



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

May 2, 2012

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Randy Carson

Council President Walt Daniels

Councilor Richard Ares

Councilor Tim Dale

Councilor Traci Hensley

Councilor Brian Hodson

Councilor Greg Parker

WORK SESSION

6:30 PM

City Hall Conference Room

This Work Session will be attended by the Mayor and City Council to discuss an interfund loan to Transit and future capital purchases.

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

B. Water Safety Month Proclamation

Pg. 1

C. Poppy Days in Canby Proclamation

Pg. 2

D. NALC Food Drive Day Proclamation

Pg. 3

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

A. Approval of Minutes of the April 18, 2012 City Council Work Session & Regular Meeting

B. Change of Ownership Liquor License for Marvel's Lone Elder Pizza

Pg. 4

7. PUBLIC HEARINGS

- A. Sewer Rate Increase Pg. 6
- B. Update to City of Canby Master Fee Schedule

8. RESOLUTIONS & ORDINANCES

- A. Res. 1124, Setting Fees for Services Including Updated Fees for Sanitary and Storm Sewer Service Pg. 6
- B. Res. 1125, Adoption of City of Canby Emergency Operations Plan Pg.31
- C. Res. 1126, Relating to the Records of the City of Canby and Providing for their Retention and Prescribing Time Periods Pg.50
- D. Res. 1127, Adopting a Policy for Reduced Sewer Rate Eligibility Pg.52
- E. Res. 1128, Authorizing an Interfund Loan of \$500,000 from the Sewer Fund to the Transit Fund Pg.55
- F. Ord. 1354, Auth. Contract with Jeff Kersey Construction, Inc. in the Amount of \$356,653.15 for NE 4th Avenue Improvements, Phase II **(2nd Reading)** Pg.57
- G. Ord. 1355, Adding Section 2.05.020 to the Canby Municipal Code to Authorize Submission of Explanatory Statements by the City for Inclusion in the Clackamas County Voters Pamphlet for Matters Submitted to Voters Relating to Municipal Legislation Under the Referendum or Initiative Powers by Petition **(2nd Reading)** Pg.59
- H. Ord. 1356, Adding Section 13.12.065 to the Canby Municipal Code Creating an In-Lieu-of Franchise Fee for the Use of City-Owned Right-of-Ways for Sewer Service **(2nd Reading)** Pg.61
- I. Ord. 1357, Amending Canby Municipal Code Chapter 8.20 Regarding Emergency Assistance Alarms Pg.62

9. NEW BUSINESS

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

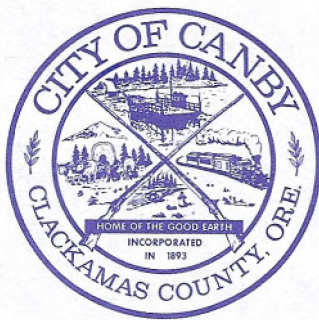
11. CITIZEN INPUT

12. ACTION REVIEW

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

14. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer, MMC, City Recorder at 503.266.4021 ext. 233. 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.



Office of the Mayor

Proclamation

Water Safety Month

WHEREAS, citizens of Canby recognizes that swimming and aquatic-related activities contribute to good physical and mental health and enhance the quality of life for all people; and

WHEREAS, the citizens of Canby understand the essential role that Water Safety education plays in preventing drownings and recreational water-related injuries and have demonstrated that understanding by approving funding to continue operation of the Canby Swim Center; and

WHEREAS, the City of Canby is aware of the contributions made by the recreational water industry, as represented by the many organizations, including the Canby Swim Center, involved in the National Water Safety Month Coalition that have developed safe swimming facilities, swim lessons and other aquatic programs, home pools and spas, and related activities; and

WHEREAS, these facilities, along with the many natural rivers and ponds in the Canby area are providing healthy places to recreate, learn and grow, build self-esteem, confidence, and a sense of self-worth which contributes to the quality of life in our community; and

WHEREAS, the citizens of Canby recognize the ongoing efforts and commitment of the Canby Swim Center to educate the public, and especially children, regarding Water Safety issues so that they may safely enjoy the benefits of all water related activities; and

WHEREAS, the citizens of Canby understand the vital importance of communicating Water Safety rules and programs to families and individuals of all ages, whether owners of private pools, users of public swimming facilities, or visitors to area rivers and swimming holes.

NOW THEREFORE, I, Randy Carson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim the month of May as:

WATER SAFETY MONTH

in the City of Canby and do urge all those in the Canby area to support and promote this observance.

Given unto my hand this 2nd day of May 2012 in the City of Canby, Oregon.

Randy Carson
Mayor





Office of the Mayor

Proclamation

Poppy Days in Canby

WHEREAS, the American Legion Auxiliary adopted the poppy as its memorial flower which pays tribute to the war dead and serves as a source of aid to surviving veterans and their families; and

WHEREAS, the contributions provided by the American Legion Auxiliary are put to good use in support of the children and youth of the Canby community and toward the rehabilitation and care of veterans; and

WHEREAS, the work of the American Legion Auxiliary through the annual sale of poppies is a proper and fitting tribute to the acts of patriotism and courage made by our nation's veterans in time of national need.

NOW, THEREFORE, I, Randy Carson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim the month of May 2012 as

Poppy Month

and I do further proclaim the week of May 27 through June 2, 2012 as

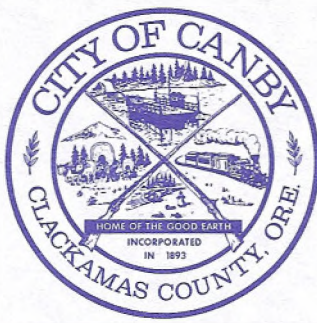
Poppy Days in the City of Canby

and urge all citizens of the City of Canby to proudly remember the sacrifices made by the members of our Armed Forces by contributing to the American Legion Auxiliary during the month of May 2012 in support of their service to our country's veterans.

Given unto my hand this 2nd day of May 2012.

Randy Carson
Mayor





Office of the Mayor

Proclamation

National Association of Letter Carriers National Food Drive Day

WHEREAS, the National Association of Letter Carriers, in conjunction with the National Rural Letter Carriers' Association, Campbell Soup Company, Valpak, U.S. Postal Service, United Way, AFL-CIO, Feeding America, Uncle Bob's Self-Storage and AARP are coordinating a non-perishable food drive; and

WHEREAS, the Saint Vincent de Paul Food Bank at St. Patrick's Church and Canby's local food banks are in need of food at all times; and

WHEREAS, the local food bank shelves are continually in need of replenishment due to the ongoing dramatic increase in the need for food; and

WHEREAS, during the last six months the total number of food orders at the St. Vincent de Paul Food Bank in Canby was 6,641; and

WHEREAS, last year 14,292 pounds of non-perishable food was collected and a total of 132,080 pounds have been collected the last ten years; and

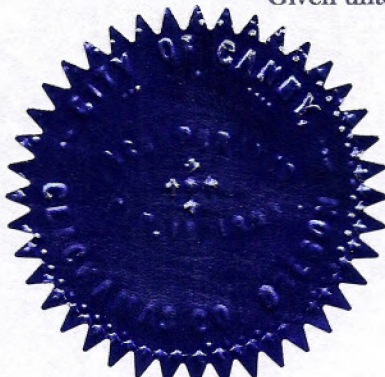
WHEREAS, the local letter carriers will collect non-perishable food items placed by mailboxes on Saturday, May 12, 2012.

NOW, THEREFORE, I, Randy Carson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim Saturday, May 12, 2012 as

2012 National Association of Letter Carriers
National Food Drive Day

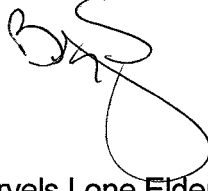
and urge all citizens of the City of Canby to participate in this worthwhile event by donating non-perishable food items to help feed those who are in need.

Given unto my hand this 2nd day of May 2012.



Randy Carson
Mayor

Memo

To: Mayor Carson & Members of City Council
From: Bret J. Smith, Chief of Police 
CC: Kim Scheafer, City Recorder
Date: April 23, 2012
Re: Liquor License Application / Marvels Lone Elder Pizza

I have reviewed the attached liquor license application completed by the applicant, Julie Chapman-Moore for business, Marvels Lone Elder Pizza, located at 207 SW 1st Avenue, Suite #106, Canby, Oregon.

In addition, I have spoken with the applicant; and we discussed the laws involving the sale of alcoholic beverages. She told me she is familiar with the Oregon liquor laws, stating she has been managing the same business prior to her purchase of the business. She further explained she is purchasing the business from her parents. She said has received training regarding the laws involving the serving of alcoholic beverages and she understands the consequences for failure to comply with the rules as set forth by Oregon State law. She said she will continue to work closely with OLCC as it relates to training for her employees on pertinent laws involving alcohol related issues.

Ms. Chapman-Moore is requesting that a "Change of Ownership" and a continued "Limited On-Premises Sales" be approved.

It is my recommendation that the Canby City Council approve this application to the Oregon Liquor Control Commission (OLCC).



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

Reset Form

Print Form

41813-75 ✓

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
☐ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☒ Limited On-Premises Sales (\$202.60/yr)
☒ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☒ Change Ownership
☐ New Outlet
☐ Greater Privilege
☐ Additional Privilege
☐ Other _____

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: _____

Date: 3-21-12

90-day authority: ☐ Yes ☐ No

90-DAY AUTHORITY

☒ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- ☐ Limited Partnership ☐ Corporation ☐ Limited Liability Company ☒ Individuals

P18854
L151432

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Julie Chapman Moore ③ _____

② _____ ④ _____

2. Trade Name (dba): Marvels Lone Elder Pizza

3. Business Location: 207 SW 1st Suite #106, Canby, Clackamas, OR 97013
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: _____
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-266-1888 N/A
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No

7. If yes to whom: Marcel Ellis Type of License: Limited On-Premises Sales

8. Former Business Name: Marvels Lone Elder Pizza

9. Will you have a manager? ☐ Yes ☒ No Name: _____
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Canby Oregon
(name of city or county)

11. Contact person for this application: Julie Moore
(name) (phone number(s))
(address) (fax number) (e-mail address)

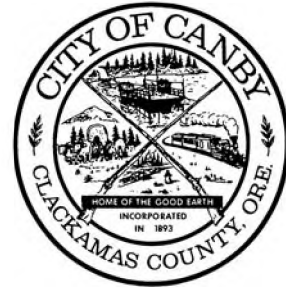
I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Julie Moore Date 3-27-12 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

MEMORANDUM



TO: *Honorable Mayor Carson and City Council*
FROM: *Sue Engels, Finance Director*
DATE: *April 23, 2012*
THROUGH: *Greg Ellis, City Administrator*

Issue: Adoption of an updated Master Fee Schedule.

Synopsis: In May of 2010 at the request of the City Council, Finance Department staff compiled a master schedule of fees for services being charged by departments of the City. The departments also provided proposed fee increases and some new fee requests. It was determined to be beneficial to review the fee schedule each year to incorporate needed adjustments. Accordingly, a review and update was also done in 2011.

Departments have again done that review and proposed revised fees for the coming year with Resolution 1124. A narrative summary of changes is attached as well as "Exhibit A" showing a comparison of current fees versus proposed changes. "Exhibit B" reflects the actual schedule if all changes are adopted.

Recommendation: Staff recommends Council adopt Resolution 1124.

Recommended motion: ***"I move to adopt Resolution 1124, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES INCLUDING UPDATED FEES FOR SANITARY AND STORM SEWER SERVICE"***

Attached: Narrative Summary, Resolution 1124 and Exhibits "A" & "B"

PROPOSED FEE CHANGES – NARRATIVE SUMMARY

GENERAL

License/Permit/Certificate Replacement Fee: New \$10 Fee

Replacement of specialized documents for items such as business licenses, alarm permits and cemetery title certificates require additional time and materials beyond a standard photocopy. A comparable replacement fee of \$10 is charged by the cities of Milwaukie and Tualatin.

ADMINISTRATION

In-lieu of Franchise Fees-Water/Electric: Adding existing fee to schedule

This existing fee was previously omitted from the list.

In-lieu of Franchise Fees-Wastewater/Stormwater: New Fee – 7% of service charge collected

This item is specified in Ordinance No. 1356 which is scheduled for second reading on the agenda for May 2.

POLICE

Adjusting and adding miscellaneous small fees

After review by the Police Department staff, specific fees have been added for documents that are routinely produced. Two fees have been reduced, and two have been deleted as unneeded.

COURT

Formalizing existing fees

Certain Court fees that have been in use for years were reauthorized by Court Order on 3/29/12 and are now added to the Master Fee Schedule.

PUBLIC WORKS

Erosion Control Fees Updated

Public Works staff reviewed a recently completed survey of ten cities in Clackamas County and determined that fees, which have not been increased since the program was adopted in 2002, are substantially below the norm. Gradual increases beginning this year will help bring the fees in line. Additional categories have also been added to better reflect fairness and cost recovery.

SEWER/STORMWATER

Combined Sewer/Stormwater Rates (monthly)

The formal fee study completed in 2011 included suggested annual rate increases of 4% through 2015. With the addition of the franchise fee, a 5% increase is currently proposed.

PLANNING

Various Fees Updated

After review by the Planning Director, fees have been adjusted to better reflect costs and the description of some fees have been expanded for clarity. Eight fees have increased, three have decreased, and one has been deleted.

CEMETERY

Placement Fees Updated

Opening and closing fees for mausoleum and niche spaces have been increased to be more in line with Cemetery fees in Oregon City, Woodburn, Tigard, and in Metro-operated cemeteries.

RESOLUTION NO. 1124

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

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

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

WHEREAS, the Canby City Council held a public hearing on May 2, 2012 to receive public testimony regarding the proposed fee increases; and

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

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

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

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

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

This resolution shall take effect on July 1, 2012.

