW 2 nd Avenue Landscape	26.5
Cinema Parking Lot Landscape	20
Landscape Assistance	27.5
Street Light Repair	4
Cemetery	376
Tree Trimming	4
Tree Watering	2
Dump Truck	27
Vactor Truck	3
Mini Trackhoe	15

2. Sewer and Storm System:

The Collections crew starting our annual storm system cleaning of lateral lines, catch basins and drywells. The crew repaired (1) sewer lateral clogged with roots and installed a cleanout at the right-of-way.

Sewer	Total Hours
Sewer Cleaning	6
Sewer TV'ing	3
Sewer Laterals	
Lift Station Maintenance	33
Locating Utilities	102
Sewer Inspections	7
Vactor Usage	31
Drying Beds	4

Storm	
Catch Basin Maintenance	4
Drywell Maintenance	4
Storm Line Maintenance/Repair	10
Storm Line Inspections	1
Vactor Usage	89

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

During the month the crew fixed 2 street lights and fixed/repaired 4 street signs.

4. **Miscellaneous:**

The Public Works crew is working diligently with all utility providers to keep the Civic Center on their tight time line.

Miscellaneous	Total Hours
Meetings	25
Plan Preview for Subdivisions	3
Equipment Cleaning	24
Schooling/Training	21
Other	2

Tech Services Department
Bi-Monthly Report for May and June, 2015

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

Google Analytics Summary Report: May and June 2015

<u>Audience Overview</u>	<u>May</u>	<u>June</u>
Sessions (site visits)	8,735	10,863
Users/unique visitors	6,226	7,745
Page Views	21,391	25,526
Pages per Session	2.45	2.35
Average Session Duration	1 min 53 sec	1 min 40 sec
Bounce Rate (% of single-page visits)	50.96%	54.49%
New Sessions/Users	59.81%	60.86%

May/June numbers are up from last report

<u>New Vs. Returning Visitors</u>	<u>May</u>	<u>June</u>
New	59.82%	60.87%
Returning	40.18%	39.13%

<u>Browser & Operating System</u>	<u>May - Top 5 Browsers Used:</u>	<u>June - Top 5 Browsers Used:</u>
	Chrome (38.91%)	Chrome (38.93%)
	Safari (22.92%)	Safari (24.40%)
	Internet Explorer (20.98%)	Internet Explorer (18.81%)
	Firefox (10.84%)	Firefox (10.25%)
	Android Browser (3.58%)	Android Browser (2.98%)

Top 5 Browsers have been the same for February, March, April, May, June 2015

<u>Overview (Technology)</u>	<u>May</u>	<u>June</u>
Desktop	56.99%	54.80%
Mobile	35.86%	38.25%
Tablet	7.16%	6.95%

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

<u>Mobile Devices (top 3)</u>	<u>May</u>	<u>June</u>
	Apple iPhone (33.11%)	Apple iPhone (37.25%)
	Apple iPad (11.98%)	Apple iPad (11.38%)
	Not Set (5.62%)	Not Set (6.37%)

Same top 2 mobile devices for the past 8 months. Gray section of pie charts is "all others"

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

Top 5 visited pages keeping very 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)

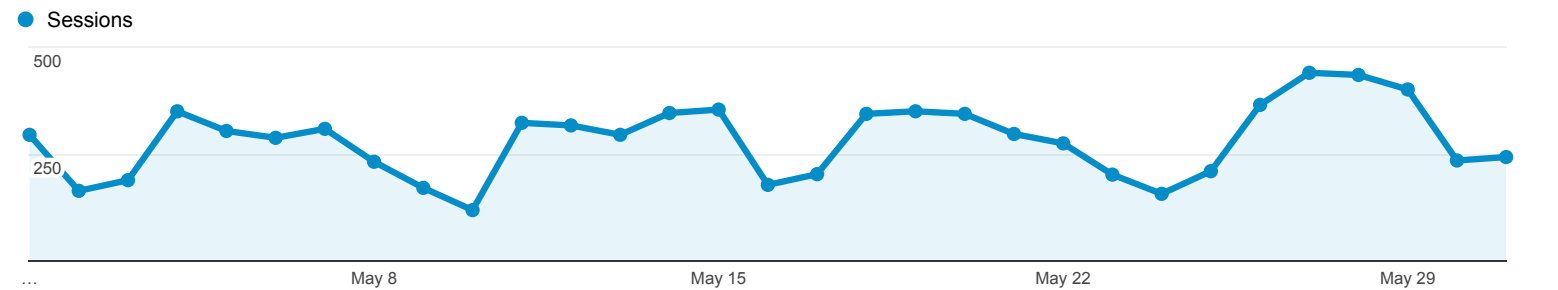
New Sessions/Users (percent of total users who came your site for the first time)

