



AGENDA
CANBY CITY COUNCIL MEETING
November 20, 2019
7:00 PM
Council Chambers
222 NE 2nd Avenue, 1st Floor

Mayor Brian Hodson

Council President Tim Dale
Councilor Trygve Berge
Councilor Traci Hensley

Councilor Greg Parker
Councilor Sarah Spoon
Councilor Shawn Varwig

1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

2. PRESENTATION

- A. Presentation of 2019 Oregon Transit Association Outstanding Manager Award to Julie Wehling, Transit Director Pg. 1

3. COMMUNICATIONS

4. 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.)

5. MAYOR'S BUSINESS

6. COUNCILOR COMMENTS & LIAISON REPORTS

7. CONSENT AGENDA

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

- A. Approval of Minutes of the November 6, 2019 City Council Meeting. Pg. 4
- B. Appointment to Traffic Safety Commission. Pg. 7

8. NEW BUSINESS

- A. Economic Development Annual Report. Pg. 9
- B. Cancellation of January 2, 2020 City Council Meeting. Pg. 10

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- A. Bi-Monthly Reports - in City Council packet Pg. 11

10. CITIZEN INPUT

11. ACTION REVIEW

12. 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 Melissa Bisset at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov. City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: November 20, 2019
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Melissa Bisset, City Recorder

Summary

Transit Director Julie Wehling was awarded the 2019 Outstanding Transit Manager award on October 29th at the Oregon Transit Association's annual conference. Nancy Muller will discuss the reason for the nomination and recognize Ms. Wehling.

Attachments

Nomination letter from Nancy Muller, Transit Coordinator.

Fiscal Impact

None.

Options

NA

Recommendation

None.

Proposed Motion

There is no action required.

JULIE WEHLING
2019 OREGON TRANSIT ASSOCIATION
OUTSTANDING MANAGER AWARD

On October 29th at the Oregon Transit Association's annual conference, Julie Wehling was awarded the 2019 Outstanding Transit Manager award.

Julie has been the Transit Director at Canby Area Transit (both as an independent contractor and City employee) for over 10 years. How successful has Julie been? Since fiscal year 2008-09 until the end of fiscal year 2018-19 Transit has received a total of \$9,669,097.00 in grant revenues. This alone shows her level of commitment and depth of knowledge in "Everything Transit". An important footnote to her success is her accessibility. No matter how busy Julie is when a transit provider or anyone involved with transit calls with questions or needs someone to be their sounding board Julie is the 'go to' person.

Julie Wehling has been an asset to the Transit Community since the 1990's when she was hired at Ride Connection in Portland. Julie enjoyed 10 years there working closely with Elaine Wells while developing her procurement expertise during this time.

There have been dark days as well. Between 2008 and 2011 CAT's service had to be cut back due to the loss of Business Energy Tax Credits ('BETC') funding. The local fixed route, Saturday service and some runs on the 99E fixed route were eliminated which amounted to a total of 37% in service reductions.

Where are we today? Canby Area Transit now operates a fixed route on 99E between Oregon City and Woodburn, Saturday service has been restored. The Transit Master Plan, completed just two years ago, is attaining all its goals. It will be time to revisit the TMP within the next year or so. These accomplishments reflect how strong a leader Julie Wehling is. Three to four years ago Julie initiated a Rider of the Month program. Each month a rider is selected at random and receives a free bus pass, a shopping bag with CAT items inside. This has proven to be a great morale booster for our riders and drivers alike.

Julie has sat on numerous boards during her career in transportation. The CTCC, RTCC, as an ad hoc member on STFAC and is currently a member in ACT and C4. She meets as needed with the small transit entities in Molalla, Sandy, Woodburn and Wilsonville. The collaboration of Saturday service between some transit providers has been a priority with Julie.

Now Julie is retiring from CAT. She and her husband Denny have their house at the beach and are looking forward to their time together without the night meetings and long office hours.

The City Of Canby and Canby Area Transit will sorely miss Julie. It is difficult to imagine CAT without her. It is my honor to introduce the 2019 Outstanding Public Transportation Manager award recipient, Julie Wehling.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
November 6, 2019**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Trygve Berge, Tim Dale, Traci Hensley, Greg Parker, Sarah Spoon, and Shawn Varwig.

STAFF PRESENT: Scott McClure, City Administrator; Joseph Lindsay, City Attorney; Melissa Bisset, City Recorder; Ryan Potter; Associate Planner

OTHERS PRESENT: Fire Chief Jim Davis, Kyle Lang, Greg Perez, Paul Ylvisaker and James Wilson.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:01 p.m. in the Council Chambers followed by the opening ceremonies.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:

Kyle Lang, Chamber of Commerce Executive Director, presented the City Council with a letter urging both the School Board and the City to have a constructive conversation about the Ackerman property. He stated that there were many reasons the Chamber Board felt that the project would be good for the community. He felt it would serve the needs of the community and businesses in multiple ways. He felt that there were benefits such as livability. He asked that the City enter into negotiations with the School District to advance the project.

Paul Ylvisaker, Canby Resident, stated that the City Council and School District have not refuted the language used in the signed petition given to them. He reviewed excerpts from the petition and the Canby School District core values statement. He reviewed the definitions of: discriminatory, intrusive, abusive, disruptive, and harass. He noted that the City of Canby granted a variance to Canby High School to use explosive devices at the Football games. He felt that the School District had demonstrated lack of candor. He stated that the problem is abusive, intrusive behavior and discrimination against individuals, pets and the neighborhood. Mr. Ylvisaker stated that it would be civil and right for the City Council to eliminate the explosions. He asked about regulations related to public peace in the Municipal Code.

Greg Perez, Canby Resident, shared there will be a Veterans Day celebration on November 11th at 11:30 a.m. He shared that there would be a flyover will take place at 12:00 p.m. The American Legion Post 122 is hosting the free event.

MAYOR'S BUSINESS:

Mayor Hodson stated that the Urban Renewal Agency Commissioners reviewed the Grant Street Archway project. It will be a great product built next year.

He provided an update about the Park Advisory Board. There had been discussion on immediate and long term plans for Canby Parks including Maple Street Park, Ackerman Recreation Center, Dog Park, Molalla River State Park, and Willamette Wayside. He shared that Canby Area Park and Recreation

District (CAPRD) is looking at reducing the size of their district.

Mayor Hodson recently convened a Rural Clackamas County Mayors meeting to discuss transportation planning and creating an alliance.

The Tourism Plan was presented at a recent Chamber Luncheon.

Mayor Hodson thanked the downtown businesses for their support of the Downtown Spooktacular.

The following day would be First Thursday. The Chamber had planned a scavenger hunt.

Mayor Hodson recognized Canby High School volleyball and cross country teams for their involvement in upcoming State competitions.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Berge shared that the Planning Commission worked through a Conditional Use Permit at their last meeting related to a home based business.

Councilor Parker stated that the Bicycle and Pedestrian Committee had turned in a grant proposal to the County's tourism department for \$35,000 to begin a preliminary look at extending the logging road trail. He noted that it was exciting to see citizen driven initiatives through a City Committee.

Councilor Dale shared that the new power rates are in effect from Canby Utility.

Councilor Varwig stated that the Library Board is still pushing forward on the boundary expansion.

Fire Chief Davis stated that there is a modular at the Fire Station and that there will be a remodel of the main station beginning February 1st. They are in the final phase of design and have awarded a contract to Emery and Sons Construction for the remodel. He noted that they will be working on geoen지니어ing and site development of the Redwood site. He said they are looking at efficiencies on combining administrative functions with other fire districts. He shared that the cooperation between fire districts is tremendous.

Councilor Spoon shared that the Bridging Cultures Thanksgiving Dinner would be held at Baker Prairie on November 23rd at 5:00 p.m. It is a free event and a great opportunity to break bread with neighbors. She recognized Shannon Allee of Hotrod Dreamworks for the amazing job she did on the Scarecrow Contest noting that it brought life to the downtown. There would be a snowman contest and voting will begin on December 6th. More information about the contest could be found at hotroddreamworks.com. Councilor Spoon shared that Transit Director Julie Wehling was awarded the 2019 Outstanding Transit Manager Award at the Oregon Transit Association's annual conference.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the October 16, 2019 City Council Regular Meeting and October 23, 2019 Special Called City Council Meeting and approve a New Full On-Premises, Commercial Liquor License Application for Lost dos Agaves Mexican Restaurant. Motion was seconded by Councilor Hensley with an amendment to the spelling of Doug Poppen's name on the October 16th minutes. Motion passed 6-0.

RESOLUTION 1328: City Administrator Scott McClure stated that Industrial Park is getting busier which warrants a traffic signal there is a need for a traffic signal at the intersection of SE Hazeldell Way and Sequoia Parkway. He explained that the City does not have a need for its own signalization department. Clackamas County is willing to provide the service for approximately \$3,000 per signal.

****Councilor Hensley moved to adopt Resolution 1328, requesting an intergovernmental agreement between Clackamas County and the City of Canby for traffic signal maintenance and transportation engineering services. Motion was seconded by Councilor Varwig and passed 6-0.**

UNFINISHED BUSINESS: Findings, Conclusions & Final Order –DR 19-01/ CUP 19-01/ VAR 19-02 – AT & T Wireless Communications Facility (Related to Stealth Monopole Tower).

Ryan Potter, Associate Planner explained that the Council voted on the applications at their last City Council Meeting. He reviewed the timeline of the project and Council's decision. He stated on October 16, 2019, Council overturned the Planning Commission's decision and approved the proposed project with one additional condition of approval. The additional condition of approval was that there would be breakpoint engineering to reduce the fall radius of the tower.

Mr. Potter explained that as per Canby Municipal Code, the final findings were prepared by the applicant's attorney. The final findings were reviewing by Planning Staff for consistency with Council's oral decision and findings.

****Councilor Hensley moved to approve the written decision and findings for Appeal No. 19-01 as prepared by the applicant team and City Staff. Motion was seconded by Councilor Spoon and passed 6-0.**

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Scott McClure, City Administrator, shared that there will be an annexation of 70 acres to what is known as the SW annexation area. He noted that the City will be starting to post more to Facebook.

Mr. McClure stated that the City will be asking for public input about the Splash Pad. There will be having comment cards at the Library and will also take it online to collect input. Discussion ensued regarding broader reach for communication.

Mr. McClure shared that there will be a Library Task Force looking at funding and discussing boundaries and he will be serving on the Task Force.

Discussion ensued regarding public Wi-Fi.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Resolution 1328.
3. Approved Findings, Conclusions and Final Order.

Mayor Hodson adjourned the Regular Meeting at 7:44 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: November 20, 2019
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Melissa Bisset, City Recorder

Summary

There is a current vacancy on the [Traffic Safety Commission](#) and there is an applicant who would like to serve in this capacity.

Background

The Traffic Safety Commission was established through Resolution No. 567 to provide the citizens of Canby with traffic safety programs and services. The Commission is made up of seven members who serve three year terms.

Discussion

On October 11, 2019 Andrea Warnock resigned from the Traffic Safety Commission creating a vacancy. An application was received from Chris Wadsworth to fill the vacancy with a term ending June 30, 2022. No other applications have been received.

Attachments

Christian "Chris" L. Wadsworth's Application.

Fiscal Impact

None.

Options

1. Appoint Chris Wadsworth to the Traffic Safety Commission.
2. Take no action.

Recommendation

City Council Liaison Traci Hensley recommends that Chris Wadsworth be appointed to the Traffic Safety Commission.

Proposed Motion

I move to approve the appointment of Chris Wadsworth to the Traffic Safety Commission for a term expiring June 30, 2022.



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



Date: November 1, 2019 Position Applying For: Traffic Safety Commission
Name: Christian "Chris" L. Wadsworth Occupation: Retired
Home Address: [REDACTED] Canby, OR 97013
Employer: Retired from Oregon City Police Dept. Position: _____
Daytime Phone: [REDACTED] Evening Phone: _____
E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)? I am newly retired and have the time to get involved with my community. I am very active with the OC Optimist, OC Womans Club and Angels in the Outfield.

What are your major interests or concerns in the City's programs? I believe traffic is a major issue in most communities and I would like to be a part of the solution.

Reason for your interest in this position: Retired from the Oregon City Police Department and now have time to give back to the community where I live.

Experience and educational background: 20 years with City of Oregon City, 16 years with the police department. Community Outreach & Crime Prevention

List any other City or County positions on which you serve or have served: While being a City employee I was not able to hold such a position. Conflict of interest and lack of time commitment.

Referred by (if applicable): _____

Please return to:

**City of Canby - Attn: City Recorder
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0733 Fax: 503.266.7961 Email: bissetm@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. 10/2019

Date Received: 11/4/19 MB Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: November 20, 2019
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Jamie Stickel, Economic Development Director

Summary

The Canby Economic Development Department's annual presentation to City Council.

Background

The Economic Development Department presents an annual report to the Canby City Council to speak on accomplishments and initiatives from the previous year.

Discussion

Jamie Stickel, Economic Development Director, and Calvin LeSueur, Economic Development and Tourism Coordinator will present on Economic Development and Tourism initiatives.

Attachments

None.

Fiscal Impact

None.

Options

None.

Recommendation

There is no recommendation.

Proposed Motion

There is no action to be taken.



City of Canby

PO Box 930
222 NE 2nd Ave
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: November 20, 2019
TO: Honorable Mayor Hodson and City Council
THRU: Scott McClure, City Administrator
FROM: Melissa Bisset, City Recorder

Summary

Council has a meeting scheduled for January 2nd and it is anticipated that the agenda will be light. Council may want to consider cancelling the meeting.

Background

[Chapter 2.04 of the Canby Municipal Code](#) states Council meetings shall be held on the first and third Wednesday of every month at 7:00 p.m. In the event that a meeting is a holiday the Council meeting shall be held the following day. [Chapter IV of the Charter](#) states Council shall hold a regular meeting at least once each month.

Discussion

The first Wednesday of January is New Year's Day, therefore per Code, the meeting would be on January 2nd. A regular meeting is scheduled for January 15th that would satisfy the Charter requirement of one regular meeting per month.

Attachments

None.

Fiscal Impact

None.

Options

1. Hold a City Council Meeting on January 2, 2020.
2. Cancel the January 2, 2020 City Council Meeting.

Recommendation

None.

Proposed Motion

I move to cancel the January 2, 2020 City Council Meeting.



City of Canby Bi-Monthly Report
Department: Administration
For Months of: September & October 2019

To: The Honorable Mayor Hodson & City Council
 From: Melissa Bisset, City Recorder
 Prepared by: Erin Burckhard, Office Specialist II
 Through: Scott McClure, City Administrator
 Date: November 20, 2019

Business Licenses

	Issued	Inactivated	Renewals Mailed	Total Licenses
September & October 2019	238	45	239	1,541 685 have Canby addresses
September & October 2018	67	33	235	1,513 678 have Canby addresses

Cemetery

	Property purchases recorded	Internments recorded
September 2019	3	1
October 2019	0	4

Public Records Requests

One public records request was processed.

