



AGENDA – Amended 7-19-2022
CANBY CITY COUNCIL
WORK SESSION – 6:00 PM
REGULAR MEETING – 7:30 PM

July 20, 2022

Hybrid/Virtual Meeting/Council Chambers
Council Chambers - 222 NE 2nd Avenue, 1st Floor

Register here to attend the meetings virtually:
https://us06web.zoom.us/webinar/register/WN_LUsCneCXT5GZOnz3tNEl7w

The meetings can be viewed on CTV Channel 5 and YouTube:
<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

For questions regarding programming, please contact:
Willamette Falls Studio (503) 650-0275; media@wfmstudios.org

Mayor Brian Hodson

Councilor Christopher Bangs
Council President Traci Hensley
Councilor Art Marine

Councilor Greg Parker
Councilor Sarah Spoon
Councilor Shawn Varwig

WORK SESSION – 6:00 PM

- 1. CALL TO ORDER**
- 2. Permanent Parklet Regulation Program**
- 3. ADJOURN**

Pg. 1

REGULAR MEETING – 7:30 PM

- 1. CALL TO ORDER**
 - a. Invocation
 - b. Pledge of Allegiance
- 2. SWEARING-IN CEREMONY OF NEW POLICE OFFICER, TYLER WOOD**
- 3. PROMOTION OF OFFICER SCHARMOTA TO SERGEANT**
- 4. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are

attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Each person will be given 3 minutes to speak. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. ***If you would like to speak virtually please email or call the Deputy City Recorder by 4:30 pm on July 20, 2022 with your name, the topic you'd like to speak on and contact information: benhamm@canbyoregon.gov or call 503-266-0720. Once your information is received, you will be sent instructions to speak.

5. **PRESENTATION FROM CANBY POLICE, CLACKAMAS COUNTY PUBLIC HEALTH REGARDING IMPACT OF OPIOIDS AND FENTANYL.** Pg. 7
6. **CONSENT AGENDA:** This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.
 - a. Approval of the May 18, 2022 City Council Regular Meeting Minutes. Pg. 11
7. **RESOLUTION & ORDINANCES**
 - a. Consider **Resolution No. 1374:** A Resolution Authorizing a Rate Increase and Establishing a New Rate Schedule for Garbage Collection by Canby Disposal within the City of Canby. Pg. 16
 - b. Consider **Resolution No. 1375:** A Resolution Authorizing the City Administrator to Re-establish a Street Maintenance Fee Task Force. Pg. 27
 - c. Consider **Ordinance No. 1581:** An Ordinance Authorizing the City Administrator to Purchase Technology and Services from Passio Technologies of Atlanta Georgia and CTS Software of Swansboro, NC. (*First Reading*) Pg. 30
 - d. Consider **Ordinance No. 1582:** An Ordinance Prohibiting Camping and Reducing Other Miscellaneous Offenses to Violations. (*First Reading*) Pg. 47
8. **OLD BUSINESS**
 - a. Follow up Discussion on Street Maintenance Fee Process.
9. **NEW BUSINESS**
 - a. Discussion regarding City Council Meeting Start Times.
 - b. Discussion regarding Diversity, Equity, Inclusion, and Belonging (DEIB) RFP – Added 7-19-2022
10. **MAYOR'S BUSINESS**
11. **COUNCILOR COMMENTS & LIAISON REPORTS**
12. **CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**
 - a. Bi-Monthly Reports Pg. 52
13. **CITIZEN INPUT**
14. **ACTION REVIEW**

15. 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 Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.



City Council Staff Report

DATE: July 20, 2022
TO: Honorable Mayor Hodson and City Council
THRU: Scott Archer, City Administrator
FROM: Brianna Addotta AICP, Associate Planner and Don Hardy, Planning Director
ITEM: Permanent Parklet Regulation Work Session

Summary

This memo requests Mayor and City Council direction regarding the process, scope, and fees of a permanent Parklet program in the City of Canby.

Background

In October 2020, the City Council approved Open Air Canby, a temporary program which allowed for businesses to expand their outdoor seating into private lots and private parking lots. The creation of this program was due to mandates that restricted the number of patrons that would be allowed in businesses. City staff worked with local businesses who chose to utilize this program, including connecting businesses with the Canby Fire District and Clackamas County. The Open Air Canby program was extended twice, first until June 2022 and again until May 1st, 2023.

Additionally, the City Council approved a temporary Parklet Program in June 2022. Currently restaurants and retail establishments located in the Downtown Commercial District are allowed to temporarily use adjacent on-street parking for outdoor temporary use as an extension of seating available to customers. The temporary Parklet program utilizes the City of Canby's Right-of-Way Encroachment Permit and language from neighboring programs. City Council recently approved the temporary Parklet Program through May 1st, 2023 and has tasked staff with researching the preferable regulatory framework for creating a more permanent program. Staff is presenting this report to solicit direction from the Mayor and Council on specific aspects of the potential program.

Discussion

In order to craft a program that will meet the goals of Mayor and City Council, we ask them for guidance on the following three elements:

Process: What level of land use review is appropriate for the permanent program? The temporary program requires applicants to obtain signatures from immediately adjacent property owners and tenants endorsing the proposal; is additional notice, a neighborhood meeting, or a review by a hearing body necessary?

Scope of permanent program: Considerations for scope of the program include: the zoning districts in which to allow the program; if there should be a limit on the number of public or private parking spaces available for each applicant, or a maximum number of spaces eligible per city block or street; equity of permit distribution (“first come first served”); classification of streets or speed limit restrictions; permit expiration or reapplication timelines; Will this program be available to all land uses, or limited to certain commercial, retail, or food establishment uses?

Fees: The current fee for a sidewalk café permit is \$25, and the fee for the temporary Parklet program permit is \$50. These fees would not be sufficient to support a more permanent program in terms of the staff hours for review of application, inspection of facilities, and coordination with other agencies. Is one of the goals of the program to attain cost recovery, or should the focus be on lowering financial barriers for business owners interested in participating in the program?

Attachments:

A. Application for Encroachment/Temporary Parklet



CITY OF CANBY
Application for Encroachment
and Temporary Parklet
CMC 12.20

PO Box 930
222 NE 2nd Avenue
Canby, OR 97013
503.266.7001

___ New Application

___ Application for Renewal

Business Name _____ Date _____

Business Address _____ Business License # _____

Mailing Address (if different than above) _____

Business Phone _____

Business Owner Name _____ Owner's Phone _____

Business Owner's Email Address _____

Business Owner's Address (no PO Boxes) _____

Property Owner Name _____ Property Owner's Phone _____

Property Owner's Address _____

Property Owner's Email Address _____

Business Owner's Signature _____ Date _____

Property Owner's Signature _____ Date _____

APPLICATION REQUIREMENTS

1. Dimensioned Site Plan – Plans shall include the following information:
 - Adjacent and surrounding properties, streets and/or parking lots, show parking lot striping and setback.
 - Area of encroachment entrance location and size with dimensions
 - Utilize public right of way with ADA clearances into and throughout the area of encroachment
 - Clearances and dimensions from proposed area of encroachment to fixtures, lights, tree wells, signs, news racks, bike racks, planters, etc.
 - Size and location of tables, chairs, weather protection elements, and waste receptacles etc.
 - Must be compliance with ADA laws and regulations
 - Must be in 25 mph zone or less

2. Certificate of Insurance

The City of Canby requires user to carry Liability insurance. This coverage shall be Comprehensive Personal or General Liability in with a coverage amount of not less than \$4,000,000.00 Combined Single Limit covering Bodily Injury and Property Damage. A Certificate of Insurance shall be provided to the City of Canby naming The City as an additional insured party. If alcohol is served Liquor Liability shall be provided in the amount of \$2,000,000 per occurrence for Bodily Injury and Property damage.

3. Current Oregon Liquor Control Commission License if alcohol is being served. OLCC may have additional requirements based on outdoor seating configuration.

4. An indemnity agreement which holds the City of Canby, its officers, agents, and employees free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including appeals therefrom, which may result from granting this permit.

5. Written consent from all abutting and adjacent property owners, tenants and businesses on the same side of the street. If there are additional properties, attach another page. All abutting and adjacent property owners, tenants and businesses on the same side of the street must endorse this application in order for the application to be considered.

We, the undersigned, hereby approve the request for encroachment/temporary parklet as described and shown on the attached site plan, as provided by Canby Municipal Code 12.20.

NAME: _____ AFFILIATION: _____

ADDRESS: (CITY, STATE, ZIP) _____

SIGNATURE: _____

NAME: _____ AFFILIATION: _____

ADDRESS: (CITY, STATE, ZIP) _____

SIGNATURE: _____

NAME: _____ AFFILIATION: _____

ADDRESS: (CITY, STATE, ZIP) _____

SIGNATURE: _____

Encroachment Permit Site Plan

DRAFT

SITE PLAN AND A VALID PERMIT MUST BE DISPLAYED AND VISIBLE FROM THE SIDEWALK
CONFIGURATION MUST CONFORM TO THIS SITE PLAN
FOR QUESTIONS OR CONCERNS, PLEASE CALL 503-266-7001

Business Name _____

Business Address _____

Encroachment Permit # _____

Valid From _____ **to** _____



CITY OF CANBY
Application for Encroachment
and Temporary Parklet
CMC 12.20

PO Box 930
222 NE 2nd Avenue
Canby, OR 97013
503.266.7001

For Office Use Only

Application # _____

Public Works Date _____ Approved / Approved with Conditions / Need Revisions / Denied
Notes _____

Canby Planning Date _____ Approved / Approved with Conditions / Need Revisions / Denied
Notes _____

Canby Fire Date _____ Approved / Approved with Conditions / Need Revisions / Denied
Notes _____

Canby Police Date _____ Approved / Approved with Conditions / Need Revisions / Denied
Notes _____

Canby Utility Date _____ Approved / Approved with Conditions / Need Revisions / Denied
Notes _____

_____ Date _____ Approved / Approved with Conditions / Need Revisions / Denied
Notes _____



CITY COUNCIL STAFF REPORT

Meeting Date: 7/20/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Jorge Tro, Police Chief

Agenda Item: Presentation from Canby Police, Clackamas County Public Health Regarding Impact of Opioids and Fentanyl

Goal: N/A

Objective: N/A

Summary

Opioid Presentation from Clackamas County Public Health Coordinator, Apryl Herron; Children, Family & Community Connections Senior Planner, Trevor Higgins; Clackamas County Inter-Agency Task Force Lieutenant, Marcus Wold.

Background

Our nation is in the midst of an unprecedented opioid epidemic. According to the CDC 932,000 people have died since 1999 from a drug overdose. The rate of overdose deaths have increased by 31% from 2019 to 2020. Opioids were involved in 74.8% of all drug overdose deaths. According to the Drug Enforcement Agency (DEA) 40% of all counterfeit pills in circulation contain fatal amounts of fentanyl (a very strong opioid). In 2021, Oregon saw 11 fentanyl-related fatal overdoses in ages 0-17 and 53 in ages 18-24.

Canby Police officers responded to 133 opioid related calls since the beginning of 2020. Canby Fire Department responded to 85 overdose related calls in the same time frame.

Education, prevention, enforcement and treatment are all keys to help combat the opioid epidemic. The Canby Police Department has teamed up with Clackamas County Health and Children, Family & Community Connections divisions as well as Clackamas County Inter-Agency Task Force to address the problem.

Attachments

Opioid Presentation Outline – Clackamas County Public Health

Community Threat Bulletin – High Intensity Drug Trafficking Area (HIDTA)

Clackamas County Public Health Division and Children, Family & Community Connections Divisions
Outline for Canby City Council – Opioid Presentation

1. Introduction
2. Objectives
 - a. Present data and trends and community voices showing the impact of opioids in Clackamas County
 - b. Share current county-supported efforts
 - c. How City Council members can be involved
3. Data – National, State and County (emphasis on county data)
4. Interview results (Canby specific)
5. Community response and local efforts in Canby
6. How City Council can be involved
7. Closing/Pass to Canby Police Department

Presenters –

Apryl Herron and Trevor Higgins



Community Threat Bulletin

Risk of fentanyl overdose deaths in school-aged youth: Guidance for parents and schools

The Oregon-Idaho High Intensity Drug Trafficking Area (HIDTA) is warning Oregon schools and parents about the threat of overdose due to counterfeit pills containing fentanyl. According to the Drug Enforcement Administration (DEA) 40% of all counterfeit pills in circulation contain fatal amounts of fentanyl. This bulletin contains guidance for schools and parents

What is fentanyl?

Fentanyl is a very strong opioid. Although fentanyl is made and used pharmaceutically, it is also produced illegally in Mexico and trafficked into the United States, usually as powder and pills. A very small amount can cause someone to overdose and die.

In Oregon, fentanyl is most commonly seen in blue pills made to look like pharmaceutical oxycodone. People who sell or purchase drugs may call these pills "M-30s," "blues," "dirty 30's" or "Mexies." These fake pills are usually blue in

color and stamped to look like real oxycodone pills you would get from a pharmacist. Because it takes a very small amount of fentanyl to cause an overdose, one pill can be deadly.

In 2021, Oregon saw 11 fentanyl-related fatal overdoses in ages 0-17 and 53 in ages 18-24.

The OR-ID HIDTA seized 1.5 million counterfeit pills in 2021.

This was a 51% increase from 2020 and a 137% increase from 2019.



Figure: Counterfeit oxycodone pills.

Why is fentanyl a threat to youth in Oregon?

Youth may use drugs for different reasons.

- Youth may use drugs to cope with mental health problems and stress. Many are still struggling from the effects the COVID-19 pandemic had on their lives in and outside of school.
- Youth may experiment with drugs with their friends or in social settings.
- Youth may desire oxycodone pills for the feelings of euphoria they can cause.

In a 2020 survey, 30% of 11th graders reported that it is "sort of easy / very easy" to get "prescription drugs not prescribed to you."

Of those students who reported using prescription pills in the last 30 days, 19% reported taking what they believed to be opioids.¹

Fake pills are easy to get at school or via social media.

- There are accounts on social media designed to sell pills and other drugs.
- Snapchat is a popular tool for purchasing drugs because messages disappear.

When youth use illegal pills, they may not know:

- that the pills are fake. They may think the pills came from a doctor or pharmacist.
- that counterfeit pills contain fentanyl and other dangerous drugs.
- what fentanyl is, or know that one pill can be deadly.
- how to recognize and respond to an opioid overdose.

In a 2021 national survey, 59% of youth aged 13-24 hadn't heard of fentanyl. Only 37% believed that fentanyl was "extremely dangerous."²

10% of 11th graders surveyed in 2020 reported believing using prescription drugs not prescribed to them as not very risky.¹

How can schools and parents work together to reduce youth overdose risks?

Youth need to be educated on the dangers of fentanyl, even if they only try one pill one time. Schools and parents should share the following messages with youth:

- Assume all pills offered to you are fake and contain fentanyl. You can't smell or taste fentanyl. You cannot tell if a pill is fake just by looking at it.
- Do not take any pill that you do not directly get from a doctor or pharmacist. Pills purchased online or from social media are not safe.
- Every pill is different - even if one pill seems safe another pill from the same batch may contain fentanyl.
- The amount of fentanyl in one pill can vary widely. Splitting a pill may not be a safe option because all the fentanyl could be in one half of the pill.
- If you or someone around you takes an illegal pill, know how to recognize an opioid overdose. Never use illegal pills when you're alone.

Opioids include heroin, fentanyl, and prescription medications like oxycodone.

From 2019-2021, EMS administered naloxone to those age 0-17 262 times. Most Oregon schools do not have naloxone on site.

- Provide easy access to naloxone, also known as [Narcan®](#). Narcan® is a drug that reverses the effects of an opioid overdose. Naloxone can be administered as an injection or as a nasal spray.

Know the signs of an opioid overdose:

- Pinpoint pupils
- Slow, shallow, or no breathing
- Gurgling or snoring
- Difficult to wake or can't wake
- Extreme drowsiness
- Cold, clammy skin
- Grey/blue skin, fingernails, or lips

Call 911 if you think someone is overdosing. You will not get in trouble for calling 911 because of [Oregon's Good Samaritan Law](#).

What should schools do?

- Share this bulletin with parents and caregivers.
- Train school staff to know the signs of an opioid overdose (see above).
- Have Narcan® available in case an overdose occurs on campus.
- Work with your Department of Education to create new drug education curriculums that include current information on fentanyl. Schools can facilitate this education through media campaigns and other primary prevention strategies.
- State health departments and departments of education should work together to create and implement new curriculum. Examples include: [Fake and Fatal](#) and [Operation Prevention](#).
- Engage with your local public health and public safety agencies to identify and implement strategies meaningful to your local jurisdiction.

What should parents do?

- Know the signs of an opioid overdose (see above).
- Talk to youth about the dangers of pills and fentanyl. Youth naturally consider parental opinions in their decision making process more than parents may realize. Encouraging open communication about risky behaviors and emphasizing the dangers of counterfeit pills and fentanyl could save their life. Let them know it's okay to ask for help with their mental health.
- Work with local school districts to advocate for updated, drug education curriculums that reduce stigma around drug use.
- If you are worried your child or their friends may be at risk of an overdose, have Narcan® in your home and make sure everyone knows how to access it. Find information on naloxone and how to obtain it [here](#).
- Get rid of unused or expired medications on National Drug Take Back Day on April 30, 2022. Find more information, including drop off locations, [here](#).

For questions, please contact:

Erin Porter - Public Health Analyst - Oregon
erin.porter@dpsst.oregon.gov | (971) 372-0274

Sources:

1. [2020 Oregon Student Health Survey Data Dashboard](#)
2. [Current Data. Song for Charlie.](#)

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
May 18, 2022**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Traci Hensley, Christopher Bangs, Shawn Varwig, Sarah Spoon, Greg Parker, and Art Marine.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, Deputy City Recorder, Jerry Nelzen, Public Works Director, and Jamie Stickel, Economic Development Director.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:30 p.m. in the Council Chambers followed by opening ceremonies.

HIGH SCHOOL SENIOR WEEK PROCLAMATION:

Mayor Hodson read the proclamation declaring the week of May 30, 2022 as High School Senior Week.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

CONSENT AGENDA: ****Council President Hensley moved to adopt the minutes of the April 6, 2022 City Council Regular Meeting and appointment of Aimee Noss to the Library Advisory Board for a term ending June 30, 2024. Motion was seconded by Councilor Varwig and passed 5-0-1 with Councilor Spoon abstaining.**

ORDINANCES & RESOLUTION:

Ordinance 1571 – ****Councilor Varwig moved to adopt Ordinance 1571, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A COLLECTIVE BARGAINING AGREEMENT (CBA) BETWEEN THE CITY OF CANBY, OREGON, AND THE CANBY POLICE ASSOCIATION. Motion was seconded by Council President Hensley and passed 6-0 by roll call vote.**

Ordinance 1572 – Jerry Nelzen, Public Works Director, said Mr. Elsner received an award for Canby's Urban Street Asphalt Pavement Project for 2021.

