



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

March 19, 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 receive a presentation by Portland Police Captain John Brooks on the RegJIN Project. Pg. 1

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

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 March 5, 2014 City Council Work Session & Regular Meeting

B. Appointments to Municipal Audit and Financial Oversight Committee

Pg. 13

7. RESOLUTIONS & ORDINANCES

- A. Res. 1183, Authorizing an IGA with the City of Portland for the RegJIN Project Pg. 17
- B. Ord. 1397, Authorizing Contract with Eagle-Elsner, Inc. in the Amount of \$471,891.50
for N Juniper Street and NE 9th Avenue Roadway Improvements Pg. 32

8. NEW BUSINESS

- A. Departmental Goal Review for Finance, Library, Parks, Planning/Building, Police, and
Court Pg. 45
- B. Selection of Two Councilors for the Municipal Audit & Financial Oversight
Committee

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

11. ACTION REVIEW

12. EXECUTIVE SESSION: ORS 192.660(2)(a) Employment of Public Officer and ORS
192.660(2)(h) Pending Litigation

13. ADJOURN

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



Bret Smith, Chief of Police
Capt. John Brooks, Portland Police Bureau
February 19, 2014



Today's presentation:

- A brief history of Canby Police Department's Record Management System
- What is the RegJIN project
- Why RegJIN is needed
- Who are the partners
- What are the capabilities of RegJIN
- Why do we need the IGA

"Service Integrity Respect"



History:

- Canby was a member of Clackamas County's CLASS system
- CLASS aging & unable to support new technologies (example: electronic report writing)
- Limited information sharing among agencies
- Majority of Clackamas County agencies committed to RegJIN

"Service Integrity Respect"



What is the RegJIN project?

- Modernized law enforcement data collection and record keeping system
- Increases data-sharing and collaboration
- Enhanced access to crime information
- Supports a high volume of users
- Allows regional sharing of information

"Service Integrity Respect"



Why is RegJIN needed?

- Update aging technology (PPDS started -1982)
- No longer supported by the manufacturer
- Won't allow integration of emerging technology
- System not robust enough to handle new partners

"Service Integrity Respect"



RegJIN partners:

- It will be the largest police data base in the nation
- 40 participating agencies
- 5 counties
- 2 states

"Service Integrity Respect"



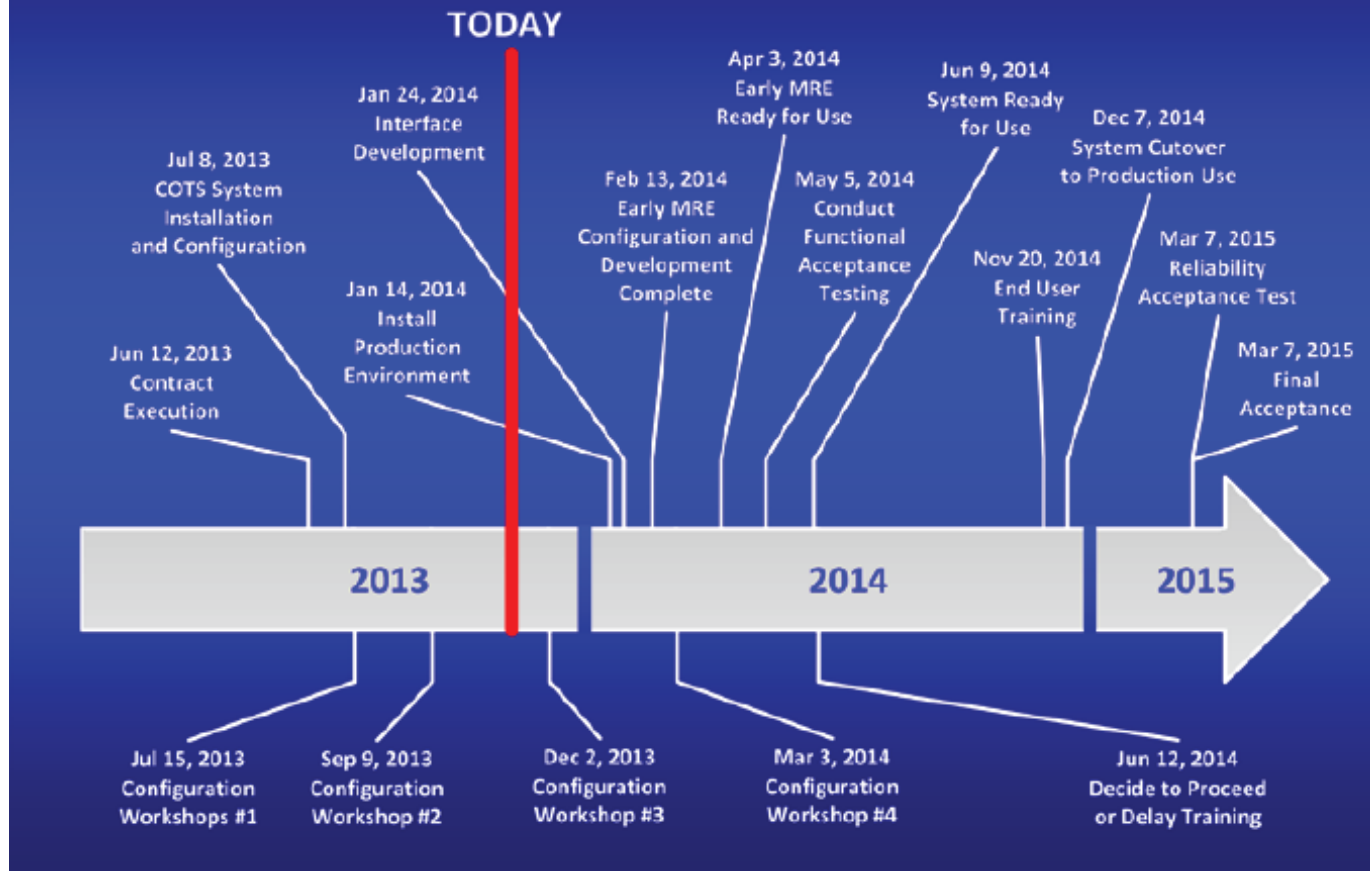
Capabilities of RegJIN:

- Database – offenders, narratives, vehicles, victims, citations, addresses, arrests, mugshots, AKAs, Associates, gangs etc
- Electronic report writing
- Electronic report approval
- Electronic ticket issuance
- Whole agency case management
- Property and evidence control
- Crime analysis

“Service Integrity Respect”



RegJIN Timeline – Go-Live date will be confirmed in June 2014



“Service Integrity Respect”



Why the IGA is necessary:

- The department will become a member of the RegJIN User Board
- The board will furnish advice and recommend changes in the project

“Service Integrity Respect”



Next Steps:

- In the near future – Early MRE
- An individual IGA specifically for Canby

“Service Integrity Respect”



Recommended Council Action:

Move to authorize the City Administrator to enter into the Master Intergovernmental Agreement (IGA) with the City of Portland for the purpose of implementing a new police records management system, known as the Regional Justice Information System (RegJIN).

“Service Integrity Respect”



Questions?

“Service Integrity Respect”

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

Date: 1.30.14

Name: JOHN MERINA Occupation: RETIRED

Home Address: _____

Employer: _____ Position: _____

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

For which position are you applying? AUDIT COMMITTEE

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

COMMITTEE

Experience and educational background: B.S. ACCOUNTING
40+ YEARS PRACTICING CPA
LICENSED MUNICIPAL AUDITOR

Reason for your interest in this position: TO SERVE AS NEEDED

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

BUDGET COMMITTEE

Information on any special membership requirements: NONE NOTED

Referred by (if applicable): _____

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

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

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

1-4-13

RECEIVED

JAN 30 2014

CITY OF CANBY

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

Date: 02.28.14

Name: Gwendolyn C. Polgar

Occupation: Commercial Real

Estate Lending

Home Address:

Employer: HomeStreet Bank

Position: Underwriting Analyst

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Municipal Audit and Financial Oversight Committee

What are your community interests (committees, organizations, special activities)? I have been involved with the City of Canby's budget committee as a volunteer for approximately three years. I enjoy working with community volunteers, city personnel and the City Council. I want to assist in promoting Canby as a great place to live, shop, work and play for the benefit of its great citizens. I want to work in a committee that is open to new ideas, potential changes and streamlining for the greater good, even if the group has to make difficult decisions .

Experience and educational background: I have worked in Commercial Real Estate lending for the past 18+ years. I actively worked with portfolio, Fannie Mae and construction loans. I have managed budgets, funded, balanced, adjusted, restructured construction loan from small to multi-million dollar range. I have prepared, analyzed and verified borrower financial information, liquidity requirements, property operations (income & expenses) and hired independent consultants to inspect and recommended property compliance with city ordinances, building longevity and life safety concerns. I have completed classes and certifications needed for this position through the OMLA (Oregon Mortgage Lenders Association) and the MBA (Mortgage Bankers Association) some of those classes have been in Corporation Financial Analysis and Certification to complete property inspections for Fannie Mae and Portfolio loans. I also assist in setting policies and procedures for the underwriting analyst functions as well as guide consultants on lending program structures and cost negotiations.

Reason for your interest in this position: I have been on the Budget committee going on my third year and feel my experience in this process has developed me for this new position on the Municipal Audit and Financial Oversight Committee. I want to be on this committee and work together with other members to review the city's audits, look at fiscal policy make recommendations to the council and provide proposals on the capital improvement plan.

List any other City or County positions on which you serve or have served: I have served/volunteered on the Canby City Budget Committee since 2011. I am also involved in the Canby Leadership Training Program through the Ford Foundation since 2011, I was involved in the Canby Bike Rack gift to the City in 2012.

Information on any special membership requirements: None at this time

Referred by (if applicable): Tim Dale, City Counselor

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

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RECEIVED
MAR 03 2014
CITY OF CANBY

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

Date: 03/04/14

Name: Matthew English

Occupation: Firefighter/Paramedic

Home Address:

Canby Or. 97013

Employer: Canby Fire District

Position: Firefighter/Paramedic

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? MUNICIPAL AUDIT AND FINANCIAL OVERSIGHT COMMITTEE

What are your community interests (committees, organizations, special activities)? My interests are Coaching soccer, Tofte Farms homeowners association board of directors = current Vice President, Art Literacy instructor for K-6 in the Public schools, Local Business owner.

Experience and educational background: Experienced with budgeting for business and large construction projects in the past. Budgeting in my current employment. Educational background is Penn State University for Buildings Trades Journeyman Fitter apprenticeship for five years. Associates of Applied Science for current occupation. Licensed Oregon Paramedic = current. Licensed Oregon State Contractor = current. Various classes with Portland Community College, Clackamas Community College, and Chemeketa Community College.

Reason for your interest in this position: Community stewardship. I want to become involved with the positive flow and progression of the community. Canby has afforded me a good quality of life and I would like to become more involved with the city. I consider myself a micro - economics individual and would like to help ensure that the financial stability of the city is protected for my family, friends, and fellow citizens.

List any other City or County positions on which you serve or have served: I have not served on any City or County specific positions.

Information on any special membership requirements: No information that I know of.

Referred by (if applicable): Brian Hodson and Tim Dale.

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

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1-4-13

RECEIVED

MAR 05 2014

CITY OF CANBY

RESOLUTION NO. 1183

**A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT
WITH THE CITY OF PORTLAND, OREGON, FOR THE REGJIN PROJECT**

WHEREAS, the City of Portland, Oregon has acquired a law enforcement Records Management System to maintain a multi-agency, multi-jurisdictional set of law enforcement applications and associated databases; and

WHEREAS, the primary objective of the region is to develop a shared common database available to cooperatively prevent criminal activity, track resource utilization, facilitate rapid and efficient communications, provide immediate and coordinated assistance among area agencies for day-to-day, tactical, and strategic operations, improve the ability of law enforcement to prevent and solve criminal activity through shared system functionality and cooperative operations, effectively prosecute criminals, and identify short and long term leveraging opportunities for cost effective infrastructure investments to meet regional requirements; and

WHEREAS, the City of Portland, Oregon, is inviting numerous Regional Partner Agencies to enter into an intergovernmental agreement for the user board of the Regional Justice Information System (RegJIN); and

WHEREAS, the City of Canby, Clackamas County, Oregon desires to be a participating Regional Partner Agency for the RegJIN Project.

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

1. The City of Canby authorizes the Intergovernmental Agreement (“IGA”) with the City of Portland, Oregon, for participation in the RegJIN Project as described in the form attached hereto as Exhibit A.

This resolution will take effect on March 19, 2014.

ADOPTED this 19th day of March 2014 by the City of Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

REGJIN MASTER IGA

**MASTER INTERGOVERNMENTAL AGREEMENT FOR THE USER BOARD OF THE
REGIONAL JUSTICE INFORMATION SYSTEM (RegJIN)
No. 30003644**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into, pursuant to Oregon Revised Statutes ("ORS") 190.003 to 190.085, and Revised Code of Washington ("RCW") 39.34.030 by and among the City of Portland, an Oregon municipal corporation ("City"), and the Regional Partner Agencies (herein collectively, the "RPA").

RECITALS

WHEREAS, the City has acquired a law enforcement Records Management System ("RMS") to maintain a multi-agency, multi-jurisdictional set of law enforcement applications and associated databases; and

WHEREAS, the City and RPA find that a primary objective of the region is to develop a shared common database available in the RMS in order to cooperatively prevent criminal activity, track resource utilization, facilitate rapid and efficient communications, provide immediate and coordinated assistance among agencies for day-to-day, tactical, and strategic operations, improve the ability of law enforcement to prevent and solve criminal activity through shared system functionality and cooperative operations, effectively prosecute criminals, and identify short and long term leveraging opportunities for cost effective infrastructure investments to meet regional requirements; and

WHEREAS, the City and RPA desire to create a User Board to provide input, guidance and strategic direction for the RMS; and

WHEREAS, regionalization and interoperability provides a cost effective and efficient acquisition of the RMS and improvements through economies of scale, coordination and sharing; and

WHEREAS, use of the City's RMS assets with the RPA will increase overall system reliability and reduce duplicative systems while allowing for shared information; and

WHEREAS, creation of this Intergovernmental Agreement for the RMS may also be expanded to include other public safety technologies in the future; and

WHEREAS, the participating jurisdictions now desire to enter into this Agreement, and being fully advised; and

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and covenants contained herein, it is agreed as follows:

1. DEFINITIONS:

The following is a definition of terms used herein:

- A. "Capital Cost" is the estimated and budgeted amount required, including but not limited to, the direct cost for hardware, software, project management, planning, design, engineering, procurement, labor and materials for designing, procuring, installation, testing, commissioning, training, and otherwise implementing the

RMS and its future components. Capital Cost does not include non-City RPA assets, non-City RPA specific applications, data conversion of data not contained in the Portland Police Data System (PPDS), the RPA side of RMS System interfaces, non-City user devices such as computer workstations, mobile computers, desktop and mobile computer operating system software and printers, and non-City network components.

- B. "Days" means calendar days, including weekdays, weekends and holidays, beginning at midnight and ending at midnight twenty-four hours later, unless otherwise specified by the Agreement.
- C. "City/RPA Confidential Information" means any information, in any form or media, including verbal discussions, whether or not marked or identified by the City and/or RPA, which is reasonably described by one or more of the following categories of information: (1) financial, statistical, personnel, human resources data or Personally Identifiable Information as described in the Oregon Consumer Identity Theft Protection Act of 2007; (2) business plans, negotiations, or strategies; (3) unannounced pending or future products, services, designs, projects or internal public relations information; (4) trade secrets, as such term is defined by ORS 192.501(2) and the Uniform Trade Secrets Act ORS 646.461 to 646.475; (5) Exempt per ORS 192.501 and/or ORS 192.502 (6) attorney/client privileged communications, (7) exempt per federal laws (including but not limited to Copyright, HIPPA, Computer Fraud and Abuse Act), (8) criminal history information that is not subject to disclosure based on State of Oregon, State of Washington, or Federal rules and regulations, (9) criminal investigation information, (10) tactical and strategic public safety information, and (11) information relating to or embodied by designs, plans, configurations, specifications, programs, or systems developed for the benefit of the City and/or RPA including without limitation, data and information systems, any software code and related materials licensed or provided to the City by third parties; processes; applications; codes, modifications and enhancements thereto; and any work products produced for the City.

"Confidential Information" includes, but is not limited to, any information that is disclosed in written, graphic, verbal, or machine-recognizable form, and is marked, designated, labeled or identified at the time of disclosure as being confidential or its equivalent; or if the information is in verbal form, it is identified as confidential or proprietary at the time of disclosure and is confirmed in writing within thirty (30) days of the disclosure. Confidential Information does not include any information that: is or becomes publicly known through no wrongful or negligent act of the receiving party; is already known to the receiving party without restriction when it is disclosed; is, or subsequently becomes, rightfully and without breach of this Agreement or any other agreement between the Parties or of any applicable protective or similar order, in the receiving party's possession without any obligation restricting disclosure; is independently developed by the receiving party without breach of this Agreement; or is explicitly approved for release by written authorization of the disclosing party.

- D. "Cost Sharing Formula" is the plan and periodic amendments thereof, adopted by the City based on recommendations by the User Board that apportions User

Fees, capital, operation, maintenance, repair and replacement costs and use of grant funding among the Entry and Inquiry Only RPA. The Cost Sharing Formula is attached as Exhibit A.

- E. "Entry RPA" includes the City of Portland and any authorized agency who enters data into the RMS. Entry RPA may take part in decisions or activities of the User Board in which the Entry RPA has discretion to participate. Entry RPA shall have full voting rights. The City shall be considered an Entry RPA for voting purposes.
- F. "Inquiry Only RPA" is an agency who has access to view the RMS data but does not input any data. Inquiry Only RPA have no voting rights on the User Board.
- G. "Operation and Maintenance Cost" are the budgeted amount required for the operation and maintenance of the RMS which may include, but not be limited to, the direct cost for: license fees, vendor support costs, software and hardware upgrade and/or replacement costs, maintenance, personnel, facilities use and rental costs, and training for the upcoming year. Operating and Maintenance Cost shall be allocated to the Entry and Inquiry Only RPA according to the Cost Sharing Formula.
- H. "Project" shall mean any effort undertaken by the System Manager, as recommended by the User Board, to improve or modify the RegJIN RMS.
- I. "Quorum of the Board" is comprised of fifty (50) percent of the Entry RPA, plus one.
- J. "RPA Asset" shall mean hardware, software, equipment, real property and fixtures, owned or leased by any RPA.
- K. "RPA" shall mean Inquiry Only and Entry Partners
- L. "Records Management System" is the tangible assets and/or Systems acquired or purchased by the City to develop, implement and operate the RegJIN RMS.
- M. "RegJIN RMS" is the law enforcement records management system acquired and implemented by the City of Portland for use by the RPA.
- N. "Strategic Plan" is the plan and periodic amendments thereof, setting forth the vision, strategy and benefits for the RegJIN RMS as recommended by the User Board and approved by the City.
- O. "System Manager" is the individual and his/her designated named backups appointed by the City of Portland to manage and operate the RMS on a daily basis.
- P. "Technology Management Plan" is the plan and periodic amendments thereof, that is recommended by the User Board and approved by the City that provides technical guidance for operation, maintenance, and repair of the RMS.

- Q. "Unanimous Vote" or "Unanimously" means that approval is required by the City and all Entry RPA present at a User Board meeting. A Quorum of the Board is required for all Unanimous Votes.
- R. "Upgrade Plan" is the Plan for upgrading the RMS, and periodic amendments thereof, that is recommended by the User Board and approved by the City, including, but not limited to, detailed technical designs, estimated budget for the capital costs of acquiring, constructing, and deploying the technical design, estimated budget for upgrading the RMS.
- S. "User Board" is the administrative body of the RegJIN User Board.
- T. "User Fees" are fees set by the City for RPA access and use of the RMS and as agreed to between the City and a RPA in a Participating IGA.
- U. "Withdrawal Plan" is a plan providing the manner of complete withdrawal for an RPA, or for an Entry RPA to move to an Inquiry Only RPA.

2. ESTABLISHMENT OF USER BOARD:

There is hereby established the RegJIN User Board ("User Board") for the purpose as described below and subject to the terms and conditions herein. The User Board is established to plan and advise the City of Portland in the operation of the RMS, which serves the geographic area encompassed by Clackamas, Columbia, Multnomah, and Washington Counties of Oregon State and Clark County of Washington State (along with future RPA). Thereafter, the RPA may recommend expansion of the System and pursue other services as agreed to by the City and Entry RPA.

3. STATEMENT OF PURPOSE:

General

The User Board is formed to create a user based structure for making recommendations to the City regarding the planning, funding, operations, and maintenance of the RMS including, but not limited to, transition planning, User and administrative training procedures, training equipment and facilities, uniform data entry, complying with federal and state reporting requirements, maintaining data integrity, operational efficiencies, physical backup and redundancy, and obtaining and managing additional resources such as grants to support RMS maintenance, enhancement, and extension. The User Board may perform functions, which may include, but are not limited to the following:

- A. Cooperatively develop or review and recommend changes or adoption of a Strategic Plan for maintaining the viability and efficiency of the RMS.
- B. Review and recommend which RMS data and applications will be shared among the City and RPA.
- C. Cooperatively develop or review and recommend changes or adoption of a coordinated long-term plan for capital and operating funding of the RMS, including methods to allocate costs.