Training/Meetings

None

Special Animal Permits

No special animal permits were issued.

Sidewalk/Park Vending Permit

No Sidewalk/Park Vending Permits were issued.

Liquor Licenses Processed

One liquor license application was processed.



City of Canby Bi-Monthly Report
 Department: Court
 September and October 2019

To: The Honorable Mayor Hodson and City Council
 From: Jessica Roberts, Municipal Court Supervisor
 Through: Scott McClure, City Administrator
 Date: November 4, 2019

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

Monthly Statistics	September	October
Misdemeanors		
Offenses Filed	46	25
Cases Filed	30	20
Warrants Issued	23	26
Misdemeanor Case Detail		
Diversion/Deferred Sentence	15	7
Offenses Dismissed	16	22
Offenses Sentenced	6	11
Offenses not filed by City Prosecutor	5	10
Traffic & Other Violations		
Offenses Filed	198	151
Cases/Citations Filed	135	103
Parking Citations Filed	7	3
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class)	16	18
Dismissal (Fix It Tickets)	17	17
Dismissed by City Prosecutor or Judge	12	10
Sentenced by Judge	37	35
Handled by Violations Bureau	80	41
Guilty by Default	77	74
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	1
Traffic Trial	11	10
Defendant Accounts referred to Collections	\$35,863.63	\$67,305.43
Fines & Surcharges Collected	\$58,494.61	\$54,748.69

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.



City of Canby Bi-Monthly Report
Department: Canby Urban Renewal Agency
Economic Development Department
For Months of: September & October 2019

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Through: Scott McClure, City Administrator
Date: November 20, 2019

Economic Development Director Updates:

The following projects are funded through Urban Renewal.

Canby Tourism Plan: The City of Canby held the second Canby Tourism Plan stakeholder meeting on September 5th. Holly Macfee from Lookout Co. and Jon-Paul Bowles of Destination Management Advisors were contracted by the City to create the first Canby Tourism Plan. The stakeholder group includes: City of Canby Economic Development Staff, Mayor Brian Hodson, Kyle Lang (Canby Area Chamber), Tyler Nizer (Clackamas County Fairgrounds & Event Center), Heather Schloe (Swan Island Dahlias), Samara Phelps (Mt. Hood Territory). The plan was presented by Bowles at the September 18th City Council Meeting with many of the stakeholders in attendance. The plan provided insight and action items regarding destination development and tourism marketing. The Canby Tourism Plan was funding, in part, by a \$13,500 Travel Oregon Small Competitive Grant.

Downtown Strategic Plan: The City of Canby contracted with Michele Reeves, Civilis Consulting, to create a downtown strategic plan. Throughout the summer, Michele met with stakeholders, created a downtown survey, and staged secret shopper exercises. The plan was presented on Wednesday, September 25th at the Antonia Ballroom. The Downtown Strategic Plan provided an overview of how people think and feel about downtown Canby and action items for property owners, business owners, and public sector/agency. Reeves has worked with the city as part of the 2016 Retail Market Analysis.



150th Anniversary: August 9, 2020 will mark the 150th Anniversary of the platting of Canby. Carol Palmer and Jennifer Giller – both with the Heritage and Landmark Commission – have begun to meet with the Economic Development Department to discuss plans to commemorate the 150th Anniversary. The small group will be reaching out to outside organizations and businesses after the first of the year. The idea is to create momentum around the anniversary and have the theme integrated into events and marketing.

OEDA Conference and Trainings: The Oregon Economic Development Association (OEDA) held its fall conference on October 28th and 29th at the Salem Convention Center. The theme focused on “Innovating Access: Building an Inclusive Economy.” The Conference keynote speaker was Governor Kate Brown who spoke on the importance of economic development work in the state of Oregon. Conference sessions highlighted innovation, agritourism, incentives, as well as general updates from Business Oregon (the state’s Economic Development agency).

Jamie Stickel, Canby Economic Development Director, was one of nine people in the first cohort to complete the Oregon Certified Economic Developer accreditation in October 2019. OEDA held a graduation ceremony on October 29th. OEDA created the Oregon Certified Economic Developer accreditation with the intention of providing pertinent, local training in Economic Development Fundamentals, Building in Oregon, Economic Development Finance, Branding & Marketing, Business Retention & Expansion, Business Retention & Expansion, Business Recruitment & Lead Generation, and Entrepreneurship & Innovation in Oregon.



Canby Design Lab: Clackamas Community Prosperity Collaboratives has created design labs in Estacada, Milwaukie, and Canby. The Canby Design Lab looks to explore possibilities about how to make resources more equitable and accessible. The Economic Development Department participates as a Lab member in addition to Clackamas Workforce Partnership, Canby High School, Bridging Cultures, and others. The Canby Design Lab is a year-long process and funded by Clackamas County.

Business Outreach: As part of the day-to-day operations of the Canby Economic Development Department, the Economic Development Director regularly meets with current and potentially new businesses.

- *State Farm Chad Johnson* – met on September 3rd regarding Façade Improvement Grant
- *Kendal Floral* - meeting and tour on September 4th.
- *Canby Wedding Chapel* – meeting on September 13th.
- *Odd Moe’s Pizza* – assistance with permits through Clackamas County.
- *Caruso Produce* – attended neighborhood meeting on October 2nd.
- *ICC NW* – meeting on October 3rd regarding expansion in Oregon, assisted with successful Strategic Reserve Fund application through Business Oregon.
- *Barn Door Boutique* – attended Ribbon Cutting on October 17th.
- *Potter’s Industries* – meeting and tour on October 23rd.

Economic Development and Tourism Coordinator Updates

Promotion

- **Canby’s Spooktacular Village** – On Thursday, October 31st, the City coordinated downtown Halloween festivities. This effort helps connecting Canby citizens with the downtown businesses though face-to-face interactions and community fun. The Canby Fire District and Canby Police Department assisted the City in passing out candy to trick-or-treaters on the corner of 2nd Avenue and N Holly Street. Additionally, Hotrod Dreamworks’ Scarecrow Competition brought several non-downtown businesses to the city center to attend as a “trunk-or-treat” participants.



- **Canby Business First Thursdays** – On September 5 and October 3, the Economic Development and Tourism Coordinator organized First Thursday events to promote specials and events inside various Canby businesses throughout Canby. The Canby Area Chamber of Commerce hosted a First Thursday event in the Antonia Ballroom for September and in October several musicians performed in downtown locations.
- **Light Up the Night** – Planning is underway for Canby’s big holiday celebration and parade in Wait Park. Coordination with the Public Works and Parks Department is happening to ensure a memorable event. This year’s celebration will occur on Friday, December 6th at 6pm.

Organization

- **Bicycle and Pedestrian Advisory Committee** – The Economic Development and Tourism Coordinator attended the Oregon Trails Summit from October 3-5 in Roseburg, OR with Bike and Ped Committee Chair Mindy Montecucco. They focused on networking and information gathering in support of the bike and ped committee’s project to extend Canby’s Logging Road Trail.
 - **Development Grant** – On October 30, a grant application was submitted to Clackamas County Tourism for \$35,000 to fund a development plan for the Molalla Forest Road. Specifically, the Bike and Ped Committee wants to study the extension of Canby’s Logging Road Trail along land recently donated to the City of Canby. The plan will also look at subsequent connections to places including the City of Molalla. Award notifications will occur in January 2020.
- **Heritage and Landmark Commission (HLC): Comprehensive Historic Preservation Plan** – Coordination is ongoing with Northwest Vernacular Architecture as the firm studies Canby in support of a comprehensive historic preservation plan. During the period, consultants completed interviews with key informants and prepared for a community wide survey.

Economic Vitality

- **Downtown Strategic Plan** – On September 25, Michelle Reeves of Civilis Consulting presented her findings as summarized in Downtown Canby’s *Identity Dossier* to a group of downtown business owners, property owners, and public officials. The recommendations in this plan are available for all to review at <https://canbybusiness.com/business-resources/studies-and-reports/>. The Economic Development and Tourism Coordinator has proposed to create a Downtown Association that will meet monthly to implement the recommendations of the downtown plan.

Tourism

- **Tourism Plan** – On September 18, Jon-Paul Bowles of Destination Management Advisors presented Canby’s Tourism Plan to City Council. The Economic Development and Tourism Coordinator will use this document as a roadmap for success in promoting tourism, and has action items related to marketing (Visit Canby brand refresh) and Destination Development (Development Grant - Molalla Forest Road development plan).
- **Willamette Water Trail** – The Economic Development and Tourism Coordinator is serving on the steering committee for the Willamette Water Trail [rural tourism studio](#) , organized by the Willamette Valley Visitors Association (WVVA). The steering committee met on September 16-17 in Independence Oregon to explore methods of collaborating with other riverside communities on the sustainable development of tourism opportunities on the Willamette. This work will continue intermittently over several

months and will culminate in a workshop in the spring of 2020 that will include community stakeholders.

Design

- **Clackamas County Arts Alliance** – The Economic Development and Tourism Coordinator applied for a grant for \$2400 from the Clackamas County Arts Alliance to bring cultural programming to First Thursdays in Wait Park. The grant money would supplement the Canby Public Library’s budget for “Music in the Stacks”, which would move to First Thursdays and occur in Wait Park when weather allows.

Façade Improvement Program – The Economic Development and Tourism Coordinator is in process with 3 applicants to the Façade Improvement Program to update their properties with matching funds from Canby’s Urban Renewal Agency. On October 16, the URA approved a matching grant of up to \$25,000 to update the property at 381 SW 1st Ave.



City of Canby Bi-Monthly Report
Department: Finance
For Months of: September & October 2019

To: Mayor Brian Hodson & City Council Members
From: Julie Blums, Finance Director
Prepared by: Suzan Duffy
Through: Scott McClure, City Administrator

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.

- Final year-end journal entries were completed, statistical information was collected, and the final draft of the **Comprehensive Annual Financial Report (CAFR)** for 18/19 was provided to auditors. The final audit site visit was done in September. The completed document will be published after audit information from Canby Utility is available and the auditors have completed their review. The Auditor's will be issuing an unqualified opinion (clean audit) for the FY 18/19.
- Finance and Administration staff worked together on an upgrade to the **Cemetery module** in Caselle. This upgrade has allowed for more detailed receipt types that seamlessly integrate with the General Ledger at month end.
- The setup of email notifications for online **timesheets and leave requests** is almost complete, all but one department is live with this new functionality.
- The **annual ODOT transportation survey** outlining street revenues received in FY 18/19 along with how those funds were used, was prepared and submitted.
- The Finance Director and Finance Analyst attended the Fall Oregon Government Finance Officers Association (**OGFOA**) conference. There were several sessions on **PERS** and the new legislation; a presentation with more detail will be provided to Council early in the new calendar year. An Economic Update for Oregon was presented along with sessions regarding SDC's, Cyber Security, Transient Lodging Tax, and Capital Asset Management.

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

- Caselle User Group Meeting
- Caselle webinar
- City Administrator Welcome Lunch
- OGFOA Fall Conference
- ORCPP Fundamentals of Sustainable Procurement class

Statistics for FY 2019-2020:

	<u>July- Aug</u>	<u>Sept - Oct</u>	<u>Nov - Dec</u>	<u>Jan - Feb</u>	<u>Mar - Apr</u>	<u>May - June</u>
Accounts Payable						
Invoices:	522	520				
Invoice entries:	1075	1165				
Encumbrances:	19	13				
Manual checks:	3	6				
Total checks:	354	352				
Payroll						
Timesheets processed:	638	478				
Total checks and vouchers:	739	539				
New hires/separations:	7/6	9/8				
Transit Tax Collection						
Forms sent:	27	795				
Penalty & Int. notices sent:	9	5				
Pre-collection notices sent:	0	122				
Accounts sent to collections:	130	52				
Accounts opened/closed:	41/33	44/45				
Returns posted:	810	719				
Utility Billing						
Bills sent:	9853	9951				
Counter payments:	206	216				
Accounts opened and closed:	182	158				
Lien payoffs:	3	10				
Lien payoff inquiries:	62	33				
Collection notices sent:	8	0				
Accounts sent to collections:	0	0				
New homes occupied:	16	n/a				
General Ledger						
Total Journal entries:	532	286				
Cash Receipts Processed						
Finance:	1213	1025				
Utility:	392	383				



City of Canby Bi-Monthly Report
Department: Library
For Months of: September & October 2019

To: Honorable Mayor Hodson and City Council
From: Irene Green, Library Director
Through: Scott McClure, City Administrator
Date: November 20, 2019

Library Operations:

- We have a vacancy for a 20 hour OSII position. Katherine Bethea accepted a job with the Washington County's Sheriff's department. With Katherine leaving, we were able to move around some hours. Marisa and Karen were both bumped up to 35 hours per week, and Marisa has been promoted to Librarian I.
- Last June, Karen entered a contest with a large print vendor, and she was recently informed that she won \$250 worth of new large print books for her collection!
- e-Cards: LINCC is in the process of setting up eCards. This will allow users to submit an online application and get immediate access to certain digital resources such as e-books and research databases. The proposed minimum age is 13.
- E-book lending: One of the largest publishing companies, Macmillan, announced that starting November 1, library systems will only be able to buy one digital copy of every book for the first eight weeks that it's out. Ordinarily, libraries might buy hundreds of digital copies of an expected bestseller. The American Library Association launched a petition urging Macmillan not to implement the policy but Macmillan hasn't announced any changes to the program. This change could send wait times for popular books soaring. Under U.S. law, libraries generally have the right to lend out their physical books as long and as often as they choose, with no additional payments to the author or the publisher. However, with e-books, publishers dictate the terms under which e-books can be lent out. Major publishers are also beginning to require licensing agreements that require each virtual copy to be essentially purchased anew after they've been lent out a certain number of times. This issue is a big concern to libraries as other publishers may follow and more of our budget goes toward meeting the demand for electronic resources.

All Staff Day

- The library was closed on October 14th for a LINCC-wide staff training. The theme was Equity, Diversity, and Inclusion. The keynote speaker was Tricia Brand, Chief Diversity Officer for Portland Community College.
- Marisa reported that she and Katherine attended the "Political Climate" unconference. Participants had a lot of interesting stories to share. The discussion centered on patrons talking loudly about politics, completely unprompted, to library staff (who have to remain neutral).
- Karen and Peggy attended the suicide prevention session, and shared a booklet on "QPR: Question, Persuade, Refer." Experts currently recommend asking someone very plainly, "Are you planning to kill yourself?" And instead of reciting generic messages of

positivity in response, ask the person why. We are researching to see if this might be a good program for the library.

- Lizzie and Karen attended the session on supporting LGBTQ patrons in the library. Lizzie proposed replacing the Family Restroom sign with a Gender-Neutral Restroom sign.

