



## AGENDA

### CANBY CITY COUNCIL MEETING

September 19, 2018

7:00 PM

Council Chambers

222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor

*Mayor Brian Hodson*

*Council President Tim Dale*

*Councilor Tracie Heidt*

*Councilor Traci Hensley*

*Councilor Greg Parker*

*Councilor Tyler Smith*

*Councilor Sarah Spoon*

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### CITY COUNCIL WORK SESSION - 6:00 PM

Willow Creek Conference Room

222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor

The City Council will be meeting in a Work Session to discuss the parks master planning process.

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### CITY COUNCIL MEETING – 7:00 PM

#### 1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance
- C. POW MIA Recognition Day Proclamation Pg. 1
- D. Canby Fire District Bond Presentation
- E. Introduction of New Economic Development & Tourism Coordinator
- F. Heritage and Landmark Commission 2019-2020 Program Plan Pg. 2

#### 2. COMMUNICATIONS

#### 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

*(This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. You 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. For Agenda items, please fill out a testimony/comment card and give to the City Recorder noting which item you wish to speak on.)*

#### 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 September 5, 2018 City Council Work Session and Regular Meeting

**7. RESOLUTIONS & ORDINANCES**

- A. Ord. 1495, Authorizing Contract with PBS Engineering & Environmental, Inc. for Transportation Engineering & Technical Services of North Quiet Zone Improvements (N Elm St – N Grant St. – N Ivy St); and Declaring an Emergency Pg. 18

**8. NEW BUSINESS**

**9. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS**

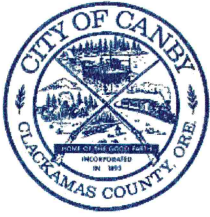
**10. CITIZEN INPUT**

**11. ACTION REVIEW**

**12. EXECUTIVE SESSION: ORS 192.660(2)(h) Litigation**

**13. ADJOURN**

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



*Office of the Mayor*

# *Proclamation*

## **POW/MIA RECOGNITION DAY**

WHEREAS, The United States of America has participated in many wars, calling upon its sons and daughters to fight for their country; and

WHEREAS, American men and women have been held captive by hostile powers during their military service; and

WHEREAS, Many American prisoners of war were subjected to harsh and inhumane treatment by their captors which often resulted in death; and

WHEREAS, Americans are still listed as missing and unaccounted for, and the families and friends of these missing Americans, as well as their fellow veterans, still endure uncertainty concerning their fate; and

WHEREAS, The sacrifices of Americans still missing are deserving of national recognition and support for continuing priority efforts to determine their fate; and

WHEREAS, the City of Canby is proud to join with other cities in the State of Oregon and nation in honoring those still missing.

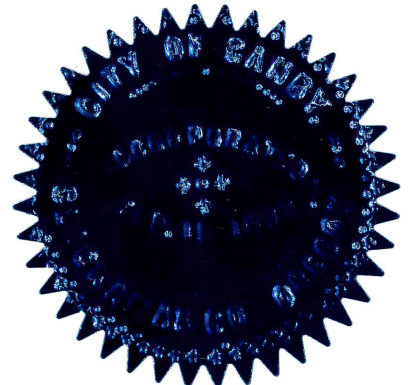
NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, hereby proclaim September 21, 2018 as:

POW/MIA Recognition Day in Canby

and encourage all citizens to join in this observance.

Given unto my hand this 19<sup>th</sup> day of September 2018.

Brian Hodson  
Mayor





221 South Pine Street  
Canby, Oregon 97013

ADDRESS LABEL

Election Day is November 6, 2018  
*Please remember to vote.*

## Canby Fire Bond Information

*The Canby Fire District Board has placed an approximately 10-year, \$4.9 million bond on the November 2018 ballot for upgrading fire & medical response equipment & stations.*

This newsletter answers questions about the Bond which will be on the November ballot as Measure 3-542.

***How would Bond funds be used?*** Funds from the \$4.9 million bond would be used to:

► **Upgrade medical response and firefighting equipment.** This includes equipment such as cardiac monitors for more consistent availability of up-to-date equipment on calls.

► **Make repairs and improvements to the main station.** Since the main station was built in 1996, Canby's population has grown by approximately 61% while calls for fire and medical emergencies have grown by 131%. If the bond passes, this station would be upgraded to support the number of firefighter/medics required for current emergency call volumes.

► **Purchase a ladder truck and refurbish or replace aging apparatus.** The District would use bond funds to purchase a ladder truck and refurbish or replace aging apparatus — such as trucks, engines, and ambulances — that are past their operational life.





► **Create a Northside Medic Response Station.** The station would improve emergency medical response times north of the railroad tracks. In addition, the District would purchase land in this area. The land would be held in reserve for a possible future full fire station should anticipated population growth occur.



► **Some upgrades to the station south of Canby on Highway 170.** This station provides emergency response in the southern part of the District and is staffed by volunteers.

**How would Measure 3-542 impact my property tax bill?** It depends on the value of your property in the District. The tax rate for the bond is estimated not to exceed 28¢ per \$1,000 of assessed property value. For a home assessed at \$280,000, about average for residential property in the District, the estimated cost would be about \$78 per year. (Assessed value is different from market value.)



**What happens if Measure 3-542 does not pass?** While maintaining emergency response services will continue to be the Canby Fire District's priority, if the bond is not approved, cost for maintaining aging equipment and the District's two stations would likely increase. Response time could be impacted because stations are not designed to handle increasing emergency call volume and because apparatus may be out of service for repairs.

**How can I find out more about the bond and Canby Fire District?** Canby Rural Fire Protection District No. 62 serves a 54 square mile area that includes the cities of Canby and Barlow as well as surrounding suburban and rural communities. Canby Fire provides:

- Emergency Medical Response
- Ambulance Transportation
- Fire Suppression
- Community Risk Reduction
- Emergency Preparation/Response
- Hazardous Materials Response

**Our mission:** "Outstanding service to our community delivered with skilled professionalism and commitment to safety."

**Our vision:** "Highly-skilled, efficient response to fire and medical emergencies and working together with our community to prevent the next emergency."

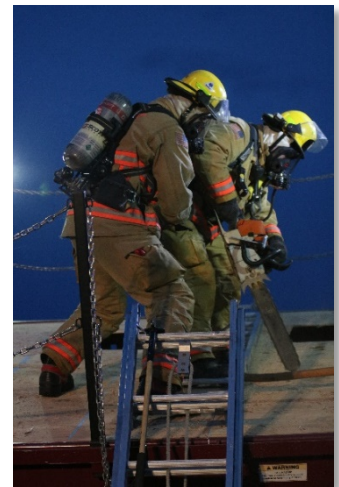
To learn more about Canby Fire, Measure 3-542, or what you can do at home, or in the community, to prevent fires and help save lives, visit us at:

221 South Pine Street  
Canby, Oregon 97013  
Station: 503-266-5851

[www.canbyfire.org](http://www.canbyfire.org)

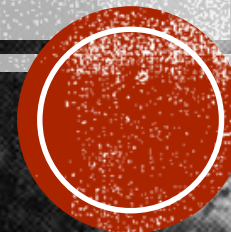
James X. Davis,  
Fire Chief

Emergency: Call 9-1-1





# **HERITAGE AND LANDMARK COMMISSION 2019-2020 PROGRAM PLAN**





# OUTLINE:

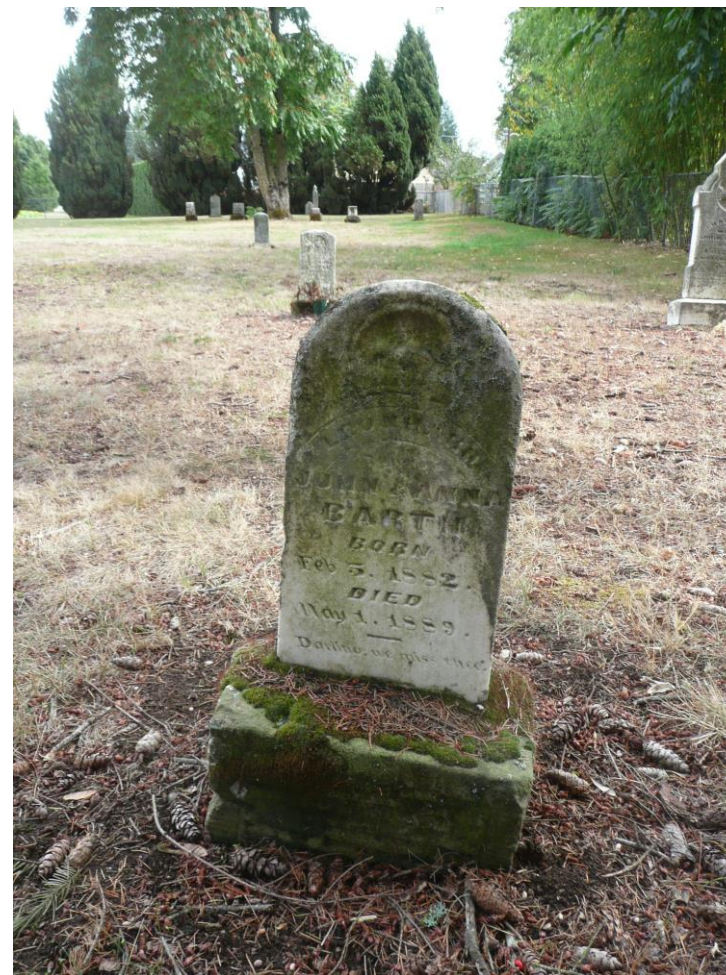
## WHAT ARE WE TALKING ABOUT TODAY?

- Planning Process
- Proposed Project List
- Criteria
- Readiness
- Results
- Preservation Plan
- HLC Strategy
- Milestones 2017-18
- Goals 2019-20
- Questions & Contacts



# PLANNING PROCESS

- Compiled project list
  - Recommendations from members and others over the last 3 years
  - Solicited input
    - Bryan Brown
    - Greg Parker
    - Rick Robinson
  - Incorporated recommendations from Certified Local Government review (April 2017)
- Established a set of criteria
- Rated each project on a scale of 1 -5 (5 being high)
- Categorized each project in terms of “readiness”



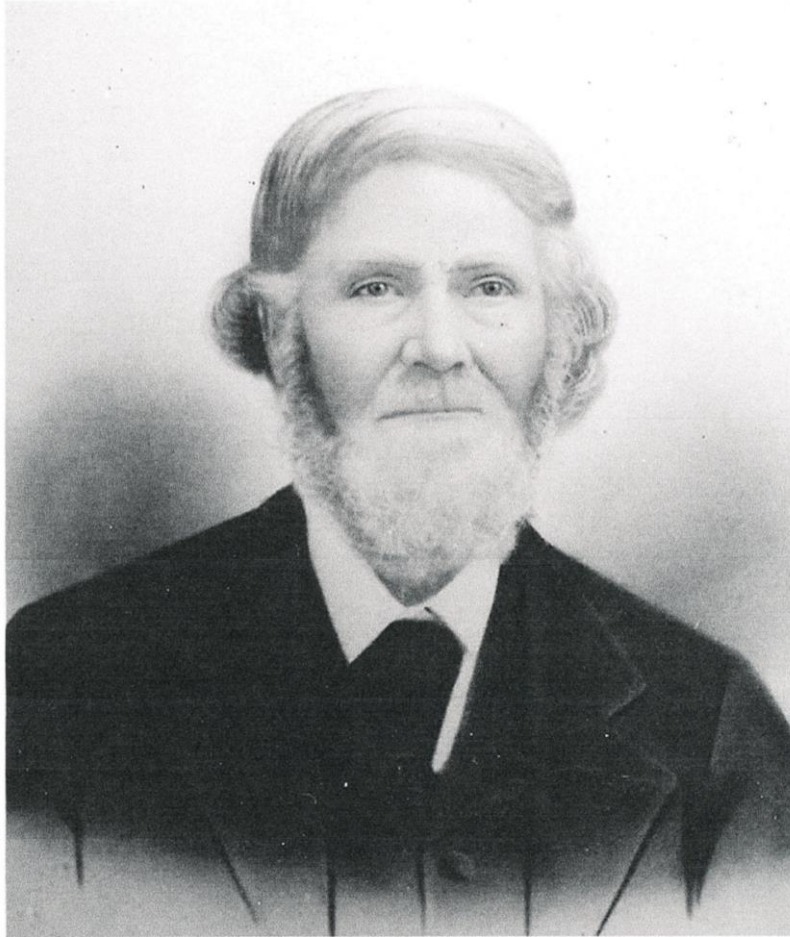
# PROPOSED PROJECT LIST

- **Marker Repair at Zion Cemetery**
- **Marker Cleaning at Zion Cemetery**
- **Tier III Project**
- **Web footprint Expansion**
- **Local Registry Project**
- **All Star Community Heritage Designation**
- **Local Heritage Tree Program**
- **Farming Heritage Project**

- **Indigenous Peoples Heritage Project**
- **City Parks Heritage Project**
- **Preservation Plan**
- **Latino Heritage Project**
- **Oral History Program**
- **Veteran's Recognition Project**
- **Annual Essay Contest**



# THE CRITERIA



PF 668 PHILANDER LEE - 1848 SETTLER OF BAKER PRAIRIE

- The project is consistent with our mission as described in the city code
- The project does not duplicate the work of the Canby Historical Society or any other organizations
- The project supports city goals
- The project does not create on-going maintenance costs for the city
- The project provides public engagement or collaborative opportunities
- An HLC member is willing to take the lead

# THE “READINESS” CATEGORIES

- Doable in 2019-2020
  - Research complete
  - Plan defined (goals, budget, timeline, etc.)
  - Funding source identified
- Potentially doable in 2019-2020
  - Some research may be required
  - Additional planning required
  - Funding source may be available
- Future projects
  - Extensive research and planning required



# RESULTS OF FIRST EVALUATION

Project	Final Score	Fits Our Mission	Doesn't Duplicate Work of Other Orgs.	Supports City Goals	Zero Maint. for City	Collab. Opport.	Would we work on it?
Veteran's Project	20	3	3	3	1	5	5
Marker Repair (Zion)	30	5	5	5	5	5	5
Marker Cleaning (Zion)	30	5	5	5	5	5	5
Tier 3 Project	26	5	5	5	3	3	5
Expand Web Footprint	27	5	5	5	3	4	5
Local Landmark Project	30	5	5	5	5	5	5
All-Star Designation	28	5	5	5	3	5	5
Local Heritage Tree Project	Eliminated by consensus of group.						
Farming Heritage Project	27	5	5	2	5	5	5
Indigenous Peoples Heritage Project	25	3	5	2	5	5	5
Preservation Plan	29	5	5	5	5	4	5
Latino Heritage Project	28	3	5	5	5	5	5
Oral History Project	Determined to be an activity that supports a project, but not a stand alone project.						
Annual Essay Contest	Determined to be an activity that supports a project, but not a stand alone project.						
City Parks Heritage Project	30	5	5	5	5	5	5

# PHASE 2 READINESS ASSESSMENT

	What	Score	Preparation Time	Implementation Time	Project Lead
<b><i>Do-able in 2019-2020</i></b>	Zion Marker Repair	30	15 hrs	15 hrs	Kelly Harms
	Zion Marker Cleaning	30	20 hrs	20 hrs	Carol Palmer
	Local Landmark Project	30	10 hrs	75 hrs	Carol Palmer
	Preservation Plan*	29	20 hrs	30 hrs	Carol Palmer
<b><i>Potentially doable in 2019-20</i></b>	All-Star	28	25 hrs	100+ hrs (+)	Tony Crawford
	Expand Web info	27	15 hrs	100+ hrs	Carol Palmer
	Tier 3	26	25 hrs	Unknown	Pam Judy
<b><i>Future Projects</i></b>	City Parks Heritage Project	30	TBD	TBD	TBD
	Latinx Heritage Project	28	TBD	TBD	TBD
	Farming Heritage Project	27	TBD	TBD	TBD
	Indigenous Peoples Heritage Project	25	TBD	TBD	TBD
	Veterans Recognition Program	20	TBD	TBD	TBD



# PRESERVATION PLAN

- Value
  - Can be integrated into a Comprehensive Plan update
  - Provides a roadmap for future preservation efforts
  - Offers an opportunity for community input
  - 50% of cost can be covered with Certified Local Government (CLG) grant (up to \$12k)
- *Even with CLG funding, the cost may be prohibitive and must be assessed prior to a go/no go decision.*
- *Our plan: issue an RFP in October, so a go/no go decision can be made prior to the CLG grant deadline*
- *If a go, begin project after start of FY 2019-2020*





# STRATEGY: CREATING A SUSTAINABLE HERITAGE AND LANDMARK COMMISSION

## Build Community Support

- Comprehensive communication plan
- Alliances with other organizations
- Established record of accomplishments
- Event based programs

## Create a dynamic organization

- Diversified
- Expanded
- Involved
- Distinct brand and position

## Establish Professional/Standardized Practices

- Adhere to public meeting standards
- Establish a vendor network
- Document processes
- Create Metrics

# MILESTONES IN 2017-2018

- First formal complaint
- First letter to the editor
- First SRO event
- First event with participation from 5 other organizations
- First special quorum notifications





# GOALS FOR 2019-2020



- Establish metrics
  - Targets/actuals for each project
  - Semi-annual financial reports (use of funds/source of funds/in-kind value)
- Standardized Documents
  - Project plans
  - Operational practices
- Improve communications
  - Initiate two-way communications
  - Expand social media presence
- Expand/Strengthen alliances
  - Canby Chamber
  - Canby Garden Club
  - Parks and Recreation Board
- Rotate Leadership





# QUESTIONS?

# FOR MORE INFORMATION CONTACT:

**Calvin LeSueur**

*Economic Development and Tourism  
Coordinator*

City of Canby

**Phone: 503-266-0772**

[LeSueurC@CanbyOregon.gov](mailto:LeSueurC@CanbyOregon.gov)

**Carol Palmer**

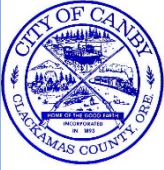
*Chair*

*Heritage and Landmark Commission*

**Phone: 503-504-2638**

[CarolPalmer24@gmail.com](mailto:CarolPalmer24@gmail.com)





# City of Canby

PO Box 930 Phone: 503.266.4021  
222 NE 2nd Ave Fax: 503.266.7961  
Canby, OR 97013 www.canbyoregon.gov

## MEMORANDUM

**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Jennifer Cline, Public Works Director*  
**DATE:** *September 19, 2018*  
**THROUGH:** *Rick Robinson, City Administrator*

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Issue: The City of Canby, Urban Renewal budgeted to complete an urban renewal general funded project in combination with ODOT Immediate Opportunity Grant funds for Quiet Zone Improvements at N. Elm St, N. Grant St and N. Ivy St. This staff report is to request Council's approval of transportation engineering and technical services for design support up to 30% of the project.