- D. Review and recommend changes to established Standard Operating Procedures (SOPs) and technical standards for the operations and business continuity of the RMS.
- E. Review and recommend changes or adoption of the RMS Technology Management Plan.
- F. Review and recommend changes to the operational and maintenance procedures of the RMS for assets owned by the City in a manner that resolves operational interface issues with each RPA's local assets.
- G. Recommend admission of new RPA.
- H. Review and recommend changes to RMS operational and maintenance procedures with the goal of balancing regional requirements against Entry RPA data collection and reporting autonomies.
- I. Apply for grants and other available funding sources to fund RMS enhancements and capability extensions.
- J. Participate in, and recommend process changes to ensure the successful deployment of the RMS and, in the future, RMS extensions and enhancements.
- K. Review and recommend changes of the annual operational budget developed to support and fund the RMS.
- L. Review and recommend Changes to the RMS Cost Sharing Formula.

4. ADMINISTRATIVE BODY:

The User Board shall have the duties as provided below.

- A. The User Board, as an advisory group formed to furnish advice to the City of Portland, shall be subject to and comply with the requirements of the Oregon Public Meetings laws.
- B. The User Board shall be composed of one representative appointed by each Entry RPA, which includes one representative appointed by the City. The User Board shall elect a Chair, and Vice-Chair who shall each serve for a two year term. The Chair, or in the Chair's absence the Vice-Chair, shall preside over all User Board meetings.
- C. The Entry RPA, through the Board, shall administer the operation of the User Board. Each Entry RPA and the City shall have one vote. Each Entry RPA shall appoint, at its pleasure, one primary representative, and one alternate representative who may attend all Board meetings. The primary and alternate representatives may jointly participate in all discussions of the User Board; provided however that the vote of the Entry RPA shall be cast only by the primary representative, unless the primary representative is absent, in which event the alternate representative may cast the Entry RPA's vote. No User Board member

may grant proxy voting power to another User Board member from another Entry RPA. A tie vote shall not be sufficient to pass a measure or recommendation.

- D. The Board may meet monthly at the discretion of the Chair, but in no event less than twice per year. It may meet more frequently as determined by the Chair or as requested by any Entry RPA or the City.
- E. A Quorum of the Board is required for the User Board to make any official recommendation or action.
- F. Unless otherwise provided herein, all User Board actions shall require approval by a majority of the Entry RPA present at an official Board meeting.
- G. The User Board Chair shall be responsible for providing notices of public meetings and keeping of minutes in compliance with Oregon Public Records laws. The minutes shall summarize the discussions completed during Board meetings and include all official actions taken by the Board, along with any vote tallies associated with those actions.
- H. The Chair or designee shall represent the User Board at official public meetings as requested by the City or other Entry RPA during which the Chair or designee shall report on the opinion and/or recommendations of the Board regarding specific issues being discussed that are relevant to the Board or RMS. The Chair or designee shall limit their participation in this capacity to reporting on official actions and recommendations taken by the Board.
- I. The User Board shall undertake the following:
 - 1. Review and recommend changes to the Strategic Plan developed by or updated by the City.
 - 2. Review and recommend changes to the Technology Management Plan developed by or updated by the City.
 - 3. Review and recommend changes to the Cost Sharing Formula developed by or updated by the City.
 - 4. Review and recommend changes to the annual objectives and work plans developed by the System Manager.
 - 5. Review and recommend changes to the general policy guidelines and/or Standard Operating Procedures developed by the System Manager for the RMS.
 - 6. Provide oversight and direction regarding User Board operations.
 - 7. Establish committees and appoint committees as needed.
 - 8. Review and comment on all Plans at least once every four years.
 - 9. Makes other recommendations as necessary.

- J. The User Board shall review and make recommendations on the acceptance of any new RPA as outlined in Section 10. Recommendations on acceptance of a new RPA shall be by Unanimous vote.
- K. The User Board, at its first organizational meeting, or as soon thereafter as reasonable, shall adopt rules governing its procedures, and including at a minimum 1) time and place of regular meetings; 2) method and manner of calling special meetings; 3) method, term and manner of election of User Board officers; and 4) establish committees and appoint committee representatives from among the RPA; and 5) any other procedures deemed necessary as outlined in Section 7.

5. PROJECTS AND FUNDING:

- A. Funds for Capital Cost of the initial RMS implementation will be contributed by the City. Funds for the Capital Costs of future components of the RMS will be jointly contributed by the City and other RPA based on a recommended allocation formula, taking into account application of grant funding and credit for contributed assets, if any. The RPA agree to request such grant funding whenever possible.
- B. According to adopted Strategic and Cost Sharing Formulas, the User Board may recommend Projects which further improve, expand, enhance and support the RMS, including, but not limited to, acquisition of hardware, software and equipment, upgrades and other steps to improve and extend the RMS.
- C. Entry RPA may propose improvements to the RMS by giving written notice to the User Board, describing the proposed improvement and identifying its benefits. Within 90 days, the User Board shall meet to discuss the proposal and determine if there is interest in pursuing the proposed Project. If so, the User Board shall direct the System Manager to research the proposed Project to determine or confirm any cost and operational impacts and to report back on the findings to the User Board. Subsequent to receiving the System Manager's report, the User Board may hold a vote to recommend whether or not the proposed Project should be undertaken.
- D. Any significant changes to the RMS shall consider the following factors, including but not limited to, sources of funding (City, RPA, available grants and other sources), technical and business impact to the City and RPA, and the recommendation(s) of the User Board. Capital and Operating Costs for such changes shall be allocated among the City, Entry and Inquiry RPA as determined by the Cost Sharing Formula and incorporated into each RPA's Participating IGA as part of the User Fees.
- E. Each RPA agrees to inform the User Board of potential grant sources and thereupon the User Board shall determine if the User Board should pursue that source. If the User Board declines to pursue that source, then the individual RPA may seek those grant funds on its own and, if successful, may choose to apply

the grant funds for the benefit of the User Board or to its local match or share if it is an allowable use of grant proceeds.

- F. Any increase in either A, B, C and/or D above may be recommended by the User Board and approved by the City so long as the total cost impact per subsection to all RPA is no greater than 5% per year, and no greater aggregate than 10% per year. Any subsection with a cost impact greater than the 5% or 10%, shall be voted upon by a Quorum of the User Board and approved with a majority vote.

6. USER BOARD MANAGEMENT, OPERATION AND FUNDING:

- A. The User Board shall make recommendations as to the best method for the administration, management, and operation of the RMS. The User Board shall review and make recommendations on the annual budget prepared by the System Manager for managing and supporting the RMS.
- B. The User Board shall be self-sufficient in its operation. The City and RPA will participate at their own cost, time and expense.

7. COMMITTEES:

The User Board may establish committees from time to time as it deems necessary. Generally, the User Board will consider establishment of committees in the following areas:

- A. Engineering/Technical
- B. Policy
- C. Customer/User
- D. Finance/Budget

When a committee is established by the User Board, the City and each Entry RPA is entitled to have one voting representative on the committee. The Chair may limit these committees to an appropriate size for conducting its business. The Chair will recommend a procedure for limiting the size of the committees, which will then be approved by the Board. Each committee shall provide advice, counsel, and recommendations to the User Board or the Chair as requested.

The City and each Entry RPA may designate one voting committee member and an alternate. A majority of the voting committee creates a quorum. All decisions require a majority vote of the members in attendance. An alternate RPA committee member may vote if the designated RPA voting member is not present.

8. CAPITAL CONTRIBUTION, CAPITAL COST DETERMINATION, AND INITIAL RPA RESPONSIBILITY:

The Cost Sharing Formula shall establish the application of User Board grant proceeds, cost allocation formulas, rates, and appropriate service charges for such services

provided to Entry and Inquiry Only RPA, and for upgrading and maintaining the RMS which will be paid by the RPA. RPA responsibility for such allocations, rates and charges will be incorporated in, or amended to, each RPA's Participating IGA.

9. PAYMENT:

- A. Each Entry and Inquiry Only RPA will have an individual Participating IGA with the City that outlines the costs and terms and conditions of their participation in the RegJIN RMS. A Entry RPA's right to participate on the User Board under this Agreement is contingent upon execution of the Participating IGA.
- B. Failure to pay the City as due under the Participating IGA will suspend the Entry RPA's voting rights in the User Board until fully paid.

10. NEW RPA:

The User Board shall review and recommend the admitting of new Entry RPAs as part of the RMS. Any recommendations for admitting a new Entry RPA shall require a Unanimous Vote; admitting of any new Inquiry Only RPA shall be at the discretion of the System Manager. The System Manager will make the list of new Inquiry Only RPAs available to the User Board 30 days prior to granting access to the System. Recommendations on the addition of new Inquiry and Entry RPA must consider that the:

- A. The RMS contains highly confidential crime and other data and is reserved for law enforcement applications and will only be open to certified law enforcement agencies.
- B. If a new RPA is added, its addition is subject to the sections of the Cost Sharing Formula that govern the costs allocated to RPA(s) added to the RMS after the initial RMS cutover to operational (live) status.
- C. New RPA shall be bound by the terms and provisions of this Agreement and an individual Participating IGA.

11. DURATION, WITHDRAWAL AND TERMINATION:

- A. This Agreement is perpetual and the User Board shall continue from year to year unless otherwise terminated or dissolved by the methods described in this Agreement.
- B. The User Board may be dissolved upon unanimous agreement of all Entry RPA.
- C. Termination of an Entry RPA's Participating IGA shall revoke their participation on the User Board effective immediately.
- D. An Entry RPA that withdraws from the RMS may remove its RPA assets from the RMS including any data entered into the RMS by the withdrawing RPA. All costs associated with the reasonable removal of the withdrawing RPA's assets including costs of removing data entered by the RPA into the RMS will be the responsibility of the withdrawing RPA.

- E. A minimum of 180 days shall be allocated for the System Manager to withdraw an RPA's assets, including the withdrawal of the Entry RPA's data, from the RMS after the date upon which the RPA's withdrawal becomes effective. The withdrawing Entry RPA shall have full access to its assets including its data during the time period required to complete the removal of an Entry RPA's assets from the RMS.
- F. RPA may only withdraw from the RMS on January 1 of each year and must provide a minimum of 180 days written notice of their intention to withdraw.
- G. Notice of an RPA's intention to withdraw must be provided in writing to the User Board Chair. A copy of the withdrawal notice must be provided to the System Manager.

12. INDEMNIFICATION:

To the extent permitted by the Constitutions and laws of Oregon and Washington, each Entry RPA shall hold harmless and indemnify the other Entry RPA for the willful or negligent acts, actions or omissions to act of that Entry RPA's respective entity, commissioners, officers, employees, and agents in the performance of their respective responsibilities and duties under this Agreement.

13. CONFIDENTIALITY:

- A. Maintenance of Confidentiality. The City and RPA shall treat confidential any Confidential information that has been made known or available to them or that an Entry RPA has received, learned, heard or observed; or to which an RPA has had access. The City and RPAs shall use Confidential information exclusively for the City or RPA's benefit and in furtherance of this Agreement. Except as may be expressly authorized in writing by the City or affected RPA, in no event shall the City or a RPA publish, use, discuss or cause or permit to be disclosed to any other person such Confidential information. The City and RPA shall (1) limit disclosure of the Confidential information to those directors, officers, employees and agents of the City or RPA who need to know the Confidential information, (2) exercise reasonable care with respect to the Confidential Information, at least to the same degree of care as the City or RPA employs with respect to protecting its own proprietary and confidential information, and (3) return immediately to the City or RPA who provided the information, upon its request, all materials containing Confidential Information in whatever form, that are in the City or RPA's possession or custody or under its control. The City and RPA are expressly restricted from and shall not use Confidential intellectual property of the City or providing RPA without the City or that RPA's prior written consent.
- B. The RPA acknowledge that each RPA is subject to the Oregon or Washington Public Records Acts, as applicable, and Federal law. The RPA agree that each RPA will follow the laws of its home state. Third persons may claim that the Confidential Information may be, by virtue of its possession by the City or a RPA, a public record and subject to disclosure. RPA receiving a public records request agrees, consistent with its state public records law, not to disclose any information that includes a written request for confidentiality and as described above and specifically identifies the information to be treated as Confidential.

Specifically, Washington RPA shall abide by RCW 42.56 for cases involving public records contained in the City of Portland owned RegJIN System as outlined in this public safety Regional Intergovernmental Agreement. A RPA's commitments to maintain information confidential under this Agreement are all subject to the constraints of Oregon or Washington and federal laws. Within the limits and discretion allowed by those laws, the City and RPA will maintain the confidentiality of information.

- C. The RPA acknowledge and agree that the City and each RPA owns its own data in the RMS. RMS data can only be disclosed by the agency that entered it. In the event of a public record request for RMS data which belongs to the City or another RPA, the City or receiving RPA shall inform both the requestor and the appropriate agency within two business days that it is not the custodian of record for the requested data and identify the Entry RPA that may be able to comply with the public record request.
- D. The RPA acknowledge that unauthorized disclosure of Confidential Information will result in irreparable harm to the City or providing RPA. In the event of a breach or threatened breach of this Agreement, the City or affected RPA may obtain equitable relief prohibiting the breach, in addition to any other appropriate legal or equitable relief.

14. WAIVER:

No waiver or any breach of Agreement shall be held to be a waiver of any other or subsequent breach of this Agreement.

15. REMEDIES:

The remedies provided in this Agreement are cumulative, and may be exercised concurrently or separately. The exercise of any one remedy shall not constitute an election of one remedy to the exclusion of any other.

16. SURVIVAL:

All obligations relating to confidentiality; indemnification; publicity; representations and warranties; proprietary rights; perpetual licenses, including licensing obligations as stated in this Agreement shall survive the termination or expiration of this Agreement.

17. NO THIRD PARTY BENEFICIARIES:

The City and Entry RPA expressly agree that nothing contained in this Agreement shall create any legal right or inure to the benefit of any third party.

18. ASSIGNMENT:

The rights and obligations of each party under this Agreement may not be assigned in whole or in part.

19. NOTICE:

Notices to the City shall be provided as set forth below in writing and sent by either certified US mail, return receipt requested, or by personal delivery to:

**City of Portland
RegJIN System Manager
Portland Police Bureau
1111 SW 2nd Avenue, Suite 1156
City of Portland
Portland, OR 97204**

20. AMENDMENTS:

This Agreement may only be changed, modified, or amended by unanimous vote of all Entry RPA.

21. EFFECTIVE DATE:

This Agreement shall be effective on July 1, 2012 and continue in perpetuity unless otherwise terminated.

22. SEVERABILITY:

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter of this Agreement that results in the invalidity of any part, shall not affect the remainder of this Agreement.

23. INTERPRETATION:

The terms and conditions of this Agreement shall be liberally construed in accordance with the general purposes of this Agreement and according to Oregon and Washington law.

24. EXECUTION IN COUNTERPARTS:

This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute the same agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SIGNATURE AUTHORIZATION FOR INTERGOVERNMENTAL AGREEMENT.

User Boards are:

CITY OF CANBY

APPROVED AS TO FORM

By: _____

Joseph Lindsay, City Attorney

Printed Name: Amanda Zeiber

Title: Interim City Administrator

Date of Signing: _____

March 10, 2014

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS
6655 SW HAMPTON, SUITE 210
PORTLAND, OR 97223

City of Canby
182 N Holly Street
Canby, OR 97013
Attn: Ms. Amanda Zeiber, Assistant City Administrator

RE: CITY OF CANBY
N. JUNIPER STREET & NE 9th AVENUE ROADWAY IMPROVEMENTS
BID TABULATION & RECOMMENDATION OF AWARD

Mr. Mayor & City Council Members:

On March 6th, 2014, the City of Canby solicited and received fourteen (14) bids for the N. Juniper Street and NE 9th Avenue Roadway Improvements project. The summary of the pricing is shown on the attached tabulation, with the low bid received from Eagle-Elsner, Inc.

The summary of cost from each of the fourteen (14) bidders is shown on the attached tabulation and listed below:

1.	Eagle-Elsner, Inc.	\$471,891.50
2.	Lyda Excavating, Inc.	\$480,000.00
3.	Canby Excavating, Inc.	\$489,126.00
4.	Pacific Excavation, Inc.	\$495,793.00
5.	Jeff Kersey Construction, Inc.	\$499,995.00
6.	M.L. Houck Construction Co.	\$521,925.75
7.	GSE, Inc.	\$540,773.00
8.	NW Kodiak Construction, Inc.	\$548,012.06
9.	North Santiam Paving Co.	\$556,510.50
10.	CivilWorks NW, Inc.	\$566,650.00
11.	C.R. Woods Trucking	\$570,886.23
12.	Green Thumb Landscape	\$578,230.98
13.	R&R General Contractors, Inc.	\$584,048.00
14.	Carter & Company, Inc.	\$649,672.33

BID REVIEW

Each bid was reviewed for compliance with the requirements listed in the contract documents. All bids were reviewed for mathematical entries, acknowledgement of addenda, bonding information, first tier disclosure information and execution of the bid. The apparent low bidder CR Woods Trucking had a major mathematical extension error in the amount of \$123,837.41 and currently is the eleventh low bidder, three other bids had minor mathematical extension errors but did not affect the ranking, deviations were also noted in the twelfth low bids that was

City of Canby
March 10, 2014
Page 2

received from Green Thumb, who failed to provide a First Tier Disclosure form, and as a result, was deemed non-responsive.

The low bidder, Eagle-Elsner, Inc. has a good record with the Construction Contractors Board and we are not aware of any concerns, prequalified with the Oregon Department of Transportation and a familiar name. We have worked with Eagle-Elsner, Inc. on many successful projects of similar scope over the years in the City of Canby and communities throughout the metropolitan area.

In summary all but the eleventh low bids were deemed responsive.

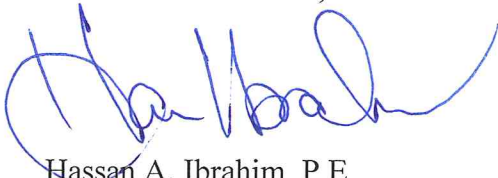
SUMMARY & RECOMMENDATION

After review of all bids received, we recommend the City of Canby award the N. Juniper Street and NE 9th Avenue Roadway Improvements project to the low responsive bidder Eagle-Elsner, Inc., in the amount of Four Hundred Seventy One Thousand, Eight Hundred Ninety One and 50/100 Dollars (\$471,891.50).

We have enclosed a staff report, an ordinance 1397, a bid tabulation and a proposed contract for the City to proceed with award of the contract. In anticipation of award, we will be issuing a Notice of Intent to Award today to all bidders.

Very truly yours,

CURRAN-McLEOD, INC.

A handwritten signature in blue ink, appearing to read 'Hassan A. Ibrahim', is written over a circular stamp that contains the text 'CURRAN-McLEOD, INC.'.

Hassan A. Ibrahim, P.E.

Enclosures: 1397 Staff Report
1397 Ordinance
Bid Tabulation
Contract for Construction

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS
6655 SW HAMPTON, SUITE 210
PORTLAND, OR 97223

To: Honorable Mayor and City Council
CITY OF CANBY
ATTN: Ms. Amanda Zeiber, Assistant City Administrator

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

DATE: March 10, 2014

ISSUE: N. JUNIPER STREET & NE 9TH AVENUE ROADWAY IMPROVEMENTS
APPROVAL OF CONSTRUCTION CONTRACT ORDINANCE 1397

SYNOPSIS: On March 6, 2014, the City of Canby solicited and received fourteen (14) bids for N. Juniper Street & NE 9th Avenue roadway improvements project. This staff report is to request Council approval for award of the contract to the low responsive bidder.

RECOMMENDATION:

That the Council approve Ordinance 1397 authorizing the Mayor and Assistant City Administrator to execute a contract with Eagle-Elsner, Inc. in the amount of \$471,891.50 for the N. Juniper Street & NE 9th Avenue roadway improvements project; and declaring an emergency.

RATIONALE:

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

BACKGROUND:

This project was submitted and approved by ODOT (IGA #29789) to receive funding from the ODOT Fund Exchange Program during the 2012-2013 fiscal-year in the amount of \$164,553.02. Additionally, \$40,000 were allocated from the Sanitary Sewer System Development Charge (SDC) Reimbursement Fund for improvements to the existing sanitary sewer system, \$90,000 were also allocated from the Street Maintenance Fund for paving and the remainder of the contract balance will be funded from the Street Reserve Fund.

Honorable Mayor & City Council
March 10, 2014
Page 2

FISCAL IMPACT:

The low responsive bid of \$471,891.50 is a reasonable cost and is within the construction cost estimate amount of \$468,000. Additional work was added to the project, including approximately \$40,000 of sanitary sewer improvements and approximately \$90,000 for paving improvements. The low bid, however, is very close to the original budget and should not pose a funding problem.

