



AMENDED AGENDA

CANBY CITY COUNCIL MEETING

March 20, 2019

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 Sarah Spoon

Councilor Shawn Varwig

CITY COUNCIL MEETING – 7:00 PM

1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance
- C. Vietnam Veterans Day Proclamation

Pg. 1

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 March 6, 2019 City Council Work Sessions and Regular Meeting
- B. Reappointment to Transit Advisory Committee

Pg. 2

7. PUBLIC HEARING

- A. Noise Variance Application - Canby Swim Club (May 11, 2019 from 9:00 AM – 12:00 PM)

Pg. 3

8. RESOLUTIONS & ORDINANCES

- A. Res. 1310, Adopting Downtown Parking Recommendations
- B. Res. 1311, Granting an Exemption from Property Taxes Under Oregon Revised Statutes for a 69 Unit Housing Development Owned and Operated by Canby Dalia LLC, an Oregon Limited Liability Company

Pg. 7

- C. Ord. 1504, Authorizing a Contract with Eagle-Elsner, Inc. in the Amount of \$522,949.50 for N. Maple Street Improvements; and Declaring an Emergency (**2nd Reading**) Pg. 11
- D. Ord. 1505, Amending Canby Municipal Code Chapter 3.35 Park Maintenance Program Sections 3.35.050 (B) and 3.35.090 (E) Annual Adjustment Pg. 13

9. NEW BUSINESS

- A. Update on Ackerman Field Feasibility Study

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

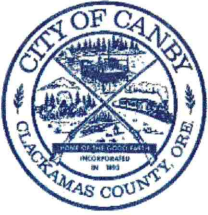
11. CITIZEN INPUT

12. ACTION REVIEW

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

14. ADJOURN

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



Office of the Mayor

Proclamation

Vietnam Veterans Day

WHEREAS, on January 12, 1962, United States Army pilots lifted more than 1,000 South Vietnamese service members over jungle and underbrush to capture a National Liberation Front stronghold near Saigon. Operation Chopper marked America's first combat mission against the Viet Cong, and the beginning of one of our longest and most challenging wars. Through more than a decade of conflict that tested the fabric of our Nation, the service of our men and women in uniform stood true. Fifty four years after that fateful mission, we honor the more than 3 million Americans who served, we pay tribute to those we have laid to rest, and we reaffirm our dedication to showing a generation of veterans the respect and support of a grateful Nation; and

WHEREAS, the Vietnam War is a story of service members of different backgrounds, colors, and creeds who came together to complete a daunting mission. It is a story of Americans from every corner of our Nation who left the warmth of family to serve the country they loved. It is a story of patriots who braved the line of fire, who cast themselves into harm's way to save a friend, who fought hour after hour, day after day to preserve the liberties we hold dear. From Ia Drang to Hue, they won every major battle of the war and upheld the highest traditions of our Armed Forces; and

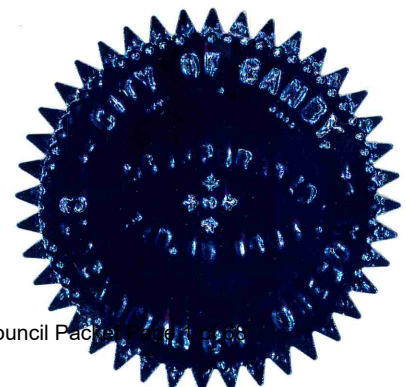
WHEREAS, eleven years of combat left their imprint on a generation. Thousands returned home bearing shrapnel and scars; still more were burdened by the invisible wounds of post-traumatic stress, of Agent Orange, of memories that would never fade. More than 58,000 laid down their lives in service to our Nation. Now and forever, their names are etched into two faces of black granite, a lasting memorial to those who bore conflict's greatest cost; and

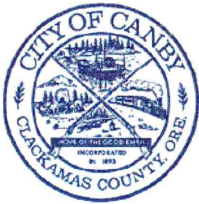
WHEREAS, our veterans answered our country's call and served with honor, and on March 29, 1973, the last of our troops left Vietnam. Yet, in one of the war's most profound tragedies, many of these men and women came home to be shunned or neglected – to face treatment unbecoming their courage and a welcome unworthy of their example. We must never let this happen again. Today, we reaffirm one of our most fundamental obligations: to show all who have worn the uniform of the United States the respect and dignity they deserve, and to honor their sacrifice by serving them as well as they served us. Over half a century after those helicopters swept off the ground and into the annals of history, we pay tribute to the fallen, the missing, the wounded, the millions who served, and the millions more who awaited their return. Our Nation stands stronger for their service, and on Vietnam Veterans Day, we honor their proud legacy with our deepest gratitude.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim March 29, 2019 as Vietnam Veterans Day. I call upon all Americans to observe this day with appropriate programs, ceremonies, and activities that commemorate the anniversary of the Vietnam War.

Given unto my hand this 20th day of March 2019.

Brian Hodson
Mayor





**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: 3-6-2019 Position Applying For: Transit Advisory Committee
Name: Donald Smeback Occupation: Ret.
Home Address: _____ Canby, OR. 97013
Employer: N/A Position: N/A
Daytime Phone: _____ Evening Phone: _____
E-Mail Address: _____

What are your community interests (committees, organizations, special activities)? Canby
Area Transit System

What are your major interests or concerns in the City's programs? Transit System
(CAT), city parks & streets & sidewalk

Reason for your interest in this position: Both my wife and
I use the CAT system.

Experience and educational background: USAT (Ret) Administration 21 yrs
with Columbia Helicopter (Production Control and
Planning - Helicopter ~~main~~ maintenance)

List any other City or County positions on which you serve or have served: None

Referred by (if applicable): _____

Please return to:

City of Canby - Attn: City Recorder
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: scheaferk@canbyoregon.gov

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page.

5/2017

Date Received: 3-6-2019 Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____



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: Kim Scheafer, MMC, City Recorder
DATE: March 11, 2019

Issue: Request for Noise Variance

Synopsis: A request has been received from the Canby Gators Swim Club for a noise variance on May 11, 2019 from 9:00 a.m. – 12:00 p.m. The variance is being requested for the North Lake Physical Therapy Gator Grinder Triathlon. Noise variances have previously been granted for this event the last several years. No complaints were received after last year's event.

Per Canby Municipal Code Section 9.48.050B, at least 10 days prior to the public hearing a notice was mailed to property owners within 200' of the location of the variance, published in the *Canby Herald*, and posted in various locations around the City. *The applicant provided addresses for an area within 600' of the event.* Section 9.48.050B allows the Council to approve a variance after certain criteria which would apply to the facts of the requested variance are considered by the Council. In granting a variance, the Council shall consider:

- a. The protection of health, safety and welfare of citizens as well as the feasibility and cost of noise abatement;
- b. The surrounding type of existing land uses;
- c. The acoustical nature of the sound emitted; and
- d. Whether variance from the provision would produce a benefit to the public.

If, after review of the evidence submitted by the applicant and hearing any testimony from the public, the Council chooses to allow the variance as requested, a motion to grant the variance would be appropriate.

Recommendation: Staff recommends Council approve the Noise Variance Application.

Motion: ***I move to grant a Noise Variance to Canby Swim Club for the North Lake Physical Therapy Gator Grinder Triathlon on May 11, 2019 from 9:00 a.m. – 12:00 p.m.***

1-24-2019

Dear City of Canby,

This is our noise variance application for the 2019 North Lake Physical Therapy Gator Grinder Triathlon.

The event will again be based at the Canby Swim Center on Saturday May 11th, 2019 from 7:30am to 12:00pm.

The event is a major fundraiser for the local Canby Swim Club (the Gators) **a non-profit organization**. This is the 15th year we have held the event and we have had music at all but the first 2 or 3. The main sound will be created by a DJ who will play music held in the parking lot of the pool during the race hours. The music is usually a combination of Classic Rock/ Oldies and is played at a level where a conversation can be easily held. We are a family event; thus, the music is fitting for all ages, i.e. no profanity etc.

The permit application attached asked for addresses within 200 ft. of the event. There are not a lot of houses in the area due to the schools and vacant lots, so we have secured addresses for an area within 500ft.

Please let me know if there are any questions or concerns.

Thank you for considering our application.

Steve Pierson – Race Director
503-708-8601
spierson@northlakpt.com



CITY OF CANBY
NOISE VARIANCE
APPLICATION
\$75.00

Receipt No:	_____
Date Paid:	<u>Ø</u>
Amount Paid:	<u>NON-PROFIT</u>

Attn: City Recorder - PO Box 930 - 222 NE 2nd Avenue - Canby, OR 97013 - 503.266.0733

Applicant Name STEVE PIERSON [race director] CANBY SWIM CLUB
Address 1714. N. Birch St.
City Canby State OR Zip 97013 Phone 503 709-8601
Address of Noise Variance Request Canby Pool. 1150 S. Ivy St.
Name of Property/Business Owner of Variance Request Canby Gator Grinder Triathlon
Type of Event GATOR GRINDER TRIATHLON.
Date(s) of Event May 11th Time of Event 7am-1pm Requested Hours of Variance 9-NOON
Date(s) of Event _____ Time of Event _____ Requested Hours of Variance _____
Date(s) of Event _____ Time of Event _____ Requested Hours of Variance _____
Acoustical Nature of Sound to be Emitted DJ music and announcing Awards
Will you be continually present at this activity ☒ Yes _____ No If No is marked, who is to be the contact should the need arise? _____
Additional Comments _____

A list of property owners and their addresses within 200' of the location of the noise variance must be submitted with this application. Canby Municipal Code Chapter 9.48 requires that any person who owns, controls or operates any source which violates provisions of that chapter apply to the City Council for a noise variance.

By signing below, I acknowledge that I have read the attached Canby Municipal Code Chapter 9.48 and understand that violations of this chapter are subject to a fine of \$500. Signature of Police Chief or Designee must be obtained prior to submitting Application for Council Approval.

SAH
Signature of Applicant

1-17-19
Date

[Signature]
Police Chief or Designee

1-24-19
Date

Mayor

Date

CITY OF CANBY NOTICE OF PUBLIC HEARING - NOISE VARIANCE

**Date and Time Requested for
Variances:**

May 11, 2019
9:00 a.m. – 12:00 p.m.

Address of Variance:

1150 S Ivy

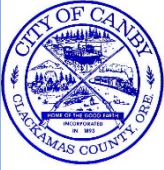
Name of Applicant:

Canby Swim Club

A public hearing conducted by the Canby City Council will be held on Wednesday, March 20, 2019 at 7:00 p.m. in the City Council Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon. The purpose of this hearing is to consider the granting of a Noise Variance to the Canby Swim Club for the North Lake Physical Therapy Gator Grinder Triathlon on May 11, 2019 from 9:00 a.m. – 12:00 p.m.

Dated this 5th day of February 2019.

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: *Jamie Stickel, Economic Development Director*
DATE: *March 11, 2019*
THROUGH: *Rick Robinson, City Administrator*

Issue: Downtown parking time limits.

Synopsis: The City of Canby created a Downtown Parking Task Force in October 2018. The Task Force was created after staff received ongoing complaints from citizens and business owners due to the changing and growing downtown. The complaints mainly revolved around cars parking on the street for longer than the posted time limits.

The Task Force determined that the City should install new, comprehensive signage, randomly enforce offenders, and create a public outreach campaign. The time limits vary in downtown Canby with much of the core having a 2 hour limit. For citizens and downtown workers, additional 10 hour parking and the public parking lot is available. The parking limits were based off of a 2012 parking study that was completed by Rick Williams Consulting and with additional input from business needs.

At the January 16th City Council work session, the Council reviewed the suggestions from the Downtown Parking Task Force. The Council directed staff to bring forward the new regulations for formal adoption.

Recommendation: *Staff recommends the Council approve the recommendations from the Downtown Parking Task Force.*

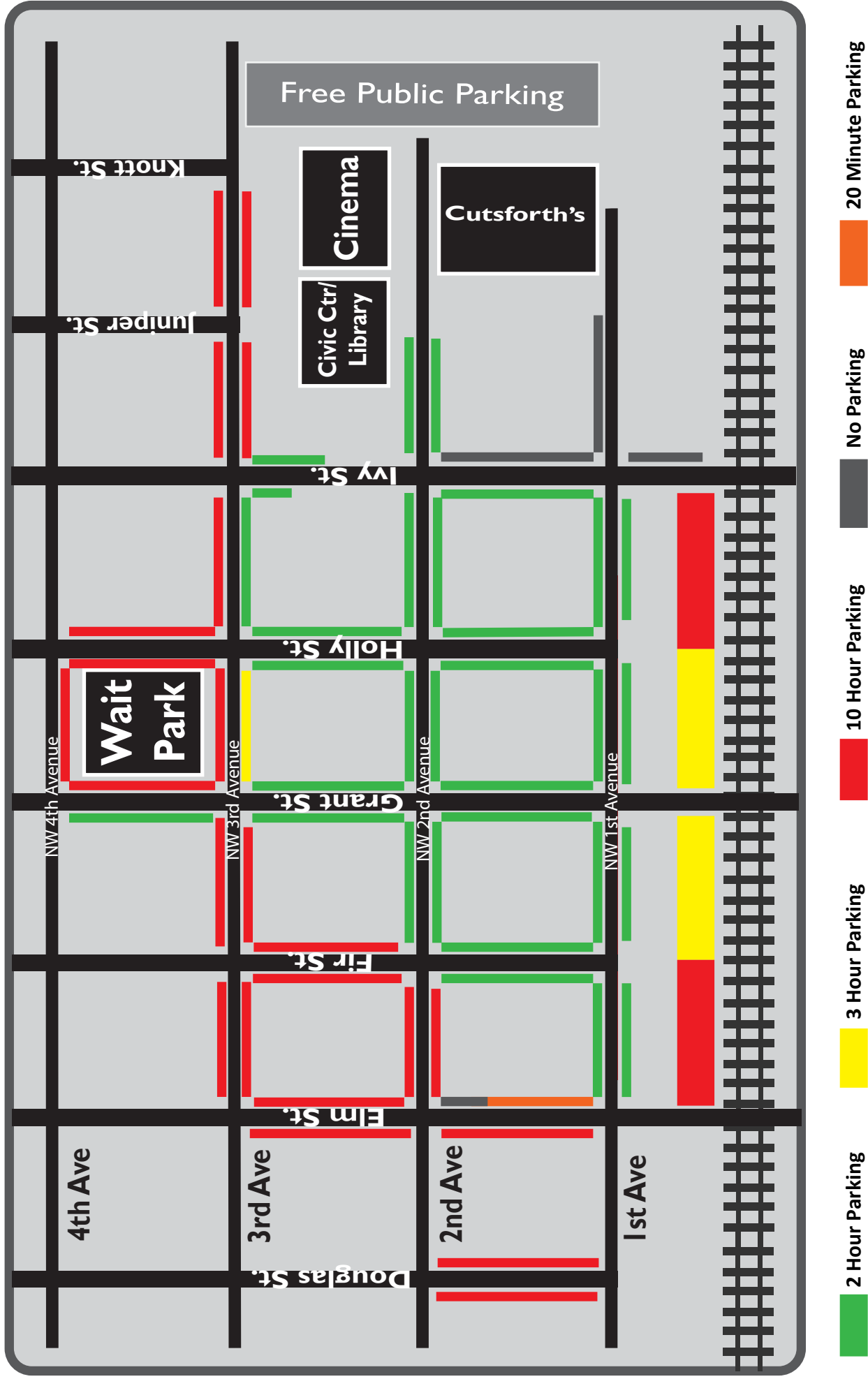
Rationale: To be responsive to downtown property owners concerns about customer access to their businesses.

