



AMENDED AGENDA

CANBY CITY COUNCIL MEETING

December 5, 2018

7:00 PM

Council Chambers

222 NE 2nd Avenue, 1st Floor

Mayor Brian Hodson

Council President Tim Dale

Councilor Tracie Heidt

Councilor Traci Hensley

Councilor Greg Parker

Councilor Tyler Smith

Councilor Sarah Spoon

CITY COUNCIL WORK SESSION - 5:30 PM

Willow Creek Conference Room

222 NE 2nd Avenue, 1st Floor

The City Council will be meeting in a Work Session to discuss the recruitment process for the upcoming City Administrator vacancy. Pg. 1

CITY COUNCIL MEETING – 7:00 PM

1. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

C. Kiwanis Canby Community Food & Toy Drive Proclamation Pg. 40

D. Mayor & Council Election Proclamation Pg. 41

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 November 7, 2018 City Council Regular Meeting

7. RESOLUTIONS & ORDINANCES

A. Res. 1305, Adopting a Supplemental Budget for the 2018-2019 FY Pg. 44

- B. Res. 1306, Requesting an Intergovernmental Agreement Between the City of Canby and Clackamas County Related to Road Maintenance and Permitting Authority of Township Road Pg. 46
- C. Res. 1307, Adopting New City Financial Policies Pg. 56
- D. Ord. 1497, Amending Canby Municipal Code Chapter 10.04 City Traffic Code Pg. 76
- E. Ord. 1498, Amending Canby Municipal Code Chapter 2.40.030 and 2.40.040 Regarding the Public Library (2nd Reading) Pg. 82
- F. Ord. 1499, Authorizing Contract with the Clackamas 800 Radio Group for the Purchase of New Replacement Motorola Radios for the Canby Police Department; and Declaring an Emergency Pg. 84

8. NEW BUSINESS

- A. Cancellation of December 19, 2018 City Council Meeting.

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. 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.

A GUIDE TO RECRUITING A CITY ADMINISTRATOR

March 2015



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Oregon Cities

Table of Contents

	Page
Introduction.....	5
Recruitment Techniques.....	6
Pros and Cons of Various Techniques	7
Interim Management	8
Steps in the Selection Process	10
Conclusion.....	15

Appendices

APPENDIX A Selection Process Checklist (for council use)	20
APPENDIX B-1 Format for Administrator Profile	22
APPENDIX B-2 Format for Administrator Profile (for council use)	24
APPENDIX B-3 Sample City Administrator Profile	25
APPENDIX C Sample Applicant Acknowledgment Letter	30
APPENDIX D Interview Guidelines	32
APPENDIX E-1 Suggested Interviewing Techniques	34
APPENDIX E-2 Sample Interview Questions	36
APPENDIX F Sample Oral Interview Rating Form	40
APPENDIX G Sample Press Release	42

Introduction

As a city councilor, one of the most important responsibilities you may have during your tenure is to select a new manager or administrator. Your city administrator or manager (referred to as "administrator" in this guide) is the most pivotal employee in your city organization. He or she functions as the critical link between the council and staff. The administrator assures that council policy becomes reality in day-to-day services and that those services are delivered effectively.

The optimal relationship between the administrator and the council, employees and the community is different for each city. Because hiring an administrator is such an important decision, you'll want to be very deliberate. For the sake of your community, it is critical that a thorough, well-defined process be used to select the best candidate possible.

Fortunately, most cities don't have to replace administrators very often. On the other hand, since cities generally don't have a lot of experience in the recruitment process, they can be uncertain about how best to proceed. This guide can help your council review recruitment technique alternatives, understand each of the required steps, devise a recruitment plan that meets your community's needs, recruit an administrator and execute an employment agreement. The options below will be discussed in greater detail, and tools will be provided to help the governing body carry out specific steps.

Disclaimer

The Guide to Recruiting a City Administrator not a substitute for legal advice. To ensure compliance with federal, state, and any applicable local laws, city officials conducting a city manager or administrator recruitment are advised to seek the advice of their city attorney.

Recruitment Techniques

There are two basic alternatives available to a city that is seeking an administrator:

1. Hire a private recruiting firm to do all or some of the following:
 - a. Search for appropriate candidates
 - b. Screen the candidates based upon city requirements
 - c. Set up interview schedules and assist the council with interviews and selection;
or
2. Perform all the steps in-house.

Pros and Cons of the Two Techniques

TECHNIQUE	PROS	CONS
<p style="text-align: center;">1</p> <p style="text-align: center;">Private Executive Recruiting Firm</p>	Full service, relieves staff and council from recruiting/screening chores. Level of service depends on community's specifications	Often expensive, depending on level of services purchased
	Actively solicits candidates	
	May be able to dedicate more time to the project than the city is able to	
	Knows current availability of managers, often throughout the United States, who are seeking a new community	
	Have experience, can verify success record	
	Acquainted with many managers on regional or national basis	
<p style="text-align: center;">2</p> <p style="text-align: center;">Self-Administered Recruitment Process</p>	Least expensive	Unfamiliar with process which may result in serious or costly mistakes
	Provides council with greatest involvement in process	Of these alternatives, requires most time from council members
	Works best when city has professional human resources staff	Council doesn't normally solicit or know of potential candidates
		Outside resources required for background checks unless a full service human resources program is available
		Recruitment can interfere with normal city business and require extensive staff time
If using city staff, it may place them in an awkward position as they would be reviewing their potential supervisors in an unsupervised portion of the process		

Interim Management

Often the first questions elected officials must face when a vacancy occurs are:

1. What should we do to ensure that the affairs of the local government are properly administered until a new manager is selected and on board?
2. Who should be in charge?

First and foremost, local government officials must avoid acting impulsively and succumbing to the temptation to hurriedly appoint an administrator as a quick fix. Local government officials need an interim period to carefully consider the criteria they are seeking in a new administrator and to recruit and select the best possible successor who meets these criteria. To ensure a smooth transition and to allow the city the time necessary to consider the right skills and qualifications needed, an interim administrator can help buy valuable time. Here are several steps for a council to consider:

- ***Appoint an interim administrator.*** It is important to clarify who will be responsible for directing the local government while the new administrator is being recruited. The interim administrator could be a current staff member in whom the council has confidence or could be an individual available elsewhere for interim positions. The council's discussion of whether and who to appoint as an interim must be made in an open public meeting unless the council has satisfied the requirements in ORS 192.660(2)(a) to conduct those discussions in executive session. City councils are advised to seek the advice of their city attorney to determine if they are in compliance with ORS 192.660(2)(a) before meeting in executive session.¹ The League hosts an interim registry where people interested in serving as an interim administrator may post their information. This is a voluntary listing and the League does not screen the postings and is not thereby making any recommendations regarding the qualifications of the persons offering their services. The League recommends cities do background and reference checking for interim appointments.
- ***Ensure the organization understands that the interim administrator has the same authorities and responsibilities as the regular manager.*** Regardless of who is appointed, it should be clear to all local government officials and staff that the interim administrator is in charge. It should also be clear that this person does not have an inside track to the new position. If the interim administrator is ultimately selected, it is because that person proves to be the best of the applicants. Some cities choose to appoint interims who agree not to be a candidate for the permanent job.

¹ State law gives the Ethics Commission the authority to assess fines against individuals who violate Oregon's public meeting laws by meeting in executive session without proper authority. However, if a governing body met in executive session upon the written advice of its legal counsel, state law prevents the Ethics Commission from imposing fines against those officials even when a violation might have occurred.

- ***Defer key actions when possible.*** Obviously, the local government must continue to operate during the recruitment period. The council and interim management team should do whatever is necessary to make sure that important projects and the delivery of services continues to move ahead. However, they should defer major actions where possible until the new administrator is appointed. After all, to ensure effective administrative leadership in the future, it is desirable that the new administrator be involved in as many policy decisions as possible. Just filling a vacant department head position, for example, is an opportunity for the new administrator to begin building an administrative team. In fact, such an opportunity can be used successfully to pique the interest of potential candidates during the recruitment process.
- ***Act in a timely fashion.*** The recruitment process should be conducted pursuant to a realistic timeline that provides sufficient opportunity to develop a profile, attract and screen candidates and come to a timely conclusion.

Steps in the Selection Process

The following explains the steps in a selection process. In addition, rough estimates of the time that each step may take are indicated. After reading this section, it is useful for the city, to use Appendix A to develop a recruiting plan, complete with estimated time frames, for your community. Please keep in mind that at each step, the council or a subcommittee of council must conduct its business in a meeting open to the public, unless the council has satisfied the requirements in ORS 192.660(2)(a) to conduct that step in executive session. City councils are advised to seek the advice of their city attorney to determine if they are in compliance with ORS 192.660(2)(a) before meeting in executive session. City councils should also keep in mind that executive sessions are limited to deliberations, and councils may not make a final decision or take a final action in executive session.

Step 1. Define Position and Develop Profile

Time Required: up to two weeks

- The council meets to review recruiting steps and adopt a schedule. This meeting should be held in a meeting open to the public.
- Review any charter provisions or ordinances creating the manager/administrator position and the job description to ensure they continue to accurately reflect the city's expectations and job requirements.
- The council should prepare a profile of the skills, training and qualities of the "ideal" candidate. This is discussed more in Appendix B. This step is critical to subsequent steps in the recruiting and screening process.

Step 2. Prepare Advertisement and Review Salary Range

Time Required: can be completed within time identified for Step 1

- A review of the present salary range is useful in order to ensure the city remains competitive.
- Draft a complete job announcement. A closing date should be specified and should be set a minimum of four weeks after publication of the first announcement.
- Remember, many national publications require four to six weeks' notice for publication.
- At a minimum the advertisement should include these items:
 - Name of the local government;
 - Title of the vacant position;

- Population of the local government;
- Amounts of the operating and capital budgets;
- Number of full-time employees;
- Type of services provided;
- Statement of starting salary or that salary is open and commensurate with background and experience. A local government with a formal salary policy should openly declare it on the announcement;
- Statement that qualifying veterans and disabled veterans will receive veterans preference with instructions on how applicants should claim the preference if desired. ;
- Filing deadline, including any special items of information desired such as salary history, writing sample and work-related references;
- Brief description of key areas of interest, and required and desirable experiences and qualifications;
- Where and to whom to send resumes;
- Web site address of the local government; and
- Contact person who can answer questions about the recruitment.

Step 3: Decide Where to Advertise

Time Required: four to six weeks

- The most common publications in which Oregon cities advertise are the League's *Local Focus* magazine and the *ICMA Newsletter*. These two publications will generally reach the vast majority of interested applicants.
- The Oregon and Washington Leagues' Web sites are another effective resource for posting advertisements.
- Some jurisdictions choose to include major regional newspapers (Portland, Seattle, San Francisco, Los Angeles, etc.), although they are more costly.
- Many cities publish the announcement on the city's Web site as well.

Step 4. Send Acknowledgment Letters

- A letter thanking each candidate for his or her interest should be sent as soon as an application is received. This is a good opportunity to tell the candidate a little more about the city and the geographic area. Many cities insert a brochure describing the community.
- Details of the selection process should also be provided to avoid numerous phone calls and personal inquiries later.
- A sample letter is provided as Appendix C.

Step 5. Screen the Applicants

Time Required: two weeks

- Screening can begin following the closing date. Whether the full council (or a subcommittee), or a private firm conducts the screening, the primary document used in the screening should be the profile developed earlier in the process by the council. The process selects a maximum of 15-20 candidates which most closely fit the profile developed.
- Occasionally, a city prefers to further narrow applicants by asking for submissions of a writing sample or response to essay questions relative to the position. The council can use the response to evaluate applicant opinions, breadth of experience and expertise. The written response is useful to evaluate timeliness, thoroughness, use of the English language, etc. If the city chooses to add this step, the written exercises should be sent to those who make the first cut after screening and responses should be limited to five pages or less. From these responses, a smaller number are selected for background checks or interviews. If the quality of a writing sample or response to essay questions could result in disqualification of an applicant, veterans' preference points must be applied to the writing samples or essays submitted by qualifying veterans. *Note: If this option is taken, generally allow three to four weeks additional time.*
- Confidentiality is an important consideration in any recruitment. The elected body should determine, at the outset, the extent to which the recruitment process will be public. The confidentiality of resumes should be maintained and should be consistent with applicable state law and the advice of the local government attorney.
- Regret letters explaining that the candidate is no longer being considered should be mailed throughout the process at each step along the way.

Step 6. Application of Veterans Preference and other Employment Laws

- Public employers are required to provide qualifying veterans and disabled veterans with preference in employment in accordance with Oregon Revised Statutes (ORS) 408.225, 408.230, and 408.235. Local ordinances or policies might also require the council to give preference to other candidates. The veterans preference laws and the interplay of those laws with other local preferences has been the subject of litigation and legislation. Consequently, the law in this area is constantly evolving and cities should work closely with their legal counsel and human resources professional to ensure the city is complying with the law.

Step 7. Background Checks

Time Required: three to four weeks depending on the number of candidates and who performs the checks

- Background checks are conducted with work-related contacts. Although some jurisdictions seek written references, phone calls are quicker and often more candid. Reference checking is a tedious, expensive and time-consuming process if done well. However, time and money spent during this step will save in the long run by avoiding travel costs for interviewing unqualified finalists. A minimum of three weeks is normally necessary to complete background checks. The city may wish to contract for additional information from a reliable source on items such as degree verification, credit history and criminal history.
- Note: It is perfectly acceptable to conduct background and reference checks for only the finalist(s) the city is actually considering appointing. Many applicants do not want to alarm their communities with a possible resignation unless the appointing community is seriously considering a job offer.

Step 8. Interviews

Time required: three weeks; allow two weeks' notice to fit interviews into applicants' schedules.

- Prior to the interviews, the council may wish to send the applicant additional information about the city, such as the budget, audits, comprehensive plan, charter, etc. Occasionally applicants will request information about housing costs, spousal employment opportunities, schools, etc. The local chamber of commerce can provide helpful information to respond to these requests.
- Some councils choose to conduct telephone interviews to narrow the list of finalists prior to the in-person interviews. If the council adds this step, only appropriate questions may be asked. Prior to interviewing applicants, the council needs to decide whether to pay travel expenses, whether to pay for spouse's expenses, and whether or not to arrange tours, etc. It is common for a city to pay transportation costs, meals and lodging for interviewees. Many cities arrange tours of the community and facilities for candidates prior to the interview.

- The entire council should interview the finalists. Consensus is important in selecting an administrator. Consensus is not likely to be achieved if only one or two people conduct the interviews and inform the rest of the council of the selected candidate.
- Interviews should be scheduled as close together as possible—preferably the same day—in order to assure equal treatment of all candidates. Job-related questions should be prepared in advance and asked of all candidates. The administrator profile is useful in deciding which questions to ask and in evaluating responses. See Appendices D through F for interviewing techniques, sample questions and an interview rating form.
- If the council is not able to select a new administrator following the first set of interviews, a second interview with the top finalists may be necessary. At this stage, the city may want to pay expenses for the candidates' spouses to accompany them.

Step 9. Deliberations, Selection, and Negotiation

- When the city selects its preferred candidate, there are still several decisions to be made. Additional details also need to be discussed and finalized, including salary, moving expenses, fringe benefits, etc. The council should also be prepared to discuss an employment contract with the new administrator, or appoint one of its members to represent the council in those discussions.
- Other finalists should not be rejected until the city has reached a final agreement with the successful candidate. Negotiations between the city and its top candidate occasionally break down, requiring the city to turn to another choice. Occasionally, there will only be one finalist who meets the city's needs. If that person refuses the job, the city must either turn to the next qualified candidate or begin the recruitment process again. Remember, this is an extremely important selection. A decision based on expediency may turn sour later. The council should not shy away from re-advertising if they are not satisfied with applicants the first time around.
- The city may want to have their city attorney prepare a draft contract for council review prior to beginning negotiations.
- Most administrators will require a minimum of 30 days to give notice to current employers and relocate to a new community. Notice of 30 days is considered professional and should be honored.
- As soon as the new administrator has advised his/her former community that he/she has accepted a new position with your community, it is appropriate to issue a press release or public announcement. A sample announcement can be found in Appendix H.

Step 10. The New Administrator Arrives

- It is desirable to have an initial work session with the new administrator to discuss and clarify initial expectations on both sides and to review goals and objectives. Even though some of these issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship.
- Any information and introductions that the council can provide to the new administrator will be most welcome and helpful in making the transition to the city smooth.

Conclusion

Hiring an administrator is making an investment in your community. Approach the task methodically, one step at a time. The time you spend now is likely to be reflected in the quality of administrator you eventually hire. Like anything else, you can reduce the risk of making a poor decision by doing a thorough job. Some councils have found that the process of recruiting a new administrator provides a unique opportunity to review and revise council goals. It can even make the council a stronger, closer team than before.

Appendices

Appendix A: Selection Process Checklist (for council use)

Steps	Estimated Time Required	Assigned To	Targeted Completion Date
1. Define position and develop profile			
2. Prepare advertisement and review salary range			
3. Decide where to advertise			
4. Prepare and send acknowledgement letters			
5. Screen applicants			
6. Determine applicant’s veteran status and apply preference points for qualified veterans			
7. Conduct background and reference checks (if conducted before interviews)			
8. Select candidates and conduct preliminary phone interviews (if desired)			
9. Select candidates for interview			
10. Determine level of reimbursement for candidate (travel, lodging, meals, spouse expenses)			
11. Select top candidates			
12. Negotiate with top candidates			
13. Make hiring decision			
14. Issue press release/announcement regarding selection of new administrator			
15. Advise any candidates still in the selection process that a new administrator has been selected and has accepted			
16. Welcome the new administrator			

Appendix B-1: Format for Administrator Profile

Suggested Areas for Skills and Experience

This form shows one possible format that the council can follow to develop an “administrator profile.” In addition to assisting the council (and any recruiting service the council may hire) in the selection process, the profile can be an important community document. It allows the city to see the qualifications the council will seek in the next administrator. Some cities obtain public comment on what kind of administrator residents desire.

A blank copy of the profile form is found in Appendix B.2 for use by the council to use when developing an administrator profile.

Profile Information

Education

Many cities prefer a bachelor’s degree or a master’s degree in public administration, business administration or a related field. Some may allow a candidate to substitute experience for some required education.

Experience

Most cities will seek someone with management experience, either as a local government manager, assistant city manager or department head. Any special experience desired, such as operating an electric utility, is important to note in the profile. The required number of years of experience should be included in the announcement. In addition, most cities will require skill and/or proven experience in the following areas:

- Administrative and management ability needed to help determine whether the applicant can manage the size and complexity of the particular city or that seeks an administrator.
- Governmental budget and finance including debt management, enterprise accounting and other special funding mechanisms depending on the local government’s needs.
- Labor relations and personnel experience that will allow the administrator to effectively bargain labor contracts and manage diverse groups of employees. Level of experience and training will depend on the city’s organizational structure and complexity.
- Community relations experience that will allow the administrator to effectively speak publicly and communicate with the media and citizens in a variety of methods.
- Council relations experience that will allow the administrator to work effectively with the entire council as well as individual members.

- Intergovernmental relations that will allow the administrator to effectively work with state officials, other councils and intergovernmental organizations, such as councils of governments and special districts, to the extent the city desires.
- Innovations and major achievements should be highlighted in any area in which the council seeks new information, creative solutions, etc. Common areas for innovations include responses to environmental regulations, financing services in times of decreasing revenue and effectively delivering services to diverse populations.

Appendix B-2: Format for Administrator Profile (for council use)

Describe the background, skills and qualities you believe your city needs in an administrator based on the suggested skills listed in appendix B-1 and other attributes that are necessary for your community.

Skill/Experience	Notes/Comments	Importance (High, Medium Low)
Education		
Experience		
Administrative and management ability		
Governmental budget and finance		
Labor relations and personnel experience		
Community relations experience		
Council relations experience		
Intergovernmental relations		
Innovations and major achievements		
Other important skills and experience		

Appendix B-3: Sample City Administrator Profile

CITY OF INDEPENDENCE OREGON DRAFT ADMINISTRATOR PROFILE

General Roles and Responsibilities

The position of city manager is established in the city charter. The city manager is hired by and serves at the pleasure of the mayor and 6-member city council. The manager assists the mayor and council in the development of city policies and carries out policies established by ordinances and resolutions approved by the council. The city manager is the chief executive officer of the city and exercises supervision over its general affairs, and all department heads and employees, except the Municipal Judge. While the city charter does not have a residency requirement for the city manager, the council is looking for someone who will become actively involved in the community, and residency will be valued.

Background Requirements

Education. The city manager is required to have a Bachelor's degree from an accredited college or university in public/business administration or related field. A Master's degree is a plus. Any satisfactory combination of practical experience (beyond that required for initial qualification) and education will be considered if the candidate is able to demonstrate he or she can satisfactorily perform the job functions.

Experience. The position requires at least five years' progressively responsible experience in local government. Progressive management responsibilities would ideally include positions such as city manager/administrator, assistant manager, finance director, community development director, other department head or equivalent. Telecommunications experience would be a plus. CEO level municipal experience is preferred.

Skills and Performance Standards

Administrative/Management Abilities. The city manager must be able to establish and maintain positive and cooperative working relationships with citizens, city officials and employees. He/she must be a team leader who can hire the right people and develop a team that works effectively together. He/she must be someone who can take policy direction from the council and lead staff to make things happen. The manager will be able to effectively manage and organize projects, and provide effective delegation and supervision to make sure budgets and timelines are met. The manager must know municipal government organization, powers, functions and relationships. Excellent written and verbal communication skills are essential. The manager will need to have the ability to talk with small and large groups on issues of importance to the city. The city manager must have experience in and be able to manage and oversee all city operations, including: budgeting and finance; planning and land use; city utilities; public safety; emergency management; public works; personnel; and all other city departments and services. The manager also acts as the city's business agent in the sale of real property and other matters relating to city contracts, permits, franchise agreements and leases. He/she must understand public purchasing

and contracting requirements, as the manager acts as the city's purchasing agent and signs all requisitions on city accounts. In order to perform the duties expected of the manager, the successful candidate must be computer literate and be proficient in the use of standard word processing, spreadsheet and online communication programs such as email. Knowledge of Oregon land use laws and procedures is necessary in order to be successful in this position.

Budget/Finance. The successful candidate will have a working knowledge of Oregon's budget laws and will be able to deal creatively with declining revenues and limited resources. Independence is a full service city and, as such, has city utilities including a jointly owned telecommunications fiber network. The manager must have the skills and knowledge to oversee the finances of these utilities to assure the citizens can count on receiving these services for years to come. This will include knowledge of water and sewer rate structures, debt tools for enterprise funds and systems development charges. Additionally, the city manager needs to understand the components of successful economic and business development, particularly working in concert with the other local stakeholders. A successful track record in grantsmanship is a huge plus for this position.

Personnel/Human Resources. The city manager exercises control and general supervision over all city employees. He/she must know and apply the principles of personnel management, assigning and supervising the work of others, including department heads. The candidate must understand and be able to work within federal and state employment laws and must have knowledge in the area of collective bargaining. The city manager acts as the chief negotiator for the city's labor contracts. He or she must be able to work productively with both classified and management employees.

Community Relations. The city council is looking for someone who can work on the city's behalf as a partner with the business community. A manager who can encourage community involvement and foster volunteerism in the community is important. The city manager should have a demonstrated track record of community involvement and active participation in their community. The city manager needs to be receptive to hearing input and complaints from, and be open and attentive to citizens; and committed to following through on solutions. The manager is expected to exercise the highest degree of tact, patience and professional courtesy in contacts with the public, personnel employed by the city and all elective and appointed officials to maintain the highest possible standards of public service. The manager must have strong communication skills, including public speaking to large and small audiences. In order to successfully promote the city, the manager must have the desire and ability to work closely with and participate in community groups and organizations. The manager will be the city's representative on a variety of local boards such as the Minet Board (fiber network) the chamber of commerce, and others as the opportunity arises. The manager will exhibit leadership, promote the city and serve as a model for other city employees.

Council Relations. The mayor and city council expect to have open, honest and direct communication with the city manager. The manager is expected to provide ongoing regular communication to the council on the needs and affairs of the city, including information about city department activities. The manager will need to provide the council with complete information on policy options for matters requiring a decision, in order to allow the council to

make informed decisions. An open door policy is expected for citizens, councilors, department heads and employees to have easy access to the city manager. The council is looking for someone who can work effectively with the council to facilitate and implement annual goal setting and strategic planning. A good understanding of local government processes and procedures, board policy development and equal access to information by all councilors will be necessary for a candidate to be successful in this position.

Economic Development. The manager will be an innovative partner, working with the council to build on Independence's current efforts and successes in economic development. An understanding of urban renewal districts and tax increment financing is vital. An awareness and knowledge of the principles, methods and practices of development, including downtown development/ redevelopment and industrial development are essential.

Intergovernmental Relations. It is important that the city manager is able to network in the region and at the state level to maintain and further develop good working relationships with a wide variety of other local governments and state agencies, including intergovernmental work within the Willamette Valley. The manager will be responsible for keeping the council informed about intergovernmental relations and issues involving the city. The council is looking for someone who is interested in and will keep the council informed on statewide issues affecting cities.

Innovation and Major Achievements/Miscellaneous. The city manager needs to be able to work with the council to implement the recently identified 10-year vision for the city of Independence. The manager must have the ability to foster productive, trusting relationships with city department heads and staff in order to promote teamwork. Membership and participation in professional organizations will be encouraged. The council is looking for someone who is creative, and who can work with the council to identify areas for improvement and help implement best practices.

Independence is a diverse community with a large Hispanic population; a manager who can involve multi-cultural groups in the city is desired. Bilingual language skills are also a plus. The successful candidate will be confident but not hard headed, full of energy and vigor, and be a good sales person in order to protect and highlight quality of life issues in the city. Independence is looking for a people person who can gain community support and encourage citizen involvement for the numerous projects going on in Independence.

About the City

Independence is a long established and culturally diverse community, centrally located between the Pacific Ocean and the Cascade Mountains. The city has a large National Historic District; a varied industrial base; a residential airpark and state-owned airport; an urban renewal district; and is the co-owner of a fiber-to-the-home operation. Independence is an optimistic "can do" community that takes active responsibility for its future.

The city of Independence has approximately 39 full-time and 18 part-time employees who serve the 8,240 population of the city. Each department has specific duties to meet the needs of the community. Independence provides a variety of services including: streets; water; wastewater;

police; parks (including a city-owned, event-oriented amphitheater); museum; library; urban renewal; fiber network; planning; and economic development.

