



## AMENDED AGENDA

### CANBY CITY COUNCIL MEETING

July 17, 2019

7:00 PM

Council Chambers

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

*Mayor Brian Hodson*

*Council President Tim Dale*

*Councilor Tracie Heidt*

*Councilor Traci Hensley*

*Councilor Greg Parker*

*Councilor Sarah Spoon*

*Councilor Shawn Varwig*

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### CITY COUNCIL MEETING – 7:00 PM

#### 1. CALL TO ORDER

- A. Invocation
- B. Canby Fire District #62 “Fill-the-Boot” Day Proclamation Pg. 1
- C. Friends of the Library Check Presentation
- D. 2020 Census Presentation Pg. 2

#### 2. COMMUNICATIONS

#### 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

*(This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. You are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight’s meeting ends or as quickly as possible thereafter. For Agenda items, please fill out a testimony/comment card and give to the City Recorder noting which item you wish to speak on.)*

#### 4. MAYOR’S BUSINESS

#### 5. COUNCILOR COMMENTS & LIAISON REPORTS

#### 6. CONSENT AGENDA

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

- A. Approval of Minutes of the June 19, 2019 City Council Regular Meeting
- B. Appointment to the Parks and Recreation Advisory Board Pg. 27
- C. Appointment to the Budget Committee Pg. 28
- D. New Off-Premises with Fuel Pumps Liquor License Application for Thabet Management Pg. 29

#### 7. PUBLIC HEARING

- A. CPA/TA 19-01, Land Development & Planning Ord. Title 16 Text Amendment  
(Postponed to Date Certain of August 7, 2019)

**8. RESOLUTIONS & ORDINANCES**

- A. Res. 1313, Extending Workers' Compensation Coverage to Volunteers of the City of Canby and Repealing Resolution 1285 Pg. 32
- B. Res. 1320, Adopting Updated Capitalization Rules; and Repealing Resolution 780 Pg. 35
- C. Ord. 1511, Authorizing the City of Canby to Enter into a Purchase and Sale Agreement with Pioneer Property, LLC for the Purchase of Real Property; and Declaring an Emergency (2<sup>nd</sup> Reading) Pg. 38

**9. NEW BUSINESS**

- A. Presentation to Councilor Heidt

**10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

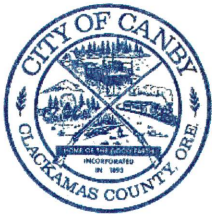
**11. CITIZEN INPUT**

**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 Joshua Davis at 503.266.0638. A copy of this Agenda can be found on the City's web page at [www.canbyoregon.gov](http://www.canbyoregon.gov). City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.



*Office of the Mayor*

# *Proclamation*

## **Canby Fire District #62 “Fill-the-Boot” Day**

WHEREAS, Canby Fire District #62 has been working with the Muscular Dystrophy Association in their fight against neuromuscular disease; and

WHEREAS, “Fill-the-Boot” is an opportunity for Oregon firefighters to ask community members to drop donations into their fire boots to help local families served by MDA in the state. This year marks the 65<sup>th</sup> anniversary of the partnership between firefighters and MDA in the fight against muscle wasting diseases; and

WHEREAS, Canby Fire District #62 has spent many hours collecting money on the streets for this campaign; and

WHEREAS, firefighters, locally and nationally, are the largest contributors to the MDA. Canby Firefighters collected \$10,890 in 2018 to help in the fight against the 43 different types of neuromuscular diseases.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim Saturday, August 3, 2019 as:

### **Canby Fire District #62 “Fill-the-Boot” Day for the City of Canby**

Given unto my hand this 17<sup>th</sup> day of July 2019.



Brian Hodson  
Mayor

# **The Road to 2020**

and the

# **City of Canby**

**Sarah Bushore**  
**Partnership Specialist**  
**US Census Bureau**  
**July 2019**



# Why We Do a Census

- Article 1, Section 2 of the US Constitution

*The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct.*

- Key Purpose is Apportioning the 435 seats belonging to the US House of Representatives.

# 2016 Funding

- Total funding to all 50 states - \$883 Billion
- **Oregon's Share - \$13.5 Billion**
- Oregon's per capita estimate - \$3,200

# 2020 Census Goal



# Our Challenge:

- By September 2020, throughout the U.S., we will count approximately 330 million people living in 140 million housing units in order to obtain a complete and accurate count.
- In Oregon, using July 2018 estimates, we expect there are 4.2 million people living in 1.8 million housing units that will need to be counted.
- In the City of Canby, there are approximately 17,817 living in 6,431 housing units.

# New Ability to Self Respond Starting March 23, 2020

- Internet
- Phone
- Paper



*Or traditional in-person interview*

# Languages

Internet Self-Response	Paper Form	Questionnaire Help	Enumerators, Mailed Items	Language Card and Guides
English Spanish Chinese (Simp.) Vietnamese Korean Russian Arabic Tagalog Polish French Haitian Creole Portuguese Japanese	English Spanish	13 languages  Plus TDD	English Spanish	59 languages  Plus ASL Plus Braille Plus Large Print



# What Do We Ask?

1. Address
2. Phone Number
3. Count of Each Person At That Address
4. Name
5. Gender
6. Age and Date of Birth
7. Race
8. Hispanic, Latino or Spanish Origin
9. Whether Someone Lives Somewhere Else
10. Relationship
11. Citizenship \*



# Private and Confidential

- Only aggregate data reported
- Prohibited by law from releasing personal information to any person or organization  
USC Title 13
- Life-time oath by all Census Bureau employees
- Penalties for wrongful disclosure: Up to 5 years imprisonment and/or a fine of \$250,000



# Hard-to-Count Populations

- Seniors
- Children younger than 5
- Renters
- Homeless
- Migrant workers
- Foreign-born/Immigrants
- Internet issues

# Population

## 2018 Census Estimates

State of Oregon	4,190,713
Clackamas County	416,075
City of Canby	17,817

## 2017 American Community Survey Estimate

City of Canby	17,337
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# Seniors

## Those 62 or Older

3,159      18.2%

### Issues:

- Physical Isolation
- Mental Health
- Feeling they don't matter
- Access or ability to use the internet

# Children Under the Age of Five

**989      5.7%**

## Issues:

- Split Custody
- Children living in age restricted housing
- Byproduct of parents not responding



# Renters

**Renters 33.4%   Owners 66.6%**

Issues:

- More Transient/Frequent Movers
- Less Community Involvement?
- Apathy?

# The Homeless Count

In Clackamas County, using Point in Time (PIT) statistics of individuals living in sheltered and non-sheltered environments .

2017 - 497      2015 - 494

Using 2010 Census data, there were 22 homeless individuals living in Clackamas County and 3,024 in Oregon.

# **Migrant Workers Clackamas County**

Using OSU info from June 2018, they estimate there were 2,062 individuals working in migrant jobs throughout Clackamas County and 28,940 living in Oregon in 2017.

This figure does not include family members who may accompany the worker.

# Foreign Born Residents

<i>Naturalized Residents</i>	619
<i>Not</i> a US Citizen	1,139
Total Foreign Born	1,758

## Issues:

- Language
- Fear
- Unaware of Constitutional Requirement

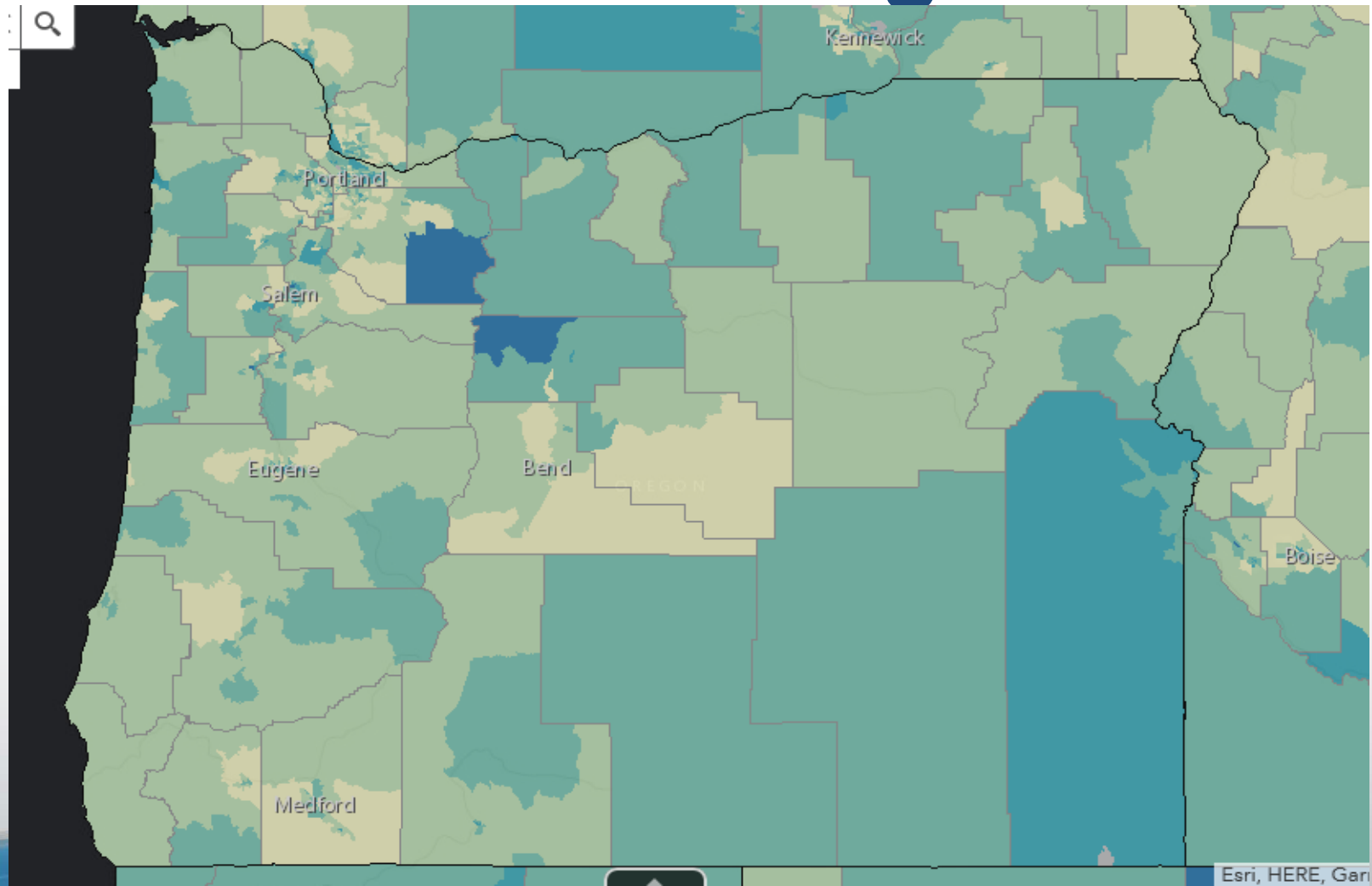
# Internet Concerns

2020 marks the first time internet and phone options are available for self-reporting.

Issues:

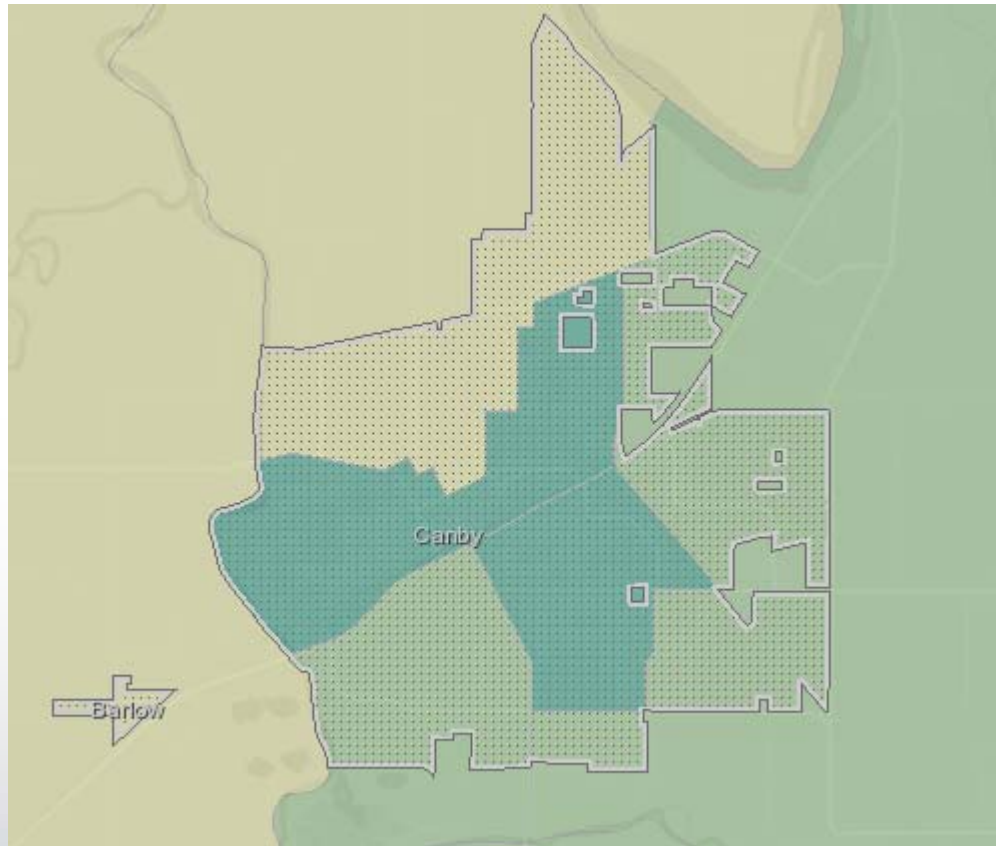
- Familiarity
- Accessibility
- System Security
- Trust with information

# State of Oregon





# City of Canby



# Hard-to-Count Populations

- Seniors
- Children younger than 5
- Renters
- Homeless
- Migrant workers
- Foreign-born/Immigrants
- Internet issues

# Oregon Partnership Specialists

Purpose: Increase participation in the 2020 Census of those who are less likely to respond or are often missed.

- **Educate** people about the 2020 Census and foster cooperation with enumerators
- **Encourage** community partners to motivate people to self-respond
- **Engage** grass roots organizations to reach out to hard to count groups and those who aren't motivated to respond to the national campaign

# Complete Count Committees

- Purpose is to identify, educate and enumerate the Hard-To-Count community.
- Tribal, state and local governments work together with partners in their communities to form CCCs to promote the 2020 Census to their constituents. Community-based organizations also establish CCCs that reach out to their members.

- Committee members are experts in the following areas:

Government

Media

Workforce development

Business

Education

Community Organizations

Faith-Based Community

Other, Based on Needs

# Thank you.

**Sarah Bushore**  
**Partnership Specialist**  
**U.S. Census Bureau**  
**[sarah.m.bushore@2020census.gov](mailto:sarah.m.bushore@2020census.gov)**  
**(971) 409-9250**

# CLACKAMAS COUNTY OREGON



## EARN ADDITIONAL INCOME & HELP YOUR COMMUNITY



**APPLY ONLINE!**  
[2020census.gov/jobs](https://2020census.gov/jobs)

The U.S. Census Bureau is an  
Equal Opportunity Employer.

## 2020 Census Supervisory & Non-Supervisory Positions Available in Clackamas County, OR

**Enumerators \$18.00/hr. – paid training at \$16.00/hr.**

**Census Field Supervisors - \$20.00/hr.– paid training at \$18.00/hr.**

Earn extra income while helping your community.

The U.S. Census Bureau is recruiting thousands of people across the country to assist with the 2020 Census count.

### Job Details

We are hiring for a variety of temporary jobs, including census takers, and supervisory staff. To be eligible, you must be at least 18 years old, have a valid Social Security number, and be a U.S. citizen.

### How to Apply

Candidates must complete an online job application. The application includes assessment questions about your education, work, and other experience. [www.2020census.gov/jobs](https://www.2020census.gov/jobs)

### Additional advantages

One (1) application covers all our positions, saving you time and effort to find the perfect fit.

If you can work a smart phone, you can do this job.

Hiring this winter and again in the summer of 2019

Working with the 2020 Census is a flexible job that you can fit in with your existing commitments.

It's a perfect way to supplement your income while making history!

Qualifying is easy, no special education or experience required. No resume!

Application process takes about 20 minutes to complete.