Recommended Motion: ***“I move adopt Resolution 1310, A RESOLUTION ADOPTING DOWNTOWN PARKING RECOMMENDATIONS.”***

Attachments:

Downtown Parking Map
Parking Sign
Resolution 1310

Downtown Parking



2

**HOUR
PARKING**

**MONDAY
THRU
FRIDAY
8AM – 5PM**



RESOLUTION NO. 1310

A RESOLUTION ADOPTING DOWNTOWN PARKING RECOMMENDATIONS

WHEREAS, the City of Canby was asked to address parking concerns from business and property owners located within the downtown commercial district as Canby continues to grow; and

WHEREAS, on October 17, 2018 the City of Canby held a Downtown Parking Task Force meeting which identified options to relieve parking strain based on the 2012 Downtown Parking Study and the 2013 Parking Task Force meetings; and

WHEREAS, the Canby City Council heard the Parking Task Force recommendations at the February 20, 2019 work session and provided staff with direction to move forward with formal adoption of the parking plan.

NOW, THEREFORE, BE IT RESOLVED by the Canby City Council that it is the official policy of the City of Canby to adopt the proposed downtown parking changes:

1. The City of Canby will begin random enforcement, implementation of a community engagement campaign, and installation of new, comprehensive signage within the downtown commercial district between the hours of 8:00 a.m. – 5:00 p.m. Monday – Friday.

This Resolution shall take effect on March 20, 2019.

ADOPTED BY THE City of Canby Council on the 20th day of March 2019.

Brian Hodson
Mayor

ATTEST

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1504

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. IN THE AMOUNT OF \$522,949.50 FOR N MAPLE STREET IMPROVEMENTS; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby has heretofore advertised and received eight (8) bids for the N Maple Street Improvements project; and

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on January 28, 2019; and

WHEREAS, bids were received and opened on February 19, 2019 at 2:00 pm in the City Hall Conference Room of the City of Canby and the bids were read aloud: and

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

1.	Eagle-Elsner, Inc.	\$522,949.50
2.	Canby Excavating, Inc.	\$530,530.25
3.	M.L. Houck Construction, Co.	\$570,765.00
4.	North Santiam Paving, Co.	\$584,002.00
5.	Kerr Contractors Oregon, Inc.	\$598,856.50
6.	Elting Northwest, Inc.	\$630,344.00
7.	D&D Concrete & Utilities	\$673,835.00
8.	Northcore USA, LLC	\$697,710.51

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, March 6, 2019, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

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

2nd Reading

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

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Canby Excavating, Inc. for N Maple Street Improvements, in the amount of \$522,949.50. A copy of the Contract for Construction with Eagle-Elsner, Inc. is attached hereto and by this reference incorporated herein.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 6, 2019; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, March 20, 2019, after the hour of 7:00 PM at the Council Meeting Chambers located at 222 NE 2nd Avenue, 1ST Floor, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th day of March, 2019, 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: *Rick Robinson*
DATE: *March 11, 2019*
THROUGH: *Rick Robinson, City Administrator*

Issue: Canby Municipal Code Chapter 3.35 establishes the City's Park Maintenance Fee. Sections 3.35.050 (B) and 3.35.090 (E) require an annual adjustment to the City's Maintenance of Effort contribution from the City General Fund using the "Consumer Price Index (CPI-U) for the Portland, Oregon MSA" as the basis for the adjustment. Effective this year the "Consumer Price Index (CPI-U) for the Portland, Oregon MSA" has been discontinued by the U.S. Department of Labor, Bureau of Labor Statistics and an alternative CPI index must be adopted to replace the discontinued index.

Synopsis: Canby Municipal Code Chapter 3.35 Sections 3.35.050 (B) and 3.35.090 (E) provide for an annual adjustment to the City's Maintenance of Effort contribution from the City General Fund using the "Consumer Price Index (CPI-U) for the Portland, Oregon MSA" as the basis for the adjustment. Effective this year the "Consumer Price Index (CPI-U) for the Portland, Oregon MSA" has been discontinued by the U.S. Department of Labor, Bureau of Labor Statistics. With the discontinuation of the (CPI-U) Portland, Oregon MSA, it is necessary to select a different index to calculate the annual adjustment to the City's Maintenance of Effort contribution.

The two most likely options appear to be the CPI West region and the CPI Pacific region. The CPI West region includes the Mountain and Pacific divisions. Within the Mountain Division is Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah and Wyoming. Within the Pacific region is Alaska, California, Hawaii, Oregon, and Washington. For the year ending December 31, 2018, both the West region CPI and the Pacific region CPI were 3.1%.

Staff is recommending the adoption of the Consumer Price Index (CPI-U) for Pacific region Cities. This index appears to be the option likely to yield data most relevant to Oregon and the City of Canby.

Recommendation: *Staff recommends the Council approve Ordinance 1505 which would adopt the Consumer Price Index (CPI-U) for Pacific region Cities. This index appears to be the option likely to yield data most relevant to Oregon and the City of Canby.*

Recommended Motion: “I move to approve Ordinance 1505, AN ORDINANCE AMENDING THE CANBY MUNICIPAL CODE (CMC) CHAPTER 3.35 PARK MAINTENANCE PROGRAM SECTIONS 3.35.050 (B) AND 3.35.090 (E) ANNUAL ADJUSTMENT to come up for second reading on April 3, 2019.

Attachments:

- Consumer Price Indexes Pacific cities and U.S. City Average, January, 2019
- Ordinance No. 1505

CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE JANUARY 2019

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		1 Month ending				Year ending		1 Month ending
	Jan 2018	Dec 2018	Jan 2019	Dec 2018	Jan 2019	Jan 2019	Jan 2018	Dec 2018	Jan 2019	Dec 2018	Jan 2019	Jan 2019
U. S. City Average.....	247.867	251.233	251.712	1.9	1.6	0.2	241.919	244.786	245.133	1.8	1.3	0.1
West.....	258.638	265.209	265.624	3.1	2.7	0.2	250.416	256.879	257.040	3.1	2.6	0.1
West – Size Class A ¹	266.498	273.507	274.142	3.2	2.9	0.2	256.300	263.302	263.758	3.4	2.9	0.2
West – Size Class B/C ²	150.564	154.228	154.328	2.9	2.5	0.1	150.288	153.954	153.891	2.9	2.4	0.0
Mountain ³	100.450	102.980	102.715	3.0	2.3	-0.3	100.510	103.266	103.028	3.3	2.5	-0.2
Pacific ³	100.521	103.083	103.401	3.1	2.9	0.3	100.561	103.091	103.277	3.1	2.7	0.2
Los Angeles-Long Beach-Anaheim, CA.....	261.235	267.631	269.468	3.2	3.2	0.7	251.785	258.101	259.182	3.3	2.9	0.4
BI-MONTHLY DATA (Published for odd months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Jan 2018	Nov 2018	Jan 2019	Nov 2018	Jan 2019	Jan 2019	Jan 2018	Nov 2018	Jan 2019	Nov 2018	Jan 2019	Jan 2019
	Jan 2018	Nov 2018	Jan 2019	Nov 2018	Jan 2019	Jan 2019	Jan 2018	Nov 2018	Jan 2019	Nov 2018	Jan 2019	Jan 2019
Riverside-San Bernardino-Ontario, CA ³	100.916	103.616	103.991	-	3.0	0.4	100.944	103.737	104.062	-	3.1	0.3
San Diego-Carlsbad, CA.....	288.331	293.858	295.761	2.8	2.6	0.6	271.120	278.473	277.832	3.8	2.5	-0.2
Urban Hawaii.....	273.909	279.700	279.005	2.0	1.9	-0.2	269.435	276.213	274.941	2.4	2.0	-0.5
BI-MONTHLY DATA (Published for even months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Dec 2017	Oct 2018	Dec 2018	Oct 2018	Dec 2018	Dec 2018	Dec 2017	Oct 2018	Dec 2018	Oct 2018	Dec 2018	Dec 2018
	Dec 2017	Oct 2018	Dec 2018	Oct 2018	Dec 2018	Dec 2018	Dec 2017	Oct 2018	Dec 2018	Oct 2018	Dec 2018	Dec 2018
Phoenix-Mesa-Scottsdale, AZ ⁴	134.361	140.517	140.083	-	4.3	-0.3	132.129	139.062	138.231	-	4.6	-0.6
San Francisco-Oakland-Hayward, CA.....	277.414	289.673	289.896	4.4	4.5	0.1	271.342	283.183	283.278	4.4	4.4	0.0
Seattle-Tacoma-Bellevue, WA.....	265.850	272.805	273.293	3.1	2.8	0.2	262.485	269.719	269.470	3.3	2.7	-0.1
Urban Alaska.....	220.374	228.170	226.537	-	2.8	-0.7	218.660	225.686	223.996	-	2.4	-0.7

¹ Population over 2,500,000 ² Population 2,500,000 and under, Dec 1996 = 100 ³ Dec 2017=100 ⁴ Dec 2001=100 Dash (-) = Not available

NOTE: In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI): www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf
Historical tables including semiannual and annual average data are available at: www.bls.gov/regions/west/data/cpi_tables.pdf

Release date February 13, 2019. The next release date is scheduled for March 12, 2019. For questions, please contact us at BLInfoSF@bls.gov or (415) 625-2270.

ORDINANCE NO. 1505

AN ORDINANCE AMENDING THE CANBY MUNICIPAL CODE (CMC) CHAPTER 3.35 PARK MAINTENANCE PROGRAM SECTIONS 3.35.050 (B) AND 3.35.090 (E) ANNUAL ADJUSTMENT

WHEREAS, Canby Municipal Code Chapter 3.35 Sections 3.35.050 (B) and 3.35.090 (E) provide for an annual adjustment to the City's Maintenance of Effort contribution from the City General Fund using the "Consumer Price Index (CPI-U) for the Portland, Oregon MSA" as the basis for the adjustment; and

WHEREAS, the "Consumer Price Index (CPI-U) for the Portland, Oregon MSA" has been discontinued by the U.S. Department of Labor, Bureau of Labor Statistics; and

WHEREAS, with the discontinuation of the (CPI-U) Portland, Oregon MSA, it is necessary to select a different index to calculate the annual adjustment to the City's Maintenance of Effort contribution; and

WHEREAS, the "Consumer Price Index (CPI-U) for Pacific Cities includes cities in Oregon, Washington, Alaska, California, and Hawaii.

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

Section 1: The City of Canby's Municipal Code Chapter 3.35.050 (B) and 3.35.090 (E) are amended to read as follows:

§ 3.35.050 (B). The City contribution shall be adjusted annually in an amount equal to the percentage change in the consumer price index for the ~~Portland Metropolitan Statistical Area~~ Pacific Cities (CPI-U adjustment).

*§ 3.35.090 (E). Annual Adjustment. An annual rate adjustment shall be made based on the Consumer Price Index (CPI-U) for the ~~Portland, Oregon MSA~~ Pacific Cities and index period ~~1982-1984 = 100~~ December 2017 = 100. The adjustment shall be the percent change in the CPI for the calendar year ending December 31 of each year. The ~~first~~ adjustment shall be *completed annually with the Council adopted Master Fee Schedule resolution, effective July 1 of each year beginning July 1, 2019.* ~~made in May 2019 upon resolution duly adopted and approved by the City Council. All adjustment to the park maintenance fee shall be set by resolution.~~*

Section 2. This ordinance shall take effect 30 days after passage.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 20, 2019, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, April 3, 2019, commencing at the hour of 7:00 p.m. in the Council Meeting Chambers located at 222 NW 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 April 3, 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: January and February 2019

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: March 13, 2019

1. Business Licenses:

Fifty-six new business licenses were issued during the months of January and February 2019. This compares to 62 new licenses issued during January and February 2018. Forty-eight business licenses were inactivated during the months of January and February 2019. This compares to 39 inactivated during the same period in 2018. Two Hundred thirty-seven (237) business license renewals were sent out, compared to 209 in 2018. The total number businesses licensed with the City of Canby is 1,515 (1,468 this time in 2018) of which 684 have Canby addresses (672 this time last year).

2. Cemetery:

- Total property purchases recorded: January - 2, February - 5
- Total interments recorded: January – 3, February – 3

3. Public Records Requests:

- Six Public Records Requests were processed during January and February.

4. Training/Meetings:

- Kim Scheafer attended the OAMR Records Management Meeting and toured the State Archives.

5. Special Animal Permits:

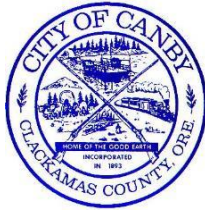
- No special animal permits were issued in January and February.

6. Sidewalk/Park Vending Permit:

- No Sidewalk/Park Vending Permits were issued in January and February.

7. Liquor Licenses Processed:

- One new liquor license was processed in January.
- Thirty-eight annual liquor licenses were processed in February.



City of Canby Bi-Monthly Report
Department: Court
January and February 2019

To: The Honorable Mayor Hodson and City Council
From: Jessica Roberts, Municipal Court Supervisor
Through: Rick Robinson, City Administrator
Date: March 1, 2019

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	January	February
Misdemeanors		
Offenses Filed	41	29
Cases Filed	23	19
Warrants Issued	22	24
Misdemeanor Case Detail		
Diversion	6	4
Offenses Dismissed	23	15
Offenses Sentenced	12	12
Traffic & Other Violations		
Offenses Filed	209	180
Cases/Citations Filed	164	131
Parking Citations Filed	11	6
Traffic & Other Violations Case Detail		
Diversion	28	7
Dismissal (Fix It Tickets)	60	35
Sentenced by Judge	123	72
Handled by Violations Bureau	102	73
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	9	12
Defendant Accounts referred to Collections	\$74,622	\$56,200
Fines & Surcharges Collected	\$48,348.43	\$48,054.24

*See court notes regarding collections

Collections Payments

The court switched collection agencies in 2017 to Western Collection Bureau. In 2018 Western Collection Bureau collected \$216,958.26 for the court.

Explanation of terms:

1. Difference between Offenses Filed vs. Cases Filed

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

2. The Violations Bureau applies to traffic violations only.

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

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

Current programs and to qualify:

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

3. Fix It Citations

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



M E M O R A N D U M

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

RE: *CITY COUNCIL BI-MONTHLY REPORT for January and February 2019*
Economic Development Updates:

The following projects are funded through Urban Renewal.

Downtown Parking Task Force – The Canby City Council held a work session on January 16th to review the suggestions from the Downtown Canby Parking Task Force. The task force was formed in response to complaints from business owners. The suggestions included new, comprehensive signage, random enforcement, and an outreach campaign with the community and downtown business owners. The council reviewed the suggestions and asked them to be brought before council for formal adoption in March.

