



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

January 15, 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

6:00 PM

City Hall Conference Room

182 N Holly

This Work Session will be attended by the Mayor and City Council to discuss ballot title language for a new library/civic building.

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CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

B. Canby Ferry Centennial Celebration Year Proclamation

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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 December 4, 2013 City Council Work Session & Regular Meeting

7. RESOLUTIONS & ORDINANCES

- A. Ord. 1392, Authorizing Contract with Curran-McLeod, Inc. Consulting Engineers for Engineering Services Regarding 2014 Wastewater Treatment Plant Improvements
(2nd Reading) Pg. 3
- B. Ord. 1393, Adding Chapter 2.90 to the Canby Municipal Code Creating an Audit and Financial Oversight Committee Pg. 5

8. NEW BUSINESS

- A. Referring to Planning Commission Two Story Downtown Building Requirement Code Language Review

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

11. ACTION REVIEW

12. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation and ORS 192.660(2)(i) Performance Evaluation of Public Officer

13. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer, 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.

Regarding the Advisory Referendum:

Pursuant to ORS 250.035(1), the caption cannot exceed 10 words, and it must reasonably identify the subject of the measure.

Suggested Caption: Advising Canby Urban Renewal Agency on Building* a Civic Center

*Funding?

Under the same law, a question cannot exceed 20 words, and it must plainly phrase the chief purpose of the measure so that an affirmative response to the question corresponds to an affirmative vote.

Suggested Question: Should the Canby Urban Renewal Agency go forward with** plans to build a civic center housing city offices and library?

**The above underlined phrase could be replaced with single verbs like fulfill, affirm, continue, effectuate, etc.

Summary

Finally, the law requires a concise and impartial statement of not more than 175 words summarizing the measure and its major effect.

Bullet points:

Advisory only...ultimate outcome of vote not legally binding on Agency or City Council

Mention won't raise taxes

Amount of money intended for project

Type: Urban Renewal Funds

Skip mentioning exact amount?

Avoid talking about bonds?

Location of project—block that currently has the library on it

Number of stories?

Light on Specifics

Order of topics/subjects

Project Specs

Funds

Advisory

Taxes



Office of the Mayor

Proclamation

CANBY FERRY CENTENNIAL CELEBRATION YEAR

WHEREAS, the Canby Ferry began taking travelers across the Willamette River Between Canby and Wilsonville in 1914; and

WHEREAS, the Canby Ferry is one of only three remaining ferries in the State of Oregon, where there were once hundreds of ferries; and

WHEREAS, the Canby Ferry provides year-round transportation service to commuters, businesses, tourists, bicyclists, pedestrians and area residents seven days a week from 6:45 a.m. to 9:15 p.m.; and

WHEREAS, community support for the Canby Ferry remains strong as shown by the results of a 2012 survey of Ferry riders and the general public, in which more than 90% of respondents urged the County to continue operating the Ferry and supported increased fares to do so; and



WHEREAS, the Canby Ferry is both living history and a modern practical way for people to travel quickly and inexpensively across the Willamette River; and

WHEREAS, this year marks the 100th anniversary of the first Canby Ferry crossing in 1914 - the Department of Transportation and Development is partnering with Public and Government Affairs, Tourism and Cultural Affairs, the Canby Chamber of Commerce and the City of Canby to commemorate this historic milestone with special events and programs throughout 2014.

NOW THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim the year 2014 to be Canby Ferry Centennial Celebration Year in the City of Canby and do urge all those in the Canby area to support and promote this historical celebration.

Given unto my hand this 15th day of January 2014 in the City of Canby, Oregon.

Brian Hodson
Mayor



ORDINANCE NO. 1392

AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A CONTRACT WITH CURRAN-MCLEOD, INC. CONSULTING ENGINEERS FOR ENGINEERING SERVICES REGARDING 2014 WASTEWATER TREATMENT PLANT IMPROVEMENTS; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby requires improvements to its wastewater treatment plant; and

WHEREAS, the City of Canby went through a competitive process to hire Curran-McLeod, Inc. Consulting Engineers as engineer of record, and Curran-McLeod, Inc. has been involved with all preliminary planning at the wastewater plant including this project;

WHEREAS, the City of Canby desires to secure a cost effective contract for the requisite engineering services for this integral service;

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into a Personal Services Agreement with Curran-McLeod, Inc. Consulting Engineers for Engineering Services for the City. A copy of the Personal Services Agreement is attached hereto as Exhibit "A."

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, December 4, 2013, 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, January 15, 2014, commencing at the hour of 7:30 p.m. in the Council Chambers located at 155 N.W. 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

2ND READING

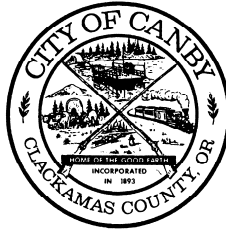
PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on January 15, 2014 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



MEMORANDUM

DATE: JANUARY 15, 2014
TO: HONORABLE MAYOR HODSON AND CANBY CITY COUNCIL
FROM: HALEY FISH, FINANCE DIRECTOR
THROUGH: GREG ELLIS, CITY ADMINISTRATOR
RE: ORDINANCE ADDING CHAPTER 2.90 TO THE CANBY MUNICIPAL CODE
CREATING AN AUDIT AND FINANCIAL OVERSIGHT COMMITTEE

ISSUE: The City's financial policies have not been updated since 2002 and it is best practice per the Government Finance Officers Association (GFOA) to establish an Audit Committee, see attached.

SYNOPSIS: *"An audit committee is a practical means for a governing body to provide much needed independent review and oversight of the government's financial reporting process, internal controls and independent auditors. An audit committee also provides a forum separate from management in which auditors and other interested parties can candidly discuss concerns. By effectively carrying out its functions and responsibilities, an audit committee helps to ensure that management properly develops and adheres to a sound system of internal controls, that procedures are in place to objectively assess management's practices and that the independent auditors, through their own review objectively assess the government's financial reporting practices."*

Oversight of internal controls, the audit and external auditors increases transparency and is a key check and balance between the Council and Management.

Incorporating review of financial policies is logical and will provide instrumental guidance to Management to incorporate into the budget and to apply in everyday decisions. It will also be a tool or forum for both the Council and Management to identify and investigate other financial performance alternatives and provide recommendations or clarification to increase efficiency and transparency.

RECOMMENDATION: Staff recommends that Council approve Ordinance No. 1393 to come up for second reading on February 5, 2014.

ATTACHED: Ordinance No. 1393, Exhibit A and GFOA Best Practice



BEST PRACTICE

Audit Committees (1997, 2002, 2006, and 2008) (CAAFR)

Background. Three main groups are responsible for the quality of financial reporting: the governing body,¹ financial management, and the independent auditors. Of these three, the governing body must be seen as “first among equals” because of its unique position as the ultimate monitor of the financial reporting process.² An audit committee is a practical means for a governing body to provide much needed independent review and oversight of the government’s financial reporting processes, internal controls, and independent auditors. An audit committee also provides a forum separate from management in which auditors and other interested parties can candidly discuss concerns. By effectively carrying out its functions and responsibilities, an audit committee helps to ensure that management properly develops and adheres to a sound system of internal controls, that procedures are in place to objectively assess management’s practices, and that the independent auditors, through their own review, objectively assess the government’s financial reporting practices.³

Recommendation. The Government Finance Officers Association (GFOA) makes the following recommendations regarding the establishment of audit committees by state and local governments:

- The governing body⁴ of every state and local government should establish an audit committee or its equivalent;
- The audit committee should be formally established by charter, enabling resolution, or other appropriate legal means and made directly responsible⁵ for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services.⁶ Likewise, the audit committee should be established in such a manner that all accountants thus engaged report directly to the audit committee. The written documentation establishing the audit committee should prescribe the scope of the committee’s responsibilities, as well as its structure, processes, and membership requirements. The audit committee should itself periodically review such documentation, no less than once every five years, to assess its continued adequacy;⁷

¹ For the purposes of this recommended practice, the term “governing body” should be understood to include any elected officials (e.g., county auditor, city controller) with legal responsibility for overseeing financial reporting, internal control, and auditing, provided they do *not* exercise managerial responsibilities within the scope of the audit. The term “governing body” also is intended to encompass appointed bodies such as pension boards.

² *Report and Recommendations of the Blue Ribbon Committee on Improving the Effectiveness of Corporate Audit Committees*, “Overview and Recommendations.”

³ Securities and Exchange Commission (SEC) Regulation 33-8220, “Background and Overview of the New Rule and Amendments.”

⁴ For the purposes of this recommended practice, the term “governing body” should be understood to include any other elected officials (e.g., county auditor, city controller) with legal responsibility for overseeing financial reporting, internal control, and auditing, provided they do *not* exercise managerial responsibilities within the scope of the audit. The term “governing body” also is intended to encompass appointed bodies such as pension boards.

⁵ Nothing in this recommended practice should be interpreted so as to limit the full governing body from exercising ultimate authority.

⁶ Sarbanes Oxley Act, Section 301.

⁷ *Report and Recommendations of the Blue Ribbon Committee on Improving the Effectiveness of Corporate Audit*

- Ideally, all members of the audit committee should possess or obtain a basic understanding of governmental financial reporting and auditing.⁸ The audit committee also should have access to the services of at least one financial expert, either a committee member or an outside party engaged by the committee for this purpose. Such a financial expert should through both education and experience, and in a manner specifically relevant to the government sector, possess 1) an understanding of generally accepted accounting principles and financial statements; 2) experience in preparing or auditing financial statements of comparable entities; 3) experience in applying such principles in connection with the accounting for estimates, accruals, and reserves; 4) experience with internal accounting controls; and 5) an understanding of audit committee functions.⁹
- All members of the audit committee should be members of the governing body. To ensure the committee's independence and effectiveness, no governing body member who exercises managerial responsibilities that fall within the scope of the audit should serve as a member of the audit committee;
- An audit committee should have sufficient members for meaningful discussion and deliberation, but not so many as to impede its efficient operation. As a general rule, the minimum membership of the committee should be no fewer than three;¹⁰
- Members of the audit committee should be educated regarding both the role of the audit committee and their personal responsibility as members, including their duty to exercise an appropriate degree of professional skepticism;
- It is the responsibility of the audit committee to provide independent review and oversight of a government's financial reporting processes, internal controls and independent auditors;¹¹
- The audit committee should have access to the reports of internal auditors, as well as access to annual internal audit work plans;
- The audit committee should present annually to the full governing body a written report of how it has discharged its duties and met its responsibilities. It is further recommended that this report be made public and be accompanied by the audit committee's charter or other establishing documentation;
- The audit committee should establish procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters. Such procedures should specifically provide for the confidential, anonymous submission by employees of the government of concerns regarding questionable accounting or auditing matters.¹² The audit committee also should monitor controls performed directly by senior management, as well as controls designed to prevent or detect senior-management override of other controls¹³;
- The audit committee should be adequately funded and should be authorized to engage the services of financial experts, legal counsel, and other appropriate specialists, as necessary to fulfill its

Committees, Recommendation 4.

⁸ *Report and Recommendations of the Blue Ribbon Committee on Improving the Effectiveness of Corporate Audit Committees, Recommendation 3.* Continuity typically is a positive factor in achieving this goal, a fact that should be kept in mind when considering the appropriate length of service for audit committee members.

⁹ Sarbanes-Oxley Act, Section 407.

¹⁰ In certain limited instances, as noted later, the audit committee will need to meet privately to achieve its goals. If the audit committee constitutes a majority of the governing body, such private meetings may be hampered by "sunshine" laws and similar "open meetings" legislation.

¹¹ SEC Regulation 330-8220, "Background and Overview."

¹² Sarbanes Oxley Act, Section 301.

¹³ *Internal Control – Integrated Framework: Guidance on Monitoring Internal Control Systems* (Discussion Document of the Committee of Sponsoring Organizations—COSO, 2007), page 10.

responsibilities¹⁴, and

- In its report to the governing body, the audit committee should specifically state that it has discussed the financial statements with management, with the independent auditors in private,¹⁵ and privately among committee members,¹⁶ and believes that they are fairly presented, to the extent such a determination can be made solely on the basis of such conversations.

Approved by the GFOA's Executive Board, October 17, 2008.

¹⁴ Nothing in this recommended practice should be interpreted so as to limit the full governing body from exercising ultimate authority.