Incident Reports:

- Teen Room Behavior: We have had repeated issues lately with kids being too loud in the Teen Room. In the situations where they're just talking a bit too loudly, we will institute a "two-strikes you're out" rule.
- A patron has been leaving notes around the computers about serial killers and kidnapping. We have someone under suspicion. The city attorney and the police are aware of the situation.

Library Board:

- We were sad to hear Cameron Jones resigned from the library board. The vacancy has been posted for someone who lives within the city limits.

Library Facilities:

- Gender-Neutral Restroom: Lizzie reported that, according to the presenters at the All Staff Day LGBTQ session, having access to a gender-neutral restroom is a huge benefit, as it makes those patrons feel safe and welcome in the library. We are going to look into the possibility of posting a notice on the Men's and Women's restroom doors in the lobby to this effect: "If you prefer a gender-neutral restroom, one is available in the Story Garden.
- Paper Towels: A paper towel dispenser was recently installed in the public restrooms. We are in the process of requesting one from facilities for the Family Restroom, as well, because the hand-dryer is noisy and sometimes scares little kids.

Library District Advisory Committee (LDAC):

- Canby presented the issue of our service area boundaries at the September meeting. Other cities seemed to be very supportive of redrawing the boundary line. Mayor Hodson from Canby and Tony Konkol, the CM of Oregon City both attended the meeting. It was concluded that Mayor Hodson, Tony Konkol, and Paul Savas should meet and discuss the issue separate from the large task force. Mayor Hodson commented that in reality, all it will be is a discussion with no action. There was no meeting in October.
- Canby has updated our representatives on the Main Library District Task Force and subcommittees. Scott McClure, Julie Blums and Irene Green will attend the Main Task Force meetings with Scott as Canby's voting member. Scott McClure will be on the District Governance subcommittee, Julie Blums will be on Library Funding and Irene Green will be on Library Services subcommittees.

Partnerships:

- The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) has office hours at the library every Tuesday and Thursday from 10-6. WIC will be using our Lilac Room and Maker Space. WIC provides food vouchers, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk. The Kiwanis graciously provided customized bags with the Kiwanis logo and the library logo for each of the parents in the program. The bags contain a book, a library card application and information on children's programs.

- The library is also partnering with Clackamas County Behavioral Health. Every Tuesday from 4:00 – 6:00 pm they are holding parenting classes in the Magnolia Room.
- Lisa is working with Hope Village on establishing a book group with the residents and providing arrangements for their bus to bring them to our library programs.

Programming:

- Canby's Halloween event: Peggy worked extremely hard putting together an absolutely fantastic program with books and crafts. 1,090 people walked through the door in just three hours! With the help of Karen and Jenny, they gave away 848 books (660 in English and 188 in Spanish) and 817 crafts. Everything was funded by the Friends of the Library. We also want to thank the Veterans of Foreign Wars who supplied us with 126 treat bags!
- Our program on Brain Health presented by Oregon Health and Science University was a huge success. We had 92 people attend. OHSU has added Canby to their outreach area and by next summer OHSU plans to bring a series of health talks to Canby. This was a year in the works as Hanna had to convince them that Canby would have a good turnout.
- Our very first Kindergarten Carnival was a huge success thanks to Peggy! We had about 74 kids and 61 adults. Festivities included a balloon artist, a vision screener from OHSU who screened about 14 kids; Laura and our Read to the Dog friend "Tyler" who were amazing, as usual. Officer Larrison from the Canby Police Department stopped by for about an hour and kids had their photo taken with him
- Tech Tuesdays: Every Tuesday from 5-6 we will be offering drop-in help for tech questions with laptops, tablets, e-readers, smartphones as well as general internet questions. This is not replacing Lizzie's ebook help appointments.
- Spanish Storytime is now cancelled. Rachel is moving out of town soon, so we can no longer offer Spanish Storytime.
- Starting in November, Todos Juntos will be leading a playgroup after each Toddler Time. The playgroup will include a snack and a craft.

Library Tours/Outreach:

- Local teachers will soon be able to submit a request for books on classroom topics via a link on LINCC website. Peggy will select the books for them.
- Marisa and Katherine put together a poster on Tough Topics. The poster lists the call numbers for sensitive topics such as sex, suicide, pregnancy, drug addiction, sexual orientation and gender identity, and others. The plan is to post them in the Teen Room and other areas, so patrons can find the information they may be too shy to ask for.

Friends of the Library:

- The Friends Book Garden sales for September were \$969.03. October sales were \$1,014.35

Canby Public Library Foundation

- The Foundation held its third annual independent film fest on October 9th at the Canby Cinema. They made a profit of \$675.20.

Volunteers:

- The Volunteer of the month for September was Meghan Choruby. Meghan has been a volunteer since September 2012 and has completed 860 hours!!
- The volunteers of the month for October were Chi and Bob Cambra. Thank you Bob and Chi!

Library Artwork:

- September: Water Color Society of Oregon
- October: Crochet images by Olena Jones of Canby

Sep-19	Date	Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM				
			Adults	Teen	Children		Adult	Teen	Children's	Family	
CHILDREN											
Storytimes											
Toddler Time (ages 1-3)	9/4/2019	yes	9	0	13	22	0	0	1	0	
Toddler Time (ages 1-3)	9/11/2019	yes	12	0	20	0	0	0	1	0	
Toddler Time (ages 1-3)	9/18/2019	yes	13	0	16	29	0	0	1	0	
Toddler Time (ages 1-3)	9/25/2019	yes	15	0	22	37	0	0	1	0	
Friday Storytime	9/6/2019	yes	5	0	8	13	0	0	1	0	
Friday Storytime	9/13/2019	yes	4	0	3	7	0	0	1	0	
Friday Storytime	9/20/2019	yes	14	0	23	0	0	0	1	0	
Friday Storytime	9/27/2019	yes	8	0	14	22	0	0	1	0	
Stretch, Dance Play	9/9/2019	yes	16	0	21	37	0	0	1	0	
Discovery Room	9/4/2019	yes	0	0	0	0	0	0	1	0	
Discovery Room	9/9/2019	yes	1	0	3	4	0	0	1	0	
Discovery Room	9/11/2019	yes	0	0	5	5	0	0	1	0	
Discovery Room	9/16/2019	yes	2	0	6	8	0	0	1	0	
Discovery Room	9/18/2019	yes	0	0	3	0	0	0	1	0	
Discovery Room	9/23/2019	yes	2	0	6	8	0	0	1	0	
Discovery Room	9/25/2019	yes	0	0	4	4	0	0	1	0	
Discovery Room	9/30/2019	yes	1	0	2	0	0	0	1	0	
FAMILY											
Read to the Dog	9/19/2019	no	1	0	5	6	0	0	1	0	
Read to the Dog	9/26/2019	no	4	0	6	10	0	0	1	0	
Legos at the Library	9/4/2019	no	3	0	7	10	0	0	0	1	
STEAM Night	9/12/2019	yes	5	0	11	16	0	0	0	1	
Family Evening	9/26/2019	yes	3	0	4	7	0	0	0	1	
TOTAL			107	0	180	245	0	0	19	0	19
HISPANIC FAMILY AND CHILDREN'S PROGRAMS											
Spanish Storytime (for the whole family)	9/7/2019	yes	1	0	2	3	0	0	0	1	
Spanish Storytime (for the whole family)	9/14/2019	yes	1	0	2	3	0	0	0	1	
Spanish Storytime (for the whole family)	9/21/2019	yes	1	0	5	6	0	0	0	1	
Spanish Storytime (for the whole family)	9/28/2019	yes	2	0	6	8	0	0	0	1	
TOTAL			5	0	15	20	0	0	0	4	4
TOTAL CHILDREN'S AND FAMILY PROGRAMS			112	0	195	265	0	0	19	4	23
TEENS											
Anime Movie Night	9/11/2019	yes	2	14	0	16	0	1	0	0	
Marvel Movie Monday	9/16/2019	yes	2	9	0	11	0	1	0	0	
Wii Dance	9/23/2019	yes	2	15	0	17	0	1	0	0	
Wii Game Night	9/25/2019	yes	2	25	0	27	0	1	0	0	
Cult Movie Classic	9/30/2019	yes	1	15	0	16	0	1	0	0	
D & D Club	9/7/2019	yes	0	3	0	3	0	1	0	0	
D & D Club	9/14/2019	yes	0	4	0	4	0	1	0	0	
D & D Club	9/21/2019	yes	0	4	0	4	0	1	0	0	
D & D Club	9/28/2019	yes	0	6	0	6	0	1	0	0	
TOTAL TEEN PROGRAMS			9	95	0	104	0	9	0	0	9
ADULT											
Music in the Stacks											
Cowboy and Western Music	9/7/2019	yes	30	0	0	30	1	0	0	0	
General Programs											
Growing Irises	9/10/2019	no	6	0	0	6	1	0	0	0	
Tuesday Craft	9/17/2019	yes	16	0	0	16	1	0	0	0	
Missoula Floods:The Ice Age Oregon Trail	9/24/2019	yes	41	0	0	41	1	0	0	0	
Writing Workshop	9/28/2019	yes	8	0	0	8	1	0	0	0	
LoT preview event	9/18/2019	no	23	0	0	23	1	0	0	0	
Computer Classes for Adults	9/17/2019	no	0	0	0	0	1	0	0	0	
Computer Classes for Adults	9/24/2019	no	3	0	0	3	1	0	0	0	
Book Clubs											
Book Group -	9/19/2019	no	12	0	0	12	1	0	0	0	
Instruction Classes											
E-Reader Help	ongoing	no	2	0	0	2	1	0	0	0	
Knitting and Crocheting	9/5/2019	no	3	0	0	3	1	0	0	0	
Knitting and Crocheting	9/12/2019	no	6	0	0	6	1	0	0	0	
Knitting and Crocheting	9/19/2019	no	5	0	0	5	1	0	0	0	
Knitting and Crocheting	9/26/2019	no	5	0	0	5	1	0	0	0	
TOTAL			160	0	0	160	14	0	0	0	14
ADULT HISPANIC PROGRAMMING											
Intercambio	9/7/2019	no	2	0	0	2	0	0	0	1	
Intercambio	9/14/2019	no	1	0	0	1	0	0	0	1	
Intercambio	9/21/2019	no	1	0	0	1	0	0	0	1	
Intercambio	9/28/2019	no	3	0	0	3	0	0	0	1	
Citizenship class	9/4/2019	no	13	0	0	13	1	0	0	0	
Citizenship class	9/11/2019	no	10	0	0	10	1	0	0	0	
Citizenship class	9/18/2019	no	13	0	0	13	1	0	0	0	
Citizenship class	9/25/2019	no	10	0	0	10	1	0	0	0	
TOTAL			53	0	0	53	4	0	0	4	8
TOTAL ADULT PROGRAMS			213	0	0	213	18	0	0	4	22
TOTAL ALL PROGRAMS			334	95	195	582	18	9	19	8	54
Library Tours	None		0	0	0	0	0	0	0	0	
TOTAL			0	0	0	0	0	0	0	0	
Outreach - Not in the library	None		0	0	0	0	0	0	0	0	
TOTAL			0	0	0	0	0	0	0	0	0

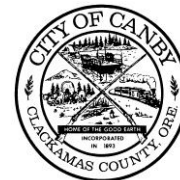
Oct-19	Date	Friends Sponsored Yes/No	ATTENDANCE			Total Attendance At Programs	TYPE OF PROGRAM			
			Adults	Teen	Children		Adult	Teen	Children's	Family
CHILDREN										
Storytimes										
Toddler Time (ages 1-3)	10/2/2019	yes	8	0	12	20	0	0	1	0
Toddler Time (ages 1-3)	10/9/2019	yes	10	0	18	28	0	0	1	0
Toddler Time (ages 1-3)	10/16/2019	yes	10	0	16	26	0	0	1	0
Toddler Time (ages 1-3)	10/23/2019	yes	5	0	5	10	0	0	1	0
Toddler Time (ages 1-3)	10/30/2019	yes	11	0	12	23	0	0	1	0
Friday Storytime	10/4/2019	yes	5	0	6	11	0	0	1	0
Friday Storytime	10/11/2019	yes	7	0	22	29	0	0	1	0
Friday Storytime	10/18/2019	yes	4	0	5	9	0	0	1	0
Friday Storytime	10/25/2019	yes	7	0	8	15	0	0	1	0
Stretch Dance Play	10/7/2019	yes	7	0	10	17	0	0	1	0
Discovery Room	10/2/2019	yes	4	0	10	14	0	0	0	1
Discovery Room	10/7/2019	yes	2	0	4	6	0	0	0	1
Discovery Room	10/9/2019	yes	3	0	5	8	0	0	0	1
Discovery Room	10/16/2019	yes	4	0	6	10	0	0	0	1
Discovery Room	10/21/2019	yes	2	0	3	5	0	0	0	1
Discovery Room	10/23/2019	yes	3	0	7	10	0	0	0	1
Discovery Room	10/28/2019	yes	4	0	7	11	0	0	0	1
Discovery Room	10/30/2019	yes	2	0	3	5	0	0	0	1
FAMILY										
Read to the Dog	10/3/2019	no	25	0	16	41	0	0	1	0
Read to the Dog	10/10/2019	no	4	0	9	13	0	0	1	0
Read to the Dog	10/17/2019	no	5	0	20	25	0	0	1	0
Read to the Dog (Kindergarten Carnival)	10/24/2019	no	9	0	45	54	0	0	1	0
Legos at the Library	10/3/2019	no	5	0	13	18	0	0	0	1
STEAM Night	10/10/2019	yes	0	0	1	1	0	0	0	1
Kindergarten Carnival	10/24/2019	yes	61	0	74	135	0	0	0	1
Family Evening/Halloween book giveaway & crafts	10/31/2019	yes	242	0	848	1090	0	0	0	1
TOTAL			141	0	249	1615	0	0	14	8
HISPANIC FAMILY AND CHILDREN'S PROGRAMS										
Spanish Storytime (for the whole family)	10/19/2019	yes	3	0	6	9	0	0	0	1
Spanish Storytime (for the whole family)	10/26/2019	yes	1	0	3	4	0	0	0	1
TOTAL			4	0	9	13	0	0	0	2
TOTAL CHILDREN'S AND FAMILY PROGRAMS			145	0	258	1628	0	0	14	10
TEENS										
TAC	10/1/2019	yes	2	4	0	6	0	1	0	0
Pizza and Ping Pong	10/2/2019	yes	2	32	0	34	0	1	0	0
Guitar Hero	10/7/2019	yes	2	15	0	17	0	1	0	0
Anime Movie Night	10/9/2019	yes	2	28	0	30	0	1	0	0
Karaoke	10/16/2019	yes	3	24	0	27	0	1	0	0
Escape Room	10/21/2019	yes	3	34	0	37	0	1	0	0
Wii Game Night	10/23/2019	yes	2	28	0	30	0	1	0	0
Cult Movie Classic	10/28/2019	yes	2	18	0	20	0	1	0	0
Teen Halloween	10/30/2019	yes	2	28	0	30	0	1	0	0
D & D Club	10/5/2019	yes	0	6	0	6	0	1	0	0
D & D Club	10/12/2019	yes	0	5	0	5	0	1	0	0
D & D Club	10/19/2019	yes	0	4	0	4	0	1	0	0
TOTAL TEEN PROGRAMS			20	226	0	246	0	12	0	0
ADULT										
Music in the Stacks										
Neftali Rivera Trio	10/5/2019	yes	29	0	0	29	1	0	0	0
General Programs										
Tuesday Craft	10/1/2019	yes	15	0	0	15	1	0	0	0
West Coast Hurricane	10/8/2019	yes	37	0	0	37	1	0	0	0
Tuesday Craft	10/15/2019	yes	20	0	0	20	1	0	0	0
The British Royals	10/22/2019	yes	15	0	0	15	1	0	0	0
Brain Health	10/29/2019	no	92	0	0	92	1	0	0	0
Song Circle	10/12/2019	no	5	0	0	5	1	0	0	0
Book Clubs										
Book Group	10/17/2019	no	13	0	0	13	1	0	0	0
Instruction Classes										
Computer Class	10/1/2019	no	1	0	0	1	1	0	0	0
Computer Class	10/8/2019	no	3	0	0	3	1	0	0	0
E-Reader One-on-One Class	ongoing	no	1	0	0	1	1	0	0	0
Knitting and Crocheting	10/3/2019	no	3	0	0	3	1	0	0	0
Knitting and Crocheting	10/10/2019	no	6	0	0	6	1	0	0	0
Knitting and Crocheting	10/17/2019	no	7	0	0	7	1	0	0	0
Knitting and Crocheting	10/24/2019	no	6	0	0	6	1	0	0	0
Knitting and Crocheting	10/31/2019	no	4	0	0	4	1	0	0	0
TOTAL			257	0	0	257	16	0	0	0
ADULT HISPANIC PROGRAMMING										
Intercambio	10/5/2019	no	2	0	0	2	0	0	0	1
Intercambio	10/12/2019	no	2	0	0	2	0	0	0	1
Intercambio	10/26/2019	no	2	0	0	2	0	0	0	1
Citizenship class	10/10/2019	no	12	0	0	12	1	0	0	0
Citizenship class	10/17/2019	no	12	0	0	12	1	0	0	0
Citizenship class	10/24/2019	no	11	0	0	11	1	0	0	0
Citizenship class	10/31/2019	no	12	0	0	12	1	0	0	0
TOTAL			53	0	0	53	4	0	0	3
TOTAL ADULT PROGRAMS			310	0	0	310	20	0	0	3
TOTAL ALL PROGRAMS			475	226	258	2184	20	12	14	13
Library Tours	None									
TOTAL										
Outreach - Not in the library										
Eccles School kindergartners	10/1/2019		3	0	51	54	0	0	1	0
Carus School kindergartners	10/2/2019		6	0	67	73	0	0	1	0
Knight School/Kirsten Anderson	10/8/2019		1	0	23	24	0	0	1	0
Knight School/Linda Johnson	10/9/2019		1	0	22	23	0	0	1	0
Lee School kindergartners	10/15/2019		3	0	43	46	0	0	1	0
TOTAL			14	0	206	220	0	0	5	0