Appendix C: Sample Applicant Acknowledgement Letter



(City letterhead)

(Date)

Dear _____:

Thank you for your application for the position of City Manager for the city of _____, Oregon. Here are some details about our selection process and an outline of our general time frame.

Applications will be reviewed based on a profile developed by the city council. Approximately 15-20 applicants will be presented to the council for further consideration. The council will screen those applications and by mid-June identify a smaller group on which to perform background checks. We expect that the background checks will be completed by late June. Shortly thereafter, a few individuals will be scheduled for interviews. The council hopes to make their final selection by late July.

We will try to keep you advised of the status of your application as decisions in the selection process are made. Enclosed is some information about our community that you might find interesting and helpful.

Thank you for your interest in the great city of _____!

Sincerely,

Mayor

City of _____ Oregon

Appendix D: Interview Guidelines

Prior planning and organization are the keys to ensuring a successful interview. The interview process should be well-organized and the setting comfortable. All members of the council should participate, but one discussion leader should be designated. Only appropriate interview questions should be asked. It is a good idea to have your city attorney conduct a legal review of the questions to be asked.

During both formal and informal meetings between the council and the finalist, discussions and questions should focus on the criterion for the position that were established at the outset of the recruiting process. The council may choose to supplement the usual discussion between council members and finalists by inviting staff, community leaders or technical experts to participate. For example, finalists may meet with department heads or other staff to review departmental operations in more detail or to receive a tour of the local government.

The interview panel should plan on at least one hour for each candidate. It is difficult to pursue a range of questions in less time, and it is in your best interest to maximize the interview time with the candidate who may have traveled some distance for the meeting. Individual meetings will probably take less time.

A final guideline, regardless of which interview technique is used, is that the council should continue to avoid impulsive action and should take whatever time is necessary to arrive at a comfortable and well-reasoned decision. However, the interview process and related follow-up activities should move forward as promptly as possible so as not to lose momentum or cause desirable applicants to have second thoughts.

Just as with other steps in the hiring process, when the council or a subcommittee of council conducts the interviews, those interviews must occur in a meeting open to the public, unless the council or subcommittee has satisfied the requirements in ORS 192.660(2)(a) to conduct interviews in executive session. City councils are advised to seek the advice of their city attorney to determine if they are in compliance with ORS 192.660(2)(a) before meeting in executive session.

Appendix E-1: Suggested Interviewing Techniques

The following are some *do's* and *don'ts* when interviewing candidates. Remember, the law does not always prohibit employers from obtaining all the information about a candidate they deem important, as long as the questions are job-related and do not elicit information that could be used for discriminatory purposes.

Do ...

Create a comfortable atmosphere. Remember, you are trying to impress the candidate as well as the candidate attempting to impress you.

Let the applicant do most of the talking.

Question objectively. Questions should be job-related and consistent from one applicant to the next.

Ask questions that require more than a yes or no answer. Use general or open-ended questions.

Avoid unduly sympathetic or unsympathetic words, gestures or facial expressions which would make the candidate think you agree or disagree with his/her answers.

Avoid posing a problem or situational question combined with possible solutions. Let the candidate generate his/her own solution.

Develop questions based on earlier statements made by the candidate or information provided by the applicant in his/her resume, application or other source.

Ask questions designed to encourage the candidate to reveal his/her knowledge and opinions.

Avoid "trick" questions.

Avoid displaying your personal opinions or viewpoints through the questions you ask.

Listen attentively to every question asked and every answer given. Maintain eye contact with the candidate while he/she is speaking to show that you are listening.

Don't ...

Let early biases form. Finish the interview job before forming a final opinion of the candidate.

Ask unnecessarily long questions or do most of the talking. Remember, you want to learn about the candidate, not share your own views.

Let the candidate digress beyond the point of answering the question satisfactorily or showing that he/she is unable to answer the question.

Ask stress-producing questions which are not relevant or job-related. Delicate questions of this type should be pre-planned and should not be used to humiliate the candidate. Remember, if you like the candidate, you want to ask questions that would encourage him/her to accept the job.

Areas that cannot be inquired into with candidates any part of the recruitment and hiring process are:

- Marital status
- Age
- Family composition/issues – such as children/daycare
- Sexual orientation
- Disability or illness or medical conditions or absences due to illness
 - You may inquire if the person can perform specific duties, but you can't inquire of disability or at this stage probe beyond applicant's answers regarding ability to perform a duty.
- Financial such as home ownership, debts (a credit check in compliance with applicable laws should be conducted as part of the background and reference checking)
- Political affiliation
- Religion
- Race/national origin/ethnic

Appendix E-2: Sample Interview Questions

The following lists some suggested interview questions. Of course, the questions you choose to ask should be custom-fit to your entity's particular needs and circumstances. Typically, 15 to 20 well-planned questions will create sufficient responses for an hour-long interview.

1. How would you characterize your style of management?
2. What style of management do you use when in an emergency/stressful situation?
3. How do you relate to employees, department heads, advisory committees, the council, and the general public? How would they describe your ability to relate to them?
4. What do you perceive to be the administrator's role in dealing with the council?
5. What do you do when an individual councilor asks you to perform a task that is not approved by the entire council?
6. How do you view the role of the council in dealing with the administrator and the administration?
7. Based on your education, experience and background, what do you consider to be your strengths in dealing with local government problems? What are your weaknesses?
8. Recognizing the limits of span of control in an organization, how and when do you delegate responsibility and authority?
9. In your opinion, what role should the administrator play in the community?
10. What benefits, if any, would an administrator or the city gain if the administrator became an active member of a service organization within the community?
11. To what extent do you believe contact with citizens and citizen groups is important? How do you typically handle this responsibility?
12. What is your approach in dealing with the news media?
13. What experience have you had in labor negotiations?
14. Describe any experiences you have had in actively negotiating a contract or any other issue at the bargaining table.
15. How have you dealt with mediation, fact finding or arbitration? Have you ever managed a strike?

16. What approach have you used in dealing with personnel problems?
17. What personnel skills have you used in disciplining, demoting or firing an employee?
18. What experience have you had in training or motivating employees?
19. What steps have you taken to adhere to state and federal laws relating to diversity in the work place, non-discrimination and equal opportunity?
20. Describe your experience, if any, in dealing with charges of discrimination or grievances filed against you or the city you served.
21. What involvement have you had in developing personnel rules, regulations and procedures?
22. What is your municipal finance experience?
23. What role have you played in the preparation of a budget?
24. In budgets that you have prepared, how do you communicate the effectiveness of service delivery?
25. Have you ever gone to a vote of the people for a funding measure?
26. What was your role in the campaign?
27. What was your rate of success? What would you consider to be the keys to success?
28. Have you ever been involved in a vote on a new tax base?
29. What is your experience with debt management?
30. What is your experience with enterprise funds?
31. What experience have you had in administering various grant programs?
32. What success have you had in attaining grants for various projects in a city?
33. Specifically, what programs have you administered with either state or federal grants?
34. Describe any experiences you may have had in developing and recommending policies to the council relating to growth (e.g., annexation, expansion of utilities, subdivision standards, etc.).
35. In the field of intergovernmental relations, what experience have you had in dealing with:

- a. Councils of government or regional governments
 - b. Neighbor counties
 - c. Neighbor cities
 - d. State agencies
 - e. Federal agencies
 - f. State Legislature
 - g. Congress
36. What legislative committees have you appeared before?
37. In what way have you been an active participant in the activities of the International City/County Management Association (ICMA) and other professional organizations?
38. What is the extent of your experience in the field of public works, and did it cover the following:
- a. Street maintenance and construction
 - b. Operation, maintenance and construction of utilities
 - c. Supervision of construction projects
 - d. Seeking funding
39. What advantage would there be for a city to form a local improvement district (LID)?
40. If you have been involved with the formation of an LID, what cities were involved?
41. What was being constructed or improved?
42. How would you put together a general obligation bond measure?
43. What experience have you had in land use planning and zoning requirements?
44. Why did you apply for this position?
45. What conditions would you set up for accepting the appointment if it were offered?

46. What will your first steps be upon assuming responsibility in this position?

47. What would you hope to accomplish in the first year?

Appendix F: Sample Oral Interview Rating Form

Applicant: _____ Date: _____

Category	Not Recommended	Somewhat Qualified	Qualified	Well Qualified	Superior
	1	2	3	4	5
Applicability of experience to the city's challenges					
Involvement in all phases of local government operations					
Depth of experience					
Degree of responsibility in previous positions					
Level of education - college or advances degree					
Specialized training					
Keeps updated on new technology, management techniques and advancements					
Ability to transmit ideas clearly					
Ability to organize ideas, summarize and express them with confidence					
Non-verbal communication skills (e.g., physical, eye contact)					
Ability to work with others					
Ability to make decisions					
Openness to alternative approaches					
Individual type of leadership fits with the city					
Fits your idea of individual for the position					
Manner in which applicant presents him/herself					

Category	Not Recommended	Somewhat Qualified	Qualified	Well Qualified	Superior
	1	2	3	4	5
Personality traits in relation to personality of city					
Approach to news media					
Possible to blend in the organization					
Understanding of mechanics of budget					
Grasp of financial administration					
Formation of Local Improvement Districts					
Ability to work with scarce resources					
Experience with personnel problems					
Ability to delegate responsibilities					
Training and employee motivation					
Overall knowledge of community growth problems					
Experience in downtown/urban development					
Dealing with community development and/or urban renewal					
Knowledge of street maintenance and construction practices					
Knowledge of operation, maintenance and construction of utility services					
Knowledge of public works administration					
Knowledge of application and administration process					
Track record in obtaining grants					
Experience in working with other governmental agencies					

COMMENTS: (Special observations/notes during interview)

Appendix G: Sample Press Release



(City letterhead)

(Date)

Contact Information:

The city of _____ announces that Jane Doe of __ (former position or location) _____ has been selected as the new administrator for (city). Ms. Doe was selected from among seven applicants interviewed by the city following a regional recruitment effort.

Ms. Doe brings to the city ten years of top level administrative experience in the states of Oregon, Washington and Montana. She was instrumental in seeing her last city through the construction of a power plant and a mill closure.

Mayor Mary Jones states, "We are really looking forward to Jane's arrival. We have many projects for her to complete and we believe she will take our city to the next level."

Ms. Doe replaces Ralph Smith, who retired at the end of last year. Ms. Doe will begin her duties July 1, 2015.



CITY OF CANBY OREGON

CITY ADMINISTRATOR

\$120,000 - \$145,000

Plus Excellent Benefits

Apply by
June 22, 2014
(open until filled)

PROTHMAN



WHY APPLY?



Located just 20 minutes south of Portland and nestled in the heart of the Willamette Valley, Canby offers all the amenities of a larger city while maintaining its small town charm. Separated from its

urban neighbors by a stretch of farmland and rolling hills, Canby residents enjoy a high quality of life with hiking, skiing and sightseeing at nearby Mt. Hood and fishing and boating on the Willamette and Columbia Rivers.

Canby is a diverse and vital community that welcomes families to make their roots and enjoy small town living. If you are a professional looking to lead a team of dedicated staff to provide excellent services to a close-knit town, this is the right position for you!

THE COMMUNITY

Canby is nestled in the heart of the Willamette Valley within the Portland metropolitan region. This Clackamas County community has a total area of 3.79 square miles and a population of nearly 16,000 residents. Canby is centrally located along the west coast within a 3-hour drive of Seattle/Tacoma, Washington, and a day drive to San Francisco, California, Vancouver, British Columbia, and Boise, Idaho.



Canby is an attractive, growing community whose residents enjoy the beauty of the countryside with city life only a short distance away. Canby values its small town attributes and wants to build on and

preserve them. The community takes great pride in its unique identity, agricultural, historical and river based heritage and strong sense of community and enjoys a relatively low cost of living when compared to the Portland metro area.



Canby is known for its natural beauty and delicious bounty from local farms. The Canby Area Loop is a self-guided farm tour route that leads visitors on a tour of more than 20 farm stops to pet animals, taste hazelnuts and chocolates, sip fine wines produced from the region's Jory soils, pick berries and fresh flowers, watch a rodeo or shop for western wear. The Canby Saturday Market offers fresh produce, quality plants and crafts and a chance to get together with neighbors.

Canby welcomes growth and is very business friendly. The City has a 367 acre Canby Pioneer Industrial Park with a variety of sites ready for development. The City's Urban Renewal District is funding infrastructure to develop employment land and invest in an attractive downtown. Canby's assets include well regarded and technologically advanced schools and arts and cultural events and facilities. The Canby School District serves 5,000 students enrolled in five elementary schools, one middle school, one K-8 school, and one high school.

THE CITY & POSITION

Mission

To maintain and improve the quality of life and environment for all within the Canby community.

Incorporated in 1893, the City of Canby operates as a mayor-council form of government. The Mayor serves for a term of two years, elected at each biennial general election. The Council is composed of six members elected from the city at

large, each for a term of four years. Appointed by the City Council, the City Administrator oversees all city departments and is assisted by the Assistant City Administrator/Human Resource Director. Departments include Administration, Police, Public Works, Library, Planning, Finance, Economic Development/Urban Renewal, Tech Services, Swim Center and Transit. The total 2013-2014 adopted budget is \$26,073,100 with 90 FTEs. An organization chart is available on the Prothman website.

The City Administrator plans, organizes, and directs the overall administrative activities and operations of the City in accordance with policies determined by the City Council.

Other responsibilities include:

- Advise the Council of the City's financial condition, and current and future needs. Direct the development, presentation, and administration of the City budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies.
- Provide management and oversight to the Economic Development Department and Urban Renewal Agency.
- Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects.
- Provide supervision and manage staff to ensure City goals and objectives are met. Hire or remove City employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another.
- Oversee the enforcement of all City ordinances; monitor all contractual agreements with franchises, leases, contracts, permits and privileges granted by the City.
- Represent the City in the community and at professional meetings; participate on a variety of boards and commissions.



OPPORTUNITIES & CHALLENGES

Civic Building – There is an advisory vote on the May ballot. If the ballot measure passes, the City/URA will start the process to construct a new civic building which will house the library and administrative offices (Administration, Finance, Planning, Economic Development/Urban Renewal and Tech Services). Offices are currently spread out in multiple locations. If the measure fails, the agency will review other projects in the Urban Renewal Plan to determine how to spend the money that was borrowed for the library/civic building project.

Budget – City staff is currently working on putting together a balanced budget to present to the budget committee in early May. With expenditures increasing and revenues decreasing or staying even, it is not sustainable to continue with the current level of services/staff. Proposals will be made to reduce personnel costs, which make up about 70% of the General Fund expenditures. The City Administrator will need to continue to work towards creating a sustainable budget while meeting the needs of the City and the provisions of the collective bargaining agreements.

EXPERIENCE & EDUCATION REQUIREMENTS

Canby is seeking an experienced manager and strong leader who understands all aspects of municipal government and has an appreciation of the challenges currently facing small cities. He/she must have a proven track record of responsible budget and financial management and must be politically astute with the ability to facilitate the council through complex processes. The ideal candidate will have a strong understanding of Urban Renewal and be well versed in how urban renewal districts work. An unquestionable sense of integrity, honesty, and professionalism is required.

Canby desires a City Administrator who can mentor and teach, and is approachable, collaborative yet can make the hard decisions when necessary. Economic stability and maintaining staffing levels to meet service needs will be of high importance as well as having an understanding of large capital project planning and management. Experience in economic development will be a plus as the city is very business friendly with an excellent economic development environment.

A Bachelor's degree from a four-year college or university in public administration, business management, or closely related field is required and ten years of experience with a minimum five years related experience as a City Manager, Assistant City Manager, or exempt level department head; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. A Master's degree in a related field and previous Oregon experience in a city administrator/manager position preferred. Valid Oregon Driver's License or ability to obtain within six months.

Canby City Charter requires the City Administrator to live within the City limits within a reasonable amount of time.

COMPENSATION & BENEFITS

- **\$120,000 - \$145,000**
- Holidays – 10 plus 1 personal
- Paid Vacation
- Paid Sick Leave – 96 hours per year
- Administrative Leave – 55 hours per year
- Participation in Oregon PERS/OPSRP retirement plan. City makes the 6% employee contribution in addition to salary
- Medical, Dental, Vision, Ortho
- Life Insurance and Long Term Disability
- Deferred compensation plan

www.ci.canby.or.us

The City of Canby is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 22, 2014** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Ste 350
Issaquah, WA 98027
206.368.0050



Office of the Mayor

Proclamation

Kiwanis Canby Community Food & Toy Drive

WHEREAS, the Kiwanis Canby Community Food & Toy Drive originated for the purpose of providing toys and food for less fortunate families in our community; and

WHEREAS, by way of this Proclamation, the City of Canby recognizes that greater public awareness and involvement is needed in order for such programs to achieve their highest potential in providing and promoting joy to each household in this community; and

WHEREAS, Canby community members have undertaken the project of collecting and distributing toys and food to these needy families during the month of December; and

WHEREAS, donations for food baskets can be left at various locations around Canby.

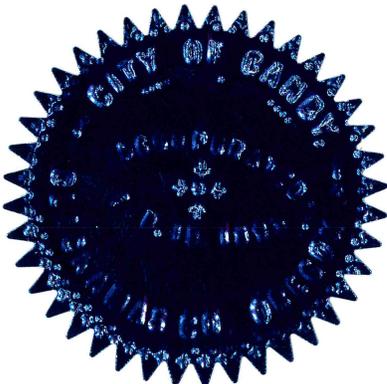
NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim December 9 through December 15 as:

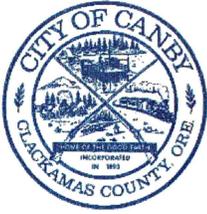
KIWANIS CANBY COMMUNITY FOOD & TOY DRIVE WEEK

and urge all people of the City of Canby to observe this time by participating in this toy and food drive, helping to provide assurance that each family may have a twinkle in their eye this holiday season

Given unto my hand this 5th day of December 2018.

Brian Hodson
Mayor





Office of the Mayor

Proclamation

“Mayor & Council Election”

WHEREAS, the City of Canby, County of Clackamas, Oregon, held a General Election on November 6, 2018, and

WHEREAS, the Clackamas County Elections Department offers the following abstract as an official count of votes as of November 21, 2018:

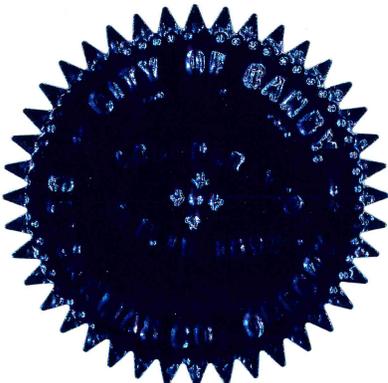
MAYOR - Brian D. Hodson - 4,277
Undervotes - 3,233
Overvotes - 0
Write-In - 309

CITY COUNCIL - Greg Parker - 3,386
Shawn Varwig - 3,170
Tracie Heidt - 4,288
Undervotes - 12,288
Overvotes - 0
Write-In - 325

WHEREAS, the three people receiving the most votes for City Council will be selected to four year terms on the Canby City Council.

NOW, THEREFORE, I, Brian Hodson, Mayor of the City of Canby, Oregon, do hereby proclaim the foregoing to be a true and accurate accounting as presented by the Clackamas County Elections Division dated November 21, 2018.

Dated this 5th day of December 2018.



Brian Hodson
Mayor

Canvass Results

Official Tally
 Run Time 9:21 AM
 Run Date 11/21/2018

Clackamas County, Oregon

November 6, 2018 General Election

11/6/2018

Page 103 of 216

Official results

Registered Voters
 203764 of 288244 = 70.69 %
 Precincts Reporting
 120 of 120 = 100.00 %

City of Canby, Mayor - Vote for one

Precinct	Brian D Hodson	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
122	1575	1575	1129	0	106	2810	2810	4156	67.61 %
124	1128	1128	908	0	87	2123	2123	2849	74.52 %
125	1574	1574	1196	0	116	2886	2886	4066	70.98 %
Totals	4277	4277	3233	0	309	7819	7819	11071	70.63 %

CERTIFIED COPY OF THE ORIGINAL
 SHERRY HALL, COUNTY CLERK

BY:



Canvass Results

Official Tally

Run Time

Run Date

9:21 AM

11/21/2018

Clackamas County, Oregon

November 6, 2018 General Election

11/6/2018

Page 104 of 216

Official results

Registered Voters

203764 of 288244 = 70.69 %

Precincts Reporting

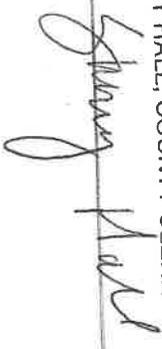
120 of 120 = 100.00 %

City of Canby, Councilor - Vote for three

Precinct	Greg Parker	Shawn Varwig	Tracie Heidt	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
122	1201	1166	1524	3891	4409	0	130	2810	2810	4156	67.61 %
124	940	866	1181	2987	3300	0	82	2123	2123	2849	74.52 %
125	1245	1138	1583	3966	4579	0	113	2886	2886	4066	70.98 %
Totals	3386	3170	4288	10844	12288	0	325	7819	7819	11071	70.63 %

CERTIFIED COPY OF THE ORIGINAL
SHERRY HALL, COUNTY CLERK

BY:



M E M O R A N D U M

DATE: December 5, 2018
TO: Honorable Mayor Hodson and City Council
FROM: Julie Blums, Finance Director
CC: Rick Robinson, City Administrator
RE: **A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-2019.**

ISSUE: Adoption of a Supplemental Budget for the 2018-2019 fiscal year.

SYNOPSIS: The Police Department has a need to replace two vehicles that were involved in accidents in June and July and were declared a total loss. The City is receiving insurance reimbursement that will cover the majority of the replacement costs. The non-covered costs will be absorbed into the current Police budget.

During FY17-18 the Canby Police Department along with the majority of cities in Clackamas County switched from the RegJin public safety platform to Mark43. Part of this transition was to change out all Police radios to ones that were compatible with the new system. Clackamas County received a grant that was able to cover the majority of the costs of the new radios for all of the cities involved. Canby's remaining portion is about \$56,000. These funds were slated to be expended last fiscal year, however the radios were not received until after June 30, 2018 requiring that the payment be made out of FY18-19 instead.

To maintain compliance with local budget law a supplemental budget must be adopted to allow an increase in expenditure appropriations.

RECOMMENDATION: Staff recommends that Council adopt Resolution No. 1305

RECOMMENDED

MOTION: *"I move to adopt Resolution 1305, A **RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2018-2019 FISCAL YEAR.**"*

ATTACHED: Resolution No. 1305

RESOLUTION NO. 1305

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2018-2019 FISCAL YEAR.

WHEREAS, the City of Canby budget for the 2018-2019 fiscal year was adopted by the City Council at a regular meeting thereof on Wednesday, June 20, 2018; and

WHEREAS, the City of Canby has unforeseen expenses and has also received unanticipated revenues; and

WHEREAS, a supplemental budget is required in order to expend the unanticipated revenues; and

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

Section 1. Appropriations for the 2018-19 budget year are increased in the following amounts.

	Current Appropriation	Change	Revised Appropriation
General Fund			
Police Revenue	139,935	65,000	204,935
Contingency	500,000	(56,000)	444,000
Police Department Expenditures	5,713,347	121,000	5,834,347

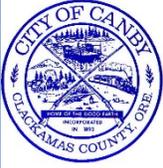
This resolution shall take effect on December 5, 2018.

ADOPTED this 5th day of December 2018 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



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: *December 5, 2018*
THROUGH: *Rick Robinson, City Administrator*

Issue: City of Canby to assume responsibility for Road Authority activities and permitting authority for the portion of Township, from the RR crossing to Mulino Road, subject to the Agreement, and will transfer to the City once annexed into the City's boundary.

Synopsis: During a recent land use decision process for development, the City of Canby determined sections of SE Township Road, between the RR crossing and Mulino Road, were not included with prior annexations of adjacent properties. Thus voiding the original transfer portion of Township Road recorded in 2008 as now described in the Resolution No. 1306.

As stated in Resolution No. 1306, both Parties agree it is in the best interest of the City to assume primary responsibility for maintenance and permitting of a portion of Township, from the RR crossing to Mulino Road, subject to the Agreement, approximately 110,000 square feet in area.

Recommendation: *Staff recommends the Council adopt Resolution No. 1306.*

Motion: ***“I move to adopt Resolution No. 1306: A RESOLUTION REQUESTING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF CANBY AND CLACKAMAS COUNTY RELATED TO ROAD MAINTENANCE AND PERMITTING AUTHORITY OF TOWNSHIP ROAD”***

Attachments:

- Resolution No. 1306
- Resolution No. 1306, Exhibit “A” – IGA BETWEEN THE CITY OF CANBY AND CLACKAMAS COUNTY RELATED TO ROAD MAINTENANCE AND PERMITTING AUTHORITY OF TOWNSHIP ROAD with map.

RESOLUTION NO. 1306

A RESOLUTION REQUESTING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF CANBY AND CLACKAMAS COUNTY RELATED TO ROAD MAINTENANCE AND PERMITTING AUTHORITY OF TOWNSHIP ROAD

WHEREAS, Chapter 190 authorizes local governments to enter into intergovernmental agreements for the performance of any or all functions and activities that a local government, its officers or agencies, have the authority to perform, including the authority to perform as the “Road Authority” related to maintenance and permitting responsibilities for roads; and

WHEREAS, Township Road is a County Road, as defined in ORS 368.001, lying outside, but adjacent to the boundaries of the City.; and

WHEREAS, the Parties agree that the City is best suited to assume primary responsibility for maintenance and permitting of Township Road, approximately 110,000 square feet in area, as more particularly depicted in Exhibit “A” which is attached hereto and incorporated herein (“Township.”).

WHEREAS, transfer of responsibility with regards to Township will lead to efficient and consistent road maintenance activities and reduce any confusion on the part of the public as to which Party is responsible for the condition and maintenance of Township, which primarily serves the residents of the City; and

WHEREAS, the Parties acknowledge that jurisdiction of Township should transfer to the City once annexed into the City’s boundary, and that this Agreement will no longer be necessary once Township is annexed into the City and jurisdiction over Township has been transferred; and

WHEREAS, it is the intent of the Parties that the County transfer as much of its responsibility under ORS 368 with regards to Township as may be allowed under state law in order to grant the City control of Township prior to the annexation and jurisdictional transfer of Township.

