



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

May 21, 2014

7:30 PM

Council Chambers
155 NW 2nd Avenue

Mayor Brian Hodson

*Council President Tim Dale
Councilor Clint Coleman
Councilor Traci Hensley*

*Councilor Greg Parker
Councilor Ken Rider
Councilor Todd Rocha*

WORK SESSION

6:30 PM

City Hall Conference Room
182 N Holly

This Work Session will be attended by the Mayor and City Council to receive a third quarter financial status update.

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

- A. Pledge of Allegiance and Moment of Silence
- B. Canby Disposal Fee Increase Presentation

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

- A. Approval of Minutes of the April 9, 2014 City Council Special Meeting
- B. Approval of Minutes of the May 7, 2014 City Council Work Session & Regular Meeting
- C. Appointment to Traffic Safety Commission

Pg. 1

7. PUBLIC HEARINGS

- A. Update to Master Fee Schedule Including Updated Fees for Sanitary and Storm Services Pg. 10
- B. TA 14-01 – Industrial Zone Changes (*Continued to the July 16, 2014 City Council Meeting*)

8. RESOLUTIONS & ORDINANCES

- A. Res. 1185, Adopting an IGA Between the City of Canby and the Canby Urban Renewal Agency Relating to Services to be Provided by the City of Canby to the Canby Urban Renewal Agency Pg. 2
- B. Res. 1188, Setting Fees for Services Including Updated Fees for Sanitary and Storm Services Pg. 14
- C. Res. 1190, Authorizing a Rate Increase and Establishing a New Rate Schedule for Garbage Collection by Canby Disposal Within the City of Canby Pg. 39
- D. Ord. 1399, Deleting Chapter 3.16 of the CMC and Amending Chapters 5.04.150, 5.04.230 Section A, and 8.04.100 Pg. 46
- E. Ord. 1401, Authorizing Contract with Eagle-Elsner, Inc. in the Amount of \$444,865.80 with Authorization to Expand the Work Scope to an Amount not to Exceed \$525,000.00 for Construction of the 2014 Street Maintenance Program; and Declaring an Emergency (**2nd Reading**) Pg. 49

9. NEW BUSINESS

10. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS

11. CITIZEN INPUT

12. ACTION REVIEW

13. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation

14. ADJOURN

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

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

Date: 04/05/2014

Name: Dick Templeman

Occupation: Retired

Home Address:

Employer: None

Position: retired

Daytime Phone:

Evening Phone:

E-Mail Address: *

For which position are you applying? Traffic Safety Commission

What are your community interests (committees, organizations, special activities)? Member of Portland City Club, Past President of Oregon Association of Legal Administrators, Past chair of ALA Sustainability Committee

Experience and educational background: St. Mary's College, BA Business Administration. Employed 28 years by law firm Schwabe, Williamson & Wyatt. Retired position of Director of Operations in August, 2013,

Reason for your interest in this position: My family moved to Canby in 1985. As the City and surrounding communities have grown traffic patterns through Canby and within neighborhoods have understandably changed. I would like to help plan for these inevitable changes in order to preserve the livability of our community.

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

Information on any special membership requirements:

Referred by (if applicable): Robert Backstrom

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

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

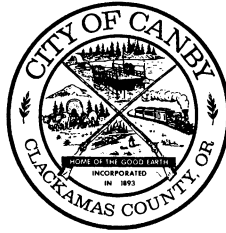
Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site.

1-4-13

RECEIVED

APR 07 2014

CITY OF CANBY



MEMORANDUM

DATE: MAY 18, 2014
TO: HONORABLE MAYOR HODSON AND CANBY CITY COUNCIL
FROM: HALEY FISH, FINANCE DIRECTOR
THROUGH: AMANDA ZEIBER, INTERIM CITY ADMINISTRATOR
RE: RESOLUTION ADOPTING AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF CANBY AND THE CANBY URBAN RENEWAL
AGENCY RELATING TO SERVICES TO BE PROVIDED BY THE CITY OF
CANBY TO THE CANBY URBAN RENEWAL AGENCY

ISSUE: An agreement was never adopted to formalize and explicitly clarify the understanding that the City would provide administrative services including but not limited to allocation of staff to undertake urban renewal activities and other direct and indirect overhead costs.

SYNOPSIS: City staff have been allocated to perform administrative services for the Agency and costs have been allocated as allowed by ORS Chapter 457 and consistent with agreement attached herein. The adoption of the intergovernmental agreement formalizes, clarifies and memorializes the current understanding of operations and is recommended by best practices.

RECOMMENDATION: Staff recommends that Council adopt Resolution No. 1185. And the Agency adopt Resolution URR No. 14-004

ATTACHED: Resolution No. 1185, Exhibit A, URR Resolution No. 14-004

RESOLUTION NO. 1185

**A RESOLUTION ADOPTING AN INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF CANBY AND THE CANBY URBAN RENEWAL AGENCY RELATING TO
SERVICES TO BE PROVIDED BY THE CITY OF CANBY TO THE CANBY URBAN
RENEWAL AGENCY**

WHEREAS, the Canby City Council established an Urban Renewal Agency to function within the City pursuant to Ordinance 1032 passed October 6, 1999; and

WHEREAS, the CITY has experience in the provision of the administrative services for local governments and in planning and constructing public improvements, and desires, pursuant to ORS 457.320, to assist the AGENCY in the planning and carrying out of the Plan by providing all administrative services necessary and proper for carrying out the AGENCY's functions and the Plan; and

WHEREAS, ORS 190.010 and ORS 457.320 authorize the CITY and the AGENCY to enter into an intergovernmental agreement whereby the CITY provides administrative services to the AGENCY; and

WHEREAS, the CITY and AGENCY wish to clarify the role of CITY staff performing administrative services to the AGENCY, the respective responsibilities of the CITY and AGENCY to supervise and manage such staff, and certain other cooperative activities of the CITY and the AGENCY, therefore

IT IS HEREBY RESOLVED by the City of Canby Council as follows:

1. That the attached IGA, marked as Exhibit "A" and by this reference incorporated herein, by and between the Canby Urban Renewal Agency and the City of Canby is hereby adopted. The Mayor is authorized to sign the IGA on behalf of the City.
2. This resolution shall take effect on May 21, 2014.

ADOPTED this 21st day of May 2014, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

Exhibit “A”

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF CANBY AND
THE CANBY URBAN RENEWAL AGENCY RELATING TO SERVICES TO BE
PROVIDED BY THE CITY OF CANBY TO THE CANBY URBAN RENEWAL
AGENCY**

THIS INTERGOVERNMENTAL AGREEMENT (IGA) is entered into between the **City of Canby (CITY)**, an Oregon municipal corporation, and the **Canby Urban Renewal Agency (AGENCY)**, the duly authorized and acting urban renewal agency for the CITY, created pursuant to ORS 457.035 through ORS 457.460.

RECITALS:

Whereas, the CITY activated the urban renewal agency for the CITY pursuant to ORS 457.035; and

Whereas, the AGENCY is a public body, corporate and politic, exercising its powers to engage in urban renewal activity as authorized by ORS Chapter 457; and

Whereas, the AGENCY has developed the Canby Urban Renewal Plan (“Plan”), which has been approved by the CITY by adoption of Ordinance No. 1031; and

Whereas, the AGENCY has engaged in, and will be engaging in, redevelopment activities to carry out the Plan; and

Whereas, the CITY has experience in the provision of the administrative services for local governments and in planning and constructing public improvements, and desires, pursuant to ORS 457.320, to assist the AGENCY in the planning and carrying out of the Plan by providing all administrative services necessary and proper for carrying out the AGENCY’s functions and the Plan; and

Whereas, ORS 190.010 and ORS 457.320 authorize the CITY and the AGENCY to enter into an intergovernmental agreement whereby the CITY provides administrative services to the AGENCY; and

Whereas, the CITY and the AGENCY wish to clarify the relationship between the CITY and the AGENCY with respect to administrative services to be provided by the CITY to AGENCY, and AGENCY’s obligation to pay the CITY for those services; and

Whereas, the CITY and AGENCY wish to clarify the role of CITY staff performing administrative services to the AGENCY, the respective responsibilities of the CITY and AGENCY to supervise and manage such staff, and certain other cooperative activities of the CITY and the AGENCY,

NOW, THEREFORE, THE CITY AND AGENCY (THE PARTIES) AGREE AS FOLLOWS:

AGREEMENT:

1. General Duties of the CITY. The CITY shall provide administrative services to the AGENCY as requested by the AGENCY to undertake urban renewal activity as set forth in the adopted Plan, including, but not limited to: staff support for public meetings, which may include but not be limited to preparation of meeting notices, agendas and minutes; budget preparation and oversight; accounting, fund management and annual audit; human resources, payroll and benefits administration for CITY staff assigned to AGENCY duties; contract procurement and administration (“Administrative Services”). In so doing, the CITY shall provide Administrative Services in compliance with the laws of the State of Oregon, and in accordance with the Plan and this IGA.

2. General Statement of Consideration. The AGENCY shall reimburse the CITY for all reasonable costs incurred by the CITY in providing Administrative Services pursuant to this IGA. On a quarterly basis, the CITY shall provide to the AGENCY a statement of expenditures made by the CITY in providing Administrative Services pursuant to this IGA, with payment in full for services received on or before June 30th of each year of the term of this IGA. Costs shall include the overhead charges described in Section 3.3 – 3.5 below.

3. Detailed Statement of Personnel Services and Payment. In accordance with paragraphs 1 and 2 of this IGA, as of the Effective Date, the following subparagraphs detail the Personnel Services and payment arrangements under this IGA:

3.1. Employee Status. AGENCY retains the right to hire employees or consultants (“Staff”) to administer and implement the Plan in its sole discretion, including providing Administrative Services. However, as of the Effective Date, CITY staff has been assigned pursuant to this IGA to perform the Administrative Services. CITY staff assigned to the AGENCY will be employees of the CITY assigned to support and implement the AGENCY Plan as directed by the AGENCY. The CITY Administrator has **final** and exclusive authority over decisions to hire, fire, and discipline CITY staff employed by the CITY and assigned to support and implement the AGENCY Plan, and to make annual performance reviews of such staff.

If the AGENCY chooses to hire Staff, AGENCY will provide notice to the CITY of its choice to hire Staff not later than thirty (30) days before Staff is to assume any Administrative Services. The notice shall include a statement of the duties to be assigned to AGENCY Staff. CITY will continue to perform any Administrative Services not assigned to AGENCY Staff. Before AGENCY Staff assumes Administrative Services, CITY shall provide to Agency the records and files, or copies of such records or files, relating to the Administrative Services to be assumed by Staff.

3.2 Charges to AGENCY for Services. Charges to AGENCY for personnel services will be determined based on the CITY's cost allocation plan, annual budget, or such other documentation acceptable to the AGENCY. Such charges may include, but not be limited to:

3.3.1. Administration, Finance, Facilities, Technology services and costs;

3.3.2 Project Construction Management;

3.3.3 Engineering services;

3.3.4 Preparation and Issuance services.

3.4 AGENCY Payment for Direct Overhead Charges. AGENCY agrees to pay the CITY for direct overhead charges relating to CITY provided Administrative Services. Direct overhead charges are based on specific AGENCY cost drivers, such as square footage occupancy, number of personal computers, number of employees, and other allocation methods as may be developed in the future. The direct overhead charges to AGENCY will be allocated in the same manner as the allocation to CITY departments.

3.5 AGENCY Payment for Indirect Overhead Charges. AGENCY agrees to pay CITY for indirect overhead charges relating to CITY provided Administrative Services. Indirect overhead charges allocate basic overhead costs such as accounting, payroll, accounts payable, budget preparation, human resources, and organizational administration and are based on the CITY's budgeted appropriations in support of AGENCY.

3.6 Allocation of Overhead Charges. Both direct and indirect overhead charges will be allocated in the same manner as the allocation to other CITY departments.

4. Location of AGENCY Office. As of the Effective Date, the office of the Agency is located at PO Box 930, Canby, OR 97013. AGENCY may relocate its office in its sole discretion. AGENCY will notify CITY not later than thirty (30) days before the relocation is effective. CITY will transfer all records of the AGENCY to the AGENCY office at the request of the AGENCY.

5. CITY to Process and Administer AGENCY Contracts. At the AGENCY's direction, CITY will be responsible for processing the solicitation, award and the administration of any contract entered into with any independent contractors or consultants hired or retained on behalf of AGENCY, provided that all forms of solicitation for contracts and the form of any contract will be approved in advance by the AGENCY Chair and AGENCY Legal Counsel. All invoices submitted for payment pursuant to AGENCY contracts will be approved prior to payment by the AGENCY Chair.

6. Detailed Statement of Financial Services. Without limiting the general CITY duties stated under paragraph 1 above, the CITY shall manage the AGENCY funds in accordance with applicable law and best practices.

7. Coordination of Improvement Work. AGENCY will coordinate with the CITY regarding any improvements or work done in CITY owned right-of-way.

8. Permits and Fees. AGENCY will be responsible for obtaining any permits and paying any standard fees for any construction projects, planning review, engineering review or other aspects of land use applications, the same as any other landowner or developer or as negotiated by CITY and AGENCY.

9. Improvement Maintenance Agreements. If AGENCY constructs public improvements that AGENCY expects the CITY to own and/or maintain after construction is completed, the parties shall first enter into an improvement agreement spelling out the terms under which the CITY will accept the improvement for public maintenance.

10. Provision of Information for CITY Report. AGENCY will cooperate with providing all necessary financial information to the CITY for the CITY to include in its Comprehensive Annual Financial Report (CAFR).

11. Selection of Debt Issuance and Audit Professional. The AGENCY will select its own the bond counsel, the financial advisor for debt issuance for the AGENCY, after consulting with the City. The AGENCY agrees to use the same provider of audit services as the CITY.

12. Legal Services. Legal services for the AGENCY will be provided by legal counsel of the AGENCY's choice, at AGENCY's cost, which cost is not included in this IGA. However, the CITY will administer the AGENCY's contract for legal services pursuant to the IGA.

13. Designated Representatives and Cooperation. The City Manager and the AGENCY Chair, as the designated representatives of the CITY and the AGENCY respectively, shall be responsible for working cooperatively to assure compliance with this IGA.

14. Term and Termination. This IGA shall become effective upon the date of the last signature hereon ("Effective Date"), and shall continue in full force and effect until July 1, 2019 unless sooner terminated as provided herein. This IGA may be terminated at any time by either party by giving the other party not less than thirty (30) days notice, in writing, of that party's intent to terminate this IGA.

15. Indemnification. CITY agrees to save, defend and hold the AGENCY harmless from all claims, suits, or actions of whatever nature that arise out of or result from the negligent or intentional acts of the CITY's officials, employees and agents providing service to the AGENCY pursuant to this IGA.

16. Insurance. CITY shall maintain in force, workers' compensation insurance for all covered workers providing service to AGENCY in compliance with Oregon law, and general liability insurance in amounts not less than the tort claim limitations of the Oregon Tort Claims Act.

17. Modification. This IGA may not be altered, modified, supplemented, or amended in any manner whatsoever except by mutual agreement of the parties in writing, and approved by the City Council for the CITY and the Agency Board for the AGENCY. Any such alteration,

modification, supplementation, or amendment, if made, shall be effective only in the specific instance and for specific purpose given, and shall be valid and binding only if signed by the parties' designated representatives.

18. Waiver. No provision of this IGA may be waived except in writing by the party waiving compliance. No waiver of any provision of this IGA shall constitute waiver of any other provision, whether similar or not, nor shall any one waiver constitute a continuing waiver. Failure to enforce any provision of this IGA shall not operate as a waiver of such provision or of any other provision.

19. Severability. The parties agree that if any term or provision of this IGA is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the IGA did not contain the particular term or provision held to be invalid.

20. Notices. Any notice or communication under this Agreement by a party to the other shall be deemed given and delivered (a) forty-eight (48) hours after being dispatched by first class U.S. mail, postage prepaid, or (b) when received if personally delivered, and:

In the case of a notice or communication to City, addressed as follows:

City of Canby
Attn: City Administrator
PO Box 930
Canby, OR 97013

In the case of a notice or communication to Agency, addressed as follows:

Canby Urban Renewal Agency
Attn: URA Director
PO Box 930
Canby, OR 97013

or addressed in such other way in respect to either party as that party may, from time to time, designate in writing dispatched as provided in this Section. Notice given in any other manner shall be effective upon receipt by the party for whom the same is intended.

21. Entire Agreement. This IGA sets forth the entire understanding between the parties with respect to the subject matter of this IGA, and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

DATED this _____ day of May, 2014.

CITY OF CANBY

CANBY URBAN RENEWAL AGENCY

Brian Hodson
Mayor

Tim Dale
Chair

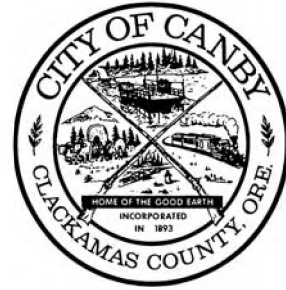
Approved as to form:

Approved as to form:

City Attorney

Agency Legal Counsel

MEMORANDUM



TO: *Honorable Mayor Hodson and City Council*
FROM: *Haley Fish, Finance Director*
DATE: *May 21, 2014*
THROUGH: *Amanda Zeiber, Interim City Administrator*

Issue: Adoption of an updated Master Fee Schedule.

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

Departments have again done that review and proposed revised fees for the coming year with Resolution 1188. A narrative summary of changes is attached as well as "Exhibit A" showing a comparison of current fees versus proposed changes. "Exhibit B" reflects the actual schedule if all changes are adopted.

Recommendation: Staff recommends Council adopt Resolution 1188.

Recommended motion: ***"I move to adopt Resolution 1188, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES"***

Attached: Narrative Summary, Resolution 1188 and Exhibits "A" & "B"

PROPOSED FEE CHANGES – NARRATIVE SUMMARY

ADMINISTRATION

Operating a Business without a License Penalty - \$100 per day

This penalty has been in Municipal Code at the rate of \$25 per day. At the recommendation of the City Attorney, the fee amount is being removed from code and added to the fee schedule at the higher rate of \$100 per day.

POLICE

Police Reports – add 50¢ per page charge for pages over 10

This allows cost recovery for very large reports.

Officer's Notes – adds "per officer"

This allows cost recovery when more than one officer's notes are involved.

COURT

Payment Plan Fee – flat fee based on survey of surrounding courts-\$25

Prior fee waiver (30-60 days) has not encouraged compliance. The flat fee is easier for customers to understand and compensates the City for carrying this financing mechanism.

Public Records Fee-\$5.00 + 25¢ per page after first

None existed in the past to recoup Court clerk time and materials cost.

Expungement Fee-\$50

None existed in the past to recoup City Attorney, Court clerk time and materials costs.

LIBRARY

Lost item replacement - cost

This fee had been cost plus a \$5.00 processing fee. In August of 2013, the LINCC Circulation Committee recommended elimination of the processing fee to simplify the process of accepting lost item payments at any library in the system. This was agreed to administratively by the Library Director and has not been charged to patrons as of August 2013.

SEWER/STORMWATER

Combined Sewer/Stormwater Rates – 5% increase

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

Late Fee - \$10 per month after 45 days delinquent

This late fee was implemented administratively by the Finance Director in 2009 in order to encourage payment of City utility bills in the absence of a method of shutting down service. It has been omitted from previous fee schedules in error.

Delinquent Account Certification Fee - \$50

ORS 454 allows the City to certify delinquent sewer accounts to the property tax rolls for collection. Exercising this authority provides another collections option when all other efforts have failed. The \$50 fee would help to offset the cost of processing as well as the 3% discount the assessor will allow for early payment of property tax bills.

SYSTEMS DEVELOPMENT CHARGES

Commercial/industrial categories that are available to choose from per adopted methodologies have been added to the fee schedule so people can now actually calculate the fee themselves if it is a straight forward use.

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

Identify the current CCI: 9702 (as of March 2014)

Identify the CCI at adoption:

Parks and Transportation: 9437 (as of January 2013)

Storm and Sewer: 9324 (as of July 2012)

(The Storm & Wastewater SDC inflation adjustment is different than for the Parks & Transportation because they had different effective dates since we last updated them for inflation.)

To obtain the appropriate multiplier divide current CCI value by CCI value at adoption. Therefore:

Parks multiplier is: $9702/9437 = 1.028$

Storm and sewer multiplier is: $9702/9324 = 1.040$

Example: SF parks SDC currently is \$4,987 X 1.028 = \$5,126.6 in today's dollars.

PLANNING

The name for the “Engineering Private On-Site Plan Review Fee” was modified so that it also applies to new building construction projects besides those undergoing a Site and Design Review, such as PUD’s. There was no reason to duplicate its iteration under both Type II and Type III Site and Design Review applications when broadening its applicability.

The per lot charge for Subdivisions was modified to simplify and clarify the fee calculation so that applicants were not coming up with a different fee amount than staff because of the current wording and recognizing that a single per lot cost is more than adequate to address the additional work involved as the subdivision increases in size.

The name for the “Engineering Public Improvement Plan Review Fee” was modified so that its applicability was broadened to apply to more land use or construction projects than just subdivisions, such as Minor Partitions that involve public improvements.

RESOLUTION NO. 1188

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

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

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

WHEREAS, the Canby City Council held a public hearing on May 21, 2014 to receive public testimony regarding the proposed fee increases; and

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

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

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

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

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

This resolution shall take effect on July 1, 2014.