CIRCULATION, INFORMATION AND PROGRAM STATISTICS FY 2019-2020

CIRCULATION	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Registered Borrowers*	11,267	11,426	11,500	10,474								
New Library Cards	142	100	147	116								
Number of Materials Owned	58,132	58,436	58,840	59,065								
Monthly Circulation	24,696	24,579	23,233	22,902								
Materials Added	786	738	645	652								
Holdings Placed	5,817	5,971	5,711	5,510								
Self-Check	65.60%	66.00%	64.90%	66.30%								
Downloaded Books	2,254	2,311	2,346	2,316								
Public Internet Sessions	1,820	1,839	1,420	1,474								
Facebook Likes	1,073	1,095	1,125	1,167								
People Counter	12,549	11,779	9,797	12,323								
Mobile Print Users	30	49	33	24								
Study Room Use	96	100	70	120								
Volunteer Hours	255.00	238.00	209.25	241.00								
INFORMATION	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Reference (Informational questions, placing holds)	917	878	771	837								
Operational (Addressing directional questions)	768	737	544	596								
Computer Help (Assisting with email, printing, MS Office)	239	291	257	216								
Reader's Advisory (Recommending books, movies, etc.)	22	19	8	14								
Computer Passes	119	187	113	115								
Help In Spanish	11	3	4	2								
E-Book Help (Instruction on downloading e-books)	8	11	11	10								
Email Questions (Answering questions via CA Reference email)	35	28	31	29								
TOTAL INFORMATIONAL ASSISTANCE	2,119	2,154	1,739	1,819								
PROGRAMS	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Number of Children and Family Programs	23	15	19	22								
Attendance to Children and Family Programs	969	207	245	1,615								
Number of Hispanic Children and Family Programs	1	5	4	2								
Attendance to Hispanic and Children's Programs	2	21	20	13								
Number of Teen Programs	13	12	9	12								
Attendance to Teen Programs	184	173	104	246								
Number of Adult Programs	11	9	14	16								
Attendance to Adult Programs	64	77	160	257								
Number of Hispanic Adult Programs	8	9	8	7								
Attendance to Hispanic Adult Programs	75	34	53	53								
Library Tours	1	0	0	0								
Number in Tours	39	0	0	0								
Number of Library Outreach	3	6	0	5								
Number of People Reached	245	746	0	220								

Canby Service Population = 23,984

City Council Packet - Page 26 of 68
*LINCC purges expired accounts in October of each year



PLANNING & DEVELOPMENT SERVICES

SEPTEMBER-OCTOBER BI-MONTHLY REPORT

TO: *Honorable Mayor Hodson and City Council*

FROM: *Bryan Brown, Planning Director*

DATE: *November 6, 2019*

THROUGH: *Scott McClure, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of September and October, 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. Housing Needs Analysis/Buildable Land Inventory.** A City Council held a public hearing on Sept. 18 and moved to accept a Housing Needs Analysis and accompanying Lands Needs Inventory researched and drafted by Senior Planner, Matilda Deas as a guidance document. The document was vetted to have fully complied with the Department of Land Conservation and Development (DLCD) State analysis standards and policies that govern planning for housing and residential development, including Goal 10 (Housing), ORS 197.296, OAR 660 Division 8, and other applicable statutes and rules. It provides the City with information about the housing market in Canby and describes the factors that may affect future housing demand. It is to assist decision makers understand whether Canby has enough land in each residential zone to provide the necessary housing variety and types within the existing Urban Growth Boundary to accommodate growth over the next 20 years. The HNA utilized the required 1.6% projected average growth rate for the next 20 years which comes from Portland State University who sets the population growth projection rates for each city across the state. Some recommendations were provided based on the land inventory data and expected demand along with a variety of mechanisms in the form of a toolkit that have been utilized by various jurisdictions in the past to assist in providing needed housing. New State requirements are headed our way in the next 1 to 2 year time frame as a result of the passage of House Bills 2001 and 2003 that will require new housing reporting requirements and standards that will require cities – including Canby - to create a Housing Production Strategy which will be monitored with actual production goals to be enforced by DLCD.
- 2. Splash Park.** Staff liaison – Associate Planner Ryan Potter has continued to provide support to the design and construction firm chosen to implement the new splash park to be constructed in Maple Park which is developing an aggressive schedule to have a grand opening by Memorial Day next May, 2020. Necessary applications and the schedule is expected to be nailed down next month in November. This park project is being funded with accumulated Park System Development charge fees.
- 3. 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 faced with food and housing insecurity. The project has moved forward with partnership building within the cities of Estacada, Canby and Milwaukie with the launch of individual “community design lab groups” designed to solicit wealth-building strategies within our own City for those less fortunate.
- 4. DLCD Technical Assistance Grant Application.** Senior Planner, Sandy Freund prepared and applied for a DLCD Technical Assistance Grant on September, 27, 2020 seeking grant funding to assist the City to develop a cohesive strategy for continued economic growth of our community through a focused identification of local barriers and challenges to growth, market trends to inform City decisions, and assist in the development of updated policies to form the basis for updating the Economic Element of the City of Canby Comprehensive Plan

while meeting the requirements of Statewide Planning Goal 9. A resolution was prepared by staff and passed by the City Council in October providing support for seeking this grant funds to bring in consultants to assist with this project of awarded at the start of the next year.

5. **Project Proposal for Federal CDBG Funds.** Planning staff, with assistance from public works and our consulting City Engineering staff are preparing to submit a grant proposal to access federal grant funding coordinated and awarded by Clackamas County’s Community Development Division that is primarily to benefit low and moderate income people. The City’s chosen project proposal involves a Public Works sidewalk project aimed at the retrofit reconstruction of inventoried American with Disabilities Act corner street intersection sidewalk ramps that are required to be replaced due to new ADA technical design and slope standards. A total of 111 ramps have been identified within the community as needing retrofit ramps. We are proposing to approach our funding request in two Phases through the Grant proposal process which funds eligible projects on a 2 year cycle, with our Phase I being submitted for the 2020-2021 funding cycle and a similar application held back for the 2022-2024 cycle. The ADA ramps proposal reportedly has the advantage of easily been pared down in number of ramps to be funded in consideration that the funds are spread around the County to meet the greatest needs. A City match is required. The application is due by Dec. 19, 2019.
6. **PSU Population Forecast Survey.** Every 4-years PSU is charged by State Legislation to provide State-wide population forecasts by Region on a rotating basis. These include both a 25 and 50 year forecast and they rely on survey input from all local jurisdictions to provide information on all current and known planned development, knowledge about the demographics of the population, any observations about housing in the community, future employers locating to the community, indication of the capacity of the communities infrastructure to accommodate growth, and any promotions or hindrances to new population growth, and any plans for UGB expansion. Staff is just starting to complete the survey requested materials which are due in early December.
7. **2020 Census New Construction Program.** Staff agreed to participate in assisting the U.S. 2020 Census Program in compiling accurate addresses for all new development back to March of 2018 to be certain that new construction is included in the Census enumeration count. We have until early December to finish our data gathering and delivery.
8. **Miscellaneous Activities.**
 - Ryan hiked the Traverso linear park land dedication to the City to familiarize himself with the opportunity this presents as a future extension of the logging road trail south of SE 13th Avenue with the Bike & Pedestrian Advisory Board members.
 - Sandy & Ryan attended annual Oregon APA Conference sessions in Eugene on Oct. 24 & 25.

LAND USE APPLICATION ACTIVITY

9. Pre-Application Conference(s) Submitted September 1 - October 31, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRA 19-11	City of Canby	Partition to create a 5 acre tract for future Canby Utility Water Treatment Plant Facility	1470 NE Territorial

10. Land Use Applications Submitted September 1 - October 31, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
CUP 19-02	Brian Christensen	Conditional Use for home business	1841 S Ivy St

11. Pre-Construction Conference(s) Held September 1 - October 31, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
PRC 19-12	Canby Development, LLC Corey Westermann	N Maple St - Road Widening, Drainage, Pedestrian Pathway	3500' N Maple St. near 34th Place
PRC 19-11	Chris & Kelly Clasen, Peter Hostetler	Lil Stinky Environmental Services	1793 SE 1st Ave

12. PC Agenda Items Reviewed September 1 - October 31, 2019:

- Conditional Use Permit for a Home-based business CUP 19-02 Roof Masters, Inc.
- Final Findings *DR 19-01/CUP 19-01/VAR 19-02 Monopole Cell Tower*

13. CC Agenda Items Reviewed September 1 – October 31, 2019:

- Text Amendment to the Temporary Vendor provisions of the Canby Municipal Code (Ord No. 1520)
- HNA/Land Needs Inventory presented at Hearing for acceptance as guidance document
- Appeal (APP 19-01) of AT&T Monopole Cell Tower PC Denial

14. Site Plans Submitted for Zoning Conformance and Authorization for Release of County Building Permits September 1 - October 31, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 19-192	Potter's Industries	1600 SF metal building for maintenance shop adjacent to existing manufacturing building	350 NW Baker Dr
SP 19-191	Canby Manor Estates	Mfg. Home Replacement	835 SE 1st Ave, Lot 35
SP 19-190	Canby Fire District	Interior remodel, Alteration, new outdoor patio, freestanding building for personal training room & future showroom for fire apparatus	221 S Pine St
SP 19-189	Canby Manor Estates	Carport Replacement	835 SE 1st Ave, Lot 58
SP 19-188	Holt Homes	SFR	2257 SE 11th Place, Timber Park, Lot 25
SP 19-187	Holt Homes	SFR	2255 SE 11th Place, Timber Park, Lot 24
SP 19-186	Holt Homes	SFR	1298 S Willow St, Timber Park, Lot 26
SP 19-185	Holt Homes	SFR	2264 SE 12th Ave, Timber Park, Lot 9
SP 19-184	Chris Lancaster-Big-Dawg	Patio Cover	2101 N Walnut St
SP 19-183	Holt Homes	SFR	2265 SE 12th Ave, Timber Park, Lot 8
SP 19-182	Holt Homes	SFR	2243 SE 12th Ave, Timber Park, Lot 7
SP 19-181	Holt Homes	SFR	2211 SE 12th Ave, Timber Park, Lot 6
SP 19-180	Holt Homes	SFR	2189 SE 12th Ave, Timber Park, Lot 5
SP 19-179	Holt Homes	SFR	2297 SE 11th Ave, Timber Park, Lot 49
SP 19-178	Canby Gifts LLC	Tenant Improvement	115 NW 2nd Ave
SP 19-177	Canby Gifts LLC	Change of Use	116 NW 2nd Ave

SP 19-176	Robert Hayden	Repair fire damage in crawl space	920 N Ivy St
SP 19-175	Lil Stinky Environmental	Building office & shop	1793 SE 1st Ave
SP 19-174	Tieton Construction	SFR	1568 NE 17th Ave, Redwood Landing, Lot 4
SP 19-173	Tieton Construction	SFR	1546 NE 17th Ave, Redwood Landing, Lot 3
SP 19-172	Tieton Construction	SFR	1524 NE 17th Ave, Redwood Landing, Lot 2
SP 19-171	Tieton Construction	SFR	1502 NE 17th Ave, Redwood Landing, Lot 1
SP 19-170	JR Johnson, LLC	Replace Deck at Unit #40	488 SW 6th Ave

15. Signs Submitted for Plan Review September 1 - October 31, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
SP 19-12	Salem Signs	Wall Sign - Los Dos Agaves	102 N Ivy St
SN 19-11	Wayward Sandwiches	2 Wall signs	117 NW 2nd Ave
SN 19-10	Ramsey Signs	New monument sign	800 NW 3rd Ave