Fiscal Impact: \$56,155.00 for Transportation Engineering & Technical Services up to 30 percent design

Recommendation: *Staff recommends the Council approve Ordinance No. 1495.*

Motion: **"I move to approve Ordinance No. 1495: AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH PBS ENGINEERING & ENVIRONMENTAL, INC. FOR TRANSPORTATION ENGINEERING & TECHNICAL SERVICES OF NORTH QUIET ZONE IMPROVEMENTS (N ELM ST – N GRANT ST – N IVY ST); AND DECLARING AN EMERGENCY to come up for second reading on October 3, 2018."**

Attachments:

- Ordinance No. 1495
- Ordinance No. 1495 Exhibit A – PBS Engineering & Environmental, Inc. Services Contract with exhibits.

## **ORDINANCE NO. 1495**

### **AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH PBS ENGINEERING & ENVIRONMENTAL, INC. FOR TRANSPORTATION ENGINEERING & TECHNICAL SERVICES OF NORTH QUIET ZONE IMPROVEMENTS (N ELM ST – N GRANT ST – N IVY ST); AND DECLARING AN EMERGENCY**

**WHEREAS**, PBS ENGINEERING & ENVIRONMENTAL, INC. is the City's contracted engineer of record; and

**WHEREAS**, PBS ENGINEERING & ENVIRONMENTAL, INC. has provided the project scope, schedule and cost estimates for engineering and construction of the Quiet Zone Improvements (N Elm St – N Grant St – N Ivy St) Project up to 30 percent; and

**WHEREAS**, the CITY OF CANBY anticipates the need to complete project design of the A copy of a contract with PBS ENGINEERING & ENVIRONMENTAL, INC, is attached hereto and marked as Exhibit "A" and by this reference incorporated herein. within the 2018-2019 Fiscal Year.

### **NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:**

**Section 1.** The City Administrator is 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 PBS ENGINEERING & ENVIRONMENTAL, INC for transportation engineering and technical services in an amount not to exceed \$56,155.00. A copy of a contract with PBS ENGINEERING & ENVIRONMENTAL, INC, is attached hereto and marked as Exhibit "A" and by this reference incorporated herein. A copy of the Project Scope, Schedule and Budget for the Quiet Zone Improvements (N Elm St – N Grant St – N Ivy St) Project up to 30 percent design, is attached hereto and marked as Exhibit "B" and by this reference incorporated herein.

**Section 2.** Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to enact this ordinance as soon as possible due to the expedited project schedule, 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 thereof on Wednesday, September 19, 2018, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, October 3, 2018, commencing at the hour of 7:00 p.m. in the Council Meeting Chambers located at 222 NW 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor, Canby, Oregon.

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Kimberly Scheafer, MMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 3<sup>rd</sup> day of October 2018, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

---

Brian Hodson  
Mayor

ATTEST:

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Kimberly Scheafer, MMC  
City Recorder

## Exhibit "A"

### PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and PBS Engineering and Environmental (Consultant).

- A. City requires services which Consultant is capable of providing, under terms and conditions hereinafter described.
- B. Consultant is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

- 1. Scope of Services. Consultant's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Consultant Identification. Consultant shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Consultant's Social Security Number, as City deems applicable. **Consultant understands it is required to obtain a City of Canby Business License for conducting business in the City. Consultant agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Qualification.
  - A. Consultant agrees to maintain and provide proof of eligibility to compete on either **Tier A PA or Tier B PA ODOT Local Agency Transportation** projects.
  - B. **Consultant agrees to maintain eligibility and provide proof for all staff with practicing Professional Engineering Licenses from the OSBEELS or other practical state required professional licenses.**
- 4. Compensation:
  - A. For the period of this Agreement, Consultant agrees to provide services at the rates set forth in Exhibit "B", attached hereto.
  - B. For authorized reimbursable expenses, the City will pay Consultant at the rate specified. For unscheduled reimbursement items, Consultant will be reimbursed at Consultant's direct cost without markup.
  - C. Consultant will not be entitled to or be paid for services provided in excess of any guaranteed maximum price or fixed price that has been established for such services unless authorized by a written scope change.
  - D. Consultant will provide the City with monthly statement(s) of services rendered

and authorized reimbursable expenses incurred for the preceding month. Consultant expressly waives any right to payment for services rendered if such services are not billed within sixty (60) days following their rendition.

- E. In addition to the monthly statement described in 4.4, Consultant's invoices will include a summary of services provided; a summary of reimbursable expenses; and a summary of authorized additional services, all in accordance with the compensation provisions of this Agreement, as well as an estimate of the percent of services completed as of the invoice date.
  - F. Invoices for reimbursable expenses will be accompanied by supporting documentation.
  - G. Invoices for authorized additional services will outline and identify the services performed and by whom, the number of hours each person worked and applicable pay rates.
  - H. Payments will be made monthly for services performed and invoiced.
  - I. Consultant shall keep its billing records, including timesheets, rate schedules and invoices necessary to support invoices for time and materials, additional services and expenses current and consistent with generally recognized accounting principles and Records must be maintained for a period of two (2) years following completion or abandonment of the Project. Such records will be available to the City for inspection, copying and/or audit during normal business hours.
  - J. City agrees to pay Consultant within 30 days after receipt of Consultant's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
  - K. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
5. Consultant is Independent Consultant.
- A. Consultant's services shall be provided under the general supervision of the City Administrator. Consultant shall be an independent Consultant for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
  - B. Consultant certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes.
  - C. Consultant hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Consultant, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.



6. **SubConsultants and Assignment.** Consultant shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Consultant. Any subcontract between Consultant and subConsultant shall require the subConsultant to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.
7. Work is Property of City. All work performed by Consultant under this Agreement shall be the property of the City. City agrees that the Consultant may use its work in other assignments if all City of Canby data and references are removed.
8. Term.
  - A. This Agreement may be terminated by:
    1. Mutual written consent of the parties.
    2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
    3. City, effective upon delivery of written notice to Consultant by certified mail, or in person, under any of the following:
      - a. If Consultant fails to provide services called for by this Agreement within the time specified or any extension thereof.
      - b. If Consultant fails to abide by the terms of this Agreement.
      - c. If services are no longer required.
8. Professional Standards. Consultant shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

By entering into this agreement, Consultant represents and warranties that they have complied with the tax laws of the State of Oregon and the City of Canby. Further, for the duration of this contract, Consultant promises to continue to comply with said State and local tax laws. Any failure to comply with tax laws will be considered a default of this contract and could result in the immediate termination of this agreement and/or other sought damages or other such relief under applicable law.

9. Insurance. Insurance shall be maintained by the Consultant with the following limits:

A. For Comprehensive General Liability Insurance, Consultant shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Consultant shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. For Professional Liability—errors and omissions—a \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. **(Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.).** For purposes of professional liability, Consultant shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.

D. For Worker's Compensation, Consultant shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage.

Consultant will require that any subConsultants engaged or employed by Consultant carry and maintain similar insurance as listed above with the same limits and coverage requirements.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Consultant's liability hereunder. Notwithstanding said insurance, Consultant shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Consultant's negligence or neglect connected with this Agreement.

10. Indemnity. To the fullest extent permitted by law, Consultant is responsible for any and all liability arising out of or related to the performance of work pursuant to this Agreement. To the fullest extent permitted by law, Consultant will indemnify, defend (with counsel acceptable to City) and hold City, its councilors, officers, employees, agents and insures (collectively "City") harmless for and against any and all liability, losses, costs, settlements and expenses in connection with any action, suit or claim resulting or allegedly resulting from Consultant's acts, omissions, activities or services in the course of performing under this Agreement.
11. Legal Expense. In the event legal action is brought by City or Consultant against

the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorney's fees, costs, and expenses as may be set by the court both at trial and all appeals there from.

11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Rick Robinson, City Administrator  
City of Canby  
PO Box 930  
Canby, OR 97013

CONSULTANT: PBS Engineering and Environmental  
415 W 6<sup>th</sup> Street  
Vancouver, WA 98660

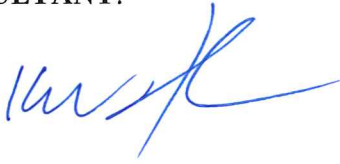
**Please submit invoices to: Attn: Accounts Payable  
City of Canby  
PO Box 930  
Canby, OR 97013  
ap@canbyoregon.gov**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

**CONSULTANT:**

**CITY OF CANBY**

By:



By:

Date:

9/11/18

Date:

**SubConsultants will be used \_\_\_\_ Yes \_\_\_\_ No (If Yes, please complete List of SubConsultants attached to this Agreement)**

Approved as to Form:

\_\_\_\_\_  
\_\_/\_\_/18  
Joseph Lindsay, City Attorney

## LIST OF SUBCONSULTANTS

*As per Section 5 of the Personal Services Agreement, the following businesses will be subConsultants. SubConsultants are required to have a City of Canby Business License prior to commencing work under this contract.*

[illegible]

**The City hereby approves the above listed subConsultants.**

**City of Canby**

                      
**Date**

# CITY OF CANBY, OREGON

## Scope of Work Quiet Zone Improvements (N Elm St – N Grant St – N Ivy St) City of Canby Project # J1013

### INTRODUCTION

PBS Engineering and Environmental, Inc. and their Consultant team have been selected by the City of Canby to perform traffic and roadway design engineering, environmental permitting, public involvement process and other related engineering services for the Quiet Zone Improvements (N Elm St – N Grant St – N Ivy St) project. Professional services will include land surveying, Railroad and ODOT coordination, roadway design, stormwater design, traffic analysis and engineering, signal modification design, environmental documentation & permits, utility coordination and project coordination.

The project team includes:

- Wiser Rail Engineering (Wiser) – Railroad Coordination.

The Quiet Zone Improvements project is partial funded through an Immediate Opportunity Fund grant through ODOT.

### PROJECT DESCRIPTION/BACKGROUND

The railroad crossings at N Elm St – N Grant St – N Ivy St currently are train whistle (warning) crossings. This project will update crossing infrastructure to a point to allow train crossings without whistles, creating a quiet zone. There has been previous coordination with both Union Pacific (UPRR) railroad and ODOT rail. This coordination led to an onsite diagnostic meeting in 2015. One item required from the diagnostic meeting was the upgrade of the NE curb ramp at Hwy 99E and N Elm Street to allow for truck turning movements. Upgrade of this curb ramp has not been accomplished and is part of this work. The project has been stalled for over three years, this project will pick up where the previous project left off.

This will be phase one of a three phase project. The goal of this first phase is to update the topographic survey, prepare 30% plans addressing the 2015 diagnostic meeting, prepare and submit the Notice of Intent.

Included in Phase one will be:

- Project administration and management
- Updated the topographic survey
- Traffic count analysis
- Prepare 30% civil plans
- Prepare the Notice of Intent (NOI)
- Coordination with FRA, UPRR and ODOT Rail
- Coordination with PGE utility and N Elm Street property owner
- Meetings with City staff, FRA, UPRR and ODOT Rail

## SCOPE OF WORK

### TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

PBS shall oversee project tasks and coordinate with City representatives to manage the scope, schedule and budget for the design engineering phase.

#### Subtask 1.1 – Contract Administration, Invoicing, and Progress Reports

- Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown with detail information / timesheet provide as a backup; expenses and associated mark-ups; total cost for labor and expenses for the billing period; subconsultants fees with detail information / timesheet provide as a backup including markups for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
- Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
- Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include: date period covered by Status Report, brief summary of work performed during the billing period, a notice to CITY raising any issues or concerns that could require a contract amendment/supplement, a brief summary of completed and/or upcoming project milestones, and action items needed from CITY for project delivery. Consultant shall monitor the status of the budget and take corrective actions to correct undesirable budget trends involving the CITY if scope is impacted.
- Maintain project documentation including a design memorandum, design criteria matrix and design decisions. Provide copies of project files and records to the CITY for city records. Final submittal documents shall be provided in electronic format – word or excel documents.

#### Deliverables

- Monthly invoices, Contract Summary Reports, and Project Status Reports.
- Project Documentation

#### Subtask 1.2 – Meetings

This item includes the preparing for and facilitating regular meetings to successfully complete the project.

- The Consultant shall schedule Project team meetings and prepare meeting agendas. This includes a Project kick-off meeting, monthly progress meetings with City staff, review meetings and coordination meetings.

- 1 Kick-off meeting
- 4 monthly meetings
- 2 offsite meetings with UPRR and ODOT rail

#### **Deliverables**

- Meeting Agendas and Meeting Summaries delivered within 5 working days of the meeting

#### **Subtask 1.3 – Management, Coordination, and Direction**

- The Consultant shall provide management, coordination, and direction to the Project team in order to complete the project on time and within budget. The City fosters a partnership approach of all stakeholders in the Project. The Consultant shall integrate this strategy into the overall management approach.
- The Consultant shall establish a quality management program and designate responsibility for review of technical work and other deliverable products.
- The Consultant shall prepare and maintain a project design schedule. The schedule shall identify CONSULTANT tasks, major milestones and deliverables, and items provided by CITY and other consultants. The schedule shall be updated every month or as circumstances require.
- The Consultant shall coordinate Consultant tasks and activities with the City. This shall include using monthly meetings to plan and coordinate upcoming activities.
- The Consultant shall coordinate with private and public utilities, including power, phone, cable, gas and other utilities.
- The Consultant shall coordinate with property owners adjacent to the Project who will be affected by the roadway design. Prior approval from the City's Project Manager will be required before any contact with private property owners occurs.
- The consultant shall update the project estimate when project changes occur.
- The consultant shall update the project schedule to include major project changes or impacts.

#### **Deliverables**

- Project Schedule & Schedule Updates,
- Summary notes of coordination efforts
- Updated project estimates



## **TASK 2: DATA COLLECTION**

UPRR has raised the rails and installed new crossings since the last topographic survey was completed. PBS will perform topographic surveying and data collection services to include the following:

### **Subtask 2.1: Surveying**

- Establish a control network throughout the project limits.
- Conduct research of existing records for information on deeds, surveys, plats, road rights-of-way and easements along the project corridor.
- The survey field crew will collect data (property corners, right-of-way/centerline monuments, control and physical boundary/right-of-way features) in the project area and relevant to the project site. The project surveyor will then review research and use field data to determine the right-of-way location.
- Perform topographic survey at the railroad crossings at N Elm St – N Grant St – N Ivy St including the NE corner of Hwy 99E and Elm street. PBS will conduct research of existing records for information on available as-built and utility maps, call one-call utility locates and then field survey existing above ground features (i.e. edge of pavement, curbs, sidewalks, buildings, trees, utilities, etc.) as well as elevations for utilities. Obtain field invert elevations on culvert ends and pipes inside manholes.
- Prepare surface model reflecting collected topographic survey and breaklines.

### **Subtask 2.2: Base Map**

- Upon completion of topographic survey and development of surface model, PBS will prepare an existing conditions base map showing mapped features and utilities collected from both survey and as-built plans.
- Consultant shall coordinate with City staff regarding drafting standards and conventions.

### **Subtask 2.3: Site Visits**

- Consultant survey manager will conduct a site visit for field verification of survey data represented in the project base map.

### **Deliverables**

- Topographic Survey
- Surface Model
- Base map

### **TASK 3: FRA, UPRR AND ODOT RAIL COORDINATION**

#### **Subtask 3.1 – Preparation of Notice of intent**

The consultant will coordinate with FRA, UPRR and ODOT Rail for the preparation of the Notice of Intent. Coordination will include up to three meetings, one each, onsite, in Salem and in Portland.

The consultant will update the National Grade Crossing Inventory prior to submitting the NOI.

The consultant will prepare the Notice of Intent (NOI) for review and approval by FRA, UPRR and ODOT Rail.