Request for Expressions of Interest – The City of Canby opened a Request for Expressions of Interest for the former public library. The library building is 10,961 square feet in the heart of downtown Canby. It has been vacant since 2016 when the City combined its services in the new Civic Center. The city received four proposals and Council reviewed them at a February 20th work session. The proposals were from varied businesses including Thelma's Place, Balance and Harmony, Canby Brewing Company, and a company proposing an indoor playground. The Council reviewed the proposals and encouraged staff to begin negotiations with Canby Brewing Company.

Project Shakespeare – The City of Canby received an application for a new business in the Canby Pioneer Industrial Park. The proposal is for a 530,000 square foot warehouse and distribution center. The Planning Commission reviewed the proposal and testimony for proponents and opponents of the development on January 14th. It was unanimously approved. The developer, Trammell Crow, intends to break ground as swiftly as possible to get their tenant into the new space.

Industrial Park Access – As the industrial park continues to grow, it has triggered the city to look at access within the industrial park. The City of Canby has determined that a light at Hazel Dell Way and Sequoia Parkway. The light will help ensure safety and mitigate congestion. The City will work with Clackamas County to manage the light and a planning meeting has already taken place.

Canby Children's Summit - On January 25th the Economic Development Director served as the facilitator for the inaugural Canby Children's Summit. The summit brought businesses and organizations with child-centered programming to address the which programs and services are available and what is needed. The members of the summit decided to move forward with a children's survey and a cohort to continue meeting.

Downtown Canby Quiet Zone – The city has been working on a railroad quiet zone in downtown Canby at Elm Street, Grant Street, and Ivy Street. A quiet zone is a section of a rail

road where trains do not use their horns. Additional safety measures are put into place to ensure the safety of pedestrians and cars. The city held a diagnostic meeting on January 30th with the Federal Rail Authority, Union Pacific and PBS Engineering. The diagnostic meeting identified the increased safety measures the city will need to put into place for the quiet zone.



M E M O R A N D U M

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 Business First Thursdays (formerly First Fridays)** – In February, planning for the 2019 year's downtown joint promotional activities (formerly known as First Fridays) kicked off with biweekly planning meetings. A group of downtown business owners with support from the Canby Area Chamber of Commerce and this department met to reimagine this program. It was decided that Thursday Evenings have a greater potential attendance from the local community and visitors because:
 - Thursday evenings have been observed to be a popular night to visit downtown
 - Friday evenings compete with youth sports activities
 - Canby residents and visitors may choose to leave town for the weekendFurther changes to the schedule were made, expanding the program to cover March – December (previously May-December). Themes were also identified in order to make each month's activities unique and to provide inspiration to participating businesses.
- **Canby's Independence Day Celebration (CIDC)**– Planning for CIDC kicked off on January 21 with a community planning meeting. The opportunity was used to sign up volunteers for subcommittee positions and get input on how to proceed with plans. Follow – up is ongoing, as reservations are being made and the event is planned. Sub-committees include: car show, parade, entertainment, street fair, and kids activities.
 - **Musician Search** – This department held a musician search for CIDC entertainment that went out through our weekly newsletter, the Canby Herald, and Canby Business Facebook. Several artists were evaluated on talent and appropriateness, and the top three selected were: Return Flight, Cool Change, and Brady Goss. The artists have agreed to play and program agreements are being drafted by this department.
- **Marketing Canby's Big Weekend** – On February 28 this department submitted a grant application to Mt. Hood Territory's Community Partnership program for funds to market Canby's Big Weekend, including funds for a logo, social media advertising, and an advertisement in AAA Via Magazine's Travel Guide.

Organization

- **Heritage and Landmark Commission (HLC): Request for Proposals for Comprehensive Preservation Plan** – No proposals were received for the initial Request for Proposals (RFP) for a comprehensive historic preservation plan. Working with Commissioner Carol Palmer,

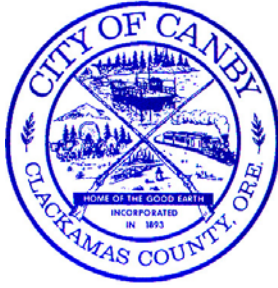
the HLC's Preservation Plan project lead, this department reissued the RFP for a comprehensive historic preservation plan. The budget was increased by applying for, and subsequently receiving, a grant for \$5,000 from the Kinsman Foundation. By increasing the budget and reducing some of the contractor's work, we expect to receive 3 proposals by close of business on March 8, 2019.

Economic Vitality

Oregon Main Street Revitalization Grant Workshop - On January 25, The Economic Development and Tourism Coordinator attended a workshop in Salem on the Oregon Main Street Revitalization Grant. This department intends to apply for a grant of up to \$200,000 for the revitalization of a property in the downtown commercial district.

Tourism

Tourism Committee – The Economic Development and Tourism Coordinator attended the Canby Area Chamber of Commerce's Tourism Committee meeting on February where it was decided to suspend the board's efforts for the time being. The Chair had recently resigned and several board members agreed to postpone future meetings until a specific reason to organize arises.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Julie Blums, Finance Director
Through: Rick Robinson, City Administrator
Covering: January & February 2019
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 **budget process for fiscal year 2019-2020** is well under way. After an initial kick-off meeting with all departments in January, individual meetings continue and requests for new program, staffing and capital funding have been submitted for initial consideration by the Budget Officer. Finance is working on general revenue estimates and five-year forecasting models. The Proposed Budget document is scheduled for distribution at the end of April.

- **Payroll** updates for health insurance rates and tax rates were implemented this period. IRS reporting for employee W-2's and 1099's for **Accounts Payable** vendors were completed.

- The Utility Billing Specialist provided **sewer account information** to Wastewater Treatment staff to help them in updating the sewer master plan and completing the Pretreatment Annual Report for DEQ.

- Finance has partnered with staff from Administration, Court and the Police department to share **interoffice mail** deliveries between City Hall and the Police Station. This has increased efficiency in getting important documents from Point A to Point B in a timely manner.

- In another effort at efficiency, Finance has begun using the night drop for **bank deposits** to avoid wait times for in-person deposits. Thus far, the process is working smoothly and deposits are being recorded accurately.

- All Finance staff computers have been **upgraded to Windows 10**. We appreciate the support of the IT Department in helping with the transition.

- Staff worked with our largest payroll service ADP on a project to clean up **Transit Tax reporting issues** for the companies that ADP contracts with. This will result in the reduction of paperwork processed each quarter for both ADP and the City.

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

- Oregon DAS Fundamentals of Procurement training
- Oregon DAS Principles of Public Procurement course
- Caselle webinars
- Caselle User Group meeting
- OGFOA Certification Committee meeting
- Library Board meeting

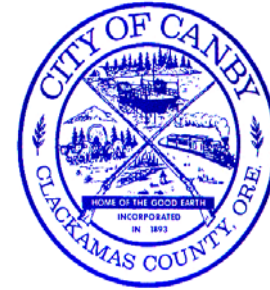
Statistics for FY 2018-2019:

	<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	513	521		
Invoice entries:	1002	1108	976	1047		
Encumbrances:	36	9	8	9		
Manual checks:	4	7	6	6		
Total checks:	367	375	415	308		
Payroll						
Timesheets processed:	650	490	501	485		
Total checks and vouchers:	696	547	570	541		
New hires/separations:	5/4	5/2	1/5	3/1		
Transit Tax Collection						
Forms sent:	29	765	1005	478		
Penalty & Int. notices sent:	12	10	22	12		
Pre-collection notices sent:	1	134	109	0		
Accounts sent to collections:	2	55	0	61		
Accounts opened/closed:	32/35	53/35	27/33	45/45		
Returns posted:	792	674	426	1054		
Utility Billing						
Bills sent:	9653	9704	9704	9747		
Counter payments:	213	209	199	195		
Accounts opened and closed:	136	130	102	104		
Lien payoffs:	4	2	2	4		
Lien payoff inquiries:	55	51	22	25		
Collection notices sent:	0	15	14	16		
Accounts sent to collections	8	0	0	0		
General Ledger						
Total Journal entries:	436	265	416	365		
Cash Receipts Processed						
Finance:	1196	1046	760	1373		
Utility:	412	361	344	395		

CANBY PUBLIC LIBRARY

BI-MONTHLY STAFF REPORT

January – February 2019



TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 3-7-19

Information

	January 2018	January 2019		February 2018	February 2019		Circulation Statistics	January 2018	January 2019		February 2018	February 2019
Reference	718	573		652	683		Total Registered Borrowers*	10,901	10,528		11,015	10,635
Operational	469	504		418	532		New Library Cards	136	116		110	104
Computer Help	204	194		142	162		Number of Materials Owned	56,835	58,010		57,091	58,599
Reader's Advisory	28	9		18	20		Monthly Circulation	25,440	24,598		23,280	24,251
Computer Passes	63	85		77	122		Materials Added	984	681		766	881
Job/resume Help	8	5		2	0		Holds Placed	6,938	6,553		5,997	6,106
E-Book Help	14	13		11	17		Self-Check	61%	64.9%		65.8%	64.9%
Help In Spanish	35	27		34	29		Public Internet Sessions	1,615	1,529		1,482	1,471
Email Questions	12	14		10	12		Facebook Likes	812	985		822	1,000
People Counter	11,645	11,124		10,840	10,380		Volunteer Hours	244.25	236		186.5	199
Mobile Print Users	n/a	28		n/a	24		Lilac, Iris & Magnolia Room Use	95	114		81	98

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	Attendance for Adult Programs	# Teen Programs	Teen Attendance	# Children's Programs	Attendance for Children's Programs
January 2018	47	* 952	6	26	21	396
January 2019	28	236	17	172	38	**502
February 2018	21	*441	3	52	17	261
February 2019	22	166	10	123	25	**485

*Previous number included adults attending all programs ** Now includes parents/caregivers

Library Operations:

- Cultural Pass Express will go live on April 1st. This is a streamlined, online version of our former cultural pass program. Patrons will be able to print Cultural passes from home and/or download them to their mobile device for free or reduced admission to local museums and gardens.
- Library of Things (LoT) is progressing well and is expected to roll out late spring/early summer. A LINCC committee is finalizing communication, operations and risk managements plans. Canby's portion of the grant from the Office of Sustainability & Solid Waste (OSSW) will be \$2,800. Over 3,500 people responded to the survey on the LINCC website. Staff are currently evaluating the responses.
- We are still looking for viable candidates for the Outreach/Bilingual Services Librarian. The previous person took a job with Washington County.
- The 20 new Chrome books will be available for the public to check out for use inside the library starting mid-March. They are currently being processed. Patrons will be able to check them out for a 3- hour period.
- We held our annual "Love Us We Will Love You Back" fine waiver program from February 10th to the 17th. We bought in \$1,640.72 and waived \$969.64.
- We provided staff, the library board and a few patrons a trial of the streaming video service Kanopy. This may be an option for next year to integrate into our database offerings.
- Clackamas County Fiscal Year 2018-2019 Distribution to the library will be \$932,238. This is a \$50,713 increase from last year. Part of the increase is due to a one-time settlement agreement with Comcast.
- Mobile print is being used quite a bit. In January 26 users printed 84 jobs. In February 19 users printed 40 jobs.
- We would like to welcome three new members to our library board: Denise Fonseca and Suzy Stutes, who will represent our unincorporated area, and Meridian Lattig, our new student member.
- Library Board members are reviewing the library's compliance with the 2018 Oregon Public Library Standards.

Facilities/IT:

- The library was closed to the public January 21st and 22nd to complete the collection shift. DVDs and audio books were moved to the front of the library and the Spanish collection was consolidated into one area. We have receive many positive responses about the move.
- Facilities installed lighting in the back of the library. Previously it was very dark, making it difficult for many to read the titles.
- The Friends of the Library are continuing their support to complete the teen room. They will be funding the supplies for the art on the wall.
- We would like to thank Dustin Breese for his pleasant and quick response to our many requests.

Library District Advisory Committee (LDAC):

- LDAC met on 2/25 to discuss the new task force. The process will last about 18 months with the Task Force and Subcommittees meeting periodically over 7 months. The Library District Task Force process will be divided into four distinct phases namely:
 - Phase 1 (approx. 5 months) – Preparation
 - Phase 2 (approx. 3 months)– Engagement and Outreach

- Phase 3 (approx. 9 months)– Library District Task Force and Subcommittee Work
- Phase 4 (approx. 3 months) – Preparation and Submission of Final Report to the BCC. (Estimated date: July 2020).
- Each subcommittee will consist of up to 23 members. Canby may appoint up to two members, and will be allowed one vote.
- LDAC Subcommittee met on 3/1 to discuss libraries annual progress reports. Reports will include:
 - Library Board Composition (incorporated and unincorporated)
 - Financial Data: Fund balances, revenue, expenditures, reserves, debt services, allocated costs and city support

Partnerships:

- We are working with two students and their art teacher from the high school on the art project for the teen room. They have come up with several designs. The library board and the new teen advisory council reviewed the design and provided suggestions. We will meet again with the students at the end of March to see their final submissions.

Programming/Outreach:

- There has been a 285% increase in the number of teen programs since this time last year. We are now offering 12 programs per month.
- There is also a 330% increase in the number of teens attending programs comparative to this time last year.
- The adult winter reading program is running from January 2 to March 15th. Those participating in the program need to complete a reading BINGO. So far 123 people have signed up and 20 have completed. Participants can earn a notebook and if they complete the entire card, be entered in a drawing for a Kindle Fire.

Friends of the Library:

- January's Book Garden Sales were: \$1,141.63
- February's sales were: \$1,212.40, which included a special week-long book sale.

Canby Public Library Foundation

- The Canby Public Library Foundation will have a strategic planning session on Thursday, March 21st.

Volunteers:

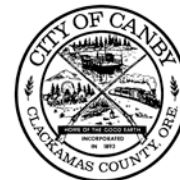
- January's volunteer of the month was Laurie Mills, who does our Monday morning picklist.
- February's volunteer of the month was Patti Zavala, who does our Saturday morning Spanish-language computer classes

Library Artwork:

- Jody Dunn provided her acrylic artwork for the months of January and February.