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

The City agrees to assume responsibility for Road Authority activities (as outlined in Section 3) for Township and shall be surrendered to the City pursuant to the terms and conditions of the Agreement. The portion of Township subject to the Agreement is approximately 110,000 square feet in area, as more particularly depicted and specifically described in Exhibit “A”. The City agrees to assume responsibility from the date that the County concludes its hearing and decision on the matter by approval of the **INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF CANBY AND CLACKAMAS COUNTY RELATED TO ROAD MAINTENANCE AND PERMITTING AUTHORITY OF TOWNSHIP ROAD**, Exhibit “A”.

This resolution will take effect on December 5, 2018.

ADOPTED this 5th day of December 2018 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF CANBY AND
CLACKAMAS COUNTY RELATED TO ROAD MAINTENANCE AND PERMITTING
AUTHORITY OF TOWNSHIP ROAD**

This agreement (the “Agreement”) is made on the date all required signatures have been obtained, between the City of Canby (“CITY”), a political subdivision of the State of Oregon, and Clackamas County (“COUNTY”), a political subdivision of the State of Oregon, pursuant to ORS Chapter 190 (Intergovernmental Cooperation), collectively referred to as the “PARITES” and each a “PARTY.”

RECITALS

WHEREAS, ORS Chapter 190 authorizes local governments to enter into intergovernmental agreements for the performance of any or all functions and activities that a local government, its officers or agencies, have the authority to perform, including the authority to perform as the “Road Authority” related to maintenance and permitting responsibilities for roads;

WHEREAS, Township Road is a County Road, as defined in ORS 368.001, lying outside, but adjacent to the boundaries of the City.

WHEREAS, the Parties agree that the City is best suited to assume primary responsibility for maintenance and permitting of Township Road, approximately 110,000 square feet in area, as more particularly depicted on Exhibit “A” which is attached hereto and incorporated herein (“Township.”).

WHEREAS, transfer of responsibility with regards to Township will lead to efficient and consistent road maintenance activities and reduce any confusion on the part of the public as to which Party is responsible for the condition and maintenance of Township, which primarily serves the residents of the City;

WHEREAS, the Parties acknowledge that jurisdiction of Township should transfer to the City once annexed into the City’s boundary, and that this Agreement will no longer be necessary once Township is annexed into the City and jurisdiction over Township has been transferred; and

WHEREAS, it is the intent of the Parties that the County transfer as much of its responsibility under ORS 368 with regards to Township as may be allowed under state law in order to grant the City control of Township prior to the annexation and jurisdictional transfer of Township.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Term.** This Agreement shall be effective upon execution, and shall expire automatically at the time Township has been annexed into the City and the City assumes jurisdiction of Township pursuant to ORS 368 and/or ORS 373.
2. **Transfer of Authority.**
 - A. Responsibility for Road Authority activities (as outlined in Section 3) for Township shall be surrendered to the City pursuant to the terms and conditions of this Agreement. The portion of Township subject to this Agreement is approximately 110,000 square feet in area, as more particularly depicted on Exhibit “A” and more specifically described as follows:

All that portion of Township Road, County Road No. 47, Department of Transportation and Development maintenance No. 31021; Situated in the southwest 1/4 of Section 34, T. 3S., R. 1E., W.M. and the northeast 1/4 of Section 03, T. 4S., R. 1E., W.M., as depicted on Exhibit A, attached hereto, lying west of and between the westerly right of way line of Mulino Road (mile point 1.60) and westerly right of way line of the Molalla Forest Highway (mile point 2.07), being a total of approximately 2,550 feet long, varying in width.

Containing 110,000 square feet, more or less.
 - B. To facilitate the performance of responsibilities under this Agreement, the City hereby accepts responsibility for Road Authority activities (as outlined in Section 3) for Township, as described herein.
 - C. The City shall be solely responsible for all costs associated with the Road Authority activities assumed by the City through this Agreement.
3. **Road Authority Obligations.** For purposes of this Agreement, the Road Authority activities include, but are not necessarily limited to, the following:
 - A. Construction and reconstruction (including capital improvements);
 - B. Improvement or repair, and maintenance;
 - C. Maintenance and repair of related facilities within the roadway, including but not limited to storm water drainage facilities, traffic control devices, street lights and roadside barriers;
 - D. Timely elimination or mitigation of known hazards to the road users;
 - E. Issuance of permits for work or the establishment of roadway standards on Township; and
 - F. All other responsibilities the County may have under ORS 368 with regards to Township which may be assumed by the City under state law.

4. **Maintenance Standard.** Any maintenance on Township required by this Agreement shall be carried out in a manner that is similar to other roads with similar features, function, and characteristics under the City's jurisdiction.

5. **Termination.**

- A. The County and the City, by mutual written agreement, may terminate this Agreement at any time.
- B. Either the County or the City may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within fifteen (15) days of deemed or actual receipt of the notice, then the Party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such fifteen (15) day period, this provision shall be complied with if the breaching Party begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period.
- C. The County may terminate this Agreement in the event the County fails to receive expenditure authority sufficient to allow the County, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement, or if federal or state laws, regulations or guidelines are modified or interpreted in such a way that either this Agreement is prohibited or the County is prohibited from paying for such work from the planned funding source.
- D. The County or the City shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
- E. Nothing herein shall prevent the Parties from meeting to mutually discuss the Project. Each Party shall use best efforts to coordinate with the other to minimize conflicts.
- F. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

6. **Indemnification.**

- A. Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the County agrees to indemnify, save harmless and defend the City, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof (including legal and other professional fees) arising out of or based upon damages or injuries to persons or property caused by the negligent or willful acts of the County or its officers, elected officials, owners, employees, agents, or its subcontractors or anyone over which the County has a right to control.

- B. Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the City agrees to indemnify, save harmless and defend the County, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof (including legal and other professional fees) arising out of or based upon damages or injuries to persons or property caused by the negligent or willful acts of the City or its officers, elected officials, owners, employees, agents, or its subcontractors or anyone over which the City has a right to control.

7. General Provisions

- A. **Oregon Law and Forum.** This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without giving effect to the conflict of law provisions thereof. Any claim between County and City that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. County, by execution of this Agreement, hereby consents to the in personam jurisdiction of the courts referenced in this section.
- B. **Applicable Law.** The Parties hereto agree to comply in all ways with applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.
- C. **Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive, and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.
- D. **Access to Records.** The Parties acknowledge and agree that each Party, the federal government, and their duly authorized representatives shall have access to each Party's books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six years after final payment. Copies of applicable records shall be made available upon request. The cost of such inspection shall be borne by the inspecting Party.

- E. **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.
- F. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.
- G. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matter of this Agreement. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.
- H. **Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.
- I. **Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- J. **No Third-Party Beneficiary.** City and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- K. **No Assignment.** No Party shall have the right to assign its interest in this Agreement (or any portion thereof) without the prior written consent of the other Party, which consent may be withheld for any reason. The benefits conferred by this Agreement, and the obligations assumed hereunder, shall inure to the benefit of and bind the successors of the Parties.

- L. **Counterparts.** This Agreement may be executed in any number of counterparts (electronic, facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

- M. **Force Majeure.** Neither City nor County shall be held responsible for delay or default caused by events outside of the City or County’s reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. Each Party shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

- N. **Authority.** Each Party represents that it has the authority to enter into this Agreement on its behalf and the individual signatory for a Party represents that it has been authorized by that Party to execute and deliver this Agreement.

- O. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.

CLACKAMAS COUNTY

CITY OF CANBY

Chair

Mayor

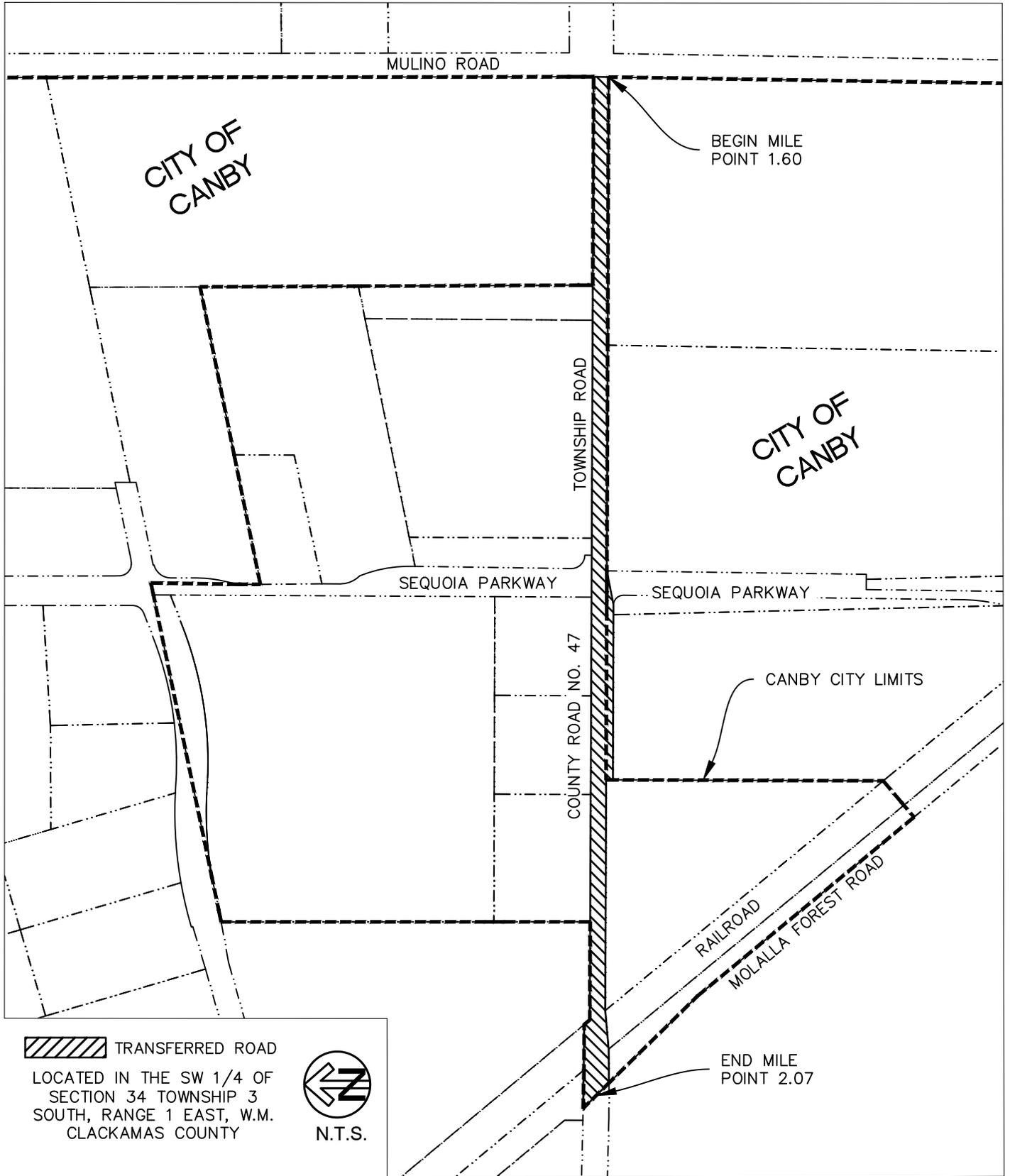
Date

Date

Recording Secretary

Recording Secretary

EXHIBIT "A"



DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT
150 BEAVERCREEK ROAD
OREGON CITY, OR 97045



BY: R. MAXWELL DATE: 11/2/2018
 TRANSFER OF ROAD AUTHORITY
 TOWNSHIP ROAD
 COUNTY ROAD NO. 47

SHEET
1 OF 1

M E M O R A N D U M

DATE: December 5, 2018
TO: Honorable Mayor Hodson and City Council
FROM: Julie Blums, Finance Director
CC: Rick Robinson, City Administrator
RE: **A RESOLUTION ADOPTING NEW CITY FINANCIAL POLICIES.**

ISSUE: Rescinding all prior financial policies and adopting a new set of financial policies.

SYNOPSIS: The Government Finance Officers Association (GFOA) recommends that all government agencies adopt a set of financial policies that will provide overarching direction for staff and Council in regards to fiscal management. The current financial policies are outdated and needed to be expanded upon. The Finance Director drafted a new set of policies that were reviewed by the management team; incorporating comments and feedback as appropriate. The draft policies were then presented to the Budget Committee for review on November 14, 2018. The City Budget Committee suggested a couple of changes and agreed that the policies should be moved forward for Council Adoption.

RECOMMENDATION: Staff recommends that Council adopt Resolution No. 1307

MOTION: *“I move to adopt Resolution 1307, A RESOLUTION ADOPTING NEW CITY FINANCIAL POLICIES.”*

ATTACHED: Resolution No. 1307
Exhibit A – City of Canby Financial Policies

RESOLUTION NO. 1307

A RESOLUTION ADOPTING NEW CITY FINANCIAL POLICIES

WHEREAS, The Government Finance Officers Association (GFOA) recommends as a best practice that City’s adopt financial policies to guide fiscal decisions; and

WHEREAS, the City has created a comprehensive set of financial policies to comply with the GFOA best practices recommendation; and

WHEREAS, the new policies are will supersede all previous financial policies.

NOW, THEREFORE, BE IT RESOLVED by the Canby City Council, that Resolution 1307 with “EXHIBIT A” is adopted to create a comprehensive set of Financial Policies for the City of Canby.

This resolution shall take effect on December 5, 2018.

ADOPTED this 5th day of December 2018 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

Exhibit "A"

Financial Policies

Purpose

In order to carry out the mission of the City of Canby and support the City's values, this set of financial policies has been created by the City of Canby.

The purpose of these financial policies is to provide a cohesive long term approach to financial management of the City of Canby. These policies establish a means for guiding today's financial decisions in order to achieve the mission of the City of Canby in a manner that reflects the City's values.

Goal

The goal of these policies is to provide the financial stability needed to navigate through economic changes, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.

Responsibilities

1. **Stewardship:** The City of Canby is a steward of public funds. These funds are entrusted to the City through the payment of taxes, fees, and fund transfers from other governments. The City of Canby is responsible for using all funds efficiently and effectively and for the purposes for which they were intended.
2. **Asset Protection:** The assets of the City of Canby exist in a variety of forms. All these assets must be protected through an effective accounting and internal control system. The system must track assets and document the costs of acquisition, maintenance, and replacement.
3. **Legal Conformance:** The City of Canby is subject to federal, state, and local statutes and rules regarding purchasing, entering into debt, budgeting, accounting, and auditing: regulations that govern virtually all financial transactions. The City also voluntarily enters into contracts which include significant financial and operational covenants. The City of Canby is responsible for conforming to laws, rules, and covenants to which it is subject.
4. **Standards:** The Government Finance Officers Association (GFOA) and the Governmental Accounting Standards Board (GASB) set polices and guidelines for public sector accounting and financial reporting. The City of Canby is responsible for adhering to the requirements of these organizations and for seeking guidance from policies, standards and best practices set forth by these organizations.
5. **Authority:** The Canby City Council is the sole authority for deleting, modifying, or adding to these policies. Periodically, the Council may engage the Budget Committee to review and update these policies.

Policy 1 - Funds

1. The City of Canby will maintain an orderly and logical fund structure that provides ready access to financial information.
2. The City of Canby will conform to Generally Accepted Accounting Principles (GAAP) and the Government Finance Officers Association's best practices for establishing and maintaining funds.
3. The City of Canby will establish and maintain those funds required by law and sound financial administration. Acknowledging that unnecessary funds result in inflexibility, complexity, and inefficient financial administration, only the minimum number of funds consistent with legal and operating requirements will be established.
4. The criteria for establishing a new fund are variable, but include triggers such as;
 - a. Implementation of a new legally dedicated revenue stream with concurrent service.
 - b. The need for increased clarity of financial information.
 - c. The establishment of a new enterprise.
 - d. Covenants embodied in financing agreements.
 - e. Changes in state law or financial management/accounting standards.
5. Only the Canby City Council has the authority to create or delete funds. The Council shall create or delete funds by resolution.

Policy 2 - Budgeting

1. The City of Canby budget process shall consist of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.
2. The purpose of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process.
3. The City of Canby budget process shall:
 - a. Incorporate a long term perspective
 - b. Establish linkages to broad organizational goals
 - c. Focus budget decisions on results and outcomes
 - d. Involve and promote effective communication with stakeholders
 - e. Utilize efficiency measures whenever possible to reduce costs and/or improve productivity in the organization
4. All budgetary procedures will conform to federal, state, and local regulations. Oregon budget law requires each local government to prepare a balanced budget.
5. A cost allocation plan will be developed and incorporated into the City of Canby budget. The cost allocation plan will be the basis for distribution of general government and internal service costs to other funds, divisions, and capital projects.
6. The Canby City Council shall adopt the budget at the legal level of control as prescribed in Oregon Budget Law.
7. Inter-fund loans shall be documented in a resolution that cites the terms of the loan.
8. Oregon budget law provides a means to adjust the budget for emergency expenditures or unforeseen circumstances. All resolutions adjusting the budget will be prepared by the Finance department for City Council approval to ensure compliance with budget laws.
9. A mid-year review process will be conducted by the City Administrator and Finance Director in order to make any necessary adjustments to the adopted budget.
10. In the City's effort to strive for excellence, the City of Canby will make an effort to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association (GFOA).
11. Reports comparing actual to budgeted expenditures will be prepared quarterly by the Finance Department and distributed to the City Council, Budget Committee, City Administrator and Department Directors.

Policy 3 - Revenue

1. City of Canby revenues are either unrestricted or dedicated. Unrestricted revenues can be used for any lawful purpose. Dedicated revenues are restricted in the ways they can be used by federal or state regulations, contractual obligations, or by City Council action. The City of Canby will adhere to the restrictions applied to dedicated revenues.
2. The City of Canby will maintain a diversified revenue stream that is managed strategically to mitigate the impact of short term fluctuations in any revenue source.
3. The City of Canby will identify sustainable revenue levels and, to the extent possible, current operations will be funded by current sustainable revenues.
4. One-time revenues will be used for one-time expenditures or as contributions to reserves and will not, as a general practice, be used to pay for established services.
5. The City of Canby will not respond to long-term revenue shortfalls with deficit financing and borrowing to support established services. Expenses will be reduced and/or revenues will be increased to conform to the long-term revenue forecasts.
6. During the budget process, the Canby City Council will identify those programs which are to be supported in whole or in part by cost recovery and ensure that revenue collections reflect the cost of providing associated services by adjusting fees accordingly.
7. The City of Canby may charge fees for services where such an approach is permissible, and where a limited and specific group of beneficiaries who can pay such charges is identifiable.
8. The City's business-type activities will be self-supporting through appropriate rates and charges. Rate setting of these activities will be based on cost recovery.
9. New or expanded unrestricted revenue streams should first be applied to support existing programs. When existing programs are adequately funded, such revenue may be used as contributions to reserves or to fund new or expanded programs.
10. Annually the City will review the Master Fee Schedule related to the appropriateness of current operations.

Policy 4 - Expenditures

Controls

1. By resolutions, the City Council will establish a purchasing policy that generally conforms to state and federal statutory requirements for purchasing and contracting and invests the City Administrator with purchasing and contracting authority.
2. By Budget and Supplemental Budget Resolutions, the City Council shall establish and limit expenditure appropriations by statutory categories. The City Administrator shall be responsible for limiting expenditures to those appropriation levels.

Specific Expenditures

1. **Personal Services.** Pursuant to the City Charter, the City Administrator or designee is responsible for the management of employee staffing and compensation. The City Administrator or designee shall negotiate salaries and benefits for represented employee groups in conformance with the Oregon Public Employees Collective Bargaining Act and the Employee Relations Board decisions and arbitration decisions that emanate from the Act.
2. **Capital Outlay.** By resolution, the City Council shall define the characteristics of a capital asset by specifying the minimum purchase price and minimum term of service. The City will provide for adequate maintenance of Capital Assets. The City will maintain vehicle and equipment replacement schedules based upon recognized, industry-standards for the useful life of such assets.
3. **Capital Improvement Plan.** The City Administrator or designee will prepare a five-year Capital Improvement Plan (CIP) annually and submit it to the City Council for approval via resolution. Whenever Capital Improvement expenditures will result in increases to future operating expenses or asset replacement contributions, estimates of those impacts shall be incorporated into the long term financial plan. The CIP shall include but not be limited to; project descriptions, project summary outlines, estimated project costs, and future impacts related to ongoing maintenance.

Policy 5 - Revenue Constraints and Fund Balance

Nature of Constraints

The City of Canby will maintain the following categories of revenue constraints in conformance with GASB 54. Fund Balances shall be accounted for on the basis of these categories.

1. **Non-spendable.** Assets that are not in a spendable form or are required to be maintained intact.
2. **Restricted.** Cash that can be spent only for specific purposes stipulated by third parties or by statutes. Only the constraining party can lift constraints on Restricted funds.
3. **Committed.** Cash that can be used only as directed by formal action of City Council. Council action may be in the form of a motion or resolution. Only the City Council can lift constraints on committed funds. Such a change must be made using the same action that established the constraint.
4. **Assigned.** Cash the City intends to use for specific purposes. The City Council delegates the authority to create this constraint to the City Administrator. In addition, for all funds except the general fund, all cash not in one of the Non-spendable, Restricted, or Committed categories, or specifically assigned under this category will, by default, be assigned to this category.
5. **Unassigned.** General Fund cash that is not otherwise categorized fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications.

Other Considerations

1. **Order of Use.** If multiple categories of fund balance are applicable to an expenditure, the City shall access funds in the following order: Restricted, Committed, Assigned, Unassigned.
2. **Purpose of Special Revenue Funds.** Special Revenue funds are general government funds created to track the use of dedicated revenues. The City legislation creating a special revenue fund will specify which specific revenues and other resources are authorized to be reported in the fund.
3. **Fund Balance.** Unrestricted fund balance is the sum of Committed, Assigned and Unassigned fund balance in any individual fund. In the General Fund, the City will strive to maintain an Unrestricted fund balance between 30% and 40% of annual operating revenue. If the fund balance falls below 30% of annual operating revenue a plan will be created outlining how and when the fund balance will be replenished.

Policy 6 - Continuing Disclosure

Continuing Disclosure In General

Issuers of municipal securities and entities working on their behalf disclose material information to the marketplace such as annual financial information and material event notices. The continuing disclosure service of EMMA collects continuing disclosure documents from the issuer community and makes them available to the public for free through EMMA.

In conformance with the “Continuing Disclosure Certificate” entered into by the City of Canby in bond issuances, the City shall comply with Rule 15c2-12 of the Securities Exchange Act of 1934 (Exchange Act). As noted above, these disclosures generally are divided between submissions made to update financial or operating information about the issuer and notices that disclose the occurrence of specific events that may have an impact on the bonds. These disclosures are described below.

City Responsibility

The Finance Director shall be responsible for adhering to the City’s Continuing Disclosure Obligations. Disclosures are handled by Bank of New York Mellon as a part of our bond agreements.

Debt

The City will borrow only to finance capital assets. The City will not borrow for operating purposes.

No bonds will mature more than 20 years from the date of issuance. No debt will be issued with a life exceeding the estimated useful life of the capital assets being financed. Repayment sources are identified for every debt prior to issuance.

Rule 15c2-12 Disclosures

Rule 15c2-12 requires, for most new offerings of municipal securities, that the following types of information be provided to the MSRB’s EMMA system:

1. Financial or operational information
 - a. Annual financial information concerning issuers or other obligated persons, or other financial information and operating data provided by issuers or other obligated persons
 - b. Audited financial statements for issuers or other obligated persons, if available

Policy 6 - Continuing Disclosure (continued)

2. Event Notices
 - a. Principal and interest payment delinquencies
 - b. Non-payment related defaults, if material
 - c. Unscheduled draws on debt service reserves reflecting financial difficulties
 - d. Unscheduled draws on credit enhancements reflecting financial difficulties
 - e. Substitution of credit or liquidity providers, or their failure to perform
 - f. Adverse tax opinions, Internal Revenue Service (IRS) notices or material events affecting the tax status of the security
 - g. Modifications to rights of security holders, if material
 - h. Bond calls, if material
 - i. Tender offers
 - j. Defeasances, release, substitution, or sale of property securing repayment of the securities, if material
 - k. Rating changes
 - l. Bankruptcy, insolvency, receivership or similar event;
 - m. Merger, consolidation, or acquisition, if material; and appointment of a successor or additional trustee, or the change of name of a trustee, if material
 - n. Notices of failures to provide annual financial information on or before the date specified in the written agreement

**CANBY CITY COUNCIL
SPECIAL MEETING MINUTES
December 8, 2010**

Presiding: Mayor Melody Thompson.

Council Present: Rich Ares, John Henri, Walt Daniels, and Brian Hodson. Councilor Jason Padden was absent.

Staff Present: Greg Ellis, City Administrator; John Kelley, City Attorney, Bryan Brown, Planning Director; Matilda Deas, Project Planner; and Kim Scheafer, City Recorder.

Others Present: Chris Maciejewski, Roger Reif, Nancy Muller, Bev Doolittle, Shantel Harney, Tony Helbling, Kathleen Polley, Charles Burden, Greg Parker, Randy Carson, Bob Cornelius, Pat & Buzz Weygandt, Terry Tolls, Tim Dale, Allen Patterson, Roger Skoe, Lisa Weygandt, Bob Zimmer, Craig Lewelling, Deede Jenkins, JD Elder, Richard & Florence Ball, Susie Myers, Chris German, Bill Foster, Stephanie Lowden, Maynard Nofziger, Mike Diggles, Kathy & Eliot Lapidus, Liz Belz-Templeman, Melvin Freeman, Tony Boyer, Jackie Jones, Jim Phillips, Bob Sheveland, Dan Bell, Leonard Walker, Ted Kunze, Kevin Batridge, Jana Holbrook, Jean Lessard, Janet Hoskins, and Doug Thomas.

CALL TO ORDER: Mayor Thompson called the Special Meeting to order at 6:00 p.m. in the City Hall Conference Room.

Councilor Ares was not in attendance.

****Councilor Daniels moved to go into Executive Session pursuant to ORS 192.660(2)(h) Pending Litigation. Motion was seconded by Councilor Hodson and passed 3-0.**

Mayor Thompson read the Executive Session format and recessed the Special Meeting at 6:02 p.m.