Audience Overview

May 1, 2015 - May 31, 2015

All Sessions
100.00%

Overview



Sessions

8,735

Users

6,226

Pageviews

21,391

Pages / Session

2.45

Avg. Session Duration

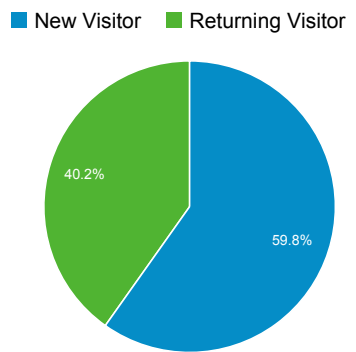
00:01:53

Bounce Rate

50.96%

% New Sessions

59.81%



Language	Sessions	% Sessions
1. en-us	8,138	93.17%
2. ru	161	1.84%
3. ru-ru	156	1.79%
4. (not set)	61	0.70%
5. en	47	0.54%
6. en-gb	28	0.32%
7. es-419	27	0.31%
8. es-us	25	0.29%
9. pt-br	21	0.24%
10. es-es	18	0.21%

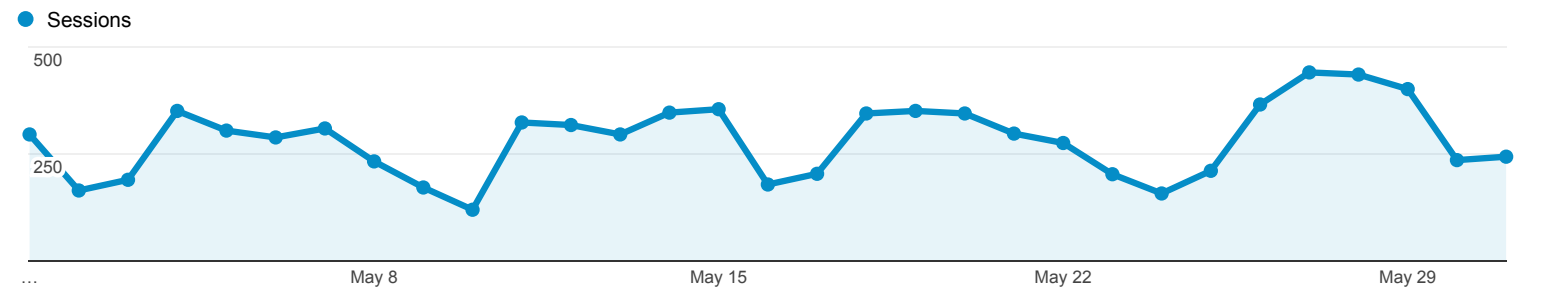
New vs Returning

May 1, 2015 - May 31, 2015

All Sessions
100.00%

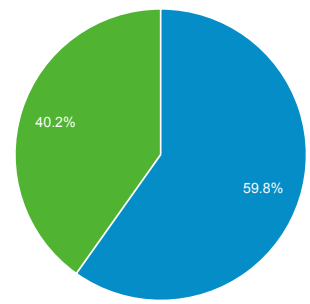
Explorer

Summary



User Type	Sessions	Sessions
	8,735 % of Total: 100.00% (8,735)	8,735 % of Total: 100.00% (8,735)
1. ■ New Visitor	5,225	59.82%
2. ■ Returning Visitor	3,510	40.18%

Contribution to total: Sessions



Rows 1 - 2 of 2

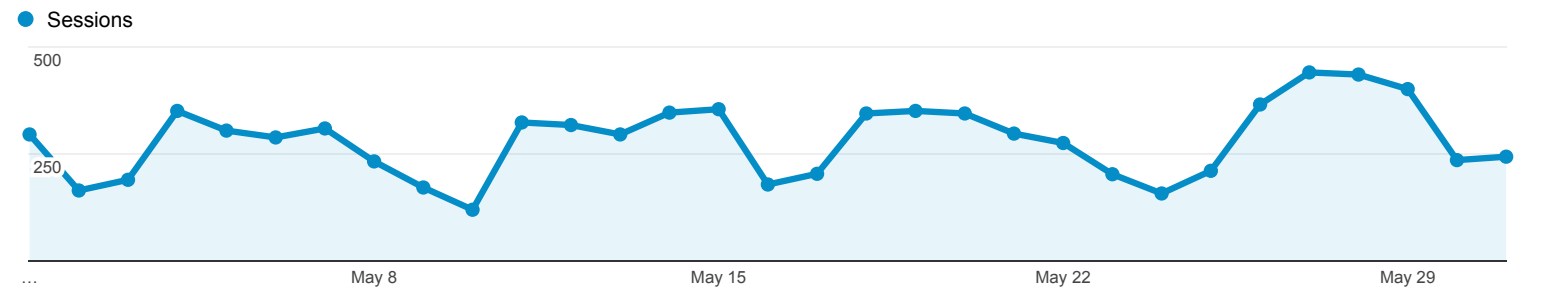
Browser & OS

May 1, 2015 - May 31, 2015

All Sessions
100.00%

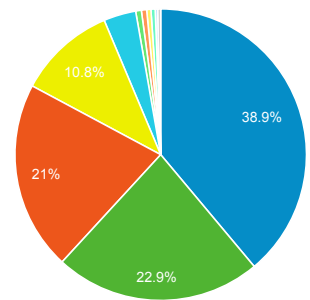
Explorer

Summary



Browser	Sessions	Sessions
	8,735 % of Total: 100.00% (8,735)	8,735 % of Total: 100.00% (8,735)
1. Chrome	3,399	38.91%
2. Safari	2,002	22.92%
3. Internet Explorer	1,833	20.98%
4. Firefox	947	10.84%
5. Android Browser	313	3.58%
6. Opera	55	0.63%
7. Amazon Silk	51	0.58%
8. (not set)	41	0.47%
9. YaBrowser	41	0.47%
10. Safari (in-app)	23	0.26%