ENCLOSURES:

- Ordinance Number 1397
- Exhibit 'A' Construction Contract
- Exhibit 'B' Bid Tabulation

Cc: Ms. Kim Scheafer

ORDINANCE NO. 1397

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. IN THE AMOUNT OF \$471,891.50 FOR N. JUNIPER STREET AND NE 9th AVENUE ROADWAY IMPROVEMENTS; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby has heretofore advertised and received fourteen (14) bids for the N. Juniper Street and NE 9th Avenue Roadway Improvements project; and

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on February 14, 2014; and

WHEREAS, bids were received and opened on March 6, 2014 at 2:00 pm in the City Hall Conference Room of the City of Canby and the bids were read aloud: and

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

1.	Eagle-Elsner, Inc.	\$471,891.50
2.	Lyda Excavating, Inc.	\$480,000.00
3.	Canby Excavating, Inc.	\$489,126.00
4.	Pacific Excavation, Inc.	\$495,793.00
5.	Jeff Kersey Construction, Inc.	\$499,995.00
6.	M.L. Houck Construction Co.	\$521,925.75
7.	GSE, Inc.	\$540,773.00
8.	NW Kodiak Construction, Inc.	\$548,012.06
9.	North Santiam Paving Co.	\$556,510.50
10.	CivilWorks NW, Inc.	\$566,650.00
11.	C.R. Woods Trucking	\$570,886.23
12.	Green Thumb Landscape	\$578,230.98
13.	R&R General Contractors, Inc.	\$584,048.00
14.	Carter & Company, Inc.	\$649,672.33

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, March 19, 2014, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

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

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Eagle-Elsner, Inc. for N. Juniper Street and NE 9th Avenue Roadway Improvements, in the amount of \$471,891.50. A copy of the contract with Eagle-Elsner, Inc. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 19, 2014; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, April 2, 2014, after the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 2nd day of April, 2012, by the following vote:

YEAS _____

NAYS _____

Brian Hodson, Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

CONTRACT FOR CONSTRUCTION

Exhibit "A"

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

CITY OF CANBY

(hereinafter called OWNER) and

Eagle-Elsner, Inc.

(hereinafter called CONTRACTOR)

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

ARTICLE 1 - WORK

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

City of Canby

N. Juniper Street & NE 9th Avenue Roadway Improvements

The scope of work consists of approximately 1,200 lineal feet of 34' to 40' wide roadway improvements, to include curbs, sidewalks, driveway reconnections, storm drainage improvements, insertion of cleanouts at 29 service laterals, approximately 2,400 lineal feet of pervious pavement and utility trenching for streetlights.

ARTICLE 2 - ENGINEER

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

ARTICLE 3 - CONTRACT TIME

- 3.1 The Work will be substantially completed within **75** calendar days after the date when the Contract Time commences to run as provided in paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 30 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.

- 3.2 Liquidated Damages: OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not substantially complete on time.

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

ARTICLE 4 - CONTRACT PRICE

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

Four Hundred Seventy One Thousand Eight Hundred Ninety One & 50/100 Dollars

(471,891.50) as shown in the attached Bid Proposal.

ARTICLE 5 - PAYMENT PROCEDURES

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

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

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

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

- 5.1.2 Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95% of the value of the Contract Work completed, less such amounts as ENGINEER shall determine in accordance with paragraph 14.02 of the General Conditions.
- 5.2 Final Payment: Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the value of the Contract Work completed, as recommended by ENGINEER as provided in said paragraph 14.07.

ARTICLE 6 - INTEREST

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

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

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

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

- 7.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

ARTICLE 8 - CONTRACT DOCUMENTS

- 8.1 This Agreement
- 8.2 Exhibits to this Agreement.
- 8.3 Performance and other Bonds
- 8.4 Notice of Award.
- 8.5 General Conditions of the Construction Contract
- 8.6 Supplementary Conditions
- 8.7 Technical Specifications as listed in the Table of Contents.
- 8.8 Specifications bearing the following general title:

**City of Canby
N. Juniper Street & NE 9th Avenue Roadway Improvements**

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

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

ARTICLE 9 - MISCELLANEOUS

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

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

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

This Agreement will be effective on _____, 2014.

OWNER:

**CITY OF CANBY
182 N Holly Street
P.O. Box 930
Canby, OR 97013**

CONTRACTOR:

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

By: _____

By: _____

Name/Title: _____

Name/Title: _____

Attest: _____

Address for giving notices:

CITY OF CANBY																Exhibit "B"	
N. Juniper Street Roadway Improvements																	
Bid Date: March 6, 2014																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	
BID TABULATION			Eagle-Elsner	Lyda Excavating	Canby Excavating	Pacific Excavation	Jeff Kersey Construction	M.L. Houck Construction	GSE Inc.	NW Kodiak Construction	North Santiam Paving	CivilWorks NW	C.R. Woods Trucking	Green Thumb Landscape	R & R General Contractors	Carter & Company	
Basic Bid Items:			Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	
A. Site Preparation																	
A.1	Mobilization	1	LS	\$ 14,000.00	\$ 17,375.70	\$ 41,000.00	\$ 20,000.00	\$ 24,600.00	\$ 44,000.00	\$ 4,940.00	\$ 16,025.00	\$ 52,000.00	\$ 27,500.00	\$ 20,000.00	\$ 20,278.90	\$ 10,000.00	\$ 30,000.00
				\$ 14,000.00	\$ 17,375.70	\$ 41,000.00	\$ 20,000.00	\$ 24,600.00	\$ 44,000.00	\$ 4,940.00	\$ 16,025.00	\$ 52,000.00	\$ 27,500.00	\$ 20,000.00	\$ 20,278.90	\$ 10,000.00	\$ 30,000.00
A.2	Temporary Protection & Direction of Traffic, Temporary Signing	1	LS	\$ 3,500.00	\$ 25,000.00	\$ 5,600.00	\$ 3,000.00	\$ 5,500.00	\$ 7,650.00	\$ 4,103.00	\$ 5,745.00	\$ 3,000.00	\$ 2,500.00	\$ 5,000.00	\$ 16,799.75	\$ 3,000.00	\$ 35,680.00
				\$ 3,500.00	\$ 25,000.00	\$ 5,600.00	\$ 3,000.00	\$ 5,500.00	\$ 7,650.00	\$ 4,103.00	\$ 5,745.00	\$ 3,000.00	\$ 2,500.00	\$ 5,000.00	\$ 16,799.75	\$ 3,000.00	\$ 35,680.00
A.3	Erosion Control	1	LS	\$ 1,500.00	\$ 2,000.00	\$ -	\$ 1,500.00	\$ 2,000.00	\$ 2,725.00	\$ 1,580.00	\$ 5,408.00	\$ 3,000.00	\$ 1,500.00	\$ 1,000.00	\$ 3,273.79	\$ 1,000.00	\$ 5,426.00
				\$ 1,500.00	\$ 2,000.00	\$ -	\$ 1,500.00	\$ 2,000.00	\$ 2,725.00	\$ 1,580.00	\$ 5,408.00	\$ 3,000.00	\$ 1,500.00	\$ 1,000.00	\$ 3,273.79	\$ 1,000.00	\$ 5,426.00
A.4	Clearing & Grubbing, Tree & Landscape Protection, Site Restoration	1	LS	\$ 6,500.00	\$ 4,500.00	\$ 14,306.00	\$ 6,500.00	\$ 9,950.00	\$ 5,500.00	\$ 3,280.00	\$ 3,128.00	\$ 18,000.00	\$ 10,000.00	\$ 5,000.00	\$ 9,448.60	\$ 1,000.00	\$ 36,375.00
				\$ 6,500.00	\$ 4,500.00	\$ 14,306.00	\$ 6,500.00	\$ 9,950.00	\$ 5,500.00	\$ 3,280.00	\$ 3,128.00	\$ 18,000.00	\$ 10,000.00	\$ 5,000.00	\$ 9,448.60	\$ 1,000.00	\$ 36,375.00
A.5	Common Excavation	3525	CY	\$ 10.00	\$ 10.50	\$ 8.90	\$ 13.00	\$ 9.75	\$ 12.50	\$ 20.30	\$ 17.20	\$ 9.00	\$ 20.00	\$ 20.00	\$ 15.62	\$ 15.00	\$ 9.25
				\$ 35,250.00	\$ 37,012.50	\$ 31,372.50	\$ 45,825.00	\$ 34,368.75	\$ 44,062.50	\$ 71,557.50	\$ 60,630.00	\$ 31,725.00	\$ 70,500.00	\$ 70,500.00	\$ 55,060.50	\$ 52,875.00	\$ 32,606.25
A.6	Subgrade/ Trench Stabilization	50	CY	\$ 50.00	\$ 56.00	\$ 27.00	\$ 42.00	\$ 37.00	\$ 43.50	\$ 34.60	\$ 30.28	\$ 55.00	\$ 50.00	\$ 60.00	\$ 38.68	\$ 68.00	\$ 52.00
				\$ 2,500.00	\$ 2,800.00	\$ 1,350.00	\$ 2,100.00	\$ 1,850.00	\$ 2,175.00	\$ 1,730.00	\$ 1,514.00	\$ 2,750.00	\$ 2,500.00	\$ 3,000.00	\$ 1,934.00	\$ 3,400.00	\$ 2,600.00
A.7	Sawcut Asphalt/ Concrete Pavement (All depth)	1320	LF	\$ 1.00	\$ 1.50	\$ 0.75	\$ 2.00	\$ 1.15	\$ 1.35	\$ 1.42	\$ 1.30	\$ 1.00	\$ 1.00	\$ 2.00	\$ 1.85	\$ 2.00	\$ 2.00
				\$ 1,320.00	\$ 1,980.00	\$ 990.00	\$ 2,640.00	\$ 1,518.00	\$ 1,782.00	\$ 1,874.40	\$ 1,716.00	\$ 1,320.00	\$ 1,320.00	\$ 2,640.00	\$ 2,442.00	\$ 2,640.00	\$ 2,640.00
A.8	Remove, Salvage and Relocate Existing Signs and Posts	1	Ea.	\$ 55.00	\$ 50.00	\$ 220.00	\$ 1,000.00	\$ 584.20	\$ 215.00	\$ 235.21	\$ 378.00	\$ 200.00	\$ 150.00	\$ 200.00	\$ 124.43	\$ 200.00	\$ 1,000.00
				\$ 55.00	\$ 50.00	\$ 220.00	\$ 1,000.00	\$ 584.20	\$ 215.00	\$ 235.21	\$ 378.00	\$ 200.00	\$ 150.00	\$ 200.00	\$ 124.43	\$ 200.00	\$ 1,000.00
A.9	Remove, Salvage and Relocate Existing Fence	70	Ea.	\$ 30.00	\$ 27.10	\$ 93.00	\$ 100.00	\$ 98.00	\$ 98.00	\$ 12.30	\$ 37.85	\$ 35.00	\$ 45.00	\$ 50.00	\$ 7.79	\$ 11.00	\$ 93.50
				\$ 2,100.00	\$ 1,897.00	\$ 6,510.00	\$ 7,000.00	\$ 6,860.00	\$ 6,860.00	\$ 861.00	\$ 2,649.50	\$ 2,450.00	\$ 3,150.00	\$ 3,500.00	\$ 545.30	\$ 770.00	\$ 6,545.00
A.10	Remove, Salvage and Reinstall Existing Mail / Newspaper Boxes on New Post With New V-Loc Base (Multiple)	5	Ea.	\$ 255.00	\$ 250.00	\$ 140.00	\$ 500.00	\$ 440.00	\$ 375.00	\$ 436.75	\$ 216.40	\$ 400.00	\$ 400.00	\$ 500.00	\$ 235.60	\$ 300.00	\$ 782.00
				\$ 1,275.00	\$ 1,250.00	\$ 700.00	\$ 2,500.00	\$ 2,200.00	\$ 1,875.00	\$ 2,183.75	\$ 1,082.00	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 1,178.00	\$ 1,500.00	\$ 3,910.00
A.11	Remove, Salvage and Reinstall Existing Mail / Newspaper Box on New Post With New V-Loc Base (Single)	3	Ea.	\$ 200.00	\$ 150.00	\$ 205.00	\$ 500.00	\$ 325.00	\$ 275.00	\$ 210.75	\$ 216.00	\$ 300.00	\$ 175.00	\$ 300.00	\$ 140.54	\$ 280.00	\$ 612.00
				\$ 600.00	\$ 450.00	\$ 615.00	\$ 1,500.00	\$ 975.00	\$ 825.00	\$ 632.25	\$ 648.00	\$ 900.00	\$ 525.00	\$ 900.00	\$ 421.62	\$ 840.00	\$ 1,836.00
A.12	Remove, Salvage & Relocate Existing Mail Box & Post	1	Ea.	\$ 100.00	\$ 50.00	\$ 115.00	\$ 500.00	\$ 260.00	\$ 215.00	\$ 135.00	\$ 270.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 66.29	\$ 280.00	\$ 500.00
				\$ 100.00	\$ 50.00	\$ 115.00	\$ 500.00	\$ 260.00	\$ 215.00	\$ 135.00	\$ 270.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 66.29	\$ 280.00	\$ 500.00
A.13	Remove, Salvage & Relocate Existing Mail Box in Brick Enclosure to New Sidewalk	1	Ea.	\$ 500.00	\$ 500.00	\$ 1,400.00	\$ 750.00	\$ 585.00	\$ 1,300.00	\$ 850.00	\$ 2,164.00	\$ 500.00	\$ 750.00	\$ 500.00	\$ 150.35	\$ 600.00	\$ 2,500.00
				\$ 500.00	\$ 500.00	\$ 1,400.00	\$ 750.00	\$ 585.00	\$ 1,300.00	\$ 850.00	\$ 2,164.00	\$ 500.00	\$ 750.00	\$ 500.00	\$ 150.35	\$ 600.00	\$ 2,500.00
Subtotal Site Preparation				\$ 69,200.00	\$ 94,865.20	\$ 104,178.50	\$ 94,815.00	\$ 91,250.95	\$ 119,184.50	\$ 93,962.11	\$ 101,357.50	\$ 118,045.00	\$ 122,495.00	\$ 114,940.00	\$ 111,723.53	\$ 78,105.00	\$ 161,618.25
Basic Bid Items:			Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total
B. Paving & Surfacing																	
B.1	1"-0" Crushed Rock Base (12" deep)	3575	SY	\$ 10.00	\$ 13.30	\$ 10.25	\$ 10.00	\$ 10.65	\$ 10.50	\$ 9.52	\$ 10.18	\$ 11.50	\$ 13.00	\$ 9.65	\$ 18.30	\$ 11.00	\$ 11.60
				\$ 35,750.00	\$ 47,547.50	\$ 36,643.75	\$ 35,750.00	\$ 38,073.75	\$ 37,537.50	\$ 34,034.00	\$ 36,393.50	\$ 41,112.50	\$ 46,475.00	\$ 34,498.75	\$ 65,422.50	\$ 39,325.00	\$ 41,470.00
B.2	1 1/2" - 3/4" Open Graded Rock Base (24" deep) W/ Geotextile Fabric	1067	SY	\$ 29.50	\$ 32.40	\$ 16.50	\$ 30.00	\$ 30.25	\$ 39.25	\$ 32.17	\$ 28.75	\$ 29.00	\$ 30.00	\$ 21.50	\$ 31.24	\$ 45.00	\$ 35.25
				\$ 31,476.50	\$ 34,570.80	\$ 17,605.50	\$ 32,010.00	\$ 32,276.75	\$ 41,879.75	\$ 34,325.39	\$ 30,676.25	\$ 30,943.00	\$ 32,010.00	\$ 22,940.50	\$ 33,333.08	\$ 48,015.00	\$ 37,611.75
B.3	1/2" - 1/4" Open Graded Rock Base (20" deep)	1867	SY	\$ 14.50	\$ 26.60	\$ 15.50	\$ 20.00	\$ 18.75	\$ 15.25	\$ 16.41	\$ 22.60	\$ 27.00	\$ 20.00	\$ 16.08	\$ 22.13	\$ 29.00	\$ 20.00
				\$ 27,071.50	\$ 49,662.20	\$ 28,938.50	\$ 37,340.00	\$ 35,006.25	\$ 28,471.75	\$ 30,637.47	\$ 42,194.20	\$ 50,					

CITY OF CANBY																Exhibit "B"			
N. Juniper Street Roadway Improvements																			
Bid Date: March 6, 2014																			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14			
BID TABULATION			Eagle-Elsner	Lyda Excavating	Canby Excavating	Pacific Excavation	Jeff Kersey Construction	M.L. Houck Construction	GSE Inc.	NW Kodiak Construction	North Santiam Paving	CivilWorks NW	C.R. Woods Trucking	Green Thumb Landscape	R & R General Contractors	Carter & Company			
Basic Bid Items			Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total			
D. Sanitary Sewer																			
D.1	4" Cleanout Assembly over Exist 6" Concrete Pipe (Estimated Depth 5' to 11')	29	Ea.	\$ 1,500.00	\$ 633.60	\$ 1,360.00	\$ 800.00	\$ 1,165.00	\$ 575.00	\$ 457.35	\$ 940.00	\$ 850.00	\$ 500.00	\$ 1,400.00	\$ 219.54	\$ 800.00	\$ 1,358.00		
				\$ 43,500.00	\$ 18,374.40	\$ 39,440.00	\$ 23,200.00	\$ 33,785.00	\$ 16,675.00	\$ 13,263.15	\$ 27,260.00	\$ 24,650.00	\$ 14,500.00	\$ 40,600.00	\$ 6,366.66	\$ 23,200.00	\$ 39,382.00		
Subtotal Sanitary Sewer				\$ 43,500.00	\$ 18,374.40	\$ 39,440.00	\$ 23,200.00	\$ 33,785.00	\$ 16,675.00	\$ 13,263.15	\$ 27,260.00	\$ 24,650.00	\$ 14,500.00	\$ 40,600.00	\$ 6,366.66	\$ 23,200.00	\$ 39,382.00		
Basic Bid Items			Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total	Unit / Total			
E. Utility Construction																			
E.1	Single Utility Trenching w/ Native Backfill	50	LF	\$ 8.00	\$ 5.60	\$ 8.30	\$ 5.00	\$ 16.40	\$ 11.00	\$ 7.20	\$ 30.28	\$ 15.00	\$ 10.00	\$ 14.00	\$ 5.25	\$ 23.00	\$ 7.30		
				\$ 400.00	\$ 280.00	\$ 415.00	\$ 250.00	\$ 820.00	\$ 550.00	\$ 360.00	\$ 1,514.00	\$ 750.00	\$ 500.00	\$ 700.00	\$ 262.50	\$ 1,150.00	\$ 365.00		
E.2	Single Trenching Including w/ Crushed Rock Backfill	900	LF	\$ 12.00	\$ 16.40	\$ 17.00	\$ 15.00	\$ 17.60	\$ 8.00	\$ 9.59	\$ 15.42	\$ 23.00	\$ 13.00	\$ 25.70	\$ 4.23	\$ 26.00	\$ 10.20		
				\$ 10,800.00	\$ 14,760.00	\$ 15,300.00	\$ 13,500.00	\$ 15,840.00	\$ 7,200.00	\$ 8,631.00	\$ 13,878.00	\$ 20,700.00	\$ 11,700.00	\$ 23,130.00	\$ 3,807.00	\$ 23,400.00	\$ 9,180.00		
E.3	Excavate and Backfill For Street Light Poles Including setting Junction Boxes (#1324)	11	Ea.	\$ 50.00	\$ 406.00	\$ 212.00	\$ 100.00	\$ 545.00	\$ 245.00	\$ 433.65	\$ 565.80	\$ 400.00	\$ 300.00	\$ 1,200.00	\$ 415.65	\$ 800.00	\$ 743.00		
				\$ 550.00	\$ 4,466.00	\$ 2,332.00	\$ 1,100.00	\$ 5,995.00	\$ 2,695.00	\$ 4,770.15	\$ 6,223.80	\$ 4,400.00	\$ 3,300.00	\$ 13,200.00	\$ 4,572.15	\$ 8,800.00	\$ 8,173.00		
Subtotal Utility Construction				\$ 11,750.00	\$ 19,506.00	\$ 18,047.00	\$ 14,850.00	\$ 22,655.00	\$ 10,445.00	\$ 13,761.15	\$ 21,615.80	\$ 25,850.00	\$ 15,500.00	\$ 37,030.00	\$ 8,641.65	\$ 33,350.00	\$ 17,718.00		
Highlighting denotes variation from written bid, after calculation			TOTAL BASIC BID			\$ 471,891.50	\$ 480,000.00	\$ 489,126.00	\$ 495,793.00	\$ 499,995.00	\$ 521,925.75	\$ 540,773.00	\$ 548,012.06	\$ 556,510.50	\$ 566,650.00	\$ 570,886.23	\$ 578,230.98	\$ 584,048.00	\$ 649,672.33



2014 Departmental Goals Finance Department

CITY COUNCIL GOAL – COMMUNITY

Departmental Goal: *Evaluate the City's financial policies in relation to best practices and update as necessary.*

Actions: Implementing Audit and Financial Oversight Committee to facilitate development and annual review. In addition to strengthening the basic financial policy document key additional policies will include: A reserve policy including minimum goals to maintain liquidity and support sustainability and an investment policy that will allow us to invest in longer term financial instruments therefore increasing our potential return on investment.

Budget: Staff time.