¹⁵ It is important that the audit committee be able to meet privately with the independent auditors, as needed, to ensure a full and candid discussion. Governments are urged to amend "sunshine" laws and similar "open meetings" legislation to permit such encounters in these limited circumstances.

¹⁶ It is important that audit committee members be able to meet privately among themselves, as needed, to ensure a full and candid discussion. Governments are urged to amend "sunshine" laws and similar "open meetings" legislation to permit such an encounter in these limited circumstances.

ORDINANCE NO. 1393

AN ORDINANCE ADDING CHAPTER 2.90 TO THE CANBY MUNICIPAL CODE CREATING AN AUDIT AND FINANCIAL OVERSIGHT COMMITTEE.

WHEREAS, the City of Canby believes that it is critical to review the adequacy of financial policies, internal controls and ensure that audits of the City's financial statements are completed annually in accordance with Oregon state law; and

WHEREAS, the City Council believes that oversight of the City's financial policies, internal controls and independent auditors is a shared responsibility between City management and the City Council; and

WHEREAS, the City Council desires the opportunity to assist City management in the review and selection of the City's independent auditor; and

WHEREAS, the City Council, without limiting its role or the responsibilities of the City Administrator, believes that an advisory committee to the City Council can ensure transparency in the management of City audits, financial oversight and provide critical assistance to the auditors and management; now therefore

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The Canby Municipal Code (CMC) is hereby amended to include Chapter 2.90 Municipal Audit and Financial Oversight Committee. A copy of Chapter 2.90 is attached hereto as Exhibit "A".

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, January 15, 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, February 5, 2014, commencing at 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 the second and final reading by the Canby City Council at a regular meeting thereof on February 5, 2014 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

EXHIBIT “A”

Chapter 2.90: MUNICIPAL AUDIT AND FINANCIAL OVERSIGHT COMMITTEE

2.90.010 Established.

The Municipal Audit and Financial Oversight Committee shall be appointed to serve in an advisory role to the Council.

2.90.020 Membership.

The Municipal Audit and Financial Oversight Committee shall consist of up to three Citizen Committee Members, the Mayor, and up to two City Councilors; number of elected official members not to exceed number of citizen members. No member of the Municipal Audit and Financial Oversight Committee shall have any financial interest, either directly or indirectly, in any contract to which the City is a party, nor shall any member receive a salary or any payment for any materials or for any services rendered the Committee.

2.90.030 Terms of Office; Vacancies.

At the first City Council Meeting of the first year of the Mayors term all members of this committee will be appointed. The Mayor shall automatically be a member. In the Mayor's absence, the Council President shall serve in this capacity, unless it constitutes a quorum of the Council. Prior to that meeting any Citizen who wishes to be on the Municipal Audit and Financial Oversight Committee shall submit to the City Recorder a Committee Application so that they may be selected at the aforementioned meeting. Ideally, all members of the audit committee should possess or obtain a basic understanding of governmental financial reporting and auditing. The audit committee also should have access to the services of at least one financial expert, either a committee member or an outside party engaged by the committee for this purpose. All members shall serve a two year term. The Mayor may vote only to break a tie, if necessary for the appointment.

Any Committee member failing to attend two consecutive meetings without approval of the Chair may be removed by the City Council and a new Member shall be appointed as soon as practical. The Municipal Audit and Financial Oversight Committee serves at the pleasure of the City Council and are subject to removal at any time by the Council with or without cause.

2.90.040 Duties and Powers.

The duties of the Committee shall include:

- A. Solicit input from the Council regarding audit and financial oversight related issues including but not limited to financial policies and internal control.
- B. Review the credentials of potential auditors and make recommendation to the Council as to the selection of the auditor.
- C. Assure the scope of the audit meets Council requirements.
- D. Assure financial statements and audits meet Council needs and are reported to the Council in a timely manner as required by state law.

- E. Review annually the performance of the auditors, provide that information to the Council, and make recommendation to the Council if a change in auditor is recommended.
- F. Review annually the adequacy of the City's internal controls.
- G. Review annually the adequacy of the City's financial policies.
- H. Meet and review other audit and financial oversight related projects as suggested by the City Council.
- I. The audit committee should establish procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters. Such procedures should specifically provide for the confidential, anonymous submission by employees of the government of concerns regarding questionable accounting or auditing matters.

2.90.050 Officers.

At the first meeting of each year, the Committee shall elect a Chair who shall serve for a term of one year ending December 31. The Finance Director shall serve as staff liaison to the Committee and keep the record of its action.

2.90.060 Location of Meetings.

The Municipal Audit and Financial Oversight Committee shall meet at least once per quarter, or more if necessary, at a location open to the public.



City of Canby Bi-Monthly Report
Department: Administration
For Months of: November & December 2013

To: The Honorable Mayor Hodson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist II
Through: Greg Ellis, City Administrator
Date: January 6, 2014

1. **Business Licenses** – Twenty-one (21) new business licenses were issued during the months of November & December 2013. This compares to 17 new licenses issued during November & December 2012. Thirty (30) business licenses were inactivated during the months of November & December 2013. This compares to 52 inactivated during the same period in 2012. One hundred fourteen (114) business license renewals were sent out, compared to 132 in 2012. The total number of businesses licensed with the City of Canby is 1135 of which 646 have Canby addresses.
2. **Complaints/Inquiries** – Fifteen (15) complaints/inquiries were received during November & December 2013, all of which have been resolved. Nine (9) follow-up cards were mailed and 6 were returned, all with excellent ratings.

Cemetery - Total property purchases recorded: 1
Total interments recorded: 7
3. **Training/Meetings** – Kim Scheafer and Amanda Zeiber attended an Oregon Employer Council Class on November 14.
- Kim Scheafer and Sue Ryan attended the OAMR Region 2 Luncheon
4. **Special Animal Permits** – One special animal permit was issued during November & December 2013.
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 1,167 email addresses in November and 1,177 in December 2013.



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: *Greg Ellis, City Administrator*

RE: BI-MONTHLY STAFF REPORT November – December 2013
ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Updates

The following projects are funded through Urban Renewal.

Construction Energy and Telecommunications Summit - The second industry cluster Summit was held November 21st. This cluster has over 50 companies that collectively employ about 530 workers with average wages of \$59,640. The annual economic output combined is almost \$50 million. Thirteen representatives attended to share their input on industry trends, growth opportunities, issues and challenges.

Team Track Feasibility Study - The city is implementing a technical assistance grant to explore the potential of a team track or trans- load facility in the Canby Pioneer Industrial Park. This prospective facility would provide rail access for cargo from Canby businesses and those from surrounding areas. Rail can substantially reduce shipping costs for certain types of products and raw materials traveling over long distances. This study will determine if there is enough demand, what amenities are needed, create a development plan and preliminary cost estimates. The study should be completed in January. If the project proves to be feasible, it would be well positioned for Connect Oregon grant application next fall for construction funding.

Canby in the Spotlight Newsletter - The second edition of this development focused newsletter was distributed in early December. The four page report features real estate updates, construction of the Sequoia extension, team track feasibility study, new development activity and more. Portland region developers, real estate developers, Canby industrial property owners and other opinion leaders received the newsletter. Several articles were also featured on the front page of the Canby Herald. The full newsletter and past edition are located at <http://www.canbybusiness.com/newsletter.htm>.

“Explore Canby” Mobile App Update - A substantial update to Canby’s mobile app is now live with a direct link from the City website home page. The revised App features new graphics and color scheme. Other highlights include:

- The *business* section now features a prominent “Jobs” link. Existing links feature an inventory of available industrial and commercial land and space, “Tools for Business Success” and the economic development website.
- The *Community* page now has a direct link to service organizations. Other links include city services, police, school, local news and Main street programs.
- The *Visit* section now has a new Downtown link that features Main street activities and events. Additional links are provided to the Chamber and County tourism websites, CAT transit service, the Canby library and deals.

Urban Renewal Annual Report - Staff completed the 2012-2013 Urban Renewal Annual Report and will present highlights at the January URA meeting. The report features past, current and planned projects. There is information on impacts of investments and financial details. This report helps the general public understand this complex program and addresses typical questions that arise. New this year are additional tables and charts on debt and debt repayment timelines.

Metals Industry Cluster Next Steps - Metals manufacturing leaders toured the Canby Technical Education Center to learn about programs that train students on manufacturing related skills. Afterward several testified at the Canby School Board Meeting on November 7th to share information about their industry, the job potential and skills needed for students have careers with Canby metals firms.

Revolving Loan Fund Activity - A reopening celebration was held Nov. 5th for the American Legion's extensive \$90,000 façade improvement, new handicapped accessibility ramp and interior lobby updates. The Urban Renewal Commission will receive semi-annual reports on all loan activities in January and June.



Community Response Team -The group met on November 6th to learn more about the Team Track Feasibility Study and new manufacturing initiatives at Canby High School. The next meeting will be held in February.

Main Street Updates

Promotion

- **Downtown Canby First Friday** – The November 1st and December 6th First Friday programs each featured ten businesses. During the November and December First Fridays, businesses highlighted downtown Canby holiday shopping opportunities. Since August, the First Friday event is being marketed through targeted Facebook advertisements, flyers, and brochures. This new approach has attracted a broader audience including more families and children. 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

November	70 Page Likes	19,870 Campaign Reach	357 Clicks
December	159 Page Likes	17,539 Campaign Reach	451 Clicks

- **Downtown Draw** – The November Downtown Draw featured Miss Adeline's located at 136 N Grant Street. Miss Adeline's features gifts, home décor, painted furniture, hand-made jewelry, and children's clothing. The December Downtown Draw focused on LPL Financial, located at 181 N Grant Street in the Graham Building. LPL Financial This effort helps market downtown businesses and focuses on both entertainment and service-oriented businesses. The Downtown Draw is featured on the Canby Main Street website, facebook, and the e-newsletter.

- **Light Up The Night** – On Friday, December 6th, Light Up The Night launched the holiday season in downtown Canby. The holiday parade began at 6:00pm with twelve participants, and worked its way throughout downtown to Wait Park. The tree lighting ceremony followed at 6:30pm. The Cascade Harmony Chorus welcomed Santa to the gazebo with carols. Mayor Hodson wished everyone a happy holiday season. Joan Monen, the winner of “Who Lights Up Canby”, threw the light switch to illuminate the tree and train, and new addition of reindeer and a penguin! Santa greeted children in the gazebo to hear their holiday wishes. The Catalina’s performed on stage and then caroled throughout downtown. First Friday ran from 5-8pm, with ten businesses offering food and drink, retail specials, live music, etc.

Organization

- **Historic Review Board** –The Historic Review Board has met monthly to work on the plaque program, identify a theme for the heritage trail, and to discuss the history developed by Carol Palmer, a Historic Review Board member. At the December 2nd meeting, Peter Hostetler discussed moving the Mack House, one of the three historic places on the City’s register. After research and discussion, the Historic Review Board supported moving the home to S. Knott Street. At the December 9th Planning Commission meeting, Carol Palmer gave a brief history of the Mack House, and voiced the Boards support. The Planning Commission voted to approve the move. The Board will work with Mr. Hostetler to follow what is outlined in the code.
- **Parking** – In December, a parking handout was passed around to downtown businesses to reinforce the “good neighbor” concept that came out of the Parking Task Force. The flyer noted various public parking spaces for employee parking and encouraged business owners and employees to park out of the way of neighboring businesses.

Economic Restructuring

- **Available Property Database** – The Canby Main Street Manager and Economic Development Director updated the Available Properties database in December. This inventory helps to promote Canby to potential businesses, new property owners, and brokers throughout Canby and beyond. The database is available online at www.CanbyBusiness.com, as well as in a notebook with flyers for the taking at the Economic Development office. Main Street and Economic Development also work to get up to date broker sheets for the properties, and will create a broker sheet if needed.
- **Business Outreach** - The Main Street Manager and Economic Development Director met with Juanita Olsen, who is opening a women’s apparel store in March in the Graham Building on the corner of Grant Street and 2nd Avenue. They shared information on promotions and events that happen downtown, ideas to maximize the space, and provided ideas for her business. Main Street continues help make her new business a success.

Design

- **Arts & Culture Action Alliance** – The newly formed group will meet for the first time in January. Chairperson Laura Sattler will contact all of the members for the first meeting. Until the January meeting, Canby Main Street is still be accepting applications. Anyone interested in participating in the Arts & Culture Advisory Alliance should contact Jamie Stickel, Main Street Manager, at 503.266.0772 or StickelJ@ci.canby.or.us



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Haley Fish, Finance Director
Through: Greg Ellis, City Administrator
Covering: November & December 2013
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.