Contribution to total: Sessions



Rows 1 - 10 of 17

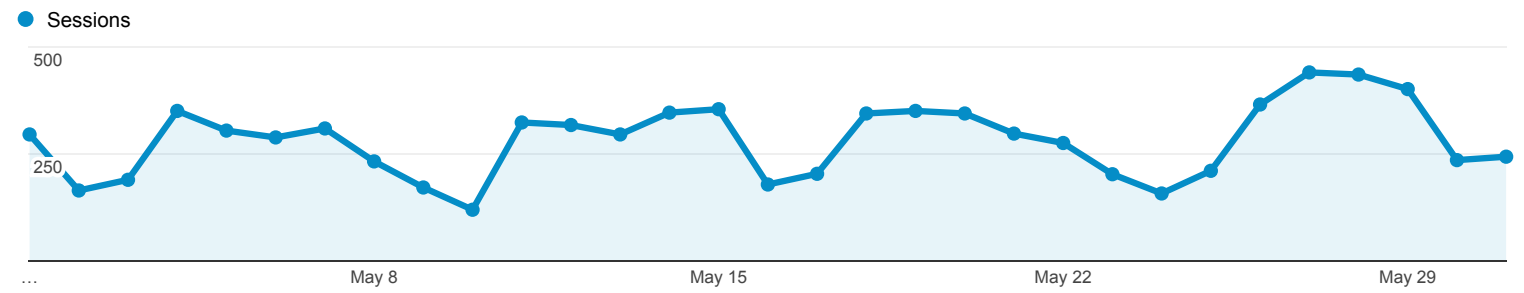
Overview

May 1, 2015 - May 31, 2015

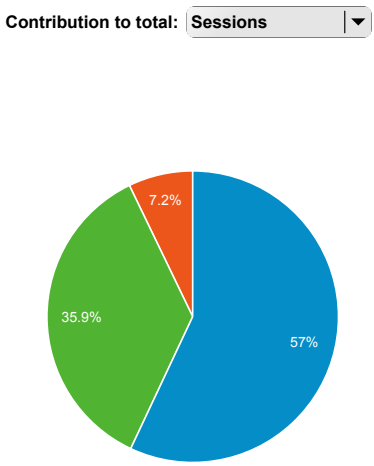


Explorer

Summary



Device Category	Sessions	Sessions
	8,735 % of Total: 100.00% (8,735)	8,735 % of Total: 100.00% (8,735)
1. desktop	4,978	56.99%
2. mobile	3,132	35.86%
3. tablet	625	7.16%



Rows 1 - 3 of 3

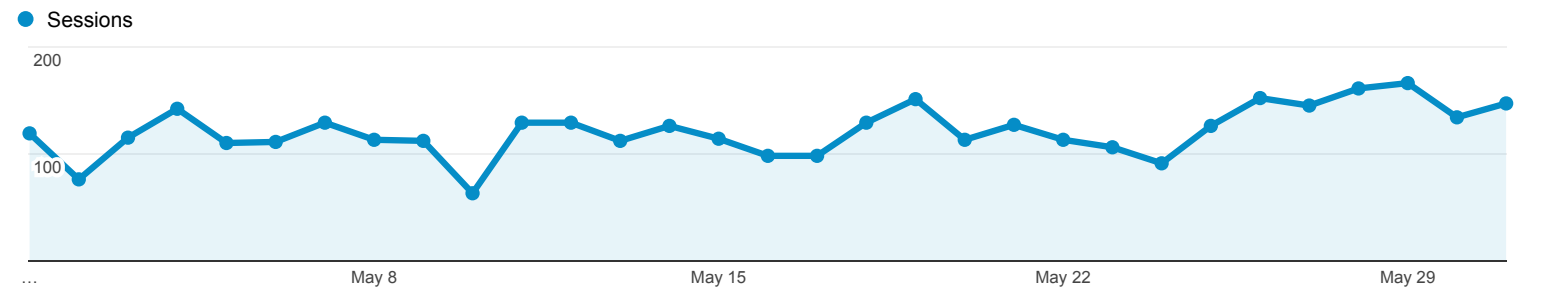
Devices

May 1, 2015 - May 31, 2015

All Sessions
43.01%

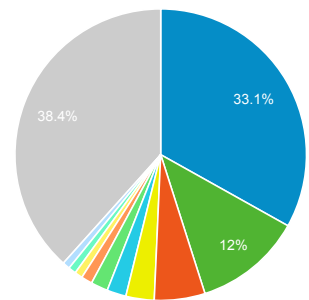
Explorer

Summary



Mobile Device Info	Sessions	Sessions
	3,757 % of Total: 43.01% (8,735)	3,757 % of Total: 43.01% (8,735)
1. Apple iPhone	1,244	33.11%
2. Apple iPad	450	11.98%
3. (not set)	211	5.62%
4. Samsung SM-G900V Galaxy S5	118	3.14%
5. Samsung SM-G900A Galaxy S5	80	2.13%
6. Samsung SM-G900P Galaxy S5	71	1.89%
7. Samsung SCH-I535 Galaxy S III	46	1.22%
8. LG D321 OPTIMUS L70	33	0.88%
9. Samsung SPH-L710 Galaxy S III	32	0.85%
10. Samsung SCH i545 Galaxy S4	31	0.83%