Jan-19		Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM				
	Date		Adults	Teen	Children		Adult	Teen	Children's	Family	
CHILDREN											
Storytimes											
Songs and Sillies Storytime (ages 2-6)	1/7/2019	yes	6	0	10	16	0	0	1	0	
Songs and Sillies Storytime (ages 2-6)	1/14/2019	yes	9	0	12	21	0	0	1	0	
Songs and Sillies Storytime (ages 2-6)	1/28/2019	yes	15	0	18	33	0	0	1	0	
Toddler Time	1/2/2019	yes	4	0	5	9	0	0	1	0	
Toddler Time	1/9/2019	yes	6	0	9	15	0	0	1	0	
Toddler Time	1/16/2019	yes	12	0	13	25	0	0	1	0	
Toddler Time	1/23/2019	yes	12	0	14	26	0	0	1	0	
Toddler Time	1/31/2019	yes	8	0	12	20	0	0	1	0	
Baby Time	1/8/2019	yes	0	0	0	0	0	0	1	0	
Baby Time	1/15/2019	yes	1	0	2	3	0	0	1	0	
Baby Time	1/22/2019	yes	0	0	0	0	0	0	1	0	
Baby Time	1/29/2019	yes	0	0	0	0	0	0	1	0	
Friday Storytime	1/4/2019	yes	10	0	18	28	0	0	1	0	
Friday Storytime ASL	1/11/2019	yes	12	0	15	27	0	0	1	0	
Friday Storytime	1/18/2019	yes	8	0	10	18	0	0	1	0	
Friday Storytime	1/25/2019	yes	6	0	7	13	0	0	1	0	
Discovery Room	1/2/2019	yes	5	0	7	12	0	0	1	0	
Discovery Room	1/7/2019	yes	6	0	8	14	0	0	1	0	
Discovery Room	1/9/2019	yes	4	0	4	8	0	0	1	0	
Discovery Room	1/14/2019	yes	5	0	7	12	0	0	1	0	
Discovery Room	1/16/2019	yes	4	0	4	8	0	0	1	0	
Discovery Room	1/23/2019	yes	3	0	3	6	0	0	1	0	
Discovery Room	1/28/2019	yes	4	0	5	9	0	0	1	0	
Discovery Room	1/30/2019	yes	2	0	2	4	0	0	1	0	
FAMILY											
Family Evening (Creature Teacherz)	1/31/2019	yes	40	0	53	93	0	0	0	1	
Reading Adventures	1/2/2019	yes	2	0	3	5	0	0	0	1	
Reading Adventures	1/9/2019	yes	2	0	4	6	0	0	0	1	
Reading Adventures	1/16/2019	yes	1	0	2	3	0	0	0	1	
Reading Adventures	1/23/2019	yes	0	0	0	0	0	0	0	1	
Reading Adventures	1/30/2019	yes	1	0	1	2	0	0	0	1	
Legos at the Library	1/2/2019	no	4	0	12	16	0	0	0	1	
S.T.E.A.M. Night	1/10/2019	yes	0	0	4	4	0	0	0	1	
Read to the Dog	1/13/2019	no	0	0	3	3	0	0	0	1	
Read to the Dog	1/27/2019	no	0	0	1	1	0	0	0	1	
TOTAL			192	0	268	460	0	0	24	10	34
HISPANIC CHILDREN'S AND FAMILY PROGRAMS											
Spanish Storytime (for the whole family)	1/5/2019	yes	3	0	6	9	0	0	0	1	
Spanish Storytime (for the whole family)	1/12/2019	yes	2	1	6	9	0	0	0	1	
Spanish Storytime (for the whole family)	1/19/2019	yes	4	1	11	16	0	0	0	1	
Spanish Storytime (for the whole family)	1/26/2019	yes	4	0	4	8	0	0	0	1	
TOTAL			13	2	27	42	0	0	0	4	4
TOTAL CHILDREN'S AND FAMILY PROGRAMS			205	2	295	502	0	0	24	14	38
TEENS											
Unplugged Game Night	1/2/2019	yes	0	14	0	14	0	1	0	0	
Movie Snark	1/5/2019	yes	0	8	0	8	0	1	0	0	
Anime Movie Night	1/9/2019	yes	0	17	0	17	0	1	0	0	
Marvel Monday	1/14/2019	yes	0	18	0	18	0	1	0	0	
Marvel Monday	1/28/2019	yes	0	13	0	13	0	1	0	0	
Maker Night	1/16/2019	yes	0	16	0	16	0	1	0	0	
Harry Potter Family Fevd	1/19/2019	yes	0	3	0	3	0	1	0	0	
Marvel Monday	1/28/2019	yes	0	9	0	9	0	1	0	0	
Nintendo /Wii	1/30/2019	yes	0	11	0	11	0	1	0	0	
PhotoVoice Class	1/3/2019	no	0	3	0	3	0	1	0	0	
PhotoVoice Class	1/10/2019	no	0	3	0	3	0	1	0	0	
PhotoVoice Class	1/17/2019	no	0	3	0	3	0	1	0	0	
PhotoVoice Class	1/24/2019	no	0	3	0	3	0	1	0	0	
PhotoVoice Exhibit	1/31/2019	no	11	6	0	17	0	1	0	0	
Numbering Divas	1/15/2019	Found	0	10	0	10	0	1	0	0	
Numbering Divas	1/29/2019	Found	0	12	0	12	0	1	0	0	
Ready Set Code	1/8/2019	Found	0	12	0	12	0	1	0	0	
TOTAL TEEN PROGRAMS			11	161	0	172	0	17	0	0	17
ADULT											
Music in the Stacks											
Bad Motor Scooter 7.0	1/12/2019	yes	16	0	0	16	0	0	0	1	
General Programs											
Tuesday Craft	1/8/2019	yes	20	0	0	20	1	0	0	0	
Estate Planning 101	1/15/2019	no	51	0	0	51	1	0	0	0	
Tuesday Craft	1/29/2019	yes	13	0	0	13	1	0	0	0	
Author visit Ken Baysinger	1/17/2019	no	16	0	0	16	1	0	0	0	
eReader class	1/28/2019	no	7	0	0	7	1	0	0	0	
Book Clubs											
History Book Group	1/23/2019	no	3	0	0	3	1	0	0	0	
Book Group -	1/17/2019	no	6	0	0	6	1	0	0	0	
Instruction Classes											
E-Reader Help	ONGOING	no	3	0	0	3	1	0	0	0	
Knitting and Crocheting	1/3/2019	no	3	0	0	3	1	0	0	0	
Knitting and Crocheting	1/10/2019	no	4	0	0	4	1	0	0	0	
Knitting and Crocheting	1/17/2019	no	4	0	0	4	1	0	0	0	
Knitting and Crocheting	1/24/2019	no	2	0	0	2	1	0	0	0	
Knitting and Crocheting	1/31/2019	no	2	0	0	2	1	0	0	0	
TOTAL			134	0	0	134	13	0	0	0	
ADULT HISPANIC PROGRAMS											
Nuestros Abuelos	1/8/2019	yes	2	0	0	2	1	0	0	0	
Nuestros Abuelos	1/15/2019	yes	3	0	0	3	1	0	0	0	
Nuestros Abuelos	1/22/2019	yes	Closed	0	0	0	1	0	0	0	
Intercambio	1/5/2019	no	4	0	0	4	1	0	0	0	
Intercambio	1/12/2019	no	8	0	0	8	1	0	0	0	
Intercambio	1/19/2019	no	8	0	0	8	1	0	0	0	
Intercambio	1/26/2019	no	5	0	0	5	1	0	0	0	
Computer Class	1/5/2019	no	7	0	0	7	1	0	0	0	
Computer Class	1/12/2019	no	10	0	0	10	1	0	0	0	
Computer Class	1/19/2019	no	9	0	0	9	1	0	0	0	
Computer Class	1/26/2019	no	5	0	0	5	1	0	0	0	
Citizenship class	1/10/2019	yes	11	0	0	11	1	0	0	0	
Citizenship class	1/17/2019	yes	11	0	0	11	1	0	0	0	
Citizenship class	1/24/2019	yes	9	0	0	9	1	0	0	0	
Citizenship class	1/31/2019	yes	10	0	0	10	1	0	0	0	
TOTAL			102	0	0	102	15	0	0	0	15
TOTAL ADULT PROGRAMS			236	0	0	236	28	0	0	0	28
TOTAL ALL PROGRAMS			441	2	295	738	28	0	24	14	66
LIBRARY TOURS											
TOTAL	None										
Outreach - Not in the library											
Zoar Lutheran	1/9/2019	no	2	0	16	18	0	0	1	0	
Barlow Head Start Parent Early Literature presentation	1/10/2019	yes	31	0	0	31	0	0	1	0	
Mom's Club Preschool Fair	1/21/2019	yes	40	0	26	66	0	0	0	0	
Zoar Lutheran	1/30/2019	no	2	0	10	12	0	0	0	0	
TOTAL			75	0	52	127	0	0	3	1	4

Feb-19		Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM			
	Date		Adults	Teen	Children		Adult	Teen	Children's	Family
CHILDREN										
Storytimes										
Songs and Sillies Storytime (ages 2-6)	2/4/2019	yes	7	0	9	16	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	2/11/2019	yes	14	0	18	32	0	0	1	0
Songs and Sillies Storytime (ages 2-6)	closed	YES	0	0	0	0	0	0	0	0
Songs and Sillies Storytime (ages 2-6)	2/25/2019	yes	9	0	13	22	0	0	1	0
Toddler Time (ages 1-3)	2/6/2019	yes	9	0	10	19	0	0	1	0
Toddler Time (ages 1-3)	2/13/2019	yes	9	0	18	27	0	0	1	0
Toddler Time (ages 1-3)	2/20/2019	yes	11	0	20	31	0	0	1	0
Toddler Time (ages 1-3)	2/27/2019	yes	5	0	5	10	0	0	1	0
Friday Storytime	2/1/2019	yes	10	0	14	24	0	0	1	0
Friday Storytime	2/8/2019	yes	5	0	13	18	0	0	1	0
Friday Storytime	2/15/2019	yes	16	0	20	36	0	0	1	0
Friday Storytime	2/22/2019	yes	7	0	13	20	0	0	1	0
Discovery Room	2/4/2019	yes	3	0	5	8	0	0	0	1
Discovery Room	2/6/2019	yes	3	0	6	9	0	0	0	1
Discovery Room	2/11/2019	yes	4	0	5	9	0	0	0	1
Discovery Room	2/13/2019	yes	3	0	10	13	0	0	0	1
Discovery Room	2/20/2019	yes	2	0	6	8	0	0	0	1
Discovery Room	2/25/2019	yes	2	0	4	6	0	0	0	1
Discovery Room	2/27/2019	yes	2	0	5	7	0	0	0	1
FAMILY										
Make a valentine	2/13 and 14/2019	yes	22	0	37	59	0	0	0	1
Read to the Dog	2/10/2019	no	0	0	2	2	0	0	0	1
Read to the Dog	2/24/2019	no	0	0	2	2	0	0	0	1
Legos at the Library	2/6/2019	no	6	0	16	22	0	0	0	1
STEAM Night	2/14/2019	yes	1	0	1	2	0	0	0	1
Family Evening (Celebrating Seuss)	2/28/2019	yes	19	0	25	44	0	0	0	1
TOTAL			143	0	235	446	0	0	11	10
HISPANIC FAMILY AND CHILDREN'S PROGRAMS										
Spanish Storytime (for the whole family)	2/2/2019	yes	2	0	7	9	0	0	0	1
Spanish Storytime (for the whole family)	2/9/2019	yes	2	0	8	10	0	0	0	1
Spanish Storytime (for the whole family)	2/16/2019	yes	3	0	8	11	0	0	0	1
Spanish Storytime (for the whole family)	2/23/2019	yes	2	0	7	9	0	0	0	1
TOTAL			9	0	30	39	0	0	0	4
TOTAL CHILDREN'S AND FAMILY PROGRAMS			152	0	265	485	0	0	11	14
TEENS										
	2/2/2019	yes	0	8	0	8	0	1	0	0
Movie Snark	2/4/2019	yes	0	11	0	11	0	1	0	0
Marvel Monday	2/5/2019	yes	2	16	0	18	0	1	0	0
Teen Advisory	2/6/2019	yes	0	14	0	14	0	1	0	0
Game Night Unplugged	2/13/2019	yes	0	17	0	17	0	1	0	0
Anime Movie Night	2/16/2019	yes	0	7	0	7	0	1	0	0
Bad Art Day	2/20/2019	yes	0	15	0	15	0	1	0	0
Karaoke Night	2/27/2019	yes	0	18	0	18	0	1	0	0
Wii Game Night	2/17/2019	yes	0	9	0	9	0	1	0	0
Dungeons & Dragons Club	2/24/2019	yes	0	6	0	6	0	1	0	0
TOTAL TEEN PROGRAMS			2	121	0	123	0	10	0	0
ADULT										
Music in the Stacks										
How Long Jug Band	2/9/2019	yes	cancelled	0	0	0	0	0	0	0
General Programs										
Portland, OR a Food Mecca	(snow)2/5/2019	yes	6	0	0	6	1	0	0	0
Tuesday Craft Mommy & Me	2/12/2019	Yes	7	0	11	18	1	0	0	0
English Soccer	2/19/2019	yes	6	1	0	7	1	0	0	0
Tuesday Craft	2/26/2019	yes	22	0	0	22	1	0	0	0
Book Clubs										
History Book Group	2/27/2019	no	3	0	0	3	1	0	0	0
Book Group -	2/21/2019	no	9	0	0	9	1	0	0	0
Instruction Classes										
E-Reader Help	ongoing	no	4	0	0	4	1	0	0	0
Knitting and Crocheting	2/7/2019	no	5	0	0	5	1	0	0	0
Knitting and Crocheting	2/14/2019	no	2	0	0	2	1	0	0	0
Knitting and Crocheting	2/21/2019	no	2	0	0	2	1	0	0	0
Knitting and Crocheting	2/28/2019	no	4	0	0	4	1	0	0	0
TOTAL			70	1	11	82	11	0	0	0
ADULT HISPANIC PROGRAMMING										
Intercambio	2/2/2019	no	4	0	0	4	1	0	0	0
Intercambio	2/9/2019	no	8	0	0	8	1	0	0	0
Intercambio	2/16/2019	no	8	0	0	8	1	0	0	0
Intercambio	2/23/2019	no	5	0	0	5	1	0	0	0
Computer Class	2/2/2019	no	10	0	0	10	1	0	0	0
Computer Class	2/9/2019	no	5	0	0	5	1	0	0	0
Computer Class	2/16/2019	no	cancelled	0	0	0	0	0	0	0
Computer Class	2/23/2019	no	5	0	0	5	1	0	0	0
Citizenship class	2/7/2019	yes	10	0	0	10	1	0	0	0
Citizenship class	2/14/2019	yes	9	0	0	9	1	0	0	0
Citizenship class	2/21/2019	yes	10	0	0	10	1	0	0	0
Citizenship class	2/28/2019	yes	10	0	0	10	1	0	0	0
TOTAL			84	0	0	84	11	0	0	0
TOTAL ADULT PROGRAMS			154	1	11	166	22	0	0	0
TOTAL ALL PROGRAMS			308	122	276	774	22	10	11	14
Library Tours	None									
TOTAL										
Outreach - Not in the library										
Zoar Preschool	2/13/2019		2	0	13	0	0	0	1	0
TOTAL			2	0	13	15	0	0	1	0



PLANNING & DEVELOPMENT SERVICES

JANUARY – FEBRUARY BI-MONTHLY REPORT

TO: Honorable Mayor Hodson and City Council

FROM: Bryan Brown, Planning Director

DATE: March 11, 2019

THROUGH: Rick Robinson, City Administrator

The following report provides a summary of the Planning and Development Services activities for the months of January and February, 2019. 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. TSP Update TGM Grant Application.** A pre-application was submitted prior to the Feb. 28, 2019 deadline indicating our interest in applying by June 1 to the Transportation and Growth Management program for grant funds to update the City's 2010 Transportation System Plan. It is desirable to do an update in a growing community about every ten years. This grant program is sponsored by ODOT and DLCD to bridges both land use and transportation planning to help solve mobility and traffic issues through funding assistance to hire TSP consultants to identify needed future improvements to best serve the community. This update is to serve as TSP is considered an important element of the City's Comprehensive Plan.
- 2. Buildable Land Needs Study.** Final report preparation is in progress.
- 3. RFP for Splash Park.** City staff received direction at the February 20 Council meeting to move forward with a request for proposal (RFP) to solicit design & build assistance for a new City splash play fountain to be located in Maple Park. This is to be funded with accumulated Park system development fees.