ADOPTED this 21st day of May 2014 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Proposed change
General					
	Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet	Res 1157	7/1/2013	no change
	Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet	Res 1157	7/1/2013	no change
	Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet	Res 1157	7/1/2013	no change
	Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet	Res 1157	7/1/2013	no change
	Plotter prints (8 1/2 x 11)	\$2	Res 1157	7/1/2013	no change
	Plotter prints (11 x 17)	\$4	Res 1157	7/1/2013	no change
	Plotter prints (17 x 22)	\$6	Res 1157	7/1/2013	no change
	Plotter prints (24 x 36)	\$8	Res 1157	7/1/2013	no change
	Plotter prints (36 x 48)	\$10	Res 1157	7/1/2013	no change
	Audio Cassette copy	\$10	Res 1157	7/1/2013	no change
	Records on CD/DVD	\$10 plus staff time costs	Res 1157	7/1/2013	no change
	Public Records-Transcription	\$20/hr	Res 1157	7/1/2013	no change
	Public Records-Clerical Research	\$20/hr	Res 1157	7/1/2013	no change
	Public Records-Admin Research	\$35/hr	Res 1157	7/1/2013	no change
	Public Records-Legal Research	\$80/hr	Res 1157	7/1/2013	no change
	Public Records-Faxing	50¢ per page sent	Res 1157	7/1/2013	no change
	Public Records-Mailing costs	Actual costs + \$1.00 handling fee	Res 1157	7/1/2013	no change
	Returned check fee	\$25	Res 1157	7/1/2013	no change
	Lien Search fee	\$25	Res 1157	7/1/2013	no change
	License/Permit/Certificate replacement fee	\$10	Res 1157	7/1/2013	no change
Administration					
	Business License Annual Renewal	\$50	Res 1157	7/1/2013	no change
	Business License Past Due	\$10/mo up to \$50	Res 1157	7/1/2013	no change
	Business License-Transfer or Assign	\$50	Res 1157	7/1/2013	no change
	Operating a Business without a License Penalty	add			Increase to \$100 from \$25 in CMC 5.04.230 per City Attorney
	Liquor License Application New	\$100	Res 1157	7/1/2013	no change
	Liquor License Change of Ownership, Location, or Privilege	\$75	Res 1157	7/1/2013	no change
	Small Animal Permit	\$10	Res 1157	7/1/2013	no change
	Impounded Animal Redemption Fee	\$50	Res 1157	7/1/2013	no change
	Sidewalk Vending Permit	\$10	Res 1157	7/1/2013	no change
	First Friday Marketing Program	\$25	Res 1157	7/1/2013	no change
	Noise Variance fee	\$75	Res 1157	7/1/2013	no change
	Human Resources Application Fee (Police)	\$20	Res 1157	7/1/2013	no change
	Franchise Application and Review Fee Telecommunications	Actual expenses (requires \$2000 deposit)	Res 1157	7/1/2013	no change
	Registration Application Fee-Telecommunications Providers	\$100	Res 1177	11/20/2013	no change
	Annual Registration Fee-Telecommunications Providers	4% of gross revenues	Res 1177	11/20/2013	no change
	Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)	Res 1177	11/20/2013	no change
	Franchise Fees-Telecommunications	7% gross revenue	Res 1177	11/20/2013	no change
	Franchise Fees-Cable	5% gross revenue	Res 1157	7/1/2013	no change
	Franchise Fees-Natural Gas	5% gross revenue	Res 1157	7/1/2013	no change
	Franchise Fees-Telephone	7% gross revenue	Res 1157	7/1/2013	no change
	Franchise Fees-Solid Waste	5% gross revenue	Res 1157	7/1/2013	no change
	In-lieu of Franchise Fees-Water/Electric	5% of commodity sales	Res 1157	7/1/2013	no change
	In-lieu of Franchise Fees-Wastewater/Stormwater	7% of service charge collected	Res 1157	7/1/2013	no change
Police					
	Special Event Security	\$60/hr	Res 1157	7/1/2013	no change
	Alarm Permits	\$20 annual (waived over 65 & gov't)	Res 1157	7/1/2013	no change
	Alarm Permit Delinquent Fee	\$25	Res 1157	7/1/2013	no change
	False Alarm Response	Third alarm \$50; fourth alarm \$75, fifth & up \$100 each	Res 1157	7/1/2013	no change
	Vehicle Release	\$125	Res 1157	7/1/2013	no change
	Police Reports	Photocopy - \$10 DMV accident only/\$15 all others	Res 1157	7/1/2013	\$10 DMV accident Report \$15 Police Reports (up to 10 pgs - then 50¢ per pg.)
	Fingerprinting	\$20 per card/\$10 each add'l card	Res 1157	7/1/2013	no change

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Proposed change
	Name Check Letter/Printout	\$5		Res 1157	7/1/2013	no change
	Address Printout	\$5		Res 1157	7/1/2013	no change
	Citation - Photocopy	\$5		Res 1157	7/1/2013	no change
	Officer's Notes - Photocopy	\$5		Res 1157	7/1/2013	\$5 (per officer requested)
	Photos on CD	\$15		Res 1157	7/1/2013	no change
	Radar Certification - Photocopy	\$5		Res 1157	7/1/2013	no change
	Temporary/Special Event Liquor License	\$35		Res 1157	7/1/2013	no change
	Secondhand Dealer Application Fee	\$50		Res 1176	11/6/2013	no change
	Fee	\$100		Res 1176	11/6/2013	no change
Court						
	Payment Plan Fee	\$10 per \$100 of fine, not to exceed \$50 (waived if paid within 60 days)		Res 1157	7/1/2013	\$25 Installment per pay plan
	Show Cause Fee	\$35 certified letter/\$10 regular letter		Res 1157	7/1/2013	no change
	Warrant Costs	\$150		Res 1157	7/1/2013	no change
	Late Fee	\$15 if more than 10 days late		Res 1157	7/1/2013	no change
	FTA Fee	\$25		Res 1157	7/1/2013	no change
	Appeal Transcript Fee	\$35		Res 1157	7/1/2013	no change
	City Cost Assessment	\$7 per offense		Res 1157	7/1/2013	no change
	Public Records	new				\$5 (1st page, 25¢ ea. Additional page)
	Returned Check Fee	\$38 (includes demand letter certified)		Res 1157	7/1/2013	no change
	Fix It Dismissal Fee	\$25		Res 1157	7/1/2013	no change
	Guilty by Default Fee	\$25		Res 1157	7/1/2013	no change
	Collections Fee	25% of outstanding balance (by statute), not to exceed \$250		Res 1157	7/1/2013	no change
	Discovery Fee	\$10 (reports, documents); \$20 per		Res 1157	7/1/2013	no change
	Seatbelt Class	\$50		Res 1157	7/1/2013	no change
	Juvenile Deferred Sentence	\$41, \$27 or \$14 depending on class of offense		Res 1157	7/1/2013	no change
	Good Drivers Deferred Sentence	\$50 less than presumptive fine schedule of offense		Res 1157	7/1/2013	no change
	MIP Deferred Sentence	\$150		Res 1157	7/1/2013	no change
	Misdemeanor Deferred Sentence			Res 1157	7/1/2013	no change
	Civil Compromise	\$150		Res 1157	7/1/2013	no change
	Expunge Record Request Application	new				\$50
Library						
	Lost item replacement	Cost plus \$5.00		Res 1157	7/1/2013	Change to "cost" only (\$5 fee was administratively waived beginning August 2013)
	Damaged item	Cost		Res 1157	7/1/2013	no change
	Printing Charge for Internet, Black & White	15¢/page		Res 1157	7/1/2013	no change
	Printing Charge for Internet, Color	50¢		Res 1157	7/1/2013	no change
	Microform reader/printer	15¢/page		Res 1157	7/1/2013	no change
	Out of District Library Card Fee	\$95.00		Res 1157	7/1/2013	no change
	Fines	10¢ per day		Res 1157	7/1/2013	no change
Canby Area Transit						
	Dial-A-Ride General Public	\$1.00 per boarding		Res 1179	4/1/2014	no change
	Paratransit	\$1.00 per boarding		Res 1179	4/1/2014	no change
	Dial-A-Ride Premium	\$1.00 per boarding		Res 1179	4/1/2014	no change
	Shopping Shuttle Services	no charge		Res 1179	4/1/2014	no change
	Fixed-Route Bus Service	\$1.00 per boarding		Res 1179	4/1/2014	no change
	Monthly Pass	\$20/calendar month		Res 1179	4/1/2014	no change
	Punch Pass (24 rides)	\$20 (no expiration)		Res 1179	4/1/2014	no change
	Payroll and self-employment tax	0.6%		Res 1179	4/1/2014	no change
	Payment Submitted Without Return Fee	\$5 per 30 days or fraction thereof, not to exceed \$20 per instance		Res 1178	12/4/2013	no change
Parks		In City	Out of City			
	Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220	Res 1157	7/1/2013	no change
	Rental of Wait Park (waived for non-profits)	\$375	\$750	Res 1157	7/1/2013	no change
Public Works						

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Proposed change
	Public Works Labor Rate	\$40/hr		Res 1157	7/1/2013	no change
	Equipment Rates (include 1 operator):					
	Vactor Truck	\$125/hr		Res 1157	7/1/2013	no change
	Street Sweeper	\$75/hr		Res 1157	7/1/2013	no change
	TV Van	\$100/hr		Res 1157	7/1/2013	no change
	High Ranger	\$90/hr		Res 1157	7/1/2013	no change
	Dump Truck	\$90/hr		Res 1157	7/1/2013	no change
	Backhoe	\$90/hr		Res 1157	7/1/2013	no change
	Street Closure Request	\$50 (waived for non-profits)		Res 1157	7/1/2013	no change
	Railroad Parking Lot Event Fee	\$50 (waived for non-profits)		Res 1157	7/1/2013	no change
	Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit		Res 1157	7/1/2013	no change
	Map Copying and Research on Easements	\$60/hr+ printing charge		Res 1157	7/1/2013	no change
	Banner Installation	\$100 (waived for non-profits)		Res 1157	7/1/2013	no change
	Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr		Res 1157	7/1/2013	no change
	Street Excavation (Construction) Permit Fee	\$100		Res 1157	7/1/2013	no change
	Street Tree Fees for New Development	\$200 per tree		Res 1174	10/16/2013	no change
	Encroachment Application Permit Fee	\$50		Res 1157	7/1/2013	no change
	Building Number Installation Charge	\$50		Res 1157	7/1/2013	no change
	Advance Finance Public Improvement Application Fee	\$150		Res 1157	7/1/2013	no change
	Erosion Control	Without ESPC Certification	With ESPC Certification			
		Base Rate, to 4 inspections				
	Single Family	\$190	\$145	Res 1157	7/1/2013	no change
	Duplex	\$285	\$218	Res 1157	7/1/2013	no change
	Triplex	\$475	\$363	Res 1157	7/1/2013	no change
	Single Family Additions (disturbing less than 500 sq. ft.)	\$145	\$145			
		Base Rate, to 8 inspections				
	All Other Lots (Up to 1 acre)	\$500	\$395	Res 1157	7/1/2013	no change
	Each additional acre	\$85	\$75	Res 1157	7/1/2013	no change
	Each additional inspection	\$45	\$45	Res 1157	7/1/2013	no change
	Violations	\$100 per Violation per Day		Res 1157	7/1/2013	no change
	Street Maintenance Fee, Monthly					
	Residential Single Family	\$5		Res 1157	7/1/2013	no change
	Multi-Family Residences	\$3.34/unit		Res 1157	7/1/2013	no change
	Detached Senior Housing and Mobile Home Parks	\$2.09/unit		Res 1157	7/1/2013	no change
	Attached Senior Housing and Congregate Care Facilities	\$1.04/unit		Res 1157	7/1/2013	no change
	Non-residential	Varies: \$0.522 x trip value x units (\$5 min)		Res 1157	7/1/2013	no change
	Street Tree Removal Permit	\$25		Res 1157	7/1/2013	no change
	Sewer Tap Fee (on-site connection)	\$100		Res 1157	7/1/2013	no change
	House Move Permit	\$50		Res 1157	7/1/2013	no change
	Fleet Services Labor Rate	\$75/hr		Res 1157	7/1/2013	no change
Sewer/Stormwater						
	Combined Sewer/Stormwater Rates (monthly):					(5% increase)
	Residential Single Family	\$41.90		Res 1157	7/1/2013	\$43.99
	Residential , apartment, per unit	\$41.90		Res 1157	7/1/2013	\$43.99
	Mobile home	\$41.90		Res 1157	7/1/2013	\$43.99
	Reduced Sewer Rate	\$29.86		Res 1157	7/1/2013	\$31.35
	Elementary school, per student	\$1.65		Res 1157	7/1/2013	\$1.74
	Middle & High school, per student	\$2.18		Res 1157	7/1/2013	\$2.29
	Transient housing (1st unit)	\$41.90		Res 1157	7/1/2013	\$43.99
	Each additional bed	\$22.01		Res 1157	7/1/2013	\$23.11
	Nursing home (1st two beds)	\$41.90		Res 1157	7/1/2013	\$43.99
	Each additional bed	\$22.01		Res 1157	7/1/2013	\$23.11
	Commercial retail, minimum	\$41.90		Res 1157	7/1/2013	\$43.99
	per 100 cf of water use Nov-Mar	\$5.24		Res 1157	7/1/2013	\$5.50
	Commercial government, minimum	\$41.90		Res 1157	7/1/2013	\$43.99
	per 100 cf of water use Dec & Jan	\$5.24		Res 1157	7/1/2013	\$5.50
	Industrial, minimum	\$41.90		Res 1157	7/1/2013	\$43.99
	per 100 cf of water use	\$5.24		Res 1157	7/1/2013	\$5.50

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Proposed change
					Existing since 2009, omitted from previous schedules in error
	Late fee	\$10 per month after 45 days delinquent			
	Delinquent Account Certification Fee	new			\$50.00
	Industrial Wastewater Discharge Permit	\$5,000	Res 1157	7/1/2013	no change
	Industrial Wastewater Discharge Permit application review fee	\$55/hr	Res 1157	7/1/2013	no change
Construction Excise Tax					
	Residential, per dwelling unit				
	First 1,000 square feet	\$0.25/sq ft	Res 1157	7/1/2013	no change
	Next 500 square feet	\$0.50/sq ft	Res 1157	7/1/2013	no change
	Next 500 square feet	\$0.75/sq ft	Res 1157	7/1/2013	no change
	Above 2,000 square feet	\$1.00/sq ft	Res 1157	7/1/2013	no change
System Development Charges					
	Stormwater		Res 1157	7/1/2013	
	Residential - per dwelling unit				
	Low Density	\$160.58/DU			\$167.00
	Manufactured	\$78.29/DU			\$81.42
	Medium/High Density	\$107.29/DU			\$111.55
	Non-Residential - per 1,000 square feet				
	Residential/Commercial (mixed use)	\$251.70/1,000 sf			\$261.77
	Convenience	\$173.28/1,000 sf			\$180.21
	Downtown	\$251.70/1,000 sf			\$261.77
	Highway	\$314.63/1,000 sf			\$327.22
	Commercial/Manufacturing	\$487.41/1,000 sf			\$506.91
	Industrial	\$147.34/1,000 sf			\$153.23
	Schools	\$217.67/1,000 sf			\$226.38
	Transportation	Estimated SDA per unit	Res 1157	7/1/2013	Estimated SDC per unit
	Single-Family per unit	\$2,955			\$3,037.74
	Multi-Family per unit	\$2,069			\$2,126.93
	Commercial/Industrial	Varies by Use - \$155 per person trip end			replace with detail below
	Non-residential Transportation SDC indicated:	varies by use category			
	Elementary School				\$163.45 per Student
	Church				\$2,169.08 per T.S.F.G.F.A. ¹
	Day Care Center/Preschool				\$568.48 per Student
	Clinic				\$10,582.23 per T.S.F.G.F.A. ¹
	Specialty Retail Center				\$5,199.62 per T.S.F.G.L.A. ²
	Shopping Center				\$5,037.20 per T.S.F.G.L.A. ²
	Supermarket				\$17,447.22 per T.S.F.G.F.A. ¹
	Convenience Market				\$38,370.10 per T.S.F.G.F.A. ¹
	Pharmacy/Drugstore				\$12,246.56 per T.S.F.G.F.A. ¹
	Bank/Savings: Walk-in				\$22,113.31 per T.S.F.G.F.A. ¹
	Quality Restaurant				\$8,137.65 per T.S.F.G.F.A. ¹
	Fast Food Restaurant				\$33,858.21 per T.S.F.G.F.A. ¹
	Automobile Care Center				\$4,704.13 per T.S.F.G.F.A. ¹
	Gasoline/Service Station				\$966.30 per V.F.P. ³
	General Office Building				\$3,495.20 per T.S.F.G.F.A. ¹
	Medical-Dental Office Building				\$11,468.37 per T.S.F.G.F.A. ¹
	General Light Industrial				\$2,216.26 per T.S.F.G.F.A. ¹
	General Heavy Industrial				\$475.96 per T.S.F.G.F.A. ¹
	Warehouse				\$1,577.98 per T.S.F.G.F.A. ¹
	Mini Warehouse				\$793.62 per T.S.F.G.F.A. ¹
	Abbreviations:				
	¹ T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area				
	² T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area				
	³ V.F.P. = Vehicle Fueling Position				
	Wastewater		Res 1157	7/1/2013	
	5/8" x 3/4" Water meter	\$2,571			\$2,673.84
	3/4" Water meter	\$5,034			\$5,235.36
	1" Water meter	\$8,382			\$8,717.28
	1 1/2" Water meter	\$16,790			\$17,461.60
	2" Water meter	\$26,858			\$27,932.32
	3" Water meter	\$58,725			\$61,074.00
	4" Water meter	\$100,686			\$104,713.44
	6" Water meter	\$209,755			\$218,145.20

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Proposed change
	8" Water meter	\$302,059			\$314,141.36
	Multi-family Unit	\$2,014			\$2,094.56
	Parks		Res 1157	7/1/2013	
	Single Family	\$4,987/Dwelling			\$5,126.64
	Multi-Family	\$5,192/Dwelling			\$5,337.38
	Manufactured Housing	\$4,165/Dwelling			\$4,281.62
	Commercial/Industrial	\$400/per employee; varies by use			replace with detail below
	Manufacturing:				
	General (700)				\$587.43
	Food Related (775)				\$530.58
	Textile, Apparel (575)				\$715.13
	Lumber, Wood Products (560)				\$734.29
	Paper & Related (1,400)				\$293.71
	Printing & Publishing (600)				\$685.33
	Chemicals, Petrol, Rubber, Plastics (850)				\$483.76
	Cement, Stone, Clay, Glass (800)				\$514.00
	Furniture & Furnishings (600)				\$685.33
	Primary Metals (1,000)				\$411.20
	Secondary Metals (800)				\$514.00
	Non-Electrical Machinery (600)				\$1,096.53
	Electrical Machinery (375)				\$1,265.23
	Electrical Design (325)				\$1,265.23
	Transportation Equipment (500)				\$822.40
	Other (400)				\$1,028.00
	Wholesale Trade:				
	Durable Goods (1,000)				\$411.20
	Non-Durable Goods (1,100)				\$357.57
	Warehousing:				
	Storage (20,000)				\$20.56
	Distribution (2,500)				\$164.48
	Trucking (1,500)				\$274.13
	Communications (250)				\$1,644.18
	Utilities (225)				\$1,827.56
	Retail:				
	General (700)				\$587.43
	Hardware (1,000)				\$411.20
	Food Stores (675)				\$609.19
	Restaurant/Bar (225)				\$1,827.56
	Appliance/Furniture (1,000)				\$411.20
	Auto Dealership (650)				\$632.62
	Gas/Station - Gas Only (300)				\$1,370.67
	Gas/Station - Gas & Service (400)				\$1,028.00
	Regional Shopping Center (600)				\$685.33
	Services:				
	Hotel/Motel (1,500)				\$274.13
	Health Services - Hospital (500)				\$822.40
	Health Services - Clinic (350)				\$1,174.86
	Educational (1,300)				\$316.31
	Cinema (1,100)				\$373.82
	Personal Services - Office (600)				\$685.33
	Finance, Insurance, Real Estate, Business Services- Office (350)				\$1,174.86
	Government Administration (300)				\$1,370.67
	(1) In order to calculate your Parks SDC fee using this chart: Divide your proposed new building area by 1000 sf and multiply that amount times the listed amount for your use provided (2) The Parks SDC Fee can also be calculated by identifying your use, taking the total sf of your building divided by the number of sf per employee listed next to the listed use, then multiply by the adopted per employee parks SDC fee of \$411.20. Example for Manufacturing, General (700) $\frac{25,000 \text{ sq. ft. bldg}}{700 \text{ sq. ft. per employee}} = 35.714 \times \$411.20 \text{ base fee} = \$14,685.60$				
Planning					
	Annexation – Less than 1 acre	\$1,850 - (Base Fee)	Res 1157	7/1/2013	no change
	Annexation – 1 – 10 Acres	Plus \$105 per Acre	Res 1157	7/1/2013	no change
	Annexation – 11 – 50 Acres	Plus \$55 per Acre	Res 1157	7/1/2013	no change
	Annexation – 51+ Acres	Plus \$10 per Acre	Res 1157	7/1/2013	no change
	Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs	Res 1157	7/1/2013	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Proposed change
	Annexation Election Deposit (Does not include County Elections Costs which will be billed separately)	\$2,500	Res 1157	7/1/2013	no change
	Appeal - Interpretation or type II decision to Planning Commission	\$1,600	Res 1157	7/1/2013	no change
	Appeal - Planning Commission decision to City Council	\$1,920	Res 1157	7/1/2013	no change
	Building Permit Site Plan Review				
	Single Family House	\$100 per application	Res 1157	7/1/2013	no change
	Duplex (including conversions of single family to duplex)	\$120 per application	Res 1157	7/1/2013	no change
	Non-Living Space addition (garage, carport, porch, etc)	\$50 per application	Res 1157	7/1/2013	no change
	Living Space addition (expansion and/or creation of accessory dwelling)	\$75 per application	Res 1157	7/1/2013	no change
	Multifamily	\$60 per unit (first 20 units)/\$10 per each additional unit)	Res 1157	7/1/2013	no change
	Demolitions (Residential)	\$25	Res 1157	7/1/2013	no change
	Demolitions (Commercial or Industrial)	\$50	Res 1157	7/1/2013	no change
	Signs, commercial tenant improvements and remodels not involving additional square footage	\$50	Res 1157	7/1/2013	no change
	Existing Wireless Telecommunications System	\$50	Res 1157	7/1/2013	no change
	All other commercial and industrial based on building square footage:				no change
	0 to 2,000 square feet	\$100	Res 1157	7/1/2013	no change
	2,001 to 5,000 square feet	\$100 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof	Res 1157	7/1/2013	no change
	5,001 to 10,000 square feet	\$152.50 for the first 5,000 sq. ft and \$1.50 for each additional 100 sq. ft. or fraction thereof	Res 1157	7/1/2013	no change
	10,001 to 50,000 square feet	\$160 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof	Res 1157	7/1/2013	no change
	50,001 to 100,000 square feet	\$210 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof	Res 1157	7/1/2013	no change
	100,001 square feet and up	\$260 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft or fraction thereof	Res 1157	7/1/2013	no change
	Comprehensive Plan Amendment	\$3,220	Res 1157	7/1/2013	no change
	Conditional Use Permit	\$2,040	Res 1157	7/1/2013	no change
	Condominium Construction, less than six units	\$280	Res 1157	7/1/2013	no change
	Interpretation	\$580	Res 1157	7/1/2013	no change
	Lot Line Adjustment	\$520	Res 1157	7/1/2013	no change
	Non-conforming Structure/Use	\$520	Res 1157	7/1/2013	no change
	Parking Lot/Paving Projects	\$300	Res 1157	7/1/2013	no change
	Partition - Major	\$1,360	Res 1157	7/1/2013	no change
	Partition - Minor	\$1,280	Res 1157	7/1/2013	no change
	Planned Unit Development	\$1,500	Res 1157	7/1/2013	no change
	Plat (Final) Review	\$100	Res 1157	7/1/2013	no change
	Pre-Application Conference				no change
	Type II (Administrative Review)	\$300	Res 1157	7/1/2013	no change
	Types III or IV (Quasi-Judicial Review)	\$700	Res 1157	7/1/2013	no change
	Preconstruction Conference	\$100 (+\$60 per hr. over 2 hrs)	Res 1157	7/1/2013	no change
	Minor Modification	\$100	Res 1157	7/1/2013	no change
	Sidewalk Café Annual Permit Fee	\$25	Res 1157	7/1/2013	no change
	Sidewalk Café Annual Right of Way Rental Fee	\$1	Res 1157	7/1/2013	no change
	Site and Design Review (Type II)				
	First 0.5 Acres	\$950 (Base Fee)	Res 1157	7/1/2013	no change
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional .1 acres	Res 1157	7/1/2013	no change
	From 2.5 acres up to 8.0 Acres	\$100 for each additional .5 acres	Res 1157	7/1/2013	no change
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres	Res 1157	7/1/2013	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Proposed change
	13 Acres and above	\$5,000 maximum	Res 1157	7/1/2013	no change
	Site and Design Engineering Plan Review	0.2% of total private on-site building construction cost capped at \$3000, \$300	Res 1157	7/1/2013	delete
	Site and Design Review (Type III)				
	First 0.5 Acres	\$1,500 (Base Fee)	Res 1157	7/1/2013	no change
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1 acres	Res 1157	7/1/2013	no change
	From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5 acres	Res 1157	7/1/2013	no change
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres	Res 1157	7/1/2013	no change
	13 Acres and above	\$5,000 maximum	Res 1157	7/1/2013	no change
	Site and Design Engineering Plan Review	0.2% of total private on-site building construction cost capped at \$3000, \$300	Res 1157	7/1/2013	Change to "Private On Site Engineering Plan Review Fee"
	Special Permit (hardship)	\$100	Res 1157	7/1/2013	no change
	Special Permit Public Hearing (additional charge)	No fee	Res 1157	7/1/2013	no change
	Subdivision – 4 Lots	\$1,700 (Base Fee)	Res 1157	7/1/2013	no change
	Subdivision – 5 – 10 Lots	\$95 per Lot	Res 1157	7/1/2013	Change to "5+ Lots"; Base fee + \$110 per Lot
	Subdivision – 11+ Lots	\$130 per Lot	Res 1157	7/1/2013	delete
	Subdivision Engineering Public Improvement Plan Review	0.4% of public improvement cost	Res 1157	7/1/2013	Change to "Engineering Public Improvement Plan Review Fee"
	Temporary Vendor Permit	\$100 (\$50 non-profit)	Res 1157	7/1/2013	no change
	Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)	Res 1157	7/1/2013	no change
	Text Amendment	\$2,880	Res 1157	7/1/2013	no change
	Traffic Engineering Scope	\$500 min. \$1,000 max. deposit	Res 1157	7/1/2013	no change
	Traffic Impact Study	Applicant pays actual costs	Res 1157	7/1/2013	no change
	Variance - Major	\$2,120	Res 1157	7/1/2013	no change
	Variance - Minor	\$520	Res 1157	7/1/2013	no change
	Withdrawal of Territory < 1 acre	\$1,388 (base fee)	Res 1157	7/1/2013	no change
	Withdrawal of Territory - 1-10 acres	Plus \$79 per acre	Res 1157	7/1/2013	no change
	Withdrawal of Territory 11-50 acres	Plus \$41 per acre	Res 1157	7/1/2013	no change
	Withdrawal of Territory 51+ acres	Plus \$8 per acre	Res 1157	7/1/2013	no change
	Zoning Map Amendment	\$2,640	Res 1157	7/1/2013	no change
Building					
	Building Permit Fee				
	\$0 to \$3,000 valuation	\$80	Res 1157	7/1/2013	no change
	\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof	Res 1157	7/1/2013	no change
	\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof	Res 1157	7/1/2013	no change
	\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof	Res 1157	7/1/2013	no change
	\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof	Res 1157	7/1/2013	no change
	Plan Review Fee	100% of Building Permit fee	Res 1157	7/1/2013	no change
	Temporary Certificate of Occupancy	\$250	Res 1157	7/1/2013	no change
	Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300	Res 1157	7/1/2013	no change
	Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees	Res 1157	7/1/2013	no change
	Inspections outside of normal business hours	\$160/hr (minimum charge – two hours)	Res 1157	7/1/2013	no change
	Re-inspection Fees	\$80	Res 1157	7/1/2013	no change
	Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)	Res 1157	7/1/2013	no change
	Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)	Res 1157	7/1/2013	no change
	Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:				
	0 sq. ft to 2,000 sq. ft	\$160	Res 1157	7/1/2013	no change