Contribution to total: Sessions



Rows 1 - 10 of 290

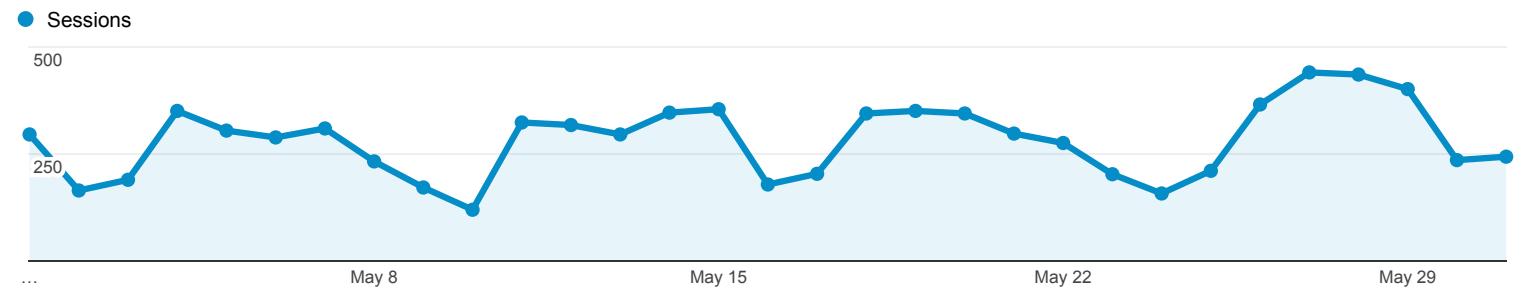
Landing Pages

May 1, 2015 - May 31, 2015

All Sessions
100.00%

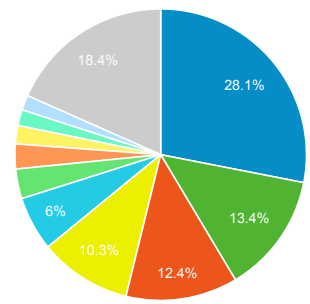
Explorer

Summary



Landing Page	Sessions	Sessions
	8,735 % of Total: 100.00% (8,735)	8,735 % of Total: 100.00% (8,735)
1. /	2,452	28.07%
2. /Departments/swim/swim center.htm	1,167	13.36%
3. /transportation/CAThome page.htm	1,083	12.40%
4. /Jobs/jobopenings.htm	896	10.26%
5. /transportation/routes.htm	527	6.03%
6. /Departments/pw_operati ons/parks/park_facilities.htm	288	3.30%
7. /Departments/swim/sche dule.htm	241	2.76%
8. /Departments/court/court.htm	178	2.04%
9. /Departments/cemetery/c emetery.htm	154	1.76%
10. /cityservices/cityserv.htm	145	1.66%

Contribution to total: Sessions



Rows 1 - 10 of 100

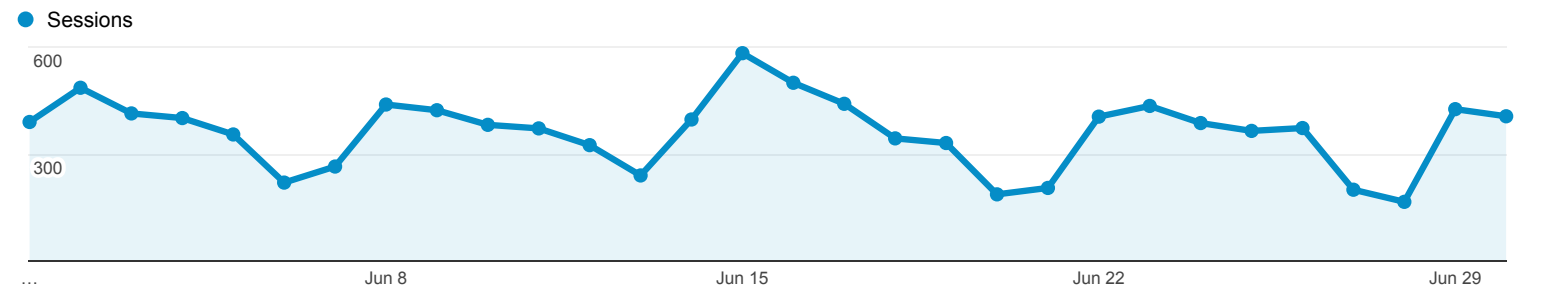
JUNE 2015

Audience Overview

Jun 1, 2015 - Jun 30, 2015

All Sessions
100.00%

Overview



Sessions
10,863

Users
7,745

Pageviews
25,526

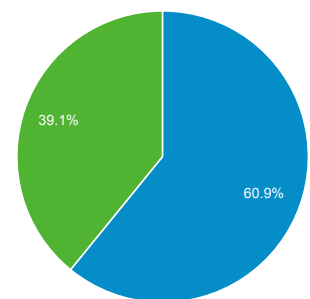
Pages / Session
2.35

Avg. Session Duration
00:01:40

Bounce Rate
54.49%

% New Sessions
60.86%

■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	9,868	90.84%
2. ru	396	3.65%
3. ru-ru	314	2.89%
4. en	48	0.44%
5. en-gb	46	0.42%
6. es-419	32	0.29%
7. es-es	23	0.21%
8. es-us	23	0.21%
9. (not set)	22	0.20%
10. pt-br	12	0.11%