16. City of Canby Signoff for Active Permit Finals for Occupancy by Clackamas County, September 1 - October 31, 2019:

CITY FILE #	APPLICANT	PROJECT	ADDRESS
10/1/2019	Fowler Homes	Emerald Gardens Lot 8 Common Wall Townhome	462 NE 3 rd Ave
10/1/2019	Fowler Homes	Emerald Gardens Lot 5	480 NE 3 rd Ave
10/15/2019	Tievoli Homes	New Duplex - 550 & 552	550 NE 3 rd Ave
10/1/2019	5 Parkside Design	SFR on Flag lot	723 NE 10 th Ave
10/2/2019	Holt Homes	Timber Park SFR Lot 51	1096 S Willow St
10/2/2019	Holt Homes	Timber Park SFR Lot 52	1076 S Willow St
10/2/2019	Heritage Homes	Timber Park SFR Lot 57	1065 S Willow St
10/2/2019	Heritage Homes	Timber Park SFR Lot 79	1058 S Walnut St
10/4/2019	Heritage Homes	Timber Park SFR Lot 78	1060 S Walnut St
10/9/2019	Stonecreek Development	Timber Park SFR Lot 102	2192 SE 10 th Ave
10/14/2019	Heritage Homes	Timber Park SFR Lot 42	2159 SE 11 th Ave
10/14/2019	Concept Custom Homes	Northwood Estates Lot 83 SFR	605 NW 11 th Ave
10/15/2019	Concept Custom Homes	Northwood Estates, Lot 49 SFR	1140 N Elm St
10/16/2019	Richard Daniel Otis	ADU 13x40 Residential	1494 N Hazelnut Ct
10/24/2019	Heritage Homes	Timber Park Lot 45 SFR	2221 SE 11 th Ave
10/24/2019	Heritage Homes	Timber Park Lot 13 SFR	1283 S Walnut St
10/25/2019	Ed Netter Construction	Faist 8, Lot 60 SFR	2082 SE 11 th Ave
10/25/2019	Heritage Homes	Timber Park Lot 60 SFR	1091 S Willow St
9/24/2019	Fowler Homes	Emerald Gardens Lot 4 SFR	478 NE 3rd Ave
9/5/2019	Timber Park Lot 35	Timber Park Lot 35 SFR	1151 S Walnut St
9/17/2019	Tanoak	Tanoak Lot 1 SFR	1870 N Oak St



City of Canby Bi-Monthly Report Department: Police
September / October 2019

To: The Honorable Mayor Hodson and City Council
 From: Chief Bret Smith
 Through: Scott McClure, City Administrator
 Date: November 8, 2019

	September	October
Calls for Service Dispatched 911 and non-emergency calls	943	957
Property Crimes Reported		
Burglary	0	4
Motor Use of Motor Vehicle / Unlawful entry of Motor Vehicle	0	9
Fraud	0	1
Robbery	0	0
Theft I, II, & III	15	18
Forgery	2	1
Trespass	6	5
Vandalism (Criminal Mischief)	6	3
Person Crimes Reported		
Assault I, II, IV	2	2
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	2	4
Endangering Welfare of a Minor/Recklessly endangering	0	0
Felon in possession of firearm	0	0
Harassment, Intimidation or Threats	0	1
Identity Theft	2	4
Interfering with Peace Officer	1	1
Menacing	2	2
Sex Offenses	3	2
Strangulation	0	0
Arrests		
Warrant Arrests (and contempt of court, restraining order, parole violations)	13	15
Adult and Juvenile Custodies (includes juvenile curfew)	41	27
Drug Crimes		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	2	2
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	1	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth.)	0	0
Traffic Crimes, Accidents, Citations		
Attempt to Elude	1	3
Driving Under the Influence of Intoxicants	17	9
Other Traffic Crimes (hit & run, driving while suspended, etc.)	17	15
Traffic Accidents	15	14
Traffic Citations	358	288

NOTE: Incidents that involve multiple charges, are only represented a single time; typically, in the category that reflects the most serious offense.

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





**City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: September & October 2019**

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Through: Scott McClure, City Administrator
Date: November 20, 2019

The first of September is our fall maintenance time this year we were closed for three weeks. There was a lot to do this year with upgrades to the air handling system and painting the pool tank. The air handling system has a new control system and a heat exchanger. We also have a new water heater for the showers. Nathan, Casey and a couple other staff also did a lot of scrubbing and painting. It was a productive closure. There were some bumps along the way and Nathan and I learned a lot about what we didn't know and how to improve for future closures. Nathan did an amazing job given only a month notice of David's retirement and Nathan taking over as Facility Operator. We re-opened on September 23rd and the pool looks great.

Fall has been busy with swimming lessons lap swims and public swims. We have public lessons twice a day along with water exercise and masters swimming. We have had a large staff turnover and we are working thru some changes there too.

Attendance is down 1800 swims from last year over September and October. Revenue is down about \$4,000 over the same time period. Some of that is due to the longer maintenance closure and some is due to some schedules we have needed to make due to some staff shortages at certain times of the day and week. We will be looking forward to filling in the position that Nathan vacated when he moved to the Facility Operator position.

The Canby Gators are already swimming and the Canby High School swim team has started. The Gators had a meet in Hood River and an intrasquad meet to get the new swimmers a chance to get used to racing. The Gators will also be hosting the Animal Meet November 16 and the IMX Challenge meet in December 13-15. Canby High School Swimming will begin on November 18th and will be hosting home dual meets on seven Thursdays in December and January. The CHS swimming season goes through February.

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

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
 SUBJECT: Attendance Numbers for September 2019

CANBY SWIM CENTER September	ADMIT 2018	ADMIT 2019	PASS 2018	PASS 2019	TOTAL 2018	TOTAL 2019	YTD TOTAL 18-19	YTD TOTAL 19-20
MORNING LAP	20	9	160	73	180	82	838	895
ADULT RECREATION SWIM	36	15	238	139	274	154	1363	1236
MORNING WATER EXERCISE	58	20	203	133	261	153	1348	1233
PARENT/ CHILD	96	36	0	0	96	36	598	530
MORNING PUBLIC LESSONS	60	19	0	0	60	19	2918	2742
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	35	17	167	71	202	88	724	546
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	115	62	7	4	122	66	2060	1855
PENGUIN CLUB	0	0	0	0	0	0	916	1042
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	432	300	432	300	1316	946
MASTER SWIMMING	0	0	15	4	15	4	15	4
EVENING LESSONS	496	299	0	0	496	299	3460	3316
EVENING LAP SWIM	46	3	25	12	71	15	399	284
EVENING PUBLIC SWIM	142	28	10	0	152	28	1816	1300
EVENING WATER EXERCISE	50	0	11	0	61	0	262	181
ADULT LESSONS	8	0	0	0	8	0	8	24
GROUPS AND RENTALS	212	73	0	0	212	73	621	505
OUTREACH SWIMMING	0	0	0	0	0	0	459	477
TOTAL ATTENDANCE	1374	581	1268	736	2642	1317	19121	17116

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
 SUBJECT: Attendance Numbers for October 2019

CANBY SWIM CENTER October	ADMIT 2018	ADMIT 2019	PASS 2018	PASS 2019	TOTAL 2018	TOTAL 2019	YTD TOTAL 18-19	YTD TOTAL 19-20
MORNING LAP	87	37	332	320	419	357	1257	1252
ADULT RECREATION SWIM	42	44	528	434	570	478	1933	1714
MORNING WATER EXERCISE	170	67	449	455	619	522	1967	1755
PARENT/ CHILD	206	172	0	0	206	172	804	702
MORNING PUBLIC LESSONS	158	86	0	0	158	86	3076	2828
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	72	72	341	265	413	337	1137	883
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	177	203	10	14	187	217	2247	2072
PENGUIN CLUB	0	0	0	0	0	0	916	1042
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	843	818	843	818	2159	1764
MASTER SWIMMING	0	0	27	15	27	15	42	19
EVENING LESSONS	1106	1079	0	0	1106	1079	4566	4395
EVENING LAP SWIM	47	21	40	52	87	73	486	357
EVENING PUBLIC SWIM	163	132	23	11	186	143	2002	1443
EVENING WATER EXERCISE	99	0	41	0	140	0	402	181
ADULT LESSONS	23	0	0	0	23	0	31	24
GROUPS AND RENTALS	453	610	0	0	453	610	1074	1115
OUTREACH SWIMMING	0	0	0	0	0	0	459	477
TOTAL ATTENDANCE	2803	2523	2634	2384	5437	4907	24558	22023



September and October, 2019
Monthly Reports

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

Fleet Service BI-Monthly Report

By Robert Stricker, Lead Mechanic

Sep-19

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$84.56	\$84.56
Adult Center	0	\$0.00	\$0.00	\$263.94	\$263.94
Facilities	0	\$0.00	\$0.00	\$102.42	\$102.42
Wastewater Collections	5	\$3,211.81	\$1,703.46	\$425.78	\$5,341.05
Wastewater Treatment	1	\$157.20	\$9.39	\$0.00	\$166.59
Parks	5	\$1,810.44	\$1,491.57	\$987.92	\$4,289.93
Police	13	\$3,130.38	\$2,367.83	\$5,565.43	\$11,063.64
Streets	7	\$719.85	\$398.97	\$1,138.01	\$2,256.83
Fleet Services	0	\$0.00	\$0.00	\$60.30	\$60.30
Canby Area Transit (CAT)	23	\$5,267.08	\$4,169.31	\$7,452.09	\$16,888.48
CUB					
Total	54			Total	\$40,517.74

Oct-19

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$410.97	\$116.81	\$31.76	\$559.54
Adult Center	0	\$0.00	\$0.00	\$311.20	\$311.20
Facilities	0	\$0.00	\$0.00	\$153.49	\$153.49
Wastewater Collections	9	\$3,007.14	\$4,527.15	\$792.30	\$8,326.59
Wastewater Treatment	2	\$42.00	\$0.00	\$177.39	\$219.39
Parks	6	\$941.04	\$451.79	\$1,168.68	\$2,561.51
Police	26	\$4,542.40	\$3,052.52	\$5,381.54	\$12,976.46
Streets	12	\$1,360.27	\$2,245.81	\$2,670.36	\$6,276.44
Fleet Services	0	\$0.00	\$0.00	\$67.57	\$67.57
Canby Area Transit (CAT)	20	\$2,803.17	\$1,025.62	\$8,913.44	\$12,742.23
CUB					
Total	76			Total	\$44,194.42

Fleet Service Highlights

Fleet Services working with the Police department have put one new vehicle into service.

Fleet Services has started using Re-refined motor in some of it's vehicles to helps us be more environmentally responsible by conserving our natural resources and thus reducing our environmental impact.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker

September – October 2019

Park Renovations and Volunteers

At Maple St. Park we removed the tennis court fencing and the Public Works excavated the asphalt and hauled away all the debris in preparation of the new splash pad project. Staff restored a turf area outside of the scope of the project.

At Legacy Park staff removed the old safety surfacing tiles in the 5-12 year playground. Staff cleaned the area and a job fence was installed in anticipation of the resurfacing project. GR Morgan is currently on site installing the new poured in place safety surfacing.

I met with Silas Petersen to sign off on his Eagle Scout project. Silas built The City of Canby 4 cedar picnic table. The project took a total of 78 hours of labor to complete.

I met with Hyrum Stearns to sign off on his Eagle Scout project. Hyrum built land bridges and restored some of the trail at Canby Community Park. The wetlands trail project took 132 hours of labor to complete. Congratulations to these two young men for their successful completion of their projects and community support.

Park Maintenance

Landscape maintenance consumed much of staffs time until mid-October. Tree trimming was also performed at Maple Park, Molalla Forest rd. walking trail and on 1st Ave. The wood chips generated from the tree trimming project were spread on the trail systems at the Disc Golf course and at Fish Eddy. Turf restoration and irrigation head adjustments were addressed at Legacy Park. Storm debris cleanup was addressed as needed. All the irrigation systems were turned off by the middle of September and all the Parks were winterized by the end of October. Leaf removal is currently in full swing. Playgrounds were inspected after a long summer of use and needed repairs were performed as discovered. Preparation for the Light up the Night started in September with the purchasing of lights and decorations. All the existing lights and decoration were also tested and organized for the upcoming installation.

The Parks Department spent no hours on graffiti and vandalism over the last two months.

Regular maintenance is starting to be performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, 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 1st Ave., NW 2nd Ave., Police Department landscaping, Simmitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands (19th Loop), WWTP property and Zion Cemetery.

Meetings attended

I met with Ken Daniels for his annual employee evaluation.

I had a stake holder's phone interview with Katie Pratt. Katie is with NW Vernacular and is developing a historic preservation plan for Canby.

Zion Cemetery

At the cemetery, mowing, weed spraying, floral decoration cleanup and sexton duties were performed at the cemetery. Tree trimming was also performed over the last two months. All of the buildings and water system were winterized by the end of October. On September the 21st the Oregon Commission of Historic Cemetery's funded a headstone restoration project. The headstone restoration project was organized by Carol Palmer, Larry Vargas and Judi Jorosh. Many thanks to HLC members.

Canby Municipal Courts community service referrals were utilized at the cemetery. **For September and October we received 113.5 hours of labor at the cemetery from the court referrals.**

For your Information

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

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

Two Month Deferred Maintenance Report September and October

City Park Properties	September October 2018	September October 2019	Deferred Maintenance Tasks
	Snapshot of Actual Hours		
Arneson Gardens	35	65.5	Landscape maintenance, increase in service level
Baker Prairie Cemetery	6.5	7.5	Increase in landscaping
Community Park	707	303	Increase in service level, less tree trimming
Disc Golf	49.5	9.5	Less trail maintenance
Eco Park	34	24.5	Less trail maintenance tree trimming project
Faist 5 - Undeveloped	1.5	9	Service as needed, tree trimming
Legacy Park	168	233	Increase in service level, increased maintenance projects
S. Locust Park	248	69.5	increase in service level, building restoration finished
Forest Road Path	50.5	227	Increase in service level, tree trimming project
Fish Eddy	15	25.5	increase in service level, trail maintenance
Maple Park	201.5	232.5	increase in services level, asset improvements
19 th Loop	4	1	service as needed
Northwood Park	65	63.5	increase in service level and landscaping
Simnitt - Undeveloped	1	0	service as needed
Skate Park	31	28.5	Increase in service level and landscaping
Territorial CLC	8.5	11.5	Maintained by volunteers, drinking fountain/irrigation project
Timber Park	63.5	62.5	Increase in service level, tree trimming project
Triangle Park	8	11	increase in service level
Wait Park	229.5	292.5	increase in services level, tree trimming project

Within the body of the September/October snapshot, the difference between the 2018 and 2019 cycles, there has been a decrease of 250 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) Legacy playground resurfacing project (continued) (2) Tree trimming continued.