ADOPTED this 2nd day of May 2012 by the Canby City Council.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Date	Proposed change
General					
	Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet	Res 1099	7/1/2011	no change
	Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet	Res 1099	7/1/2011	no change
	Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet	Res 1099	7/1/2011	no change
	Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet	Res 1099	7/1/2011	no change
	Plotter prints (8 1/2 x 11)	\$2	Res 1099	7/1/2011	no change
	Plotter prints (11 x 17)	\$4	Res 1099	7/1/2011	no change
	Plotter prints (17 x 22)	\$6	Res 1099	7/1/2011	no change
	Plotter prints (24 x 36)	\$8	Res 1099	7/1/2011	no change
	Plotter prints (36 x 48)	\$10	Res 1099	7/1/2011	no change
	Audio Cassette copy	\$10	Res 1099	7/1/2011	no change
	Videotape copy	\$25	Res 1099	7/1/2011	no change
	Records on CD	\$10 plus staff time costs	Res 1099	7/1/2011	no change
	Public Records-Transcription	\$20/hr	Res 1099	7/1/2011	no change
	Public Records-Clerical Research	\$20/hr	Res 1099	7/1/2011	no change
	Public Records-Admin Research	\$35/hr	Res 1099	7/1/2011	no change
	Public Records-Legal Research	\$80/hr	Res 1099	7/1/2011	no change
	Public Records-Faxing	50¢ per page sent	Res 1099	7/1/2011	no change
	Public Records-Mailing costs	Actual costs + \$1.00 handling fee	Res 1099	7/1/2011	no change
	Returned check fee	\$25	Res 1099	7/1/2011	no change
	Lien Search fee	\$25	Res 1099	7/1/2011	no change
	License/Permit/Certificate replacement fee				\$10
Administration					
	Business License Annual Renewal	\$50	Res 1099	7/1/2011	no change
	Business License Past Due	\$10/mo up to \$50	Res 1099	7/1/2011	no change
	Business License-Transfer or Assign	\$50	Res 1099	7/1/2011	no change
	Liquor License Application New	\$100	Res 1099	7/1/2011	no change
	Liquor License Change of Ownership, Location, or Privilege	\$75	Res 1099	7/1/2011	no change
	Liquor License Annual Renewal or Temporary Sales License	\$35	Res 1099	7/1/2011	no change
	Small Animal Permit	\$10	Res 1099	7/1/2011	no change
	Impounded Animal Redemption Fee	\$50	Res 1099	7/1/2011	no change
	Sidewalk Vending Permit	\$10	Res 1099	7/1/2011	no change
	Franchise Fees-Cable	5% gross revenue	Res 1099	7/1/2011	no change
	Franchise Fees-Natural Gas	5% gross revenue	Res 1099	7/1/2011	no change
	Franchise Fees-Telephone	7% gross revenue	Res 1099	7/1/2011	no change
	Franchise Fees-Solid Waste	5% gross revenue	Res 1099	7/1/2011	no change
	In-lieu of Franchise Fees-Water/ Electric			5/2/2012	5% of commodity sales
	In-lieu of Franchise Fees-Wastewater/ Stormwater		Ord 1356	5/2/2012	7% of service charge collected
Police					
	Special Event Security	\$60/hr	Res 1099	7/1/2011	no change
	Alarm Permits	\$20 annual (waived over 65)	Res 1099	7/1/2011	Government fee also waived
	Alarm Permit Delinquent Fee	\$25	Res 1099	7/1/2011	no change
	False Alarm Response	Third alarm \$50; fourth alarm \$75, fifth & up \$100 each	Res 1099	7/1/2011	no change
	Vehicle Release	\$125	Res 1099	7/1/2011	no change
	Police Reports	\$15	Res 1099	7/1/2011	Photocopy - \$10 DMV accident only/\$15 all others
	Background inspection fee - firearm purchaser	\$50	Res 1099	7/1/2011	delete
	Vehicle Booting Charge	\$75	Res 1099	7/1/2011	delete
	Fingerprinting	\$25 per card/\$10 each add'l card	Res 1099	7/1/2011	\$20 per card/\$10 each add'l card
	Background Verification Letter	\$5	Res 1099	7/1/2011	rename Name Check Letter/Printout
	Address Printout				\$5
	Citation - Photocopy				\$5
	Officer's Notes - Photocopy				\$5
	Photos on CD				\$15
	Radar Certification - Photocopy				\$5

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Date	Proposed change
Court						
	Payment Plan Fee	\$15 per \$100 of fine, not to exceed \$150 (waived if paid within 60 days)		Res 1099	7/1/2011	no change
	Show Cause Fee	\$25 certified letter/\$10 regular letter		Res 1099	7/1/2011	no change
	Warrant Costs	\$50		Res 1099	7/1/2011	no change
	Late Fee	\$15 if more than 10 days late		Res 1099	7/1/2011	no change
	FTA Fee	\$25		Res 1099	7/1/2011	no change
	Appeal Transcript Fee	\$35		Res 1099	7/1/2011	no change
	City Cost Assessment	\$7 per offense		Res 1099	7/1/2011	no change
	Returned Check Fee			Court Order	3/29/2012	\$38 (includes demand letter certified)
	Fix It Dismissal Fee			Court Order	3/29/2012	\$25
	Guilty by Default Fee			Court Order	3/29/2012	\$25
	Collections Fee			Court Order	3/29/2012	25% of outstanding balance (by statute), not to exceed \$250
	Discovery Fee			Court Order	3/29/2012	\$10
	Seatbelt Class			Court Order	3/29/2012	\$50
	Juvenile Deferred Sentence			Court Order	3/29/2012	\$41, \$27 or \$14 depending on class of offense
	Good Drivers Deferred Sentence			Court Order	3/29/2012	\$50 less than presumptive fine schedule of offense
	MIP Deferred Sentence			Court Order	3/29/2012	\$150
	Civil Compromise			Court Order	3/29/2012	\$150
Library						
	Lost item replacement	Cost plus \$5.00		Res 1099	7/1/2011	no change
	Damaged item	Cost		Res 1099	7/1/2011	no change
	Printing Charge for Internet, Black & White	15¢/page		Res 1099	7/1/2011	no change
	Printing Charge for Internet, Color	50¢		Res 1099	7/1/2011	no change
	Microform reader/printer	15¢/page		Res 1099	7/1/2011	no change
	Out of District Library Card Fee	\$95.00		Res 1099	7/1/2011	no change
	Fines	10¢ per day		Res 1099	7/1/2011	no change
Canby Area Transit						
	Dial-A-Ride General Public	\$1.00 per boarding		Res 1117	1/2/2012	no change
	Dial-A-Ride Complementary	\$1.00 per boarding		Res 1117	1/2/2012	no change
	Dial-A-Ride Premium	\$1.00 per boarding		Res 1117	1/2/2012	no change
	Shopping Shuttle Services	no charge		Res 1117	1/2/2012	no change
	Fixed-Route Bus Service	\$1.00 per boarding		Res 1117	1/2/2012	no change
	Fare Assistance Pass	no charge		Res 1117	1/2/2012	no change
	Payroll and self-employment tax	0.6%		Ord 1081	1/1/2002	no change
Parks		In City	Out of City			
	Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220	Res 1099	7/1/2011	no change
	Rental of Wait Park (waived for non-profits)	\$375	\$750	Res 1099	7/1/2011	no change
	Park Event Permit (to include all parks, Logging Rd.) to ensure insurance and rule compliance (assuming non-profit and/or community events, walks, etc.)	\$10		Res 1099	7/1/2011	no change
Public Works						
	Public Works Labor Rate	\$40/hr				no change
	Equipment Rates (include 1 operator):					
	Vactor Truck	\$125/hr		Res 1099	7/1/2011	no change
	Street Sweeper	\$75/hr		Res 1099	7/1/2011	no change
	TV Van	\$100/hr		Res 1099	7/1/2011	no change
	High Ranger	\$90/hr		Res 1099	7/1/2011	no change
	Dump Truck	\$90/hr		Res 1099	7/1/2011	no change
	Backhoe	\$90/hr		Res 1099	7/1/2011	no change
	Street Closure Request	\$50 (waived for non-profits)		Res 1099	7/1/2011	no change
	Railroad Parking Lot Event Fee	\$50 (waived for non-profits)		Res 1099	7/1/2011	no change
	Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit		Res 1099	7/1/2011	no change
	Map Copying and Research on Easements	\$60/hr+ printing charge		Res 1099	7/1/2011	no change
	Banner Installation	\$100 (waived for non-profits)		Res 1099	7/1/2011	no change