- A **City Council work session** was held in November to discuss the need for updating the formal Financial Policies which were adopted in 2002, and the need for financial oversight in general. The idea of an audit and financial oversight committee was brought forth. An ordinance to establish the committee will be pursued further with the City Council in the new year.

- A **Budget Committee work session** was held in December in which the first quarter financial status report was presented in addition to updates on cash carryover and tax estimates. The role of the budget committee and the concept of establishing an audit and financial oversight committee were also discussed.

- The final draft of the Comprehensive Annual Financial Report (**CAFR**) including required data from the Canby Utility Board was provided to the audit firm, reviewed and filed with the Secretary of State. The report will be available on the City web page in January.

- The **Transit Tax ordinance** was revamped and approved by City Council. Updated forms and instructions for the fourth quarter and 2013 annual reporting went out at the end of December.

- Transit and Finance staff continue to adjust to the relocation of the Transit office. A **drop box for tax payments** has been installed at the new Transit office.

- A phone tree was set up for **utility billing** to route routine calls to customer service which allows prompter responses to more complex inquiries by the billing specialist.

- An internal look at certain **Finance forms and processes related to purchasing** and reimbursement is underway with the idea of implementing a more streamlined process that still meets all internal controls requirements.

- Finance staff with the help of public works lead workers have developed a preliminary **5 year capital improvement plan for the sewer reserve** which funds the waste water treatment plant, collections and storm water operations. A **Capital Project Initiation Form** is under development to enhance communication between all involved parties and outline the allowable and available funding sources for each project.

- Finance has provided some support as the process of **conversion of Cemetery data** has begun in preparation of utilizing Caselle software going forward.

- The **mid-year update** including a supplemental budget if considered necessary will be presented to the City Council on February 19, 2014.

- Finance staff attended the **City Holiday luncheon** and appreciate the effort that went into that fun event.

Statistics this period:

- **Accounts Payable**

Invoices:	541
Invoice entries:	890
Encumbrances:	10
Manual checks:	15
Total checks:	356

- **Payroll**

Timesheets processed:	547
Total checks and vouchers:	648
New hires/separations:	3/4

- **Transit Tax Collection**

Forms sent:	1380
Delinquent notices sent:	32
Non-filed notices sent:	120
Collection notices sent:	0
Accounts sent to collections:	1
Accounts opened/closed:	19/22
Returns posted:	242

- **Utility Billing**

Bills sent:	9101
Counter payments:	309
Accounts opened and closed:	170
Lien payoffs:	2
Lien payoff inquiries:	15
Collection notices sent:	14
Accounts sent to collections:	51

- **General Ledger**

Total Journal entries:	243
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- **Cash Receipts Processed**

Finance:	741
Utility:	559

PLANNING & DEVELOPMENT SERVICES NOVEMBER/DECEMBER 2013 BI- MONTHLY REPORT



TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *January 6, 2014*
THROUGH: *Greg Ellis, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of November and December, 2013. 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.** Staff is working with the ODOT grant project manager to determine the final scope of work, strategize the appropriate approach to the project, and set the project schedule. This property is designated as an area requiring a concept development plan prior to annexation and has been the subject of interest for annexation by major property owners for several years. This project represents an enormous opportunity for area property owners to come together on how this area can be transformed over time to an attractive urbanized addition to the City while also protecting valuable natural storm-water drainage assets associated with Willow Creek for the benefit of the City as a whole.
- 2. Dog Park.** City staff is close to finishing the design for Canby's first Dog Park and possible associated parking and sidewalk improvements for a site located just east of Eco Park on the north side of Territorial Road. Approval of the design and funding considerations will be moving forward for community and Council consideration later this year.
- 3. Northwood's Park.** The finishing touches are now in place for the playful children's climbing figures and gazebo in Northwood's Park. A restroom facility will be installed as a separate project later. The large open area was specifically left intact for a variety of spur of the moment active recreational pursuits of nearby residents.
- 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. Staff has been exploring alternative access from OR 99E with property owners. This project is on hold while we work to establish the final detailed scope of work and schedule for the new North Redwood Master Plan. The new zoning land use scheme to be agreed upon for the area is limited only by a requirement to stay within the total traffic generation level accounted for the Master Planned area within the approved 2010 Transportation Plan.
- 5. Buildable Land Analysis.** Senior Planner has begun the data analysis to identify

and map re-developable and infill potential, current vacant parcels, and determine need for each land use type for next 20 year period based on the new population projection completed for the City. Staff is preparing for a joint Council/Planning Commission work session to explain the infill and redevelopment assumptions which will be the basis for determining current land capacity.

Land Use Application Activity

PRA 13-08	Doug Bates/ McDonald's	Pre-application for Rebuild of McDonald's Restaurant	709 SW 1 st Avenue
PRA 13-09	Jim Jagers/ Verizon Wireless LLC	Pre-application for new 100' tall communications monopole	505 N Baker Drive
PRA 13-10	Ed Netter/ Netter Homes	Pre-application for 10 lot residential subdivision	1550 S Ivy Street
MLP 13-03	Jason Bristol	Minor Partition of R-1 zone parcel with existing home to create another buildable parcel	658 NE 10 th Avenue
FP 13-02	Melvin Borg	Final Plat of MLP 13-01 creating 3 industrial zoned parcels out of one on a 12.88 acre site	23397 S Mulino Road
FP 13-03	Lindsay Schloeder/ Gorilla Capital	Final Plat of MLP 13-02 dividing a developed tract with 2 existing homes into two individual parcels	341 N Cedar Street

6. Pre-Application Conference(s) Held:

- McDonald's presented a plan to rebuild and reconfigure a new building on a somewhat larger property by expanding the site through a contract to purchase the adjacent lot to the northeast. The new layout is proposed to increase drive-thru stacking and is proposed to have a new full service driveway onto Hwy. 99E. An existing parking study is being conducted to support their application.
- Verizon Wireless has proposed submitting a Site & Design Review and Conditional Use application to construct a new 100' tall monopole cell tower in an industrial zoned property at 505 Baker Drive.
- Netter Homes has proposed a new 10 lot residential subdivision just north of Dinsmore Estates I adjacent to S. Ivy Street.

7. Land Use Applications Submitted November 1 through December 31, 2013:

- Jason Bristol submitted a Minor Partition to create a new home site out of a large lot at 658 NE 10th Avenue. The Planning Commission limited there approval to

the creation of 2 lots rather than the 3 lots originally sought.

- Melvin Borg submitted a Minor Partition to better market his industrial zoned property at 23397 S Mulino Road into 3 smaller tracks. It was approved with several conditions.
- Lindsay Schloeder with Gorilla Capitol submitted a Final Plat to complete the implementation of the Minor Partition previously approved by the Planning Commission to divide a developed tract with 2 existing homes into two individual parcels.

8. Pre-Construction Conference(s) Held: none

9. PC Meeting Items Reviewed:

- Gorilla Capital Minor Partition at 341 & 347 N Cedar was approved which will allow to existing homes on the same property to be sold separately.
- Final Written Decisions were approved for MLP 13-03 and MLP 13-02 which pertained to Bristol's partition to create an additional home building site at the corner of 10th Avenue & Locust Street and the Gorilla Capital partition.
- Appeal of Planning Directors Zoning Interpretation regarding moving a Home to a Vacant C-2 zoned property.
- Review of landscaping ordinance provisions.

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

- Save Downtown Canby filed a Notice of Intent to Appeal on 11.26.13 of the land use application decision by the City Council which became final on November 7, 2013 for an application for approval of a proposed Fred Meyer Fuel Facility made by Great Basin Engineering for Text and Map Amendments and Site and Design Review TA 12-01/ZC 12-02/DR 12.03. Great Basin Engineering made a motion with LUBA to intervene as a party to the appeal bringing in Fred Meyer on 12.03.13. The City filed a copy of the record with LUBA on 12.19.13. The attorney for the petitioner raised "record objections" on 12.30.13 and the City agreed to resolve the objections outline by the petitioner on 12.31.13 when he filed a precautionary objection to the originally submitted record with LUBA. Planning staff is now diligently working to take the necessary measures to remedy the list of objections and add identified missing records.

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Site Plans Reviewed for County Building Permit Approval

November and December 2013

SP 13-90	Wilderness Inter.	Portable Storage in Lot	242 Grant St
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SP 13-91	VLMK Jennifer Kimura	Warehouse / Office Conv.	155 S Hazel Dell
SP 13-92	Ed Netter Const.	Single Family Residence	2167 N. Laurelwood
SP 13-93	White River Homes	Single Family Residence	1412 N Fir St
SP 13-94	White River Homes	Single Family Residence	1020 N Juniper St
SP 13-95	Potter's Industries	Ramp Addition	350 N Baker Dr.
SP 13-96	Nick Netter	Garage Conversion	198 SW 10th
SP 13-97	Greg Ewald-Oak Crest	Single Family Residence	1811 N Maple
SP 13-98	Nick Netter	Residential Addition	1190 S Sycamore
SP 13-99	Will Snyder	Single Family Residence	600 NW 13 th Ave
SP 13-100	Especially for You	Tenant Improvement	181 N Grant
SP 13-101	Will Snyder	Single Family Residence	2168 N Locust
SP 13-102	Zandy Butler	New Garage and Car Port	1245 N Locust

Sign Applications Reviews for November and December 2013

SN 13-19	Joe Taylor/Coast Sign	Non-Illuminated Facia Sign	355 NW 2nd Ave
SN 13-20	Ramsey Signs	Monument Sign	700 SE 5 th Ave

Active Permit Finals by Clackamas County 2013

November

-  Commercial Tenant Improvement
-  Residential Garage
-  Single Family Residence – West Coast Homes
-  Single Family Residence – LES Inc
-  Commercial Building Addition – Johnson Controls
-  Commercial Tenant Improvement – Canby Transit
-  Single Family Residence – LES Inc
-  Single Family Residence – Charles Clark Const.

December

-  Single Family Residence – West Coast Homes
-  Single Family Residence – Ashton Homes
-  Single Family Residence – Pacific Lifestyle Homes
-  Single Family Residence – Pacific Lifestyle Homes
-  Single Family Residence – Pacific Lifestyle Homes
-  Single Family Residence – LES Inc
-  Roof Hatch – Canby Clinic



City of Canby Bi-Monthly Report
Department: Police
November-December 2013

To: The Honorable Mayor Hodson & City Council
From: Chief Bret Smith
Date: January 6, 2014

Monthly Stats

Description	October	November
Calls for Service	1326	1180
Custodies (Adult & Juvenile)	74	43
All Incident Reports	191	224
Traffic Citations	305	282
Parking Citations	4	6
False Alarm Calls	29	28
Abandoned Vehicle / Parking Complaint Calls	23	24
Animal Complaints	5	5
Other Ordinance Viol. Complaints	10	4
Total Code Enforcement Calls for Service	32	25

Note: Reporting period is a 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
- Jack Pendleton - Canby Traffic Safety Committee
- Chief Bob Jordan Retirement – Milwaukie PD
- Chief Rod Lucich – Molalla PD
- Troutdale Police Department Facility Tour
- Canby Area Chamber of Commerce Luncheon
- Canby Rotary – Lt. Tro
- Internal Affairs Training – Marylhurst University
- Youth Center – The Canby Center
- Lock Down Drill – Baker Prairie Middle School
- Brian Schmautz – Assistant Clackamas County DA
- Domestic Violence Sweep – Clackamas County SO
- CopDots Press Event
- All Hands Meeting – Willamette Valley Country Club
- Red Ribbon Week – Say No to Drugs Walk – Eccles Elementary
- Oregon City Police Dept. – Tour of facility
- Loomis & National Armored Car Training
- 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

- Davies Clinic Open House
- Halloween Parade – Thriftway
- The Canby Center – Ribbon Cutting Ceremony
- Officer Robert Libke (Oregon City PD) Memorial Ceremony
- Active Shooter Training – Fire Dept.
- Lock Down Drill – Lee Elementary
- Nature's Pet Market – Ribbon Cutting Ceremony
- Lego Robotic Presentation
-

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

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 01-01-14
Re: Dec '13 Monthly Report

Tactical Entry Team

TET did not serve any search warrants or conduct training during the month of October.

Training

On December 3rd and 4th officers completed use of force training that included deadly force decision making scenarios using the interactive video based MILO system. Officers were also put through deadly force scenarios with role players utilizing paint marking UTM cartridges.