**Apply Today!**

**[2020census.gov/jobs](https://2020census.gov/jobs)**

Federal Relay Service: (800) 877-8339 TTY / ASCII

[www.gsa.gov/fedrelay](https://www.gsa.gov/fedrelay)

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

Date: 4.23.19 Position Applying For: Parks & Recreation Advisory Board  
Name: Lisa Potter Occupation: Small business owner / retired  
Home Address: [REDACTED]  
Employer: [REDACTED] Position: [REDACTED]  
Daytime Phone: [REDACTED] Evening Phone: [REDACTED]  
E-Mail Address: [REDACTED]  
What are your community interests (committees, organizations, special activities)? I own a home based quilting business and volunteer with the Coffee Creek Quilting incarceration program.  
What are your major interests or concerns in the City's programs? It's important to balance the number/types of City Parks with population growth and employees who manage/maintain our parks.  
Reason for your interest in this position: Early in my career I worked for Oregon State Parks (maintenance/booth operations) which instilled my love of parks.  
Experience and educational background: ODOT (1974-1989) - Administration Parks, Construction, Public Affairs; Target Store Manager (1988-96); owner of Progress Liquor Store (1996-2007); City of Canby - hired Parks seasonal employees.  
List any other City or County positions on which you serve or have served: Employed by City of Canby from 2008-2018 (Administration, Human Resources, Finance.)  
I enjoyed a good working relationship with Planning & Parks  
Referred by (if applicable): Tim Dale

**Please return to:**

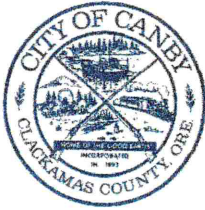
**City of Canby - Attn: City Recorder  
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013**

**Phone: 503.266.0733 Fax: 503.266.7961 Email: [scheaferk@canbyoregon.gov](mailto: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: 4.23.2019 Date Appointed: \_\_\_\_\_ Term Expires: \_\_\_\_\_  
Date Resigned: \_\_\_\_\_ Destruction Date: \_\_\_\_\_



Term to expire 6.30.2022

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

Date: 07/05/2019 Position Applying For: BUDGET COMMITTEE  
Name: JACK PENDLETON Occupation: RETIRED  
Home Address: [REDACTED]  
Employer: [REDACTED] Position: [REDACTED]  
Daytime Phone: [REDACTED] Evening Phone: [REDACTED]  
E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? BUDGET COMM (PAST), YOUTH SPORTS COACH (PAST), CHS ROBOTICS MENTOR (PAST), READING MENTOR - KNIGHT SCHOOL (PAST)

What are your major interests or concerns in the City's programs? THAT CITY RESOURCES BE USED IN THE MOST EFFICIENT MANNER TO PROVIDE AN EXCELLENT QUALITY AND LEVEL OF CITY SERVICES TO RESIDENTS

Reason for your interest in this position: PAST PARTICIPATION

Experience and educational background: BS ELEC ENGINEERING (1970), CONSULTING ENGINEER INVOLVED IN TECHNICAL, FINANCIAL, PLANNING AND PROJECT INTRODUCTION FOR BUSINESS CLIENTS

List any other City or County positions on which you serve or have served: BUDGET COMM, YRD BUDGET COMM, STREET FEE COMM, TRAFFIC SAFETY COMM (CHAIR), BIKE AND PED COMM

Referred by (if applicable): N/A

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: [cityrecorder@canbyoregon.gov](mailto:cityrecorder@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: 7/5/19 Date Appointed: \_\_\_\_\_ Term Expires: \_\_\_\_\_  
Date Resigned: \_\_\_\_\_ Destruction Date: \_\_\_\_\_

# Memo

To: Mayor Brian Hodson & Members of City Council  
From: Bret J. Smith, Chief of Police   
CC: Joshua Davis, General Administration  
Date: June 26, 2019  
Re: Liquor License Application / Buy2 Convenience Store, 453 SE  
1<sup>st</sup> Avenue, Canby, Oregon

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I have reviewed the attached liquor license application completed by Lena Roles, for the business, "Buy2", operated by Thabet Management, Inc., located at 453 SE 1<sup>st</sup> Avenue, Canby, Oregon.

On June 26, 2019, I spoke with Lena Roles and we discussed the expectations and responsibilities involving the sale of alcoholic beverages. Lena Roles said she is the Executive Assistant for Lutfi Thabet, the owner of the business and she is managing the Liquor License Application.

Lena Roles told me Vice President Zack Devore will be opening the business and overseeing the hiring and training of all personnel associated with the business. Mr Devore manages a total of 32 "Buy2" locations owned by Mr. Thabet and he is very experienced in respect to the sale of alcoholic beverages. Lena Roles explained Mr. Devore is aware that he and any employee selling alcoholic beverages must know the laws regulating the sale of alcoholic beverages to include the consequences for failure to comply with rules as set forth by Oregon State Law. He said all staff will be trained on the OLCC laws.

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



OREGON LIQUOR CONTROL COMMISSION

# LIQUOR LICENSE APPLICATION

6/19/19  
\$75.00-cc  
6.

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received:
<input type="checkbox"/> Brewery 2 <sup>nd</sup> Location	Name of City or County:
<input type="checkbox"/> Brewery 3 <sup>rd</sup> Location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 1 <sup>st</sup> location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 2 <sup>nd</sup> location	By: _____
<input type="checkbox"/> Brewery-Public House 3 <sup>rd</sup> location	Date: _____
<input type="checkbox"/> Distillery	
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 <sup>st</sup> location	
<input type="checkbox"/> Grower Sales Privilege 2 <sup>nd</sup> location	
<input type="checkbox"/> Grower Sales Privilege 3 <sup>rd</sup> location	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input checked="" type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
<input type="checkbox"/> Winery 2 <sup>nd</sup> Location	
<input type="checkbox"/> Winery 3 <sup>rd</sup> Location	

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY
Date application received: 6/17/19	
By: Jon Z.	
Date application accepted as initially complete: 6/18/19	
By: Jon Z.	
License Action(s): C/O + C/TN	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Thabet Management, Inc.

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY





OREGON LIQUOR CONTROL COMMISSION

**LIQUOR LICENSE APPLICATION**

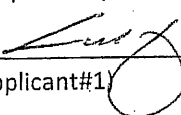
3. Applicant #1 Thabet Management, Inc.		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) buy2			
5. Business Address (Number and Street Address of the Location that will have the liquor license) 453 SE 1st Ave			
City Canby	County Clackamas	Zip Code 97013	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) [REDACTED]			
City [REDACTED]	State [REDACTED]	Zip Code [REDACTED]	
9. Phone Number of the Business Location [REDACTED]		Email Contact for this Application [REDACTED]	
Contact Person for this Application [REDACTED]		Phone Number [REDACTED]	
Mailing Address [REDACTED]	City [REDACTED]	State [REDACTED]	Zip Code [REDACTED]

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

**Applicant Signature(s)**

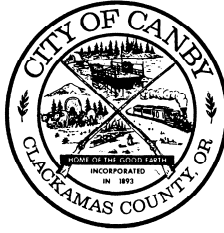
- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

  
(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)



**DATE:** July 17, 2019  
**TO:** Honorable Mayor Hodson and Canby City Councilors  
**FROM:** Amanda Zeiber, Assistant City Administrator  
**THROUGH:** Richard Robinson, City Administrator  
**RE:** Volunteer Workers Compensation Resolution No. 1313

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**ISSUE:**

Adoption of a Resolution extending workers compensation coverage to volunteers of the City of Canby and repealing Resolution 1285.

**SUMMARY:**

The City of Canby provides workers compensation coverage to volunteers, elected City officials and City boards and commissions. Coverage is provided through a resolution, which is reviewed annually to capture any changes from current or prior year(s) or as a result of new legislation or mandated changes. The City's insurance provider, City County Insurance Services, requires the City to have a current volunteer resolution on file. The City of Canby volunteer resolution was previously updated in June 2018. The volunteer resolution specifically lists which types of non-public safety volunteers will be covered.

**RECOMMENDATION:**

Approve Resolution No. 1313

**MOTION:**

***"I move to adopt Resolution 1313, a Resolution Extending Workers Compensation Coverage to Volunteers of the City of Canby and Repealing Resolution 1285."***

**ATTACHED:**

Resolution No. 1313

## RESOLUTION NO. 1313

### A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF CANBY AND REPEALING RESOLUTION 1285.

**WHEREAS**, the Canby City Council elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the Volunteer Election Form, noted on CIS payroll schedule, and verified at audit.

**1. Public Safety Volunteers.**

☐Applicable

☒Non-applicable

An assumed monthly wage of \$800 per volunteer will be used for public safety volunteers in the following volunteer positions:

☒ Police reserve

**2. Volunteer boards, commissions, and councils for the performance of administrative duties.**

☒Applicable

☐Non-applicable

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are (list each body):

- a. Bike and Pedestrian Committee
- b. City Council & Mayor
- c. Library Board
- d. Parks and Recreation Advisory Board
- e. Planning Commission
- f. Public Transit Advisory Committee
- g. Traffic Safety Commission

**3. Non-public safety volunteers.**

☒Applicable

☐Non-applicable

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed.

☒ General administrative/clerical

☒ Library

☒ Parks / Public Works

**4. Public Events**

☒Applicable

☐Non-applicable

City volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation:

- a. Canby Independence Day Celebration
- b. Canby Street Dance
- c. Tree Lighting Event

**5. Community Service Volunteers/Inmates** ☒ **Applicable** ☐ **Non-applicable**

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of Canby Municipal Court. Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

**6. Other Volunteers**

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided, that the City of Canby:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

**City of Canby agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Canby to provide for workers' compensation insurance coverage as indicated above. This resolution will be reviewed annually.

This resolution shall take effect July 1, 2019.

**ADOPTED** this 17<sup>th</sup> day of July 2019, by the Canby City Council.

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Brian Hodson  
Mayor

ATTEST:

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Richard Robinson  
City Recorder Pro Tem



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

***DATE:*** July 17, 2019  
***TO:*** Honorable Mayor Hodson and City Council  
***FROM:*** Julie Blums, Finance Director  
***CC:*** Rick Robinson, City Administrator  
***RE:*** **A RESOLUTION ADOPTING UPDATED CAPITAL ASSET RULES.**

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**ISSUE:** Updating the capital asset rules for the City of Canby.

**SYNOPSIS:** On February 20, 2002 the Canby City Council adopted resolution 780 to implement Capitalization Rules.

This policy has not been reviewed or updated since 2002. There have been changes in capital asset best practices from the Government Finance Officers Association and with reporting standards. This updated policy incorporates those changes and provides more detail and clarity regarding the determination of when to capitalize and asset or not.

**RECOMMENDATION:** Staff recommends that Council adopt Resolution No. 1320

**RECOMMENDED MOTION:** ***“I move to adopt Resolution No. 1320, A RESOLUTION ADOPTING UPDATED CAPITALIZATION RULES; AND REPEALING RESOLUTION 780.”***

**ATTACHED:** Resolution No. 1320  
Exhibit A – City of Canby Administrative Policy on Capitalization and Classification of Capital Assets

**RESOLUTION NO. 1320**

**A RESOLUTION ADOPTING UPDATED CAPITALIZATION RULES; AND  
REPEALING RESOLUTION 780**

**WHEREAS**, by Resolution No. 780, the Canby City Council, adopted capitalization threshold rules; and

**WHEREAS**, the City requests the Council to adopt updated rules attached as “Exhibit A”, which supersede the rules established in Resolution No. 780, and repeal Resolution No. 780.

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

1. The City Council hereby adopts Resolution No. 1320 with “Exhibit A” to establish updated Capitalization rules.
2. Resolution No. 780 is hereby repealed.

This resolution shall take effect on July 17, 2019.

**ADOPTED** by the Canby City Council, at a regular meeting thereof on July 17, 2019.

---

Brian Hodson  
Mayor

ATTEST:

---

Rick Robinson  
City Recorder Pro-Tem

<b>CANBY FINANCE MANUAL</b>	<b>Policy</b>
City of Canby Finance Department	Effective Date: 07/17/2019
Chapter: <b>Capital Assets</b>	Page: 1 of 1
Section: <b>Capitalization and Classification</b>	Approval: City Council

**PURPOSE:** The purpose of this policy is to ensure that the process of capitalization of assets is done in a consistent manner that complies with GASB and GAAP standards.

This policy was included in Resolution 780 which is being superseded with Resolution 1320 effective July 17, 2019.

**DEFINITION:** Capital assets are typically assets that are long-term in nature (i.e. will yield benefits in future years) and not held for resale.

<b>Capital Assets</b>	<b>Non-Capital Assets</b>
Land	Inventory
Intangibles (easements)	Cash and securities
Construction work in progress	Materials to be consumed in operations
Infrastructure	Items costing less than \$5,000
Buildings and Improvements	
Machinery & Equipment	
Licensed Vehicles	

**POLICY:** The City will capitalize all individual assets with a cost of Five-Thousand Dollars (\$5,000) or more that have an estimated useful life of two years or more.

Components of larger assets will be capitalized individually, (i.e. the roof on a new building or HVAC system would be separate assets from the building itself).

Asset improvements provide additional value by either 1) lengthening a capital asset's estimated useful life or 2) increasing a capital asset's ability to provide service (i.e., greater effectiveness or efficiency). Any asset improvement \$5,000 or more that meet one or both of these criteria will be capitalized.

Capital assets are stated at cost, which includes capitalized labor, interest and certain overhead costs for internally constructed assets or estimated historical cost when original cost is not available, or the estimated fair market value at the time received in the case of gifts or projects constructed by others and accepted for ownership and maintenance by the City. Maintenance and repairs are expensed as incurred.

Depreciation is computed on the straight-line method over the estimated useful lives of the related assets.

Disposals of assets shall be done in accordance with the Disposal of Surplus Property Policy.

**REPORTING:** Assets within the capitalization threshold will be reported on the annual audited financial statements of the City in accordance with Governmental Accounting Standards Board requirements.

## **ORDINANCE NO. 1511**

### **AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A PURCHASE AND SALE AGREEMENT WITH PIONEER PROPERTY, LLC FOR THE PURCHASE OF REAL PROPERTY; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby offers transit services known as Canby Area Transit; and

**WHEREAS**, the City of Canby acquired, for the benefit of Canby Area Transit, certain property on Hazel Dell Way for use as a Transit Bus Yard; and

**WHEREAS**, Canby Area Transit currently leases office space used for administrative and dispatch services; and

**WHEREAS**, Canby Area Transit desires to construct office space in a permanent location; and

**WHEREAS**, suitable land immediately adjacent to the City-owned transit bus yard property is currently available for purchase; and

**WHEREAS**, the City of Canby would like to have a more permanent location for Canby Area Transit administrative and dispatch services close to the Canby Area Transit bus yard.

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

**Section 1.** The City Administrator is hereby authorized on behalf of the City to enter into a Purchase and Sale Agreement for the purchase of real property from Pioneer Property, LLC. A copy of the Purchase and Sale Agreement is attached hereto as Exhibit "A."

**Section 2.** Due to to the difficulty of scheduling an environmental review and time restraints, 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 June 19, 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 July 17, 2019, commencing at the hour of 7:00 PM at the Council Meeting Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor, Canby, Oregon.

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Rick Robinson  
City Recorder Pro-Tem

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the July 17, 2019, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Brian Hodson  
Mayor

ATTEST:

\_\_\_\_\_  
Rick Robinson  
City Recorder Pro-Tem

## PURCHASE AND SALE AGREEMENT

Effective Date: July 17, 2019

**SELLER:** Pioneer Property, LLC  
an Oregon limited liability company  
1012 Island View  
Kemah, TX 77565  
ATTN: Manager  
281-772-5249  
281-957-9233 (fax)

**BUYER:** City of Canby  
an incorporated Oregon municipality  
PO Box 930  
Canby, OR 97013  
ATTN: City Administrator  
503-266-0745  
503-266-7961 (fax)

### Recital

Seller desires to sell to Buyer and Buyer desires to purchase from Seller certain real property with all improvements located on Hazel Dell Way, Canby, Oregon, having the following legal description (the "Property"):

Lot 19 S Hazel Dell Way  
APN – 5030908  
Tax Lot 4507  
Section 34, T3S, R1E, W.M.  
City of Canby,  
County of Clackamas,  
State of Oregon.

### Agreement

Now, therefore, for valuable consideration, the parties agree as follows:

**1. Sale and Purchase.**

- 1.1 Buyer agrees to purchase the Property from Seller and Seller agrees to sell the Property to Buyer for the sum of \$380,000 (the "Purchase Price").

- 1.2 Buyer agrees to pay all costs required for closing of this transaction. Costs shall include but not be limited to legal document preparation, inspections if initiated by Buyer, environmental reports if initiated by Buyer, surveys, title policies, escrow fees, recording fees, and Buyer's prorated portion of real estate taxes.

2. **Payment of Purchase Price.** The Purchase Price and costs must be paid at closing.

3. **Closing.** Time is of the essence. Closing must take place on a mutually agreed on date, but in no event later than August 31, 2019. The terms *closed*, *closing* or *closing date* mean when the deed or contract is recorded and funds are available to Seller. The Escrow Agent shall close this transaction and act as escrow agent. .

4. **Preliminary Title Report.** Seller will furnish to Buyer a preliminary title report showing the condition of title to the Property, together with copies of all exceptions listed therein (the "Title Report"). Buyer will have 10 days from the execution of this Agreement to review the Title Report and to notify Seller, in writing, of Buyer's disapproval of any special exceptions shown in the Title Report. Those exceptions the Buyer does not object to are referred to below as the "Permitted Exceptions." Mortgages, delinquent taxes or other financial obligations secured by the Property are automatically deemed Unacceptable Exceptions. If Buyer notifies Seller in writing of Unacceptable Exceptions, Seller will have 15 days after receiving the Unacceptable Exceptions notice to either remove the exceptions or provide Buyer with reasonable assurances of the manner in which the exceptions will be removed before the transaction closes (the "Seller Assurance Period"). If Seller does not remove the Unacceptable Exceptions or provide Buyer with such assurances, Buyer may terminate this Agreement by written notice to Seller given within 15 days after expiration of the Seller Assurance Period, and, when applicable, this Agreement will be of no further binding effect.

5. **Seller's Delivery of Documents.** Within 15 days after the Effective Date, Seller shall deliver to Buyer any and all material information and documentation in the Seller's possession or control pertaining to the Property (the Due Diligence Documents).

If Seller is aware of the existence of any material information and documentation pertaining to the Property that are not within Seller's possession or control, the Seller shall notify Buyer of the existence of such information within fifteen (15) days after the Effective Date or two (2) business days after learning of such information

6. **Property and Environmental Inspections.** Buyer and its agents including but not limited to consultants, surveyors, engineers, home inspectors, appraisers, and other professionals hired by the Buyer shall have the right to access the Property to conduct environmental studies (including but not limited to Phase I and II

assessments), and any other inspections and testing Buyer deems necessary. Seller shall cooperate with Buyer making such inspections. Any area disturbed by Buyer's inspections shall be restored by Buyer at Buyer's sole cost and expense to its pre-inspection condition. To the extent allowed under state law, Buyer agrees to indemnify and hold Seller harmless from all loss, damage, or liability caused as a result of Buyer or Buyer's agents' access to the Property under this section. If Buyer is not satisfied, in its sole discretion, with the result of Buyer's inspections, Buyer may terminate this Agreement by written notice to Seller given at any time before the date set forth in Section 7.1.1 below.

## **7. Conditions**

**7.1** Buyer's obligation to purchase the Property is contingent on satisfaction of each of the following conditions:

**7.1.1** Buyer's approval of its inspection of the Property under Section 6 above. Buyer will have until August 1, 2019, to complete its inspection of the Property. *If Buyer fails to give any notices of termination per Section 6 above, by August 1, 2019, the condition shall be satisfied or waived.*

**7.1.2** Buyer must be satisfied in its sole and absolute discretion with its review of the Due Diligence Documents *by August 1, 2019 or the condition shall be deemed satisfied or waived.*

**7.1.3.** *If notification of material information as provided in Section 5 is made to Buyer on or after July 16, 2019, the August 1, 2019 Conditions satisfaction or waiver as described in this section 7 shall be extended by one day for each day beyond July 16, 2019 that the notification is provided to Buyer.*

**7.1.4** At Closing, the Seller shall remove all Unacceptable Exceptions from the Title Report as reflected in a Pro Forma Title Policy provided by the Escrow Agent.