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

Parks Department	September 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				0.5		1.0				1.0	0.5								0.5				0.5										4.0		
Arneson Gardens			1.0	13.5	5.0	0.5			1.5		0.5	4.0	0.5			2.0		1.5	1.0	1.5			1.5		0.5		5.0			1.5		41.0			
Baker Prairie Cem.													1.0												0.5		1.5					3.0			
Beck Pond												2.0				28.0			3.0				1.0									34.0			
Community Park			14.5	7.5	14.0	3.0			8.0	15.0	5.0		4.5			4.0		3.0	4.5	3.0			8.5	1.0	8.5	6.5	5.5			6.0		122.0			
CPIP Sign Property																3.5																	3.5		
Disc Golf Course																								3.0									3.0		
Eco Park			1.0	6.0		0.5					0.5		0.5			2.0		1.5					1.0		0.5		1.0					14.5			
Faist V (5)																	0.5	8.0															8.5		
Holly-Territorial Sign																																	0.0		
Hulberts-sign property									1.5																		1.5						3.0		
Klohe Fountain																																	0.0		
Knights Brdg.									0.5																						1.0		1.5		
Legacy Park			7.0	2.5		3.0			12.0	3.0	2.0	1.0	15.0			2.0	4.5	1.5	1.5	1.5			2.5	2.5	6.0		3.0			25.0		95.5			
S. Locust Park			1.5		1.5	1.0			1.5	1.5	2.0		6.5			2.0		3.0		2.5			2.0	1.0	1.0	1.5			2.5			31.0			
Logging Rd. Path			26.0	22.5	23.5				2.0	30.0	22.5	22.5	1.0			2.0		18.0	15.0	16.0			2.0		1.0		3.0					207.0			
Fish Eddy-Log Boom											0.5		1.5				9.0			1.0			4.0	3.0								19.0			
Maple St. Park			3.0		2.5	8.0			2.0	5.0	11.0	32.5	4.0			2.0		3.0	19.0	2.0			4.5		10.5		2.0			1.5		112.5			
19th Loop																									0.5								0.5		
Northwood Park			0.5	1.5	1.0	0.5			0.5		2.0	4.0	3.5			2.0		1.5		6.0			1.0			3.0	1.5			1.5		30.0			
Street Landscaping			7.0						2.0	10.0	10.0					2.0	6.0						0.5	8.0	1.5	15.0	1.0			15.0		78.0			
Storm/Collection																																	0.0		
Police Department									0.5		5.0						3.0									2.0							10.5		
Simmitt Property																																	0.0		
Skate Park			0.5			0.5			1.5		0.5		1.5			2.0		1.5		1.5			1.0		0.5		4.0			1.5		16.5			
Shops/tools-Trucks						1.5			1.5			3.0						3.0					1.0	5.5									15.5		
Swim Center									1.0															1.5									2.5		
Territorial-CLC Prop.																									2.5	4.0	1.0						7.5		
Timber Park			0.5	3.0		1.0			1.5	2.0	1.0		3.0			2.0		1.5	3.0	1.5			1.5	2.0	2.5		1.5			1.5		29.0			
Transit Bus stop			1.5			1.0			1.5		1.5		2.0			2.0		1.5	4.0	1.5			1.5		0.5		1.0			1.5		21.0			
Triangle Park			0.5						1.0		0.5		0.5							1.0					1.5								5.0		
Wait Park			19.5	1.0	2.5	2.0			9.0		8.0	2.5	11.0			4.0	22.5	3.0		5.5			4.5		1.5	4.5	2.0			4.0		107.0			
Veterans Memorial																	6.0							1.0				0.5					7.5		
WWTP property																																	0.0		
Zion Cemetery			21.0	8.0	31.0	15.0			19.0	15.0	16.0	15.0	7.5			15.0	16.0	20.0	24.0				22.5	28.5	14.0	16.0	18.0			4.0		325.5			
Administration			1.0	5.5	5.5	4.0			2.0		1.0	1.0	4.0										3.0		2.0	2.0	1.5			2.0		34.5			
																																		Monthly Total	1393.5

Department: PUBLIC WORKS
 For Months of: September and October 2019
 Prepared by: Jerry Nelzen

1. Streets:

The crew received and located 171 locates for September.

Streets	Total Hours
Street Sweeping	81.5
Street Maintenance	224.5
Sidewalks	3
Driveway Approach & Sidewalk Inspections	3
Street Sign Manufacturing	6
Street Sign Installation	24
Mini Trackhoe	35.5

2. Sewer and Storm System:

Sewer	Total Hours
Sewer TV'ing	26
Sewer Maintenance/Repair	17
Locating Utilities	68
Vactor Truck	5
Storm	
Catch Basins	96
Drywell Maintenance	115
Vactor Truck	7
Erosion Control	5

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Tree Trimming/Removal/Inspection	10
Street Light Repair	8

4. Facility Maintenance

Facilities	Total Hours
	158.5

5. Miscellaneous:

Miscellaneous	Total Hours
Meetings	8
Plan Preview for Subdivisions	2
Warehouse Maintenance	64
Equipment Cleaning	4.5
Work Orders	7.5
Other	1
Flower Basket Maintenance	10
Watering Flowers along 99E	13
Maple Park – Removal of Tennis Courts	78

October

1. Streets:

The crew received and located 168 locates for October.

Streets	Total Hours
Street Sweeping	184.75
Street Maintenance	201
Sidewalks	9
Driveway Approach Inspections	9
Street Sign Manufacturing	7
Street Sign Maintenance	6
Street Sign Installation	14
Vactor Truck	4
Mini Trackhoe	1

2. Sewer and Storm System:

Sewer	Total Hours
Sewer TV	21
Sewer Laterals	15
Lift Station Maintenance	25
Locating Utilities	94
Sewer Inspections	2
Vactor Usage	3
Storm	
Catch Basin Maintenance	56
Drywell Maintenance	43
Erosion Control	5
Storm Line Maintenance/Repair	246
Vactor Truck	26

3. Street Trees/Lights:

Street Trees/Lights	Total Hours
Street Light Repair	40
Tree Trimming/Watering/Removal	

4. Facility Maintenance

Facilities	Total Hours
	135

5. Miscellaneous:

Miscellaneous	Total Hours
Meetings	12
Plan Preview for Subdivisions	3
Warehouse	13
Equipment Cleaning	10
Other	4
Removal of Tennis Court at Maple St Park	88



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of: September & October 2019

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Scott McClure, City Administrator
Date: October 30, 2019

Facility Operations & Maintenance

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

The list below highlights a few of the maintenance tasks and WWTP program duties since the last bi-monthly report.

- Completed winter Freeze protection.
- Installed new mixer in South 1 basin.
- Epoxy coated columns in tank 3.
- Continue inventorying sales for used surplus items to Govdeals web site.
- New office painting and floor trim replacement completed.
- Re painted all metal doors in main control bldg.
- Replaced two 6" sludge valves at tank #1.
- Replaced lime transfer line from silo to primary clarifier.
- Replace biosolids conveyor belt.
- Repaired 2 broken water lines and poured new concrete slab.
- Recycled yearly accumulation of UV lights and chemicals at METRO.
- Annual inspection and maintenance completed on both standby generators.
- Installed ADA door lock on rear office door.
- Routine daily maintenance and repairs of equipment, buildings and grounds.

Biosolids Program:

- **September Production:** Belt run time = 13 days. 6 loads to Heard farms 173 wet tons.
- **October Production:** Belt run time = 18 days. 6 loads to Heard Farms, 136 wet tons.

Pretreatment Inspection/Reporting, FOG Program

- **September** Pump Outs: 24
- Inspections: 5 fog, 4 pretreatment

- **October** Pump Outs: 11
- Inspections: 5 fog, 4 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.

1. Updated master Industrial User Inventory Database.
2. Issued two enforcement actions to Grand Northern Products.
3. Conducted investigative sampling at Wilson Construction.

Daily Lab Activity

- Routine daily lab procedures, process control and permit testing.
- Weekly BOD's, E-coli, solids, NH3 and Alkalinity Testing.
- Completed Sludge Analysis Sampling.

Meetings/Training Attended

- September ACWA meeting.
- Pre-Treatment Workshop.
- Preferred Pumper meeting.
- Safety Meeting.

Tech Services Department
Bi-Monthly Report for September & October 2019

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

Google Analytics Summary Report: September and October 2019

Open Business Days	<u>September</u>	<u>October</u>
	20	23

<u>Audience Overview</u>	<u>September</u>	<u>October</u>
Page Views	16,895	18,493
Sessions (site visits)	7,786	8,520
Users	5,279	5,244
New Users	4,458	4,435
Pages per Session	2.17	2.17
Number of Sessions per User	1.47	1.62
Average Session Duration	1 min 34 sec	1 min 32 sec
Bounce Rate (% of single-page visits)	59.59%	59.52%

Decrease in site visit numbers for both months as compared to July/August 2019 report

<u>New Vs. Returning Visitors</u>	<u>September</u>	<u>October</u>
New	72.71%	70.50%
Returning	27.29%	29.50%

<u>Browser & Operating System</u>	<u>September - Top 5 Browsers</u>	<u>October - Top 5 Browsers</u>
	Google Chrome	Google Chrome
	Safari	Safari
	Internet Explorer	Internet Explorer
	Mozilla Firefox	Mozilla Firefox
	Microsoft Edge	Microsoft Edge

Top 3 browser rankings have remained the same since Feb 2015

<u>Overview (Technology)</u>	<u>September</u>	<u>October</u>
Desktop	49.01%	50.04%
Mobile	45.64%	45.26%
Tablet	5.36%	4.71%

Desktop and Mobile Phones continue to be almost equal in use

<u>Mobile Devices (top 3)</u>	<u>September</u>	<u>October</u>
	Apple iPhone	Apple iPhone
	Apple iPad	Apple iPad
	Samsung Galaxy S8	Not Set

iPhone & iPad continue to dominate mobile device preference

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

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)

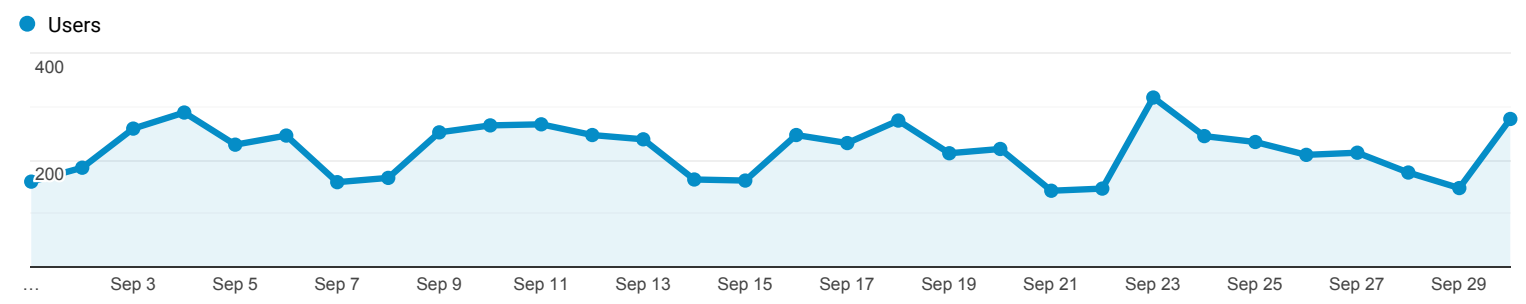
New Sessions/Users (percent of total users who came your site for the first time)

Audience Overview

Sep 1, 2019 - Sep 30, 2019

All Users
100.00% Users

Overview



Users
5,279

New Users
4,458

Sessions
7,786

Number of Sessions per User
1.47

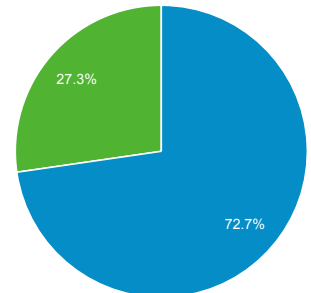
Pageviews
16,895

Pages / Session
2.17

Avg. Session Duration
00:01:34

Bounce Rate
59.59%

■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	5,156	97.67%
2. es-419	17	0.32%
3. es-xl	16	0.30%
4. en	12	0.23%
5. ko	12	0.23%
6. en-gb	10	0.19%
7. es-us	5	0.09%
8. c	4	0.08%
9. (not set)	3	0.06%
10. en-au	3	0.06%

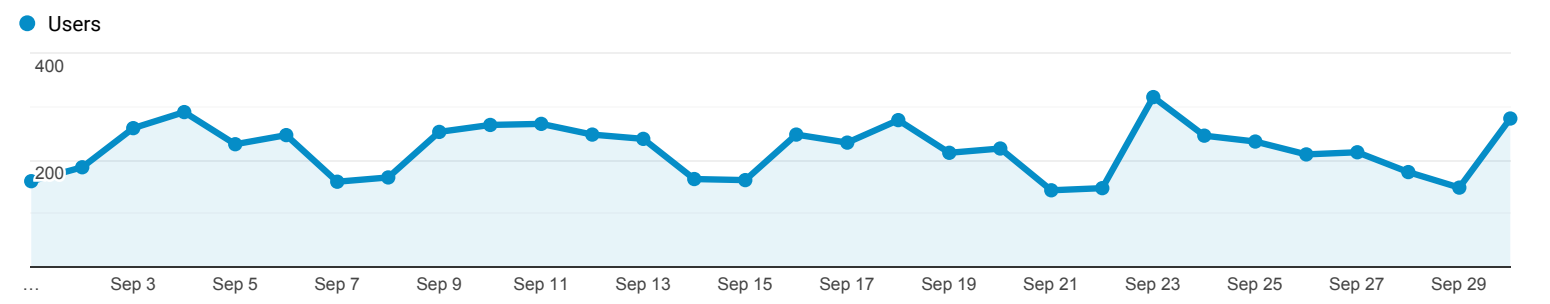
New vs Returning

All Users
100.00% Users

Sep 1, 2019 - Sep 30, 2019

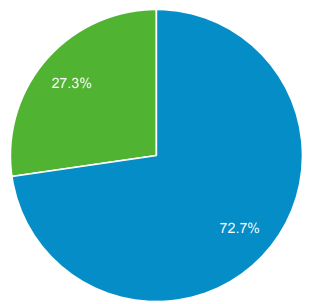
Explorer

Summary



User Type	Users	Users
	5,279 % of Total: 100.00% (5,279)	5,279 % of Total: 100.00% (5,279)
1. ■ New Visitor	4,457	72.71%
2. ■ Returning Visitor	1,673	27.29%