****Councilor Spoon moved to adopt Ordinance 1572, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. IN THE AMOUNT OF \$888,888.88 FOR CONSTRUCTION OF THE 2022 STREET MAINTENANCE PROJECTS. Motion was seconded by Councilor Bangs and passed 6-0 by roll call vote.**

Ordinance 1573 – Scott Archer, City Administrator, said this was the final design and engineering for the Walnut Street extension. There would be updates to the Council as they moved through the design.

****Council President Hensley moved to approve Ordinance 1573, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CURRAN-McLEOD, INC. CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE EXTENSION OF WALNUT STREET TO HIGHWAY 99E to come up for second reading on June 1, 2022. Motion was seconded by Councilor Varwig and passed 6-0 on first reading.**

Ordinance 1574 – Don Hardy, Planning Director, summarized the proposed code changes. These included: pre-application conference meeting reports would expire one year after the meeting, pre-application conference applications may be required for Type II, III, and IV applications, ambiguous language using “lot” line adjustments rather than “property” line adjustments was removed and replaced, changing the proposed review procedure for property line adjustments from Type II review to a Type I review process, allowing a four year period for an approved plat to be recorded from initial Planning Commission approval plus a one year extension for single phase partition or subdivision and six years for multiple phase subdivisions plus a one year extension, requiring with the final plat a narrative describing how each condition of approval from the original approval had been or would be met by the applicant, restructuring the order of public hearings to require the applicant to provide proposed project detail and justification for the application instead of staff, updating the appeal period for Type II and III decisions to 12 days, the Council could remand items under appeal back to the Planning Commission if new information not previously part of the record was included as the basis of the appeal, and adding a new chapter of the Zoning Code for Middle Housing.

There was discussion regarding changing property line adjustments to a Type I process, applicant and public comment having the same amount of time at public hearings and changing it to say “up to three minutes” each for public testimony and “up to ten minutes” for rebuttal, automatic remand of applications back to the Planning Commission if there was new information, making significant changes to applications and at what point they should become new applications, and pressure on infrastructure with the new middle housing code.

****Councilor Varwig moved to approve Ordinance 1574, AN ORDINANCE AMENDING CANBY’S TITLE 16 OF THE CANBY MUNICIPAL CODE ADDING NEWLY CREATED CHAPTER 16.81 MIDDLE HOUSING MODEL ORDINANCE AND MODIFYING EXISTING CHAPTERS 16.04 DEFINITIONS, 16.58 LOT LINE ADJUSTMENT, 16.60 PARTITIONS, 16.68 SUBDIVISION AND FINAL PROCEDURES AND RECORDATION, AND 16.89 APPLICATION AND REVIEW PROCEDURES IN THE TITLE as amended to come up for second reading on June 1, 2022. Motion was seconded by Council President Hensley and passed 6-0 on first reading.**

Jason Padden, Planning Commission Chair, said this was one of many code changes that would be brought to the Council. He thanked staff for their work.

Resolution 1365 – Joe Lindsay, City Attorney, said this resolution gave the County permission to acquire property needed for the Ivy Street project.

Council President Hensley was not comfortable with the condemnation language in the resolution.

Councilor Spoon thought it was necessary for public safety to get the sidewalks for kids walking to school.

****Councilor Spoon moved to approve Resolution 1365, A RESOLUTION DECLARING THE NECESSITY AND PURPOSE FOR ACQUISITION OF RIGHTS-OF-WAY, EASEMENTS, AND FEE PROPERTY, AND AUTHORIZING GOOD FAITH NEGOTIATIONS AND CONDEMNATION ACTIONS FOR THE SOUTH IVY STREET INTERSECTION IMPROVEMENTS PROJECT. Motion was seconded by Councilor Parker and passed 5-1 with Council President Hensley opposed.**

NEW BUSINESS: Appointment of Elizabeth Chapin to the Budget Committee for a term ending June 30, 2024 –

****Council President Hensley moved to approve the appointment of Elizabeth Chapin to the Budget Committee for a term ending June 30, 2024. Motion was seconded by Councilor Spoon and passed 6-0.**

Appointment of Herman Maldonado to the Budget Committee for a term ending June 30, 2022 –

****Council President Hensley moved to approve the appointment of Herman Maldonado to the Budget Committee for a term ending June 30, 2022. Motion was seconded by Councilor Varwig and passed 6-0.**

Discussion Regarding Boards, Commission and Committee Member Reappointments –

Councilor Parker stated currently if a committee member continued to be reappointed, it could be a lifetime appointment. He thought every time a term was ready to expire, that vacancy should be announced and posted.

Councilor Spoon wanted each vacancy to be posted and interviews held creating opportunity for other members in the community.

Councilor Varwig supported institutional knowledge of those who had been on a committee for a long time. He questioned how many applicants wanted to be on a committee and couldn't get on a board.

Mayor Hodson said participation ebbed and flowed depending on community interest. Past practice was allowing people to renew who had the desire to continue to serve.

Councilor Spoon thought institutional knowledge was important and she was not proposing term limits. Most of the time the existing member would be reappointed, but there should be opportunity for as many different perspectives as possible.

Councilor Bangs wanted to remove the term limits on the committees that had them. He thought there would be more interest if they advertised the openings.

Councilor Marine did not see a downside to posting the openings.

There was consensus to re-appoint the same applicant if no other person applied. The Council also wanted all of the positions that were going to expire on June 30, 2022 to be posted for anyone to apply.

MAYOR'S BUSINESS:

Mayor Hodson announced National Public Works Week, National Police Week, and a ribbon cutting for the pickle ball courts at Maple Street Park on June 9, 2022 at 4:00 p.m. The Parks and Recreation Advisory Board discussed Community Park Pond treatment, Locust Street Park picnic shelter, FEMA tree removal, Park budget, Logging Road Trail signs, and Park Master Plan timeline. There would be a joint meeting with the Park Board and Council to review the Park Master Plan on June 1 and there would be a community outreach meeting as well. Budget Committee meetings would be held on May 19 and 26, and adoption of the budget by the Council on June 15.

COUNCIL COMMENTS & LIAISON REPORTS:

Councilor Spoon said there were openings on the Canby Area Transit Board. There would be extra performances available for the high school play. Bridging Cultures was this Saturday at Locust Street Park. The Bike Rodeo would be on Saturday as well.

Councilor Parker asked for a discussion on tools to limit and control traffic.

Council President Hensley announced upcoming Memorial Day services.

Councilor Varwig said the Planning Commission had been working on updates to the Code. CTV5 was still working through details with the potential merger.

Jim Davis, Fire Chief, said the north side station would open on July 2. They would be hosting fireworks this year. They were working with Rotary on purchasing emergency supplies. Call volumes were continuing to increase. May was Wildfire Preparedness Month and they held two seminars at the fairgrounds. The Budget Committee had approved their budget and it would be presented to the Board in June. Three lieutenants had been promoted. The Fire Defense Board had been working with the state in preparation for this year's fire season. They were also working on their Strategic Plan.

Councilor Bangs reported on the Library Board meeting. There were only a few weeks left of school. He discussed staff promotions, seniors' Graduation Walk, and eighth graders' visit to the high school.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Archer gave an update on the Quiet Zone project, hanging baskets around town, Ivy Street power undergrounding project, and Street Maintenance Fee.

Update on Temporary Open Air Canby Program and Creation of Permanent Program –

Jamie Stickel, Economic Development Director, gave a background on the Open Air Canby 2020 and 2021 program and community comparison. She discussed sidewalk café/sidewalk vending and how currently only one business had continued to utilize the Open Air Canby

program after Covid mandates were removed. There had been a recent inquiry from a downtown business. She then discussed options for further action.

There was discussion regarding meeting ADA parking requirements, not allowing temporary tents, creating parking shortages, sending this to the Planning Commission for a recommendation, letting the program sunset while staff worked on a permanent program, private property rights and investment made for the outdoor seating, treating private lots and public lots differently, and extending the program for the current permit holders only.

There was consensus to sunset the program.

CITIZEN INPUT: Jason Padden, Canby resident, discussed the perception and reality of traffic in the City. There were many applications coming before the Planning Commission and making a recommendation on the Open Air program could take months.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinances 1571 and 1572 and Resolution 1365.
3. Approved Ordinances 1573 and 1574 as amended in discussion to a second reading on June 1, 2022.
4. Approved the appointments of Elizabeth Chapin and Herman Maldonado to the Budget Committee.

The meeting was adjourned at 10:45 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood



CITY COUNCIL STAFF REPORT

Meeting Date: 7/20/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Consider Resolution No. 1374: Authorizing a Rate Increase and Establishing a New Rate Schedule for Garbage Collection by Canby Disposal within the City of Canby.

Goal: N/A

Objective: N/A

Summary

Canby Disposal enjoys an exclusive franchise for garbage collection in the City of Canby. Canby Disposal is coming to the City Council per their franchise agreement to ask for an annual adjustment to the fees. Section 7.3 of the franchise agreement states that the company shall be entitled to an annual adjustment.

Background

Canby Disposal wrote a letter this spring to ask to adjust their rates under Section 7.3 of their exclusive franchise agreement. They are appearing before the Council, as the Council has to approve rate adjustments by resolution.

Discussion

Under the agreement, Canby Disposal is entitled to an adjustment to their rates annually, so the discussion becomes whether the rate increases are in line with the methodology established in the franchise agreement—which calls for either 80% of the last year's CPI-U index or 5%, whichever is less. Their method produced a rate increase of 4.19%.

The agreement also states that the City will make a good faith effort to adjust rates by May 15th, so that they can be effective by July 1st. In this instance, Canby Disposal is asking to have the rate increase retro back to July 1st to account for some of this lag time.

Attachments

Resolution No. 1374 & Exhibit A – Fee Schedule

Fiscal Impact

None to the City.

Options

Approve the rate as presented for either July 1st or July 20th.

Offer a different rate based on the methodology set forth in the franchise agreement.

Recommendation

Proposed Motion

“I move to adopt Resolution No. 1374, a Resolution Authorizing a Rate Increase and Establishing a New Rate Schedule for Garbage Collection by Canby Disposal within the City of Canby.”

RESOLUTION NO. 1374

A RESOLUTION AUTHORIZING A RATE INCREASE AND ESTABLISHING A NEW RATE SCHEDULE FOR GARBAGE COLLECTION BY CANBY DISPOSAL WITHIN THE CITY OF CANBY.

WHEREAS, CANBY DISPOSAL COMPANY has applied to the Canby City Council for approval of an over-all rate increase in accordance with Section 7.3 of the Franchise Agreement between City of Canby, Oregon, and Canby Disposal for Solid Waste, Recyclable Materials and Yard Debris Collection Services granted in Canby Ordinance No. 1328, dated June 16, 2010;

WHEREAS, CANBY DISPOSAL COMPANY has furnished sufficient evidence to the Council concerning the changes in costs and fees sufficient to calculate the aforementioned over-all rate increase using the agreed upon methodology; and

WHEREAS, the City Council has considered the evidence and information furnished by the Franchisee, and the Council is satisfied that the request is reasonable and justified.

NOW, THEREFORE, BE IT RESOLVED BY the City of Canby City Council that the application by CANBY DISPOSAL COMPANY for an over-all garbage collection rate increase as set forth in the attached EXHIBIT “A” is hereby approved, and said rates shall apply to services performed under the Franchise Agreement between City of Canby, Oregon, and Canby Disposal for Solid Waste, Recyclable Materials, and Yard Debris Collection Services effective July 20, 2022.

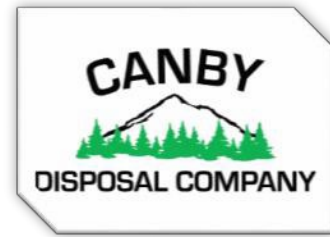
This Resolution shall be effective on July 20, 2022.

ADOPTED this 20th day of July, 2022 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder, CMC



July 5, 2022

Mayor Hodson and City Council
182 North Holly Street
Canby, Oregon 97013

Re: Proposed July 1, 2022 Rate Adjustment - City of Canby Solid Waste and Recycling Services

Dear Mayor Hodson,

As a follow up to our letter addressed to Mr. Jerry Nelzen, dated March 31, we are sending our request for a rate increase to you and the City Council for consideration.

As a result of increases in tipping fees and inflation, Canby Disposal Company (CDC) proposes to make rate adjustments for solid waste and recycling services delivered to Canby customers effective July 1, 2022. The net effect of these cost increases to the typical 35-gallon cart single family customer in Canby is \$1.24 per month.

July 1, 2022 will be the start of the twelfth (12th) rate year under the current solid waste and recycling franchise agreement between the City and Canby Disposal Company. Section 7.3 of that agreement lays out the formula for calculating annual rate adjustments. For purposes of this calculation, rates shall be composed of three (3) components: a monthly collection rate, a monthly disposal rate, and a franchise fee. Itemized below are the relevant subsections that explain the calculations required to arrive at the rate as delineated in section 7.3 of the agreement. Section 4.1.1 of the agreement explains the calculations required to arrive at the franchise fee component of the rate.

7.3 Annual Adjustment of Rates

7.3.1 Annual Adjustment

Subject to the terms herein, the Company shall be entitled to an annual adjustment of all rates. Each rate includes and operating component and tipping fee component, which are annually adjusted. The City Council shall make a good faith effort to approve adjusted rates by May 15 of each year, and such rates shall be effective on July 1. If rate adjustments are not approved by May 15, then prior rates remain in effect until such adjustment is made.

7.3.2 Adjustment of the Operating Component

The original contract utilizes a Half1 component of the Portland-Salem CPI-U index. When the Bureau of Labor and Statistics stopped producing this index in 2019, we migrated to the CPI-U West B/C index, which is published monthly. We are utilizing the annual change in the revised index as of the most recent December.

The operating component of the rates specified in Exhibit 2 shall be adjusted annually, using the method below, to reflect 80% of the change in the Index, or by 5%, whichever is less.

7.3.3 Adjustment of the Tipping Fee Component

The solid waste disposal and yard debris processing tipping fee component of each rate will be adjusted to reflect any percentage change in the per-ton tipping fees charged at the approved transfer station and the approved yard debris processing site, as appropriate. There shall be no adjustment to the recyclable materials processing tipping fee component of each rate over the term of the Agreement.

7.3.4 Calculation of the Adjusted Rates

Adjusted Rates shall be calculated as follows:

Adjusted Rate = Adjusted Operating Component + Adjusted Tipping Fee Component

4.1 City Franchise Fee

4.1.1 Franchise Fee Amount

Beginning on July 1, 2011, company shall pay to City five (5) percent (or another amount as provided in Section 4.1.3) of the gross revenues collected by Company from services provided in City.

Finally, as we have done in prior non-detailed rate years, shown in the following table are the sequence of calculations that start with current rates, and work through the process to arrive at the year 12 rates that are proposed to be in effect on July 1, 2022.

The table on the following page lays out the calculation sequence that is itemized in the franchise agreement. We have applied this methodology for the development of the new monthly rate for the standard level of residential service (i.e., the 35-gallon roll-cart weekly service) and a basic level of commercial service (1 loose yard collected weekly). A weighted average 4.94% increase on disposal at our primary disposal locations impacts the disposal portion of this rate increase. The contract methodology also calculates an increase on operating costs based upon 80% of the CPI-U West(B/C) index. The annual change in the index was 4.94%, resulting in a 3.95% increase in our model. The combination of these two factors increases the 35 Gallon Weekly Cart service by 4.19%. Other rates increase similarly; a complete schedule of the proposed rates as of July 1, 2022 is attached to this letter.

We have also attached a comparative rate study of solid waste and recycling rates for 16 other rate jurisdictions throughout the Metro Region. Studies like this should be viewed with caution, as variations in programs, rate design and geography can result in stark differences in rates. Given this disclaimer, Canby's proposed 35-gallon weekly rate of \$30.80 compares favorably to the average of \$32.22 for the other jurisdictions.

Canby Disposal Company

Interim Years (Section 7.3.1)

Rate Adjustment Methodology

	Line Item Description	Source	Residential	Commercial	Drop Box
A	Current Rate - Effective March 1, 2021	Current Canby rate schedule	\$ 29.56	\$ 168.80	\$ 110.06
B	Disposal Portion	7.3 Annual Adjustment of Rates	23.09%	23.09%	0.00%
C	Current Disposal Rate	A * B Section	6.82	38.97	0.00
D	Franchise Fee %	4.1.1. A * D	5.00%	5.00%	5.00%
E	Current Franchise Fee	A - C - E	1.48	8.44	5.50
F	Current Collection Rate	Section 7.3.2	21.26	121.39	104.56
G	80% of Change in CPI	F * (1 + G)	3.95%	3.95%	3.95%
H	Proposed Collection Rate	Canby Transfer Station	22.10	126.18	108.69
I J	<i>Change in Total Tipping Fee</i>	C * (1 + I)	4.94%	4.94%	4.94%
K	Proposed Disposal Rate	(H + J) / 0.95 - (H + J)	7.16	40.90	0.00
L	Proposed Franchise Fee	H + J + K	1.54	8.79	5.72
	July 1, 2022 Total Rate		\$ 30.80	\$ 175.87	\$ 114.41

Percentage increase from current rates	4.19%	4.19%	3.95%
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If you have any questions concerning this matter, please feel free to contact me at your earliest convenience. My office telephone number is 503.318.1572.