**8. Marketable Title; Deed.** On the Closing Date, unless agreed otherwise herein, Seller will convey fee simple title to the Property by statutory special warranty deed, free and clear of all liens of record, except the Permitted Exceptions.

**9. Title Insurance.** Within 15 days after Closing, Seller must furnish Buyer with an American Land Title Association owner's policy of title insurance in the amount of the purchase price, insuring Buyer as the owner of the Property subject only to the usual printed exceptions and the Permitted Exceptions.

**10. Taxes; Prorates.** Real property taxes for the current tax year and other usual items must be prorated as of the Closing Date. At Closing, Buyer shall pay or reimburse Seller for transfer taxes, all recording and escrow fees, and all other normal Closing costs, including the Title policy *set forth in Section 9 above.*

**11. Possession.** Buyer will be entitled to exclusive possession immediately on Closing.



**12. Property Included.** All improvements on the Property.

**13. Personal Property.** N/A

**14. Seller's Representations.** Seller hereby warrants and represents to Buyer the following:

**14.1 Authority.** The Seller has full power and authority to enter into this Agreement and to sell, transfer, and convey all right, title, and interest in and to the Property in accordance with this Agreement.

**14.2** Seller warrants and represents to its knowledge without further investigation, Seller has not brought onto, stored, buried, used on, emitted or released from or allowed to be brought onto, stored on, buried, used on, emitted, released from, or produced or disposed of, from or on the Property any Hazardous Substances as defined under ORS 456.200 in violation of any environmental laws of the state or federal government.

**15. Buyer's Representations.** Buyer hereby warrants and represents to Seller the following:

**15.1** *Buyer represents that it has accepted and executed this Agreement on the basis of its own examination and personal knowledge of the Property; that Seller and Seller's agents have made no representations, warranties, or other agreements concerning matters relating to the Property; that Seller and Seller's agents have made no agreement or promise to alter, repair, or improve the Property; and that Buyer takes the Property in the condition, known or unknown, existing at the time of the Closing, "AS IS" subject only to the conditions set forth in Section 5 and Section 7.*

**16. Risk of Loss.** Seller bears the risk of all loss or damage to the Property from all causes through Closing except those caused by the Buyer.

**17. Binding Effect/Assignment Restricted.** This Agreement is binding on and will inure to the benefit of Seller, Buyer, and their respective heirs, legal representatives, successors, and assigns. Nevertheless, Buyer will not assign its rights *prior to closing* under this Agreement without Seller's prior written consent, which may be withheld in Seller's sole discretion.

**18. Attorney Fees.** If an action is instituted to enforce or interpret any term of this Agreement, the prevailing party will recover from the losing party reasonable attorney fees incurred in the action as set by the trial court or arbitrators, as the case may be, and, in the event of appeal, as set by the appellate courts.

**19. Notices.** All notices and communications in connection with this Agreement must be given in writing and will be transmitted by certified or registered mail, return receipt requested, to the appropriate party at the address first set forth above. Any notice so transmitted will be deemed effective on the date it is placed in the

United States mail, postage prepaid. Either party may, by written notice, designate a different address for purposes of this Agreement.

**20. Entire Agreement.** This Agreement sets forth the entire understanding of the parties with respect to the purchase and sale of the Property. This Agreement supersedes any and all prior negotiations, discussions, agreements, and understandings between the parties. This Agreement may not be modified or amended except by a written agreement executed by both parties.

**21. Survival of Representations.** The covenants, agreements, representations and warranties made herein shall survive Closing and will not merge into the Deed upon recordation in the official real property records.

**22. Applicable Law.** This Agreement will be construed, applied, and enforced in accordance with the laws of the state of Oregon.

**23. No Brokers.** Each Party warrants to the other Party that no broker or agent was consulted or engaged in connection with this transaction, and each Party will indemnify, defend, and hold harmless the other from and against all claims, losses, and liabilities made or imposed for any commission or finder's fee to any broker or agent and arising out of the actions of such party.

**24. Recitals.** The statements and information set forth in the Recitals are hereby incorporated as if fully set forth herein and shall be used for the purposes of interpreting this Agreement.

**25. Governing Law.** The parties acknowledge that this Agreement has been negotiated and entered into in the state of Oregon. The parties hereby expressly agree that this Agreement is governed by and should be interpreted in accordance with the laws of the state of Oregon.

**26. Acceptance.** This Agreement will be null and void unless accepted by Seller, by Seller's execution of it, on or before July 17, 2019.

**28. Statutory Warning.** THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND THAT LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007 AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009. BEFORE SIGNING OR ACCEPTING THIS

INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO VERIFY THE EXISTENCE OF FIRE PROTECTION FOR STRUCTURES AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

SELLER:  
PIONEER PROPERTY, LLC  
an Oregon limited liability company

BUYER:  
CITY OF CANBY,  
an incorporated Oregon municipality

\_\_\_\_\_  
Gerald E. Turner, Member

\_\_\_\_\_  
Richard Robinson, City Administrator

Dated: \_\_\_\_\_, 2019

Dated: \_\_\_\_\_, 2019



**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: May and June 2019**

To: The Honorable Mayor Hodson & City Council  
From: Josh Davis, Confidential Administrative Assistant  
Prepared by: Erin Burckhard, Office Specialist II  
Through: Rick Robinson, City Administrator  
Date: July 17, 2019

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**1. Business Licenses:**

Forty-nine (49) new business licenses were issued during the months of May and June 2019. This compares to 51 new licenses issued during May and June 2018. Twenty-nine (29) business licenses were inactivated during the months of May and June 2019. This compares to 50 inactivated during the same period in 2018. Three hundred-fifteen (315) business license renewals were sent out, compared to 324 in 2018. The total number businesses licensed with the City of Canby is 1,535 (1,476 this time in 2018) of which 689 have Canby addresses (662 this time last year).

**2. Cemetery:**

- Total property purchases recorded: May - 5, June – 10.
- Total interments recorded May – 4, June – 3.

**3. Public Records Requests:**

- One (1) public records request was processed during May and June.

**4. Training/Meetings:**

**5. Special Animal Permits:**

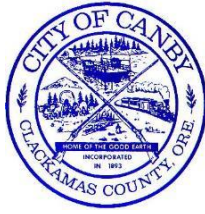
- Two (2) special animal permits were issued in May and June.

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

- No Sidewalk/Park Vending Permits were issued in May and June.

**7. Liquor Licenses Processed:**

- Two (2) liquor license applications were processed in May and June.



City of Canby Bi-Monthly Report  
Department: Court  
May and June 2019

To: The Honorable Mayor Hodson and City Council  
From: Jessica Roberts, Municipal Court Supervisor  
Through: Rick Robinson, City Administrator  
Date: July 3, 2019

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

Monthly Statistics	May	June
<b>Misdemeanors</b>		
Offenses Filed	39	33
Cases Filed	30	28
Warrants Issued	16	13
<b>Misdemeanor Case Detail</b>		
Diversion/Deferred Sentence	2	11
Offenses Dismissed	1	16
Offenses Sentenced	4	20
Offenses not filed by City Prosecutor	2	9
<b>Traffic &amp; Other Violations</b>		
Offenses Filed	235	207
Cases/Citations Filed	168	175
Parking Citations Filed	10	6
<b>Traffic &amp; Other Violations Case Detail</b>		
Diversion (Good Driver Class)	10	14
Dismissal (Fix It Tickets)	11	14
Dismissed by City Prosecutor or Judge	12	13
Sentenced by Judge	32	24
Handled by Violations Bureau	98	107
Guilty by Default	54	53
<b>Traffic and Criminal Trials</b>		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	6	5
Defendant Accounts referred to Collections	\$41,417	\$60,156
Fines & Surcharges Collected	\$58,029.79	\$55,080.26

### **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. Offenses not filed by City Prosecutor. Crimes cited by the police department go to the city prosecutor for review. At times those charges are not filed on against the defendant at the determination of the City Prosecutor.
3. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Wednesday. A court clerk processes the default convictions.
4. 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

### **5. 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 May and June 2019*

### **Economic Development Updates:**

The following projects are funded through Urban Renewal.

***OEDA Training and Summer Conference:*** The Canby Economic Development Director has been working to complete the Oregon Certified Economic Developer Program which is run through the Oregon Economic Development Association (OEDA). The courses are broken into eight sessions which are taught over the course of the day. All of the courses are offered throughout the year and Economic Developers can break the courses over one to two years. Three courses were held in May and June – Entrepreneurship and Innovation Ecosystems, Building in Oregon, and Marketing and Branding. Speakers combine best practices with tried-and-true success stories for a comprehensive approach.

OEDA also held its Summer Conference on June 7<sup>th</sup>. Sessions included updates on Oregon State's economy, Urban Renewal strategies and best practices, and a deep dive look at a Cottage Grove food hub. The sessions are mostly run by panels with different perspectives throughout the state. The conference focuses on both urban and rural accounts which provides for a well-rounded look at the good work occurring throughout the state of Oregon.

***Canby Tourism Plan:*** On Tuesday, June 4<sup>th</sup>, the Economic Development Department held its kick off tourism advisory meeting. The city opened a Requests for Proposals for completing the first Canby Tourism Plan. Two consultants – Lookout Co. and Destination Management Advisors – worked together to create the well-rounded proposal which City staff picked. Members include Mayor Hodson, Canby Area Chamber of Commerce Executive Director Kyle Lang, Clackamas County Fairgrounds and Event Center staff Tyler Nizer, Swan Island Dahlia's Heather Schloe, as well as city staff and the tourism consultants. The meeting included a familiarization tour, also known as "FAM tour", of Canby with advisory members exploring Canby as tourists. The consultants also attended a First Thursday meeting on Thursday, June 13<sup>th</sup> at Gwynn's Coffeehouse. The outreach with local area businesses will help to ensure the plan is comprehensive and ultimately supports the local businesses. The plan will be completed in mid-July and have both short and long term recommendations for Canby tourism efforts.

***Former Canby Library Redevelopment:*** The City of Canby was awarded an Oregon Main Street Revitalization grant in April 2019 to assist in the redevelopment of the former Canby Library, located at 292 N Holly Street. The city received three bids from architectural firms and chose LRS Architects to work on the building. LRS Architects completed the preliminary 3D models of the building in 2017, which have been combined to serve as the inspiration for the former library building. The City of Canby is opting to remodel the interior and provide small independent business spaces and small offices to serve as an incubator location for businesses looking to open in Canby. While Canby does not have many vacancies, many of the vacancies

are larger buildings. The City will remodel an effort to be supportive of smaller businesses who may only need a few hundred square feet.

***Canby Downtown Strategic Plan:*** The City of Canby is working with Civilis Consultants on a strategic downtown plan. Michele Reeves with Civilis Consultants worked as a subcontractor on the 2016 Retail Market Analysis. The city chose to bring her back for targeted work on the changing downtown due to her emphasis on supporting small businesses and her willingness to combine her expertise with what best suited Canby. The Economic Development team and Civilis held a kick off phone call on Thursday, June 27<sup>th</sup>. Work will kick off in early July with small group meetings focused on businesses, property owners, and a public sector group.

***Business Outreach Efforts:*** The City's Economic Development Director routinely works with businesses in all stages of development. Businesses routinely contact the city looking for new locations, opportunities to move or expand, support from regional partners, and to become involved in various efforts throughout the City. Many of the meetings are confidential as negotiations and sensitive materials can be discussed. The City of Canby's Economic Development Department continues to serve as a resource for businesses big and small and can be reached at (503) 266-7001.

***Alternative Access to HWY 99:*** On Wednesday, June 19<sup>th</sup>, the Urban Renewal Agency passed two resolutions unanimously – RES 19-003 and 19-006 – which will assist the city of Canby in its efforts to create a new connector road from the industrial park to HWY 99.

- **RES 19-003:** Added 3.71 acres to the Urban Renewal plan. This property (2392 SE 1<sup>st</sup> Avenue) will be acquired in preparation to construct a new collector street connecting the Industrial Park to HWY 99.
- **RES 19-005:** Approval of the purchase and sale agreement between the City of Canby and Par 3 Investments for the property at 2392 SE 1<sup>st</sup> Avenue. City Administrator Rick Robinson presented to the Urban Renewal Agency about creating a connector street from Walnut Street to HWY 99. There are 5 properties affected by a new connector road, and the property located at 2392 SE 1<sup>st</sup> Ave is one of them. Par 3 Investments is in the process of purchasing the property and plans to sell the property to the City. There are several steps that will need to happen after the purchase of 2392 SE 1st before a road is built including a TSP amendment and design of the roadway. All of the other property owners have agreed to deed ROW for the road as they see the benefit to their properties as well. Robinson noted it will be approximately 3 – 5 years before a road is completed.



**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

### *Promotion*

- Canby Independence Day Celebration** – The 2019 Canby Independence Day Celebration will be held on Thursday, July 4<sup>th</sup> in downtown Canby. Spectators can find a Street Fair featuring food, arts and crafts, and non-profits vendors, Car Show, Parade, Beer Garden, Live Music on two stages, and children’s activities. The bands playing will be Return Flight in Wait Park from 12:00 – 2:00pm, 3:00 – 4:00pm; Cool Change in 2<sup>nd</sup> Avenue Beer Garden from 11:00am – 2:00pm; and Brady Goss in the 2<sup>nd</sup> Avenue Beer Garden from 2:00 – 5:00pm. Additional activities include the Canby Historical Society’s Pancake Breakfast, and Canby Fire District’s obstacle course and firework show round out the day. Information can be found at [www.CanbyIndependenceDay.com](http://www.CanbyIndependenceDay.com).
- Marketing Canby’s Big Weekend** – This department created an advertisement for Canby’s Big Weekend that has been released in the Chamber of Commerce’s *Best of Canby* publication and AAA Via Magazine’s Travel Guide. A logo is also underway for marketing Canby’s Big Weekend. These projects are funded by a grant from Mt. Hood Territory.
- Canby First Thursdays** – May and June saw improving business and visitor perceptions of First Thursday, as the planning committee continues to experiment with formats and techniques to attract visitors to downtown. The next First Thursday will be held August 1 and is themed “Garden Spot”.



**FIRST THURSDAY**  
 Experience Small Town Charm

CANBY FIRST THURSDAY		
EXPERIENCE SMALL TOWN CHARM		2019 Themes
May 2 <sup>nd</sup> Casi (almost) Cinco de Mayo		
June 6 <sup>th</sup> Can Be Healthy		
July 4 <sup>th</sup> Canby Independence Day Celebration	September 5 <sup>th</sup> Nonprofit Night	November 7 <sup>th</sup> Beavenger Hunt
August 1 <sup>st</sup> Garden Spot	October 3 <sup>rd</sup> Buskers Ball	December 6 <sup>th</sup> Light Up the Night
*Activities to take place from 5-8pm unless otherwise noted.		



### ***Organization***

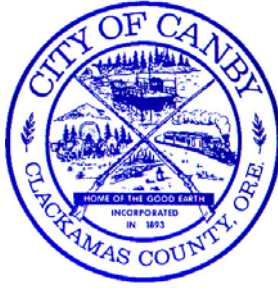
- **Canby Bicycle and Pedestrian Committee** – The Economic Development and Tourism Coordinator continues to serve as staff liaison to the City’s Bicycle and Pedestrian Committee. Work includes communicating with public works to request and understand local improvements and discussion of regional connections such as connecting the logging road trail to Molalla. The Committee has requested that a staff liaison accompany chairpersons in attending the Oregon Trails Summit on October 3-5, 2019.
- **Heritage and Landmark Commission (HLC) Comprehensive Historic Preservation Plan:** On July 29 The Heritage and Landmark Commission will host a kickoff meeting with preservation consultants Northwest Vernacular to begin work on a Comprehensive Historic Preservation Plan. This Department was awarded \$5,000 from the Kinsman Foundation and \$11,500 from Oregon Parks and Recreation to fund the Preservation Plan.

### ***Economic Vitality***

- **New Businesses downtown** – Downtown Canby continues to evolve with Equity Oregon Real Estate occupying in a beautiful office in the ground floor corner of the Graham building. Canby Gift and Wayward Sandwiches are expected to open in the Dahlia building in the coming months.

### ***Design***

- **Facade Improvement Program** – The Economic Development and Tourism Coordinator has taken over the facade improvement program and has received applications to review for fiscal year 19-20.



## Bi-Monthly Finance Department Report

**To:** Mayor Brian Hodson & City Council Members  
**From:** Julie Blums, Finance Director  
**Through:** Rick Robinson, City Administrator  
**Covering:** May & June 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 **Proposed Budget for Fiscal Year 2019-2020** was approved by the Budget Committee in May and Adopted by the City Council in June. Two resolution transfers for current year budget adjustment were also approved this period.

- The **preliminary site audit** was completed in June. A review of federal grant funds spent indicates that a single audit will be required this year. The final audit is scheduled for September.

- The annual **Master Fee Schedule** update was approved by the City Council in May. Preparations are being made for the July 1<sup>st</sup> implementation.

- Delinquent utility accounts have been notified that continued non-payment will result in **certification to the property tax rolls** in July.

- Newly constructed properties have been added to the **Net Assets system**. This system enables title companies to research properties that may have outstanding liens for unpaid utility charges.

- Work is being done to update and improve **Transit Tax forms and instructions** on the city web page.