Completion Date: May 2014

Staff: Finance Director

Departmental Goal: *Evaluate the fund and account structure with the intention of optimizing accounting accuracy and efficiency and promoting transparent and understandable reporting.*

Actions: Consider adding an Economic Development Department to the General Fund to increase transparency and promote long term sustainability. Consider consolidating operating and reserve funds funding consistent functions to streamline fund structure. Consider adding a SDC fund to enhance control and transparency.

Budget: Staff time.

Completion Date: on-going

Staff: Finance Director

Departmental Goal: *Consider developing a centralized purchasing and/or grant management function within the finance department.*

Actions: Currently compliance with purchasing law and grants is managed by each department respectively. We are considering implementing a purchasing committee headed by our AP specialist and including key departmental purchasers to enhance communication and provide a better support structure. We are also implementing internal grant information reporting which will help finance to better support department's compliance with grants. However ideally centralizing this function will improve the efficiency of departments and mitigate the risk of non-compliance.

Budget: and additional FTE designation TBD

Completion Date: TBD

Staff: Finance Department and Human Resources

CITY COUNCIL GOAL – COMMUNITY (CONTINUED)

Departmental Goal: Create a centralized customer service desk.

Actions: The centralized customer service desk would be an all encompassing service center that could process all types of cash receipts, field all standard customer service calls and provide first line information (applications, brochures, etc) on all city services. Ideally this would coincide with the consolidation of primary City services at a civic center, creating opportunity for gained financial and managerial efficiency and staffing restructuring. In addition this would provide enhanced customer service to citizens by providing essentially “one stop shopping” in relation to City services.

Budget: TBD

Completion Date: TBD

Staff: Management Team

CITY COUNCIL GOAL - GROWTH & ECONOMIC DEVELOPMENT

Departmental Goal: Financial Planning – 5 year forecast

Actions: Develop a methodology and prepare a rolling 5 year forecast updated annually during the budget process to assist in managing growth in a fiscally sustainable manner.

Budget: Staff time, potentially some contract services.

Completion Date: May 2014 with expanded scope expected prospectively

Staff: Finance Director

Departmental Goal: Enhance/expand online payment services.

Actions: Currently the City accepts online and automatic payments for utility services but is actively considering expansion to court, transit tax, planning and building and business licenses.

Budget: \$6,000-10,000

Completion Date: June 2015

Staff: Finance Director, Tech Services and applicable department representatives

CITY COUNCIL GOAL - TRANSPORTATION, PUBLIC SAFETY, AND PUBLIC SERVICES

Departmental Goal: Financial Planning – 5 year Capital Improvement Plan (CIP)

Actions: Compile a comprehensive rolling 5 year Capital Improvement Plan (CIP) that is updated annually during/prior to the budget process. This process includes taking an inventory of all assets, analyzing future equipment needs and expected replacement to optimize operating efficiency and consideration of established master plans.

Budget: Staff time, potentially some contract services.

Completion Date: We are implementing this with capital reserve funds and rolling stock (vehicles) first, expected to be included in the FY 2015 budget (May 2014), and would like a comprehensive plan including all city functions by May 2015.

Staff: Finance Director, Lead Mechanic, Public Works Leads and respective department heads as applicable



2014 Departmental Goals Canby Public Library

CITY COUNCIL GOAL – COMMUNITY

Departmental Goal: Outreach of library services through partnership with community organizations

Actions: Continue to build relationships with Canby area schools and homeschooling groups in order to provide outreach services. Continue to partner with Summer Food sites to provide programming and storytimes to children at their sites. Identify and build relationships with other community organizations that could be partnered with to develop local interest programs.

Budget: \$360 annually would provide desk coverage to allow staff to perform off-site outreach activities once per month.

Completion Date: Ongoing

Staff: Melissa Kelly, Hanna Hofer, Peggy Wickwire, Angelica Novoa de Cordiero, other staff as appropriate

Departmental Goal: Apply for programming grants to fund library programming and outreach for a range of needs and interests

Actions: Research and identify available grants that meet the needs and interests of the community. Plan, develop, and formulate programs and corresponding budgets that meet the requirements of applicable grants. Collaborate with colleagues to write a clear grant application, assemble supporting documents, and send in a strong submission prior to each deadline. Follow through with the granting organizations as appropriate.

Budget: Staff time to identify and apply for grants

Completion Date: Ongoing

Staff: Melissa Kelly, Hanna Hofer, Peggy Wickwire, Angelica Novoa de Cordiero, other staff as appropriate

CITY COUNCIL GOAL - GROWTH & ECONOMIC DEVELOPMENT

Departmental Goal: Plan, prepare, and implement the transition of library services to a new library facility.

Actions: This goal is conditional upon project approval. If approved, a more detailed action plan will be formulated to meet this goal.

Budget: TBD

Completion Date: TBD

Staff: Melissa Kelly, other staff as appropriate

CITY COUNCIL GOAL - PARKS AND RECREATION

Departmental Goal: Develop more library programs that encourage Healthy, Active Lifestyles

Actions: Develop 2 programs—one for adults and one for children—that will give library users information and motivation to become more active in their daily lives and encourage use of Canby parks and recreation services. Continue to create library programs that can be held in Wait Park, particularly during Summer Reading to encourage children to be active during their summer vacations.

Budget: \$800 for 2 programs including presenters, supplies, and advertising

Completion Date: 2015

Staff: Melissa Kelly, Hanna Hofer, Peggy Wickwire, Angelica Novoa de Cordiero, other staff as appropriate

CITY COUNCIL GOAL - TRANSPORTATION, PUBLIC SAFETY, AND PUBLIC SERVICES

Departmental Goal: Successful transition of the library website to a new content management system and web hosting service

Actions: Transition the content of the library's website to a new CMS and web hosting service before the State Library discontinues PLINKIT, a state-sponsored program that currently provides these services to Oregon public libraries free of charge. As mandated by the Oregon State Library Transformation project (see <http://www.oregon.gov/osl/Pages/OregonStateLibraryTransformation.aspx>), PLINKIT services will be discontinued to Oregon libraries in mid-2015. Beginning in FY 15-16, the library will need a dedicated budget to pay for our own CMS and web hosting services.

Budget: \$240 annually is the current estimate from the State Library to replace the services currently provided by PLINKIT, plus any unknown transition or start-up fees

Completion Date: 2015

Staff: Melissa Kelly, Hanna Hofer, other staff as appropriate



2014 Departmental Goals Parks Department

CITY COUNCIL GOAL - PARKS AND RECREATION

Departmental Goal: The Parks Department will continue to provide excellent internal and external customer service while being fiscally responsible.

Actions:

1. Continue to address all of our customers concerns in a timely manner.
2. Provide a safe, clean and accessible park system for the citizens of Canby.
3. Oversee the development of new parks and green spaces to ensure maintenance friendly systems and structures are installed. Standardizing equipment makes maintenance easier and less costly.
4. Maintain all the park assets in the most cost effective and efficient manner possible.
5. Continue working with all City Departments to help provide lateral support making the best use of the cities equipment and personnel.

Budget: TBD

Completion Date: On-going

Staff: Jeff Snyder and Parks Department Staff

Departmental Goal: Plan, design and complete the following Capital Improvement Projects:

Actions: Install new flag poles at Maple Street Park

Budget: \$3,000.00

Completion Date: On-going

Actions: Repair/replace Maple Street Park tennis courts

Budget: \$100,000.00

Completion Date: TBD

Actions: Slurry seal Legacy Park parking lot

Budget: \$2,500.00

Completion Date: On-going

Actions: Perform river bank restoration at Community Park to prevent erosion. Work with Army Corps of Engineers to perform the project.

Budget: TBD

Completion Date: On-going

Actions: Finish curbing road around Community Park

Budget: TBD

Completion Date: On-going

Actions: Plan and install spray park at a location to be determined

Budget: TBD

Completion Date: On-going

Actions: Revamp Baker Prairie Cemetery

Budget: TBD

Completion Date: On-going

Staff (On All Action Items Above): Jeff Snyder and Parks Department Staff

Departmental Goal: Projects to Enhance Community Support

Actions: The Parks Department will continue to support or provide assistance with Bridging Cultures, Wilderness International, Kiwanis, Rotary, Canby Kids, Canby Community Schools program, Boy Scouts, Christmas lighting, Christmas tree disposal and community filming projects.

Budget: TBD

Completion Date: On-going

Staff: Jeff Snyder and Parks Department Staff



2014 Departmental Goals Planning & Building Department

CITY COUNCIL GOAL – COMMUNITY

Departmental Goal: Support small town feel by promoting connectivity with community through neighborhood associations and businesses.

Actions: Support neighborhood associations through improved City website point of contact with association information on officers, neighborhood association maps, and support for formation of possible additional South Canby neighborhood association (99E to Township from Ivy to Locust S Locust). (Vision Aspiration-page 6 & 9)

Budget: Staff time

Completion Date: April, 2014

Staff: GIS Intern; Bryan Brown-Planning Director; Matilda Deas-Senior Planner

Actions: Administer a departmental customer service survey to development applicants to find out how the planning and building process went. (Vision Aspiration-page 23)

Budget: Staff time for survey and \$100 mailing cost

Completion Date: December, 2014

Staff: Laney Fouse-Office Specialist; Bryan Brown-Planning Director

Departmental Goal: Improve Development Services City website to improve accessibility to needed planning information

Actions: Change departmental website focus from existing planning and building focus to a single Development Services format with more direct access to Planning documents, staff reports, and introduction of a development activity map. (Vision Aspiration-page 24)

Budget: Staff Time

Completion Date: November, 2014

Staff: Laney Fouse-Office Specialist (Lead); Angie Lehnert-Associate Planner; Bryan Brown-Planning Director

CITY COUNCIL GOAL - GROWTH & ECONOMIC DEVELOPMENT

Departmental Goal: Industrial and Business Growth Affording Economic Prosperity and Quality Job Creation While Maintaining Quality of Life and Improving the Overall Tax Base for the Community

Actions: Implement an expedited development review option for new development projects within the Canby Industrial Master Plan area through a Text Amendment to the Land Development & Planning Ordinance. (Vision Aspiration-page 23)

Budget: In-house (Staff Time)

Completion Date: July, 2014

Staff: Renate Mengelberg-Economic Development Director (Lead); Bryan Brown-Planning Director

Departmental Goal: Work to lessen the impact that Canby's annexation requirements might play to restrict future development by Master Planning prime future annexation areas.

Actions: Prepare the N Redwood Master Plan for the unincorporated properties that lie on the east side of N. Redwood Street from the railroad tracks up to the existing Willow Creek subdivision. Incorporate storm water recommendations set forth in the Storm Water Master Plan. Hold neighborhood workshops to arrive at preferred land use plan. (Vision Aspiration - page 23)

Budget: \$75,000 + grant secured with approximate \$20,000 cash match included in 2013/14 budget

Completion Date: January, 2015

Staff: Matilda Deas-Senior Planner (Lead); Bryan Brown-Planning Director;

Departmental Goal: Modify and adopt NE Canby Master Plan to facilitate annexation and planned growth.

Actions: Plan for Otto Road or other access to Hwy 99E into the industrial park through completion of a revised NE Canby Master Plan and its adoption. (Vision Aspiration-page 24)

Budget: Staff Time

Completion Date: December, 2014

Staff: Matilda Deas-Senior Planner (Lead); Bryan Brown-Planning Director

Departmental Goal: Advise prospective land use applicants, process development applications for compliance with City standards, and assist project implementation through building permit and construction.

Actions: Answer general code standards and application submittal requirements for citizens, home builders, financial and realty community, sign companies, architects and engineers. Coordinate traffic studies, design solutions, required notices, and completion of staff reports, public hearing presentations, final written findings, and construction plan approval. (Vision Aspiration-page 6 & 23)

Budget: Staff Time

Completion Date: Ongoing – Primary Departmental Responsibility

Staff: Bryan Brown- Planning Director (Lead); Angie Lehnert-Associate Planner

Departmental Goal: Foster a positive business building environment by bringing forth a code improvement package to address a variety needed corrections, clarifications, and requested improvements for adoption.

Actions: Set forth a variety of needed code changes staff has collected since our last improvement package. Shall include downtown landscaping and 2-story building code modifications (Vision Aspiration-page 23)

Budget: Staff time

Completion Date: October, 2014

Staff: Angie Lehnert-Associate Planner (Lead); Bryan Brown-Planning Director

Departmental Goal: Foster a positive business building environment through improved delivery of needed development information to customers.

Actions: Pursue grant funding opportunity to initiate a pilot project for a planning version of “Open Counter” which will complement economic development department use of the program to promote and better serve new business prospects with needed information by expanding the use of the software program to assist planning staff in tracking and providing development project process counseling on permit types, costs, and relaying relevant code requirements to customers. (Vision Aspiration-page 23)

Budget: Staff time

Completion Date: Ongoing - 2014

Staff: Matilda Deas-Senior Planner (Lead); Bryan Brown-Planning Director

Departmental Goal: Update the City Comprehensive Plan

Actions: Coordinate Update Format with DLCD Regional Representative; Incorporate Land Need Study & Official County Updated Population Forecast; Update content to reflect changes that have occurred since 1984 & 2007 partial update.

Budget: In-house staff time beginning January, 2015

Completion Date: January, 2016

Staff: Matilda Deas-Senior Planner

CITY COUNCIL GOAL – PARKS AND RECREATION

Departmental Goal: Develop multi-purpose trails and emerald necklace concept as well as providing for logging road trail improvements.

Actions: Continue to seek grant funding to connect the Logging Road Bridge north and south to highway 99E. Look for opportunity for trail connections with new annexations and subdivision design. (Vision Aspiration - page 11)

Budget: \$460,000; Staff time to research possible grant opportunities

Completion Date: Ongoing

Staff: Matilda Deas-Senior Planner

Departmental Goal: Upgrade parks in order to provide expanded recreation opportunities for all ages, abilities, ethnicities and interests.

Actions: Complete phased approach to dog park design plan and secure approval to move forward with phase I work. (Vision Aspiration-page 11)

Budget: Staff time, mailing costs

Completion Date: Planning approval -May, 2014; Construction: August, 2014

Staff: Matilda Deas-Senior Planner

Departmental Goal: Acquire and develop river front access for public recreation.

Actions: Pursue acquisition of additional riverfront park property adjacent to the Molalla River and Community Park to satisfy the City's park land requirement needs. (Vision Aspiration-page 11)

Budget: TBD and paid with SDC existing funds

Completion Date: Uncertain – Target - Summer, 2014

Staff: Matilda Deas-Senior Planner

Departmental Goal: Develop additional funding mechanism for parks maintenance.

Actions: Identify current and acceptable maintenance levels, funding options and implement selected option. Utilize community volunteers and organizations for limited project assistance. (Vision Aspiration-page 11)

Budget: Amount and source of Needed Funding TBD

Completion Date: Throughout 2014

Staff: Matilda Deas-Senior Planner; Jeff Snyder-Parks Lead

CITY COUNCIL GOAL – TRANSPORTATION, PUBLIC SAFETY, AND PUBLIC SERVICES

Departmental Goal: Continue to look for opportunities to implement goals within the adopted Transportation Plan, Downtown Plan, and 99E Gateway Corridor Design Plans.

Actions: Work with finance director in completion of 5 year capital plan to assure missing sidewalks and bike lane needs are represented. Continue to work with Clackamas County to transfer jurisdiction of County roads within Canby city limits to the city. Continue to work with neighborhoods to prioritize traffic calming and safety improvements and add to the capital plan. (Vision Aspiration-page 17)

Budget: Contingent on available funding within Capital Improvement Plan

Completion Date: Ongoing

Staff: Matilda Deas-Senior Planner (Lead); all department staff

Departmental Goal: Secure Funding and partners for planning and design of territorial road regional storm water detention and wetlands treatment facility.

Actions: Now that the Master Storm-water Plan is complete and the Storm Water Management Plan is nearly complete along with knowledge of future UIC decommissioning requirements, the stage is set for pursuing implementation of this major storm water management solution in a manner that may also provide open space park like amenities, habitat enhancement and environmental educational opportunities as well.

Budget: 2.1 million for construction from Storm water Maintenance Fund; \$50,000 for Planning & Design with possible agency partnership grants and SDC fund use

Completion Date: 2015 good time to move forward on partners, funding, and design

Staff: Matilda Deas-Senior Planner (Lead); all department staff

Departmental Goal: Assure Canby will have a safe, attractive system of roads that are well maintained and support the efficient movement of people, goods and services.

Actions: Support work by the Main Street Manager to expand the way finding system in Canby especially between the Clackamas County Event Center and downtown Canby. Support engineering plan design completion for top priority street capital improvement projects. Utilize development traffic studies to assure appropriate street and driveway placements for safe and efficient roads. Promote proactive planning toward road transfers from County to City through capital planning process and identification of revenue sources. (Vision Aspiration –page 17-19)

Budget: To be determined in capital plan formation process

Completion Date: Ongoing, 2014

Staff: Planning staff; City Administrator; Finance Director; and Public Works/Street Lead



2014 Departmental Goals Police Department

CITY COUNCIL GOAL – COMMUNITY

***Departmental Goal:** Develop an annual Police Officer and Citizens Award Ceremony as well as develop an independent method of recognizing and giving appreciation for positive community interaction.*

Actions: Schedule an annual award ceremony for the purpose of honoring police officers and citizens that have gone above and beyond the “call of duty” and enhanced the safety of our community or have made exceptional accomplishments that have furthered the goals of the police department and/or enhanced the livability in or community.

Budget: \$1,500

Completion Date: July 2014

Staff: Canby Police Department members

***Departmental Goal:** Continue to provide training opportunities to the community through the Police Citizens Academy*

Actions: The Citizens Academy is a series of classes designed to give community members a peek into the inner workings of the Canby Police Department by offering a diverse selection of topics in an effort to give attendees an idea of what, why, and how the police operate. Some classes will include practical exercises with the goal to promote better relationships between the police department and the community and to foster a clearer understanding of a police officer’s duties and responsibilities.

Budget: \$500.00

Completion Date: Training curriculum is completed / Maintain training program.

Staff: Participation from the members of the Canby Police Department & Clackamas County Sheriff’s Office

***Departmental Goal:** Formalize Volunteer Program*

Actions: Engage highly motivated, properly selected and well trained citizen volunteers to perform routine non-enforcement duties to help keep more of our police officers on the streets to increase patrol presence and visibility in the community. Volunteers can also perform administrative office and community program tasks to assist non-sworn personnel, and victim call backs regarding police contact, an internal service audit to gauge the quality of their experience with police services.

Budget: \$400

Completion Date: Fiscal Year 2014-2015

Staff: Canby Police Department

Departmental Goal: Add Office Specialist Support position for Police Administrative Services

Actions: During the last decade, Police administrative staff numbers (two civilian positions) have not kept pace with sworn positions and specialty units. Four (4) sworn positions have been added along with SRO, Gang Enforcement programs and Investigations Unit demands. Recently Municipal Court staff and program functions moved to the department and Police Records Unit staff now cross-train and support these activities. This added administrative support position will enable Detectives to spend more time investigating crimes rather than routine office related tasks. It will also support existing Police records and Municipal Court activities given the rising numbers of police reports, citations, data entry, courts and jails referrals, subpoenas, and customer inquiries and contacts.

Budget: \$68,324

Completion Date: Fiscal Year 2015-2016

Staff: Canby Police Department & City of Canby Human Resource Department

CITY COUNCIL GOAL - TRANSPORTATION, PUBLIC SAFETY, AND PUBLIC SERVICES

Departmental Goal: Implement RegJIN Police Records Database

Actions: The Police Department uses Portland Police Bureau's PPDS database for police records data. PPDS is an aging 1980's era technology that is being replaced by a regional police records database to improve public safety in the Portland Metropolitan region. The system will continue to be regional in scope and share crime related and other public safety information in a central uniform database. An electronic report writing system together with crime analysis and mapping functions are just two features the new system will provide that PPDS does not.

Current partner agencies span two states and five counties (Multnomah, Clackamas, Washington, Columbia, and Clark) and will be used by 3,500 sworn officers and deputies and 1,000 civilians.

Budget: \$60 per sworn officer per month (\$18,000 annually)

Completion Date: November 2014

Staff: Canby Police Department, Canby I.T. Department & Portland Police Bureau

Departmental Goal: Continue to participate in Multi-Agency Task Forces (Clackamas County Inter-Agency Task Force CCITF) with a Canby Police Officer presence.

Actions: Many of Canby Police Department's major cases are the result of a collaborative effort between federal, state and local law enforcement. These group initiatives, called task forces, are designed to target a particular criminal activity; and often in a particular geographical area. We have found this proactive decision of combining the resources, the intelligence and the manpower of multiple law enforcement agencies to focus on a particular problem is an effective way to combat crime.

Budget: Current salary and benefits of selected officer.

Completion Date: July 2014

Staff: Canby Police Department

Departmental Goal: Fill the Police Officer vacancy position/Hire personnel to meet authorized sworn positions.

Actions: Maintain a strong and responsive law enforcement presence. Full staffing will promote better shift coverage, increased officer safety, provide for better service to the community in the areas of increased response times and multi-agency partnerships & collaboration.

Budget: \$90,000 – \$100,000 w/ benefits

Completion Date: July 2014

Staff: Canby Police Department & City of Canby Human Resource Department

Departmental Goal: Create New Lieutenant Position/Increase Authorized Strength of Department Sworn Personnel to 26 positions.