Very truly yours,

Jason Hudson

Jason Hudson
Canby Disposal Company

Attachments: Proposed Rates, Effective July 1, 2022
Comparative Rate Study as of February 2022
CPI Index Worksheet

Canby Disposal Company
City Rates (Residential includes weekly yard debris collection)
Rates effective date July 1, 2022

Residential Service:

<u>ServiceType</u>	Current Rate March 1, 2021	Method	Proposed Rate July 1, 2022	Percent Increase
20-gallon cart weekly curbside	\$ 24.82	Residential	\$ 25.86	4.19%
20-gallon cart weekly w/in 50' of road	\$ 28.96	Residential	\$ 30.17	4.19%
32-gallon cart weekly curbside	\$ 29.56	Residential	\$ 30.80	4.19%
32-gallon cart weekly w/in 50' of road	\$ 33.73	Residential	\$ 35.14	4.19%
32-gallon cart monthly curbside	\$ 14.77	Residential	\$ 15.39	4.19%
32-gallon cart monthly w/in 50' of road	\$ 16.84	Residential	\$ 17.55	4.19%
65-gallon cart weekly curbside	\$ 47.32	Residential	\$ 49.31	4.19%
65-gallon cart weekly w/in 50' of road	\$ 51.46	Residential	\$ 53.62	4.19%
95-gallon cart weekly curbside	\$ 52.46	Residential	\$ 54.66	4.19%
95-gallon cart weekly w/in 50' of road	\$ 56.61	Residential	\$ 58.98	4.19%
Yard Debris Subscription	\$6.64		\$ 6.92	4.19%

Commercial Service:

<u>ServiceType</u>	Current Rate March 1, 2021	Method	Proposed Rate July 1, 2022	Percent Increase
32-gallon cart weekly curbside	\$ 27.72	Commercial	\$ 28.88	4.19%
32-gallon cart weekly w/in 50' of road	\$ 27.72	Commercial	\$ 28.88	4.19%
65-gallon cart weekly curbside	\$ 41.57	Commercial	\$ 43.31	4.19%
65-gallon cart weekly w/in 50' of road	\$ 41.57	Commercial	\$ 43.31	4.19%
95-gallon cart weekly curbside	\$ 45.74	Commercial	\$ 47.66	4.19%
95-gallon cart weekly w/in 50' of road	\$ 45.74	Commercial	\$ 47.66	4.19%

Mobile Home Courts and Apartments

(Four or more units , where owner accepts and pays billing)

Extra Hauling

Extra trash	\$6.93		\$ 7.22	4.19%
Extra yard debris	\$2.03		\$ 2.12	4.19%

<u>ServiceType</u>	Current Rate March 1, 2021	Method	Proposed Rate July 1, 2022	Percent Increase
21-gallon cart weekly curbside	\$ 20.03		\$ 20.87	4.19%
32-gallon cart weekly curbside	\$ 22.66	Residential	\$ 23.61	4.19%
65-gallon cart weekly curbside	\$ 38.99		\$ 40.62	4.19%
95-gallon cart weekly curbside	\$ 44.78		\$ 46.66	4.19%

*Note: If billed separately, regular residential rates apply.

Canby Disposal Company
City Rates (Residential includes weekly yard debris collection)
Rates effective date July 1, 2022

Container Service - Loose:

<u>ServiceType</u>	Current Rate March 1, 2021	Method	Proposed Rate July 1, 2022	Percent Increase
1.5-yard picked up 1x/week	\$ 168.80	Commercial	\$ 175.87	4.19%
1.5-yard picked up 2x/week	\$ 325.14		\$ 338.76	4.19%
1.5-yard picked up 3x/week	\$ 481.49		\$ 501.66	4.19%
1.5-yard picked up 4x/week	\$ 637.83		\$ 664.54	4.19%
1.5-yard picked up 5x/week	\$ 782.14		\$ 814.90	4.19%
1.5-yard picked up 6x/week	\$ 950.51	Commercial	\$ 990.32	4.19%
2-yard picked up 1x/week	\$ 224.97		\$ 234.39	4.19%
2-yard picked up 2x/week	\$ 436.94		\$ 455.24	4.19%
2-yard picked up 3x/week	\$ 648.90		\$ 676.08	4.19%
2-yard picked up 4x/week	\$ 860.85		\$ 896.91	4.19%
2-yard picked up 5x/week	\$ 1,072.82	Commercial	\$ 1,117.75	4.19%
2-yard picked up 6x/week	\$ 1,284.79		\$ 1,338.60	4.19%
3-yard picked up 1x/week	\$ 304.09		\$ 316.83	4.19%
3-yard picked up 2x/week	\$ 595.70		\$ 620.65	4.19%
3-yard picked up 3x/week	\$ 887.33		\$ 924.49	4.19%
3-yard picked up 4x/week	\$ 1,178.94	Commercial	\$ 1,228.32	4.19%
3-yard picked up 5x/week	\$ 1,470.56		\$ 1,532.15	4.19%
3-yard picked up 6x/week	\$ 1,762.12		\$ 1,835.92	4.19%
4-yard picked up 1x/week	\$ 387.10		\$ 403.31	4.19%
4-yard picked up 2x/week	\$ 761.72		\$ 793.62	4.19%
4-yard picked up 3x/week	\$ 1,139.96	Commercial	\$ 1,187.71	4.19%
4-yard picked up 4x/week	\$ 1,511.00		\$ 1,574.29	4.19%
4-yard picked up 5x/week	\$ 1,885.62		\$ 1,964.60	4.19%
4-yard picked up 6x/week	\$ 2,260.26		\$ 2,354.93	4.19%
Additional 1.5-yard picked up 1x/week	\$ 156.34	Commercial	\$ 162.89	4.19%
Additional 1.5-yard picked up 2x/week	\$ 312.75		\$ 325.85	4.19%
Additional 1.5-yard picked up 3x/week	\$ 463.11		\$ 482.51	4.19%
Additional 1.5-yard picked up 4x/week	\$ 613.49		\$ 639.19	4.19%
Additional 1.5-yard picked up 5x/week	\$ 763.85		\$ 795.84	4.19%
Additional 1.5-yard picked up 6x/week	\$ 950.30	Commercial	\$ 990.10	4.19%
Additional 2-yard picked up 1x/week	\$ 211.96		\$ 220.84	4.19%
Additional 2-yard picked up 2x/week	\$ 424.77		\$ 442.56	4.19%
Additional 2-yard picked up 3x/week	\$ 630.86		\$ 657.28	4.19%
Additional 2-yard picked up 4x/week	\$ 836.92		\$ 871.97	4.19%
Additional 2-yard picked up 5x/week	\$ 1,042.99	Commercial	\$ 1,086.67	4.19%
Additional 2-yard picked up 6x/week	\$ 1,249.06		\$ 1,301.38	4.19%
Additional 3-yard picked up 1x/week	\$ 291.61		\$ 303.82	4.19%
Additional 3-yard picked up 2x/week	\$ 591.46		\$ 616.23	4.19%
Additional 3-yard picked up 3x/week	\$ 881.02		\$ 917.92	4.19%
Additional 3-yard picked up 4x/week	\$ 1,170.53	Commercial	\$ 1,219.56	4.19%
Additional 3-yard picked up 5x/week	\$ 1,460.05		\$ 1,521.20	4.19%
Additional 3-yard picked up 6x/week	\$ 1,686.58		\$ 1,757.22	4.19%
Additional 4-yard picked up 1x/week	\$ 374.62		\$ 390.31	4.19%
Additional 4-yard picked up 2x/week	\$ 764.18		\$ 796.19	4.19%
Additional 4-yard picked up 3x/week	\$ 1,140.02	Commercial	\$ 1,187.77	4.19%
Additional 4-yard picked up 4x/week	\$ 1,515.85		\$ 1,579.34	4.19%
Additional 4-yard picked up 5x/week	\$ 1,891.67		\$ 1,970.90	4.19%
Additional 4-yard picked up 6x/week	\$ 2,267.51		\$ 2,362.48	4.19%

*Note: Compacted container rates shall be 2.5 times the loose rate

Source Separated Food Waste:

90% of Commercial Rates

Canby Disposal Company
City Rates (Residential includes weekly yard debris collection)
Rates effective date July 1, 2022

Cleanup Containers:

<u>ServiceType</u>	Current Rate March 1, 2021	Method	Proposed Rate July 1, 2022	Percent Increase
3-yard container	\$ 92.66	Commercial	\$ 96.54	4.19%
4-yard container	\$ 118.55	Commercial	\$ 123.52	4.19%

*Note: Price is per dump

Drop Box Services - Loose:

Permanent Accounts

<u>ServiceType</u>	Current Rate March 1, 2021	Method	Proposed Rate July 1, 2022	Percent Increase
10-yard haul fee	\$ 110.06	Drop Box	\$ 114.41	3.95%
20-yard haul fee	\$ 110.06	Drop Box	\$ 114.41	3.95%
30-yard haul fee	\$ 143.46	Drop Box	\$ 149.13	3.95%
40-yard haul fee	\$ 157.13	Drop Box	\$ 163.34	3.95%

Occasional Accounts

<u>ServiceType</u>	Current Rate March 1, 2021	Method	Proposed Rate July 1, 2022	Percent Increase
10-yard haul fee	\$ 145.64	Drop Box	\$ 151.40	3.95%
20-yard haul fee	\$ 145.64	Drop Box	\$ 151.40	3.95%
30-yard haul fee	\$ 180.26	Drop Box	\$ 187.38	3.95%
40-yard haul fee	\$ 195.91	Drop Box	\$ 203.65	3.95%

*Note: Price is for haul fee only; disposal and franchise fees are extra

Drop Box Services - Compacted:

<u>ServiceType</u>	Current Rate March 1, 2021	Method	Proposed Rate July 1, 2022	Percent Increase
Under 20 yards (rate per haul)	\$ 125.63	Drop Box	\$ 130.60	3.95%
20-29 yards (rate per yard)	\$ 7.71	Drop Box	\$ 8.01	3.95%
30-39 yards (rate per yard)	\$ 6.91	Drop Box	\$ 7.18	3.95%
40 yards or more (rate per yard)	\$ 6.08	Drop Box	\$ 6.32	3.95%

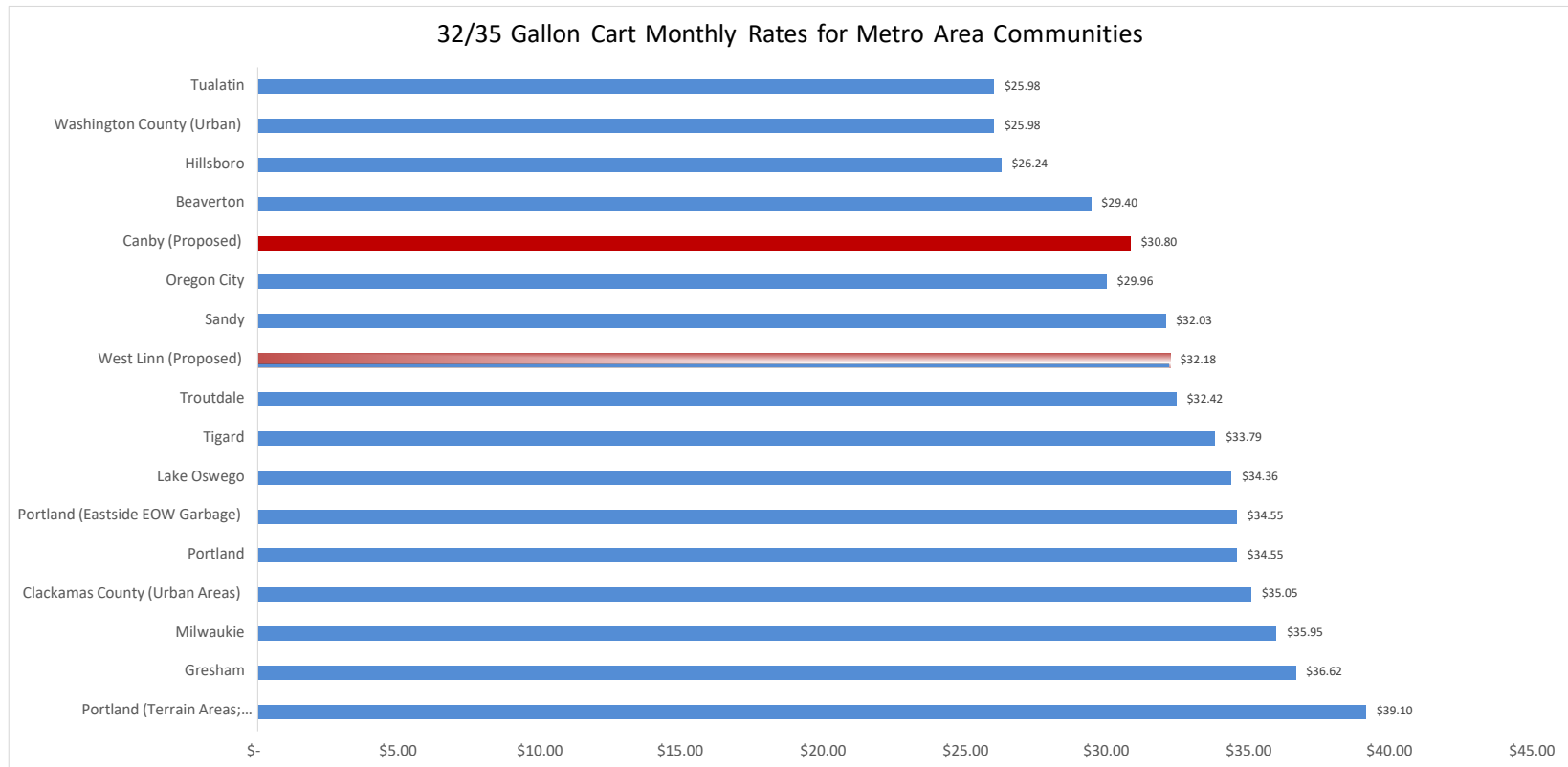
*Note: Price is for haul fee only; disposal and franchise fees are extra

Demurrage Charge:

<u>ServiceType</u>	Current Rate March 1, 2021	Method	Proposed Rate July 1, 2022	Percent Increase
Permanent accounts (per month)	\$ 84.68	Drop Box	\$ 88.03	3.95%

Solid Waste/Recycling Rate and Service Comparisons of Communities in the Metro Area as of February 2022

Container Size & Service	Beaverton	Sandy	Washington County (Urban)	Canby (Proposed)	Hillsboro	Tigard	West Linn (Proposed)	Tualatin	Lake Oswego	Troutdale	Gresham	Milwaukie	Clackamas County (Urban Areas)	Oregon City	Portland	Portland (Terrain Areas; West Hills)	Portland (Eastside EOW Garbage)
20-gallon Cart	\$ 25.70	\$ 26.91	\$ 23.86	\$ 25.86	\$ 22.29	\$ 30.44	\$ 27.00	\$ 23.86	\$ 25.50	\$ 27.38	\$ 31.78	\$ 31.35	\$ 30.60	\$ 24.35	\$ 29.85	\$ 34.40	\$ 29.85
32/35-gallon Can																	
32/35-gallon Cart	\$ 29.40	\$ 32.03	\$ 25.98	\$ 30.80	\$ 26.24	\$ 33.79	\$ 32.18	\$ 25.98	\$ 34.36	\$ 32.42	\$ 36.62	\$ 35.95	\$ 35.05	\$ 29.96	\$ 34.55	\$ 39.10	\$ 34.55
60/65 gallon Can/Cart	\$ 44.10	\$ 51.25	\$ 37.71	\$ 49.31	\$ 36.79	\$ 39.16	\$ 51.54	\$ 37.71	\$ 51.07	\$ 37.57	\$ 48.09	\$ 46.55	\$ 45.55	\$ 40.34	\$ 39.05	\$ 43.60	\$ 39.05
90/95 gallon Can/Cart	\$ 51.30	\$ 57.01	\$ 44.58	\$ 54.66	\$ 47.14	\$ 44.04	\$ 56.67	\$ 44.52	\$ 53.51	\$ 45.04	\$ 54.20	\$ 54.75	\$ 53.50	\$ 43.62	\$ 45.30	\$ 49.85	\$ 45.30
Yard Debris: Cart Size	60-gallon	65-gallon	60-gallon	65-gallon	60-gallon	60-gallon	65-gallon	90-gallon	60-gallon	60-gallon	60-gallon	65-gallon	65-gallon	65-gallon	60-gallon	60-gallon	60-gallon
Yard Debris: Frequency	Weekly	Weekly	EOW	Weekly	EOW	EOW	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Recycling: Container	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Cart	Carts	Cart	Cart	Cart	Cart
Recycling: Size	60 gallon	95-gallon	96 gallon	95-gallon	95 gallon	90 gallon	95-gallon	65-gallon	60-gallon	60 gallon	60-gallon	60-gallon	65-gallon	95 gallon	60 gallon	60 gallon	65/95 gallon
Recycling: Glass	Weekly	Weekly	EOW	Weekly	EOW	Monthly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Effective Date	9/1/2021	3/1/2021	7/1/2021	7/1/2022	8/1/2019	1/1/2022	7/1/2022	7/1/2021	1/1/2021	1/1/2021	7/1/2021	9/1/2021	7/1/2021	2/1/2022	7/1/2021	7/1/2021	7/1/2021
Information Source	City of Beaverton Website	City of Sandy Rate Schedule	Washington County Website	City of Canby Rate Schedule	Hillsboro Garbage Website	City of Tigard Website	City of West Linn Rate Schedule	City of Tualatin Website	City of Lake Oswego Website	Waste Management Website	City of Gresham Rate Schedule	City of Milwaukie Rate Schedule	Clackamas County Rate Schedule	Confirmed via Oregon City Garbage 9/28/07	City of Portland Website	City of Portland Website	City of Portland Rate Schedule



CPI for All Urban Consumers (CPI-U)
Original Data Value

Series Id: CUURN400SA0, CUUSN400SA0

Not Seasonally Adjusted

Series Title: All items in West - Size Class B/C, all urban

Area: West - Size Class B/C

Item: All items

Base Period: DECEMBER 1996=100

Years: 2011 to 2021

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2011	134.917	135.826	137.200	138.174	138.598	138.269	138.128	138.171	138.564	138.696	138.411	138.017	137.748	137.164	138.331
2012	138.465	138.997	140.235	140.619	140.834	140.375	139.645	139.971	140.600	140.847	140.287	139.768	140.054	139.921	140.186
2013	139.865	141.072	141.573	141.788	141.838	141.805	141.940	142.228	142.277	141.954	141.736	141.751	141.652	141.324	141.981
2014	141.998	142.120	142.813	143.077	144.253	144.522	144.435	144.317	144.506	144.214	143.398	142.669	143.527	143.130	143.923
2015	142.022	143.005	143.887	144.426	145.346	145.198	144.917	144.752	144.507	144.379	143.595	143.398	144.119	143.981	144.258
2016	143.932	144.128	144.264	145.128	145.942	145.866	145.850	145.829	146.130	146.328	146.004	145.918	145.443	144.877	146.010
2017	146.469	147.451	147.880	148.496	148.789	148.792	148.691	149.255	149.954	150.336	150.003	149.920	148.836	147.980	149.693
2018	150.564	151.200	151.702	152.350	153.201	153.546	153.464	153.797	154.158	154.729	154.625	154.228	153.130	152.094	154.167
2019	154.328	154.671	155.178	156.523	157.488	157.564	157.465	157.654	157.738	158.635	158.482	158.496	157.019	155.959	158.078
2020	158.599	159.183	159.129	158.824	158.301	158.857	159.752	160.528	160.846	161.141	161.069	160.840	159.756	158.816	160.696
2021	161.199	162.042	163.257	165.088	166.813	168.425	169.267	169.477	169.977	171.226	172.214	172.722	167.642	164.471	170.814

7.39% 4.94% 2021 Annual Change

5.91% 3.95% 80% of Annual Change



CITY COUNCIL STAFF REPORT

Meeting Date: 7/20/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Jerry Nelzen, Public Works Director

Agenda Item: Consider Resolution No. 1375: A Resolution Authorizing the City Administrator to Re-establish a Street Maintenance Fee Task Force.