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Date	Proposed change
	Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr		Res 1099	7/1/2011	no change
	Street Excavation (Construction) Permit Fee	\$100		Res 1099	7/1/2011	no change
	Encroachment Application Permit Fee	\$50		Res 1099	7/1/2011	no change
	Building Number Installation Charge	\$50		Res 1099	7/1/2011	no change
	Advance Finance Public Improvement Application Fee	\$150		Res 1099	7/1/2011	no change
	Erosion Control	Without ESPC Certification	With ESPC Certification			
		Base Rate, to 4 inspections				
	Single Family	\$110	\$85	Res 1099	7/1/2011	\$190/\$145
	Duplex					\$285/\$218
	Triplex					\$475/\$363
	Single Family Additions (disturbing less than 500 sq. ft.)					\$145/\$145
		Base Rate, to 8 inspections				
	All Other Lots (Up to 1 acre)	\$184	\$145	Res 1099	7/1/2011	\$500/\$395
	Each additional acre	\$80	\$42	Res 1099	7/1/2011	\$85/\$75
	Each additional inspection	\$40	\$35	Res 1099	7/1/2011	\$45/\$45
	Plan Review	50% of Inspection Base Rate		Res 1099	7/1/2011	delete, included in base rate
	Violations	\$100 per Violation per Day		Res 1099	7/1/2011	no change
	Street Maintenance Fee, Monthly			Res 1099	7/1/2011	
	Residential Single Family	\$5		Res 1099	7/1/2011	no change
	Multi-Family Residences	\$3.34/unit		Res 1099	7/1/2011	no change
	Detached Senior Housing and Mobile Home Parks	\$2.09/unit		Res 1099	7/1/2011	no change
	Attached Senior Housing and Congregate Care Facilities	\$1.04/unit		Res 1099	7/1/2011	no change
	Non-residential	Varies: \$0.522 x trip value x units (\$5 min)		Res 1099	7/1/2011	no change
	Street Tree Removal Permit	\$25		Res 1099	7/1/2011	no change
	Sewer Tap Fee (on-site connection)	\$100		Res 1099	7/1/2011	no change
	House Move Permit	\$50		Res 1099	7/1/2011	no change
	Fleet Services Labor Rate	\$75/hr		Res 1099	7/1/2011	no change
Sewer/Stormwater						
	Combined Sewer/Stormwater Rates (monthly):					
	Residential Single Family	\$38.00		Res 1099	7/1/2011	\$39.90
	Residential , apartment, per unit	\$38.00		Res 1099	7/1/2011	\$39.90
	Mobile home	\$38.00		Res 1099	7/1/2011	\$39.90
	Senior discount	\$27.08		Res 1099	7/1/2011	"Reduced sewer rate" \$28.43
	Elementary school, per student	\$1.50		Res 1099	7/1/2011	\$1.58
	Middle & High school, per student	\$1.98		Res 1099	7/1/2011	\$2.08
	Transient housing (1st unit)	\$38.00		Res 1099	7/1/2011	\$39.90
	Each additional bed	\$19.96		Res 1099	7/1/2011	\$20.96
	Nursing home (1st two beds)	\$38.00		Res 1099	7/1/2011	\$39.90
	Each additional bed	\$19.96		Res 1099	7/1/2011	\$20.96
	Commercial retail, minimum	\$38.00		Res 1099	7/1/2011	\$39.90
	per 100 cf of water use Nov-Mar	\$4.75		Res 1099	7/1/2011	\$4.99
	Commercial government, minimum	\$38.00		Res 1099	7/1/2011	\$39.90
	per 100 cf of water use Dec & Jan	\$4.75		Res 1099	7/1/2011	\$4.99
	Industrial, minimum	\$38.00		Res 1099	7/1/2011	\$39.90
	per 100 cf of water use	\$4.75		Res 1099	7/1/2011	\$4.99
	Industrial Wastewater Discharge Permit	\$500		Res 1099	7/1/2011	no change
	Industrial Wastewater Discharge Permit application review fee	\$45/hr		Res 1099	7/1/2011	no change
Construction Excise Tax						
	Residential, per dwelling unit					
	First 1,000 square feet	\$0.25/sq ft		Res 1099	7/1/2011	no change
	Next 500 square feet	\$0.50/sq ft		Res 1099	7/1/2011	no change
	Next 500 square feet	\$0.75/sq ft		Res 1099	7/1/2011	no change
	Above 2,000 square feet	\$1.00/sq ft		Res 1099	7/1/2011	no change
System Development Charges						
	Stormwater			Res 1099	7/1/2011	
	Residential: Single Family	\$100/Dwelling				no change
	Residential: Multi-Family	\$100/Dwelling				no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Date	Proposed change
	Commercial/Downtown and Highway	Varies by Use			no change
	Commercial/Manufacturing	Varies by Use			no change
	Industrial	Varies by Use			no change
	Transportation	Estimated SDA per unit	Res 1099	7/1/2011	
	Single-Family per unit	\$2,603			no change
	Multi-Family	\$1,738			no change
	Commercial/Industrial	Varies by Use - \$272 per trip end			no change
	Wastewater		Res 1099	7/1/2011	
	3 /4" Water meter	\$2,571			no change
	1" Water meter	\$5,142			no change
	1 1/2" Water meter	\$12,855			no change
	2" Water meter	\$25,710			no change
	3" Water meter	\$64,275			no change
	4" Water meter	\$89,985			
	Parks		Res 1099	7/1/2011	
	Single Family	\$4,725/Dwelling			no change
	Multi-Family	\$3,869/Dwelling			no change
	Manufactured Housing	\$3,874/Dwelling			no change
	Commercial/Industrial	\$129/per employee; varies by use			no change
Planning					
	Annexation – Less than 1 acre	\$1,850 - (Base Fee)	Res 1099	7/1/2011	no change
	Annexation – 1 – 10 Acres	Plus \$105 per Acre	Res 1099	7/1/2011	no change
	Annexation – 11 – 50 Acres	Plus \$55 per Acre	Res 1099	7/1/2011	no change
	Annexation – 51+ Acres	Plus \$10 per Acre	Res 1099	7/1/2011	no change
	Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs	Res 1099	7/1/2011	no change
	Annexation Election Deposit (Does not include County Elections Costs which will be billed separately)	\$2,500	Res 1099	7/1/2011	no change
	Appeal - Interpretation or type II decision to Planning Commission	\$1,600	Res 1099	7/1/2011	no change
	Appeal - Planning Commission decision to City Council	\$1,920	Res 1099	7/1/2011	no change
	Building Permit Site Plan Review				
	Single Family House	\$45 per application	Res 1099	7/1/2011	\$100 per application
	Duplex (including conversions of single family to duplex	\$60 per application	Res 1099	7/1/2011	\$120 per application
	Non-Living Space addition (garage, carport, porch, etc)	\$25 per application	Res 1099	7/1/2011	\$50 per application
	Living Space addition (expansion and/or creation of accessory	\$35 per application	Res 1099	7/1/2011	\$75 per application
	Multifamily	\$30 per unit (first 20 units)/\$10 per unit (each additional)	Res 1099	7/1/2011	\$60 per unit (first 20 units)/\$10 per each additional unit)
	Demolitions (Residential)	\$10	Res 1099	7/1/2011	\$25
	Demolitions (Commercial or Industrial)	\$30	Res 1099	7/1/2011	\$50
	Signs, commercial tenant improvements and remodels not involving additional square footage	\$50	Res 1099	7/1/2011	no change
	All other commercial and industrial based on building square footage:				
	0 to 2,000 square feet	\$100	Res 1099	7/1/2011	no change
	2,001 to 5,000 square feet	\$100 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof	Res 1099	7/1/2011	no change
	5,001 to 10,000 square feet	\$152.50 for the first 5,000 sq. ft and \$1.50 for each additional 100 sq. ft. or fraction thereof	Res 1099	7/1/2011	no change
	10,001 to 50,000 square feet	\$160 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof	Res 1099	7/1/2011	no change
	50,001 to 100,000 square feet	\$210 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof	Res 1099	7/1/2011	no change
	100,001 square feet and up	\$260 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft or fraction thereof	Res 1099	7/1/2011	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Date	Proposed change
	Comprehensive Plan Amendment	\$3,220	Res 1099	7/1/2011	no change
	Conditional Use Permit	\$2,040	Res 1099	7/1/2011	no change
	Condominium Construction, less than six units	\$280	Res 1099	7/1/2011	no change
	Interpretation	\$580	Res 1099	7/1/2011	no change
	Lot Line Adjustment	\$520	Res 1099	7/1/2011	no change
	Non-conforming Structure/Use	\$520	Res 1099	7/1/2011	no change
	Parking Lot/Paving Projects	\$300	Res 1099	7/1/2011	no change
	Partition - Major	\$1,360	Res 1099	7/1/2011	no change
	Partition - Minor	\$1,280	Res 1099	7/1/2011	no change
	Planned Unit Development	\$1,480	Res 1099	7/1/2011	\$1,500
	Plat (Final) Review	\$100	Res 1099	7/1/2011	no change
	Pre-Application Conference				
	Type II (Administrative Review)	\$300	Res 1099	7/1/2011	no change
	Types III or IV (Quasi-Judicial Review)				
		\$700	Res 1099	7/1/2011	no change
	Preconstruction Conference	\$100 (+\$60 per hr. over 2 hrs)	Res 1099	7/1/2011	no change
	Sidewalk Café Annual Permit Fee	\$25	Res 1099	7/1/2011	no change
	Sidewalk Café Annual Right of Way Rental Fee	\$1	Res 1099	7/1/2011	no change
	Sign Permit for Design Reviews	\$280	Res 1099	7/1/2011	delete
	Site and Design Review (Type II)				
	First 0.5 Acres	\$950 (Base Fee)	Res 1099	7/1/2011	no change
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional .1 acres	Res 1099	7/1/2011	no change
	From 2.5 acres up to 8.0 Acres	\$100 for each additional .5 acres	Res 1099	7/1/2011	no change
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres	Res 1099	7/1/2011	no change
	13 Acres and above	\$5,000 maximum	Res 1099	7/1/2011	no change
	Site and Design Engineering Plan Review	4% of Construction Cost	Res 1099	7/1/2011	0.3% of total private on-site building construction cost
	Site and Design Review (Type III)				
	First 0.5 Acres	\$1,500 (Base Fee)	Res 1099	7/1/2011	no change
	From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1 acres	Res 1099	7/1/2011	no change
	From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5 acres	Res 1099	7/1/2011	no change
	From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres	Res 1099	7/1/2011	no change
	13 Acres and above	\$5,000 maximum	Res 1099	7/1/2011	no change
	Site and Design Engineering Plan Review	4% of Construction Cost	Res 1099	7/1/2011	0.3% of total private on-site building construction cost
	Special Permit (hardship)	\$100	Res 1099	7/1/2011	no change
	Special Permit Public Hearing (additional charge)	No fee	Res 1099	7/1/2011	no change
	Subdivision – 4 Lots	\$1,700 (Base Fee)	Res 1099	7/1/2011	no change
	Subdivision – 5 – 10 Lots	\$95 per Lot	Res 1099	7/1/2011	no change
	Subdivision – 11+ Lots	\$130 per Lot	Res 1099	7/1/2011	no change
	Subdivision Engineering Public Improvement Plan Review	4% of Construction Cost	Res 1099	7/1/2011	0.4% of public improvement cost
	Temporary Vendor Permit	\$100 (\$50 non-profit)	Res 1099	7/1/2011	no change
	Temporary Vendor Permit Renewal	\$80 (\$40 non-profit)	Res 1099	7/1/2011	\$50 (\$25 non-profit)
	Text Amendment	\$2,880	Res 1099	7/1/2011	no change
	Traffic Engineering Scope	\$500 min. \$1,000 max. deposit	Res 1099	7/1/2011	no change
	Traffic Impact Study	Applicant pays actual costs	Res 1099	7/1/2011	no change
	Variance - Major	\$2,120	Res 1099	7/1/2011	no change
	Variance - Minor	\$520	Res 1099	7/1/2011	no change
	Withdrawal of Territory < 1 acre	\$1,388 (base fee)	Res 1099	7/1/2011	no change
	Withdrawal of Territory - 1-10 acres	Plus \$79 per acre	Res 1099	7/1/2011	no change
	Withdrawal of Territory 11-50 acres	Plus \$41 per acre	Res 1099	7/1/2011	no change
	Withdrawal of Territory 51+ acres	Plus \$8 per acre	Res 1099	7/1/2011	no change
	Zoning Map Amendment	\$2,640	Res 1099	7/1/2011	no change
Building					
	Building Permit Fee				
	\$0 to \$3,000 valuation	\$80	Res 1099	7/1/2011	no change
	\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof	Res 1099	7/1/2011	no change
	\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof	Res 1099	7/1/2011	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Date	Proposed change
	\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof	Res 1099	7/1/2011	no change
	\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof	Res 1099	7/1/2011	no change
	Plan Review Fee	100% of Building Permit fee	Res 1099	7/1/2011	
	Temporary Certificate of Occupancy	\$250	Res 1099	7/1/2011	no change
	Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300	Res 1099	7/1/2011	no change
	Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees	Res 1099	7/1/2011	no change
	Inspections outside of normal business hours	\$160/hr (minimum charge – two hours)	Res 1099	7/1/2011	no change
	Re-inspection Fees	\$80	Res 1099	7/1/2011	no change
	Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)	Res 1099	7/1/2011	no change
	Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)	Res 1099	7/1/2011	no change
	Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:				
	0 sq. ft to 2,000 sq. ft.	\$160	Res 1099	7/1/2011	no change
	2001 sq. ft. to 3600 sq. ft.	\$210	Res 1099	7/1/2011	no change
	3601 sq. ft. to 7200 sq. ft.	\$269	Res 1099	7/1/2011	no change
	7201 sq. ft. and greater	\$377	Res 1099	7/1/2011	no change
	Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:				
	Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance	Res 1099	7/1/2011	no change
	Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance	Res 1099	7/1/2011	no change
	Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance	Res 1099	7/1/2011	no change
	Appliance Vent	\$12.50 per appliance	Res 1099	7/1/2011	no change
	Alteration Of Existing HVAC System	\$24.75	Res 1099	7/1/2011	no change
	Air Handling Units	\$18.75 per appliance	Res 1099	7/1/2011	no change
	Air Conditioning under 100,000btu	\$24.75 per appliance	Res 1099	7/1/2011	no change
	Air Conditioning over 100,000btu	\$46.50 per appliance	Res 1099	7/1/2011	no change
	Dryer Exhaust	\$18.75 per appliance	Res 1099	7/1/2011	no change
	Hood	\$18.75 per appliance	Res 1099	7/1/2011	no change
	Exhaust Fan Connected To A Single Duct	\$12.50 per appliance	Res 1099	7/1/2011	no change
	Gas Piping: 1 To 4 Outlets	\$8.25	Res 1099	7/1/2011	no change
	Gas Piping: Each Additional Outlet	\$2.25 per outlet	Res 1099	7/1/2011	no change
	Fireplace	\$18.75 per appliance	Res 1099	7/1/2011	no change
	Wood Stove	\$18.75 per appliance	Res 1099	7/1/2011	no change
	Other	\$18.75 per appliance	Res 1099	7/1/2011	no change
	Minimum Permit Fee	\$80	Res 1099	7/1/2011	no change
	Plan Review Fee (Mechanical)	100% of Mechanical Permit fee	Res 1099	7/1/2011	no change
	Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects		Res 1099	7/1/2011	no change
	\$0.00 to \$5000.00 valuation	\$80	Res 1099	7/1/2011	no change
	\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof	Res 1099	7/1/2011	no change
	\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof	Res 1099	7/1/2011	no change