LAND USE APPLICATION ACTIVITY

4. Pre-Application Conference(s) Held January 1 – February 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRA 19-02	Tofte-Willamette Capital Investment	10-lot subdivision	1300 S Ivy St
PRA 19-01	Jason Bristol	NW 4th 4 townhomes	East of 661 NW 4 th Ave

5. Land Use Applications Submitted January 1 – February 28, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
LLA 19-01	VLMK/Project Shakespeare	Lot Line Adjustment	2525 SE 1st Ave

6. Pre-Construction Conference(s) Held January 1 – February 28, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRC 19-03	Active Water Sports	Warehouse & Outdoor Space for boat sales, service and storage	1907 SE 1st Ave
PRC 19-02	Cougar Run	23-lot Subdivision	South of Baker Prairie Middle School
PRC 19-01	Ed Netter Construction	Pine Place Subdivision - 6 lots	480 S Pine St

7. PC Meeting Items Reviewed January 1 – February 28, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
DR 18-10 CUP 18-07	VLMK/Trammel Crow	Project Shakespeare	2525 SE 1st Ave
TA 19-01	City Planning Staff Initiated	Code Amendments Study Session	City Wide Legislative Code
SUB 18-06	Hamilton Acres Subdivision	41-Lot Subdivision	1467 N Pine St
SUB 18-05	Territorial Place Estates - DuPont	9-lot subdivision	2525 NE Territorial Place

**8. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit
January 1 – February 28, 2019:**

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 19-27	William Judge	Egress Window in Basement	1185 N Birch St
SP 19-26	Richmond Homes	SFR – Model Home	Redwood Landing Lot 66
SP 19-25	Richmond Homes	SFR – Model Home	Redwood Landing Lot 67
SP 19-24	RI-KY Roofing	Re-roof 2 apartment buildings	718 SE Township Rd
SP 19-23	Holt Homes	SFR	2131 SE 12th Ave, Timber Park, Lot 2
SP 19-22	Holt Homes	SFR	2159 SE 11th Ave. Timber Park, Lot 42
SP 19-21	Holt Homes	SFR	2264 SE 11th Ave, Timber Park, Lot 61
SP 19-20	Nick Netter	SFR	2052 SE 11th Ave, Faist 7, Lot 55
SP 19-19	Troy Marsh	SFR	605 NW 11th Ave, Northwood, Lot 83
SP 19-18	Ed Netter	SFR	2085 SE 11th Pl, Faist 8, Lot 53
SP 19-17	Ed Netter	SFR	2053 SE 11th Pl, Faist 8, Lot 52
SP 19-16	Stonecreek Development	SFR	2276 SE 10th Ave., Timber Park, Lot 105
SP 19-15	OR Development West, LLC Tom Kendall	SFR	1844 SE 11th Ave, Faist 6, Lot 25
SP 19-14	Powder River Dev Services	T-Mobile Replace Antennas on cell tower	1239 SE 1st Ave
SP 19-13	Roth Heating/T-Line	Heat Pump Replacement	158 SW 1st Ave
SP 19-12	William Taylor, JR	Roof Replacement	563 N Cedar
SP 19-11	Holt Homes	SFR	2263 SE 11th Ave, Timber Park, Lot 46
SP 19-10	Holt Homes	SFR	2285 SE 11th Ave, Timber Park, Lot 47
SP 19-09	Holt Homes	SFR	1096 S Walnut St, Timber Park, Lot 63
SP 19-08	Roof Masters	Replace roof	113 N. Elm St

SP 19-07	Holt Homes	SFR	2105 SE 11th Ave, Timber Park, Lot 40
SP 19-06	Holt Homes	SFR	1149 S Walnut St, Timber Park, Lot 44
SP 19-05	Holt Homes	SFR	1175 S Walnut St, Timber Park, Lot 34
SP 19-04	Holt Homes	SFR	1146 S Willow St, Timber Park, Lot 50
SP 19-03	Ed Netter	Demo - 20 x 40 shop	480 S Pine St
SP 19-02	Charlie Clark	SFR	1455 N Oak St, Caitlyn Place, Lot 2
SP 19-01	ICON Construction	Retaining wall	1758 N Redwood St, Redwood Landing Sub

9. Active Permit Finals by Clackamas County, January 1 – February 28, 2019:

FINAL DATE	PROJECT	ADDRESS
1/8/2019	Martin Clark Construction	560 NW 10th Ave
1/8/2019	Hymark Custom Homes	705 NW 11th Ave
1/18/2019	Heritage Homes Of Molalla Oregon	2106 SE 11th Ave
1/23/2019	Heritage Homes Of Molalla Oregon	2172 SE 11th Ave
1/23/2019	Charles Clark Construction	880 Caitlyn Pl
1/24/2019	Heritage Homes Of Molalla Oregon	1043 S Willow St
2/13/2019	Heritage Homes Of Molalla Oregon	1012 S Walnut St
2/13/2019	Heritage Homes Of Molalla Oregon	2184 SE 11TH Ave
2/25/2019	Heritage Homes Of Molalla Oregon	2252 SE 11TH Ave
2/25/2019	Heritage Homes Of Molalla Oregon	1059 S Walnut St
2/27/2019	Concept Custom Homes	1807 SE 10TH Ave



City of Canby Bi-Monthly Report Department: Police
January / February 2019

To: The Honorable Mayor Hodson and City Council
From: Chief Bret Smith
Through: Rick Robinson, City Administrator
Date: March 6, 2019

	January	February
Calls for Service Dispatched 911 and non-emergency calls	1078	836
Property Crimes Reported		
Burglary	1	1
Motor Use of Motor Vehicle / Unlawful entry of Motor Vehicle	1	0
Fraud	3	1
Robbery	0	0
Theft I, II, & III	12	12
Forgery	0	1
Trespass	0	3
Vandalism (Criminal Mischief)	0	2
Person Crimes Reported		
Assault I, II, IV	1	4
Carrying Concealed Weapons (knife, blade, etc.)	2	0
Disorderly Conduct (includes resisting arrest)	2	1
Endangering Welfare of a Minor/Recklessly endangering	0	0
Felon in possession of firearm	3	1
Harassment, Intimidation or Threats	2	1
Identity Theft	5	6
Interfering with Peace Officer	1	0
Menacing	1	0
Sex Offenses	2	2
Strangulation	0	0
Arrests		
Warrant Arrests (and contempt of court, restraining order, parole violations)	31	20
Adult and Juvenile Custodies (includes juvenile curfew)	39	28
Drug Crimes		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	5	6
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	1	3
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
Traffic Crimes, Accidents, Citations		
Attempt to Elude	0	0
Driving Under the Influence of Intoxicants	8	2
Other Traffic Crimes (hit & run, driving while suspended, etc.)	8	3
Traffic Accidents	13	4
Traffic Citations	404	271

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: March 7, 2019

Re: Bi-monthly Report

January and February have been busy and challenging. Trying to keep up with the crazy weather and fit everything in without weather delays has been interesting. Canby High School had several swim meets and somehow none of them were moved due to school closures. The Canby Gators hosted the Canby Valentines meet just two days after a pretty big snow day. All the swim meets went as planned. Although the swim meets worked out, our numbers are a bit down for the past two months. Many times the weather has kept some of the swimmers away. We opened two hours late one day and closed two hours early one day, but other than that we kept a normal schedule.

Attendance numbers for January and February were ok. We were ahead 500 swims in January but behind 600 swims in February. Now we are behind last year by about 600 swims. Revenue was down \$2,000 each month, I am sure it was partially due to the weather. For the year we are behind about \$5,000. Hopefully we can make up some of the numbers during the spring. Hope for some good weather.

I know lately it hasn't felt like it but, spring is almost here which means the busy season at the pool. During spring break we will offer a lifeguard class and special public swims. Canby Schools are on break Friday the 22 and all the next week March 25th to the 29th and we will have a 1-3pm public swim all of those days. After spring break it will be time to get going on planning for the summer. We are currently in the midst of our second grade swimming lessons. They will continue thru the end of the school year. Canby Gators are also hosting their league championships March 16 and 17 at the Canby Swim Center. It should be a fun and exciting swim meet.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for January 2019
DATE: 2019 March Report

CANBY SWIM CENTER January	ADMIT 2018	ADMIT 2019	PASS 2018	PASS 2019	TOTAL 2018	TOTAL 2019	YTD TOTAL 17-18	YTD TOTAL 18-19
MORNING LAP	63	68	384	398	447	466	2433	2440
ADULT RECREATION SWIM	39	15	529	473	568	488	3303	3322
MORNING WATER EXERCISE	78	99	567	499	645	598	3525	3716
PARENT/ CHILD	0	0	0	0	0	0	1012	860
MORNING PUBLIC LESSON!	165	162	0	0	165	162	4151	3473
SCHOOL LESSONS	1000	1050	0	0	1000	1050	1000	1050
NOON LAF	98	78	287	274	385	352	2048	2179
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	226	736	19	17	245	753	3016	3550
PENGUIN CLUE	0	0	0	0	0	0	977	916
CANBY H.S. SWIM TEAM	0	0	820	879	820	879	2074	1875
CANBY GATORS	0	0	800	625	800	625	4859	4961
MASTER SWIMMING	0	0	40	426	40	426	221	520
EVENING LESSONS	770	656	0	0	770	656	6525	6334
EVENING LAP SWIM	45	34	51	34	96	68	590	645
EVENING PUBLIC SWIM	262	206	6	15	268	221	2439	2534
EVENING WATER EXERCISE	87	94	32	74	119	168	596	738
ADULT LESSONS	0	0	0	0	0	0	20	39
GROUPS AND RENTALS	414	375	0	0	414	375	2459	2244
OUTREACH SWIMMING	0	0	0	0	0	0	658	459
TOTAL ATTENDANCE	3247	3573	3535	3714	6782	7287	41906	41855

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for February 2019
DATE: 2019 March Report

CANBY SWIM CENTER February	ADMIT 2018	ADMIT 2019	PASS 2018	PASS 2019	TOTAL 2018	TOTAL 2019	YTD TOTAL 17-18	YTD TOTAL 18-19
MORNING LAP	62	29	341	292	403	321	2836	2761
ADULT RECREATION SWIM	13	23	375	376	388	399	3691	3721
MORNING WATER EXERCISE	73	68	405	392	478	460	4003	4176
PARENT/ CHILD	132	108	0	0	132	108	1144	968
MORNING PUBLIC LESSON!	151	150	0	0	151	150	4302	3623
SCHOOL LESSONS	740	567	0	0	740	567	1740	1617
NOON LAF	93	80	270	279	363	359	2411	2538
TRIATHLON CLASS	12	7	0	0	12	7	12	7
AFTERNOON PUBLIC	293	328	17	9	310	337	3326	3887
PENGUIN CLUE	0	0	106	136	106	136	1083	1052
CANBY H.S. SWIM TEAM	0	0	297	138	297	138	2371	2013
CANBY GATORS	0	0	917	892	917	892	5776	5853
MASTER SWIMMING	0	0	36	28	36	28	257	548
EVENING LESSONS	1067	1064	0	0	1067	1064	7592	7398
EVENING LAP SWIM	40	21	40	33	80	54	670	699
EVENING PUBLIC SWIM	261	233	13	19	274	252	2713	2786
EVENING WATER EXERCISE	69	67	35	30	104	97	700	835
ADULT LESSONS	0	0	0	0	0	0	20	39
GROUPS AND RENTALS	447	404	0	0	447	404	2906	2648
OUTREACH SWIMMING	0	0	0	0	0	0	658	459
TOTAL ATTENDANCE	3453	3149	2852	2624	6305	5773	48211	47628



January and February, 2019
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

Jan-19					
Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$93.97	\$30.85	\$268.34	\$393.16
Facilities	0	\$0.00	\$0.00	\$123.31	\$123.31
Wastewater Collections	1	\$26.20	\$53.87	\$342.92	\$422.99
Wastewater Treatment	2	\$196.50	\$207.91	\$77.61	\$482.02
Parks	3	\$926.89	\$150.81	\$685.29	\$1,762.99
Police	25	\$7,396.69	\$1,913.70	\$5,003.06	\$14,313.45
Streets	3	\$507.20	\$52.75	\$1,265.95	\$1,825.90
Fleet Services	0	\$198.50	\$10.07	\$92.94	\$301.51
Canby Area Transit (CAT)	17	\$5,026.14	\$1,634.14	\$6,164.78	\$12,825.06
CUB	0	0	0	0	0
Total	52			Total	\$32,450.39

Feb-19					
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	\$150.08	\$150.08
Facilities	0	\$0.00	\$0.00	\$117.74	\$117.74
Wastewater Collections	2	\$345.66	\$242.50	\$133.98	\$722.14
Wastewater Treatment	1	\$74.07	\$0.00	\$46.95	\$121.02
Parks	2	\$206.58	\$16.56	\$379.66	\$602.80
Police	31	\$3,143.76	\$2,007.64	\$4,474.37	\$9,625.77
Streets	3	\$3,439.75	\$3,477.80	\$737.38	\$7,654.93
Fleet Services	0	\$0.00	\$0.00	\$40.25	\$40.25
Canby Area Transit (CAT)	16	\$8,436.35	\$7,147.49	\$6,116.94	\$21,700.78
CUB	0				
Total	55			Total	\$40,735.51

Fleet Service Highlights

Three New Transit Buses where put into service

Three New Police Vehicle where put into Service

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
January – February 2019

Park Renovations

At S. Locust St. Park four new skylights were installed on the restroom building. The old skylights were leaking and showing their age. This upgrade should help save the substructure of the roof.

Park Maintenance

In the parks, staff removed and stored all the holiday decoration for the season. At Maple St. Park, 200 plus Christmas trees were chipped up and hauled away to bring the holiday season to a close. A lot of time was spent by staff on storm debris removal over the last couple of months. The tennis court fence has been repaired after a tree fell on the Southern portion of the court. The majority of the shrub beds in the city have been trimmed and bark dust was applied were needed in anticipation of spring. Tree trimming and hazard tree removals were performed as needed. A major water leak was located at Community Park and repaired, it was estimated we were losing 15 gallons per minute. Even though its winter, irrigation heads were relocated for proper coverage, irrigation repairs were made due to leak repairs and all building maintenance issues were addressed as found.

All of the cities playground were topped off with engineered wood fiber (EWF). 170 cubic yards of EWF has been applied to the playgrounds thus far.

The Parks Department spent 42 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 a Park and Recreation Board meetings.

I attended the budget kick off meeting.

I attended the Ackerman Sports Complex conceptual presentation.

I attended the Beck Pond phase 2 preconstruction meeting.

One employee evaluation meeting was conducted.