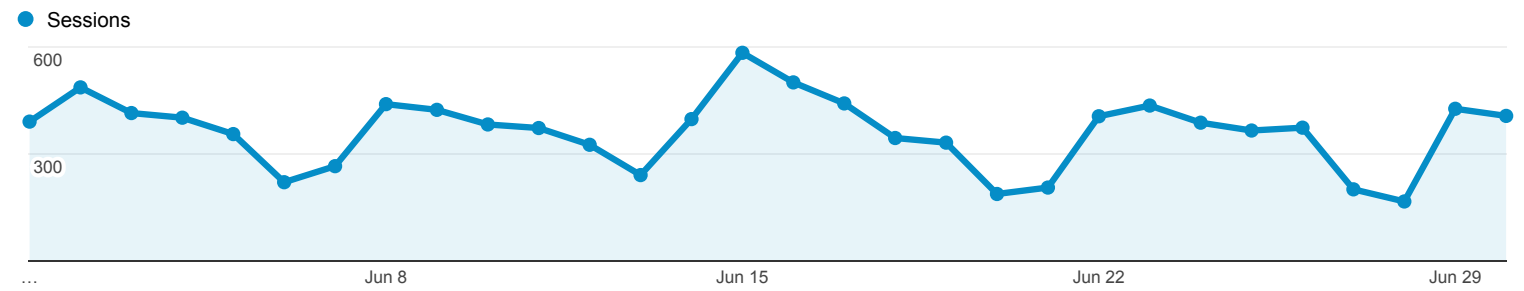
New vs Returning

Jun 1, 2015 - Jun 30, 2015

All Sessions
100.00%

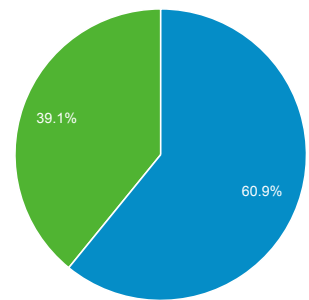
Explorer

Summary



User Type	Sessions	Sessions
	10,863 % of Total: 100.00% (10,863)	10,863 % of Total: 100.00% (10,863)
1. New Visitor	6,612	60.87%
2. Returning Visitor	4,251	39.13%

Contribution to total: Sessions



Rows 1 - 2 of 2

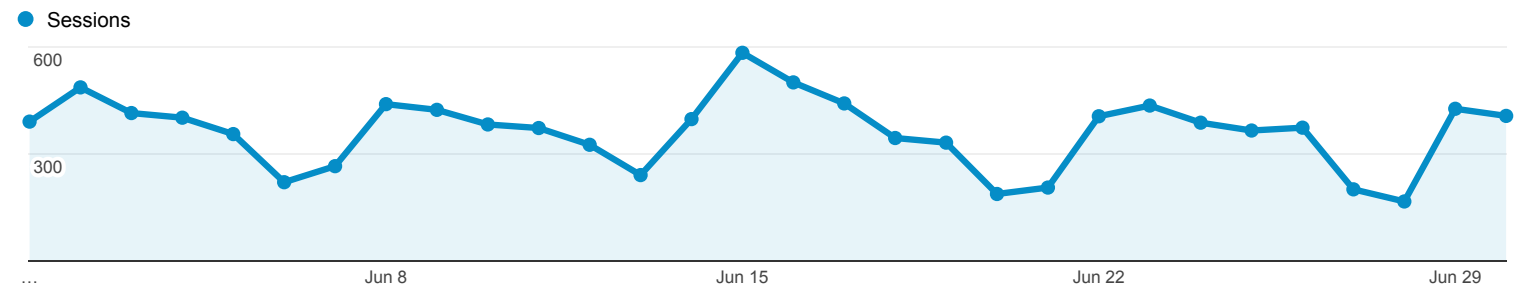
Browser & OS

Jun 1, 2015 - Jun 30, 2015

All Sessions
100.00%

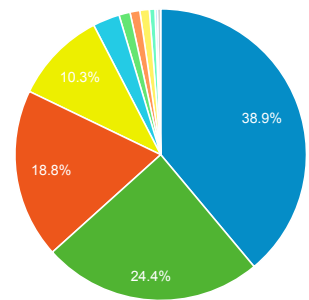
Explorer

Summary



Browser	Sessions	Sessions
	10,863 % of Total: 100.00% (10,863)	10,863 % of Total: 100.00% (10,863)
1. Chrome	4,229	38.93%
2. Safari	2,651	24.40%
3. Internet Explorer	2,043	18.81%
4. Firefox	1,114	10.25%
5. Android Browser	324	2.98%
6. Opera	134	1.23%
7. YaBrowser	118	1.09%
8. Safari (in-app)	114	1.05%
9. Amazon Silk	67	0.62%
10. (not set)	29	0.27%