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Proposed change
	2001 sq. ft. to 3600 sq. ft.	\$210		Res 1157	7/1/2013	no change
	3601 sq. ft. to 7200 sq. ft.	\$269		Res 1157	7/1/2013	no change
	7201 sq. ft. and greater	\$377		Res 1157	7/1/2013	no change
	Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:					
	Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance		Res 1157	7/1/2013	no change
	Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance		Res 1157	7/1/2013	no change
	Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance		Res 1157	7/1/2013	no change
	Appliance Vent	\$12.50 per appliance		Res 1157	7/1/2013	no change
	Alteration Of Existing HVAC System	\$24.75		Res 1157	7/1/2013	no change
	Air Handling Units	\$18.75 per appliance		Res 1157	7/1/2013	no change
	Air Conditioning under 100,000btu	\$24.75 per appliance		Res 1157	7/1/2013	no change
	Air Conditioning over 100,000btu	\$46.50 per appliance		Res 1157	7/1/2013	no change
	Dryer Exhaust	\$18.75 per appliance		Res 1157	7/1/2013	no change
	Hood	\$18.75 per appliance		Res 1157	7/1/2013	no change
	Exhaust Fan Connected To A Single Duct	\$12.50 per appliance		Res 1157	7/1/2013	no change
	Gas Piping: 1 To 4 Outlets	\$8.25		Res 1157	7/1/2013	no change
	Gas Piping: Each Additional Outlet	\$2.25 per outlet		Res 1157	7/1/2013	no change
	Fireplace	\$18.75 per appliance		Res 1157	7/1/2013	no change
	Wood Stove	\$18.75 per appliance		Res 1157	7/1/2013	no change
	Other	\$18.75 per appliance		Res 1157	7/1/2013	no change
	Minimum Permit Fee	\$80		Res 1157	7/1/2013	no change
	Plan Review Fee (Mechanical)	100% of Mechanical Permit fee		Res 1157	7/1/2013	no change
	Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects			Res 1157	7/1/2013	no change
	\$0.00 to \$5000.00 valuation	\$80		Res 1157	7/1/2013	no change
	\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof		Res 1157	7/1/2013	no change
	\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof		Res 1157	7/1/2013	no change
	\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof		Res 1157	7/1/2013	no change
	Plan Review Fee (Mechanical)	37% of Mechanical Permit fee		Res 1157	7/1/2013	no change
	Grading Permit Fee Schedule			Res 1157	7/1/2013	no change
	50 cubic yards or less	\$80		Res 1157	7/1/2013	no change
	51 to 100 cubic yards	\$117		Res 1157	7/1/2013	no change
	101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof		Res 1157	7/1/2013	no change
	1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof		Res 1157	7/1/2013	no change
	10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof		Res 1157	7/1/2013	no change
	100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof		Res 1157	7/1/2013	no change
	Plan Review Fee (Grading)	65% of Grading Permit fee		Res 1157	7/1/2013	no change
	Manufactured Dwelling Installation					
	Installation and set up	\$350		Res 1157	7/1/2013	no change
	Earthquake bracing when not part of original installation	\$280		Res 1157	7/1/2013	no change
	Prescriptive Flat Fee Solar Installation	\$240		Res 1157	7/1/2013	no change
Swim Center		In City	Out of City			
	Daily Admission - Youth	\$2.50	\$3.75	Res 1157	7/1/2013	no change
	Daily Admission - Senior	\$2.50	\$3.75	Res 1157	7/1/2013	no change

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Proposed change
	Daily Admission - Adult	\$3.25	\$4.50	Res 1157	7/1/2013	no change
	Daily Admission - Family	\$8.25	\$12.00	Res 1157	7/1/2013	no change
	Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50	Res 1157	7/1/2013	no change
	Tickets - 10 Swims Adult	\$32.50	\$45.00	Res 1157	7/1/2013	no change
	Pass 3 month - Youth	\$50.00	\$75.00	Res 1157	7/1/2013	no change
	Pass 3 month - Senior	\$50.00	\$75.00	Res 1157	7/1/2013	no change
	Pass 3 month - Adult	\$65.00	\$90.00	Res 1157	7/1/2013	no change
	Pass 3 month - 1 + 1	\$97.50	\$135.00	Res 1157	7/1/2013	no change
	Pass 3 month - Family	\$130.00	\$180.00	Res 1157	7/1/2013	no change
	Pass 12 month - Youth	\$137.50	\$206.25	Res 1157	7/1/2013	no change
	Pass 12 month - Senior	\$137.50	\$206.25	Res 1157	7/1/2013	no change
	Pass 12 month - Adult	\$178.75	\$247.50	Res 1157	7/1/2013	no change
	Pass 12 month - 1 + 1	\$268.00	\$371.25	Res 1157	7/1/2013	no change
	Pass 12 month - Family	\$357.50	\$495.00	Res 1157	7/1/2013	no change
	Water Exercise - Youth	\$2.50	\$3.75	Res 1157	7/1/2013	no change
	Water Exercise - Senior	\$2.50	\$3.75	Res 1157	7/1/2013	no change
	Water Exercise - Adult	\$3.25	\$4.50	Res 1157	7/1/2013	no change
	Lessons - Public Lessons	\$3.50	\$5.25	Res 1157	7/1/2013	no change
	Lessons - Spring Penguin	\$50.00	\$70.00	Res 1157	7/1/2013	no change
	Lessons - Summer Penguin	\$80.00	\$100.00	Res 1157	7/1/2013	no change
	Lessons - School Programs	by contract		Res 1157	7/1/2013	no change
	Rentals - Public	\$45.00 per hr	\$62.50 per hr	Res 1157	7/1/2013	no change
	Rentals - Canby Gators	by contract		Res 1157	7/1/2013	no change
Cemetery						
	Grave Lots	Property	Perpetual Care Fee			
	Standard Grave Lot	\$450	\$700	Res 1157	7/1/2013	no change
	Child Grave Lot (1/2 sp)	\$150	\$350	Res 1157	7/1/2013	no change
	Baby Grave Lot (1/4 sp)	\$125	\$350	Res 1157	7/1/2013	no change
	Cremains Lot	\$300	\$100	Res 1157	7/1/2013	no change
	Grave Opening, Closing & Recording Fee:			Res 1157	7/1/2013	no change
	Standard					
	Opening & Closing	\$650		Res 1157	7/1/2013	no change
	Disinterment	\$1,000		Res 1157	7/1/2013	no change
	Disinterment/Reinterment	\$1,250		Res 1157	7/1/2013	no change
	Child					
	Opening & Closing	\$275		Res 1157	7/1/2013	no change
	Disinterment	\$400		Res 1157	7/1/2013	no change
	Disinterment/Reinterment	\$600		Res 1157	7/1/2013	no change
	Baby					
	Opening & Closing	\$200		Res 1157	7/1/2013	no change
	Disinterment	\$370		Res 1157	7/1/2013	no change
	Disinterment/Reinterment	\$470		Res 1157	7/1/2013	no change
	Cremains					
	Opening & Closing	\$300		Res 1157	7/1/2013	no change
	Disinterment	\$350		Res 1157	7/1/2013	no change
	Disinterment/Reinterment	\$400		Res 1157	7/1/2013	no change
	Grave Liners:					
	Wholesale to Funeral Home	\$360		Res 1157	7/1/2013	no change
	Standard	\$420		Res 1157	7/1/2013	no change
	Child	\$240		Res 1157	7/1/2013	no change
	Baby	\$240		Res 1157	7/1/2013	no change
	Cremains Vault	\$155		Res 1157	7/1/2013	no change
	Monument Installation:					
	24" or less in all dimensions	\$160		Res 1157	7/1/2013	no change
	36" & Over	\$190		Res 1157	7/1/2013	no change
	48" & Over	\$225		Res 1157	7/1/2013	no change
	3' x 7' Grave Ledger	\$255		Res 1157	7/1/2013	no change
	24" Bronze Military	\$160		Res 1157	7/1/2013	no change
	Upright Monuments	\$260		Res 1157	7/1/2013	no change
	Mausoleum Phase I (All prices includes perpetual care of \$60)					
	Exterior Single Crypts (1 space)					
	Sixth Level F	\$1,650		Res 1157	7/1/2013	no change
	Fifth Level E	\$1,980		Res 1157	7/1/2013	no change
	Fourth Level D	\$2,365		Res 1157	7/1/2013	no change
	Third Level C	\$2,830		Res 1157	7/1/2013	no change
	Second Level B	\$2,830		Res 1157	7/1/2013	no change
	First and Westminster Level A (2 spaces)	\$3,350		Res 1157	7/1/2013	no change
	Exterior Tandem Crypts (2 spaces)					

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Proposed change
	Sixth Level F	\$2,805	Res 1157	7/1/2013	no change
	Fifth Level E	\$3,115	Res 1157	7/1/2013	no change
	Fourth Level D	\$3,465	Res 1157	7/1/2013	no change
	Third Level C	\$3,915	Res 1157	7/1/2013	no change
	Second Level B	\$3,915	Res 1157	7/1/2013	no change
	First and Westminster Level A (4 spaces)	\$4,880	Res 1157	7/1/2013	no change
	Exterior Side by Side Crypts (2 Sp)				
	Sixth Level F	\$2,905	Res 1157	7/1/2013	no change
	Fifth Level E	\$3,255	Res 1157	7/1/2013	no change
	Fourth Level D	\$3,610	Res 1157	7/1/2013	no change
	Third Level C	\$4,335	Res 1157	7/1/2013	no change
	Second Level B	\$4,335	Res 1157	7/1/2013	no change
	First and Westminster Level A (4 spaces)	\$5,280	Res 1157	7/1/2013	no change
	Niche Spaces (All prices includes perpetual care of \$35)				
	Level 1 through 6	\$420	Res 1157	7/1/2013	no change
	Level 7 through 10	\$350	Res 1157	7/1/2013	no change
	Level 11 through 12	\$330	Res 1157	7/1/2013	no change
	Mausoleum Phase II (All prices includes perpetual care of \$100)				
	Exterior Single Crypts (1 space)		Res 1157	7/1/2013	no change
	Sixth Level F	\$2,047	Res 1157	7/1/2013	no change
	Fifth Level E	\$2,436	Res 1157	7/1/2013	no change
	Fourth Level D	\$2,890	Res 1157	7/1/2013	no change
	Third Level C	\$3,439	Res 1157	7/1/2013	no change
	Second Level B	\$3,439	Res 1157	7/1/2013	no change
	First and Westminster Level A (2 spaces)	\$4,053	Res 1157	7/1/2013	no change
	Exterior Tandem Crypts (2 spaces)				
	Sixth Level F	\$3,409	Res 1157	7/1/2013	no change
	Fifth Level E	\$3,775	Res 1157	7/1/2013	no change
	Fourth Level D	\$4,359	Res 1157	7/1/2013	no change
	Third Level C	\$5,215	Res 1157	7/1/2013	no change
	Second Level B	\$5,215	Res 1157	7/1/2013	no change
	First and Westminster Level A (4 spaces)	\$5,858	Res 1157	7/1/2013	no change
	Exterior Side by Side Crypts (2 Sp)				
	Sixth Level F	\$3,527	Res 1157	7/1/2013	no change
	Fifth Level E	\$3,940	Res 1157	7/1/2013	no change
	Fourth Level D	\$4,359	Res 1157	7/1/2013	no change
	Third Level C	\$5,215	Res 1157	7/1/2013	no change
	Second Level B	\$5,215	Res 1157	7/1/2013	no change
	First and Westminster Level A (4 spaces)	\$6,330	Res 1157	7/1/2013	no change
	Opening & Closing for Crypts				
	Each Entombment	\$600	Res 1157	7/1/2013	no change
	Disinterment from Westminster Crypt	\$750	Res 1157	7/1/2013	no change
	Disinterment/Reinterment	\$650	Res 1157	7/1/2013	no change
	Opening & Closing for Niches				
	Each Inurnment	\$325	Res 1157	7/1/2013	no change
	Disinterment	\$425	Res 1157	7/1/2013	no change
	Disinterment/Reinterment	\$500	Res 1157	7/1/2013	no change
	Crypt Name Bar Installation	\$364	Res 1157	7/1/2013	no change
	Niche Name Bar Installation	\$294	Res 1157	7/1/2013	no change
	Emblems (Elks, Rotary, Cross, etc)	\$90	Res 1157	7/1/2013	no change
	Extra Plastic Vase & Holder	\$90	Res 1157	7/1/2013	no change
	Replace Plastic Vase	\$45	Res 1157	7/1/2013	no change
	Weekend & Holiday Services (additional fee)	\$300	Res 1157	7/1/2013	no change
	Overtime Fee	\$300	Res 1157	7/1/2013	no change
	Cemetery Title Transfer	\$75	Res 1157	7/1/2013	no change

EXHIBIT "B"

CITY OF CANBY MASTER FEE SCHEDULE

Fees and charges in effect as of 7/1/2014

Authorized by Resolution No. 1188

Fee Description	Current Amount
GENERAL	
Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet
Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet
Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet
Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet
Plotter prints (8 1/2 x 11)	\$2
Plotter prints (11 x 17)	\$4
Plotter prints (17 x 22)	\$6
Plotter prints (24 x 36)	\$8
Plotter prints (36 x 48)	\$10
Audio Cassette copy	\$10
Records on CD/DVD	\$10 plus staff time costs
Public Records-Transcription	\$20/hr
Public Records-Clerical Research	\$20/hr
Public Records-Admin Research	\$35/hr
Public Records-Legal Research	\$80/hr
Public Records-Faxing	50¢ per page sent
Public Records-Mailing costs	Actual costs + \$1.00 handling fee
Returned check fee	\$25
Lien Search fee	\$25
License/Permit/Certificate replacement fee	\$10
ADMINISTRATION	
Business License Annual Renewal	\$50
Business License Past Due	\$10/mo up to \$50
Business License-Transfer or Assign	\$50
Operating a Business without a License Penalty	\$100
Liquor License Application New	\$100
Liquor License Change of Ownership, Location, or Privilege	\$75
Small Animal Permit	\$10
Impounded Animal Redemption Fee	\$50
Sidewalk Vending Permit	\$10
First Friday Marketing Program	\$25
Noise Variance fee	\$75
Human Resources Application Fee (Police)	\$20
Franchise Application and Review Fee-Telecommunications	Actual expenses (requires \$2000 deposit)
Registration Application Fee-Telecommunications Providers	\$100
Annual Registration Fee-Telecommunications Providers	4% of gross revenues
Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)
Franchise Fees-Telecommunications	7% gross revenue
Franchise Fees-Cable	5% gross revenue
Franchise Fees-Natural Gas	5% gross revenue

EXHIBIT "B"

Fee Description	Current Amount
Franchise Fees-Telephone	7% gross revenue
Franchise Fees-Solid Waste	5% gross revenue
In-lieu of Franchise Fees-Water/ Electric	5% of commodity sales
In-lieu of Franchise Fees-Wastewater/ Stormwater	7% of service charge collected
POLICE	
Special Event Security	\$60/hr
Alarm Permits	\$20 annual (waived over 65 & gov't)
Alarm Permit Delinquent Fee	\$25
False Alarm Response	Third alarm \$50; fourth alarm \$75, fifth & up \$100 each
Vehicle Release	\$125
Police Reports	\$10 DMV accident Report \$15 Police Reports (up to 10 pgs - then 50¢ per pg.)
Fingerprinting	\$20 per card/\$10 each add'l card
Name Check Letter/Printout	\$5
Address Printout	\$5
Citation - Photocopy	\$5
Officer's Notes - Photocopy	\$5 (per officer requested)
Photos on CD	\$15
Radar Certification - Photocopy	\$5
Temporary/Special Event Liquor License	\$35
Secondhand Dealer Application Fee	\$50
Secondhand Dealer Annual Permit Fee	\$100
COURT	
Payment Plan Fee	\$25 Installment per pay plan
Show Cause Fee	\$35 certified letter/\$10 regular letter
Warrant Costs	\$150
Late Fee	\$15 if more than 10 days late
FTA Fee	\$25
Appeal Transcript Fee	\$35
City Cost Assessment	\$7 per offense
Public Records	\$5 (1st page, 25¢ ea. Additional \$38 (includes demand letter certified)
Returned Check Fee	\$25
Fix It Dismissal Fee	\$25
Guilty by Default Fee	\$25
Collections Fee	25% of outstanding balance (by statute), not to exceed \$250
Discovery Fee	\$10 (reports, documents); \$20 per
Seatbelt Class	\$50
Juvenile Deferred Sentence	\$41, \$27 or \$14 depending on class of offense

EXHIBIT "B"

Fee Description	Current Amount	
Good Drivers Deferred Sentence	\$50 less than presumptive fine schedule of offense	
MIP Deferred Sentence	\$150	
Misdemeanor Deferred Sentence		
Civil Compromise	\$150	
Expunge Record Request Application	\$50	
LIBRARY		
Lost item replacement	Cost	
Damaged item	Cost	
Printing Charge for Internet, Black & White	15¢/page	
Printing Charge for Internet, Color	50¢	
Microform reader/printer	15¢/page	
Out of District Library Card Fee	\$95.00	
Fines	10¢ per day	
CANBY AREA TRANSIT		
Dial-A-Ride General Public	\$1.00 per boarding	
Dial-A-Ride Complementary Paratransit	\$1.00 per boarding	
Dial-A-Ride Premium	\$1.00 per boarding	
Shopping Shuttle Services	no charge	
Fixed-Route Bus Service	\$1.00 per boarding	
Monthly Pass	\$20/calendar month	
Punch Pass (24 rides)	\$20 (no expiration)	
Payroll and self-employment tax	0.6%	
Payment Submitted Without Return Fee	\$5 per 30 days or fraction thereof,	
PARKS		
	In City	Out of City
Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220
Rental of Wait Park (waived for non-profits)	\$375	\$750
PUBLIC WORKS		
Public Works Labor Rate	\$40/hr	
Equipment Rates (include 1 operator):		
Vactor Truck	\$125/hr	
Street Sweeper	\$75/hr	
TV Van	\$100/hr	
High Ranger	\$90/hr	
Dump Truck	\$90/hr	
Backhoe	\$90/hr	
Street Closure Request	\$50 (waived for non-profits)	
Railroad Parking Lot Event Fee	\$50 (waived for non-profits)	
	\$25 + \$250 refundable deposit with approved street closure permit	
Street Barricade Delivery Fee	\$60/hr+ printing charge	
Map Copying and Research on Easements	\$100 (waived for non-profits)	
Banner Installation		
Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr	
Street Excavation (Construction) Permit Fee	\$100	
Street Tree Fees for New Development	\$200 per tree	

EXHIBIT "B"

Fee Description	Current Amount	
Encroachment Application Permit Fee	\$50	
Building Number Installation Charge	\$50	
Advance Finance Public Improvement Application Fee	\$150	
Erosion Control	Without ESPC Certification	With ESPC Certification
	Base Rate, to 4 inspections	
Single Family	\$190	\$145
Duplex	\$285	\$218
Triplex	\$475	\$363
Single Family Additions (disturbing less than 500 sq. ft.)	\$145	\$145
	Base Rate, to 8 inspections	
All Other Lots (Up to 1 acre)	\$500	\$395
Each additional acre	\$85	\$75
Each additional inspection	\$45	\$45
Violations	\$100 per Violation per Day	
Street Maintenance Fee, Monthly		
Residential Single Family	\$5	
Multi-Family Residences	\$3.34/unit	
Detached Senior Housing and Mobile Home Parks	\$2.09/unit	
Attached Senior Housing and Congregate Care Facilities	\$1.04/unit	
Non-residential	Varies: \$0.522 x trip value x units (\$5 min)	
Street Tree Removal Permit	\$25	
Sewer Tap Fee (on-site connection)	\$100	
House Move Permit	\$50	
Fleet Services Labor Rate	\$75/hr	
SEWER/STORMWATER		
Combined Sewer/Stormwater Rates (monthly):		
Residential Single Family	\$43.99	
Residential , apartment, per unit	\$43.99	
Mobile home	\$43.99	
Reduced Sewer Rate	\$31.35	
Elementary school, per student	\$1.74	
Middle & High school, per student	\$2.29	
Transient housing (1st unit)	\$43.99	
Each additional bed	\$23.11	
Nursing home (1st two beds)	\$43.99	
Each additional bed	\$23.11	
Commercial retail, minimum	\$43.99	
per 100 cf of water use Nov-Mar	\$5.50	
Commercial government, minimum	\$43.99	
per 100 cf of water use Dec & Jan	\$5.50	
Industrial, minimum	\$43.99	
per 100 cf of water use	\$5.50	
Late fee	\$10 per month after 45 days	
Delinquent Account Certification Fee	\$50	

EXHIBIT "B"

Fee Description	Current Amount
Industrial Wastewater Discharge Permit	\$5,000
Industrial Wastewater Discharge Permit application review fee	\$55/hr
CONSTRUCTION EXCISE TAX	
Residential, per dwelling unit	
First 1,000 square feet	\$0.25/sq ft
Next 500 square feet	\$0.50/sq ft
Next 500 square feet	\$0.75/sq ft
Above 2,000 square feet	\$1.00/sq ft
SYSTEMS DEVELOPMENT CHARGES	
Stormwater	
Residential - per dwelling unit	
Low Density	\$167.00
Manufactured	\$81.42
Medium/High Density	\$111.55
Non-Residential - per 1,000 square feet	
Residential/Commercial (mixed use)	\$261.77
Convenience	\$180.21
Downtown	\$261.77
Highway	\$327.22
Commercial/Manufacturing	\$506.91
Industrial	\$153.23
Schools	\$226.38
Transportation	Estimated SDC per unit
Single-Family per unit	\$3,037.74
Multi-Family per unit	\$2,126.93
Non-residential Transportation SDC varies by use category indicated:	
Elementary School	\$163.45 per Student
Church	\$2,169.08 per T.S.F.G.F.A. ¹
Day Care Center/Preschool	\$568.48 per Student
Clinic	\$10,582.23 per T.S.F.G.F.A. ¹
Specialty Retail Center	\$5,199.62 per T.S.F.G.L.A. ²
Shopping Center	\$5,037.20 per T.S.F.G.L.A. ²
Supermarket	\$17,447.22 per T.S.F.G.F.A. ¹
Convenience Market	\$38,370.10 per T.S.F.G.F.A. ¹
Pharmacy/Drugstore	\$12,246.56 per T.S.F.G.F.A. ¹
Bank/Savings: Walk-in	\$22,113.31 per T.S.F.G.F.A. ¹
Quality Restaurant	\$8,137.65 per T.S.F.G.F.A. ¹
Fast Food Restaurant	\$33,858.21 per T.S.F.G.F.A. ¹
Automobile Care Center	\$4,704.13 per T.S.F.G.F.A. ¹
Gasoline/Service Station	\$966.30 per V.F.P. ³
General Office Building	\$3,495.20 per T.S.F.G.F.A. ¹
Medical-Dental Office Building	\$11,468.37 per T.S.F.G.F.A. ¹
General Light Industrial	\$2,216.26 per T.S.F.G.F.A. ¹
General Heavy Industrial	\$475.96 per T.S.F.G.F.A. ¹
Warehouse	\$1,577.98 per T.S.F.G.F.A. ¹
Mini Warehouse	\$793.62 per T.S.F.G.F.A. ¹
Abbreviations:	
¹ T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area	
² T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area	

EXHIBIT "B"

Fee Description	Current Amount
³ V.F.P. = Vehicle Fueling Position	
Wastewater	
5/8" x 3/4" Water meter	\$2,673.84
3/4" Water meter	\$5,235.36
1" Water meter	\$8,717.28
1 1/2" Water meter	\$17,461.60
2" Water meter	\$27,932.32
3" Water meter	\$61,074.00
4" Water meter	\$104,713.44
6" Water meter	\$218,145.20
8" Water meter	\$314,141.36
Multi-family Unit	\$2,094.56
Parks	
Single Family	\$5,126.64
Multi-Family	\$5,337.38
Manufactured Housing	\$4,281.62
Manufacturing:	
General (700)	\$587.43
Food Related (775)	\$530.58
Textile, Apparel (575)	\$715.13
Lumber, Wood Products (560)	\$734.29
Paper & Related (1,400)	\$293.71
Printing & Publishing (600)	\$685.33
Chemicals, Petrol, Rubber, Plastics (850)	\$483.76
Cement, Stone, Clay, Glass (800)	\$514.00
Furniture & Furnishings (600)	\$685.33
Primary Metals (1,000)	\$411.20
Secondary Metals (800)	\$514.00
Non-Electrical Machinery (600)	\$1,096.53
Electrical Machinery (375)	\$1,265.23
Electrical Design (325)	\$1,265.23
Transportation Equipment (500)	\$822.40
Other (400)	\$1,028.00
Wholesale Trade:	
Durable Goods (1,000)	\$411.20
Non-Durable Goods (1,100)	\$357.57
Warehousing:	
Storage (20,000)	\$20.56
Distribution (2,500)	\$164.48
Trucking (1,500)	\$274.13
Communications (250)	\$1,644.18
Utilities (225)	\$1,827.56
Retail:	
General (700)	\$587.43
Hardware (1,000)	\$411.20
Food Stores (675)	\$609.19
Restaurant/Bar (225)	\$1,827.56
Appliance/Furniture (1,000)	\$411.20
Auto Dealership (650)	\$632.62
Gas/Station - Gas Only (300)	\$1,370.67
Gas/Station - Gas & Service (400)	\$1,028.00
Regional Shopping Center (600)	\$685.33
Services:	
Hotel/Motel (1,500)	\$274.13