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

- Caselle webinar
- PERS presentation
- Library District map review meeting
- Economic Development grants meeting
- Four employee going-away/retirement receptions

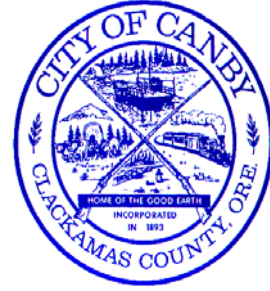
**Statistics for FY 2018-2019:**

	<b><u>July- Aug</u></b>	<b><u>Sept - Oct</u></b>	<b><u>Nov - Dec</u></b>	<b><u>Jan - Feb</u></b>	<b><u>Mar - Apr</u></b>	<b><u>May - June</u></b>
<b>Accounts Payable</b>						
Invoices:	623	632	513	521	538	445
Invoice entries:	1002	1108	976	1047	1123	1049
Encumbrances:	36	9	8	9	15	47
Manual checks:	4	7	6	6	6	1
Total checks:	367	375	415	308	337	149
<b>Payroll</b>						
Timesheets processed:	650	490	501	485	619	508
Total checks and vouchers:	696	547	570	541	688	550
New hires/separations:	5/4	5/2	1/5	3/1	0/1	4/8
<b>Transit Tax Collection</b>						
Forms sent:	29	765	1005	478	771	753
Penalty & Int. notices sent:	12	10	22	12	7	29
Pre-collection notices sent:	1	134	109	0	164	274
Accounts sent to collections:	2	55	0	61	79	0
Accounts opened/closed:	32/35	53/35	27/33	45/45	39/49	32/32
Returns posted:	792	674	426	1054	940	570
<b>Utility Billing</b>						
Bills sent:	9653	9704	9704	9747	9826	9817
Counter payments:	213	209	199	195	109	206
Accounts opened and closed:	136	130	102	104	149	155
Lien payoffs:	4	2	2	4	8	8
Lien payoff inquiries:	55	51	22	25	40	52
Collection notices sent:	0	15	14	16	0	7
Accounts sent to collections	8	0	0	0	0	0
<b>General Ledger</b>						
Total Journal entries:	436	265	416	365	314	358
<b>Cash Receipts Processed</b>						
Finance:	1196	1046	760	1373	1258	1110
Utility:	412	361	344	395	384	367

# CANBY PUBLIC LIBRARY

## BI-MONTHLY STAFF REPORT

### May - June 2019



TO: Honorable Mayor Hodson and City Council

FROM: Irene Green, Library Director

THROUGH: Rick Robinson, City Administrator

DATE: 7-2-19

### Information

	May 2018	May 2019		June 2018	June 2019		Circulation Statistics	May 2018	May 2019		June 2018	June 2019
Reference	647	722		619	809		Total Registered Borrowers*	11,350	10,945		11,475	11,119
Operational	415	539		457	681		New Library Cards	80	80		116	169
Computer Help	199	171		187	251		Number of Materials Owned	58,062	59,728		57,576	58,201
Reader's Advisory	11	11		9	21		Monthly Circulation	23,091	22,059		23,487	22,179
Computer Passes	61	122		84	169		Materials Added	657	856		274	247
Job/resume Help	1	1		5	0		Holds Placed	5,293	5,105		5,429	5,288
E-Book Help	8	21		7	11		Self-Check	64.9%	63.7%		64.1%	64.3%
Help In Spanish	27	30		36	19		Public Internet Sessions	1,394	1,533		1,598	1,826
Email Questions	16	32		22	30		Facebook Likes	842	1,026		880	1,055
People Counter	10,788	10,032		10,697	11,309		Downloaded Books	1,859	2,196		1817	2,260
Mobile Print Users	n/a	22		n/a	25		Volunteer Hours	247	192.25		173	n/a
							Lilac, Iris & Magnolia Room Use	116	97		88	84

*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
May 2018	28	340	3	36	29	548
May 2019	25	166	13	156	22	283
June 2018	21	336	4	40	32	654
June 2019	19	143	12	162	22	657

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

**Library Operations:**

- The library prepared for Sunday closings. Brochures, website, patron due dates, parks passes and more are updated both locally and LINCC wide.
- The library policy manual updates have been completed.
- We had a soft launch of the chrome books and had a lot of positive comments. Parents particularly like using them when they are watching their kids in the children's area.
- We expelled a patron, Mary Jill St. Louis, for drinking wine and leaving the bottle in the children's area. She is banned from the library for 18 months.
- The library will not be purchasing Kanopy. The decision was made for a couple of reasons; the budget, and the issue of not being able to secure it for just Canby patrons.
- There was a LINCC wide data breach that resulted in about 180 LINCC patrons accounts being accessed by a third party. LINCC is working with the county attorney on handling the issue. The compromise was due to an issue found with SirsiDynix not LINCC.

**Library Facilities:**

- It was determined by the fire marshal that the maximum occupancy is 5 people for each of the Lilac and Iris rooms.
- The door handles were finally switched in the Willamette Room so the library is secure should the room be used after library hours. Staff would prefer if the locks were able to be locked from either the outside or inside as needed. There was no way to accommodate both wishes.

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

- Meeting for LDAC were canceled for the month of May and June.
- On May 29<sup>th</sup>, Shawn Varwig, Joe Lindsay, Julie Blums, Kathleen Myron and Irene met with the county to discuss our service area. The county is passing it on the Large Task Force.

**Partnerships:**

- We are very grateful to Direct Link for donating \$1,595 to our summer reading program. We purchased lunch bags that will be given out to all the children who complete the elementary school program.
- The Canby School District is partnering with us for the Summer Reading Program. Autumn Foster, the Communications Coordinator/ Project Manager for Canby School District, helped us set up our first online registration for the program.
- Peggy and Irene attended the Canby Youth Summit on May 22<sup>nd</sup>. It was very valuable to give the library's input on the needs of youth in the community and to see how the library can complement other community services.
- The library was concerned that they were not included in the Chamber of Commerce Relocation Guide. The Chamber was apologetic and said it was an oversight and we will be included next year.

**Programming:**

- Our annual summer reading program (SRP) began on June 1<sup>st</sup>. This year we have over 700 children and teens signed up for the program. For the elementary program, children need to read 20 minutes a day for 10 days. Teens need to read books that complete a BINGO card. Elementary school participants get a free book for signing up and a reusable lunch bag that can be colored and decorated with stickers when they

complete the program. Teens who complete a bingo card get a gift card from Fred Meyers.

### **Library Tours/Outreach:**

- In May, 245 students from Lee, Eccles and Knight visited the library to learn about our summer reading program and tour the library.
- The library will have a booth at the Saturday farmers' market beginning July 13<sup>th</sup>.

### **Friends of the Library:**

- The Friends provided funds for the artwork in the teen room. Two teens from Canby High School; Stephanie Wise 18, and Mairén Chard 17, created the work. The title of the painting is called "Kaleidoscope". The unveiling of the piece was held on June 12<sup>th</sup>.
- In support of the summer reading program, The Friends will also be hosting an ice cream social from 12-3:00 p.m. on July 20<sup>th</sup>. Everyone is invited to attend.
- The Friends will also hold their second annual Patio Tour of Homes on Saturday, August 4<sup>th</sup>. The library will be selling tickets to the event.
- May Book Garden Sales were \$1,125.80.
- June sales number is not available as of the date of this report.

### **Canby Public Library Foundation**

- The Foundation continues to work on plans for setting up an endowment fund. Their goal was to raise \$20,000 to help continue programs like S.T.E.A.M. Aviation and Maker Space Camps for local youth.
- The Canby Eagles summer camp will run from July 8<sup>th</sup> through July 12<sup>th</sup>. The camp for kids in grades 6-12 will go from 12:00 – 3:00 p.m. The Experimental Aviation group donated \$500 towards supplies for the camp.

### **Volunteers:**

- On Saturday, June 22, we held our annual volunteer appreciation event. The theme was "Love Is a Renewable Resource". The event also featured a performance by the How Long Jug Band.
- At the event, Diana Potter was named Volunteer of the year. Diana helps with the picklist, programs, and with the Summer Food Program.
- Volunteer of the month for May was Aiden Rockwood. Aiden launched our Dungeons and Dragon Program and is a peer leader in the Teen Room.
- Because of the annual volunteer appreciation event, there was no Volunteer of the Month for June.

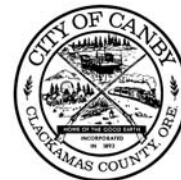
### **Library Artwork:**

- Linda Rauch provided her acrylic artwork for the months of May and June.

May-19		Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM			
	Date		Adults	Teen	Children		Adult	Teen	Children's	Family
CHILDREN										
Storytimes										
Toddler Time (ages 1-3)	5/1/2019	yes	7	0	13	20	0	0	1	0
Toddler Time (ages 1-3)	5/8/2019	yes	7	0	11	0	0	0	1	0
Toddler Time (ages 1-3)	5/15/2019	yes	9	0	19	28	0	0	1	0
Toddler Time (ages 1-3)	5/22/2019	yes	10	0	17	27	0	0	1	0
Toddler Time (ages 1-3)	5/29/2019	yes	11	0	16	27	0	0	1	0
Friday Storytime	5/3/2019	yes	4	0	7	11	0	0	1	0
Friday Storytime	5/10/2019	yes	3	0	6	9	0	0	1	0
Friday Storytime	5/17/2019	yes	13	0	18	0	0	0	1	0
Friday Storytime	5/24/2019	yes	7	0	10	17	0	0	1	0
Friday Storytime	5/31/2019	yes	8	0	11	19	0	0	1	0
Discovery Room	5/1/2019	yes	1	0	4	5	0	0	0	1
Discovery Room	5/6/2019	yes	1	0	2	3	0	0	0	1
Discovery Room	5/8/2019	yes	1	0	3	4	0	0	0	1
Discovery Room	5/13/2019	yes	1	0	2	3	0	0	0	1
Discovery Room	5/15/2019	yes	2	0	4	0	0	0	0	1
Discovery Room	5/20/2019	yes	1	0	2	3	0	0	0	1
Discovery Room	5/22/2019	yes	2	0	2	4	0	0	0	1
Discovery Room	5/29/2019	yes	0	0	4	0	0	0	0	1
Speech & Language Storytime (Sarah Burgon)	5/9/2019	no	9	0	15	24	0	0	0	1
FAMILY										
Legos at the Library	5/1/2019	no	7	0	12	19	0	0	0	1
STEAM Night	5/9/2019	yes	1	0	5	6	0	0	0	1
Family Evening-Plant Science/Garden in a glove	5/30/2019	yes	6	0	10	16	0	0	0	1
TOTAL			97	0	166	245	0	0	10	9
HISPANIC FAMILY AND CHILDREN'S PROGRAMS										
Spanish Storytime (for the whole family)	5/4/2019	yes	1	0	10	11	0	0	0	1
Spanish Storytime (for the whole family)	5/11/2019	yes	2	0	5	7	0	0	0	1
Spanish Storytime (for the whole family)	5/18/2019	yes	6	0	14	20	0	0	0	1
TOTAL			9	0	29	38	0	0	0	3
TOTAL CHILDREN'S AND FAMILY PROGRAMS			106	0	195	283	0	0	10	12
TEENS										
Pizza and ping pong	5/1/2019	yes	0	21	0	21	0	1	0	0
Movie Snark	5/4/2019	yes	0	6	0	6	0	1	0	0
Marvel Monday	5/6/2019	yes	0	10	0	10	0	1	0	0
TAC	5/7/2019	yes	0	8	0	8	0	1	0	0
Anime Movie Night	5/8/2019	yes	0	17	0	17	0	1	0	0
Maker Night Buttons	5/15/2019	yes	0	11	0	11	0	1	0	0
Superhero Family Feud	5/18/2019	yes	0	6	0	6	0	1	0	0
Cult Movie Classic	5/20/2019	yes	0	11	0	11	0	1	0	0
Wii Game Night	5/22/2019	yes	0	17	0	17	0	1	0	0
Wii Game Night	5/29/2019	yes	0	18	0	18	0	1	0	0
D & D Club	5/5/2019	yes	0	12	0	12	0	1	0	0
D & D Club	5/19/2019	yes	0	9	0	9	0	1	0	0
D & D Club	5/26/2019	yes	0	10	0	10	0	1	0	0
TOTAL TEEN PROGRAMS			0	156	0	156	0	13	0	0
ADULT										
Music in the Stacks										
Julie Amici	5/4/2019	yes	32	0	0	0	0	0	0	0
General Programs										
Aging and Disability Resources	5/7/2019	no	6	0	0	0	1	0	0	0
E-reader class	5/21/2019	no	3	0	0	0	1	0	0	0
Rethinking Careers	5/1/2019	no	3	0	0	0	1	0	0	0
Rethinking Careers	5/3/2019	no	3	0	0	0	1	0	0	0
Rethinking Careers	5/6/2019	no	3	0	0	0	1	0	0	0
Rethinking Careers	5/8/2019	no	1	0	0	0	1	0	0	0
Rethinking Careers	5/10/2019	no	3	0	0	0	1	0	0	0
Coffee With the Mayor	5/25/2019	yes	6	0	0	6	1	0	0	0
Book Clubs										
History Book Group	5/22/2019	no	3	0	0	0	1	0	0	0
Book Group -	5/16/2019	no	11	0	0	0	1	0	0	0
Instruction Classes										
E-Reader Help	ongoing	no	6	0	0	0	1	0	0	0
Knitting and Crocheting	5/2/2019	no	4	0	0	0	1	0	0	0
Knitting and Crocheting	5/9/2019	no	6	0	0	0	1	0	0	0
Knitting and Crocheting	5/16/2019	no	6	0	0	0	1	0	0	0
Knitting and Crocheting	5/23/2019	no	7	0	0	0	1	0	0	0
Knitting and Crocheting	5/30/2019	no	4	0	0	0	1	0	0	0
TOTAL			107	0	0	107	16	0	0	0
ADULT HISPANIC PROGRAMMING										
Intercambio	5/4/2019	no	2	0	1	3	1	0	0	0
Intercambio	5/11/2019	no	2	0	0	2	1	0	0	0
Intercambio	5/18/2019	no	1	0	0	1	1	0	0	0
Intercambio	5/25/2019	no	2	0	0	2	1	0	0	0
Citizenship class	5/2/2019	no	11	0	0	11	1	0	0	0
Citizenship class	5/9/2019	no	11	0	0	11	1	0	0	0
Citizenship class	5/16/2019	no	10	0	0	10	1	0	0	0
Citizenship class	5/23/2019	no	11	0	0	11	1	0	0	0
Citizenship class	5/30/2019	no	8	0	0	8	1	0	0	0
TOTAL			58	0	1	59	9	0	0	0
TOTAL ADULT PROGRAMS			165	0	1	166	25	0	0	0
TOTAL ALL PROGRAMS			271	156	196	605	25	13	10	12
Library Tours	None									
TOTAL										
Outreach - Not in the library										
Zoar Preschool	5/8/2019		2	0	8	10	0	0	1	0
Ackerman Head Start Parent Gathering	5/3/2019		1	0	0	1	0	0	0	0
Carus Literacy Night	5/6/2019		8	0	11	19	0	0	0	1
TOTAL			11	0	19	30	0	0	1	1



Jun-19		Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM			
	Date		Adults	Teen	Children		Adult	Teen	Children's	Family
<b>CHILDREN</b>										
<b>Storytimes</b>										
Toddler Time (ages 1-3)	6/5/2019	yes	9	0	14	23	0	0	1	0
Toddler Time (ages 1-3)	6/12/2019	yes	9	0	17	26	0	0	1	0
Toddler Time (ages 1-3)	6/19/2019	yes	8	0	8	16	0	0	1	0
Toddler Time (ages 1-3)	6/26/2019	yes	7	0	8	15	0	0	1	0
Friday Storytime	6/7/2019	yes	17	0	25	42	0	0	1	0
Friday Storytime	6/14/2019	yes	5	0	9	14	0	0	1	0
SRP the Alphabeticians	6/21/2019	yes	20	0	42	62	0	0	1	0
SRP En Taiko Drummers	6/28/2019	yes	34	0	60	94	0	0	1	0
Discovery Room	6/3/2019	yes	1	0	3	4	0	0	0	1
Discovery Room	6/5/2019	yes	17	0	65	82	0	0	0	1
Discovery Room	6/10/2019	yes	2	0	5	7	0	0	0	1
Discovery Room	6/11/2019	yes	24	0	90	114	0	0	0	1
Discovery room	6/12/2019	yes	2	0	3	5	0	0	0	1
Discovery Room	6/13/2019	yes	6	0	50	56	0	0	0	1
Discovery Room	6/17/2019	yes	1	0	2	3	0	0	0	1
Discovery Room	6/19/2019	yes	3	0	5	0	0	0	0	1
Discovery Room	6/24/2019	yes	1	0	2	3	0	0	0	1
Discovery Room	6/26/2019	yes	1	0	3	4	0	0	0	1
<b>FAMILY</b>										
Craftersnoon	6/19/2019	yes	2	0	7	9	0	0	0	1
Craftersnoon	6/26/2019	yes	10	0	14	24	0	0	0	1
Legos at the Library	6/5/2019	no	4	0	13	17	0	0	0	1
STEAM Night	6/13/2019	yes	5	0	7	12	0	0	0	1
Family Evening MNCH Our Place in Space	6/27/2019	yes	10	0	12	22	0	0	0	1
<b>TOTAL</b>			<b>179</b>	<b>0</b>	<b>432</b>	<b>654</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>12</b>
<b>HISPANIC FAMILY AND CHILDREN'S PROGRAMS</b>										
Spanish Storytime (for the whole family)	6/1/2019	yes	0	0	3	3	0	0	0	1
Spanish Storytime (for the whole family)	6/8/2019	yes	0	0	0	0	0	0	0	1
Spanish Storytime (for the whole family)	6/15 - cancelled	yes	0	0	0	0	0	0	0	0
Spanish Storytime (for the whole family)	6/22 - cancelled	yes	0	0	0	0	0	0	0	0
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>TOTAL CHILDREN'S AND FAMILY PROGRAMS</b>			<b>179</b>	<b>0</b>	<b>435</b>	<b>657</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>14</b>
<b>TEENS</b>										
Movie Snark	6/1/2019	yes	0	3	0	3	0	1	0	0
Marvel Monday	6/3/2019	yes	0	11	0	11	0	1	0	0
Teen Advisory	6/4/2019	yes	0	8	0	8	0	1	0	0
Pizza & Ping Pong	6/5/2019	yes	0	15	0	15	0	1	0	0
Anime Movie Night	6/12/2019	yes	0	13	0	13	0	1	0	0
Escape Room	6/15/2019	yes	0	22	0	22	0	1	0	0
Cult movie classic	6/17/2019	yes	0	19	0	19	0	1	0	0
Karaoke Night	6/19/2019	yes	0	18	0	18	0	1	0	0
Wii Game Night	6/26/2019	yes	0	22	0	22	0	1	0	0
Dungeons & Dragons Club	6/2/2019	yes	0	12	0	12	0	1	0	0
D & D Club	6/9/2019	yes	0	12	0	12	0	1	0	0
D & D Club	6/23/2019	yes	0	7	0	7	0	1	0	0
<b>TOTAL TEEN PROGRAMS</b>			<b>0</b>	<b>162</b>	<b>0</b>	<b>162</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>
<b>ADULT</b>										
<b>Music in the Stacks</b>										
How Long Jugband	6/22/2019	yes	33	0	0	0	1	0	0	0
<b>General Programs</b>										
Gardening: Plant Problem Solver	6/4/2019	no	7	0	0	7	1	0	0	0
Henna Tattoos	6/18/2019	Yes	21	0	0	21	1	0	0	0
Community Song Circle	6/8/2019	no	8	0	0	8	1	0	0	0
Coffee With the Mayor	6/29/2019	yes	3	0	0	3	1	0	0	0
<b>Book Clubs</b>										
History Book Group	6/26/2019	no	3	0	0	3	1	0	0	0
Book Group -	6/20/2019	no	11	0	0	11	1	0	0	0
<b>Instruction Classes</b>										
E-Reader Help	ongoing	no	4	0	0	4	1	0	0	0
Knitting and Crocheting	6/6/2019	no	4	0	0	4	1	0	0	0
Knitting and Crocheting	6/13/2019	no	3	0	0	3	1	0	0	0
Knitting and Crocheting	6/20/2019	no	7	0	0	7	1	0	0	0
Knitting and Crocheting	6/27/2019	no	4	0	0	4	1	0	0	0
<b>TOTAL</b>			<b>108</b>	<b>0</b>	<b>0</b>	<b>108</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ADULT HISPANIC PROGRAMMING</b>										
Intercambio	6/1/2019	no	2	0	0	2	1	0	0	0
Intercambio	6/8/2019	no	2	0	0	2	1	0	0	0
Intercambio	6/15/2019	no	2	0	0	2	1	0	0	0
Intercambio	6/22/2019	no	2	0	0	2	1	0	0	0
Citizenship class	6/6/2019	no	6	0	0	6	1	0	0	0
Citizenship class	6/13/2019	no	10	0	0	10	1	0	0	0
Citizenship class	6/20/2019	no	11	0	0	11	1	0	0	0
<b>TOTAL</b>			<b>35</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ADULT PROGRAMS</b>			<b>143</b>	<b>0</b>	<b>0</b>	<b>143</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL PROGRAMS</b>			<b>322</b>	<b>162</b>	<b>435</b>	<b>962</b>	<b>19</b>	<b>12</b>	<b>8</b>	<b>14</b>
<b>Library Tours</b>										
Lee School 3rd graders	6/5/2019	no	15	0	60	75	0	0	1	0
Eccles School Kindergartners	6/11/2019	no	24	0	90	114	0	0	1	0
Knight School 1st graders	6/13/2019	no	6	0	50	56	0	0	1	0
<b>TOTAL</b>			<b>45</b>	<b>0</b>	<b>200</b>	<b>245</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
Outreach - Not in the library	None		0	0	0	0	0	0	0	0
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## **PLANNING & DEVELOPMENT SERVICES**

