



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

January 16, 2013

7:30 PM

Council Chambers
155 NW 2nd Avenue

Mayor Brian Hodson

Council President Tim Dale
Councilor Richard Ares
Councilor Traci Hensley

Councilor Greg Parker
Councilor Ken Rider

WORK SESSION

6:30 PM

City Hall Conference Room
182 N Holly

This Work Session will be attended by the Mayor and City Council to receive a mid-year budget review.

CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER - 6:00 PM – City Hall Conference Room** – The Council will immediately go into Executive Session with a Work Session at 6:30 PM and the Regular Session following at 7:30 PM in the Council Chambers.
2. **EXECUTIVE SESSION:** ORS 192.660(2)(e) Real Property
3. **OPENING CEREMONIES – 7:30 PM – Council Chambers**
 - A. Pledge of Allegiance and Moment of Silence
4. **COMMUNICATIONS**
5. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

8. CONSENT AGENDA

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

- A. Approval of Minutes of the January 2, 2013 City Council Regular Meeting
- B. Approval of Minutes of the January 2, 2013 City Council Special Meeting
- C. Reappointment to Canby Utility Board Pg. 17
- D. Reappointment to Transit Advisory Committee Pg. 18

9. PUBLIC HEARING

- A. Transportation and Park SDC Methodologies and Fee Update Pg. 19

10. RESOLUTIONS & ORDINANCES

- A. Res. 1149, Amending the Methodologies and Fees for Transportation and Parks System Development Charges Pg. 20

11. NEW BUSINESS

12. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

13. CITIZEN INPUT

14. ACTION REVIEW

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

16. 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 OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.



M E M O R A N D U M

TO: Mayor Brian Hodson and City Council
FROM: Haley Fish, Finance Director
DATE: January 16, 2013
THROUGH: Greg Ellis, City Administrator
RE: Mid-Year Budget Review Workshop

Attached please find the Budget Review as of 12/31/12. It outlines the budget as adopted for fiscal year 2013, the actual expenditures as of 12/31/12 and the corresponding percentage of revenue/expense realized as of 12/31/12. Brief notes are included where considered constructive.

In general planning and building revenues and corresponding expenses are low due to lack of activity. Capital line items are project based and therefore not expected to conform to uniform disbursement throughout the year and materials and service expense is operating at a one month lag based on timing of invoicing and depending on the department may be seasonal. The results of this review as well as additional input from budget preparers are being incorporated into a potential supplemental budget or budget transfer resolution which is expected to be presented in February.

You are encouraged to provide questions in writing to Haley Fish at FishH@ci.canby.or.us in advance of the workshop to allow staff time to research specifics.

City of Canby
Budget Review as of 12/31/2012

GENERAL FUND - 100

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>	
Cash Carryover	1,292,855	1,587,095	122.76%	
<u>General Revenue</u>				
Property Tax-Current	3,724,596	3,325,648	89.29%	Expecting \$51,000 shortfall
Property Tax-Prior Years	105,101	92,728	88.23%	
CU In Lieu Of Taxes	570,000	251,178	44.07%	only 5 months recorded
Franchise Fees	678,300	191,848	28.28%	only one quarter received
Shared Revenues From State	350,000	129,044	36.87%	only one quarter received
All Other	17,500	60,965	348.37%	FEMA pass thru grant
Interest	8,400	2,629	31.30%	
Total General Revenue and Cash Carryover	6,746,752	5,641,135	83.61%	
<u>Administration Revenue</u>				
Business Licenses	57,050	23,640	41.44%	
<u>Court Revenue</u>				
Fines	276,000	150,940	54.69%	
Traffic Safety	65,000	10,471	16.11%	
Court & City Costs/Attorney Reimbursements	26,175	13,281	50.74%	
Past Due Collections	10,000	-	0.00%	
Helmets & Carseats	2,000	405	20.25%	
Total Court Revenue	379,175	175,097	46.18%	only 5 months recorded due to change in process
<u>Planning Revenue</u>				
Land Use Applications	15,000	4,540	30.27%	
All Other	18,600	2,331	12.53%	
Total Planning Revenue	33,600	6,871	20.45%	
<u>Parks Revenue</u>				
All Other	500	535	107.00%	
<u>Building Revenue</u>				
Permits	15,000	4,215	28.10%	
Fees	250	-	0.00%	
Total Building Revenue	15,250	4,215	27.64%	

City of Canby
Budget Review as of 12/31/2012

GENERAL FUND - 100 (continued)

	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
<u>Police Revenue</u>			
CSD-Shared SRO Reimbursement	60,188	24,075	40.00%
Grants	8,000	8,830	110.38%
Vehicle Release/Tow Fees	10,000	5,375	53.75%
Alarm Permit Fees	8,000	4,145	51.81%
Donations	500	2,000	400.00%
All Other	5,500	3,422	62.22%
Total Police Revenue	92,188	47,847	51.90%
<u>Cemetery Revenue</u>			
Grave, Liner, Marker Sales & Fees	40,010	23,040	57.59%
Mausoleum Sales, Name Bars & Fees	12,000	7,571	63.09%
All Other	2,400	2,175	90.63%
Total Cemetery Revenue	54,410	32,786	60.26%
<u>Finance Revenue</u>			
Overhead Transfer In From Other Funds	859,562	429,781	50.00%
Total General Fund Revenue	8,238,487	6,361,907	77.22%
Expenditures			
			<i>% Expended</i>
<u>Administration Department</u>			
Personal Services	623,993	302,397	48.46%
Materials & Services	336,928	290,429	86.20% FEMA pass thru grant
Transfers	432,408	345,522	79.91% 100% of lib and debt transfers complete
Total Admin. Dept. Expenditures	1,393,329	938,348	67.35%
<u>Court Department</u>			
Personal Services	231,259	128,574	55.60% increased cost due to retirement
Materials & Services	59,595	27,641	46.38%
Capital	-	15,950	-100.00% includes encumbrance for Court furniture
Transfers	14,349	7,175	50.00%
Total Court Dept. Expenditures	305,203	179,340	58.76%

City of Canby
Budget Review as of 12/31/2012

GENERAL FUND - 100 (continued)

	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Expended</i>
<u>Planning Department</u>			
Personal Services	288,420	145,738	50.53%
Materials & Services	99,065	8,681	8.76%
Transfers	14,349	7,174	50.00%
Total Planning Dept. Expenditures	401,834	161,593	40.21%
<u>Parks Department</u>			
Personal Services	410,204	173,866	42.39%
Materials & Services	65,225	23,538	36.09%
Transfers	55,783	27,892	50.00%
Total Parks Dept. Expenditures	531,212	225,296	42.41%
<u>Building Department</u>			
Personal Services	67,174	32,934	49.03%
Materials & Services	9,165	4,148	45.26%
Transfers	86,149	43,075	50.00%
Total Building Dept. Expenditures	162,488	80,157	49.33%
<u>Police Department</u>			
Personnal Services	3,635,698	1,751,050	48.16%
Materials & Services	252,250	130,685	51.81%
Transfers	493,095	246,548	50.00%
Total Police Dept. Expenditures	4,381,043	2,128,283	48.58%
<u>Cemetery Department</u>			
Personal Services	4,971	2,415	48.58%
Materials & Services	101,400	53,612	52.87%
Total Cemetery Dept. Expenditures	106,371	56,027	52.67%
<u>Finance Department</u>			
Personal Services	401,108	201,283	50.18%
Materials & Services	87,150	42,457	48.72%
Transfers	23,349	11,675	50.00%
Total Finance Dept. Expenditures	511,607	255,415	49.92%
Contingency	445,400	-	0.00%
Total General Fund Expenditures	8,238,487	4,024,459	48.85%
Net Revenue Over Expenditures		2,337,448	

City of Canby
Budget Review as of 12/31/2012

LIBRARY FUND - 201

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
Cash Carryover	206,061	238,119	115.56%
Clackamas Co. Library District	696,730	-	0.00%
Transfer From General Fund	70,000	70,000	100.00%
Grants & Donations	24,500	26,518	108.24%
Interest	400	247	61.75%
Miscellaneous-Library	23,000	11,193	48.67%
All Other	3,500	2,783	79.51%
Total Library Fund Revenue	1,024,191	348,860	34.06%
Expenditures			<i>% Expended</i>
Personal Services	631,378	297,420	47.11%
Materials & Services	144,600	59,629	41.24%
Transfers	156,403	78,201	50.00%
Contingency	91,810	-	0.00%
Total Library Fund Expenditures	1,024,191	435,250	42.50%
Net Revenue Over Expenditures		(86,390)	

City of Canby
Budget Review as of 12/31/2012

STREETS FUND - 202

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
Cash Carryover	601,393	677,296	112.62%
State Highway Fund	870,000	373,233	42.90% only 5 months recorded
Local Gas Tax	253,000	103,708	40.99% only 5 months recorded
Street Maintenance Fee	528,000	263,954	49.99%
Interest Revenue	3,000	1,725	57.50%
All Others	13,198	15,499	117.43%
Total Streets Fund Revenue	2,268,591	1,435,415	63.27%
Expenditures	<i>% Expended</i>		
Personal Services	420,552	190,758	45.36%
Materials & Services	201,560	67,341	33.41%
Capital	34,000	-	0.00%
Transfers	1,323,932	363,494	27.46% revenue transfers done in March
Contingency	306,547	-	0.00%
Total Streets Fund Expenditures	2,286,591	621,593	27.18%
Net Revenue Over Expenditures		813,822	

City of Canby
Budget Review as of 12/31/2012

FLEET SERVICES FUND - 204

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>	
Cash Carryover	331,859	404,235	121.81%	
Lease Proceeds	90,000	-	0.00%	New Police vehicle lease not yet recorded
Interest	800	1,223	152.88%	
Miscellaneous	3,300	710	21.52%	
Canby Adult Center	15,500	3,386	21.85%	4 months billed
Transfers	984,550	492,275	50.00%	
Total Fleet Services Revenue	1,426,009	901,829	63.24%	
Expenditures			<i>% Expended</i>	
Personal Services	223,342	100,842	45.15%	
Materials & Services	694,603	217,046	31.25%	
Transfers	192,680	96,340	50.00%	
Capital	192,789	32,207	16.71%	New Police vehicle lease not yet recorded
Contingency	122,595	-	0.00%	
Total Fleet Services Expenditures	1,426,009	446,435	31.31%	
Net Revenue Over Expenditures		455,394		

911 EMERGENCY FUND - 208

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>	
Cash Carryover	23,081	24,453	105.94%	
911 Excise Tax	76,000	19,192	25.25%	only one quarter received
Interest	20	24	120.00%	
OP Transfer In From Police	72,000	36,000	50.00%	
Total 911 Emergency Fund Rev.	171,101	79,669	46.56%	
Expenditures			<i>% Expended</i>	
Materials & Services	170,501	154,961	90.89%	incl encumbered, mid- yr cost reduction recognized
Transfers	600	300	50.00%	
Total 911 Emergency Fund Expend.	171,101	155,261	90.74%	
Net Revenue Over Expenditures		(75,592)		

City of Canby
Budget Review as of 12/31/2012

PARKS DEVELOPMENT FUND - 215

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
Cash Carryover	886,555	919,735	103.74%
SDC's	152,620	38,254	25.06%
IF Loan Principal & Interest	17,067	8,534	50.00%
Interest	4,500	2,431	54.02%
Miscellaneous/Donations	5,000	627	12.54%
Total Parks Development Revenue	1,065,742	969,581	90.98%
Expenditures			<i>% Expended</i>
Materials & Services	5,000	-	0.00%
Capital	1,060,142	65,721	6.20%
Transfers	600	300	50.00%
Total Parks Development Expend.	1,065,742	66,021	6.19%
Net Revenues Over Expenses		903,560	

LIBRARY ENDOWMENT FUND - 216

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
Cash Carryover	135,365	135,412	100.03%
Interest	650	366	56.31%
Total Library Endowment Revenue	136,015	135,778	99.83%
Expenditures			<i>% Expended</i>
Capital	135,415	-	0.00%
Transfers	600	300	50.00%
Total Library Endowment Expend.	136,015	300	0.22%
Net Revenues Over Expenditures		135,478	

City of Canby
Budget Review as of 12/31/2012

CEMETERY PERPETUAL CARE FUND - 223

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
Cash Carryover	783,757	789,113	100.68%
Perpetual Care: Current Sales	10,600	12,005	113.25%
Transfer In-Mausoleum IF Loan Payments	24,636	12,318	50.00%
Interest	3,500	2,170	62.00%
Total Perpetual Care Revenues	822,493	815,606	99.16%
Expenditures			<i>% Expended</i>
Unappropriated ending fund balance	821,893	-	0.00%
Transfers	600	300	50.00%
Total Perpetual Care Expenditures	822,493	300	0.04%
Net Revenues Over Expenditures		815,306	

FACILITIES FUND - 227

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
Cash Carryover	75,695	96,838	127.93%
Canby Utility	1,800	318	17.67%
Interest	400	327	81.75%
Transfers	263,036	131,518	50.00%
Total Facilities Fund Revenue	340,931	229,001	67.17%
Expenditures			<i>% Expended</i>
Personal Services	92,482	44,965	48.62%
Materials & Services	106,954	66,253	61.95% includes encumbered amounts
Capital	82,800	60,419	72.97% includes encumbered amounts
Transfers	3,000	1,500	50.00%
Contingency	55,695	-	0.00%
Total Facilities Fund Expend.	340,931	173,137	50.78%
Net Revenues Over Expenses		55,864	

City of Canby
Budget Review as of 12/31/2012

FORFEITURE FUND - 229

	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
Revenue			
Cash Carryover	14,008	13,587	96.99%
Forfeiture Funds	2,000	490	24.50%
Interest	110	139	126.36%
Total Forfeiture Fund Revenues	16,118	14,216	88.20%
Expenditures			<i>% Expended</i>
Materials & Services	16,118	419	2.60%
Net Revenues Over Expenditures		13,797	

TECHNICAL SERVICES FUND - 231

	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
Revenue			
Cash Carryover	223,798	232,838	104.04%
Interest	1,200	664	55.33%
Operational Transfers In	239,152	119,576	50.00%
Reserves Transfers In	29,000	14,500	50.00%
Total Tech. Services Revenue	493,150	367,578	74.54%
Expenditures			<i>% Expended</i>
Personal Services	104,085	50,115	48.15%
Materials & Services	192,980	65,850	34.12%
Transfers	2,087	1,044	50.02%
Capital	172,095	8,172	4.75%
Contingency	21,903	-	0.00%
Total Tech. Services Expenditures	493,150	125,181	25.38%
Net Revenue Over Expenditures		242,397	

City of Canby
Budget Review as of 12/31/2012

TRANSIT FUND - 240

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>	
Cash Carryover	47,199	275,783	584.30%	
Grants	701,994	748,728	106.66%	Est. adtl \$500K revenue due to BETC credits
Transit Tax	916,875	272,861	29.76%	Mainly includes first quarter
Transfer In From General Fund	250,000	250,000	100.00%	
Interest	500	1,284	256.80%	
All Other	700	360	51.43%	
Total Transit Revenue	1,917,268	1,549,016	80.79%	
Expenditures			<i>% Expended</i>	
Personal Services	147,269	70,574	47.92%	
Materials & Services	825,020	400,599	48.56%	
Capital	254,842	52,406	20.56%	
Transfers	566,666	283,333	50.00%	
Contingency	123,471	-	0.00%	
Total Transit Expenditures	1,917,268	806,912	42.09%	
Net Revenues Over (Under) Exp.		742,104		

City of Canby
Budget Review as of 12/31/2012

SWIM CENTER LEVY FUND - 275

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>	
Cash Carryover	157,430	172,008	109.26%	
Property Tax Levy -Current Year	522,715	454,357	86.92%	Expecting \$21,000 shortfall
Property Tax Levy Prior Years	8,500	11,141	131.07%	
Net Pool Fees	170,000	77,115	45.36%	
Pool Concessions	2,600	1,724	66.31%	
Interest	800	431	53.88%	
Total Swim Center Revenue	862,045	716,776	83.15%	
Expenditures			<i>% Expended</i>	
Personal Services	435,178	226,772	52.11%	
Materials & Services	123,380	47,579	38.56%	
Capital	13,000	14,065	108.19%	Repair over estimate
Transfers	97,624	48,811	50.00%	
Contingency	192,863	-	0.00%	
Total Swim Center Expenditures	862,045	337,227	39.12%	
Net Revenue Over Expenditures		379,549		

City of Canby
Budget Review as of 12/31/2012

URBAN RENEWAL GENERAL FUND - 280				
Revenue	Budget	6 Month Actual	% Received	
Cash Carryover	2,937,281	4,165,139	141.80%	Add'l carryover due to timing of Police Bldg exp
Debt Proceeds	1,860,000	15,179,711	816.11%	
OP Transfer In From UR Debt Service Fund	522,000	261,000	50.00%	
Interest	10,000	11,098	110.98%	
All Other	100	78	78.00%	
Total UR General Fund Revenue	5,329,381	19,617,026	368.09%	
Expenditures	% Expended			
Materials & Services	514,462	493,567	95.94%	incl encumbered; over due to bond costs
Capital	4,664,919	3,556,576	76.24%	incl encumbered; timing of Police Bldg exp
Contingency	150,000	-	0.00%	
Transfers	-	2,212,853	-100.00%	for loan payoffs from bond proceeds
Total UR General Fund Expend.	5,329,381	6,262,996	117.52%	
Net Revenue Over Expenditures		13,354,030		

URBAN RENEWAL DEBT SERVICE FUND - 283			
Revenue	Budget	6 Month Actual	% Received
Cash Carryover	145,210	148,415	102.21%
Tax Increment - Current Year	1,950,000	1,920,223	98.47%
Tax Increment - Prior Years	33,000	46,052	139.55%
Walnut St. LID Principal & Interest	57,490	28,745	50.00%
Hazel Dell Way LID Principal & Interest	11,971	5,986	50.00%
Bond Interest Rebate (ARRA)	64,932	-	0.00%
Interest	1,200	844	70.33%
Transfers	-	2,212,853	-100.00%
for loan payoffs from bond proceeds			
Total UR Debt Service Revenue	2,263,803	4,363,118	192.73%
Expenditures	% Expended		
Debt Service	1,741,803	3,059,756	175.67%
OP Transfer to UR General Fund	522,000	261,000	50.00%
Total UR Debt Service Expenditures	2,263,803	3,320,756	146.69%
Net Revenue Over Expenditures		1,042,362	

City of Canby
Budget Review as of 12/31/2012

DEBT SERVICE FUND - 290

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>	
Cash Carryover	4,830	5,575	115.42%	
Interest	100	433	433.00%	
Transfers	332,367	281,728	84.76%	
Total UR Debt Service Revenue	337,297	287,736	85.31%	
Expenditures			<i>% Expended</i>	
Materials & Services	115,297	113,001	98.01%	Current year payments complete
Debt Service	79,020	74,019	93.67%	Current year payments complete
Transfers	142,980	71,490	50.00%	
Total UR Debt Service Expenditures	337,297	258,510	76.64%	
Net Revenue Over Expenditures		29,226		

STREET RESERVE FUND - 420

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>	
Cash Carryover	1,085,153	1,005,555	92.66%	
Grant Revenue	161,500	164,266	101.71%	
SDC's	135,056	29,914	22.15%	
Interest	7,500	1,297	17.29%	
Transfers	967,400	164,000	16.95%	
Total Street Reserve Revenue	2,356,609	1,365,032	57.92%	
Expenditures			<i>% Expended</i>	
Capital	2,356,009	1,309,311	55.57%	
Transfers	600	300	50.00%	
Total Street Reserve Expenditures	2,356,609	1,309,611	55.57%	
Net Revenues Over Expenses		55,421		