Actions: This position will increase the overall supervision oversight, direction and mentorship of department personnel that is essential toward healthy personnel development and reduction of risk liability to the city. Organizational department structure will include two (2) lieutenant positions within the department that will cover the day and night shift schedules. This will increase the span of control in regards to responsibilities and shared administrative work load and the development of personnel leadership and accountability.

The success of this position is dependent on the department's ability to increase the authorized strength to 26 sworn police officer positions.

Budget: TBD

Completion Date: July 2014

Staff: Canby Police Department & City of Canby Human Resource Department

Departmental Goal: Continue yearly vehicle replacement program for patrol and detective vehicles to include outfitting and equipment.

Actions: Work with Fleet Services to develop a rotation and replacement schedule. Research available police vehicles and equipment to match the needs of our department.

Budget: \$90,000

Completion Date: July 2014 On-going

Staff: Jorge Tro, Lieutenant and Joe Witt, Lead Mechanic

Departmental Goal: Police Reserve Officer Program.

Actions: Develop and implement a Police Reserve Program. Reserves will be comprised of community members who volunteer their time to fulfil and supplement many of the roles handled by full-time sworn police officers. Reserve Officers receive similar training as a full-time officer and work alongside them in most aspects of the department's operations.

Budget: \$10,000 +

Completion Date: July 2015

Staff: Canby Police Department

Departmental Goal: Maintain School Resource Officer (SRO) at Canby High School

Actions: Officer will be assigned to Canby High School with the continued support from the District and Council. The SRO works in partnership with the high school staff and students. Their role consists of enforcing laws, student counseling and crime prevention education.

Budget: \$60,000 (total \$120,000, split 50/50 with School District)

Completion Date: On-going

Staff: Canby Police Department

Departmental Goal: Replacement of Mobile Data Computers (MDC's)

Actions: Budget and develop a replacement plan to replace all of MDC's within three years. Computers in patrol vehicles are aging and currently do not meet Criminal Justice Information Services (CJIS) security requirements due to the operating systems.

Budget: \$30,000/yr.

Completion Date: July 2017

Staff: Canby Police Department

Departmental Goal: Continue to seek technological advancements

Actions: Complete electronic ticketing program. Continue adding mobile video and body cameras for patrol work. Better utilize the technology that currently exists. Explore and assess other technological options that may be available to better the efficiency of our daily operations.

Budget: \$10,000

Completion Date: On-going

Staff: Canby Police Department & City I.T. Department



2014 Departmental Goals Municipal Court Department

CITY COUNCIL GOAL – COMMUNITY

Departmental Goal: Develop an online credit and debit card payment service for the Municipal Court for the convenience of constituents.

Actions: Court will be able to receive payments for multiple services, including non-criminal citations, certain Municipal Code citations, and criminal citations using a credit or debit card 24 hours-a-day, 7 days-a-week. This also provides a convenience and timely payment for out of state and out of county payments. Current payment options for customers is dependent upon regular Monday through Friday office hours, or payments by mail. In addition to customer convenience, Court benefits include decreased physical traffic, paperwork, and call volume which may reduce staff workload while increasing collections.

Budget: TBD

Completion Date: Fiscal Year 2014-2015

Staff: Canby Municipal Court & City Tech Services Department



City of Canby Bi-Monthly Report
Department: Administration
For Months of: January & February 2014

To: The Honorable Mayor Hodson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist II
Through: Amanda Zeiber, Interim City Administrator/HR Director
Date: March 10, 2014

1. **Business Licenses** –Twenty new business licenses were issued during the months of January & February 2014. This compares to 26 new licenses issued during January & February 2013. Twenty-five business licenses were inactivated during the months of January & February 2014. This compares to 38 inactivated during the same period in 2013. One hundred ninety-one business license renewals were sent out, compared to 182 in 2013. The total number of businesses licensed with the City of Canby is 1,131 of which 647 have Canby addresses.
2. **Complaints/Inquiries** –Eleven complaints/inquiries were received during January & February 2014, all of which have been resolved. Seven follow-up cards were mailed and five were returned, all with excellent ratings.

Cemetery - Total property purchases recorded: Jan = 1, Feb = 1
Total interments recorded: Jan = 7, Feb = 5

3. **Training/Meetings** –
 - Sue Ryan attended the OAMR Records Committee meetings with the State Archivist, Region 2 Training on Records, and Oregon Chapter of ARMA International meetings.
 - Kim Scheafer attended a Local Budget Law Workshop
 - Kim Scheafer and Sue Ryan attended demonstrations at the City of West Linn and City of Portland regarding the HP Trim Records Management and Archiving System
 - Kim Scheafer attended an LOC Class on February 27
4. **Special Animal Permits** – Two special animal permits was issued during January & February 2014.
5. **Sidewalk/Park Vending Permit** – None.
6. **Liquor Licenses Processed** – No liquor license applications were processed during this time period. The annual liquor license renewals were approved by the City Council on February 19.
7. **Miscellaneous** – The City's electronic newsletter was distributed to 1,178 email addresses in January and 1,178 in February 2014.



M E M O R A N D U M

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

RE: BI-MONTHLY STAFF REPORT January – February 2014
ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Updates

The following projects are funded through Urban Renewal.

Canby Industrial Park Site Certification – Staff has submitted an in-depth application and site specific information for most of the vacant sites in the Canby Pioneer Industrial Park for certification. This program provides certainty to developers and buyers about the conditions of the site and provides information typically needed in a due diligence process. Certification is helpful in marketing sites and can shorten the decision making process for potential buyers. The proposal was submitted to state regulators for input and to Business Oregon for review and approval. The program manager was impressed with Canby's level of detail and organization and is considering it as a model for a revamped application process. A prominent national site selection consultant will review the application in spring. It is likely that these sites will be designated as Certified or Decision Ready sites in early summer.

Development Opportunities Atlas – The expanded atlas includes new maps for major employers, downtown businesses, Pioneer Industrial Park infrastructure, soils, elevations, government owned property, and more. This information is helpful to prospective businesses and developers as they evaluate sites and opportunities in Canby. A copy of the atlas is at the Development Services office and online at <http://www.canbybusiness.com/atlas.htm>

Team Track Feasibility Study – The study has entered into its second and final phase of research. A preliminary report was presented to the technical advisory committee and can be found on the city website under "Canby Team Track Plan". Additional stake holder interviews and research is underway on market niches, revenue generating best practices and site amenities for similar sized facilities. This phase of the study should be completed in May. If the project proves to be feasible, it would be well positioned for a Connect Oregon grant application next fall for construction funding.

URA Annual Report – Economic Development and Finance staff prepared an Urban Renewal Annual Report that highlights current and past projects and provides a financial overview of the program. The report was adopted January 8th. See details at <http://www.ci.canby.or.us/URD/documents/2012-2013CanbyUrbanRenewalAnnualReport.pdf>

Regulatory Streamlining Approaches – Planning and Economic Development Staff have been evaluating how to make our review process easier and clearer for our customers. We have identified several ideas that would make a significant difference to businesses.

- **Expedited Development Review** – Staff is presenting a proposal to the Planning Commission that will reduce the time and cost of development approvals in the Canby Pioneer Industrial Park. The proposed process is similar to the one used in the Canby Downtown Overlay District. For projects that clearly meet zoning requirements, the Planning Director could review and approve them. Other minor text amendments are also proposed. The Planning Commission would still review complex projects and variances. This item is before the Planning Commission on March 10th. If the concept is acceptable, it could be adopted in April.
- **Open Counter** – an innovative online service is being developed. It will help business clients determine the permits they will need, the code requirements for their particular business, and the associated costs and timeframe needed for approval. This program will give entrepreneurs, new businesses and expanding businesses quick and easy to access information they need to move forward in the process. The program will provide links to other permitting processes such as business licenses, fire department approvals, Clackamas County building permits, etc. to help ensure accurate information and a seamless experience for our clients. The installation phase begins in early March and should be ready in early summer. For more information see: <http://www.opencounter.us/>

Community Response Team – The group met on February 25th. They discussed Canby Telecoms effort to position Canby as a gigabit City, an SDC Holiday concept, next steps for the Canby Chamber, progress on an Civic Center / Library proposal, etc. The group will meet again in May.

Canby Industrial Forum – The February Forum was held on the 19th at Dragonberry Produce to learn about defining new markets. The presentation can be found online at <http://www.canbybusiness.com/IndustrialForum.htm>. The next meeting will be held on May 21st at Anderson Quality Spring Manufacturing and features a presentation on business transitions.

Film and Video Production – Canby's own Eco Park served as a European forest for the NBC television series "Grimm". The popular dark drama series inspired by classic Grimm Brothers fairy tales has been filming in and around the Portland area since its premier. Scenes were shot in Canby for Episode 17 of the show's third season.

The episode, "Synchronicity," will air Friday, April 4, at 9 p.m. on NBC. Crews began setting up for shooting in Canby Friday, Jan. 31. Early the following Monday morning, a film crew of 80 and eight actors began work on several scenes in Eco Park's disc golf course and field near the Logging Road Trail. The crew spent a 13-hour day filming a segment that will be edited down to about five minutes of show time.

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Downtown Canby First Friday** – The January 3rd and February 7th First Friday programs each featured six businesses. During the January and February First Fridays, businesses continued to market their unique attributes. Since August, the First Friday event is being marketed through targeted Facebook advertisements, flyers, and brochures. This approach is bringing more families and children downtown. Below is a table of Facebook statistics. “Page Likes” are the number of people who like the Canby Main Street Facebook page. “Campaign Reach” is the number of unique people who saw ads from this campaign. “Clicks” is the number of people who clicked on an ad that was run.

Facebook Statistics

January	87 Page Likes	27,590 Campaign Reach	401 Clicks
February	23 Page Likes	17,223 Campaign Reach	132 Clicks

- **Downtown Draw** – The January Downtown Draw featured Wallflowers located at 288 NW 1st Avenue. Wallflowers Framing Gallery features framing services, an art gallery, hand-made gifts, and more. The February Downtown Draw focused on CH Accounting and Tax Services LLC, located CH Accounting is located at 358 NW 1st Avenue. CH Accounting is a local business that helps people and business owners with all of their accounting and tax needs. This initiative promotes downtown businesses to a broad audience and focuses on both entertainment and service-oriented businesses. The Downtown Draw article provides insights into the businesses and the people who run them. It is featured on the Canby Main Street website, on facebook, and in the e-newsletter. .
- **Valentine’s Day Promotion** – The successful Valentine’s Day promotion was active for weeks leading up to Valentine’s Day. Businesses participated by providing information on their business, specials, and other promotions to entice people to come downtown for all of their Valentine’s Day needs. Businesses could chose among categories such as: Gorgeous Gifts, Stunning Services, Delicious Dining, and Exhilarating Entertainment. The information on the businesses will be featured on the Canby Main Street facebook page, e-newsletter, and flyers in all of the businesses.

Organization

- **Oregon Main Street Quarterly Workshop** – On January 23rd and 24th, the Oregon Main Street program held its quarterly workshop and training. Oregon Main Street Managers met in Salem to share ideas and provide updates on the programs and projects from each community. The next day communities met in Dayton to learn about moving committees to task forces in order to engage volunteers directly on projects they are interested in working on. The Main Street Manager and President from Clovis, New Mexico presented the topic and detailed how and why it worked in their community. The Canby Main Street Economic Restructuring aspect of the 4-Point approach has worked as a task force in the past. Moving forward the Promotions Committee is looking to implement a “task force” oriented approach to each promotion or event. This will help to allow each volunteer to work on projects that

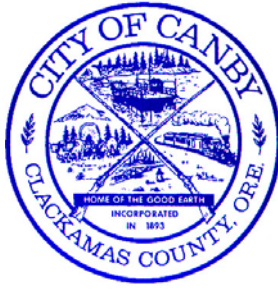
they are most interested in, while also encouraging new volunteers who may have a passion but cannot commit to the committee fulltime.

Economic Restructuring

- **New Business Outreach** – One new business that recently opened - Colorz & Cutz LLC, located at 131 NW 3rd Avenue. This new downtown hair salon opened on January 2nd. After meeting with the owner, Christine Rice, the Main Street program was able to involve her in the Valentine's Day promotion and encourage involvement in other city programs. The Main Street Manager has also continued outreach to the owner of Especially for You. Juanita Olsen plans to open the women's boutique in March, and has had several meetings with the Main Street Manager and Economic Development Director. In mid-February, The Crooked Cottage opened at 261 N Holly Street. The owner is Katina Fitch and she sells jewelry, candles, pottery and more. Despite opening during a snowstorm, the Crooked Cottage had many visitors welcome her to downtown.

Design

- **Arts & Culture Advisory Alliance of Canby** – The newly formed Arts & Culture Advisory Alliance of Canby launched their efforts January 22nd. The alliance has identified surrounding cities with programs that Canby can learn from and tailor those plans to fit Canby's needs. The group has also identified a potential first project that would create an interactive piece combines Canby's diversity with a musical theme. The alliance meets the second Monday of every month at the Canby Planning and Economic Development Services building.



Bi-Monthly Finance Department Report

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

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

- Mid-year budget reviews were held with each department culminating in a **supplemental budget** which was approved at the February 19th Council meeting to appropriate unanticipated revenue received and transfer funds between categories to maintain compliance with local budget law. A similar housekeeping resolution will be presented at the April URA meeting to adjust project budgets to actual remaining balances.

- On February 19th a **City Council work session** was held to present the **2nd Quarter Financial Status Report** and mid-year review. In addition to the Financial Status Report, a **General Fund – Fund Balance Trend Analysis**, and **URA Funding Status of Projects** was presented. Also included in the presentation were the audited **2013 Comprehensive Annual Financial Report (CAFR)**, **2012 and 2013 URA audited Financial Statements**; all 3 reports received unmodified opinions with no findings. These reports have been posted to the Finance and Urban Renewal pages of the City website, where prospectively 5 years of reports are available to the public.

- An ordinance creating an **Audit and Financial Oversight Committees** was adopted in February and applications have been received for the positions. The appointment process is still pending.

- An ordinance establishing a **Retirement and Separation Payout Reserve** went before the Council for first reading in February and was adopted upon second reading at the March 5th City Council meeting.

- A budget calendar has been created and budget worksheets, and tools were prepared for and issued to departments for use in developing the **2014-2015 Proposed Budget**. Estimates for salary and benefits at current staffing levels were included. Initial projections for general revenues, property tax and other significant revenue sources are also being compiled by Finance staff.

- **Departmental goals** have been updated for presentation to Council in March. Finance Department goals include:

- Evaluating and updating financial policies
- Evaluating and updating the fund and account structure
- Financial planning – 5 year forecast
- Financial planning – 5 year Capital Improvement Plan (CIP)
- Consider developing a centralized purchasing and/or grant management function
- Create a centralized customer service desk – This would need to be a management wide initiative.

- On site verification of cash on hand was completed in several departments in what will be an on-going addition to our **internal control** structure. A time-sheet audit was also completed at the Police Department.

- Modifications have been made to some **purchasing procedures** and forms to simplify processes and improve compliance.

- Annual IRS reporting and issuance of **employee W-2 forms** (143) and **1099 forms** (34) was completed.

- A comprehensive **fixed asset inventory** has been initiated by the Finance department to verify reportable assets, review appropriate levels of insurance coverage, and begin looking at needed replacement schedules in a more systematic manner. Assistance from the Fleet department has made it possible to get this initiative under way. All departments will eventually be asked to assist.

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

- Caselle User Group Quarterly meeting
- Oregon Department of Revenue Budget Training
- Lunch and Learn presentation “Generations at Work”
- League of Oregon Cities SDC training
- CRT team meeting
- TRIM tour (document management systems)
- Canby High School mock interviews
- Various webinars

Statistics this period:

- **Accounts Payable**

Invoices:	573
Invoice entries:	919
Encumbrances:	14
Manual checks:	15
Total checks:	384
- **Payroll**

Timesheets processed:	432
Total checks and vouchers:	516
New hires/separations:	3/2
- **Transit Tax Collection**

Forms sent:	23
Delinquent notices sent:	10
Non-filed notices sent:	183
Collection notices sent:	0
Accounts sent to collections:	0
Accounts opened/closed:	22/16
Returns posted:	726
- **Utility Billing**

Bills sent:	9119
Counter payments:	297
Accounts opened and closed:	140
Lien payoffs:	0
Lien payoff inquiries:	18
Collection notices sent:	16
Accounts sent to collections:	9
- **General Ledger**

Total Journal entries:	223
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- **Cash Receipts Processed**

Finance:	1241
Utility:	484

PLANNING & DEVELOPMENT SERVICES JANUARY/FEBRUARY 2014 BI-MONTHLY REPORT



TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *March 3, 2014*
THROUGH: *Amanda Zeiber, Interim City Administrator*

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

Planning Activities

- 1. North Redwood Master Plan.** Staff has now worked through the 8th or 9th version with the ODOT project manager of what may now be close to the final scope of work for this grant project. The next step will be to go out for an RFP within the next month to secure consultant assistance to carry out the project schedule.
- 2. Dog Park.** Staff requested and obtained direction on the proposed Dog Park from the Park and Recreation Board. They agreed that the initial scope for the dog park needed to be scaled back to a basic level initially envisioned by the dog park committee with a phasing plan developed to eventually obtain most if not all the features that have been considered to date. The desire is to move forward as quickly as possible on an initial phase I design that the City can afford at this time and separate certain enhancement features to future phases. Senior planner will work with the design engineer to arrive at a suitable phasing plan.
- 3. Northwood's Phase II Boulevard Park.** City park staff worked with the Northwoods Estates Phase II developer to obtain a Concept Park Plan for the 0.85 acre linear boulevard park proposed to be dedicated to the City between two one-way segments of Elm Street with the new 33-lot residential subdivision. The design features were primarily set forth by park maintenance staff with the design drawn by the developer. Staff presented plan to the Parks & Recreation Board and the Planning Commission to obtain comments and support.
- 4. NE Canby Master Plan.** The current draft plan is to be revised to gain consensus on a new land use/zoning scheme around a new industrial access route to 99E (Otto Road). Staff has been exploring alternative access route from OR 99E with property owners. Project on hold while work focuses on detailed scope of work and schedule for North Redwood Master Plan.
- 5. Buildable Land Analysis.** Staff is preparing a technical memorandum that can be shared with the Planning Commission and Council to explain the infill and redevelopment assumptions which will be the basis for determining current land

capacity as the land needs inventory proceeds. The data analysis identify and map re-developable and infill potential, current vacant parcels and platted lots, and determine need for each land use type for the next 20 year period based on the city's official population projection.

- 6. Code Streamlining Text Amendment.** The economic development director and planning director began discussion and drafted a proposal to implement an expedited development review option for new development projects within the Canby Industrial Master Plan area (Pioneer Industrial Park). This is scheduled for initial review by the Planning Commission in March to gain their support and sponsorship of a formal Code Text Amendment. (TA 14-01)

Land Use Application Activity

7. Pre-Application Conference(s) Held:

- Scott McCormack with Trend Business Center LLC represented by VLMK engineering presented a plan for the construction of building C (34,205 sf on 2.4 acres) of the Trend Business Center within the Pioneer Industrial Park at 341 S Sequoia Parkway. (PRA 14-01)
- Dan & Mary Stoller on behalf of five additional property owners represented by Pat Sisul of Sisul Engineering presented a proposal for the annexation of 6 parcels totaling approximately 32 acres along the north side of SE 13th Avenue just south of Baker Prairie School. Intended to come into the City limits with R-1 & R-1.5 zoning with approval of a Concept Development Plan. (PRA 14-02)
- Duke Dexter working with Clackamas County on their rural fiber optic network submitted installation plans for review and comment along SE 1st Avenue from Mulino Road to serve the Providence Health Center. (PRA 14-03)

8. Land Use Applications Submitted January 1 through February 28, 2014:

CASE #	APPLICANT	DESCRIPTION	LOCATION
DR 14-01	Scott McCormack - Trend Business Center –	Site & Design Review for Building C – 34,205 sf speculative industrial	341 S Sequoia Parkway709 SW 1 st Avenue
FP 14-01	Jason Bristol	Final Plat (Partition Plat) for 2-Lot Minor Land Partition (MLP 13-03)	658 NE 10 th Avenue
ANN 14-01 ZC 14-01	Ray Franz & Connie Vicker	Annexation & Zone Change of 4.62 acres into the City limits with R-1 zoning and development agreement	1546 N Pine Street
SUB 14-01 PUD 14-01	Jason Bristol	15 unit High Density Residential Subdivision & Planned Unit Development for Emerald Garden Townhomes	458 NE 3 rd Ave & 453 NE 4 th Ave

SUB 14-02	Scott Family Limited Partnership	41 Lot Low Density Residential Single-family Subdivision for Dinsmore Estates Phase II on 9.56 acres	South of SE 13 th Ave & Ackerman Center West of Tofte Farms neighborhood
ANN 14-02	Dan & Mary Stoller on behalf of 4 other property owners	Annexation & Zone Change of 31+ acres into the City with R-1 & R 1.5 zoning and Concept Plan	2220 SE 13 th Avenue

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

10. PC Meeting Items Reviewed:

- Educational work session presentation by staff on downtown 2-story building standard and floor area ratio code provisions
- Code discussion on proposed text amendments related to downtown landscaping and two-story building requirements
- Approval of a 10.3 acre low density residential subdivision for 33 single family lots for Northwoods Estates Phase II and approval of a one-year extension of the development agreement for the Northwoods Master Plan (SUB 13-01)

11. 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 a proposed Fred Meyer Fuel Facility submitted 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 completed our initial correction to the record on February 21 for internal attorney review prior to submittal of the revised record to resolve the petitioner raised “record objections”.