See the attached training schedule for additional individual officer training.

Respectfully,



Sgt. Doug Kitzmiller

SCHEDULED TRAINING

December 2013

All Officers	Dec 3-4	MILO / Con Sim	Canby PD
Kitzmiller	Dec 9-13	NRA Patrol Rifle	DPSST
Koehnke Krupicka	Dec 10-12	Commercial Vehicle Drug Interdiction	DPSST
Hemstreet	Dec 17-19	Footwear & Track Evidence	PSTC
Macom Farmer	Dec 20	Advanced Report Writing	Salem

January 2014

All Officer	Jan 22	Taser / Less Lethal	Canby PD
Scharmota M. Smith Koehnke	Jan 29	Preparing for Promotions	Beaverton

February 2014

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 12-03-13
Re: Nov '13 Monthly Report

Tactical Entry Team

TET did not serve any search warrants or conduct training during the month of October.

Training

On November 13th and 20th Det. Smith, Det. Ethington, and Officer Feters instructed our annual low light firearms training at Canby Gun Club. The training focused on the utilization of handheld and weapons mounted lights and included a qualification and tactical course.

During the week of November 22nd through the 27th officers completed the Oregon Physical Abilities Test as part of our annual training and physical fitness incentive.

See the attached training schedule for additional individual officer training.

Respectfully,



Sgt. Doug Kitzmiller

SCHEDULED TRAINING

November 2013

Murphy	Nov 4-8	FTEP	OLCC
All Officers	Nov 13 & 20	Department Firearms Training (night Shoot)	CRGC
All Officers	Nov 22-27	ORPAT	Canby PD

December 2013

All Officers	Dec 3-4	MILO / Con Sim	Canby PD
Kitzmiller	Dec 9-13	NRA Patrol Rifle	DPSST
Koehnke Krupicka	Dec 10-12	Commercial Vehicle Drug Interdiction	DPSST
Hemstreet	Dec 17-19	Footwear & Track Evidence	PSTC
Macom Farmer	Dec 20	Advanced Report Writing	Salem

January 2014

All Officer	Jan 22	Taser / Less Lethal	Canby PD
Scharmota M. Smith Koehnke	Jan 29	Preparing for Promotions	Beaverton

February 2014

Monthly Traffic Report

November 2013

Prepared by Sergeant Tim Green

Wednesday January 1, 2014

Traffic Report

282 Citations were written for the month of November, 242 of these were written by patrol and 40 were written by Traffic Officers.

There were 2 DUII arrests for the month, 2 by patrol 0 by Traffic officers.

There were 10 traffic crimes investigated by the police department, 8 of these were taken by patrol and 2 by Traffic Officers.

Traffic Complaints are not included on this report due to reporting issues.

We had a total of 9 reported crashes for the month, 6 were investigated by patrol and 3 by Traffic Officers. 3 of these involved parked cars. 1 crash occupants reported injury.

1 truck inspections were done this month.

Equipment and Uniforms

Uniforms and equipment continue to be ordered as needed.

eCite is up and running for officers at 100% there are still problems with the court system Caselle downloading the information. This issue is still being worked on by IT.

Bike Patrol

Bikes were not deployed in the month of November.

Canby Police Department

Monthly Traffic Report

01/01/14

Officer Jeremy Holstad

Report for month of November 2013

Citations

Traffic Officers: 40

Patrol Officers: 242

Total Citations for November: 282

DUII ARRESTS

Traffic Officers: 0

Patrol Officers: 2

Total DUII for November: 2

Traffic Crimes

Traffic Officers: 2

Patrol Officers: 8

Total Traffic Crimes for November: 10

Traffic Complaints

Traffic Officer: 0

Patrol Officers: 0

Total Traffic Complaints for November: 0

Traffic Crashes

Traffic Officers: 3

Patrol Officers: 6

Traffic Crashes injury: 1

Traffic Crashes parked: 3

Total Traffic Crashes for November: 9

Truck Inspections

Traffic Officer: 1

Canby Police Department

Monthly Traffic Report

11/27/13

Officer Jeremy Holstad

Report for month of October 2013

Citations

Traffic Officers: 27

Patrol Officers: 278

Total Citations for October: 305

DUII ARRESTS

Traffic Officers: 0

Patrol Officers: 3

Total DUII for October: 3

Traffic Crimes

Traffic Officers: 0

Patrol Officers: 5

Total Traffic Crimes for October: 5

Traffic Complaints

Traffic Officer: 0

Patrol Officers: 0

Total Traffic Complaints for October: 0

Traffic Crashes

Traffic Officers: 0

Patrol Officers: 6

Traffic Crashes injury: 3

Traffic Crashes parked: 3

Total Traffic Crashed for October: 6

Truck Inspections

Traffic Officer: 0

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: January 6, 2014

Re: Bi-monthly Report

The Canby Swim Center has been very busy this November and December. We have Canby High School Swim Team, The Canby Gators and The Canby Masters swimmers all going strong. The Canby High School team has already had a couple of home meets and is doing very well for a young team. Their next home meet is Thursday January 9th at 3PM. The Canby Gators have been attending meets around the area and hosted their typical winter meets, the Mile Open and Animal Meet both went very well and had good attendance. The Canby Gators also hosted their Masters Animal meet and have swimmers 19 to 90 year old. All of the Animal Meets were at Canby the weekend between Christmas and the New Year. One more event held in Canby the last couple of months, was the Oregon Swimming Awards which was held at the Canby Fine Arts Center. Eight Hundred swimmers and family members come to Canby for their annual awards for swimmers from all over Oregon and SW Washington the Sunday before Thanksgiving.

The Canby Swim Center collected about four big barrels of food and toys for the Canby Kiwanis food and toy drive. I think it helps because we are giving away swims to the people who come to give for the food and toy drive. We did have several people who have passes that donated and they didn't get a free swim they just wanted to help out.

The numbers for November and December, November was \$1,800 behind last year and December was \$600 ahead of last year. This means we are behind last year about \$9,000 total. The attendance was down 300 swims in November and down 1000 swims in December so we are behind last year about 3000 swims. Remember though we had an extra school for last year only, from Oregon City in November and December that accounts for 1,500 swims. If you take the Oregon City School out of the equation then we were up 200 over the last two months.

We are getting ready for spring already and spring swimming lessons open registration Tuesday January 7th. I am confident we will have a strong spring and summer in 2014.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for November 2013
DATE: January Report 2014

CANBY SWIM CENTER November 2013	ADMIT 2012	ADMIT 2013	PASS 2012	PASS 2013	TOTAL 2012	TOTAL 2013	YTD TOTAL 12-13	YTD TOTAL 13-14
MORNING LAP	81	53	249	276	330	329	1574	1451
ADULT RECREATION SWIM	16	34	515	415	531	449	2847	2201
MORNING WATER EXERCISE	92	40	358	456	450	496	1847	2030
PARENT/ CHILD	12	32	0	0	12	32	944	628
MORNING PUBLIC LESSONS	24	56	0	0	24	56	3553	3433
SCHOOL LESSONS	390	0	0	0	390	0	390	0
NOON LAP	83	105	233	249	316	354	1296	1345
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	249	201	9	4	258	205	2319	1983
PENGUIN CLUB	0	0	0	0	0	0	1043	1169
CANBY H.S. SWIM TEAM	0	0	410	301	410	301	410	301
CANBY GATORS	0	0	921	1063	921	1063	3402	3741
MASTER SWIMMING	15	0	11	25	26	25	215	55
EVENING LESSONS	645	708	0	0	645	708	4672	4866
EVENING LAP SWIM	67	47	50	58	117	105	759	597
EVENING PUBLIC SWIM	253	270	9	7	262	277	2532	1874
EVENING WATER EXERCISE	44	61	41	31	85	92	557	519
ADULT LESSONS	0	0	0	0	0	0	50	0
GROUPS AND RENTALS	357	322	0	0	357	322	1234	1156
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	488	516
TOTAL ATTENDANCE	2,328	1,929	2,806	2,885	5,134	4,814	30132	27865

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for December 2013
DATE: January Report 2014

CANBY SWIM CENTER December 2013	ADMIT 2012	ADMIT 2013	PASS 2012	PASS 2013	TOTAL 2012	TOTAL 2013	YTD TOTAL 12-13	YTD TOTAL 13-14
MORNING LAP	73	57	229	230	302	287	1876	1738
ADULT RECREATION SWIM	17	25	444	403	461	428	3308	2629
MORNING WATER EXERCISE	67	46	299	335	366	381	2213	2411
PARENT/ CHILD	0	0	0	0	0	0	944	628
MORNING PUBLIC LESSONS	0	60	0	0	0	60	3553	3493
SCHOOL LESSONS	1280	0	0	0	1280	0	1670	0
NOON LAP	90	89	212	231	302	320	1598	1665
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	143	190	4	9	147	199	2466	2182
PENGUIN CLUB	0	0	0	0	0	0	1043	1169
CANBY H.S. SWIM TEAM	0	0	657	830	657	830	1067	1131
CANBY GATORS	0	0	756	768	756	768	4158	4509
MASTER SWIMMING	0	0	70	95	70	95	285	150
EVENING LESSONS	504	504	0	0	504	504	5176	5370
EVENING LAP SWIM	48	46	40	46	88	92	847	689
EVENING PUBLIC SWIM	138	91	6	21	144	112	2676	1986
EVENING WATER EXERCISE	23	38	32	23	55	61	612	580
ADULT LESSONS	0	0	0	0	0	0	50	0
GROUPS AND RENTALS	201	164	0	0	201	164	1435	1320
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	488	516
TOTAL ATTENDANCE	2,584	1,310	2,749	2,991	5,333	4,301	35465	32166



November and December, 2013
Monthly Reports

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

Facilities Maintenance
November & December 2013
Prepared by Dan Mickelsen

Happy New Year!! Here we are in a new year already. The months of Nov/Dec were busy but nothing really earth shattering. I was away from work over 3 weeks during this time span, with another Elk Hunt, extended Thanksgiving, National Finals Rodeo and Christmas.

Routine maintenance was done on all of the HVAC unit's city wide and all was good except the Police Department, which I will explain later. I did take two online classes to gain needed ceu's for one of my certifications. The final touches if you want to call it that have been finished moving the Transit Dept. into their new digs as well. Along with this move and some other moving of staff into now vacant spaces came the need for some additional floor waxing and major carpet cleaning.

Police Dept.; 5 w/o requests. After all the cotton woods and maples trees lost their leaves I got up on the roof top and vac'd all the leaves up and cleaned the gutters. I also removed some of the glass panels on the cubicles in the records dept. At the rear entrance the automatic rolling door came off the track and naturally every time someone walked by it tried to open or close. I gave it my best shot and did find out what was wrong and called in the installer to make the repairs that were faulty since installation. I'm currently working on converting the flag pole lights to LED but there is some issues to be worked out. Just as the cold weather started while doing the HVAC maintenance the main unit AHU-1 would not light. Most of the areas were under 10 degrees below the set points. I called in a tech from the installation company and we tested everything to the point of needed to have the controller bench tested in Portland. As it turned out the main controller was bad and then the pressure was too low and the regulators had to be replaced as well. Finally it worked, but not so fast. The program that runs the building automated system would not allow it to start on its own. So I called Boise Idaho and the tech and I both had the system up on our computers at the same time and were able to reset alarms and allow the unit to work on its own. 23.25 hrs total.

Adult Center. 2 w/o requests; Took care of some plumbing issues and re lamped the Flag pole. 3.5 hrs total.

City Hall; 2 w/o requests. The window awnings were winterized, ballasts were replaced in the basement in the records room and while I was at it I treated the lift station in the basement. 3 hrs total.

Transit; 4 w/o request; Yike's I hope they don't move again! First I want to thank the Public Works crew for helping out with the move. When I got the work order to move this and move that I think they forgot I'm a one man show and was not able to do it on my own. I scheduled Jim to come in and wax all the bare floors with his magic wax that lasts darn near forever. I repaired a broken end table that's in the lobby area and had to repair some desks after the move. I also replaced a faulty towel dispenser in the driver rest room and alter the hardware mounting system for the dispatch computer monitors. 9 hrs total.