Zion Cemetery

At the cemetery, winter storm debris removal, floral decoration cleanup and sexton duties were performed at the cemetery over the last couple of months. Canby Municipal Courts community service referrals were utilized at the cemetery. **For January and February we received 96 hours of labor at the cemetery from the court referrals.**

For your Information

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

Two Month Deferred Maintenance Report

January and February

City Park Properties	January-February 2018	January-February 2019	Deferred Maintenance Tasks
	Snapshot of Actual Hours		
Arneson Gardens	11.5	68.5	landscape maintenance, increase in service level
Baker Prairie Cemetery	1.5	8.5	increase in service level, storm debris removal
Community Park	80.5	337	increase in service level, debris removal, water leak repair
Disc Golf	0	9	Increase in service level, storm damage
Eco Park	10	12.5	increase in service level, parking lot maintenance
Faist 5 - Undeveloped	0	0	service as needed
Legacy Park	88.5	99.5	increased service level
S. Locust Park	56	161	increase in service level, asset improvements
Forest Road Path	24.5	58.5	Increase in service level, hazard tree removal
Fish Eddy	8	11	increase in service level
Maple Park	132.5	163	increase in services level and landscaping
19 th Loop	13	2	service as needed
Northwood Park	10.5	22	increase in service level and landscaping
Simnitt - Undeveloped	0	0	service as needed
Skate Park	20.5	27.5	Increase in service level and landscaping
Territorial CLC	4	2	Maintained by volunteers, service as needed
Timber Park	16	76	starting out with increased service level, storm debris removal
Triangle Park	0	4.5	increase in services level and landscaping
Wait Park	150	217	increase in services level/landscaping and Holiday lighting removal and storage

Within the body of the November-December snapshot, the difference between the 2018 and 2019 cycles, there has been an increase of 652.5 hours dedicated towards all park maintenance.

Our priority for the *next reporting cycle* will be to start deferred maintenance tasks in the following order: (1) Park tree trimming (2) painting the interiors of the restroom buildings and (3) Turf restoration, shrub fertilization and irrigation repairs/adjustments.

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

Parks Department	January 2019 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																														29.0		29.0	
Arneson Gardens		4.5								7.5	2.0			2.0				1.0				1.0	0.5	1.0		1.0			1.0			21.5	
Baker Prairie Cem.							5.5																1.0									6.5	
Community Park		2.0		10.0			6.0	18.5		15.0	4.5			14.0		7.5	15.0	5.0				9.0	1.0	1.0		5.0			32.0	30.0	2.0	177.5	
CPIP Sign Property																																0.0	
Disc Golf Course											9.0																					9.0	
Eco Park				1.0							1.5			0.5				1.0				0.5	0.5					0.5		0.5		6.0	
Faist V (5)																																0.0	
Holly-Territorial Sign																																0.0	
Hulberts-sign property																						6.0			1.0							7.0	
Klohe Fountain																																0.0	
Knights Brdg.																																0.0	
Legacy Park				1.0			1.0				2.5			2.5				3.0				1.5	6.5	31.0		1.5			1.5	19.5		71.5	
S. Locust Park		1.0	15.0	8.0				2.0			1.5			2.0				3.0				3.5	4.0	4.0	2.0	5.0			1.0		3.0	55.0	
Logging Rd. Path				1.0						6.0				2.5				6.0				7.0	3.0		3.0	5.0			2.0		2.0	37.5	
Fish Eddy-Log Boom		0.5		1.0							1.5			0.5								0.5				0.5			0.5			5.0	
Maple St. Park		2.0		1.0			0.5		37.5	9.0	2.5			2.5	7.5			3.0				1.5	1.0	1.0		1.5			1.5		0.5	72.5	
19th Loop																														1.0		1.0	
Northwood Park		0.5		1.0							0.5			0.5				1.0				0.5			1.0			1.0		0.5		6.5	
Street Landscaping		37.5	37.5	1.0										15.5	36.0	30.0	37.5	24.5				15.0			40.0	9.0				1.0		284.5	
Storm/Collect mow																																0.0	
Police Department																															12.5	12.5	
Simnitt Property																																0.0	
Skate Park		0.5		1.0							2.0			0.5								0.5	12.0			0.5			0.5			17.5	
Shop complex											3.0														3.0							6.0	
Swim Center																								1.0							25.0	26.0	
Territorial-CLC Prop.																																0.0	
Timber Park		1.0		5.5			13.5							2.5				1.0				1.5	1.0			1.0			1.0			33.0	
Transit Bus stop				1.0							1.5			0.5				1.0				1.0		1.0		1.0			0.5		1.0	8.5	
Triangle Park		0.5																														0.5	
Wait Park		2.0		4.0			23.0	32.0	7.0		17.5			2.5				2.0				2.0	1.0	1.0		15.5			2.0		2.0	113.5	
Veterans Memorial																																0.0	
WWTP property																																0.0	
Zion Cemetery		0.5		1.0					8.0	15.0	3.0			5.0	10.0	15.5		1.0				7.5	5.0	13.5	2.0				7.5	3.0	10.0	3.0	110.5
Administration				7.5			3.0							4.0	3.0	7.5							6.0	2.0	1.0	4.0					7.0	45.0	
																												Monthly Total				1163.0	

Parks Department	February 2019 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					3.0																											3.0	
Arneson Gardens	2.0			1.0	7.5	1.5	1.0	2.0					1.0						0.5		25.5	1.5			3.0		0.5					47.0	
Baker Prairie Cem.				2.0																												2.0	
Community Park	4.0			9.0	12.0	4.0	1.0	5.0			11.0	13.0	18.0	1.0	1.0				2.0	2.0	1.0	3.0			4.0	1.0	15.0	52.5				159.5	
CPIP Sign Property																			9.0	8.0							1.0					18.0	
Disc Golf Course																																0.0	
Eco Park	1.0			1.0		1.0		1.0			1.0								0.5			0.5			0.5							6.5	
Faist V (5)																																0.0	
Holly-Territorial Sign															6.0				7.5	12.0												25.5	
Hulberts-sign property																						2.0										2.0	
Klohe Fountain																																0.0	
Knights Brdg.																																0.0	
Legacy Park	4.0			2.0		2.0	1.0	3.0			3.0	1.0			1.0				2.0	2.0		5.0			2.0							28.0	
S. Locust Park	6.0			3.0		3.0	28.0	2.0			6.0	33.0	1.0	1.0	1.0				1.0	11.0	1.0	2.0			5.0	2.0						106.0	
Logging Rd. Path	4.0					3.0	1.0	3.0			2.0		1.0		1.0				1.0			2.0			2.0		1.0					21.0	
Fish Eddy-Log Boom	1.0			1.0		1.0		1.0			0.5								0.5			0.5			0.5							6.0	
Maple St. Park	2.0			2.0		2.0	1.0	11.0			7.5	1.0	1.0	15.0	21.0				2.0	7.0		3.0			6.0		9.0					90.5	
19th Loop																									1.0							1.0	
Northwood Park	1.0			1.0		1.0	1.0	2.0			1.0		1.0		0.5				0.5			2.5			1.0		3.0					15.5	
Street Landscaping								2.0			1.5								6.0			5.0			2.0							16.5	
Storm/Collect mow																			8.0	3.0					0.5							11.5	
Police Department																					4.0					31.0	1.0					36.0	
Simnitt Property																																0.0	
Skate Park	1.0			1.0		1.0	1.0	1.0			1.0		1.0						0.5	0.5		0.5			1.5							10.0	
Shop complex	2.5				7.5	5.0																1.0										16.0	
Swim Center																																0.0	
Territorial-CLC Prop.																					2.0											2.0	
Timber Park	5.0			1.0		1.5	1.0	3.0			5.5		7.0		1.0				7.5		2.0	1.5			2.5	4.0	0.5					43.0	
Transit Bus stop	2.0			1.0	3.0	1.5		1.0			3.5								0.5		30.0	4.5			1.0							48.0	
Triangle Park							1.0	1.0													1.0				1.0							4.0	
Wait Park	3.5			7.0	2.0	3.0	1.0	3.0			5.0		18.0	30.0	5.0				2.0	1.0		3.0			6.0		14.0					103.5	
Veterans Memorial																																0.0	
WWTP property																																0.0	
Zion Cemetery	8.5			5.0	10.5	13.0	15.0	12.5			2.0	1.0	5.0		16.0				1.5	12.0		15.0				4.0						121.0	
Administration	5.0			4.5	7.5	10.5	4.0	4.0			2.0	3.5	2.5	5.5	5.0				7.5	1.5	1.0	7.5			2.0	1.0						74.5	
																																Monthly Total	1014.5

Department: PUBLIC WORKS

For Months of: January and February 2019

Prepared by: Jerry Nelzen

1. **Streets:**

The crew received and located 128 locates for January.

Streets	Total Hours
Street Sweeping	38
Street Maintenance	264.5
Sidewalks	394
Driveway Approach & Sidewalk Inspections	2
Street Sign Manufacturing	2
Street Sign Maintenance	2
Street Sign Installation	4
Mini Trackhoe	8

2. **Sewer and Storm System:**

Sewer	Total Hours
Sewer TV'ing	27
Sewer Cleaning	14
Sewer Maintenance/Repair	9
Lift Station Maintenance	9
Locating Utilities	49
Sewer Inspections	4
Vactor Usage	14
Storm	
Storm Line Inspections	2
Erosion Control	2

3. **Street Trees/Lights:**

Street Trees/Lights	Total Hours
Tree Trimming/Removal/Inspection	17
Street Light Repair	10

4. Facility Maintenance

Facilities	Total Hours
	169

5. Miscellaneous:

Miscellaneous	Total Hours
Meetings	7
Plan Preview for Subdivisions	3
Warehouse Maintenance	2
Equipment Cleaning	6
Other	4

February

1. Streets:

The crew received and located 93 locates for February.

Streets	Total Hours
Street Sweeping	23
Street Sweeping Maintenance	10
Street Maintenance	180
Sidewalks	206
Driveway Approach Inspections	2
Street Sign Manufacturing	8
Street Sign Maintenance	4
Street Sign Installation	4

2. Sewer and Storm System:

Sewer	Total Hours
Sewer Cleaning	40
Sewer Main/Lateral Repairs	13
Sewer TV	20
Locating Utilities	32
Sewer Inspections	4
Storm	
Erosion	3

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Street Light Repair	3
Tree Trimming/Watering/Removal	26

4. Facility Maintenance

Facilities	Total Hours
	136

5. Miscellaneous:

Miscellaneous	Total Hou9rs
Meetings	9
Plan Preview for Subdivisions	2
Warehouse Maintenance	2
Equipment Cleaning	9
Other	2
Cemetery: Water Line Install	96



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of: January & February 2019

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Rick Robinson, City Administrator
Date: March 5, 2019

Facility Operations & Maintenance

The water quality for the months of January and February 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.

- Automated effluent filter valve to accommodate effluent flows during U.V restart.
- Clean and inspected seal coatings in tank #3.
- Rebuilt valve actuator in primary sludge vault.
- Completed biosolids annual report.
- TV inspection of effluent discharge line.
- Replaced steering bearing on belt press.
- R&R raw sewage pump, sent for repairs.
- Replaced compressor #1 due to age and valve issues.
- Completed annual overhead crane and hoist inspections.
- Repaired and retrofitted a few outside area lights.
- Replaced belt on biosolids conveyor #1.
- Routine daily maintenance, repairs, and cleaning of plant.

Biosolids Program:

- **January** production: 8 loads to Heard Farms, 222 wet tons.
- **February** production: 7 loads to Heard Farms, 198 wet tons.

Pretreatment Inspection/Reporting, FOG Program

- **January** Pump Outs: 33
- Inspections: 7 fog, 1 pretreatment
- **February** Pump Outs: 24
- Inspections: 2 fog, 0 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 lab procedures, process control and permit testing.
- Weekly BOD's, E-coli, solids, NH3 and Alkalinity Testing.
- Completed annual Bioassay testing.
- Completed annual nutrient profile testing.
- Monthly lab equipment maintenance.

Staff Meetings and Training Attended

- City Safety Committee Meeting.
- WWTP safety meeting.
- Confined Space Review.
- Fire extinguisher training.

Tech Services Department
Bi-Monthly Report for Jan/Feb 2019

From: Amanda Zeiber
Prepared By: Bryce Frazell
Date: March 11, 2019

Google Analytics Summary Report: January and February 2019

Open Business Days	<u>January</u>	<u>February</u>
	22 (closed New Year's Day)	20 (closed President's Day)

<u>Audience Overview</u>	<u>January</u>	<u>February</u>
Page Views	22,061	17,784
Sessions (site visits)	9,854	8,065
Users	5,994	5,080
New Users	4,894	4,064
Pages per Session	2.24	2.21
Number of Sessions per User	1.64	1.59
Average Session Duration	1 min 41 sec	1 min 42 sec
Bounce Rate (% of single-page visits)	58.42%	58.10%

Site visits are up as the Nov/Dec holidays are over

<u>New Vs. Returning Visitors</u>	<u>January</u>	<u>February</u>
New	69.41%	68.42%
Returning	30.59%	31.58%

<u>Browser & Operating System</u>	<u>January - Top 5 Browsers</u>	<u>February - Top 5 Browsers</u>
	Google Chrome 45.05%	Google Chrome 43.63%
	Safari 31.44%	Safari 31.65%
	Internet Explorer 9.89%	Internet Explorer 11.73%
	Mozilla Firefox 4.14%	Mozilla Firefox 4.27%
	Microsoft Edge 3.82%	Microsoft Edge 3.52%

Top 3 browser rankings have remained the same since Feb 2015

<u>Overview (Technology)</u>	<u>January</u>	<u>February</u>
Desktop	49.59%	51.77%
Mobile	44.57%	42.03%
Tablet	5.84%	6.20%

Similar results in Technology use

<u>Mobile Devices (top 3)</u>	<u>January</u>	<u>February</u>
	Apple iPhone 51.04%	Apple iPhone 51.90%
	Apple iPad 7.51%	Apple iPad 8.77%
	Samsung Galaxy S8 2.61%	Microsoft Windows RT Tablet 2.08%

iPhone & iPad continue to dominate mobile devices, however, a new device is listed for February

<u>Landing Pages (top 5)</u>	<u>January</u>	<u>February</u>
	Home Page (Index)	Home Page (Index)
	Swim Center Home Page	Swim Center Home Page
	Transit Home Page	Job Openings
	Job Openings	Transit Home Page
	Transit Routes	Transit Routes

Top 5 visited pages stays pretty consistent with rankings changing occasionally

KEY

Sessions (total number of sessions to your site)

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

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

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

Average Session Duration (average session length of all users)