City of Canby
Budget Review as of 12/31/2012

CAPITAL RESERVE FUND - 427

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
Cash Carryover	71,647	60,809	84.87%
Interest	400	233	58.25%
Miscellaneous	53,631	24,373	45.45%
Transfers	150,000	75,000	50.00%
Total Capital Reserve Revenue	275,678	160,415	58.19%
Expenditures			<i>% Expended</i>
Capital	275,678	27,752	10.07%
Net Revenue Over Expenditures		<u>132,663</u>	

SEWER COMBINED FUND - 306

Revenue	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Received</i>
<u>Program Revenue</u>			
Cash Carryover	2,338,131	2,620,851	112.09%
Interest	10,000	6,102	61.02%
Miscellaneous	-	701	100.00%
Total Program Revenues	2,348,131	2,627,654	111.90%
<u>Operations Revenue</u>			
Service Charge	3,240,000	1,631,096	50.34%
<u>Reserves Revenue</u>			
SDC's	100,276	30,769	30.68%
IF Loan Transfer In From LID #0100 Fund	101,277	50,638	50.00%
Total Reserves Revenue	201,553	81,407	40.39%
Total Sewer Combined Revenue	5,789,684	4,340,157	74.96%

City of Canby
Budget Review as of 12/31/2012

SEWER COMBINED FUND - 306 (continued)			
	<i>Budget</i>	<i>6 Month Actual</i>	<i>% Expended</i>
Sewer Expenditures			
Personal Services	598,716	288,665	48.21%
Materials & Services	750,750	248,234	33.06%
Transfers	684,562	468,058	68.37%
Contingency	253,875	-	0.00%
Total Sewer Expenditures	2,287,903	1,004,957	43.92%
Sewer Collections Expenditures			
Personal Services	267,947	135,609	50.61%
Materials & Services	89,130	7,983	8.96%
Transfers	149,969	74,984	50.00%
Total Sewer Collection Expenditures	507,046	218,576	43.11%
Stormwater Expenditures			
Personal Services	133,498	61,287	45.91%
Materials & Services	77,350	11,205	14.49%
Transfers	85,928	42,964	50.00%
Total Sewer Collection Expenditures	296,776	115,456	38.90%
Sewer Debt Service Expenditures			
Sewer Bond Principal & Interest	564,925	269,638	47.73%
Sewer Reserve Expenditures			
Materials & Services	115,000	-	0.00%
Capital	2,017,434	323,998	16.06%
Transfers	600	300	50.00%
Total Sewer Reserve Expenditures	2,133,034	324,298	15.20%
Total Sewer Combined Expenditures	5,789,684	1,932,925	33.39%
Total Sewer Combined Fund Net Revenue Over Expenditures		<u>2,407,232</u>	

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

Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or email to the addresses listed below.

Date: January 4, 2013

Name: Robert C. Cornelius

Occupation: Retired

Home Address:

Employer: N/A

Position: N/A

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Canby Utility Board Member - Reappointment

What are your community interests (committees, organizations, special activities)? I live here in Canby and am interested in what is happening in and being planned for Canby in a wide variety of areas. I have attended most City Council meetings since 2007 and Canby Utility Board meetings since mid 2008. I wish to serve a second term on the Canby Utility Board.

Experience and educational background: Experience - A long time ago, I owned my own service station business. After graduating from college I entered the U. S. Air Force, holding Administrative Management and Squadron Commander positions; retiring as a Major with 20 years service. I worked for Clackamas County for over 17 years retiring as an Administrative Analyst II. While there I worked in various administrative positions in the Finance Department; and in the Facilities Management Division where some of my responsibilities were budgeting, conducting the County Utilities (electricity, water, natural gas, and garbage) programs, special projects administration, security systems, and contracting.

Education: High School Diploma from South Eugene High School in 1959. Bachelor of Science Degree from Portland State College in 1966. Master of Arts from Pacific Lutheran University in 1981.

Reason for your interest in this position: Since I have a background in electric and water programs, budgeting, managing organizations, and working with and through people; I would like to use my experience to assist in providing a viable and positive future for Canby Utilities, the City, and its Citizens for a second term on the Canby Utility Board.

List any other City or County positions on which you serve or have served: Completing my first term as a member of the Canby Utility Board

Information on any special membership requirements: None

Referred by (if applicable): N/A

RECEIVED

JAN 04 2013

CITY OF CANBY

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

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

RECEIVED

JAN 08 2013

CITY OF CANBY

Date: 01-08-2013Name: Donald E. Smeback Occupation: Ret.Home Address: Canby OR.Employer: Ret. Position: N/A

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

For which position are you applying? Reappointment to TransitAdvisory Committee, which expires March 31, 2013

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

Public TransportationExperience and educational background: Member, Transit AdvisoryCommittee (CAT). Clackamas Community CollegeReason for your interest in this position: We (my wife + I) both use CATService as our main mode of Transportation. As a resultI feel that I have a good understanding of the needsof those that must use public Transportation

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

Information on any special membership requirements: _____

Referred by (if applicable): Julie Wehling

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



M E M O R A N D U M

TO: Honorable Mayor Hodson and City Council
FROM: Matilda Deas, AICP, Senior Planner
DATE: January 2, 2013
THROUGH: Greg Ellis, City Administrator

Issue:

Update the Methodology and System Development Charges for Transportation and Parks by adopting Resolution 1149.

Synopsis:

The City of Canby engaged the services of FCS Group to update the City's System Development Charge methodologies for both Transportation and Parks. ORS 223.297-314 provides the legal framework for the imposition of SDCs in order to provide equitable funding for orderly growth and development in Oregon's communities. The City last updated its Transportation SDC methodology in 2001, and its Park's SDC methodology in 2004. Since then there have been nominal annual adjustments to account for inflation as allowed by Resolution 748, which was approved in 2001.

At the October 17th joint City Council/Planning Commission workshop, John Ghilarducci from FCS Group presented the Draft SDC Update Methodology Reports and addressed Council and Commissioner concerns.

Recommendation:

Staff recommends the City Council approve Resolution 1149, a resolution that would amend the Methodology and System Development Charges for Transportation and Parks based on the SDC studies completed by FSC Group.

Motion:

"I MOVE TO ADOPT RESOLUTION 1149, A RESOLUTION ADOPTING THE METHODOLOGIES AND SYSTEM DEVELOPMENT CHARGES FOR TRANSPORTATION AND PARKS BASED ON THE SDC STUDIES COMPLETED BY FCS GROUP."

Options:

1. **Adopt the Transportation and Park methodologies and SDCs as proposed.** The changes would take effect the day after the Council's adoption. Any application made as of that day would pay the new rates. Any application already filed would pay the old rates.
2. **Phase in the SDC's over time** The Council may choose to lessen the impact of the new rates by setting a schedule for the phasing in of charges. For example, 50%
3. **Adopt a "waiting period" or grandfather projects already in the works.** This would be another way to lessen the impact of the new charges. They could take effect in any time period-four weeks or four months.
4. **Adopt only some of the SDC's or some combination of the above.**

Attached: Resolution 1149; Exhibit "A"; Exhibit "B"

RESOLUTION NO. 1149

A RESOLUTION AMENDING THE METHODOLOGIES AND FEES FOR TRANSPORTATION AND PARKS SYSTEM DEVELOPMENT CHARGES

WHEREAS, the Canby City Council has determined by Ordinance No. 867 that a charge shall be imposed upon new development for acquiring funds for capital improvements, and for reimbursement of constructed excess capacity to the City's Transportation and Park system; and

WHEREAS, said Ordinance No. 867 provides that methodology and charges for capital acquisition, improvements, and reimbursements be established and amended by resolution; and

WHEREAS, ORS 310.145 requires that a governing body, when adopting or amending a fee resolution imposing new rates, may include a provision classifying said fees as subject to or not subject to the limitations set in Section 11 (b), Article XI of the Oregon Constitution; and

RESOLVED, that the following methodology for system development charges for the City of Canby, attached here to as Exhibit "A" and Exhibit "B" be adopted to amend the current sanitary sewer and stormwater system development charges effective immediately.

BE IT FURTHER RESOLVED that, except as otherwise specified in Ordinance 867, future changes to the methodology and charges resulting solely from inflationary cost impacts shall be measured and calculated annually by the City Recorder and charged according based upon changes in the Engineering News Record Construction Cost Index (ENR Index) of Portland, Oregon, with the current ENR Index as of enactment of this Resolution to be used for the basis of future calculations.

BE IT FURTHER RESOLVED that the Canby City Council hereby classifies the charges imposed herein as not being subject to the limitations imposed by Section 11 (b), Article XI of the Oregon Constitution and that the City Recorder is hereby directed to publish notice in accordance with ORS 310.145.

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

- (1) The Canby City Council adopts the City of Canby Transportation and Park System Development Charges as attached hereto as Exhibit "A" and Exhibit "B".

This resolution shall take effect January 16, 2013.

ADOPTED BY THE CANBY CITY COUNCIL, at a regular meeting thereof on
January 16, 2013.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

Exhibit "A"

Canby, Oregon



Draft Report for PARKS AND RECREATION SYSTEM DEVELOPMENT CHARGE STUDY

October, 2012

FCS GROUP

4380 SW Macadam Ave. Suite 220
Portland, OR 97239
T: 503.841.6543 | F: 503.841.6573

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recycled plastic bottles.

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SECTION I: BACKGROUND

This section describes the policy context and project scope upon which the body of this report is based.

A. POLICY

Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish system development charges (SDCs). These are one-time fees on new development, and they are paid at the time of development. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth.

ORS 223.299 defines two types of SDC:

- A reimbursement fee that is designed to recover “costs associated with capital improvements already construct, or under construction when the fee is established, for which the local government determines that capacity exists”
- An improvement fee that is designed to recover “costs associated with capital improvements to be constructed”

ORS 223.304(1) states, in part, that a reimbursement fee must be based on “the value of unused capacity available to future system users or the cost of existing facilities” and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must “promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.” A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or that do not otherwise increase capacity for future users, may not be included in the improvement fee calculation. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

B. PROJECT

The City last revised its methodology for parks and recreation SDCs in 2004. In 2011, the City contracted with FCS GROUP to update its parks and recreation SDCs.

We approached this project as a series of three steps:



- **Framework for Charges.** In this step, we worked with City staff to identify and agree on the approach to be used and the components to be included in the analysis.
- **Technical Analysis.** In this step, we worked with City staff to isolate the recoverable portion of planned facility costs and calculate draft SDC rates.
- **Draft Methodology Report Preparation.** In this step, we documented the calculation of the draft SDC rates included in this report.

SECTION II: METHODOLOGY

This section provides a non-numeric overview of the calculations that result in SDC rates.

A. REIMBURSEMENT FEE

In order for a reimbursement fee to be calculated, excess (i.e., not currently utilized) capacity must be available to serve future growth. Our analysis of the current inventory of parks and the level of service standards in the master plan indicates that the City currently has no excess capacity in its parks system. Therefore, no basis for a reimbursement fee exists.

B. IMPROVEMENT FEE

The improvement fee is the cost of capacity-increasing capital projects per unit of growth that those projects will serve. The unit of growth, whether number of new residents or number of new employees, is the basis of the fee. In reality, the capacity added by many projects serves a dual purpose of both meeting existing demand and serving future growth. To compute a compliant SDC rate, growth-related costs must be isolated, and costs related to current demand must be excluded.

We have used the “capacity approach” to allocate costs to the improvement fee basis. Under this approach, the cost of a given project is allocated to growth in proportion to the growth-related capacity that projects of a similar type will create. For example, suppose that a city’s master plan included the acquisition and development of 100 acres of new neighborhood parks. Suppose further that our analysis determined that 30 acres were required to meet existing demand, and 70 acres were required to serve future users. In that case, only 70 percent of the cost for any new neighborhood park would be eligible for recovery with an improvement fee.

Growth should be measured in units that most directly reflect the source of demand. In the case of parks, the most applicable units of growth are population and, where appropriate, population equivalents. However, the units in which demand is expressed may not be the same as the units in which SDC rates are charged. Many SDCs, for example, are charged in the basis of dwelling units. Therefore, conversion is often necessary from units of demand to units of payment. For example, using an average number of residents per household, the number of new residents can be converted to the number of new dwelling units.

C. COMPLIANCE COSTS

ORS 223.307(5) authorizes the expenditure of SDCs on “the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.” To

avoid spending monies for compliance that might otherwise have been spent on growth-related projects, this report includes an estimate of compliance costs in its SDC rates.

D. SUMMARY

In general, SDC rates are calculated by adding the reimbursement fee (if applicable) component, improvement fee component, and compliance cost component. Each component is calculated by dividing the eligible cost by the growth of units of demand. The unit of demand becomes the basis of the charge. **Exhibit 1** shows this calculation in equation format:

SDC Equation					Exhibit 1	
Eligible costs of excess capacity in existing facilities	+	Eligible costs of capacity- increasing capital improvements	+	Costs of complying with Oregon SDC law	=	SDC per unit of growth in demand
<hr/> Units of growth in demand (e.g., new residents)						

Section III of this report provides detailed calculations related to growth in demand, which is the denominator in the SDC equation. **Section IV** of this report provides detailed calculations on eligible costs, which is the numerator in the SDC equation.

SECTION III: GROWTH CALCULATION

This section provides detailed calculations related to growth in demand, which is the denominator in the SDC equation.

A. RELEVANT TYPES OF GROWTH

Parks and recreation facilities benefit City residents, businesses, non-resident employees, and visitors. The methodology used to update the City's parks and recreation SDCs establishes the required connection between the demands of growth and the SDC by analyzing the proportionate need of residents and employees for such facilities. The SDCs to be paid by a development meet statutory requirements because they are based on the nature of the development and the extent of the impact of that development on the types of park and recreation facilities for which they are charged. The Parks and Recreation SDCs are calculated based on the specific impact a development is expected to have on the City's population and employment.

B. POPULATION GROWTH

Having established the relevance of population, we now quantify expected growth in population and convert the result to dwelling units.

B.1 Expected Growth

Exhibit 2 shows our population growth projections as calculated from both (1) data provided by the Population Research Center at Portland State University and (2) the assumptions of the transportation system plan (TSP).

Growth in Population			Exhibit 2
Row	Description	Calculation	Value
a.	Population in 2012	Note 1	15,830
b.	Population in 2030	Note 2	26,100
c.	Compound average growth rate	$((b/a)^{(1/(2030-2012))})-1$	2.82%
d.	Population in 2032	$b*((1+c)^{(2032-2030)})$	27,591
e.	Growth from 2012 to 2032	d-a	11,761
Notes:			
1. PSU Population Research Center estimate for July 1, 2011			
2. Canby TSP, Appendix G			

B.2 Conversion to Dwelling Units

Residential SDCs are initially calculated based on costs per capita but are ultimately charged based on dwelling units. To convert population to dwelling units, we analyzed data gathered for Canby

from the most recent American Community Survey conducted by the U. S. Census Bureau. **Exhibit 3** shows the resulting conversion factors:

Residents per Dwelling Unit		Exhibit 3
Type of Dwelling Unit		Residents
Single-family		2.87
Multi-family		2.99
Manufactured		2.40
Source: 2006-10 American Community Survey		
Table B25024 (units in structure)		
Table B25033 (pop. in occupied housing units)		

C. EMPLOYMENT GROWTH

Having established the relevance of employment, we now quantify expected growth in employment. **Exhibit 4** shows our population growth projections as calculated from the data and assumptions of the TSP.

Growth in Employment			Exhibit 4
Row	Description	Calculation	Value
a.	Employment in 2009	Note 1	3,965
b.	Employment in 2030	Note 1	8,588
c.	Compound average growth rate	$((b/a)^{(1/(2030-2009))})-1$	3.75%
d.	Employment in 2012	$a*((1+c)^{(2012-2009)})$	4,428
e.	Employment in 2032	$b*((1+c)^{(2032-2030)})$	9,244
f.	Growth from 2012 to 2032	e-d	4,816
Notes:			
1. Canby TSP, Appendix G			

D. DEMAND

The parks and recreation facilities described in the capital improvement plan below were mostly designed with the needs of both residents and non-resident employees in mind. It is therefore appropriate to allocate the cost of these facilities to both residents and non-resident employees. However, these two groups do not utilize parks and recreation facilities with the same intensity. To apportion the demand for facilities between non-resident employees and residents in an equitable manner, we must account for differential intensity of use by different types of users.

First, we estimate the potential demand for parks and recreation facilities by type of user. **Exhibit 5** presents potential use by different population groups in a manner that averages day-of-week and seasonal effects. These averages are based on the maximum number of hours per day that each population group would consider the use of parks and recreation facilities to be a viable option.

Potential Daily Demand by Population Group **Exhibit 5**

Season, Day, and Time	Residents				Non-Residents
	Non-Employed, Ages 16+	Ages 5-15	Work inside City	Work outside City	Work inside City
Summer (June through September)					
Weekday					
Before work			1.00		1.00
Meals and breaks			1.00		1.00
After work			2.00		2.00
Other leisure	14.00	14.00	2.00	2.00	
Total weekday	14.00	14.00	6.00	2.00	4.00
Weekend	14.00	14.00	14.00	14.00	
Total summer	14.00	14.00	8.29	5.43	2.86
Spring/fall (April, May, October, and November)					
Weekday					
Before work			0.50		0.50
Meals and breaks			1.00		1.00
After work			1.00		1.00
Other leisure	10.00	4.00	2.00	2.00	
Total weekday	10.00	4.00	4.50	2.00	2.50
Weekend	10.00	10.00	10.00	10.00	
Total spring/fall	10.00	5.71	6.07	4.29	1.79
Winter (December through March)					
Weekday					
Before work			0.50		0.50
Meals and breaks			1.00		1.00
After work			0.50		0.50
Other leisure	9.00	2.00	1.00	1.00	
Total weekday	9.00	2.00	3.00	1.00	2.00
Weekend	9.00	9.00	9.00	9.00	
Total winter	9.00	4.00	4.71	3.29	1.43
Weighting factors					
Summer	0.33	0.33	0.33	0.33	0.33
Spring/fall	0.33	0.33	0.33	0.33	0.33
Winter	0.33	0.33	0.33	0.33	0.33
Total weighting factors	1.00	1.00	1.00	1.00	1.00
Daily weighted average hours	11.00	7.90	6.36	4.33	2.02

Source: FCS GROUP

Second, we multiply the weighted average hours derived in **Exhibit 5** by an actual count for each population group. The counts in **Exhibit 6** are based on U. S. Census Bureau data for 2010.

Estimate and Allocation of Daily Demand

Exhibit 6

Description	Residents				Non-Residents	Total	
	Non-Employed, Ages 16+	Ages 5-15	Work inside City	Work outside City	Work inside City	#	%
Census counts	4,152	2,752	1,575	5,582	3,006	17,067	
Daily weighted average hours	11.00	7.90	6.36	4.33	2.02	32	
Total potential daily demand in hours	45,667	21,754	10,010	24,191	6,085	107,705	
Allocation of demand:						0	
Residence-related demand in hours	45,667	21,754	6,823	24,191	0	98,434	91.4%
Employment-related demand in hours	0	0	3,187	0	6,085	9,271	8.6%
Total potential daily demand in hours	45,667	21,754	10,010	24,191	6,085	107,705	100.0%

Source: U. S. Census Bureau (2010 data) and Exhibit 5

For most population groups, demand is clearly either residence-related or employment-related. Those who live and work inside Canby, however, have both types of demand. Based on **Exhibit 5**, a person who both lives and works in Canby has 3.1 times the demand for parks and recreational facilities than a person who just work in Canby. This multiple suggests that, for a person who both lives and works in Canby, residence-related demand is more than twice that person's employment-related demand. When this allocation is combined with other population groups (in the bottom three rows of **Exhibit 6**), 91.4 percent of all demand is residence related, and 8.6 percent is employment-related.