#### **Deliverables**

- Meeting notes
- Draft and final updated National Grade Crossing Inventory
- Draft NOI for City staff review.
- Final NOI for City submittal to FRA, UPRR and ODOT Rail

### **TASK 4: DESIGN ENGINEERING – PLANS, SPECIFICATIONS & ESTIMATE**

The Consultant will advance the roadway design through preliminary (30 percent) plans as part of this task. Consultant will be responsible to provide design engineering services for the deliverables outlined below for the following submittals:

- Preliminary (30%) Submittal

#### **Subtask 4.1: 30 Percent Design (Preliminary)**

The Consultant will develop preliminary construction documents to the 30 percent design stage. Review documents will consist of drawings, and a preliminary opinion of probable construction cost. At this design level, the overall design layout, footprint, and geometrics of the project are established and all decisions required to generate construction details have been made.

Design tasks include the following

- Analyze traffic counts and develop median curb, roadway geometry, signing and drainage for Quiet Zone improvements at the N Elm, N Grant and N Ivy Street crossing. Develop curb and lane geometry at intersection of Elm and Hwy 99E
- Assess truck turning movements at the Elm Street intersection @ 99E
- Develop preliminary drainage layout, utility relocation layout, right of way easement layout for the N Elm Street and HWY 99E intersection
- Develop a signing plan addressing the comments received during the 2015 diagnostic meeting
- Meet with City / FRA, UPRR and ODOT staff after review of the 30% plans

The 30% plans shall include:

- Cover Sheet with vicinity map and sheet index.
- Legend Sheet
- Plan Sheet showing basic roadway geometry information and incorporating recommended

- intersection geometry, and lane configurations
- Signing Plan
- Utility plan,
- ROW plan with proposed easement.
- Plan sheets showing conceptual storm layout in plan view only

#### **Deliverables**

- 30% Civil Plans (3 copies on 11X17 and a PDF (electronic copy) of the plan set)
- 30% Construction Cost Estimate

### **TASK 5: UTILITY COORDINATION**

#### **Task 5: Utility Coordination**

Contact PGE concerning PGE pole relocation.

Identify and discuss with PGE special requirements associated with their facility relocation or modification.

#### **Subtask 5.1: Utility Meetings**

Organize and facilitate one utility meeting with PGE.

#### **Deliverables**

- Meeting notes for utility meeting.

### **TASK 6: RIGHT OF WAY COORDINATION**

#### **Task 6: Right of Way Coordination**

Research right of way at N Elm Street and Hwy 99 E.

Develop proposed right of way/easement plan sheet

Coordination with property owner adjacent to N Elm Street and Hwy 99 E.

#### **Deliverables**

- Right of way/easement plan sheet
- Meeting and research notes

#### **Design**

The City reserves the right to enter into a phase 2 agreement for the completion of design tasks

#### **Right of way Acquisition**

The City reserves the right to enter into a phase 3 agreement for the completion of acquisition tasks



### **Construction Management**

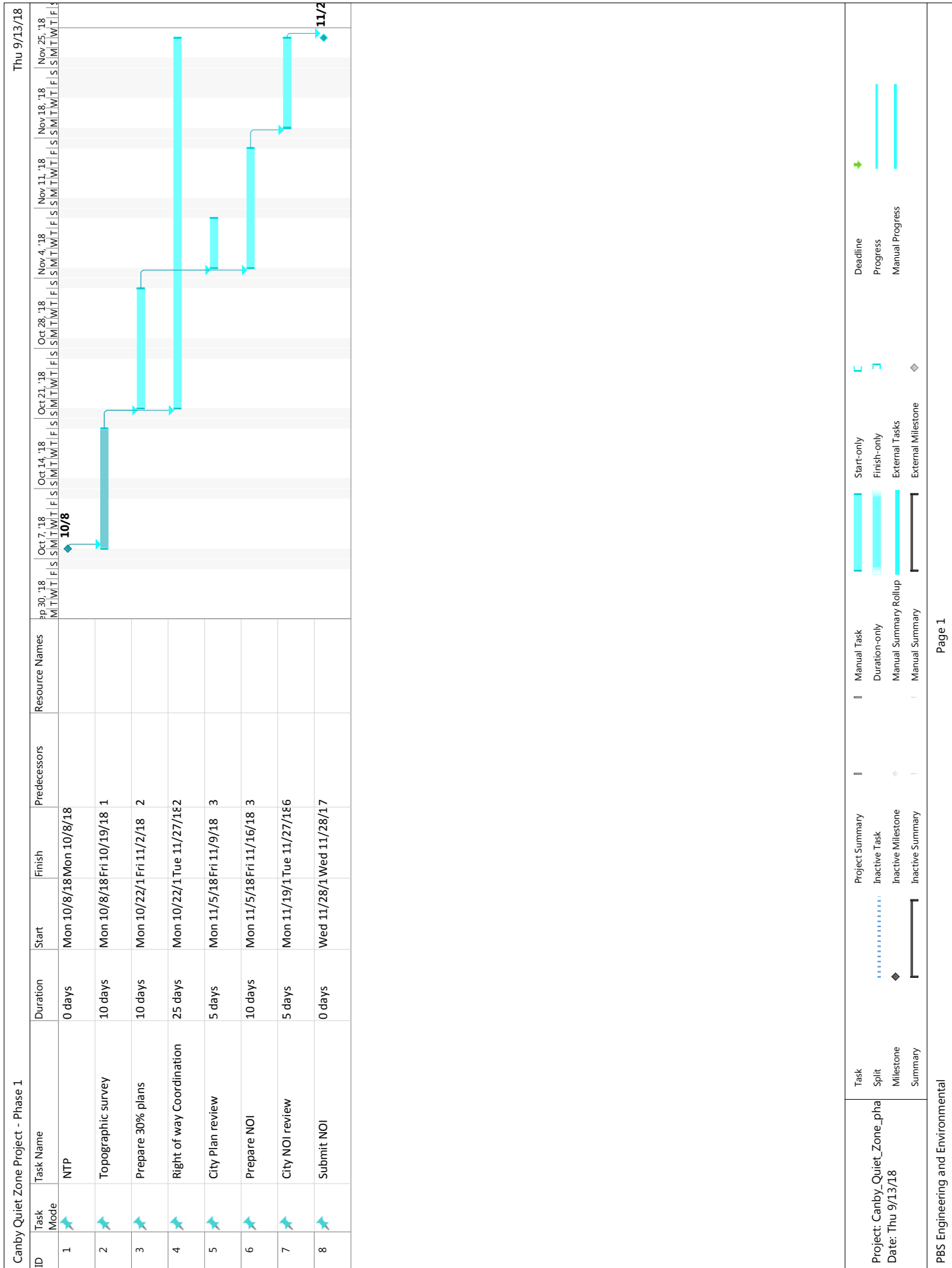
The City reserves the right to request PBS Engineering and Environmental to prepare an amendment to this contract for construction-phase inspection and engineering services for this project.

City of Canby

Quiet Zone Improvements - Phase 1

Budget worksheet

Quiet Zone Improvements - Phase 1																
Budget worksheet																
Task and Description	PBS Engineering and Environmental (Engineering/Management)										PBS		SUBCONSULTANTS		SUB TOTAL	BUDGET AMOUNT
	Eng - Prin	ENG-VII	Survey-Mngr	Survey IV - PLS	Survey II	TECH-IV	CAD-I	Admin - I	Expense	TOTAL	Wiser	Rail Coord.				
TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION															\$8,855.00	
Task 1.1 - Contract Administration, Invoicing, and Progress Reports		6.00					1.00	4.00		1,455.00			0.00		\$1,455.00	
Task 1.2 - Meetings		20.00							400.00	3,900.00			0.00		\$3,900.00	
Task 1.3 Management, Coordination, and Direction		20.00								3,500.00			0.00		\$3,500.00	
										0.00			0.00		\$0.00	
TASK 2: Data Collection															12,000.00	
Task 2.1: Surveying			8.00	8.00	64.00				500.00	8,740.00			0.00		\$8,740.00	
Task 2.2 Base Map		4.00		4.00	8.00					1,960.00			0.00		\$1,960.00	
Task 2.3 Site visit		4.00		4.00					100.00	1,300.00			0.00		\$1,300.00	
										0.00			0.00		\$0.00	
TASK 3: FRA, UPRR and ODOT Rail Coordination															14,000.00	
Task 3.1: Preparation of NOI		20.00				20.00				6,000.00	8,000.00		8,000.00		\$14,000.00	
										0.00			0.00		\$0.00	
										0.00			0.00		\$0.00	
TASK 4: DESIGN ENGINEERING – PLANS, SPECIFICATIONS & ESTIMATE															11,000.00	
Task 4.1 Preliminary (30% Submittal)		20.00				60.00				11,000.00			0.00		\$11,000.00	
										0.00			0.00		\$0.00	
										0.00			0.00		\$0.00	
										0.00			0.00		\$0.00	
										0.00			0.00		\$0.00	
										0.00			0.00		\$0.00	
										0.00			0.00		\$0.00	
TASK 5: Utility Coordination															1,400.00	
Task 5.1 Utility Meetings		8.00								1,400.00			0.00		\$1,400.00	
										0.00			0.00		\$0.00	
										0.00			0.00		\$0.00	
TASK 6: Right of Way Coordination															3,900.00	
task 6.1 Right of Way Coordination		8.00				20.00				3,900.00			0.00		\$3,900.00	
Contingency															5,000.00	
contingency										0.00			0.00		\$5,000.00	
										0.00			0.00		\$0.00	
										0.00			0.00		\$0.00	
Expenses										0.00			0.00		\$0.00	







**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: July & August 2018**

To: The Honorable Mayor Hodson & City Council  
From: Kim Scheafer, MMC, City Recorder  
Prepared by: Erin Burckhard, Office Specialist II  
Through: Rick Robinson, City Administrator  
Date: September 10, 2018

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**1. Business Licenses:**

Forty new business licenses were issued during the months of July & August 2018. This compares to 43 new licenses issued during July & August 2017. Thirty-three business licenses were inactivated during the months of July & August 2018. This compares to 32 inactivated during the same period in 2017. Two hundred-seventeen business license renewals were sent out, compared to 223 in 2017. The total number businesses licensed with the City of Canby is 1,479 (1,476 this time in 2017) of which 671 have Canby addresses (662 this time last year).

**2. Cemetery:**

- Total property purchases recorded: July - 3, August - 6
- Total interments recorded: July – 9, August – 5

**3. Public Records Requests:**

- Five Public Records Requests were processed during July & August.

**4. Training/Meetings:**

- Kim Scheafer met with four candidates who completed their paperwork to run for office.
- Kim Scheafer attended Harassment Training.
- Kim Scheafer met with WWTP staff regarding records retention/destruction.
- State of Oregon ORMS staff conducted advanced training with key users in Administration.

**5. Special Animal Permits:**

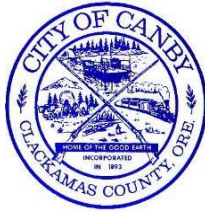
- No special animal permits were issued in July & August.

**6. Sidewalk/Park Vending Permit:**

- No Sidewalk/Park Vending Permits were issued in July & August.

**7. Liquor Licenses Processed:**

- One new liquor license was issued in July & August.



City of Canby Bi-Monthly Report  
Department: Court  
July and August 2018

To: The Honorable Mayor Hodson and City Council  
From: Jessica Roberts, Municipal Court Supervisor  
Through: Rick Robinson, City Administrator  
Date: September 6, 2018

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Canby Municipal Court has jurisdiction over all city and state law offenses committed within city limits other than felonies. These include: violations, traffic crimes, misdemeanors and City code violations. *Note: Statistic category terms outlined on page 2*

Monthly Statistics	July	August
<b>Misdemeanors</b>		
Offenses Filed	29	41
Cases Filed	18	32
Warrants Issued	4	9
<b>Misdemeanor Case Detail</b>		
Diversion	4	4
Offenses Dismissed	11	15
Offenses Sentenced	10	7
<b>Traffic &amp; Other Violations</b>		
Offenses Filed	248	264
Cases/Citations Filed	186	203
Parking Citations Filed	54	20
<b>Traffic &amp; Other Violations Case Detail</b>		
Diversion	26	16
Dismissal (Fix It Tickets)	50	46
Sentenced by Judge	112	110
Handled by Violations Bureau	161	121
<b>Traffic and Criminal Trials</b>		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	5	16
Defendant Accounts referred to Collections	\$37,558.38	\$64,089.79
Fines & Surcharges Collected	\$61,692.87	\$53,341.45

### **Explanation of terms:**

#### 1. Difference between Offenses Filed vs. Cases Filed

- Multiple offenses (charges) can be filed on any one defendant from a single traffic stop or arrest.
- Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.

#### 2. The Violations Bureau applies to traffic violations only.

Under the Judge's authority, court clerks can accept pleas, offer a deferred sentence program (if qualified) and set a payment plan. Where a crime is charged, a court appearance before the judge is mandatory.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
- 1st Offender – Traffic violation (if under the age of 18)
- 1st Offender - Minor in Possession of Alcohol/Marijuana citation

#### 3. Fix It Citations

The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation. This is reflected in the traffic violations dismissed statistic.





## **M E M O R A N D U M**

**TO:** *Honorable Mayor Hodson and City Council*  
**FROM:** *Jamie Stickel, Economic Development Director*  
**THROUGH:** *Rick Robinson, City Administrator*

**RE: CITY COUNCIL BI-MONTHLY REPORT for July and August 2018**  
**Economic Development Updates:**

The following projects are funded through Urban Renewal.

### ***Business Recruitment:***

- Project Shakespeare continues to investigate two 40+ acre sites in Canby to construct a beverage distribution facility. The company is developing details of their future build to suit with a developer.

### ***Request for Expressions of Interest:***

The City of Canby reopened its Request for Expressions of Interest (RFEI) of the former library in late August. The former library is located at 292 N Holly Street. It features include 10,961 square feet in the heart of downtown Canby. The space will be marketed and proposals will be accepted until November 16<sup>th</sup>, 2018. The Canby City Council is expected to review proposals and enter into an agreement in January/February 2019. The building sits on the corner of NW 3<sup>rd</sup> Avenue and N Holly Street, adjacent to Wait Park and nearby retail businesses.



The city will consider outright purchase, lease, lease with an option to purchase, and so forth. Ideal proposals should activate the space, demonstrate experience, and support the downtown commercial district.

For more information:

[http://canbyoregon.gov/documents/Index\\_Docs/RFEI\\_Sept\\_2018FormerLibrary.pdf](http://canbyoregon.gov/documents/Index_Docs/RFEI_Sept_2018FormerLibrary.pdf)

### ***Otto Road Alternative:***

Given the strong interest in the Canby Pioneer Industrial Area, staff has begun planning for a second access road to accommodate future truck and employee traffic. A concept design has been developed that is estimated to cost about \$5.9 million.

This new industrial arterial road that will have 3 lanes, utilities, bike lanes, lighting and a traffic signal at Highway 99E. An engineering firm has been selected to begin design work.

Staff met with project partners in July to coordinate land use, right of way, access and other details. A combination of funding sources have been identified for the project. If all goes well the project could be completed in 2020 or 2021.

### ***The Dahlia Mixed Use Development:***

The new Dahlia building – a 58,000 square foot mix-use development in the heart of downtown Canby – had its grand opening on Thursday, August 9<sup>th</sup> at 10:00am. The building is a four story mixed use development and features 69 apartments and 4 retail spaces. The developer also purchased the former Police Building and historic city hall which are also available for lease.

A model apartment unit was created to showcase the space, and several other units were available during the tour. A number of apartments have already been preleased. The building features studio and one bedroom units ranging from 434 SF to 705 SF with lease rates beginning at \$1,150. See apartment highlights at <https://www.liveatthedahlia.com/>.

The ground floor has four retail spaces ranging from 1,200 SF – 3,000 SF for lease for commercial and office use. For more information, see: <https://canbycivicblock.com/the-dahlia/>



Staff continues to support Hanlon Development’s efforts to attract retailers and restaurants to the Dahlia, former Police Building, and historic City Hall. Presentations have been made to a casual dining business, an Italian restaurant, a bakery and a brewpub. These business owners remain interested and are in various stages of working through space, business plan and leasing details.

### ***Big Night Out Street Dance:***

The City of Canby held its fourth annual Big Night Out Street Dance on Friday, August 24<sup>th</sup> from 6:00 – 11:00pm. The event is held yearly to kick off Canby’s Big Weekend which features the Cutsforth Cruise-In, Canby Dahlia Festival, Canby Dahlia Run, and many more festivities throughout the weekend. This year, “Big Yellow Taxi” kicked off the event as the opener, and “The Kurt Van Meter Band” performed as the headliner. Canby Cares returned with the Kids’ Zone which complemented the bouncy houses, gametruck, and clown. Bricks and mortar businesses are on hand to sell food and beverages, The event is hosted by the City with the help of community organizations, local businesses, and Canby citizens.



### ***Economic Development Department:***

On July 31<sup>st</sup> longtime Economic Development Director Renate Mengelberg retired from the City of Canby. On August 1<sup>st</sup>, Jamie Stickel, formerly the Main Street Manager, was appointed to the role of Economic Development Director. Stickel’s role was backfilled by Calvin LeSueur and renamed Economic Development and Tourism Coordinator in an effort to address the needs of Canby community. Calvin’s first day was August 28<sup>th</sup> and he has focused on business outreach, Heritage and Landmark Commission efforts, and additional economic development tasks specifically aimed at assisting small businesses and tourism.