Goal: Promote Financial Stability

Objective: Evaluate the City's fee structure including the park maintenance fee & street maintenance fee to address cost recovery on all fees

Summary

Discussion on the Street Maintenance Fee. Staff seeks Council approval to re-establish a community based task force to review the current fee for the Street Maintenance program. This committee would assist staff with forming a recommendation to the Council as to whether to modify the current fee to meet the City's funding needs to maintain City Streets between the curbs.

Background

Ordinance 1262 established the Street Maintenance Fee in January 2008. The rate was set as follows:

Residential fees:

1. Detached single family residences shall be charged \$5.00 per month.
2. Multi-family residences, except for senior housing, mobile home parks, and congregate care, shall be charged \$3.34 per month for each dwelling unit.
3. Detached senior housing and mobile home parks will be charged \$2.09 per month for each dwelling unit.
4. Attached senior housing and congregate care facilities will be charged \$1.04 per month or each dwelling unit.

Non-residential fees:

The Street Maintenance Fee shall be calculated by multiplying the number of units set by category of use by the trip rate per unit for that assigned category of use and then by the monthly per trip charge of \$0.522 to establish the monthly fee to be billed. The minimum monthly Street Maintenance Fee for non-residential accounts shall be \$5.00.

Discussion

There have been no increases to the Street Maintenance Fee since its inception in 2008. The cost of materials and labor has steadily increased over the past 13 years and with no increase in the fee the amount of street maintenance that can be accomplished has decreased.

Recommendation

Staff recommends we form a Canby Street Maintenance Task Force. This Committee could be made up of members of the Community to help City staff and Council with finding information and facts to determine next steps for the Canby Street Maintenance Fee Program.

Proposed Motion

"I move to pass Resolution No. 1375: A Resolution Authorizing the City Administrator to Re-establish a Street Maintenance Fee Task Force."

RESOLUTION NO. 1375

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO RE-ESTABLISH
A STREET MAINTENANCE FEE TASK FORCE.**

WHEREAS, the Street Maintenance fee was established by Council with the support of a Community Task Force,

WHEREAS, there have been no increases to the Street Maintenance Fee since its inception in 2008 and the cost of materials and labor has steadily increased over the past 13 years with no increase in the fee, the amount of street maintenance that can be accomplished has decreased, and

WHEREAS, this Committee of Citizens will help the City Council with the decision of the future of the City of Canby Street Maintenance Program.

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

The City Council authorizes the City Administrator to re-establish the Street Maintenance Fee Task Force to explore and advise on the best approach to raise the City of Canby Street Maintenance Fee.

This resolution shall take effect July 20, 2022.

ADOPTED this 20th day of July 2022, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder, CMC



CITY COUNCIL STAFF REPORT

Meeting Date: 7/20/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Todd Wood, Transit & Fleet Services Director

Agenda Item: Consider Ordinance No. 1581: Authorizing the City Administrator to Purchase Technology and Services from Passio Technologies of Atlanta Georgia and CTS Software of Swansboro, NC. *(First Reading)*

Goal: Plan a Transportation System that eases the impacts of growth

Objective: Approval of Staff Recommendation – CAT Technology Contracts

Summary

Canby Area Transit (CAT) operates three public transit services to the public: Fixed route service between Oregon City and Woodburn (99X); Local fixed service in the City of Canby (Canby Loop) and Paratransit (Dial-A-Ride) service to eligible individuals unable to access fixed route. Recently, CAT joined with other Clackamas County providers in a Request for Proposal (RFP) to upgrade our scheduling software, add tablets in the vehicles, digitize all documents and forms, and add real-time bus information applications.

Background

CAT was established in January 2002 and is supported by Canby Area Businesses and State funding. CAT currently uses EasyRides software by GMV Syncromatics for scheduling (Paratransit services only), printing driver schedules and tracking vehicle mileage. The AngelTrax Mototrax system is used for vehicle GPS services. Technology upgrades have been a top-priority for CAT staff to create efficiency in operations and improve our service to clients and the public. Better technology will provide increased accuracy in numbers and data for audits, reviews and grant reporting.

Discussion

Since 2002, data systems have been used that require drivers document time, mileage, passenger counts, fare counts, pass sales and other notes in paper form. This is later input by dispatchers for reporting purposes.

The Dial-A-Ride scheduling system is not application based nor available to drivers digitally. Instead drivers receive paper manifests and radio in client pick-up and drop-off times, mileage, fares paid and same day dispatch rides. These are later input by dispatch at the office.

Since 2020, CAT has set aside a budget to upgrade the current technology. As of the 2022-2023 budget, staff has reserved \$130,000 to upgrade the systems. In February 2022, CAT joined transit systems in Sandy, Clackamas County and South Clackamas in a joint RFP for technology. Three (3) bids were received and reviewed by a selection committee and Passio Technologies & CTS Software (Trip Master) was awarded the contract. The current schedule provider did not respond to participate in the RFP.

The upgraded technology will provide web-based scheduling software for dispatch and office staff use and Mobile Data Terminals (MDT's) in all vehicles. In Paratransit service this will eliminate paper manifests, save time entering

data, and enable drivers to place automated client calls when close to arrival at their stop. MDT use on fixed route buses will replace paper documentation and provide accurate reports of passengers on/off the buses at specific stop locations.

The upgrade will also provide active bus GPS information to staff and an application based program for customers. The application program will provide real-time tracking of all Fixed Route buses and services including times and any service alerts. An added update will be Automated Stop Announcements (ASA) for all fixed route bus stops while the bus is on route, in compliance with the ADA standards.

Attachments

Ordinance No. 1581
Passio Technology Quote
CTS Software Quote

Fiscal Impact

Current Services:

Our Current Annual costs for the EasyRides Software is: **\$10,662.00**
Our Current Annual Costs for the GPS (Mototrax) software is: **\$6,164.40**
Grand Total Current Annual Costs: **\$16,826.40**

New Services:

Passio Technologies:

One-Time Start-up Costs: **\$69,289.60**
Annual Cost: **\$12,927.75**

CTS Software:

One-Time Start-up Costs: **\$36,190.00**
Annual Cost: **\$10,380.00**

New Service Grand Total Costs:

One-Time Costs: **\$105,479.60**
Annual Cost: **\$23,307.75**

*****\$6,481.35 additional cost annually added to current provider costs*****

Recommendation

Staff recommends that the Council authorize the City Administrator to sign a five (5) year contract with Passio Technologies for a one-time cost of \$69,289.60 and annual cost of \$12,927.75, and to sign a five (5) year contract with CTS Software (Trip Master) for a one-time cost of \$36,190.00 and annual cost of \$10,380.00. This is to update and install new Fixed Route Software, Paratransit Software and Tablets for Canby Area Transit.

Staff recommends approval of overall one-time cost of: One Hundred and Five Thousand, Four Hundred and Seventy Nine dollars and Sixty cents (\$105,479.60), and 5-year fixed annual cost of Twenty-Three Thousand, Three Hundred and Seven dollars and Seventy-Five cents (\$23,307.75).

Proposed Motion

"I move to pass Ordinance No. 1581, Authorizing the City Administrator to sign a 5-year Contract with Passio Technology of Atlanta, Georgia and CTS software of Cedar Pointe, North Carolina for paratransit/fixed route software and MDT units for Canby area transit to come up for a second reading on August 3rd, 2022."

ORDINANCE NO. 1581

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE TECHNOLOGY AND SERVICES FROM PASSIO TECHNOLOGIES OF ATLANTA GEORGIA AND CTS SOFTWARE OF SWANSBORO, NC

WHEREAS, the City of Sandy issued a Request for Proposals on February 2, 2022 for Intelligent Transportation System Technology and included the City of Canby as an additional interested party;

WHEREAS, the City of Sandy received three (3) proposals and the City of Canby participated in the review and interview for the proposals;

WHEREAS, the Passio Technologies proposal including Trip Master by CTS Software received the highest score and was awarded the bid;

WHEREAS, the agreement will include initial startup costs of \$69,290 with annual costs of \$12,928 for Passio Technologies for fixed route;

WHEREAS, the agreement will include initial startup costs of \$28,940 with annual costs of \$10,380 for Trip Master for Dial-a-Ride;

WHEREAS, the agreement for each vendor will be five (5) years; and

WHEREAS, each agreement includes the option to add future additional modules for cost.

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

Section 1. The City Administrator is hereby authorized and directed to make, execute and declare in the name of the City of Canby (Canby Area Transit) and on its behalf, an appropriate agreement with Passio Technologies to:

- Provide startup funding of Sixty Nine Thousand, Two Hundred and Ninety dollars (\$69,290); and
- Provide annual funding of Twelve Thousand, Nine Hundred and Twenty Eight dollars (\$12,928) per year for a period of five years

Section 2. The City Administrator is hereby authorized and directed to make, execute and declare in the name of the City of Canby (Canby Area Transit) and on its behalf, an appropriate agreement with CTS Software to:

- Provide startup funding of Twenty Eight Thousand, Nine Hundred and Forty dollars (\$28,940); and
- Provide annual funding of Ten Thousand, Three Hundred and Eighty

dollars (\$10,380) per year for a period of five years

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 20, 2022 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, August 3, 2022 commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor in Canby, Oregon.

Melissa Bisset, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 3rd of August 2022 by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder

PASSIO TECHNOLOGIES

YOUR CUSTOM SOLUTION QUOTE

City of Canby

Heidi Muller

mullerH@canbyoregon.gov

Quote #: 979

PLEASE REACH OUT TO
PASSIO SALES WITH ANY
QUESTIONS
SALES@PASSIOTECH.COM



Passio Cover Letter

Please review this quote from Passio Technologies to City of Canby

Quote #: 979

Quote total: \$69,289.60 USD

Thank you,

The Passio Team

6100 Lake Forrest Dr

Atlanta 30328

marketing@passiotech.com

www.passiotech.com

MAKING EVERY PASSENGER COUNT

PASSIO TECHNOLOGIES



Passio Technologies
6100 Lake Forrest Dr
Atlanta, GA 30328
United States

Quote #	979
Date	Jul 5, 2022
Expires	Oct 3, 2022
Contact	Sam Tupman

Prepared for City of Canby
Heidi Muller
United States

T: 503-266-0717
E: mullerH@canbyoregon.gov

ACCEPT QUOTE

Passio Technologies Quote City of Canby 16 Vehicles, GO, ASA

GO

One-Time Fees

Category	Item	Qty	Price	Total
Setup	Passio GO CAD/AVL GPS Setup	1	\$2,354.10	\$2,354.10
	Setup Passio GO solution for customer account. One fee per system.			\$1,883.28[†]
	20% Item Discount (\$470.82)			
	Code: GOga			
	Base Price		\$2,354.10	\$2,354.10
License	Passio GO GPS CAD/AVL Software License	16	\$139.596	\$2,233.54
	Per unit one time software license. Includes lifetime updates. For Installed, Portable, and API Configuration.			
	Code: GOGpsavl			
	Base Price		\$139.596	\$2,233.54
Hardware	VLU	16	\$422.00	\$6,752.00
	Vehicle Logic Unit for GPS Tracking.			
	Code: VLU			
One-Time Subtotal				\$11,339.64
Discount				(\$470.82)

Annual Fees

Category	Item	Qty	Price	Total
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Category	Item	Qty	Price	Total
Recurring	Passio GO GPS/AVL Recurring Annual	16	\$699.00	\$11,184.00
	Per unit annual recurring fee. Configuration updates, reporting, and data storage.			\$7,741.56[†]
	30.78% Item Discount (\$3,442.44)			
	Code: 40RX21PGO			

* Recurring fees billed annually with 0 upfront payment(s).

Annual Subtotal \$11,184.00

Discount (\$3,442.44)

Automatic Voice Announcements

One-Time Fees

Category	Item	Qty	Price	Total
Hardware	MDT - Mobile Data Terminal	15	\$846.00	\$12,690.00
	Rugged Android MDT, Multi Connections, Stationary Mount.			
	Code: 1210003MDT			
HDW&INST	AVA: Audio Interrupt System	15	\$465.90	\$6,988.50
	Includes audio interrupt hardware, ancillary equipment, and wiring for connection to existing PA or Head Unit system with installed speakers. If additional audio equipment is required, Passio can provide this option as an upgrade to the customer.			
	Code: 1219045AVA			
License	AVA: Automated Voice Announcement Software License	15	\$898.00	\$13,470.00[†]
	Per unit one time software license. Includes lifetime updates.			
	Code: AVAlicense			
Setup/License	AVA: Automated Voice Announcement Standard Setup	1	\$5,894.10	\$5,894.10
	Automated Voice Announcement solution setup			\$4,715.28[†]
	20% Item Discount (\$1,178.82)			
	Code: 1213009AVA			
Hardware / Component	AVA: Inline Noise Filter	15	\$42.40	\$636.00[†]
	Inline Noise Filter			
	Code: 1210019AVA			

One-Time Subtotal \$39,678.60

Discount (\$1,178.82)

Annual Fees

Category	Item	Qty	Price	Total
Recurring	AVA: Automated Voice Announcement Recurring Annually	16	\$468.00	\$7,488.00
	Per unit annual recurring fee. Configuration updates, reporting, and data storage.			\$5,186.19[†]
	30.74% Item Discount (\$2,301.81)			
	Code: AVAannual			

** Recurring fees billed annually with 0 upfront payment(s).*

Annual Subtotal \$7,488.00

Discount (\$2,301.81)

Spares

One-Time Fees

Category	Item	Qty	Price	Total
Hardware	MDT - Mobile Data Terminal	2	\$695.50	\$1,391.00
	Rugged Android MDT, Multi Connections, Stationary Mount.			
	Code: 1210003MDT			
Hardware	VLU	2	\$225.00	\$450.00
	Vehicle Logic Unit for GPS Tracking.			
	Code: VLU			

One-Time Subtotal \$1,841.00

Installation

One-Time Fees

Category	Item	Qty	Price	Total
Installation	Installation	16	\$1,130.00	\$18,080.00
	Hardware installation and connectivity testing. On site charges, travel, and initial costs.			
	Passio (Code: Install)			
	<u>Component Install:</u>			
	MDT (Mobile Data Terminal) (MDTINST)			
	VLU (Vehicle Logic Unit) (VLUINST)			
	AVA Interrupt (AVAINST)			

One-Time Subtotal \$18,080.00

Summary

[†] Non-taxable item

Please contact us if you have any questions.

One-Time Subtotal	\$70,939.24
Discount	(\$1,649.64)
Total One-Time	\$69,289.60 USD
Annual Subtotal	\$18,672.00
Discount	(\$5,744.25)
Total Annually	\$12,927.75 USD

ACCEPT QUOTE

Cost Breakdown

Category	One-Time Fees	Annual Fees
Setup	\$2,354.10	—
License	\$15,703.54	—
Hardware	\$21,283.00	—
Recurring	—	\$18,672.00
HDW&INST	\$6,988.50	—
Setup/License	\$5,894.10	—
Hardware / Component	\$636.00	—
Installation	\$18,080.00	—
Discount	(\$1,649.64)	(\$5,744.25)
Total	\$69,289.60 USD	\$12,927.75 USD

Standard Terms and Conditions

- Installation
 - All installation quotes are estimates based on customer provided vehicle information. Limited vehicle availability or undocumented vehicle configuration information may result in increased installation costs and/or trip charges.
- Sales & Use Tax
 - Customer to provide tax exempt certificate if applicable. Customers are required to calculate and pay all applicable USE taxes unless alternate arrangements made at time of order.
- Term of Agreement
 - Standard term is 36 months for optimal pricing. Customers have the option to select 60 month term to lock in pricing for an extended period. Lesser term periods are subject to higher recurring fees.
- Deposit

- New customers are required to pay a deposit equal to 50% of the one time costs prior to shipment of any equipment or account setup.



**For over 30 years, we
have been dedicated to
making technology an
integral and reliable
asset for transportation
providers, no matter
their size.**



(800) 704-0064

City Council Packet Page 41 of 85
www.tripmastersoftware.com

Customer Driven Software That Works

CTS Software (CTS) is pleased to submit our cost proposal to City of Canby for your dispatching and scheduling needs. Our company has provided software products, upgrades, and technical support to the public transportation industry since the mid-1990s, and we have a keen understanding of your business, business objectives, and vision of your future. We help you maximize efficiency, grow ridership by enhancing the passenger experience, and support a great work atmosphere for your employees.

Our flagship web-based solution is TripMaster—powerful, flexible, completely scalable, and feature-rich. This proposal includes a suite of effective modules to ensure that we will meet City of Canby needs now, as your organization's demands change, and goals are met. We've gone to great lengths to design an overall feel and business logic that proves our commitment and dedication to you—plus a 100% satisfaction guarantee.

CTS truly believes—based on knowledge of the industry, coupled with years of service to providers like you—that we are the perfect solution. We are most proud of our family-style commitment to customer service, and our customers will tell you that they appreciate reaching a real live person, who knows them by name, on the phone 24/7 if they ever need help.

In closing, we would again like to thank you for this opportunity. We look forward to a favorable evaluation that ultimately benefits the local communities you serve. Our reasoning for creating effective and efficient solutions comes down to those that need the valuable services provided by transportation providers and enhancing the experience for everyone involved. Thank you for this opportunity and thank you for considering us as your partner for many mutually beneficial years.