### **May - June BI-MONTHLY REPORT**

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

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

**DATE:** *July 5, 2019*

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

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The following report provides a summary of the Planning and Development Services activities for the months of May and June, 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.** Planning staff submitted a grant application prior to the June 1 deadline indicating our interest in applying for 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. We are competing with City's that may not have updated their TSP for a much longer period. This grant program is sponsored by ODOT and DLCD to bridge 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 to the TSP is considered an important element of the City's overall Comprehensive Plan. Award to grant recipients in this highly competitive program is expected to be announced about mid-August. Senior planner, Sandy Freund is expected to manage this project should the City be awarded a grant. The technical analysis required for an acceptable TSP update requires the assistance of Traffic Engineers. The first task if the grant is awarded, is to more specifically define the scope of work with the grant partnership team.
- 2. Buildable Land Needs Study.** Final report preparation is now in final draft form, with a few organizational messages remaining prior to distribution for review and explanation of the findings and recommendations to the Planning Commission and City Council in a joint work session hopefully to be scheduled the first week in August. The study was compiled by Matilda Deas who has retired but has been contracted to return to marshal the study through the review and adoption process for the City.
- 3. RFP for Splash Park.** A request for proposal (RFP) to solicit design & build assistance for a City splash park to be located in Maple Park was developed and sent out in May. City staff are now reviewing and scoring the three proposals with a firm choice and contract expected later this summer. This much anticipated park project is to be funded with accumulated Park system development charge fees. Once a contractor is chosen, there will be community input meeting to assist with the final design plans for the facility.
- 4. Clackamas Community Prosperity Collaborative Project.** The County has taken the lead in a project to facilitate action items that can be taken to assist the disadvantaged within our own community for with food and housing insecurity. The project is moving forward with partnerships building within the cities of Estacada, Canby and Milwaukie in August to launch individual "community design lab groups" to solicit contributors in participating in wealth-building strategies within our own City for those less fortunate.
- 5. Ackerman Sports Complex.** Partners in this project reviewed concept designs and ended with discussions about entering into an Intergovernmental Agreement between the school district and city which was determined to be critical before proceeding further.

**LAND USE APPLICATION ACTIVITY****6. Pre-Application Conference(s) Submitted May 1 - June 30, 2019:**

<b>CITY FILE #</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
PRA 19-08 6/17/2019	Canby West VLMK/Trammel Crow	3 new light industrial speculative buildings on 21.75 acres	SE 1ST Ave between S Hazel Dell Way & S Walnut
PRA 19-07 6/13/2019	Caruso Produce	77,000 SF distribution warehouse	23625 S Mulino
PRA 19-06 6/13/2019	Hope Village	South Campus Expansion	1535 S. Ivy

**7. Land Use Applications Submitted May 1 - June 30, 2019:**

<b>CITY FILE NO. DATE</b>	<b>APPLICANT</b>	<b>PROJECT DESCRIPTION</b>	<b>ADDRESS</b>
FP 19-04 6/27/2019	Jason Bristol	Partition Plat for MLP 19-01 for 2- Townhouses	550-552 NE 3 <sup>rd</sup> Ave across from County Event Center
FP 19-03 5/9/2019	Stafford Development Company	Final Plat for Beck Pond Subdivision for 37 Single-family detached Lots	S. Fir Street across from Hope Village over to S Elm Street
FP 19-02 5/7/2018	Ed Netter	Final Plat for Pine Place Subdivision for 6 - Townhouses	480 S Pine Place Street
MLP 19-02 5/24/19	Martin Clark	Partition to create a flag lot	1225 S Fir Street
TA 19-02 6/14/2019	City of Canby	Development Code Text Amendment - Chapter 16.08 Temporary Vendor Permits	City Wide
TV 19-05 5/24/2019	Canby Sports Fundraiser	Temporary Vendor Permit for Fireworks Stand	225 NE 2nd Ave
TV 19-04 5/7/2019	Chick-fil-a	Temporary Vendor Permit for Food Cart	197 S Hazel Dell Way
TV 19-03 5/3/2019	Canby Music Boosters	Temporary Vendor Permit for Fireworks Stand	207 SW 1 <sup>st</sup> Ave
VAR 19-01 5/30/2019	Lennar Homes	Minor Variance for 2' reduction to 12 Front Yard Setbacks in Beck Pond Subdivision	S Fir Street West of Hope Village

**8. Pre-Construction Conference(s) Held May 1 - June 30, 2019:**

<b>CITY FILE NO. DATE</b>	<b>APPLICANT</b>	<b>PROJECT</b>	<b>ADDRESS</b>
PRC 19-08 6/14/2019	VLMK for BBC Steel	Pre-construction Mtg. for BBC Steel Expansion	2001 SE Township Rd
PRC 19-07 5/21/2019	Bruce Godson for ICON Construction	Pre-construction Mtg. for Hamilton Acres Subdivision for 41 Single-family detached Lots	1467 N Pine Street

**9. PC Agenda Items Reviewed May 1 - June 30, 2019:**

- Minor Land Partition of .12-acre lot into two residential tax lots and one tract that is intended to be dedicated to the City of Canby (**MLP 19-01 Minor Land Partition 550-552 NE 3<sup>rd</sup> Ave**).
- Subdivision of a .18-acre lot into four tax lots that would accommodate the construction of two 2-unit townhouses. (**SUB 19-01 Tievoli Square Subdivision, 661 NW 4<sup>th</sup> Ave**).
- Legislative Text Amendment Public Hearing held to streamline, clarify, and update numerous sections of the Canby *Land Development and Planning Ordinance* Title 16 Canby Municipal Code (CMC). The text amendment proposal edits and updates 32 chapters and the Table of Contents from Title 16 of the Canby Municipal Code (CMC), and also amends one specific provision of the Canby Comprehensive Plan to delete Area “K” of Policy NO. 6 under Finding NO. 1 of the Buildable Lands Section. (**TA/CPA 19-01 Development & Planning Ord. Title 16 CMC & Canby Comprehensive Plan – Area K**).

**10. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permit  
May 1 - June 30, 2019:**

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 19-108	Esteban Giron Morales	Finish/Remodel Basement	1055 N Noble Court
SP 19-107	Advanced Heating	Heat pump at Hope Village	1589 S Ivy Street
SP 19-106	VLMK	Industrial Building (33,750 SF) BBC Steel	2001 SE Township Rd
SP 19-105	Ed Netter	SFR	2083 SE 11th Ave, Faist 8, Lot 59
SP 19-104	Ed Netter	SFR	1035 N Douglas, Northwood III, Lot 78
SP 19-103	Ed Netter	Pine Place Townhomes (3)	486, 488, 500 S Pine
SP 19-102	Ed Netter	Pine Place Townhomes (3)	480, 482, 484 S Pine
SP 19-101	Dust to Diamonds, LLC	Tenant Spaces 102 & 103 (TIs)	138 SE Hazel Dell Way
SP 19-100	Holt Homes	SFR	1091 S Willow, Timber Park, Lot 60
SP 19-99	Lennar NW, Inc.	SFR	490 SW 15th Ave, Beck Pond, Lot 22
SP 19-98	Lennar NW, Inc.	SFR	489 SW 15th Ave, Beck Pond, Lot 14
SP 19-97	David Koch	Patio Cover	1944 NE 19th Ave
SP 19-96	Lennar NW, Inc.	SFR	432 SW 15th Ave, Beck Pond, Lot 18
SP 19-95	Lennar NW, Inc.	SFR	1699 S Evergreen St, Beck Pond, Lot 29
SP 19-94	Mike Patterson	Light Industrial Building	254 S Pine St
SP 19-93	Wilshire Construction	SFR	Lot 189 Tofte Farms 5 (Needs Address)
SP 19-92	Pacwest Restoration	Repair & replace roof	549 NE 10th Avenue
SP 19-91	Pioneer Chapel	Temporary Tent Erection	508 NW 3rd Ave
SP 19-90	Ty Pullman	Factory Homes Clearance Ctr	835 SE 1st Ave, Canby Manor, Sp# 58
SP 19-89	Stafford Development Co	Sewer Hook-up	1555 S Fir St
SP 19-88	Scott Caufield	Tenant Remodel	1477 SE 8th Ave,
SP 19-87	Lennar NW, Inc.	SFR	492 SW 15th Ave, Beck Pond, Lot 23
SP 19-86	Lennar NW, Inc.	SFR	1567 S Evergreen St, Beck Pond, Lot 26
SP 19-85	Columbia Construction Services	Canby Builders Re-roofing	102 S Pine St
SP 19-84	Holt Homes	SFR	2181 SE 11th Ave, Timber Park, Lot 43

SP 19-83	Holt Homes	SFR	1283 S Walnut St, Timber Park, Lot 13
SP 19-82	Richmond Homes	12 x 48 Temporary Sales Trailer	1525 N River Alder St, Redwood Landing, Lot 64
SP 19-81	Holy Trinity Old Catholic Church	Steeple	117 NE 3rd Ave
SP 19-80	Stein Oil	Replace AC Unit	262 S. Hwy 99E
SP 19-79	AES Mechanical	Walgreens HVAC Replacement	1080 SW 1st Ave
SP 19-78	Derive CBD Therapies	Change of use-commercial kitchen	138 S Hazel Dell Way, Ste 110-111
SP 19-77	Holt Homes	SFR	2221 SE 11th Ave, Timber Park, Lot #45
SP 19-76	Ed Netter	SFR	2082 SE 11th Ave, Faist 8, Lot 60
SP 19-75	Lennar NW, Inc.	SFR	488 SW 15th Ave, Beck Pond, Lot 21
SP 19-74	Lennar NW, Inc.	SFR	476 SW 15th Ave, Beck Pond, Lot 20
SP 19-73	Lennar NW, Inc.	SFR	464 SW 15th Ave, Beck Pond, Lot 19
SP 19-72	Lennar NW, Inc.	SFR	467 SW 15th Ave, Beck Pond, Lot 15
SP 19-71	Lennar NW, Inc.	SFR	463 SW 15th Ave, Beck Pond, Lot 17
SP 19-70	Lennar NW, Inc.	SFR	469 SW 15th Ave, Beck Pond, Lot 16
SP 19-69	Karl Campobasso	Create art studio with kitchen & bathroom 350 SF	2158 NE Country Club Dr

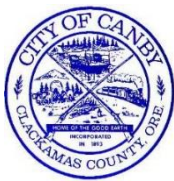
#### 11. Signs Submitted for Plan Review May 1 - June 30, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SN 19-08 5/31/19	Fastsigns	Coffee doodle doo	262 S Hwy 99E

#### 12. City of Canby Signoff for Active Permit Finals for Occupancy by Clackamas County, May 1 - June 30, 2019:

FINAL DATE	PROJECT	ADDRESS
5/9/2019	EMERALD GARDENS LOT 7 - COMMON WALL TOWNHOME	460 NE 3RD AVE
5/30/2019	CLARK PRODUCTS - NEW BUILDING	142 S HAZEL DELL WAY
5/2/2019	UNSTAFFED ESSENTIAL PUBLIC COMMUNICATION SERVICE FACILITY CONSISTING OF A 150' LATTICE TOWER, ANTENNAS, EQUIPMENT SHELTER, PROPANE TANK & EMERGENCY GENERATOR	202 S WALNUT ST
5/7/2019	TIMBER PARK - NSFR - LOT 1	2101 SE 12TH AVE
5/17/2019	TIMBER PARK - NSFR - LOT 32	2248 SE 11TH PL
5/24/2019	TIMBER PARK - NSFR - LOT 67	2150 SE 11TH AVE
5/29/2019	TIMBER PARK - NSFR - LOT 81	1034 S WALNUT ST
5/31/2019	NORTHWOOD ESTATES - NSFR - LOT 82	565 NW 11TH AVE
5/10/2019	NSFR	1305 N MAPLE ST
5/13/2019	TIMBER PARK - NSFR - LOT 96	2110 SE 10TH AVE
5/9/2019	TIMBER PARK - NSFR - LOT 37	2158 SE 11TH PL
5/24/2019	TIMBER PARK - NSFR - LOT 64	2196 SE 11TH AVE
6/5/2019	WALGREEN INTERIOR REMODEL ADD CONSULTATION ROOM BY PHARMACY	1080 SW 1ST AVE
6/3/2019	TIMBER PARK - LOT 87 NSFR	2168 SE 10th PL

6/10/2019	CLARK PRODUCTS - NEW BUILDING	142 S HAZEL DELL WAY
6/3/2019	Heritage Homes 502694 B ST 3L TIMBER PARK - NSFR - LOT 38	2136 SE 11TH PL
6/5/2019	REMODEL OF ENTIRE HOUSE & ADDITION OF 239 SQ FT & NEW COVERED PORCH AREAS ON THE FRONT & BACK OF THE HOUSE	1057 S PINE ST
6/6/2019	GRAND NORTHERN PRODUCTS - TI	299 S SEQUIOA PKY
6/7/2019	TIMBER PARK - NSFR - LOT 68	2138 SE 11TH AVE
6/12/2019	GARAGE 24 X 36	547 N JUNIPER ST
6/19/2019	TIMBER PARK LOT 40 NSFR	2105 SE 11TH AVE
6/19/2019	CANBY SQUARE - #103 BANK OF AMERICA ATM REMOTE ATM LOCATION T.I.	1075 SW 1ST AVE
6/26/2019	TIMBER PARK - LOT 99 - NSFR	2166 SE 10TH AVE
6/26/2019	INGROUND SWIMMING POOL	1847 SE 10TH AVE
6/10/2019	BE GROUP - WALL SIGN	1980 SE 4TH AVE
6/11/2019	WILLAMETTE VALLEY COUNTRY CLUB - NEW FITNESS CENTER - HOOD FIRE SUPPRESSION	900 COUNTRY CLUB PL
6/24/2019	CHEVRON GAS - 2 NEW WALL SIGNS	262 S HWY 99E



City of Canby Bi-Monthly Report Department: Police  
May / June 2019

To: The Honorable Mayor Hodson and City Council  
From: Chief Bret Smith  
Through: Rick Robinson, City Administrator  
Date: July 1, 2019

	May	June
Calls for Service Dispatched 911 and non-emergency calls	1042	890
<b>Property Crimes Reported</b>		
Burglary	3	0
Motor Use of Motor Vehicle / Unlawful entry of Motor Vehicle	1	2
Fraud	0	0
Robbery	0	0
Theft I, II, & III	12	11
Forgery	2	1
Trespass	1	3
Vandalism (Criminal Mischief)	2	3
<b>Person Crimes Reported</b>		
Assault I, II, IV	4	4
Carrying Concealed Weapons (knife, blade, etc.)	1	0
Disorderly Conduct (includes resisting arrest)	4	0
Endangering Welfare of a Minor/Recklessly endangering	0	0
Felon in possession of firearm	0	0
Harassment, Intimidation or Threats	2	5
Identity Theft	4	2
Interfering with Peace Officer	0	0
Menacing	3	1
Sex Offenses	2	0
Strangulation	0	1
<b>Arrests</b>		
Warrant Arrests (and contempt of court, restraining order, parole violations)	13	14
Adult and Juvenile Custodies (includes juvenile curfew)	34	29
<b>Drug Crimes</b>		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	2	4
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	1	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
<b>Traffic Crimes, Accidents, Citations</b>		
Attempt to Elude	1	1
Driving Under the Influence of Intoxicants	14	13
Other Traffic Crimes (hit & run, driving while suspended, etc.)	7	7
Traffic Accidents	8	11
Traffic Citations	369	380

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:** July 2, 2019

**Re:** Year End Report

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The Canby Swim Center had another busy year. Our Revenue and Attendance numbers have held steady this year. We finished right on with Revenue and just a little behind on the attendance side

We have a lot of great things to be happy about this year. Swimming lessons are very full, public swims are busy, and have great attendance in all the programs from early morning lap swim to evening public swims. The summer lessons are twice a day during the week days providing four hours of swimming lessons a day. Summer Penguin Club has filled up with over 70 swimmers this year. We also had 72 swimmers swim during spring Penguin Club, 36 in each of the two sessions. Our Summer Schedule had a bit of a late start this year as the Canby School district added an extra day of school pretty late and we had to adapt..