12. Site Plans Application Reviews For January and February 2014









(Zoning Conformance and Authorization for Release of County Building Permit)

SP 14-14	Scott Smith Construction	Conversion of Garage to Living Space	549 NE 10th
SP 14-13	Karie Crook	Conversion of Garage to Home Salon	954 S Ivy
SP 14-12	KHC, Inc.	Historical House Relocation	138 S Knott St.
SP 14-11	Concept Comfort Homes	Single Family Residence	2147 N Laurelwood
SP 14-10	Wyatt Fire Protection	Installation of Backflow	777 NE 4 th Ave





		Device	
SP 14-09	Tryon Creek Construction	Single Family Residence	1081 N Alder
SP 14-08	Willamette Valley Homes	Single Family Residence	1331 SE 9th
SP 14-07	Concept Comfort Homes	Single Family Residence	2172 N Locust
SP 14-06	LES Inc.	Single Family Residence	164 SE 16 TH Ave.
SP 14-05	LES Inc	Single Family Residence	1580 S Lupine
SP 14-04	Jerald Bagge	New Patio Roof	984 NE 10 th Ave
SP 14-03	David Christensen	Inspection of Interior Remodel	485 NW 6 th Ave
SP 14-02	Hal Hughes	New Stairway to Existing Basement	850 N Hawthorne Ct
SP 14-01	Doug Rogelstad	Remove Solar Replace Dry Rot	1116 N Knights Bridge Rd
SP 13-104	LES, Inc	Single Family Residence	1560 S Lupine
SP 13-103	Schimadzu	Tenant Improvement	1900 SE 4 th Ave

13. Active Permit Finals by Clackamas County for January and February 2014

January

-  Home Addition – Edward Jeffery
-  Single Family Residence – Jeff Hjorth
-  Single Family Residence – LES Inc
-  Office Building Addition – Canby Evangelical Church
-  Garage Conversion – Nick Netter
-  Tenant Improvement – Nature's Pet
-  Building Addition – Canby Evangelical Church
-  Replace 9 Antennas – Verizon Wireless

February

-  Tenant Improvement – Potter Industries
-  Single Family Residence – Pacific Lifestyle Homes
-  Single Family Residence – Pacific Lifestyle Homes
-  New Carport and Garage – Zandy Butler



City of Canby Bi-Monthly Report
Department: Police
January-February 2014

To: The Honorable Mayor Hodson & City Council
From: Chief Bret Smith
Date: March 10, 2014

Monthly Stats

Description	December	January
Calls for Service	1171	1303
Custodies (Adult & Juvenile)	50	44
All Incident Reports	193	211
Traffic Citations	281	307
Parking Citations	7	10
False Alarm Calls	19	29
Abandoned Vehicle / Parking Complaint Calls	18	28
Animal Complaints	4	0
Other Ordinance Viol. Complaints	5	11
Total Code Enforcement Calls for Service	25	44

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
- Executive Leadership Training Conference - Seaside
- Chief Vern Wells Retirement – Independence PD
- Chief Steve Bartol – Milwaukie PD
- Canby Rotary – Lt. Tro
- Youth Center – The Canby Center
- All Hands Meeting – Willamette Valley Country Club
- P & C Construction
- Oregon City Police Dept. – Tour of facility
- Chief Darrell Tallen – Monmouth PD
- Clackamas County Mid-Managers
- Canby Adult Center lunch service – Monthly
- C800 Meeting / Fire & Law Services (CCOM – Clackamas County Dispatch)
- Clackamas County Communications (CCOM 911) Users – Monthly
- Chief Lee Dobrowolski – Hillsboro PD Swearing In
- Paul Carlson – Edward Jones
- Summit to Combat Violence & Crime – Portland
- Good Morning Canby – Networking
- Brett Hanson – Group McKenzie
- Clackamas County Juvenile Dept.

- Canby Community Response Team
- Sgt. Gordon White Retirement – Molalla PD

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

Canby Police Department

Monthly Traffic Report

02/28/14

Officer Jeremy Holstad

Report for month of January 2014

Citations

Traffic Officers: 40

Patrol Officers: 267

Total Citations for January: 307

DUII ARRESTS

Traffic Officers: 0

Patrol Officers: 1

Total DUII for January: 1

Traffic Crimes

Traffic Officers: 1

Patrol Officers: 2

Total Traffic Crimes for January: 3

Traffic Complaints

Traffic Officer: 3

Patrol Officers: 5

Total Traffic Complaints for January: 8

Traffic Crashes

Traffic Officers: 3

Patrol Officers: 6

Traffic Crashes injury: 1

Traffic Crashes parked: 2

Total Traffic Crashes for January: 9

Truck Inspections

Traffic Officer: 0

Canby Police Department

Monthly Traffic Report

01/24/14

Officer Jeremy Holstad

Report for month of December 2013

Citations

Traffic Officers: 41

Patrol Officers: 240

Total Citations for December: 281

DUII ARRESTS

Traffic Officers: 0

Patrol Officers: 3

Total DUII for December: 3

Traffic Crimes

Traffic Officers: 1

Patrol Officers: 10

Total Traffic Crimes for December: 11

Traffic Complaints

Traffic Officer: 0

Patrol Officers: 0

Total Traffic Complaints for December: 0

Traffic Crashes

Traffic Officers: 5

Patrol Officers: 13

Traffic Crashes injury: 5

Traffic Crashes parked: 6

Total Traffic Crashes for December: 18

Truck Inspections

Traffic Officer: 2

January 2014 Monthly K9 Report

Prepared by Sergeant Tim Warren

Saturday February 8, 2014

K-9 Activity - K9's tactically supported officer safety assisting officers with building searches. K9's also assisted patrol, Detectives searching for articles at the homicide.

MONTHLY SUMMARY:

Officer Warren / Freddy-Six Narcotic K9 deployments in January. K9 was used on search warrant and narcotic buy bust for Detectives aiding in locating a substantial amounts of Methamphetamine. K9 was used on three traffic stops locating small amounts (1/8oz) of Marijuana, paraphernalia, and meth.

Officer Farmer / Deorak – One Officer safety building search on alarm. No suspects were located.

Concerns / goals – None

February 2014 Monthly K9 Report

Prepared by Sergeant Tim Warren
Saturday March 8th, 2014

K-9 Activity - K9's tactically supported officer safety assisting officers and outside agencies with building searches and Felony Warrant services.

MONTHLY SUMMARY:

Officer Warren / Freddy– No deployments

Officer Farmer / Deorak –Three K9 deployments in February. K9 Farmer and Deorak assisted detectives investigating the homicide. K9 Deorak had two building searches at Pioneer Pump and Wilson Construction on Alarms.

Concerns / goals K9 Spring seminar.

Memo

To: Lieutenant Jorge Tro
From: Detective Sergeant Frank Schoenfeld
Date: January 3, 2014
Re: **Monthly Reports for November and December 2013**

Meetings

11/4/13 – MCT Meeting at Milwaukie PD
11/6/13 – MCT Investigators Meeting for the Libke Shooting at Oregon City PD
11/6/13 – MILO Instructors Meeting at Canby PD
11/27/13 – Meeting with Special Agent In Charge at RCFL
12/10/13 – RegJIN Meeting regarding new Property/Evidence Mgt. system at PPB
12/12/13 – MCT Meeting at Milwaukie PD
12/16/13 – FTU Meeting at Canby PD

Training

11/13/13 – Firearms Training/Night Shoot at Canby Rod & Gun Club
11/20/13 – Firearms Training/Night Shoot at Canby Rod & Gun Club
12/3/13 – Instructor at MILO Training CPD
12/4/13 – Instructor at MILO Training CPD

Call-Out

11/3/13 – MCT/Libpke Shooting in Oregon City
12/19/13 – Home Invasion Robbery in Canby

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

On 11/3/13 all CPD detectives responded to an MCT call-out regarding an officer involved shooting where Oregon City Police Reserve Officer Robert Libpke lost his life while responding to a house fire to assist the fire department. As MCT investigators, we were assigned to canvass, interview SWAT members, photo equipment, and record all equipment on PIC's. I seized a cell phone video of the shooting which leads up to the point where Reserve Officer Libke is shot.

On 12/19/13 all CPD detectives responded to a Home Invasion Robbery in Canby. This incident occurred late at night where three suspects wearing ski masks entered the victim family's residence armed with a sawed-off shotgun, a semi-auto handgun, and a revolver. Allegedly the entire family (3 children and two adults) were directed upstairs into a bedroom where the youngest was ordered to zip-tie everyone in his family's feet and hands. Allegedly \$150,000.00 (life savings from family construction business) and a 9mm handgun were stolen from a safe. This investigation is ongoing.

In the month of December Canby Detectives received information regarding the location of stolen property from several burglaries around the county. This property was located and seized from an address on Tera Fern Rd. in Sandy. Among the property recovered, was a Kubota Tractor with trailer and brush hog that was stolen from the back lot of a local Canby business. This victim business owner was ecstatic to get his property returned to him.

SCHEDULED TRAINING

January 2014

All Officer	Jan 22	Taser / Less Lethal	Canby PD
Scharmota M. Smith Koehnke	Jan 29	Preparing for Promotions	Beaverton
B. Smith Tro Kitzmiller Schoenfeld Warren Green Sommer	Jan 14-16	Executive Leadership Training Seminar	Seaside

February 2014

TET	Feb 13	TET Training	CRGC
Wasserberger Booth Macom	Feb 27	The Warrior's Edge	Eugene
All Officers	Feb 19 & 26	Krav Force Training	Milwaukie

March 2014

TBA	March 5	Terrorism Training	Canby PD
All Officers	March 6	Tactical Combat Casualty Care	Canby PD
TET	March 20	TET Training	TBA
All Officers	March 12	Firearms Training	CRGC

Canby Swim Center Report

From: Eric Laitinen, Aquatic Program Manager

Date: March 10, 2014

Re: Bi-monthly Report

The Canby Swim Center continues to be very busy as we start a new year. High School Swimming has just finished up, but the Canby Swim Club continues there season and the Penguin club starts a little early as we gear up for a busy spring and summer here at the pool.

The Canby Swim Club will be hosting the Tall Timbers meet this weekend March 15 & 16. The Tall Timbers meet is a season ending meet for most of the swimmers for Canby. The meet includes around 10 teams for Oregon and SW Washington. After the Tall Timbers meet the Canby Gators will be getting ready for the Canby Gator Grinder Triathlon which is May 10th this year

This spring we have lessons starting up and an extra early session of Penguin Club our junior swim team program. As usual the Penguin Club filled up very fast but we have another session in April and then the larger Summer Penguin Program.

The Revenue a numbers are still behind last year as we had a record revenue year finishing in 2013. Much if not all of the deficit from last year was our longer pool closure and last year's extra school from Oregon City for swimming lessons. We are still \$12,000.00 behind last year but I think we will catch up some of that as we continue with the rest of the fiscal year. Our attendance is starting to catch back up as we were up 850 swims the past two months and we are down about 2500 swims total for the year. Every year is a little different but overall everything is going very well.

The Canby Masters swim team which is for Adults 19 and over seems to be stronger than ever. We have about 15 Masters Swimmers and have an average of about 10 coming to the workouts that are during the Noon -1pm lap swims on Monday, Wednesday and Fridays. Nathan Templeman is the coach of that program along with the Tri-it class which is for swimmers who want to learn stroke technique in order to have more competitive swims for triathlons. Nathan does an excellent job with our adult programs.

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

CANBY SWIM CENTER January	ADMIT 2013	ADMIT 2014	PASS 2013	PASS 2014	TOTAL 2013	TOTAL 2014	YTD TOTAL 12-13	YTD TOTAL 13-14
MORNING LAP	83	78	281	350	364	428	2240	2166
ADULT RECREATION SWIM	14	18	511	445	525	463	3833	3092
MORNING WATER EXERCISE	46	64	355	470	401	534	2614	2945
PARENT/ CHILD	0	0	0	0	0	0	944	628
MORNING PUBLIC LESSONS	96	44	0	0	96	44	3649	3537
SCHOOL LESSONS	0	260	0	0	0	260	1670	260
NOON LAP	96	129	268	300	364	429	1962	2094
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	202	279	5	20	207	299	2673	2481
PENGUIN CLUB	0	0	0	0	0	0	1043	1169
CANBY H.S. SWIM TEAM	0	0	891	913	891	913	1958	2044
CANBY GATORS	0	0	732	873	732	873	4890	5382
MASTER SWIMMING	25	0	25	50	50	50	335	200
EVENING LESSONS	712	702	0	0	712	702	5888	6072
EVENING LAP SWIM	63	65	42	70	105	135	952	824
EVENING PUBLIC SWIM	251	313	9	22	260	335	2936	2321
EVENING WATER EXERCISE	40	108	74	38	114	146	726	726
ADULT LESSONS	0	0	0	0	0	0	50	0
GROUPS AND RENTALS	345	194	0	0	345	194	1780	1514
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	488	516
TOTAL ATTENDANCE	1973	2254	3193	3551	5166	5805	40631	37971

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

CANBY SWIM CENTER Feburary	ADMIT 2013	ADMIT 2014	PASS 2013	PASS 2014	TOTAL 2013	TOTAL 2014	YTD TOTAL I2-13	YTD TOTAL I3-I4
MORNING LAP	48	72	325	278	373	350	2613	2516
ADULT RECREATION SWIM	19	15	434	393	453	408	4286	3500
MORNING WATER EXERCISE	53	76	403	361	456	437	3070	3382
PARENT/ CHILD	132	44	0	0	132	44	1076	672
MORNING PUBLIC LESSONS	132	96	0	0	132	96	3781	3633
SCHOOL LESSONS	136	776	0	0	136	776	1806	1036
NOON LAP	61	114	242	200	303	314	2265	2408
TRIATHLON CLASS	3	12	0	0	3	12	3	12
AFTERNOON PUBLIC	230	162	10	4	240	166	2913	2647
PENGUIN CLUB	0	0	0	72	0	72	1043	1241
CANBY H.S. SWIM TEAM	0	0	175	217	175	217	2133	2261
CANBY GATORS	0	0	1014	995	1014	995	5904	6377
MASTER SWIMMING	25	0	25	60	50	60	385	260
EVENING LESSONS	1150	772	0	0	1150	772	7038	6844
EVENING LAP SWIM	59	49	36	45	95	94	1047	918
EVENING PUBLIC SWIM	271	280	22	32	293	312	3229	2633
EVENING WATER EXERCISE	36	82	60	30	96	112	822	838
ADULT LESSONS	0	0	0	0	0	0	50	0
GROUPS AND RENTALS	361	329	0	0	361	329	2141	1843
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	488	516
TOTAL ATTENDANCE	2716	2879	2746	2687	5462	5566	46093	43537



January and February, 2014
Monthly Reports

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

Facilities Maintenance
January & February 2014
Prepared by Dan Mickelsen

I hope everyone came thru the cold weather unscathed. After all of the snow melted, my lord I have never seen so many loose gutter spikes. The snow really pushed on the gutters especially down here at the shop complex. All of the HVAC units managed to stay running. With all the cold temperatures though at one point I was going to put the unit at the shops on emergency heat but it kept plugging away.

Police Dept; 3 w/o requests. Once again there were some issues with the roof scupper over flow. This was kind of a poor design and between the Lt. and Chief they had the roofer come out a remove one of the units. My thought is if they removed one, then they can jolly well remove the other two that a screwed up as well. I'll see how that turns out. I also repairs some lamps and fixed one of the gates as well. 6.75 hrs. total.

City Hall; 14 w/o requests. Evidently there are a bunch of records being archived at City Hall. I got a call to help the gals try and figure out how to open a book that contained Council minutes back as far as 1913. I knew how the book functioned but could not get it unlocked. So reluctantly they let me leave with the book. At one of the salvage yards in Aurora I found an old clock key that fit the book. I did score some serious points with that job as now the records can be properly saved. Also repairs were made to some door locks, replaced a door chime, flag pole lamps, plumbing repairs and hung up horizontal privacy blinds to name a few. 33.25 hrs. total.

Finance / Transit; 10 w/o requests. I should divide these departments as they are no longer housed together. The rear door on the new Transit center office was not being closed the janitor reported to me. The door closer was way out of wack for whatever reason so that was repaired and I also had to reset the clock tower due to a power outage. Also various things kept filtering in as employees shifted around their workspace. There was also an air quality complaint. After conferring with our Insurance Agent it was decided to install an outside air supply with an adjustable damper to the HVAC system. If this does not help I will install a UV light system in the duct that pretty much takes care of anything coming through the duct work. 20 hrs. total.

Facilities Maintenance pg. 2

Library; 8 w/o requests. The gals at the Library have been hopping. I did numerous things including moving bulletin boards and DVD racks. I also had to re attach towel holders, change ballasts and we ganged up on a little mouse problem to name a few. 18.75 hrs. total.

Shop complex; 10 w/o requests. I did spend as much time as I could on the Heated Bay rest room project. I finished the taping and texturing the walls, painted, had the electrical final and I am now working on the trim work so I can get the finished plumbing completed. The guys up in Fleet had some serious issues with their 10 KW heaters I installed a couple years ago. I did get them both back on line just as the weather warmed and the snow melted. Several plumbing issues were dealt with as well as lock repairs and rebuilding an exhaust fan. 118 hrs. total.

Public Works; I received five ESC applications in January and an additional four in February. I reviewed and attended a pre-app meeting for a N. Pine St. subdivision, a pre-app For Trend Development and a pre-annexation meeting for a large subdivision on SE 13th Ave. I also attended Lead man meetings as well as our scheduled safety meetings. 28.75 hrs. total.

Fleet Services

Bi-Monthly Report : January / February 2014

Prepared by Joe Witt, Lead Mechanic

January 2014

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$120.00	\$80.00	\$0.00	\$200.00
Adult Center	1	\$37.50	\$80.00	\$344.07	\$461.57
Collections	3	\$213.75	\$285.91	\$516.21	\$1,015.87
Facilities	2	\$93.75	\$15.00	\$110.95	\$219.70
Fleet Service	0	\$0.00	\$0.00	\$93.51	\$93.51
Parks	3	\$408.75	\$204.35	\$704.00	\$1,317.10
Police	51	\$13,278.75	\$6,151.66	\$6,241.77	\$25,672.18
Streets	10	\$2,865.00	\$3,644.82	\$2,230.08	\$8,739.90
Transit (CAT)	44	\$10,908.30	\$5,226.44	\$7,788.14	\$23,922.88
Wastewater Treatment	5	\$221.25	\$1,780.00	\$306.88	\$2,308.13
Total Work Orders Processed for the Month	121	Totals*			\$63,950.84

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

February 2014

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	5	\$716.25	\$254.38	\$41.43	\$1,012.06
Adult Center	0	\$0.00	\$0.00	\$389.11	\$389.11
Collections	5	\$1,027.50	\$298.46	\$299.81	\$1,625.77
Facilities	1	\$45.00	\$4.22	\$47.55	\$96.77
Fleet Service	0	\$0.00	\$0.00	\$118.00	\$118.00
Parks	9	\$1,627.50	\$84.09	\$530.21	\$2,241.80
Police	33	\$7,965.00	\$492.19	\$6,131.18	\$14,588.37
Streets	8	\$3,577.50	\$645.47	\$1,113.29	\$5,336.26
Transit (CAT)	36	\$12,237.25	\$4,139.89	\$6,535.39	\$22,912.53
Wastewater Treatment	2	\$206.25	\$20.59	\$173.79	\$400.63
Total Work Orders Processed for the Month	99	Totals*			\$48,721.30

*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.

Parks Maintenance

Park Renovations

CR Woods Construction completed the punch list items in early January for the Northwood Park renovation. The park was opened to the public by January 7th. We worked with Russ Hall from Wilderness International to secure a power supply for the pond aeration system at Community Park. Staff trenched for the power supply line to the aeration system. WI contracted with Three Phase Electric to wire up the system. The aeration system should improve the water quality of the pond at Community Park and provide better fishing opportunities.

Park Maintenance

We started off January by stowing all the Christmas decorations. The citizens of Canby continue to utilize the Christmas tree drop off program at Maple St. Park. Staff disposed of over 600 trees this year. Storm debris cleanup has occupied a lot of staff time over the last couple of months. The trimming and cleaning of shrub beds was completed and the installation of bark dust is under way. All the playgrounds were topped off with 125 cubic yards of engineered wood fiber and repairs were made to playground equipment as problems were discovered.

Building maintenance issues were addressed as found. The restrooms at Community Park and S. Locust St. Park were un-winterized and opened for the season. A hazard tree was cut down along the Forest Rd. walking path.

The Parks Department spent 4 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.

I met with Ben Johnston and Michael Nakano for their annual evaluations.

I met with Haley Fish for mid-year budget review.