## Bi-Monthly Finance Department Report

**To:** Mayor Brian Hodson & City Council Members  
**From:** Julie Blums, Finance Director  
**Through:** Rick Robinson, City Administrator  
**Covering:** July & August 2018  
**Compiled by:** Suzan Duffy

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

- The **2018-2019 Budget** document was completed, printed, and filed with Clackamas County.
- Finance assisted departments in implementing changes to the updated **Master Fee Schedule** which went into effect July 1<sup>st</sup>.
- Work on fiscal year end adjusting entries including revenue accruals is being done this period so the books can be closed for FY17-18. These are the first steps in preparation of the **Comprehensive Annual Financial Report** (CAFR) to be audited in October.
- Newly acquired/completed **capital assets** have been entered into the updated Asset Management module in Caselle for the first time. This process is crucial to the completion of the CAFR.
- The transition to **online timekeeping** has been successfully completed. Testing of **online leave requests** is currently underway.
- **Payroll** activity this period involved cost-of-living adjustments, changes to flexible spending and Police benefit rates, and implementation of the new **Statewide Transit Tax** resulting from Oregon HB 2017.
- Staffing changes have created new **cross-training** opportunities. Initial training on Transit Tax billing and payroll backup duties has been completed.
- A total of 57 unpaid **utility accounts** were certified to the Clackamas County Assessor for collection through the property tax system.
- Although there was no sewer rate change this year, updates to **commercial customers' rates** were made based on water usage averages provided by Canby Utility.

- A separate fund has been created and a set up for the new tax has been completed in Caselle in anticipation of the first **Transient Room Tax** filings expected in October.
- The new **Advanced Financing District** for SE 13<sup>th</sup> Avenue has been set up in Caselle.
- The Finance Director participated in a joint meeting with Clackamas County regarding the **Otto Rd alternative project**.
- In response to recommendations received after the preliminary audit, several **cash receipting processes** are being adjusted including strengthening internal controls over the chain of custody. Municipal Court is in the process of making changes to increase separation of duty controls.

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

- Caselle User Group Meeting
- Harassment training
- Regional payroll training (Mt. Angel)
- CSMFO Capital Asset webinar
- Caselle webinars
- Renate's retirement celebration
- City picnic



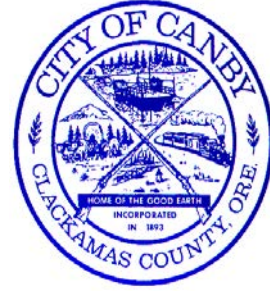
**Statistics for FY 2018-2019:**

	<b><u>July- Aug</u></b>	<b><u>Sept - Oct</u></b>	<b><u>Nov - Dec</u></b>	<b><u>Jan - Feb</u></b>	<b><u>Mar - Apr</u></b>	<b><u>May - June</u></b>
<b>Accounts Payable</b>						
Invoices:	623					
Invoice entries:	1002					
Encumbrances:	36					
Manual checks:	4					
Total checks:	367					
<b>Payroll</b>						
Timesheets processed:	650					
Total checks and vouchers:	696					
New hires/separations:	5/4					
<b>Transit Tax Collection</b>						
Forms sent:	29					
Penalty & Int. notices sent:	12					
Pre-collection notices sent:	1					
Accounts sent to collections:	2					
Accounts opened/closed:	32/35					
Returns posted:	792					
<b>Utility Billing</b>						
Bills sent:	9653					
Counter payments:	213					
Accounts opened and closed:	136					
Lien payoffs:	4					
Lien payoff inquiries:	55					
Collection notices sent:	0					
Accounts sent to collections	8					
<b>General Ledger</b>						
Total Journal entries:	436					
<b>Cash Receipts Processed</b>						
Finance:	1196					
Utility:	412					

# CANBY PUBLIC LIBRARY

## BI-MONTHLY STAFF REPORT

### July - August 2018



TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 9-5-18

Information Statistics	July (2017)	July 2018		Aug (2017)	August 2018		Circulation Statistics	July (2017)	July 2018		August (2017)	August 2018
Reference	695	706		653	789		Total Registered Borrowers*	12,047	11,607		12,190	11,748
Operational	406	429		604	437		New Library Cards	120	129		146	134
Computer Help	176	201		221	247		Number of Materials Owned	62,581	57,963		60,791	58,360
Reader's Advisory	27	28		26	20		Circulation	25,134	25,674		24,575	25,457
Computer Passes	78	95		86	124		Materials Added	284	619		739	763
Job/resume Help	5	1		14	0		Holds Placed	5,720	5,690		5,676	5,535
E-Book Help	15	13		16	14		Self-Check	40.8%	67.2%		64.8%	67.4%
Help In Spanish	39	23		43	29		Public Internet Sessions	1,595	1,696		1,717	2,226
Email Questions	9	29		15	11		Facebook Likes	764	886		777	906
People Counter	11,703	13,408		11,703	12,283		Volunteer Hours	250.75	200.5		238.75	230.25
							Lilac, Iris & Magnolia Room Use	74	104		71	80

*Reference:* Informational questions, placing holds

*Operational:* Addressing directional/operational questions (what time do you close, where's the...)

*E-Book Help:* Instruction on downloading E-books

*Computer:* Instruction/assistance

*Readers Advisory:* Recommending books, movies, music

**(Canby Service Population = 23,984)**

## Programming

	Adult Programs	Adult Attendance	# Teen Programs	Teen Attendance	# Children's Programs	Children Attendance	# Family Programs*
July (2017)	14	384	4	85	13	487	12
July 2018	18	527	8	113	14	688	12
August (2017)	17	495	2	55	11	512	30
August 2018	19	606	10	93	9	518	20

\*Attendance included in Adult, Teen and Children's Programs

**Library Operations:**

- The library has issued its first community wide survey. The purpose of the survey is to see how current library services reflect the needs of our community and to look at what programs and services the community would like to see in the future. It also looks at how people use the library and how satisfied patrons are with our customer service.
- Educator cards are now available LINCC wide. Teachers now have extended loan times and will not accrue overdue fines.
- Canby was unable to participate in the Library of Things tour held at several Washington County libraries in July. We are, however, very anxious about implementing this service once the grant money from becomes available Clackamas County Department of Sustainability & Solid Waste. Washington County Libraries check out hundreds of items including cake pans, Dremel tools, a bird watching kit, karaoke machine, microscope, webcam, telescope and musical instruments.
- We now have a welcome brochure to give to patrons when they receive a new library card. The brochure was printed in both English and Spanish.
- The library received a \$3,000 grant from the state to refresh our youth collection.
- The library banned a patron, Peter Davis Alexander for two years. Mr. Alexander stole a computer keyboard from the library and attempted to circumvent the computer's operating system.

**Facilities/IT:**

- The library has revised its emergency evacuation maps reflecting safer exit routes.
- The library updated its phone tree to provide a better customer experience for our patrons.
- Families attending programs in the Willamette Room raised issues about the way the door locks and its quickness to close and pinch little fingers. The Safety Committee recommended that different locks be installed on the doors. New locks are in the process of being ordered and installed. Also, public works staff slowed the closing mechanism as much as they could.
- The custodian has been finding empty wine bottles in the lobby restroom. One was also found under a chair in the children's area. Staff are being vigilant, trying to make sure patrons are not consuming alcohol in to the building.

**Library District Advisory Committee (LDAC):**

- Roger Reif has been approved by the Board of County Commissioners as Canby's LDAC alternate representative.
- Last year, Clackamas County and the City of Gladstone settled pending litigation related to the construction of library facilities and provision of library services in the Oak Lodge and Gladstone library service areas. The settlement agreement reached by the County and the City contemplates that the County will construct and operate two new libraries, one located within the City of Gladstone, and one located in unincorporated Clackamas County within the Oak Lodge Library service area. In order to proceed with these plans, it's necessary to make minor amendments to the Library District Master IGA. Per the terms of the IGA, the proposed amendments require the agreement of the Library District and at least two-thirds of Library Cities. All Library Service providers will need to adopt the proposed amendments no later than October 31, 2018. The proposed amendment to the IGA will be presented at the October 3rd Canby City Council meeting.

**Partnerships:**

- On August 14<sup>th</sup> library staff toured the Canby Center. Many thanks to Ray Keen for an insightful tour and we look forward to partnering with the Canby Center on many upcoming community events.
- The library is continuing to participate in the Suicide Prevention Taskforce.
- The Kiwanis Foundation is purchasing \$1500 worth of items for Baby Time Program.
- The Canby Rotary has decided that for the time being, they will not be providing funds for the teen room.

**Programming/Outreach:**

- We are very excited and thankful to Nancy Sebastian from the Canby Public Library Foundation for getting our “makerspace” up and running. The Canby Eagles Flight Camp was held from July 9<sup>th</sup> through the 13<sup>th</sup>. 16 teens attended the camp.
- XPlane software was installed on the laptops in the maker space. Those who attended the camp have come in to use the program in a “post camp” program.
- Hour of Code will be offered bi-monthly beginning in October in the makerspace.
- As of August 1<sup>st</sup> we are no longer offering a Russian Storytime. The staff person presenting the story time is no longer available and only a few children attended the program.
- The library has been very excited about expanding outreach opportunities in the community. Saturdays in July and August we had a booth at the Canby farmer’s market where staff issued new library cards, promoted library services and programs. Staff even created several craft activities that the kids really enjoyed.
- We are grateful to the city for letting us use the city van for community outreach. Canby will be the first library in the county to provide a mobile service to the community. Outreach staff will be able to issue library cards and provide books to check-out.
- Staff attended Carus and Lee back to School nights.
- Angelica created the logo design for the Bilingual Battle of the Books students can identify the books in the library collection.
- We are giving out Welcome Baby packets to newborns 0-12 months.
- Our citizenship classes continue to be a success. Two residents received their citizenship this past session. So far since the program began, 32 Canby residents have become U.S. citizens.

**Friends of the Library:**

- The Friends of the Library held their first Patio Tour of Homes on Saturday, August 4<sup>th</sup>. The Friends cleared around \$900 after expenses.
- In July, the Friends Book Garden brought in \$1,186.36. August sales were \$1,115.80.

**Volunteers:**

- Volunteer of the Month for July was Eileen Morales. Eileen volunteered from February to August and helped us with the picklist and other tasks. Sadly, she recently moved away for college.
- Volunteer of the Month for August was Michael O’Rear. Michael volunteered his time singing and playing the guitar on Friday afternoons this past summer.

**Library Artwork:**

- The water color paintings on display at the library are by Lyallyn Temple.



Jul-18		Friends Sponsored Yes/No	ATTENDANCE			TYPE OF PROGRAM			
	Date		Adults	Teen	Children	Adult	Teen	Children's	Family
<b>CHILDREN</b>									
<b>Storytimes</b>									
Songs and Sillies Storytime (ages 2-6)	7/2/2018	No	9	0	12	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	7/9/2018	No	9	0	13	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	7/16/2018	No	20	0	25	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	7/23/2018	No	12	0	16	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	7/30/2018	No	7	0	15	0	0	1	0
Book Babies Storytime (ages 0-2)	7/11/2018	No	9	0	9	0	0	1	0
Book Babies Storytime (ages 0-2)	7/18/2018	No	6	0	8	0	0	1	0
Book Babies Storytime (ages 0-2)	7/25/2018	No	10	0	13	0	0	1	0
Russian Storytime	7/12/2018	No	2	0	2	0	0	1	0
Russian Storytime	7/19/2018	No	1	0	1	0	0	1	0
Crafternoon	7/11/2018	yes	6	0	18	0	0	1	0
Crafternoon	7/18/2018	yes	7	0	14	0	0	1	0
Crafternoon	7/25/2018	yes	9	0	16	0	0	1	0
<b>TOTAL</b>			<b>107</b>	<b>0</b>	<b>162</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>
<b>Hispanic Outreach</b>									
Spanish Storytime (for the whole family)	7/7/2018	No	2	0	5	0	0	0	1
Spanish Storytime (for the whole family)	7/14/2018	No	0	0	0	0	0	0	1
Spanish Storytime (for the whole family)	7/21/2018	No	4	0	4	0	0	0	1
Spanish Storytime (for the whole family)	7/28/2018	No	1	0	2	0	0	0	1
Nuestros Abuelos	7/3/2018	No	4	0	0	1	0	0	0
Nuestros Abuelos	7/17/2018	No	0	0	0	1	0	0	0
Nuestros Abuelos	7/31/2018	No	0	0	0	1	0	0	0
Intercambio	7/7/2018	No	3	0	0	1	0	0	0
Intercambio	7/14/2018	No	6	0	0	1	0	0	0
Intercambio	7/21/2018	No	7	0	0	1	0	0	0
Intercambio	7/28/2018	No	5	0	0	1	0	0	0
Citizenship class	7/5/2018	No	12	0	0	1	0	0	0
Citizenship class	7/12/2018	No	13	0	0	1	0	0	0
Citizenship class	7/19/2018	No	10	0	0	1	0	0	0
Citizenship class	7/26/2018	No	13	0	0	1	0	0	0
<b>TOTAL</b>			<b>80</b>	<b>0</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>TEENS</b>									
Song writing Workshop	7/11/2018	Yes	0	7	0	0	1	0	0
Ping pong Tourney	7/18/2018	Yes	0	14	0	0	1	0	0
Nintendo /Wii	7/25/2018	Yes	0	12	0	0	1	0	0
Makerspace Canby Eagles Camp	7/9/2018	No	0	16	0	0	1	0	0
Makerspace Canby Eagles Camp	7/10/2018	No	0	16	0	0	1	0	0
Makerspace Canby Eagles Camp	7/11/2018	No	0	16	0	0	1	0	0
Makerspace Canby Eagles Camp	7/12/2018	No	0	16	0	0	1	0	0
Makerspace Canby Eagles Camp	7/13/2018	No	0	16	0	0	1	0	0
<b>TOTAL</b>			<b>0</b>	<b>113</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>
<b>FAMILY</b>									
Family Evening /Fun with Nathalia	7/25/2018	yes	6	0	8	0	0	0	1
S.T.E.A.M. Night	7/12/2018	yes	0	0	0	0	0	0	1
SRP - Storytellers Northwest	7/6/2018	no	26	0	42	0	0	0	1
SRP - Knights of Veritas	7/13/2018	no	16	0	34	0	0	0	1
SRP - Leapin' Louie	7/20/2018	yes	32	0	56	0	0	0	1
SRP - The Reptile Man	7/27/2018	no	92	0	249	0	0	0	1
			<b>172</b>	<b>0</b>	<b>389</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>ADULT</b>									
<b>Book Clubs</b>									
History Book Group	7/18/2018	No	5	0	0	1	0	0	0
Book Group -	7/26/2018	No	7	0	0	1	0	0	0
<b>Instruction Classes</b>									
E-Reader Help	Ongoing	No	4	0	0	1	0	0	0
Knitting and Crocheting	7/5/2018	No	8	0	0	1	0	0	0
Knitting and Crocheting	7/12/2018	No	2	0	0	1	0	0	0
Knitting and Crocheting	7/19/2018	No	4	0	0	1	0	0	0
Knitting and Crocheting	7/26/2018	no	5	0	0	1	0	0	0
<b>TOTAL</b>			<b>35</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LIBRARY TOURS</b>									
Lee Summer School 1st graders	7/10/2018	No	10	0	61	0	0	1	0
<b>TOTAL</b>			<b>10</b>	<b>0</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>TOTAL ALL IN-HOUSE PROGRAMS</b>			<b>404</b>	<b>113</b>	<b>623</b>	<b>18</b>	<b>8</b>	<b>14</b>	<b>10</b>
<b>OUTREACH - Not in the library</b>									
Saturday Market	7/21/2018	Yes	57	0	30	0	0	0	1
Saturday Market	7/28/2018	Yes	66	0	35	0	0	0	1
<b>TOTAL</b>			<b>123</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>TOTAL ALL PROGRAMS</b>			<b>527</b>	<b>113</b>	<b>688</b>	<b>18</b>	<b>8</b>	<b>14</b>	<b>12</b>