Contribution to total: Sessions



Rows 1 - 10 of 17

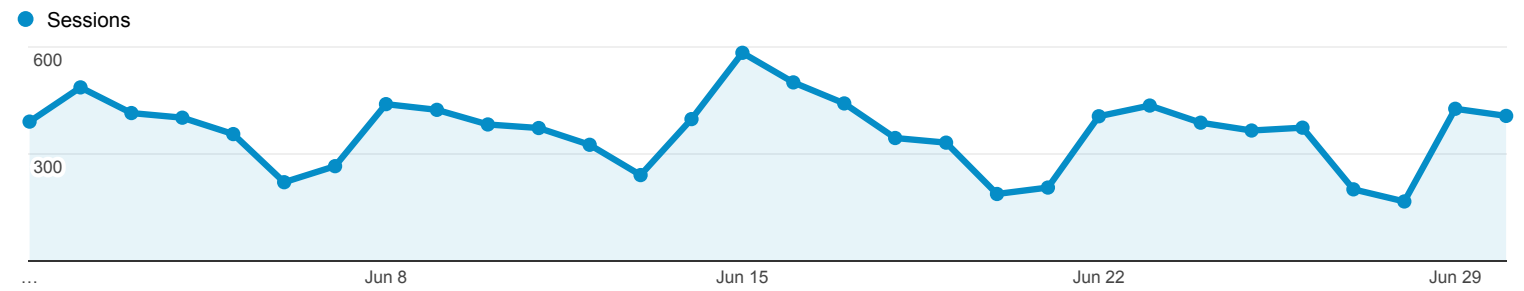
Overview

Jun 1, 2015 - Jun 30, 2015



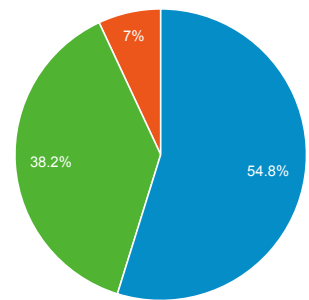
Explorer

Summary



Device Category	Sessions	Sessions
	10,863 % of Total: 100.00% (10,863)	10,863 % of Total: 100.00% (10,863)
1. desktop	5,953	54.80%
2. mobile	4,155	38.25%
3. tablet	755	6.95%

Contribution to total: Sessions



Rows 1 - 3 of 3

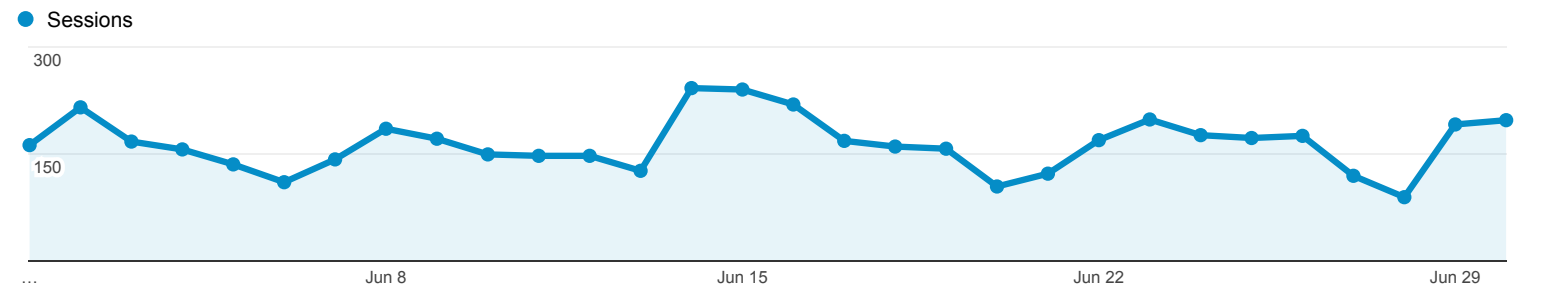
Devices

Jun 1, 2015 - Jun 30, 2015

All Sessions
45.20%

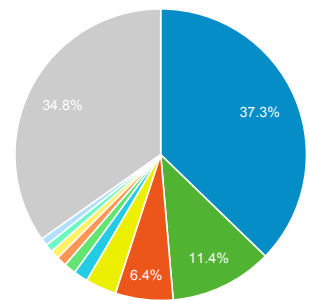
Explorer

Summary



Mobile Device Info	Sessions	Sessions
	4,910 % of Total: 45.20% (10,863)	4,910 % of Total: 45.20% (10,863)
1. Apple iPhone	1,829	37.25%
2. Apple iPad	559	11.38%
3. (not set)	313	6.37%
4. Samsung SM-G900V Galaxy S5	169	3.44%
5. Samsung SM-G900A Galaxy S5	78	1.59%
6. Samsung SM-G900P Galaxy S5	65	1.32%
7. Apple iPod	55	1.12%
8. LG D321 OPTIMUS L70	48	0.98%
9. Samsung SCH-I535 Galaxy S III	43	0.88%
10. Samsung SM-N910V Galaxy Note 4	42	0.86%