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Date	Proposed change
	\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof		Res 1099	7/1/2011	no change
	Plan Review Fee (Mechanical)	37% of Mechanical Permit fee		Res 1099	7/1/2011	no change
	Grading Permit Fee Schedule			Res 1099	7/1/2011	no change
	50 cubic yards or less	\$80		Res 1099	7/1/2011	no change
	51 to 100 cubic yards	\$117		Res 1099	7/1/2011	no change
	101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof		Res 1099	7/1/2011	no change
	1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof		Res 1099	7/1/2011	no change
	10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof		Res 1099	7/1/2011	no change
	100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof		Res 1099	7/1/2011	no change
	Plan Review Fee (Grading)	65% of Grading Permit fee		Res 1099	7/1/2011	no change
	Manufactured Dwelling Installation					
	Installation and set up	\$350		Res 1099	7/1/2011	no change
	Earthquake bracing when not part of original installation	\$280		Res 1099	7/1/2011	no change
	Prescriptive Flat Fee Solar Installation					
		\$240		Res 1099	7/1/2011	no change
Swim Center		In City	Out of City			Proposed Resident / Non-Resident
	Daily Admission - Youth	\$2.50	\$3.75	Res 1099	7/1/2011	no change
	Daily Admission - Senior	\$2.50	\$3.75	Res 1099	7/1/2011	no change
	Daily Admission - Adult	\$3.25	\$4.50	Res 1099	7/1/2011	no change
	Daily Admission - Family	\$8.25	\$12.00	Res 1099	7/1/2011	no change
	Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50	Res 1099	7/1/2011	no change
	Tickets - 10 Swims Adult	\$32.50	\$45.00	Res 1099	7/1/2011	no change
	Pass 3 month - Youth	\$50.00	\$75.00	Res 1099	7/1/2011	no change
	Pass 3 month - Senior	\$50.00	\$75.00	Res 1099	7/1/2011	no change
	Pass 3 month - Adult	\$65.00	\$90.00	Res 1099	7/1/2011	no change
	Pass 3 month - 1 + 1	\$97.50	\$135.00	Res 1099	7/1/2011	no change
	Pass 3 month - Family	\$130.00	\$180.00	Res 1099	7/1/2011	no change
	Pass 12 month - Youth	\$137.50	\$206.25	Res 1099	7/1/2011	no change
	Pass 12 month - Senior	\$137.50	\$206.25	Res 1099	7/1/2011	no change
	Pass 12 month - Adult	\$178.75	\$247.50	Res 1099	7/1/2011	no change
	Pass 12 month - 1 + 1	\$268.00	\$371.25	Res 1099	7/1/2011	no change
	Pass 12 month - Family	\$357.50	\$495.00	Res 1099	7/1/2011	no change
	Water Exercise - Youth	\$2.50	\$3.75	Res 1099	7/1/2011	no change
	Water Exercise - Senior	\$2.50	\$3.75	Res 1099	7/1/2011	no change
	Water Exercise - Adult	\$3.25	\$4.50	Res 1099	7/1/2011	no change
	Lessons - Public Lessons	\$3.50	\$5.25	Res 1099	7/1/2011	no change
	Lessons - Spring Penguin	\$50.00	\$70.00	Res 1099	7/1/2011	no change
	Lessons - Summer Penguin	\$80.00	\$100.00	Res 1099	7/1/2011	no change
	Lessons - School Programs	by contract		Res 1099	7/1/2011	no change
	Rentals - Public	\$45.00 per hr	\$62.50 per hr	Res 1099	7/1/2011	no change
	Rentals - Canby Gators	by contract		Res 1099	7/1/2011	no change
Cemetery						
	Grave Lots	Property	Perpetual Care Fee			
	Standard Grave Lot	\$450	\$700	Res 1099	7/1/2011	no change
	Child Grave Lot (1/2 sp)	\$150	\$350	Res 1099	7/1/2011	no change
	Baby Grave Lot (1/4 sp)	\$125	\$350	Res 1099	7/1/2011	no change
	Cremains Lot	\$300	\$100	Res 1099	7/1/2011	no change
	Grave Opening, Closing & Recording Fee:			Res 1099	7/1/2011	
	Standard					
	Opening & Closing	\$650		Res 1099	7/1/2011	no change
	Disinterment	\$1,000		Res 1099	7/1/2011	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Date	Proposed change
	Disinterment/Reinterment	\$1,250	Res 1099	7/1/2011	no change
Child	Opening & Closing	\$275	Res 1099	7/1/2011	no change
	Disinterment	\$400	Res 1099	7/1/2011	no change
	Disinterment/Reinterment	\$600	Res 1099	7/1/2011	no change
Baby	Opening & Closing	\$200	Res 1099	7/1/2011	no change
	Disinterment	\$370	Res 1099	7/1/2011	no change
	Disinterment/Reinterment	\$470	Res 1099	7/1/2011	no change
Cremains	Opening & Closing	\$300	Res 1099	7/1/2011	no change
	Disinterment	\$350	Res 1099	7/1/2011	no change
	Disinterment/Reinterment	\$400	Res 1099	7/1/2011	no change
Grave Liners:					
	Wholesale to Funeral Home	\$360	Res 1099	7/1/2011	no change
	Standard	\$420	Res 1099	7/1/2011	no change
	Child	\$240	Res 1099	7/1/2011	no change
	Baby	\$240	Res 1099	7/1/2011	no change
	Cremains Vault	\$155	Res 1099	7/1/2011	no change
Monument Installation:					
	24" or less in all dimensions	\$160	Res 1099	7/1/2011	no change
	36" & Over	\$190	Res 1099	7/1/2011	no change
	48" & Over	\$225	Res 1099	7/1/2011	no change
	3' x 7' Grave Ledger	\$255	Res 1099	7/1/2011	no change
	24" Bronze Military	\$160	Res 1099	7/1/2011	no change
	Upright Monuments	\$260	Res 1099	7/1/2011	no change
Mausoleum Phase I (All prices includes perpetual care of \$60)					
	Exterior Single Crypts (1 space)				
	Sixth Level F	\$1,650	Res 1099	7/1/2011	no change
	Fifth Level E	\$1,980	Res 1099	7/1/2011	no change
	Fourth Level D	\$2,365	Res 1099	7/1/2011	no change
	Third Level C	\$2,830	Res 1099	7/1/2011	no change
	Second Level B	\$2,830	Res 1099	7/1/2011	no change
	First and Westminster Level A (2 spaces)	\$3,350	Res 1099	7/1/2011	no change
	Exterior Tandem Crypts (2 spaces)				
	Sixth Level F	\$2,805	Res 1099	7/1/2011	no change
	Fifth Level E	\$3,115	Res 1099	7/1/2011	no change
	Fourth Level D	\$3,465	Res 1099	7/1/2011	no change
	Third Level C	\$3,915	Res 1099	7/1/2011	no change
	Second Level B	\$3,915	Res 1099	7/1/2011	no change
	First and Westminster Level A (4 spaces)	\$4,880	Res 1099	7/1/2011	no change
	Exterior Side by Side Crypts (2 Sp)				
	Sixth Level F	\$2,905	Res 1099	7/1/2011	no change
	Fifth Level E	\$3,255	Res 1099	7/1/2011	no change
	Fourth Level D	\$3,610	Res 1099	7/1/2011	no change
	Third Level C	\$4,335	Res 1099	7/1/2011	no change
	Second Level B	\$4,335	Res 1099	7/1/2011	no change
	First and Westminster Level A (4 spaces)	\$5,280	Res 1099	7/1/2011	no change
Niche Spaces (All prices includes perpetual care of \$35)					
	Level 1 through 6	\$420	Res 1099	7/1/2011	no change
	Level 7 through 10	\$350	Res 1099	7/1/2011	no change
	Level 11 through 12	\$330	Res 1099	7/1/2011	no change
Mausoleum Phase II (All prices includes perpetual care of \$100)					
	Exterior Single Crypts (1 space)		Res 1099	7/1/2011	no change
	Sixth Level F	\$2,047	Res 1099	7/1/2011	no change
	Fifth Level E	\$2,436	Res 1099	7/1/2011	no change
	Fourth Level D	\$2,890	Res 1099	7/1/2011	no change
	Third Level C	\$3,439	Res 1099	7/1/2011	no change
	Second Level B	\$3,439	Res 1099	7/1/2011	no change
	First and Westminster Level A (2 spaces)	\$4,053	Res 1099	7/1/2011	no change
	Exterior Tandem Crypts (2 spaces)				
	Sixth Level F	\$3,409	Res 1099	7/1/2011	no change
	Fifth Level E	\$3,775	Res 1099	7/1/2011	no change
	Fourth Level D	\$4,359	Res 1099	7/1/2011	no change
	Third Level C	\$5,215	Res 1099	7/1/2011	no change

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Date	Proposed change
	Second Level B	\$5,215	Res 1099	7/1/2011	no change
	First and Westminster Level A (4 spaces)	\$5,858	Res 1099	7/1/2011	no change
	Exterior Side by Side Crypts (2 Sp)				
	Sixth Level F	\$3,527	Res 1099	7/1/2011	no change
	Fifth Level E	\$3,940	Res 1099	7/1/2011	no change
	Fourth Level D	\$4,359	Res 1099	7/1/2011	no change
	Third Level C	\$5,215	Res 1099	7/1/2011	no change
	Second Level B	\$5,215	Res 1099	7/1/2011	no change
	First and Westminster Level A (4 spaces)	\$6,330	Res 1099	7/1/2011	no change
	Opening & Closing for Crypts				
	Each Entombment	\$350	Res 1099	7/1/2011	\$600
	Disinterment from Westminster Crypt	\$525	Res 1099	7/1/2011	\$750
	Disinterment/Reinterment	\$400	Res 1099	7/1/2011	\$650
	Opening & Closing for Niches				
	Each Inurnment	\$190	Res 1099	7/1/2011	\$325
	Disinterment	\$290	Res 1099	7/1/2011	\$425
	Disinterment/Reinterment	\$300	Res 1099	7/1/2011	\$500
	Crypt Name Bar Installation	\$364	Res 1099	7/1/2011	no change
	Niche Name Bar Installation	\$294	Res 1099	7/1/2011	no change
	Emblems (Elks, Rotary, Cross, etc)	\$90	Res 1099	7/1/2011	no change
	Extra Plastic Vase & Holder	\$90	Res 1099	7/1/2011	no change
	Replace Plastic Vase	\$45	Res 1099	7/1/2011	no change
	Weekend & Holiday Services (additional fee)	\$300	Res 1099	7/1/2011	no change
	Cemetery Title Transfer	\$75	Res 1099	7/1/2011	no change

EXHIBIT "B"

CITY OF CANBY MASTER FEE SCHEDULE Fees and charges in effect as of 7/1/2012 Authorized by Resolution No. 1124	
Fee Description	Fee Amount
GENERAL	
Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet
Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet
Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet
Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet
Plotter prints (8 1/2 x 11)	\$2
Plotter prints (11 x 17)	\$4
Plotter prints (17 x 22)	\$6
Plotter prints (24 x 36)	\$8
Plotter prints (36 x 48)	\$10
Audio Cassette copy	\$10
Videotape copy	\$25
Records on CD	\$10 plus staff time costs
Public Records-Transcription	\$20/hr
Public Records-Clerical Research	\$20/hr
Public Records-Admin Research	\$35/hr
Public Records-Legal Research	\$80/hr
Public Records-Faxing	50¢ per page sent
Public Records-Mailing costs	Actual costs + \$1.00 handling fee
Returned check fee	\$25
Lien Search fee	\$25
License/Permit/Certificate replacement fee	\$10
ADMINISTRATION	
Business License Annual Renewal	\$50
Business License Past Due	\$10/mo up to \$50
Business License-Transfer or Assign	\$50
Liquor License Application New	\$100
Liquor License Change of Ownership, Location, or Privilege	\$75
Liquor License Annual Renewal or Temporary	
Sales License	\$35
Small Animal Permit	\$10
Impounded Animal Redemption Fee	\$50
Sidewalk Vending Permit	\$10
Franchise Fees-Cable	5% gross revenue
Franchise Fees-Natural Gas	5% gross revenue
Franchise Fees-Telephone	7% gross revenue
Franchise Fees-Solid Waste	5% gross revenue
In-lieu of Franchise Fees-Water/ Electric	5% of commodity sales
In-lieu of Franchise Fees-Wastewater/ Stormwater	7% of service charge collected

EXHIBIT "B"

POLICE	
Special Event Security	\$60/hr
Alarm Permits	\$20 annual (waived over 65 & gov't)
Alarm Permit Delinquent Fee	\$25
False Alarm Response	Third alarm \$50; fourth alarm \$75, fifth & up \$100 each
Vehicle Release	\$125
Police Reports	Photocopy - \$10 DMV accident only/\$15 all others
Fingerprinting	\$20 per card/\$10 each add'l card
Name Check Letter/Printout	\$5
Address Printout	\$5
Citation - Photocopy	\$5
Officer's Notes - Photocopy	\$5
Photos on CD	\$15
Radar Certification - Photocopy	\$5
COURT	
Payment Plan Fee	\$15 per \$100 of fine, not to exceed \$150 (waived if paid within 60 days)
Show Cause Fee	\$25 certified letter/\$10 regular letter
Warrant Costs	\$50
Late Fee	\$15 if more than 10 days late
FTA Fee	\$25
Appeal Transcript Fee	\$35
City Cost Assessment	\$7 per offense
Returned Check Fee	\$38 (includes demand letter certified)
Fix It Dismissal Fee	\$25
Guilty by Default Fee	\$25
Collections Fee	25% of outstanding balance (by statute), not to exceed \$250
Discovery Fee	\$10
Seatbelt Class	\$50
Juvenile Deferred Sentence	\$41, \$27 or \$14 depending on class of offense
Good Drivers Deferred Sentence	\$50 less than presumptive fine schedule of offense
MIP Deferred Sentence	\$150
Civil Compromise	\$150
LIBRARY	
Lost item replacement	Cost plus \$5.00
Damaged item	Cost
Printing Charge for Internet, Black & White	15¢/page
Printing Charge for Internet, Color	50¢/page
Microform reader/printer	15¢/page
Out of District Library Card Fee	\$95
Fines	10¢ per day
CANBY AREA TRANSIT	
Dial-A-Ride General Public	\$1.00 per boarding
Dial-A-Ride Complementary Paratransit	\$1.00 per boarding
Dial-A-Ride Premium	\$1.00 per boarding

EXHIBIT "B"

Shopping Shuttle Services	no charge	
Fixed-Route Bus Service	\$1.00 per boarding	
Fare Assistance Pass	no charge	
Payroll and self-employment tax	0.6%	
PARKS		
	In City	Out of City
Rental of Gazebo in Wait Park (waived for non-profits)	\$110	\$220
Rental of Wait Park (waived for non-profits)	\$375	\$750
Park Event Permit (to include all parks, Logging Rd.) to ensure insurance and rule compliance (assuming non-profit and/or community events, walks, etc.)	\$10	
PUBLIC WORKS		
Public Works Labor Rate	\$40/hr	
Equipment Rates (include 1 operator):		
Vactor Truck	\$125/hr	
Street Sweeper	\$75/hr	
TV Van	\$100/hr	
High Ranger	\$90/hr	
Dump Truck	\$90/hr	
Backhoe	\$90/hr	
Street Closure Request	\$50 (waived for non-profits)	
Railroad Parking Lot Event Fee	\$50 (waived for non-profits)	
Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit	
Map Copying and Research on Easements	\$60/hr+ printing charge	
Banner Installation	\$100 (waived for non-profits)	
Plan Review, Inspections, and Witnessing for Construction Projects	\$60/hr	
Street Excavation (Construction) Permit Fee	\$100	
Encroachment Application Permit Fee	\$50	
Building Number Installation Charge	\$50	
Advance Finance Public Improvement Application Fee	\$150	
	Without ESPC Certification	With ESPC Certification
Erosion Control		
	Base Rate, to 4 inspections, includes Plan Review	
Single Family	\$190	\$145
Duplex	\$285	\$218
Triplex	\$475	\$363
Single Family Additions (disturbing less than 500 sq. ft.)	\$145	
	Base Rate, to 8 inspections, includes Plan Review	
All Other Lots (Up to 1 acre)	\$500	\$395
Each additional acre	\$85	\$75
Each additional inspection	\$45	
Violations	\$100 per Violation per Day	

EXHIBIT "B"

Street Maintenance Fee, Monthly		
Residential Single Family	\$5	
Multi-Family Residences	\$3.34/unit	
Detached Senior Housing and Mobile Home Parks	\$2.09/unit	
Attached Senior Housing and Congregate Care Facilities	\$1.04/unit	
Non-residential	Varies: \$0.522 x trip value x units (\$5 min)	
Street Tree Removal Permit	\$25	
Sewer Tap Fee (on-site connection)	\$100	
House Move Permit	\$50	
Fleet Services Labor Rate	\$75/hr	
SEWER/STORMWATER		
Combined Sewer/Stormwater Rates (monthly):		
Residential Single Family	\$39.90	
Residential , apartment, per unit	\$39.90	
Mobile home	\$39.90	
Reduced sewer rate	\$28.43	
Elementary school, per student	\$1.58	
Middle & High school, per student	\$2.08	
Transient housing (1st unit)	\$39.90	
Each additional bed	\$20.96	
Nursing home (1st two beds)	\$39.90	
Each additional bed	\$20.96	
Commercial retail, minimum	\$39.90	
per 100 cf of water use Nov-Mar	\$4.99	
Commercial government, minimum	\$39.90	
per 100 cf of water use Dec & Jan	\$4.99	
Industrial, minimum	\$39.90	
per 100 cf of water use	\$4.99	
Industrial Wastewater Discharge Permit	\$500	
Industrial Wastewater Discharge Permit application review fee	\$45/hr	
CONSTRUCTION EXCISE TAX		
Residential, per dwelling unit		
First 1,000 square feet	\$0.25/sq ft	
Next 500 square feet	\$0.50/sq ft	
Next 500 square feet	\$0.75/sq ft	
Above 2,000 square feet	\$1.00/sq ft	
SYSTEMS DEVELOPMENT CHARGES		
Stormwater		
Residential: Single Family	\$100/Dwelling	
Residential: Multi-Family	\$100/Dwelling	
Commercial/Downtown and Highway	Varies by Use	
Commercial/Manufacturing	Varies by Use	
Industrial	Varies by Use	