Facilities Maintenance pg. 2

Finance 4 w/o requests; After Transit had moved out I had all the locks rekeyed not knowing who had keys for what. Also a copy machine was taken apart and moved next door for surplus and also winterized the outside hose bibs. How this happened is beyond me but, when the cubicles were installed years ago all of the battery backups were plugged into the walls and the cubicles assembled on top of the cords. When I got the call to change out the battery backup unit I could not get to the outlet. After trying to disassemble the cubicle I decided it was much easier to bore a 4" hole in the cubicle wall under the desk opposite the outlet. So far I've only had to do one but all the others can't be far behind. 6.5 hrs total

Library 2 w/o requests; I took care of a sluggish kitchen drain, move some book case, moved tables, removed pictures, mounted AV racks, and did some carpet repair to name a few. 11.25 hrs total.

Planning / Building 1 w/o request; Had to readjust the door closer and lube the lockset on the front door. 1.75 hrs total.

Shop Complex 10 w/o requests; I changed lamps in several of the yard lights, changed out all of the KFU heater filters in the fleet dept., repaired quartz light fixtures, replaced several ballasts in offices and repaired one door lock and changed out another. We also have been having false alarm issues with our security system which I really was not aware of until I received the bill to pay for our third false alarm. After doing some investigating I found a faulty sensor on one of the man doors and then changed out the hardware on another. After talking with the authorities and explaining the issues with feral cats, raccoons and birds it's hard to say we should not have another false alarm but the system is now functioning properly. I also have been chipping away at the Mud Room / Rest Room project in one of the heated bays. I was going great guns on it but I'm now working on it as time allows. It's almost ready to texture the sheet rock and then paint. After that the fixtures can be installed. 57.25 hrs total.

Public Works; I attended the Storm Water committee meeting, Leadman meetings as well as Safety meetings. Reviewed plans made comments and attended pre-app meetings for a S Ivy subdivision, a new McDonalds and for a new Verizon tower. On a couple occasions I dealt with some elevation issues on new home construction and also a sidewalk location problem. Building has picked up as in 2012 I did 26 ESC applications and this year 51 applications were filed. Just during this two month period I did 12 ESC applications and inspections. An additional inspection led to a stop work order being issued to a contractor who was building without any of the proper permits. This should be resolve later this month. I also managed to do another job trade with the Public works crew where I took apart and reassembled a large bank of lockers for the guys and they in turn packed a bunch of boxes of records from the basement of City Hall up to the new records storage area on the main floor. 42.5 hrs total approx.

Fleet Services

Bi-Monthly Report : November / December 2013

Prepared by Joe Witt, Lead Mechanic

November 2013

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$63.75	\$5.50	\$0.00	\$69.25
Adult Center	1	\$356.25	\$88.72	\$427.71	\$872.68
Collections	1	\$247.50	\$0.00	\$456.80	\$704.30
Facilities	1	\$45.00	\$0.00	\$63.40	\$108.40
Fleet Service	1	\$153.75	\$20.63	\$69.74	\$244.12
Parks	5	\$873.75	\$195.63	\$754.32	\$1,823.70
Police	19	\$8,790.00	\$6,807.85	\$5,837.29	\$21,435.14
Streets	11	\$4,950.00	\$1,396.87	\$1,444.01	\$7,790.88
Transit (CAT)	25	\$11,321.75	\$4,845.75	\$7,213.70	\$23,381.20
Wastewater Treatment	1	\$266.25	\$5.50	\$87.93	\$359.68
Total Work Orders Processed for the Month	66	Totals*			\$56,789.35

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

December 2013

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	5	\$195.00	\$66.15	\$70.92	\$332.07
Adult Center	2	\$207.25	\$570.65	\$666.96	\$1,444.86
Collections	3	\$686.25	\$487.58	\$256.20	\$1,430.03
Facilities	2	\$63.75	\$21.00	\$63.40	\$148.15
Fleet Service	2	\$150.00	\$42.00	\$60.23	\$252.23
Parks	5	\$667.50	\$172.06	\$491.25	\$1,330.81
Police	47	\$11,197.50	\$6,137.55	\$6,311.95	\$23,647.00
Streets	12	\$2,913.75	\$1,152.21	\$1,391.26	\$5,457.22
Transit (CAT)	46	\$13,569.50	\$8,970.72	\$7,082.78	\$29,623.00
Wastewater Treatment	5	\$273.75	\$87.15	\$130.17	\$491.07
Total Work Orders Processed for the Month	129	Totals*			\$64,156.44

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

Fleet Service Highlights

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

Fleet Service with the assistance of City Departments completed the DEQ Vehicle Emission Testing for the 2013 Testing Period

Parks Maintenance
By Jeff Snyder, Parks Maintenance Lead Worker
November – December 2013

Park Renovations

CR Woods Trucking and Excavation Inc. is approaching substantial completion of the Northwood playground project. Small project manual general conditions still need to be met. Despite the cold weather experienced towards the end of the project the contractor was able to install the temperature and moisture sensitive playground safety surfacing. The park should be open to the public shortly.

Park Maintenance

All the mowing was completed in the parks by the end of November. The irrigation systems, faucets and buildings were all winterized before the freezing weather arrived. Trees and hedges are being trimmed along with the trimming and cleaning of shrub beds. Leaf and storm debris removal has occupied staff time the last couple of months. Building maintenance and lighting issues were addressed as found and all the needed playground repairs have been made. Forty hours was spent removing all the old Christmas lights from the trees at Wait Park. Parks staff spent one hundred hours prepping loading and installing this year's decorations at Wait Park. Park staff spent forty hours removing and storing the decorations from Wait Park. 180 hours total.

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), CPIP 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 attended a Lead workers meeting with Mr. Ellis and a meeting with HR Director Ms. Zeiber regarding CDL for Public Works employees.

I met with Ken Daniels and gave him his annual evaluation.

I met with Jerry Nelzen to discuss a parking design along the Sequoia Parkway Bridge.

I attended the Department of Administrative Services training that was held in Woodburn regarding public purchasing.

I attended a Christmas lighting design meeting for Wait Park.

I attended meetings with the contractor and the engineer regarding Northwood Park.

For your Information

The Parks Department is responsible for 200 acres of property.

The Vietnam Memorial Committee now has a storage container at the City Shop complex.

We all attended the City of Canby Holiday Party.

Department: PUBLIC WORKS

Date: December 2013

Prepared by: Jerry Nelzen

1. **Streets:**

During the month of November the Public Works crew removed storm debris from the City streets and eliminated blockages out of Willow Creek to alleviate partial flooding. Fixed curb line and replaced a bollard next to guy wire on the sidewalk next to S Ivy Street and 99E. Reinstalled stop flappers at the intersection of NE 4th Avenue and N Pine Street.

The crew received and located 55 locates for November.

Streets	Total Hours
Street Sweeping	77
Street Sweeper Maintenance	11
Street Maintenance	182.5
Street Sign Manufacturing	18
Street Sign Maintenance	17
Street Sign Installation	14
Street Lights	18
Tree Trimming	98.25

2. **Sewer and Storm System:**

The Collections crew repaired two sewer laterals and located and cleaned 6 laterals at citizen requests. Removed debris and cleaned two 26 foot deep drywells.

Sewer	Total Hours
Sewer Cleaning	43
Sewer Maintenance/Repair	8
Sewer TVing	34
Sewer Laterals	50.5
Lift Station Maintenance	8
Locating Utilities	53.5
Sewer Inspections	3
Vactor Usage	5
Drying Beds	3
Storm	
Drywell Maintenance	20
Vactor Usage	4
Drying Beds	2

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

The crew replaced/fixed 13 street light for the month of November. Trimmed tree limbs out of the right-of-way and installed orange flags on intersectional stop signs. Replaced entire post and signage after vandals removed the stop sign from a downtown intersection. Replaced (32) signs along N Juniper Street and SE/SW 13th Avenue.

4. **Miscellaneous:**

Installed and re-installed bike racks at NW 2nd and Ivy Street and the Chamber of Commerce.

Miscellaneous	Total Hours
Meetings	27
Warehouse Maintenance	37
Equipment Cleaning	13.5
Work Orders	9
Schools/Training	2
Other	3
NE 10 th Avenue Sidewalk Easements	3
GPS Mapping	11
Leaf Disposal Site	5

December 2013

1. Streets:

The Street Department winterized the irrigation on NW 1st and NW 2nd Avenues along with managing the landscapes for NW 1st and NW 2nd Avenues. Helped the Main Street Manager with Light the Night and fixed the faucet outside Planning Department. Fixed the Library drop box and moved entire Transit office from NW 2nd to their new office at 195 SE Hazeldell Way, Suite C.

The crew received and located 51 locates for December.

Streets	Total Hours
Street Sweeping	39
Street Sweeping Maintenance	1
Street Maintenance	402
Sidewalks/Driveway Approaches	2
Street Sign Manufacturing	4
Street Sign Maintenance	1
Street Sign Installation	5
Street Light Repair	21.5
Tree Trimming	49.5

2. Sewer and Storm System:

The Collections fixed (3) sewer laterals and inspected (2). Installation of 5 new cleanouts. Cleaned sewer mains and removed debris from catch basins around town.

	Total Hours
Sewer Cleaning	7
Sewer Maintenance/Repair	51
Sewer TV'ing	10
Sewer Laterals	48.5
Lift Station Maintenance	3
Locating Utilities	52
Sewer Inspections	5.5
Vactor Usage	2
Storm	
Catch Basin Maintenance	2
Drying Beds	2

3. Street Sign/Trees/Lights:

The crew during the month of December fixed 18 street lights. Repaired and installed stop and directional signs and removed and trimmed landscape out of the City's right-of-way.

4. Miscellaneous:

Removed landscape debris away from Canby Dahlia sign on N Ivy and NW 1st Avenue.

Miscellaneous	Total Hours
Meetings	8.5
Warehouse Maintenance	40
Equipment Cleaning	6
Work Orders	17
School/Training	30
NW 1 st and 2 nd Avenue Winterized Irrigation	15
NW 1 st and 2 nd Avenue Landscaping	10
Moving Transit Furniture to new location	134
Other	8

Tech Services Department
Bi-Monthly Report for November and December, 2013

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: January 6, 2014

Google Analytics Summary Report: November and December 2013

<u>Audience Overview</u>	<u>November</u>	<u>December</u>
Visitors	786	730
Unique Visitors	601	535
Page Views	1180	1239
Page/Visit	1.5	1.7
Bounce Rate	75.32%	72.60%

Note: November visits decreased from 1,072 in October; also down slightly in December; most likely due to holiday closures for Thanksgiving, Christmas & New Year's.

<u>New Vs. Returning Visitors</u>	<u>November</u>	<u>December</u>
New	53.31%	54.66%
Returning	46.69%	45.34%

<u>Browser & Operating System</u>	<u>Top 5 Browsers Used (Nov/Dec 2013):</u>	
	Internet Explorer	Internet Explorer
	Google Chrome	Google Chrome
	Safari	Safari
	Firefox	Firefox
	Android Browser	Mozilla

<u>Overview (Technology)</u>	<u>November</u>	<u>December</u>
Desktop	75.57%	78.90%
Mobile	17.05%	13.29%
Tablet	7.38%	7.81%

Note: Desktop use increased slightly in December

<u>Mobile Devices (top 3)</u>	<u>November</u>	<u>December</u>
	iPhone	iPhone
	iPad	iPad
	iPod	Samsung Galaxy S IV

Note: iPhone, iPad, and iPod have held these top 3 places since September; Samsung Galaxy S IV bumped the iPod for the month of December

<u>Pages Visited (top 5)</u>	<u>November</u>	<u>December</u>
	Canby Library	Canby Library
	Development Services	Development Services
	Municipal Code/Chap 16	Planning Forms
	Planning Forms	Canby Library Board
	Canby Library Board	PW/Stormwater Master Plan

Note: Even though the Library has it's own website, visitors may still be getting to it by going through their browser bookmark which first takes them to the City site