Aug-18		Friends Sponsored Yes/No	ATTENDANCE			TYPE OF PROGRAM			
	Date		Adults	Teen	Children	Adult	Teen	Children's	Family
<b>CHILDREN</b>									
<b>Storytimes</b>									
Songs and Sillies Storytime (ages 2-6)	8/6/2018	No	7	0	14	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	8/13/2018	No	7	0	14	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	8/20/2018	No	10	0	16	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	8/27/2018	No	8	0	15	0	0	1	0
Book Babies Storytime (ages 0-2)	8/1/2018	No	9	0	11	0	0	1	0
Book Babies Storytime (ages 0-2)	8/8/2018	No	6	0	10	0	0	1	0
Book Babies Storytime (ages 0-2)	8/15/2018	No	7	0	14	0	0	1	0
Book Babies Storytime (ages 0-2)	8/22/2018	No	9	0	12	0	0	1	0
book Babies Storytime (ages 0-2)	8/29/2018	No	8	0	12	0	0	1	0
SRP/ Penny's Puppets	8/3/2018	Yes	29	0	46	0	0	0	1
Crafternoon	8/1/2018	Yes	7	0	18	0	0	0	1
Mindfulness for Kids	8/6/2018	No	3	0	3	0	0	0	1
Mindfulness for Kids	8/13/2018	No	1	0	3	0	0	0	1
Mindfulness for Kids	8/20/2018	No	1	0	6	0	0	0	1
Mindfulness for Kids	8/27/2018	No	2	0	10	0	0	0	1
<b>TOTAL</b>			<b>114</b>	<b>0</b>	<b>204</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>6</b>
<b>Hispanic Outreach</b>									
Spanish Storytime (for the whole family)	8/4/2018	No	4	0	6	0	0	0	1
Spanish Storytime (for the whole family)	8/11/2018	No	3	0	7	0	0	0	1
Spanish Storytime (for the whole family)	8/18/2018	No	2	0	5	0	0	0	1
Spanish Storytime (for the whole family)	8/25/2018	No	3	0	9	0	0	0	1
Nuestros Abuelos	8/21/2018	No	1	0	0	1	0	0	0
Intercambio	8/4/2018	No	3	0	0	1	0	0	0
Intercambio	8/11/2018	No	5	0	0	1	0	0	0
Intercambio	8/18/2018	No	1	0	0	1	0	0	0
Intercambio	8/25/2018	No	2	0	0	1	0	0	0
Citizenship class	8/2/2018	No	11	0	0	1	0	0	0
Citizenship class	8/9/2018	No	12	0	0	1	0	0	0
Citizenship class	8/16/2018	No	12	0	0	1	0	0	0
Citizenship class	8/23/2018	No	9	0	0	1	0	0	0
Citizenship class	8/30/2018	No	8	0	0	1	0	0	0
<b>TOTAL</b>			<b>76</b>	<b>0</b>	<b>27</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>TEEN</b>									
Digeridoo	8/1/2018	Yes	0	11	0	0	1	0	0
Ice Cream Social	8/8/2018	Yes	0	28	0	0	1	0	0
Anime Night	8/15/2018	Yes	0	17	0	0	1	0	0
Nintendo /Wii	8/22/2018	Yes	0	14	0	0	1	0	0
Game Night Unplugged	8/29/2018	Yes	0	11	0	0	4	0	0
Makerspace - XPlane	8/14/2018	No	0	6	0	0	1	0	0
Makerspace - XPlane	8/14/2018	No	0	3	0	0	1	0	0
<b>TOTAL</b>			<b>0</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>
<b>FAMILY</b>									
Legos at the Library	8/1/2018	No	7	0	10	0	0	0	1
S.T.E.A.M. Night	8/9/2018	Yes	2	0	4	0	0	0	1
Family Evening/ Kathy Karbo;Shadow Puppets	8/30/2018	Yes	4	0	3	0	0	0	1
<b>TOTAL</b>			<b>13</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>ADULT</b>									
<b>General Programs</b>									
Repair Fair	8/25/2018	No	33	0	0	1	0	0	0
<b>Book Clubs</b>									
History Book Group	8/15/2018	No	6	0	0	1	0	0	0
Book Group	8/23/2018	No	6	0	0	1	0	0	0
<b>Instruction Classes</b>									
E-Reader Help	Ongoing	No	5	0	0	1	0	0	0
Knitting and Crocheting	8/2/2018	No	5	0	0	1	0	0	0
Knitting and Crocheting	8/9/2018	No	3	0	0	1	0	0	0
Knitting and Crocheting	8/16/2018	No	4	0	0	1	0	0	0
Knitting and Crocheting	8/23/2018	No	3	0	0	1	0	0	0
Knitting and Crocheting	8/30/2018	No	4	0	0	1	0	0	0
<b>TOTAL</b>			<b>69</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL IN-HOUSE PROGRAMS</b>			<b>272</b>	<b>90</b>	<b>248</b>	<b>19</b>	<b>10</b>	<b>9</b>	<b>13</b>
<b>OUTREACH - Not in the library</b>									
Saturday Market	8/4/2018	Yes	90	0	43	0	0	0	1
Saturday Market	8/11/2018	Yes	23	0	14	0	0	0	1
Saturday Market	8/18/2018	Yes	55	0	17	0	0	0	1
Saturday Market	8/25/2018	Yes	60	0	42	0	0	0	1
First Friday	8/3/2018	Yes	20	3	8	0	0	0	1
Head Start/Back to School event	8/21/2018	Yes	46	0	46	0	0	0	1
Carus School Meet and Greet Night	8/27/2018	Yes	40	0	100	0	0	0	1
<b>TOTAL</b>			<b>334</b>	<b>3</b>	<b>270</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>TOTAL ALL PROGRAMS</b>			<b>606</b>	<b>93</b>	<b>518</b>	<b>19</b>	<b>10</b>	<b>9</b>	<b>20</b>



## PLANNING & DEVELOPMENT SERVICES

### JULY - AUGUST BI-MONTHLY REPORT

**TO:** *Honorable Mayor Hodson and City Council*

**FROM:** *Bryan Brown, Planning Director*

**DATE:** *September 7, 2018*

**THROUGH:** *Rick Robinson, City Administrator*

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The following report provides a summary of the Planning and Development Services activities for the months of July and August, 2018. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and development site plan review coordination projects for building permits.

#### Planning Activities

- 1. Quiet Zone.** The City met with ODOT to work out options available to the City in moving forward with the necessary design work for reconstructing the intersection of N. Elm and OR 99E in order to accommodate the turning radius required by large truck trailers in a manner that also will allow the median for implementation of the quiet zone requirements by rail officials. The City has moved forward with the first step in securing qualified engineering firms for which an RFP may be sent to negotiate a price and timeline for completing the engineering and design plans for the project and to coordinate any land acquisition necessary and relocation of a PGE main pole. Immediate Opportunity Fund grant has been approved to assist with the project funding. Draft Scope of Work and Budget for engineering are being reviewed. Tentative date to give the RR and ODOT the Notice of Intent to create a Quiet Zone is 11/13/2018.
- 2. Buildable Land Needs Study.** Final report preparation remains in progress. Updating maps and charts to reflect 2018 data.
- 3. South Ivy Street 2016-2018 STIP Enhance Project.** Final revisions have been recently made to a new IGA to reflect the County's new authority on project. A timeline for project implementation should be coming shortly.
- 4. Otto Road Alternative Alignment Project.** Please see the bi-monthly report prepared by the Economic Development Director.

#### LAND USE APPLICATION ACTIVITY

##### PRE-APPLICATION CONFERENCE(S) SCHEDULED/HELD JULY 1 – AUGUST 31, 2018:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRA 18-12	VLMK for Trammell Crow	Project Shakespeare	220 S Walnut, 23397 & 23399 S Mulino Rd

##### 5. LAND USE APPLICATIONS SUBMITTED JULY 1 – AUGUST 31, 2018:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
ANN 18-03 ZC 18-03	ICON Construction/Rick Givens	N Pine Annexation/Zone Change	1467 & 1575 N Pine St
ANN 18-02 ZC 18-02	Frank Cutsforth/Pat Sisul	NE Territorial Rd Annexation/Zone Change	2265 & 2285 NE Territorial Rd
CUP 18-03 PUD 18-02	Marquis-Scott Miller	24 bed memory care expansion	1577 S. Ivy
DR 18-03 CUP 18-03 PUD 18-01	Butch Busse	Ivy Townhomes	1300 S Ivy St
FP 18-07	Weygandt/City Engineer	Final Plat (MLP 18-03)	1295 S Mulino Road

**(CONTINUED) LAND USE APPLICATIONS SUBMITTED JULY 1 – AUGUST 31, 2018**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
SUB 18-04	Riverside Park - Tucker Mayberry	90-lot subdivision	1901 S Ivy St
ZC 18-03	Butch Busse	Zone Change-R-1 to C-R District	1300 S Ivy Street

**6. PRE-CONSTRUCTION CONFERENCE(S) HELD JULY 1 – AUGUST 31, 2018:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
PRC 18-07	Redwood Landing Subdivision ICON Const.	82 lot subdivision	1440, 1548, 1612, 1650 & 1758 N Redwood St

**7. PC MEETING ITEMS REVIEWED JULY 1 – AUGUST 31, 2018:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
DR 18-05	Gustafson	Professional Office Building	
MLP 18-03	Mulino Pump Station	Land Partition	
SUB 18-02	Cougar Run	23-lot Subdivision	S Teakwood St
SUB 18-03	Pine Place	6-lot Subdivision	S Pine St
SUB 18-04	Riverside Park Subdivision	90-lot Subdivision	S Ivy St

**8. SITE PLANS SUBMITTED FOR ZONING CONFORMANCE AND AUTHORIZATION FOR RELEASE OF COUNTY BUILDING PERMIT JULY 1 – AUGUST 31, 2018:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
SP 18-127	ICON Construction	Grading Permit	1548, 1612, 1650, 1758 N Redwood
SP 18-126	Kennedy	Replace Exterior Door	158 NW 9th Ave
SP 18-125	Active Water Sports	Demo & Grading Permit	1907 SE 1st Ave
SP 18-124	Direct Link - Brawn Mech	Commercial Ground AC Unit	190 SE 2nd Ave
SP 18-123	Holt Homes	SFR	2252 SE 11th Ave
SP 18-122	Ned Troelstrup/Wolfers	AC unit	350 N Baker Dr.
SP 18-121	Stonecreek Development	SFR	2154 SE 10th Ave Lot 98 Timber Park
SP 18-120	Stonecreek Development	SFR	2142 SE 10th Ave Lot 97 Timber Park
SP 18-119	Stonecreek Development	SFR	2110 SE 10th Ave Lot 96 Timber Park
SP 18-118	Steven Pierce	SFR	603 N. Knott St.
SP 18-117	Royal Proctor/ Raven & Associates	Interior renovation	262 S. Hwy 99E
SP 18-116	Classic Pool & Spa	Install swimming pool	1847 SE 10th Ave
SP 18-115	Factory Homes Clearance Center	Mfg. Home Replacement	835 SE 1st Ave #33
SP 18-114	Stonecreek Development	SFR	2166 SE 10th Ave, Timber Park Lot 99
SP 18-113	ICON Construction	Demo house	1758 N Redwood St
SP 18-112	ICON Construction	Demo house	1548 N Redwood St

**(CONTINUED) SITE PLANS SUBMITTED FOR ZONING CONFORMANCE AND AUTHORIZATION FOR RELEASE OF COUNTY BUILDING PERMIT JULY 1 – AUGUST 31, 2018**

SP 18-111	Holt Homes	SFR	2196 SE 11th Ave, Timber Park, Lot 64
SP 18-110	Holt Homes	SFR	1012 S Walnut St, Timber Park, Lot 82
SP 18-109	Holt Homes	SFR	1046 S Walnut St, Timber Park, Lot 80
SP 18-108	Holt Homes	SFR	2106 SE 11th Ave, Timber Park, Lot 69
SP 18-107	Holt Homes	SFR	2184 SE 11th Ave, Timber Park, Lot 65
SP 18-106	Holt Homes	SFR	1021 S Willow St Timber Park, Lot 56
SP 18-105	Holt Homes	SFR	1151 S Walnut St, Timber Pak, Lot 35
SP 18-104	Holt Homes	SFR	2104 SE 11th Pl, Timber Park, Lot 39
SP 18-103	Tony Marnella	Hook to City Sewer	1009 NE Territorial Rd
SP 18-102	Chris Anaya	Demo & Build new garage & Add/Replace Driveway	610 S Ivy St
SP 18-101	West Coast Roofing and Building	Roof	721 SW 4th Avenue
SP 18-100	Holt Homes	SFR	1089S Willow St, Timber Park, Lot 59
SP 18-99	Equity First Company, Inc	Replace bathroom floor	525 SE 4th
SP 18-98	Vulcan Design & Construction	Deck cover/expansion	981 NW 11th Ave
SP 18-97	Lords Construction	Residential Addition	2830 N Maple Ct
SP 18-96	Heritage Homes of Molalla	SFR	1032 S Willow St, Timber Park, Lot 54
SP 18-95	Heritage Homes of Molalla	SFR	2248 SE 11th Place, Timber Park, Lot 32
SP 18-94	Nick Netter	SFR	1945 SE 11th Avenue, Faist 7 Lot 35
SP 18-93	Canby Dahlia, LLC	Fire Line Permit	111 NW 2nd Avenue
SP 18-92	Mike Patterson	Demo Existing House	254 S. Pine St
SP 18-91	Bethany Roof Masters -Evangelical Church	New Roof	450 S. Ivy
SP 18-90	BBC Steel Corp/VLMK	New building 33,750 SF	2001 SE Township Rd

**9. SIGN PERMITS SUBMITTED FOR REVIEW AND AUTHORIZATION FOR RELEASE OF COUNTY BUILDING PERMIT JULY 1 – AUGUST 31, 2018:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
SN 18-11	Garrett Sign Co	FOB Taproom Sign	1109 SW 1st Ave. Ste D

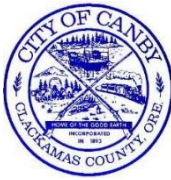


**10. COMMERCIAL FINAL OR TEMPORARY CERTIFICATES OF OCCUPANCY PERMITS REVIEWED BY PLANNING JULY 1 – AUGUST 31, 2018:**

DATE	APPLICANT	PROJECT	ADDRESS
8-14-18	The Dahlia	Retail Space & Apartments (Floor 2-4)	111 NW 2 <sup>nd</sup> Ave
8/3/18	Canby Utility	New Office Building	1265 SW 3 <sup>rd</sup> Ave

**11. ACTIVE PERMIT FINALS BY CLACKAMAS COUNTY JULY 1 – AUGUST 31, 2018:**

FINAL DATE	APPLICANT	PROJECT	ADDRESS
7/3/2018	Concept Custom Homes	NFSR	595 NW 11th Ave, Northwood Estates Lot 80
7/20/2018	Ed Netter Construction	NSFR	1837 SE 10th Ave, Faist 6 Lot 7
8/24/2018	Nick Netter Construction	NFSR	1846 SE 10th PI
8/10/2018	Heritage Homes	NFSR	2155 Se 10th Ave, Timber Park Lot 93
8/29/2018	Heritage Homes	NFSR	2167 Se 10th Ave, Timber Park Lot 94
8/6/2018	Snyder Construction	NFSR	620 NW 11TH AVE
8/14/2018	Heritage Homes	NFSR	2143 Se 10th Ave, Timber Park Lot 92



City of Canby Bi-Monthly Report Department: Police  
July / August 2018

To: The Honorable Mayor Hodson and City Council  
From: Chief Bret Smith  
Through: Rick Robinson, City Administrator  
Date: September 4, 2018

	July	August
Calls for Service Dispatched 911 and non-emergency calls	1274	1405
<b>Property Crimes Reported</b>		
Burglary	2	2
Motor Use of Motor Vehicle / Unlawful entry of Motor Vehicle	2	0
Fraud	1	4
Robbery	0	2
Theft I, II, & III	17	22
Forgery	2	0
Trespass	2	0
Vandalism (Criminal Mischief)	11	3
<b>Person Crimes Reported</b>		
Assault I, II, IV	2	0
Carrying Concealed Weapons (knife, blade, etc.)	0	1
Disorderly Conduct (includes resisting arrest)	1	0
Endangering Welfare of a Minor/Recklessly endangering	1	0
Felon in possession of firearm	0	0
Harassment, Intimidation or Threats	5	1
Identity Theft	1	4
Interfering with Peace Officer	0	1
Menacing	0	1
Sex Offenses	1	3
Strangulation	1	0
<b>Arrests</b>		
Warrant Arrests (and contempt of court, restraining order, parole violations)	15	22
Adult and Juvenile Custodies (includes juvenile curfew)	51	58
<b>Drug Crimes</b>		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	2	3
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	1	1
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
<b>Traffic Crimes, Accidents, Citations</b>		
Attempt to Elude	0	0
Driving Under the Influence of Intoxicants	7	13
Other Traffic Crimes (hit & run, driving while suspended, etc.)	8	9
Traffic Accidents	13	14
Traffic Citations	458	468

Crimes combine misdemeanor and felony offenses,  
reported to State of Oregon for inclusion in the annual national FBI crime report.



# Canby Swim Center Report

**From:** Eric Laitinen, Aquatic Program Manager

**Date:** September 4, 2018

**Re:** Bi-monthly Report

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The summer rush has ended and we are currently closed for our two week fall maintenance. David, Nathan and the crew are busy fixing, cleaning and painting much of the facility. One of the main projects for this two week period is to redo the pool deck near the locker rooms. It will be resurfaced and painted. David is also working on the air circulation system and trying to figure out the best solution to make it work as efficiently as possible. The upcoming project of adding a multi-purpose room on the back of the building does not have a time table yet.

The summer programs had good numbers this summer. The swimming lessons were busy all summer not quite as busy this year the last week in August. Penguin Club had good numbers with numbers in the low 60s for attendance. The Penguin Club went off without a hitch and we had the bleachers all full of family members watching the kids swim. The meet was great, but once again the meet fell on one of the hottest days of the year. Oh well, we can't control the weather. At the meet the swimmers get a tee shirt and a ribbon for the races that they swam. It is really a fun finish to the program.

Attendance and Revenue numbers are good so far for the year. We are about 950 total swims behind last year, but up \$700 on the revenue side. Fall lessons are filling up pretty well and everything should be ready to go on September 17<sup>th</sup> when we re-open

I have had two different production companies come talk with me about filming for Television and Movie productions. The first has already finished filming at the pool. They came and filmed part of a television pilot at the Canby Swim Center during some of our off hours. Some clips were filmed in the water and some outside the building. We have another scheduled to film part of a movie in the next couple of months. I am trying to help them out with giving them time to film while limiting the impact of our schedule for our patrons. I think we have struck a good balance.