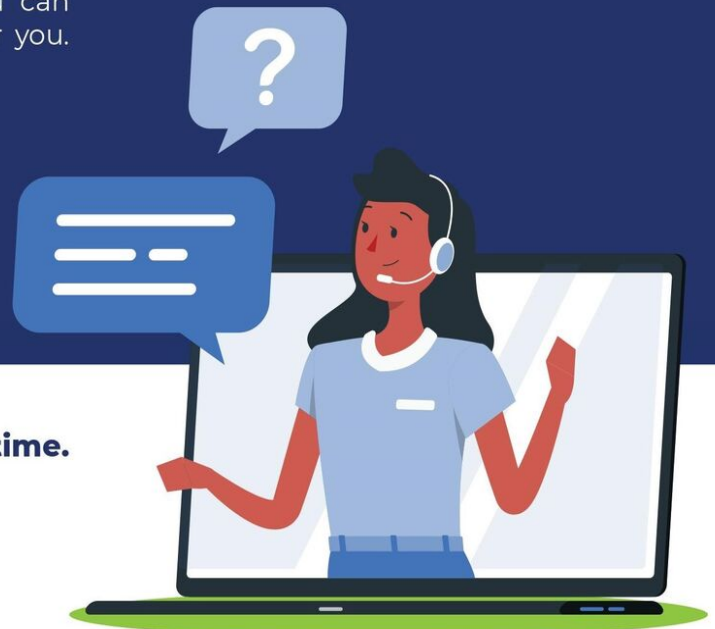
Technology moving you forward

Technical support is our top priority—you can only do your job if your software works for you. With TripMaster, you can expect:

- 24/7 live, U.S. based representatives
- Same-day responses and solutions
- Complimentary updates and new features

TripMaster's platform allows you to incorporate additional features at any time.

Automated scheduling
Driver App
Ride Reminder calls and texts
Medicaid billing
Third-party trip broker interfaces
Vehicle maintenance
Passenger ticketing
Camera Solution
Rider App



TripMaster by CTS Software

PO Box 57
Swansboro, NC 28584
United States

T: 800-704-0064
F: 866-244-4351

Prepared for City of Canby
Heidi Muller
PO Box 930
Canby, OR 97013
United States

T: 5032660717
E: mullerh@canbyoregon.gov

Quote #	1309
Date	07/07/2022
Expires	08/06/2022
Contact	Derek Platow

ACCEPT QUOTE

TripMaster Capital Cost Proposal

One-Time Fees

Category	Item	Qty	Price	Total
Product	TripMaster Software Web-based scheduling, dispatching, billing and reporting solutions. Includes nationwide mapping, custom reporting, reservation management, and more.	1	\$9,995.00	\$9,995.00
Product	TripMaster License Fee Fee per username and password to access your TripMaster database.	3	\$495.00	\$1,485.00
Product	TripScheduler Module Fee Automated trip optimization for same-day and batch scheduling with customizable profile settings and instant optimization statistics.	1	\$4,995.00	\$4,995.00
Product	ParaScope - Tablet Software Application Electronic Manifests, Real-time Vehicle Tracking, Mobile Message Send/Receive, pre- and post-trip inspections	5	\$695.00	\$3,475.00
Product	TripReminder Module Customizable passenger trip reminder phone calls or text messages automate a day before reminder and an on-the-way reminder.	1	\$3,995.00	\$3,995.00
Product	TripPortal Module Online and app-based (android and IOS) trip booking for passengers and third-party delegates.	1	\$4,995.00	\$4,995.00

One-Time Subtotal **\$28,940.00**

Monthly Fees

Category	Item	Qty	Price	Total
Monthly Fees	Support, Hosting, Backups, and Updates	1	\$350.00	\$350.00
	Allowing CTS to host your database in the Microsoft Azure Cloud guarantees a minimum of 99.9% uptime with multiple fail-safes, including a server architecture that incorporates redundant instances of each server, to ensure you always have access to your system. CTS also performs a database backup every 15 minutes, and full-system backups hourly.			
Monthly Fees	License Fee	8	\$20.00	\$160.00
Monthly Fees	Vehicle Fee	5	\$10.00	\$50.00
Monthly Fees	TripScheduler Vehicle Fee	5	\$5.00	\$25.00
Monthly Fees	ParaScope - Tablet Software Vehicle Fee	5	\$5.00	\$25.00
Monthly Fees	TripReminder Fee (2,000 Monthly Calls/Texts)	1	\$70.00	\$70.00
Monthly Fees	Where's My Ride Vehicle Fee	5	\$5.00	\$25.00
	Enhancement to the TripReminder module. Text message notification to the rider with real-time vehicle location and the real-time estimated time of arrival.			
Monthly Fees	TripPortal Module Fee	1	\$150.00	\$150.00
Monthly Fees	Estimated Time of Arrival (ETA) Vehicle Fee	5	\$2.00	\$10.00
	Estimated time of arrival calculations for the next scheduled jobs are visible on your primary dispatch screen.			
				<i>* Recurring fees billed monthly with 0 upfront payment(s).</i>
Monthly Subtotal				\$865.00

Implementation

One-Time Fees

Category	Item	Qty	Price	Total
Services	Data Acquisition, Conversion, and Install	1	\$0.00	\$0.00[†]
	TripMaster will perform a database conversion of existing data from your current files into your TripMaster database. The converted data will be transferred confidentially, and CTS Software will ensure that appropriate high-level security measures are taken to protect the data's integrity and accuracy.			
Services	Remote System Set-up	1	\$750.00	\$750.00[†]
	TripMaster will conduct a series of online webinars using Zoom during the initial system setup phases. Watch and learn from role-based documentation, help videos, short quizzes, and follow-up meetings with your technical trainer to train your end-users and staff. Online training is done for all projects prior to the remote go-live or prior to the onsite training and go-live if added.			

Category	Item	Qty	Price	Total
Services	Onsite Training Daily onsite, in-person representation for your technical trainer. Once onsite, your technical trainer(s) will work directly with the licensee's project manager and all other staff by what is known as "job shadowing". We believe in understanding your operation and fitting the software into your world rather than you having to fit into the software.	5	\$700.00	\$3,500.00[†]
Services	Onsite Travel Expenses Flat rate for each trip requested in order to complete the onsite, in-person training.	1	\$3,000.00	\$3,000.00[†]
One-Time Subtotal				\$7,250.00

Monthly Fees

Category	Item	Qty	Price	Total
Monthly Fees	Map Overlay / Shapefile Management Fee Import and maintain a selection of GIS and SHAPE files from third-party GIS systems. 100% Item Discount (\$50.00)	1	\$50.00	\$50.00 \$0.00

** Recurring fees billed monthly with 0 upfront payment(s).*

Monthly Subtotal	\$50.00
Discount	(\$50.00)

Summary

[†] Non-taxable item

This cost proposal is valid for 30 days and is entirely confidential.

Taxes and fees will apply unless proof of tax exemption is supplied.

There is a \$125 monthly minimum.

Total One-Time	\$36,190.00 USD
Monthly Subtotal	\$915.00
Discount	(\$50.00)
Total Monthly	\$865.00 USD

ACCEPT QUOTE

1. All pricing and information provided herein is based on information provided.
2. All prices are in US dollars.
3. Cost proposal is valid for 30 days from the issued date and is completely confidential.
4. Taxes and fees will apply unless proof of tax exemption is supplied.
5. The products provided pursuant to any Purchase Order will be delivered to the Licensee.
6. Responsibility to all risk of loss to the Products, damage and need for replacement hardware will be with the Licensee.
7. The pricing provided assumes that CTS Software will provide:

- All related software
- Hosting services
- Training
- Ongoing Maintenance and Support

8. The pricing provided in this proposal assumes that the Licensee will provide:

- Space, power, a network connection and any necessary IT installation and configuration for all required computer hardware.
- A high-speed internet connection
- Computer hardware
- In-vehicle hardware



CITY COUNCIL STAFF REPORT

Meeting Date: 7/20/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Ordinance 1582: An Ordinance Prohibiting Camping and Reducing Other Miscellaneous Offenses to Violations (*First Reading*)

Goal: Align resources to address future community growth

Objective: N/A

Summary

Canby does not currently have an ordinance to regulate camping in the rights of way. Oregon HB 3115 calls for cities to have any such ordinances comply with Oregon law and the holdings in *Martin v. Boise* as well as *Blake v. Grants Pass*. In order to regulate any use of public rights of way for camping, the City has to structure its ordinance in a way that is reasonable as to time, space, and manner. It must look to avoid the violation of individuals 8th Amendment rights against cruel and unusual punishment with excessive fines or criminalization behaviors that naturally flow from those experiencing homelessness. In reviewing Canby Municipal Code Chapters 9.24 and 12.24.040, it is advisable to have those fall in line with this de-criminalization of use of public rights of way.

Attachments

Ordinance No. 1582 and Exhibit A—Creating CMC Chapter 9.25 and Chapter 9.24.080 as well as amending CMC Chapter 12.24.040.

Fiscal Impact

No Costs. We might collect some revenue from any violations of these ordinances.

Options

Approve the Ordinances as written to regulate camping and de-criminalize similar activities in public.

Deny and ask staff to craft a different ordinance or no ordinance at all.

Recommendation

Approve the ordinance as written.

Proposed Motion

"I move to adopt Ordinance No. 1582, an Ordinance Prohibiting Camping and Reducing Other Miscellaneous Offenses to Violations to come up for a second reading on August 3, 2022."

ORDINANCE NO. 1582

AN ORDINANCE PROHIBITING CAMPING AND REDUCING OTHER MISCELLANEOUS OFFENSES TO VIOLATIONS

WHEREAS, the Canby Municipal Code does not currently have an ordinance regulating camping on certain public rights of way;

WHEREAS, Oregon House Bill 3115 requires any camping ordinance be brought into compliance with Oregon law and the decisions in *Martin v. Boise* and *Blake v. Grants Pass*;

WHEREAS, the City of Canby desires to have a camping ordinance that balances the constitutional rights of indigent homeless individuals with the needs of a city to remain orderly, safe, and clean;

WHEREAS, current Canby Municipal Codes in Chapter 9.24 and 12.24.040 unnecessarily criminalize certain behaviors associated with sidewalks, public rights of way, and use of public lands;

WHEREAS, the City of Canby desires to reduce the stigma and punishment associated with certain behaviors involving public lands and rights of way; and

WHEREAS, the City of Canby desires to have an ordinance that reasonably regulates as to time, space, and manner any camping within or along Canby public rights of way.

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

Section 1. They City of Canby City Council creates CMC Chapter 9.25 and Chapter 9.24.080, and it amends Chapter 12.24.040 in the ways shown in Exhibits “A.”

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, July 20, 2022 ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, August 3, 2022 commencing at the hour of 7:30 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Melissa Bisset, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 3rd day of August, 2022, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder

ORDINANCE ~~xxx-1582~~ - EXHIBIT "A"

Canby Municipal Code Chapter 9.24.080 Penalty.

Violation of Chapter 9.24 is punishable by a fine not to exceed \$1000. In lieu of any fine that may be imposed for violation of this section, the court may order community service. Or the court may order both a fine and community service.

Canby Municipal Code Chapter 9.25 CAMPING PROHIBITED IN CERTAIN PLACES

Sections:

9.25.010 Definitions.

9.25.020 Prohibited Camping.

9.25.030 Violation-Penalty.

9.25.010 Definitions.

As used in this section.

(1) "To camp" means to set up, or to remain in or at, a campsite.

(2) "Campsite" means any place where any bedding, sleeping bag, or other sleeping matter, or any stove or fire, is placed, established, maintained, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure, or any vehicle or part thereof.

(3) "City property" means and includes all real property owned by the city, other than public right-of-way and utility easement as those are defined herein, and all property held in proprietary capacity by the city.

(4) "To Store" or "storage" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

(5) "Camp paraphernalia" means but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or non-city designated cooking facilities and similar equipment.

(6) "Camp facilities" include, but are not limited to, tents, huts, temporary shelters, or vehicles.

9.25.020 Prohibited Camping.

(a) Except as expressly authorized by the Canby Municipal Code, it is unlawful at all times for any persons to establish or occupy a campsite on the following city property:

(1) All public parks;

(2) In a manner reducing the clear, continuous sidewalk width to less than five feet;

(3) All publicly owned or maintained parking lots; and

(4) All public property located within an area zoned for residential use under Title 16 of this code.

(b) Except as expressly authorized by the Canby Municipal Code, it shall be unlawful for any person to camp or maintain a campsite on any city property during the hours of 6:30 a.m. to 9:30 p.m.

(c) Except as expressly authorized by the Canby Municipal Code, it shall be unlawful for any individual to store more than 120 cubic feet of personal property, including camp facilities and camp paraphernalia, on city property during the hours of 6:30 a.m. to 9:30 p.m.

(d) Notwithstanding the provisions of this chapter, the City Administrator or designee may temporarily authorize camping or storage of personal property on city property by written order that specifies the period of time and location:

- (1) In the event of emergency circumstances;
- (2) In conjunction with a special event permit; or
- (3) Upon finding it to be in the public interest and consistent with council goals and policies.

(e) The City Administrator may adopt administrative rules to implement any of the provisions of this chapter.

9.25.030 Violation - Penalties and Enforcement.

(a) Violation of Chapter 9.25.020 is a Class "C" violation. Each day that a violation occurs will be considered a separate offense. In lieu of any fine that may be imposed for violation of this section, the court may order community service. Or the court may order both a fine and community service.

(b) In addition to any other penalties that may be imposed, violation of this chapter shall constitute a public nuisance and may be abated in accordance with ORS 202.077 and 203.079.

12.24.040 Possession or consumption of alcoholic beverages prohibited in parks.

Formatted: Font: Bold

A. No person shall possess or consume alcoholic beverages in the municipal parks.

B. Violation of this section is a ~~Class C Violation~~ ~~Class C misdemeanor~~.

C. It is an affirmative offense that the possession or consumption of alcohol was part of a city-sponsored or otherwise permitted event involving alcohol. For example, a beer festival in the park.



City of Canby Bi-Monthly Report
Department: Administration
For Months of May & June 2022

To: The Honorable Mayor Hodson & City Council
 From: Melissa Bisset, City Recorder/ HR Director
 Prepared by: Erin Burkhard, Office Specialist II
 Through: Scott Archer, City Administrator
 Date: July 20, 2022

Board and Commissions

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	1	1	Reappointed applicant
Planning Commission	1	0	1 opening
Transit Advisory Committee	2	0	2 openings
Library Advisory Board	1	1	Reappointed applicant
Heritage & Landmark Commission	4	3	2 applicants reappointed 1 vacancy open 1 high school student vacancy open 1 applicant withdrew from vacancy
Traffic Safety Commission	2	2	Reappointed 2 applicants

Business Licenses

	Issued	Inactivated	Renewals Mailed	Total Licenses
May & June 2022	63	31	327	674-Canby Addresses 1512-Total
May & June 2021	34	25	344	674-Canby Addresses 1555-Total

Cemetery

	Property purchases recorded	Internments recorded
May 2022	4	7
June 2022	3	5

Liquor Licenses/ Noise Variance Application

No liquor license and one noise variance application processed.

Public Records Requests

Processed 13 public records requests.

Recruitments/ New Hires

- 1 – Wastewater Operator II
- 1 – Network Administrator
- 1 – PC & Network Technician
- 1 – Associate Planner
- 1 – Lifeguard I/ Instructor I
- 1 – Swimming Instructor
- 7 – Seasonal Maintenance Workers



City of Canby Bi-Monthly Report
 Department: Court
 May and June, 2022

To: The Honorable Mayor Hodson and City Council
 Prepared By: Jessica Roberts, Municipal Court Supervisor
 Through: Scott Archer, City Administrator
 Date: July 20, 2022

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

Monthly Statistics	May	June
Misdemeanors		
Offenses Filed	23	22
Cases Filed	19	18
Warrants Issued	17	13
Misdemeanor Case Detail		
Diversion/Deferred Sentence	9	3
Offenses Dismissed	7	22
Offenses Sentenced	2	10
Offenses not filed by City Prosecutor	3	0
Traffic & Other Violations		
Offenses Filed	87	301
Cases/Citations Filed	64	213
Parking Citations Filed	4	9
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	20	15
Dismissal (Fix It Tickets)	13	5
Dismissed by City Prosecutor or Judge	6	12
Sentenced by Judge	30	29
Handled by Violations Bureau	31	69
Guilty by Default	42	38
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	0	4
Defendant Accounts referred to Collections	\$45,074.75	\$0.00
Fines & Surcharges Collected	\$51,726.27	\$49,840.03

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 Thursday. 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 - 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.



City of Canby Bi-Monthly Report Department: Economic Development For Months of: May & June 2022

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/20/2022

Economic Development Director Updates

Community Development Team: The Economic Development Department holds a bi-annual Community Development Team meeting with local and regional partners. The spring meeting was held on May 26th. The purpose of the Community Development Team meeting is to “engage community partners in Economic Development policy, marketing initiatives and business recruitment and retention efforts.” Hosting these meetings allows for community partners to come together, share ideas, and engage regional partners. Members from Clackamas County, Greater Portland Inc, Canby Fire, Canby Chamber of Commerce, DirectLink, Canby Utility, Canby School District, and City of Canby staff members. The May 26th meeting provided an overview of projects currently underway in the Canby Pioneer Industrial Park, downtown, and a roundtable discussion with partner updates.

Outdoor Seating: The City of Canby received requests from two local businesses to expand their outdoor seating. The first was FOB Taproom, who has participated in the City’s Open Air Canby program since its inception. Open Air Canby was created in October 2020 as a way for the City to respond to COVID-19 mandates for businesses. The program allows businesses to expand seating into private parking lots and private lots throughout Canby. The second business, Siren Song, requested to be able to expand its outdoor seating to the public, on-street parking stalls in front of the downtown business location. At the June 29th City Council meeting, the Council approved the continuation of the Open Air Canby program and authorized City staff to utilize the City’s Right-of-Way Encroachment permit to allow for outdoor seating in the public right-of-way. Both of the temporary programs will be in place until May 1st, 2023 and the Planning Department is currently working on researching and creating a permanent outdoor seating program.

Historic Preservation Code Update: The City of Canby’s Heritage and Landmark Commission completed a Preservation Plan in 2020 which included recommended amendments to the historic preservation code (16.100) in the Canby Municipal Code. The City worked with NW Vernacular to create the Preservation Plan and they utilized the model Certified Local Government historic preservation code which was developed by State Historic Preservation Office staff members as a baseline. The updates bring code 16.100 into alignment with national and state standards and reflects current practices as well. The recommendations from NW Vernacular were reviewed and approved with minor changes by the Planning Director in 2020. Additionally, the recommendations were reviewed and approved by Kuri Gill, Grants & Outreach Coordinator and Historic Cemeteries Program Coordinator, at SHPO in 2022. The Economic Development Director presented to the Planning Commission on Monday, June 13th during a work session on the code amendments. The amendments will be presented to the Planning Commission and City Council in August 2022.