SECTION IV: COST CALCULATION

This section provides detailed calculations on eligible costs, which is the numerator in the SDC equation.

A. CURRENT FACILITIES

As detailed in **Exhibit 7**, the City has a current inventory of 71.0 developed acres in parks and recreation facilities.

Current Park Inventory		Exhibit 7		
Classification	Facility	Total Acres	Developed Portion	Developed Acres
Community Park	Canby Community Park	14.5	100%	14.5
Community Park	Eco Park	19.0	100%	19.0
Community Park	Skate Park	1.5	100%	1.5
Mini-Park	19th Avenue Loop	1.8	100%	1.8
Mini-Park	Arneson Garden	1.8	100%	1.8
Mini-Park	Faist Lot	0.3	0%	0.0
Mini-Park	Holly Corners	0.2	100%	0.2
Mini-Park	Locust Street Park	1.0	100%	1.0
Mini-Park	Northwoods Park	1.9	100%	1.9
Mini-Park	Viet Nam Memorial Park	0.2	100%	0.2
Mini-Park	Wait Park	2.0	100%	2.0
Neighborhood Park	Willamette Wayside: Disc golf facility	10.0	100%	10.0
Neighborhood Park	Dog Park	6.0	0%	0.0
Neighborhood Park	Willamette Wayside: Restricted	64.0	0%	0.0
Neighborhood Park	Legacy Park	5.7	100%	5.7
Neighborhood Park	Maple Street Park	9.0	100%	9.0
Neighborhood Park	NW Neighborhood Park	2.4	100%	2.4
		141.4		71.0

Source: Canby Parks Acquisition Plan and City staff

B. FACILITY NEEDS

The City's adopted standard for parks and recreation facilities is 10 acres per 1,000 residents. With a population of 15,830 in 2012, the City currently needs 158.3 acres of parks to meet this standard. With a current inventory of only 71.0 acres, the City has a current deficiency of 87.3 acres. To meet the needs of growth by 2032, the City will need to cure this deficiency and provide an additional 117.6 acres.

The projects listed in the capital improvement plan are eligible for SDC funding only to the extent that the projects will benefit future users (rather than cure an existing deficiency). As shown in

Exhibit 8, only 57.4 percent of the planned capital improvements will benefit future users. Therefore, only 57.4 percent of the improvements' costs can be recovered through SDCs.

Park Needs and SDC Eligibility		Exhibit 8	
Description	2012	Increase from 2012 to 2032	2032
Parks needs			
Population	15,830	11,761	27,591
Parks standard per 1,000 residents	10	10	10
Needed acres of parks	158.3	117.6	275.9
SDC eligibility			
Current developed parks in acres	71.0		71.0
Needed additions in acres	87.3	117.6	204.9
Needed acres of parks	158.3	117.6	275.9
Deficiency/growth proportions	42.6%	57.4%	100.0%
SDC Eligibility			
Source: Exhibits 2 and 7, City staff			

C. FACILITY COSTS

Over the next 20 years, the City intends to acquire and/or develop parks and recreation facilities with a total estimated cost of \$39,470,100. Of that cost, \$22,658,754 (or 57.4 percent) can be recovered through SDCs.

C.1 Projects

Exhibit 9 shows the projects that constitute the capital improvement plan for parks and recreation facilities.

Capital Improvement Plan for Parks		Exhibit 9	
Project	Estimated Cost	SDC Eligibility	SDC-Eligible Cost
Willamette Wayside Improvements	\$ 323,700	57.4%	\$ 185,828
Logging Road Trail Corridor	145,000	57.4%	83,241
Swim Center Replacement/Addition	10,020,000	57.4%	5,752,220
Northwoods Park	325,000	57.4%	186,574
NW Neighborhood Park North	350,000	57.4%	200,926
Acquisition and Development	28,306,400	57.4%	16,249,965
	<u>\$ 39,470,100</u>		<u>\$ 22,658,754</u>
Source: City staff			

C.2 Allocation to Residents and Employees

After determining the total SDC-eligible costs, these costs must be allocated between residents and employees. Using the allocation percentages from **Exhibit 6**, the portion of facility costs that is attributable to residents is \$20,708,328 (or 91.4 percent). The portion attributable to employees is \$1,950,426 (or 8.6 percent).

D. ADJUSTMENTS

The City incurs costs in the development and administration of SDCs and may recover those costs as provided in ORS 223.307(5). We estimate recoverable costs during the planning period of \$559,365.

Finally, because the City's SDC fund has a balance of \$843,521, the costs to be recovered through SDCs can also be reduced by that amount.

E. SUMMARY

Exhibit 10 summarizes and allocates SDC-eligible costs after all adjustments.

Allocation of SDC-Eligible Costs				Exhibit 10	
Cost Type	SDC-Eligible Costs	Residents		Employees	
		%	\$	%	\$
Facilities	\$ 22,658,754	91.4%	\$ 20,708,328	8.6%	\$ 1,950,426
Compliance	559,365	91.4%	511,216	8.6%	48,149
Fund balance	(843,521)	91.4%	(770,912)	8.6%	(72,609)
	<u>\$ 22,374,598</u>		<u>\$ 20,448,631</u>		<u>\$ 1,925,966</u>
Growth in residents/employees			11,761		4,816
Cost per resident/employee			\$ 1,739		\$ 400
<i>Source: Exhibits 2, 4, 6, 9 and FY 2010-11 CAFR</i>					

SECTION V: SDC CALCULATION

This section provides a detailed calculation of the residential and non-residential SDCs.

A. RESIDENTIAL COST PER CAPITA

As shown in **Exhibit 10**, total residential costs of \$20,448,631 divided by expected growth of 11,761 residents results in a cost per capita of \$1,739.

B. RESIDENTIAL SDC PER DWELLING UNIT

When we convert population to the dwelling units described in **Exhibit 3**, we can determine the total SDC per dwelling unit as shown in **Exhibit 11**.

SDC per Dwelling Unit			Exhibit 11
Type of Dwelling Unit	Cost per Capita	Residents per Dwelling Unit	SDC per Dwelling Unit
Single-Family	\$ 1,739	2.87	\$ 4,987
Multi-Family	\$ 1,739	2.99	\$ 5,192
Manufactured	\$ 1,739	2.40	\$ 4,165
<i>Source: Exhibits 3 and 10</i>			

C. NON-RESIDENTIAL SDC PER EMPLOYEE

As shown in **Exhibit 10**, total employment-related costs of \$1,925,966 divided by expected growth of 4,816 employees results in a cost per employee of \$400.

D. SUMMARY AND COMPARISON

Exhibit 12 concludes our report by summarizing the SDC calculations and comparing them with SDCs currently in effect.

Comparison of SDCs

Exhibit 12

Type of SDC	Fee		Change	
	Current	Proposed	\$	%
Residential, Single-Family	\$ 4,725	\$ 4,987	\$ 262	5.5%
Residential, Multi-Family	\$ 3,869	\$ 5,192	\$ 1,323	34.2%
Residential, Manufactured	\$ 3,874	\$ 4,165	\$ 291	7.5%
Non-Residential, Per Employee	\$ 129	\$ 400	\$ 271	210.0%
<i>Source: Master Fee Schedule, Exhibits 10 and 11</i>				

EXHIBIT "B"

Canby, Oregon



Draft Report for TRANSPORTATION SYSTEM DEVELOPMENT CHARGE STUDY

October 5, 2012

FCS GROUP

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SECTION I: BACKGROUND

This section describes the policy context and project scope upon which the body of this report is based.

A. POLICY

Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish system development charges (SDCs). These are one-time fees on new development, and they are paid at the time of development. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth.

ORS 223.299 defines two types of SDC:

- A reimbursement fee that is designed to recover “costs associated with capital improvements already construct, or under construction when the fee is established, for which the local government determines that capacity exists”
- An improvement fee that is designed to recover “costs associated with capital improvements to be constructed”

ORS 223.304(1) states, in part, that a reimbursement fee must be based on “the value of unused capacity available to future system users or the cost of existing facilities” and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must “promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.” **A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged** (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or that do not otherwise increase capacity for future users, may not be included in the improvement fee calculation. **An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system** for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

B. PROJECT

The City last revised its methodology for transportation SDCs in 2004. In 2011, the City contracted with FCS GROUP to update its transportation SDCs.

We approached this project as a series of three steps:

- **Framework for Charges.** In this step, we worked with City staff to identify and agree on the approach to be used and the components to be included in the analysis.
- **Technical Analysis.** In this step, we worked with City staff to isolate the recoverable portion of planned facility costs and calculate draft SDC rates.
- **Draft Methodology Report Preparation.** In this step, we documented the calculation of the draft SDC rates included in this report.

SECTION II: METHODOLOGY

This section provides a non-numeric overview of the calculations that result in SDC rates.

A. REIMBURSEMENT FEE COST BASIS

Canby currently charges a reimbursement fee related to the estimated cost of unused system capacity investments on the local collector and arterial street system. In order for a reimbursement fee to continue to be collected and calculated, excess (i.e., not currently utilized) capacity must be available to serve future growth.

The current estimated value of Canby's excess capacity in the transportation system was determined based on the prior actual City cost of SDC-funded capacity projects. The actual historic cost incurred by the City of Canby for capacity-increasing transportation facilities is shown in **Appendix A**. The eligible reimbursement costs is determined by adjusting the actual capital facility cost expenditures downward to reflect the amount of capacity that has "used up" since the facility was constructed. Next, all costs were converted to year 2012 dollar amounts to adjust for inflation using factors derived from the *Engineering News Record*, Seattle Cost Index. The resulting calculated reimbursement fee cost basis of the unused roadway capacity in the transportation system is **\$4,650,750**.

B. IMPROVEMENT FEE COST BASIS

The "improvements-driven" approach is based on a specific list of planned capacity-increasing capital improvements. The portion of each project that is attributable to growth is determined, and the SDC-eligible costs are calculated by dividing the total costs of growth-required projects by the projected increase in demand. This approach works best where a detailed and up-to-date master plan or project list is available and the benefits of projects can be readily apportioned between growth and current users.

We recommend that Canby continue to utilize the "improvements-driven capacity approach" to allocate costs to the improvement fee basis for roadways as well as non-motorized facilities, including sidewalks and bicycle facilities. Canby's current transportation SDC methodology uses a variation of an "improvements-driven capacity approach" to allocate costs to the improvement fee basis. Under the "improvements-driven capacity approach," the cost of a given project is allocated to growth proportionately by the capacity made available for growth.

Ideally, the most directly applicable measure of capacity demand should be used as the basis for allocation. The *Canby Transportation System Plan, (2010)*, includes a list of "financially constrained" transportation system plan (TSP) improvements that are needed to address future

growth needs. The Canby TSP long-range capital improvement project list has been adjusted to account for non-capacity projects and non-local funding sources (please refer to Appendix B).

According to the *Canby TSP (2010)* “financially constrained” plan, and after adjusting for projects that have already been completed, the long-range TSP facility improvements needed to address future capacity needs in Canby is \$38,828,000 (adjusted to 2012 dollars).

After accounting for capacity and local funding share assumptions (shown in **Appendix B**), \$25,016,000 in capital improvements is considered to be SDC eligible (locally SDC funded and needed to address growth). **The SDC eligible facility cost includes \$19,483,000 in roadway facilities, \$2,960,000 in bicycle facilities, and \$2,573,000 in pedestrian facilities** (costs in 2012 dollars), as reflected in **Appendix B**.

C. COMPLIANCE COSTS

ORS 223.307(5) authorizes the expenditure of SDCs on “the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.” To avoid spending monies for compliance that might otherwise have been spent on growth-related projects, **this TSDC methodology update assumes that local City compliance costs will equate to 2.5% of the eligible TSDC facility costs (equals \$625,400 over the next 20 years or an average cost of \$31,270 per year).**

D. SUMMARY

In general, SDC rates are calculated by adding the reimbursement fee component, improvement fee component, and compliance cost component. Each component is calculated by dividing the eligible cost by the growth of units of demand.

Section III of this report provides detailed calculations related to growth in demand, which is the denominator in the SDC equation. **Section IV** of this report provides detailed calculations on eligible costs, which is the numerator in the SDC equation.

SECTION III: GROWTH CALCULATION

This section provides detailed calculations related to growth in demand, which is the denominator in the SDC equation.

A. RELEVANT TYPES OF GROWTH

Canby's existing transportation SDCs are based on projected "equivalent length new daily trips" for motor vehicle trip generation. In light of the fact that the current *Canby TSP* (2010) plans to provide a balanced transportation system with a mix of roadway, bicycle and pedestrian facility improvements, it is recommended that the City's revised SDC methodology utilize an average daily (weekday) "person trip" basis for determining local SDCs required to pay for the growth-related share of all types of transportation modes of travel (including roads, bicycle and pedestrian facilities).

Transportation engineers commonly use peak-hour trip or average daily trip estimates to assess transportation performance and determine system needs. Average weekday P.M. peak-hour vehicle trip generation rates were derived from the *Canby TSP* (2010) with internal (inside city limit) trip estimates for 2010 and projections for 2030. Using the traffic modeling assumptions from the *Canby TSP*, internal trip rates were interpolated for year 2012 and extrapolated for year 2032. Average weekday *motor vehicle* trip generation statistics provided in the *Institute of Transportation Engineers (ITE) Trip Generation Manual* for each land use type and development size serve as the basis for converting peak-hour vehicle trip-ends to average weekday trip-end estimates and projections.

This new transportation SDC methodology includes additional calculations to identify average daily *person-trips*. In addition to trips by motor vehicles, *person-trips* also include non-motor vehicle trips that utilize bicycle and pedestrian facilities. The proposed charges continue to adjust for linked trips (also known as pass-by trips) and average trip length. The calculation of the proposed TSDC rates is summarized below.

B. GROWTH IN TRIP ENDS

Having established the relevance of average weekday person-trip ends, we now quantify expected growth rates.

B.1 Expected Growth Levels

To convert vehicle trips to person trips, we analyzed data from the *Canby TSP* (2010) and applied factors to convert average weekday vehicle trips to average weekday person trips using findings from the *U.S. National Household Transportation Survey* (2009), conducted by the U. S. Department of Transportation. Based on the current *Canby TSP* trip-end estimates and projections, the number of internal average weekday person-trip-ends in Canby is projected to increase by 162,431 between

2012 and 2032, as shown in **Table 1**. The rate of increase in trips equates to 3.1% annually over this time period.

B.2 Calculating the Growth Share

New collector or arterial facilities (roadways, bicycle and pedestrian facilities) that are only needed to serve growth are 100% SDC eligible.

Existing roadways and bicycle/pedestrian facilities that are planned for expansion may only be partially eligible for SDC funding. The share of existing transportation facilities that are planned for capacity upgrades to serve future growth needs is determined to be 46.8%, as shown in **Table 1**.

Table 1 Canby Existing and Projected Weekday Person-Trip-Ends: 2012 to 2032

a	b	c	d	e	f	g
Trip Generator	Est. 2012 (Avg. Weekday Vehicle Trip Ends) ¹	Proj. 2032 (Avg. Weekday Vehicle Trip Ends) ¹	Est. 2012 (Avg. Weekday Person Trip Ends) ²	Proj. 2032 (Avg. Weekday Person Trip Ends) ²	Increase in Person Trip- ends (e - d)	Trip End Avg. Annual Growth Rate (AAGR)
Residential Trip-ends	49,647	83,161	83,406	139,711	56,304	2.6%
Retail Trip-ends	26,605	57,043	44,697	95,832	51,136	3.7%
Non-retail Trip-ends	33,583	66,315	56,419	111,410	54,991	3.3%
Total Trip-ends	109,835	206,520	184,522	346,953	162,431	3.1%
New person trips as a % of total future trips					46.8%	
<i>Notes:</i>						
<i>1 Derived from Canby Transportation System Plan, March 2010, with 2012 estimates and 2032 projections based on extrapolations of 2010 to 2030 forecast. Assumes peak trips account for 10% of average weekday trip rates.</i>						
<i>2 Person trip conversion rate of 1.68 derived from 2009 U.S. National Household Transportation Survey findings.</i>						

SECTION IV: COST CALCULATION

This section provides detailed calculations on eligible costs, which is the numerator in the SDC equation. The Canby Transportation SDC rates are calculated using the following series of formulas which:

- a) Calculate the cost per person trip-end for motor vehicle improvements, non-motorized facility improvements, reimbursement costs, and compliance costs,
- b) Identify the number of new person trips for each type of land use,
- c) Adjust trip rates by land use type to allow for differences in “linked” or “pass-by” trips,
- d) Adjust trip rates by land use type to allow for differences in trip lengths,
- e) Calculate the motor vehicle improvements cost and SDC fee per trip-end and unit of development,
- f) Calculate the non-motorized (bicycle and pedestrian) facility improvements cost and SDC fee per trip-end and unit of development,
- g) Calculate the reimbursement cost and SDC fee per trip-end and unit of development,
- h) Calculate the compliance cost and SDC fee per trip-end and unit of development, and
- i) Calculate the total transportation SDC cost per unit of development.

A. IMPROVEMENT FEE

The projects listed in the financially constrained long-range transportation capital improvement plan that are eligible for SDC funding can only to the extent that the projects will benefit future users (rather than cure an existing deficiency). As mentioned previously, the total eligible SDC share of local transportation facilities is \$25,016,000, of which \$19,483,000 is for planned roadway facilities and \$5,533,000 is for planned bicycle/pedestrian facilities (costs in 2012 dollars), as reflected in **Appendix B**.

To calculate the improvement fee by unit of development, the following calculations were made.

A1. Cost Per Person Trip-End

The capital improvements included in the appendices include both motor vehicle improvements and non-motorized facility improvements. The cost per person trip-end is calculated for each of these modes and for compliance costs by dividing the SDC-eligible costs by the increase in the average number of new person trip-ends shown in **Table 2**, using the following formula:

$$\begin{array}{ccccc} & & \text{Increase In} & & \text{SDC-Eligible Cost} \\ & \text{SDC-Eligible} & \text{Person} & = & \text{Per Person} \\ & \text{Cost (after reserves)} & \text{Trip-Ends} & & \text{Trip-End} \end{array}$$

The SDC-Eligible Cost Per Person Trip-End for each mode and for compliance costs are shown in **Appendix C-1** and summarized in **Table 2**, below.

Table 2

SDC-Eligible Cost Per Person Trip End, Before Existing SDC Fund Balance

Type of Cost	SDC-Eligible Cost	Avg. Weekday Person Trip-Ends		Cost Per New Person Trip-End*
Motor Vehicle Facility Cost	\$19,483,000	÷ 162,431	=	\$119.95
Non-Motorized Facility Cost	\$5,533,000	÷ 162,431	=	\$36.06
Compliance Cost	\$625,000	÷ 162,431	=	\$3.85

* denotes cost per person-trip end before deducting existing fund balance.