EXHIBIT "B"

Transportation	Estimated SDA per unit
Single-Family per unit	\$2,603
Multi-Family	\$1,738
Commercial/Industrial	Varies by Use - \$272 per trip end
Wastewater	
3 /4" Water meter	\$2,571
1" Water meter	\$5,142
1 1/2" Water meter	\$12,855
2" Water meter	\$25,710
3" Water meter	\$64,275
4" Water meter	\$89,985
Parks	
Single Family	\$4,725/Dwelling
Multi-Family	\$3,869/Dwelling
Manufactured Housing	\$3,874/Dwelling
Commercial/Industrial	\$129/per employee; varies by use
PLANNING	
Annexation – Less than 1 Acre	\$1,850 - (Base Fee)
Annexation – 1 – 10 Acres	Plus \$105 per Acre
Annexation – 11 – 50 Acres	Plus \$55 per Acre
Annexation – 51+ Acres	Plus \$10 per Acre
Annexation Legal Review – Development Agreement or Development Concept Plan	Applicant pays actual costs
Annexation Election Deposit (Does not include County Elections Costs which will be billed separately)	\$2,500
Appeal - Interpretation or type II decision to Planning Commission	\$1,600
Appeal - Planning Commission decision to City Council	\$1,920
Building Permit Site Plan Review	
Single Family House	\$100 per application
Duplex (including conversions of single family to duplex)	\$120 per application
Non-Living Space addition (garage, carport, porch, etc)	\$50 per application
Living Space addition (expansion and/or creation of accessory dwelling)	\$75 per application
Multifamily - based on valuation	\$60 per unit (first 20 units)/\$10 per unit (each additional)
Demolitions (Residential)	\$25
Demolitions (Commercial or Industrial)	\$50
Signs, commercial tenant improvements and remodels not involving additional square footage	\$50
All other commercial and industrial based on building square footage:	
0 to 2,000 square feet	\$100
2,001 to 5,000 square feet	\$100 for the first 2,000 sq. ft. and \$1.75 for each additional 100 Sq. ft. or fraction thereof

EXHIBIT "B"

5,001 to 10,000 square feet	\$152.50 for the first 5,000 sq. ft and \$1.50 for each additional 100 sq. ft. or fraction thereof
10,001 to 50,000 square feet	\$160 for the first 10,000 sq. ft. and \$1.25 for each additional 100 sq. ft. or fraction thereof
50,001 to 100,000 square feet	\$210 for the first 50,000 sq. ft. and \$1.00 for each additional 500 sq. ft. or fraction thereof
100,001 square feet and up	\$260 for the first 100,000 sq. ft. and \$0.75 for each additional 1,000 sq. ft. or fraction thereof
Comprehensive Plan Amendment	\$3,220
Conditional Use Permit	\$2,040
Condominium Construction, less than six units	\$280
Interpretation	\$580
Lot Line Adjustment	\$520
Non-conforming Structure/Use	\$520
Parking Lot/Paving Projects	\$300
Partition - Major	\$1,360
Partition - Minor	\$1,280
Planned Unit Development	\$1,500
Plat (Final) Review	\$100
Pre-Application Conference	
Type II (Administrative Review)	\$300
Types III or IV (Quasi-Judicial Review)	\$700
Preconstruction Conference	\$100 (+\$60 per hr. over 2 hrs)
Sidewalk Café Annual Permit Fee	\$25
Sidewalk Café Annual Right of Way Rental Fee	\$1
Site and Design Review (Type II)	
First 0.5 Acres	\$950 (Base Fee)
From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1 acres
From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5 acres
From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres
13 Acres and above	\$5,000 maximum
Site and Design Engineering Plan Review	0.3% of total private on-site building construction cost
Site and Design Review (Type III)	
First 0.5 Acres	\$1,500 (Base Fee)
From 0.5 Acres up to 2.5 Acres	\$100 for each additional 0.1 acres
From 2.5 acres up to 8.0 Acres	\$100 for each additional 0.5 acres
From 8.0 Acres up to 13 Acres	\$100 for each additional 1.0 acres
13 Acres and above	\$5,000 maximum
Site and Design Engineering Plan Review	0.3% of total private on-site building construction cost
Special Permit (hardship)	\$100
Special Permit Public Hearing (additional charge)	No fee
Subdivision – 4 Lots	\$1,700 (Base Fee)

EXHIBIT "B"

Subdivision – 5 – 10 Lots	\$95 per Lot
Subdivision – 11+ Lots	\$130 per Lot
Subdivision Engineering Public Improvement Plan Review	0.4% of public improvement cost
Temporary Vendor Permit	\$100 (\$50 non-profit)
Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)
Text Amendment	\$2,880
Traffic Engineering Scope	\$500 min. \$1,000 max. deposit
Traffic Impact Study	Applicant pays actual costs
Variance - Major	\$2,120
Variance - Minor	\$520
Withdrawal of Territory – Less then 1 acre	\$1,388 - (Base Fee)
Withdrawal of Territory – 1 – 10 Acres	Plus \$79 per Acre
Withdrawal of Territory – 11 – 50 Acres	Plus \$41 per Acre
Withdrawal of Territory – 51+ Acres	Plus \$8 per Acre
Zoning Map Amendment	\$2,640
BUILDING	
Building Permit Fee	
\$0 to \$3,000 valuation	\$80
\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof
Plan Review Fee	100% of Building Permit fee
Temporary Certificate of Occupancy	\$250
Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300
Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees
Inspections outside of normal business hours	\$160/hr (minimum charge – two hours)
Re-inspection Fees	\$80
Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)
Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)

EXHIBIT "B"

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

EXHIBIT "B"

1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof	
10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof	
100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof	
Plan Review Fee (Grading)	65% of Grading Permit fee	
Manufactured Dwelling Installation		
Installation and set up	\$350	
Earthquake bracing when not part of original installation	\$280	
Prescriptive Flat Fee Solar Installation	\$240	
SWIM CENTER		
	In City	Out of City
Daily Admission - Youth	\$2.50	\$3.75
Daily Admission - Senior	\$2.50	\$3.75
Daily Admission - Adult	\$3.25	\$4.50
Daily Admission - Family	\$8.25	\$12.00
Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50
Tickets - 10 Swims Adult	\$32.50	\$45.00
Pass 3 month - Youth	\$50.00	\$75.00
Pass 3 month - Senior	\$50.00	\$75.00
Pass 3 month - Adult	\$65.00	\$90.00
Pass 3 month - 1 + 1	\$97.50	\$135.00
Pass 3 month - Family	\$130.00	\$180.00
Pass 12 month - Youth	\$137.50	\$206.25
Pass 12 month - Senior	\$137.50	\$206.25
Pass 12 month - Adult	\$178.75	\$247.50
Pass 12 month - 1 + 1	\$268.00	\$371.25
Pass 12 month - Family	\$357.50	\$495.00
Water Exercise - Youth	\$2.50	\$3.75
Water Exercise - Senior	\$2.50	\$3.75
Water Exercise - Adult	\$3.25	\$4.50
Lessons - Public Lessons	\$3.50	\$5.25
Lessons - Spring Penguin	\$50.00	\$70.00
Lessons - Summer Penguin	\$80.00	\$100.00
Lessons - School Programs	by contract	
Rentals - Public	\$45.00/hr	\$62.50/hr
Rentals - Canby Gators	by contract	
CEMETERY		
Grave Lots	Property	Perpetual Care Fee
Standard Grave Lot	\$450	\$700
Child Grave Lot (1/2 sp)	\$150	\$350

EXHIBIT "B"

Baby Grave Lot (1/4 sp)	\$125	\$350
Cremains Lot	\$300	\$100
Grave Opening, Closing & Recording Fee:		
Standard		
Opening & Closing	\$650	
Disinterment	\$1,000	
Disinterment/Reinterment	\$1,250	
Child		
Opening & Closing	\$275	
Disinterment	\$400	
Disinterment/Reinterment	\$600	
Baby		
Opening & Closing	\$200	
Disinterment	\$370	
Disinterment/Reinterment	\$470	
Cremains		
Opening & Closing	\$300	
Disinterment	\$350	
Disinterment/Reinterment	\$400	
Grave Liners:		
Wholesale to Funeral Home	\$360	
Standard	\$420	
Child	\$240	
Baby	\$240	
Cremains Vault	\$155	
Monument Installation:		
24" or less in all dimensions	\$160	
36" & Over	\$190	
48" & Over	\$225	
3' x 7' Grave Ledger	\$255	
24" Bronze Military	\$160	
Upright Monuments	\$260	
Mausoleum Phase I (All prices includes perpetual care of \$60)		
Exterior Single Crypts (1 space)		
Sixth Level F	\$1,650	
Fifth Level E	\$1,980	
Fourth Level D	\$2,365	
Third Level C	\$2,830	
Second Level B	\$2,830	
First and Westminster Level A (2 spaces)	\$3,350	
Exterior Tandem Crypts (2 spaces)		
Sixth Level F	\$2,805	
Fifth Level E	\$3,115	
Fourth Level D	\$3,465	
Third Level C	\$3,915	
Second Level B	\$3,915	
First and Westminster Level A (4 spaces)	\$4,880	
Exterior Side by Side Crypts (2 Sp)		
Sixth Level F	\$2,905	

EXHIBIT "B"

Fifth Level E	\$3,255
Fourth Level D	\$3,610
Third Level C	\$4,335
Second Level B	\$4,335
First and Westminster Level A (4 spaces)	\$5,280
Niche Spaces (All prices includes perpetual care of \$35)	
Level 1 through 6	\$420
Level 7 through 10	\$350
Level 11 through 12	\$330
Mausoleum Phase II (All prices includes perpetual care of \$100)	
Exterior Single Crypts (1 space)	
Sixth Level F	\$2,047
Fifth Level E	\$2,436
Fourth Level D	\$2,890
Third Level C	\$3,439
Second Level B	\$3,439
First and Westminster Level A (2 spaces)	\$4,053
Exterior Tandem Crypts (2 spaces)	
Sixth Level F	\$3,409
Fifth Level E	\$3,775
Fourth Level D	\$4,359
Third Level C	\$5,215
Second Level B	\$5,215
First and Westminster Level A (4 spaces)	\$5,858
Exterior Side by Side Crypts (2 Sp)	
Sixth Level F	\$3,527
Fifth Level E	\$3,940
Fourth Level D	\$4,359
Third Level C	\$5,215
Second Level B	\$5,215
First and Westminster Level A (4 spaces)	\$6,330
Opening & Closing for Crypts	
Each Entombment	\$600
Disinterment from Westminster Crypt	\$750
Disinterment/Reinterment	\$650
Opening & Closing for Niches	
Each Inurnment	\$325
Disinterment	\$425
Disinterment/Reinterment	\$500
Crypt Name Bar Installation	\$364
Niche Name Bar Installation	\$294
Emblems (Elks, Rotary, Cross, etc)	\$90
Extra Plastic Vase & Holder	\$90
Replace Plastic Vase	\$45
Weekend & Holiday Services (additional fee)	\$300
Cemetery Title Transfer	\$75



M E M O R A N D U M

TO: Honorable Mayor Carson and City Council
FROM: Lt. Jorge Tro
THROUGH: Greg Ellis, City Administrator
DATE: April 5, 2012

Issue: Approval of the revised City of Canby Emergency Operations Plan dated February 2012.

Rationale: The Emergency Operation Plan provides a framework with which the City of Canby plans and performs its emergency functions during a disaster or national emergency. The plan is consistent with other jurisdictions throughout the State of Oregon, ensures the City is complying with the requirements of NIMS (National Incident Management System), and is flexible to the City's specific abilities.

Background: The current City of Canby Emergency Operations Plan was adopted in 2000. Since that time changes have occurred that required the plan to be updated. In an effort to standardize operational planning for emergency response, Oregon Emergency Management (OEM) initiated a phased Emergency Planning Project to update selected county and city level Emergency Operation Plans.

The overall goal of the Emergency Planning Project is to enhance county, city and tribal emergency management plans to increase statewide consistency and National Incident Management System (NIMS) compliance while addressing risks and needs unique to individual jurisdictions. The updated EOP is intended to be as consistent as possible with the following key national and state guidance principles concerning all-hazard emergency planning and response:

1. U.S. Department of Homeland Security National Response Framework
2. National Incident Management System
3. The Federal Emergency Management Agency Comprehensive Preparedness Guide 101

4. The Oregon Emergency Management EOP
5. The Clackamas County EOP.

OEM provides suggested minimal plan requirements and guidance for city, county, and tribal implementation to ensure that updated EOPs meet the needs of their stakeholders and comply with the requirements of NIMS. The suggested minimum requirements are:

- **Basic Plan:** The Basic Plan will outline the overall city emergency management organization, describe specific roles and responsibilities, present command and control structure(s), and summarize the overall concept of operations encompassing an all-hazards approach to response.
- **Appendices:** The appendices will present supplemental information in support of referenced plans, procedures, and concepts highlighted in the basic plan.
- **Functional Annexes and Incident-Specific Annexes:** The FAs and IAs will describe agency and/or function-specific procedures, summarize capabilities and resources needed to support various types of incidents, define essential response personnel and support staff, and outline core competencies required for specified contingencies.