Contribution to total: Sessions



Rows 1 - 10 of 315

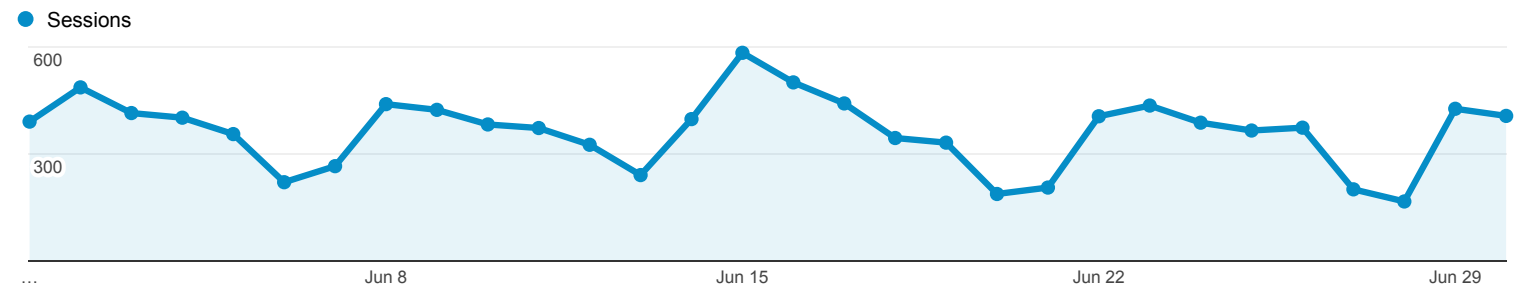
Landing Pages

Jun 1, 2015 - Jun 30, 2015

All Sessions
100.00%

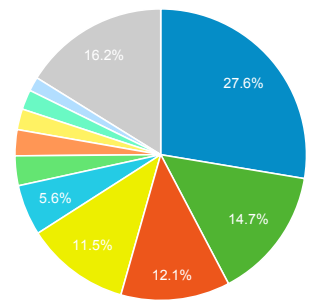
Explorer

Summary



Landing Page	Sessions	Sessions
	10,863 % of Total: 100.00% (10,863)	10,863 % of Total: 100.00% (10,863)
1. /	3,001	27.63%
2. /Departments/swim/swim center.htm	1,594	14.67%
3. /Jobs/jobopenings.htm	1,315	12.11%
4. /transportation/CAThome page.htm	1,253	11.53%
5. /transportation/routes.htm	612	5.63%
6. /Departments/pw_operati ons/parks/park_facilities.htm	358	3.30%
7. /Departments/swim/sche dule.htm	314	2.89%
8. /Departments/court/court.htm	250	2.30%
9. /CityGovernment/council/ council_members.htm	239	2.20%
10. /cityhall/history.htm	171	1.57%

Contribution to total: Sessions



Rows 1 - 10 of 104

City of Canby Bi-Monthly Report

Department: Transit



For: the months of May & June, 2015

Date: July 6, 2015

Prepared by: Julie Wehling

Through: Rick Robinson, City Administrator

1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) Quarterly Report submitted to ODOT.
- c) DBE Report submitted to ODOT.
- d) On May 7th a contract for \$244,020 in FTA 5339 funding (Bus & Bus Facilities) was executed for the period July 1, 2015 to June 30 2017. These funds will be used to purchase 2 replacement vehicles.
- e) On May 18th a contract for \$590,869 (\$295,345 annually) in FTA 5311 funding (Rural Public Transit Funding) was executed for the period July 1, 2015 to June 30, 2017. These funds support general operations.
- f) On June 18 an ODOT contract for Federal 5310 funding (for Elders and People with Disabilities) was executed. The contract is for the period July 1, 2015 to June 30, 2017. The total grant amount will be \$470,387 it includes \$220,400 in operating funds (\$110,200 annually), 117,546 in for one Dial-A-Ride vehicle, and \$132,441 (\$66,220 annually) in preventive maintenance funding.
- g) On June 2nd a contract for a Special Transportation Fund (STF) grant was signed by the City and returned to TriMet. This agreement is for \$49,980 to match the grant funded vehicle purchase reported above in item d).
- h) We are still waiting for a grant agreement for STF operating funds from TriMet for the period July 1, 2015 to June 30, 2017.

2) Ridership:

Total ridership for the FY 2014-15 was up by 3 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 8,161 rides in May (7.26% fewer than May of 2014).
 - 1,403 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 15.89% fewer than were provided during May of 2014.
 - 4,998 to Oregon City (4.22% fewer rides than May of 2014).
 - 1,760 to Woodburn (5.22% fewer rides than May of 2014)

- b) 8,650 rides in June (1.7% fewer rides than June of 2014).
 - 1,447 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 1.16% fewer rides than were provided during June of 2014.
 - 5,405 to Oregon City (0.55% more rides than June of 2014).
 - 1,798 to Woodburn (8.59% fewer rides than June of 2014).

The 3 percent increase in ridership for the fiscal year is encouraging. This is the first time since the 2011 service cuts that CAT ridership has increased over the previous fiscal year.

Updates:

- a) The Rider of the Month for May was Jessica Ramos and the winner for June was Stephan Bowles. Both riders got a free bus pass and other goodies.
- b) In May and June we provided 260 same day rides on a space available basis.
- c) On June 2nd CAT gave a transit bus orientation to 3rd grade students from Knight Elementary School.
- d) Three security cameras were installed at the new bus lot on June 10-11.
- e) On June 11-12 the DVR and associated items for viewing the security cameras covering the Transit Center were moved. It had been located in the utility room and it was moved to a locked cabinet in the driver break room at the Transit Center. We can now view all cameras from the CAT offices or via cell phone.
- f) On June 25th two 8 X 10 storage sheds were installed at the bus yard.
- g) As of July 1st all new bus stop signs for the fixed route have been installed. The new signs have the new route name which is: Route 99.