National Parks Service Grant for Molalla Forest Road, Traverso Section: The City of Canby applied for and received a grant from the National Parks Service to create a management plan for the Traverso Section of the Molalla Forest Road. The plan is being overseen by City staff and members of the City’s Bike and Pedestrian Committee. On Thursday, June 16th, the City of Canby held a tour of Phase 1 of the Traverso section of the Molalla Forest Road. Tour attendees included neighboring property owners, city staff, Bike & Pedestrian Committee members, Molalla River Watch members, and Dan Miller with the National Parks Service. The tour viewed the property that has been

outlined as “Phase 1” in the Parametrix plan, completed in 2021. The tour offered an opportunity for the National Parks Service to review the area in person and receive feedback from the stakeholders in the area. The next steps with the National Parks Service include the creation of a Management Plan that will serve as a guiding document for the City of Canby.

Housing Production Strategy and Economic Opportunity Analysis: Economic Development staff is working with the Canby Planning Department on the ongoing efforts to update two necessary plans: the Housing Production Strategy and Economic Opportunity Analysis. Staff has been working with the Department of Land Conservation and Development (DLCD), consultants, and stakeholder groups to update the plans and ensure community input is included. The stakeholder groups include local business and property owners, representatives from non-profits, residents, and city staff members. The efforts will take approximately 6 – 9 months and will help to inform the forthcoming Comprehensive Plan Update. A joint Open House is planned for July 14th so the consultants can provide overviews and capture insights from the Canby community.

- **Economic Opportunity Advisory Committee:** The meeting was held on Thursday, June 9th at the Civic Center. The meeting reviewed the methodology and findings, a discussion about the target industries, and next steps which includes committee and stakeholder input and a community survey.
- **Housing Advisory Committee:** The Housing Advisory Committee reconvened on Tuesday, June 28th on the 2nd floor of the Civic Center. The consultants presented preliminary results on the community outreach, buildable land inventory, and a review of the draft residential land need analysis.

City of Canby Communications: The City of Canby has an increased focus on both internal and external communications. Outreach has increased through writing and distributing news releases, social media posts, and assisting at events. Efforts and outreach focused on the following topics:

- **All-Staff Meetings:** The City Administrator held meetings on May 24th, 25th, and 26th to provide an overview and discussion on projects and promotions effecting the City of Canby.
- **Maple Street Park Pickleball Court Grand Opening:** The grand opening was held on June 16th at 4:00p. It included speeches from the Mayor, Parks and Recreation Chair Barry Johnson, and Mark Shuholm, who generously donated to the pickleball courts.
- **Grant Street Arch and Quiet Zone News Release:** The City of Canby has continued construction work on the Grant Street Arch and downtown Canby Quiet Zone. The project is nearing the final stages but has been delayed due to weather.
- **Parks and Recreation Master Plan News Release and Public Meeting:** The final draft of the Parks and Recreation Master Plan was distributed and a public meeting was held on June 8th at the City’s Police Department Community Room.
- **National Public Works Week:** “National Public Works Week” was held from May 15th – May 21st and the city of Canby participated in recognizing the City’s Public Works Department.
- **City of Canby Election News Release:** The City of Canby currently seeks prospective candidates for Mayor and four open city council positions.
- **Willow Creek Riparian Area Signage:** Signage was created to be placed at the Willow Creek Riparian Area to provide an overview of the importance of the natural area and to highlight the work completed by the City of Canby and local partners.



Willow Creek Riparian Restoration Project

Welcome to the Willow Creek Riparian Restoration Project area. Please enjoy and witness firsthand the transition of this valuable creek back to its original ecosystem. Through the efforts of the City of Canby and many generous volunteers, a three phase project is ongoing to increase the natural buffer zone along the creek. The goal is to plant a few thousand trees and shrubs of several native Willamette Valley species to return the creek to its natural state. The return of the buffer zone will help to increase the natural habitat and encourage the return of dwindling wildlife including beavers, birds, fish, amphibians, and crucial pollinators. The completion of this project will allow the utilization of natural features to improve water quality by increasing filtration and temperature control of the creek. This transition will ultimately improve the environmental health of the Willamette River by reducing pollution from stormwater runoff that flows directly to the river.

Riparian Area:
relating to or living or located on the bank of a natural watercourse (such as a river) or sometimes of a lake or a tidewater

WHAT WAS PLANTED HERE?

- ☞ Ponderosa Pine
- ☞ Native tree trimmings
- ☞ Cotton Wood
- ☞ Red Osier Dogwood
- ☞ Douglas Fir
- ☞ Service Berry
- ☞ Swamp Rose
- ☞ Flowering Currant

YOU CAN HELP!
Plant native plants to help keep and maintain existing freshwater habitat. Fertilize your property carefully to help reduce runoff of chemicals into the riparian plant life and creek.

The Willow Creek Riparian Restoration Project is made possible through a partnership between the City of Canby Stormwater Management, Canby, Oregon, and the National Park Service, 11 C.

Canby
the garden spot

Economic Development and Tourism Coordinator Updates

PROMOTION

Canby Independence Day Celebration – The 2022 Canby Independence Day Celebration planning is well underway, and after 2 years of no events, there is growing enthusiasm for this year's celebration. This year's event will be held on Monday, July 4th in downtown Canby. Registrations are available at www.CanbyIndependenceDay.com for all activities taking place such as the Street Fair (Food, Arts + Crafts, and Non-Profits), Car Show, and Parade. Volunteers are always needed to bring this event to fruition, anyone interested can contact Tyler Nizer, Economic Development and Tourism Coordinator, at NizerT@CanbyOregon.gov.

Canby's Big Weekend – August 26th will kick-off the 2022 Canby's Big Weekend with Canby's Big Night Out Street Dance taking place in downtown Canby. Planning has taken place and there are unique strategies to engage with people outside of Canby to join in on the activities. It is with great enthusiasm that the Cutsforth's Cruise-In will take place on August 27th back in downtown Canby. The Swan Island Dahlia Festival will be held all weekend (Friday-Sunday) and the Dahlia Run will feature part of its race through the Swan Island Dahlia fields on Saturday August 27th. Additional planning and coordination will be underway throughout the summer.

First Thursday Night Market – The First Thursday Night Market has continued to gain momentum in the late spring and early summer. The May First Thursday Night Market boasted 30 participating businesses, which was a record amount. The event was held on May 5th and included local bricks and mortar businesses, food carts, and a ribbon cutting at Tin & Paisley. The June 2nd First Thursday Night Market saw an increase in local businesses with over 40 businesses open and participating downtown. The two Night Markets included scavenger hunts which help to move people throughout the downtown core and encourages them to interact with local businesses. In the month between May and June, an additional 10 participants and/or groups participated in the scavenger hunt. The First Thursday Night Market occurs on a monthly basis on the first Thursday from 5:00 – 8:00p. The event encourages businesses to stay open late and invites the local community to come downtown.



ORGANIZATION

Bike & Pedestrian Committee – The City's Bike & Pedestrian Committee meeting was held on June 28th in the City Council Chambers. The staff liaison Tyler Nizer, Economic Development and Tourism Coordinator, attended the meeting. The Bike & Pedestrian Committee meeting included a discussion on the Traverso Phase 1 site visit, a Parks Master Plan update, and a discussion about grant opportunities. The Bike & Pedestrian Committee had previously applied for an ODOT Community Path grant to continue work on the Traverso section of the Molalla Forest Road. The committee had previously planned to apply for the grant again, and determined it would be best to wait for the National Parks Service grant to conclude before moving forward.

Heritage & Landmarks Committee – The Heritage and Landmarks Commission meeting was held on May 2nd and the June meeting was cancelled. The agenda included project updates with the Certified Local Government (CLG) and Historic Cemeteries grants that are currently underway. The CLG grant was awarded for reconnaissance level surveys at the Clackamas County Fairgrounds and Event Center and a residential area in Canby. The grant also provided funding for a historic context statement for the fairgrounds. The Heritage and Landmarks Commission has also applied for and received another historic cemetery grant for Zion Memorial Cemetery.

Canby Area Chamber of Commerce – Tyler Nizer, Economic Development and Tourism Coordinator, is on the Canby Area Chamber of Commerce board serving as past president. This commitment consists of monthly board meetings, community and business engagement. The Canby Area Chamber of Commerce launched its new "In Your Backyard" marketing campaign targeting the Wilsonville community and hosted the "Swinging Good Time" golf tournament on June 17th. The Canby Area Chamber of Commerce serves as an important partner to the City's Economic Development team and offers complementary services to local businesses.

ECONOMIC VITALITY

Main Street – Tyler Nizer, Economic Development and Tourism Coordinator, attended the national Main Street conference in Richmond, Virginia from May 15th through May 18th. The Main Street conference features a variety of topics, sessions, and discussions centered on small downtown revitalization. The overarching theme for the Main Street conference was Together, Again which was then broken down into several topics and types of meetings. Topics included historic preservation, core concepts, small-scale housing and development, rural focus, and more. The opening plenary was held in the historic Carpenter Theater. The national Main Street conference provides an opportunity for civic leaders, volunteers, and Main Street professionals to come together and learn best practices for downtown revitalization.

DESIGN

Façade Improvement Program: The Urban Renewal Agency (URA) reviewed and approved two Façade Improvement applications.

- **Ace Glass:** On May 4th, the URA reviewed and approved the Ace Glass, 103 SW 1st Avenue, Façade Improvement application. Ace Glass requested funding to refurbish the building's exterior appearance with painting prep, repair CMU block wall, repair or replace windows, and prime and paint exterior.
- **Dewar Chiropractic:** The City also received an application from Dewar Chiropractic, located at 332 NW 1st Avenue. Dewar's application requested funding for prepping, painting, labor, and materials for the rear façade, visible from NW 2nd Avenue. The request was presented to the URA on June 29th and included light pressure washing of two exterior walls, scraping and grinding down areas as needed, application of a skim coat to smooth out surface with the application of primer and paint, removal of gutters, and installation of new fascia.



Downtown Flower Basket Program: The City of Canby has continued its downtown beautification efforts with its flower basket program. The flower baskets are a shared effort between the Economic Development and Public Works departments. The baskets are grown at S&K Nursery in Hubbard, Oregon and are hung on downtown lightposts in mid-May. Additionally, the City's Parks department plants and maintains the planters on NW 2nd Avenue with local dahlias.

Fleet Service BI-Monthly Report

By Robert Stricker, Lead Mechanic

May-22

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	2	\$939.25	\$1,064.76	\$276.47	\$2,280.48
Facilities	1	\$110.60	\$168.92	\$460.69	\$740.21
Wastewater Collections	2	\$276.50	\$199.42	\$477.00	\$952.92
Wastewater Treatment	4	\$395.35	\$681.84	\$0.00	\$1,077.19
Parks	12	\$1,274.11	\$514.21	\$1,265.60	\$3,053.92
Police	16	\$2,387.72	\$1,735.66	\$7,880.54	\$12,003.92
Streets	7	\$582.14	\$203.49	\$2,322.08	\$3,107.71
Fleet Services	0	\$0.00	\$0.00	\$103.28	\$103.28
Canby Area Transit (CAT)	19	\$1,849.35	\$1,896.42	\$14,713.29	\$18,459.06
Total	63				\$41,778.69

Jun-22

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$127.50	\$71.06	\$357.65	\$556.21
Facilities	0	\$0.00	\$0.00	\$274.24	\$274.24
Wastewater Collections	5	\$429.96	\$810.58	\$1,149.68	\$2,390.22
Wastewater Treatment	6	\$319.81	\$109.16	\$93.60	\$522.57
Parks	10	\$879.81	\$1,520.63	\$2,508.01	\$4,908.45
Police	11	\$2,065.75	\$125.44	\$8,272.03	\$10,463.22
Streets	7	\$850.02	\$1,290.56	\$3,223.34	\$5,363.92
Fleet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Canby Area Transit (CAT)	25	\$2,336.50	\$2,511.94	\$19,286.42	\$24,134.86
Total	65				\$48,613.69

Fleet Service Highlights

* Received a 90% score for on time maintenance from an ODOT audit

The City of Canby IT Department:

May 2022

- Tickets
 - N/A
- Highlights
 - Onboard COC IT Department

June 2022

- Tickets
 - 134 Work Orders with 110 being completed.
 - This month shows higher than normal tickets created due to “Task” tickets used to track the transition from KinTech to COC IT Dept.
- Highlights
 - IT Transition from Kintech to COC IT Department
 - Canby Area Transit network rejoined with COC network
 - Replaced Failing Virtual Server Host with Temporary Server

Projects

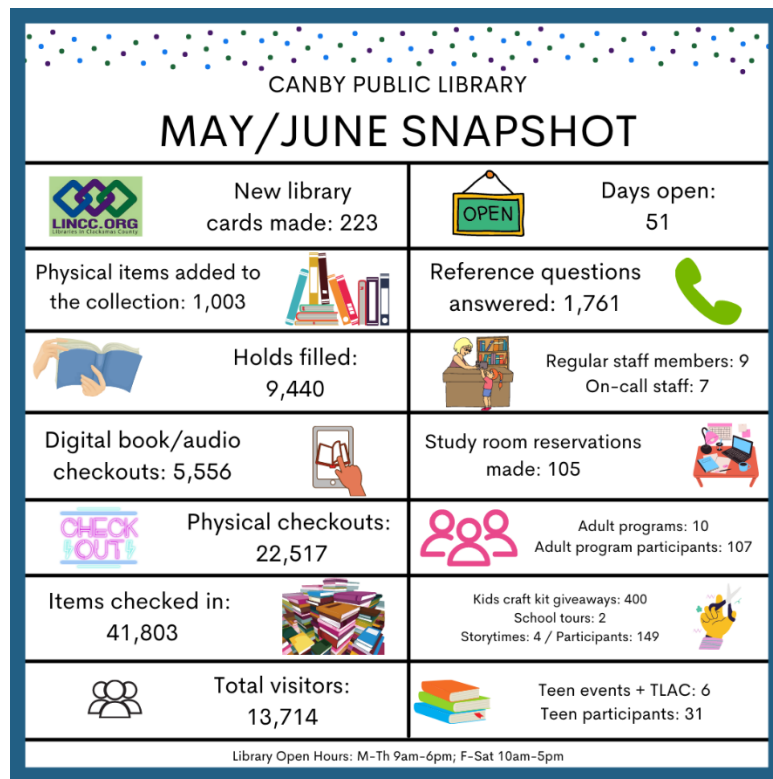
Fiscal Year 2022-2023 IT Projects	Priority Rank	Tentative Start Date	Projected Complete	Requestor
Cedar Conference Room Renovation	Med	In Progress	2022 Q3	Admin
Backup and Disaster Recovery Systems Upgrade	High	In Progress	2022 Q3	IT
New Dell Server for vmWare Upgrade	High	In Progress	2022 Q3	IT
ITPipes Sewer Maintenance Implementation	Med	In Progress	2022 Q3	Public Works
MS365/Teams G Migration / Email Archive	High	In Progress	2022 Q4	IT
Council Chambers Renovation	High	In Progress	2023 Q1	Admin
CPD Body Cam Project	med	In Progress	N/A	CPD
Video/Security System Upgrade	Low	In Queue		Admin
City Business CAT Tax Online Payment & Tracking	Low	In Queue		Finance
VPN	Med	In Queue		IT
Phone System	Low	In Queue		IT
Caselle Server Migration	Med-Low	In Queue		IT
Website Business License - Caselle	Med	In Queue		Finance
NeoGov - Caselle	Med	In Queue		HR



City of Canby Bi-Monthly Report
Department: Library
For Months of: May & June 2022

To: The Honorable Mayor Hodson & City Council
 From: Danny Smith, Library Director
 Prepared by: Same as above
 Through: Scott Archer, City Administrator
 Date: 7/20/2022

Usage Metrics Overview



Staff

Marisa Soltz, Canby's Reference Supervisor, has worked in libraries, both public and academic, for almost a decade. Since coming to the Canby Public Library in 2017, Marisa has also been working on her doctoral degree in Educational Leadership: Curriculum and Instruction. As of June 2022, she graduated with her Ed.D. after successfully defending her dissertation titled: *"Keeping in Touch While Sheltering in Place: A Comparative Case Study on the Complex Emotions Experienced by Older Adults When Introduced to ICTs and Video Conferencing Services."*

Spaces

No updates at this time

Collections

Through generous support from the Friends of the Canby Public Library, the Library of Things will be expanded beginning July 2022. The Library of Things collection will now include multiple rock polishers (our most popular item) and pickle ball paddles and balls for use at the new pickle ball courts.



General News

Friends of the Library Blowout Book Sale

The Friends of the Canby Public Library hosted their summer blowout book sale in June. The sale was a great success and was enjoyed by many around the community. To add to the fun, there was a number of kids' activities and free ice cream provided by Cutsforth's Market.

Dolly Parton Imagination Library Celebration at the Park

In partnership with the Kiwanis Club of Canby, the 5th Annual Dolly Parton's Imagination Library Party was held at Wait Park. The party included a book giveaway for kids birth to 10 years of age, storytime, selfies with a Llama, dress up, crafts, games, treats, prizes and balloon art.

Summer Reading 2022

Canby's Summer Reading program (Read Beyond the Beaten Path) is back and in full swing with wide participation from adults, teens, and children from around the Canby community. Participants are starting to return their reading logs and collect completion prizes. Planning is already underway for next year's program.





City of Canby Bi-Monthly Report
Department: Parks
For Months of: May & June 2022

To: The Honorable Mayor Hodson & City Council
From: Jeff Snyder, Parks Maintenance Lead Worker
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/20/2022

Parks Maintenance

May and June 2022

Park Renovations

R.L. Reimers Finished the Pickleball Courts at Maple St. Park in time for the grand opening. 2KG Contractors, Inc. performed warranty work at the Maple St. Splash pad.

Park Maintenance

Mowing and landscaping duties have occupied the majority of staff's time over the last couple of months. All of the city's irrigation systems have been turned on. Irrigation repairs were made as needed and adjusted in the anticipation of the warmer weather. Boom mowing of the Molalla Forest Rd. walking path and at the Disc golf course has been compleeted. All of the light pole planters on 2nd Ave. were planted with extra dahlias. Valley Green Inc. did weed control in the parks turf areas, fertilizer was also applied were needed. Playground repairs were addressed as found and EWF (engineered wood fiber) was also applied to the safety surfacing areas.