In 2009, the City of Canby elected to participate in the State EOP Project. Ecology and Environment, Inc was awarded the State bid to work with cities on updating emergency operations plans. In January 2011, selected personnel from our city and key stakeholders started the process of updating the city's emergency operations plans. A draft EOP was developed and input was provided to Ecology and Environment for incorporation into the plan.

The updated plan was completed in February 2012. I have included a summary of the plan and the process. Also included is a section of the plan that outlines the Roles and Responsibilities of the Mayor and City Council.

Recommendation: Staff recommends that the City Council adopt Resolution #1125 adopting the revised Canby Emergency Operation Plan.

Letter of Promulgation

To all Recipients:

Promulgated herewith is the revised Emergency Operations Plan for the City of Canby. This plan supersedes any previous plans. It provides a framework with which the City of Canby can plan and perform its emergency functions during a disaster or national emergency.

This Emergency Operations Plan attempts to be all-inclusive in combining the four phases of Emergency Management, which are (1) mitigation: activities that eliminate or reduce the probability of disaster; (2) preparedness: activities that governments, organizations, and individuals develop to save lives and minimize damage; (3) response: activities that prevent loss of lives and property and provide emergency assistance; and (4) recovery: short- and long-term activities that return all systems to normal or improved standards.

This plan has been approved by the City Council. It will be revised and updated as required. All recipients are requested to advise the Emergency Program Coordinator of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

Randy Carson, Mayor

Walt Daniels, Council President

Traci Hensley, Councilor

Tim Dale, Councilor

Richard Ares, Councilor

Brian Hodson, Councilor

Greg Parker, Councilor

DATE

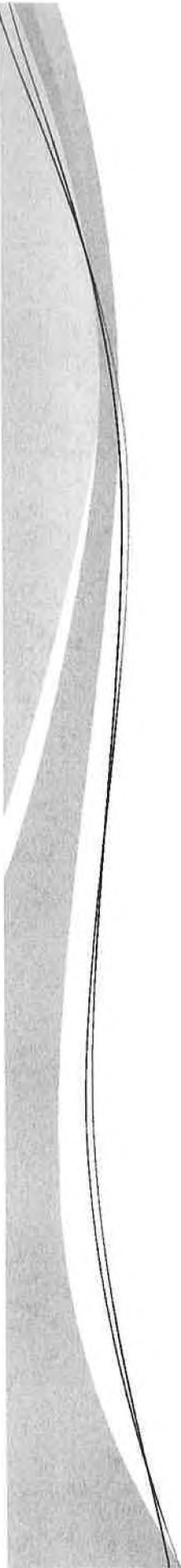
3. Roles and Responsibilities

3.2.1.1 Mayor and City Council

The ultimate responsibility for policy, budget, and political direction for the City government is borne by the City Council. During emergencies, this responsibility includes encouraging positive support with citizen involvement and citizen assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and Federal officials. Additionally, the council will provide elected liaison with the community and other jurisdictions. In the event of a need for a State of Emergency, the Mayor or designee will initiate and terminate the State of Emergency through a Declaration ratified by the Council.

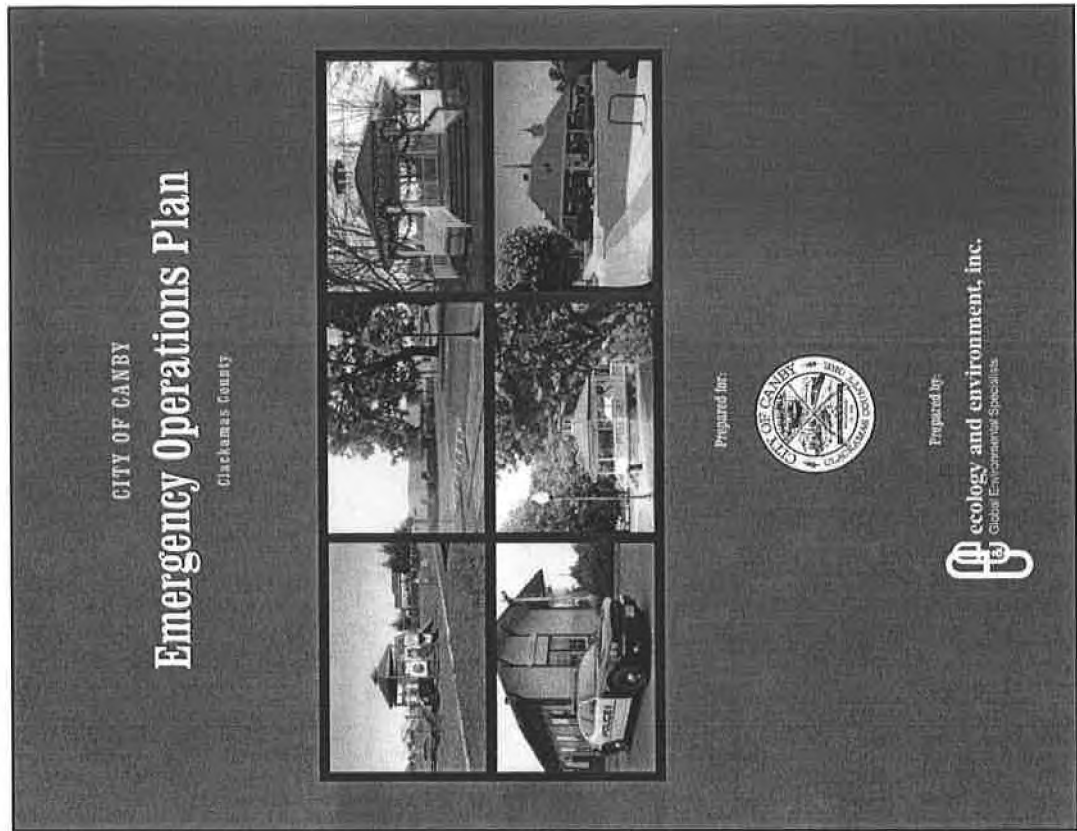
General responsibilities of the Mayor and City Council include:

- Establishing emergency management authority by city ordinance.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Adopting an EOP and other emergency management-related resolutions.
- Declaring a State of Emergency and providing support to the IC in requesting assistance through the County.
- Acting as liaison to the community during activation of the EOC.
- Acting on emergency funding needs.
- Attending Public Information Officer (PIO) briefings.



City of Canby

Emergency Operations Plan





Why Have A Plan?

- When a disaster threatens or strikes a jurisdiction, citizens expect their elected leaders to take immediate action to deal with the situation.
- The elected leadership in each jurisdiction is legally responsible for ensuring that necessary and appropriate actions are taken to protect people and property from the consequences of emergencies and disasters.
- The development of a comprehensive, all-hazard Emergency Operations Plan (EOP) will help ensure that all government response activities are undertaken efficiently and effectively.



EOP Development Objectives

- Develop an EOP that complies with the National Incident Management System requirements and is based on the National Response Framework and the Comprehensive Planning Guide 101.
- Link City EOP to County EOP.
- Make the EOP functional and operational to help ensure that response activities are undertaken efficiently and effectively.

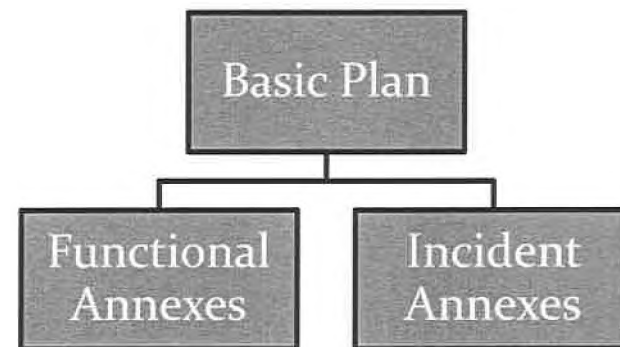


Planning Process

- A Kickoff Meeting was held in April 2011 to obtain key stakeholder coordination and input.
- A draft EOP based on information provided by the City was developed by Ecology and Environment, Inc (E&E).
- The draft EOP was reviewed by various stakeholders and input was provided to E&E for incorporation into the plan.
- A final draft EOP was developed by E&E and approved by the City Emergency Manager.
- 5 binders and 1 CD were delivered to the City in February 2012.

City of Canby EOP Format

- Basic Plan (with appendices)
- Functional Annexes (FA)
 - FA 1 – Emergency Services
 - FA 2 – Human Services
 - FA 3 – Infrastructure Services
 - FA 4 – Recovery Strategy
- Incident Annexes (IA)
 - IA 1 – Earthquake/Seismic Activity
 - IA 2 – Severe Weather (including Landslides)
 - IA 3 – Flood (including Dam Failure)
 - IA 4 – Major Fire



- IA 5 – Hazardous Materials (Accidental Release)
- IA 6 – Terrorism
- IA 7 – Transportation Accidents
- IA 8 – Volcano/Volcanic Activity



Basic Plan Chapters

- 1 - Introduction
- 2 - Situation and Planning Assumptions
- 3 - Roles and Responsibilities
- 4 - Concept of Operations
- 5 - Command and Control
- 6 - Plan Development, Maintenance and Implementation
- Appendices



Purpose of the Basic Plan

- Provide a description of legal authorities for the City of Canby, including the emergency declaration process, activation of mutual aid agreements, and request for resources and emergency spending powers.
- Describe the context in which the City will respond to an incident, including a community profile and discussion of hazards and threats.
- Assign and describe roles and responsibilities for the City's employees tasked with emergency preparedness and response functions.
- Describe a concept of operations for the City that provides a framework within which the City will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- Describe the City's emergency response structure, including activation and operation of the City Emergency Operations Center (EOC) and implementation of Incident Command System.
- Discuss the City's protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.



Functional Annexes (FAs)

- The tables on the following slides show the relationship between the City of Albany's FAs and the Emergency Support Functions (ESFs) in County, State and Federal plans, as defined by the National Response Framework.
- Cities in the State of Oregon do not typically utilize the 15 ESF format for the EOPs due to their limited capabilities (e.g., Public Health is the County's responsibility). For the purposes of this EOP, information regarding common management functions performed by the City and supporting agencies and organizations are streamlined into four FAs.
- The City of Canby's FAs focus on critical tasks, capabilities, and resources provided by emergency response agencies for the City throughout all phases of an emergency.



FA 1 – Emergency Services

County ESF Annex	City Function
ESF 2 – Communications	Emergency Communications Systems Alert and Warning
ESF 4 – Firefighting	Fire Services
ESF 5 – Emergency Management	Emergency Management (EOC Operations)
ESF 7 – Logistics Management and Resource Support	Resource Management
ESF 8 – Public Health and Medical Services	Emergency Medical Services
ESF 9 – Search and Rescue	Search and Rescue
ESF 10 – Oil and Hazardous Materials	Hazardous Materials Response
ESF 13 – Public Safety and Security	Law Enforcement
ESF 15 – External Affairs	Emergency Public Information



FA 2 – Human Services

County ESF Annexes	City Function
ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	Mass Care Emergency Assistance Housing Human Services
ESF 8 – Public Health and Medical Services	Public Health Environmental Health
ESF 11 – Agriculture and Natural Resources	Animals in Disaster



FA 3 – Infrastructure Services

County ESF Annexes	City Function
ESF 1 – Transportation	Transportation
ESF 3 – Public Works and Engineering	Infrastructure Repair and Restoration
ESF 12 – Energy	Energy and Utilities



FA 4 – Recovery Strategy

County ESF Annexes	City Function
ESF 14 – Long-Term Community Recovery	Damage Assessment Public Assistance Individual Assistance

Incident Annexes (IAs)

- Based on the City's unique hazards, 8 IAs have been developed for the City.
- The IAs are checklists organized by phase of emergency (pre-incident, response, recovery).

City of Canby EOP		Incident Annexes
IA 2. Severe Weather (including Landslides)		
Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the City EOP and supporting procedures/plans.	
	<input type="checkbox"/> Monitor weather and flood reports.	
	<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
	<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
	▪ Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.	
	▪ Prepare radio messages for use by local radio stations during emergency broadcasts. Include release	



What's Next...

- **Training** – Regularly coordinate training for City personnel and encourage them to participate in trainings hosted by other jurisdictions throughout the region.
- **Exercise** – Conduct exercises at least once a year to test and evaluate the EOP.
- **Maintain the Plan** - Review, update and re-promulgate the EOP every 5 years, at a minimum. Make it a priority to fund and maintain an emergency management organization that ensures the City's ability to respond to and recovery from disasters.
- **Encourage Preparedness** – Encourage personal preparedness among City employees and the community. Citizen preparedness and education are vital components of the City's overall readiness.

RESOLUTION NO. 1125

A RESOLUTION OF THE CITY OF CANBY ADOPTING THE CITY OF CANBY EMERGENCY OPERATIONS PLAN AND REPEALING RESOLUTION NO. 724

WHEREAS, on March 15, 2000, the Canby City Council passed Resolution 724 adopting an Emergency Operations Plan; and

WHEREAS, since that time changes have occurred that require the Plan to be updated; and

WHEREAS, in an effort to standardize operational planning for emergency response, Oregon Emergency Management received a grant from the Office of Grants and Training, United States Department of Homeland Security so that cities and counties could have their plans updated; and

WHEREAS, Oregon Emergency Management initiated a phased Emergency Planning Project to update selected county and city level Emergency Operations Plans; and

WHEREAS, once Clackamas County's Emergency Operations Plan was updated, cities were scheduled around the County to work with Ecology and Environment, Inc. to have their plans updated so they were consistent with the County's; and

WHEREAS, a committee representing the Canby School District, Canby Fire District, Canby Utility Board, City Staff, and Clackamas County have worked for the past year to update the plan with the assistance of Ecology and Environment, Inc.

IT IS HEREBY RESOLVED by the City Council of the City of Canby that the attached Emergency Operation Plan, attached as Exhibit "A", be adopted.