Highlights from this past year have been; The Gator Grinder that continues to bring 300 athletes and many friend and family members to watch. The Canby Gators and Canby High School have continued to swim well at all levels. The Canby Cougars had one state swimmer this year but will bounce back next year. The Canby Gators continue to train year round with a great group of swimmers. They represent Canby well at State and Regional meets and continue to race at a high level. Canby second graders all had swimming lessons this year and. Mulino



also came for school lessons. They were the only Molalla School to come this year. S.R. Smith has donated much of the equipment on the pool deck such as, the pool lift, starting blocks and lifeguard stands, and this year a new diving board. They often will try out upcoming products at the Canby Swim Center. They have come out several times this year. We continue to be thankful for our relationship with this local company.



May and June, 2019  
Monthly Reports

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

	<b>Fleet Service BI-Monthly Report</b>				
	By Robert Stricker, Lead Mechanic				
<b>May-19</b>					
Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$66.67	\$113.09	\$0.00	\$179.76
Adult Center	2	\$489.00	\$44.57	\$289.95	\$823.52
Facilities	2	\$416.18	\$351.93	\$199.02	\$967.13
Wastewater Collections	5	\$406.10	\$5.58	\$266.49	\$678.17
Wastewater Treatment	3	\$1,268.30	\$337.68	\$45.70	\$1,651.68
Parks	9	\$3,898.58	\$81.59	\$641.97	\$4,622.14
Police	20	\$2,322.67	\$1,216.79	\$5,993.42	\$9,532.88
Streets	8	\$1,825.52	\$7,130.95	\$1,428.18	\$10,384.65
Fleet Services	1	\$13.10	\$20.58	\$73.44	\$107.12
Canby Area Transit (CAT)	22	\$4,434.36	\$1,806.29	\$8,959.88	\$15,200.53
CUB					
Total	73			Total	\$44,147.58

<b>Jun-19</b>					
Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$235.80	\$20.64	\$136.96	\$393.40
Facilities	1	\$172.40	\$0.00	\$43.70	\$216.10
Wastewater Collections	4	\$218.93	\$0.00	\$57.32	\$276.25
Wastewater Treatment	2	\$332.32	\$76.78	\$0.00	\$409.10
Parks	10	\$1,836.37	\$805.17	\$237.71	\$2,879.25
Police	14	\$2,076.61	\$1,151.21	\$2,263.37	\$5,491.19
Streets	3	\$229.76	\$387.76	\$485.77	\$1,103.29
Fleet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Canby Area Transit (CAT)	24	\$1,908.26	\$509.17	\$3,432.55	\$5,849.98
CUB					
Total	59			Total	\$16,618.56

#### Fleet Service Highlights

**June fuel Totals are for only half of the month because we haven't received the statement for the second half**

# **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker

May – June 2019

## **Park Renovations and Volunteers**

Three interpretive signs were installed for Economic the Development department. Two signs were installed at Triangle Park and one at the Wait Gazebo.

No other notable renovations or volunteer project were performed over the last two months.

## **Park Maintenance**

May started off with mowing being the primary function of the department. Lots of irrigation adjustments and repairs dominated staffs time. The usual maintenance tasks like shrub/tree trimming, string trimming, spraying of weeds, playground repairs, spreading of bark-dust and storm debris removal kept the department busy. 464 plants were installed into the bases of the light pole planter on 2<sup>nd</sup> Ave. New self-watering planters were installed and planted in the Civic plaza as well. Valley Green Did a broadleaf and fertilizer application in the turf areas. NW Tree Specialists removed 2 dead trees in Arneson Gardens. Two other trees also had hazard limbs removed. A request from Code Enforcement had us cutting down the grass at the Historic Knight house. Boom mowing of all the rough areas and trail edges is still ongoing.

The Parks Department spent 34.5 hour on graffiti and vandalism over the last two months.

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

## **Meetings attended**

I attended the May Park and Recreation Board meeting.

I conducted two employee evaluations.

I attended interviews for seasonal park maintenance workers.

I met with Ross Recreation to obtain quotes for the Legacy Park safety surfacing replacement project.

## **Zion Cemetery**

At the cemetery, storm debris removal, mowing, weed spraying floral decoration cleanup and sexton duties were performed at the cemetery. Canby Municipal Courts community service referrals were utilized at the cemetery. **For May and June we received 79 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 March and April

City Park Properties	May-June 2018	May-June 2019	Deferred Maintenance Tasks
	Snapshot of Actual Hours		
Arneson Gardens	47.5	59	Landscape maintenance, increase in service level
Baker Prairie Cemetery	13	22	Increase in landscaping
Community Park	148.5	187.5	Increase in service level, debris removal and turf maintenance
Disc Golf	6.5	5	Less storm debris
Eco Park	30.5	10.5	Increase in service level created less demand
Faist 5 - Undeveloped	5	3.5	Service as needed
Legacy Park	143	110	Increase in service level created less demand
S. Locust Park	71	91.5	increase in service level, asset improvements
Forest Road Path	143	103.5	Increase in service level, hazard tree removal
Fish Eddy	14.5	15.5	increase in service level
Maple Park	148	147.5	increase in services level and landscaping
19 <sup>th</sup> Loop	11	0	service as needed
Northwood Park	52.5	56.5	increase in service level and landscaping
Simmitt - Undeveloped	0	0	service as needed
Skate Park	24	24	Increase in service level and landscaping
Territorial CLC	0	0	Maintained by volunteers, service as needed
Timber Park	61	56.5	Increase in service level created less demand
Triangle Park	41.5	29	increase in service level created less demand
Wait Park	201	159.5	increase in services level created less demand

Within the body of the May-June snapshot, the difference between the 2018 and 2019 cycles, there has been a decrease of 80.5 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) Trail maintenance (2) Painting the interiors of the restroom buildings.

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

Parks Department	May 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		1.5						1.0		5.0											2.5	2.0		0.5								12.5
Arneson Gardens	1.0		0.5			1.0		3.0		1.0			0.5				1.5			2.0			2.0	0.5				1.0	1.5	2.0	3.5	21.0
Baker Prairie Cem.							1.5															2.0		10.0						1.0		14.5
Community Park	2.0		3.0			2.0	7.5	3.0	1.0	2.0			5.0	14.5	6.0	2.0	4.5			10.0	13.5	2.0	1.0	3.0				6.0	9.5	2.0	4.0	103.5
CPIP Sign Property																																0.0
Disc Golf Course																															4.0	4.0
Eco Park	1.0		0.5					1.0					0.5							0.5			1.0	0.5				1.0		1.0	1.0	8.0
Faist V (5)															0.5																	0.5
Holly-Territorial Sign																																0.0
Hulberts-sign prop.	1.0							2.0															1.0									4.0
Klohe Fountain																																0.0
Knights Brdg.	1.0																					0.5								0.5		2.0
Legacy Park	1.0	6.0	3.0			2.0	4.0	6.0		1.0			1.0	3.0	2.0	3.0	2.0			2.0	3.0	3.5		3.5				2.0		3.0	3.0	54.0
S. Locust Park		3.0	4.5			6.0	5.0	1.0	1.0	2.0			3.0	1.5	1.0	1.5	9.5			4.5		4.0	1.0	3.0				3.0		3.5	1.5	59.5
Logging Rd. Path			0.5			1.0							1.0											1.5				6.0	6.0	2.0		18.0
Fish Eddy-Log Boom			3.0														1.0							0.5				1.0			4.0	9.5
Maple St. Park	4.5	4.5				1.0	6.0	10.0	12.5	3.0			4.0			7.5	2.0			4.0		3.0	3.0	3.5				3.0	3.0	5.5	3.0	83.0
19th Loop																																0.0
Northwood Park	4.0	7.5	3.0			1.0	2.5			1.0			0.5				3.5			0.5		2.5		0.5				1.0		0.5		28.0
Street Landscaping	13.5	3.0	13.0			1.0		1.0		6.0			19.0	20.0	25.0	15.0				1.0	4.0		8.0					5.0		13.0	2.5	150.0
Storm/Collect mow	1.0								0.5														1.5									3.0
Police Department								1.0					2.0			14.0	10.0						5.0	3.0						18.0		53.0
Simnitt Property																																0.0
Skate Park	1.0		1.5			1.0			1.0	1.0			0.5				0.5			0.5		0.5	1.0	1.5				1.0	2.0		1.5	14.5
Shop complex																														2.0		2.0
Swim Center								1.0													2.0											3.0
Territorial-CLC Prop.																																0.0
Timber Park	1.0		1.5			4.0		1.0					1.0		3.0	2.0	3.0			2.0	2.0	0.5		1.5				1.0		3.0	1.5	28.0
Transit Bus stop			1.5			1.0				3.0			1.0	2.0			1.0			0.5		1.0		1.5				1.0		0.5	1.5	15.5
Triangle Park		1.5				3.0			3.5													0.5								1.0		9.5
Wait Park	13.0	6.0	4.5			4.0	2.5	1.0		2.0			2.0				4.5			4.0			12.0	3.0				3.0		7.0	2.0	70.5
Veterans Memorial													3.0															10.5	8.0			21.5
WWTP property																																0.0
Zion Cemetery	7.5	12.0	5.0			22.5	22.5	22.5	22.5	22.5			7.5	7.5	12.0	8.5				12.5	24.5	22.5	22.5	7.5				5.0	19.5	0.5	15.0	302.0
Administration			7.5			2.0	1.0	1.0		1.0			1.0	1.0		5.5				1.0	1.0	0.5	1.0					2.0	3.0	1.5	3.5	33.5
Monthly Total																																1128.0

Parks Department	June 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				1.0							1.0															1.5						3.5
Arneson Gardens			1.0		4.0	3.0	3.0			1.0		1.5		1.0			1.5	2.0			0.5			1.5		16.5		1.5				38.0
Baker Prairie Cem.			2.0			4.5				1.0																						7.5
Beck Pond																																0.0
Community Park			9.0	2.0	10.0	5.5	1.5			6.5	6.0	1.5	11.0	4.0			5.5		1.0		1.5			6.0	1.0	1.5	6.0	4.5				84.0
CPIP Sign Property						1.0																										1.0
Disc Golf Course														1.0																		1.0
Eco Park			0.5							0.5			1.0															0.5				2.5
Faist V (5)				1.0	1.0															1.0												3.0
Holly-Territorial Sign																							1.5									1.5
Hulberts-sign property				2.5	3.0															1.0												6.5
Klohe Fountain					4.0																											4.0
Knights Brdg.				0.5																	0.5											1.0
Legacy Park			3.0	7.0	5.0	8.0	1.5			1.5	2.0	3.0	1.0	1.5			1.5	3.0		4.5	1.0			3.0	0.5	3.5	3.5	2.0				56.0
S. Locust Park			1.5	1.0	6.0	2.0	1.5			2.0	1.0	1.5	1.0	1.5			1.5	3.0	1.0		2.0			1.5	1.5	0.5		2.0				32.0
Logging Rd. Path			6.5	4.0						5.0		1.0		1.0			7.5	9.0	7.5	4.5	7.5			9.5	7.5	7.5	6.0	1.5				85.5
Fish Eddy-Log Boom			4.0							2.0																						6.0
Maple St. Park			4.5		7.5	6.0	4.0			4.0		6.5	0.5	3.5			3.0		1.0		9.0			1.5		3.0	1.0	9.5				64.5
19th Loop																																0.0
Northwood Park			1.0	7.0			0.5			4.0		0.5		1.0			1.5		7.5		0.5			1.0	3.5			0.5				28.5
Street Landscaping			1.0	0.5						0.5	2.0		0.5				1.0	2.0	16.0	8.5				1.0		1.0		4.5				38.5
Storm/Collect mow											4.0	1.0								3.0												8.0
Police Department				2.0		1.0					9.0	7.0	3.0													1.0						23.0
Simmitt Property																																0.0
Skate Park			0.5	3.0			0.5			0.5		0.5	0.5	1.0					0.5		0.5			1.0				1.0				9.5
Shops/ tools-trucks						1.0	2.0				1.5																3.0	4.5				12.0
Swim Center				1.5							2.0															1.5						5.0
Territorial-CLC Prop.																																0.0
Timber Park			1.0	5.0		2.0	1.5			3.0		0.5		1.5			1.5	2.5	0.5		0.5			2.0	2.0		2.0	3.0				28.5
Transit Bus stop			1.0				0.5			0.5		0.5		1.0			1.0				1.0			1.0				0.5				7.0
Triangle Park			2.0	1.0						1.5									0.5	7.0	4.0			2.0	1.5							19.5
Wait Park			3.0	4.0	2.5	1.5	4.0			2.0		3.5	1.0	3.5			1.5	2.0	1.0	4.0	5.0			4.0	22.5	7.5	14.5	2.0				89.0
Veterans Memorial																																0.0
WWTP property																																0.0
Zion Cemetery			9.5	7.5	7.5	15.0	7.5				12.5	7.5	4.5	7.5			3.0	16.5	7.5	7.5	7.5			15.0	10.0		8.5	1.5				156.0
Administration			1.5	2.0	2.0	2.0	2.0			2.0	1.5	1.5	3.0	1.0			7.5	6.5	1.0		4.5			1.0	4.0		6.5	6.0				55.5

Department: PUBLIC WORKS

For Months of: May and June 2019

Prepared by: Jerry Nelzen

1. **Streets:**

The crew received and located 174 locates for May.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	107
Street Maintenance	184.5
Sidewalks	7
Driveway Approach & Sidewalk Inspections	7
Street Sign Manufacturing	27
Street Sign Installation	6

2. **Sewer and Storm System:**

<b>Sewer</b>	<b>Total Hours</b>
Sewer TV'ing	8
Sewer Cleaning	6
Sewer Maintenance/Repair	15
Lift Station Maintenance	217
Locating Utilities	64.5
Sewer Inspections	15
Vactor Usage	4
<b>Storm</b>	
Catch Basins	9
Storm Line Maintenance/Repair	2
Erosion Control	5
Vactor Truck	3



### 3. Street Trees/Lights:

<b>Street Trees/Lights</b>	<b>Total Hours</b>
Tree Trimming/Removal/Inspection	12
Street Light Repair	6.5

### 4. Facility Maintenance

<b>Facilities</b>	<b>Total Hours</b>
	144

### 5. Miscellaneous:

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	4
Plan Preview for Subdivisions	2
Warehouse Maintenance	2
Equipment Cleaning	4
Work Orders	8
Other	5
Flower Basket Maintenance	75
Watering Flowers along 99E	7

June

## 1. Streets:

The crew received and located 150 locates for June.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	76
Street Maintenance	243.5
Sidewalks	11
Driveway Approach Inspections	6
Street Sign Manufacturing	8
Street Sign Maintenance	4
Dump Truck Usage	6
Vactor Usage	536
Mini Trackhoe	

## 2. Sewer and Storm System:

<b>Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	10
Sewer Main/Lateral Repairs	54
Sewer TV	2
Lift Station Maintenance	93
Locating Utilities	65
Sewer Inspections	8
Vactor Usage	7
Drying Beds	2
<b>Storm</b>	
Catch Basin Maintenance	26
Drywell Maintenance	8
Erosion Control	4
Storm Line Maintenance/Repair	91
Storm Line Inspections	4
Vactor Truck	9

### 3. Street Trees/Lights:

<b>Street Trees/Lights</b>	<b>Total Hours</b>
Street Light Repair	2
Tree Trimming/Watering/Removal	43

### 4. Facility Maintenance

<b>Facilities</b>	<b>Total Hours</b>
	152

### 5. Miscellaneous:

<b>Miscellaneous</b>	<b>Total Hou9rs</b>
Meetings	13
Plan Preview for Subdivisions	4
Equipment Cleaning	64
Other	4
Wait Park 4 <sup>th</sup> of July Project	15
Flower Baskets	10



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

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

### **For Months of: May & June 2019**

To: The Honorable Mayor Hodson & City Council  
From: Dave Conner, Lead Operator  
Through: Rick Robinson, City Administrator  
Date: June 26, 2019

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

The water quality for the months of May and June 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 and WWTP program duties since the last bi-monthly report.

- Listing and selling misc. surplus used equipment on GovDeals auction site.
- Cleaned out the old AB basin.
- Effluent CIP project started with clearing brush for new effluent line.
- Surveying effluent line to outfall completed for CIP project.
- Repaired and painted multiple trim boards on misc. plant buildings.
- Repaired and ordered new diaphragms for the PS pump.
- R&R raw sewage pump #5.
- Installed new tray guards for the Ashbrook belt Press.
- Placed new slats in gate by logging road.
- Installed new lights, quartz sleeves and wipers for UV#2.
- Installed baffle on effluent chamber south side channel.
- Cut ivy and placed rock in landscape area.
- Changed Bearing #6 on Ashbrook Belt Press.
- Cosmetic repairs, updating and painting completed to lab bathroom.
- Routine daily maintenance and repairs of equipment, buildings and grounds.

#### **Biosolids Program:**

- **May** Production: 8 loads to Wasco County, 2 loads to Heard farms 205 wet tons.
- **June** Production: 7 loads to Heard Farms, 171 wet tons.

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

- **May** Pump Outs: 25
- Inspections: 34 fog, 3 pretreatment
- **June** Pump Outs: 19
- Inspections: 16 fog, 1 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 / submitted DMR QA-39 lab testing results.
- Passed annual lab equipment calibrations.
- Monthly lab equipment maintenance.

### **Meetings/Training Attended**

- Pesticide Class.
- First Aid Training.
- Capital Improvement kick off meeting for Effluent line replacement.
- WWTP Safety Meeting.