SR Smith has also continued to test out upcoming equipment to make sure it meets the specs and requirements that they need. We continue to work together and enjoy the relationship between SR Smith, a local company and the Canby Swim Center.

We open on September 17<sup>th</sup> at 5am with the fall schedule. We have public lessons available for kids and adults, water exercise, lap swims and public swims and Masters Swimming.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
SUBJECT: Attendance Numbers for July 2018  
DATE: 2018 September Report

CANBY SWIM CENTER July	ADMIT 2017	ADMIT 2018	PASS 2017	PASS 2018	TOTAL 2017	TOTAL 2018	YTD TOTAL 17-18	YTD TOTAL 18-19
MORNING LAP	52	48	331	257	383	305	383	305
ADULT RECREATION SWIM	37	41	488	475	525	516	525	516
MORNING WATER EXERCISE	57	116	516	422	573	538	573	538
PARENT/ CHILD	372	282	0	0	372	282	372	282
MORNING PUBLIC LESSONS	1936	1571	0	0	1936	1571	1936	1571
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	46	66	172	177	218	243	218	243
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	807	913	155	51	962	964	962	964
PENGUIN CLUB	0	0	701	682	701	682	701	682
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	590	674	590	674	590	674
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1400	1440	0	0	1400	1440	1400	1440
EVENING LAP SWIM	53	80	76	97	129	177	129	177
EVENING PUBLIC SWIM	671	839	88	50	759	889	759	889
EVENING WATER EXERCISE	39	72	33	31	72	103	72	103
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	222	265	0	0	222	265	222	265
OUTREACH SWIMMING	658	459	0	0	658	459	658	459
<b>TOTAL ATTENDANCE</b>	<b>6350</b>	<b>6192</b>	<b>3150</b>	<b>2916</b>	<b>9500</b>	<b>9108</b>	<b>9500</b>	<b>9108</b>

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
SUBJECT: Attendance Numbers for August 2018  
DATE: 2018 September Report

CANBY SWIM CENTER August	ADMIT 2017	ADMIT 2018	PASS 2017	PASS 2018	TOTAL 2017	TOTAL 2018	YTD TOTAL 17-18	YTD TOTAL 18-19
MORNING LAP	60	54	284	299	344	353	727	658
ADULT RECREATION SWIM	53	56	477	517	530	578	1055	1094
MORNING WATER EXERCISE	55	99	498	450	553	549	1126	1087
PARENT/ CHILD	328	220	0	0	328	220	700	502
MORNING PUBLIC LESSONS	1561	1287	0	0	1561	1287	3497	2858
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	66	67	221	212	287	279	505	522
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	823	906	120	68	943	974	1905	1938
PENGUIN CLUB	0	0	276	234	276	234	977	916
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	129	210	129	210	719	884
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1609	1524	0	0	1609	1524	3009	2964
EVENING LAP SWIM	77	82	73	69	150	151	279	328
EVENING PUBLIC SWIM	745	730	28	45	773	770	1532	1659
EVENING WATER EXERCISE	86	69	52	29	138	98	210	201
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	293	144	0	0	293	144	515	409
OUTREACH SWIMMING	0	0	0	0	0	0	658	459
<b>TOTAL ATTENDANCE</b>	<b>5756</b>	<b>5238</b>	<b>2158</b>	<b>2133</b>	<b>7914</b>	<b>7371</b>	<b>17414</b>	<b>16479</b>

Tech Services Department  
Bi-Monthly Report for July/August 2018

From: Amanda Zeiber  
Prepared By: Bryce Frazell  
Date: September 7, 2018





July and August, 2018  
Monthly Reports

Fleet Department – Robert Stricker  
Parks Department – Jeff Snyder  
Public Works – Jerry Nelzen  
Waste Water Treatment Plan – Dave Conner

**Fleet Service BI-Monthly Report**  
By Robert Stricker, Lead Mechanic

**Jul-18**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$118.63	\$118.63
Adult Center	2	\$271.58	\$20.64	\$274.19	\$566.41
Facilities	1	\$75.00	\$83.83	\$181.56	\$340.39
Wastewater Collections	2	\$58.71	\$17.98	\$148.04	\$224.73
Wastewater Treatment	0	\$0.00	\$0.00	\$33.49	\$33.49
Parks	9	\$487.00	\$468.16	\$1,357.11	\$2,312.27
Police	19	\$2,611.56	\$2,144.01	\$6,235.30	\$10,990.87
Streets	9	\$455.63	\$528.84	\$2,138.97	\$3,123.44
Fleet Services	0	\$0.00	\$0.00	\$70.69	\$70.69
Canby Area Transit (CAT)	22	\$3,526.38	\$1,599.86	\$8,408.00	\$13,534.24
CUB					
Total	<b>64</b>			Total	<b>\$31,315.16</b>

**Aug-18**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$22.36	\$22.36
Adult Center	1	\$179.51	\$17.30	\$123.07	\$319.88
Facilities	1	\$199.12	\$0.00	\$45.99	\$245.11
Wastewater Collections	5	\$796.52	\$144.34	\$0.00	\$940.86
Wastewater Treatment	2	\$176.78	\$266.86	\$57.06	\$500.70
Parks	4	\$826.38	\$425.63	\$687.00	\$1,939.01
Police	16	\$2,869.08	\$1,388.20	\$2,894.66	\$7,151.94
Streets	11	\$1,574.26	\$1,005.20	\$1,105.51	\$3,684.97
Fleet Services	0	\$0.00	\$0.00	\$23.66	\$23.66
Canby Area Transit (CAT)	30	\$3,676.05	\$2,399.06	\$4,289.48	\$10,364.59
CUB					
Total	<b>70</b>			Total	<b>\$25,193.08</b>

\*Fuel Cost totals are from July 1st to August 15th

**Fleet Service Highlights**

Shane Hester Joins the Fleet Department

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker  
July – August 2018

### **Park Renovations**

Over the last two months staff has finished the painting of the gazebo and restroom building at Wait Park. Staff repaired assets, pressure washed and painted the restroom buildings and covered picnic areas at Legacy and Maple St. Parks.

### **Park Maintenance**

The Parks crew has been busy the last couple of months with keeping the parks clean and well maintained. All the irrigation system were adjusted for the hot weather and repairs were performed as discovered. The playground equipment and building maintenance issues were addressed as found. Staff had been busy with event preparations and installing kiosks. The kiosks were picked up from the Chamber of Commerce and installed at the Clackamas County fairgrounds and at Legacy Park. Tree removal projects were also performed at the Swim Center, Community Park and the Eco Park. A Clackamas County Elections ballot box location was agreed upon at Arneson Gardens. A cement slab was poured at Arneson Gardens for the ballot box installation. Boom mowing of the natural areas and trails has been completed for the year. Old homeless camps were cleaned up under the North and South ends of the Molalla Forest Rd. walking path steel bridge over 99E.

The Parks Department spent 4 hours on graffiti and vandalism over the last two months. Regular maintenance is starting to be performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Knights Bridge right of way, Legacy Park, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, NW 1<sup>st</sup> Ave., NW 2<sup>nd</sup> Ave., Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park, Willow Creek Wetlands(19<sup>th</sup> Loop), WWTP property and Zion Cemetery.

### **Meetings attended**

I attended the Lead workers meetings.  
We all attended the City employee picnic.

### **Zion Cemetery**

Mowing, string trimming, irrigating, tree trimming and sexton duties were performed at the cemetery over the last couple of months.

601.5 hours of labor were used at the cemetery over the last two months.

Canby Municipal Courts community service referrals were utilized at the cemetery. **For July and August we received 140 hours of labor at the cemetery.**

### **For your Information**

Please see attached park maintenance actual hours for the months of July and August.  
Hours are based on number of employee's (each day) x 7.5hrs.

## Two Month Deferred Maintenance Report July and August 2018

City Park Properties	July - August 2017	July-August 2018	Deferred Maintenance Tasks
	Snapshot of Actual Hours		
Arneson Gardens	37	68.5	landscape maintenance, increase in service level
Baker Prairie Cemetery	8.5	10.5	landscape maintenance increase
Community Park	117	304	wetlands trail maintenance, increase in service level
Disc Golf	0	0	No maintenance required
Eco Park	42.5	29	increase in service level
Faist 5 - Undeveloped	3	4	landscape maintenance
Legacy Park	97.5	446.5	increase in services level and landscaping, pressure washed assets, repaired/prepped and painted the covered picnic area and the restroom exterior
S. Locust Park	63.5	83	increase in service level
Forest Road Path	147.5	134	land clearing and cleanup
Fish Eddy	37.5	32.5	increase in service level
Maple Park	98.5	446.5	increase in services level and landscaping, pressure washed assets, repaired/prepped and painted the covered picnic area and the restroom exterior
19 <sup>th</sup> Loop	32	10	increase in service level, vector maintenance
Northwood Park	56.5	62.5	increase in service level
Simmitt - Undeveloped	0	0	no required maintenance, service as needed
Skate Park	15	24.5	Increase in service level & frequency
Territorial CLC	0	0	Maintained by volunteers, service as needed
Timber Park	6	91.5	starting out with increased service level
Triangle Park	19	17	increase in services level and landscaping
Wait Park	273.5	324	increase in services level and landscaping

Within the body of the July-August snapshot, the difference between the 2017 and 2018 cycles, there has been an increase of 1033.5 hours dedicated towards all park maintenance.

Our priority for the *next reporting cycle* will be to start prioritizing deferred maintenance tasks in the following order: (1) S. Locust St. Park and (2) Community Park.

Respectfully Submitted, Jeff G. Snyder / Park Maintenance Lead Worker

Parks Department	July 2018 Actual Hours																															Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Adult Center					0.5													1.0									2.0					3.5	
Arneson Gardens		1.0	1.0		1.0	1.5			1.0				0.5			1.0	0.5	2.5	0.5	1.5			1.0	0.5	0.5							14.0	
Baker Prairie Cem.																			4.5													4.5	
Community Park		7.0	2.5		4.5	5.0			12.0	35.0	5.5	22.0	17.5			14.0	4.0	3.0	3.0	9.0			10.0	3.0	4.5	15.0	6.0			11.0	7.0	200.5	
CPIP Sign Property																																0.0	
Disc Golf Course																																0.0	
Eco Park		0.5	1.0			1.0			1.0		0.5	0.5	0.5			0.5	1.0		2.5				1.0	0.5	1.0	2.0				0.5	4.0	18.0	
Faist V (5)																																0.0	
Holly-Territorial Sign																																0.0	
Hulberts-sign property											2.5															0.5						3.0	
Klohe Fountain																																0.0	
Knights Brdg.																																0.0	
Legacy Park		2.5	1.0		2.0	6.5			4.0		6.5	3.0	1.5			10.0	5.0	7.0	19.0	24.0			18.0	7.5	30.0	28.5	24.0			29.0	27.0	256.0	
S. Locust Park		3.0	2.0		2.0	3.0			3.0		1.5	1.0	1.0			2.0	1.0	0.5	2.0	2.5			2.0	1.0	2.0	0.5	2.0			2.5		34.5	
Logging Rd. Path			1.0		0.5								1.0				1.0	7.5	3.5	1.0			1.0	0.5	0.5						3.0	20.5	
Fish Eddy-Log Boom		8.0			3.0	4.0			0.5		0.5		0.5			0.5	7.5		2.0				1.0	1.0								28.5	
Maple St. Park		3.5	5.0		6.5	3.0			2.0		1.5	7.5	2.5			2.5	6.0	2.0	2.0				4.0	2.0	1.5	5.5	9.0			4.5		70.5	
19th Loop																																0.0	
Northwood Park		5.0	2.0		0.5	0.5			1.0		0.5		5.0			1.0	0.5	2.0	0.5				2.0	0.5	0.5	0.5	2.0			2.0		26.0	
Street Landscaping			1.0		22.5	26.0				5.0	1.0		1.5			2.0		2.0		2.0			10.0		0.5	9.0	6.5				5.0	94.0	
Storm/Collect mow											1.0							2.0													16.0	19.0	
Police Department									6.0	1.5															7.0	6.5	2.0						23.0
Simnitt Property																																0.0	
Skate Park		0.5	0.5		0.5				1.0	1.0	1.5		0.5				0.5	0.5	0.5	2.5			1.0	0.5	0.5							11.5	
Shop complex						3.5							1.0					1.0															5.5
Swim Center																				2.0			3.0	38.5	15.0		2.0					60.5	
Territorial-CLC Prop.																																0.0	
Timber Park		1.0			5.0	1.5			2.0		1.0		1.0			2.0	2.0	4.5	4.5	5.0			2.0	1.0	1.0	0.5	1.5			2.5	4.0	42.0	
Transit Bus stop		1.0	0.5		1.5	1.5			2.0		1.0		1.0			2.0	0.5	0.5	0.5	1.5			1.0	0.5	0.5		0.5			2.0		18.0	
Triangle Park					0.5						0.5	0.5	1.5				1.5									1.0				1.0		6.5	
Wait Park		11.0	26.5	34.0	14.5	8.5			9.0		10.0	11.5	8.5			21.0	22.0	16.0	10.5	8.0			4.0	1.0	2.0	1.0	7.5			8.5		235.0	
Veterans Memorial									1.0		0.5																0.5						2.0
WWTP property																																0.0	
Zion Cemetery		23.5	19.0			4.0			11.0	16.0	15.0	16.0	15.0			11.5	15.0	15.0	16.0	7.5			9.5	19.0	15.0	13.0	7.5			13.5	21.5	283.5	
Administration		5.5	12.0		2.5	5.5			3.5	1.5	6.5	5.5	7.5			1.5	7.0	4.5	3.5	3.0			1.0	2.0	0.5	3.0	2.0			2.0	1.5	81.5	
																											Monthly Total				1561.5		





Department: PUBLIC WORKS

For Months of: July and August 2018

Prepared by: Jerry Nelzen

1. **Streets:**

The crew received and located 110 locates for July.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	137
Street Sweeper Maintenance	12
Street Maintenance	274
Driveway Approach & Sidewalk Inspections	11
Street Sign Manufacturing	2.5
Street Sign Installation	6.5
Street Sign Maintenance	6
Flower Baskets	48
Dump Truck	3
Vactor Usage	3
Mini Trackhoe	3

2. **Sewer and Storm System:**

<b>Sewer</b>	<b>Total Hours</b>
Sewer TV'ing	9
Sewer Maintenance/Repair	3
Lift Station Maintenance	19
Locating Utilities	67
Sewer Inspections	11
Vactor Usage	5
Drying Beds	2
<b>Storm</b>	
Catch Basin Maintenance	75.5
Drywell Maintenance	24
Storm Line Maintenance/Repair	13
Erosion	32
Drying Beds	4

### 3. Street Trees/Lights:

<b>Street Trees/Lights</b>	<b>Total Hours</b>
Tree Trimming/Removal/Inspection	15
Street Light Repair	6

### 4. Facility Maintenance

<b>Facilities</b>	<b>Total Hours</b>
	91.5

### 5. Miscellaneous:

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	31.5
Plan Preview for Subdivisions	2
Equipment Cleaning	11
Work Orders	22
Training/Schools	15
Other	18
4 <sup>th</sup> of July Celebration	82.5
Molalla Forest Road Removal of Brush	27

## August

### 1. Streets:

The crew received and located 137 locates for August.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	104.5
Street Maintenance	407
Sidewalks	1
Driveway Approach Inspections	5
Street Sign Maintenance	8
Street Sign Installation	18
Mini Trackhoe	39
Dump Truck	6

### 2. Sewer and Storm System:

<b>Sewer</b>	<b>Total Hours</b>
Sewer Main/Lateral Repairs	80
Sewer Cleaning	4
Sewer TV	9
Sewer Inspections	7.5
Lift Station Maintenance	5
Locating Utilities	98
Dump Truck Usage	2
Vactor Usage	6
Drying Beds	3
<b>Storm</b>	
Catch Basin Maintenance	5
Drywell Maintenance	4
Erosion	5
Storm Line Maintenance/Repair	22
Vactor Usage	23

### 3. Street Trees/Lights:

<b>Street Trees/Lights</b>	<b>Total Hours</b>
Street Light Repair	4
Tree Trimming/Watering/Removal	76

#### 4. Facility Maintenance

<b>Facilities</b>	<b>Total Hours</b>
	29.5

#### 5. Miscellaneous:

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	51
Plan Preview for Subdivisions	3
Work Orders	32
Warehouse Maintenance	16
Equipment Cleaning	15
Flower Baskets/Watering Trees	32.5



## **City of Canby Bi-Monthly Report**

### **Department: Wastewater Treatment Plant**

### **For Months of: July & August 2018**

To: The Honorable Mayor Hodson & City Council  
From: Dave Conner, Lead Operator  
Through: Rick Robinson, City Administrator  
Date: August 30, 2018

#### **Facility Operations & Maintenance**

The water quality for the months of July and August remain good with no violations. Plant Operators continue daily process control and operations of the plant to maintain NPDES permit compliance.

The list below highlights a few of the tasks completed since the last bi-monthly report.