OPENING CEREMONIES: Mayor Thompson reconvened the Special Meeting at 7:02 p.m. in the Council Chambers followed by the opening ceremonies. Councilor Ares was in attendance.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

PUBLIC HEARING: CPA 10-01/TA 10-02 (Transportation System Plan Update) – Matilda Deas, Project Planner, reviewed the findings and recommendations from the Planning Commission. The Planning Commission recommended approval with the following conditions: the proposed downtown circulation improvements would be triggered by Canby's new mobility standards, all of SW 13th Avenue would be classified as a collector, there should be robust traffic calming for all of 13th Avenue, and at such time a connection to Sequoia Parkway to SE 13th Avenue was deemed necessary, prior to construction a traffic mitigation plan for SE and SW 13th Avenue would be developed and adopted in collaboration with local area residents. From the Planning Commission hearing until that night's hearing, staff received 21 letters from residents. They were all in relation to 13th Avenue and safety.

Councilor Ares said there had been a lot of testimony regarding 13th Avenue and the Industrial Park. He asked if there was any recommendation for mitigation of the traffic.

Ms. Deas said staff recommended at the time of the connection the issues would be addressed. The connection at Mulino was under County jurisdiction.

Councilor Henri asked for the differences between a collector and arterial street.

Chris Maciejewski, DKS Associates, reviewed the attributes of a collector and arterial street and what mitigation and traffic calming was appropriate for each.

Mayor Thompson clarified that the City was responsible for enforcing truck routes by signage and police patrolling.

There was discussion regarding truck traffic and routes through the City and what had been promised for Sequoia Parkway.

Mayor Thompson opened the Public Hearing at 7:38 p.m.

Bev Doolittle, Executive Director of the Canby Area Chamber of Commerce, referenced a memo and recommendations on the Berg Parkway extension grant in 2007. She read from an interoffice memo from ODOT outlining what the money from the grant was to be spent on. The S Berg Parkway extension provided for the connection to SW 13th Avenue, which was a critical link to south Canby and Highway 99E. As S Sequoia Parkway was extended in future phases, it would eventually connect with SW 13th Avenue and would add connectivity to the southern portion of the industrial area and other direct routes to Highway 99E. Berg Parkway was built to be the connection between I-5 to the Industrial Park. The Chamber was asking the City to stick to the plan.

Tony Helbling said he was concerned about safety. He suggested that the City look at alternative ways to keep pedestrians safe, such as a short fence, sidewalk, crossing guards, lighted crosswalk, and signaled crosswalk. He read from the DKS Technical Memorandum #6 regarding access to 99E with respect to Sequoia Parkway's extension south to 13th Avenue. This extension would add vehicles to the area, and the City needed to address the safety concern while at the same time keeping to its commitment to develop Sequoia Parkway to 13th Avenue.

Councilor Henri stated safety devices were more for a collector.

Mr. Helbling preferred that it remain an arterial. Developing Sequoia would also help relieve the traffic on Redwood.

Kathleen Polley, landowner in the Industrial Park, said the Industrial Park was the State and City's idea, not the property owners. The plan was put in place before Tofte Farms and the schools were built there. The City made promises not only to those currently in the Industrial Park, but also to all those landowners surrounding it. The City should keep their promises and consider all of the citizens.

Roger Rief said he was speaking for Charles Burden. In 1975, the Pitts Edition came in on the corner of 13th Avenue and Ivy. At that time, the City required the subdivision to dedicate more

land because it was envisioned to be an arterial. The taxes generated by a residence did not equal the amount of services it took from the City and the only way to get it was to have industrial. Hope Village also had to dedicate land for the arterial and to set the ingress and easement based on an arterial standard. Then, for the SW Berg Parkway improvements, Canby Disposal had to be relocated. The City decided schools should be out of the neighborhoods and to put them where there were arterials to send the school buses down. The Industrial Park was developed with the understanding that industry could come out there through an arterial street. He recognized the fact that Planning Commissioners and Councilors changed and errors could be made, but there had been a long history. He thought there was a difference between arterial and collector, otherwise, why were they designated that way.

Bob Zimmer, Canby resident, said a lot of time and effort went into the design of the Industrial Park. He had asked Clackamas County about truck routes, and the County did not designate truck routes. There were very few places where trucks were prohibited. He thought the City should work with the rural community regarding truck traffic. The Industrial Park had not considered 13th Avenue to be a bypass for Highway 99E. It was important for 13th Avenue to be considered an arterial. He thought the trucks were legal and safe. This route was designated by the County as insignificant, not a large traffic count, and there were alternate solutions. There was a lot more traffic on the street other than trucks from the Industrial Park.

Councilor Henri said regarding the collector verses arterial designation, there appeared to be no difference in the amount of trucks that would go on the road. He asked why it should be made an arterial.

Mr. Zimmer replied it was not a local destination, but someone coming from Mulino who wanted to get to the highway, where would they go. A collector did not address through traffic. A collector was designated to be for a truck originating inside the community going out, or someone coming in with a delivery. Trucks were not singled out. If it was a collector, people could work on getting trucks banned from the road. The effort to downgrade the road sent a message. The safety issue needed to be addressed as a safety issue instead of downgrading a road system. The downgrading had an impact to some business.

Kevin Batridge, representing the Bike & Pedestrian Advisory Committee, read a letter into the record in support of the current Transportation System Plan as proposed. He discussed the Safe Routes to School program and the safety issues surrounding children walking to school. The Committee thought the TSP supported the goals of residents and businesses. No plan should favor one over the other and they had to take into consideration safety and protection of children and livability standards of residents.

Jackie Jones, representing the SW Canby Neighborhood Association, supported the proposed TSP. The biggest concern was safety. She wanted to keep the speed on 13th Avenue at 25 mph. If it was left as an arterial street, the speed could be increased. She wanted it changed to a collector.

John Kelley, City Attorney, said speed limits were not based upon the kind of street. A collector could be raised to 40 mph.

Ms. Jones wanted the speed to stay at 25 mph. She said a neighbor of hers was a former truck driver and he did not think trucks should drive down that road.

Buzz Weygandt said he still stood by the comments in the letter he previously submitted to the Planning Commission. They depended on trucks and had to eliminate the visions of freeway traffic. Truck drivers were professionals and this could be worked out with safety procedures. If a lot more cars used Sequoia, it would substantially help eliminate the traffic going the other direction. It was stated in the TSP that it would have a minor impact on 13th Avenue and he thought that was true as there would be fewer cars going the other direction and using Redwood. Parents from Ackerman would have a safer route and cause less congestion. He thought it would be a good way for people to get to work in the Industrial Park. He thought it would be about 2.5 million dollars to complete Sequoia and 13th Avenue and Urban Renewal could fund it. He wanted to keep the Industrial Park viable.

Lisa Weygant said she was in favor of extending Sequoia Parkway and keeping 13th Avenue as an arterial and spoke about her property along 13th Avenue. She did not plan to rezone to residential as proposed by SE residents. Her property was zoned future light industrial, and she had spent time and money nurturing the property on that fact. The property was a valuable asset to the Industrial Park, especially for those interested in access to rail. The City needed a better connection to 13th Avenue on the east side of town regardless of whether her property was industrial or residential. She agreed with Mayor Thompson that the Industrial Park did not demand a lot of traffic. The greatest beneficiaries of the overpass and Sequoia would be the residential sector, as they would have an alternate route for traffic to flow. Without the Sequoia Road extension, there was no chance of selling her property as industrial. Her family had committed to the future development of the Industrial Park by lot line adjustments and land donations to extend Sequoia to the property and prepare for it to extend onto 13th Avenue. The extension was already 25% finished. Sequoia was a community project and a tax revenue producing project. She asked if the City considered getting a second opinion on the TSP to make sure it was thorough.

Ms. Deas said that Lancaster Engineering, ODOT, and the County had reviewed the plan. Unless there was evidence that something was wildly amiss, a second opinion was not standard procedure.

Ms. Weygant said there were areas of the plan that were questionable as to the reason. However, she did not know of anything that was faulty.

Mayor Thompson said through the whole process she had not observed that the plan was far off and adjustments had been made when it was discovered that some recommendations did not work with the City's needs.

Terry Tolls stated he had been involved with the Canby Pioneer Industrial Park for about 15 years. The land in the Industrial Park had always been marketed as being extended to 13th Avenue as an arterial. He thought 13th Avenue with its residential was not an ideal solution for traffic, but it was what they had until Otto Road was developed. There still needed to be a north/south connection from Mulino Road. Prospective companies that they talked to needed certainty. He thought they should stick with the plan and thought it was premature to change the classification of a roadway when they did not know the impacts.

Bob Sheveland said the Council was in a conundrum. There had been arrangements and agreements made, and now the traffic safety plan said they should not do it and instead of

listening to the plan and agreeing, there were other people stating their opinions. Many people were concerned. He did not see how 13th Avenue could be enlarged. He did not think anyone cared how the street was labeled, whether arterial or collector, unless there was a real difference as far as speed and traffic control was concerned. Citizens who lived in the area were concerned about what the speed limit would be. He thought if it was an arterial it would eventually become a bypass to downtown.

Mayor Thompson clarified that the road was an arterial currently with a 25 mph limit.

Mr. Sheveland thought there was more to the discussion regarding arterial versus collector.

Florence Ball said at the November 29 Planning Commission meeting citizens were told that an arterial street was for moving traffic quickly through an area and they traveled 35-40 mph and that a collector was for moving traffic more slowly at 20-25 mph. There were several school zones on 13th Avenue as well as residential. It was currently 25 mph, and it should be changed to a collector.

Mr. Maciejewski said the difference was in general terms, the priority for arterials was moving traffic and arterials were generally higher speed than collectors.

Councilor Hodson said he lived off of SE 13th Avenue and he also wanted to keep the road at 25 mph.

Councilor Henri said Wikipedia defined a collector as speed limits typically between 20-35 mph, and for an arterial typically between 30-60 mph. The key word was typical, and governing agencies could set whatever speed limit they wanted.

Ms. Ball did not think it made sense to connect Sequoia to 13th Avenue for the trucks and then put traffic calming devices in to slow them down.

Councilor Ares said the overpass was intended to get the traffic going north toward Highway 99E instead of 13th Avenue.

Mike Diggles said early on 13th Avenue was committed to being a truck route as an access from the Industrial Park to Highway 99E. The landscape along 13th Avenue had been built significantly with schools and residences and the idea that it was supposed to be a truck route was hard to accept. He thought the City should look at Otto and move in that direction for access for trucks and vehicles in the Industrial Park and not hamper or cause safety issues with neighborhoods on 13th Avenue.

Councilor Henri asked about the Mulino Road issue where trucks had to use 13th Avenue.

Mr. Diggles said the truck traffic from that area was not significant. This was not a good route for trucks.

Tim Dale, president of the Tofte Farms Homeowners Association, said the SE residents were concerned about trucks, traffic, and nuisance. The City was also concerned and had invested in traffic calming devices, enforcement, bike lanes, etc. The residents' comfort level was the road as a collector. The TSP supported a collector through its analysis and engineering, the

connectivity study supported it, and the Planning Commission unanimously approved the plan that recommended a collector. The nature of the neighborhood and width of the road and what the City had invested in traffic mitigation said collector. They were not asking for a truck ban or the Industrial Park not being built out. There was a comfort, promise, and commitment to the future there that was important to the neighborhood in terms of livability and safety.

Susan Myers said she represented the SE Neighborhood Association on the volunteer advisory TSP committee. When the citizens heard about connecting the Industrial Park to 13th Avenue, they were alarmed as there were children who walked up and down and crossed 13th Avenue all the time. The citizens contacted the City and were told it had already been decided. They were told to organize a neighborhood association and they did. The Council agreed to include the neighborhood's concerns in the study and waited for the results, which was Appendix J of the TSP. The analysis showed that there was new information, new from when the funding for the Berg Parkway grant was sought, new when the original planning was done. There was an option to use Otto Road and not make the connection from Sequoia to 13th Avenue. If the connection from Sequoia to 13th Avenue happened, there would be the same conflicts that happened in north Canby at Eccles School and the residential area. If their fears were realized and the situation became dangerous, she wanted to make sure the City had the option to restrict truck traffic along 13th Avenue and provide traffic mitigation and traffic calming. It had been explained to the Committee that the difference between an arterial and a collector was that an arterial's focus was moving traffic through and typically not where traffic calming was placed. There were schools that abutted 13th Avenue where parents dropped and picked up kids twice a day, where there were buses moving through, and children crossing the street and coming and going. When they added a significant amount of increased traffic coming from the Industrial Park, they were creating congestion and conflict. If it was the City's policy to resolve those conflicts, then there needed to be the ability to address conflicts that very likely would occur if the connection happened. It sounded like the Council was leaning towards doing the connection, and it was a matter of whether it should be an arterial or collector. She asked that the street be a collector because the current speed showed it was a collector, being 20-25 mph, and there was already traffic calming. By changing it to an arterial, it would limit their ability to address these conflicts. She asked the street be a collector as proposed in the TSP, not a truck route as shown in the TSP, and if the Sequoia connection happened, require a traffic mitigation plan with the parties that were impacted.

Councilor Hodson asked if she had suggestions for mitigation.

Ms. Myers said it was keeping the traffic going slow enough along 13th Avenue, not just how to get kids across 13th Avenue. An arterial implied to developers that the priority was moving traffic through.

Mr. Maciejewski said a focused study would be done to find out the best mitigation measures. The Council could consider a policy in the TSP about this corridor regardless of it being an arterial or collector that the traffic mitigation plan maintain a certain speed and focus on safe crossing improvements at schools.

Mayor Thompson suggested adding this in the TSP generally for other unsafe areas in the City.

Mr. Maciejewski said there was a traffic calming section where it could be added.

Chris German thought they needed to be clear about what a collector and arterial was and not increase the speed limit. She hoped they would make 13th Avenue a collector and add traffic calming mitigation. Highway 213 from Molalla to Oregon City was currently in construction to widen 213 to four lanes, and she did not see the traffic coming from Mulino Road as much as was done in the past. She encouraged talks with the County for the railroad overpass. She hoped they would make the right decision and keep the kids safe.

Nancy Muller said she was employed by the City of Canby. Her comments were her own personal opinion and were not affected or influenced by her employer. She had been a resident of Tofte Farms for 12 years. When she purchased her home, a realtor told her that 13th Avenue would be a truck route in the future. When she volunteered at Ackerman Middle School several years ago, the principal said 13th Avenue had been designated a truck route for 25 years. She supported 13th Avenue as an arterial. The street had been widened and calming devices and bike lanes had been installed. Compared to the existing and past truck routes around town, the extension of Sequoia Avenue through to SE 13th Avenue was a solution she thought would work. School zones had a mandatory 20 mph speed limit at specific times of the day. The Industrial Park was a viable and necessary development to the community. The concept of Sequoia connecting to truck routes at both ends, 99E and S 13th Avenue would give access or egress options to everyone traveling into and out of the Industrial Park. She wanted the street to be an arterial and the speed limit to remain as it was.

Craig Lewelling, Industrial Park property owner, stated there had been 28 years of planning. If the Council was leaning towards not making it an arterial, he thought it should be tabled and there should be discussions regarding the Memorandum of Understanding that was created several years ago. Those documents were created to avoid these types of discussions. Promises from the City were made to the landowners, and promises from the landowners were made to the City, and they needed to be upheld.

Janet Haskins said she had lived there for 12 years and a lot had changed in the area. She did not want to walk across Ivy due to the safety hazard. The trucks going by on SW 13th Avenue started early and woke her up. Traffic had increased since it was opened up to Berg Parkway. Her main concern was safety and speed. Trucks gearing down made her house shake and she had difficulty going across the road to get her mail. She wondered how much more traffic could be tolerated by the neighbors. She was told at the meeting for the Berg Parkway extension that the street would not become a truck route, and she saw that it was becoming a truck route and it concerned her.

Councilor Ares said there was an ordinance against exhaust brake use in the City limits, which was what would cause her house to shake. He suggested signs be put up.

Mayor Thompson thought the Police Department could be patrolling the area as well.

Mayor Thompson closed the Public Hearing 9:35 p.m.

Mr. Maciejewski read language that had been added to the TSP that would be a Citywide traffic calming policy. There were thresholds defining livability levels on streets and any new traffic study done would be assessed by the thresholds and were required to mitigate the impacts. Regarding the arterial/collector, the most important concern he heard from the testimony was managing speeds on 13th Avenue. People wanted it to stay at 25 mph. He thought language to

the traffic mitigation plan could be added that prior to completing an extension of Sequoia to 13th Avenue, a traffic safety study would be completed and improvements constructed along 13th Avenue to manage vehicle speeds and improve compliance with a 25 mph zone and improve crossing safety for pedestrians.

There was Council consensus to add the language to keep the road at 25 mph and to add the safety measures.

Mr. Maciejewski also suggested in regard to truck traffic coming from rural areas down 13th Avenue, to add a policy in the TSP to work with Clackamas County to get the Mulino crossing upgraded providing a truck route from those areas up Mulino and Otto to get to the highway.

Councilor Henri thought Sequoia should be extended to 13th Avenue. The City needed to keep its word. He struggled between the difference between an arterial and collector. He did not think it made a difference. The Council did commit it to being an arterial in the past and he thought they should stick with it.

Councilor Ares thought Sequoia Parkway should be extended. It would be a benefit for the industrial area and community. Unlike other arterials, there was limited access onto 13th Avenue. It was clearly anticipated to be a traffic carrying road. He was in favor of keeping the speed limits low and using flashing signage. After Otto Road was constructed, 13th Avenue could be revisited if there were issues. He was in favor of the arterial designation as business was important and if the road was downgraded, the next thing that might keep businesses from coming was a truck ban. Safety was important, but he thought it could be dealt with through traffic calming and signalization. He thought the plan should be adopted with 13th Avenue as an arterial and the Sequoia Parkway extension included.

Councilor Hodson concurred that Sequoia should be extended and 13th Avenue be an arterial due to the perception of what it could mean for businesses as they looked to further develop the industrial area and that the safety features be added. He was in favor of flashing signage and crosswalk features on 13th Avenue.

Councilor Daniels also agreed. The Planning Commission had also recommended traffic calming.

There was Council consensus that the proposed downtown circulation improvements be triggered by Canby's new mobility standards. There was also Council consensus for the robust traffic calming on 13th Avenue defined by the language proposed as well as the proposed Citywide traffic calming policy. The connection to Sequoia should be in the plan and SE and SW 13th Avenue be classified as an arterial.

Mr. Maciejewski said the draft plan did not have a truck route on 13th Avenue. With the Sequoia extension included, 13th Avenue from Mulino to Sequoia would be a truck route. From Sequoia to Ivy would not be a truck route.

Councilor Henri saw no reason to designate 13th Avenue east of Ivy as a truck route.

Mr. Maciejewski suggested leaving it as it was today between Ivy going south and 99E, and when Sequoia was built, re-route trucks north.

Mayor Thompson recessed the meeting at 10:02 p.m. and reconvened at 10:12 p.m.

Mr. Maciejewski reviewed the truck route map in the TSP. He suggested modifying the proposed TSP to show 13th Avenue between Ivy and 99E as a truck route which it was today.

The Council agreed.

He further clarified that Sequoia to Mulino would be a truck route, and 13th Avenue between Sequoia and Ivy would not be a truck route.

Councilor Hodson asked what the reason was for the roundabouts.

Mr. Maciejewski replied that the intersections where the roundabouts were placed, particularly on Township, the traffic projected in 20 years said it would need improvements to meet building standards. The volumes were not high enough to warrant a signal, and roundabouts were the in between. Roundabouts added capacity, safety, and an overall smoother operation of the traffic. Putting a roundabout in an industrial area was another question. They could be designed to be big enough for trucks and their trailers to navigate them. There were three ways to get in and out of the Industrial Park.

There was discussion regarding roundabouts verses intersections.

Ms. Doolittle thought the Fire Department had not been a part of the plan regarding the roundabouts. She thought Redwood and Township was a bad intersection to put a roundabout.

Mr. Maciejewski said ODOT adopted a policy the State traffic engineer always considered roundabouts before installation of a new signal.

Ms. Deas said the Fire Chief supported the TSP.

****Councilor Henri moved to approve the CPA 10-01/TA 10-02 2010 TSP update as modified. Motion was seconded by Councilor Hodson and passed 4-0.**

RESOLUTIONS & ORDINANCES: **Councilor Hodson moved to approve Ordinance 1340, AN ORDINANCE ADOPTING A TRANSPORTATION SYSTEM PLAN UPDATE, AND DECLARING AN EMERGENCY including the exhibits as modified to come up for second reading on January 19, 2011. Motion was seconded by Councilor Henri and passed 4-0 on first reading.

ACTION REVIEW:

1. Approved Ordinance 1340 to come up for second reading on January 19, 2011.

Mayor Thompson adjourned the Special Meeting at 10:50 p.m.



Kimberly Scheafer, CMC
City Recorder



Walt Daniels
Council President

Assisted with Preparation of Minutes - Susan Wood

ORDINANCE NO. 1497

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 10.04 CITY TRAFFIC CODE

WHEREAS, the City of Canby currently has a City Traffic Code ordinance that deals with parking, storage, and abandoning of vehicles on streets and public rights of way; and

WHEREAS, the City of Canby desires to amend the ordinance to add Section 10.04.145 and supporting Definitions for appropriate traffic signing on restricted streets and truck routes.
00

NOW, THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The Canby Municipal Code (CMC) Chapter 10.04.100 is hereby amended to read as follows:

CHAPTER 10.04: CITY TRAFFIC CODE

Section

10.04.010	Applicability of state traffic laws.
10.04.020	Definitions.
10.04.030	U-turns.
10.04.040	Sleds behind cars.
10.04.050	Removing glass and debris after accidents.
10.04.060	Parades and processions.
10.04.070	Method of parking.
10.04.075	Parking time limits.
10.04.080	Prohibited parking; failure to pay fines and post bail.
10.04.085	Failure to pay; notice of hearing; order to immobilize vehicle.
10.04.090	Boot installation.
10.04.095	Boot removal.
10.04.100	Storage or abandoning of vehicles on streets.
10.04.125	Penalty.
10.04.130	Public Works Director; duties.
10.04.140	Existing signs.
10.04.145	Trucks prohibited on restricted streets.

§ 10.04.010 Applicability of state traffic laws.

A. Violations of provisions in O.R.S. Chapters 153, 743 and 801 through 823, inclusive as now constituted, is an offense against the city.

B. If an ordinance or provision thereof of the city is in conflict with the motor vehicle laws of the state, the motor vehicle laws of the state shall prevail.

C. Violation of a provision identical to a state statute is punishable by a fine or imprisonment not to exceed the penalty prescribed by the state statute.

§ 10.04.020 Definitions.

In addition to the definitions contained in the Oregon Revised Statutes, including all amendments, the following words and phrases, when used in this chapter, shall have the following meaning, except where the context clearly indicates a different meaning:

Highway, as used in this chapter and in the sections of the state motor vehicle laws, includes all streets and alleys in the city.

Loading Zone, means that space adjacent to the curb reserved for the exclusive use of vehicles during the loading or unloading of passengers or materials.

Local Delivery Only, means Truck deliveries permitted only to on street adjacent properties or properties connected by a driveway access.

Local Truck, means any Truck that begins or ends a trip within the City limits of the City of Canby.

Parking means to stop and stand, with or without a driver, or to leave a motor vehicle upon any street, alley or public place in the city.

Truck, means any Commercial Motor Vehicle with a gross combination weight rating over 26,001 pounds or more, and as defined in ORS 801.208.

Truck route, means any street as designated by signing upon which the unrestricted use of trucks is permitted

§ 10.04.030 U-turns.

It shall be unlawful for any person to reverse the direction of any motor vehicle by making a U- turn upon any street in the city except at street intersections; provided, however, that no reverse turns shall be made by the driver of any vehicle at any street intersection where any type of sign or marker is erected prohibiting any such reverse turn.

§ 10.04.040 Sleds behind cars.

It shall be unlawful for any person to tie to any motor vehicle which is operated on the streets of the city any sled, toboggan or similar contrivance or thing; and it shall be unlawful for the operator of any motor vehicle to permit any sled, toboggan or similar contrivance or thing to be attached or tied to any motor vehicle being driven by the operator; provided, that the provisions of this section shall not apply to trailers, bus trailers or pole or pipe dolly, nor to cars being towed, when the same are attached or towed in accordance with this chapter.

§ 10.04.050 Removing glass and debris after accidents.

Any party to a collision or other motor vehicle accident upon any street, alley or public place in this city shall immediately remove or cause to be removed from the street, alley or public place all glass and foreign substance resulting from the collision or accident, as well as the motor vehicle which the party was driving at the time of the collision or accident.

§ 10.04.060 Parades and processions.

A. During parades, the police may clear the streets and prohibit vehicles and pedestrians from crossing the streets.

B. No pedestrian or vehicle shall break through the line of a funeral procession.

§ 10.04.070 Method of parking.

A. Whenever any motor vehicle is parked upon any street in the city, it shall be headed as though proceeding upon the right side of the street.

B. Where parking space markings are placed on a street, in a parking lot or in a parking structure, no person shall stand or park a vehicle other than in the indicated direction, other than in a marked space and, unless the size or shape of the vehicle makes compliance impossible, other than within a single marked space.

C. Where no mode of parking is indicated by a painted stripe or other marking, any and all vehicles parked in any unmarked area shall be parked parallel with the street curb, and with the tires or wheels on the right-hand side of the vehicle within 12 inches of the curb.

D. Whenever the operator of a vehicle discovers that his or her vehicle is parked close to a building to which the Fire Department or ambulance service has been summoned, the operator shall immediately remove the vehicle from the area unless otherwise directed by police, ambulance or fire officers.

§ 10.04.075 Parking time limits.

A. 1. The lawful time allowed for parking vehicles other than motor trucks engaged in the actual loading or unloading of freight or merchandise shall, in any section of any street, be as indicated by lettering upon the face of painted signs placed at the top of standards placed along the curbline of any section of any street or by parking meters. The time limits and the indication thereof may be changed from time to time by the City Administrator. The time limits shall mean the continuous aggregate of time of all parking of any 1 vehicle within any 1 block or any blocks adjacent thereto within the daily time limits.

2. This shall not prohibit removing a vehicle from the above designated area and returning the vehicle to the area after expiration of 1 hour.

B. Time limits shall be applicable between the hours of 8:00 a.m. and 6:00 p.m. These time limits shall not apply on Sundays, New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving or Christmas.