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

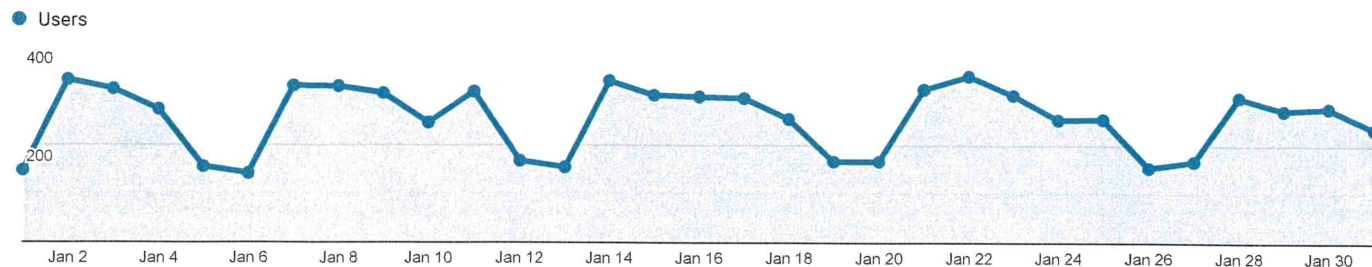
New Sessions/Users (percent of total users who came your site for the first time)

Audience Overview

Jan 1, 2019 - Jan 31, 2019

All Users
100.00% Users

Overview



Users
5,994

New Users
4,894

Sessions
9,854

Number of Sessions per User
1.64

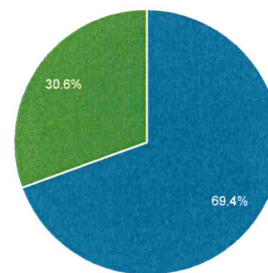
Pageviews
22,061

Pages / Session
2.24

Avg. Session Duration
00:01:41

Bounce Rate
58.42%

■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	5,880	98.05%
2. en-gb	17	0.28%
3. es-xl	16	0.27%
4. ko	12	0.20%
5. es-us	10	0.17%
6. c	7	0.12%
7. es-419	7	0.12%
8. zh-cn	6	0.10%
9. en-au	4	0.07%
10. en-ca	4	0.07%

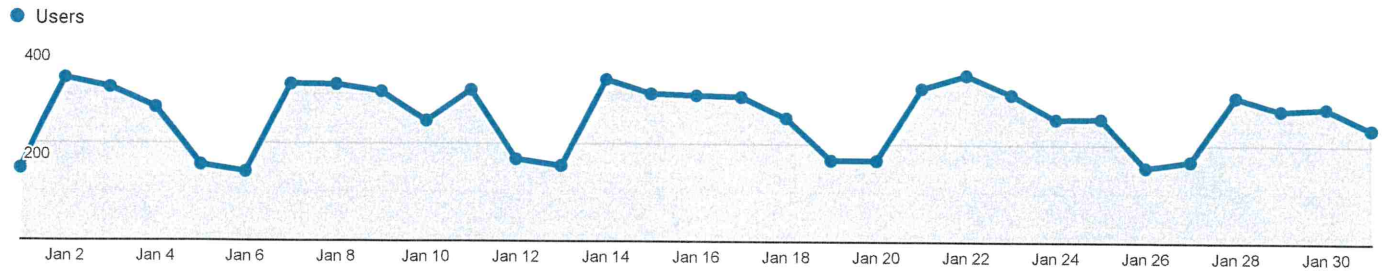
New vs Returning

All Users
100.00% Users

Jan 1, 2019 - Jan 31, 2019

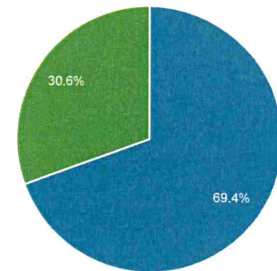
Explorer

Summary



User Type	Users	Users
	% of Total: 100.00% (5,994)	% of Total: 100.00% (5,994)
1. New Visitor	4,893	69.41%
2. Returning Visitor	2,156	30.59%

Contribution to total: Users



Rows 1 - 2 of 2

Browser & OS

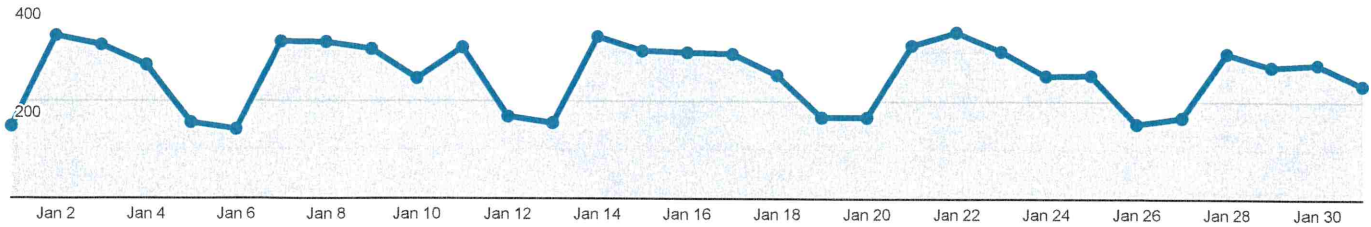
All Users
100.00% Users

Jan 1, 2019 - Jan 31, 2019

Explorer

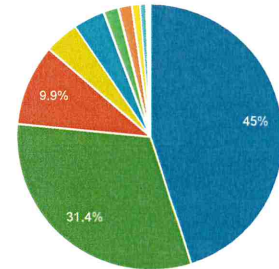
Summary

Users



Browser	Users	Users
	5,994 % of Total: 100.00% (5,994)	5,994 % of Total: 100.00% (5,994)
1. Chrome	2,701	45.05%
2. Safari	1,885	31.44%
3. Internet Explorer	593	9.89%
4. Firefox	248	4.14%
5. Edge	229	3.82%
6. Samsung Internet	109	1.82%
7. Safari (in-app)	95	1.58%
8. Android Webview	60	1.00%
9. Mozilla	46	0.77%
10. Amazon Silk	17	0.28%

Contribution to total: Users



Rows 1 - 10 of 13

Overview

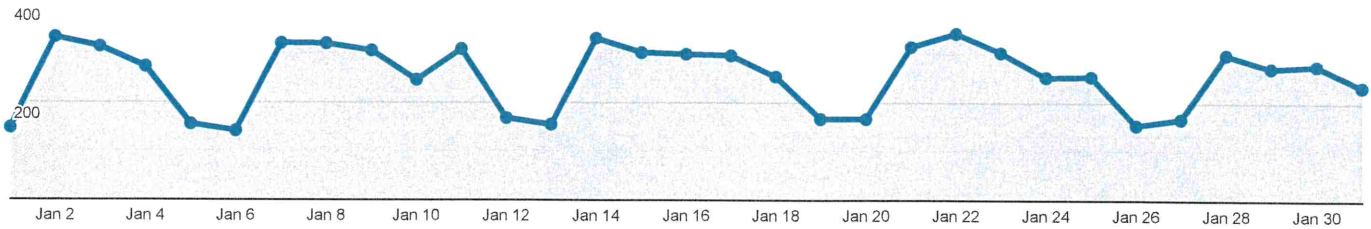
All Users
100.00% Users

Jan 1, 2019 - Jan 31, 2019

Explorer

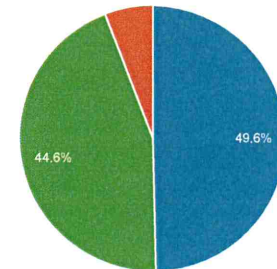
Summary

Users



Device Category	Users	Users
	5,994 % of Total: 100.00% (5,994)	5,994 % of Total: 100.00% (5,994)
1. desktop	2,973	49.59%
2. mobile	2,672	44.57%
3. tablet	350	5.84%

Contribution to total: Users



Rows 1 - 3 of 3

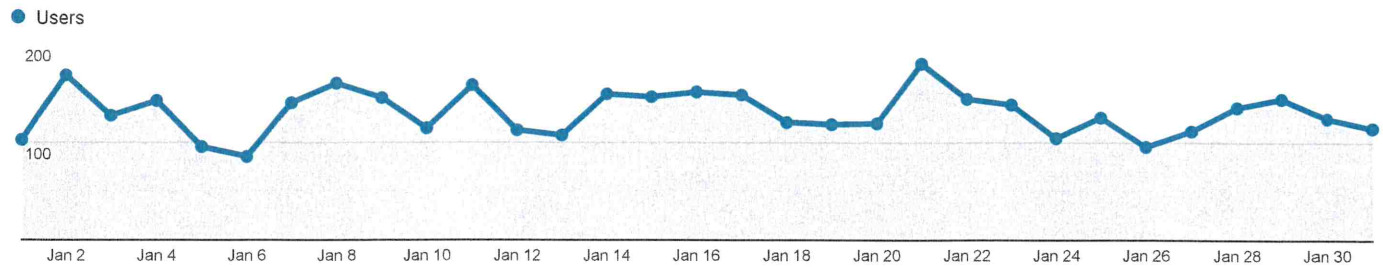
Devices

All Users
50.40% Users

Jan 1, 2019 - Jan 31, 2019

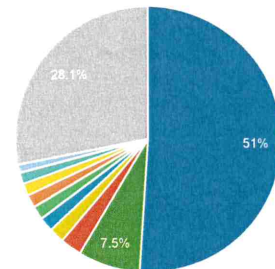
Explorer

Summary



Mobile Device Info		Users	Users
		3,021 % of Total: 50.40% (5,994)	3,021 % of Total: 50.40% (5,994)
1.	Apple iPhone	1,543	51.04%
2.	Apple iPad	227	7.51%
3.	Samsung SM-G950U Galaxy S8	79	2.61%
4.	Samsung SM-G960U Galaxy S9	56	1.85%
5.	Samsung SM-G965U Galaxy S9+	54	1.79%
6.	Microsoft Windows RT Tablet	49	1.62%
7.	(not set)	48	1.59%
8.	Samsung SM-G955U Galaxy S8+	45	1.49%
9.	Samsung SM-G930V Galaxy S7	42	1.39%
10.	Samsung SM-N950U Galaxy Note8	31	1.03%

Contribution to total: Users



Rows 1 - 10 of 295

Landing Pages

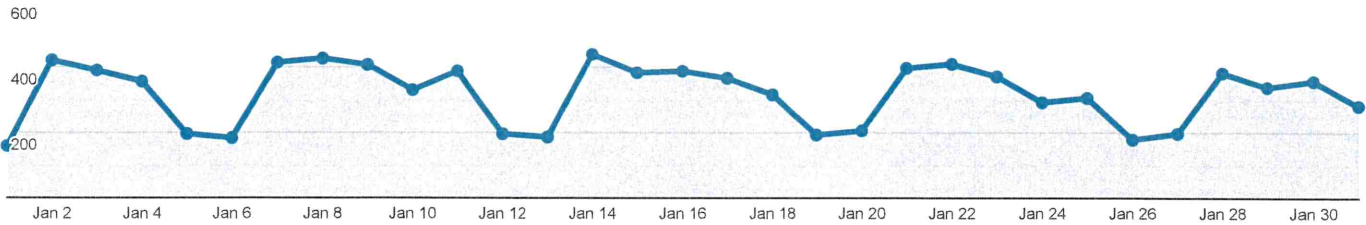
All Users
100.00% Entrances

Jan 1, 2019 - Jan 31, 2019

Explorer

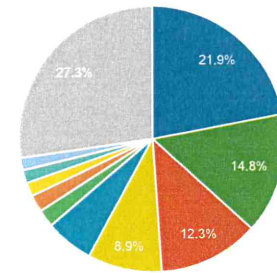
Summary

Sessions



Landing Page	Sessions	Sessions
	9,854 % of Total: 100.00% (9,854)	9,854 % of Total: 100.00% (9,854)
1. / Index.html	2,156	21.88%
2. /Departments/swim/swim center.htm	1,456	14.78%
3. /Jobs/jobopenings.htm	1,208	12.26%
4. /transportation/CAThome page.htm	880	8.93%
5. /transportation/routes.htm	580	5.89%
6. /CityGovernment/plannin g_commission/planningco mmission.htm	208	2.11%
7. /transportation/transitta x.htm	204	2.07%
8. /Departments/swim/sched ule.htm	163	1.65%
9. /Departments/develop_se rvices/development_ser v.htm	158	1.60%
10. /cityservices/utilities.htm	151	1.53%

Contribution to total: Sessions



Rows 1 - 10 of 187

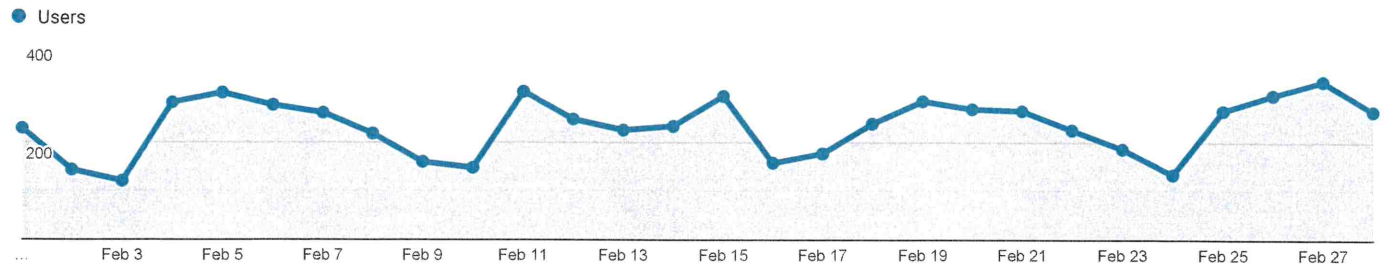
February 2019

Audience Overview

Feb 1, 2019 - Feb 28, 2019

All Users
100.00% Users

Overview



Users

5,080

New Users

4,064

Sessions

8,065

Number of Sessions per User

1.59

Pageviews

17,784

Pages / Session

2.21

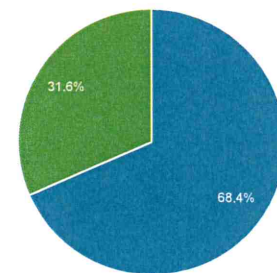
Avg. Session Duration

00:01:42

Bounce Rate

58.10%

■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	4,972	97.85%
2. en-gb	11	0.22%
3. es-419	11	0.22%
4. ko	11	0.22%
5. en-ca	9	0.18%
6. es-es	7	0.14%
7. es-xl	7	0.14%
8. c	6	0.12%
9. en-au	6	0.12%
10. en	5	0.10%