Tech Services Department  
Bi-Monthly Report for May/June 2019

From: Amanda Zeiber  
Prepared By: Bryce Frazell  
Date: July 5, 2019

## Google Analytics Summary Report: May and June 2019

<b>Open Business Days</b>	<b><u>May</u></b>	<b><u>June</u></b>
	22	20

<b><u>Audience Overview</u></b>	<b><u>May</u></b>	<b><u>June</u></b>
Page Views	18,945	20,002
Sessions (site visits)	8,972	9,046
Users	6,045	6,050
New Users	5,028	5,022
Pages per Session	2.11	2.21
Number of Sessions per User	1.48	1.5
Average Session Duration	1 min 33 sec	1 min 47 sec
Bounce Rate (% of single-page visits)	58.98%	57.45%

*No significant changes in site visit numbers as compared to March/April report*

<b><u>New Vs. Returning Visitors</u></b>	<b><u>May</u></b>	<b><u>June</u></b>
New	71.96%	71.13%
Returning	28.04%	28.87%

<b><u>Browser &amp; Operating System</u></b>	<b><u>May - Top 5 Browsers</u></b>	<b><u>June - Top 5 Browsers</u></b>
	Google Chrome 44.70%	Google Chrome 44.40%
	Safari 34.00%	Safari 34.21%
	Internet Explorer 8.85%	Internet Explorer 7.93%
	Mozilla Firefox 4.48%	Mozilla Firefox 4.23%
	Microsoft Edge 3.74%	Microsoft Edge 3.40%

*Top 3 browser rankings have remained the same since Feb 2015*

<b><u>Overview (Technology)</u></b>	<b><u>May</u></b>	<b><u>June</u></b>
Desktop	47.67%	44.36%
Mobile	46.85%	49.87%
Tablet	5.49%	5.77%

*Mobile Phone use pulled ahead of desktop percentages in June*

<b><u>Mobile Devices (top 3)</u></b>	<b><u>May</u></b>	<b><u>June</u></b>
	Apple iPhone 54.20%	Apple iPhone 52.12%
	Apple iPad 7.52%	Apple iPad 7.21%
	Samsung Galaxy S9 2.55%	Samsung Galaxy S9 2.26%

*iPhone & iPad continue to dominate mobile device preference*

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

*Top 5 Landing Pages remain pretty consistent*

## 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)

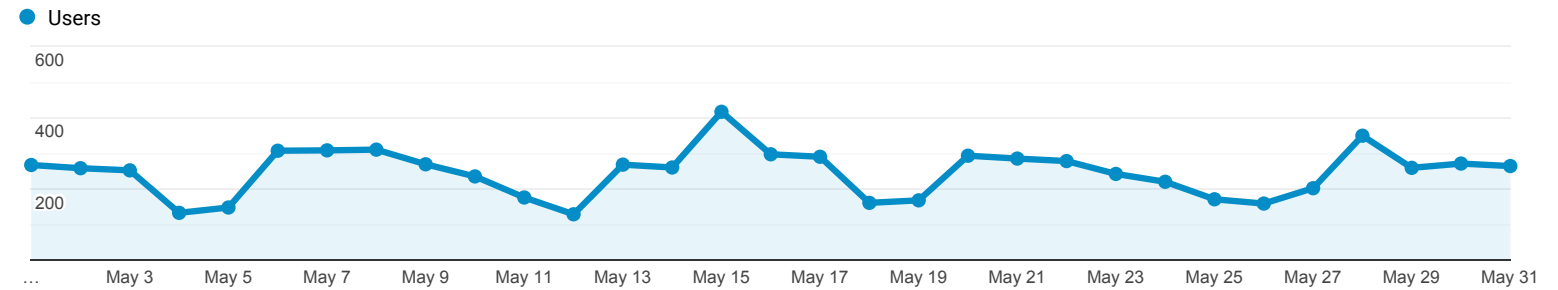


### Audience Overview

 All Users  
100.00% Users


May 1, 2019 - May 31, 2019

Overview




Users

6,045



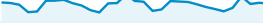
New Users

5,028




Sessions

8,972




Number of Sessions per User

1.48




Pageviews

18,945




Pages / Session

2.11




Avg. Session Duration

00:01:33

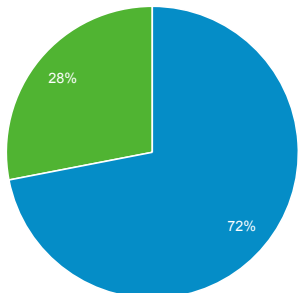


Bounce Rate

58.98%




■ New Visitor   ■ Returning Visitor



Visitor Type	Percentage
New Visitor	72%
Returning Visitor	28%

Language		Users	% Users
1.	en-us	5,956	98.07%
2.	es-xl	25	0.41%
3.	en-gb	19	0.31%
4.	es-419	17	0.28%
5.	ko	7	0.12%
6.	c	5	0.08%
7.	en-ca	5	0.08%
8.	es-es	5	0.08%
9.	es-us	5	0.08%
10.	en	4	0.07%

New vs Returning



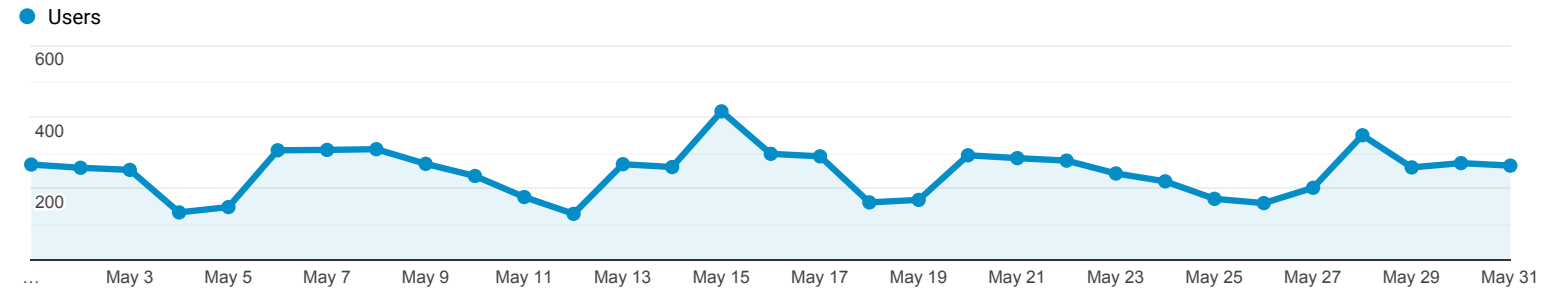
All Users

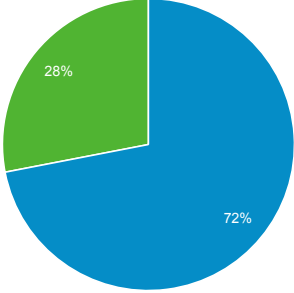
100.00% Users

May 1, 2019 - May 31, 2019

Explorer

Summary



User Type	Users	Users	Contribution to total: Users
	<div>6,045</div> <div>% of Total: 100.00% (6,045)</div>	<div>6,045</div> <div>% of Total: 100.00% (6,045)</div>	
1. <span>New Visitor</span>	<div>5,028</div>	71.96%	
2. <span>Returning Visitor</span>	<div>1,959</div>	28.04%	

Rows 1 - 2 of 2

## Browser & OS

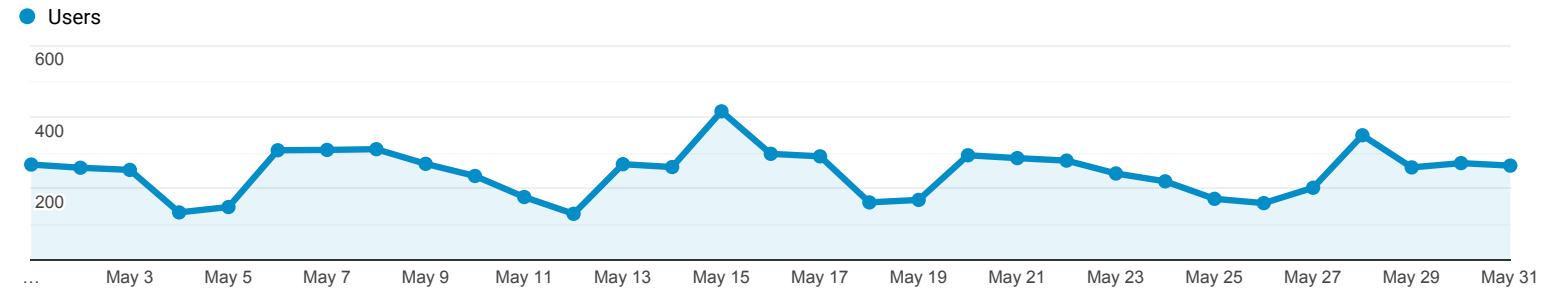
All Users

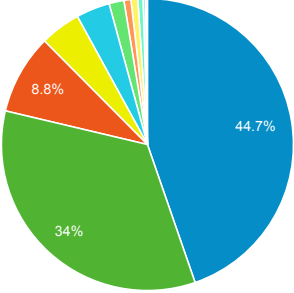
100.00% Users

May 1, 2019 - May 31, 2019

Explorer

Summary



Browser	Users	Users	Contribution to total: Users
	6,045 % of Total: 100.00% (6,045)	6,045 % of Total: 100.00% (6,045)	
1. Chrome	2,714	44.70%	
2. Safari	2,064	34.00%	
3. Internet Explorer	537	8.85%	
4. Firefox	272	4.48%	
5. Edge	227	3.74%	
6. Samsung Internet	100	1.65%	
7. Safari (in-app)	47	0.77%	
8. Mozilla	46	0.76%	
9. Android Webview	35	0.58%	
10. Amazon Silk	17	0.28%	

Rows 1 - 10 of 16

Overview

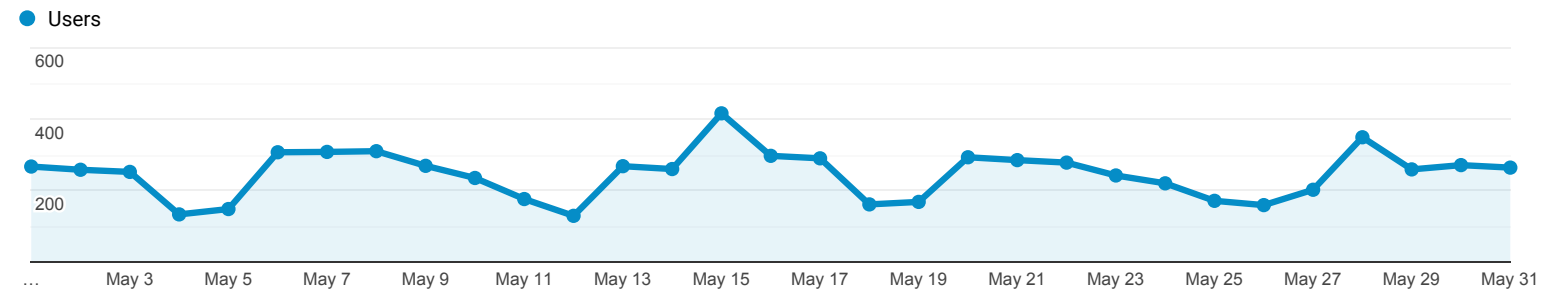
All Users

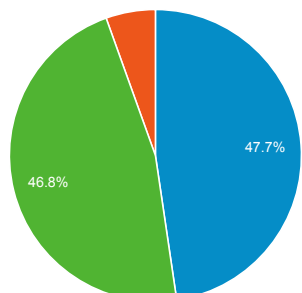
100.00% Users

May 1, 2019 - May 31, 2019

Explorer

Summary



Device Category	Users	Users	Contribution to total: Users
	<div>6,045</div> <div>% of Total: 100.00% (6,045)</div>	<div>6,045</div> <div>% of Total: 100.00% (6,045)</div>	
1. desktop	2,894	47.67%	
2. mobile	2,844	46.85%	
3. tablet	333	5.49%	

Rows 1 - 3 of 3

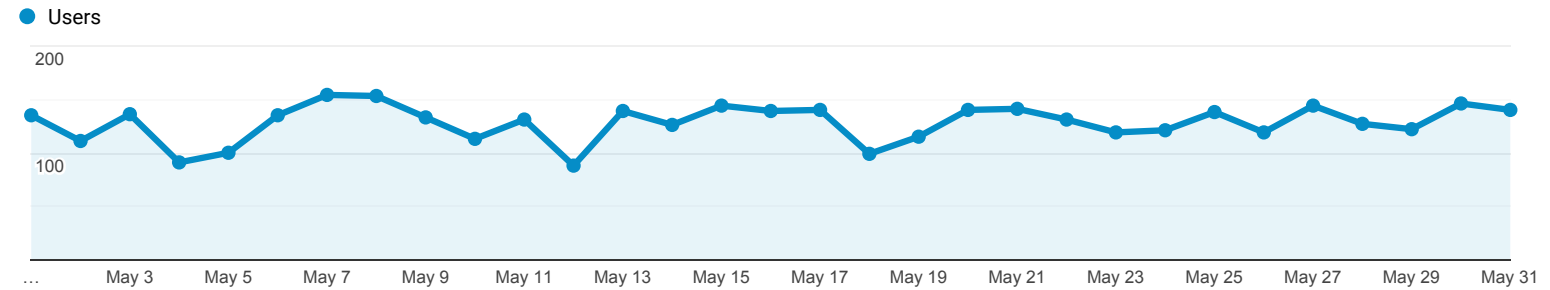
## Devices

All Users  
52.54% Users

May 1, 2019 - May 31, 2019

### Explorer

Summary



Mobile Device Info	Users	Users	Contribution to total: Users
	3,176 % of Total: 52.54% (6,045)	3,176 % of Total: 52.54% (6,045)	
1. Apple iPhone	1,723	54.20%	
2. Apple iPad	239	7.52%	
3. Samsung SM-G960U Galaxy S9	81	2.55%	
4. Samsung SM-G950U Galaxy S8	61	1.92%	
5. Samsung SM-G965U Galaxy S9+	54	1.70%	
6. (not set)	46	1.45%	
7. Samsung SM-G930V Galaxy S7	45	1.42%	
8. Samsung SM-N960U Galaxy Note9	42	1.32%	
9. Samsung SM-G955U Galaxy S8+	35	1.10%	
10. Microsoft Windows RT Tablet	28	0.88%	

Rows 1 - 10 of 321

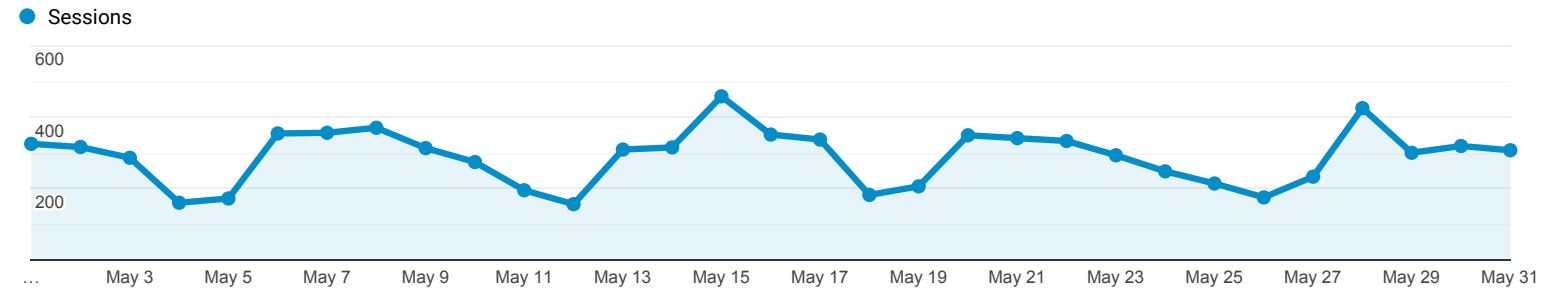
# Landing Pages


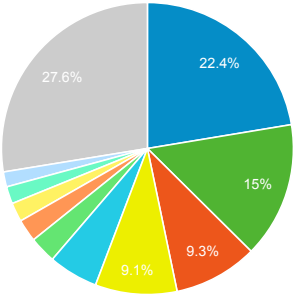









All Users  
100.00% Entrances

May 1, 2019 - May 31, 2019

Explorer

Summary



Landing Page	Sessions	Sessions		Contribution to total: Sessions
		8,972 % of Total: 100.00% (8,972)	8,972 % of Total: 100.00% (8,972)	
1.  /index.html		2,008	22.38%	
2.  /Departments/swim/swim center.htm		1,350	15.05%	
3.  /transportation/CAThome page.htm		835	9.31%	
4.  /Jobs/jobopenings.htm		812	9.05%	
5.  /transportation/routes.htm		493	5.49%	
6.  /Departments/pw_operations/parks/park_facilities.htm		266	2.96%	
7.  /RFPs.htm		224	2.50%	
8.  /Departments/pw_operations/parks/parks.htm		189	2.11%	
9.  /cityservices/utilities.htm		172	1.92%	
10.  /Departments/cemetery/cemetery.htm		149	1.66%	