EXHIBIT "B"

Fee Description	Current Amount
Health Services - Hospital (500)	\$822.40
Health Services - Clinic (350)	\$1,174.86
Educational (1,300)	\$316.31
Cinema (1,100)	\$373.82
Personal Services - Office (600)	\$685.33
Finance, Insurance, Real Estate, Business Services- Office (350)	\$1,174.86
Government Administration (300)	\$1,370.67
<p>(1) In order to calculate your Parks SDC fee using this chart: Divide your proposed new building area by 1000 sf and multiply that amount times the listed amount for your use provided (2) The Parks SDC Fee can also be calculated by identifying your use, taking the total sf of your building divided by the number of sf per employee listed next to the listed use, then multiply by the adopted per employee parks SDC fee of \$411.20. Example for Manufacturing, General (700)</p> <p>$25,000 \text{ sq. ft bldg} / 700 \text{ sq. ft. per employee} = 35.714 \times \\$411.20 \text{ base fee} = \\$14,685.60$</p>	
PLANNING	
Annexation – Less than 1 acre	\$1,850 - (Base Fee)
Annexation – 1 – 10 Acres	Plus \$105 per Acre
Annexation – 11 – 50 Acres	Plus \$55 per Acre
Annexation – 51+ Acres	Plus \$10 per Acre
Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs
Annexation Election Deposit (Does not include County Elections Costs which will be billed separately)	\$2,500
Appeal - Interpretation or type II decision to Planning Commission	\$1,600
Appeal - Planning Commission decision to City Council	\$1,920
Building Permit Site Plan Review	
Single Family House	\$100 per application
Duplex (including conversions of single family to duplex)	\$120 per application
Non-Living Space addition (garage, carport, porch, etc)	\$50 per application
Living Space addition (expansion and/or creation of accessory dwelling)	\$75 per application
Multifamily	\$60 per unit (first 20 units)/\$10 per each additional unit)
Demolitions (Residential)	\$25
Demolitions (Commercial or Industrial)	\$50
Signs, commercial tenant improvements and remodels not involving additional square footage	\$50
Existing Wireless Telecommunications System Facility/Tower Modification	\$50
All other commercial and industrial based on building square footage:	
0 to 2,000 square feet	\$100
2,001 to 5,000 square feet	\$100 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof

EXHIBIT "B"

Fee Description	Current Amount
5,001 to 10,000 square feet	\$152.50 for the first 5,000 sq. ft. and \$1.50 for each additional 100 sq. ft. or fraction thereof
10,001 to 50,000 square feet	\$160 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof
50,001 to 100,000 square feet	\$210 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof
100,001 square feet and up	\$260 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft. or fraction thereof
Comprehensive Plan Amendment	\$3,220
Conditional Use Permit	\$2,040
Condominium Construction, less than six units	\$280
Interpretation	\$580
Lot Line Adjustment	\$520
Non-conforming Structure/Use	\$520
Parking Lot/Paving Projects	\$300
Partition - Major	\$1,360
Partition - Minor	\$1,280
Planned Unit Development	\$1,500
Plat (Final) Review	\$100
Pre-Application Conference	
Type II (Administrative Review)	\$300
Types III or IV (Quasi-Judicial Review)	\$700
Preconstruction Conference	\$100 (+\$60 per hr. over 2 hrs)
Minor Modification	\$100
Sidewalk Café Annual Permit Fee	\$25
Sidewalk Café Annual Right of Way Rental Fee	\$1
Site and Design Review (Type II)	
First 0.5 Acres	\$950 (Base Fee)
From 0.5 Acres up to 2.5 Acres	\$100 for each additional .1 acres
From 2.5 acres up to 8.0 Acres	\$100 for each additional .5 acres
From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres
13 Acres and above	\$5,000 maximum
Site and Design Review (Type III)	
First 0.5 Acres	\$1,500 (Base Fee)
From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1 acres
From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5 acres
From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres
13 Acres and above	\$5,000 maximum
Private On Site Engineering Plan Review Fee	0.2% of total private on-site building construction cost capped at \$3000, \$300 minimum
Special Permit (hardship)	\$100

EXHIBIT "B"

Fee Description	Current Amount
Special Permit Public Hearing (additional charge)	No fee
Subdivision – 4 Lots	\$1,700 (Base Fee)
Subdivision – 5+ Lots	Base fee + \$110 per Lot
Engineering Public Improvement Plan Review Fee	0.4% of public improvement cost
Temporary Vendor Permit	\$100 (\$50 non-profit)
Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)
Text Amendment	\$2,880
Traffic Engineering Scope	\$500 min. \$1,000 max. deposit
Traffic Impact Study	Applicant pays actual costs
Variance - Major	\$2,120
Variance - Minor	\$520
Withdrawal of Territory < 1 acre	\$1,388 (base fee)
Withdrawal of Territory - 1-10 acres	Plus \$79 per acre
Withdrawal of Territory 11-50 acres	Plus \$41 per acre
Withdrawal of Territory 51+ acres	Plus \$8 per acre
Zoning Map Amendment	\$2,640
BUILDING	
Building Permit Fee	
\$0 to \$3,000 valuation	\$80
\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof
Plan Review Fee	100% of Building Permit fee
Temporary Certificate of Occupancy	\$250
Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300
Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees
Inspections outside of normal business hours	\$160/hr (minimum charge – two
Re-inspection Fees	\$80
Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)
Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)

EXHIBIT "B"

Fee Description	Current Amount
Residential Fire Suppression Systems	
Combined Plan Permit and Plan Check Fees:	
0 sq. ft to 2,000 sq. ft	\$160
2001 sq. ft. to 3600 sq. ft.	\$210
3601 sq. ft. to 7200 sq. ft.	\$269
7201 sq. ft. and greater	\$377
Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:	
Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance
Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance
Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance
Appliance Vent	\$12.50 per appliance
Alteration Of Existing HVAC System	\$24.75
Air Handling Units	\$18.75 per appliance
Air Conditioning under 100,000btu	\$24.75 per appliance
Air Conditioning over 100,000btu	\$46.50 per appliance
Dryer Exhaust	\$18.75 per appliance
Hood	\$18.75 per appliance
Exhaust Fan Connected To A Single Duct	\$12.50 per appliance
Gas Piping: 1 To 4 Outlets	\$8.25
Gas Piping: Each Additional Outlet	\$2.25 per outlet
Fireplace	\$18.75 per appliance
Wood Stove	\$18.75 per appliance
Other	\$18.75 per appliance
Minimum Permit Fee	\$80
Plan Review Fee (Mechanical)	100% of Mechanical Permit fee
Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects	
\$0.00 to \$5000.00 valuation	\$80
\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof
\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof
\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof
Plan Review Fee (Mechanical)	37% of Mechanical Permit fee
Grading Permit Fee Schedule	
50 cubic yards or less	\$80
51 to 100 cubic yards	\$117
101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof

EXHIBIT "B"

Fee Description	Current Amount	
10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof	
100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof	
Plan Review Fee (Grading)	65% of Grading Permit fee	
Manufactured Dwelling Installation		
Installation and set up	\$350	
Earthquake bracing when not part of original installation	\$280	
Prescriptive Flat Fee Solar Installation	\$240	
SWIM CENTER		
	In City	Out of City
Daily Admission - Youth	\$2.50	\$3.75
Daily Admission - Senior	\$2.50	\$3.75
Daily Admission - Adult	\$3.25	\$4.50
Daily Admission - Family	\$8.25	\$12.00
Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50
Tickets - 10 Swims Adult	\$32.50	\$45.00
Pass 3 month - Youth	\$50.00	\$75.00
Pass 3 month - Senior	\$50.00	\$75.00
Pass 3 month - Adult	\$65.00	\$90.00
Pass 3 month - 1 + 1	\$97.50	\$135.00
Pass 3 month - Family	\$130.00	\$180.00
Pass 12 month - Youth	\$137.50	\$206.25
Pass 12 month - Senior	\$137.50	\$206.25
Pass 12 month - Adult	\$178.75	\$247.50
Pass 12 month - 1 + 1	\$268.00	\$371.25
Pass 12 month - Family	\$357.50	\$495.00
Water Exercise - Youth	\$2.50	\$3.75
Water Exercise - Senior	\$2.50	\$3.75
Water Exercise - Adult	\$3.25	\$4.50
Lessons - Public Lessons	\$3.50	\$5.25
Lessons - Spring Penguin	\$50.00	\$70.00
Lessons - Summer Penguin	\$80.00	\$100.00
Lessons - School Programs	by contract	
Rentals - Public	\$45.00 per hr	\$62.50 per hr
Rentals - Canby Gators	by contract	
CEMETERY		
Grave Lots	Property	Perpetual Care Fee
Standard Grave Lot	\$450	\$700
Child Grave Lot (1/2 sp)	\$150	\$350
Baby Grave Lot (1/4 sp)	\$125	\$350
Cremains Lot	\$300	\$100
Grave Opening, Closing & Recording Fee:		
Standard		

EXHIBIT "B"

Fee Description	Current Amount
Opening & Closing	\$650
Disinterment	\$1,000
Disinterment/Reinterment	\$1,250
Child	
Opening & Closing	\$275
Disinterment	\$400
Disinterment/Reinterment	\$600
Baby	
Opening & Closing	\$200
Disinterment	\$370
Disinterment/Reinterment	\$470
Cremains	
Opening & Closing	\$300
Disinterment	\$350
Disinterment/Reinterment	\$400
Grave Liners:	
Wholesale to Funeral Home	\$360
Standard	\$420
Child	\$240
Baby	\$240
Cremains Vault	\$155
Monument Installation:	
24" or less in all dimensions	\$160
36" & Over	\$190
48" & Over	\$225
3' x 7' Grave Ledger	\$255
24" Bronze Military	\$160
Upright Monuments	\$260
Mausoleum Phase I (All prices includes perpetual care of \$60)	
Exterior Single Crypts (1 space)	
Sixth Level F	\$1,650
Fifth Level E	\$1,980
Fourth Level D	\$2,365
Third Level C	\$2,830
Second Level B	\$2,830
First and Westminster Level A (2 spaces)	\$3,350
Exterior Tandem Crypts (2 spaces)	
Sixth Level F	\$2,805
Fifth Level E	\$3,115
Fourth Level D	\$3,465
Third Level C	\$3,915
Second Level B	\$3,915
First and Westminster Level A (4 spaces)	\$4,880
Exterior Side by Side Crypts (2 Sp)	
Sixth Level F	\$2,905
Fifth Level E	\$3,255
Fourth Level D	\$3,610
Third Level C	\$4,335
Second Level B	\$4,335
First and Westminster Level A (4 spaces)	\$5,280

EXHIBIT "B"

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



City of Canby

City Attorney

MEMORANDUM

DATE: MAY 21, 2014
TO: CANBY CITY COUNCIL
FROM: JOSEPH A. LINDSAY, CANBY CITY ATTORNEY
RE: RESOLUTION NO. 1190, A RESOLUTION AUTHORIZING A RATE INCREASE AND A NEW RATE SCHEDULE FOR GARBAGE COLLECTION BY CANBY DISPOSAL WITHIN THE CITY OF CANBY.

Issue: Whether or not the requested annual rate adjustments for the collection of solid waste, recyclable materials, and yard debris by Canby Disposal within the city are to be approved by the City Council.

Summary: Through Ordinance No. 1328, the City Council adopted an updated, exclusive franchise agreement with Canby Disposal. In that agreement, section 7.3 entitled Canby Disposal to an annual adjustment of all rates in accordance with a given methodology set forth in that section. Further, the section also called for a good faith effort on the part of the City Council to approve adjusted rates by May 15 of each year, so they could become effective by July 1.

Even though Canby Disposal was entitled to this adjustment last year, they opted not to obtain one. The currently sought adjustment per method uses 2.00% (calculated as 80 percent of the 2013 annual percentage change in the Portland-Salem CPI).

Attachments: *Exhibit A* (prepared and provided by Canby Disposal)—Proposed Rate Schedule to go into effect July 1, 2014 and other materials provided by Canby Disposal.

Recommendation:

I have prepared Resolution No. 1190, included herein, to approve the requested rate adjustments. The fact that Canby Disposal did not seek their entitled adjustment last year demonstrates a willingness on their part to keep rates low. As a further demonstration of keeping rates low, there are provisions in their agreement with the City to adjust rates in the event of stark changes in gas prices which Canby Disposal hasn't attempted to act on those either.

Motion: “I move to adopt Resolution No. 1190: A RESOLUTION AUTHORIZING A RATE INCREASE AND A NEW RATE SCHEDULE FOR GARBAGE COLLECTION BY CANBY DISPOSAL WITHIN THE CITY OF CANBY.”

RESOLUTION NO. 1190

A RESOLUTION AUTHORIZING A RATE INCREASE AND ESTABLISHING A NEW RATE SCHEDULE FOR GARBAGE COLLECTION BY CANBY DISPOSAL WITHIN THE CITY OF CANBY.

WHEREAS, CANBY DISPOSAL COMPANY has applied to the Canby City Council for approval of an over-all rate increase in accordance with Section 7.3 of the Franchise Agreement between City of Canby, Oregon, and Canby Disposal for Solid Waste, Recyclable Materials, and Yard Debris Collection Services granted in Canby Ordinance No. 1328, dated June 16, 2010; and

WHEREAS, CANBY DISPOSAL COMPANY has furnished sufficient evidence to the Council concerning the 2013 annual percentage in the Portland-Salem area CPI-U index along with other relevant changes in costs and fees sufficient to calculate the aforementioned over-all rate increase using the agreed upon methodology; and

WHEREAS, the City Council has considered the evidence and information furnished by the Franchisee, and the Council is satisfied that the request is reasonable and justified.

NOW THEREFORE, IT IS HEREBY RESOLVED by the City of Canby Council that the application by CANBY DISPOSAL COMPANY for an over-all garbage collection rate increase as set forth in the attached EXHIBIT "A" is hereby approved, and said rates shall apply to services performed under the Franchise Agreement between City of Canby, Oregon, and Canby Disposal for Solid Waste, Recyclable Materials, and Yard Debris Collection Services effective July 1, 2014.

This Resolution shall take effect on July 1, 2014.

ADOPTED this 21st day of May, 2014, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

REIF, REIF & THALHOFER
ATTORNEYS AT LAW

RAYMOND R. REIF (1924-2006)
R. ROGER REIF
PAUL T. THALHOFER

273 N. GRANT STREET
CANBY, OREGON 97013

PHONE: (503) 266-3456
FAX: (503) 266-8555
www.canbylaw.com

May 7, 2014

RECEIVED

MAY 08 2014

HUMAN RESOURCES

Ms Amanda Zeiber
Interim City Administrator
City of Canby
182 North Holly Street
Canby OR 97013

HAND DELIVERED

RE: Canby Disposal Company Rate Increase

Dear Amanda:

Enclosed is Canby Disposal Company's letter requesting a rate increase to commence July 1, 2014. The letter includes an explanation and calculations.

If there are any questions, please advise me. Also, please advise of the date and time the matter will appear before the City Council.

Sincerely yours,

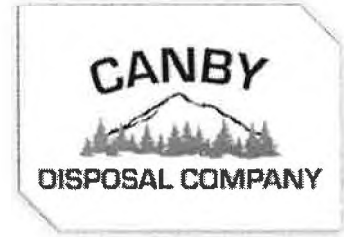


R. Roger Reif

ROG/dw
Enclosure
Pc: Canby Disposal (Fred and Andy Kahut)(via email)

May 5, 2014

Ms. Amanda Zeiber
Interim City Administrator
City of Canby
182 North Holly Street
Canby, Oregon 97013



Re: Solid waste, recycling, and yard debris collection rate increases

Dear Ms. Zeiber,

July 1, 2014 will be the start of the fourth (4th) rate year under the current solid waste and recycling franchise agreement between the City and Canby Disposal Company. Section 7.3 of that agreement lays out the formula for calculating annual rate adjustments. For purposes of this calculation, rates shall be composed of three (3) components: a monthly collection rate, a monthly disposal rate, and a franchise fee. Itemized below are the relevant subsections that explain the calculations required to arrive at the rate as delineated in section 7.3 of the agreement. Section 4.1.1 of the agreement explains the calculations required to arrive at the franchise fee component of the rate.

7.3 Annual Adjustment of Rates

7.3.1 Annual Adjustment

Subject to the terms herein, the Company shall be entitled to an annual adjustment of all rates. Each rate includes and operating component and tipping fee component, which are annually adjusted. The City Council shall make a good faith effort to approve adjusted rates by May 15 of each year, and such rates shall be effective on July 1. If rate adjustments are not approved by May 15, then prior rates remain in effect until such adjustment is made.

7.3.2 Adjustment of the Operating Component

The operating component of the rates specified in Exhibit 2 shall be adjusted annually, using the method below, to reflect 80% of the change in the All Urban Consumers Index Half1 (CPI-U) compiled and published by the U.S. Department of Labor, Bureau of Labor Statistics or its successor agency, using the following parameters, or by 5%, whichever is less.

7.3.3 Adjustment of the Tipping Fee Component

The solid waste disposal and yard debris processing tipping fee component of each rate will be adjusted to reflect any percentage change in the per-ton tipping fees charged at the approved transfer station and the approved yard debris processing site, as appropriate. There shall be no adjustment to the recyclable materials processing tipping fee component of each rate over the term of the Agreement.

7.3.4 Calculation of the Adjusted Rates

Adjusted Rates shall be calculated as follows:

Adjusted Rate = Adjusted Operating Component + Adjusted Tipping Fee Component

4.1 City Franchise Fee

4.1.1 Franchise Fee Amount

Beginning on July 1, 2011, company shall pay to City five (5) percent (or another amount as provided in Section 4.1.3) of the gross revenues collected by Company from services provided in City.

Finally, as we have done in prior non-detailed rate years, shown in the following table are the sequence of calculations that start with current rates, and work through the process to arrive at the year 4 rates that are proposed to be in effect on July 1, 2014.

	Line Item Description	Source	Residential	Commercial	Drop Box
A	Adjustment Year 2 Rate - July 1, 2012	Current Canby rate schedule	\$ 22.57	\$ 128.93	\$ 84.04
B	Disposal Portion	7.3 Annual Adjustment of Rates	23.35%	23.35%	23.35%
C	Disposal Rate	A * B	5.27	30.10	19.62
D	Franchise Fee %	Section 4.1.1.	5.00%	5.00%	5.00%
E	Franchise Fee	(A - C) * D	0.87	4.94	3.22
F	Collection Rate	A - C - E	16.43	93.89	61.20
G	80% of Change in CPI	Section 7.3.2	2.00%	2.00%	2.00%
H	July 1, 2014 Collection Rate	F * (1 + G)	16.76	95.77	62.42
I	<i>Change in Tipping Fee</i>	Canby Transfer Station	8.09%	8.09%	8.09%
J	July 1, 2014 Disposal Rate	C * (1 + I)	5.70	32.54	21.21
K	Franchise Fee	(H / 0.97) - H	0.88	5.04	3.29
L	July 1, 2014 Total Rate	H + J + K	\$ 23.34	\$ 133.35	\$ 86.92

Based on the rate methodology prescribed in Section 7.3 of the franchise agreement, we project the following rate impact to the average single family residential customer in Canby effective July 1, 2014:

	Current Rate	July 1, 2014 Rate	Monthly Increase
Collection component	\$ 16.43	\$ 16.76	\$ 0.33
Disposal component	5.27	5.70	0.43
Franchise fee component	0.87	0.88	0.01
Total monthly rate	<u>\$ 22.57</u>	<u>\$ 23.34</u>	<u>\$ 0.77</u>

Attached to this letter are the salient data and calculations that were used to arrive at the proposed rates for implementation on July 1, 2014. We will of course update our entire schedule of rates and have them ready for review in short order. We also plan to notify our customers of the pending rate increase at least thirty days prior to the July 1st implementation date. If you have any questions concerning this matter, please do not hesitate to contact me at your earliest convenience.

Very truly yours,

Andy Kahut

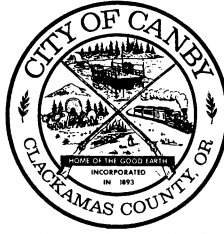
General Manager

Calculation of annual percentage increases in tipping fees

Analysis of Tipping Fee Increases				
	July 1, 2012	July 1, 2014	Annual Change	
			\$	Percent
Metro tipping fees per ton	\$ 77.65	\$ 77.65	\$ -	0.00%
Yard debris per ton	\$ 29.69	\$ 53.13	\$ 23.44	78.95%
Analysis of total disposal costs:				
Municipal solid waste	462,651	462,651	-	0.00%
Yard debris	52,850	94,574	41,724	78.95%
Total	515,501	557,225	41,724	<u>8.09%</u>

2013 annual percentage increases in the Portland-Salem Consumer Price Index

Consumer Price Index - All Urban Consumers				
Original Data Value				
Series Id:		CUURA425SA0,CUUSA425SA0		
Not Seasonally Adjusted				
Area:		Portland-Salem, OR-WA		
Item:		All items		
Base Period:		1982-84=100		
Years:		2001 to 2013		
Year	Annual	HALF1	HALF2	
2001	182.4	181.2	183.6	
2002	183.8	183.5	184.0	
2003	186.3	186.0	186.5	
2004	191.1	189.8	192.5	
2005	196.0	194.5	197.5	
2006	201.1	199.8	202.5	
2007	208.6	206.7	210.5	
2008	215.4	214.6	216.2	
2009	215.6	214.1	217.2	
2010	218.3	217.5	219.2	
2011	224.6	223.1	226.1	
2012	229.8	228.7	230.8	
2013	235.5	233.7	237.3	
	2.50%	<-----	2013 annual percentage change in Portland-Salem CPI	
	2.00%	<-----	80% of annual percentage change in Portland-Salem CPI	



MEMORANDUM

DATE: MAY 12, 2014
TO: HONORABLE MAYOR HODSON AND CANBY CITY COUNCIL
FROM: KIM SCHEAFER, CITY RECORDER
THROUGH: AMANDA ZEIBER, INTERIM CITY ADMINISTRATOR/HR DIRECTOR
RE: ORDINANCE 1399

ISSUE:

In preparation for the annual codification of the Municipal Code, staff has proposed amending several chapters.

SYNOPSIS:

Chapter 3.16 regarding the Library Endowment Fund needs to be deleted as this fund was closed last June.

In Chapter 5.04.150 the code does not specify that construction contractors need to be licensed by the Oregon Construction Contractors Board (CCB). Currently staff checks with the CCB before issuing a business license. Changing the wording in the code makes it clear of the requirement. Oregon law requires anyone who works for compensation in any construction activity involving improvement to real property to be licensed with the CCB.

Chapter 5.04.230 has a penalty fee amount listed. This wording is being changed so it is consistent with other code language stating that fees are set by resolution.

There is a typographical error in Chapter 8.04.100 and the word “contact” needs to be changed to “contract”.

RECOMMENDATION:

Staff recommends that Council approve Ordinance No. 1399 to come up for second reading on June 4, 2014.

ATTACHED:

Ordinance No. 1399.

ORDINANCE NO. 1399

AN ORDINANCE DELETING CHAPTER 3.16 OF THE CANBY MUNICIPAL CODE (CMC), AMENDING CHAPTERS 5.04.150, 5.04.230 SECTION A, AND 8.04.100.

WHEREAS, on June 19, 2013 the City Council adopted Resolution 1164 which closed the Library Endowment Fund thus there is no longer a need for Chapter 3.16 of the CMC; and

WHEREAS, the City of Canby desires to clarify and update language in Canby Municipal Code (CMC) Chapter 5.04.150 regarding contractors' and subcontractors' responsibility so it is consistent with Oregon law requirements to be licensed with the Oregon Construction Contractors Board (CCB); and

WHEREAS, CMC Chapter 5.04.230 is being amended so it's consistent with other code language that fees are set by resolution; and

WHEREAS, CMC Chapter 8.04.100 is amended to correct a typographical error; and

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The Canby Municipal Code (CMC) Chapter 3.16 Library Endowment Fund is hereby deleted.

Section 2. The Canby Municipal Code (CMC) Chapters 5.04.150, 5.04.230 Section A, and 8.04.100 are hereby amended to read as follows:

§ 5.04.150 Contractors' and subcontractors' responsibility.

It shall be the responsibility of all general contractors, utility companies and subcontractors working in the city to obtain a business license. **All construction contractors shall be required to be registered with the Oregon Construction Contractors Board (CCB) and be in good standing.** It shall further be the responsibility of all general contractors and utility companies working in the city to provide a list of all names and addresses of subcontractors under their direction. Failure of any subcontractor to obtain a license may result in a stop work order on any project within the city's jurisdiction.