A2. Adjustment for Current Fund Balance

The transportation improvement SDC fund balance that has been collected by the City but not yet committed or spent has been deducted from total eligible SDC facility costs. According to City staff the existing fund balance is estimated to equate to approximately \$438,000. The adjusted eligible SDC for motor vehicle facility costs per person trip-end after deducting the current fund balance from the SDC cost per trip end is shown in **Table 3**.

Table 3

SDC-Eligible SDC Cost Per Person Trip End, After Existing SDC Fund Balance

a	b	c	d	e
	TSDC Eligible Cost	Growth in Avg. Weekday Person Trip Ends ⁴	Eligible TSDC Cost Per Person Trip End Before Fund Balance (b / d)	Eligible TSDC Cost Per Person Trip End After Fund Balance
Motor Vehicle Facility Costs ¹	\$19,483,000	162,431	\$119.95	\$117.90
Pedestrian/Bicycle Facility Costs ¹	\$5,533,000	162,431	\$34.06	\$33.48
Subtotal	\$25,016,000			
Compliance Costs ²	\$625,000	162,431	\$3.85	\$3.78
Subtotal	\$25,641,000			
Less SDC Fund Balance ³	(\$438,000)	162,431	-\$2.70	
Total	\$25,203,000	162,431	\$155.16	\$155.16

Notes:

¹ Derived from Appendix B. Amounts shown are adjusted to 2012 dollars.

² Assumed to be 2.5% of total SDC eligible capital costs, and allocated based on capital cost allocation shown above.

³ Based on City staff estimates.

⁴ Derived from Table 1.

A3. New Person Trip-Ends Per Unit of Development

The number of new person trip-ends generated per day is calculated for each type of land use using the following formula:

$$\text{ITE Trip Rate} \times \text{Number of Person Trips} \times \text{Percent New Trips} = \text{New Person-Trip Ends}$$

The ITE *Trip Generation* manual contains trip rates based on trip generation studies conducted nationwide, and provides the base data of unadjusted counts of trips generated by various types of land use. The trip rates included in *Trip Generation* include all traffic entering or leaving a primary location, and do not account for traffic that is passing by and interrupts a “primary” trip between two other locations. These “pass-by” trips are not “new” because they would occur regardless of development activity.

"New" trips are often based on the assumption that all trips from residential land uses are new trips (therefore, percentage = 100%), and all other land uses are evaluated to reflect the percentage of their trips that are "new" versus the remainder (which are "pass-by" trips). No land use category has greater than 100% new trips, but some categories have as few as 34% new trips. The percentages used to account for pass-by trips in this methodology are based on pass-by data included in the ITE *Trip Generation Handbook*, 2nd Edition (2004).

Appendix C-1 lists the number of new trips generated for each selected ITE land use category, using Formula 2. Column 1 lists land use categories and their ITE code numbers. Column 2 contains the Weekday Average Trip Rate from ITE Trip Generation. Column 3 identifies the total person-trips (Column 2 X 1.68) (projected total person trips for all modes of travel per motor vehicle trip per U.S. National Household Transportation Survey, 2009). Column 4 identifies the percentage of trips that are new, as opposed to pass-by trips. Column 5 is the result of multiplying columns 3 and 4 by each other, producing the number of new person trips generated per day for each land use category. (NOTE: Because of small sample sizes in Trip Generation, some land use categories do not include trip rates or a number of net new trips generated. For these categories, the trip generation rate for the land use which is the most similar to actual land use will be used in determining the amount of the Transportation SDC).

A4. Trip-Length Adjustment

The ITE trip generation rates do not account for differences in the lengths of trips for different types of development. Because longer trips have a relatively greater impact on the road system than do shorter trips, an adjustment factor is needed to account for differences in trip lengths relative to the length of an “average” trip. The net adjusted trip-ends generated per day is determined for each type of land use by multiplying the number of new person trip-ends (from Formula 3) by the trip length factor for each type of land use:

$$\text{New Person Trip-Ends} \times \text{Trip Length Factor} = \text{Net Adjusted Trip-Ends Per Day}$$

Trip length data from surveys conducted for the U.S. Department of Transportation and published in the "National Household Travel Survey" (2009) were used in developing the Trip Length Factors, as were concepts and methods recommended by James C. Nicholas, in "The Calculation of Proportionate-Share

Impact Fees" (American Planning Association, 1988), and "Development Impact Fee Policy and Administration", (American Planning Association, 1990).

Appendix C-2 lists the net adjusted trip-ends per day for each type of development, as calculated using Formula 2. Column 1 repeats the ITE codes and land use categories, and Column 2 repeats the new trips per day from the last column of Appendix C-1. Column 3 presents the trip length factor for each type of land use. As the result of multiplying the number of trips (Column 2) by the trip length factor (Column 3), Column 4 displays the net adjusted trips per day for each land use category.

A5. Motor Vehicle Improvements Cost Per Unit of Development

The motor vehicle improvements cost per unit of development is calculated for each type of land use by multiplying the net adjusted person trip-ends for each land use by the motor vehicle improvements cost per trip-end.

$$\begin{array}{ccccc} \text{Net Adjusted} & & \text{Motor Vehicle} & & \text{Motor Vehicle} \\ \text{Person Trip-Ends} & \text{X} & \text{Improvements} & = & \text{Improvements} \\ \text{Per Unit} & & \text{Cost Per Trip-End} & & \text{Cost Per Unit} \end{array}$$

Appendix C-3 displays the motor vehicle improvements cost per unit for each land use category. Column 1 repeats the ITE land use codes and categories, Column 2 repeats the net adjusted trip-ends for each land use category (from Appendix C-2), and column 3 shows the motor vehicle improvements cost per trip-end (from Appendix C-1). The Motor Vehicle Improvements Cost Per Unit, shown in Column 4, is calculated by multiplying the net adjusted trip-ends (Column 2) by the motor vehicle improvements cost per trip-end (Column 3).

A6. Non-Motorized Facility Improvements Cost Per Unit of Development

The non-motorized facility cost per unit of development is calculated for each type of land use by multiplying the net adjusted person trip-ends for each land use by the non-motorized (bicycle and pedestrian facility) improvements cost per trip-end.

$$\begin{array}{ccccc} \text{Net Adjusted} & & \text{Non-Motor Vehicle} & & \text{Non-Motor Vehicle} \\ \text{5. Person Trip-Ends} & \text{X} & \text{Improvements} & = & \text{Improvements} \\ \text{Per Unit} & & \text{Cost Per Trip-End} & & \text{Cost Per Unit} \end{array}$$

Appendix D-4 displays the non-motorized facility improvements cost per unit for each land use category. Column 1 repeats the ITE land use codes and categories, and Column 2 repeats the net adjusted trip-ends for each land use category (from Appendix C-2). The non-motorized facility improvements cost per trip-end is shown in Column 3.

A7. Compliance Cost Per Unit of Development

The compliance cost per unit of development is calculated for each type of land use by multiplying the net adjusted person trip-ends for each land use by the compliance cost per trip-end.

$$\begin{array}{ccccc} \text{Net Adjusted} & & \text{Compliance} & & \text{Compliance} \\ \text{6. Person Trip-Ends} & \text{X} & \text{Cost Per} & = & \text{Cost} \\ \text{Per Unit} & & \text{Trip-End} & & \text{Per Unit} \end{array}$$

Appendix C-5 displays the compliance cost per unit for each land use category. Column 1 repeats the ITE land use codes and categories, and Column 2 repeats the net adjusted person trip-ends for each land use category. The compliance cost per trip-end is shown in Column 3. The Compliance Cost Per Unit shown in Column 4 is calculated by multiplying the net adjusted person trip-ends for each land use category (Column 2) by the compliance cost per person trip-end (Column 3).

B. REIMBURSEMENT FEE

As mentioned previously, the eligible reimbursement cost basis is **\$\$4,650,760**. The reimbursement fee is determined by dividing the reimbursement fee cost basis (\$4,650,760) by the projected increase in person-trip-ends (162,431) that is expected to occur in Canby between 2012 and 2032.

The reimbursement cost per unit of development is calculated for each type of land use by multiplying the net adjusted person trip-ends for each land use by the compliance cost per trip-end.

$$\begin{array}{ccccc} \text{Net Adjusted} & & \text{Reimbursement} & & \text{Compliance} \\ \text{Person Trip-Ends} & \text{X} & \text{Cost Per} & = & \text{Cost} \\ \text{Per Unit} & & \text{Trip-End} & & \text{Per Unit} \end{array}$$

Appendix C-6 displays the reimbursement cost per unit for each land use category. Column 1 repeats the ITE land use codes and categories, and Column 2 repeats the net adjusted person trip-ends for each land use category. The reimbursement cost per trip-end is shown in Column 3. The Reimbursement Cost Per Unit shown in Column 4 is calculated by multiplying the net adjusted person trip-ends for each land use category (Column 2) by the reimbursement cost per person trip-end (Column 3).

C. TOTAL TRANSPORTATION SDC

The Total Transportation SDC per unit of development is calculated for each type of land use by adding the motor vehicle improvements SDC per unit (from Appendix C-3), the non-motorized facility improvements SDC per unit (from Appendix C-4), the compliance cost per unit (from Appendix C-5) and the reimbursement cost per unit (from Appendix C-6).

SECTION V: SUMMARY

This section provides a detailed calculation of the residential and non-residential SDCs.

A. SDC COST PER UNIT OF DEVELOPMENT

Table 4 displays the total Transportation SDC cost for selected ITE land use categories, which is determined from adding together the motor vehicle improvements SDC per unit (from Appendix C-3), the non-motorized facility improvements SDC per unit (from Appendix C-4), the compliance cost per unit (from Appendix C-5) and the reimbursement cost per unit (from Appendix C-6).

Table 4
Canby Transportation SDC Cost Per Unit of Development

ITE LAND USE CODE/ CATEGORY	Motor Vehicle SDC ²	Non- Motor Vehicle SDC ³	Compli- ance Cost ⁴	Reim- bursement Cost ⁵	Total Transpor- tation SDC	Unit ⁶
210 Dwelling Unit	\$1,896	\$538	\$61	\$460	\$2,955	/dwelling unit
220 Multifamily ¹	\$1,327	\$377	\$43	\$322	\$2,069	/dwelling unit
520 Elementary School (Public)	\$102	\$29	\$3	\$25	\$159	/student
560 Church	\$1,353	\$384	\$43	\$329	\$2,110	/T.S.F.G.F.A.
565 Day Care Center/Preschool	\$355	\$101	\$11	\$86	\$553	/student
630 Clinic	\$6,603	\$1,875	\$212	\$1,604	\$10,294	/T.S.F.G.F.A.
814 Specialty Retail Center	\$3,244	\$921	\$104	\$788	\$5,058	/T.S.F.G.L.A.
820 Shopping Center	\$3,143	\$893	\$101	\$763	\$4,900	/T.S.F.G.L.A.
850 Supermarket	\$10,887	\$3,092	\$349	\$2,644	\$16,972	/T.S.F.G.F.A.
853 Convenience Market	\$23,943	\$6,800	\$768	\$5,815	\$37,325	/T.S.F.G.F.A.
880 Pharmacy/Drugstore	\$7,642	\$2,170	\$245	\$1,856	\$11,913	/T.S.F.G.F.A.
911 Bank/Savings: Walk-in	\$13,798	\$3,919	\$443	\$3,351	\$21,511	/T.S.F.G.F.A.
931 Quality Restaurant	\$5,078	\$1,442	\$163	\$1,233	\$7,916	/T.S.F.G.F.A.
934 Fast Food Restaurant	\$21,127	\$6,000	\$678	\$5,131	\$32,936	/T.S.F.G.F.A.
942 Automobile Care Center	\$2,936	\$834	\$94	\$713	\$4,576	/T.S.F.G.L.A.
944 Gasoline/Service Station	\$6,030	\$1,712	\$193	\$1,464	\$9,400	/V.F.P.
710 General Office Building	\$2,181	\$619	\$70	\$530	\$3,400	/T.S.F.G.F.A.
720 Medical-Dental Office Building	\$7,156	\$2,032	\$230	\$1,738	\$11,156	/T.S.F.G.F.A.
110 General Light Industrial	\$1,381	\$392	\$44	\$335	\$2,152	/T.S.F.G.F.A.
120 General Heavy Industrial	\$297	\$84	\$10	\$72	\$463	/T.S.F.G.F.A.
150 Warehouse	\$982	\$279	\$32	\$239	\$1,532	/T.S.F.G.F.A.
151 Mini-Warehouse	\$495	\$141	\$16	\$120	\$772	/T.S.F.G.F.A.

Notes:

¹ Based on ITE land use code for apartment dwelling.

² Derived from Appendix Table C-3.

³ Derived from Appendix Table C-4.

⁴ Derived from Appendix Table C-5.

⁵ Derived from Appendix Table C-6.

⁶ Abbreviations used in the "Unit" column:

T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area

T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area

V.F.P. = Vehicle Fueling Position

B. CREDITS, EXEMPTIONS AND DISCOUNTS

The exiting Canby SDC administrative procedures will continue to establish local policies for issuing credits and exemptions, annual adjustments, and other administrative procedures.

(1) Credits

A credit is a reduction in the amount of the SDC for a specific development. The Oregon SDC Act requires that credit be allowed for the construction of a "qualified public improvement" which (1) is required as a condition of development approval, (2) is identified in the City's capital improvements program, and (3) either is not located on or contiguous to property that is the subject of development approval, or is located on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project.

The credit for a qualified public improvement may only be applied against an SDC for the same type of improvement (e.g., a transportation improvement can only be used for a credit for a future transportation SDC), and must be granted only for the cost of that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve the particular project up to the amount of the improvement fee. For multi-phase projects, any excess credit may be applied against SDCs that accrue in subsequent phases of the original development project.

In addition to these required credits, the City may, if it so chooses, provide a greater credit, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the City's SDC Capital Improvements Plan, or provide a share of the cost of an improvement by other means (i.e., partnerships, other City revenues, etc.).

(2) Exemptions

The City may "exempt" specific classes of development (i.e., minor additions, etc.) from the requirement to pay transportation SDCs.

(3) Discounts

The City may "discount" the amount of the SDC by reducing the portion of growth-required improvements to be funded with SDCs. Alternatively, the City may decide to charge only a percentage (i.e., 50%, 75%, etc.) of the SDC rates required to fund identified growth-related facility costs. Because discounts reduce SDC revenues, they increase the amounts that must come from other sources, such as general fund contributions in order for the City to maintain levels of service.

C. INDEXING

Oregon law (ORS 223.304) also allows for the periodic indexing of system development charges for inflation, as long as the index used is:

- “(A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
- (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
- (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order.”

We recommend that the City of Canby index its charges to the **Engineering News Record (ENR)** Construction Cost Index (CCI) for the City of Seattle, and adjust the charges annually as per that index. There is no comparable Oregon-specific index.

D. SUMMARY AND COMPARISON

Table 5 summarizes the SDC calculations and compares them with SDCs currently in effect.

Table 5 Existing and Revised Transportation SDCs in Canby

LAND USE TYPE	Prior/Current Transportation SDC ¹	New Revised Transportation SDC	Change
Residential: Single family per Dwelling Unit	\$2,603	\$2,955	\$352
Residential: Multi-family per Dwelling Unit	\$1,738	\$2,069	\$331
Commercial: Shopping Center (50,000 SF floor area)	\$165,655	\$196,017	\$30,362
Office building (4,000 SF floor area)	\$7,786	\$13,598	\$5,812
Light Industrial building (60,000 SF floor area)	\$127,400	\$129,129	\$1,729
Commercial/Industrial Rate <u>per avg. daily vehicle-trip-end</u>	\$272	--	varies
Commercial/Industrial Rate <u>per avg. daily person-trip-end</u> ²	\$162	\$184 (avg.)	\$22 (avg.)

Notes:

¹ Based upon City of Canby Master Fee Schedule, effective as of 1/2/2012.

² Conversion of current transportation SDC from vehicle trips to person trips based on factor used for current methodology report.

APPENDIX

APPENDIX A

Year	1	2	3	4	5	6	7	8	9	10	11	12	Cumulative
Calendar Year	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Amount
Transportation SDC Expenditures													
Beginning Balance in Year 1 ¹	\$ 1,637,155												
Additional Annual Expenditure ²	\$ 163,589	\$ 182,690	\$ 316,112	\$ 231,525	\$ 163,206	\$ 183,903	\$ 577,630	\$ 668,044	\$ 682,790	\$ 98,168	\$ 32,008	\$ 26,033	
Total Expenditures	\$ 1,800,744	\$ 182,690	\$ 316,112	\$ 231,525	\$ 163,206	\$ 183,903	\$ 577,630	\$ 668,044	\$ 682,790	\$ 98,168	\$ 32,008	\$ 26,033	\$ 4,962,853
	12	11	10	9	8	7	6	5	4	3	2	1	
Depreciation Deduction Factor ³	0.4447	0.4011	0.3588	0.3178	0.2780	0.2394	0.2020	0.1657	0.1305	0.0963	0.0632	0.0311	
Depreciation Deduction Values													
Year 1-Expenditures (12 years of dep.)	\$ (800,862)												\$ (800,862)
Year 2 Expenditures (11 years of dep.)		\$ (73,280)											\$ (73,280)
Year 3 Expenditures (10 years of dep.)			\$ (113,423)										\$ (113,423)
Year 4 Expenditures (9 years of dep.)				\$ (73,574)									\$ (73,574)
Year 5 Expenditures (8 years of dep.)					\$ (45,369)								\$ (45,369)
Year 6 Expenditures (7 years of dep.)						\$ (44,026)							\$ (44,026)
Year 7 Expenditures (6 years of dep.)							\$ (116,666)						\$ (116,666)
Year 8 Expenditures (5 years of dep.)								\$ (110,681)					\$ (110,681)
Year 9 Expenditures (4 years of dep.)									\$ (89,091)				\$ (89,091)
Year 10 Expenditures (3 years of dep.)										\$ (9,458)			\$ (9,458)
Year 11 Expenditures (2 years of dep.)											\$ (2,024)		\$ (2,024)
Year 12 Expenditures (1 years of dep.)												\$ (811)	\$ (811)
Total Depreciation Deduction													\$ (1,479,265)
Remaining Transportation SDC Reimbursement Value													
Nominal current year value	\$ 999,882	\$ 109,410	\$ 202,689	\$ 157,951	\$ 117,837	\$ 139,877	\$ 460,964	\$ 557,363	\$ 593,699	\$ 88,710	\$ 29,984	\$ 25,222	\$ 3,483,588
Inflation adjusted value (2012 \$) ⁴	\$ 1,549,882	\$ 163,511	\$ 292,048	\$ 219,425	\$ 157,827	\$ 180,628	\$ 573,908	\$ 669,038	\$ 687,094	\$ 98,983	\$ 32,256	\$ 26,161	\$ 4,650,760
Projected Increase in Person Trips ⁵													162,431
Reimbursement Cost Per Person Trip													\$ 28.63
Notes:													
¹ Derived from prior adopted Canby Transportation SDC Methodology report (2001).													
² Actual TSDC expenditures based on city budget documents, provided by City of Canby.													
³ Depreciation factors based on trip generation model growth in vehicle trip ends, Canby Transportation System Plan, 2010 (3.11%)													
⁴ Inflation escalation factors based on Engineering News Record, Seattle Construction Cost Index average cost increase between 2000 and 2011 (3.72%).													
⁵ Derived from Table 1.													