- Repairing lawn sprinkler valves and heads.
- Cleaned North and South storage ponds.
- Quarterly cleaning and inspection of tank #3.
- Installed new belt on biosolids conveyor #2.
- R&R cooling fan on PD blower.
- Installed replacement valve on tank 2.
- Replaced PLC battery in Eff. filter control panel.
- Installed new discharge pump in pressate holding tank.
- Replaced valve actuator control card on the A.B. #3 control valve.
- Install new 4in discharge valve and coupling on North wasting pump.
- Installed new tail shaft bearing on effluent filter #1.
- Continued work on updating Confined Space Entry program.
- Routine daily maintenance, repairs, and cleaning of plant.

#### **Biosolids Program:**

- **July** production: 8 loads to Heard Farms, 214 wet tons.
- **August** production: 8 loads to Heard Farms, 194 wet tons.



### **Pretreatment Inspection/Reporting, FOG Program**

- **July** Pump Outs: 22
- Inspections: 11 fog, 3 pretreatment
- **August** Pump Outs: 20
- Inspections: 3 fog, 2 pretreatment

Pretreatment activities also included monthly review of business license, reviewing environmental surveys, plan review, industrial inspection, reports and working with businesses on BMP agreements.

### **Daily Lab Activity**

- Routine daily/weekly lab procedures, process control and permit testing.
- Weekly BOD's / E-coli, solids, NH3 and Alkalinity Testing.
- Completed Johnson Controls metals testing.
- Completed treatment plant metals testing.
- Completed DMR QA-38 retest for Ammonia.
- Monthly lab equipment maintenance.

### **Staff Meetings and Training Attended**

- City Safety Committee Meeting.
- BOD workshop.
- Preferred pumper meeting.
- Attended ACCWA pretreatment meeting.

## Google Analytics Summary Report: July and August 2018

<b>Open Business Days</b>	<b><u>July</u></b>	<b><u>August</u></b>
	21	23

<b><u>Audience Overview</u></b>	<b><u>July</u></b>	<b><u>August</u></b>
Page Views	21,781	20,874
Sessions (site visits)	10,340	9,961
Users	6,664	6,517
New Users	5,447	5,237
Pages per Session	2.11	2.1
Number of Sessions per User	1.55	1.53
Average Session Duration	1 min 29 sec	1 min 34 sec
Bounce Rate (% of single-page visits)	59.19%	59.14%

*Site visit information is very similar for July & August as compared to May & June 2018*

<b><u>New Vs. Returning Visitors</u></b>	<b><u>July</u></b>	<b><u>August</u></b>
New	70.08%	69.69%
Returning	29.92%	30.31%

<b><u>Browser &amp; Operating System</u></b>	<b><u>July - Top 5 Browsers</u></b>	<b><u>August - Top 5 Browsers</u></b>
	Google Chrome 44.43%	Google Chrome 43.06%
	Safari 33.37%	Safari 32.33%
	Internet Explorer 9.18%	Internet Explorer 9.97%
	Mozilla Firefox 4.24%	Mozilla Firefox 5.66%
	Microsoft Edge 3.60%	Microsoft Edge 3.83%

*Microsoft Edge is back in 5th place; other top 3 browser rankings have remained the same since February 2015*

<b><u>Overview (Technology)</u></b>	<b><u>July</u></b>	<b><u>August</u></b>
Desktop	45.76%	48.16%
Mobile	48.48%	45.47%
Tablet	5.76%	6.37%

*Desktop and mobile phone use are getting close to being equal*

<b><u>Mobile Devices (top 3)</u></b>	<b><u>July</u></b>	<b><u>August</u></b>
	Apple iPhone 50.73%	Apple iPhone 49.82%
	Apple iPad 6.60%	Apple iPad 7.56%
	Samsung Galaxy S8 2.46%	Samsung Galaxy S8 2.24%

*iPhone & iPad continue to dominate as top mobile devices  
Samsung Galaxy 8 took over the lead from the Galaxy 7 model in June*

<b><u>Landing Pages (top 5)</u></b>	<b><u>July</u></b>	<b><u>August</u></b>
	Home Page (Index)	Home Page (Index)
	Swim Center Home Page	Swim Center Home Page
	Transit Home Page	Job Openings
	Job Openings	Transit Home Page
	Transit Routes	Transit Routes

*Top 5 visited pages stays pretty consistent with rankings changing occasionally*

## KEY

Sessions (total number of sessions to your site)

Users (total number of unique users to your site – unduplicated visits)

Pageviews (total number of pages viewed on your site – repeated views of a single page are counted)

Pages per Session (average number of pages viewed per session - repeated views of a single page are counted)

Average Session Duration (average session length of all users)

Bounce Rate (percent of single-page sessions – visits in which a person left your site from the entrance page)

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

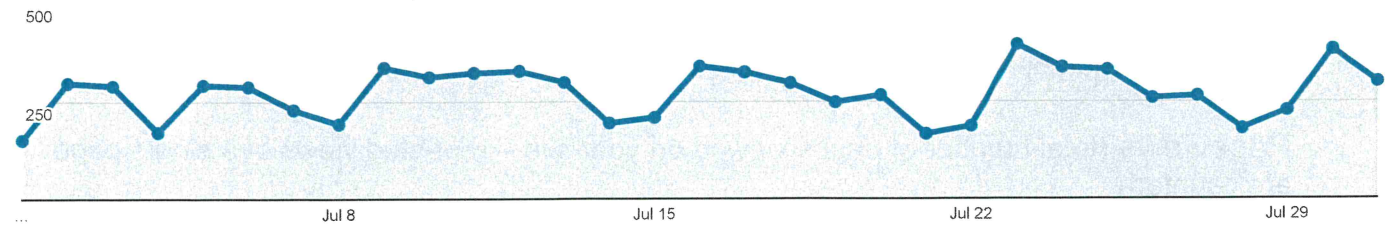
## Audience Overview

Jul 1, 2018 - Jul 31, 2018

 All Users  
100.00% Users

### Overview

● Users



Users

6,664

New Users

5,447

Sessions

10,340

Number of Sessions per User

1.55

Pageviews

21,781

Pages / Session

2.11

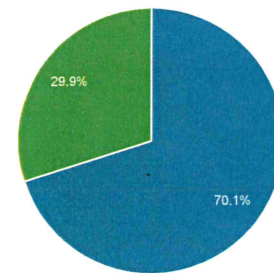
Avg. Session Duration

00:01:29

Bounce Rate

59.19%

■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	6,465	96.97%
2. fr	39	0.58%
3. es-419	28	0.42%
4. es-xl	27	0.40%
5. en-gb	22	0.33%
6. en	10	0.15%
7. ko	10	0.15%
8. es-es	7	0.10%
9. c	6	0.09%
10. es-us	5	0.07%

## New vs Returning

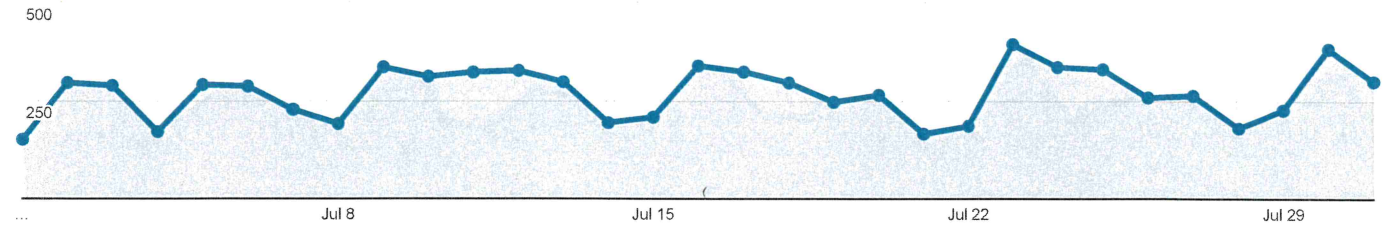
Jul 1, 2018 - Jul 31, 2018

All Users  
100.00% Users

### Explorer

Summary

Users



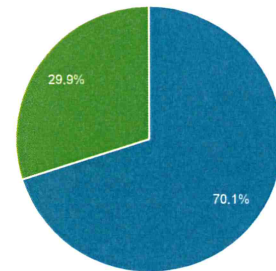
User Type

Users

Users

Contribution to total: Users

		<b>6,664</b> % of Total: 100.00% (6,664)	<b>6,664</b> % of Total: 100.00% (6,664)
1. New Visitor		<b>5,447</b>	70.08%
2. Returning Visitor		<b>2,325</b>	29.92%



Rows 1 - 2 of 2

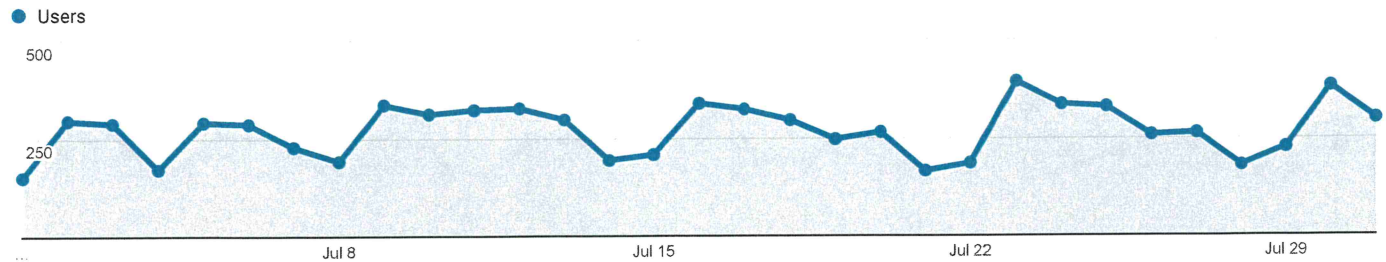
## Browser & OS

Jul 1, 2018 - Jul 31, 2018

All Users  
100.00% Users

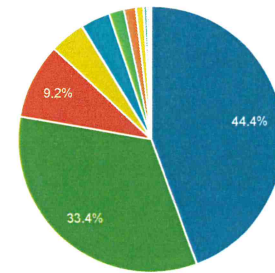
### Explorer

#### Summary



Browser	Users	Users
	6,664 % of Total: 100.00% (6,664)	6,664 % of Total: 100.00% (6,664)
1. Chrome	2,962	44.43%
2. Safari	2,225	33.37%
3. Internet Explorer	612	9.18%
4. Firefox	283	4.24%
5. Edge	240	3.60%
6. Samsung Internet	126	1.89%
7. Safari (in-app)	98	1.47%
8. Android Webview	59	0.88%
9. Amazon Silk	28	0.42%
10. Mozilla Compatible Agent	20	0.30%

Contribution to total: Users



Rows 1 - 10 of 15



## Overview



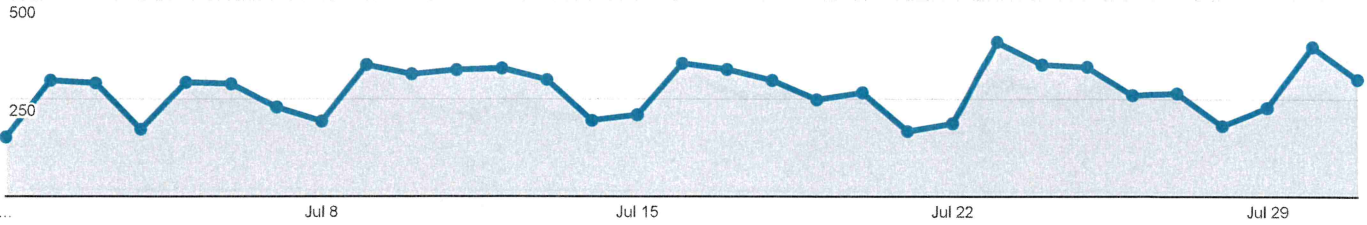
All Users  
100.00% Users

Jul 1, 2018 - Jul 31, 2018

## Explorer

### Summary

Users



Device Category

Users

Users

Contribution to total:

Users

1. mobile
2. desktop
3. tablet

6,664  
% of Total: 100.00% (6,664)

6,664  
% of Total: 100.00% (6,664)

3,233

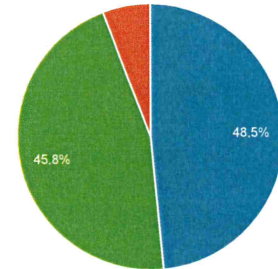
48.48%

3,052

45.76%

384

5.76%



Rows 1 - 3 of 3

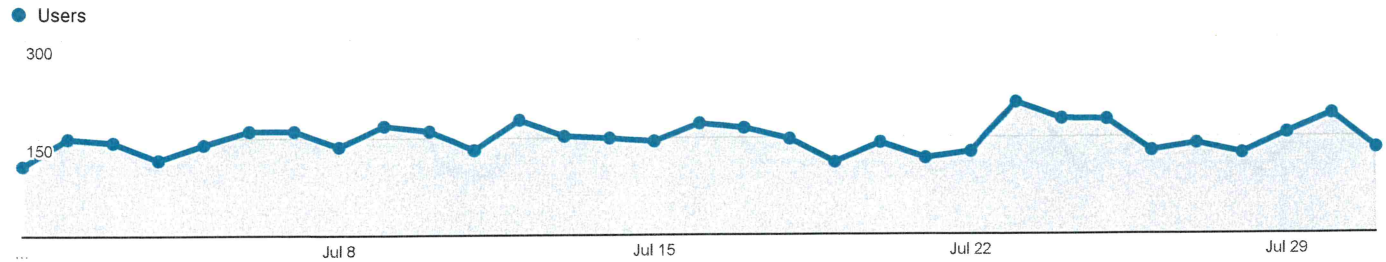
## Devices

Jul 1, 2018 - Jul 31, 2018

All Users  
54.28% Users

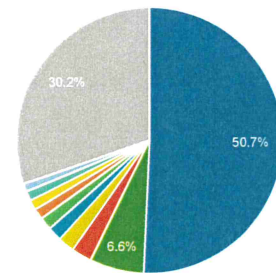
### Explorer

#### Summary



Mobile Device Info	Users	Users
	3,617 % of Total: 54.28% (6,664)	3,617 % of Total: 54.28% (6,664)
1. Apple iPhone	1,836	50.73%
2. Apple iPad	239	6.60%
3. Samsung SM-G950U Galaxy S8	89	2.46%
4. Samsung SM-G930V Galaxy S7	72	1.99%
5. Samsung SM-N950U Galaxy Note8	64	1.77%
6. Samsung SM-G955U Galaxy S8+	56	1.55%
7. (not set)	47	1.30%
8. Samsung SM-G965U Galaxy S9+	44	1.22%
9. Microsoft Windows RT Tablet	43	1.19%
10. Samsung SM-G960U Galaxy S9	36	0.99%

Contribution to total: Users



Rows 1 - 10 of 339

## Landing Pages

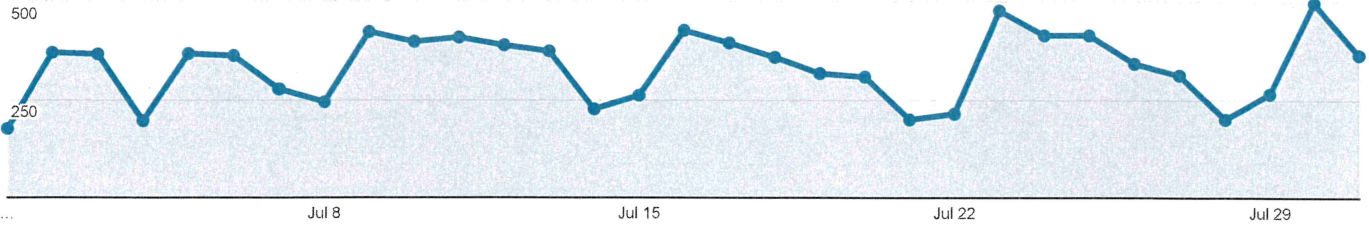
Jul 1, 2018 - Jul 31, 2018

All Users  
100.00% Entrances

### Explorer

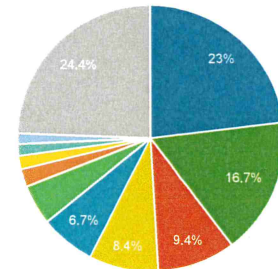
#### Summary

#### Sessions



Landing Page	Sessions	Sessions
	% of Total: 100.00% (10,340)	% of Total: 100.00% (10,340)
1. /	2,380	23.02%
2. /Departments/swim/swim center.htm	1,724	16.67%
3. /transportation/CAThome page.htm	973	9.41%
4. /Jobs/jobopenings.htm	869	8.40%
5. /transportation/routes.htm	690	6.67%
6. /Departments/pw_operations/parks/park_facilities.htm	503	4.86%
7. /Departments/swim/schedule.htm	224	2.17%
8. /Departments/pw_operations/parks/parks.htm	169	1.63%
9. /Departments/swim/rates.htm	148	1.43%
10. /cityservices/utilities.htm	133	1.29%