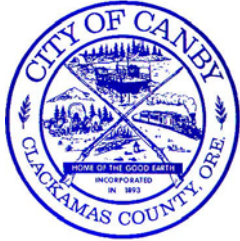
4) Collisions and Incidents

- a) On May 5th a bus hit the rear bumper of a parked car. There were no injuries and no one was on board.
- b) On June 25th a customer tripped while entering the bus. No report of injury.

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

- a) On May 18th and June 16th the Transit Advisory Committee met and held their regular meeting.
- b) On May 20th Julie Wehling attended the second session of the Clackamas County Citizens Academy.
- c) MV held a driver safety training meetings on May 9th and June 13th.
- d) On June 8th Julie Wehling represented CAT and rural Clackamas County transit providers at the first full meeting of the newly established Region 1 Area Commission on Transportation (Region 1 ACT) at Gresham City Hall.

- e) On June 12-13 the Clackamas County Coordinating Committee (C4) retreat was held at the Resort on the Mountain in Welches. Julie Wehling attended the retreat and on Saturday during a panel presentation titled “Increasing Connections” – *Transit In and Around Clackamas County* she presented information about CAT and South Clackamas Transportation District (SCTD).
- f) On June 17th Julie Wehling attended the third session of the Clackamas County Citizens Academy.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

May & June 2015

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: June 30, 2015

Facility Operations & Maintenance

The water quality for the months of May and June remain excellent with no violations. Plant Operators continually maintain daily monitoring and operations of the plant to maintain NPDES permit compliance. Capital improvement project construction is nearing the end and operators are closely monitoring plant processes now that we are in our more stringent summer compliance reporting time.

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

- Finished rough draft of RPA.
- Running Temperature formulas received from DEQ.
- Repaired Effluent Filters with Aqua Aerobics representative.
- Created mapping system for process water lines and hose bibs.
- Spring fertilize and broad leaf spray applied to yards.
- Treated all sidewalks and concrete walls in Treatment plant.
- Blue Heron Electric Replaced Wash Tank VFD.
- Taurus Controls replaced Ras VFD.
- Tested all upgraded valves for leaks:.
- Finished cleaning Biosolids lime silo.
- Machined stabilized sludge pump mounting bracket to fit slide rail.
- Installed new bearing on Biosolids conveyor.
- Installed new UHMW bushings on Ashbrook belt press sludge hopper.
- Installed new ABS recirc pump in North side of aeration basin.
- Continued Bypassing of tanks and alternating operating procedures to accommodate construction activities.
- Installed new spray jet header & drilled concrete for pass through on Aeration Basin.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

Pretreatment Inspection/Reporting, FOG Program

May.

- Pump Outs: 20
- Inspections: 1

June.

- Pump Outs: 25
- Inspections: 1
- Reviewed May/June Business License renewals.
- Review new RV Storage building plans.
- IU Inspection of Oregon Machine Works, OMW and Austins body shop.
- IU Inspection of Millar's Hiway Tire Factory, Napa, and O Reillys.

Biosolids Program

- Belt ran 15 days in May.
- 2 loads to Heard Farms, 2 loads to Wasco County, 181 wet tons.
- Belt ran 14 days in June.
- 4 loads to Heard Farms, 122 wet tons.

Daily Lab Activity

Monthly / Weekly NPDES Permit Tests

- TSS
- BOD
- CBOD
- Ammonia
- E-coli
- Alkalinity
- pH
- Total Flow
- UV Dosage
- Set up new non paired testing schedule with Duane Linnertz, City of Portland

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.
- Water Quality meeting Keizer: focus Temperature Guidelines
- Training completed on Aqua Aerobics Disk Filter, West Tech influent screens and Healy-Ruff VFD's for raw pumps.
- On site ODOT sponsored equipment/cargo tie down class.
- Construction meetings with Curran McLeod/McClure and Sons.
- City Safety Committee.

EXHIBIT B

Monthly Service Fee:

\$7083 set monthly fee not to exceed \$85000.00 for the 15'16 budget year.

Other Services:

Other services not included in the above *Monthly Scope of Services* will be charged at our regular rates listed below. All charges will be approved in advance by an authorized City representative. [Authorized City representatives include Assistant City Administrator/HR Director, City Administrator, and City Recorder.]

Rates - Base hourly rates apply to services provided during normal weekday business hours Monday through Friday, 8:00am to 6:00pm in the time zone where services are performed. Holiday rates will be charged at double the base hourly rate on national holidays. Emergency rates will be charged at double that base hourly rate for non-scheduled urgent-care-response events. *Overtime* rates will be charged at one and one half times the base hourly rate during non-holiday, non-emergency and non-weekday business hours. KinTechnology reserves the right to change base hourly rates with prior notice to customers.

Base Hourly Rates

\$95/hr
\$145/hr
\$145/hr
\$95 to \$145/hr
\$95 to \$145/hr

Consulting Position

PC/MAC Tech
Networking Tech
Server Tech
Programmer
Training