C. It is unlawful to erase, remove or obliterate any marking that has been placed on a vehicle for the purpose of monitoring parking time limits.

§ 10.04.080 Prohibited parking; failure to pay fines and post bail.

No operator shall stand or park a vehicle and no owner shall allow a vehicle to stand or park on a street, city property, property controlled by the city or property for which the city is contracted to enforce parking regulations, when there are 3 or more unpaid parking violations of this code and the time for appearing or posting bail in Municipal Court specified on the citation(s) has passed or the time for payment of the fine has passed.

§ 10.04.085 Failure to pay; notice of hearing; order to immobilize vehicle.

A. Upon the failure of the owner or operator of a vehicle to pay unpaid bail, fines or a combination of bail or fines for 3 or more parking violation(s) under this chapter, notice of the delinquency shall be given to the registered owner of the vehicle as shown by the Department of Motor Vehicles by certified mail. The registered owner will be given 15 days from the date of the notice to either post the bail, pay the fine(s), or request a hearing before the Municipal Judge to contest the parking citation(s) received.

B. Upon failure of the registered owner to post bail, pay the fine(s), or request a hearing within 15 days, the Municipal Judge shall issue an order directing the parking control

officer or any other police officer so designated to immobilize the vehicle should the vehicle be found on a city street, city property, property controlled by the city, or property for which the city is contracted to enforce parking regulations as provided in this chapter.

§ 10.04.090 Boot installation.

A. When a driver, owner or person in charge of a vehicle is cited for violation of § 10.04.080, fails to respond to notice given as required above, and an order authorizing immobilization has been signed by the Municipal Judge, the parking officer or any police officer so designated shall:

1. Immobilize the vehicle temporarily until 11:00 a.m. of the following day by installing on or attaching to the vehicle a device designed to restrict the normal movement of the vehicle;
2. Conspicuously affix to the vehicle the written notice prescribed in division B. of this section; and
3. Unless release of the vehicle is arranged by 11:00 a.m. of the following day, remove the vehicle from the street or other public property as provided in this chapter.

B. The notice required by division A. of this section shall contain:

1. The name of the Municipal Judge ordering the temporary immobilization;
2. A description of the vehicle and its location;
3. A statement of the reason for the temporary immobilization of the vehicle, including a reference to the section of this chapter violated;
4. Where to go and how to obtain release of the vehicle;
5. The date and time when the city will have the vehicle towed and stored at the owner's expense, resulting in the sale of the vehicle to satisfy these expenses and unpaid bail and fines if the owner fails to redeem the vehicle; and
6. The statement that attempting to remove the immobilization device or removing it, or attempting to remove or removing the vehicle before it is released as authorized by this chapter, is an offense.

C. The parking restrictions of the city shall not apply to a vehicle that has been temporarily immobilized as provided in this section.

D. There shall be assessed a charge for booting a vehicle in addition to any outstanding fines or other expenses assessed against the vehicle. This fee shall be set forth by resolution. (Am. Ord. 1327, passed 5-19-2010)

§ 10.04.095 Boot removal.

A. No person other than an officer of the city may remove or attempt to remove a temporary immobilization device, or move or attempt to move the vehicle, before it is released by the Police Department or the Clerk of the Municipal Court in accordance with this section.

B. A vehicle shall be released and the temporary immobilization device removed when the owner, operator or person in charge of the vehicle either:

1. a. Posts bail and pays all fines and bail for parking citations issued against the vehicle, its operator or owner; and
b. Pays the booting charge.
2. Presents clear and convincing information to any employee of the city designated by the Municipal Judge to receive the information, that the present owner of the vehicle did not own the immobilized vehicle at the time the parking citations were issued that established the violation of § 10.04.080, or that the bail and fines for parking citations that

establish the violation of § 10.04.080 have been paid before the vehicle was temporarily immobilized.

C. The city employee designated by the Municipal Judge as provided in division B. of this section may for good cause extend the time limit the temporary immobilization device is left attached to a vehicle before it is towed and stored, provided the owner, in writing, assumes all risk of damage to the vehicle while it remains immobilized. The extension of the time limit shall not exceed an additional 24 hours, excluding Sundays and holidays.

D. In lieu of proceeding under divisions B. and C. of this section, the owner, operator or person in charge of the vehicle may request that the Municipal Judge rather than his or her designee conduct a hearing in regard to the relevant issues contained in divisions B. and C. hereof. The hearing shall be conducted in an informal manner and as promptly as the court's docket permits.(Am. Ord. 1327, passed 5-19-2010)

§ 10.04.100 Parking, storage or abandoning of vehicles on streets.

A. 1. No person, firm or corporation shall park, store or permit to be stored on a street or other public property, without the permission of the City Police Department, a vehicle or personal property therein, for a period in excess of 72 hours. The continuity of the time shall not be deemed broken by movement of the vehicle elsewhere on the block unless the movement removes the vehicle from the block where it is located before it is returned.

2. No person, firm or corporation shall abandon a vehicle upon a street or upon any other public or private property.

B. When a vehicle is found in violation of division A. of this section, the officer responsible for the enforcement of this section shall follow the procedures provided in O.R.S. Chapter 819 dealing with the custody, removal and disposal of vehicles. (Am. Ord. 1485, passed 7-18-2018)

§ 10.04.125 Penalty.

A. Violation of any provision of this chapter shall be punishable by a fine not to exceed \$500 for each violation.

B. For a second or subsequent conviction within 1 year, a person shall be punished by a fine of not more than \$750.

C. Violation of a provision identical to state statute is punishable by a fine not to exceed the penalty prescribed by the state statute.

§ 10.04.130 Public Works Director; duties.

Subject to the approval of the City Council by resolution or motion, the Public Works Director shall:

- A. Designate stop streets;
- B. Designate 1-way streets;
- C. Designate crosswalks, safety zones and traffic lanes;
- D. Designate areas in which no parking shall be permitted and areas in which the time of parking is to be limited;
- E. Direct the placing and maintenance of those traffic signs, markers and signals as may be reasonably necessary to carry the above powers into effect and for the regulation and safety of traffic;
- F. Exercise a general supervision over the administration and enforcement of all traffic ordinances; and

G. Require the pruning or trimming of trees and shrubs along streets and highways so that they will not obstruct the view for traffic; and order the removal or alteration of any signs, fences or other objects along streets and highways that are an obstruction of the view for traffic.

§ 10.04.140 Existing signs.

All official traffic signs, signals and markers existing at the time of the adoption of this chapter shall be considered official under the provisions of this chapter; provided, however, that the City Council may by resolution or motion at any time have the official traffic signs, signals or markers removed or changed, or the same may be done at the direction of the Public Works Director; and provided further, that any additional official traffic signs, signals or markers erected, installed or painted shall first be authorized by resolution or motion of the City Council or by order of the Public Works Director.

§ 10.04.145 Trucks Prohibited on Restricted Streets.

A. Streets or parts of streets in the City that are appropriately signed for no truck, local delivery only, local truck only, or with a gross vehicle weight restriction are designated as restricted streets.

B. When appropriate signs are erected on streets establishing a truck route, no person shall operate, drive or cause or permit to be operated or be driven, any truck not otherwise exempted under paragraph A of this Section, on any restricted street.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, December 5, 2018; ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, January 2, 2019, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on January 2, 2019 by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1498

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 2.20.030 AND 2.20.040, REGARDING THE PUBLIC LIBRARY

WHEREAS, Chapter 2.20 of the Canby Municipal Code established the Public Library for the City of Canby; and

WHEREAS, the Library Board and staff have proposed changes to Chapter 2.20.030 and 2.20.040 so it is current with the 2009 Cooperative Intergovernmental Agreement (IGA) between the Library District of Clackamas County and the City of Canby for Capital Contribution and current practices regarding membership and terms of office.

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

Section 1. Chapter 2.20.030 of the Canby Municipal Code is amended to read as noted. All other sections, shall remain in full force and effect as they presently appear.

§ 2.20.030 Library Board.

The Library Board shall consist of ~~5~~ **7 voting** members appointed by the City Council upon recommendation of the Board Chairperson and the City Council liaison to the Library Board. The Mayor may vote only to break a tie, if necessary. **An additional non-voting member shall be a High School Student, residing within the Canby School District boundary. In accordance with the IGA, the city shall provide fair representation of unincorporated residents equal to the share of unincorporated patrons served by the Canby Public Library. Therefore, two of the 7 voting members must reside outside the Canby city limits. The other 5 members shall be residents of the city.** ~~Not less than 3 members of the Board shall be residents of the city.~~ No member of the Library Board shall have any financial interest, either directly or indirectly, in any contracts to which the library is a party, nor shall any member receive a salary or any payment for any materials or for any services rendered the Board. Board members may be reimbursed for expenses incurred in the performance of their duties. (Am. Ord. 1137, passed 4-21-2004)

§ 2.20.040 Term of office; vacancies.

Appointees shall hold office for 4-year terms from July 1 in the year of their appointment. At the expiration of the term of a Board member, the City Council shall appoint a new member or may reappoint a member for a term of 4 years. Members shall be limited to 2 consecutive terms. **The High School Student's term shall end upon graduation.** If a vacancy occurs, the City Council shall appoint a new member to complete the unexpired term. Procedure for all appointments by the City Council shall follow § 2.20.030 above. Any Board member failing to attend 3 consecutive Board meetings without approval of the Board chairperson may be removed by the City Council and a new member appointed to complete the unexpired term. Library Board members serve at the pleasure of the City Council and are subject to removal at any time by the Council with or without cause. (Am. Ord. 1137, passed 4-21-2004; Am. Ord. 1433, passed 3-2-2016)

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, November 7, 2018 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on December 5, 2018 commencing at the hour of 7:00 PM in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

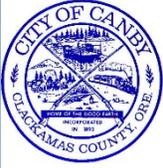
PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on December 5, 2018 by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



City of Canby

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

M E M O R A N D U M

TO: Honorable Mayor Hodson and City Council
FROM: Bret Smith, Chief of Police
DATE: December 5, 2018
THROUGH: Rick Robinson, City Administrator

Issue: Purchase fifty-six (56) new replacement Motorola Radios for the Canby Police Department. The radios are made available to the Canby Police Department by the Clackamas 800 Radio Group. The mission of the Clackamas 800 Radio Group (C800) is to own and operate an effective and cost efficient public safety voice and data communications system to benefit the public safety providers that protect the citizens of Clackamas County. C800 was formed as an ORS 190 cooperative intergovernmental agency in 2000. There are many "Partners" that encompass and govern C800. The organizational and governance format provides an effective approach to public safety communications benefiting law enforcement, fire fighters, emergency medical service providers and the public they serve through a cooperative, partner-managed, information sharing, and communication systems/operations.

Synopsis: On May 17, 2016, the tax payers of Clackamas County approved Ballot Measure 3-476 which proposed a \$58.7 million dollar bond issue to update the analog system with new digital technology. Prior to the approval of the bond, the Clackamas County emergency radio system was outdated and prone to failure. Parts to the radio system were no longer being made and the manufacturer's support ended in 2017. The bond, also referred to as the Clackamas Emergency Radio System Replacement Project was endorsed by Clackamas 800 Radio Group and Clackamas County Communication dispatch services, with the intended goal of:

1. Replacing the Clackamas County's emergency radio/data infrastructure, creating an efficient, dependable communications system that works in all parts of Clackamas County;
2. Replacing outdated analog technology with current digital technology that ensures that all parts of the system work together;
3. Maintain existing service levels while improving service in buildings, such as hospitals, schools and other public places and South County service areas; and
4. Improve reliability during major disasters.

Background: In accordance with the conditions of the bond, the City of Canby received a \$192,502.00 discount and a \$152,755.00 C800 Radio Group stipend, totally \$345,257.00. This amount has been applied to the purchase of new replacement Motorola Radios for the Canby Police Department. The total cost per radio prior to the discount and stipend was \$7,161.51, however the City of Canby will be able to purchase each radio for \$996.22; amounting to a \$6165.29 savings per radio. The balance of the radio purchase, in the amount of \$55,788.35, will be paid by the City of Canby which has budgeted for the said purchase.

Recommendation: Staff recommends that the Council adopt Ordinance 1499.

Rationale: It is in the City's best interest to purchase new replacement Motorola Radios to better serve the citizens of Canby and increase first responder and citizen safety. Clackamas County's emergency communications is managed by a consortium of public safety agencies, each of which uses and depends on the system, and each of which has an important role in protecting the community from crime, fire, medical emergencies and disasters. This project will construct a new P25 open source digital radio system, including a microwave transport system, providing equal coverage and performance to the current system while also expanding coverage and maintaining interoperability. That means more people will be served faster, making it easier for first responders to get to its citizens in time of need.

Motion: ***"I move to approve Ordinance 1499, AN ORDINANCE ESTABLISHING AUTHORIZE THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CLACKAMAS 800 RADIO GROUP FOR THE PURCHASE OF NEW REPLACEMENT MOTOROLA RADIOS FOR CANBY POLICE DEPARTMENT AND DECLARING AN EMERGENCY AND to come up for second reading on January 2, 2019.***

ORDINANCE NO. 1499

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH THE CLACKAMAS 800 RADIO GROUP FOR THE PURCHASE OF NEW REPLACEMENT MOTOROLA RADIOS FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to purchase fifty-six (56) new replacement Motorola Radios for the Canby Police Department, which is a continuation of our radio and communication update and improvement plan (Radio System Replacement Project) with Clackamas C800 Radio Group that works in coordination with Clackamas County Communication (CCOM) dispatch services that provide police service to the City of Canby and Clackamas County; and

WHEREAS, the Radio System Replacement Project made timely replacement of Clackamas County's emergency radio/data infrastructure that was out dated and prone to failure by making significant upgrades with new technologies such as computerized data entry dispatch system, updated county-wide 800mgh radio system integrated into 911 dispatch operations that ensures compatibility and interoperability into the future, improved system sustainability, enhanced radio area coverage, dispatch efficiency, reception and transmission capabilities that increase first responder and citizen safety; and

WHEREAS, on May 17, 2016, the tax payers of Clackamas County approved Ballot Measure 3-476 which proposed a \$58.7 million dollar bond issue to update the analog system with new digital technology; and

WHEREAS, in accordance with the allocation of the approved Bond Measure, funds to upgrade the C800 Radio system have been designated to the City of Canby and the City of Canby has received a \$192,502.00 discount and a \$152,755.00 C800 Radio Group stipend, totally \$345,257.00 that will be used toward the purchase of new replacement Motorola Radios for the Canby Police Department; and

WHEREAS, the purchase balance of the Motorola Radio, in the amount of \$55,788.35, will be paid by the City of Canby which has budgeted for said purchase; and

WHEREAS, Clackamas 800 Radio Group is able to provide fifty-six (56) new replacement Motorola Radios to the City of Canby Police Department for the total sum of \$55,788.35; and

WHEREAS, the City Council finds it in the City's best interest to purchase new replacement Motorola Radios for the Canby Police Department to better serve the citizens of Canby and increase first responder and citizen safety; and

WHEREAS, the City Council finds that in order to proceed in accomplishing the above, the City Council must adopt an Ordinance authorizing payment to Clackamas 800 Radio Group to acquire the Motorola Radios.

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

Section 1. The Mayor and City Council hereby authorize the City Administrator to execute a contract with Clackamas 800 Radio Group to purchase fifty-six (56) new replacement Motorola Radios, for the total purchase price of \$55,788.35.

Section 2. In so much as police communication is essential for the safety and welfare to police officers and to the citizens and to better serve the citizens of Canby, Oregon, an emergency is declared to provide the Police Department with these Motorola Radios without further delay 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, December 5, 2018 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on January 2, 2019 commencing at the hour of 7:00 PM in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on January 2, 2019 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



**City of Canby Bi-Monthly Report
Department: Administration
For Months of: September & October 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: November 7, 2018

1. Business Licenses:

Sixty-seven new business licenses were issued during the months of September & October 2018. This compares to 40 new licenses issued during September & October 2017. Thirty-three business licenses were inactivated during the months of September & October 2018. This compares to 33 inactivated during the same period in 2017. Two hundred-thirty five business license renewals were sent out, compared to 217 in 2017. The total number businesses licensed with the City of Canby is 1,513 (1,437 this time in 2017) of which 678 have Canby addresses (676 this time last year).

2. Cemetery:

- Total property purchases recorded: September - 5, October - 3
- Total interments recorded: September - 6, October - 9

3. Public Records Requests:

- Five Public Records Requests were processed during September & October.

4. Training/Meetings:

- Kim Scheafer attended the OAMR Annual Conference
- Erin Burckhard attended the Caselle user group quarterly meeting

5. Special Animal Permits:

- No special animal permits were issued in September & October.

6. Sidewalk/Park Vending Permit:

- No Sidewalk/Park Vending Permits were issued in September & October.

7. Liquor Licenses Processed:

- One new liquor license was issued in September & October.



City of Canby Bi-Monthly Report
 Department: Court
 September and October 2018

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

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	September	October
Misdemeanors		
Offenses Filed	29	28
Cases Filed	18	24
Warrants Issued	2	15
Misdemeanor Case Detail		
Diversion	10	4
Offenses Dismissed	22	17
Offenses Sentenced	16	16
Traffic & Other Violations		
Offenses Filed	260	250
Cases/Citations Filed	184	188
Parking Citations Filed	8	3
Traffic & Other Violations Case Detail		
Diversion	21	15
Dismissal (Fix It Tickets)	61	50
Sentenced by Judge	91	146
Handled by Violations Bureau	82	123
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	1
Jury	0	1
Traffic Trial	3	10
Defendant Accounts referred to Collections	\$63,823.28	\$31,824.38
Fines & Surcharges Collected	\$54,413.58	\$57,917.88

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.

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 September and October 2018*
Economic Development Updates:

The following projects are funded through Urban Renewal.

Business Recruitment and Retention:

Project Shakespeare held a pre-application meeting on Wednesday, September 18th. Project Shakespeare is looking to bring approximately 530,000 square feet of warehouse, distribution, and office space to the Canby Pioneer Industrial Park. As part of the application process, the project was required to hold a neighborhood meeting. The Project Shakespeare team held its neighborhood meeting on Wednesday, October 10th at the Adult Center. Representatives from Tramel Crow offered insight on the project, VLMK spoke to the design of the proposed building, and DKS presented on the traffic study which was underway. Approximately 25 people attended the meeting. The group was engaged and offered questions, issues, and solutions. Tramel Crow hopes to submit a Design Review application for Project Shakespeare to the City of Canby in the beginning of November.

The City of Canby held a pre-application meeting for Tramel Crow on the **Gardeners and Ranchers Site**, located at 242 S Sequoia Parkway, on September 25th. The developer is currently in due diligence for a speculative building. The pre-app meeting outlined guidelines on driveway requirements, sidewalks and street trees, outdoor storage/screening, among other items. It was not immediately known when the City would be receiving their Design Review application.

JVNW, a long standing Canby business, was recently sold to **ICC-NW**. The city met with the new owner in late September to discuss the transition. ICC-NW will remain in the former JVNW location at 390 S Redwood Street, as well as retain the JVNW employees. ICC-NW will also be looking to expand its employee base with highly skilled workers.

Canby Tourism Plan:

Over the summer, the City of Canby applied for a Travel Oregon Small Competitive Grant for \$13,500 to fund the first Canby Tourism Plan. On Wednesday, October 17th, Travel Oregon contacted the city to announce it was awarded the money for the Canby Tourism Plan. The city will create and distribute a Request for Proposals (RFP) to consultants who have a proven track record with creating plans that serve as roadmaps for communities. The process will include small group interviews, best practices, and assessing the attractions, events, and businesses that help to attract and retain customers in Canby. Tourism is an economic driver, particularly for small businesses in Canby. The city hopes to have a consultant chosen in January 2019.

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 16th, 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 3rd 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

Parking Task Force:

On Wednesday, October 17th, the City of Canby held a parking task force meeting with downtown property owners, business owners, the Code Enforcement Officer, and additional city employees to identify gaps and issues with downtown parking. The recommendations from this meeting will be taken to City Council in early 2019.

Dahlia Mural:

Hanlon Development approached the City of Canby about adding a mural to the former police building – a building that was purchased from the City by Hanlon in 2016. Hanlon Development applied to the City’s Mural Program. A Mural Committee reviewed the design on Wednesday, September 5th at 4:00pm and included the Arts and Culture Advisory Council, Design Committee, Chamber of Commerce Director, and City Staff. The Mural committee unanimously approved the proposed mural and a public meeting was held on Tuesday, September 18th. Businesses within 200 feet of the proposed mural were invited to attend the public meeting to discuss any thoughts or issues with the mural. No one from the public attended the meeting. Hanlon Development constructed the mural in the following weeks.

TO: *Honorable Mayor Hodson and City Council*
FROM: *Calvin LeSueur, Economic Development and Tourism Coordinator*
THROUGH: *Rick Robinson, City Administrator*

RE: *CITY COUNCIL BI-MONTHLY REPORT*

Canby Business Updates

The following projects are funded through Urban Renewal.

Promotion

- **Canby’s Spooktacular Village** – On Wednesday, October 31st, the City coordinated downtown Halloween festivities. This effort helps connecting Canby citizens with the downtown businesses through face-to-face interactions and community fun. The Canby Fire District and Canby Police Department assisted the City in passing out candy to trick-or-treaters on the corner of 2nd Avenue and N Holly Street. Additionally, Hotrod Dreamworks and Canby Kiwanis attended as a Trunk-or-Treat participants as they do not have a downtown presence, but see the value of participating at this event.



- **Canby Business First Friday’s** – On September 7 and October 5, the Economic Development and Tourism Coordinator organized First Friday events to promote specials and events inside various Canby Businesses throughout Canby. Notable events included first-time participants Christina Gutierrez Farmers Insurance (Emergency Preparedness Demo ft. Canby Fire) and La Conasuper Meat Market’s promotion which brought in several new clients. For October, a new flyer design was developed to refresh the marketing approach. September’s First Friday also included a “Family Fair” in Wait Park with tables and information from community services organizations, such as Todos Juntos, Canby Education Foundation and the Canby Public Library.



- **Travel Oregon Bike Friendly Business Program** – The City’s Economic Development and Tourism Coordinator has conducted outreach and provided information to 7 local businesses on the Travel Oregon Bike Friendly Business Program. Follow-up is ongoing, and so far one local business (Gwynn’s Coffeehouse) has qualified and received credentials from Travel Oregon.



- **Light Up the Night** – Planning is underway for Canby’s big holiday celebration and parade in Wait Park. Coordination with the Public Works and Parks Department is happening to ensure a memorable event. This year’s celebration will occur on Friday, December 7th at 6pm.

Organization

- **Oregon “Main Street on the Move” Day in Albany and Main Street Awards** – Oregon Main Street hosted a visit to Downtown Albany, OR on October 3 to see what Main Street efforts have happened there. Participants were inspired to take action in their own downtowns and were able to network with folks to hear lessons learned and best practices. The 2018 Excellence in Downtown Revitalization Awards followed, honoring the projects, people, and activities representing the best in downtown improvements across the State. “Parklettes” are a compelling concept that may be workable in downtown Canby.
- **Heritage and Landmark Commission (HLC): Request for Proposals for Comprehensive Preservation Plan** – The department provided logistical and technical support to the HLC to create, post and distribute a request for proposals for a city wide preservation plan. The preservation plan will be used to create the roadmap for future projects, grant proposals, and events in Canby.

Economic Vitality

- **Community Visioning Forum** – Hanlon Development sponsored and hosted a community visioning forum at the Canby Civic Block (Dahlia Building) on Monday, October 22 from 5-7pm. The event was a collaboration between this department, Hanlon Development, the Chamber of Commerce, and small business leaders. Approximately 70 people attended to voice their opinion on “what does Canby need?” which helped to refine the recruitment efforts for the vacant retail spaces in Canby.



Tourism

- **Clackamas County Water Based Tourism Strategic Plan - Oregon's Mt Hood Territory** has completed a full evaluation of Clackamas County water recreation assets. The information was presented at Wilsonville City Hall on October 12. This department is exploring the recommendations of the study and has agreed to serve on the steering committee for the Willamette Water Trail [rural tourism studio](#) the Willamette Valley Visitors Association (WVVA) would like to have in fall 2019.

Design

Clackamas County Economic Development Drone Footage– Clackamas County’s Sam Dicke came to Canby on 2 clear days in early autumn to capture footage of downtown Canby including 1st Ave, 2nd Ave, Wait Park, the new “Dahlia” mural. The footage is being turned into a short promotional video for Canby, in a format appropriate for social media.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Julie Blums, Finance Director
Through: Rick Robinson, City Administrator
Covering: September & October 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 **Comprehensive Annual Financial Report** (CAFR) was drafted and provided to the auditors this period. They spent two days on site and are continuing their review remotely. The goal is to have the final document issued before Thanksgiving.
- Finance is working with departments to find ways to **streamline purchasing activities**, especially locally, with expanded use of purchasing cards rather than open charge accounts. Additional process change and better systems for utilizing state bid contracts will be developed throughout the year as training is completed.
- There has been an uptick in **utility account set-ups** as new construction is completed.
- The first **Transient Room Tax** filings were received. The League of Oregon Cities is working with AirBNB to assist the company in complying with local lodging tax laws.
- Set-up and testing of the new **electronic leave requests** system is complete. Formal roll out will happen early November.