The Parks Department spent 6 hrs. addressing graffiti and vandalism over the last two months. Maintenance was 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, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands (19th Loop), WWTP property and Zion Cemetery.

Meetings attended

I attended the Park and Recreation meetings.

We all attended a meeting with our City administrator regarding the state of the city.

Half the crew took a First Aid CPR course.

Meetings were held with the Bike and Ped. Committee to discuss signage on the MFR walking trail.

I attended a meeting with the County regarding the proposed Dog Park.

I attended a meeting regarding upgrades to Community Park.

I held employee evaluations and attended a budget meeting

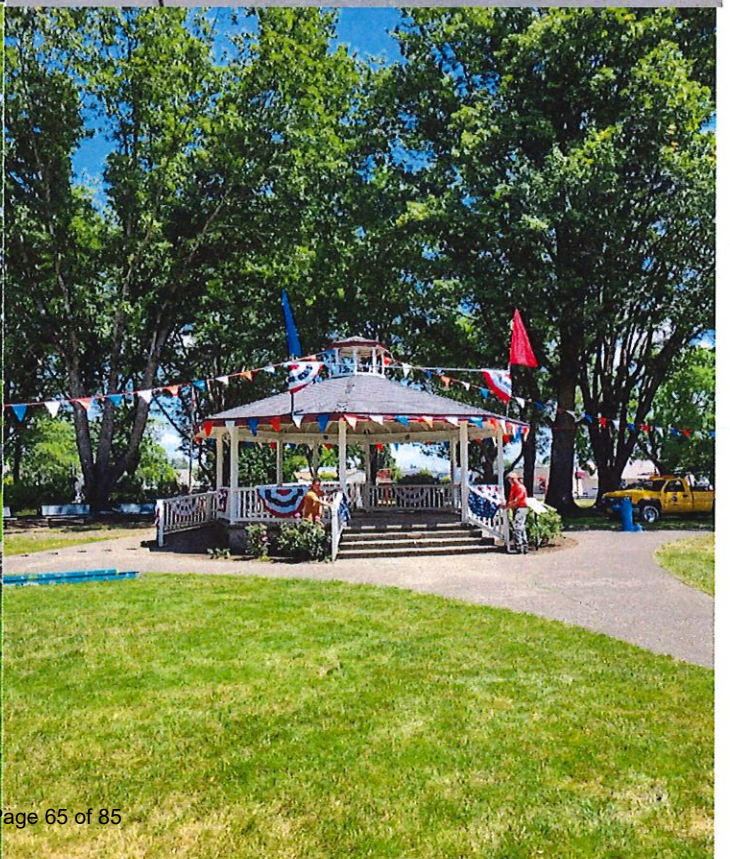
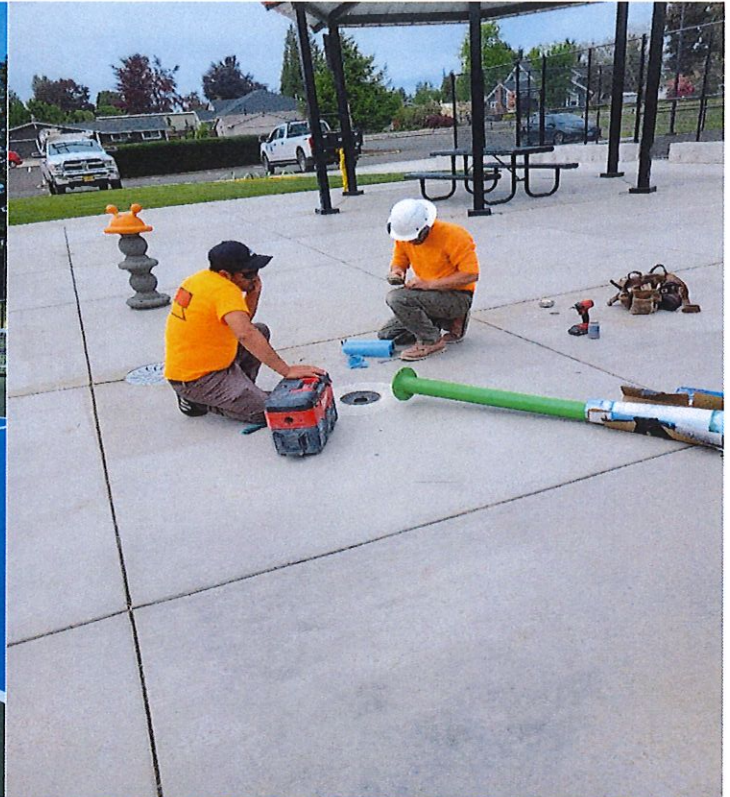
Zion Cemetery

At the cemetery, mowing and string trimming occupied staffs time. Floral decoration cleanup, building maintenance issues and sexton duties were performed as needed. The irrigation systems have been brought on line for the season. We are starting to explore replacing the casket lift and researching our options.

For your Information

The Parks Department brought on four part time employees in the month of June.

Please see attached park maintenance actual hours for the months of March and April 2022. Hours are based on number of employee's (each day) x 7.5



Parks Department	May 2022 Actual Hours
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[illegible]

Parks Department

June 2022 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		22.5				1.0		1.0	1.5												0.5	0.5							3.0	2.0		32.0
Arneson Gardens	3.0		2.0			2.0				1.5			1.0								1.5		2.5					2.5	30.5	6.0		52.5
Baker Prairie Cem.						0.5		3.5	1.0														3.0									8.0
Beck Pond										0.5							8.0					2.0		1.5								12.0
Community Park	7.5	11.0	5.5			5.0	6.5	8.5		5.5			3.0	30.0	2.0	2.0				4.0	2.0	13.0	19.0	9.0			12.5	1.5	3.0	3.0		153.5
CRIP Sign Property																							1.0					1.0		5.0		7.0
Disc Golf Course																																0.0
Eco Park			0.5			0.5							0.5							3.0		0.5		1.0	2.0					0.5		5.0
Faist V (5)								1.0																						1.0		5.5
Holly-Territorial Sign									0.5																							0.5
Hulberts-sign property							2.0															1.5										3.5
Klohe Fountain		0.5																											2.0			2.5
Knights Bldg.								1.0															0.5	1.0								2.5
Legacy Park	1.0	1.0	1.0			3.0	3.5	1.0	1.0	2.0			2.0	4.0	1.0	3.5	2.0			11.0	7.0	5.5	1.5				1.5	6.5	3.0	3.5		65.5
S. Locust Park	0.5	1.0	1.0			6.0	1.0	5.0	0.5	1.5			4.0	1.0	1.0	2.0	2.0			2.0	1.5	2.0	1.5	1.5			2.5	1.5		1.0		38.0
Logging Rd. Path	1.0	1.0	1.0			2.0			8.5	10.5			12.0	6.5	6.5	1.0	11.0			12.0	7.5	10.5	1.0	1.5			3.0	3.0		1.0		100.5
Fish Eddy-Log Boom			0.5			0.5							0.5										0.5									2.0
Maple St Park	5.5	0.5	2.0			6.0	5.0	5.0	4.0	3.5			3.0	10.0	3.0	14.0	4.0			3.0	4.5	9.5	4.0	3.0			5.0	19.5		6.0		120.0
19th Loop																								1.5						0.5		2.0
Northwood Park			1.0			1.5			1.5				0.5			6.0				6.0			3.0				3.5		16.5	1.0		40.5
Street Landscaping	6.0					5.0		5.5							1.0						1.5	2.0	1.0				5.0	3.0		4.5		34.5
Storm/Collect mow																							1.5							0.5		2.0
Police Department	4.0																			3.5		0.5	1.0									9.0
Simnitt Property																																0.0
Skate Park	5.0		1.0			1.0		0.5					0.5							2.0		0.5	1.0	3.0						0.5		15.0
Shops/Tools-trucks		0.5	3.5			1.0	1.5	0.5								1.0					9.5		2.5							1.5		21.5
Swim Center								2.5	1.0												1.0	1.0	1.0									6.5
Territorial-CLC Prop.																							1.0							2.0		3.0
Timber Park	0.5	0.5	1.5				4.5	1.0	2.0	1.5					0.5	0.5	18.5			1.0		2.0	1.5	7.5			1.5	0.5		4.0		49.0
Transit Bus stop	0.5	0.5	1.0			1.0	1.0	2.0	1.5	1.5			1.0			0.5	1.0			1.0		1.5	1.5	1.5			1.5	0.5	4.0	1.0		22.5
Triangle Park							1.0		0.5													1.0	1.0				1.5		0.5			5.5
Wait Park	1.0	1.0	1.0			2.0	1.0	1.0	1.0	1.5			2.0	2.0	1.0	11.0	4.0					3.0	1.5	6.0			5.5	1.5	1.0	4.0		52.0
Veterans Memorial						1.0														2.0		0.5						1.5	2.0			7.0
VWTP property																																0.0
Zion Cemetery	7.5	7.5	15.0			7.5	15.0	15.0	15.0	15.0			15.0		15.0	15.0	15.0			15.0	22.5	15.0	15.0	15.0			15.0	12.5	7.5	15.0		290.0
Administration	2.0	5.0				6.0	3.5	4.0	7.5	6.5			7.5	22.5	1.0	2.0				2.0	4.5	5.5	4.5	2.0			2.0	7.5	2.0	4.0		101.5

1272.0 Monthly Total



**We need
weed wackers!**



VOLUNTEER @ECO PARK DISC GOLF

**If interested, please contact
Nick Huggins**

503-367-8139 or hugginni@gmail.com

Tasks:

Course maintenance (weed wacking)
Hole #6 improvements
Adding tee pad seating
Bike rack installation





City of Canby Bi-Monthly Report
Department: Police
For Months of: May & June 2022

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Scott Archer, City Administrator
 Date: 7/20/2022

	MAY	JUNE
Calls for Service - Dispatched 911 and Non-Emergency Calls	877	1155
PROPERTY CRIMES REPORTED		
Burglary	3	4
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	5	1
Robbery	0	0
Theft I, II, & III	24	14
Forgery / Counterfeiting	0	1
Trespass	5	3
Vandalism / Criminal Mischief	6	12
PERSON CRIMES REPORTED		
Assault I, II, IV	1	4
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	4	1
Endangering Welfare of a Minor / Recklessly endangering	2	0
Felon in possession of firearm / restricted weapon	0	1
Harassment, Intimidation or Threats	4	5
Identity Theft	3	5
Interfering with Peace Officer	0	0
Menacing	0	1
Sex Offenses	1	1
Strangulation	0	0
ARRESTS		
Warrant Arrests (and contempt of court, restraining order, parole violations)	20	25
Adult and Juvenile Custodies (includes juvenile curfew)	33	33

DRUG CRIMES		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
TRAFFIC CRIMES, ACCIDENTS, CITATIONS		
Attempt to Elude	0	2
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	4	8
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, UUMV, Failure to Surrender Suspended License / Use Invalid License)	6	10
Traffic Accidents	9	12
Traffic Citations	164	470

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

SGT. TIM GREEN

OFFICER ALLEN MILLER

OFFICER CHRIS MACOM

MONTHLY TRAFFIC SAFETY REPORT

MAY 2022

CITATIONS:	164
DUII ARRESTS:	4
TRAFFIC CRIMES:	6
TRAFFIC CRASHES:	Injury (Traffic): 1 Injury (Patrol): 2 Non-Injury (Traffic): 0 Non-Injury (Patrol): 0 Hit & Run (Traffic): 2 Hit & Run (Patrol): 4 TOTAL CRASHES: 9
TRAFFIC COMPLAINTS:	15

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

SGT. TIM GREEN

OFFICER ALLEN MILLER

OFFICER CHRIS MACOM

MONTHLY TRAFFIC SAFETY REPORT

JUNE 2022

CITATIONS:	470
DUII ARRESTS:	8
TRAFFIC CRIMES:	10
TRAFFIC CRASHES:	Injury (Traffic): 3 Injury (Patrol): 1 Non-Injury (Traffic): 3 Non-Injury (Patrol): 2 Hit & Run (Traffic): 2 Hit & Run (Patrol): 1 TOTAL CRASHES: 12
TRAFFIC COMPLAINTS:	9



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: May & June 2022

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Laney Fouse Lawrence, Planning Technician & Ryan Potter, AICP, Planning Manager
Through: Scott Archer, City Administrator
Date: 7/20/2022

The following report provides a summary of Planning and Development Services activities for the months of May and June 2022. Please feel free to call department staff if you have questions or desire additional information about any of the listed projects or activities. This report identifies ongoing planning activities, a list of pre-application and pre-construction applications, a list of project hearings and the number of projects for which the City has performed site plan review for building permits.

Development Services Activities:

1. **DLCD Housing Needs Analysis (HNA), Housing Production Strategy (HPS), and Economic Opportunity Analysis (EOA).** Project advisory committee meetings for these long-range planning efforts occurred on March 29/31 and June 7/9. A **public open house** is planned for **Thursday, July 14** in Council Chambers. The City's consultant team will walk attendees through a "buildable land inventory" for residential and nonresidential uses, current and projected population and demographics data, and an analysis of local housing costs relative to local incomes. After the presentation of draft findings, there will be a community input session.
2. **Comprehensive Plan and Transportation System Plan.** On June 15, the proposed budget for the City's upcoming Comprehensive Plan and Transportation System Plan, generated in part by City Staff and its consultant team (Angelo Planning Group, MIG, and DKS Associates) was approved by City Council. Work on these important, foundational documents is now funded for FY 22/23 and an RFP will be issued later this summer.
3. **Parks and Recreation Master Plan.** On June 8, a public forum was held at the Canby Police Department to present the draft Parks and Recreation Master Plan to the community. The City's consultant team (BerryDunn) is currently working to complete the final Master Plan; edits to the previously-circulated draft document will reflect input from the Parks and Recreation Advisory Board, City Council, and the public.
4. **Freeway Tolling Projects.** Planning Staff continue to be engaged in the ongoing agency review processes for the state's planned freeway tolling projects, including the I-205 Improvements Project. Staff regularly attend interagency committee meetings, ODOT transportation updates, and traffic modelling group meetings. Staff plan to conduct a comprehensive review of the draft environmental document, which is anticipated to be released in early fall, and will provide comments to ODOT

related to the project's impacts on Canby and the adequacy of the state's proposed mitigation strategies.

5. **Staff Updates.** Development Services is excited to welcome **Emma Porricolo** as the team's newest Associate Planner. Emma is a graduate of the University of Oregon and has experience in both the public and private planning sectors. She has a heart for local public service and is already involved in many of the department's most important planning efforts. Please join us in welcoming Emma.

During the past few weeks, several existing members of planning staff have also advanced to new positions: **Laney Fouse-Lawrence** has been promoted to Planning Technician, **Ryan Potter** has taken on the role of Planning Manager, and **Emily Sasse** will be transitioning from a temporary position to a permanent one as the team's Office Specialist.

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of May 1 - June 30, 2022: Territorial Dog Park (for Clackamas County).
2. **Pre-Construction Conferences** held May 1 - June 30, 2022: Okada America, Lampros Steel, and Mark's Place Subdivision.
3. **Site Plans Submitted for Zoning Conformance** between May 1 - June 30, 2022: **63 site plan review** applications were submitted (20 more than the two preceding months), and have been or are being released for building permits.
4. **Signs Submitted for Plan Review** between May 1 - June 30, 2022: 1 application submitted.
5. **Wireless Telecommunication Projects Submitted for Plan Review** between May 1 - June 30, 2022: 1 application submitted.

Planning Commission Activity:

1. Agenda Items Reviewed May 1 - June 30, 2022. During this period, the Planning Commission:
 - a. Approved a design review application for American Welding Services (DR 22-02) to construct a new 17,500-square-foot warehouse with accessory office spaces.
 - b. Heard staff updates on Municipal Code amendments.
 - c. Heard staff updates on the City's Housing Needs Analysis and Economic Opportunity Analysis efforts.
 - d. Held a work session on proposed code changes related to Historic Preservation.
 - e. Held a work session on residential fence standards.

¹ Note that the applications listed here do not capture the department's full backlog of active land use applications and site plan reviews, many of which were either submitted prior to this reporting period or have been submitted but are currently deemed incomplete applications.



City of Canby Bi-Monthly Report
Department: Public Works
For Months of: May & June, 2022

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Interim Public Works Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/20/2022

Facilities

Facility Maintenance Department had a company crack sealing in preparation of slurry coating at the Public Works Shop Complex in July or August.



Facilities	Total Hours
May	320.5
June	365

Streets Department

Public Works crew lining out the trench on S Ivy in preparations of undergrounding the power.



May Streets	Total Hours
Street Sweeping	39
Street Maintenance	434
Sidewalks Inspections	10
Driveway Approach Inspections	10
Street Sign Manufacturing	2
Street Sign Maintenance	2
Street Sign Installation	3
Street Lights	2
Tree Trimming	9
Dump Truck	5
Vactor	20
Mini Trackhoe	136

June Streets	Total Hours
Street Sweeping	55
Street Maintenance	488.5
Sidewalk Inspections	5
Driveway Approaches	5
Street Manufacturing	8
Street Sign Maintenance	19
Street Sign Installation	4
Street Lights	10
Tree Trimming	2
Dump Truck	1
Vactor Usage	12.5
Mini Trackhoe	60

Sewer Collections

Public Works crew working at sewer lateral repair.



May Sewer	Total Hours
Sewer Cleaning	12
Sewer Maintenance/Repair	34
Sewer TV'ing	12
Lift Station Maintenance	14.5
Locating Utilities	19
Sewer Inspections	12
Vactor Usage	5

June Sewer	Total Hours
Sewer Cleaning	24
Sewer TV	12
Sewer Laterals/Maintenance	51
Lift Station Maintenance	3
Locating Utilities	7
Sewer Inspections	2
Vactor Usage	2

Storm Water

Public Works and other utility providers meeting to discuss utility placements for upcoming projects.