Audience Overview

Nov 1, 2013 - Nov 30, 2013

Email Export Add to Dashboard Shortcut

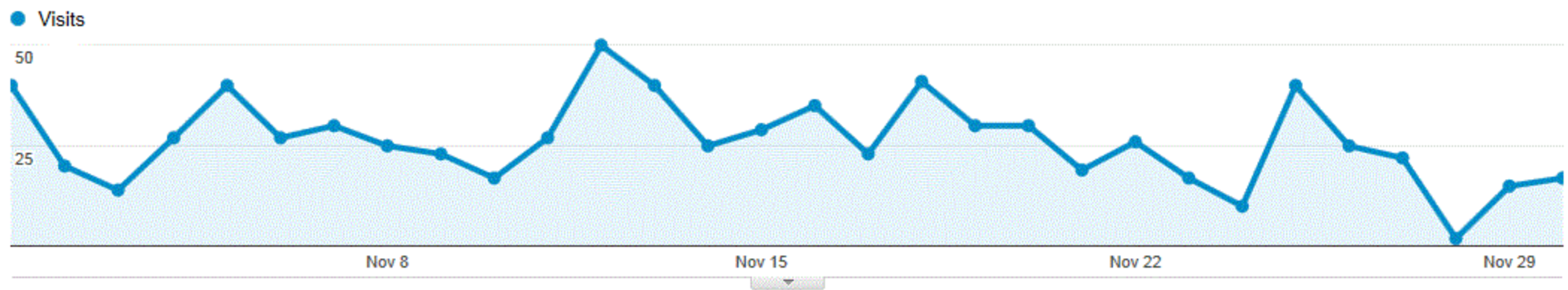


All Visits 100.00%

Overview

Visits vs. Select a metric

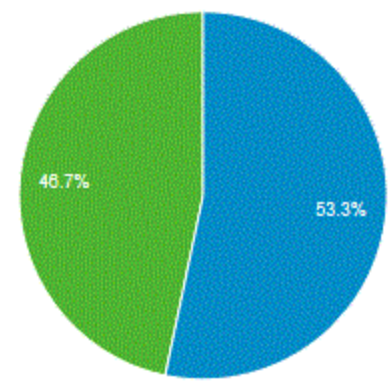
Hourly Day Week Month



601 people visited this site

Visits 786	Unique Visitors 601	Pageviews 1,180
Pages / Visit 1.50	Avg. Visit Duration 00:01:20	Bounce Rate 75.32%
% New Visits 53.31%		

New Visitor Returning Visitor



New vs Returning

Nov 1, 2013 - Nov 30, 2013

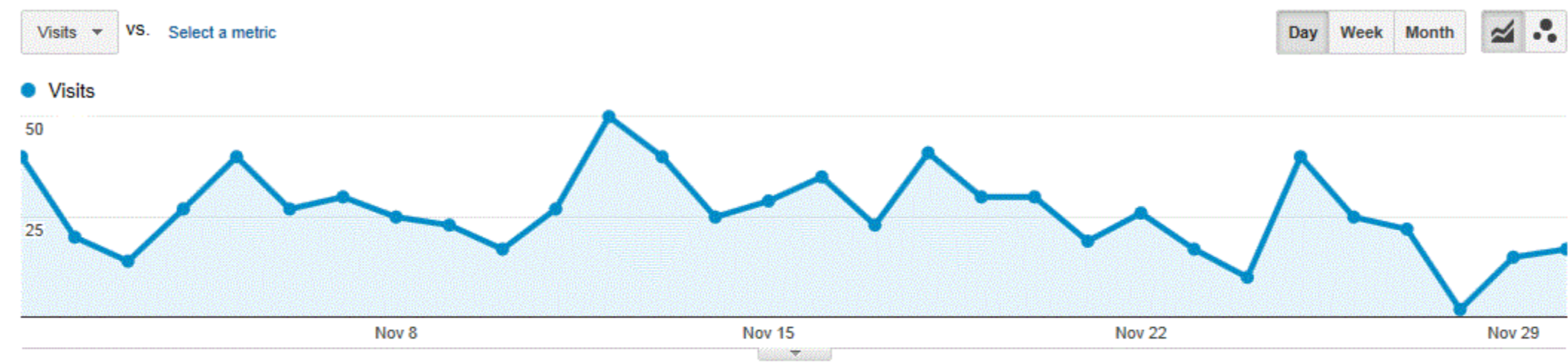
Customize Email Export Add to Dashboard Shortcut

▼

All Visits
100.00%

Explorer

Summary Site Usage Ecommerce



Primary Dimension: Visitor Type

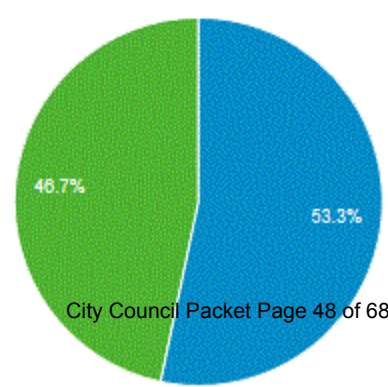
Plot Rows

Secondary dimension

Sort Type: Default

advanced

Visitor Type		Visits	Visits	Contribution to total:
		786 % of Total: 100.00% (786)	786 % of Total: 100.00% (786)	Visits
<input type="checkbox"/>	1. New Visitor	419	53.31%	
<input type="checkbox"/>	2. Returning Visitor	367	46.69%	



Brower & OS

Customize Email Export Add to Dashboard Shortcut



All Visits
100.00%

Explorer

Summary Site Usage Ecommerce

Visits

VS. Select a metric

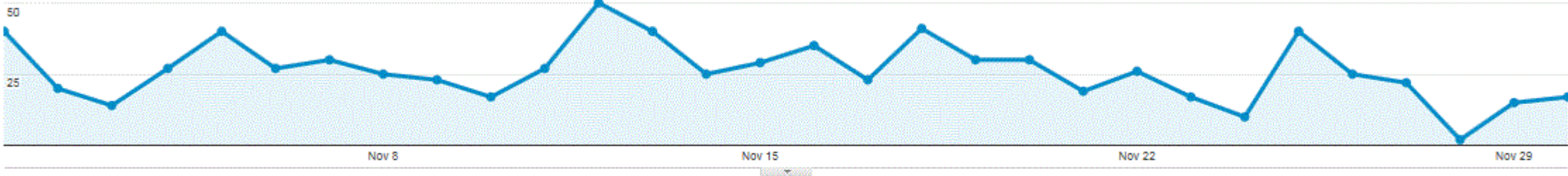
Day

Week

Month



Visits



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

Plot Rows

Secondary dimension

Sort Type:

Default



advanced



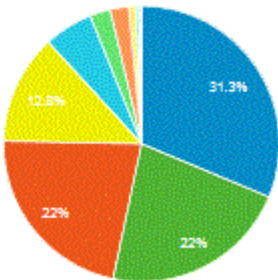
Browser

Visits

Visits

Contribution to total: Visits

		786 % of Total: 100.00% (786)	786 % of Total: 100.00% (786)
<input type="checkbox"/>	1. Internet Explorer	246	31.30%
<input type="checkbox"/>	2. Chrome	173	22.01%
<input type="checkbox"/>	3. Safari	173	22.01%
<input type="checkbox"/>	4. Firefox	101	12.85%
<input type="checkbox"/>	5. Android Browser	45	5.73%
<input type="checkbox"/>	6. Mozilla	19	2.42%
<input type="checkbox"/>	7. Opera	17	2.16%
<input type="checkbox"/>	8. Amazon Silk	6	0.76%
<input type="checkbox"/>	9. Opera Mini	3	0.38%
<input type="checkbox"/>	10. Safari (in-app)	2	0.25%



Customize

Email

Export

Add to Dashboard

Shortcut

▼

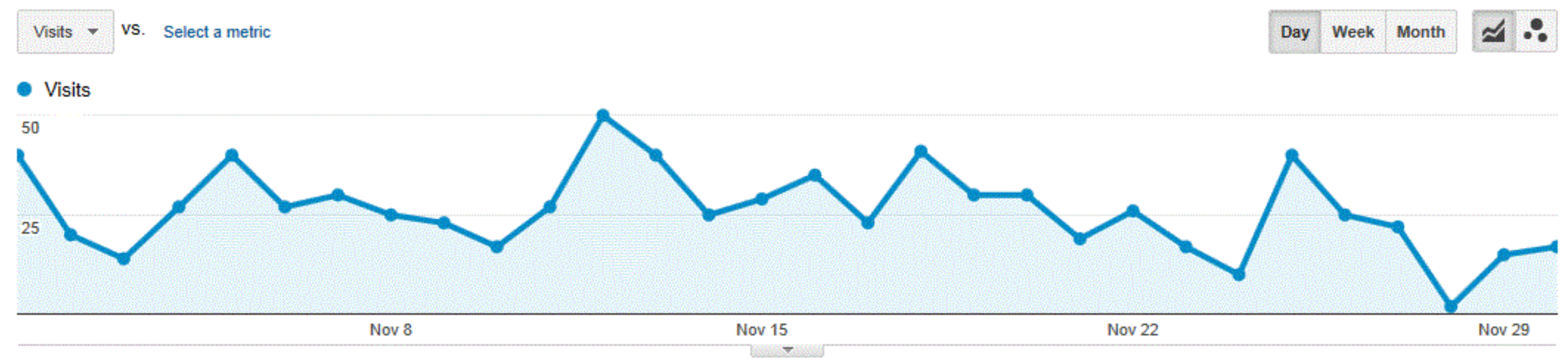
All Visits
100.00%

Explorer

Summary

Site Usage

Ecommerce



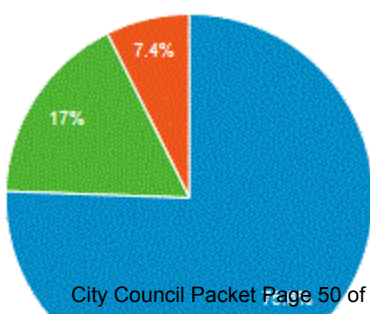
Primary Dimension: Device Category

Plot Rows

Secondary dimension

Sort Type: Default

advanced

Device Category		Visits	Visits	Contribution to total: Visits
		786	786	
		% of Total: 100.00% (786)		
<input type="checkbox"/>	1. desktop	594	75.57%	
<input type="checkbox"/>	2. mobile	134	17.05%	
<input type="checkbox"/>	3. tablet	58	7.38%	

▼ All Visits 24.43%

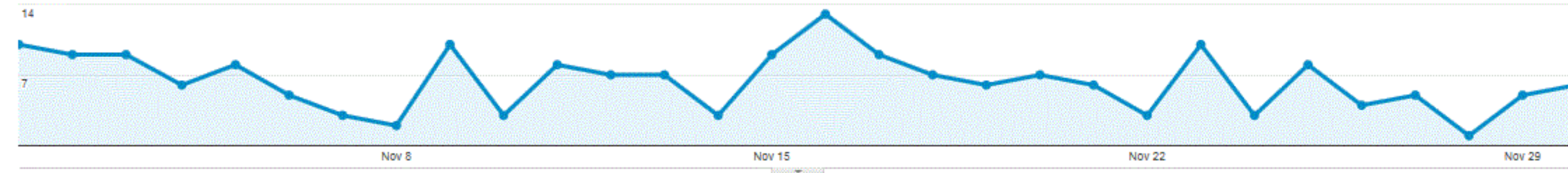
Explorer Map Overlay

Summary Site Usage Ecommerce

Visits vs. Select a metric

Day Week Month

Visits



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				Visits	Visits	Contribution to total: Visits
				192 % of Total: 24.43% (786)	192 % of Total: 24.43% (786)	
<input type="checkbox"/>	1. Apple iPhone			67	34.90%	
<input type="checkbox"/>	2. Apple iPad			45	23.44%	
<input type="checkbox"/>	3. Apple iPod			9	4.69%	
<input type="checkbox"/>	4. Samsung SPH-L710 Galaxy S III			7	3.65%	
<input type="checkbox"/>	5. (not set)			6	3.12%	
<input type="checkbox"/>	6. Motorola XT907 DROID RAZR M 4G LTE			6	3.12%	
<input type="checkbox"/>	7. Amazon KFJWI Kindle Fire HD 8.9			3	1.56%	
<input type="checkbox"/>	8. Samsung GT-I9300 Galaxy S III			3	1.56%	
<input type="checkbox"/>	9. Samsung SPH-D710 Galaxy SII Epic 4G Touch			3	1.56%	
<input type="checkbox"/>	10. Amazon KFTT Kindle Fire HD 7			2	1.04%	

Pages

Email Export Add to Dashboard Shortcut

All Visits
100.00%

Explorer Navigation Summary In-Page

Pageviews VS. Select a metric

Day Week Month



● Pageviews

1,200

600

2000

2010

2020

2030

2040

2050

Primary Dimension: Page Page Title Other

Plot Rows

Secondary dimension

Sort Type:

Default



advanced

☐ Page

Pageviews

Pageviews

Contribution to total: Pageviews

1,180

% of Total: 100.00% (1,180)