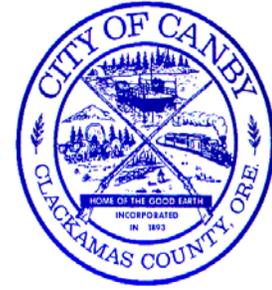
Finance staff participated in the following meetings, trainings and events this period:

- Caselle User Group Meeting
- OGFOA Fall Conference (Salem)
- Caselle webinars
- OrCPP Link - Price Agreement Roll-Out Meeting - Cardlock Fuel State Contracts
- DAS PS - Government to Government Purchasing & Resource Sharing - general overview of Oregon's Public Procurement Code
- QRF Showcase and Fall Procurement Forum - Sustainable purchasing & QRF contracting & programs
- DAS PS - Using Statewide Price Agreements

Statistics for FY 2018-2019:

	<u>July- Aug</u>	<u>Sept - Oct</u>	<u>Nov - Dec</u>	<u>Jan - Feb</u>	<u>Mar - Apr</u>	<u>May - June</u>
Accounts Payable						
Invoices:	623	632				
Invoice entries:	1002	1108				
Encumbrances:	36	9				
Manual checks:	4	7				
Total checks:	367	375				
Payroll						
Timesheets processed:	650	490				
Total checks and vouchers:	696	547				
New hires/separations:	5/4	5/2				
Transit Tax Collection						
Forms sent:	29	765				
Penalty & Int. notices sent:	12	10				
Pre-collection notices sent:	1	134				
Accounts sent to collections:	2	55				
Accounts opened/closed:	32/35	53/35				
Returns posted:	792	674				
Utility Billing						
Bills sent:	9653	9704				
Counter payments:	213	209				
Accounts opened and closed:	136	130				
Lien payoffs:	4	2				
Lien payoff inquiries:	55	51				
Collection notices sent:	0	15				
Accounts sent to collections	8	0				
General Ledger						
Total Journal entries:	436	265				
Cash Receipts Processed						
Finance:	1196	1046				
Utility:	412	361				

**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: 11-7-18

Information

	September 2017	September 2018	October 2017	October 2018	Circulation Statistics	September 2017	September 2018	October 2017	October 2018
Reference	553	629	516	749	Total Registered Borrowers*	12,314	11,842	10,572	10,216
Operational	345	461	331	652	New Library Cards	127	94	123	116
Computer Help	158	191	178	207	Number of Materials Owned	59,687	58,869	59,691	58,975
Reader's Advisory	23	30	8	20	Circulation	22,687	23,144	23,937	23,388
Computer Passes	68	64	93	116	Materials Added	964	691	858	668
Job/resume Help	1	1	4	0	Holdings Placed	5,681	5,476	5,905	5,601
E-Book Help	15	14	18	13	Self-Check	63.4%	67.8%	65.2%	67.5%
Help In Spanish	36	34	54	34	Public Internet Sessions	1,305	1,682	1,493	1,822
Email Questions	12	17	15	17	Facebook Likes	782	932	787	949
People Counter	10,366	9,387	11,707	12,293	Volunteer Hours	209	192	227	207
					Lilac, Iris & Magnolia Room Use	57	79	51	119

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)

*LINCC purges expired accounts in October of each year

Programming

	Adult Programs	Adult Attendance	# Teen Programs	Teen Attendance	# Children's Programs	Children Attendance	# Family Programs**
September 2017	22	365	1	15	15	238	12
September 2018	19	302	4	49	11	210	17
October 2017	24	1052	1	34	18	903	11
October 2018	24	679	10	104	13	882	10

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

Library Operations:

- The library completed its community wide survey. The survey ran from August 20th through September 21st. 523 people responded to the survey. Results are posted on the city's webpage.
- The library also completed its annual report for FY 17-18. It can also be found on the city and library's website.
- The library now has mobile print! Anyone can send items they need printed to the library's printer from their home or mobile device. Jobs stay in the queue for 24 hours. Those interested need to download the "PrinterOn" app.
- Library of Things - The Clackamas County Sustainability and Solid Waste department is providing seed money for these collections. Nine libraries, including Canby, will be receiving grant money for this project. Library of Things are non-traditional items that can be checked out from the library. Some libraries incorporated items such as microscopes, musical instruments, metal detectors, cake pans, and much more into their collections.
- On October 1st, LINCC performed their annual purge of inactive library cards. Canby lost 1,626 users. Our current number of borrowers is now 10,216.
- The Library Board approved a request to lower the minimum required age to get a library card without a parent's signature from 18 to 14.
- The Oregon Public Library Association is releasing a revision to Oregon Public Library Standards. These standards will incorporate an easier way to measure a library's performance.
- The library welcomes three new on-calls: Bryan Jimenez, Jenny Storey, and Grey Traynor.

Facilities/IT:

- The Friends of the Library paid for a custom made laptop bar in the teen room. The counter has multiple outlets for teens to plug in their devices. Thank you Friends!!
- The Friends also provided funding the wording on the window of the teen room. The words are in English and Spanish. Canby Sign and Graphics installed the lettering.
- We would like to thank Public Works for painting the teen room and study rooms. Having color on the walls added the much needed warmth to the rooms.
- We also had Canby Sign and Graphics install the words "Welcome and Bienvenido" on one of our windows in front of the library. Library staff are working very hard to make everyone feel welcome in our library.
- We recently experience leaks from the roof that were occurring in front of the Information Desk. Thanks again to Public Works for responding so quickly to the issue.

Library District Advisory Committee (LDAC):

- Greg Williams, Clackamas County's Deputy Director of Business and Community Development, presented to City Council changes to the IGA that were needed to go forward with the settlement agreement between the City of Gladstone and the County. Two-thirds of the cities needed to approve the amendment. The CPL library board advised City Council to not approve the change. The board's position was that the county should have paid Gladstone the noted \$350,000 in a monetary settlement. The board felt that in the long run, the cost of running a Gladstone library would far exceed this amount and be costly to taxpayers. Canby was the only city to not approve the changes. The library board thanked City Council for their engagement in the issue.

- The library board has asked to increase the number of voting board members to seven and reserve two new positions for unincorporated residents. Irene will present their recommendation to City Council. The board also asked to have a high school student representative on the board in an advisory capacity. This position will offer a new perspective on the needs of our younger patrons.

Partnerships:

- The Superintendent of the Canby School District, Trip Goodall, is working with his staff and the library to try to get public library cards in the hands of all students. The library prepared a packet that included a revised student library card application, letter to teachers, letter to parents and a PowerPoint presentation teachers can present to their class.
- The library is partnering with Clackamas Parenting Together on their 10-week “Incredible Infants” program. Parents bring their babies to learn and discuss various parenting topics such as developmental milestones and nutrition.

Staff Training:

- LINCC libraries were closed on Monday, October 8th for all staff training. Canby staff toured the Canby Adult Center and then headed down to Salem for a tour of the State Library that included departments such as the Talking Book and Braille Library, library support staff (many staff only knew through emails), and their archives. Staff later had a tour of the state capitol building.

Programming/Outreach:

- The library participated in the City’s Halloween event. We gave out 654 books that were purchased through the Friends and the Ready to Read Grant. Over 1,000 people came through the doors in the three hour event.
- We are expanding our teen programs to include Monday, Thursday and Saturday events in addition to our Wednesday night programs. Each time a teen event is scheduled, more and more kids are attending.
- The Maker Space continues to be a success. The Canby Eagles Avionics Club had their first meeting after their summer flight camp, and two sessions were held for the Hour of Code.
- The library participated in the First Friday Family Fair in Wait Park in September.
- The library is partnering with Todos Juntos in giving out “Welcome Babies” packets to new moms. Todos Juntos will also present a 10-week class on digital photography and interpersonal issues for middle-schoolers beginning November 29 in the teen room.

Friends of the Library:

- In September, the Friends Book Garden brought in \$971.25.
- October sales were \$964.20

Volunteers:

- We did not have a volunteer of the Month for September. Volunteer of the Month for October was Diana Potter. Diana does the picklist on Wednesday mornings, and filled in on Saturdays until we could find a permanent volunteer for that shift.

Library Artwork:

- The paintings on display at the library are by Linda Blue – Art from the Heart

Sep-18		Friends Sponsored Yes/No	ATTENDANCE			TYPE OF PROGRAM			
Date	Adults		Teen	Children	Adult	Teen	Children's	Family	
CHILDREN									
Storytimes									
Songs and Sillies Storytime (ages 2-6)	9/10/2018	yes	12	0	15	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	9/17/2018	yes	16	0	21	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	9/24/2018	yes	7	0	7	0	0	1	0
Book Babies Storytime (ages 0-2)	9/5/2018	yes	6	0	8	0	0	1	0
Book Babies Storytime (ages 0-2)	9/12/2018	yes	11	0	13	0	0	1	0
Book Babies Storytime (ages 0-2)	9/19/2018	yes	8	0	9	0	0	1	0
book Babies Storytime (ages 0-2)	9/26/2018	yes	10	0	12	0	0	1	0
Friday Storytime	9/7/2018	yes	4	0	4	0	0	1	0
Friday Storytime	9/14/2018	yes	4	0	4	0	0	1	0
Friday Storytime	9/21/2018	yes	7	0	10	0	0	1	0
Friday Storytime	9/28/2018	yes	10	0	14	0	0	1	0
TOTAL			95	0	117	0	0	11	0
Hispanic Outreach									
Spanish Storytime (for the whole family)	9/1/2018	yes	3	0	6	0	0	0	1
Spanish Storytime (for the whole family)	9/8/2019	yes	1	0	3	0	0	0	1
Spanish Storytime (for the whole family)	9/15/2018	yes	6	0	11	0	0	0	1
Spanish Storytime (for the whole family)	9/22/2018	yes	3	0	7	0	0	0	1
Spanish Storytime (for the whole family)	9/29/2018	yes	2	0	4	0	0	0	1
Nuestros Abuelos	9/4/2018	yes	1	0	0	1	0	0	1
Intercambio	9/1/2018	no	0	0	0	1	0	0	1
Intercambio	9/8/2019	no	1	0	0	1	0	0	1
Citizenship class	9/6/2018	yes	5	0	0	1	0	0	1
Citizenship class	9/13/2018	yes	6	0	0	1	0	0	1
Citizenship class	9/20/2018	yes	6	0	0	1	0	0	1
Citizenship class	9/27/2017	yes	7	0	0	1	0	0	1
TOTAL			41	0	31	7	0	0	12
Teens									
Ping Pong Night	9/5/2018	yes	0	10	0	0	1	0	0
Maker Night	9/12/2018	yes	0	8	0	0	1	0	0
Anime Movie Night	9/19/2018	yes	0	14	0	0	1	0	0
Nintendo /Wii	9/26/2018	yes	0	17	0	0	1	0	0
TOTAL			0	49	0	0	4	0	0
FAMILY									
Legos at the Library	9/5/2018	no	4	0	12	0	0	0	1
S.T.E.A.M. Night	9/13/2018	yes	4	0	9	0	0	0	1
Family Evening/ Mad Science	9/27/2018	yes	14	0	24	0	0	0	1
Celebrate National Comic Book Day	9/25/2018	no	20	0	17	0	0	0	1
Music in the Stacks									
Inka Jam	9/15/2018	yes	31	0	0	0	0	0	1
TOTAL			73	0	62	0	0	0	5
ADULT									
General Programs									
Climate Crisis	9/4/2018	no	21	0	0	1	0	0	0
Tuesday Craft	9/18/2018	yes	20	0	0	1	0	0	0
Tuesday Craft	9/25/2018	yes	22	0	0	1	0	0	0
Exploring retirement options	9/19/2018	no	3	0	0	1	0	0	0
Federal Communications Commission	9/20/2018	no	1	0	0	1	0	0	0
Book Clubs									
History Book Group	9/26/2018	no	4	0	0	1	0	0	0
Book Group -	9/20/2018	no	9	0	0	1	0	0	0
Instruction Classes									
E-Reader Help	ongoing	no		0	0	1	0	0	0
Knitting and Crocheting	9/6/2018	no	4	0	0	1	0	0	0
Knitting and Crocheting	9/13/2018	no	2	0	0	1	0	0	0
Knitting and Crocheting	9/20/2018	no	4	0	0	1	0	0	0
Knitting and Crocheting	9/27/2018	no	3	0	0	1	0	0	0
TOTAL			93	0	0	12	0	0	0
Library Tours									
Knight 4th graders	9/25/2018	no	2	0	23	0	0	1	0
Knight 4th graders	9/27/2018	no	2	0	21	0	0	1	0
TOTAL									
TOTAL ALL PROGRAMS			302	49	210	19	4	11	17
Outreach - Not in the library									
Welcoming Babies Packet (Trough Todos Juntos - One in Spanish)			1	0	1	0	0	0	1
First Friday Family Fair/Wait Park	9/7/2018	no	4	0	1	0	0	0	1

Oct-18	Date	Friends Sponsored Yes/No	ATTENDANCE			TYPE OF PROGRAM			
			Adults	Teen	Children	Adult	Teen	Children's	Family
CHILDREN									
Storytimes									
Songs and Sillies Storytime (ages 2-6)	10/1/2018	yes	7	0	10	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	10/15/2018	yes	8	0	10	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	10/22/2018	yes	10	0	12	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	10/29/2018	yes	5	0	7	0	0	1	0
Book Babies Storytime (ages 0-2)	10/3/2018	yes	8	0	8	0	0	1	0
Book Babies Storytime (ages 0-2)	10/10/2018	yes	6	0	5	0	0	1	0
Book Babies Storytime (ages 0-2)	10/17/2018	yes	5	0	5	0	0	1	0
Book Babies Storytime (ages 0-2)	10/24/2018	yes	7	0	9	0	0	1	0
book Babies Storytime (ages 0-2)	10/31/2018	yes	3	0	5	0	0	1	0
Friday Storytime	10/5/2018	yes	3	0	4	0	0	1	0
Friday Storytime	10/12/2018	yes	4	0	4	0	0	1	0
Friday Storytime	10/19/2018	yes	12	0	20	0	0	1	0
Friday Storytime	10/26/2018	yes	14	0	9	0	0	1	0
TOTAL			92	0	108	0	0	13	0
Hispanic Outreach									
Spanish Storytime (for the whole family)	10/6/2018	yes	4	0	10	0	0	0	1
Spanish Storytime (for the whole family)	10/13/2018	yes	2	0	3	0	0	0	1
Spanish Storytime (for the whole family)	10/20/2018	yes	1	0	2	0	0	0	1
Spanish Storytime (for the whole family)	10/27/2018	yes	7	0	11	0	0	0	1
Nuestros Abuelos	10/2/2018	yes	1	0	0	1	0	0	0
Nuestros Abuelos	10/9/2018	yes	0	0	0	1	0	0	0
Nuestros Abuelos	10/16/2018	yes	1	0	0	1	0	0	0
Nuestros Abuelos	10/23/2018	yes	1	0	0	1	0	0	0
Nuestros Abuelos	10/30/2018	yes	5	0	0	1	0	0	0
Intercambio	10/6/2018	No	1	0	0	1	0	0	0
Intercambio	10/20/2018	No	3	0	0	1	0	0	0
Intercambio	10/27/2018	No	4	0	0	1	0	0	0
Citizenship class	10/4/2018	yes	5	0	0	1	0	0	0
Citizenship class	10/11/2018	yes	7	0	0	1	0	0	0
Citizenship class	10/18/2018	yes	3	0	0	1	0	0	0
Citizenship class	10/25/2018	yes	4	0	0	1	0	0	0
Hispanic Heritage Month	10/6/2018	Yes	1	0	2	0	0	0	1
TOTAL			50	0	28	12	0	0	5
TEENS									
Game Night unplugged	10/3/2018	yes	0	11	0	0	1	0	0
Move Snark	10/6/2018	yes	0	9	0	0	1	0	0
Anime Movie Night	10/10/2018	yes	0	13	0	0	1	0	0
Karaoke Night	10/17/2018	yes	0	14	0	0	1	0	0
Art Sherpa	10/20/2018	yes	0	2	0	0	1	0	0
Wii Night	10/24/2018	yes	0	10	0	0	1	0	0
Teen Halloween	10/31/2018	yes	0	21	0	0	1	0	0
MAKER SPACE PROGRAMS									
Canby Eagles Avionics	10/9/2018	No	0	2	0	0	1	0	0
Hour of Code	10/9/2018	No	0	12	0	0	1	0	0
Hour of Code	10/23/2018	No	0	10	0	0	1	0	0
TOTAL			0	104	0	0	10	0	0
FAMILY									
Legos at the Library	10/3/2018	no	7	0	15	0	0	0	1
S.T.E.A.M. Night	10/11/2018	yes	2	0	5	0	0	0	1
Family Evening Pumpkin Painting	10/25/2018	yes	30	0	72	0	0	0	1
Halloween crafts and book giveaway	10/31/2018	yes	300	0	654	0	0	0	1
TOTAL			339	0	746	0	0	0	4
Music in the Stacks									
Hops and Honey Goodtime Band	10/13/2018	yes	33	0	0	0	0	0	1
TOTAL			33	0	0	0	0	0	1
ADULT									
General Programs									
Feltd Acorns	10/2/2018	yes	26	0	0	1	0	0	0
Confessions of a horseshoer	10/9/2018	no	28	0	0	1	0	0	0
Button Flower Bouquet	10/16/2018	yes	25	0	0	1	0	0	0
Ukulele 101	10/17/2018	yes	36	0	0	1	0	0	0
Fall banner craft	10/30/2018	yes	20	0	0	1	0	0	0
Book Clubs									
History Book Group	10/18/2018	no	4	0	0	1	0	0	0
Book Group -	10/18/2018	no	9	0	0	1	0	0	0
Instruction Classes									
E-Reader Help	10/11/2018	no		0	0	1	0	0	0
Knitting and Crocheting	10/4/2018	no	3	0	0	1	0	0	0
Knitting and Crocheting	10/11/2018	no	7	0	0	1	0	0	0
Knitting and Crocheting	10/18/2018	no	5	0	0	1	0	0	0
Knitting and Crocheting	10/25/2018	no	2	0	0	1	0	0	0
TOTAL			165	0	0	12	0	0	0
Library Tours									
TOTAL									
TOTAL ALL PROGRAMS									
			679	104	882	24	10	13	10
Outreach - Not in the library									
Welcoming Babies Packet (Trough Todos Juntos- Tw	10/10/2018	no	3	0	3	0	0	0	0
ESL class	10/10/2018	no	17	8	10	1	0	0	1



PLANNING & DEVELOPMENT SERVICES
SEPTEMBER-OCTOBER BI-MONTHLY REPORT

TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *November 9, 2018*
THROUGH: *Rick Robinson, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of September-October, 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.** We heard from the City’s contract firm that came on board this period that evaluation of applicable standards have changed on how much change in roadbed elevation is allowed within the first 30’ on either side of the rail tracks. Some of the street sections on either side of Elm, Grant, and Ivy that previously complied with the previous 6” elevation change allowed no longer comply with the 3” inch maximum elevation change. It is not certain how that might affect our application as it appears we will propose to keep the road elevations the same in our submittal at this time. New players are at the table as well. Immediate Opportunity Fund grant has been approved to assist with the project funding. Tentative date to give the RR and ODOT the new 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.** The new revised IGA to reflect the County’s new authority on project is now set. A timeline for actual 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

5. Land Use Applications Submitted September 1 – October 31, 2018:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
ANN 18-05 ZC 18-06	Stafford Development	N Holly DCP Annexation/Zone Change	102 NE Territorial, 2146 N Holly St, 2058 N Holly
ANN 18-04 ZC 18-05	Bryan, Lisa & Cindy Swelland	N Redwood DCP Annexation/Zone Change	1268 N Redwood St
DR 18-07 CUP 18-06	Active Water Sports	New Retail Sales & Boat Storage Facility	1907 SE 1st Ave
CUP 18-05	Trisha Kinney	CrossFit Gym in Flex Space in M-1 Light Industrial Zone	138 S Hazel Dell Way
DR 18-08	Lil Stinky Environmental	Office/Off-site Service Facility	1793 SE 1st Ave
DR 18-09	Ento Park	Alpha Scents Insect Trap Manufacturer	360 S Sequoia Parkway

Land Use Applications Submitted -- Continued

CITY FILE #	APPLICANT	PROJECT	ADDRESS
FP 18-10	Pat Sisul/Ralph Netter	Faist 9 Subdivision Final Plat	SE 13th Ave
FP 18-09	Pat Sisul/Canby High School	Cougar Run Subdivision Plat	South of Baker Prairie Middle School
FP 18-08	Jason Bristol Chris Fishborne	Property Line Adjustment Survey (LLA 18-01)	661 NW 4th Ave
LLA 18-02	Riverside Park Tucker Mayberry	Lot Line Adjustment	1901 S Ivy St

6. PRE-APPLICATION CONFERENCE(S) HELD:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRA 18-14	Icon Construction/Rick Givens	40 - 41 lot subdivision	1467 N Pine St
PRA 18-13	VLMK/Trammel Crow Project Shakespeare	New 531,148 SF Warehouse & Distribution Facility	SE 1 st Ave at S Walnut St

8. PRE-CONSTRUCTION CONFERENCE(S) HELD:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRC 18-09	Stafford Development	Beck-Pond Subdivision	1555 S Fir St
PRC 18-08	WVCC	New Fitness Center & Pool	900 Country Club Pl

9. PLANNING COMMISSION MEETING ITEMS REVIEWED:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
CUP 18-04 PUD 18-02	Marquis Hope Village	Marquis Assisted Living and Post Hospital Care Facility Expansion	1577 S Ivy St
SUB 18-03	Allen Manual Ed Netter Construction	Subdivision to consist of 6 common-wall single family residential homes	480 S Pine St
ANN 18-03 ZC 18-03	ICON Construction Rick Givens	N Pine Annexation/Zone Change & Development Agreement 9.41 acres	Between N Pine St and N Oak St at NE 15th and NE 16th Avenues
ANN 18-02 ZC 18-02	Frank & Kathleen Cutsforth	Annexation/Zone Change 9.55 ac NE Territorial	2265 & 2285 NE Territorial Road
DR 18-03 CUP 18-03 PUD 18-01 SUB 18-02	Butch Busse	Develop Site with 38 Townhomes	1300 S Ivy
ZC 18-04	Butch Busse	Zone Change R-1 to CR Commercial-Residential	1300 S Ivy St

10. SITE PLANS SUBMITTED FOR ZONING CONFORMANCE AND AUTHORIZATION FOR RELEASE OF COUNTY BUILDING PERMIT SEPTEMBER 1 – OCTOBER 31, 2018:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 18-171	Wesley F. Permenter	2 ft. arbor added to 6 ft. fence	1394 SE 11th Loop
SP 18-170	Owens Pump/OCI Reimers	Tenant Improvement	137 S Hazel Dell Way #106
SP 18-169	Cascade West/OCI Reimers	Tenant Improvement	138 S Hazel Dell Way #109
SP 18-168	Jon Fox - White River Homes	SFR	562 N Knights Bridge Rd
SP 18-167	Peter Hostetler	Revised site plan for WVCC Pool Building	900 Country Club Place
SP 18-166	Richard Risley	City Sewer Connection (Extraterritorial)	1751 N Redwood St
SP 18-165	Jason Bristol	Duplex (2 SFR)	NW 3rd & 4th Ave
SP 18-164	Holt Homes	SFR	2136 SE 11th Pl, Timber Park, Lot 38
SP 18-163	Jason Bristol	Construction & Erosion for Tievoli Apartments	203 SW 3rd Ave (behind)
SP 18-162	Josh Vera	Addition of sheathing to existing dwelling	1480 n Holly St
SP 18-161	Darn Haynes	Addition/Remodel	1057 S Pine St
SP 18-160	Stonecreek Development	SFR	2178 SE 19th Ave, TP Lot 100
SP 18-159	Stonecreek Development	SFR	2180 SE 10th Ave, TP Lot 101
SP 18-158	Tyler Dodge	Remodel & updating to 5-plex (Historic Home)	William Knight House 525 SW 5th Ave
SP 18-157	Stonecreek Development	SFR	2254 SE 10th Ave, TP Lot 104
SP 18-156	Darren Monen	Construction of a 36' x 72' building for construction classes at high school	721 SW 4th St
SP 18-155	WVCC	Build Fitness Center, Pool New parking	900 Country Club Place
SP 18-154	OCI Reimers	Granite Transformations Interior Remodel	138 S Hazel Dell Way, Unit 114
SP 18-153	OCI Reimers	CBD Derive Interior Remodel	138 S Hazel Dell Way, Unit 110
SP 18-152	Bradlee Hersey	SFR	125 SW 8th Ave
SP 18-151	Above All Fences, Decks	Replace two decks on apartment building	341 SE 2nd Ave

SP 18-150	Bryant Booth	SFR	1270 N Elm St, Northwoods Lot 47
SP 18-149	Valley Residential	SFR	1111 SE 3rd Ave, Pine Crossing MHP #3
SP 18-148	Holt Homes	SFR	2150 SE 11th Ave, Timber Park, Lot 67
SP 18-147	Anderson Pool Works	Pool Installation	900 Country Club Place
SP 18-146	Erin Lile	Existing covered deck	1015 NW 2nd Avenue
SP 18-145	Duane Christensen	20 x 40 shed	775 NW Baker Dr
SP 18-144	Holt Homes	SFR	2138 SE 11th Ave, Timber Park, Lot 68
SP 18-143	Ed Netter	SFR	1934 SE 11th Ave
SP 18-142	Ed Netter	SFR	1926 SE 11h Pl, Faist 8, Lot 37
SP 18-141	Savage Construction	MH Porch	1655 S Elm St, Lot 15 Village on the Lochs MH Park
SP 18-140	Savage Construction	MH Porch	1655 S Elm St, Lot 14 Village on the Lochs MH Park
SP 18-139	Savage Construction	MH Porch	1655 S Elm St, Lot 13 Village on the Lochs MH Park
SP 18-138	Michael Stouder	Interior remodel	739 NE 10th Ave
SP 18-137	Savage Construction	MH Porch	1655 S Elm St, Lot 12 Village on the Lochs MH Park
SP 18-136	Savage Construction	MH Porch	1655 S Elm St, Lot 11 Village on the Lochs MH Park
SP 18-135	Savage Construction	MH Porch	1655 S Elm St, Lot 10 Village on the Lochs MH Park
SP 18-134	Savage Construction	MH Porch	1655 S Elm St, Lot 9 Village on the Lochs MH Park
SP 18-133	Clark Products	12,000 SF Clark Products Warehouse	142 S Hazel Dell Way
SP 18-132	Stonecreek Development	SFR	1021 S Willow St Timber Park, Lot 55

11. SIGN PERMITS SUBMITTED FOR REVIEW AND AUTHORIZATION FOR RELEASE OF COUNTY BUILDING PERMIT SEPTEMBER 1 – OCTOBER 31, 2018:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SN 18-15	Ramsey Signs	Odd Moes Pizza	1017 SW 1st Ave
SN 18-14	Rudnick Electric Signs	Bakers Prairie Bakery	1385 SE 1st Ave
SN 18-13	Yesco	Makin's	251 SW 2nd Ave
SN 18-12	Amanda Carrick Carrick Inc.	Lottery Sign, Canby Food Mkt & Gas	293 SW 1st Ave

12. Active Permit Finals by Clackamas County, September 1 – October 31, 2018

DATE	APPLICANT	PROJECT	ADDRESS
10/31/2018	Northwood Estates Lot 76 - NSFR	765 NW 11TH AVE	Martin Clark Construction Inc
10/29/2018	Townhome- Middle Unit Lot#11 Emerald Gardens - Lot#11 - NSFR	468 NE 3RD AVE	Fowler Homes LLC
10/29/2018	Townhome - Left End Unit LOT#12 Emerald Gardens - Lot#12 - NSFR	470 NE 3RD AVE	Fowler Homes LLC
10/24/2018	Northwood Estates - Lot #91 - NSFR	680 NW 11TH AVE	Snyder Construction LLC, DbA White River Homes
10/9/2018	Timber Park Subdivision - Lot #72 - NSFR	2151 SE 10TH PL	Heritage Homes Of Molalla Oregon Inc
10/9/2018	Timber Park Subdivision - Lot #73 - NSFR	2173 SE 10TH PL	Heritage Homes Of Molalla Oregon Inc
10/8/2018	Timber Park - LOT #75 - NSFR	2197 SE 10TH PL	Heritage Homes Of Molalla Oregon Inc
10/8/2018	Heritage Homes Of Molalla Oregon Inc	Timber Park - Lot #75 - NSFR	2197 SE 10TH PL
9/13/2018	Concept Custom Homes Inc	NSFR	1804 SE 11TH AVE
9/11/2018	Heritage Homes Of Molalla Oregon Inc	Timber Park - Lot 86 NSFR	2180 SE 10th PL
9/6/2018	Heritage Homes Of Molalla Oregon Inc	Timber Park - Lot 89 NSFR	2140 SE 10th PL
9/4/2018	Bryan Poissant Project Manager	Canby Civic Block Apartments - New 4 Story Mixed Use Apt W/ 1st Floor Retail	111 NW 2nd Ave



City of Canby Bi-Monthly Report Department: Police
September / October 2018

To: The Honorable Mayor Hodson and City Council
 From: Chief Bret Smith
 Through: Rick Robinson, City Administrator
 Date: November 14, 2018

	September	October
Calls for Service Dispatched 911 and non-emergency calls	1207	1220
Property Crimes Reported		
Burglary	2	0
Motor Use of Motor Vehicle / Unlawful entry of Motor Vehicle	3	2
Fraud	0	0
Robbery	0	0
Theft I, II, & III	13	17
Forgery	1	0
Trespass	0	2
Vandalism (Criminal Mischief)	2	1
Person Crimes Reported		
Assault I, II, IV	4	1
Carrying Concealed Weapons (knife, blade, etc.)	0	1
Disorderly Conduct (includes resisting arrest)	0	2
Endangering Welfare of a Minor/Recklessly endangering	0	0
Felon in possession of firearm	0	0
Harassment, Intimidation or Threats	6	4
Identity Theft	6	3
Interfering with Peace Officer	0	0
Menacing	1	2
Sex Offenses	2	3
Strangulation	0	1
Arrests		
Warrant Arrests (and contempt of court, restraining order, parole violations)	13	15
Adult and Juvenile Custodies (includes juvenile curfew)	40	51
Drug Crimes		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	9	12
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	1
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
Traffic Crimes, Accidents, Citations		
Attempt to Elude	1	0
Driving Under the Influence of Intoxicants	6	4
Other Traffic Crimes (hit & run, driving while suspended, etc.)	7	8
Traffic Accidents	9	15
Traffic Citations	473	424

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: November 13, 2018

Re: Bi-monthly Report

In September we had our annual maintenance closure. During the closure David and Nathan spend a lot of time cleaning and painting as well as the usual mechanical checks. David Biskar, Nathan Templeman, Casey O'Brien and some other staff worked very hard to get the pool open on schedule and we were closed for less than weeks. We actually were able to open a few days early for morning lap and adult recreation swims.