May Stormwater	Total Hours
Catch Basins	8
Erosion Control	3
Storm Line Maintenance/Repair	35
Vector Usage	7

June Sewer	Total Hours
Catch Basins	12
Drywell Maintenance	32
Erosion Control Inspections	5
Storm Line Maintenance/Repair	3



**City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: Year End Report**

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/20/2022

We all know the last couple of years have reset the bar on everything. It looks as if many things are changed permanently. People and workplaces look at employee illness in a totally different way and how we deal with it has changed too. For us the workforce has changed, instead of a slow and recognizable staff change, there have been wholesale changes in staffing and how we need to work with our new workforce. It has been particularly difficult in aquatics as there was a shortage in the workforce before covid and now it is even bigger. I think here in Canby we have been able to handle it a little easier as in a smaller community there is a little more personal connection and it is easier to reach out to possible workers. That all being said we still are not back to before covid in our service numbers. All things considered and since we tried to open with a pretty close to typical schedule July 1 of 2021, we had a good year. We have had just under 56,000 swims in the past year and that includes a mad rush to get all the second graders scheduled and in the water for school lessons before the end of the school year. This is about 74% of pre-covid admissions and I feel that it was a pretty good turnout. Revenue is pretty close to the same as admissions with this year finishing with 76% of pre-covid revenue, which makes sense with, and follows admissions.

Public swimming lessons and public swims have returned. Lap swimmers, senior swimmers and water exercise classes have also returned. Swim teams never really stopped and they found creative ways to get things done. This season has been very good for the Canby Gator and the Canby High School teams. The Gators continue to qualify for top meets, state, regionals, sectionals and zones. The Gators hold their own against the bigger teams too. The Canby High School team had great success this season. The girls team won districts and finished 10th at state their highest finish in 20 years. The Boys team also did very well finishing 3rd at districts and sending 5 swimmers to state four of them swimming individually as well as relays. It looks like a very exciting future for both swim teams.

The Community continues to provide strong support for the Canby Swim Center as they passed the 2021 November pool levy with a near 70% yes vote, which will fund the swim center for another 5 years thru June of 2027. The Swim Center remains important to the community so we can continue to provide a safe place to swim at and learn to swim. In 1969 the community came together to plan and fund the pool with the cooperation of the school district and city of Canby, and when the group of people who built the pool didn't know how to keep the pool funded the city stepped up and took it over to continue to provide services. It is good to see the community is still behind keeping quality safe activities for all ages.

SUBJECT: May 2022 Attendance Numbers
DATE: 2021-2022

CANBY SWIM CENTER May	ADMIT 2021	ADMIT 2022	PASS 2021	PASS 2022	TOTAL 2021	TOTAL 2022	YTD TOTAL 20-21	YTD TOTAL 21-22
MORNING LAP	157	37	578	274	735	311	4906	3122
ADULT RECREATION SWIM	68	31	248	325	316	356	1924	4116
MORNING WATER EXERCISE	0	25	0	173	0	198	181	2087
PARENT/ CHILD/ Family Swim	0	473	0	0	0	473	0	2559
MORNING PUBLIC LESSONS	0	0	0	0	0	0	0	3000
SCHOOL LESSONS	0	1584	0	0	0	1584	0	2564
NOON LAP	0	94	0	302	0	396	0	3711
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	0	189	0	8	0	197	0	3422
PENGUIN CLUB	0	0	0	288	0	288	0	1986
CANBY H.S. SWIM TEAM	0	0	132	0	132	0	575	1341
CANBY GATORS	0	0	493	1225	493	1225	4288	9048
MASTER SWIMMING	0	0	0	16	0	16	0	96
EVENING LESSONS	0	1202	0	0	0	1202	0	8329
EVENING LAP SWIM	0	16	0	19	0	35	0	628
EVENING PUBLIC SWIM	0	331	0	5	0	336	0	2810
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT SWIMMING	0	8	0	0	0	8	0	70
GROUPS AND RENTALS	8	0	0	0	8	0	50	74
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	233	3990	1451	2635	1684	6625	11924	48963

SUBJECT: June 2022 Attendance Numbers
DATE: 2021-2022

CANBY SWIM CENTER June	ADMIT 2021	ADMIT 2022	PASS 2021	PASS 2022	TOTAL 2021	TOTAL 2022	YTD TOTAL 20-21	YTD TOTAL 21-22
MORNING LAP	229	44	704	317	933	361	5839	3483
ADULT RECREATION SWIM	57	40	174	351	231	391	2155	4507
MORNING WATER EXERCISE	0	36	0	210	0	246	181	2333
PARENT/ CHILD/ Family Swim	0	500	0	0	0	500	0	3059
MORNING PUBLIC LESSONS	0	1192	0	0	0	1192	0	4192
SCHOOL LESSONS	0	294	0	0	0	294	0	2858
NOON LAP	0	71	0	204	0	275	0	3986
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	0	660	0	123	0	783	0	4205
PENGUIN CLUB	0	0	0	322	0	322	0	2308
CANBY H.S. SWIM TEAM	0	0	272	0	272	0	847	1341
CANBY GATORS	0	0	556	845	556	845	4844	9893
MASTER SWIMMING	0	0	0	0	0	0	0	96
EVENING LESSONS	0	1137	0	0	0	1137	0	9466
EVENING LAP SWIM	0	14	0	26	0	40	0	668
EVENING PUBLIC SWIM	0	460	0	32	0	492	0	3302
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT SWIMMING	0	0	107	30	107	30	107	100
GROUPS AND RENTALS	29	0	0	0	29	0	79	74
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	315	4448	1813	2460	2128	6908	14052	55871



City of Canby Bi-Monthly Report
Department: Transit
For Months of: May & June 2022

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/20/2022

1) Grant Funding and Contracts:

The following grant activities have taken place:

- Quarterly 5311 & 5310 reports submitted to ODOT
- Quarterly STIF reports submitted to TriMet
- Monthly Elderly and Disabled reports have been submitted to TriMet
- STIF IGA signed for 21-23 Biennium
- Preparations for STIF 23-25 have begun

2) Ridership:

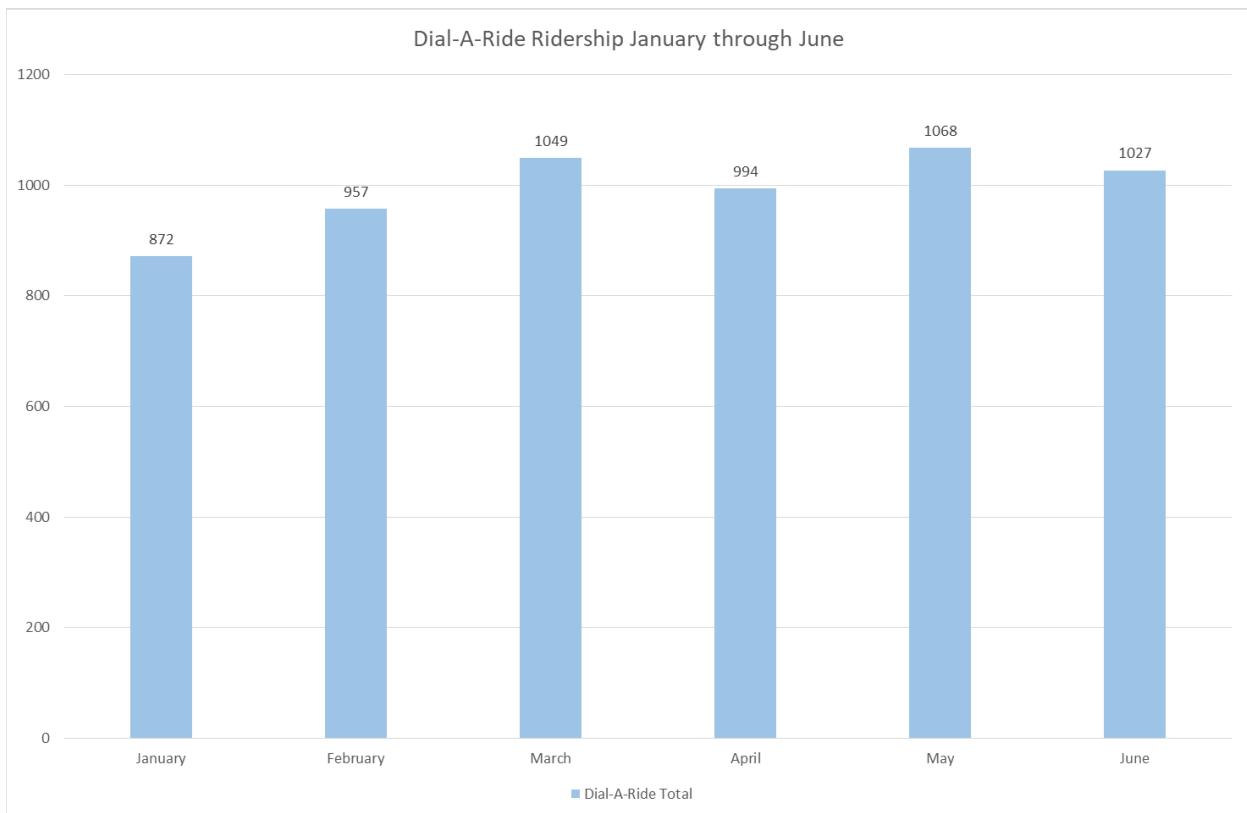
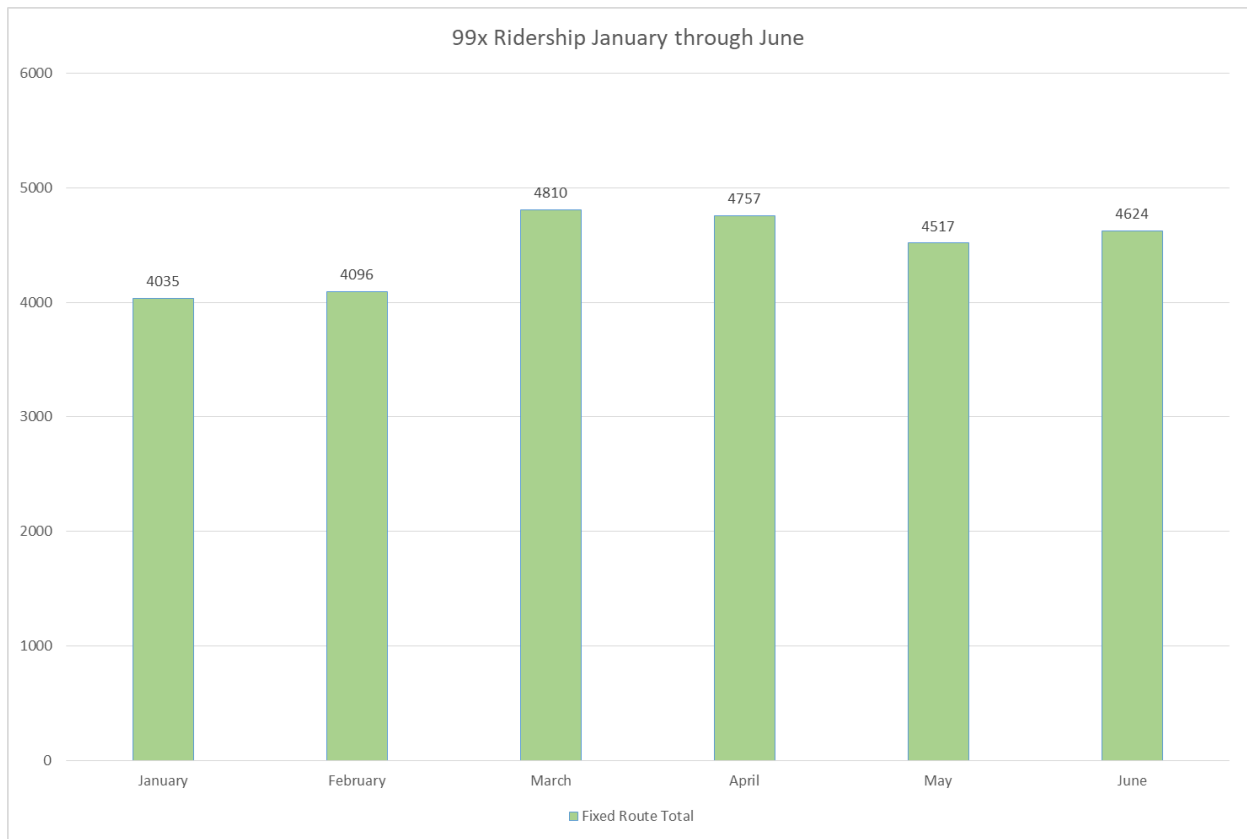
Ridership continues a slow recovery from COVID with seasonal ups and downs:

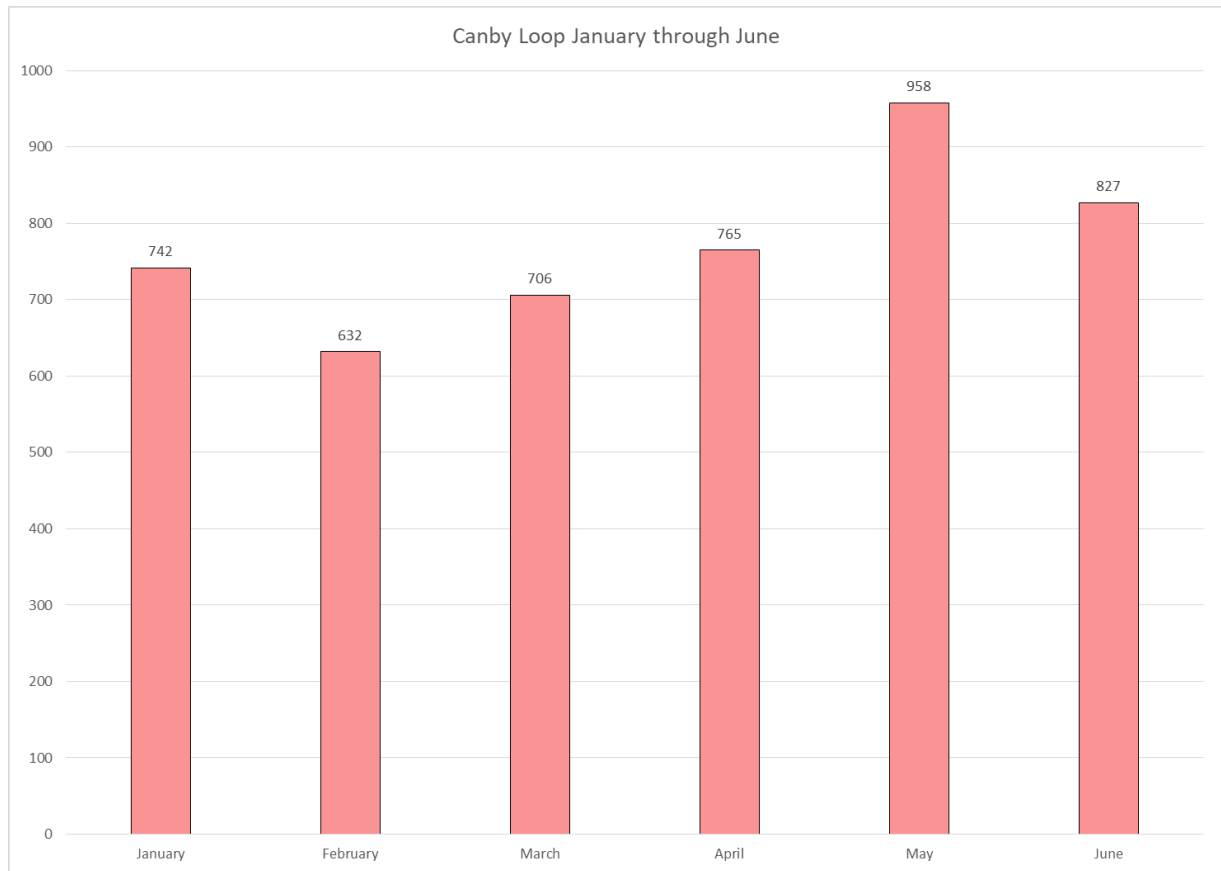
May average daily weekday daily 99x route ridership:	200 trips
May average daily weekend daily 99x route ridership:	77 trips
June average daily weekday daily 99x route ridership:	196 trips
June average daily weekend daily 99x route ridership:	77 trips

May average daily weekday Dial-a-Ride route ridership:	64 trips
May average daily weekend Dial-a-Ride route ridership:	16 trips
June average daily weekday Dial-a-Ride route ridership:	66 trips
June average daily weekend Dial-a-Ride route ridership:	17 trips

The Canby Loop continues to grow at a steady pace:

May average daily Loop ridership:	46 trips
June average daily Loop ridership:	38 trips





3) Transit Advisory Committee:

The advisory committee met on June 2, 2022 at 6:00 PM. The Advisory committee discussed STIF project, future routes and technology.

The advisory committee will next meet July 28, 2022 at 6pm in the City Council Chambers.

4) New Technology:

The City of Sandy hosted an RFP for new technology and included CAT as a piggyback member of the RFP.

The RFP is complete and two new vendors were chosen.

TripMaster (CTS Software) will host the CAT Dial-a-Ride service. This will provide enhancements for both CAT and the public such as paperless manifests, and the ability to schedule rides online.

Passio Technology will host new CAT Fixed route service. This will provide enhancements such as the rider's ability to see where their bus is, automated call stops, and improved bus tracking.

Both services include in-bus terminals for driver to dispatch communication, enhanced ridership tracking and improved data analytics.

The implementation is pending council approval and a 30 day waiting period.

5) Shelter Project:

The shelter project is tied to ODOTs 99E project. There are 10 stops that will be updated in accordance with the project. Of the 10 total stops, 6 will be prepared by ODOT and completed by the City. Four stops will be prepared and completed by the City.

Designs of the remaining four stops have been completed and are awaiting ODOT approval. Bus shelters have been ordered.

6) Tri-Annual Audit:

CAT experienced its Tri-annual audit the week of June 20. This is the largest audit the transit system receives from the state.

CAT is currently awaiting the final results.



City of Canby Bi-Monthly Report
Department: Wastewater Treatment Plant
For Months of: May & June 2022

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Wastewater Services Manager
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 7/20/2022

Facility Operation & Maintenance:

The water quality for the months of May and June have been good. Treatment plant is running well and all reports and DMR's were completed on time and without issue.

Biosolids Program

- **May** Production: Belt run time = 20 days. 8 loads to Landfill, 160.5 wet tons.
- **June** Production: Belt run time = 20 days. 9 loads to Heard Farms, 247 wet tons.

Pretreatment, Stormwater and FOG Program

- **May** Pump Outs: 28 Inspections: 7 fog, 4 pretreatment
- **June** Pump Outs: 17 Inspections: 10 fog, 10 pretreatment

Industrial permit/compliance data review of reports and working with businesses on BMP agreements.

Daily Lab Activity

- Continued OSU Covid 19 Wastewater Study sampling.
- Daily and Weekly BOD's, E-coli, solids, NH3 and Alkalinity testing.
- Tier I/II toxics sampling for permit renewal COMPLETED.
- Copper BLM and Aluminum sampling for permit renewal.