1,180

% of Total: 100.00% (1,180)

1. /Canbylibrary/library.htm

624

52.88%

2. /Departments/develop_services/development_serv.htm

318

26.95%

3. /Chap16/chap16.htm

140

11.86%

4. /Departments/develop_services/planforms.htm

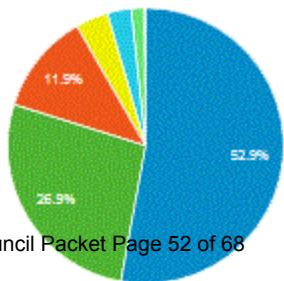
45

3.81%

5. /Canbylibrary/library_board.htm

33

2.80%



City Council Packet Page 52 of 68

Audience Overview

Email Export Add to Dashboard Shortcut

All Visits
100.00%

Overview

Visits

vs. Select a metric

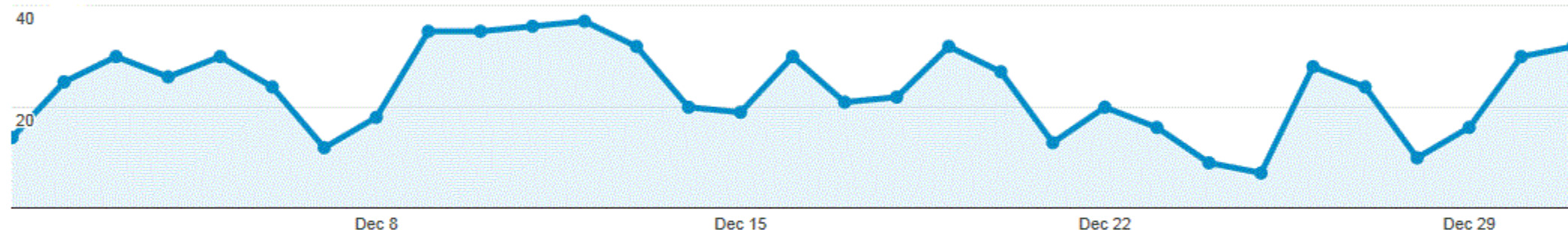
Hourly

Day

Week

Month

Visits



535 people visited this site

Visits

730



Unique Visitors

535



Pageviews

1,239



Pages / Visit

1.70



Avg. Visit Duration

00:01:48



Bounce Rate

72.60%

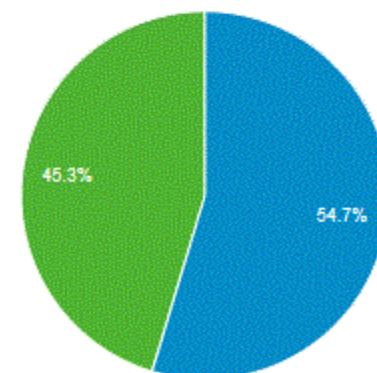


% New Visits

54.66%



New Visitor Returning Visitor



Customize

Email

Export

Add to Dashboard

Shortcut

▼

All Visits

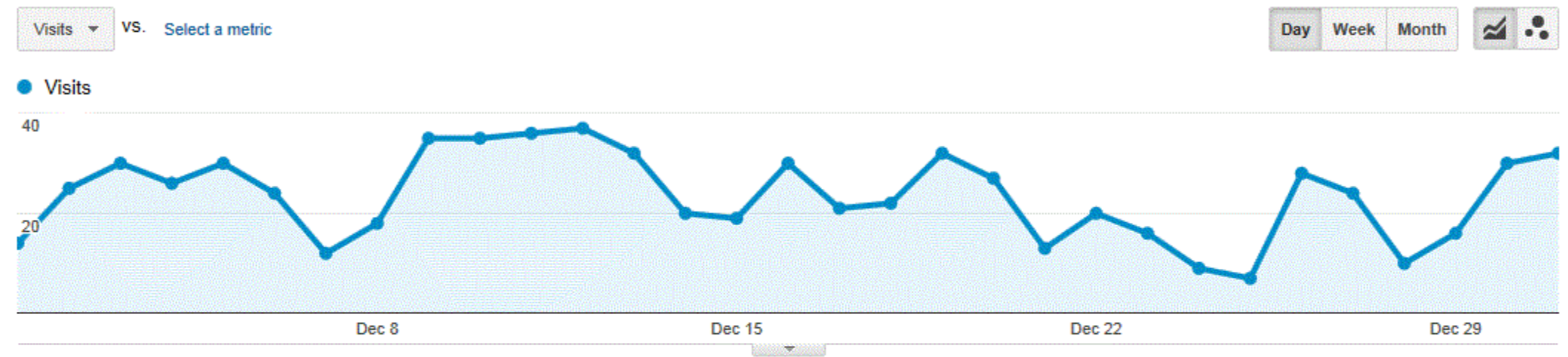
100.00%

Explorer

Summary

Site Usage

Ecommerce



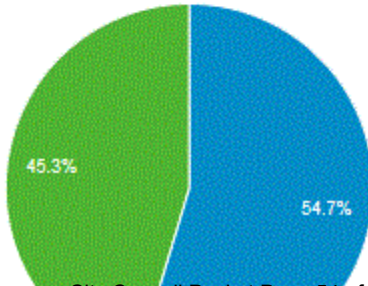
Primary Dimension: Visitor Type

Plot Rows

Secondary dimension

Sort Type: Default

advanced

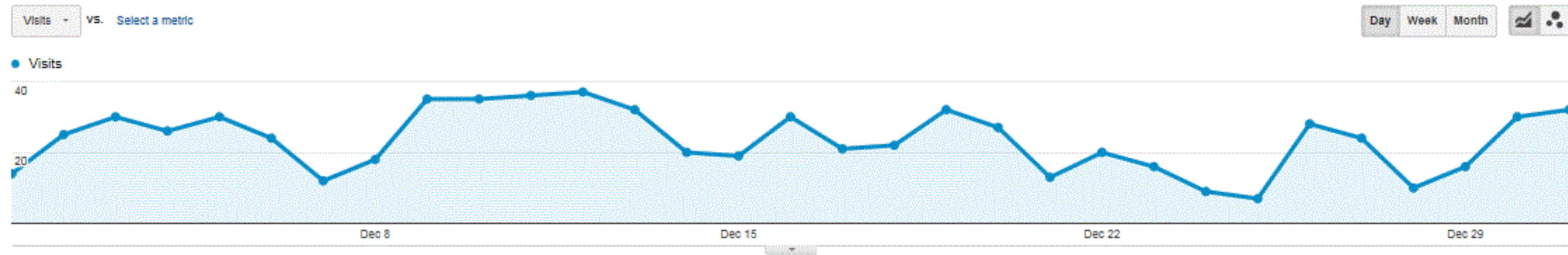
Visitor Type		Visits	Visits	Contribution to total: Visits
		730	730	
		% of Total: 100.00% (730)		
<input type="checkbox"/>	1. New Visitor	399	54.66%	
<input type="checkbox"/>	2. Returning Visitor	331	45.34%	

▼

All Visits
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

Browser		Visits	Visits	Contribution to total: Visits
		730	730	
		% of Total: 100.00% (730)	% of Total: 100.00% (730)	
<input type="checkbox"/>	1. Internet Explorer	226	30.96%	
<input type="checkbox"/>	2. Chrome	191	26.16%	
<input type="checkbox"/>	3. Safari	127	17.40%	
<input type="checkbox"/>	4. Firefox	76	10.41%	
<input type="checkbox"/>	5. Mozilla	67	9.18%	
<input type="checkbox"/>	6. Android Browser	32	4.38%	
<input type="checkbox"/>	7. Amazon Silk	6	0.82%	
<input type="checkbox"/>	8. Opera	2	0.27%	
<input type="checkbox"/>	9. Safari (in-app)	2	0.27%	
<input type="checkbox"/>	10. NetFront	1	0.14%	

Customize

Email

Export

Add to Dashboard

Shortcut

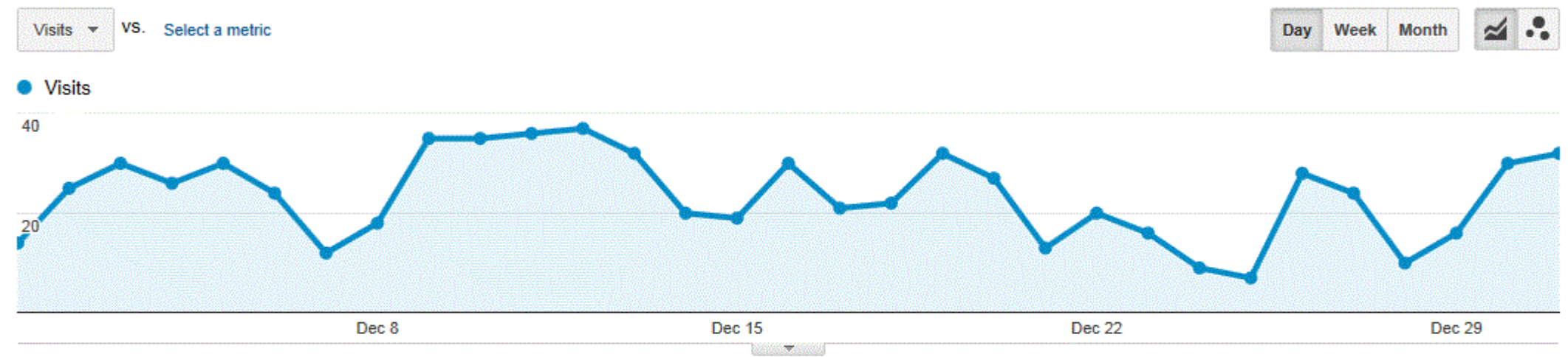
All Visits
100.00%

Explorer

Summary

Site Usage

Ecommerce



Primary Dimension: Device Category

Plot Rows

Secondary dimension

Sort Type: Default

advanced

Device Category		Visits	Visits	Contribution to total: Visits
		730	730	
		% of Total: 100.00% (730)	% of Total: 100.00% (730)	
<input type="checkbox"/>	1. desktop	576	78.90%	<div>City Council Packet Page 56 of 68</div>
<input type="checkbox"/>	2. mobile	97	13.29%	
<input type="checkbox"/>	3. tablet	57	7.81%	

Devices

Customize Email Export Add to Dashboard Shortcut

All Visits
21.10%

Explorer Map Overlay

Summary Site Usage Ecommerce

Visits VS. Select a metric

Day Week Month



Visits



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

Plot Rows

Secondary dimension

Sort Type:

Default



advanced



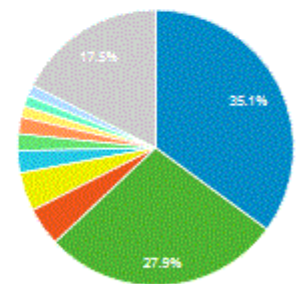
Mobile Device Info

Visits

Visits

Contribution to total: Visits

		154 % of Total: 21.10% (730)	154 % of Total: 21.10% (730)
<input type="checkbox"/>	1. Apple iPhone	54	35.06%
<input type="checkbox"/>	2. Apple iPad	43	27.92%
<input type="checkbox"/>	3. Samsung GT-I9500 Galaxy S IV	7	4.55%
<input type="checkbox"/>	4. Samsung SPH-L710 Galaxy S III	7	4.55%
<input type="checkbox"/>	5. Motorola Droid X2	4	2.60%
<input type="checkbox"/>	6. Apple iPod	3	1.95%
<input type="checkbox"/>	7. HTC C525c One SV	3	1.95%
<input type="checkbox"/>	8. (not set)	2	1.30%
<input type="checkbox"/>	9. Amazon KFTHWI Kindle Fire HDX 7 3rd Gen	2	1.30%
<input type="checkbox"/>	10. Amazon KFTT Kindle Fire HD 7	2	1.30%