APPENDIX B

CITY OF CANBY

SDC-Eligible Transportation System Projects List

Financially Constrained List (as of August 2012)

PLAN/ PROJECT NUMBER	DESCRIPTION	MOTOR VEHICLE				BICYCLE				PEDESTRIAN				TOTAL SDC- ELIGIBLE COSTS
		ESTIMATED MOTOR VEHICLE PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE VEHICLE %	SDC- ELIGIBLE MOTOR VEHICLE COSTS	ESTIMATED BICYCLE FACILITY PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE BICYCLE %	SDC- ELIGIBLE BICYCLE COSTS	ESTIMATED PEDESTRIAN FACILITY PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE PED %	SDC- ELIGIBLE PEDESTRIAN COSTS	
B1	N Holly St. (NW 6th Ave. to Multi-Use Trail). Install enhancements to create a bicycle boulevard.	\$ -			\$ -	\$ 30,000	100%	46.8%	\$ 14,040	\$ -			\$ -	\$ 14,040
B3	N Holly St. (NW 22nd Ave. to NW 6th Ave.). Stripe bike lanes (widen as needed).				-	\$ 663,000	100%	46.8%	\$ 310,284				-	\$ 310,284
B6	Pine St. (OR 99E to NE 4th Ave.). Install bike lanes.				-	-			-				-	-
B7	Otto Rd. (OR 99E to Mulino Rd.). Install bike lanes.				-	-			-				-	-
B8	SE 4th Ave. (Sequoia Pkwy. To Mulino Rd.). Install bike lanes.				-	-			-				-	-

Notes:

¹ Local Cost Assumptions	Source
Streets	TSP, page 9-5
Bicycle	TSP, page 9-5
Pedestrian	TSP, page 9-5

² Local TSDC Cost Share, ranges from 67% for projects with non-local funding to 100%. Derived from Canby TSP, Table 9-5.

³ Growth Required percentage calculation derived from Table 1.

APPENDIX B (continued)

PLAN/ PROJECT NUMBER	DESCRIPTION	MOTOR VEHICLE				BICYCLE				PEDESTRIAN				TOTAL SDC- ELIGIBLE COSTS
		ESTIMATED MOTOR VEHICLE PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE VEHICLE %	SDC- ELIGIBLE MOTOR VEHICLE COSTS	ESTIMATED BICYCLE FACILITY PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE BICYCLE %	SDC- ELIGIBLE BICYCLE COSTS	ESTIMATED PEDESTRIAN FACILITY PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE PED %	SDC- ELIGIBLE PEDESTRIAN COSTS	
C1	OR 99E and UPRR (at Elm St.). Improve crosswalk and ramps.				-				-	\$ 40,000	67%	46.8%	\$ 12,542	\$ 12,542
C2	OR 99E and UPRR (at Grant St.). Improve crosswalk and ramps; install pedestrian refuge island.				-				-	\$ 30,000	67%	46.8%	\$ 9,407	\$ 9,407
C3	OR 99E and UPRR (at Ivy St.). Improve crosswalk and ramps; install pedestrian refuge island.				-				-	\$ 30,000	67%	46.8%	\$ 9,407	\$ 9,407
C4	OR 99E (between Ivy St. and Locust St.). Install pedestrian refuge island.				-				-	-				\$ -
C5	S Ivy St. (north leg at Township Rd.). Install crosswalk and ramps.				-				-	-				\$ -
C6	Township Rd. (at Sequoia Pkwy.). Provide crosswalk.				-				-	-				\$ -
C7	OR 99E and UPRR (at Pine St.). Improve crosswalk and ramps.				-				-	-				\$ -
C8	S Ivy St. (south leg at SW 3rd Ave.). Install crosswalk, ramps, and pedestrian refuge island (remove crosswalk striping on north leg).				-				-	-				\$ -

Notes:

¹ Local Cost Assumptions	Source
Streets	TSP, page 9-5
Bicycle	TSP, page 9-5
Pedestrian	TSP, page 9-5

² Local TSDC Cost Share, ranges from 67% for projects with non-local funding to 100%. Derived from Canby TSP, Table 9-5.

³ Growth Required percentage calculation derived from Table 1.

APPENDIX B (continued)

PLAN/ PROJECT NUMBER	DESCRIPTION	MOTOR VEHICLE				BICYCLE				PEDESTRIAN				TOTAL SDC- ELIGIBLE COSTS
		ESTIMATED MOTOR VEHICLE PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE VEHICLE %	SDC- ELIGIBLE MOTOR VEHICLE COSTS	ESTIMATED BICYCLE FACILITY PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE BICYCLE %	SDC- ELIGIBLE BICYCLE COSTS	ESTIMATED PEDESTRIAN FACILITY PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE PED %	SDC- ELIGIBLE PEDESTRIAN COSTS	
I1	Township Rd./S Ivy St. Install traffic signal (includes project C5).	\$ 300,000	100%	46.8%	\$ 140,400				-					\$ 140,400
I2	Township Rd./Sequoia Pkwy.. Convert to all-way stop and install eastbound and westbound left-turn lanes (includes project C6).	\$ 510,000	100%	46.8%	\$ 238,680				-					\$ 238,680
I3	N Ivy St./N 1st Ave. Remove southbound stop sign, restrict east leg to right-in/right-out, and install diverter on west leg to only allow southbound right turns.	\$ 10,000	100%	46.8%	\$ 4,680				-					\$ 4,680
I4	N Grant St./NW 1st Ave. Remove southbound stop sign.	\$ 10,000	100%	46.8%	\$ 4,680				-					\$ 4,680
I5	Knights Bridge Rd./Cedar St. Restripe northbound approach to include a right-turn lane.	\$ 5,000	100%	46.8%	\$ 2,340				-					\$ 2,340
I6	S Grant St./SW 2nd Ave. Install westbound right-turn lane.	\$ 100,000	100%	46.8%	\$ 46,800				-					\$ 46,800
I7	S Ivy St./SW 2nd Ave. Install eastbound right-turn lane.	\$ 100,000	100%	46.8%	\$ 46,800				-					\$ 46,800
I8	S. Ivy St./SW 3rd Ave. Install partial diverter on west leg to close westbound receiving lane (includes project C8).	\$ 40,000	100%	46.8%	\$ 18,720				-					\$ 18,720
L1	Otto Rd. Extension (OR 99E to Mulino Rd.). Construct new road (includes two roundabouts and projects B7 and S10).	\$ 8,915,000	100%	100%	\$ 8,915,000				-					\$ 8,915,000
L2	OR 99E/Otto Rd. Install traffic signal (associated with Otto Rd. Extension).	\$ 300,000	100%	100%	\$ 300,000				-					\$ 300,000
L3	NE 4th Ave./Pine St.	\$ 1,255,000	100%	100%	\$ 1,255,000				-					\$ 1,255,000
L4	OR 99E/Pine St. and Adjacent UPRR Crossing	\$ 2,000,000	100%	100%	\$ 2,000,000				-					\$ 2,000,000
L5	SE 4th Ave. Extension (Sequoia Pkwy. To Mulino Rd.)	\$ 3,140,000	100%	100%	\$ 3,140,000				-					\$ 3,140,000
L6	NE 3rd Ave. (Locust St. to NE 4th Ave.) and NE 4th Ave. (Locust St. to NE 3rd Ave.)	td	100%	100%					-					\$ -

APPENDIX B (continued)

PLAN/ PROJECT NUMBER	DESCRIPTION	MOTOR VEHICLE				BICYCLE				PEDESTRIAN				TOTAL SDC- ELIGIBLE COSTS
		ESTIMATED MOTOR VEHICLE PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE VEHICLE %	SDC- ELIGIBLE MOTOR VEHICLE COSTS	ESTIMATED BICYCLE FACILITY PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE BICYCLE %	SDC- ELIGIBLE BICYCLE COSTS	ESTIMATED PEDESTRIAN FACILITY PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE PED %	SDC- ELIGIBLE PEDESTRIAN COSTS	
N1	OR 99E (Elm St. to Locust St.). Construct multi-modal improvements and repave highway (includes projects C4 and S1).	\$ 3,770,000	tbd	0%	-				-					\$ -
N2	All traffic signals on OR 99E within Canby city limits. Convert to adaptive signal system.	\$ 400,000	67%	46.8%	\$ 125,424				-					\$ 125,424
N3	13th Ave. (Berg Pkwy. To Sequoia Pkwy. Extension). Perform safety study and construct traffic calming and other safety improvements prior to constructing Sequoia Pkwy. Extension to SE 13th Ave.	\$ 750,000	tbd	0%	-				-					\$ -
O1	SE 1st Ave./Haines Rd./Mulino Rd./Bremer Rd. Install roundabout.	\$ 2,000,000	100%	46.8%	\$ 936,000				-					\$ 936,000
O2	Township Rd./Redwood St. Install roundabout.	\$ 1,000,000	100%	46.8%	\$ 468,000				-					\$ 468,000
O3	Township Rd./Mulino Rd. Install roundabout.	\$ 1,000,000	100%	46.8%	\$ 468,000				-					\$ 468,000
P1	Safe Routes to School (yearly funding).				-				-	\$ 1,050,000	tbd	0%		\$ -
P2	ADA Improvements (yearly funding).				-				-	\$ 1,050,000	tbd	0%		\$ -
R1	UPRR (at Elm St.). Improve rail crossing.				-	\$ 100,000	67%	46.8%	\$ 31,356					\$ 31,356
R2	UPRR (at Grant St.). Improve rail crossing.				-	\$ 100,000	67%	46.8%	\$ 31,356					\$ 31,356
R3	UPRR (at Ivy St.). Improve rail crossing.				-	\$ 100,000	67%	46.8%	\$ 31,356					\$ 31,356
R4	UPRR (at Pine St.-NE 4th Ave.). Provide rail crossing.				-	\$ -		46.8%	\$ -					\$ -
R5	OPRR (at Township Rd.). Move guardrail and improve rail crossing.				-	\$ 100,000	67%	46.8%	\$ 31,356					\$ 31,356

APPENDIX B (continued)

PLAN/ PROJECT NUMBER	DESCRIPTION	MOTOR VEHICLE				BICYCLE				PEDESTRIAN				TOTAL SDC- ELIGIBLE COSTS
		ESTIMATED MOTOR VEHICLE PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE VEHICLE %	SDC- ELIGIBLE MOTOR VEHICLE COSTS	ESTIMATED BICYCLE FACILITY PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE BICYCLE %	SDC- ELIGIBLE BICYCLE COSTS	ESTIMATED PEDESTRIAN FACILITY PORTION OF PROJECT	Local TSDC Cost Share*	GROWTH REQUIRED SDC- ELIGIBLE PED %	SDC- ELIGIBLE PEDESTRIAN COSTS	
S01	OR 99E (north side, Knott St. to Locust St.). Install sidewalks (north side).				-				-	-				\$ -
S04	S Ivy St. (OR 99E to Lee Elementary). Fill in sidewalk gaps.				-				-	\$ 490,000	100%	46.8%	\$ 229,320	\$ 229,320
S05	Pine St. (OR 99E to NE 4th Ave.). Install sidewalks.				-				-	\$ -		46.8%	\$ -	\$ -
S07	N. Holly St. (Knights Bridge Rd. to NW Territorial Rd.). Fill in sidewalk gaps.				-				-	\$ 550,000	100%	46.8%	\$ 257,400	\$ 257,400
S08	Territorial Rd. (Holly St. to OR 99E). Fill in sidewalk gaps.				-				-	\$ 1,230,000	100%	46.8%	\$ 575,640	\$ 575,640
S09	NE 10th Ave. (Holly St. to Pine St.). Install sidewalks.				-				-	\$ 830,000	100%	100%	\$ 830,000	\$ 830,000
S10	Otto Rd. (OR 99E to Mulino Rd.). Install sidewalks, crosswalks, ramps.				-				-	\$ -		100%	\$ -	\$ -
S11	S Ivy St. (S 13th Ave. to S 16th Ave.). Fill in sidewalk gaps.				-				-	\$ 100,000	100%	100%	\$ 100,000	\$ 100,000
S12	S Township Rd. (OP RR to Sequoia Pkwy.). Install sidewalks.				-				-	\$ 200,000	100%	100%	\$ 200,000	\$ 200,000
S13	SE 4th Ave. (Sequoia Pkwy. to Mulino Rd.). Install sidewalks.				-				-	\$ -		46.8%	\$ -	\$ -
T1	OR 99E and Molalla Forest Rd. Trail. Connect multi-use trail to sidewalks on south side of OR 99E.				-				-	\$ 360,000	100%	46.8%	\$ 168,480	\$ 168,480
T2	Parallel Route to OR 99E (between Elm St. and Molalla Forest Rd. Trail). Construct 12'-wide multi-use trail along rail corridor.				-	\$ 3,435,000	67%	100%	\$ 2,301,450	-			-	\$ 2,301,450
Costs in 2010 dollars		\$ 25,605,000			\$ 18,110,524	\$ 4,528,000			\$ 2,751,198	\$ 5,960,000			\$ 2,392,196	\$ 23,253,918
Costs in 2012 dollars		\$ 27,545,000			\$ 19,483,000	\$ 4,871,000			\$ 2,960,000	\$ 6,412,000			\$ 2,573,000	\$ 25,016,000

Notes:

¹ Local Cost Assumptions	Source
Streets	TSP, page 9-5
Bicycle	TSP, page 9-5
Pedestrian	TSP, page 9-5

² Local TSDC Cost Share, ranges from 67% for projects with non-local funding to 100%. Derived from Canby TSP, Table 9-5.

³ Growth Required percentage calculation derived from Table 1.

APPENDIX TABLE C-1

NEW AVG. WEEKDAY TRIP-ENDS PER UNIT OF DEVELOPMENT

<u>ITE LAND USE CODE/CATEGORY</u>	<u>Weekday Avg. Vehicle Trip Ends</u>	<u>Est. Person Trip Ends</u> ²	<u>% New Trips</u> ³	<u>New Person Trip-Ends</u>	<u>Unit</u> ⁴
210 Single Family Dwelling	9.6	16.08	100%	16.08	/dwelling unit
220 Multifamily ¹	6.7	11.26	100%	11.26	/dwelling unit
520 Elementary School (Public)	1.3	2.17	100%	2.17	/student
560 Church	9.1	15.30	100%	15.30	/T.S.F.G.F.A.
565 Day Care Center/Preschool	4.5	7.53	100%	7.53	/student
630 Clinic	31.5	52.84	100%	52.84	/T.S.F.G.F.A.
814 Specialty Retail Center	44.3	74.46	44%	32.76	/T.S.F.G.L.A.
820 Shopping Center	42.9	72.14	44%	31.74	/T.S.F.G.L.A.
850 Supermarket	102.2	171.76	64%	109.93	/T.S.F.G.F.A.
853 Convenience Market	738.0	1239.82	39%	483.53	/T.S.F.G.F.A.
880 Pharmacy/Drugstore	90.1	151.30	51%	77.16	/T.S.F.G.F.A.
911 Bank/Savings: Walk-in	156.5	262.89	53%	139.33	/T.S.F.G.F.A.
931 Quality Restaurant	90.0	151.12	57%	86.14	/T.S.F.G.F.A.
934 Fast Food Restaurant	496.1	833.48	43%	358.40	/T.S.F.G.F.A.
942 Automobile Care Center ⁵	40.1	67.37	44%	29.64	/T.S.F.G.L.A.
944 Gasoline/Service Station	168.6	283.18	43%	121.77	/V.F.P.
710 General Office Building	11.0	18.50	100%	18.50	/T.S.F.G.F.A.
720 Medical-Dental Office Building	36.1	60.70	100%	60.70	/T.S.F.G.F.A.
110 General Light Industrial	7.0	11.71	100%	11.71	/T.S.F.G.F.A.
120 General Heavy Industrial	1.5	2.52	100%	2.52	/T.S.F.G.F.A.
150 Warehouse	5.0	8.33	100%	8.33	/T.S.F.G.F.A.
151 Mini-Warehouse	2.5	4.20	100%	4.20	/T.S.F.G.F.A.

Notes:

¹ Based on ITE land use code for apartment dwelling.

² Derived from U.S. National Household Transportation Survey, 2009.

³ Reflects percent of trips that are direct vs. "linked"; Source: ITE, Trip Generation Handbook, 8th Ed.

⁴ Abbreviations used in the "Unit" column:

T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area

T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area

V.F.P. = Vehicle Fueling Position

⁵ Because there is no ITE Weekday Average Trip Rate for this land use category, the trip rate shown is the ITE P.M. peak-hour trip rate multiplied by a factor of ten.

APPENDIX TABLE C-2
NET ADJUSTED PERSON TRIP-ENDS PER UNIT OF DEVELOPMENT
AVG. TRIP LENGTH ADJUSTMENT FACTORS

ITE LAND USE CODE/CATEGORY	New Person Trip-Ends	Trip Length Adjustment Factor ²	Net Person Trip-Ends	Unit ³
210 Single Family Dwelling	16.08	1.00	16.08	/dwelling unit
220 Multifamily ¹	11.26	1.00	11.26	/dwelling unit
520 Elementary School (Public)	2.17	0.40	0.87	/student
560 Church	15.30	0.75	11.48	/T.S.F.G.F.A.
565 Day Care Center/Preschool	7.53	0.40	3.01	/student
630 Clinic	52.84	1.06	56.01	/T.S.F.G.F.A.
814 Specialty Retail Center	32.76	0.84	27.52	/T.S.F.G.L.A.
820 Shopping Center	31.74	0.84	26.66	/T.S.F.G.L.A.
850 Supermarket	109.93	0.84	92.34	/T.S.F.G.F.A.
853 Convenience Market	483.53	0.42	203.08	/T.S.F.G.F.A.
880 Pharmacy/Drugstore	77.16	0.84	64.82	/T.S.F.G.F.A.
911 Bank/Savings: Walk-in	139.33	0.84	117.04	/T.S.F.G.F.A.
931 Quality Restaurant	86.14	0.50	43.07	/T.S.F.G.F.A.
934 Fast Food Restaurant	358.40	0.50	179.20	/T.S.F.G.F.A.
942 Automobile Care Center	29.64	0.84	24.90	/T.S.F.G.L.A.
944 Gasoline/Service Station	121.77	0.42	51.14	/V.F.P.
710 General Office Building	18.50	1.00	18.50	/T.S.F.G.F.A.
720 Medical-Dental Office Building	60.70	1.00	60.70	/T.S.F.G.F.A.
110 General Light Industrial	11.71	1.00	11.71	/T.S.F.G.F.A.
120 General Heavy Industrial	2.52	1.00	2.52	/T.S.F.G.F.A.
150 Warehouse	8.33	1.00	8.33	/T.S.F.G.F.A.
151 Mini-Warehouse	4.20	1.00	4.20	/T.S.F.G.F.A.

Notes:

¹ Based on ITE land use code for apartment dwelling.

² Derived from U.S. National Household Transportation Survey, 2009.