Contribution to total: Users



Rows 1 - 2 of 2

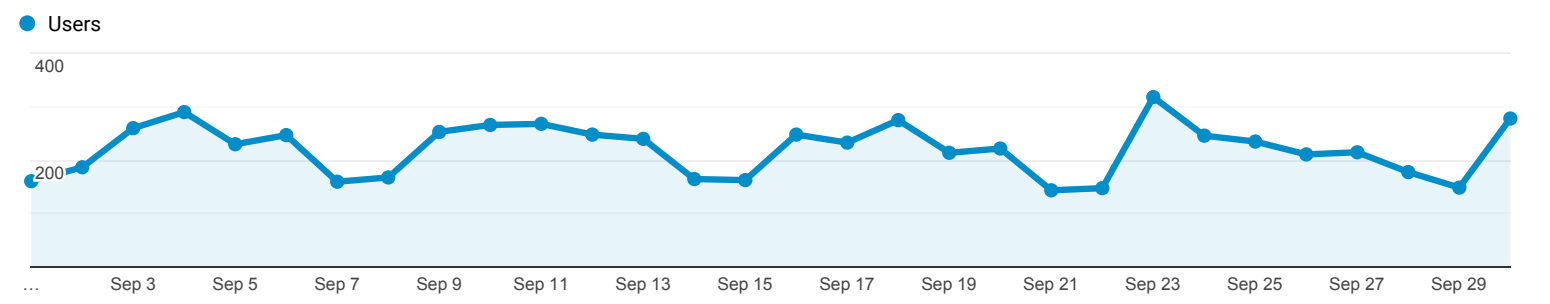
Browser & OS

All Users
100.00% Users

Sep 1, 2019 - Sep 30, 2019

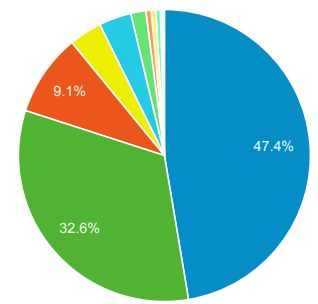
Explorer

Summary



Browser	Users	Users
	5,279 % of Total: 100.00% (5,279)	5,279 % of Total: 100.00% (5,279)
1. Chrome	2,500	47.36%
2. Safari	1,722	32.62%
3. Internet Explorer	480	9.09%
4. Firefox	192	3.64%
5. Edge	189	3.58%
6. Samsung Internet	88	1.67%
7. Android Webview	31	0.59%
8. Safari (in-app)	27	0.51%
9. Mozilla	26	0.49%
10. Amazon Silk	13	0.25%

Contribution to total: Users



Rows 1 - 10 of 16

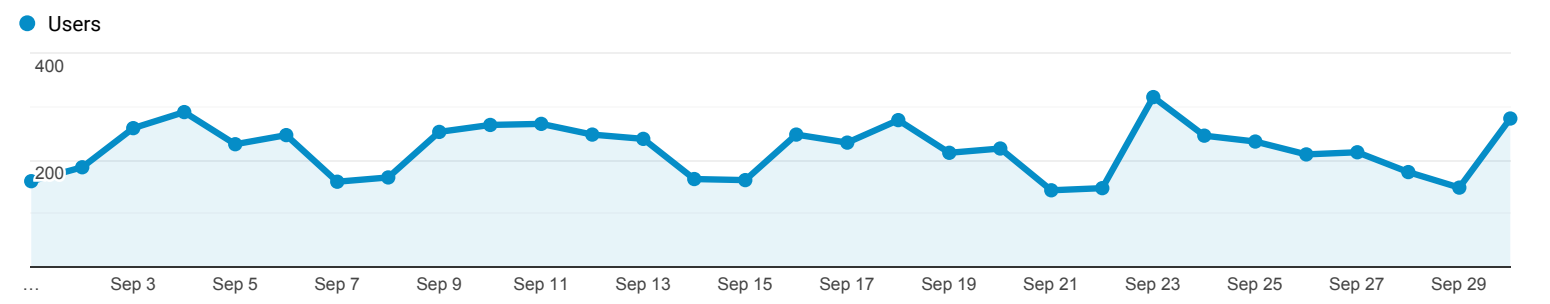
Overview

All Users
100.00% Users

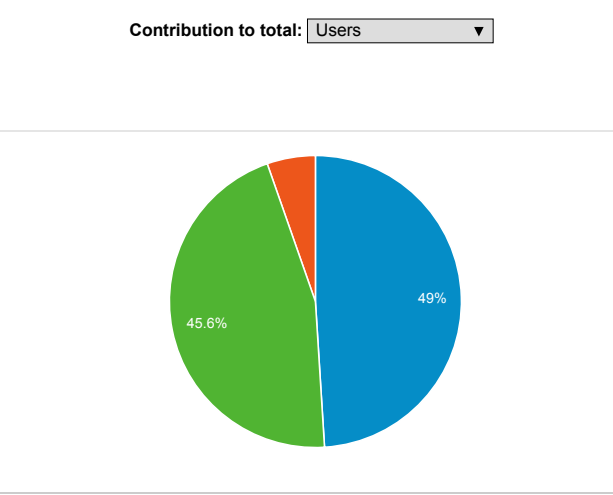
Sep 1, 2019 - Sep 30, 2019

Explorer

Summary



Device Category	Users	Users
	5,279 % of Total: 100.00% (5,279)	5,279 % of Total: 100.00% (5,279)
1. desktop	2,588	49.01%
2. mobile	2,410	45.64%
3. tablet	283	5.36%



Rows 1 - 3 of 3

© 2019 Google

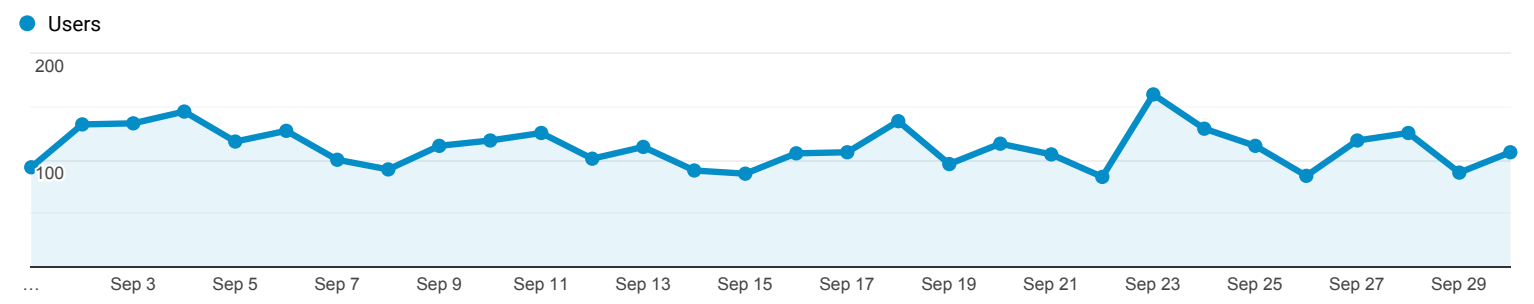
Devices

All Users
51.01% Users

Sep 1, 2019 - Sep 30, 2019

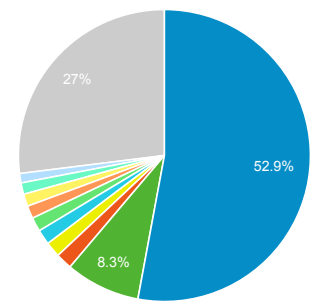
Explorer

Summary



Mobile Device Info	Users	Users
	2,693 % of Total: 51.01% (5,279)	2,693 % of Total: 51.01% (5,279)
1. Apple iPhone	1,426	52.91%
2. Apple iPad	223	8.27%
3. Samsung SM-G950U Galaxy S8	49	1.82%
4. Samsung SM-G960U Galaxy S9	46	1.71%
5. Samsung SM-G965U Galaxy S9+	45	1.67%
6. (not set)	42	1.56%
7. Samsung SM-G975U Galaxy S10+	38	1.41%
8. Samsung SM-G930V Galaxy S7	37	1.37%
9. Samsung SM-N960U Galaxy Note9	34	1.26%
10. Samsung SM-N950U Galaxy Note8	28	1.04%

Contribution to total: Users



Rows 1 - 10 of 296

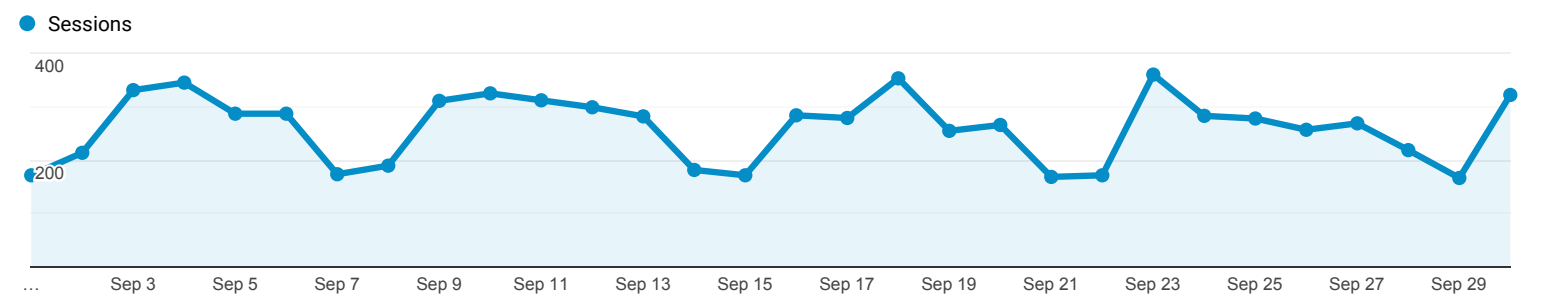
Landing Pages

All Users
100.00% Entrances

Sep 1, 2019 - Sep 30, 2019

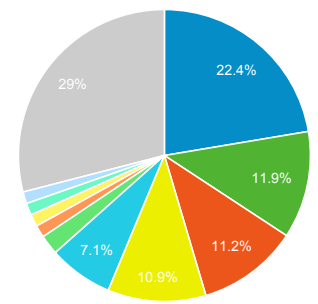
Explorer

Summary



Landing Page	Sessions	Sessions
	7,786 % of Total: 100.00% (7,786)	7,786 % of Total: 100.00% (7,786)
1. /index.html	1,741	22.36%
2. /Departments/swim/swim center.htm	925	11.88%
3. /transportation/CAThome page.htm	870	11.17%
4. /Jobs/jobopenings.htm	846	10.87%
5. /transportation/routes.htm	556	7.14%
6. /cityservices/utilities.htm	171	2.20%
7. /Departments/swim/schedule.htm	106	1.36%
8. /RFPs.htm	106	1.36%
9. /Departments/court/court.htm	103	1.32%
10. /transportation/transit.htm	102	1.31%

Contribution to total: Sessions



Rows 1 - 10 of 141

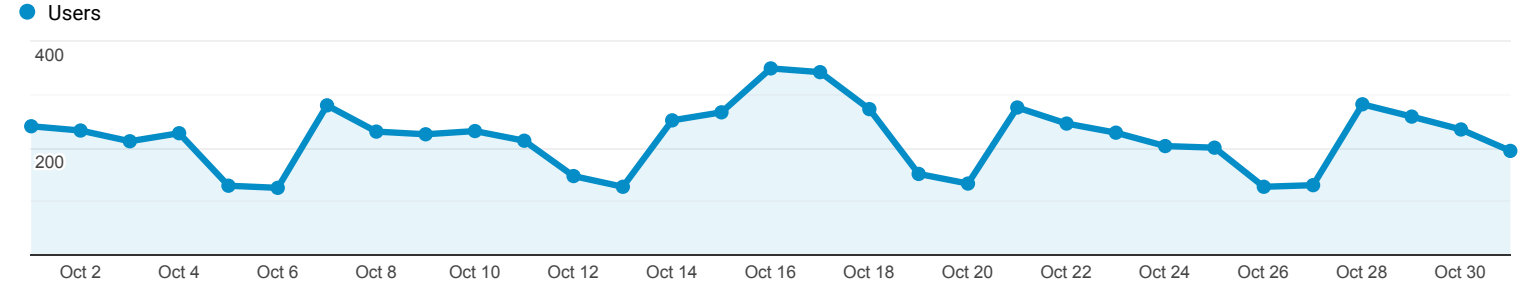
October 2019

Audience Overview

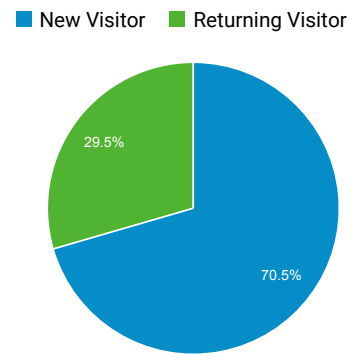
Oct 1, 2019 - Oct 31, 2019

All Users
100.00% Users

Overview



Users 5,244	New Users 4,435	Sessions 8,520
Number of Sessions per User 1.62	Pageviews 18,493	Pages / Session 2.17
Avg. Session Duration 00:01:32	Bounce Rate 59.52%	



Language	Users	% Users
1. en-us	5,124	97.67%
2. zh-cn	17	0.32%
3. en-gb	16	0.30%
4. es-xl	15	0.29%
5. ko	13	0.25%
6. es-419	11	0.21%
7. es-us	10	0.19%
8. (not set)	4	0.08%
9. c	4	0.08%
10. en	4	0.08%

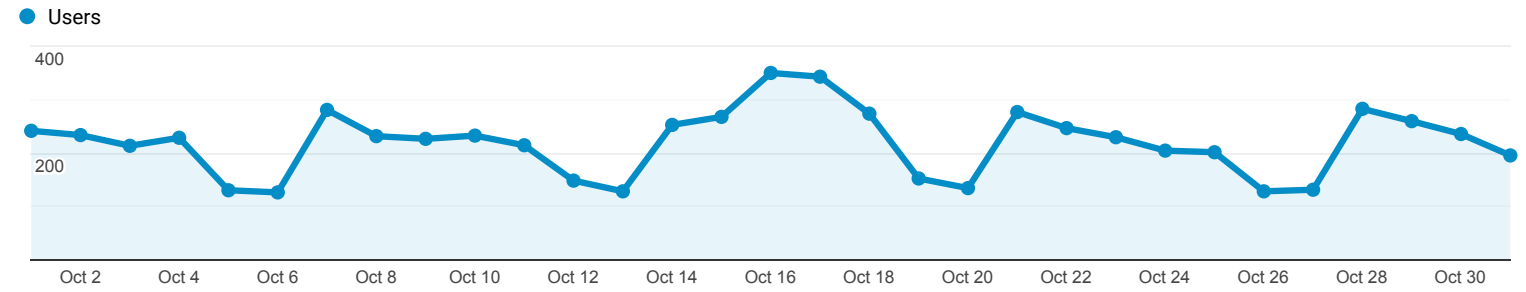
New vs Returning

All Users
100.00% Users

Oct 1, 2019 - Oct 31, 2019

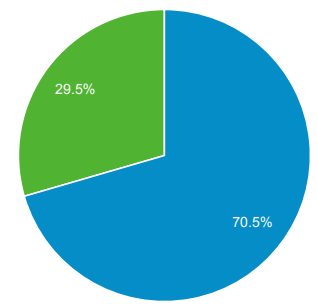
Explorer

Summary



User Type	Users	Users
	5,244 % of Total: 100.00% (5,244)	5,244 % of Total: 100.00% (5,244)
1. ■ New Visitor	4,435	70.50%
2. ■ Returning Visitor	1,856	29.50%