IT IS FURTHER RESOLVED that Resolution 724 is hereby repealed.

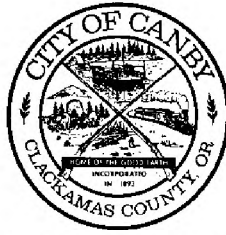
This resolution shall take effect May 2, 2012.

ADOPTED this 2nd day of May 2012 by the Canby City Council.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



MEMORANDUM

DATE: APRIL 23, 2012
TO: MAYOR CARSON AND CANBY CITY COUNCIL
FROM: KIM SCHEAFER, MMC, CITY RECORDER
THROUGH: GREG ELLIS, CITY ADMINISTRATOR
RE: PUBLIC RECORDS RETENTION

Issue: In reviewing our public records policy staff noticed that the City did not have language in current adopted policies stating that the City will follow the Oregon State Archives City Records Retention Schedule.

Background: The Oregon State Archives City Records Retention Schedule prescribes retention periods for public records, which are created and maintained by the cities of Oregon. The City's current practice is to follow this schedule. The City Recorder and Deputy City Recorder have and continue to participate on committees that work with the State on continual updates of the schedule. Adoption of Resolution 1126 formalizes current City practice.

Recommendation: Staff recommends that Council adopt Resolution 1126.

Motion: "I MOVE TO ADOPT RESOLUTION 1126, A RESOLUTION OF THE CITY OF CANBY RELATING TO THE RECORDS OF THE CITY OF CANBY AND PROVIDING FOR THEIR RETENTION AND PRESCRIBING TIME PERIODS

Attached: Resolution 1126

RESOLUTION NO. 1126

A RESOLUTION OF THE CITY OF CANBY RELATING TO THE RECORDS OF THE CITY OF CANBY AND PROVIDING FOR THEIR RETENTION AND PRESCRIBING TIME PERIODS

WHEREAS, records of the City of Canby need to be kept for certain lengths of time due to their historical, statistical, legal and financial value; and

WHEREAS, it is necessary for certain records after they have been kept for a proper length of time to be destroyed, so the City does not bear the burden of permanent retention; and

WHEREAS, the Oregon State Archives City Records Retention Schedule prescribes minimum retention periods for public records created and maintained by the cities of Oregon; and

WHEREAS, in an effort to be consistent with all cities throughout the State, the City should follow the retention periods as prescribed in the Oregon State Archives City Records Retention Schedule.

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

1. The City shall retain all records in accordance with the Oregon State Archives City Records Retention Schedule.
2. Whenever an officer of the City has accumulated records that have been retained beyond the period of time recommended in the retention schedule, that Officer should describe and list them on a form entitled "Certification of Records to be Destroyed". This certificate should have the signed approval of the City Recorder and City Administrator or City Attorney. The original of this form must be filed permanently in the City Recorder's office.

This resolution shall take effect May 2, 2012.

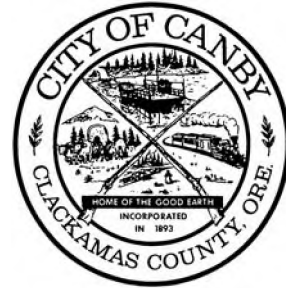
ADOPTED this 2nd day of May 2012 by the Canby City Council.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

MEMORANDUM



TO: *Honorable Mayor Carson and City Council*
FROM: *Sue Engels, Finance Director*
DATE: *April 23, 2012*
THROUGH: *Greg Ellis, City Administrator*

Issue: Adoption of a Policy for Reduced Sewer Rate Eligibility

Synopsis: Beginning with Resolution No. 287 in 1980, the City has shown its intention to provide a reduced sewer rate for low-income senior citizens and the permanently disabled with low-income. The current fee schedule, for example, provides a standard rate of \$38.00 and a reduced rate of \$27.08. The household income limit of \$13,650 has not been updated since 1997. With no documentation of how that income limit was determined on file, the Finance Department undertook to research various methods and develop a policy.

Resolution No. 1127 is the result of that effort. The income limit will be based on an evolving index provided by the US Department of Housing and Urban Development which is updated annually.

Recommendation: Staff recommends Council adopt Resolution 1127.

Recommended motion: ***“I move to adopt Resolution 1127, A RESOLUTION ADOPTING A POLICY FOR REDUCED SEWER RATE ELIGIBILITY”***

Attached: Resolution 1127

RESOLUTION NO. 1127

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, ADOPTING A POLICY FOR REDUCED SEWER RATE ELIGIBILITY.

WHEREAS, the City of Canby fee schedule includes a reduced rate for sanitary and storm sewer service that is available to low income senior and low income permanently disabled citizens who apply and whose household income does not exceed the low income limit; and

WHEREAS, the income limit has not been updated since 1997 and eligibility requirements have not been uniformly stated;

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

Section 1: The sewer fee classification known previously as “Senior Discount” and/or “Special Sewer Rate” is hereby renamed “Reduced Sewer Rate” and is to be made available, upon application, to low income senior and low income permanently disabled citizens who apply and whose household income does not exceed the low income limit.

Section 2: The definitions of eligibility for this program are designated as follows:

- Senior Citizen – A person who is sixty-five (65) years of age or older.
- Low Income – A person whose total household income does not exceed the annually adjusted HUD Extremely Low Income Limit for Clackamas County.
- Permanently Disabled – Determined to be 100% disabled by the Social Security Administration, the Veterans Administration or a public disability pension entity.
- Household Income – Includes all salary, wages, interest, dividends and other earnings which are reportable for federal income tax purposes, and cash payments such as reimbursement received from pensions, annuities, social security, and public assistance programs. Also included in income are any contributions received from any family member or other person who is living in the same residence as the applicant applying for reduced sewer rate and who is helping defray such applicant’s living costs.

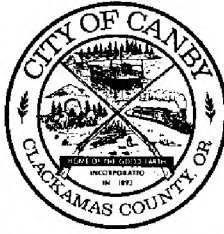
This resolution shall take effect on July 1, 2012.

ADOPTED this 2nd day of May 2012 by the Canby City Council.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



MEMORANDUM

DATE: APRIL 16, 2012
TO: RANDY CARSON AND CANBY CITY COUNCIL
FROM: JULIE WEHLING, TRANSIT DIRECTOR
THROUGH: GREG ELLIS, CITY ADMINISTRATOR
RE: RESOLUTION 1128 - INTERFUND LOAN OF \$500,000 FROM THE SEWER FUND TO THE TRANSIT FUND

Issue: A \$500,000 interfund loan from the Sewer Fund to the Transit Fund to establish sufficient operating capital for the Transit Fund.

Background: Since its inception the Transit Department has operated with inadequate operating capital resulting in audits showing an annual loan from the General Fund to the Transit Fund. The majority of Transit Fund revenue from the transit payroll tax and both state and federal grants is not received until third and fourth quarters of each fiscal year.

In fiscal year 2010-11, the Transit Fund budget showed \$260,000 in Business Energy Tax Credit (BETC) funds. As of the date of this memo, the BETC credits earned by the Transit Department have not been transferred to a pass-through partner so no funding has been received. Although it is possible to receive these funds at some point in the future it is also prudent to plan for the worst-case-scenario.

The proposed interfund loan provides a worst-case-scenario solution. The loan will provide the Transit Fund with revenue to compensate the outstanding BETC revenue and also provide much needed operating capital for the Transit Fund.

The Transit Fund has the capacity to repay these funds. Each year for the past 5 years the Transit Fund has paid approximately \$100,000 annually for a vehicle lease/purchase. This lease/purchase was satisfied in August of 2011. The vehicles are now City property.

Staff will continue to pursue BETC pass-through partners and if/when BETC revenue is received the interfund loan will be repaid on an accelerated schedule.

Recommendation: Staff recommends the adoption of Resolution 1128 which authorizes a \$500,000 interfund loan from the Sewer Fund to the Transit Fund.

Motion: “I move to adopt Resolution 1128, A RESOLUTION AUTHORIZING AN INTERFUND LOAN OF \$500,000 FROM THE SEWER FUND TO THE TRANSIT FUND.”

Attached: Resolution 1128

RESOLUTION NO. 1128

A RESOLUTION AUTHORIZING AN INTERFUND LOAN OF \$500,000 FROM THE SEWER FUND TO THE TRANSIT FUND.

WHEREAS, since its inception the majority of tax and grant revenues for the Transit Fund are received in the third and fourth quarters of the fiscal year, and

WHEREAS, the Transit Department has operated with inadequate capital for the first three quarters of each fiscal year, since its inception, and

WHEREAS, the City wishes to authorize an interfund loan to establish adequate operating funds for the Transit Department, and

WHEREAS, the Transit Fund has the capacity in its annual budget to repay this interfund loan, and

WHEREAS, the resources are available in the Sewer Fund and ORS 394.460 permits short-term interfund loans.

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

The Canby City Council authorizes a loan from the Sewer Fund to the Transit Fund in the amount of \$500,000. The loan shall bear interest at the rate of .5 %. The term of the loan shall not exceed five (5) years. The portion of the loan and interest paid shall be budgeted as a source of funds in the Sewer Fund and a use of funds in the Transit Fund.

This resolution will take effect on May 2, 2012.

ADOPTED this 2nd day of May 2012 by the City of Canby City Council.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1354

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH JEFF KERSEY CONSTRUCTION, INC. IN THE AMOUNT OF \$356,653.15 FOR NE 4th AVENUE IMPROVEMENTS, PHASE II; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby has heretofore advertised and received eight (8) bids for the NE 4th Avenue Improvements Phase II project; and

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on March 22, 2012; and

WHEREAS, bids were received and opened on April 10, 2012 at 2:00 pm in the City Hall Conference Room of the City of Canby and the bids were read aloud; and

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

Jeff Kersey Construction, Inc.	\$356,653.15
Eagle-Elsner, Inc.	\$363,897.00
Canby Excavating, Inc.	\$392,056.00
Pacific Excavation, Inc.	\$394,708.00
CivilWorks NW, Inc.	\$398,574.60
Kerr Contractors Oregon, Inc.	\$437,571.00
Northwest Earthmovers, Inc.	\$444,101.70
S2 Contractors, Inc.	\$473,419.00

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, April 18, 2012, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

WHEREAS, the Canby City Council determined that the low responsive bid was that of Jeff Kersey Construction, Inc.; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Jeff Kersey Construction, Inc. for NE 4th Avenue Improvements, Phase II, in the amount of \$356,653.15. A copy of the contract with Jeff Kersey Construction, Inc. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, April 18, 2012; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, May 2, 2012, after the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

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

YEAS _____

NAYS _____

Randy Carson, Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1355

AN ORDINANCE ADDING SECTION 2.05.020 TO THE CANBY MUNICIPAL CODE TO AUTHORIZE SUBMISSION OF EXPLANATORY STATEMENTS BY THE CITY OF CANBY FOR INCLUSION IN THE CLACKAMAS COUNTY VOTERS PAMPHLET FOR MATTERS SUBMITTED TO THE VOTERS RELATING TO MUNICIPAL LEGISLATION UNDER THE REFERENDUM OR INITIATIVE POWERS BY PETITION.

WHEREAS, the initiative and referendum powers are reserved to the people by the terms of Article IV, Section 1 of the Oregon Constitution as to both state and municipal legislation; and

WHEREAS, Article IV, subsection 1(5) provides that municipalities such as the City of Canby may provide for the manner of exercising the initiative and referendum powers as to municipal legislation; and

WHEREAS, under the terms of OAR 165-022-0040, The City must pass an ordinance if it wishes to prepare explanatory statements on matters that are initiated or referred to the voters by petition;

WHEREAS, the City Council believes it is in the public interest for the City to exercise its Constitutional authority to provide for the manner of exercising the initiative and referendum powers as to municipal legislation and to comply with the aforementioned administrative rule and to therefore, when directed by the City Council, authorize the City Attorney to prepare explanatory statements for matters referred or initiated by petition in order that the City is assured of its ability to explain municipal legislation to the voters of the City of Canby; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Section 2.10.020 is added to the Canby Municipal Code, to read:

2.10.020 Authorization to Submit Explanatory Statements Relating to Municipal Legislation Referred or Initiated by Petition

- A. When directed by the City Council, the City Attorney is required to prepare an impartial explanatory statement for the Clackamas County Voters Pamphlet for matters relating to municipal legislation referred or initiated by petition.*

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, April 18, 2012 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, May 2, 2012 commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

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

YEAS _____

NAYS _____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1356

**AN ORDINANCE AMENDING THE CITY OF CANBY MUNICIPAL CODE BY
ADDING A NEW SECTION, 13.12.065, CREATING AN IN-LIEU-OF FRANCHISE FEE
FOR THE USE OF CITY-OWNED RIGHT-OF-WAYS FOR SEWER SERVICE.**

WHEREAS, the City of Canby Sewer service enjoys the use of City-owned right-of-ways;

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Chapter 13.12, Rates and Connection Fees, of the City of Canby Municipal Code is hereby amended by adding a new section, 13.12.065, In-lieu-of Franchise Fee, as follows:

13.12.065 In-lieu-of Franchise Fee. Effective July 1, 2012, as compensation for the use of City-owned rights-of-way, the Sewer combined funds shall pay the General Fund an In-lieu-of Franchise Fee in the amount of seven percent (7%) of City of Canby sewer customer service charges.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, April 18, 2012 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, May 2, 2012 commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

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

YEAS _____

NAYS _____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

Memo

To: Mayor Carson, Canby City Council

From: Chief Bret J. Smith

Date: April 25, 2012

Re: Ordinance No.1357

In review of Chapter 8.20 Emergency Assistance Alarms, a few changes are proposed to provide clarity for Police department personnel as they implement the ordinance, and for housekeeping purposes regarding ordinance language.