§ 5.04.230 Penalty

A. Any person violating any of the provisions of this chapter shall, upon conviction thereof in the Municipal Court of the city, be punished by a fine ~~not to exceed \$25~~ **set by resolution**. Each day of the violation of this chapter shall constitute a separate violation.

§ 8.04.100 Collection by contractor.

Except as provided in this chapter, it shall be unlawful for any person, firm or corporation other than a person, firm or corporation under ~~contract~~ **contract** with the city to collect, gather and haul garbage over the streets of the City.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 21, 2014, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 4, 2014, commencing at the hour of 7:30 PM at the Council Meeting Chambers located at 155 N.W. 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on June 4, 2014 by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1401

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. IN THE AMOUNT OF \$444,865.80 WITH AUTHORIZATION TO EXPAND THE WORK SCOPE TO AN AMOUNT NOT TO EXCEED \$525,000.00 FOR CONSTRUCTION OF THE 2014 STREET MAINTENANCE PROGRAM; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby has heretofore advertised and received six (6) bids for the 2014 Street Maintenance Program; and

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on April 2, 2014; and

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

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

1.	Eagle-Elsner, Inc.	\$444,865.80
2.	Roy L. Houck Construction, LLC	\$466,581.60
3.	S-2 Contractors, Inc.	\$503,548.00
4.	Knife River Corporation Northwest	\$522,008.10
5.	North Santiam Paving Company	\$528,956.20
6.	Brix Paving Company	\$589,024.10

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, May 7, 2014, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

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

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or Interim City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Eagle-Elsner, Inc. for the 2014 Street Maintenance Program in the

amount of \$444,865.80 with authorization to expand the work scope to an amount not to exceed \$525,000.00 using the contract unit prices. A copy of the contract with Eagle-Elsner, Inc. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 7, 2014; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, May 21, 2014, after the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 21st day of May 2014, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

CONTRACT FOR CONSTRUCTION

THIS AGREEMENT is dated as of the _____ day of _____ in the year 2014 by and between

City of Canby

(hereinafter called OWNER) and

Eagle-Elsner, Inc.

(hereinafter called CONTRACTOR)

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

ARTICLE 1 - WORK

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

City of Canby 2014 Street Maintenance Program

The scope of work consists of the following:

- ! Approximately 5,300 tons of asphaltic concrete pavement at 1.5", 2" and 3" thickness.
- ! Approximately 2,730 square yard of existing pavement milling 2" to 3" thickness.
- ! Approximately 3,600 lineal feet of 6-foot wide panel grinding.
- ! Approximately 740 square feet of minor pavement restoration at multiple streets.
- ! Restore approximately 8,300 lineal feet of 4" and 8" wide stripes and approximately 1,310 square feet of stop bars, continental crosswalks including miscellaneous legends.

ARTICLE 2 - ENGINEER

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

ARTICLE 3 - CONTRACT TIME

- 3.1 The Work will be substantially completed within 45 calendar days after the date when the Contract Time commences to run as provided in paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 30 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.
- 3.2 Liquidated Damages: OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not substantially complete on time.

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

ARTICLE 4 - CONTRACT PRICE

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

Four Hundred Forty-Four Thousand Eight Hundred Sixty-Five and 80/100----- Dollars

(**\$444,865.80**) as shown in the attached Bid Proposal.

ARTICLE 5 - PAYMENT PROCEDURES

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

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

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

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

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

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

ARTICLE 6 - INTEREST

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

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

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

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

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

ARTICLE 8 - CONTRACT DOCUMENTS

- 8.1 This Agreement
- 8.2 Exhibits to this Agreement.
- 8.3 Performance and other Bonds
- 8.4 Notice of Award.
- 8.5 General Conditions of the Construction Contract
- 8.6 Supplementary Conditions
- 8.7 Technical Specifications as listed in the Table of Contents .
- 8.8 Specifications bearing the following general title:
City of Canby
2014 Street Maintenance Program
- 8.9 Addenda numbers 1.
- 8.10 CONTRACTOR'S Bid
- 8.11 Any Modification, including Change Orders, duly delivered after execution of Agreement.

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

ARTICLE 9 - MISCELLANEOUS

- 9.1 Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.

- 9.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically by without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- 9.3 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.
- 9.4 In the event a suit, arbitration or other legal action is required by either the OWNER or the CONTRACTOR to enforce any provisions of this Agreement, the prevailing parties shall be entitled to all reasonable costs and reasonable attorney's fees upon trial or subsequent appeal.

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

This Agreement will be effective on _____, 2014.

OWNER:

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

CONTRACTOR:

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

By: _____

By: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Attest: _____

Address for giving notices:

Telephone: **(503) 628-1137**

City of Canby

Project: 2014 Street Maintenance and Resurfacing Project

Bid Date: 4/16/14

1

2

3

4

5

6

BID TABULATION				Eagle-Elsner	Roy Houck Construction	S-2 Contractors	Knife River Corporation NW	North Santiam Paving	Brix Paving Northwest
Basic Bid				Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total
		Units							
1	Mobilization	1	LS	\$ 28,000.00	\$ 32,750.00	\$ 41,900.00	\$ 54,030.00	\$ 54,000.00	\$ 95,000.00
				\$ 28,000.00	\$ 32,750.00	\$ 41,900.00	\$ 54,030.00	\$ 54,000.00	\$ 95,000.00
2	1/2" Dense Mix Asphalt Concrete Prelevel	100	Tons	\$ 85.00	\$ 80.25	\$ 120.00	\$ 85.00	\$ 110.00	\$ 115.00
				\$ 8,500.00	\$ 8,025.00	\$ 12,000.00	\$ 8,500.00	\$ 11,000.00	\$ 11,500.00
3	1.5" Lift , 1/2" Dense Mix Asphalt Concrete Pavement Overlay	1600	Tons	\$ 66.60	\$ 68.25	\$ 80.00	\$ 75.00	\$ 76.00	\$ 80.00
				\$ 106,560.00	\$ 109,200.00	\$ 128,000.00	\$ 120,000.00	\$ 121,600.00	\$ 128,000.00
4	2" Lift, 1/2" Dense Mix Asphalt Concrete Pavement Overlay	3200	Tons	\$ 67.30	\$ 71.25	\$ 72.00	\$ 77.50	\$ 76.00	\$ 80.00
				\$ 215,360.00	\$ 228,000.00	\$ 230,400.00	\$ 248,000.00	\$ 243,200.00	\$ 256,000.00
5	3" Lift, 1/2" Dense Mix Asphalt Concrete Pavement Overlay	500	Tons	\$ 69.40	\$ 71.25	\$ 72.00	\$ 73.60	\$ 67.00	\$ 80.00
				\$ 34,700.00	\$ 35,625.00	\$ 36,000.00	\$ 36,800.00	\$ 33,500.00	\$ 40,000.00
6	Grind Existing Pavement (6' Wide Panel, 2" Max. Depth)	3600	LF	\$ 3.50	\$ 4.00	\$ 3.00	\$ 3.90	\$ 6.90	\$ 4.55
				\$ 12,600.00	\$ 14,400.00	\$ 10,800.00	\$ 14,040.00	\$ 24,840.00	\$ 16,380.00
7	Existing Pavement Removal (Grinding/Milling, 2"-3" Depth)	2730	SY	\$ 3.25	\$ 3.60	\$ 3.00	\$ 4.25	\$ 3.00	\$ 4.25
				\$ 8,872.50	\$ 9,828.00	\$ 8,190.00	\$ 11,602.50	\$ 8,190.00	\$ 11,602.50
8	Minor Pavement Restoration	740	SF	\$ 11.10	\$ 5.25	\$ 10.00	\$ 6.55	\$ 13.50	\$ 5.20
				\$ 8,214.00	\$ 3,885.00	\$ 7,400.00	\$ 4,847.00	\$ 9,990.00	\$ 3,848.00
8A.	Pavement Reconstruction	100	SF	\$ 22.20	\$ 14.50	\$ 20.00	\$ 7.25	\$ 15.00	\$ 13.85
				\$ 2,220.00	\$ 1,450.00	\$ 2,000.00	\$ 725.00	\$ 1,500.00	\$ 1,385.00
9	Railroad Flagging	20	HRS	\$ 0.01	\$ 80.00	\$ 75.00	\$ 145.00	\$ 100.00	\$ 225.00
				\$ 0.20	\$ 1,600.00	\$ 1,500.00	\$ 2,900.00	\$ 2,000.00	\$ 4,500.00
10	4" Wide Yellow or White Thermoplastic Stripe	3630	LF	\$ 1.00	\$ 1.55	\$ 1.20	\$ 1.05	\$ 1.00	\$ 1.05
				\$ 3,630.00	\$ 5,626.50	\$ 4,356.00	\$ 3,811.50	\$ 3,630.00	\$ 3,811.50
11	8" Wide White Thermoplastic Stripe	4660	LF	\$ 1.60	\$ 1.60	\$ 1.70	\$ 1.65	\$ 1.50	\$ 1.65
				\$ 7,456.00	\$ 7,456.00	\$ 7,922.00	\$ 7,689.00	\$ 6,990.00	\$ 7,689.00
12	12" or 24" Wide White Thermoplastic Stop and Crosswalk Bars, 24" Wide x 9' Long Continental Crosswalk	1310	SF	\$ 0.01	\$ 0.01	\$ 2.00	\$ 0.01	\$ 0.02	\$ 0.01
				\$ 13.10	\$ 13.10	\$ 2,620.00	\$ 13.10	\$ 26.20	\$ 13.10
13	Bike Stencil Legend	10	Ea	\$ 270.00	\$ 275.00	\$ 300.00	\$ 280.00	\$ 260.00	\$ 286.00
				\$ 2,700.00	\$ 2,750.00	\$ 3,000.00	\$ 2,800.00	\$ 2,600.00	\$ 2,860.00
14	Rail Road Crossing Legend	2	Ea	\$ 700.00	\$ 725.00	\$ 800.00	\$ 730.00	\$ 700.00	\$ 755.00
				\$ 1,400.00	\$ 1,450.00	\$ 1,600.00	\$ 1,460.00	\$ 1,400.00	\$ 1,510.00
15	Left, Right, Combined Straight & Right or Straight Arrows	25	Ea	\$ 155.00	\$ 150.00	\$ 200.00	\$ 160.00	\$ 150.00	\$ 165.00
				\$ 3,875.00	\$ 3,750.00	\$ 5,000.00	\$ 4,000.00	\$ 3,750.00	\$ 4,125.00
16	International ADA Symbols	1	Ea	\$ 185.00	\$ 185.00	\$ 220.00	\$ 190.00	\$ 180.00	\$ 200.00
				\$ 185.00	\$ 185.00	\$ 220.00	\$ 190.00	\$ 180.00	\$ 200.00
17	Stop Symbols	2	Ea	\$ 290.00	\$ 294.00	\$ 320.00	\$ 300.00	\$ 280.00	\$ 300.00
				\$ 580.00	\$ 588.00	\$ 640.00	\$ 600.00	\$ 560.00	\$ 600.00
TOTAL BASIC BID				\$ 444,865.80	\$ 466,581.60	\$ 503,548.00	\$ 522,008.10	\$ 528,956.20	\$ 589,024.10

* Bold Numbers indicate a math error

Management Team Meeting Minutes

May 5, 2014

2:00 PM

City Hall Conference Room

In attendance: Amanda Zeiber, Julie Wehling, Kim Scheafer, Bryan Brown, Eric Laitinen, Melissa Kelly, Haley Fish, Joseph Lindsay, and Renate Mengelberg.

Kim Scheafer

- May 14 URA Meeting is cancelled. Will have a URA meeting after City Council meeting on May 21. Amanda spoke with Chair Dale about having URA Meetings as needed starting in July instead of every month.
- Reviewed Agenda for May 21 URA and CC Meetings
- Due to holiday the deadline for the June 4 packet is Friday, May 23
- Letters were sent out to committee members whose terms expire on June 30. If you are a staff liaison to one of these committees, please remind them to return their applications ASAP. (Bike & Ped, Budget, Historic Review Board, and Parks & Rec. Board)

Haley Fish

- Budget intro's need to be completed ASAP
- Budget Committee Meetings start on Thursday. First meeting will just be an overview of the document, budget message, and calendar.
- Departmental budgets will start being reviewed at the May 15 meeting
- An 8% contingency is in proposed budget

Renate Mengelberg

- Working on securing an environmental assessment of a couple lots of property
- Planning a celebration for Sequoia Parkway completion in June
- Industrial Forum will be held on May 9
- Downtown flower baskets will go up May 9
- OpenCounter launch will be on June 4
- Working with Business Oregon on business outreach

Julie Wehling

- At leadership training Tuesday-Friday
- Out of office May 20-27
- Work Session with Council Wednesday to discuss future transit parking options

Eric Laitinen

- At training next Thursday and Friday
- The Gator Grinder Triathlon will be held Saturday at the pool

Joseph Lindsay

- At leadership training Tuesday-Friday
- Melinda Hammelman started today as the new Court Clerk

Bryan Brown

- LUBA material was turned in last week
- Planning Commission approved Emerald Garden Townhomes and the Dinsmore Estates applications
- McDonald's Restaurant rebuild will be on next Planning Commission Agenda
- GIS Intern started that will be working on a buildable lands update

Melissa Kelly

- Submitting a grant to Fred Meyer for the children's program
- Ordering two computers geared for children
- Working with USDA regarding the summer free lunch program

Amanda Zeiber

- A seasonal worker will be starting soon who will maintain the downtown flower baskets
- Pavilion sites on 1st Avenue will be planted with dahlias
- Notifications were given to staff last week that are affected by the budget reductions and organizational restructuring
- Insurance rate increase came in at 14.8%
- City Council will review the City Administrator Recruitment Profile Wednesday night

Minutes taken by Kim Scheafer



City of Canby Bi-Monthly Report
Department: Administration
For Months of: March & April 2014

To: The Honorable Mayor Hodson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist II
Through: Amanda Zeiber, Interim City Administrator/HR Director
Date: May 12, 2014

1. **Business Licenses** – Forty-Four (44) new business licenses were issued during the months of March & April 2014. This compares to 65 new licenses issued during March & April 2013. Thirty (30) business licenses were inactivated during the months of March & April 2014. This compares to 32 inactivated during the same period in 2013. Two hundred five (205) business license renewals were sent out, compared to 201 in 2013. The total number of businesses licensed with the City of Canby is 1,146 of which 653 have Canby addresses.
2. **Complaints/Inquiries** –Fifteen (15) complaints/inquiries were received during March & April 2014, all of which have been resolved. Three (3) follow-up cards were mailed and 3 were returned, all with excellent/good ratings.

Cemetery - Total property purchases recorded: March = 3, April = 0
Total interments recorded: March = 5, April = 4
3. **Training/Meetings** –
 - Sue Ryan took the online seminar "Foundations of Information Governance: File Structures" through ARMA, attended the OAMR Records Committee meetings with the State Archivist, and Oregon Chapter of ARMA International meetings.
 - Kim Scheafer attended an OAMR Class in March and the CIS Spring Supervisor training in April.
4. **Special Animal Permits** – Three (3) special animal permits was issued during March & April 2014.
5. **Sidewalk/Park Vending Permit** – None.
6. **Liquor Licenses Processed** – No liquor license applications were processed during this time period.
7. **Miscellaneous** – The City's electronic newsletter was distributed to 1,178 email addresses in March and 1,178 in April 2014.



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, and Main Street Manager
THROUGH: *Amanda Zeiber, Interim City Administrator*

RE: *BI-MONTHLY STAFF REPORT March – April 2014*
ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Updates

The following projects are funded through Urban Renewal.

Business Recruitment / Expansion Efforts - Staff prepared proposals for the following leads:

- Project Zoom – a Midwest high technology firm looking for 10,000 to 15,000 square feet. They would add 5 employees initially and 15 to 20 within 3 years.
- Project Mola – a clean tech company planning to hire 400 is looking for existing space and willing to build a new 150,000 to 260,000 square foot building.
- Tentative interest by metals manufacturer looking for a 6 acre site to build a 56,000 square foot building for its 24 employees, with potential to add more.
- A Clackamas County manufacturer is interested in 2 to 4 acres in Canby with rail access to build a 30-35,000 square foot building.
- Building options were provided to a local company looking to expand its processing operations.

Regulatory Streamlining Approaches – Planning and Economic Development Staff is making substantial headway in simplifying the review process for our customers. Several initiatives will be implemented by the end of June including:

- **Open Counter** – an innovative online service will be unveiled to Canby businesses, entrepreneurs and developers on June 4th. This program will help business clients determine the permits they will need, the code requirements for their particular business, and the associated costs and timeframe for approval. It provides quick and easy to access information they need to move forward in the process. The program will provide links to other permitting processes such as business licenses, fire department approvals, Clackamas County building permits, etc. to help ensure accurate information and a seamless experience for our clients. The installation phase is complete and staff are working on “debugging” the program so it is accurate and clear. For more information see: <http://www.opencounter.us/>.
- **Expedited Development Review** for industrial development – The Planning Commission has reviewed a staff proposal twice that will reduce the time and cost of development approvals in the Canby Pioneer Industrial Park. Final adoption is set for June. For projects that clearly meet zoning requirements, the Planning Director could review and approve them. The Planning Commission would still review complex projects and variances.

Agriculture and Food Processing Summit: This summit was held on April 15th. Industry leaders discussed challenges and opportunities and impacts of the long recession. Key issues include: labor force shortages, conflicts with farm equipment on roads, state land use policy that restricts on site processing and warehousing space, loss/lack of co packing or food processing facilities that would be a market produce, and transitioning leadership to the next generation. They would like to come together again in the fall to have a higher level policy discussion with elected leaders and agencies to work on addressing labor and other issues. They would like to raise the profile and awareness of their industry and its importance to the area economy.

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Downtown Canby First Friday** – The March 7th and April 4th First Friday programs featured five and seven businesses respectively. During the March event, the New History Minstrels sang their way through downtown adding a fun, unique experience for those in downtown. During the March and April First Fridays, businesses continued to market their unique attributes. Since August, the First Friday event is being marketed through targeted Facebook advertisements, flyers, and brochures. This approach is bringing more families and children downtown. Below is a table of Facebook statistics. “Page Likes” are the number of people who like the Canby Main Street Facebook page. “Campaign Reach” is the number of unique people who saw ads from this campaign. “Clicks” is the number of people who clicked on an ad that was run.

Facebook Statistics

March	78 Page Likes	16,421 Campaign Reach	243 Clicks
April	41 Page Likes	19,855 Campaign Reach	259 Clicks

- **Downtown Draw** – The March Downtown Draw featured Salon L located at 266 NW 1st Avenue. Salon L features hair and make up services in downtown Canby. Since its opening in September 2012, it has been very involved in downtown events and promotions, and regularly seeks ways to cross-promote with other Canby businesses. The April Downtown Draw focused on Canby Massage Therapy and Day Spa, located at 285 NE 3rd Avenue. Canby Massage Therapy seeks ways to integrate health, wellness, and relaxation into every experience. This initiative promotes downtown businesses to a broad audience and focuses on both entertainment and service-oriented businesses. 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.

Organization

- **Oregon Main Street Quarterly Workshop** – On Wednesday, April 22nd, the Oregon Main Street network meeting was held in Albany, OR. At the meeting, Oregon Main Street managers came together to discuss new ideas, frustrations, and successes from each of the communities. The Oregon Main Street Coordinator, Sheri Stuart, stressed the need for communities to create work plans as ways to guide the organization throughout the year. The Canby Main Street program currently creates and implements a yearly work plan that covers

the 4-Point Approach as it applies to Canby.

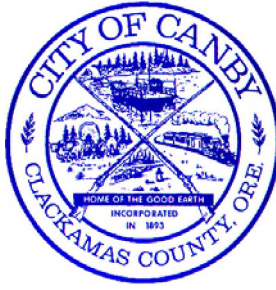
- **Historic Review Board** – The Historic Review Board continues to work towards completing the Certified Local Government Grant. One facet of the grant was to send staff and volunteers to a conference or training so that they could sharpen their skills. The Main Street Manager and the Chair of the Historic Review Board attended the Heritage Conference in Albany. Topics included historic apps, integrating bikeways and byways with history, and effective collaborations.

Economic Restructuring

- **New Business Outreach** – Downtown Canby had three businesses open in April. La Belle U Wellness Spa held its Grand Opening on April 26th. The new spa was opened by Marilyn Nash, who also owns the Canby Wedding Chapel. She hopes that in addition to being a spa, it will be used by brides to prepare before their big day. Two new businesses opened at the end of April, the Big White Goose and Retro Revival, both businesses relocated from Oregon City. The Big White Goose (246 NW 1st Avenue) is a lifestyle store that features Annie Sloan Chalk Paint, workshops, women's gatherings, housewares, gifts and more. Retro Revival is located near Wait Park at 280 N Grant Street. Retro Revival features antique and vintage clothing, housewares, and art.

Design

- **Arts & Culture Advisory Council of Canby** – The Arts & Culture Advisory Council of Canby has launched its first Call to Artists for sculptures along 1st Avenue. The advisory council hopes to choose and install four pieces that are tied to Canby's history and culture. The art will be displayed on the art plinths already in place. The council meets the second Monday of every month and as needed.
- **Façade Application** – The Davies Clinic submitted a façade application to the City. The application will bring new windows and trim, replacing the front door, adding fascia board, and more. The application was approved by the Urban Renewal Agency on March 12th. Construction will start soon.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Haley Fish, Finance Director
Through: Amanda Zeiber, Interim City Administrator
Covering: March & April 2014
Compiled by: Suzan Duffy

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

- Preparation of a **Proposed Budget for 2014-2015** has dominated this period's activities. Meetings have been held with all departments. Figures have repeatedly been adjusted based on changing information and proposals. Calculations of internal charges have been made and illustrative items for the budget discussion are being drafted. Legal notices of the upcoming Budget Committee meetings have been published. The document will be distributed at the first meeting May 8th.

- A **supplemental budget for the Urban Renewal fund** was adopted in April to align the budget with actual available project balances.

- The inaugural meeting of the **Audit and Financial Oversight Committee** was held March 27th followed with a second April 17th where a presentation on financial policies was made and reviewed in anticipation of creation of a new comprehensive policy for Canby.

- Work on an **IGA formalizing the contractual relational between the City and the Urban Renewal Agency** is being done with a goal of completion this fiscal year. City employees would be paid from a new Economic Development department within the General Fund, and these services will be "billed" to the Agency. This step was omitted in the past, but has several benefits including providing transparency.

- A call for requested changes to the **Master Fee Schedule** was sent out to departments in April. The annually updated proposal is on the City Council agenda for May 21st.

- The **new Cemetery module** has been added to our Caselle financial software and training was held in April. We are still in the initial stages of operation, but already see a lot of potential in what this system will be able to do.

- Some **analyses of merchant services fees** was begun this period as there is more and more interest in offering diverse payment options. This area will be looked at in more detail in coming months.

- Certification to the property tax rolls is an additional option for **collection of delinquent sewer changes** that is being explored.

- The Accounts Payable program has been purged of vendor accounts that have not been used in five years, and extraneous general ledger accounts related to Court funds have been deleted. These are examples of the type of modest **continuous improvement activities** we try to accomplish as often as possible.

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

- Caselle User Group Quarterly meeting
- OMFOA Spring Conference
- Chamber lunch
- Stress reduction presentation
- All-staff meeting
- First Aid/CPR training
- 2nd Annual Canby Walks America challenge
- Various webinars

Statistics this period:

- **Accounts Payable**

Invoices:	610
Invoice entries:	983
Encumbrances:	14
Manual checks:	19
Total checks:	403

- **Payroll**

Timesheets processed:	439
Total checks and vouchers:	516
New hires/separations:	10/1

- **Transit Tax Collection**

Forms sent:	757
Delinquent notices sent:	13
Non-filed notices sent:	326
Collection notices sent:	0
Accounts sent to collections:	0
Accounts opened/closed:	51/69
Returns posted:	644

- **Utility Billing**

Bills sent:	9123
Counter payments:	311
Accounts opened and closed:	181
Lien payoffs:	5
Lien payoff inquiries:	30
Collection notices sent:	12
Accounts sent to collections:	13

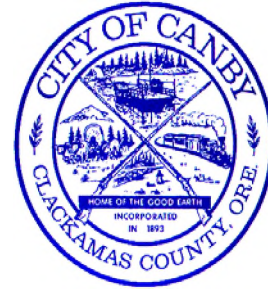
- **General Ledger**

Total Journal entries:	238
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- **Cash Receipts Processed**

Finance:	1221
Utility:	574

**CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
March - April 2014**



TO: Honorable Mayor Hodson and City Council

FROM: Melissa Kelly, Interim Library Manager

THROUGH: Amanda Zeiber, Interim City Administrator/HR Director

DATE: May 9, 2014

Youth & Family Programming:

Families & children visit the library for weekly storytimes, monthly movie nights, family programs, & game nights. In March & April, families & children also enjoyed a lego event and a monthly series of special bilingual storytimes. Languages included Croatian, French, German, Italian, Russian, and Vietnamese in addition to English and Spanish.