Contribution to total: Users



Rows 1 - 2 of 2

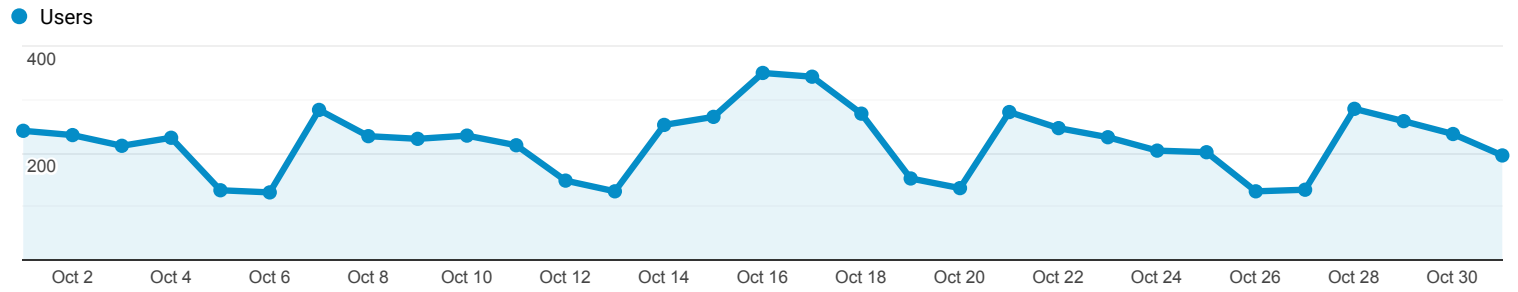
Browser & OS

Oct 1, 2019 - Oct 31, 2019

All Users
100.00% Users

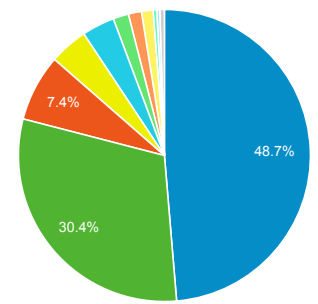
Explorer

Summary



Browser	Users	Users
	5,244 % of Total: 100.00% (5,244)	5,244 % of Total: 100.00% (5,244)
1. Chrome	2,553	48.67%
2. Safari	1,593	30.37%
3. Internet Explorer	388	7.40%
4. Firefox	223	4.25%
5. Edge	190	3.62%
6. Safari (in-app)	90	1.72%
7. Samsung Internet	76	1.45%
8. Android Webview	67	1.28%
9. 'Mozilla	22	0.42%
10. Amazon Silk	17	0.32%

Contribution to total: Users



Rows 1 - 10 of 17

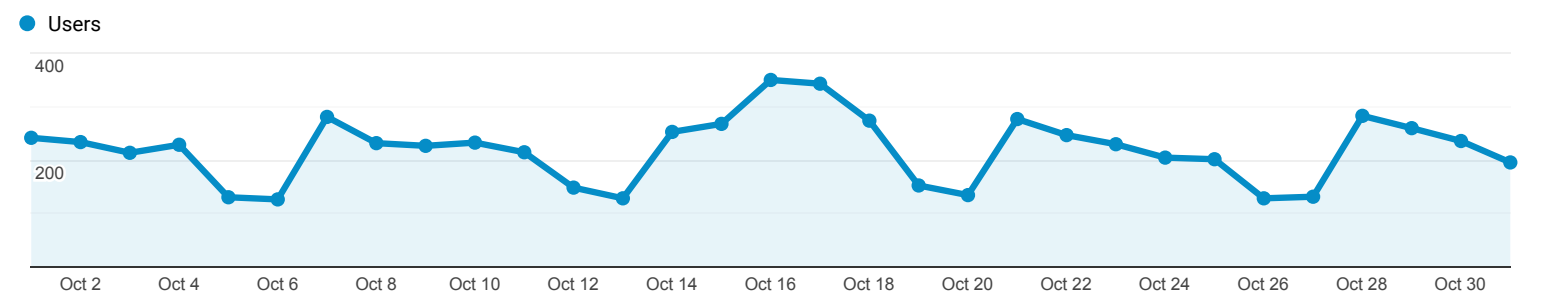
Overview

All Users
100.00% Users

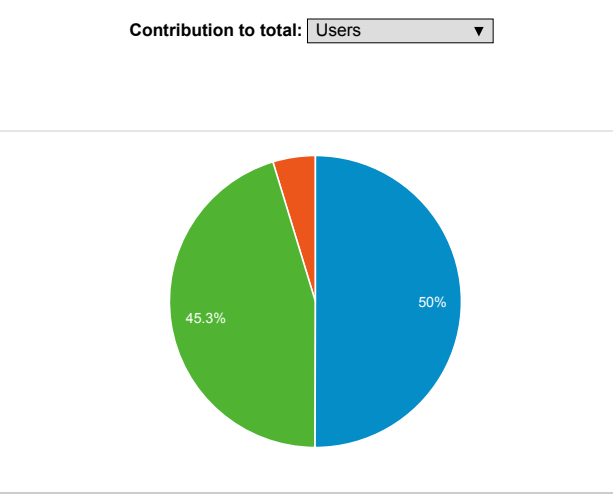
Oct 1, 2019 - Oct 31, 2019

Explorer

Summary



Device Category	Users	Users
	5,244 % of Total: 100.00% (5,244)	5,244 % of Total: 100.00% (5,244)
1. desktop	2,626	50.04%
2. mobile	2,375	45.26%
3. tablet	247	4.71%



Rows 1 - 3 of 3

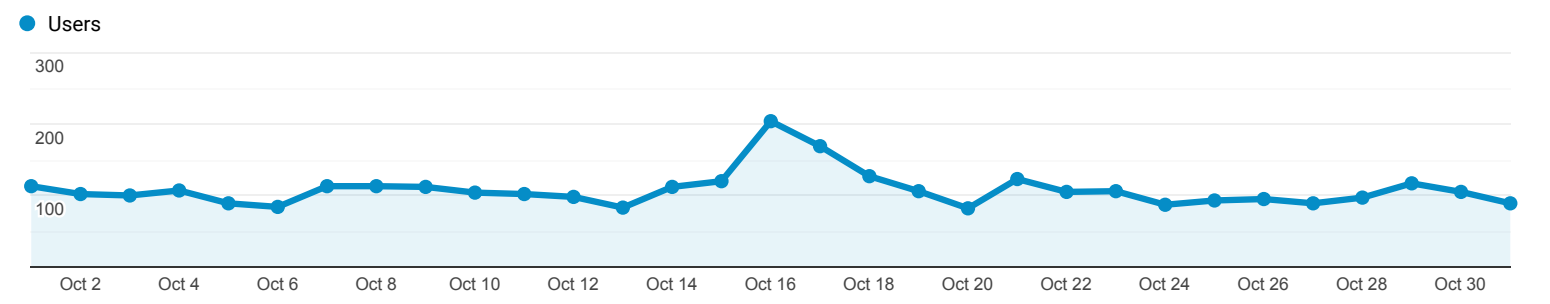
Devices

All Users
50.00% Users

Oct 1, 2019 - Oct 31, 2019

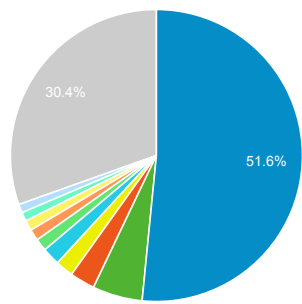
Explorer

Summary



Mobile Device Info	Users	Users
	2,622 % of Total: 50.00% (5,244)	2,622 % of Total: 50.00% (5,244)
1. Apple iPhone	1,353	51.56%
2. Apple iPad	145	5.53%
3. (not set)	73	2.78%
4. Samsung SM-G950U Galaxy S8	52	1.98%
5. Samsung SM-G960U Galaxy S9	52	1.98%
6. Microsoft Windows RT Tablet	36	1.37%
7. Samsung SM-G965U Galaxy S9+	33	1.26%
8. Samsung SM-G955U Galaxy S8+	30	1.14%
9. Samsung SM-N960U Galaxy Note9	26	0.99%
10. Samsung SM-G975U Galaxy S10+	25	0.95%

Contribution to total: Users



Rows 1 - 10 of 291

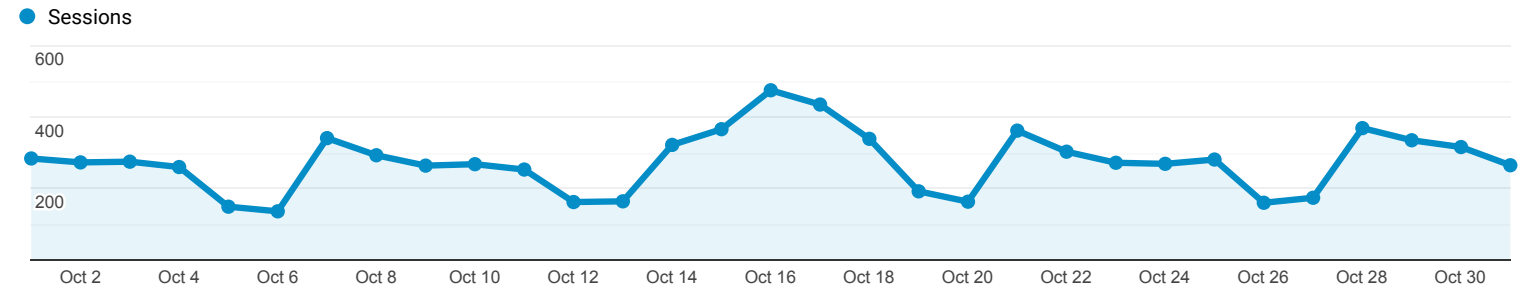
Landing Pages

All Users
100.00% Entrances

Oct 1, 2019 - Oct 31, 2019

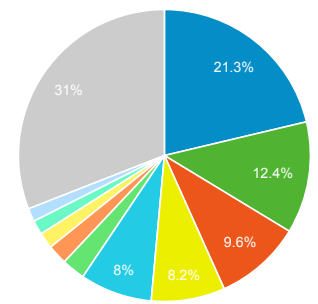
Explorer

Summary



Landing Page	Sessions	Sessions
	8,520 % of Total: 100.00% (8,520)	8,520 % of Total: 100.00% (8,520)
1. /index.html	1,814	21.29%
2. /Jobs/jobopenings.htm	1,055	12.38%
3. /transportation/CAThome page.htm	819	9.61%
4. /transportation/routes.htm	695	8.16%
5. /Departments/swim/swim center.htm	680	7.98%
6. /Departments/swim/schedule.htm	221	2.59%
7. /transportation/transittax.htm	187	2.19%
8. /cityservices/utilities.htm	152	1.78%
9. /Departments/development_services/development_services.htm	135	1.58%
10. /CityGovernment/council minutes_agenda.htm	125	1.47%

Contribution to total: Sessions



Rows 1 - 10 of 169



City of Canby Bi-Monthly Report
Department: Transit
For Months of: September & October 2019

To: The Honorable Mayor Hodson & City Council
Prepared by: Julie Wehling
Through: Scott McClure, City Administrator
Date: November 20, 2019

1) Grant Funding and Contracts:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) The TriMet Quarterly STF Report was submitted.
- c) The TriMet Quarterly STIF Report was submitted in OPTIS.
- d) The ODOT Quarterly Report was submitted electronically in OPTIS.
- e) The Charter report was submitted to ODOT
- f) The NTD report was submitted online to ODOT
- g) All grant contracts for the fiscal year have been executed except for the STF agreement between the City and TriMet for two years of Special Transportation Fund (STF) dollars it has been delayed due to extended legislative action. We expect a retroactive agreement soon.

2) Ridership:

Year to date for FY 2019-2020 total ridership was up by 10.40 percent as compared to the previous fiscal year. During this report period CAT provided:

- a) 6,832 rides in September (7.65% more than September of 2018).
 - 1,306 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 0.16% more than were provided during September of 2018.
 - 5,965 Route 99X rides (9.43% more rides than September of 2018).
- b) 8,427 rides in October (7.38% more rides than October of 2018).
 - 1,381 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 5.67% fewer rides than was provided during October of 2018.
 - 7,046 Route 99X rides (10.37% more rides than October of 2018).

These numbers include the new Saturday service which started on September 7, 2019.

Updates:

- a) The Rider of the Month for September was Kalen Jensen. The October Rider of the Month for October was Josh Jamison. Both riders received a free bus pass and other goodies.
- b) In September and October we provided 236 same day rides on a space available basis.
- c) On September 7th CAT started providing Saturday service on both Dial-A-Ride and Route 99X. We provided 439 Saturday rides in September and 471 Saturday rides in October.

4) Collisions and Incidents

No accidents or incidents in September or October.

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

- On September 10th Julie Wehling participated in the South Clackamas Transportation District's Transit Master Planning process.
- On September 26th the Transit Advisory Committee held their regular meeting.
- On September 11th Julie Wehling and Carol Luce (Transit Advisory Committee member) made a trip using only Public Transit to Timberline Lodge. The trip involved multiple transfers and took all day but both participants enjoyed the trip and learned a lot of information about the Public Transit services in Clackamas County.
- On October 3rd Julie Wehling attended the C4 meeting in Oregon City.
- On October 5th MV held a driver safety meeting which included the first phase of a new customer service training and a Gatekeeper presentation by the Oregon Department of Human Services.
- On October 7th Julie Wehling attended the ODOT Region 1 ACT meeting in Portland.
- On October 17th Nancy Muller represented CAT at the Annual Hope Village Health and Harvest Celebration to distribute information about CAT services. A lovely lady named Bess won the CAT Raffle which included a free bus pass, an insulated shopping bag, coffee cup, and other goodies.
- On October 24th Julie Wehling participated in a webinar training regarding Statewide Transit Improvement Fund (STIF) reporting requirements.
- On October 25th Julie Wehling attending a Special Transportation Fund Advisory Committee (STFAC) meeting at ODOT Region 1 regarding the status of the Special Transportation Fund (STF) for seniors and people with disabilities. An update on the legislative process for merging the STIF and STF funds was provided along with next steps for the Coordinated Transit and Human Services Plan.
- From October 27 – 30 Julie Wehling, Nancy Muller, Elizabeth Burrows Chapin, and David Thorndike represented CAT at the annual Oregon Public Transit Conference.
- On October 29th at the Conference Dinner Julie Wehling was surprised and honored to receive an Outstanding Public Transportation Manager award from the Oregon Transit Association (OTA).
- On October 31st the "Transit CAT" handed out candy and participated in the downtown Halloween festivities.