³ Abbreviations used in the "Unit" column:

T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area

T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area

V.F.P. = Vehicle Fueling Position

APPENDIX TABLE C-3
MOTOR VEHICLE FACILITY COST PER UNIT OF DEVELOPMENT

<u>ITE LAND USE CODE/CATEGORY</u>	<u>Net</u>	<u>Motor Veh.</u>	<u>Motor Veh.</u>
	<u>Person</u>	<u>Cost Per</u>	<u>Cost</u>
	<u>Trip-Ends</u>	<u>Person Trip-End</u> ²	<u>Per Unit</u>
210 Single Family Dwelling	16.08	\$117.90	\$1,896
220 Multifamily ¹	11.26	\$117.90	\$1,327
520 Elementary School (Public)	0.87	\$117.90	\$102
560 Church	11.48	\$117.90	\$1,353
565 Day Care Center/Preschool	3.01	\$117.90	\$355
630 Clinic	56.01	\$117.90	\$6,603
814 Specialty Retail Center	27.52	\$117.90	\$3,244
820 Shopping Center	26.66	\$117.90	\$3,143
850 Supermarket	92.34	\$117.90	\$10,887
853 Convenience Market	203.08	\$117.90	\$23,943
880 Pharmacy/Drugstore	64.82	\$117.90	\$7,642
911 Bank/Savings: Walk-in	117.04	\$117.90	\$13,798
931 Quality Restaurant	43.07	\$117.90	\$5,078
934 Fast Food Restaurant	179.20	\$117.90	\$21,127
942 Automobile Care Center	24.90	\$117.90	\$2,936
944 Gasoline/Service Station	51.14	\$117.90	\$6,030
710 General Office Building	18.50	\$117.90	\$2,181
720 Medical-Dental Office Building	60.70	\$117.90	\$7,156
110 General Light Industrial	11.71	\$117.90	\$1,381
120 General Heavy Industrial	2.52	\$117.90	\$297
150 Warehouse	8.33	\$117.90	\$982
151 Mini-Warehouse	4.20	\$117.90	\$495

Notes:

¹ Based on ITE land use code for apartment dwelling.

² Derived from Table 3.

³ Abbreviations used in the "Unit" column:

T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area

T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area

V.F.P. = Vehicle Fueling Position

APPENDIX TABLE C-4
NON-MOTOR VEHICLE FACILITY COST PER UNIT OF DEVELOPMENT

<u>Unit</u> ³	<u>ITELAND USE CODE/CATEGORY</u>	<u>Net</u> <u>Person</u> <u>Trip-Ends</u>	<u>Non-MV</u> <u>Cost Per</u> <u>Person Trip-End</u> ²	<u>Non-MV</u> <u>Cost</u> <u>Per Unit</u>	<u>Unit</u> ³
/dwelling unit	210 Single Family Dwelling	16.08	\$33.48	\$538	/dwelling unit
/dwelling unit	220 Multifamily ¹	11.26	\$33.48	\$377	/dwelling unit
/student	520 Elementary School (Public)	0.87	\$33.48	\$29	/student
/T.S.F.G.F.A.	560 Church	11.48	\$33.48	\$384	/T.S.F.G.F.A.
/student	565 Day Care Center/Preschool	3.01	\$33.48	\$101	/student
/T.S.F.G.F.A.	630 Clinic	56.01	\$33.48	\$1,875	/T.S.F.G.F.A.
/T.S.F.G.L.A.	814 Specialty Retail Center	27.52	\$33.48	\$921	/T.S.F.G.L.A.
/T.S.F.G.L.A.	820 Shopping Center	26.66	\$33.48	\$893	/T.S.F.G.L.A.
/T.S.F.G.F.A.	850 Supermarket	92.34	\$33.48	\$3,092	/T.S.F.G.F.A.
/T.S.F.G.F.A.	853 Convenience Market	203.08	\$33.48	\$6,800	/T.S.F.G.F.A.
/T.S.F.G.F.A.	880 Pharmacy/Drugstore	64.82	\$33.48	\$2,170	/T.S.F.G.F.A.
/T.S.F.G.F.A.	911 Bank/Savings: Walk-in	117.04	\$33.48	\$3,919	/T.S.F.G.F.A.
/T.S.F.G.F.A.	931 Quality Restaurant	43.07	\$33.48	\$1,442	/T.S.F.G.F.A.
/T.S.F.G.F.A.	934 Fast Food Restaurant	179.20	\$33.48	\$6,000	/T.S.F.G.F.A.
/T.S.F.G.L.A.	942 Automobile Care Center	24.90	\$33.48	\$834	/T.S.F.G.L.A.
/V.F.P.	944 Gasoline/Service Station	51.14	\$33.48	\$1,712	/V.F.P.
/T.S.F.G.F.A.	710 General Office Building	18.50	\$33.48	\$619	/T.S.F.G.F.A.
/T.S.F.G.F.A.	720 Medical-Dental Office Building	60.70	\$33.48	\$2,032	/T.S.F.G.F.A.
/T.S.F.G.F.A.	110 General Light Industrial	11.71	\$33.48	\$392	/T.S.F.G.F.A.
/T.S.F.G.F.A.	120 General Heavy Industrial	2.52	\$33.48	\$84	/T.S.F.G.F.A.
/T.S.F.G.F.A.	150 Warehouse	8.33	\$33.48	\$279	/T.S.F.G.F.A.
/T.S.F.G.F.A.	151 Mini-Warehouse	4.20	\$33	\$141	/T.S.F.G.F.A.

Notes:

¹ Based on ITE land use code for apartment dwelling.

² Derived from Table 3.

³ Abbreviations used in the "Unit" column:

T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area

T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area

V.F.P. = Vehicle Fueling Position

APPENDIX TABLE C-5
COMPLIANCE COST PER UNIT OF DEVELOPMENT

<u>ITE LAND USE CODE/CATEGORY</u>	<u>Net</u>	<u>Compliance</u>	<u>Compliance</u>	<u>Unit</u> ³
	<u>Person</u>	<u>Cost Per</u>	<u>Cost</u>	
	<u>Trip-Ends</u>	<u>Person Trip-End</u> ²	<u>Per Unit</u>	
210 Single Family Dwelling	16.08	\$3.78	\$61	/dwelling unit
220 Multifamily ¹	11.26	\$3.78	\$43	/dwelling unit
520 Elementary School (Public)	0.87	\$3.78	\$3	/student
560 Church	11.48	\$3.78	\$43	/T.S.F.G.F.A.
565 Day Care Center/Preschool	3.01	\$3.78	\$11	/student
630 Clinic	56.01	\$3.78	\$212	/T.S.F.G.F.A.
814 Specialty Retail Center	27.52	\$3.78	\$104	/T.S.F.G.L.A.
820 Shopping Center	26.66	\$3.78	\$101	/T.S.F.G.L.A.
850 Supermarket	92.34	\$3.78	\$349	/T.S.F.G.F.A.
853 Convenience Market	203.08	\$3.78	\$768	/T.S.F.G.F.A.
880 Pharmacy/Drugstore	64.82	\$3.78	\$245	/T.S.F.G.F.A.
911 Bank/Savings: Walk-in	117.04	\$3.78	\$443	/T.S.F.G.F.A.
931 Quality Restaurant	43.07	\$3.78	\$163	/T.S.F.G.F.A.
934 Fast Food Restaurant	179.20	\$3.78	\$678	/T.S.F.G.F.A.
942 Automobile Care Center	24.90	\$3.78	\$94	/T.S.F.G.L.A.
944 Gasoline/Service Station	51.14	\$3.78	\$193	/V.F.P.
710 General Office Building	18.50	\$3.78	\$70	/T.S.F.G.F.A.
720 Medical-Dental Office Building	60.70	\$3.78	\$230	/T.S.F.G.F.A.
110 General Light Industrial	11.71	\$3.78	\$44	/T.S.F.G.F.A.
120 General Heavy Industrial	2.52	\$3.78	\$10	/T.S.F.G.F.A.
150 Warehouse	8.33	\$3.78	\$32	/T.S.F.G.F.A.
151 Mini-Warehouse	4.20	\$3.78	\$16	/T.S.F.G.F.A.

Notes:

¹ Based on ITE land use code for apartment dwelling.

² Derived from Table 3.

³ Abbreviations used in the "Unit" column:

T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area

T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area

V.F.P. = Vehicle Fueling Position

APPENDIX TABLE C-6
REIMBURSEMENT COST PER UNIT OF DEVELOPMENT

<u>ITE LAND USE CODE/CATEGORY</u>	Net	Reimbursement	Compliance	<u>Unit</u> ³
	Person <u>Trip-Ends</u>	Cost Per Person <u>Trip-End</u> ²	Cost <u>Per Unit</u>	
210 Single Family Dwelling	16.08	\$28.63	\$460	/dwelling unit
220 Multifamily ¹	11.26	\$28.63	\$322	/dwelling unit
520 Elementary School (Public)	0.87	\$28.63	\$25	/student
560 Church	11.48	\$28.63	\$329	/T.S.F.G.F.A.
565 Day Care Center/Preschool	3.01	\$28.63	\$86	/student
630 Clinic	56.01	\$28.63	\$1,604	/T.S.F.G.F.A.
814 Specialty Retail Center	27.52	\$28.63	\$788	/T.S.F.G.L.A.
820 Shopping Center	26.66	\$28.63	\$763	/T.S.F.G.L.A.
850 Supermarket	92.34	\$28.63	\$2,644	/T.S.F.G.F.A.
853 Convenience Market	203.08	\$28.63	\$5,815	/T.S.F.G.F.A.
880 Pharmacy/Drugstore	64.82	\$28.63	\$1,856	/T.S.F.G.F.A.
911 Bank/Savings: Walk-in	117.04	\$28.63	\$3,351	/T.S.F.G.F.A.
931 Quality Restaurant	43.07	\$28.63	\$1,233	/T.S.F.G.F.A.
934 Fast Food Restaurant	179.20	\$28.63	\$5,131	/T.S.F.G.F.A.
942 Automobile Care Center	24.90	\$28.63	\$713	/T.S.F.G.L.A.
944 Gasoline/Service Station	51.14	\$28.63	\$1,464	/V.F.P.
710 General Office Building	18.50	\$28.63	\$530	/T.S.F.G.F.A.
720 Medical-Dental Office Building	60.70	\$28.63	\$1,738	/T.S.F.G.F.A.
110 General Light Industrial	11.71	\$28.63	\$335	/T.S.F.G.F.A.
120 General Heavy Industrial	2.52	\$28.63	\$72	/T.S.F.G.F.A.
150 Warehouse	8.33	\$28.63	\$239	/T.S.F.G.F.A.
151 Mini-Warehouse	4.20	\$28.63	\$120	/T.S.F.G.F.A.

Notes:

¹ Based on ITE land use code for apartment dwelling.

² Derived from Appendix B.

³ Abbreviations used in the "Unit" column:

T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area

T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area

V.F.P. = Vehicle Fueling Position



City of Canby Bi-Monthly Report

Department: Administration

For Months of: November & December 2012

To: The Honorable Mayor Hodson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist II
Through: Greg Ellis, City Administrator
Date: January 2, 2013

1. **Business Licenses** – Seventeen (17) new business licenses were issued during the months of November & December 2012. This compares to 61 new licenses issued during November & December 2011. Fifty-two (52) business licenses were inactivated during the months of November & December 2012. This compares to 17 inactivated during the same period in 2011. One hundred thirty-two (132) business license renewals were sent out, compared to 101 in 2011. The total number of businesses licensed with the City of Canby is 1,112, of which 640 have Canby addresses.
2. **Complaints/Inquiries** – Twenty-eight (28) complaints/inquiries were received during November & December 2012, 22 of which have been resolved. Twelve (12) were resolved within 24 hours. Ten (10) follow-up cards were mailed and seven (7) were returned with Excellent and Good ratings. We received no Poor ratings during this tracking period.

The following comments from citizens were received that exemplify the satisfaction with the service received by City employees:

"Amazing service. Sign fixed within ½ hour of calling!!"

"Thanks for being so prompt!"

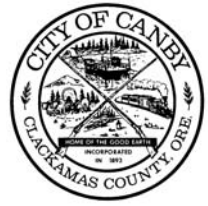
"Thanks for a great job!"

"It was fixed so fast, I didn't know when it happened! Thank you!"

"Thanks so much for such a prompt response – I was totally amazed to find it done so quickly!"

"I appreciate the quick response. Thanks!"

3. **Training/Meetings** – None.
4. **Special Animal Permits** – None.
5. **Sidewalk/Park Vending Permit** – None.
6. **Liquor Licenses Processed** – Three liquor license applications were processed.
7. **Miscellaneous** – The City's electronic newsletter was distributed to 1,130 email addresses in November and 1,123 in December 2012. The City started a Facebook page in December, which is listed as <https://www.facebook.com/cityofcanbyor>



M E M O R A N D U M

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

RE: BI-MONTHLY STAFF REPORT NOVEMBER – DECEMBER 2012
ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Updates

The following projects are funded through Urban Renewal.

- **Business Assistance and Recruitment Activities:**
 - Staff met with Wilson Construction – a long standing and rapidly growing Canby based utility contractor twice to share information and resources relating to workforce training and financing options.
 - Three businesses looking for a new location in Canby requested information on available retail spaces. CAT was also searching for options to relocate their offices. In most cases there were several options to meet their needs.
- **URA Industrial Property Sale**

The property sale transaction closing is anticipated early next week. The partition partition plat has been approved by the County Surveyors office. The city should receive a payment for \$6,400 soon. After expenses are deducted, the proceeds will be used to offset some of the new Police Facility costs.
- **Industry Cluster Analysis:**

FCS group has finalized their report and will present it the URA on January 9th. This study provides a strong foundation for the City's economic development strategies. It identified four industries that have the highest potential for growth in the Canby area. They include agriculture and food, wholesale trade, high tech and advanced manufacturing - metals and machinery.

Preliminary strategies include:

 - Ensuring that Canby remains an attractive place to do business
 - Laying the groundwork for future recruitment activities
 - Recruiting agriculture related suppliers and service businesses
 - Positioning Canby as an agritourism destination
 - Defining and marketing to the clean tech sector
 - Expanding infrastructure for industrial development
 - encouraging downtown redevelopment
 - Consider long term employment land needs

A marketing flyer will be developed as part of the scope of work. Staff will present this information to the Canby Community Response Team for their input later in January.

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Downtown Canby First Friday and Cash Mob**– The November 2nd and December 7th First Friday events were a success. The November Cash Mob location was Wallflowers Framing Gallery, where they had a table with several available items \$10 and under. Patrons also browsed the art that is for sale, and met two Portland area artists that were showing their work at Wallflowers. The December First Friday coincided with the Light the Night parade and tree lighting. The program continues to grow with more interest from the public and downtown businesses.
- **Light The Night Parade and Tree Lighting** – On Friday, December 7th, downtown Canby came alive with the annual Light the Night Parade and Tree Lighting. People eagerly lined the streets of Canby in anticipation for the Light the Night parade featuring a recent record of twelve entries from floats to bands to elves on stilts. An unusually large crowd awaited the parade surrounded Wait Park and Santa came on stage for the tree lighting. A survey was held prior to the tree lighting to decide who “Lights Up” Canby, those nominations were: Frank and Kathe Cutsforth, Pastor Larry Parks, and Pam Thomas. 50 people participated in the survey, and Pam Thomas won with 46% of the results. She was on hand at the Light the Night tree lighting and lit up Wait Park by switching on the lights. The MOMs Club participated by passing out hot chocolate and coffee, donated by Canby Pub and Grill. Santa was on hand for pictures and to listen to children’s Christmas wishes.
- **1st Avenue Grand Reopening** – Festivities were held to celebrate strategically on Small Business Saturday to mark the substantial completion of 1st Avenue Improvements. The event included music entertainment by the Pitch Pipers, the Rodeo Court made an appearance and 1st Avenue supporters gathered to hear highlights of the new Urban Renewal Project the greatly enhances the appearance of downtown. About 60 attended the event and many went on to support 1st Avenue Businesses by shopping downtown.
- **Website and Social Media Updates** – Marketing downtown’s successful, unique businesses is imperative for the success of downtown Canby. The Main Street Manager will increase contact with businesses, residents, and all who are interested in learning more about downtown Canby through increasing the use of Canby Main Street’s website and Facebook page. The newsletter also lists resources for businesses, including information on the façade program and revolving loan fund, “Tools for Business Success”, and links to the Main Street and Shop Canby websites. The Canby Main Street Facebook page currently has 583 likes.

Organization

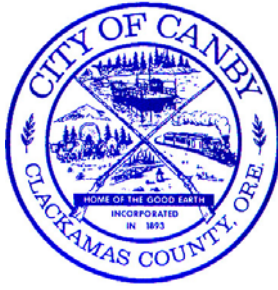
- **Outreach** – The Clackamas County Event Center signage is in its initial planning stages. The planning for the Event Center sign will include looking at other downtowns’ signage, identifying information and visual highlights for the sign, and finally creation and installation. The Event Center sign should be in place by May 2013.

Economic Restructuring

- **Vacant Property Database** – The downtown commercial land and space for lease or sale database was updated for November 2012. This is a tool to help market the property that Canby has available and is a way that people looking for space can search everything that is available in one place.

Design

- **Banner Program** – New artistic banners were hung along 1st Avenue with the completion of the 1st Avenue Redevelopment. These banners complimented the banners already hung on 2nd Avenue. The 90 new banners brought art that focused around Canby's "Garden Spot" theme. This project was a partnership between the City of Canby, Canby Main Street, Canby Arts Association, Canby High School, and the Canby Livability Coalition.
- **Façade Improvements** - Staff has received a Façade application for the Holly Mall building – located at 243 NW 2nd Avenue. The applicant is interested in painting the exterior, installing new signage, lighting, windows, and conducting cornice repair. Georgia Newton, one of the owners of the "Gene's Electronics" building has expressed interest in the program, and plans to deliver her application this month. These projects would help to continue the momentum of the façade program, and continue to enhance the image of downtown Canby.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Haley Fish, Finance Director
Through: Greg Ellis, City Administrator
Covering: November & December 2012
Compiled by: Suzan Duffy

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

- A **Budget Committee workshop** was held in November to review the budget process and provide information on various aspects of the current year budget. It also served as an opportunity for retiring Finance Director Sue Engels to introduce new Finance Director Haley Fish.

- During the Finance Director **transition period** various updates were completed, such as job descriptions of department personnel, bank signers, and electronic access capabilities. Tours and meetings, not to mention two retirement parties and a holiday luncheon, helped facilitate introductions throughout the City.

- The **CAFR (Comprehensive Annual Financial Report)** reporting deadline has been extended to the end of January, as work continues on pulling together both City and Canby Utility information while coordinating with the new auditing firm.

- Several months of combined efforts by staff and consultants has resulted in the successful issuance of the **\$14,050,000 Full Faith and Credit and Refunding Obligations, series 2012** in December. These bonds were issued to fund the Library and Remodeling Project, the Sequoia Parkway Extension project and refund 2 old loans. The City was able to negotiate a true interest cost of 2.845% and with insurance, interest savings on debt refunded and strategic structuring minimizing transaction fees the City was able to save approximately \$590,000.

- We have been working with Court staff to transition to **a new process for handling Court disbursements** through Accounts Payable rather than through a separate checking account. This will ease some of the burden on Court staff as they begin a period of great change, and also improve internal control mechanisms for the City.

- We have been invited to a mediation session with our collections service provider on a utility billing case. This will be an opportunity to explore one of the aspects of our **multi-pronged collection approach** for sewer charges and street maintenance fees.

- Other activities included:

- Transitioning to an updated lockbox image service for utility payments
- Updating the property tax calculations as needed due to compression
- Coordinating documents to complete the lease of new Police vehicles
- Assisting the Fleet Department in organization of vehicle titles
- Updating the revenue account list used by Planning staff
- Working with the Transit Department on a federal grant drawdown
- Meeting with a consultant on the progress of the SDC tracking project

- Several staff attended various webinars regarding year-end IRS reporting and PERS. We also received our new phones and an introduction to their operation.