Contribution to total: Sessions



Rows 1 - 10 of 122

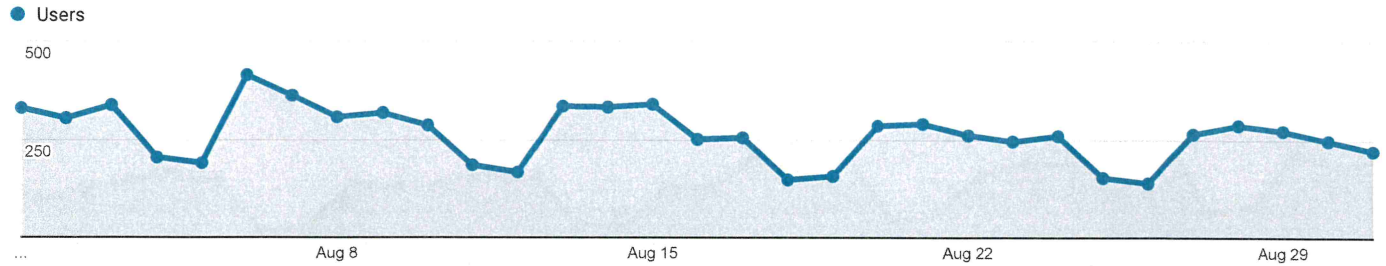
# August 2018

## Audience Overview

Aug 1, 2018 - Aug 31, 2018

 All Users  
100.00% Users

### Overview



Users  
6,517

New Users  
5,237

Sessions  
9,961

Number of Sessions per User  
1.53

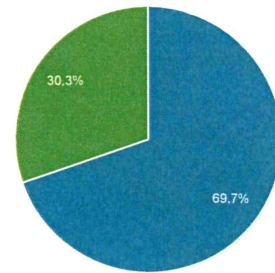
Pageviews  
20,874

Pages / Session  
2.10

Avg. Session Duration  
00:01:34

Bounce Rate  
59.14%

■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	6,275	96.46%
2. fr	80	1.23%
3. es-419	24	0.37%
4. es-xl	23	0.35%
5. en-gb	22	0.34%
6. ko	15	0.23%
7. en-ca	11	0.17%
8. fi-fi	11	0.17%
9. en	5	0.08%
10. es-us	5	0.08%

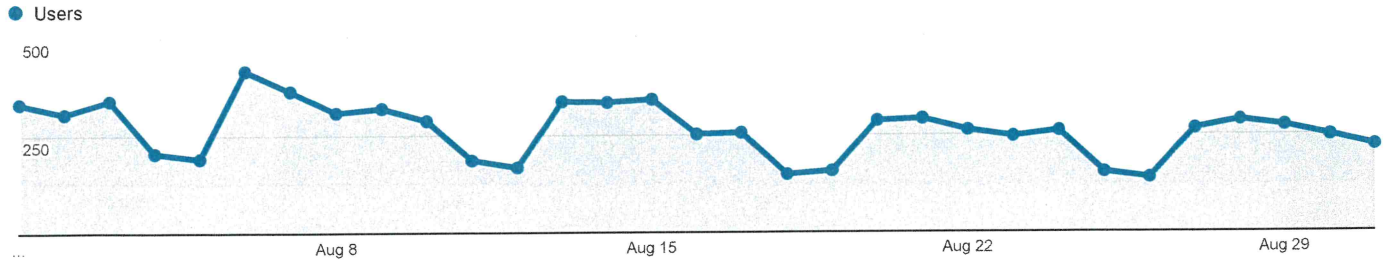
## New vs Returning

Aug 1, 2018 - Aug 31, 2018

 All Users  
100.00% Users

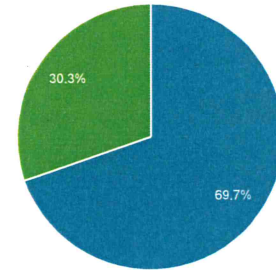
### Explorer

#### Summary



User Type	Users	Users
	% of Total: 100.00% (6,517)	% of Total: 100.00% (6,517)
1. <span style="color: blue;">■</span> New Visitor	5,237	69.69%
2. <span style="color: green;">■</span> Returning Visitor	2,278	30.31%

Contribution to total: Users



Rows 1 - 2 of 2



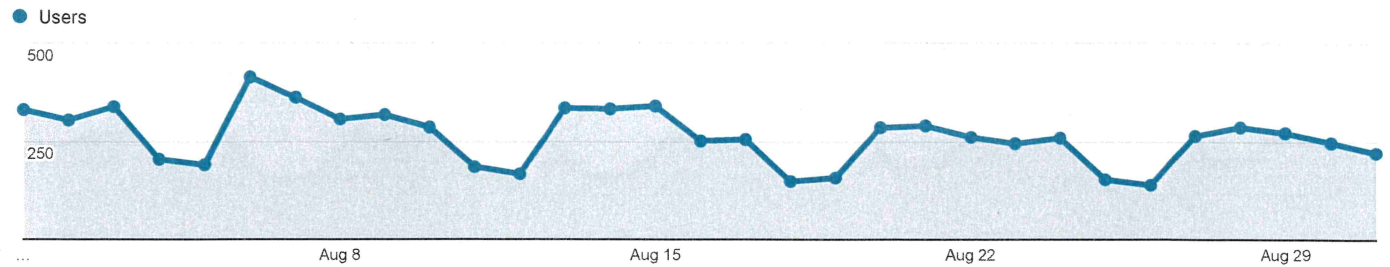
## Browser & OS

Aug 1, 2018 - Aug 31, 2018

All Users  
100.00% Users

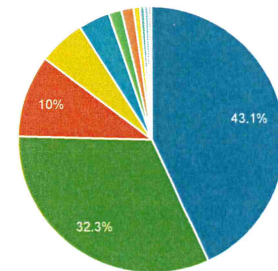
### Explorer

#### Summary



Browser	Users	Users
	6,517 % of Total: 100.00% (6,517)	6,517 % of Total: 100.00% (6,517)
1. Chrome	2,778	43.06%
2. Safari	2,086	32.33%
3. Internet Explorer	643	9.97%
4. Firefox	365	5.66%
5. Edge	247	3.83%
6. Samsung Internet	99	1.53%
7. Safari (in-app)	97	1.50%
8. Android Webview	48	0.74%
9. Amazon Silk	36	0.56%
10. Mozilla Compatible Agent	31	0.48%

Contribution to total: Users



Rows 1 - 10 of 19

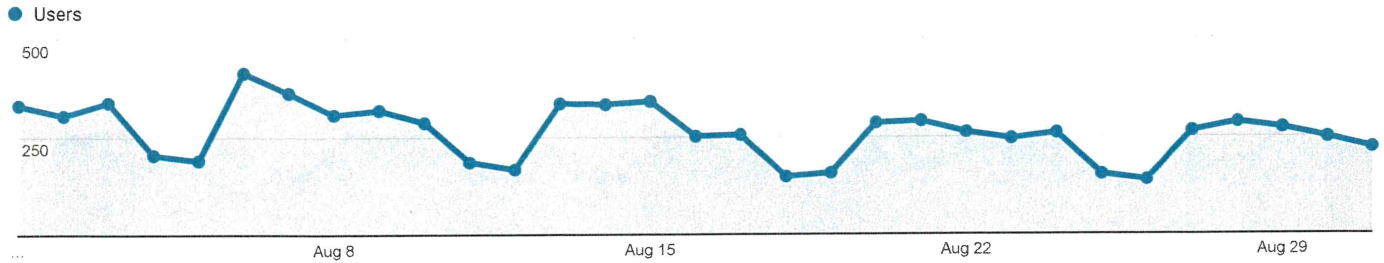
## Overview




Aug 1, 2018 - Aug 31, 2018

 All Users  
100.00% Users

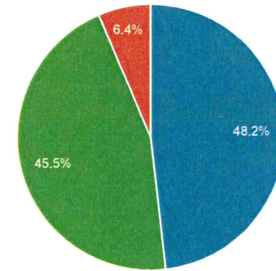
### Explorer

#### Summary



Device Category	Users	Users
	% of Total: 100.00% (6,517)	% of Total: 100.00% (6,517)
1.  desktop	3,107	48.16%
2.  mobile	2,934	45.47%
3.  tablet	411	6.37%

Contribution to total: Users



Rows 1 - 3 of 3

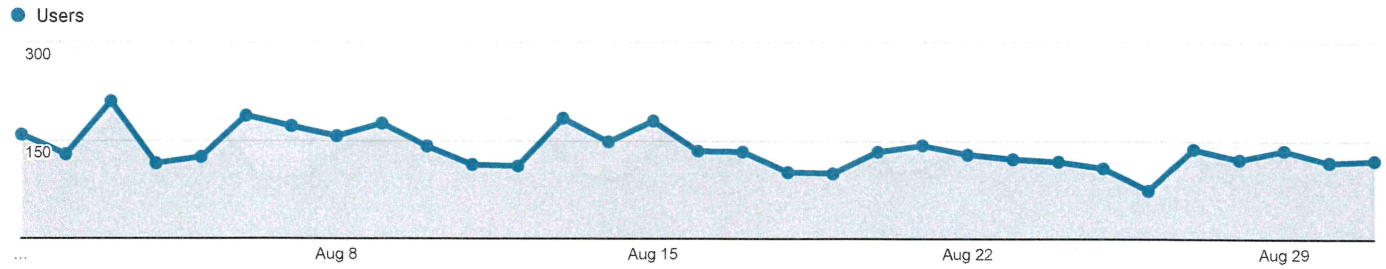
## Devices

All Users  
51.33% Users

Aug 1, 2018 - Aug 31, 2018

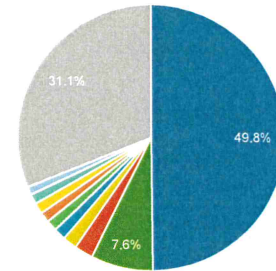
### Explorer

Summary



<input type="checkbox"/> Mobile Device Info	Users	Users
	3,345 % of Total: 51.33% (6,517)	3,345 % of Total: 51.33% (6,517)
1. Apple iPhone	1,667	49.82%
2. Apple iPad	253	7.56%
3. Samsung SM-G950U Galaxy S8	75	2.24%
4. Samsung SM-G930V Galaxy S7	58	1.73%
5. Samsung SM-G955U Galaxy S8+	49	1.46%
6. Samsung SM-N950U Galaxy Note8	44	1.32%
7. (not set)	43	1.29%
8. Samsung SM-G960U Galaxy S9	43	1.29%
9. Microsoft Windows RT Tablet	40	1.20%
10. Samsung SM-G965U Galaxy S9+	34	1.02%

Contribution to total: Users



Rows 1 - 10 of 339

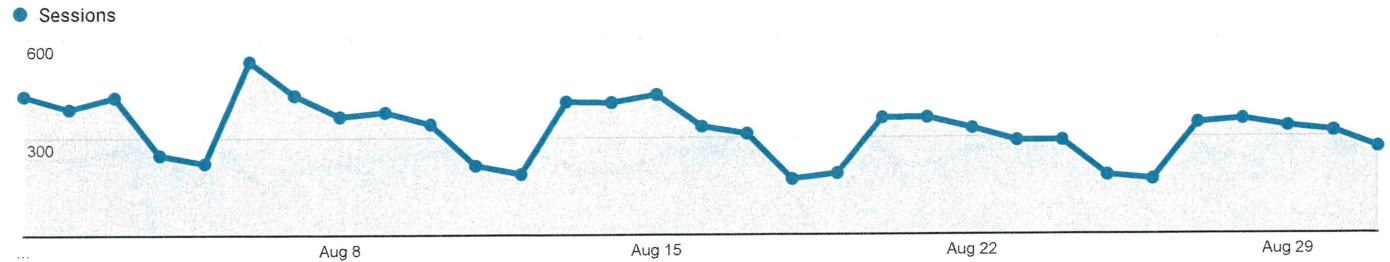
## Landing Pages

Aug 1, 2018 - Aug 31, 2018

All Users  
100.00% Entrances

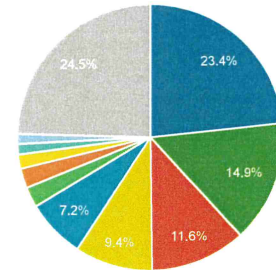
### Explorer

#### Summary



Landing Page	Sessions	Sessions
	% of Total: 100.00% (9,961)	% of Total: 100.00% (9,961)
1. /	2,328	23.37%
2. /Departments/swim/swim center.htm	1,482	14.88%
3. /Jobs/jobopenings.htm	1,151	11.56%
4. /transportation/CAThome page.htm	937	9.41%
5. /transportation/routes.htm	715	7.18%
6. /Departments/swim/schedule.htm	247	2.48%
7. /Departments/pw_operations/parks/park_facilities.htm	241	2.42%
8. /cityservices/utilities.htm	170	1.71%
9. /CityGovernment/planningcommission/planningcommission.htm	129	1.30%
10. /Departments/development_services/development_services.htm	122	1.22%

Contribution to total: Sessions



Rows 1 - 10 of 118

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of July and August, 2018

Date: September 7, 2018

Prepared by: Julie Wehling

Through: Rick Robinson, City Administrator

### 1) Grant Funding and Contracts:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) The TriMet Quarterly Report was submitted.
- c) The ODOT Quarterly Report was submitted electronically in OPTIS.
- d) On July 16<sup>th</sup> a vehicle replacement grant application was submitted to ODOT to replace bus 14 which is the last of CAT's original 35' buses (2006 diesel Champion). The request is for \$352,000 in 5339 federal funds which would require CAT to pay \$88,000 in matching funds unless we are able to find grant funds for match.
- e) All grant contracts for the fiscal year have been executed.
- f) On July 19<sup>th</sup> the Transit Advisory Committee approved the Statewide Transit Improvement Fund (STIF) project list for CAT projects to be submitted to TriMet for inclusion in the TriMet STIF plan and project list.
- g) On July 24<sup>th</sup> the Clackamas County STIF Committee approved CAT's projects to be submitted to TriMet as required for the STIF Plan's Project List.
- h) On August 24<sup>th</sup> the CAT proposed STIF list of projects along with other Clackamas County projects (for areas outside TriMet's district) were approved by the TriMet HB 2017 Executive Committee for inclusion in the TriMet STIF Plan. The projects in Clackamas, Multnomah and Washington Counties that are outside the TriMet district were all approved unanimously.

### 2) Ridership:

Year to date for FY 2018-19 total ridership was up by 9.36 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 6,358 rides in July (13.37% more than July of 2017).
  - 1,228 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 2.76% more than were provided during July of 2017.
  - 5,130 Route 99X rides (16.24% more rides than July of 2017).
- b) 6,735 rides in August (.32% more rides than August of 2017).
  - 1,391 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 4.85% fewer rides than were provided during August of 2017.

- 5,344 Route 99X rides (1.77% more rides than August of 2017).

The ridership trend upward shows that the additional service hours added in April are paying off.

#### Updates:

- a) The Rider of the Month for July was Samantha Smith and the Rider of the Month for August was Tracy Chenoweth. Both riders received a free bus pass and other goodies.
- b) In July and August we provided 216 same day rides on a space available basis.
- c) In late July, City staff and ODOT staff reviewed the first draft of the Title VI Plan.
- d) Due to excessively low ridership in the past several years, CAT did not provide a Shuttle to the Clackamas County Fair this year. Instead people were directed to use the Route 99X bus stops along Highway 99E. There are stops on 99E at the intersections of Redwood/Sequoia and 99E and also North and South Pine and 99E for folks who want to park at Fred Meyer and ride the bus to the Fair. Which was the most common request. We also provided 23 DAR trips to and from the Fairgrounds during Fair week.
- e) On August 14<sup>th</sup> a Title VI Plan draft was posted on the website for public comment.
- f) On August 23<sup>rd</sup> the Transit Advisory Committee hosted a public meeting regarding the update of the Title VI Plan for CAT.

#### 4) Collisions and Incidents

- a) No collisions or incidents in July.
- b) On August 27<sup>th</sup> a bus hit a fixed object at the fueling station. No one was injured there was some damage to the bus and no other damage.
- c) On August 31<sup>st</sup> a bus hit a parked vehicle on S Pine. Minor damage to the other vehicle and the bus. No injuries.

#### 5) Events Attended: City staff, contractors and/or volunteers represented CAT or participated in activities and trainings in the following venues:

- On July 12<sup>th</sup> Julie Wehling attended an ODOT STIF training/webinar and workshop at ODOT Region 1 offices in Portland.
- On July 12<sup>th</sup> Julie Wehling attended a meeting of the Clackamas County Transit Service providers followed by the Clackamas County HB2017 STIF meeting in Oregon City.
- On July 19<sup>th</sup> the Transit Advisory Committee hosted a Public Hearing regarding the priorities for Phase 2 of the Transit Master Plan and also the priorities for the Statewide Transit Improvement Fund (STIF) project list. In addition to the hearing a survey was circulated to collect information about rider and non-rider preferences on



the subject.

- On July 20<sup>th</sup> Julie Wehling participated in a TriMet STIF Regional Coordination Technical Committee meeting via conference call.
- On July 24<sup>th</sup> Julie Wehling presented the STIF projects approved by the Canby Area Transit Advisory Committee to the Clackamas County STIF Review Committee. CAT's projects were approved unanimously.
- On August 2<sup>nd</sup> Julie Wehling attended the C4 meeting in Oregon City.
- On August 9<sup>th</sup> Julie Wehling attended a meeting of the Clackamas County Transit Service providers regarding HB2017 STIF funding.
- On August 10<sup>th</sup> Julie Wehling participated in a TriMet STIF Regional Coordination Technical Committee meeting via conference call.
- On August 18<sup>th</sup> Julie Wehling attended the Bridging Cultures lunch at Locust Street Park. City of Wilsonville/SMART staff also attended. Meeting notices for the Title VI Plan update and new SMART schedules were distributed.
- On August 23<sup>rd</sup> the Transit Advisory Committee held a special meeting in order review the Title VI Plan update.