These include:

1. **Definitions section:** Provide a definition for Government Political Unit. Because fees are waived for this category of alarm user, a definition will assist the alarm coordinator in assessing who qualifies for the waiver.
2. **Section 8.20.040 Alarm User's Permits Required:**
 - Change "coordinator's office" to Police Department in places throughout the ordinance. This provides clarity to the public about where to obtain as permit and information about the alarm program.
 - Provide a due date for new alarm systems to obtain an alarm permit (within 30 days of the system becoming operational). Currently there is no reference to new alarm systems which leaves the requirement open to interpretation.
 - Delete the reference to permits being due upon the effective date of ordinance codification.
 - Apply the existing delinquency fee to new alarm users if they do not obtain a permit within 30 days of the system becoming operational. Currently the delinquent fee applies only to renewal of alarm permits (\$25.00 set by resolution).
 - Remove the "special user's permit" title as it serves no useful purpose in the processing of alarm permits, fees or false alarms.
3. **Section 8.20.050, User Instructions:** Remove the requirements to alarm businesses to provide information and instructions to users and the Chief of Police for his/her review. We believe that making an alarm user responsible for the knowledge of the user's system operations and service requirements is a more

beneficial and practical approach toward the goals of reducing false alarms among users.

4. **Section 8.20.070 False Alarm Fees:** Remove the “Special Alarm User’s Permit” designation to reflect the revised language used in Section 8.20.040 D.
5. **Section 8.20.080 False alarms; permit revocation:** Remove the \$100 fee reference. Fees are adopted by the City Council via resolution.

ORDINANCE NO. 1357

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 8.20 REGARDING EMERGENCY ASSISTANCE ALARMS.

WHEREAS, the City of Canby wishes to update the Canby Municipal Code pertaining to Emergency Assistance Alarms; and

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Section 8.20.030 of the CMC shall be amended to read as follows:

§ 8.20.030 Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Alarm Business means the business by any individual, partnership, corporation or other entity of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving or installing any alarm system or causing to be sold, leased, maintained, serviced, repaired, altered, replaced, moved or installed any alarm system in or on any building, structure or facility.

Alarm Center means any location, other than the communications center where alarms are received from sites within the city, and from which the police are requested to respond.

Alarm User means the person, firm, partnership, association, corporation, company or organization of any kind in control of any building, structure or facility wherein an alarm system is maintained.

Automatic Dialing Device means a device which is interconnected to a telephone line and is programmed to select a predetermined telephone number and transmit by voice message or code signal an emergency message indicating a need for emergency response.

Chief of Police means Director of Police Services for the city or his or her designated representative.

Communications Center is the city facility used to receive emergency and general information from the public to be dispatched to the Police Department field officers and detective bureau.

Coordinator means the individual designated by the Chief of Police to issue permits and enforce the provisions of this chapter.

Emergency Assistance Alarm System means any assembly of equipment, mechanical or electrical, arranged to signal the occurrence of an illegal entry or other activity requiring urgent attention and to which police are expected to respond.

False Alarm means an alarm signal or request eliciting a response by police when a

situation requiring a response by the police does not in fact exist, but does not include an alarm signal caused by violent conditions of nature or other extraordinary circumstances not reasonably subject to control by the alarm business operator or alarm user.

Government Political Unit means a government, governmental subdivision or a governmental agency, including a county, city or special district.

Interconnect means to connect an alarm system including an automatic dialing device to a telephone line, either directly or through a mechanical device that utilizes a telephone, for the purpose of using the telephone line to transmit a message upon the activation of the alarm system.

Primary Trunk Line means a telephone line servicing the Police Department that is designated to receive emergency calls.

Section 2. Section 8.20.040 of the CMC shall be amended to read as follows:

§ 8.20.040 Alarm user's permit required.

A. Every alarm user shall obtain an alarm user's permit for each system from ~~the coordinator's office~~ **the Police Department within 30 days of the alarm system becoming operational** ~~upon the effective date of the ordinance codified in this chapter or prior to use of an alarm system.~~ Users of systems using different alarm capabilities shall obtain separate permits for each function. Application for an emergency assistance alarm user's permit and a fee for each alarm shall be filed with the ~~coordinator's office~~ **Police Department** every 12 months. Each permit shall bear the signature of the Chief of Police and be for a 1-year period. The permit shall be physically upon the premises using the alarm system and shall be available for inspection by the Chief of Police or alarm coordinator.

B. If a residential alarm user is over the age of 65 and is the primary resident of the residence and if no business is conducted in the residence, a user's permit may be obtained from the ~~coordinator's office~~ **Police Department** according to division A. of this section without the payment of a fee.

C. A fee will be charged in addition to the fee provided in division A. of this section to a user who fails to obtain a permit within ~~15~~ **30** days ~~the~~ **alarm system becoming operational** ~~after the effective date of the ordinance codified in this chapter,~~ or who is more than 15 days delinquent in renewing a permit.

D. An alarm user required by federal, state, county or municipal statute, regulation, rule or ordinance to install, maintain and operate an emergency assistance alarm system shall be subject to this chapter ~~and may be issued a special alarm user's permit.~~

E. An alarm user which is a governmental political unit shall be subject to this chapter, but a permit shall be issued without payment of a fee.

(Am. Ord. 1327, passed 5-19-2010)

Section 1. Section 8.20.050 of the CMC shall be amended to read as follows:

§ 8.20.050 User instructions.

It is the responsibility of each alarm user to obtain instructions and information regarding their alarm system to ensure accurate operation and service of the alarm system. The alarm user should ensure that all potential users of the system receive the instructions and service information, including how to cancel a false alarm.

~~A. Every alarm business selling, leasing or furnishing to any user an alarm system which is installed on premises located in the area subject to this chapter shall furnish the user with instructions that provide information to enable the user to operate the alarm system properly and to obtain service for the alarm system at any time.~~

~~B. Standard form instructions shall be submitted by every alarm business to the Chief of Police within 60 days after the effective date of the ordinance codified in this chapter. If he or she reasonably finds the instructions to be incomplete, unclear or inadequate, he or she may require the alarm business to revise the instructions to comply with division A. of this section and then to distribute the revised instructions to its alarm users.~~

Section 3. Section 8.20.070 of the CMC shall be amended to read as follows:

§ 8.20.070 False alarms; fee.

A. ~~Special Alarm User's Permit (as defined in division D. of § 8.20.040).~~ An alarm user required by federal, state, county or municipal statute, regulation, rule or ordinance to install, maintain and operate an emergency assistance alarm system not be subject to revocation due to false alarms; and

~~1. Special alarm permits shall not be subject to revocation due to false alarms; and~~

~~2.~~ **1.** For each false alarm over 2 during each ensuing 12-month period after a permit is issued or renewed, upon written demand thereof by the Chief of Police or alarm coordinator, the holder of a ~~special~~ user's permit shall pay a fee.

B. Governmental Political Unit ~~(as defined in division E. of § 8.20.030).~~

1. Shall not be subject to revocation due to false alarms; and

2. For each false alarm over 2 during each ensuing 12-month period after a permit is issued or renewed, for each location, and upon written demand thereof by the Chief of Police or alarm coordinator, the holder of an alarm user's permit shall pay a fee.

C. All Other Alarm Permits. For each false alarm over 2 during each ensuing 12-month period after a permit is issued or renewed, for each location, and upon written demand thereof by the Chief of Police or alarm coordinator, the holder of an alarm user's permit shall pay a fee.

D. Effect on Term. The payment of any fee provided for in this section shall not be deemed to extend the term of the permit.

E. Nonpermit User's False Alarms.

1. Alarm requests from alarm centers, as defined in § 8.20.030, shall be subject to

false alarm fees.

2. For each false alarm request over 2 in a calendar year, for each location, and upon written demand thereof by the Chief of Police or alarm coordinator, the resident, tenant or owner shall pay a fee.

(Am. Ord. 1327, passed 5-19-2010)

Section 4. Section 8.20.080 of the CMC shall be amended to read as follows:

§ 8.20.080 False alarms; permit revocation.

A. Any emergency assistance alarm system which has 7 or more false alarms during each ensuing 12-month period after a permit is issued or renewed shall be subject to permit revocation as provided in this section.

B. If the communication center records 7 or more false alarms during each ensuing 12-month period after a permit is issued or renewed, for any emergency assistance alarm system:

1. The Chief of Police shall notify the alarm user and the alarm business providing service or inspection to the user by certified mail of that fact and direct that the user submit a report to the Chief of Police within 10 days of receipt of the notice describing actions taken or to be taken to discover and eliminate the cause of the false alarms.

2. If the alarm user submits a report as directed, the Chief of Police shall determine if the actions taken or to be taken will prevent the occurrence of false alarms; if he or she determines that the action will prevent the occurrence of false alarms, he or she shall notify the alarm user and the relevant alarm business in writing that the permit will not be revoked at that time, and that if 1 more false alarm occurs within the permit year, the permit will be summarily revoked.

3. If no report is submitted, or if the Chief of Police determines that the actions taken or to be taken will not prevent the occurrence of false alarms, the Chief of Police shall give notice by certified mail to the user that the permit will be revoked without further notice on the tenth day after the date of the notice if the user does not file within that period a written request for a hearing.

4. If a hearing is requested, written notice of the time and place of the hearing shall be served on the user by the Chief of Police by certified mail at least 10 days prior to the date set for the hearing, which date shall not be more than 21 nor less than 10 days after the filing of the request for hearing.

5. The hearing shall be before the City Council, and the Chief of Police and the alarm user shall have the right to present written and oral evidence, subject to the right of cross-examination. If the Council determines that 7 or more false alarms have occurred during each ensuing 12-month period after a permit is issued or renewed, and that the user has not taken actions which will prevent the occurrence of false alarms, the Council shall issue written findings to that effect and may issue an order revoking the user's permit.

6. In situations permitting summary revocation under division B.2. above and revocation following a hearing under division B.5. of this section, revocations shall be effective

on the fifth day following the mailing by certified mail by the Chief of Police or alarm coordinator of a notice of revocation. There shall be no appeal of a summary revocation.

C. Permits revoked pursuant to the above procedure shall be revoked for a period of 1 year. Any alarms received during the period the alarm permit is under revocation will result in a charge of ~~\$100~~ per each alarm received. The charge or charges must be paid in full prior to reapplication for an alarm permit.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 2, 2012, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, May 16, 2012, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 19th day May 2010, by the following vote:

YEAS _____

NAYS _____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

Management Team Meeting Minutes
April 16, 2012
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Bret Smith, Darvin Tramel, Joe Lindsay, Julie Wehling, Amanda Zeiber, Bryan Brown, Renate Mengelberg, Penny Hummel, and Kim Scheafer.

Bret Smith

- OACP Annual Conference had good speakers last week
- Roof, windows and doors should be completed in the next two weeks on the new Police Department
- Out of office April 18-20

Amanda Zeiber

- COLA in July will be 2.9%
- Benefits Advisory Committee met last week. Will meet again once the City receives its insurance rates
- Went out with Public Works and saw how the sewer camera works

Penny Hummel

- Shelving is being installed this week that was donated from the Clackamas Corner Library
- Library hours will be reduced to 40 hours per week starting July 1. Some staff have had their hours reduced.
- Out of office April 27

Renate Mengelberg

- Two façade improvement applications were approved at the URA meeting last week.
- Out of office April 23 and 24

Julie Wehling

- The two new busses are still at Fleet being prepped
- Will be doing specks on some new busses and a radio system
- Needs to know start date for First Avenue project as soon as it's known

Darvin Tramel

- DEQ audit is next week
- Working with a local business who is doing metal finishing
- Working on stormwater mapping

Bryan Brown

- Sent comments to County regarding composting that is being done across from Community Park
- Still fine tuning Building Permit process with the County
- Out of office April 20 and 21

Greg Ellis

- Budget is going out this week
- Overall budget went down 1.62% in expenses

Minutes taken by Kim Scheafer

Management Team Meeting Minutes
April 23, 2012
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Joe Lindsay, Julie Wehling, Amanda Zeiber, Sue Engels, Penny Hummel, and Kim Scheafer.

Kim Scheafer

- Reviewed Agenda for May 2 City Council Meeting and URA Meeting
- Urban Renewal Agency packet materials need to be turned in prior to the deadline to avoid errors
- Urban Renewal Budget Meeting will be held May 17 instead of May 10

Amanda Zeiber

- Main Street Manager interviews will be held on Wednesday

Greg Ellis

- First Avenue contractor will be selected late this week or Monday
- Had his evaluation last week. Thanked Directors for their great work
- Will be in late Tuesday
- Out of office May 25 – June 1

Sue Engels

- Getting ready for audit in June and year end

Penny Hummel

- The last 1776 discussion series will be held Tuesday
- Attending Library Association Conference April 27 & 28
- El dia del niño will be held April 28 at 2 PM
- Library website is being updated

Julie Wehling

- MV will be awarding quarterly safe driving awards
- Still working with Event Center on parking buses there during First Avenue Redevelopment
- Working out details for monthly passes
- Cameras are being installed on the two new buses

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
11/2/2011	Knights Bridge Road - Entrance Sign	Waiting for TSP	Renate - Annie?	TBD
10/12/2011 URA	Entrance Sign Power - ODOT	Contact appropriate person at ODOT	Dan	TBD
10/12/2011 URA	Other use or market for Solar Panels	Researching	Dan	TBD
4/1/2012	Clackamas County Broadband Project	Determine Need @ City Owned Facilities	Greg	May 2, 2012
OTHER STAFF ITEMS				
DATE	ITEM	STATUS	ASSIGNED TO	TARGET DATE
	Home Business Survey	Compiling Data From Returned Surveys	Renate	???
	Property Purchase Negotiations - CUB & Oliver Insurance	Meeting W/ Property Owners / Representatives	Greg	On-going Updates
12/7/2011	Road Improvement & Sidewalk Extension on NE 4th Avenue by CC Event Center	Getting Easements & Right-of-Way; Proceeding With Design	Greg	On-Going
	Selling Property Partitioned Next to Maple Street Park (former location of Marshall House)	Waiting for better econmic times to sell property.		On-Going