Rows 1 - 10 of 142

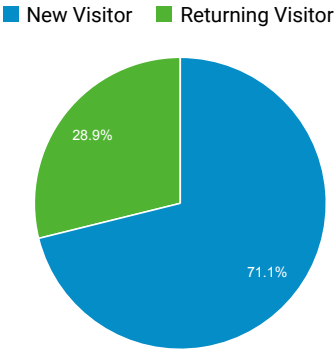
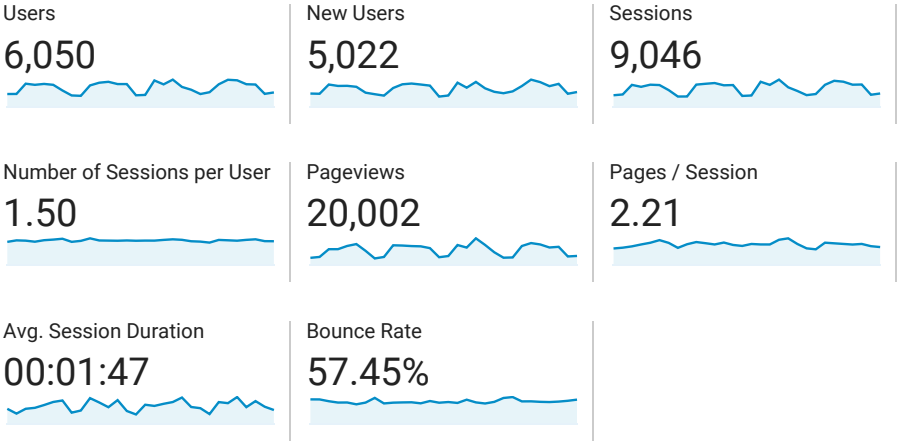
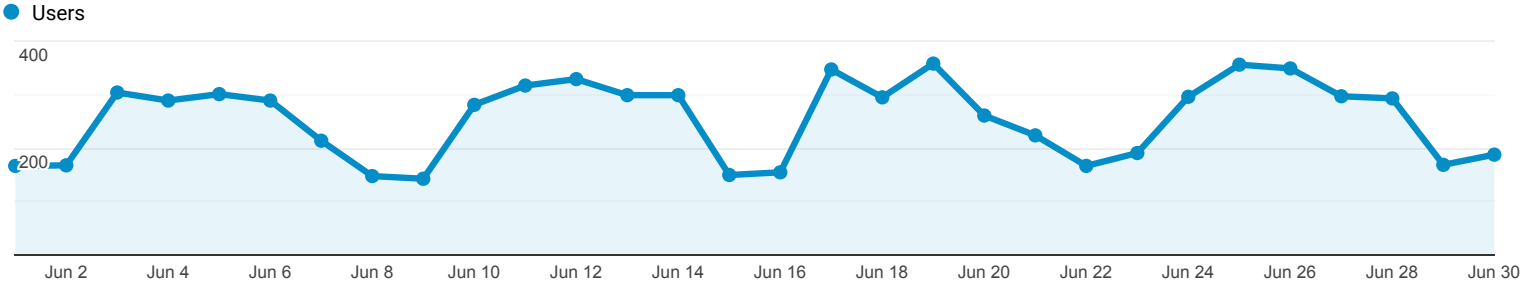
# June 2019

## Audience Overview

All Users  
100.00% Users

Jun 1, 2019 - Jun 30, 2019

Overview



Language	Users	% Users
1. en-us	5,914	97.70%
2. en-gb	17	0.28%
3. ko	17	0.28%
4. es-419	16	0.26%
5. es-xl	12	0.20%
6. (not set)	10	0.17%
7. es-us	10	0.17%
8. c	7	0.12%
9. en-ca	6	0.10%
10. zh-cn	5	0.08%



New vs Returning



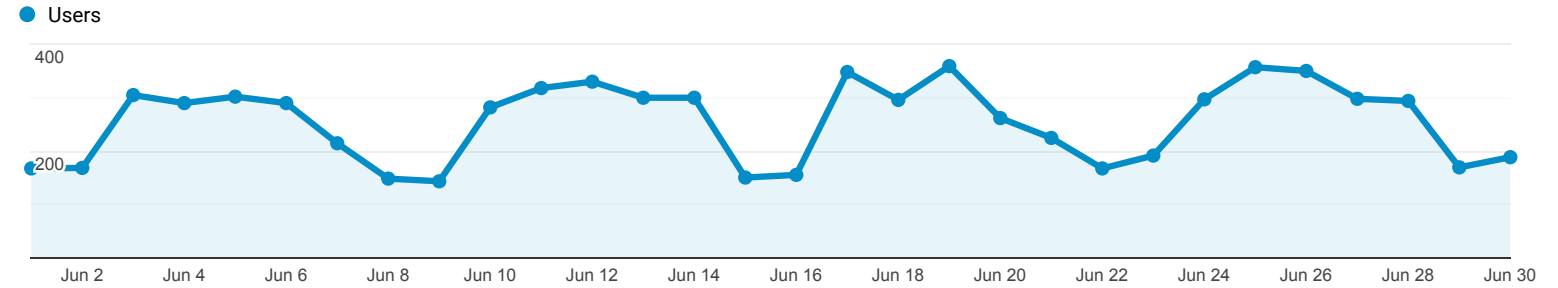
All Users

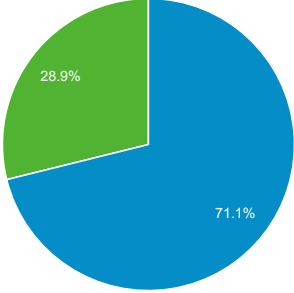
100.00% Users

Jun 1, 2019 - Jun 30, 2019

Explorer

Summary



User Type	Users	Users	Contribution to total: Users
	<div>6,050</div> <div>% of Total: 100.00% (6,050)</div>	<div>6,050</div> <div>% of Total: 100.00% (6,050)</div>	
1. <span>New Visitor</span>	<div>5,022</div>	<div>71.13%</div>	
2. <span>Returning Visitor</span>	<div>2,038</div>	<div>28.87%</div>	

Rows 1 - 2 of 2

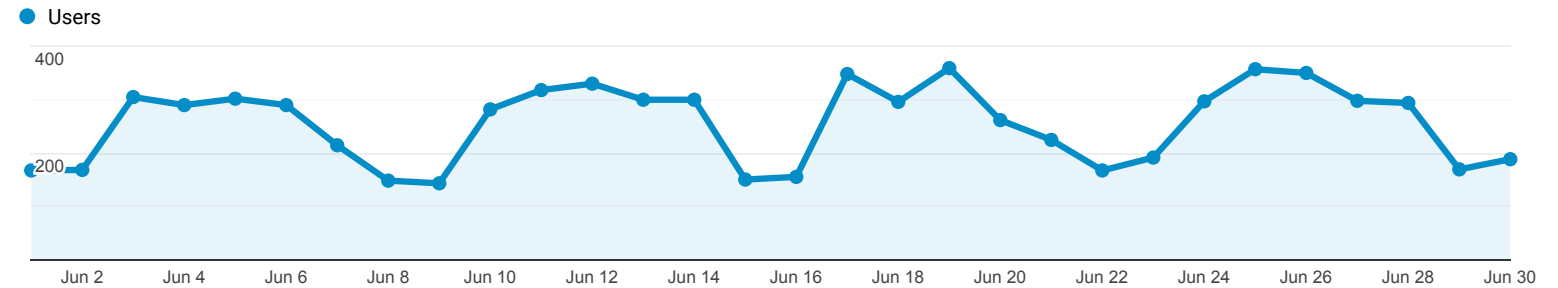
# Browser & OS

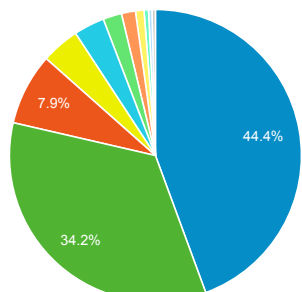
All Users  
100.00% Users

Jun 1, 2019 - Jun 30, 2019

Explorer


Summary



Browser	Users	Users	Contribution to total: Users
	6,050 % of Total: 100.00% (6,050)	6,050 % of Total: 100.00% (6,050)	
1. Chrome	2,686	44.40%	
2. Safari	2,070	34.21%	
3. Internet Explorer	480	7.93%	
4. Firefox	256	4.23%	
5. Edge	206	3.40%	
6. Safari (in-app)	125	2.07%	
7. Samsung Internet	94	1.55%	
8. Android Webview	57	0.94%	
9. Mozilla	30	0.50%	
10. Amazon Silk	23	0.38%	

Rows 1 - 10 of 16

Overview



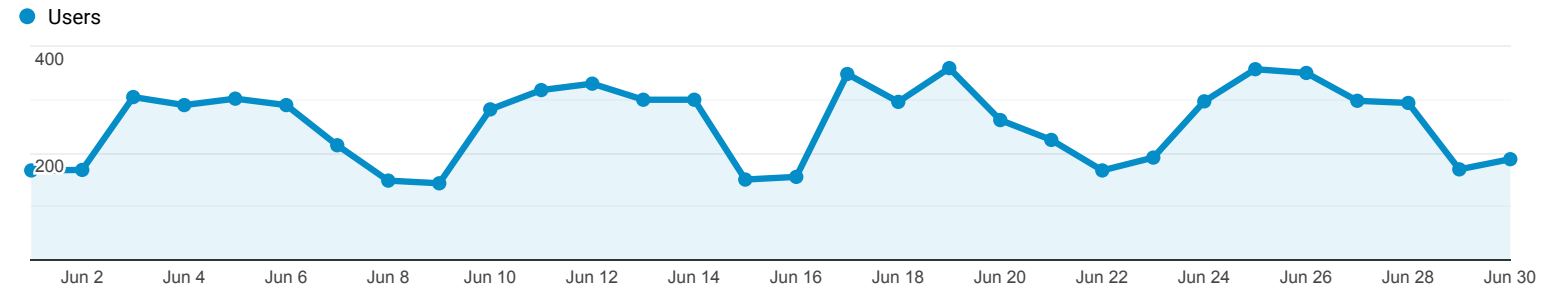
All Users

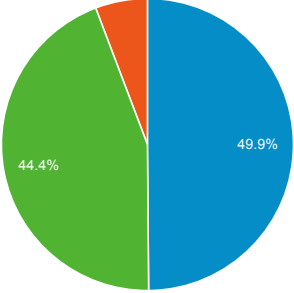
100.00% Users

Jun 1, 2019 - Jun 30, 2019

Explorer

Summary



Device Category	Users	Users	Contribution to total: Users
	<div>6,050</div> <div>% of Total: 100.00% (6,050)</div>	<div>6,050</div> <div>% of Total: 100.00% (6,050)</div>	
1. <div>mobile</div>	<div>3,017</div>	<div>49.87%</div>	
2. <div>desktop</div>	<div>2,684</div>	<div>44.36%</div>	
3. <div>tablet</div>	<div>349</div>	<div>5.77%</div>	

Rows 1 - 3 of 3

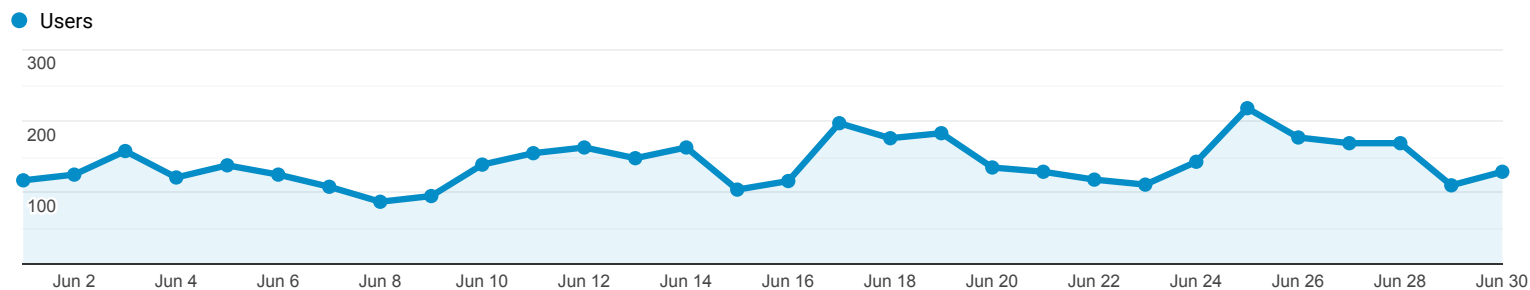
## Devices

All Users  
55.64% Users

Jun 1, 2019 - Jun 30, 2019

### Explorer

Summary



Mobile Device Info	Users	Users	Contribution to total: Users
	3,366 % of Total: 55.64% (6,050)	3,366 % of Total: 55.64% (6,050)	
1. Apple iPhone	1,756	52.12%	
2. Apple iPad	243	7.21%	
3. Samsung SM-G960U Galaxy S9	76	2.26%	
4. Samsung SM-G950U Galaxy S8	67	1.99%	
5. Samsung SM-G965U Galaxy S9+	61	1.81%	
6. (not set)	54	1.60%	
7. Samsung SM-N950U Galaxy Note8	44	1.31%	
8. Samsung SM-G955U Galaxy S8+	42	1.25%	
9. Samsung SM-N960U Galaxy Note9	39	1.16%	
10. Samsung SM-G930V Galaxy S7	38	1.13%	

Rows 1 - 10 of 302

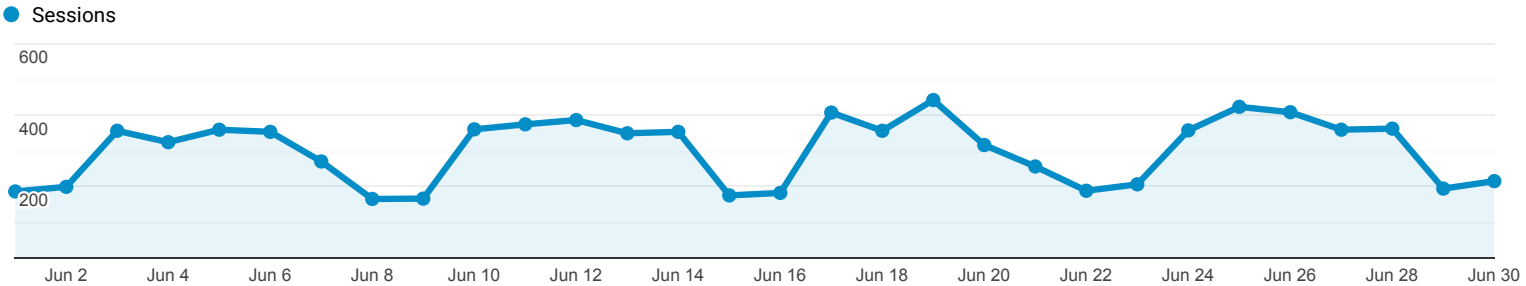
## Landing Pages


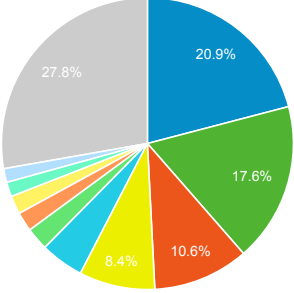









All Users  
100.00% Entrances

Jun 1, 2019 - Jun 30, 2019

Explorer

Summary



Landing Page	Sessions	Sessions	Contribution to total: Sessions
	<div> <div>9,046</div> <div>% of Total: 100.00% (9,046)</div> </div>	<div> <div>9,046</div> <div>% of Total: 100.00% (9,046)</div> </div>	
1.  /index.html	1,893	20.93%	
2.  /Departments/swim/swim center.htm	1,596	17.64%	
3.  /Jobs/jobopenings.htm	961	10.62%	
4.  /transportation/CAThome page.htm	759	8.39%	
5.  /transportation/routes.htm	435	4.81%	
6.  /Departments/pw_operations/parks/park_facilities.htm	228	2.52%	
7.  /Departments/swim/schedule.htm	194	2.14%	
8.  /cityservices/utilities.htm	184	2.03%	
9.  /RFPs.htm	146	1.61%	
10.  /Departments/pw_operations/parks/comm_river_park.htm	138	1.53%	

Rows 1 - 10 of 162

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of May & June 2019

Date: July 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 May 2<sup>nd</sup>.
- c) The semiannual DBE report was submitted on May 29, 2019
- d) A two year Intergovernmental Agreement (IGA) between the City and TriMet (Subrecipient Agreement GP200804EV) was executed on June 17<sup>th</sup> for the purpose of distributing Statewide Transit Improvement Funds (STIF) to the City according to the STIF plan. The first payment in the amount of \$96,066 is expected in July.
- e) Two year contract 33546 between the City and ODOT was executed June 19<sup>th</sup> for \$422,217 in 5310 funding (\$162,000 in operational funds and \$260,217 for 2 vehicle replacements).
- f) Two year contract 33406 between the City and ODOT was executed May 13<sup>th</sup> for \$561,325 in 5311 funding for operating expenses related to rural public transit service.
- g) Two year contract 33650 between the City and ODOT was executed June 28<sup>th</sup> for \$352,000 in 5339 funding to purchase a 35' replacement vehicle.
- h) The agreement between the City and TriMet for two years of Special Transportation Fund (STF) dollars has been delayed due to extended legislative action involving STF. We expect a resolution by the close of the legislative session if not sooner.

### 2) Ridership:

Year-end FY 2018-19 total ridership was up by 9.62 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 7,777 rides in May (2.73% more than May of 2018).
  - 1,514 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 1.06% more than were provided during May of 2018.
  - 6,263 Route 99X rides (3.15% more rides than May of 2018).
- b) 6,971 rides in June (6.15% more rides than June of 2018).
  - 1,387 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 2.97% more rides than were provided during June of 2018.
  - 5,584 Route 99X rides (6.97% more rides than June of 2018).

The increase in service hours implemented in April of 2018 not only increased ridership during its first year of service it seems to be continuing to boost ridership beyond the first year. The added service midday between Canby and Wilsonville may also have an impact on overall ridership.

Updates:

- a) The Rider of the Month for May declined to be identified. The Rider of the month for June was Leo Gomez. Each winner received a free bus pass and other goodies.
- b) In May and June we provided 206 same day rides on a space available basis.
- c) On April 29<sup>th</sup> David Thorndike accepted the position of MV General Manager.

4) Collisions and Incidents

- a) On May 8<sup>th</sup> a bus hit a post on 10<sup>th</sup> and Main in Oregon City, 12 passengers were onboard, no injuries. Minor damage to the bus.
- b) On June 12<sup>th</sup> a bus backed into a light post, no passengers on board, no injuries. No noticeable damage to the bus.

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

- On May 6<sup>th</sup> Julie Wehling attended the C4 meeting in Oregon City.
- On May 10<sup>th</sup> Julie Wehling attended a TriMet and subcontractor negotiations meeting regarding the Intergovernmental Agreement (IGA) for Statewide Transit Improvement Funds (STIF) in Portland.
- On May 10<sup>th</sup> Julie Wehling attended a ReMix (a bus route scheduling software tool) training at TriMet.
- On May 15<sup>th</sup> Julie Wehling attended a Clackamas County Public Transit provider and ODOT conference call regarding STIF regulations and clarifications for IGA negotiations with TriMet.
- On May 23<sup>rd</sup> the Transit Advisory Committee met for their regular meeting.
- On May 31<sup>st</sup> Julie Wehling attended an STFAC meeting in Portland.
- On June 6<sup>th</sup> Julie Wehling attended the kick-off meeting for the South Clackamas Transportation District (SCTD) transit master plan.
- On June 13<sup>th</sup> Julie Wehling participated via conference call regarding the TriMet and subcontractor negotiations regarding the Intergovernmental Agreement (IGA) for Statewide Transit Improvement Funds (STIF).