Arts & music were the highlights of other family-friendly events. "Music in the Stacks" featured the talents of the Kathryn Claire Duo in March, and the Pete Krebs Trio delighted guests at the volunteer appreciation event in April.

The library also provided an origami workshop and a class on Ukrainian egg decorating, both fully attended with a wait-list.

Adult Programming:

The library also offers a wide range of programs to engage adults. The four-part Pushing the Limits reading & discussion series concluded after a well-attended round of conversations on the topics of nature, connection, knowledge and survival.

The library also hosted Dr. Sheri Speede, author and founder of In Defense of Animals-Africa, to share stories from her new book and talk about her life working with chimpanzees in Africa.

Educational workshops highlighted popular local topics such as Raising Backyard Chickens, and in the Master Gardener series, an Introduction to Growing Berries.

The library also hosted a presentation by instructors of the Coffee Creek Correction Facility quilting program. The lecture educated the audience on the history of this program for incarcerated women and its extraordinary results. Quilts were also on display in the library.

Technology Classes:

In March & April, the library hosted computer classes on “Using Email” & “Getting to Know Social Media,” each taught in English and Spanish. Computer classes in English were fully attended with a wait-list. The library also provided individual e-reader consultations.

Community Involvement:

Volunteers donated 615 hours in March and April, helping the library by pulling holds, sorting, shelving, processing and mending books, staffing the Friends of the Library Bookstore, and assisting with library programming and events.

Other Staff Highlights:

Library staff undertook a database upgrade to the library’s volunteer & donor information database, Giftworks.

Staff also implemented a major change to the courier materials handling process. Library staff adjusted to the new sorting process and new shipping materials with relative ease.

Youth services staff submitted a grant application to Target for \$2,000 to support children’s programming & outreach. We received funding from Target last year so we are hopeful that the grant will be awarded again.

Staff organized a public Volunteer Recognition Event on April 12 to honor and celebrate the many hours of volunteer work donated to the library. Guests enjoyed music by the Pete Krebs Trio followed by a Volunteer Appreciation ceremony where each volunteer was thanked and presented with a book dedicated to the library collection in his or her honor.

PLANNING & DEVELOPMENT SERVICES MARCH/APRIL 2014 BI-MONTHLY REPORT



TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *May 7, 2014*
THROUGH: *Amanda Zeiber, Interim City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of March and April, 2014. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and building permit site plan review coordination projects.

Planning Activities

- 1. North Redwood Master Plan.** The scope of work was approved by all parties to the grant project and solicitation of contract assistance made. A local consultant selection team was setup and evaluation and scoring of the consulting team that responded is underway. A decision on whether to move forward with the responding consulting team proposal should occur by mid-May.
- 2. Dog Park.** A phasing plan for development of the dog park was agreed upon and staff is moving forward on how to implement Phase I with both volunteers in the construction and with long-term care where appropriate so as to result in the least possible future maintenance responsibility for parks department staff.
- 3. Northwood's Phase II Boulevard Park.** A Concept Park Plan was approved by the Planning Commission along with the proposed Northwood Estates Phase II subdivision and the final Park Design Plan was approved along with and as part of the construction plans to be implemented by the developer in April.
- 4. NE Canby Master Plan.** The current draft plan is to be revised to gain consensus on a new land use/zoning scheme around a new industrial access route to 99E (Otto Road or a similarly located alternative route). Staff is exploring the feasibility of an alternative route involving fewer land owners but must evaluate the feasibility of crossing a wetlands area and the required mitigation.
- 5. Buildable Land Analysis.** Staff is preparing a memorandum that can be shared with the Planning Commission, Council, and others that will explain the infill and redevelopment assumptions which will be the basis for determining current land capacity for the land needs study. An intern is working with staff to assist with mapping data needs. The data analysis will identify and map re-developable and infill potential, current vacant parcels and platted lots, and determine need for each land use type for the next 20 year period based on the city's official population projection.

- 6. Code Streamlining Text Amendment.** The economic development director and planning director began discussion and drafted a proposal to implement an expedited development review option for new development projects within the Canby Industrial Master Plan area (Pioneer Industrial Park). The Planning Commission requested that review of this amendment be continued to their May 12 meeting at the April 28 meeting. It is now set for consideration of the Planning Commission's recommendation and possible adoption by the Council on June 4.

Land Use Application Activity

7. Pre-Application Conference(s) Held:

- Tom Kendall, Oregon Development West, LLC represented by Pat Sisul of Sisul Engineering presented a proposal to subdivide the north 6.23 acres of a 10.19 acre tract at 1866 SE 13th Avenue into a 30 lot residential subdivision referred to as Faist Addition Phase 6. (PRA 14-04)

8. Land Use Applications Submitted March 1 through April 30, 2014:

CASE #	APPLICANT	DESCRIPTION	LOCATION
DR/CUP 14-02	Jim Jagers – on behalf of Verizon Wireless	Site & Design Review and Conditional Use Permit for the erection of a Verizon Cell Tower	505 N Baker Street
DR 14-03 & LLA 14-02	McDonald's USA, LLC	Site & Design Review and Lot Line Adjustment for a rebuild & expansion of the existing McDonalds	701 & 709 SW 1 st Avenue
TA 14-01	City of Canby	Text Amendment proposing to add an expedited Type II process option for industrial park developments	Within the Canby Industrial Area Overlay (I-O)

9. Pre-Construction Conference(s) Held:

- Village on the Lochs – Phase II manufactured home park presented revised engineered construction plans for approval on March 19 in order obtain approval to lift the stop work order and resume construction. Sign off on the Plans after requesting further revisions is anticipated the first week of May, 2014.
- City of Canby Street Improvement Projects – including NE 5th Avenue, NE 9th Avenue, and N Juniper Street was held on April 10.

10. PC Meeting Items Reviewed:

- Considered a proposed Text Amendment for an expedited Type II development

review option within the Canby Industrial Overlay Zone area on in March and again with a full proposal on the April 28 agenda (TA 14-01).

- Written Final Order for Northwood Estates Phase II approved (SUB 13-01).
- Approved Trend Business Center Building C – a 34,205 square foot addition in the Pioneer Industrial Park (DR 14-01) and the written Final Order.
- Approved Dinsmore Estates Phase II – a 9.6 acre residential subdivision for 41 detached single-family homes (SUB 14-02).
- Approved the Emerald Gardens Townhomes – a Planned Unit Development and subdivision consisting of 5 identical buildings with three attached homes each on individually platted lots for a total of 15 townhomes (PUD/SUB 14-01).

11. Save Downtown Canby 2nd Appeal of Council Action on Fred Meyer Fuel Facility (LUBA No. 2013-114):

- Staff prepared a revised record as a response to a Record Objection received from Save Downtown Canby on April 3, 2014. Upon receiving another Record Objection staff agreed to make additional revisions to the record and filed those on the agreed upon due date with LUBA and all parties on April 24, 2014.

12. Site Plans Reviewed for County Building Permit for March and April, 2014 (Zoning Conformance and Authorization for Release of County Building Permit)

Site Plan Application Reviews For March and April 2014

SP 14-24	Trend Business/VLMK	Construction of Building C	341 S Sequoia Parkway
SP 14-23	Jeff Hjorth Crystal Park Const.	SFR - Northwood Lot #39	1297 N Elm St
SP 14-22	Pioneer Pump - Travis Housinger	New Bridge Crane addition	310 S Sequoia Pkwy
SP 14-21	Dan Williams	SFR	1344 N Fir Ave
SP 14-20	White River Const/Will Snyder	SFR	967 NE 34th Place
SP 14-19	AJ Swaim	Canby Adult Center Remodel	1250 S Ivy St
SP 14-18	Ed Netter Construction	SFR	968 N Ivy
SP 14-17	Seth Holbrook	Finishing Existing attic & ladder	862 NW 3rd Ave
SP 14-16	Lisal Brothers Const	SFR	1327 N. Elm St
SP 14-15	A. J. Swaim	Addition to 2 story home	1297 N Elm St

Misc. Applications Reviews for March and April 2014

SN 14-03	Sign Permit	Detail Shop
SN 14-02	Sign Permit	Mini-Chef
SN 14-01	Sign Permit	Wells Fargo
TV 14-02	Temp. Vender	Canby Music Boosters Fireworks
PRC 14-01	Pre-Construction	VLMK – Trend Business Park
PRA 14-04	Pre-Application	Faist Addition Phase 6
LLA 14-01	Lot Line Adjustment	Polley – N. Maple
TV 14-01	Canby Four Square Church	Fireworks Stand / Cutsforth

Active Permit Finals by Clackamas County 2014

March

- ✚ Residential Addition – Nick Netter
- ✚ Single Family Residence Attached – Crisp Homes
- ✚ Single Family Residence Attached – Crisp Homes
- ✚ Single Family Residence – Crystal Park Construction
- ✚ Single Family Residence – Pacific Life Style Homes

April

- ✚ Additional Antennas - Verizon
- ✚ Restroom Addition – Mr. Hardy
- ✚ New Patio Roof – 984 NE 10th – Bagge
- ✚ Single Family Residence – White River
- ✚ Single Family Residence Crisp Homes
- ✚ Tenant Improvement -1470 NE Territorial
- ✚ Single Family Residence – Michael Doty
- ✚ Additional Antenna Installations – 2 Applications



City of Canby Bi-Monthly Report
Department: Police
March-April 2014

To: The Honorable Mayor Hodson & City Council
From: Chief Bret Smith
Date: May 9, 2014

Monthly Stats

Description	February	March
Calls for Service	1066	1383
Custodies	40	41
All Incident Reports	177	221
Traffic Citations	268	382
Parking Citations	4	4
False Alarm Calls	20	22
Abandoned Vehicle / Parking Complaint Calls	15	15
Animal Complaints	4	3
Other Ordinance Viol. Complaints	5	3
Total Code Enforcement Calls for Service	18	22

Note: Reporting period above - 1 month behind bi-monthly period to capture more accurate and up-to-date statistics.

Meetings & Events Attended – Chief Smith / Lt. Tro

- Monthly Police Chiefs – Milwaukie PD
- Chief Steve Bartol – Milwaukie PD
- Canby Rotary – Lt. Tro
- Youth Center – The Canby Center
- All Hands Meeting – Willamette Valley Country Club
- Police Candidate Interviews - CPD
- Beaverton Police Dept. Award Ceremony
- Chief Jim Pryde – Gladstone PD
- Clackamas County Mid-Managers
- Canby Adult Center lunch service – Monthly
- C800 Meeting / Fire & Law Services (CCOM – Clackamas County Dispatch)
- Clackamas County Communications (CCOM 911) Users – Monthly
- Tactical Combat Casual Care Training
- Employee Appreciation Lunch presented by Canby VFW
- ORPAT & Written Exam for Canby Police candidates
- Ribbon Cutting – Peak Mortgage
- Brian Schmutz – CCDA Investigator
- Capt. Pat Walsh, Lt. Mike Krantz – Metro Gang Task Force
- Chief Rod Lucich – Molalla PD
- Tom O'Connor – Canby Fire Dept.

- All Hands Meeting – WVCC
- John Steach, Canby School District Superintendent
- Bob Cornelius – Canby Utility Board
- Oregon Association Chiefs of Police Annual Conference – Bend
- RegJIN Pac Meeting
- Mayor Brian Hodson
- Councilor Tim Dale
- Councilor Ken Rider
- Councilor Greg Parker
- Marlene Elmore and Dick Bennett – Department Volunteers
- CCOM Tech Manager Interviews
- League of Cities Marijuana Workshop
- Mayor's Prayer Breakfast

Detailed reports for specific departmental programs are attached, submitted by the program supervisor.

Memo

To: Lieutenant Jorge Tro
From: Detective Sergeant Frank Schoenfeld
Date: April 14, 2014
Re: Monthly Report for March 2014

Meetings:

3/20/14 – MCT Supervisors Meeting at Canby PD

Training:

3/20/14 – TET Training at Blue Heron Complex Oregon City

Assignments:

3/26/14 – New recruit interviews at Canby PD

3/27/14 – New recruit interviews at Canby PD

MCT Call-Out:

3/18/14 – Stabbing in Milwaukie

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

Throughout the month of March, we have continued to work on more search warrants for the cell phones and cell tower information which we hope will implicate two accomplices in February's homicide case. We should have these completed by the end of the month. We should also have a search warrant for another accomplices facebook account. What should be left after the services of these search warrants is to search all seized digital evidence and continue to monitor jail recordings.

Early in the month I assigned Detective Murphy a DHS 307 regarding encouraging child abuse in the first degree. This was due to the fact that Detective Ethington was still working on the homicide case. Detective Murphy was able to make contact with one of the parties involved and seize two cell phones which we were able to examine forensically. Both contained images. We determined that the suspect is out of state and are currently working with that jurisdiction to finish the investigation.

During the middle of the month, Detective Ethington and I were called out with MCT regarding a stabbing homicide. This was a case where a couple of subjects got into a fight at a large party at the Easton Ridge Apartments in Clackamas, OR. As a result, the victim was stabbed multiple times and expired while being loaded into the ambulance. Our involvement in this investigation included interviewing the victim's brother and friends as well as canvassing the large apartment complex. I was also contacted later and asked if Canby Police Evidence Technician Don Hemstreet could assist CCSO Criminalist Andy Shelley with the crime scene and evidence gathering. A suspect was arrested in this case by CCSO Detectives.

During the month of March Detective Ethington investigated three person crime cases that are still ongoing. Two are Rape 1 cases and the other is an alleged sex abuse where the father has been sexually abusing his 8yr old son. We are working with the DA's Office and DHS with the later.

During the month of March Detectives made several controlled methamphetamine purchases in the Canby city limits. We hope to have a search warrant for one of the locations by the first week of April.

At the beginning of the month Detective Floyd attended a training class in Portland regarding the investigation of different types of Gypsy scams that are popping up around the metro area. During the course of this training class, Detective Floyd developed information regarding a Gypsy subject who has opened a Physic Reading business within Canby. As it turned out, the victim (an elderly subject) whose name is on the Canby business, is also the victim in a PPB case as well. With the help of the IRS, Detective Floyd has discovered bank accounts and physical assets all purchased with the victim's money in excess of \$10,000.000.00. At the end of the month we executed a state search warrant at the Physic Reader business in Canby and seized several more bank accounts and deeds to homes in Woodburn, Canby, Hillsboro, and California. We also seized a Ferrari worth \$227,000.00, a 1955 Chevrolet Bel Air, and a 1964 Chevrolet Impala. Right now the IRS is authoring several federal search warrants for more bank accounts, vehicles, and houses. This case is an ongoing investigation with the IRS.

During most of the month of March, Detective Floyd attended a training certification course in Atlanta Georgia regarding forensics on Mac computers. Detective Floyd passed the two week course with his certification. This was a very difficult course that required a lot of studying and testing. With this certification, CPD will now be able to examine the two Macintosh computers seized during the homicide investigation and they will not have to be examined by an outside source. The training that Detective Floyd received with Apple applications will also help immensely with the iPhone's and other Apple evidence we seize in the future.

For a breakdown of SRO Greg Larrison's activity for the month of March 2014, please see attached. Due to Detective Floyd attending the above mentioned training out of state, his monthly report is not included.

March 2014 Monthly K9 Report

Prepared by Sergeant Tim Warren
Thursday April 3rd, 2014

K-9 Activity - K9's supported and assisted officers and outside agencies with narcotic related searches of packages and vehicles.

MONTHLY SUMMARY:

Officer Warren / Freddy– **Four deployments.** Two searches for Canby officers on traffic stops both were positive searches that yielded Methamphetamine. One of those subjects conceded and is working with detectives. Two searches for CCSO on traffic stops, one yielded 2 ounces of Heroin and the second was a probable cause search for ITF where K9 did not alert.

Officer Farmer / Deorak –Officer Farmer and Deorak had no deployments in March.

Concerns / goals K9 Spring seminar.

Canby Police Department

Monthly Traffic Report

04/05/14

Officer Jeremy Holstad

Report for month of February 2014

Citations

Traffic Officers: 34

Patrol Officers: 234

Total Citations for February: 268

DUII ARRESTS

Traffic Officers: 0

Patrol Officers: 3

Total DUII for February: 3

Traffic Crimes

Traffic Officers: 1

Patrol Officers: 6

Total Traffic Crimes for February: 6

Traffic Complaints

Traffic Officer: 0

Patrol Officers: 0

Total Traffic Complaints for February: 0

Traffic Crashes

Traffic Officers: 3

Patrol Officers: 9

Traffic Crashes injury: 0

Traffic Crashes parked: 7

Total Traffic Crashes for February: 12

Truck Inspections

Traffic Officer: 2

Monthly Traffic Report

February 2014

Prepared by Sergeant Tim Green
Sunday April 6, 2014

Traffic Report

268 Citations were written for the month of February, **234** of these were written by patrol and **34** were written by Traffic Officers.

There were **3** DUII arrests for the month, all three were arrested by patrol.

There were **6** traffic crimes investigated by the police department, **5** of these were taken by patrol and **1** by Traffic Officers.

There were **0** traffic complaints for the month.

We had a total of **12** reported crashes for the month, **9** were investigated by patrol and **3** by Traffic Officers. **7** of these involved parked cars. **0** crash occupants reported injury.

2 truck inspections were done this month.

Equipment and Uniforms

Uniforms and equipment continue to be ordered as needed.

Bike Patrol

Bikes were not deployed in the month of February.

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 04-06-14
Re: March '14 Monthly Report

Tactical Entry Team

On March 20th I instructed monthly TET Training at an abandoned office building located at the Blue Heron Paper Mill in Oregon City. The focus of the training was basic building clearance and room entry. The last hour of the training was spent utilizing UTM paint marking cartridges. Officers performed room entries with photo realistic targets forcing them to make a deadly force decision.

On March 21st a limited number of TET members assisted Canby Detectives with a warrant service at the Canby Psychic.

Training

On March 5th Canby PD and the Clackamas County Criminal Justice Training Committee co-hosted a class entitled "The Evolution of Radical Islam and Terrorism". The training was provided by a member of the Beverly Hills Police Department and was very well received.

On March 6th Tighe Vroman and John Stanislaw from Canby Fire provided Tactical Combat Casualty Care training for several Canby PD Officers. At the completion of the training, officers were issued a rapid deployment pack to store extra ammunition and medical supplies while on patrol.

On March 12th Officer Chrisman and I instructed department firearms training at the Canby Rod and Gun Club. The focus of the training was close quarter handgun tactics. Officers also qualified with their back-up and off-duty firearms.

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

Respectfully,



Sgt. Doug Kitzmiller

SCHEDULED TRAINING

March 2014

Holstad Mead Wasserberger Murphy Fetters Green Scharmota Kitzmilller	March 5	Evolution of Radical Islam and Terrorism	Canby PD
All Non-TET Officers	March 6	Tactical Combat Casualty Care	Canby PD
All Officers	March 12	Department Firearms Training	CRGC
TET	March 20	TET Training	Oregon City
M. Smith Ethington Murphy	March 19-21	2014 Oregon Criminal Justice Conference	Bend

April 2014

Koehnke Macom M. Smith	April 8-10	Desert Snow	PSTC
Green Ethington Kitzmilller Schoenfeld Fetters Stanislaw Vroman	April 21-23	OTOA	Salem
Green Farmer	April 25-26	DUII Multi-Disciplinary Conference	Bend

May 2014

All Officers	May 7	Department Firearms Training	CRGC
TET	May 22	TET Training	TBA

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: May 7, 2014

Re: Bi-monthly Report

The Canby Swim Club had there Tall Timbers end of season meet in March and by the time you read this they will have just finished with the 10th Annual Gator Grinder Triathlon. The Triathlon has a great following and is one of the best sprint triathlons in the area. Both of these events were hosted at the Canby Swim Center and we are proud to have been a part of them.

It's now spring and we are finishing up our spring public and second grade school lessons. We are very excited to get going on summer which starts two weeks earlier due to changes in the school schedule. The Canby Swim Center will start summer programs June 8th this year. We will have more swimming lessons and public swims every afternoon during the summer. We also have our junior summer swim team which expands from two days a week in the spring to 5 days a week for summer.

The Revenue numbers are starting to catch up to last year as we made up \$5,000 over the past two months. We are still down about \$7,300 for the year, but we will continue to work on catching the record numbers for last year. Our attendance continues to gain ground to close the gap from last year, total we are only behind by 1,900 swims as we caught up about 1,100 swims over the last two months. Revenue and Attendance numbers continue to be very good, March was very busy and spring break we had some great public swims and a large lifeguard class. As usual our lap swims also continue to build toward the Gator Grinder.

Don't forget May is **Water Safety Month** so if you know anyone who needs to learn to swim send them our way. It is especially important to get young kids started swimming early as the earlier they start the less fear they have of the water. The Canby Swim Center is at 1150 S. Ivy St. Canby Oregon 97013 and our phone number is 503 939 5481. All of our information is also available on the Web, just search "Canby Swim Center" and it will pop right up.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for March 2014
DATE: May Report 2014

CANBY SWIM CENTER March	ADMIT 2013	ADMIT 2014	PASS 2013	PASS 2014	TOTAL 2013	TOTAL 2014	YTD TOTAL 12-13	YTD TOTAL 13-14
MORNING LAP	71	50	295	296	366	346	2979	2862
ADULT RECREATION SWIM	43	18	437	482	480	500	4766	4000
MORNING WATER EXERCISE	46	93	397	436	443	529	3513	3911
PARENT/ CHILD	144	132	0	0	144	132	1220	804
MORNING PUBLIC LESSONS	82	97	0	0	82	97	3863	3730
SCHOOL LESSONS	246	570	0	0	246	570	2052	1606
NOON LAP	86	105	240	288	326	393	2591	2801
TRIATHLON CLASS	16	36	0	0	16	36	19	48
AFTERNOON PUBLIC	504	546	7	13	511	559	3424	3206
PENGUIN CLUB	0	0	0	216	0	216	1043	1457
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2133	2261
CANBY GATORS	0	0	589	1405	589	1405	6493	7782
MASTER SWIMMING	20	0	20	36	40	36	425	296
EVENING LESSONS	1036	1010	0	0	1036	1010	8074	7854
EVENING LAP SWIM	49	60	56	47	105	107	1152	1025
EVENING PUBLIC SWIM	470	515	9	26	479	541	3708	3174
EVENING WATER EXERCISE	75	101	79	24	154	125	976	963
ADULT LESSONS	26	93	0	0	26	93	76	93
GROUPS AND RENTALS	351	337	0	0	351	337	2492	2180
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	488	516
TOTAL ATTENDANCE	3,265	3,763	2,129	3,269	5,394	7,032	51487	50569

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for April 2014
DATE: May Report 2014

CANBY SWIM CENTER April	ADMIT 2013	ADMIT 2014	PASS 2013	PASS 2014	TOTAL 2013	TOTAL 2014	YTD TOTAL 12-13	YTD TOTAL 13-14
MORNING LAP	99	93	297	352	396	445	3375	3307
ADULT RECREATION SWIM	60	34	477	483	537	517	5303	4517
MORNING WATER EXERCISE	72	93	416	476	488	569	4001	4480
PARENT/ CHILD	216	162	0	0	216	162	1436	966
MORNING PUBLIC LESSONS	168	143	0	0	168	143	4031	3873
SCHOOL LESSONS	1396	780	0	0	1396	780	3448	2386
NOON LAP	115	142	311	327	426	469	3017	3270
TRIATHLON CLASS	20	48	0	0	20	48	39	96
AFTERNOON PUBLIC	261	151	0	5	261	156	3685	3362
PENGUIN CLUB	0	0	342	324	342	324	1385	1781
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2133	2261
CANBY GATORS	0	0	929	900	929	900	7422	8682
MASTER SWIMMING	0	0	40	77	40	77	465	373
EVENING LESSONS	1560	1440	0	0	1560	1440	9634	9294
EVENING LAP SWIM	60	41	41	55	101	96	1253	1121
EVENING PUBLIC SWIM	502	319	10	20	512	339	4220	3513
EVENING WATER EXERCISE	48	58	86	44	134	102	1110	1065
ADULT LESSONS	0	0	0	0	0	0	76	93
GROUPS AND RENTALS	334	294	0	0	334	294	2826	2474
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	488	516
TOTAL ATTENDANCE	4,911	3,798	2,949	3,063	7,860	6,861	59347	57430



March and April, 2014
Monthly Reports

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

Facilities Maintenance
March & April 2014
Prepared by Dan Mickelsen

What a sopping wet March we had, Yuk. Then all of a sudden summer was here, it lasted this time for two days! For some crazy reason I was hoping that last winter's freezing temperatures took care of insects and maybe even a few weed seeds. Ha, as soon as it warmed a bit the ants and flying insects and all the springtime weeds showed up with a vengeance. I'm trying to hit them hard before they can take a hold. I have hopefully completed the budget process and tried to forecast as close as I dare get to have a balanced budget. One final thing; Last year my only capital expenditure was to purchase a scissor lift. Now that I have had it for a while it has turned out to be handier than pockets on a shirt. I use it most every week for one thing or another. Due to its narrow stance it has even been used in the lunch room at the Adult Center and inside of the community room at the Police Dept. I really like it!!