- **Staff spotlight: Haley Fish**

Haley KG Fish, CPA, CFE joined the finance team as the new Finance Director of the City of Canby as of November 14, 2012. Haley comes to the City from a large local CPA firm where she specialized in assurance services for governmental agencies. She earned her Bachelors of Science Degree in Business Administration with an accounting focus from Oregon State University after which she went into public accounting where she earned and has maintained her Certified Public Accounting (CPA) and Certified Fraud Examiner (CFE) designations. In addition to working at the City Haley serves as Treasurer for a local non-profit call Breast Friends which provides emotional support services for family, friends and patients at all stages in their journey with breast cancer.

Both Haley and her husband of five years Scott Fish grew up in the Portland metro area and plan to stay close to their families. Having met at Oregon State University they are both big Beaver supporters and sports fans in general. For fun they enjoy exploring the amazing restaurant scene in Portland, traveling and spending time camping and hunting in the great northwest outdoors.

Statistics this period:

- **Accounts Payable**

Invoices:	638
Invoice entries:	1015
Encumbrances:	21
Manual checks:	14
Total checks:	401

- **Payroll**

Timesheets processed:	569
Total checks and vouchers:	680
New hires/separations:	1/3

- **Transit Tax Collection**

Forms sent:	1372
Delinquent notices sent:	6
Non-filed notices sent:	150
Collection notices sent:	3
Accounts sent to collections:	1
Accounts opened/closed:	16/3
Returns posted:	282

- **Utility Billing**

Bills sent:	9016
Counter payments:	311
Accounts opened and closed:	184
Lien payoffs:	5
Lien payoff inquiries:	43
Collection notices sent:	0
Accounts sent to collections:	6

- **General Ledger**

Total journal entries:	250
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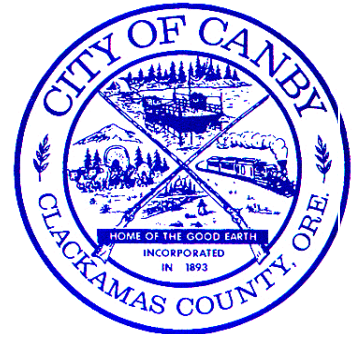
- **Cash Receipts Processed**

Finance:	660
Utility:	468

- **Cemetery**

Total property purchases recorded:	6
Total interments recorded:	12

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
November - December 2012



TO: Honorable Mayor Hodson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: January 4, 2013

New library planning. FFA Architecture and Interiors, Inc. has been selected to design the new Canby Public Library. Their extensive experience includes designing over 40 libraries. With the bonds sold, and both the architects and the project manager (Francis Berg Architects) on board, work on the new library is moving forward with the goal of breaking ground this fall. Three public meetings have been scheduled so that members of the community can participate in the planning of the new library. These sessions will be led by FFA.

- Tuesday, January 15 6:30 pm (Location: Canby Public Library)
- Wednesday, January 30, 6:30 pm (Location: Canby Police Station)
- Thursday, February 14, 6:30 pm (Location: Canby Police Station)

Special program on downtown redevelopment. In partnership with Canby Main Street and Economic Development, the library is offering a special interactive program, *A City's Center: Rethinking Downtown* on Tuesday, February 12 at 6:30 p.m. Featuring Nan Laurence, senior planner for the City of Eugene, this program will explore the changing character of downtown activities, urban forms and public spaces, and is made possible by funding from Oregon Humanities. We hope you can join us!

Fundraising for the new library. In the last months of 2012, we focused on various efforts that will help us achieve our \$1 million fundraising goal for the new library. Our end of the year appeal generated over \$8,000 in donations (many from first time donors), all of which will be placed in a dedicated fund for the new library. We were also pleased to receive a \$10,000 commitment from an advised fund donor at the Wichita Community Foundation to support the new library. This early support is critical as it will enable us to leverage other gifts as our fundraising progresses.

We scheduled preliminary discussions with all the major regional foundations in late 2012 and, based on the positive response we've received, have already submitted \$480,000 in grant requests (with more to come.) We expect to hear back from these funders by the end of 2013. The newly formed Canby Public Library Foundation held its first meeting in December and has submitted paperwork to the Internal Revenue Service for official nonprofit status. Founding

board members include Jon Dragt, Heather Steach and Theresa Enderle.

Support from the Friends of the Library. Since July, the Friends of the Library have provided \$10,500 in grants to support a wide variety of library programs and services, including:

- *Family cultural passes: \$660.* Family passes from a variety of nearby cultural organizations, including the Japanese Garden, the Portland Children's Museum, the Portland Art Museum and the Evergreen Aviation and Space Museum.
- *Music in the Stacks: \$3,000.* Five - six concerts from September – May.
- *Family programming: \$3,300.* Thursday night events for children and families through the school year and includes 12 family programs (two in Spanish.)
- *Monthly movie nights: \$290.* Movie licensing fee that allows the library to show two free family focused movies each month in both English and Spanish.
- *Adult programming. \$2,000.* Ongoing programs for adults from September – May.
- *Teen programming: \$750.* Teen movie nights and periodic *Library After Dark* events.

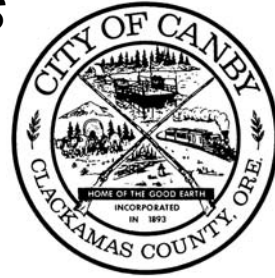
Through the revenues generated by the Friends of the Library Bookstore, the Friends also purchase in-demand DVDs for the library's collection and provide the book review publication *BookPages* (copies are free to library patrons). We are so grateful for their support!

Winter/Spring series on the Civil War. For the second year in a row, the library is pleased to receive a competitive grant from the Clackamas County Cultural Coalition. We've been awarded \$2,200 to support *Civil War 150: Canby Comes Together to Discuss the Nation Torn Apart*, a Civil War reading and discussion series to be led by author and scholar Lois Leveen, who did such an outstanding job for last year's 1776 series. This grant will complement a \$1,000 grant we received this summer from the Gilder-Lehrman Institute of American History to host a national traveling exhibit *Civil War 150*, which will be in display in Canby February 25 – March 17. Stay tuned for more details about the Civil War series, which will include not only lively historical discussions but also an Abe Lincoln impersonator, a program on Civil War music and other unique events, beginning in late February.

New website. In late December, the library launched a new website (Check it out at www.canbylibrary.org). Hosted by the Oregon State Library (a service they provide to public libraries throughout the state), the new site includes many new and improved features.

Community involvement. Volunteers donated 465 hours in November and December, helping the library by pulling holds, sorting, shelving, processing and mending books, staffing the Friends of the Library Bookstore, and assisting with library programming and events.

PLANNING & DEVELOPMENT SERVICES NOVEMBER/DECEMBER 2012 BI- MONTHLY REPORT



TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *January 7, 2013*
THROUGH: *Greg Ellis, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of November and December, 2012. 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 new land use applications being processed and building permit site plan review construction projects.

Plan Preparation

- 1. Visioning Process.** Planning staff continued to participate and assist with the City's visioning process, and to develop the draft Visioning Action Plan which is to be shared with the public at a community meeting on January 9, 2013 and placed on the City's website along with a survey to invite response before producing the final draft for consideration and adoption by the City Council.
- 2. Highway 99E Corridor & Gateway Design Plan.** The Planning Commission held a public hearing and forwarded a recommendation to approve the Plan to the City Council who adopted the Plan in December.
- 3. Downtown Parking Study.** The Council approved and adopted the updated parking study on November 21, 2012.
- 4. Dog Park.** Aurora Architectural Salvage is working on deconstructing the barn and outbuildings on the site. When completed, the City will arrange to have the house demolished after securing a Clackamas County demolition permit. The Dog Park Advisory Committee will meet in February to review and discuss a draft "Concept Plan" for the dog park. The Committee has gathered 400 signatures in support of developing the dog park.

City Program/Project Participation

- 5. Transportation/Parks System Development Charge Study & Fee Update.** The proposed SDC methodology and fee update moves forward for adoption by the Council on January 16, 2013.
- 6. Community Park/Pond Improvements.** Wilderness International held a Community Park fund raiser in December at Burgerville. They are moving forward with their proposal for pond improvements.

7. **GIS “GeoMoose” Web Site Access.** After struggling with what attributes the City would like and what we can have, our consultant would like us to look at the County’s newly revamped C-Map application and make a list of everything we would like to have on our site. Our Tech Services has been working with our consultant – Dean Anderson - on server issues and we believe these have now been resolved.
8. **STIP Grants.** Senior Planner, Matilda Deas, completed and submitted the following 3 grant applications for competitive review, funding, and placement within the State Transportation Improvement Program in the listed priority order:
 - a. S Ivy Street sidewalks and traffic signal at the Ivy/Township intersection
 - b. ADA access ramps off the Logging Road Bridge to the north and south side of OR 99E
 - c. NE 10th Avenue Sidewalk Project

Staff and the Mayor are expected to attend an upcoming C4 meeting to advocate for these applications. The combined projects request \$300,000 of grant funding and will require a local match of \$64,000 if all are funded.

Regional Activity Participation

9. **Clackamas County Coordinated Population Forecast for Five Rural Cities.** Planners met with long range Clackamas County planner – Martha Fritze – on Nov. 15 to provide needed information to finalize the Counties Rural Cities Coordinated Population Forecast Growth Report.

Board & Committee Activities

- City Council: approved and adopted the Downtown Parking Management Recommendation Report with Resolution 1145; approved the Fred Myer Fuel Facility Final Order for CPA 12-02/TA 12-03 and ORD 1365 amending the subarea boundary of the downtown overlay district at the SW/corner of SE 99E & S Locust Street; approved and adopted the 99E Corridor & Gateway Design Plan with ORD 1368 passed on 1st Reading; and took action accepting the Election Results annexing the Hope Village property with Res. 1146; receive a briefing on the Metro 2035 Regional Forecast which contains population, housing, and employment forecasts for Canby.
- Planning Commission: reviewed and forwarded for approval to the City Council the OR99E Corridor & Gateway Design Plan on Nov. 13, 2012; and proposed Development Code Text Amendments on Dec. 10, 2012, with suggested PC edits to return in January, 2013.
- Parks & Recreation Board: met in November where they discussed the dog park, and the Canby Sand and Gravel property along the Molalla River. A progress report on Northwoods Park indicates that a draft of the engineering construction plans have been completed, reviewed and approved by the City attorney with construction to begin this summer. The Board received an application to fill the one remaining vacancy. The Board will meet in January to review the member application, and further updates on the items mentioned above.

- Pedestrian & Bike Committee: met in November to obtain update on vision meetings, discuss Logging Trail grant application, safe route to schools street marking ideas, roles of the committee, and receive an update on development and plan updates.
- French Prairie Forum: director attended both the November and December meetings upcoming Oregon legislative matters affecting local governments was discussed, PERS reform, the 'Nike' Special Session, and other local topics of common interest.

Miscellaneous Dept. Activities

- Director attended Oregon Planning Director's Association Board Meeting and sponsored seminar on Nov. 1 & 2 in Florence, Oregon. Topics included: Trends in Transportation planning and project financing, completing staff reports with less staff, employee management issues, records retention practices, communicating with elected officials, and trends to contract out or not.
- Viewed an on-line meeting management software demonstration.
- Staff met with Canby Telcom to assist with transition to the new phone service for the Development Services office.
- Met with community business leader – Ron Yarbrough – to obtain solicited feedback on development review process and public handout format.
- Solicited review and obtained suggestions on proposed Development Code edits/amendments from economic development and main street staff.
- Met with ODOT planning staff in our office for a general development review coordination meeting. New contact will be Seth Brumley with regards to Region 1 reviews.
- Planning staff continued to coordinate and provide support during the Parks & Recreation Board and the Pedestrian & Bike Committee monthly meetings and the directors' attendance at the French Prairie Forum meeting held in Sept.

Development Activity

10. Pre-Application Conference(s): None

- Met with Bill Harper twice and new library architect – Eric Wilcox – to assist them in beginning the land use approval process for the new library project.
- Met with design architect hired by owner of property at the NE/corner of NW 3rd Avenue and N. Elm Street to review expectations for completing a "change of use" county building permit application and zoning site plan conformance review.

11. Land Use Applications Submitted November 1 December 31, 2012: None

- Decision notice mailed and became effective for the new Allegro Dance Studio on SE 2nd Avenue adjacent to the High School.

12. Pre-Construction Conference(s) Held: None

- Assisted with construction plan approval for Canby Evangelical Church office

addition.

Permits Reviewed for County Building Permit Approval

Site Plan Reviews for November - December

SP 12-50	AT&T Mobility Tower	Additions to Existing System	1976 SE Township
SP 12-51	Canby Library	Replace Façade	292 N Holly
SP 12-52	Wally Mahmood	Tenant Improvement	851 SW 1st
SP 12-53	SR Smith	Tenant Improvement	1017 SW Berg Parkway
SP 12-54	Canby Evang. Church	Addition of Office Building	339 SE Township
SP 12-55	Pacific Life Style Home	Single Family Residence	1646 N Ponderosa
SP 12-56	Snyder Construction	Single Family Residence	1015 N Oak St
SP 12-57	Marilyn Nash	Change of Occupancy	486 NW 3rd
SP 12-58	Crisp Homes	Single Family Attached Res.	915 NW 1 st Ave
SP 12-59	Crisp Homes	Single Family Attached Res.	946 NW 1 st Ave
SP 12-60	Crisp Homes	Single Family Attached Res.	891 NW 1 st Ave
SP 12-61	Crisp Homes	Single Family Attached Res.	875 NW 1 st Ave

Sign Applications Reviews for November - December




SN 12-14	Sign Resource	Mackin Auto Parts –Wall Sign	251 SW 2nd
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Building Permits for November/December 2012

No permits were issued by City

Active Permits Finalled by Clackamas County

November

-  Canby Utility – Water Reservoir and Pump Station
-  House Addition
-  Single Family Residence

-  Residential Patio Cover
-  Commercial Tenant Improvement

December

-  Loading Dock Facilities – T-Line Design
-  Residential Patio Cover

Year End Report

From: Eric Laitinen, Aquatic Program Manager

Date: January 2013

Re: Bi-monthly Report

Many places get very quiet during the holidays but not the Canby Swim Center. It has been a very busy November and December. We helped out with the Kiwanis can food and toy drive and collected three or four barrels full. I think it helps a lot that we give people a free swim for a donation. Gaffney lane elementary school from Oregon City had swimming lessons over November and December. They brought about 350 students in for lessons for grades 2nd, 3rd, 4th and 5th.

Then Canby Gators and Canby High school swim teams each had two home meets during November and December. Canby High School hosted Oregon City and Grant High schools. Both meets the teams split the wins with Canby Girls winning both meets. The Canby Gators hosted the Canby Mile Open and the Canby Animal meet. The mile open all swimmers swim a 1650 yard freestyle and the animal meet the swimmer all swim three challenging events. The Animal meet is actually three meets with a Animal meet for 13 & over, a Animal Jr. for 12 and under and a Masters Meet for Adults 19-90 year old. The meets went well and a couple trophies stayed in Canby. Jarod Spencer 12 won the boys Animal Meet Junior and Charlene Vandekamp 24 won the middle distance animal meet for Masters.

David was busy as always keeping things going at the pool and he replaced the pool heater. He had everything worked out so that we were able to keep the pool open the whole time while the heater was replaced. Everything seemed to go well and the new heater is working great.

Revenue was up \$6,800 for this November and December over last year, but we were a little behind at the end of October. Now We are ahead \$4,000 for the year. Attendance was down about 200 swims in November but up 900 in December and now we are up about 1,500 swims for the year. All in all things are looking very well thus far for 2012-2013.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR NOVEMBER 2012
DATE: JANUARY 7, 2013

CANBY SWIM CENTER NOVEMBER 2012	ADMIT 2011	ADMIT 2012	PASS 2011	PASS 2012	TOTAL 2011	TOTAL 2012	YTD TOTAL II-12	YTD TOTAL II-13
MORNING LAP	30	81	269	249	299	330	1543	1574
ADULT RECREATION SWIM	23	16	577	515	600	531	3143	2847
MORNING WATER EXERCISE	104	92	326	358	430	450	1982	1847
PARENT/ CHILD	118	12	0	0	118	12	1323	944
MORNING PUBLIC LESSONS	134	24	0	0	134	24	3388	3553
SCHOOL LESSONS	0	390	0	0	0	390	680	390
NOON LAP	77	83	284	233	361	316	1421	1296
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	135	249	19	9	154	258	1657	2319
PENGUIN CLUB	0	0	0	0	0	0	712	1043
CANBY H.S. SWIM TEAM	0	0	477	410	477	410	477	410
CANBY GATORS	0	0	940	921	940	921	3427	3402
MASTER SWIMMING	0	15	0	11	0	26	0	215
EVENING LESSONS	575	645	0	0	575	645	4330	4672
EVENING LAP SWIM	38	67	48	50	86	117	625	759
EVENING PUBLIC SWIM	191	253	19	9	210	262	2328	2532
EVENING WATER EXERCISE	72	44	46	41	118	85	739	557
ADULT LESSONS	9	0	0	0	9	0	49	50
GROUPS AND RENTALS	240	357	0	0	240	357	1112	1234
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	523	488
TOTAL ATTENDANCE	1,746	2,328	3,005	2,806	4,751	5,134	29459	30132

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR DECEMBER 2012
DATE: JANUARY 7, 2013

CANBY SWIM CENTER DECEMBER 2012	ADMIT 2011	ADMIT 2012	PASS 2011	PASS 2012	TOTAL 2011	TOTAL 2012	YTD TOTAL II-12	YTD TOTAL II-13
MORNING LAP	41	73	265	229	306	302	1849	1876
ADULT RECREATION SWIM	35	17	617	444	652	461	3795	3308
MORNING WATER EXERCISE	83	67	297	299	380	366	2362	2213
PARENT/ CHILD	0	0	0	0	0	0	1323	944
MORNING PUBLIC LESSONS	84	0	0	0	84	0	3472	3553
SCHOOL LESSONS	0	1280	0	0	0	1280	680	1670
NOON LAP	89	90	275	212	364	302	1785	1598
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	258	143	33	4	291	147	1948	2466
PENGUIN CLUB	0	0	0	0	0	0	712	1043
CANBY H.S. SWIM TEAM	0	0	908	657	908	657	1385	1067
CANBY GATORS	0	0	697	756	697	756	4124	4158
MASTER SWIMMING	0	0	0	70	0	70	0	285
EVENING LESSONS	232	504	0	0	232	504	4562	5176
EVENING LAP SWIM	32	48	41	40	73	88	698	847
EVENING PUBLIC SWIM	145	138	18	6	163	144	2491	2676
EVENING WATER EXERCISE	63	23	38	32	101	55	840	612
ADULT LESSONS	0	0	0	0	0	0	49	50
GROUPS AND RENTALS	218	201	0	0	218	201	1330	1435
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	523	488
TOTAL ATTENDANCE	1,280	2,584	3,189	2,749	4,469	5,333	33928	35465



November and December, 2012
Monthly Reports

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

Facilities Maintenance
November & December 2012
Prepared by Dan Mickelsen

Well it was an awful soggy couple months. When the weather is forecasted for these heavy rains I kind of get worried. As it was some sand bags were needed at the Library, a plugged gutter at Transit, and a big thanks goes to the Parks crew for sand bagging the Doors at the Shop Complex.