EmailExportAdd to DashboardShortcut

▼

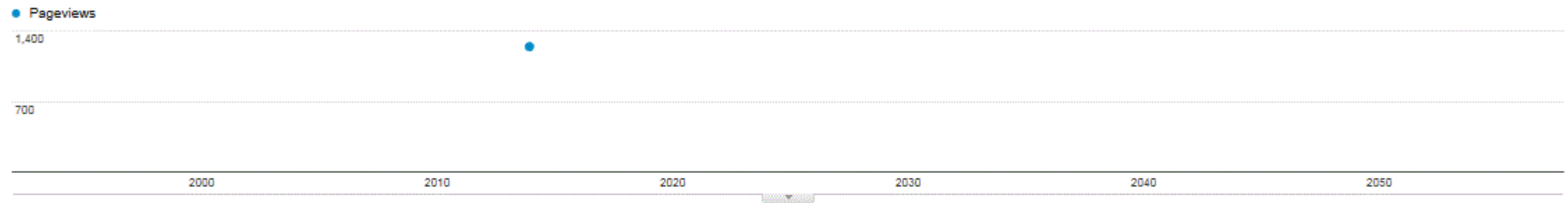
All Visits

100.00%

ExplorerNavigation SummaryIn-Page

Pageviews vs. [Select a metric](#)

DayWeekMonth



Primary Dimension: [Page](#) [Page Title](#) [Other](#)

Plot RowsSecondary dimensionSort Type: Default

advanced

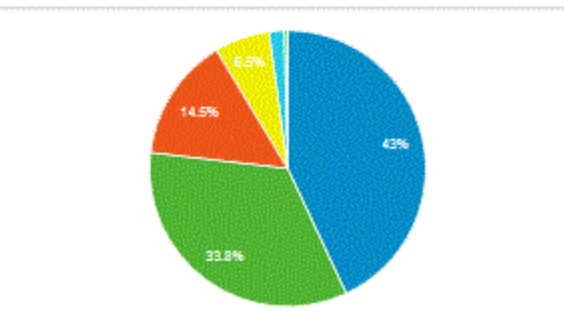
☐ Page

Pageviews

Pageviews

Contribution to total: Pageviews

		1,239 % of Total: 100.00% (1,239)	1,239 % of Total: 100.00% (1,239)
<input type="checkbox"/>	1. /Canbylibrary/library.htm	533	43.02%
<input type="checkbox"/>	2. /Departments/develop_services/development_serv.htm	419	33.82%
<input type="checkbox"/>	3. /Chap16/chap16.htm	180	14.53%
<input type="checkbox"/>	4. /Departments/develop_services/planforms.htm	80	6.46%
<input type="checkbox"/>	5. /Canbylibrary/library_board.htm	22	1.78%
<input type="checkbox"/>	6. /Departments/pw_operations/streets_collections/SWMP.htm	5	0.40%



City of Canby Bi-Monthly Report

Department: Transit



For: the months of November & December, 2013

Date: January 6, 2014

Prepared by: Julie Wehling & Cynthia Thompson

Through: Greg Ellis, 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.

2) Ridership:

Ridership for FY 2013-14 is down by 20.68 % as compared to the previous fiscal year. During this report period CAT provided:

- a) 8,639 rides in November (10.63% fewer than November of 2012).
 - 1843 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 9.44% more than were provided during November of 2012.
 - 4,930 to Oregon City (11.8% fewer rides than November of 2012).
 - 1,866 to Woodburn (21.9% fewer rides than November of 2012)
- b) 8120 rides in December (.84% fewer rides than December of 2012).
 - 1891 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 31.13% more rides than were provided during December of 2012.
 - 4567 to Oregon City (3.79% fewer rides than December of 2012)
 - 1662 to Woodburn (16.9% fewer rides than December of 2012).

The ridership decline remains consistent with the 25-40 percent drop that is usually expected when a fare is implemented or increased. The good news is that at the six month mark of this fiscal year ridership appears to be moving in the right direction. The total shopping shuttle and Dial-A-Ride ridership from July through December show a 13.26% increase over the same time period last year.

3) Updates:

- a) Robert Villareal and Kasenia Kalugin were selected as the riders of the month for November & December. Each rider was given CAT memorabilia and a free pass of their choice.
- b) On November 4th two Gillig 35 foot coaches were delivered. There are some issues that require attention before the buses are ready to be placed into service. Transit and Fleet staff worked with Gillig representatives to resolve the issues and

as of this week they are cleared for training purposes. Driver handbooks arrived this week and training will begin next week. We anticipate the driver training to be complete and buses placed in service by the end of January or first part of February.

- c) On November 21st and 22nd the City and CAT were reviewed for compliance with Federal Transit Administration (FTA) regulations, Special Transportation Program compliance, and fiscal/managerial/operational capacity. The review was conducted by RLS & Associates a firm contract to do the review by the Public Transit Division of ODOT.
- d) On December 20th a new 2014 Dodge Grand Caravan Braun Entervan was delivered. It will be used for Dial-A-Ride service.
- e) The search for adequate adjacent parking for the entire fleet of CAT buses is still underway.

4) Collisions

- a) No collisions in November & December

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

- a) Along with city staff Julie Wehling attended a procurement seminar in Woodburn on November 13th.
- b) On November 21st the Transit Advisory Committee held its regular meeting. The December meeting was canceled.
- c) On December 2nd Julie Wehling and Haley Fish represented the City of Canby and CAT at an ODOT Public Transit Division workshop on OPTIS Reporting, Title VI, DBE and ADA Requirements in Salem.
- d) On December 14th MV held a driver safety meeting. The next driver meeting is scheduled for January 11th. There will be monthly driver meetings on the second Saturday of each month.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For the Months of:

November & December 2013

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Greg Ellis, City Administrator
Date: December 30, 2013

Facility Operations & Maintenance

The water quality for the months of November and December remained excellent with no violations or interruption of services. Plant Operators maintain daily operations of the plant as we start winter compliance monitoring.

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

- Rebuilt the #2 Aquionics In-Line 5000 UV System.
- Vemco temperature download and calibration.
- Checked effluent flow meter for 0 calibration accuracy.
- Completed the annual maintenance on both standby generators.
- Continued work on the underground repair of the blower air line leak.
- Installed additional foam control mechanisms on aeration basin.
- Winterized plant.
- Power washed entire plant concrete structures and sidewalks.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

FOG (fats, oils and grease) Program

Nov

- Pump Outs: 31
- Inspections: 3

Dec

- Pump Outs: 23
- Inspections: 8

Biosolids Program

- Run belt press 17 days in Nov.
- 5 loads to Heard Farms, 147 wet tons.
- Run belt press 17 days in Dec.
- 6 Loads to Heard Farms, approximately 145 wet tons.

Daily Lab Activity

Monthly / Weekly NPDES Permit Tests

- TSS
- BOD
- CBOD
- Ammonia
- E-coli
- Alkalinity
- pH
- Total Flow
- UV Dosage
- Completed 3 day ultra clean sampling.
- Completed sampling of Johnson Controls.

Monthly / Weekly Lab

- TSS
- Nitrite / Nitrate
- UV Transmittance
- Sludge 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.
- In House Operations Training.
- ORACWA pretreatment meeting.
- PW Staff Safety Meeting.
- Allmax webinar on pretreatment and laboratory software.

Management Team Meeting Minutes
December 2, 2013
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Amanda Zeiber, Darvin Tramel, Bryan Brown, Kim Scheafer, Renate Mengelberg, Eric Laitinen, and Bret Smith.

Bret Smith

- Donations from the Police Department Christmas Party are going to the wife of fallen Reserve Police Officer Robert Libke
- Directional signs need to be put up for Court/PD
- Looking at different options for reducing speed on Birch and Territorial Streets

Kim Scheafer

- Reviewed Agenda for December 11 URA Meeting
- If you want an item scheduled for an upcoming URA Agenda, please send it to both Kim and Sue

Amanda Zeiber

- Revising Personnel Action Forms
- Holiday staff luncheon is on December 12
- Library Director interviews will be on Friday
- Court Clerk opening closes today
- Minimum wage goes up January 1

Renate Mengelberg

- Had a Telecommunications Summit
- Businesses will soon be able to post job openings on the Explore Canby webpage
- Clothing store is moving into the Graham Building
- Light Up The Night is December 6
- Working with company on relocating to Canby and what their sewer requirements are

Eric Laitinen

- Extra public swims being held this month along with special holiday hours
- Canby Gators is holding the Animal Meet on December 28

Darvin Tramel

- Working on what to do with an abandoned well
- Writing the Stormwater Management Plan
- Stormwater Committee will meet on December 18

Bryan Brown

- Received a Notice of Intent to Appeal to LUBA regarding the proposed Fred Meyer Fuel Station
- Code interpretation challenge is going to the Planning Commission
- Northwood's application was received and four deficiencies were noted. Two have been corrected.
- Pre-application was received for a new ten lot subdivision
- Stop Work Order was issued for work at Village on the Lochs

Greg Ellis

- At RDI Meeting on Tuesday and out all next week
- Met with SR Smith Representative regarding property line

Minutes taken by Kim Scheafer

Management Team Meeting Minutes
December 16, 2013
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Amanda Zeiber, Cynthia Thompson, Bryan Brown, Kim Scheafer, Renate Mengelberg, Eric Laitinen, Melissa Kelly, and Bret Smith.

Kim Scheafer

- Out of office next week through January 1
- Carpets were cleaned in City Hall and Council Chambers. Some spots still look dirty but they are stained and worn.

Eric Laitinen

- Canby Gators is holding the Animal Meet on December 28

Melissa Kelly

- Christmas Carol play will be held on December 26
- Library Director Interviews were held. Second round interviews will be held in January.

Amanda Zeiber

- Came to an agreement with AFSCME to allow use of sick leave to care for family member. Language will be clarified when contract is negotiated.
- Out of office next week through January 1. Lisa Potter will be here.
- Employee Leave Request Form has been updated. Will be emailing out an electronic one to staff. They need to be turned in with timecards.
- Will be posting a Police Records Clerk opening this week
- Reviewing applications for the Court Clerk vacancy

Cynthia Thompson

- Open House for CAT is on Wednesday from 5-8 p.m.
- Drivers are meeting twice per month
- Special Transportation Fund applications are due in January

Renate Mengelberg

- Out of office next week through January 1
- Working on Urban Renewal annual report
- Light the Night went well. Will be adding to the ground displays next year.
- Appointed to the Oregon City Urban Renewal Commission

Bryan Brown

- Does not know status of Fred Meyer appeal
- Spoke with potential buyer of the Canby Square
- Had a pre-application meeting for a ten lot subdivision on S Ivy near 16th
- Village on the Lochs Phase II has a new engineering firm. Pre-construction meeting is scheduled for January 7.

Bret Smith

- Anxious to have both clerk positions filled

- Raised just under \$5,000 at the annual banquet for the wife of fallen Reserve Police Officer Robert Libke

Greg Ellis

- Met with the Mayor and Council President. Is sorry if he gave the impression to staff that he was checked out.

Minutes taken by Kim Scheafer

Management Team Meeting Minutes
January 6, 2014
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Amanda Zeiber, Cynthia Thompson, Bryan Brown, Kim Scheafer, Renate Mengelberg, Eric Laitinen, Joseph Lindsay, Haley Fish, and Darwin Tramel.

Kim Scheafer

- Reviewed Agenda for January 15 CC Meeting

Haley Fish

- Working on Budget Calendar
- An ordinance will be on the January 15 CC Agenda that establishes a Municipal Audit and Financial Oversight Committee
- Mid-Year Budget Review will be on February 19
- Working on update to the Expenditure Authorization Form (EAF)
- Developing a Capital Improvement Initiation form

Bryan Brown

- Working on LUBA paperwork for Fred Meyer appeal
- Developer planned unit development will be having neighborhood meetings
- Two annexations are in the works
- McDonalds is doing another parking analysis
- Traffic Study for Dinsmore Estates II should be done soon

Renate Mengelberg

- Annual Report for Urban Renewal will be presented to the Agency Wednesday night
- Demographics on web page has been updated
- Women's apparel store will be opening in March
- Advantage Mortgage is moving to the old Columbia Bank location
- DLCD Grant application was not successful. Looking at other grants that could be used to rewrite and streamline Development Code.

Eric Laitinen

- Signups for spring lessons start Tuesday

Cynthia Thompson

- Julie Wehling may be back next week
- Drivers are being trained on the Gillig buses
- Dial-a-ride ridership is up

Darvin Tramel

- Working on system wide assessments for UIC's and redoing the database

Joseph Lindsay

- Having a Work Session on March 5 with CC to discuss a proposed ordinance that will regulate businesses under federal law

Greg Ellis

- Bridge on Sequoia Parkway is coming along. Concrete cannot be poured until it gets warmer outside.

Amanda Zeiber

- Court Clerk interviews were held today
- Police Records Clerk position closes next week
- Second interviews for Library Director will be held next week
- Will be sending out annual review schedules to supervisors

Minutes taken by Kim Scheafer