Police Dept; 3 w/o requests. Several lamps were out in the community room. I drove the scissor lift into the community room and changed out CFL can lamps and T-5 tubes. I repaired a plumbing issue in one of the restrooms and have started the process of covering the West facing gutters before the big cotton wood shed, which I am not looking forward to. 14 hrs. total.

Adult Center; 3 w/o requests. Along with HVAC service and cooling check, parking lot lights were changed out. I serviced the roof top swamp cooler replacing fan bearings while I was there. Also serviced was the roof top kitchen exhaust fan, cleaning outlet screen, greasing bearings and changing the drive belt. 9.75 hrs. total

City Hall; 12 w/o requests. Helped with annual fire alarm inspection and testing. Moved shelves and book case from City Hall basement to the P.D. for records storage and retention, did perimeter insect treatment, lock repair, changed several lamps also HVAC service and cool check. To list a few 26.75 hrs. total

Finance; 2 w/o requests. Replaced ballast in office light fixture, also did annual Fire Alarm inspection and testing. 2.25 hrs. total

Transit; 4 w/o requests. Set up kitchen sink for dishwasher hook up, repaired Transit Station rest room, re-set station clocks, went over plan for surveillance cameras and HVAC service and cool check.

Library; 8 w/o requests. Well I guess it was only a matter of time until someone sprayed graffiti on the new paint at the Library. It happened on Mar 10th. I was able to remove most of it but after the weather warms for a few days I will touch the area up with more paint. Replacing exterior lamps, treating for insects, spraying surrounding areas with herbicide are some additional jobs done. Also Fire Alarm inspection and testing, HVAC service and cool check and replacement of some damaged rubber cove molding. 12.75 hrs. total

Planning/Building 3 w/o requests. I closed a couple of work orders due to inactivity, inspected, smoke tested and set off Fire Alarm system also HVAC service and cool check. 8 hrs. total

Shop Complex; 10 w/o requests. I finished the “Mud Room” project here at the shop complex. They say when building a house or project when you complete the sheet rock you’re half finished. I keep thinking someday I will prove that theory false. I completed the trim work, built & installed cabinets, installed shower rods and curtains, the roof, installed dryer duct and the dryer and washer, the door and lockset, soap and towel dispensers, finish plumbing, another two coats of wax on the floor and finally cleaned up. Also completed were a couple plumbing issues, sprayed for insects, repaired an exterior door, cleaned gutters and did some roof top moss control to name a few. 151.25 hrs total

Public Works; I reviewed plans made comments then attended three pre-application or pre construction meetings. Also did site inspections and approvals on seven ESC applications. I also monitored existing sites at Dinsmore Estates, Sequoia Pkwy, North Woods, Fawver Subdivision, homes on N Maple St. as well as on N Ivy St., and on Ne 34th Ave. to name a few. 35.5 hrs total

Fleet Services

Bi-Monthly Report : March / April 2014

Prepared by Joe Witt, Lead Mechanic

March 2014

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	3	\$195.00	\$0.00	\$0.00	\$195.00
Adult Center	1	\$300.00	\$25.03	\$306.29	\$631.32
Collections	2	\$495.00	\$0.00	\$231.87	\$726.87
Facilities	3	\$330.00	\$69.02	\$0.00	\$399.02
Fleet Service	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	12	\$2,651.25	\$1,751.57	\$278.75	\$4,681.57
Police	40	\$12,116.25	\$3,601.69	\$3,513.37	\$19,231.31
Streets	15	\$2,651.25	\$1,315.08	\$466.55	\$4,432.88
Transit (CAT)	39	\$8,986.38	\$3,506.82	\$3,526.05	\$16,019.25
Wastewater Treatment	6	\$1,451.25	\$776.51	\$132.95	\$2,360.71
Total Work Orders Processed for the Month	121	Totals*			\$48,677.93

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

Note: March Fuel Costs: March 1, 2014 to March 15, 2014

April 2014

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	6	\$592.50	\$873.55	\$98.02	\$1,564.07
Adult Center	2	\$213.75	\$11.49	\$434.57	\$659.81
Collections	4	\$1,342.50	\$107.82	\$236.68	\$1,687.00
Facilities	1	\$15.00	\$0.00	\$50.46	\$65.46
Fleet Service	1	\$270.00	\$44.85	\$71.99	\$386.84
Parks	15	\$4,605.00	\$10,793.75	\$1,017.68	\$16,416.43
Police	31	\$8,655.00	\$7,873.59	\$7,245.89	\$23,774.48
Streets	8	\$1,488.75	\$27.84	\$1,776.91	\$3,293.50
Transit (CAT)	45	\$10,320.95	\$4,441.82	\$8,013.44	\$22,776.21
Wastewater Treatment	8	\$1,158.75	\$178.54	\$258.03	\$1,595.32
Total Work Orders Processed for the Month	121	Totals*			\$72,219.12

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

Note: April Fuel Costs: March 16, 2014 to April 15, 2014

Fleet Service Highlights

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

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker

March – April 2014

Park Renovations

Wilderness International installed an aeration system at Community Park pond. The aeration system should improve the water quality of the pond and provide for better fishing opportunities. Wilderness International has also started on the installation of a fishing platform. The group is still working on wetlands restoration and the restoration of the wetlands trail.

Plans have been review, redesigned and submitted for the development of Northwood phase-II boulevard / green space.

Park Maintenance

All of the parks have been un-winterized for the season and irrigation repairs were made in preparation of the growing season. All of the turf areas have been fertilized, the shrub beds have been groomed and fertilizer was applied to the shrubs. Weed spraying, turf edging and shrub trimming are also in full swing. The mowing of turf areas and the removal of storm debris has been occupying staffs time. Trees have been trimmed to accommodate the mowers and to remove hazards. Four diseased pine trees were removed from the Hulbert's welcome sign area and a deciduous tree was planted. Ten other trees were also planted throughout the park system. All the chips generated from tree projects have been utilized on the nature trails. Parks staff also rented a stump grinder and removed 13 stumps throughout the parks. Playground safety inspections were performed and needed repairs have been addressed. The pressure washing of cement and playground equipment in the parks is also underway to remove a year's worth of grime.

The Parks Department spent 2 hours addressing graffiti and vandalism the last two months.

Regular maintenance was performed at the 30 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CIP sign, 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, Transit Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands.

Meetings attended

I met with Mark Olney for his annual evaluations.

I attended a meeting with the Developer and the Engineer regarding Northwood Park phase II.

I attended the Northwood Phase II Pre-con.

I attended a Park and Recreation Board meeting.

I attended a Council meeting to present department goals.

I attended meetings with Russ from Wilderness International regarding Community Park.

I met with Ross Recreation to get estimates for a Splashpad at Maple St. Park.

We all attended a safety committee and an employee appreciation meeting.

I met with Graves Matter and Willamette Memorials to discuss the restoration of Baker Prairie Cemetery and to obtain quotes.

I attended meetings regarding 1st Ave landscaping and Christmas lighting at Wait Park.

I met with Isaak Stapleton from ODA regarding our chemical application procedures.

I met with the Interim City Administrator/ HR Director to inform the Parks Department of a 40% staff reduction on the table for the 14-15 parks budget cycle. If the reduction is implemented this will put the department back to 2000 staffing levels.

For your Information

The Parks Department is responsible for 200 acres of property.

On 4-5-14 Canby Kiwanis held their volunteer cleanup day on the Molalla Forest Rd. walking trail. The Kiwanis group removed 85 pound of debris from the log boom to the 99E Bridge. The ODFW also had a fishing event at Canby Community Park on April the 5th.

PUBLIC WORKS
March and April 2014
Prepared by: Jerry Nelzen

March 2014

1. Streets:

During the month of March the Public Works crew re-graveled the shoulder on NE 5th Avenue to alleviate the potholes. The City publicized a bid for installing curb and sidewalks and paving the streets of NE 5th Avenue, N Juniper Street to NE 9th Avenue and NE 9th Avenue from N Ivy to N Knott Street. The bid contract was issued to Eagle-Elsner, Inc. and they will be starting the job in April.

The crew received and located 88 locates for March.

Streets	Total Hours
Street Sweeping	65
Street Sweeping Maintenance	20.25
Street Maintenance	230.75
Sidewalk/Driveway Approach Inspections	.5
Street Sign Manufacturing	2
Street Sign Maintenance	15
Street Sign Installation	15
Banners	2
Street Light Repair	10
Dump Truck Usage	8

2. Sewer and Storm System:

The crew inspected lift stations in Canby. Hydro cleaned sewer mains and repaired (1) lateral at 596 N Baker Drive. Inspected (2) sewer lines. Installed culvert alongside logging bridge walking path from NE 11th Avenue to NE Territorial Road.

Sewer	Total Hours
Sewer Cleaning	29
Sewer Maintenance/Repair	20
Sewer TV'ing	15.5
Sewer Laterals	37
Lift Station Maintenance	61
Locating Utilities	71
Sewer Inspections	2
Vactor Usage	16
Drying Beds	5

Storm	
Catch Basin Maintenance	38
Storm Line Maintenance/Cleaning/Repair	51
Storm Line Inspections	9
Drywell Maintenance	5
Vactor Usage	51

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

The crew during the month of March repaired/installed 10 signs around town. The crew fixed or repaired 7 street lights for March.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	29.5
Equipment Cleaning	13
Warehouse Maintenance	12.5
Schools/Training	27
Other	32.5
NW 1 st & 2 nd Avenue Maintenance	14.5

April 2014

1. Streets:

The Public Works crew reworked the NW 1st Avenue landscaped pavilion areas to have flowers and trees planted at the request of Economic Development. Installed and ADA ramp and cross walk at SE 13th Avenue and S Ponderosa Street to ensure pedestrian safety. Eagle-Elsner is in full swing of the NE 5th, NE 9th Avenue and N Juniper Street roadway improvements. Re-installed the repaired bench in front of Mike's place and painted curb line yellow along NE 16th Avenue and N Manzanita Street to help with vision clearance. ODOT signal project is continuing effectively with their schedule to be completed by the summer.

The crew received and located 127 locates for April.

Streets	Total Hours
Street Sweeping	25
Street Sweeper Maintenance	12
Street Maintenance	323.5
Sidewalks Inspections	8
Driveway Approach Inspections	1
Street Sign Manufacturing	29
Street Sign Maintenance	39
Street Sign Installation	72
Street Light Repair	16
Banners	1

2. Sewer and Storm System:

The crew located all the sewer laterals along NE 5th, NE 9th Avenues and N Juniper Street to ensure all connections are completed with cleanouts for each property. The total number of cleanout installed are 29 and installed two laterals. Cleaned and inspected storm main lines on N Holly Street between NW 9th to NW 13th Avenues.

	Total Hours
Sewer Cleaning	43.5
Sewer Maintenance/Repair	10
Sewer TV'ing	39
Sewer Laterals	24
Lift Station Maintenance	5
Locating Utilities	99
Sewer Inspections	4
Vactor Usage	30
Dump Truck Usage	8

Storm	
Catch Basin Maintenance	1
Drywell Maintenance	24
Vactor Usage	25
Drying Beds	3
Dump Truck Usage	1

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

The crew during the month of April fixed 21 street lights. Replaced and installed signs around town and installed electronic speed signs along SE/SW 13th Avenue. Placed four

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	36
Warehouse Maintenance	4
Equipment Cleaning	17
Training/Schools	51
NW 1 st & NW 2 nd Ave	42
Other	14

Tech Services Department
Bi-Monthly Report for March and April, 2014

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: May 8, 2014

KEY

Sessions (total number of sessions to your site)

Users (total number of unique users to your site)

Pageviews (total number of pages viewed on your site)

Pages per Session (average number of pages viewed per session)

Average Session Duration (average session length of all users)

Bounce Rate (percent of single-page sessions)

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

Google Analytics Summary Report: March and April 2014

Note: When reviewing the City website recently, it was discovered that in Feb/early March 2014, some site pages were missing code for the Analytics reports. Problem resolved on 4-16-14 which you will notice on the screen shots. Also Google Analytics made some changes on their reporting site which may have changed how some information is being captured.

<u>Audience Overview</u>	<u>March</u>	<u>April</u>
Sessions (site visits)	298	3,456
Users/unique visitors	209	2,536
Page Views	631	9,272
Pages per Session	2.12	2.68
Average Session Duration	3 min 13 sec	2 min 19 sec
Bounce Rate (% of single-page visits)	52.35%	49.94%
New Sessions/Users	55.03%	67.04%

Increases in site visits, unique users and page views between March and April. Most likely due to corrected code additions and possibly Analytics reporting changes.

<u>New Vs. Returning Visitors</u>	<u>March</u>	<u>April</u>
New	55.03%	67.04%
Returning	44.97%	32.96%

<u>Browser & Operating System</u>	<u>Top 5 Browsers Used:</u>	
	Internet Explorer	Internet Explorer
	Google Chrome	Google Chrome
	Firefox	Safari
	Safari	Firefox
	Android Browser	Android Browser

Percentage of Internet Explorer users decreased significantly in April; from 44.97% to 31.83% (perhaps some decrease due to the bug that was announced on April 26th) Will be interesting to see May's percentages.

<u>Overview (Technology)</u>	<u>March</u>	<u>April</u>
Desktop	89.93%	67.33%
Mobile	8.05%	23.50%
Tablet	2.01%	9.17%

Increase in mobile and tablet users in April. Could be Analytics reporting changes?

<u>Mobile Devices (top 3)</u>	<u>March</u>	<u>April</u>
	iPhone	iPhone
	iPad	iPad
	Motorola Droid Razr 4G	Samsung Galaxy Tab 3

<u>Landing Pages (formerly Pages Visited): Top 5</u>	<u>March</u>	<u>April</u>
	Development Services	Home Page
	Chaper 16	CAT Home Page
	Canby Library Board	Swim Center
	Planning Forms	Job Openings
	PW/Stormwater Master Plan	Development Services

April's Landing page results look more in line with what visitors are viewing than previous month.

Audience Overview

Email Export ▾ Add to Dashboard Shortcut

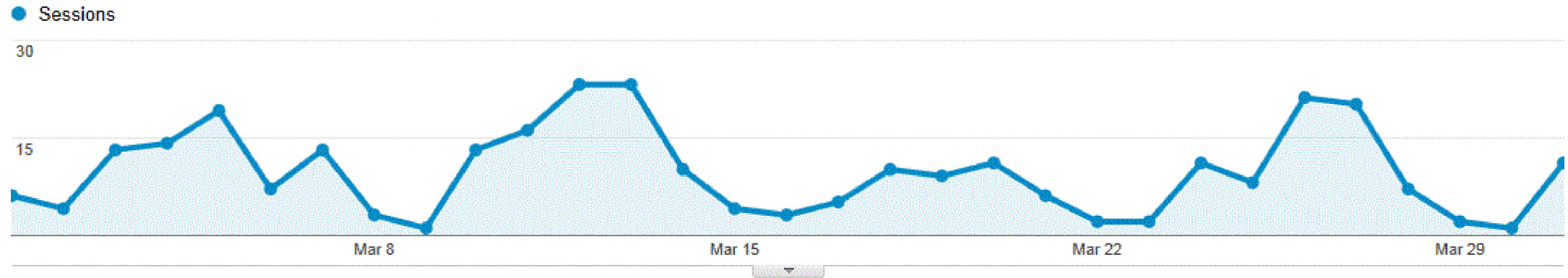


▾ All Sessions 100.00%

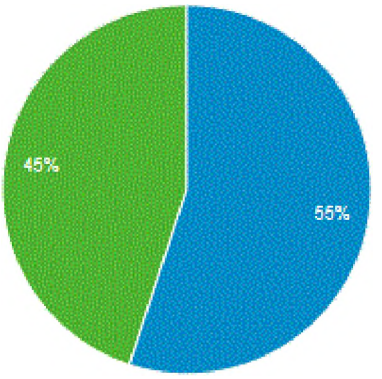
Overview

Sessions ▾ vs. [Select a metric](#)

Hourly Day Week Month



■ New Visitor ■ Returning Visitor



New vs Returning

Mar 1, 2014 - Mar 31, 2014

Customize Email Export Add to Dashboard Shortcut

All Sessions 100.00%

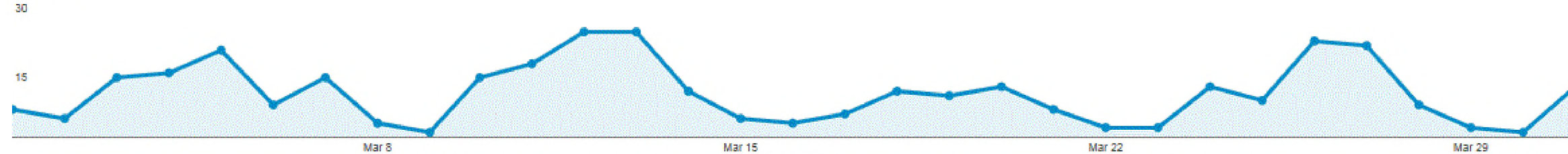
Explorer

Summary Site Usage Ecommerce

Sessions vs. Select a metric

Day Week Month

Sessions



Primary Dimension: User Type

Plot Rows Secondary dimension Sort Type: Default

advanced

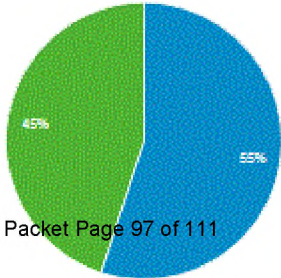
User Type

Sessions

Sessions

Contribution to total: Sessions

		298 % of Total: 100.00% (298)	298 % of Total: 100.00% (298)
<input type="checkbox"/>	1. New Visitor	164	55.03%
<input type="checkbox"/>	2. Returning Visitor	134	44.97%



Customize

Email

Export

Add to Dashboard

Shortcut

▼

All Sessions

100.00%

Explorer

Summary

Site Usage

Ecommerce

Sessions

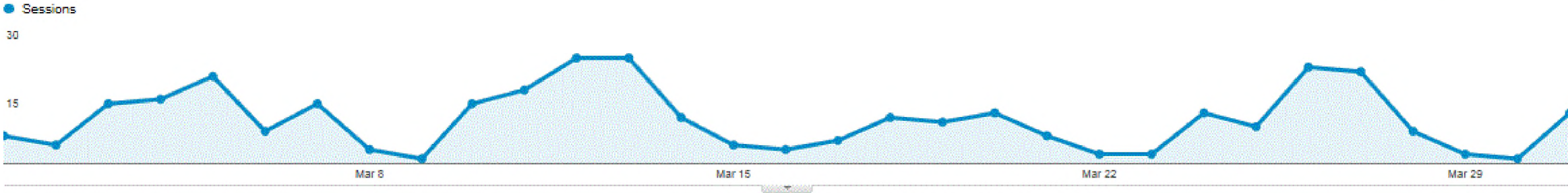
VS.

Select a metric

Day

Week

Month



Primary Dimension:

Browser

Operating System

Screen Resolution

Screen Colors

Flash Version

Other

Plot Rows

Secondary dimension

Sort Type:

Default

advanced

Browser		Sessions	Sessions	Contribution to total: Sessions
		298 % of Total: 100.00% (298)	298 % of Total: 100.00% (298)	
<input type="checkbox"/>	1. Internet Explorer	134	44.97%	
<input type="checkbox"/>	2. Chrome	99	33.22%	
<input type="checkbox"/>	3. Firefox	31	10.40%	
<input type="checkbox"/>	4. Safari	23	7.72%	
<input type="checkbox"/>	5. Android Browser	9	3.02%	
<input type="checkbox"/>	6. IE with Chrome Frame	2	0.67%	

Customize

Email

Export

Add to Dashboard

Shortcut

▼

All Sessions

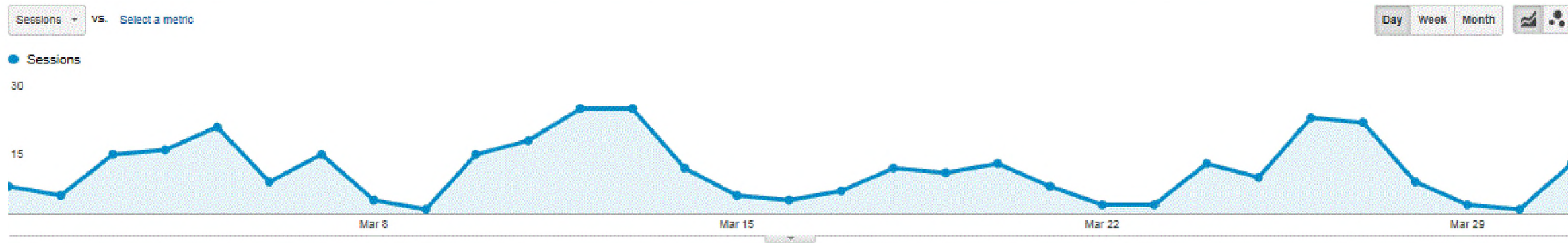
100.00%

Explorer

Summary

Site Usage

Ecommerce



Primary Dimension: Device Category

Plot Rows

Secondary dimension

Sort Type: Default

Search

advanced

Table View

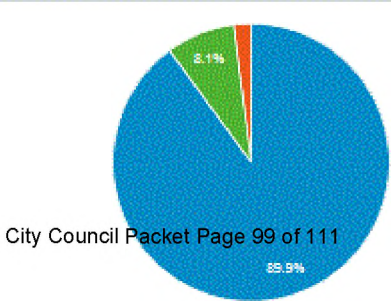
Chart View

Grid View

Filter View

Fullscreen View

<input type="checkbox"/> Device Category	Sessions	Sessions	Contribution to total: Sessions
	298 % of Total: 100.00% (298)	298 % of Total: 100.00% (298)	
<input type="checkbox"/> 1. desktop	268	89.93%	
<input type="checkbox"/> 2. mobile	24	8.05%	
<input type="checkbox"/> 3. tablet	6	2.01%	



Devices

Mar 1, 2014 - Mar 31, 2014

Customize Email Export Add to Dashboard Shortcut

All Sessions
10.07%

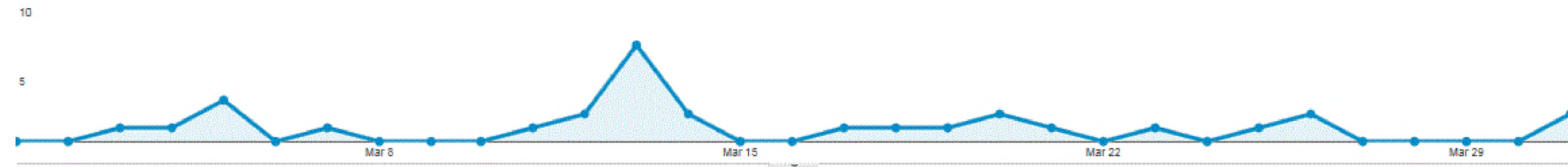
Explorer Map Overlay

Summary Site Usage Ecommerce

Sessions VS. Select a metric

Day Week Month

Sessions



Primary Dimension: Mobile Device Info Mobile Device Branding Service Provider Mobile Input Selector Operating System Other

Plot Rows Secondary dimension Sort Type: Default

advanced

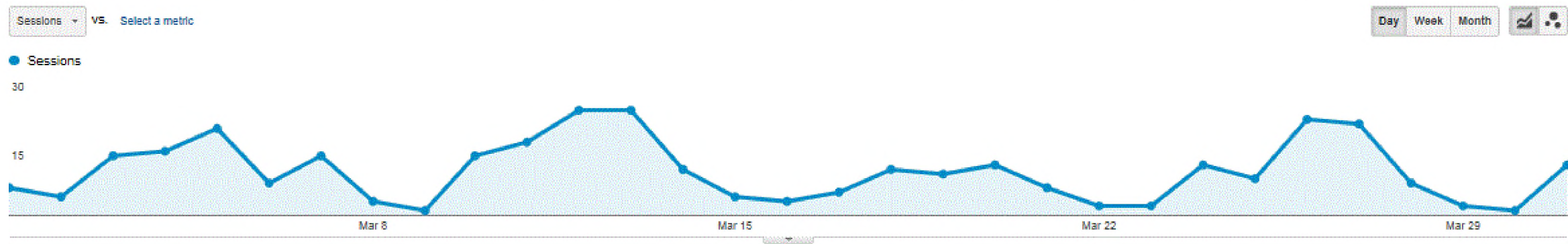
Mobile Device Info		Sessions	Sessions	Contribution to total: Sessions
		% of Total: 10.07% (298)	% of Total: 10.07% (298)	
<input type="checkbox"/>	1. Apple iPhone	10	33.33%	<p>City Council Packet Page 100 of 111</p>
<input type="checkbox"/>	2. Apple iPad	6	20.00%	
<input type="checkbox"/>	3. Motorola MOTXT912B Droid Razr 4G	6	20.00%	
<input type="checkbox"/>	4. LG VS980 4G Optimus G2 4G	2	6.67%	
<input type="checkbox"/>	5. (not set)	1	3.33%	