Last week I got the Final on the Heated Bay project. The security system is the last thing left to be installed. A lot of my time was spent tying up all the loose ends so it could be put in service. Another job that is nearly complete is the re facing of the Public Library building. There is two pieces of flashing left to be installed and it can be finaled as well. So with all said and done and after taking 15 days off during this period quite a bit was accomplished.

Police Dept: 4 w/o repairs. The lion's share of my time with the PD went towards attending a three day training session on the operation of the HVAC system. I also disconnected and drained the irrigation system, hung two key boards and checked out a roof leak. 32.75 hrs total.

Adult Center: 6 w/o repairs. It was inevitable, the HVAC units at the Adult Center are getting old and out dated and one of the 4.5 ton units went ka-put. After getting three quotes and a little bit of haggling the unit was replaced before the cold temperatures hit. I also winterized the roof top swamp cooler, took care of some plumbing issues and cleared the roof of leaves. 36 hrs total.

City Hall / Courts: 2 w/o repairs. Naturally the minute I head out of town something goes wrong. There was a lateral blockage in the sanitary line coming from the Council Chamber restrooms. Evidently a toilet had over flowed so thankfully it was clean water that did the flooding. A team was called out to suck up the water and then when I returned, I went to work checking for moisture. There was moisture in the North wall but I was able to peel back the base moulding drill holes in the walls and set up my fans and dry the area out. I generally don't like to re use the base after removing it but the future of the building did not warrant replacing it with new. I also hung up a wall hanging for the City Hall gals. 11.5 hrs total.

Finance / Transit: 6 w/o repairs. I cleaned gutters, winterized outside faucets, repaired a fire proof cabinet, ground off graffiti and replaced lamps. 8.25 hrs total.

Library: 9 w/o repairs. As I mentioned earlier a lot of time was spent on the reface job. I ran into more than a few challenges during the permit process. The plan pre viewers had never heard of, or seen this product used before. After getting them all the spec sheets and instructions and with a little talking with the inspector they were quite impressed how fast it went up. I also had to do some sandbagging in the alley during heavy rains, replaced lamps several times (inside and out) replaced an emergency light fixture and dealt with a HVAC problem that was a thermostat out of whack. 57.25 hrs total.

Planning / Building: No report.

Shop Complex: 4 w/o repairs, plus Heated Bay Project: The Heated Bay project took up quite a bit of time, as I had promised the crew they would have it the first week of December. I scrambled finishing up trim, painting, hanging doors, relocating the lights and getting the heat up and going. Also we showed up for work and the valance for the window covering in the conference room was lying in a heap on the floor, so that was repaired. All of the thermostats were set for winter temps. The HVAC unit currently is running on emergency power while I did meet with contractors to get repair or replacement quotes. Two new light fixtures were installed one as a replacement, and changing out burned out yard lights were also on the list of to do's. 89 hrs total.

Public Works: 3 w/o. Handled an erosion issue that a citizen had, finalized two ESC apps in the Postlewait II subdivision and one final in the Darcie Estates subdivision. 6 hrs total.

Fleet Services

Bi-Monthly Report : November / December 2012

Prepared by Joe Witt, Lead Mechanic

November 2012

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$135.00	\$9.36	\$84.27	\$228.63
Adult Center				\$495.22	\$495.22
Collections	6	\$2,193.75	\$3,018.24	\$372.08	\$5,584.07
Facilities	1	\$60.00	\$2.02	\$129.87	\$191.89
Fleet Service	2	\$48.75	\$315.55	\$150.22	\$514.52
Parks	3	\$465.00	\$346.88	\$673.23	\$1,485.11
Police	27	\$10,207.50	\$5,042.15	\$5,497.41	\$20,747.06
Streets	8	\$3,435.00	\$1,866.45	\$2,833.03	\$8,134.48
Transit (CAT)	25	\$9,976.80	\$15,677.13	\$7,128.77	\$32,782.70
Wastewater Treatment	3	\$627.00	\$6.34	\$304.16	\$937.50
Total Work Orders Processed for the Month	77	Totals*			\$71,101.18

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

December 2012

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$551.25	\$639.46	\$63.65	\$1,254.36
Adult Center	3	\$697.50	\$75.21	\$456.92	\$1,229.63
Collections	2	\$851.25	\$3,532.57	\$496.96	\$4,880.78
Facilities	1	\$30.00	\$0.00	\$46.02	\$76.02
Fleet Service	1	\$63.75	\$0.00	\$131.90	\$195.65
Parks	4	\$712.50	\$308.89	\$636.25	\$1,657.64
Police	23	\$8,008.70	\$4,799.33	\$5,673.84	\$18,481.87
Streets	7	\$1,852.50	\$1,106.57	\$1,319.82	\$4,278.89
Transit (CAT)	32	\$13,274.82	\$11,495.44	\$6,597.63	\$31,367.89
Wastewater Treatment	4	\$747.25	\$2,417.94	\$0.00	\$3,165.19
Total Work Orders Processed for the Month	79	Totals*			\$66,587.92

*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
By Jeff Snyder, Parks Maintenance Lead Worker
November – December 2012

Park Renovations

At Baker Prairie Cemetery a new sign was designed and installed. The sign was built by BBC Steel Corporation and installed by city staff. The all steel sign will have an antique look as it ages. We are still working with the Veterans Memorial Committee on their improvement projects. All of the interiors of the park restrooms have been painted.

Park Maintenance

All the mowing and turf maintenance had been completed for the season by early November. Parks staff winterized all the park assets before the freezing weather arrived. Trees and hedges have been trimmed and shrub beds are still in the process of being bark dusted and cleaned up. Leaf and storm debris removal has also occupied staff time over the last couple of months. Building maintenance issues were addressed as found and needed playground repairs have been made. The Parks Department spent 7 hours addressing graffiti and vandalism over 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.

Clackamas County Corrections Crews

The crew was in Canby six Sunday out of the last two months raking up debris at Arneson Gardens, Maple St. Park and at Community Park. C.C.C.C. performed approximately 288 hours of labor for the City of Canby in the months of November and December.

Meetings attended

We all attended a comprehensive training for managing safe playgrounds. The two day playground safety inspector maintenance training course is recognized by ORPA (Oregon Recreation and Park Association). We all attended the Cities Christmas party.

For your Information

The Parks Department is responsible for 200 acres of property. The Parks Department spent over 80 hours of labor with the testing, installation and removal of the Christmas decorations at Wait Park. The Parks Department has now assumed the landscaping duties for the new Canby Police Department. We now have thirty properties that we maintain.

Department: PUBLIC WORKS
For Month of: November and December 2012
Date: December 1, 2012
Prepared by: Jerry Nelzen

1. Streets:

During the month of November the Public Works crew worked with the NW 1st Avenue electrical contractor taking decorative lights to NW 1st Avenue to be installed and worked diligently with Canby Excavating to get the project to a completion. Repaired a partial section of curb line where the homeowner chiseled out a section. We had both sweepers working full time to pick up leaf debris off the City streets. We had some minor flooding due to a few homeowners and landscape companies blowing their yard debris out into the streets and clogging up the catch basin.

The crew received and located 54 locates for November.

Streets	Total Hours
Street Sweeping	133
Street Maintenance	324
Sidewalk	1
Street Sign Maintenance	6
Street Sign Installation	3
Street Light Repair	33
Tree Trimming	13
Tree Removal	16
Vactor Usage	7

2. Sewer and Storm System:

The crew cleaned lift stations in Canby. Hydro cleaned sewer mains on NW 6th Avenue, N Douglas, NW 2nd Avenue, N Grant to N Ivy Streets, NW 12th Avenue and inspected new sewer lateral and clean out. Clean catch basins and drywells around town to lessen the flooding around town.

Sewer	Total Hours
Sewer Cleaning	41.5
Sewer Maintenance/Repair	5
Sewer TV'ing	20
Lift Station Maintenance	11
Locating Utilities	26.5
Sewer Inspections	1
Vactor Usage	6

Drying Beds	8
Storm	
Catch Basin Maintenance	33
Storm Line Maintenance/Cleaning	1
Drywell Maintenance	17
Drying Beds	4

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

The crew during the month of November removed tree limbs out of the City's right-of-way for visual clearances around stop and street signs. The crew replaced numerous streets and faded stop signs. The City had three street lights damaged during November and they along with Canby Utility Electric Department replaced and fixed them. The crew fixed or repaired 22 street lights for November. Removed a tree on SW 6th Avenue causing damage in our right-of-way.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	4
Equipment Cleaning	12.5
Work Orders	1
Training/School	15.5
Other	47
GPS for Storm System	89.5

December 2012

1. Streets:

The Public Works crew installed bike racks along NW 1st, NW 2nd and Wait Park. The crew stopped and cleaned up a minor flooding problem at the Council Chambers building. The banners for NW 1st and NE/NW 2nd Avenue arrived and the crew attached them to the decorative street lights. Repaired and filled numerous potholes around town.

The crew received and located 70 locates for December.

Streets	Total Hours
Street Sweeping	50
Street Sweeper Maintenance	12
Street Maintenance	303.5
Sidewalks	5
Street Sign Manufacturing	6.5
Street Sign Maintenance	4
Street Sign Installation	3.5
Street Light Repair	31
Tree Removal	20
Dump Truck	4

2. Sewer and Storm System:

The crews cleaned sewer mains and responded to two lateral blockages, which one was on the homeowner's side and the other had tree roots in our sewer main. Cleaned numerous catch basins around town and cleaned dry well on S Elm Street.

Sewer	Total Hours
Sewer Cleaning	31
Sewer Maintenance/Repair	35
Sewer TV'ing	41.5
Lift Station Maintenance	4.5
Locating Utilities	58.8
Sewer Inspections	1
Vactor Usage	6
Storm	
Catch Basin Maintenance	42
Storm Line Maintenance/Repair	2
Drywell Maintenance	1

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

The crew during the month of December fixed 18 street lights. Installed two speed limit signs along SE 1st Avenue and removed a large tree.

4. **Miscellaneous:**

Helped Jamie Stickel, Main Street Manager with banners along the NW 1st Avenue project.

Miscellaneous	Total Hours
Meetings	8.5
Warehouse Maintenance	27
Equipment Cleaning	10
Banners	26
GPS	60

City of Canby Bi-Monthly Report

Department: Transit



For: the months of November & December, 2012

Date: January 7, 2013

Prepared by: Julie Wehling

Through: Greg Ellis, City Administrator

1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) ODOT Quarterly Reports were submitted for the first quarter of the fiscal year.
- c) A Special Transportation Fund (STF) application for state funding in fiscal year 2013-14 was submitted to TriMet on behalf of CAT for \$115,704 on November 26th.
- d) In the same process applications for FTA Section 5310 funding for fiscal years 2013-2015 were submitted. One for Preventive Maintenance funding in the amount of \$132,441 (66,220.50 annually) and another for operational funding to support the Dial-A-Ride services for seniors and people with disabilities in the amount of \$110,000 (\$55,000 annually). All three applications will be reviewed and approved at the local level in January and approved at the state level in April or May.
- e) The Annual Federal Report was submitted in TEAM.
- f) The Annual NTD report was submitted to ODOT.

2) Ridership:

Total ridership for the first six months of FY 2012-13 is down by 11.88% as compared to the previous fiscal year. During this report period CAT provided:

- a) 9,457 rides in November (22.24% fewer than November of 2011).
 - 1,474 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 2.06 % fewer rides than were provided during November of 2011.
 - 5,592 to Oregon City (26.9% fewer rides than November of 2011)
 - 2,391 to Woodburn (20.45% fewer rides than November of 2011)
- b) 7,953 rides in December (33.47% fewer rides than December of 2011).
 - 1,206 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 21.68% fewer rides than were provided during December of 2011.
 - 4,747 to Oregon City (34.36% fewer rides than December of 2011)
 - 2,000 to Woodburn (37.94% fewer rides than December of 2011)

As expected ridership numbers are down due to the implementation of a \$1 fare on October 1st. Ridership for the three months since the fare was implemented is down by 23.12 percent which is under the 25-40 percent drop that is usually expected.

3) Updates:

- a) On November 15th the Transit Advisory Committee held their regular meeting. The meeting in December was canceled. Members of the Transit Advisory Committee also attended a number of the Visioning Meetings during this reporting period.
- b) Canby Area Transit collected \$644.61 during the Chamber's Light the Night event and donated these funds to the Canby Adult Center's Transportation Program.
- c) With the implementation of the new phone system on December 8th CAT now has information available for customers in both English and Spanish and access to a Spanish translator upon request.
- d) CAT will provide its 2 millionth ride sometime in mid-January. As the milestone approaches riders will be treated with refreshments and promotional items will be given away on the buses and at the transit center. Once the lucky rider is identified he/she will be given a free annual pass and recognized as CAT's 2 millionth rider.

4) Collisions

- a) No collisions in November or December.

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

- a) On November 5th Julie Wehling attended the Clackamas County Transportation Consortium meeting in Oregon City.
- b) On December 11th Julie Wehling, Dell Donoho and one of the CAT drivers visited a second grade class at Knight Elementary School. The children were given a tour of a transit bus (it was parked). Students were instructed in transit bus procedures and safety.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

November & December 2012

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Greg Ellis, City Administrator
Date: January 3, 2013

Facility Operations & Maintenance

The water quality for the months of November and December remained excellent with no violations or interruption of services for either month. Plant Operators continue daily operations of the plant during winter compliance monitoring.

Plant personnel continue to keep up with all preventative maintenance and operations including operational up grades that include some of the following:

- Completed winter bio assay testing.
- Sent Eff. Sampler in for repair.
- Continued laboratory testing above and beyond the required weekly/monthly NPDES permit requirements.
- Completed equipment and meter calibrations.
- In conjunction with 3 Phase electric we installed electricity and control wires to new actuators.
- Replaced U.V disinfection light in unit #2.
- Rebuilt South R.A.S Pump.
- Replaced quarter turn valve in P.S vault with wheel valve.
- Installed 4 new valves and electronic actuators at aeration basin selectors.
- Replaced chain drive on sludge conveyor.
- Rebuilt scrapper arm on south Clarifier.
- Obtained quotes for specialized building repair.
- Cleaned discharge line of P.C.
- Routine daily maintenance, repairs, and cleaning of plant equipment.
- Routine winter ground maintenance.

FOG (fats, oils and grease) program

- Dave made 12 inspections of GRD's (grease removal devices) in Canby's food service establishments.
- 58 pump outs were completed over the last 2 months, the continued inspections and mandatory cleaning schedules remain effective in the reduction of FOG throughout the sewerage system.

Biosolids Program:

- Plant personnel ran the belt press approximately 34 days in the last 2 months.
- Canby Disposal hauled approximately 374 cubic yards of raw sludge from the treatment plant to Riverbend Landfill.

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)

- In plant training on Tesco high water alarms and procedures.
- City safety committee meeting.
- Annual hearing test.
- Pump repair training from Apsco.
- Continued participation in FOG committee meetings.
- Attended ORACWA Pretreatment committee meeting.

Management Team Meeting Minutes
January 7, 2013
2:00 p.m.
City Hall Conference Room

In attendance: Greg Ellis, Darwin Tramel, Renate Mengelberg, Bryan Brown, Julie Wehling, Penny Hummel, Eric Laitinen, Kim Scheafer, Haley Fish, and Amanda Zeiber.

Kim Scheafer

- Reviewed Agenda for January 16 CC Meeting
- Make sure Affidavits of Publication for RFP's are sent to Administration for filing with the contract as soon as they are received

Renate Mengelberg

- Last visioning meeting is on Wednesday night
- Partial industrial land property sale is almost complete

Greg Ellis

- Bike rack unveiling was Friday night at Wait Park
- Council Goal Setting will be held on February 23 from 8 AM – 1 PM at the Police Station

Eric Laitinen

- The pool has been very busy
- Bike racks will be installed soon at the pool

Darwin Tramel

- Working on Johnson Control's Five Year Industrial Discharge Permit
- Working with staff on sanitary sewer overflow procedures

Bryan Brown

- Pre-application conference for Library will be held on Tuesday
- Four single family home permits were received
- Staff is working on LUBA appeal paperwork

Julie Wehling

- The two millionth rider mark should be hit in mid-January
- Two years of New Freedom money was approved Friday

Penny Hummel

- The first of three community library meetings will be held next week for planning the new library
- Grant applications worth \$480,000 have been submitted
- Library's new website is up
- Language exchange hour is held every Sunday at noon

Haley Fish

- Work on mid-year budget review, CAFR, and supplemental budget

Amanda Zeiber

- Meeting with the IT Contractor and staff on Tuesday to talk about work order procedures and priorities
- New phones are all in except for pool

Minutes taken by Kim Scheafer

CITY COUNCIL / URA MEETING FOLLOW-UP ITEMS				
ORIG. CC / URA MTG. DATE	ITEM	STATUS	ASSIGNED TO	FOR CC OR URA MTG. OF
10/12/2011 URA	Entrance Sign Power Agreement - ODOT	Contact appropriate person at ODOT	Dan Drentlaw	TBD
September 12, 2012	Industrial Property Sale	Underway	Renate Mengelberg	December 2012 latest
October 10, 2012	Industrial Area GIS Mapping	Begun	Renate Mengelberg	December 12, 2012
Several Mtgs.	Economic Development Plan	Underway	Renate Mengelberg	January 9, 2013
Community Driven	Code Amendment Improvement Package	Underway	Bryan Brown/Angie Lehnert	February 20, 2013
TSP Update Driven	Parks/Transportation SDC Methodology & Fee Update	Completed	Matilda Deas	January 16, 2013
	Clackamas County Coordinated Population Forecast	Underway	Bryan Brown	February 6, 2013
	Northwoods Park Playground Construction Contract	Design Completed	Matilda Deas	January, 2013
March 14, 2012	Urban Renewal Plan Annual Report	Not started	Renate Mengelberg	March 13, 2013
July 11, 2012	Retail Business Recruitment Update	Not started	Jamie Stickel	March 13, 2013
	Dog Park Construction Contract	Concept Plan Completed	Matilda Deas	April, 2013
	New Tree Ordinance	Underway	Matilda Deas/Sol Jacobsen	May, 2013
July 11, 2012	Main Street Annual Report	Not started	Jamie Stickel	June 12, 2013
	Stormwater Master Plan Adoption	Not started (Waiting for Selection of Consultant)	Darvin Tramel	June, 2013
	Buildable Land Needs Study	Not started (Waiting for Population Forecast)	Matilda Deas	August, 2013
	NE Canby Master Plan	Not started	Matilda Deas	December, 2013
	N Redwood Master Plan	Not started (Need Funding)	Matilda Deas	June, 2014

OTHER STAFF ITEMS

DATE	ITEM	STATUS	ASSIGNED TO	TARGET DATE
	Maintain Police Accreditation - Police	On-Going	Melody Thompson & Lt. Jorge Tro	
	Selling Property Partitioned Next to Maple Street Park (former location of Marshall House)	Waiting for better econmic times to sell property		
	Participate as member of NW Regional Computer Forensic Laboratory - Police	Not started	Bret J. Smith	TBD
	Develop Citizen's Academy - Police	Underway	Bret J. Smith	Feb - March 2013
	Develop Dept Website - Police	Underway	Melody Thompson & Lt. Jorge Tro	January, 2013
	Formalize Volunteer Program - Police	Underway	Melody Thompson & Lt. Jorge Tro	January, 2013
	Identify Dept Mission Statement, Values and Vision Statement	Underway	Bret J. Smith	January, 2013