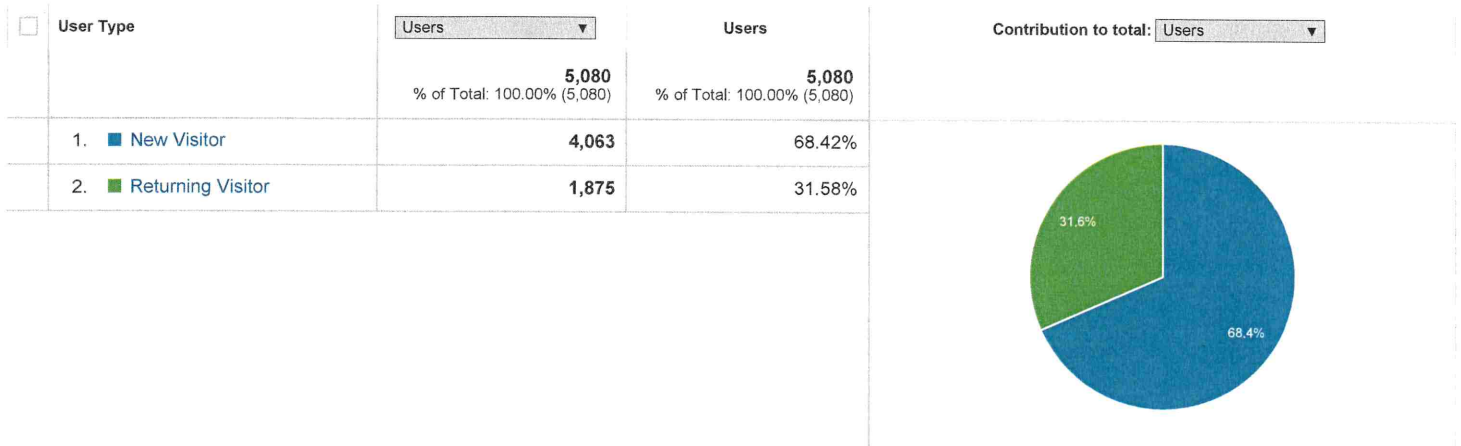
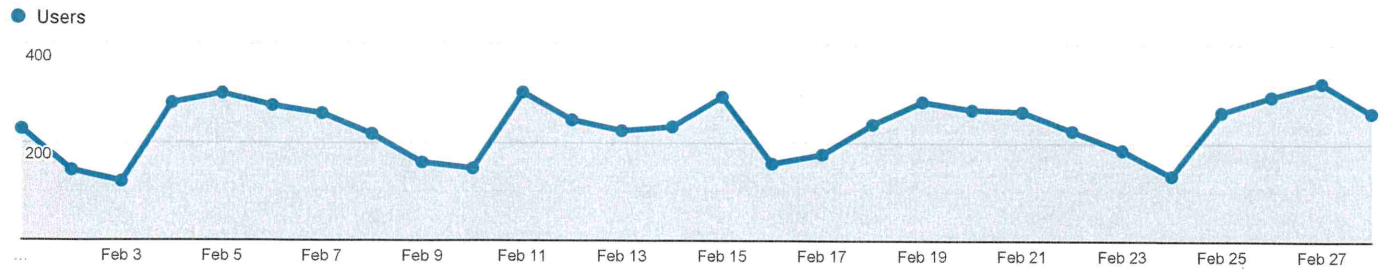
New vs Returning

Feb 1, 2019 - Feb 28, 2019

All Users
100.00% Users

Explorer

Summary



Rows 1 - 2 of 2

Browser & OS

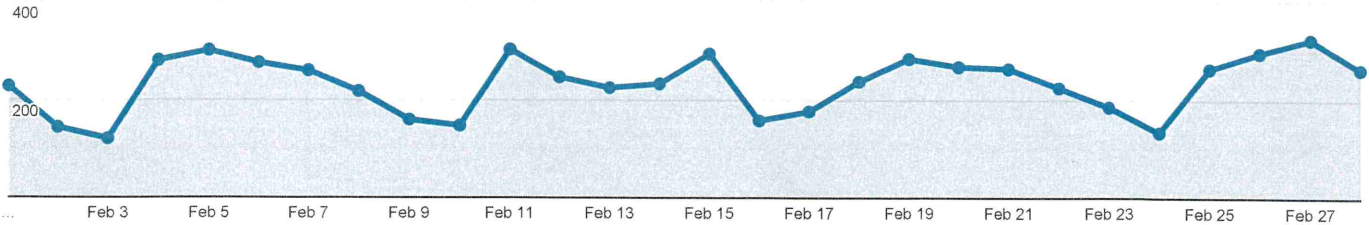
All Users
100.00% Users

Feb 1, 2019 - Feb 28, 2019

Explorer

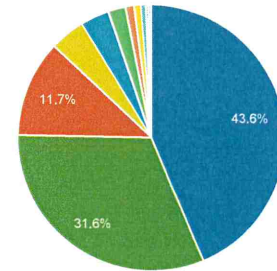
Summary

Users



Browser	Users	Users
	5,080 % of Total: 100.00% (5,080)	5,080 % of Total: 100.00% (5,080)
1. Chrome	2,217	43.63%
2. Safari	1,608	31.65%
3. Internet Explorer	596	11.73%
4. Firefox	217	4.27%
5. Edge	179	3.52%
6. Samsung Internet	106	2.09%
7. Mozilla	51	1.00%
8. Safari (in-app)	43	0.85%
9. Android Webview	32	0.63%
10. Amazon Silk	17	0.33%

Contribution to total: Users



Rows 1 - 10 of 17

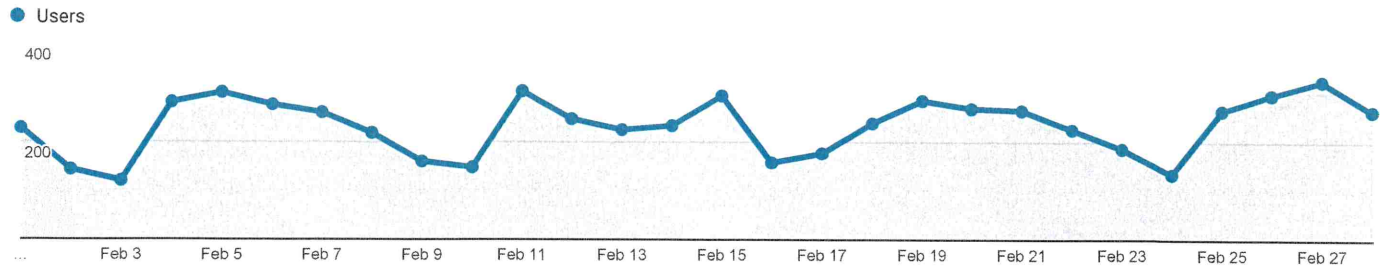
Overview

All Users
100.00% Users

Feb 1, 2019 - Feb 28, 2019

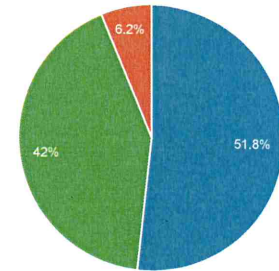
Explorer

Summary



Device Category	Users	Users
	5,080 % of Total: 100.00% (5,080)	5,080 % of Total: 100.00% (5,080)
1. desktop	2,631	51.77%
2. mobile	2,136	42.03%
3. tablet	315	6.20%

Contribution to total: Users



Rows 1 - 3 of 3

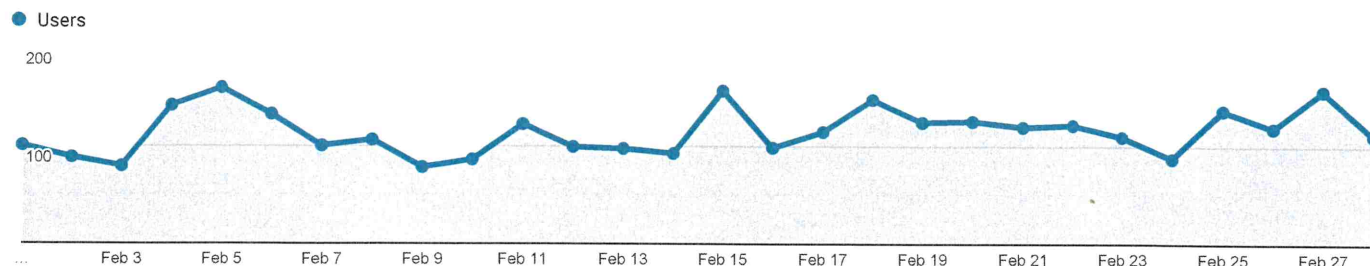
Devices

Feb 1, 2019 - Feb 28, 2019

All Users
48.25% Users

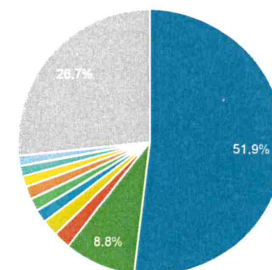
Explorer

Summary



Mobile Device Info	Users	Users
	% of Total: 48.25% (5,080)	% of Total: 48.25% (5,080)
1. Apple iPhone	1,272	51.90%
2. Apple iPad	215	8.77%
3. Microsoft Windows RT Tablet	51	2.08%
4. Samsung SM-G950U Galaxy S8	49	2.00%
5. Samsung SM-G955U Galaxy S8+	39	1.59%
6. (not set)	38	1.55%
7. Samsung SM-G960U Galaxy S9	38	1.55%
8. Samsung SM-G965U Galaxy S9+	33	1.35%
9. Samsung SM-G930V Galaxy S7	32	1.31%
10. Samsung SM-N950U Galaxy Note8	30	1.22%

Contribution to total: Users



Rows 1 - 10 of 275

Landing Pages

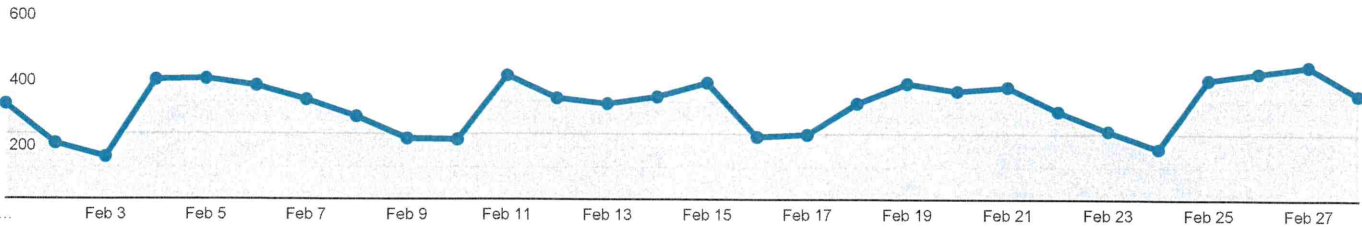
All Users
100.00% Entrances

Feb 1, 2019 - Feb 28, 2019

Explorer

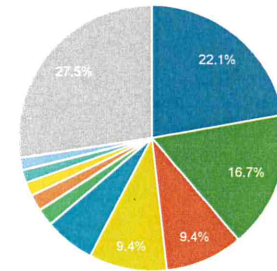
Summary

Sessions



Landing Page	Sessions	Sessions
	% of Total: 100.00% (8,065)	% of Total: 100.00% (8,065)
1. / Index.html	1,782	22.10%
2. /Departments/swim/swim center.htm	1,344	16.66%
3. /Jobs/jobopenings.htm	761	9.44%
4. /transportation/CAThome page.htm	761	9.44%
5. /transportation/routes.htm	488	6.05%
6. /cityservices/utilities.htm	173	2.15%
7. /Departments/swim/schedule.htm	157	1.95%
8. /RFPs.htm	134	1.66%
9. /CityGovernment/planning/g_commission/planningcommission.htm	129	1.60%
10. /Chap16/chap16.htm	122	1.51%

Contribution to total: Sessions



Rows 1 - 10 of 148

City of Canby Bi-Monthly Report

Department: Transit



For: the months of January and February 2019

Date: March 8, 2019

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 ODOT Quarterly Report was submitted electronically in OPTIS on February 28th.
- c) On January 12th grant applications for (State) Special Transportation Fund (STF) formula funding and (Federal) 5310 discretionary funding were submitted to TriMet. These funds are specifically for seniors and people with disabilities and the grants fund CAT's Dial-A-Ride program. The grants are requested each biennium. For the next biennium we requested \$240,000 (\$120,000 annually) in operational funding from the STF grant program and \$162,000 (\$81,000) in operational funding from the 5310 grant program. Also, from the 5310 program we requested 2 vehicle replacements. We requested \$260,218 (\$130,109 per bus) in grant funds.
- d) On February 6th a grant application for (Federal) 5311 formula funding was submitted to ODOT. This is grant opportunity also happens each biennium. These funds are specifically for Rural Transit programs and can be used to support all aspects of CAT's operation. For next biennium we requested \$561,325 (\$280,662.50 annually) in grant funds. Finally approval will be made by the Oregon Transit Commission in May.
- e) On February 15th the TriMet Special Transportation Fund Advisory Committee (STFAC) approved CAT's STF and 5310 applications as submitted and recommended full funding to the TriMet Board of Directors. The applications have been forwarded to ODOT for review and will receive final approval by the Oregon Transportation Commission in May.
- f) A miscalculation of Vehicle Revenue Hours (VRH) reported by MV Transportation, Inc. for Route 99X service during the first two quarters was identified by Transit staff in January. MV corrected the error immediately. Although the error resulted in a \$21,562.55 credit to the City on the February MV invoice. This error required a resubmittal of the 1st quarter ODOT report and an adjustment to reflect the overcharges on 2nd quarter 5311 ODOT reimbursement request. All corrections have been made.

2) Ridership:

Year to date for FY 2018-19 total ridership was up by 12.05 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 7,197 rides in January (20.65% more than January of 2018).
 - 1,354 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 15.32% fewer than were provided during January of 2018.
 - 5,843 Route 99X rides (33.83% more rides than January of 2018).
- b) 6,214 rides in February (14.59% more rides than February of 2018).
 - 1,257 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 6.54% fewer rides than were provided during February of 2018.
 - 4,957 Route 99X rides (21.26% more rides than February of 2018).

The ridership trend upward shows that the additional service hours added in April are paying off. Route 99X ridership is up by 14.4 percent since the service changes in April.

Updates:

- a) The Rider of the Month for January was Frank Westfall and the Rider of the Month for February was Ricky Sanchez. Both riders received a free bus pass and other goodies.
- b) In January and February we provided 207 same day rides on a space available basis.

4) Collisions and Incidents

- a) No incidents in January
- b) On February 14th a driver and passenger both fell while de-boarding the bus. No serious injuries.

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

- On January 3rd Julie Wehling attended the C4 meeting in Oregon City.
- On January 12th MV held a driver safety meeting.
- On January 15th Julie Wehling attended a Clackamas County Public Transit provider meeting in Oregon City.
- On January 18th Julie Wehling attended a meeting (at ODOT Region 1 in Portland) of the Special Transportation Fund Advisory Committee (STFAC) to present CAT's STF and 5310 grant requests and give an overview of the services CAT provides.
- On January 24th the Transit Advisory Committee met for their regular meeting.
- On January 30th Julie Wehling and many other City staff participated in an ODOT

walk through of future road improvements along 99E between SW Berg Parkway and Pine Street.

- On February 1st Julie Wehling attended a meeting at which STFAC members (who are evaluating the STF and 5310 applications) were given the opportunity to ask questions of the grant applicants.
- On February 7th Julie Wehling attended the C4 meeting in Oregon City
- On February 8th Julie Wehling attended a meeting of the STFAC at which the members scored and ranked the grant applications in order to make a recommendation to TriMet and ODOT's Rail and Public Transit Division. This activity was continued to February 15th when the actual recommendation was agreed to.
- On February 9th MV held a driver safety meeting.
- ODOT Region 1 ACT meeting at ODOT Region 1 in Portland was postponed twice during February due to weather.
- On February 21st Julie Wehling and Nancy Muller meet with Woodburn Transit System staff to discuss vehicle preferences, coordination and collaboration.
- On February 26th Julie Wehling meet with the other Clackamas Co. service providers.