I met with Sue Ryan regarding records retention.

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

I attended meetings with David Wichert from NBC regarding the filming of Grimm.

I attended a Park and Recreation Board meeting.

I attended a pre-application meeting for the proposed SE 13th Ave. annexation.

I attended a meeting for the selection of a new city cell-phone service.

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

I met with Cody Taylor from Beynon sports surfacing for estimates of revamping Maple St. Park tennis courts.

Ken Daniels attended training for CEU for his Pesticide License.

For your Information

The Parks Department is responsible for 200 acres of property.

Ben Johnston trained Ken Daniels for his CDL test. Ken has now obtained his Commercial Driver's License.

PUBLIC WORKS

Date: January-February 2014

Prepared by: Jerry Nelzen

1. Streets:

During the month of January the Public Works crew fixed the shoulder at the corner of Township and Mulino Road.

The crew received and located 106 locates for January.

Streets	Total Hours
Street Sweeping	74
Street Sweeping Maintenance	5
Street Maintenance	393
Sidewalk	1
Street Sign Manufacturing	15
Street Sign Maintenance	16
Street Sign Installation	24
Street Light Repair	8
Tree Trimming	20
Tree Planting	38
Tree Removal	55
Dump Truck Usage	46

2. Sewer and Storm System:

The crew cleaned lift stations in Canby. Hydro cleaned sewer mains and repaired (1) lateral at 1085 N Ivy Street and pressure sewer line off the Logging Bridge Road. Inspected (3) sewer lines. Installed catch basin on NW 2nd Avenue by N Douglass Street.

Sewer	Total Hours
Sewer Cleaning	134.5
Sewer Maintenance/Repair	62
Sewer TV'ing	13
Lift Station Maintenance	11
Locating Utilities	50
Sewer Inspections	7
Vactor Usage	65
Storm	
Catch Basin Maintenance	40
Storm Line Maintenance/Cleaning	15
Storm Line Inspections	2
Drywell Maintenance	5
Vactor Usage	14

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

The crew during the month of January removed tree limbs out of the City's right-of-way. The crew repaired and replaced flashing school light off of SE 13th Avenue. Replaced stop sign and post after getting hit at SW 2nd Avenue and S Elm Street. The crew fixed or repaired 13 street lights for January.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	13
Equipment Cleaning	10
Warehouse Maintenance	1
Work Orders	4
Other	5
GPS for Storm/Sewer System	24

February 2014

1. **Streets:**

The Public Works crew worked has sandbags ready for any type of flooding during the sizeable amount of rain and unexpected snow storm runoff. A couple of the crew members came in on Sunday, February 9 to fix a manhole in 99E when ODOT scrapped it off during the plowing of snow. Handed out notices to homeowners on the N Juniper Street project for sidewalks, curbs and paving from N Ivy Street to NE 9th Avenue. Repaired potholes around town.

The crew received and located 84 locates for February.

Streets	Total Hours
Street Sweeping	40
Street Sweeper Maintenance	0
Street Maintenance	325
Sidewalks Inspections	5
Driveway Approach Inspections	1
Street Sign Manufacturing	21
Street Sign Maintenance	16.5
Street Sign Installation	18
Street Light Repair	9
Tree Trimming	4
Tree Removal	53.5
Dump Truck Usage	15
Vactor Usage	2

2. Sewer and Storm System:

The crews cleaned sewer mains and responded to one lateral repair. Repaired storm lines in S Knott Street between 99E & SE 2nd Avenue.

	Total Hours
Sewer Cleaning	57
Sewer Maintenance/Repair	21
Sewer TV'ing	23.5
Sewer Laterals	8
Lift Station Maintenance	0
Locating Utilities	85
Sewer Inspections	1
Vactor Usage	29
Drying Beds	10
Dump Truck Usage	4
Storm	
Catch Basin Maintenance	30
Storm Line Maintenance/Repair	41.5
Storm Line Inspections	1
Vactor Usage	5

3. Street Sign/Trees/Lights:

The crew during the month of February fixed 14 street lights. Repaired street light hit by vehicle on Sequoia Parkway. Re-installed street signs blown down by heavy winds.

4. Miscellaneous:

Made signage for Collections Camera Van.

Miscellaneous	Total Hours
Meetings	46
Warehouse Maintenance	8
Equipment Cleaning	10
Training/Schools	2
Research for Flatbed and Service Truck	33
NW 1 st & NW 2 nd Ave	10
Other	8

Tech Services Department
Bi-Monthly Report for January and February, 2014

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: March 10, 2014

KEY

Visits is the number of visits to your site

Unique Visitors is the number of unduplicated (counted only once) visitors to your website over the course of a specified time period

Pageviews is the total number of pages viewed. Repeated views of a single page are counted.

Pages/Visit (Average Page Depth) is the average number of pages viewed during a visit to your site. Repeated views of a single page are counted.

Average Visit Duration: The average time duration of a session.

Bounce Rate is the percentage of single-page visits (i.e. visits in which the person left your site from the entrance page without interacting with the page).

% New Visits is an estimate of the percentage of first time visits.

Google Analytics Summary Report: January and February 2014

<u>Audience Overview</u>	<u>January</u>	<u>February</u>
Visitors	758	291
Unique Visitors	591	183
Page Views	1209	663
Page/Visit	1.59	2.28
Bounce Rate	75.20%	56.36%

January overview is very similar to December 2013, but numbers are much lower for February; reasons may be fewer days in the month plus the days of snow (approx Feb 6th-9th)

<u>New Vs. Returning Visitors</u>	<u>January</u>	<u>February</u>
New	56.99%	46.39%
Returning	43.01%	53.61%

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

Browsers seem to stay relatively the same from month to month with variations in placement of the top 5

<u>Overview (Technology)</u>	<u>January</u>	<u>February</u>
Desktop	75.73%	89.00%
Mobile	16.09%	6.19%
Tablet	8.18%	4.81%

Increase in desktop us for February (highest in several months) - perhaps also related to Feb snow days?

<u>Mobile Devices (top 3)</u>	<u>January</u>	<u>February</u>
	iPhone	iPhone
	iPad	iPad
	Samsung Galaxy S III	Asus Eee Pad TF201 Transformer Prime

Asus Eee Pad is a new tablet with lots of bells and whistles/almost looks like a laptop

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

Found a couple old hidden links to the old Library landing page which were deleted Jan 28, 2014 which seems to be reflected in the February report.

EmailExportAdd to DashboardShortcut

▼

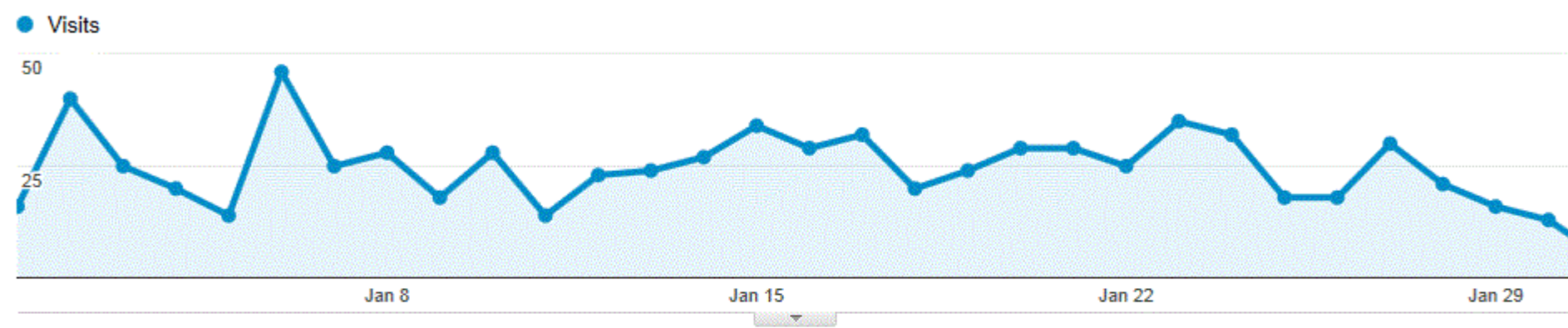
All Visits100.00%

Overview

Visits▼

VS. [Select a metric](#)

HourlyDayWeekMonth



Visits

758

Unique Visitors

591

Pageviews

1,209

Pages / Visit

1.59

Avg. Visit Duration

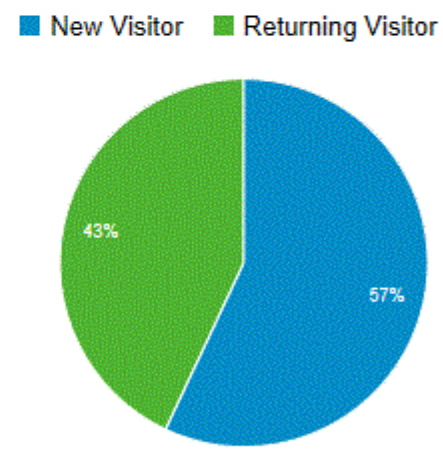
00:01:12

Bounce Rate

75.20%

% New Visits

56.99%



Customize

Email

Export

Add to Dashboard

Shortcut

▼

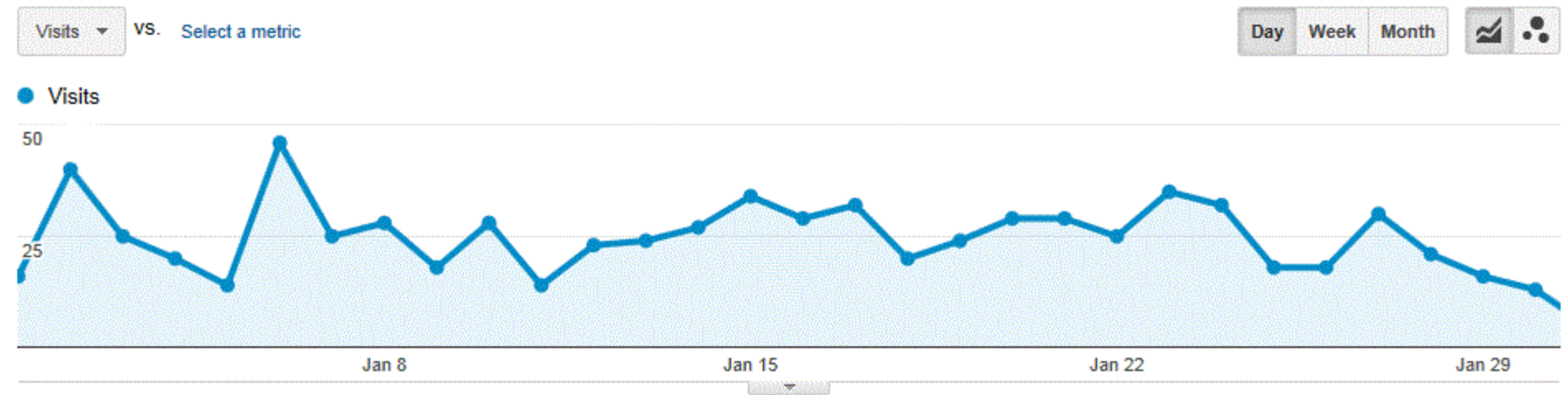
All Visits
100.00%

Explorer

Summary

Site Usage

Ecommerce



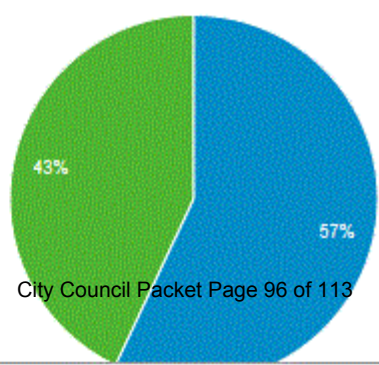
Primary Dimension: Visitor Type

Plot Rows

Secondary dimension

Sort Type: Default

advanced

<input type="checkbox"/>	Visitor Type	Visits	Visits	Contribution to total: Visits
		758 % of Total: 100.00% (758)	758 % of Total: 100.00% (758)	
<input type="checkbox"/>	1. New Visitor	432	56.99%	
<input type="checkbox"/>	2. Returning Visitor	326	43.01%	

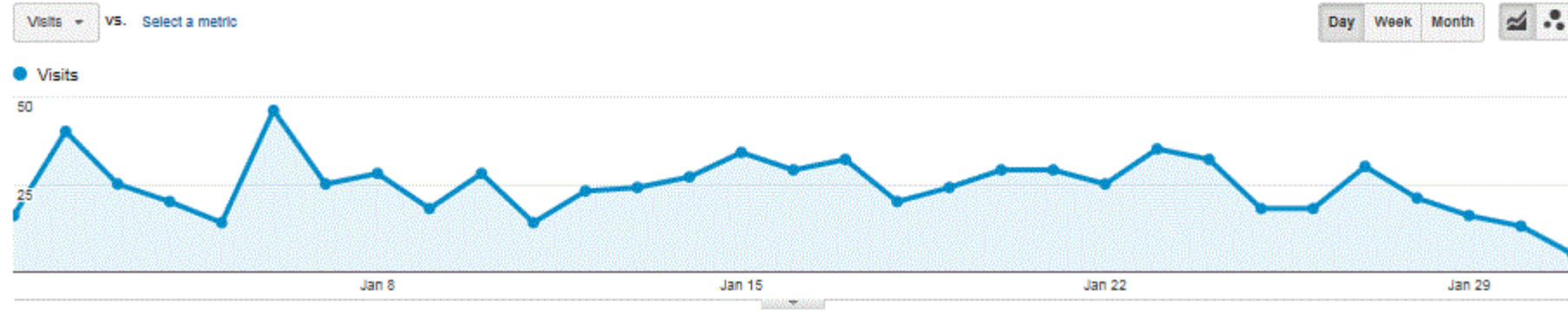
Customize Email Export Add to Dashboard Shortcut

▼

All Visits
100.00%

Explorer

Summary Site Usage Ecommerce

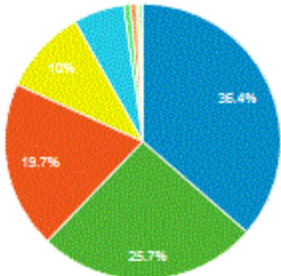


Primary Dimension: Browser Operating System Screen Resolution Screen Colors Flash Version Other

Plot Rows Secondary dimension Sort Type: Default

Browser		Visits	Visits
		758 % of Total: 100.00% (758)	758 % of Total: 100.00% (758)
<input type="checkbox"/>	1. Internet Explorer	276	36.41%
<input type="checkbox"/>	2. Chrome	195	25.73%
<input type="checkbox"/>	3. Safari	149	19.66%
<input type="checkbox"/>	4. Firefox	76	10.03%
<input type="checkbox"/>	5. Android Browser	45	5.94%
<input type="checkbox"/>	6. Amazon Silk	6	0.79%
<input type="checkbox"/>	7. Opera	5	0.66%
<input type="checkbox"/>	8. IE with Chrome Frame	3	0.40%
<input type="checkbox"/>	9. Safari (in-app)	3	0.40%

Contribution to total: Visits



Customize

Email

Export

Add to Dashboard

Shortcut

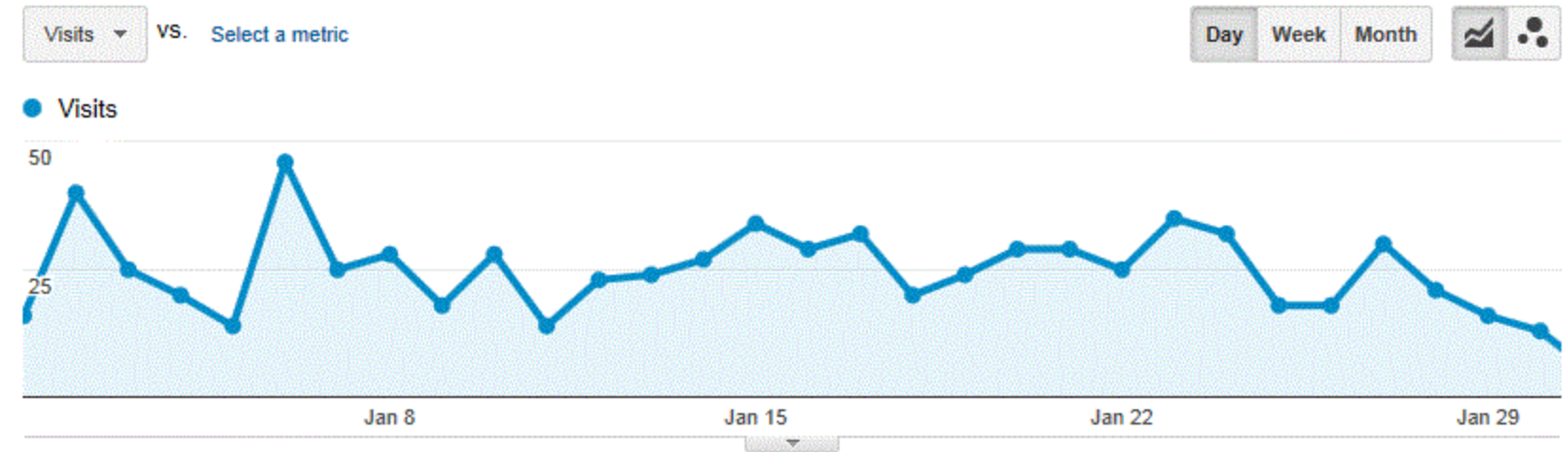
All Visits
100.00%

Explorer

Summary

Site Usage

Ecommerce



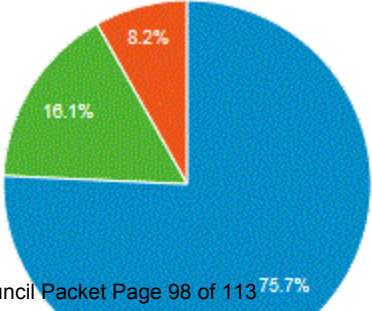
Primary Dimension: Device Category

Plot Rows

Secondary dimension

Sort Type: Default

advanced

<input type="checkbox"/> Device Category	Visits	Visits	Contribution to total: Visits
	758 % of Total: 100.00% (758)	758 % of Total: 100.00% (758)	
<input type="checkbox"/> 1. desktop	574	75.73%	
<input type="checkbox"/> 2. mobile	122	16.09%	
<input type="checkbox"/> 3. tablet	62	8.18%	

Devices

Customize Email Export Add to Dashboard Shortcut

 All Visits
24.27%

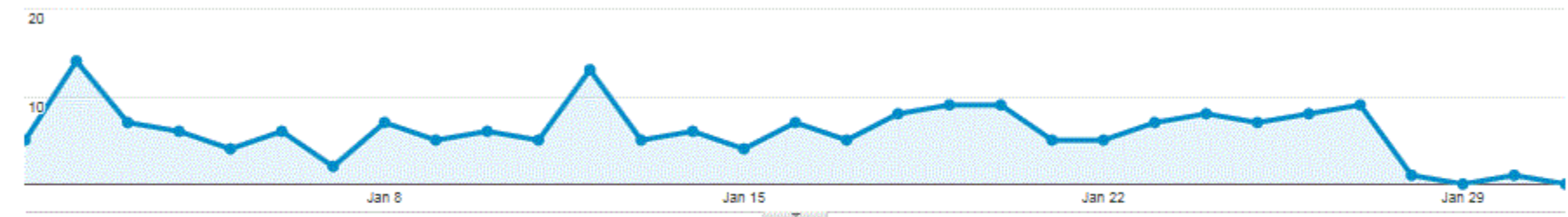
Explorer **Map Overlay**

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

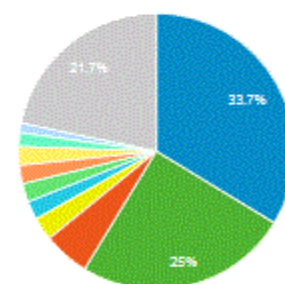
Mobile Device Info

Visits

Visits

Contribution to total: Visits

		184 % of Total: 24.27% (758)	184 % of Total: 24.27% (758)
<input type="checkbox"/>	1. Apple iPhone	62	33.70%
<input type="checkbox"/>	2. Apple iPad	46	25.00%
<input type="checkbox"/>	3. Samsung GT-I9300 Galaxy S III	10	5.43%
<input type="checkbox"/>	4. (not set)	5	2.72%
<input type="checkbox"/>	5. Apple iPod	4	2.17%
<input type="checkbox"/>	6. LG LS720 Optimus F3	4	2.17%
<input type="checkbox"/>	7. Samsung Galaxy Nexus	4	2.17%
<input type="checkbox"/>	8. Samsung GT-I9500 Galaxy S IV	4	2.17%
<input type="checkbox"/>	9. LG L45C Optimus Net	3	1.63%
<input type="checkbox"/>	10. Amazon KFJWI Kindle Fire HD 8.9	2	1.09%



Email Export Add to Dashboard Shortcut


☐ All Visits
100.00%

[Explorer](#) [Navigation Summary](#) [In-Page](#)

 Pageviews vs. [Select a metric](#)

Day Week Month


☒ Pageviews

1,400

700

2000

2010

2020

2030

2040

2050

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

Plot Rows

Secondary dimension

Sort Type:

Default



advanced

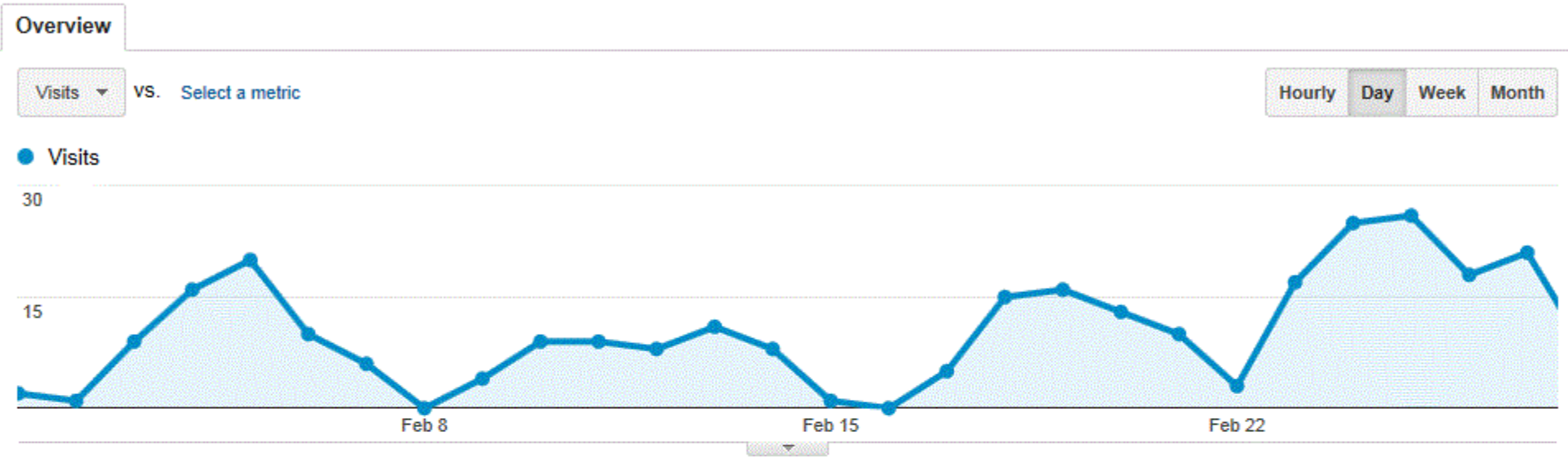


Page		Pageviews	Pageviews	Contribution to total: Pageviews
		1,209 % of Total: 100.00% (1,209)	1,209 % of Total: 100.00% (1,209)	
<input type="checkbox"/>	1. /Canbylibrary/library.htm	488	40.36%	
<input type="checkbox"/>	2. /Departments/develop_services/development_serv.htm	403	33.33%	
<input type="checkbox"/>	3. /Chap16/chap16.htm	179	14.81%	
<input type="checkbox"/>	4. /Departments/develop_services/planforms.htm	74	6.12%	
<input type="checkbox"/>	5. /Departments/pw_operations/streets_collections/SWMP.htm	33	2.73%	

EmailExportAdd to DashboardShortcut

▼

All Visits
100.00%



Visits
291

Unique Visitors
183

Pageviews
663

Pages / Visit
2.28

Avg. Visit Duration
00:03:13

Bounce Rate
56.36%

% New Visits
46.39%



Customize

Email

Export

Add to Dashboard

Shortcut

▼

All Visits

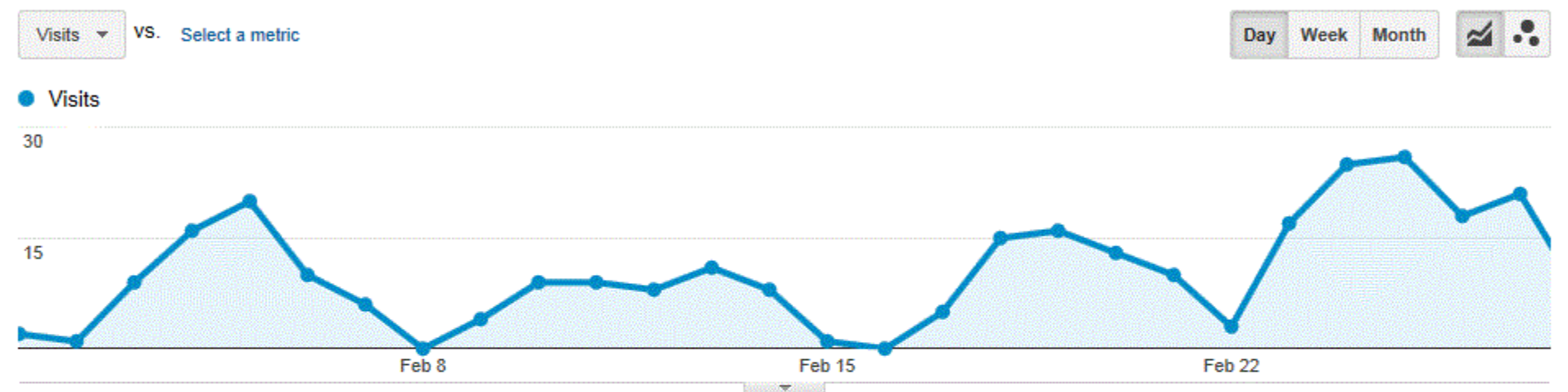
100.00%

Explorer

Summary

Site Usage

Ecommerce



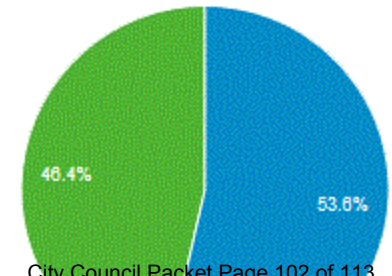
Primary Dimension: Visitor Type

Plot Rows

Secondary dimension

Sort Type: Default

advanced

Visitor Type		Visits	Visits	Contribution to total: Visits
		291	291	
		% of Total: 100.00% (291)	% of Total: 100.00% (291)	
<input type="checkbox"/>	1. Returning Visitor	156	53.61%	
<input type="checkbox"/>	2. New Visitor	135	46.39%	

Brower & OS

Customize Email Export Add to Dashboard Shortcut

All Visits
100.00%

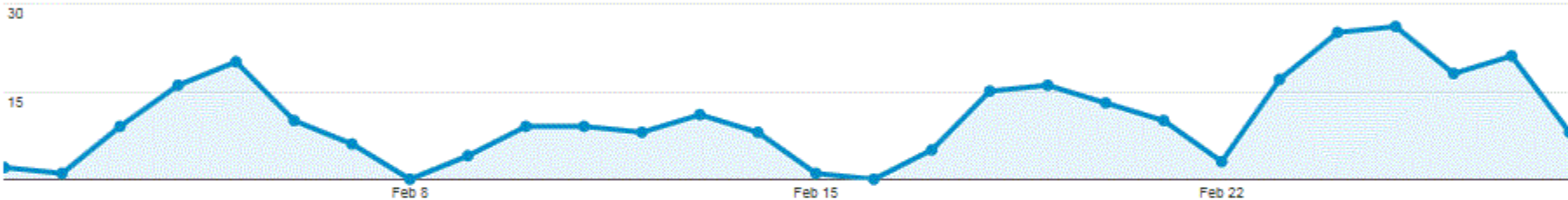
Explorer

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
		291	291	
		% of Total: 100.00% (291)	% of Total: 100.00% (291)	
<input type="checkbox"/>	1. Internet Explorer	138	47.42%	
<input type="checkbox"/>	2. Chrome	87	29.90%	
<input type="checkbox"/>	3. Safari	33	11.34%	
<input type="checkbox"/>	4. Firefox	27	9.28%	
<input type="checkbox"/>	5. Android Browser	4	1.37%	
<input type="checkbox"/>	6. Safari (in-app)	2	0.69%	

Customize

Email

Export

Add to Dashboard

Shortcut

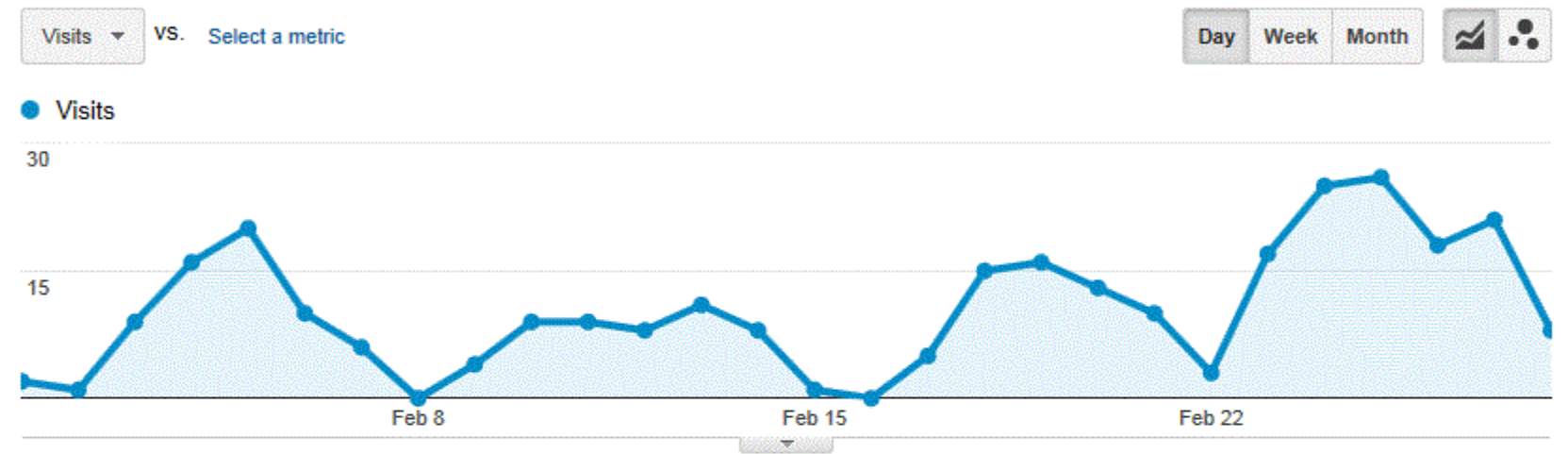
All Visits
100.00%

Explorer

Summary

Site Usage

Ecommerce



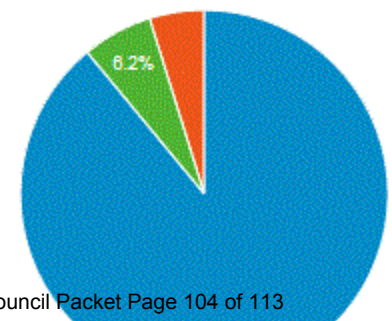
Primary Dimension: Device Category

Plot Rows

Secondary dimension

Sort Type: Default

advanced

<input type="checkbox"/> Device Category	Visits	Visits	Contribution to total: Visits
	291 % of Total: 100.00% (291)	291 % of Total: 100.00% (291)	
<input type="checkbox"/> 1. desktop	259	89.00%	
<input type="checkbox"/> 2. mobile	18	6.19%	
<input type="checkbox"/> 3. tablet	14	4.81%	

Devices

Feb 1, 2014 - Feb 28, 2014

Customize Email Export Add to Dashboard Shortcut

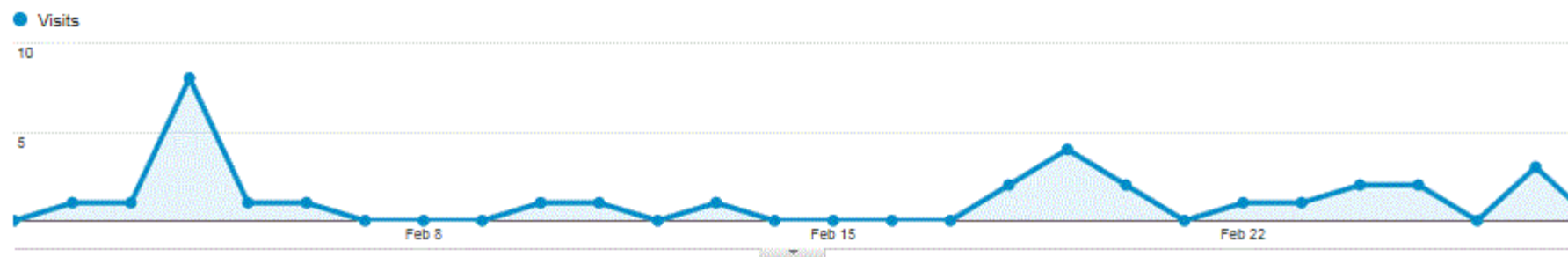


Explorer Map Overlay

Summary Site Usage Ecommerce

Visits ▼ vs. Select a metric

Day Week Month



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

Plot Rows Secondary dimension Sort Type: Default

Mobile Device Info		Visits	Visits	Contribution to total: Visits
		32 % of Total: 11.00% (291)	32 % of Total: 11.00% (291)	
<input type="checkbox"/>	1. Apple iPhone	12	37.50%	
<input type="checkbox"/>	2. Apple iPad	11	34.38%	
<input type="checkbox"/>	3. Asus Eee Pad TF201 Transformer Prime	2	6.25%	
<input type="checkbox"/>	4. (not set)	1	3.12%	
<input type="checkbox"/>	5. LG E970 Optimus G	1	3.12%	
<input type="checkbox"/>	6. Motorola MOTXT912B Droid Razr 4G	1	3.12%	
<input type="checkbox"/>	7. Motorola XT923 Droid Razr HD	1	3.12%	
<input type="checkbox"/>	8. Samsung GT-I9300 Galaxy S III	1	3.12%	
<input type="checkbox"/>	9. Samsung SCH-i905 Galaxy Tab 10.1 4G	1	3.12%	
<input type="checkbox"/>	10. Samsung SPH-L710 Galaxy S III	1	3.12%	

Email Export Add to Dashboard Shortcut

All Visits
100.00%

Explorer Navigation Summary In-Page

Pageviews vs. Select a metric

Day Week Month



Pageviews

800



400

2000

2010

2020

2030

2040

2050

Primary Dimension: Page Page Title Other

Plot Rows

Secondary dimension

Sort Type:

Default



advanced



Page

Pageviews



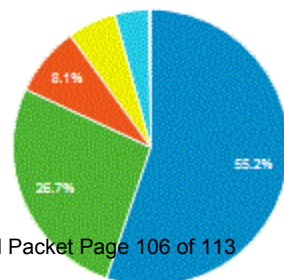
Pageviews

Contribution to total:

Pageviews



			663 % of Total: 100.00% (663)	663 % of Total: 100.00% (663)
<input type="checkbox"/>	1. /Departments/develop_services/development_serv.htm		366	55.20%
<input type="checkbox"/>	2. /Chap16/chap16.htm		177	26.70%
<input type="checkbox"/>	3. /Departments/develop_services/planforms.htm		54	8.14%
<input type="checkbox"/>	4. /Departments/pw_operations/streets_collections/SWMP.htm		38	5.73%
<input type="checkbox"/>	5. /Canbylibrary/library_board.htm		26	3.92%



City Council Packet Page 106 of 113

City of Canby Bi-Monthly Report

Department: Transit



For: the months of January & February, 2014

Date: March 7, 2014

Prepared by: Julie Wehling

Through: Amanda Zeiber, Interim City Administrator

1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) Quarterly reports and reimbursement requests were submitted to ODOT.
- c) MIS Report submitted to ODOT
- d) NTD Report submitted to ODOT
- e) In early January ODOT informed us of a nearly \$40,000 surplus New Freedom funds that will be available to us one time only. We expect a contract revision to arrive soon.
- f) Applications for Special Transportation Fund (STF) and Special Transportation Operating (STO) grant funds were submitted to TriMet on January 24, 2014. The two-year requests for STF and STO were \$241,925.00 and \$82,400 respectively. The Special Transportation Fund Advisory Committee will vote on the applications on March 7th.

2) Ridership:

Ridership for FY 2013-14 is down by 22.03 % as compared to the previous fiscal year. There were several errors in the numbers provided in the last report. Corrected numbers are shown in italics. The corrected numbers and the numbers for this report period are detailed below:

- a) 8,836 rides in November (*15.59%* fewer than November of 2012).
 - *1,567* demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 6.3% 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) 7,832 rides in December (*4.36%* fewer rides than December of 2012).
 - *1,603* demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 32.9% more rides than were provided during December of 2012.
 - 4,567 to Oregon City (3.79% fewer rides than December of 2012)
 - 1,662 to Woodburn (16.9% fewer rides than December of 2012).

- c) 8,591 rides in January (11.73% fewer than January of 2013).
 - 1,768 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 17.86% more than were provided during January of 2013.
 - 5,062 to Oregon City (13% fewer rides than January of 2013).
 - 1,761 to Woodburn (18.58% fewer rides than January of 2013)
- d) 7,219 rides in February (20.28% fewer rides than February of 2013).
 - 1,464 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 0.67% fewer rides than were provided during February of 2013.
 - 4,360 to Oregon City (21.47% fewer rides than February of 2013)
 - 1,395 to Woodburn (31.28% fewer rides than February of 2013).

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 eight 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 February show a 7.31 % increase over the same time period last year.

3) Updates:

- a) The Rider of the Month for January was an anonymous fixed-route rider. The rider of the month for February was Ellen Nelson a Dial-A-Ride customer. Each rider was given CAT memorabilia and a free pass of their choice.
- b) On January 20th the first of the two new Gillig 35 foot coaches went into service. The second Gillig and the new Dodge Grand Caravan Braun Entervan both went into service on January 28th.
- c) The search for adequate adjacent parking for the entire fleet of CAT buses is progressing.

4) Collisions

- a) No collisions in January or February.

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

- a) Julie Wehling attended meetings of the PTAC's Strategic Investment Workgroup on January 27th and February 24th.
- b) On January 28th Julie Wehling represented Canby Area Transit at meeting of the Clackamas County Transportation Advisory Committee (CTAC).
- c) The Transit Advisory Committee held their regular meetings on January 16th and February 20th.

- d) On February 26th Julie Wehling and Nancy Muller participated in an Easter Seals ADA training specific to Public Transportation via webinar.
- e) On February 28th Julie Wehling represented Canby Area Transit at an orientation/training for the Special Transportation Fund Advisory Committee (STFAC) members.
- f) On January 11th MV held a driver safety meeting. The February driver safety meeting was canceled due to inclement weather.



City of Canby Bi-Monthly Report Department: Wastewater Treatment Plant For Months of: January & February 2014

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Amanda Zeiber, Interim City Administrator/HR Director
Date: March 3, 2014

Facility Operations & Maintenance

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

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

- Replaced air diffusers in the North basins.
- Vemco temperature download and calibration.
- Repaired South R.A.S motor.
- Replaced U.V quartz tubes and wiper assembly on U.V unit #1.
- Replaced mixer in South basin and sent one in for repair.
- Repaired underground piping air leak on blowers.
- Changed and repaired several filter media on Eff. Filter.
- Installed additional foam control mechanisms on aeration basin.
- Winterized plant.
- Replaced one Recirculation pump and sent one out for repair.
- Replaced bearings on Biosolids conveyer.
- Replaced motor and gear box on biosolids bridge breaker.
- Started on moss control.
- Started dismantling Therma-Flite biosolids dryer for removal.
- 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

Jan.

- Pump Outs: 24
- Inspections: 1

Feb.

- Pump Outs: 23
- Inspections: 6

Biosolids Program:

- Belt press ran 17 days in January.
- 6 loads to Heard Farms, 153 wet tons.
- Belt press ran 16 days in February.
- 6 Loads to Heard Farms, 171 wet tons.

Daily Lab Activity

Monthly / Weekly NPDES Permit Tests

- TSS
- BOD
- CBOD
- Ammonia
- E-coli
- Alkalinity
- pH
- Total Flow
- UV Dosage

Monthly / Weekly Lab

- TSS
- Nitrite / Nitrate
- UV Transmittance
- Biosolids 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.
- Pretreatment meeting.
- Biosolids meeting.
- PW Staff Safety meeting.
- Energy Smart Industrial power evaluations.

Management Team Meeting Minutes
March 3, 2014
2:00 PM
City Hall Conference Room

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

Kim Scheafer

- Reviewed Agenda for March 5 URA Meeting

Amanda Zeiber

- Breakfast City staff meeting will be held on March 13. Information will be put in the paychecks.

Melissa Kelly

- Starting tomorrow bins will be used instead of bags from the Library network

Haley Fish

- General fund and internal service fund budgets are due by March 12
- She and Suzan Duffy will be at the OMFOA Conference next Monday – Wednesday
- Will be meeting with Bryan and Renate regarding VISA payments

Julie Wehling

- MV is hiring a new General Manager
- Out of office at a meeting Wednesday morning and on Friday

Renate Mengelberg

- Community Response Team met last week
- Will be using OpenCounter software soon
- An Industry Forum will be held at the end of March or early April

Bryan Brown

- Doing research regarding an Adult Foster Care that needs a Conditional Use Permit
- Swamped with applications. May do a PSA and hire a planner to help get applications processed.
- Cell tower company is interested in putting one on City property by the Police Department

Eric Laitinen

- Lots of activities are planned for spring break

Minutes taken by Kim Scheafer