EmailExportAdd to DashboardShortcut

All Sessions100.00%

ExplorerEntrance Paths






SummarySite UsageEcommerce



Primary Dimension: Landing PageOther

Plot RowsSecondary dimensionSort Type: Default

advanced

Landing Page [?]	Acquisition			Behavior			Conversions		
	Sessions [?] ↓	% New Sessions [?]	New Users [?]	Bounce Rate [?]	Pages / Session [?]	Avg. Session Duration [?]	Goal Conversion Rate [?]	Goal Completions [?]	Goal Value [?]
	298 % of Total: 100.00% (298)	55.03% Site Avg: 55.03% (0.00%)	164 % of Total: 100.00% (164)	52.35% Site Avg: 52.35% (0.00%)	2.12 Site Avg: 2.12 (0.00%)	00:03:13 Site Avg: 00:03:13 (0.00%)	0.00% Site Avg: 0.00% (0.00%)	0 % of Total: 0.00% (0)	\$0.00 % of Total: 0.00% (\$0.00)
1. /Departments/develop_services/development_serv.htm 	239 (80.20%)	60.67%	145 (88.41%)	50.63%	2.16	00:03:13	0.00%	0 (0.00%)	\$0.00 (0.00%)
2. /Chap16/chap16.htm 	33 (11.07%)	18.18%	6 (3.66%)	51.52%	2.18	00:04:54	0.00%	0 (0.00%)	\$0.00 (0.00%)
3. /Canbylibrary/library_board.htm 	16 (5.37%)	62.50%	10 (6.10%)	75.00%	1.69	00:00:31	0.00%	0 (0.00%)	\$0.00 (0.00%)
4. /Departments/develop_services/planforms.htm 	8 (2.68%)	25.00%	2 (1.22%)	62.50%	1.50	00:02:03	0.00%	0 (0.00%)	\$0.00 (0.00%)
5. /Departments/pw_operations/streets_collections/SWM.P.htm 	2 (0.67%)	50.00%	1 (0.61%)	50.00%	1.50	00:00:23	0.00%	0 (0.00%)	\$0.00 (0.00%)

Audience Overview

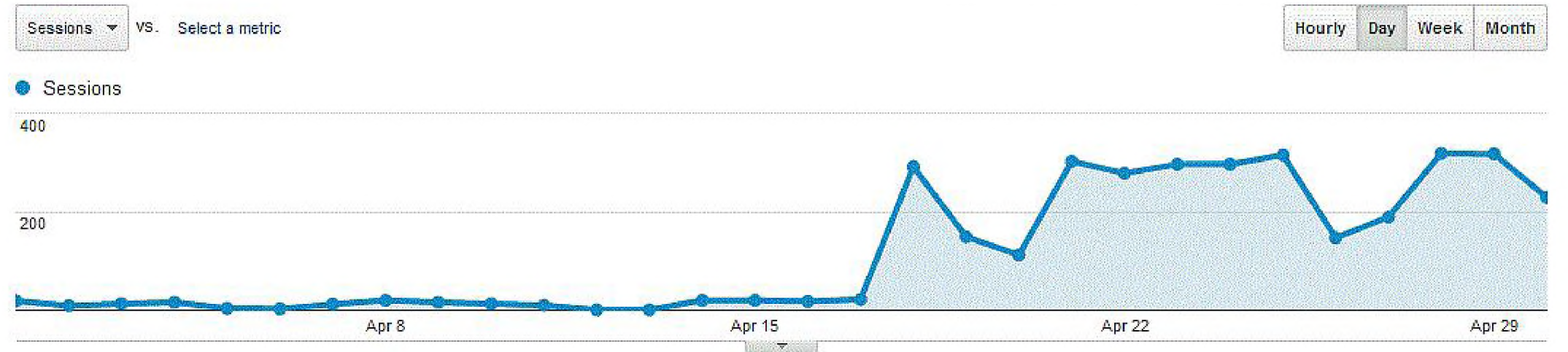
Apr 1, 2014 - Apr 30, 2014

Email Export Add to Dashboard Shortcut

▼

All Sessions
100.00%

Overview



Sessions
3,456

Users
2,536

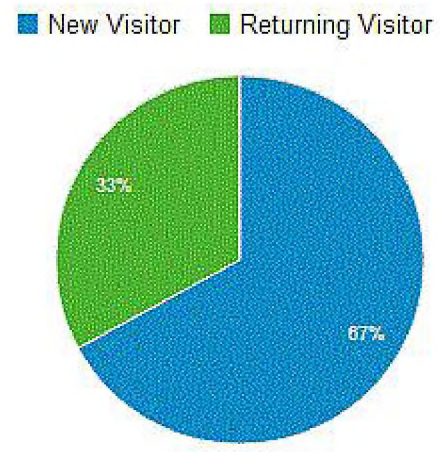
Pageviews
9,272

Pages / Session
2.68

Avg. Session Duration
00:02:19

Bounce Rate
49.94%

% New Sessions
67.04%



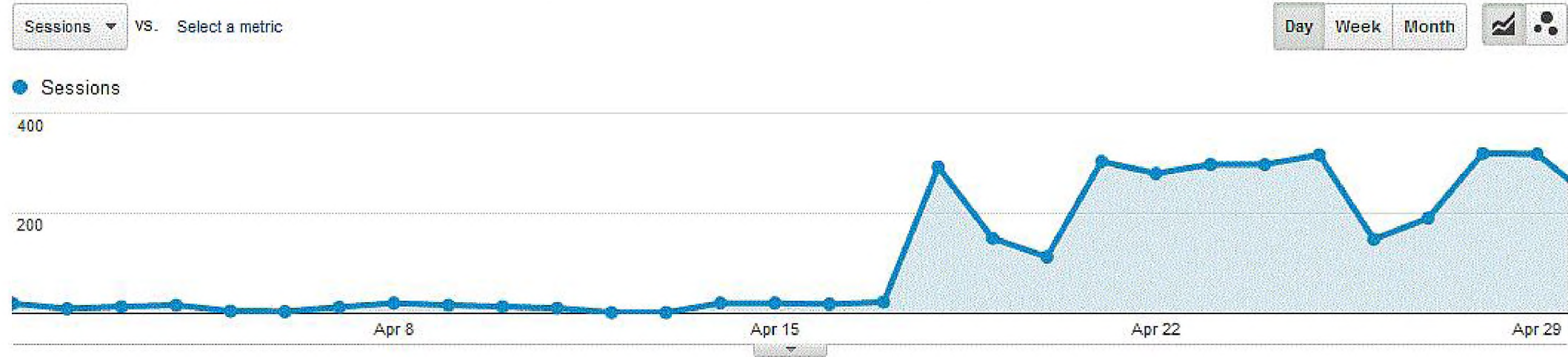
New vs Returning

Customize Email Export Add to Dashboard Shortcut

All Sessions
100.00%

Explorer

Summary Site Usage Ecommerce



Primary Dimension: User Type

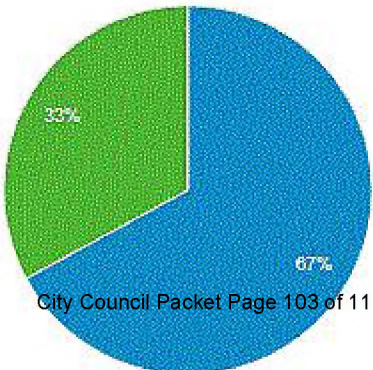
Plot Rows

Secondary dimension

Sort Type: Default

advanced

<input type="checkbox"/>	User Type	Sessions	Sessions	Contribution to total: Sessions
		3,456 % of Total: 100.00% (3,456)	3,456 % of Total: 100.00% (3,456)	
<input type="checkbox"/>	1. New Visitor	2,317	67.04%	
<input type="checkbox"/>	2. Returning Visitor	1,139	32.96%	



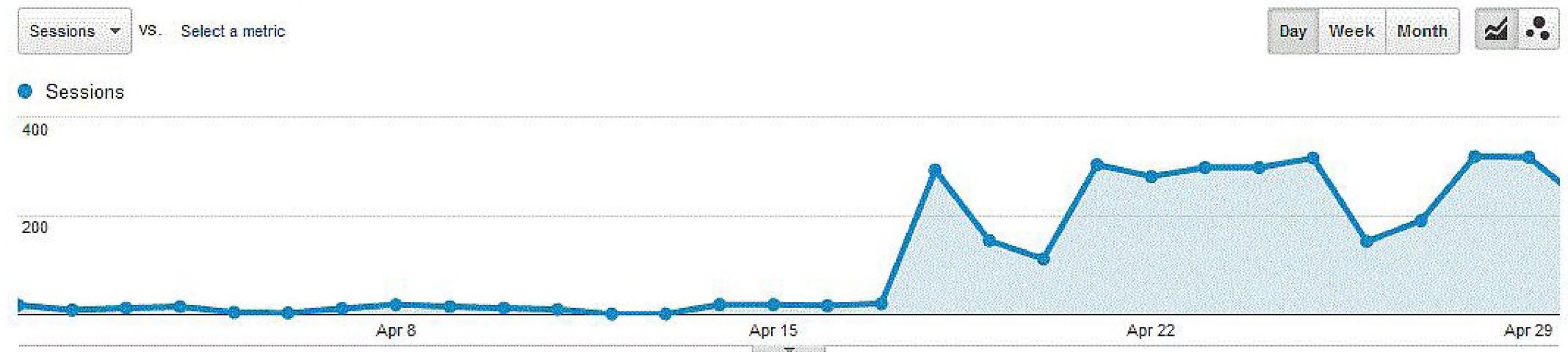
Customize Email Export Add to Dashboard Shortcut

▼

All Sessions
100.00%

Explorer

Summary Site Usage Ecommerce



Primary Dimension: Browser Operating System Screen Resolution Screen Colors Flash Version Other

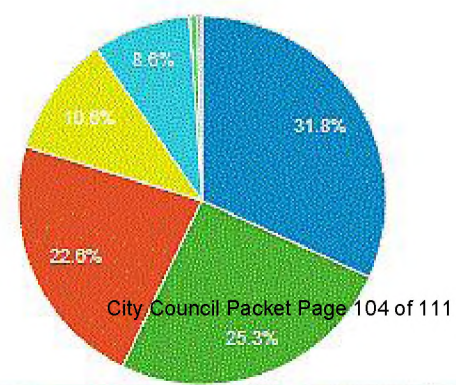
Plot Rows

Secondary dimension ▼

Sort Type: Default ▼

advanced

<input type="checkbox"/>	Browser	Sessions ▼	Sessions	Contribution to total: Sessions ▼
		3,456 % of Total: 100.00% (3,456)	3,456 % of Total: 100.00% (3,456)	
<input type="checkbox"/>	1. Internet Explorer	1,100	31.83%	
<input type="checkbox"/>	2. Chrome	873	25.26%	
<input type="checkbox"/>	3. Safari	782	22.63%	
<input type="checkbox"/>	4. Firefox	367	10.62%	
<input type="checkbox"/>	5. Android Browser	296	8.56%	
<input type="checkbox"/>	6. Amazon Silk	22	0.64%	



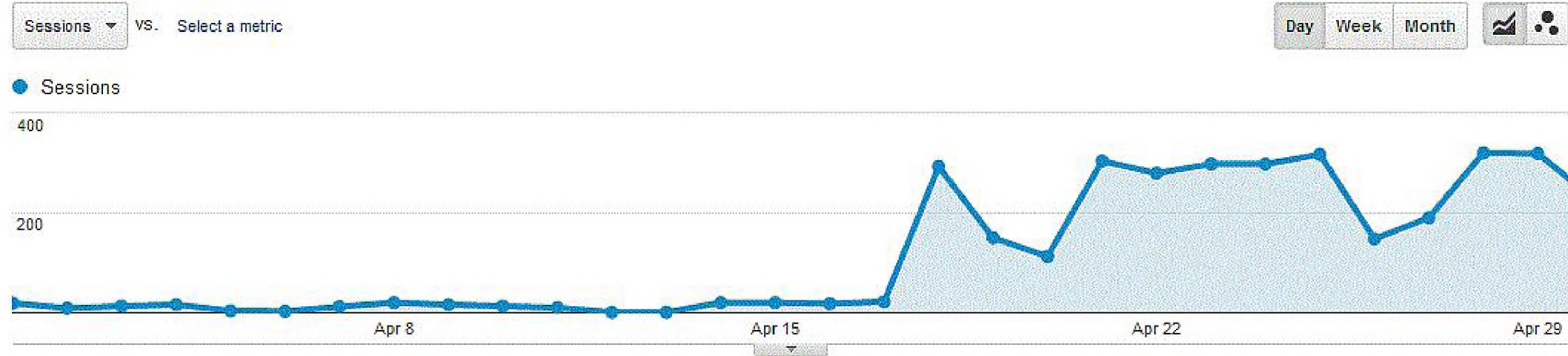
Overview

Customize Email Export Add to Dashboard Shortcut

All Sessions 100.00%

Explorer

Summary Site Usage Ecommerce

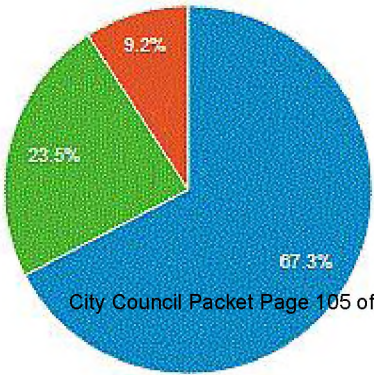


Primary Dimension: Device Category

Plot Rows Secondary dimension Sort Type: Default

Device Category	Sessions	Sessions
	3,456 % of Total: 100.00% (3,456)	3,456 % of Total: 100.00% (3,456)
1. desktop	2,327	67.33%
2. mobile	812	23.50%
3. tablet	317	9.17%

Contribution to total: Sessions



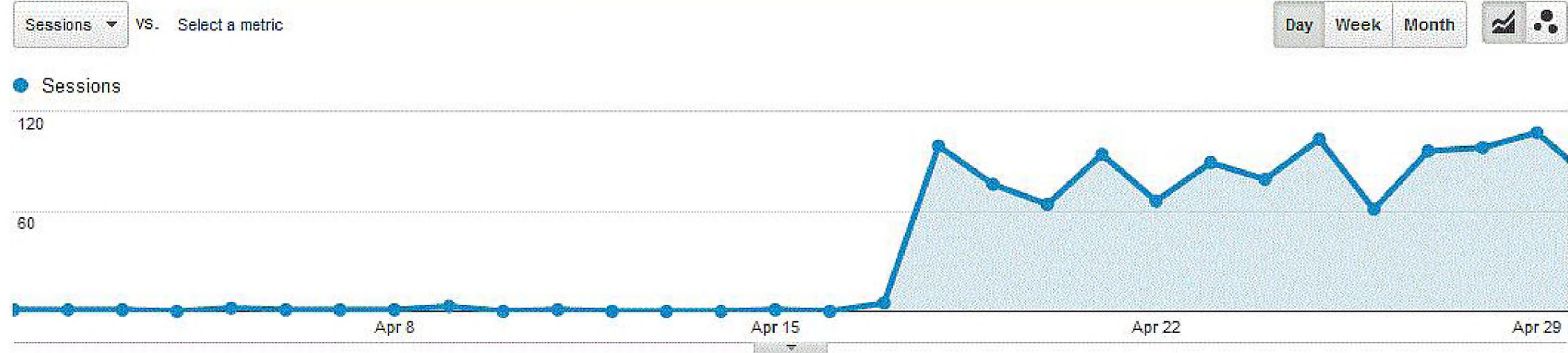
Devices

Customize Email Export Add to Dashboard Shortcut

All Sessions 32.67%

Explorer Map Overlay

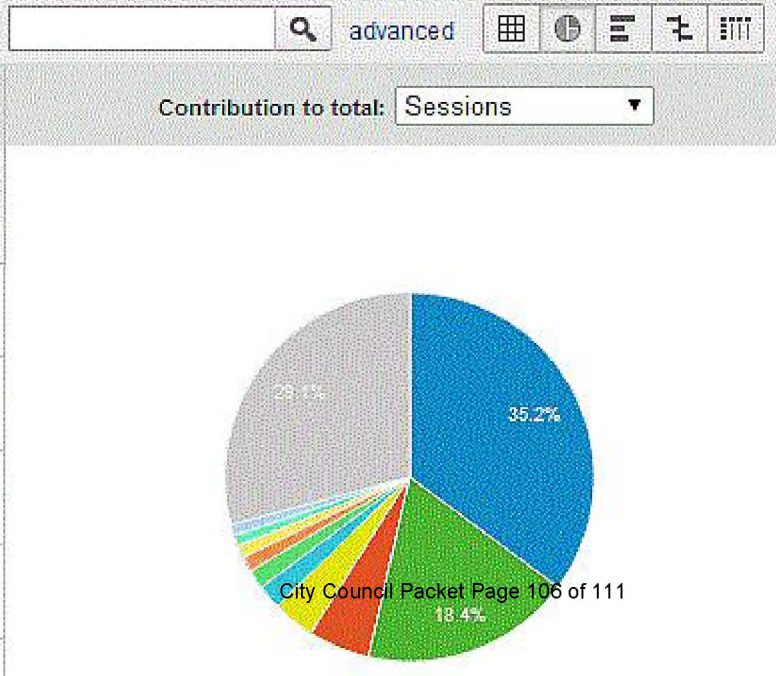
Summary Site Usage Ecommerce



Primary Dimension: Mobile Device Info Mobile Device Branding Service Provider Mobile Input Selector Operating System Other

Plot Rows Secondary dimension Sort Type: Default

Mobile Device Info		Sessions	Sessions
		1,129 % of Total: 32.67% (3,456)	1,129 % of Total: 32.67% (3,456)
1.	Apple iPhone	397	35.16%
2.	Apple iPad	208	18.42%
3.	Samsung GT-P5210 Galaxy Tab 3 10.1	61	5.40%
4.	(not set)	42	3.72%



Landing Pages

Apr 1, 2014 - Apr 30, 2014

Email Export Add to Dashboard Shortcut

All Sessions

100.00%

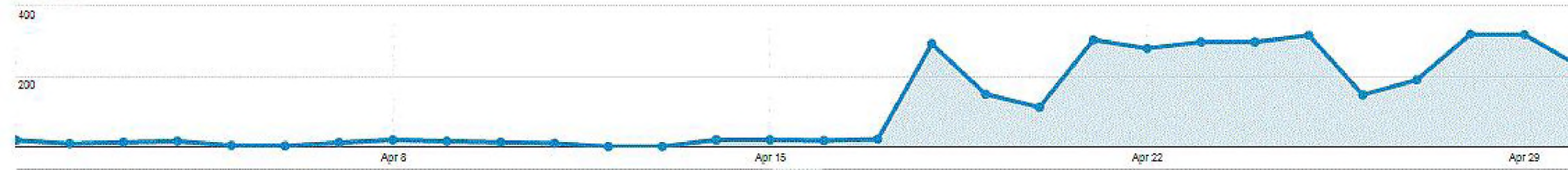
Explorer Entrance Paths

Summary Site Usage Ecommerce

Sessions vs. Select a metric

Day Week Month

Sessions



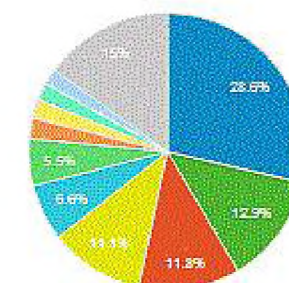
Primary Dimension: Landing Page Other

Plot Rows Secondary dimension Sort Type: Default

advanced

Landing Page			Sessions	Sessions
			3,456 % of Total: 100.00% (3,456)	3,456 % of Total: 100.00% (3,456)
1.	/		988	28.59%
2.	/transportation/CAThomepage.htm		446	12.91%
3.	/Departments/swim/swimcenter.htm		408	11.81%
4.	/Jobs/jobopenings.htm		385	11.14%
5.	/Departments/develop_services/development_serv.htm		227	6.57%
6.	/transportation/routes.htm		190	5.50%
7.	/Departments/pw_operations/parks/parks.htm		83	2.40%
8.	/Departments/court/court.htm		76	2.20%
9.	/Departments/swim/schedule.htm		69	2.00%
10.	/Departments/swim/swimcenter.htm		64	1.85%

Contribution to total: Sessions



City of Canby Bi-Monthly Report

Department: Transit



For: the months of March & April, 2014

Date: May 2, 2014

Prepared by: Julie Wehling

Through: Amanda Zeiber, Interim City Administrator

1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) Quarterly reports and reimbursement requests were submitted to ODOT.
- c) The grant contract for surplus New Freedom funds has been executed. The grant amount is \$37,466.
- d) CAT's two-year grant requests for Special Transportation Fund (STF) and Special Transportation Operating (STO) funding in the amounts of \$241,925.00 and \$82,400 respectively were approved by the Special Transportation Fund Advisory Committee on March 7th.
- e) CAT's annual grant application for Rural and Small City 5311 funding was submitted on April 10th. The expected grant amount is \$323,580.
- f) A grant application for \$60,000 in a planning funds (to complete a Transit Master Plan) was submitted on April 11th.

2) Ridership:

Ridership for FY 2013-14 is down by 20.88 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 8,222 rides in March (19.89% fewer than March of 2013).
 - 1,692 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 12.35% more than were provided during March of 2013.
 - 4,931 to Oregon City (18.86% fewer rides than March of 2013).
 - 1,599 to Woodburn (34.25% fewer rides than March of 2013)
- b) 8,987 rides in April (16.21% fewer rides than April of 2013).
 - 1,840 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 14.64% more rides than were provided during April of 2013.
 - 5,246 to Oregon City (18.32% fewer rides than April of 2013)
 - 1,901 to Woodburn (22.18% fewer rides than April of 2013).

The ridership decline remains consistent with the 25-40 percent drop that is usually expected when a fare is implemented or increased.

3) Updates:

- a) The Rider of the Month for March was Bernardino Sixto. In April we had two riders of the month: Robert Doel and Zane Baker. Each rider was given CAT memorabilia and a free pass of their choice.
- b) The search for adequate adjacent parking for the entire fleet of CAT buses is progressing.

4) Collisions

- a) No collisions in March or April.

5) Training/Meetings/Conferences Attended: City staff, contractors and/or volunteers represented CAT at:

- a) Julie Wehling attended meetings of the PTAC's Strategic Investment Workgroup on March 5 and March 21.
- b) The Transit Advisory Committee held their regular meetings on March 20th and April 17th.
- c) On March 4th Julie Wehling attended a TriMet open house, in Oregon City, regarding service changes that will be implemented in September of 2015 when the Portland Milwaukee MAX service opens.
- d) On March 7th Julie Wehling represented CAT at the Special Transportation Fund Advisory Committee meeting where funding allocations were approved.
- e) On April 3rd Julie Wehling represented CAT at a C4 meeting.
- f) On March 8th & April 12th MV held driver safety meetings.
- g) On April 29th Julie Wehling represented CAT at a Clackamas Transit Advisory Committee (CTAC) meeting/tour of the Willamette Falls Legacy Project site.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant For

Months of: March & April 2014

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Amanda Zeiber, Interim City Administrator
Date: May 1, 2014

Facility Operations & Maintenance

The water quality for the months of March and April remained excellent with no violations. Plant Operators maintain daily operations of the plant as we continue winter compliance monitoring and start preparing for the start of summer compliance monitoring on May 1st.

Plant personnel are keeping up with all preventative maintenance, operations, laboratory testing and FOG abatement which include some of the following:

- Replaced Belt on the Biosolids conveyor and ordered replacement.
- Vemco temperature download and calibration.
- Effluent flow meter calibration check.
- Power washed the eff. chamber.
- Worked on cleaning the south pond.
- Purchased & installed new filtrate pump.
- Replaced recirculation pump in the south basin.
- Started on moss control.
- Dismantling and removal of the dryer was completed in March.
- Replaced 2 diaphragms on primary sludge pump.
- Replaced and repaired filters on the Aqua disk.
- Repaired Aeration Basin Mixer motor.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

FOG (fats, oils and grease) program

March

- Pump Outs: 30
- Inspections: 3

April

- Pump Outs: 18
- Inspections: 3

Biosolids Program

- Belt press ran 17 days in March.
- 6 loads to Heard Farms, 166 wet tons.
- Belt press ran 20 days in April.
- 6 Loads to Heard Farms, 167 wet tons.

Daily Lab Activity

Monthly / Weekly NPDES Permit Tests

- TSS
- BOD
- CBOD
- Ammonia
- E-coli
- Alkalinity
- pH
- Total Flow
- UV Dosage
- Bioassay completed April 7
- Pest/Pcbs,(608's) permit test sampled and sent to Portland 4/16

Monthly / Weekly Lab

- TSS
- Nitrite / Nitrate
- UV Transmittance
- Biosolids Testing
- April completed DMR-QA 34 testing

Meetings and Training Attended

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

- F.O.G committee meeting.
- CPR/A.E.D & First Aid Class
- Shop safety meeting.
- Attended Clackamas Short School.
- ORACWA Pretreatment Committee.
- Daily staff and operations meeting.