Fall has been busy with swimming lessons lap swims and public swims. We have public lessons twice a day. Adult lessons are also offered in evening Tuesday and Thursday nights. This year Kayla taught some adult lessons and Nathan continued with the Masters swimmers.

Attendance is up about is down about 600 swims total this year so far. That is after September and October were up about 360 swims. Numbers for fall look good and all the programs are doing well. Revenue numbers are up this year as we made \$2,600 more the last two months and are up \$3,300 for the year.

The Canby Gators are already swimming and the Canby High School swim team has started on Veteran's day. The Gators had a meet in Hood River and Portland over the last couple of weeks and the swimmers are making great progress. The Gators will also be hosting the Animal Meet and IMX Challenge in November and December but switched weekends so, the Animal Meet is this weekend November 17th. **Once again Canby will host for the Oregon Swimming Awards at the Fine Arts Center. This will bring over 800 people into Canby for the Sunday November 18th.** Canby High School Swimming will be hosting home dual meets on six Thursdays in December and January. The CHS swimming season goes through February.

Remember we often have Special Public Swims 1-3pm when the Canby School District is on break, and November 10 –December 10 Swimmers may bring two cans of food or a new unwrapped toy in exchange for free admission. All Donations go to the Kiwanis food and toy drive.

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

CANBY SWIM CENTER September	ADMIT 2017	ADMIT 2018	PASS 2017	PASS 2018	TOTAL 2017	TOTAL 2018	YTD TOTAL 17-18	YTD TOTAL 18-19
MORNING LAP	15	20	162	160	177	180	904	838
ADULT RECREATION SWIM	19	36	263	238	282	274	1337	1368
MORNING WATER EXERCISE	28	58	263	203	291	261	1417	1348
PARENT/ CHILD	76	96	0	0	76	96	776	598
MORNING PUBLIC LESSONS	129	60	0	0	129	60	3626	2918
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	32	35	129	167	161	202	666	724
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	108	115	11	7	119	122	2024	2060
PENGUIN CLUB	0	0	0	0	0	0	977	916
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	363	432	363	432	1082	1316
MASTER SWIMMING	0	0	14	15	14	15	14	15
EVENING LESSONS	536	496	0	0	536	496	3545	3460
EVENING LAP SWIM	24	46	26	25	50	71	329	399
EVENING PUBLIC SWIM	147	142	16	10	163	152	1695	1811
EVENING WATER EXERCISE	29	50	5	11	34	61	244	262
ADULT LESSONS	4	8	0	0	4	8	4	8
GROUPS AND RENTALS	180	212	0	0	180	212	695	621
OUTREACH SWIMMING	0	0	0	0	0	0	658	459
TOTAL ATTENDANCE	1327	1374	1252	1268	2579	2642	19993	19121

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
 SUBJECT: Attendance Numbers for October 2018
 DATE: 2018 November Report

CANBY SWIM CENTER October	ADMIT 2017	ADMIT 2018	PASS 2017	PASS 2018	TOTAL 2017	TOTAL 2018	YTD TOTAL 17-18	YTD TOTAL 18-19
MORNING LAP	52	87	337	332	389	419	1293	1257
ADULT RECREATION SWIM	26	42	462	528	488	570	1825	1938
MORNING WATER EXERCISE	89	170	433	449	522	619	1939	1967
PARENT/ CHILD	170	206	0	0	170	206	946	804
MORNING PUBLIC LESSONS	166	158	0	0	166	158	3792	3076
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	71	72	266	341	337	413	1003	1137
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	138	177	21	10	159	187	2183	2247
PENGUIN CLUB	0	0	0	0	0	0	977	916
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	717	843	717	843	1799	2159
MASTER SWIMMING	0	0	40	27	40	27	54	42
EVENING LESSONS	1125	1106	0	0	1125	1106	4670	4566
EVENING LAP SWIM	44	47	31	40	75	87	404	486
EVENING PUBLIC SWIM	159	163	1	23	160	186	1855	1997
EVENING WATER EXERCISE	68	99	37	41	105	140	349	402
ADULT LESSONS	8	23	0	0	8	23	12	31
GROUPS AND RENTALS	688	453	0	0	688	453	1383	1074
OUTREACH SWIMMING	0	0	0	0	0	0	658	459
TOTAL ATTENDANCE	2804	2803	2345	2634	5149	5437	25142	24558



September and October, 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

Sep-18

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$250.30	\$250.30
Facilities	0	\$0.00	\$0.00	\$87.48	\$87.48
Wastewater Collections	5	\$599.44	\$437.17	\$352.31	\$1,388.92
Wastewater Treatment	0	\$0.00	\$0.00	\$251.26	\$251.26
Parks	7	\$654.62	\$156.95	\$1,073.77	\$1,885.34
Police	19	\$3,451.10	\$1,367.96	\$5,380.14	\$10,199.20
Streets	6	\$543.46	\$303.06	\$1,266.54	\$2,113.06
Fleet Services	0	\$0.00	\$0.00	\$72.76	\$72.76
Canby Area Transit (CAT)	28	\$3,428.21	\$2,602.80	\$8,354.04	\$14,385.05
CUB					
Total	65			Total	\$30,633.37

Oct-18

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$422.30	\$400.00	\$0.00	\$822.30
Adult Center	1	\$24.69	\$27.26	\$185.12	\$237.07
Facilities	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	8	\$1,324.73	\$2,197.87	\$279.00	\$3,801.60
Wastewater Treatment	0	\$0.00	\$0.00	\$103.37	\$103.37
Parks	11	\$2,390.15	\$1,239.17	\$940.97	\$4,570.29
Police	27	\$5,146.98	\$3,581.41	\$3,097.60	\$11,825.99
Streets	4	\$22.23	\$147.19	\$861.39	\$1,030.81
Fleet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Canby Area Transit (CAT)	27	\$3,211.99	\$4,563.64	\$8,919.86	\$16,695.49
CUB					
Total	80			Total	\$39,086.92

Fuel totals for Transit only are from September 1st - October 31st and all other department fuel totals are from September 1st - October 15th

Fleet Service Highlights

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
September – October 2018

Park Renovations

Over the last two months, staff has finished the preparation and painting of the covered picnic areas and the restroom building at S. Locust St. Park.

With the help of the Streets Department we were able to restripe the all the parking lots and the basketball court at S. Locust St. Park.

At Community Park a massive tree trimming project was performed. Five hundred hours were spent removing 10 hazard trees and trimming dead branches out of others trees. The overall canopy of the trees were trimmed up to provide better views into the park. The unrestricted views should help with the security of the area and provide more light for a healthier turf.

All of the chips generated from the tree trimming project were spread out on the trails around the Disc Golf course. A concrete slab was poured for the Clackamas County Elections ballot box we installed at Arneson Gardens.

Park Maintenance

The Parks Department has been busy the last couple of months with mowing, edging, shrub trimming, weed spraying and park cleaning. Turf areas that were stressed were given a fall fertilization application. All of the irrigation system were adjusted to the cooling weather and were eventually all turned off by the end of October. All the playgrounds received a safety inspection after along summer of uses. Building maintenance issues and asset repairs were addressed as found. A homeless camp was cleaned up and the wetlands trail was trimmed back at Community Park. All of the shrubs in the planters along Second Ave. were trimmed/ deadheaded weekly and the planters were eventually cleaned out by the end of October.

The majority of all the bio-swales around town have been string trimmed to help address the upcoming wet weather and flooding issues. All the Christmas decorations have been tested, repairs were addressed and all the new decorations and lights have been purchased for this year's event.

The Parks Department spent 1 hour on graffiti and vandalism over the last two months.

Regular maintenance is starting to be performed at the 33 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 1st Ave., NW 2nd Ave., Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands(19th Loop), WWTP property and Zion Cemetery.

Meetings attended

I attended Lead workers meetings.

I attended a Wait Park Christmas lighting meeting.

I attended a purchasing meeting.

I met with Canby Kiwanis regarding the One Day cleanup project.

Zion Cemetery

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

401 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 September and October we received 81.5 hours of labor at the cemetery.**

For your Information

Canby Kiwanis held their One Day Cleanup project at Arneson Gardens this year on October the 27th The Kiwanians raked up debris in the shrub beds and deadheaded some shrubs.

The Parks Department took possession of the Gator TX. The gator will be primarily used at Zion Cemetery for maintenance. Spray attachment were purchased with the gator that can be utilized in the parks for herbicide applications. The Canby Parks Department is no longer responsible for the landscape maintenance at the Vietnam Era Veteran Memorial.

Please see attached park maintenance actual hours for the months of September and October.

Hours are based on number of employee's (each day) x 7.5hrs.

**Two Month Deferred Maintenance Report
September and October 2018**

City Park Properties	September -October 2017	September -October 2018	Deferred Maintenance Tasks
	Snapshot of Actual Hours		
Arneson Gardens	18	35	landscape maintenance, increase in service level
Baker Prairie Cemetery	11.5	6.5	4 trees removed, less leaf removal
Community Park	107.5	707	wetlands trail maintenance, increase in service level, tree trimming project
Disc Golf	.5	49.5	Trail maintenance, chips from tree project
Eco Park	11.5	34	increase in service level, parking lot maintenance
Faist 5 - Undeveloped	.5	1.5	landscape maintenance increase
Legacy Park	77	168	increase in services level and landscaping
S. Locust Park	46.5	248	increase in service level, asset painting
Forest Road Path	17	50.5	Increase in service level, signage installation
Fish Eddy	9	15	increase in service level
Maple Park	72.5	201.5	increase in services level and landscaping
19 th Loop	13	4	Decrease in vector maintenance
Northwood Park	31.5	65	increase in service level and landscaping
Simnitt - Undeveloped	0	1	service as needed
Skate Park	13	31	Increase in service level and landscaping
Territorial CLC	0	0	Maintained by volunteers, service as needed
Timber Park	12	63.5	starting out with increased service level
Triangle Park	5	8	increase in services level and landscaping
Wait Park	124.5	229.5	increase in services level and landscaping

Within the body of the September-October snapshot, the difference between the 2017 and 2018 cycles, there has been an increase of 1348 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, lighting project and (2) Park tree trimming

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

Parks Department	October 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					1.0														1.5			3.0							1.0			6.5		
Arneson Gardens	1.5				1.5							2.0			0.5		0.5					0.5		1.5		0.5			2.0	8.0		18.5		
Baker Prairie Cem.												2.5											2.0									4.5		
Community Park	3.0	45.0	45.0	37.5	4.0			4.0	60.0	37.5	37.5	2.0			25.5	37.5	37.0	34.0	2.0			36.0	32.5	34.5	36.5	2.0			8.0		4.5	565.5		
CPIP Sign Property					1.0																											1.0		
Disc Golf Course												20.0										18.5									11.0		49.5	
Eco Park	0.5							1.0				0.5					0.5		1.0				0.5				1.0			0.5		5.5		
Faist V (5)																																0.0		
Holly-Territorial Sign																																0.0		
Hulberts-sign property																																0.0		
Klohe Fountain	6.0				1.0							1.0																				8.0		
knights Brdg.																																0.0		
Legacy Park	4.0			7.5	5.0			4.0			3.0	1.0			1.5	4.0	1.0	6.0	1.5			1.5		5.0	4.0	2.0			4.0	6.0	3.0	64.0		
S. Locust Park	3.5		2.0		1.5			3.0				1.0			2.0	1.0	0.5		1.5			2.0	1.0	1.0		1.0			4.5	7.5	1.5	34.5		
Logging Rd. Path	4.0							1.5									2.0							1.5		1.5			1.0			11.5		
Fish Eddy-Log Boom	0.5				0.5			1.0							0.5		0.5		0.5					0.5		0.5						4.5		
Maple St. Park	8.5				3.0			4.0		7.5		2.5			2.5		5.5	3.0	3.5			3.0		2.5	3.5	7.0			4.0		1.5	61.5		
19th Loop																									3.0							3.0		
Northwood Park	1.0	3.5	3.0		1.5			1.0			4.5	0.5					6.5		0.5			0.5	3.0	0.5					1.0		1.5	29.0		
Street Landscaping	8.5		1.0					2.0				7.0																				19.0	45.0	
Storm/Collection mow																																1.5	20.0	
Police Department	9.0			2.0	1.0											6.0															1.0		19.0	
Simnitt Property																																	0.0	
Skate Park	1.0				0.5			1.0				0.5			0.5		0.5		0.5				0.5		0.5		0.5			1.0	1.5	8.5		
Shop complex					1.0							2.0																				2.5	5.5	
Swim Center																							3.0										3.0	
Territorial-CLC Prop.																																	0.0	
Timber Park	2.0		2.5		2.0			1.5				1.0			1.0	2.5	1.0	2.5	1.0				2.0	1.5	0.5		1.0			4.0	1.5	27.5		
Transit Bus stop	1.5				1.0			2.0				0.5			0.5		0.5		0.5				2.0		0.5		0.5			1.5	1.5	12.5		
Triangle Park												1.0							0.5														1.5	
Wait Park	5.5	4.0			2.5			4.0		2.0		4.5			3.0		2.0	3.0	12.0				2.5	7.5	1.5		2.0			13.0	45.0	33.0	147.0	
Veterans Memorial																																		0.0
WWTP property																																		0.0
Zion Cemetery	12.0	5.0	7.0	15.0	22.0			10.5		20.5	15.0	11.5			22.5	9.0	7.5	3.5	7.5				7.5		6.5	3.0	15.0			8.0	1.0	2.5	212.0	
Administration					2.5			15.0				3.0					2.0	0.5	7.5				3.0	2.0	7.0	2.0				4.0		0.5	49.0	
Monthly Total																																	1417.5	

Department: PUBLIC WORKS
 For Months of: September and October 2018
 Prepared by: Jerry Nelzen

1. **Streets:**

The crew received and located 105 locates for September.

Streets	Total Hours
Street Sweeping	48
Street Maintenance	181.5
Sidewalks	9
Driveway Approach & Sidewalk Inspections	2
Street Sign Manufacturing	28.5
Street Sign Maintenance	14
Street Sign Installation	12.5
Flower Baskets	10
Dump Truck	17
Vactor Usage	3
Mini Trackhoe	8.5

2. **Sewer and Storm System:**

Sewer	Total Hours
Sewer TV'ing	63
Sewer Cleaning	5
Sewer Maintenance/Repair	107
Lift Station Maintenance	22
Locating Utilities	70
Sewer Inspections	3
Vactor Usage	17
Drying Beds	7.5
Storm	
Catch Basin Maintenance	99
Drywell Maintenance	13
Storm Line Maintenance/Repair	8
Storm Line Inspections	12
Vactor Usage	44
Erosion Control	2

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Tree Trimming/Removal/Inspection	24
Street Light Repair	8

4. Facility Maintenance

Facilities	Total Hours
	76

5. Miscellaneous:

Miscellaneous	Total Hours
Meetings	68
Plan Preview for Subdivisions	3
Warehouse Maintenance	10
Equipment Cleaning	24
Work Orders	10
Other	12
Painting Park's Parking Lot	10

October

1. Streets:

The crew received and located 115 locates for October.

Streets	Total Hours
Street Sweeping	156
Street Maintenance	198
Driveway Approach Inspections	4
Street Sign Maintenance	8.5
Street Sign Maintenance	11
Street Sign Installation	9
Vactor Truck	4
Dump Truck	4

2. Sewer and Storm System:

Sewer	Total Hours
Sewer Main/Lateral Repairs	63
Sewer TV	4
Locating Utilities	83
Vactor Usage	9.5
Drying Beds	4
Storm	
Catch Basin Maintenance	49
Drywell Maintenance	14
Erosion	8.5
Storm Line Maintenance/Repair	25
Vactor Usage	26

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Street Light Repair	30.5
Tree Trimming/Watering/Removal	4

4. Facility Maintenance

Facilities	Total Hours
	203

5. Miscellaneous:

Miscellaneous	Total Hours
Meetings	41
Plan Preview for Subdivisions	3
Work Orders	12
Warehouse Maintenance	15
Equipment Cleaning	3
Flower Baskets/Watering Trees	16
Light the Night	1



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of: September & October 2018

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: November 5, 2018

Facility Operations & Maintenance

The water quality for the months of September and October 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 Maintenance tasks since the last bi-monthly report.

- Installed new brushes on influent screen 1.
- Installed new peristaltic hose on lime pump 2.
- Installed new lay flat hose to PC for lime pumps.
- Cored 4 holes through concrete wall on Effluent filter 1.
- Installed new SS piping on filter 1.
- Epoxy painted pipes in filter 2.
- Install new 12in valve for north recirc. pump.
- Installed additional valve on tank 2.
- Replaced assortment of actuators and gauges on polymer make up system.
- Installed new hydraulic motor on belt press.
- Installed new cooling fan on PD blower.
- Repaired air auto valve on P.C sludge pump.
- Repaired multiple parking lot lights.
- Repaired Raw pump #1, new seals and reset impeller.
- Routine daily maintenance, repairs, and cleaning of plant.

Biosolids Program:

- **September** production: 6 loads to Heard Farms, 172 wet tons.
- **October** production: 5 loads to Heard Farms, 142 wet tons.

Pretreatment Inspection/Reporting, FOG Program

- **September** Pump Outs: 24
- Inspections: 11 fog, 3 pretreatment

- **October** Pump Outs: 21
- Inspections: 8 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 Bioassay testing.
- Monthly lab equipment maintenance.

Staff Meetings and Training Attended

- City Safety Committee Meeting.
- ACWA pretreatment meeting.
- High strength discharge impact meeting.
- OSHA on line confined space training.

Tech Services Department
Bi-Monthly Report for September/October 2018

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: November 14, 2018

Google Analytics Summary Report: September and October 2018

Open Business Days	<u>September</u>	<u>October</u>
	19	23

<u>Audience Overview</u>	<u>September</u>	<u>October</u>
Page Views	17,964	17,349
Sessions (site visits)	8,333	8,336
Users	5,245	5,367
New Users	4,210	4,317
Pages per Session	2.16	2.08
Number of Sessions per User	1.59	1.55
Average Session Duration	1 min 50 sec	1 min 33 sec
Bounce Rate (% of single-page visits)	58.75%	58.87%

Site visits are down as compared to July/August 2018

<u>New Vs. Returning Visitors</u>	<u>September</u>	<u>October</u>
New	68.43%	69.26%
Returning	31.57%	30.74%

<u>Browser & Operating System</u>	<u>September - Top 5 Browsers</u>	<u>October - Top 5 Browsers</u>
	Google Chrome 44.92%	Google Chrome 46.17%
	Safari 29.97%	Safari 28.62%
	Internet Explorer 10.70%	Internet Explorer 10.53%
	Mozilla Firefox 4.56%	Mozilla Firefox 5.03%
	Microsoft Edge 4.10%	Microsoft Edge 3.97%

Top 3 browser rankings have remained the same since Feb 2015

<u>Overview (Technology)</u>	<u>September</u>	<u>October</u>
Desktop	50.52%	51.32%
Mobile	43.87%	42.62%
Tablet	5.60%	6.05%

Desktop use is up from mobile use as compared to July/August 2018

<u>Mobile Devices (top 3)</u>	<u>September</u>	<u>October</u>
	Apple iPhone 48.54%	Apple iPhone 45.94%
	Apple iPad 7.90%	Apple iPad 7.69%
	Samsung Galaxy S8 2.47%	Samsung Galaxy S8 3.14%

iPhone & iPad continue to dominate as top mobile devices

<u>Landing Pages (top 5)</u>	<u>September</u>	<u>October</u>
	Home Page (Index)	Home Page (Index)
	Swim Center Home Page	Job Openings
	Job Openings	Transit Home Page
	Transit Home Page	Swim Center 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)

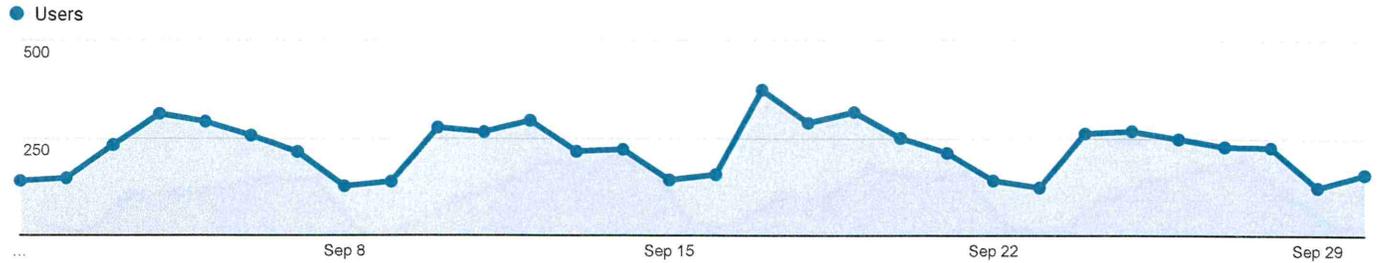
September 2018

Audience Overview

Sep 1, 2018 - Sep 30, 2018

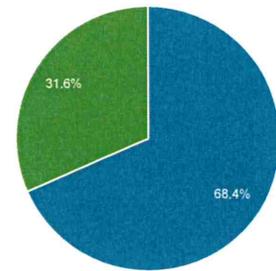
All Users
100.00% Users

Overview



Users 5,245	New Users 4,210	Sessions 8,333
Number of Sessions per User 1.59	Pageviews 17,964	Pages / Session 2.16
Avg. Session Duration 00:01:50	Bounce Rate 58.75%	

■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	5,087	96.99%
2. fr	39	0.74%
3. es-xl	20	0.38%
4. en-gb	16	0.31%
5. ko	16	0.31%
6. es-419	15	0.29%
7. en-ca	4	0.08%
8. fi-fi	4	0.08%
9. de-de	3	0.06%
10. en-au	3	0.06%

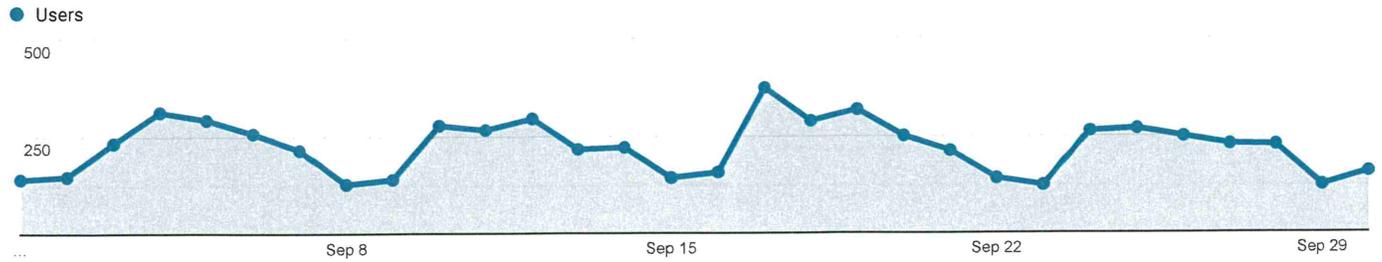
New vs Returning

Sep 1, 2018 - Sep 30, 2018

All Users
100.00% Users

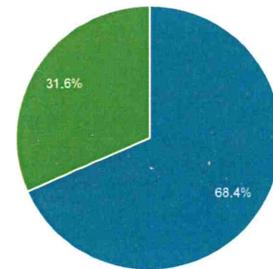
Explorer

Summary



User Type	Users	Users
1. ■ New Visitor	4,210	68.43%
2. ■ Returning Visitor	1,942	31.57%

Contribution to total: Users



Rows 1 - 2 of 2

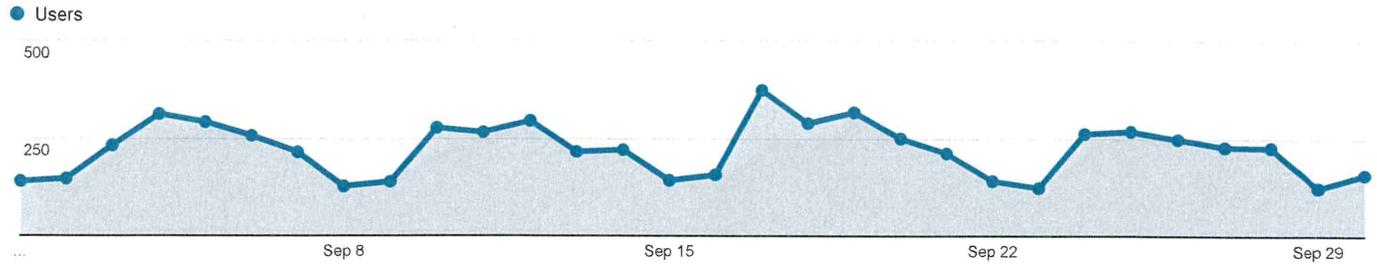
Browser & OS

Sep 1, 2018 - Sep 30, 2018

All Users
100.00% Users

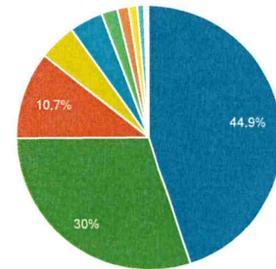
Explorer

Summary



Browser	Users	Users
	5,245 % of Total: 100.00% (5,245)	5,245 % of Total: 100.00% (5,245)
1. Chrome	2,356	44.92%
2. Safari	1,572	29.97%
3. Internet Explorer	561	10.70%
4. Firefox	239	4.56%
5. Edge	215	4.10%
6. Safari (in-app)	102	1.94%
7. Samsung Internet	73	1.39%
8. Android Webview	56	1.07%
9. Mozilla Compatible Agent	43	0.82%
10. Amazon Silk	14	0.27%

Contribution to total: Users



Rows 1 - 10 of 18

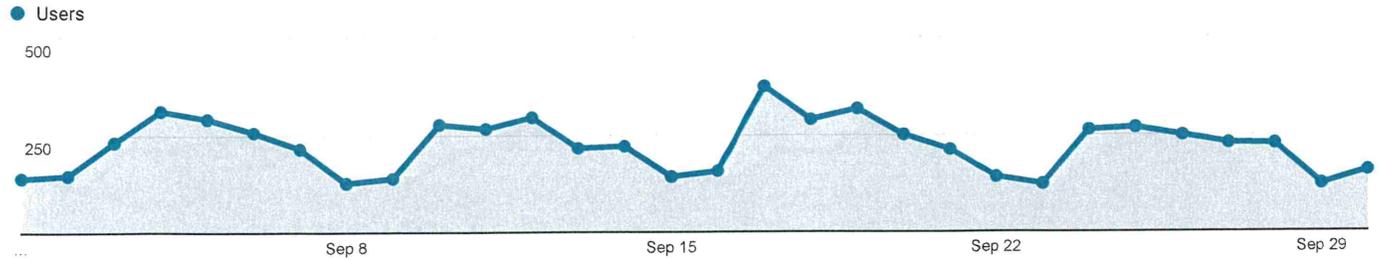
Overview

Sep 1, 2018 - Sep 30, 2018

All Users
100.00% Users

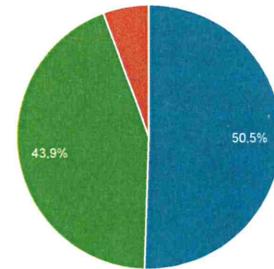
Explorer

Summary



Device Category	Users	Users
	5,245 % of Total: 100.00% (5,245)	5,245 % of Total: 100.00% (5,245)
1. desktop	2,651	50.52%
2. mobile	2,302	43.87%
3. tablet	294	5.60%

Contribution to total: Users



Rows 1 - 3 of 3

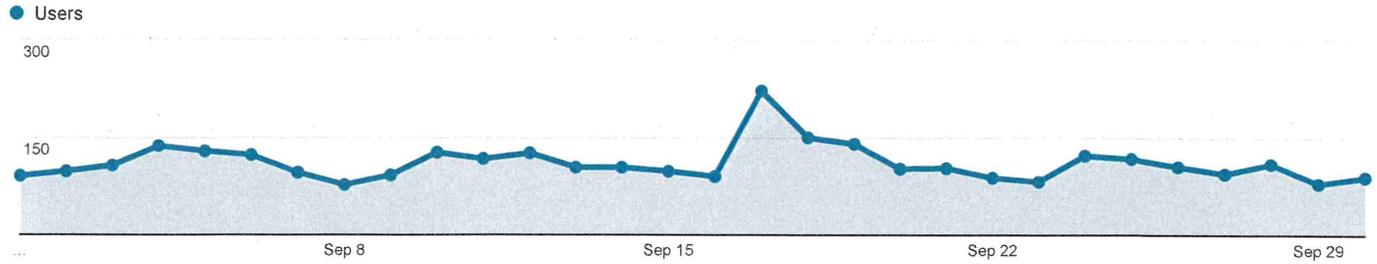
Devices

Sep 1, 2018 - Sep 30, 2018

All Users
49.49% Users

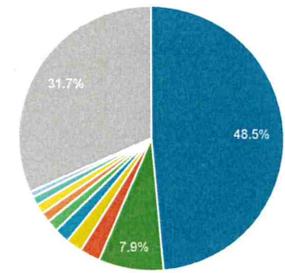
Explorer

Summary



Mobile Device Info	Users	Users
	2,596 % of Total: 49.49% (5,245)	2,596 % of Total: 49.49% (5,245)
1. Apple iPhone	1,260	48.54%
2. Apple iPad	205	7.90%
3. Samsung SM-G950U Galaxy S8	64	2.47%
4. Samsung SM-G930V Galaxy S7	51	1.96%
5. (not set)	48	1.85%
6. Samsung SM-G960U Galaxy S9	37	1.43%
7. Samsung SM-G965U Galaxy S9+	32	1.23%
8. Samsung SM-N950U Galaxy Note8	31	1.19%
9. Samsung SM-G955U Galaxy S8+	28	1.08%
10. Microsoft Windows RT Tablet	18	0.69%

Contribution to total: Users



Rows 1 - 10 of 301

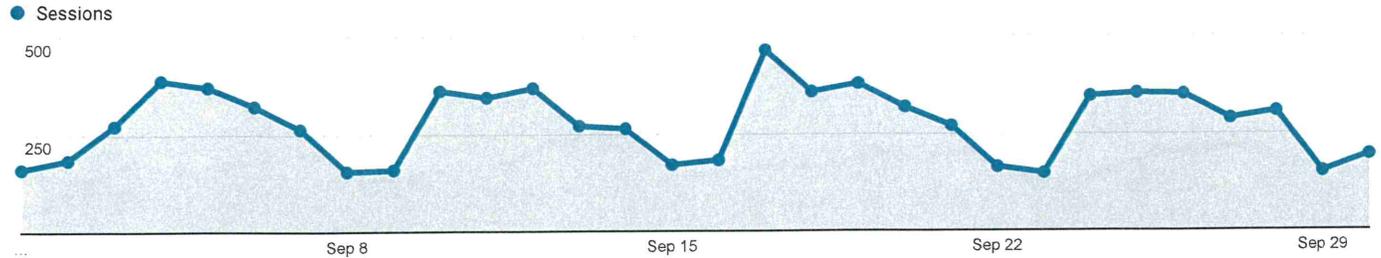
Landing Pages

Sep 1, 2018 - Sep 30, 2018

All Users
100.00% Entrances

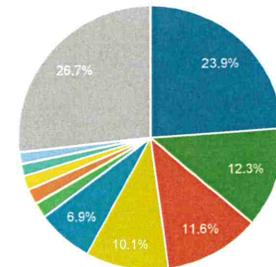
Explorer

Summary



Landing Page	Sessions	Sessions
	8,333 % of Total: 100.00% (8,333)	8,333 % of Total: 100.00% (8,333)
1. /Index.htm	1,995	23.94%
2. /Departments/swim/swim center.htm	1,026	12.31%
3. /Jobs/jobopenings.htm	966	11.59%
4. /transportation/CAThome page.htm	843	10.12%
5. /transportation/routes.htm	574	6.89%
6. /Departments/swim/schedule.htm	160	1.92%
7. /cityservices/utilities.htm	157	1.88%
8. /Departments/development_services/development_service.htm	143	1.72%
9. /RFPs.htm	127	1.52%
10. /Departments/parks/park_facilities.htm	117	1.40%

Contribution to total: Sessions



Rows 1 - 10 of 113

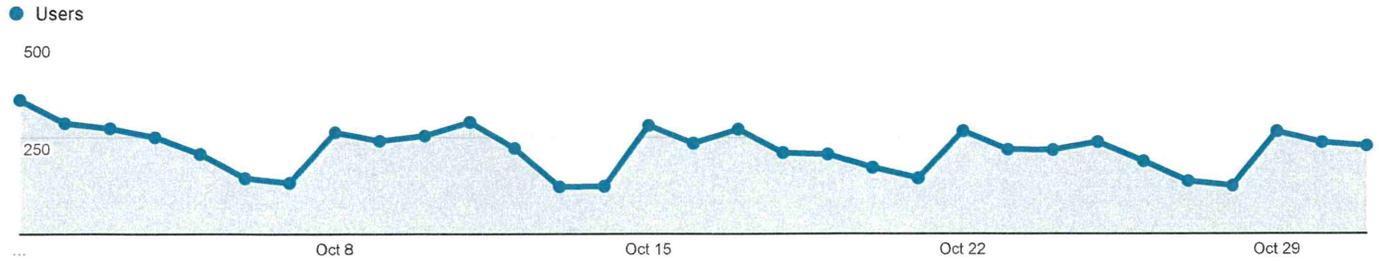
October 2018

Audience Overview

Oct 1, 2018 - Oct 31, 2018

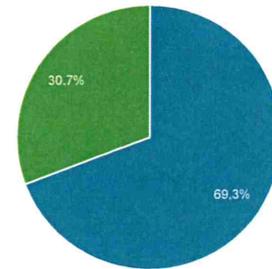
All Users
100.00% Users

Overview



Users 5,367	New Users 4,317	Sessions 8,336
Number of Sessions per User 1.55	Pageviews 17,349	Pages / Session 2.08
Avg. Session Duration 00:01:33	Bounce Rate 58.87%	

■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	5,232	97.48%
2. fr-fr	27	0.50%
3. en-gb	19	0.35%
4. es-419	13	0.24%
5. es-xl	10	0.19%
6. ko	8	0.15%
7. c	6	0.11%
8. en-au	6	0.11%
9. es-us	5	0.09%
10. zh-cn	5	0.09%

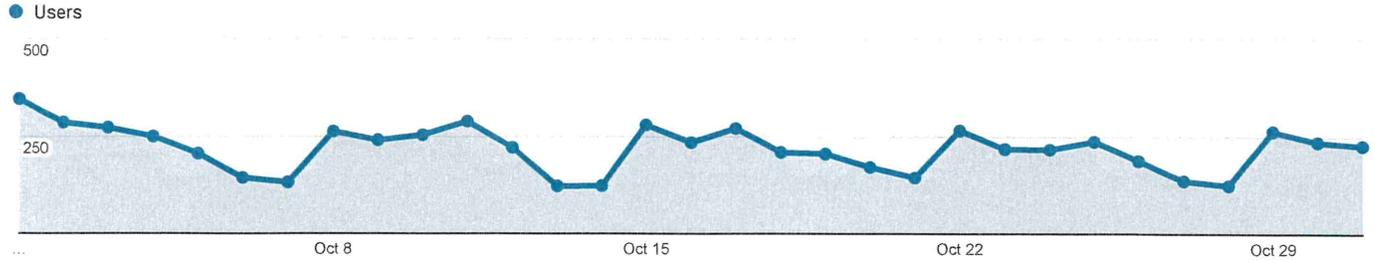
New vs Returning

Oct 1, 2018 - Oct 31, 2018

All Users
100.00% Users

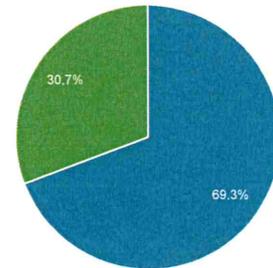
Explorer

Summary



User Type	Users	Users
	5,367 % of Total: 100.00% (5,367)	5,367 % of Total: 100.00% (5,367)
1. ■ New Visitor	4,317	69.26%
2. ■ Returning Visitor	1,916	30.74%

Contribution to total: Users



Rows 1 - 2 of 2

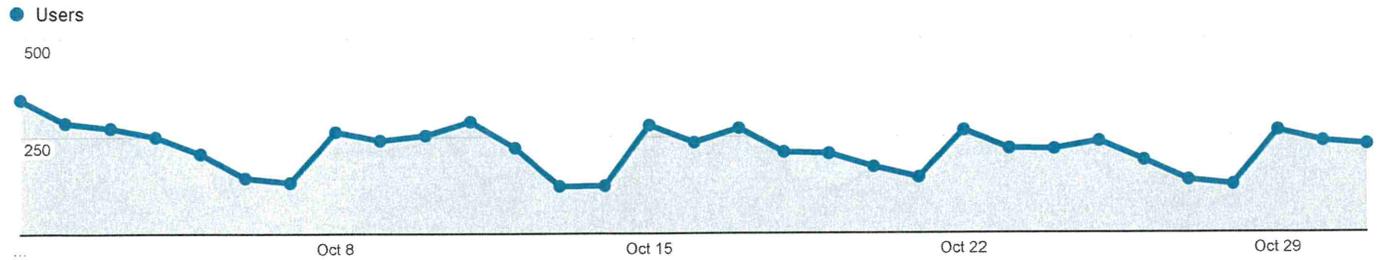
Browser & OS

Oct 1, 2018 - Oct 31, 2018

All Users
100.00% Users

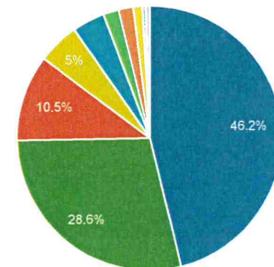
Explorer

Summary



Browser	Users	Users
	5,367 % of Total: 100.00% (5,367)	5,367 % of Total: 100.00% (5,367)
1. Chrome	2,478	46.17%
2. Safari	1,536	28.62%
3. Internet Explorer	565	10.53%
4. Firefox	270	5.03%
5. Edge	213	3.97%
6. Safari (in-app)	102	1.90%
7. Samsung Internet	97	1.81%
8. Android Webview	57	1.06%
9. Amazon Silk	19	0.35%
10. Opera	8	0.15%

Contribution to total: Users



Rows 1 - 10 of 17

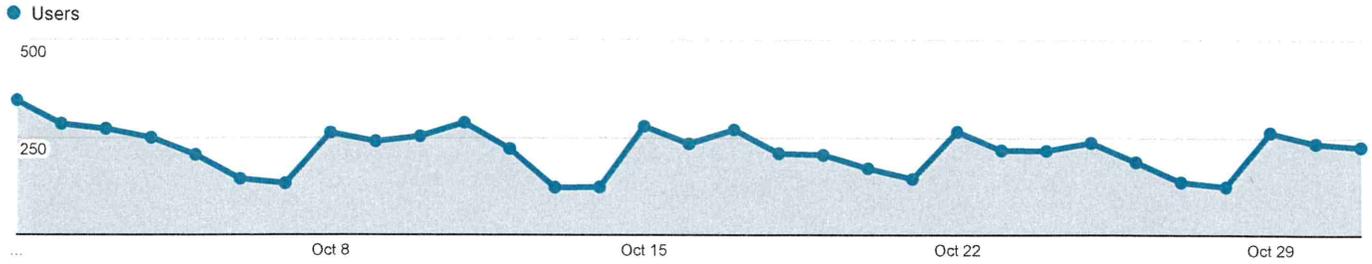
Overview

Oct 1, 2018 - Oct 31, 2018

All Users
100.00% Users

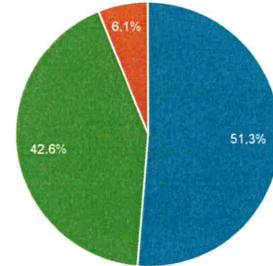
Explorer

Summary



Device Category	Users	Users
	5,367 % of Total: 100.00% (5,367)	5,367 % of Total: 100.00% (5,367)
1. desktop	2,755	51.32%
2. mobile	2,288	42.62%
3. tablet	325	6.05%

Contribution to total: Users



Rows 1 - 3 of 3

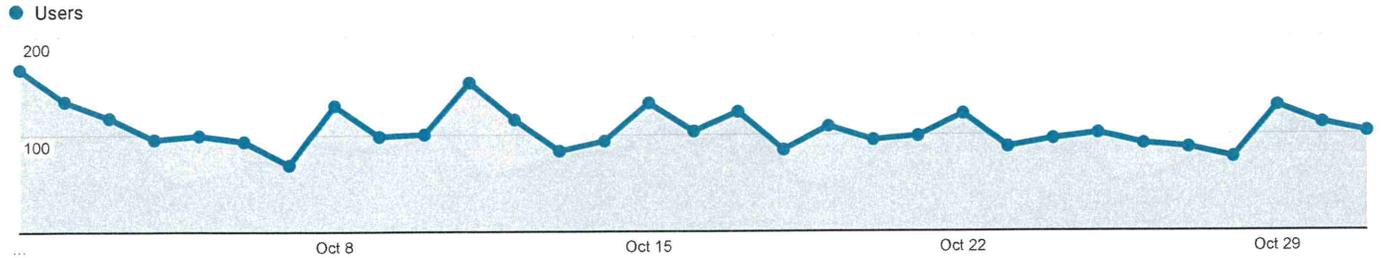
Devices

Oct 1, 2018 - Oct 31, 2018

All Users
48.69% Users

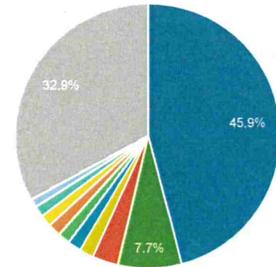
Explorer

Summary



Mobile Device Info	Users	Users
	2,613 % of Total: 48.69% (5,367)	2,613 % of Total: 48.69% (5,367)
1. Apple iPhone	1,201	45.94%
2. Apple iPad	201	7.69%
3. Samsung SM-G950U Galaxy S8	82	3.14%
4. Samsung SM-G965U Galaxy S9+	46	1.76%
5. Samsung SM-G930V Galaxy S7	43	1.64%
6. (not set)	40	1.53%
7. Samsung SM-G960U Galaxy S9	40	1.53%
8. Microsoft Windows RT Tablet	38	1.45%
9. Samsung SM-G955U Galaxy S8+	35	1.34%
10. Google Nexus 5	27	1.03%

Contribution to total: Users



Rows 1 - 10 of 300

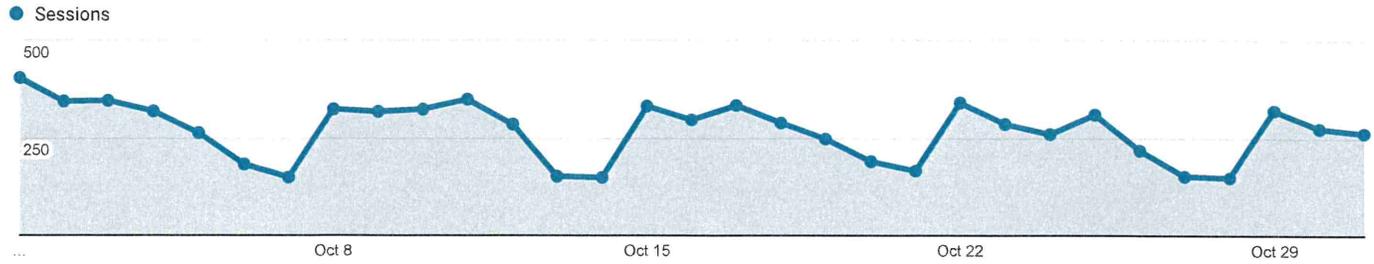
Landing Pages

Oct 1, 2018 - Oct 31, 2018

All Users
100.00% Entrances

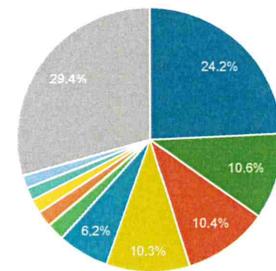
Explorer

Summary



Landing Page	Sessions	Sessions
	8,336 % of Total: 100.00% (8,336)	8,336 % of Total: 100.00% (8,336)
1. /Index.htm	2,014	24.16%
2. /Jobs/jobopenings.htm	881	10.57%
3. /transportation/CAThome page.htm	869	10.42%
4. /Departments/swim/swim center.htm	855	10.26%
5. /transportation/routes.htm	520	6.24%
6. /CityGovernment/council/council_members.htm	176	2.11%
7. /transportation/transit x.htm	160	1.92%
8. /Departments/swim/schedule.htm	145	1.74%
9. /Departments/development_services/development_service.htm	134	1.61%
10. /cityservices/utilities.htm	131	1.57%

Contribution to total: Sessions



Rows 1 - 10 of 141

City of Canby Bi-Monthly Report

Department: Transit



For: the months of September and October, 2018

Date: November 6, 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) All State and Federally funded assets were entered into the States reporting system known as OPTIS in order to comply with new federal regulations.
- d) The ODOT Quarterly Report was submitted electronically in OPTIS.
- e) On September 25th the FTA announced that CAT's grant application to replace bus number 14 was approved. The grant will be funded with 5339 federal dollars in the amount of \$352,000 with a match requirement of \$88,000.
- f) On September 28th the TriMet STIF 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 October 1st an online application form for CAT STIF projects was completed and submitted to TriMet. The application will be included in TriMet's STIF Plan and list of projects for STIF funding to be submitted before November 1st. The CAT application includes Saturday service for Route 99X and Dial-a-Ride; 2 vehicles for a future local circulator route, and technology software and hardware.
- h) On October 12th the annual National Transit Database (NTD) report was submitted online.
- i) On October 24th the TriMet Board of Directors 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. This will be forwarded to ODOT by November 1st and presented to the OTC for final approval.

2) Ridership:

Year to date for FY 2018-19 total ridership was up by 8.41 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 6,346 rides in September (7.72% more than September of 2017).
 - 1,217 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 5.29% fewer than were provided during September of 2017.
 - 5,129 Route 99X rides (11.35% more rides than September of 2017).

- b) 7,848 rides in October (12.79% more rides than October of 2017).
 - 1,464 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 4.12% fewer rides than were provided during October of 2017.
 - 6,384 Route 99X rides (17.54% more rides than October of 2017).

The ridership trend upward shows that the additional service hours added in April are paying off. Route 99X ridership is up by 8.91 percent since the service changes in April.

Updates:

- a) The Rider of the Month for September was Lynnetta Spurling and the Rider of the Month for October was not identified. Both riders received a free bus pass and other goodies.
- b) In September and October we provided 209 same day rides on a space available basis.
- c) On September 24th the southbound CAT Route 99X bus stop at SE 2nd Avenue and Knott was moved to SE Locust Street between Highway 99E and SE 2nd Avenue. This change was recommended in the Transit Master Plan and also recommended by the City's Traffic Safety Committee and the Transit Advisory Committee.
- d) From October 1st to the 12th CAT drivers distributed a rider survey produced by Salem-Keizer Transit to gather information about riders on the CAT Route 99X and the Cherriots Regional 10X and 20X. These routes connect with each other in Woodburn near the Bi Mart. Salem-Keizer Transit will share the survey results with CAT.

4) Collisions and Incidents

- a) On September 7th the side mirror on bus 29 hit the wall in the Oregon City tunnel, on September 14th a TriMet bus hit the bike rack on bus 17, on September 28th bus 29 hit bus 27 which was parked in the bus yard. No one was injured in these incidents.
- b) On October 17th bus 28 hit a post on a corner in Oregon City. On October 24th bus 33 hit a parked car in Oregon City. No one was injured in either incident.
- c) All drivers involved in these incidents were retrained. One driver involved in two of the incidents has been terminated.
- d) All incidents resulted in minor vehicle damage except for the incident on September 28th which will require a bus to be out of service for body work.

- 5) Events Attended: City staff, contractors and/or volunteers represented CAT or participated in activities and trainings in the following venues:
- On September 6th Julie Wehling attended the C4 meeting in Oregon City.
 - On September 8th MV Transit held driver a training meeting.
 - On September 10th Julie Wehling attended the Region 1 ACT meeting in Portland.
 - On September 14th Julie Wehling participated in a TriMet STIF Regional Coordination Technical Committee meeting via conference call.
 - On September 21st Julie Wehling attended the STFAC meeting at ODOT Region 1 in Portland.
 - On September 27 CAT participated as a vendor at the Hope Village Health & Harvest Celebration Julie Wehling was there and provide information about CAT.
 - On September 27th the Transit Advisory Committee held its regular meeting.
 - On October 4th Julie Wehling participated in a Clackamas County Transit Provider meeting re: HB2017 via phone conference.
 - On October 4th Julie Wehling attended the C4 meeting in Oregon City.
 - On October 16th Julie Wehling participated via conference call in an STFAC meeting to edit and refine the applications for the next 5310 and STF funding round.
 - On October 19th Julie Wehling attended an STFAC meeting in Portland.
 - From October 28 -31 Julie Wehling and Carol Luce attended the annual Oregon Transit Association's Oregon Public Transit Conference in Bend, OR.