



AGENDA
JOINT CANBY CITY COUNCIL &
PLANNING COMMISSION
WORK SESSION – 6:00 PM
REGULAR MEETING – 7:00 PM
EXECUTIVE SESSION – 7:45 PM

September 21, 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_bPnZXAcS6mTBEZ2HKaIMQ

The meetings can be viewed on 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

JOINT CANBY CITY COUNCIL & PLANNING COMMISSION
WORK SESSION – 6:00 PM

- 1. CALL TO ORDER**
- 2. DISCUSS PROGRESS ON PERMANENT PARKLET PROGRAM**
- 3. ADJOURN**

Pg. 1

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance

- 2. 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 September 21, 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.

3. **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 August 3, 2022 Work Session and Regular City Council Minutes. Pg. 8
4. **ORDINANCE**
 - a. Consider **Ordinance No. 1585:** An Ordinance Authorizing the City of Canby to Enter Into a Purchase Agreement with Peterson Cat for a New Excavator. (*Second Reading*) Pg. 11
5. **MAYOR'S BUSINESS**
6. **COUNCILOR COMMENTS & LIAISON REPORTS**
7. **CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**
 - a. Bi-Monthly Reports Pg. 36
8. **CITIZEN INPUT**
9. **ACTION REVIEW**
10. **ADJOURN**

EXECUTIVE SESSION – 7:45 PM

(Will begin after the City Council Meeting ends but not before 7:45 PM)

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

1. CALL TO ORDER

2. EXECUTIVE SESSION: Pursuant to ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

3. 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 and Planning Commission Work Session Staff Report

DATE: September 21, 2022
TO: Mayor Hodson and City Counselors, Chair Padden and Planning Commissioners
THRU: Don Hardy, Planning Director
FROM: Brianna Addotta AICP, Associate Planner
ITEM: Parklet Regulation Joint Work Session

Summary

Mayor and City Council have directed Development Services and Economic Development to craft a permanent Parklet program that would allow private and public parking spaces to be used by adjacent businesses as an extension of their operations. One work session has been held with Mayor and Council, and one session has been held with the Planning Commission. This joint work session is an opportunity for staff to provide additional information and clarification requested from the hearing bodies, and for members of the Commission and Council to discuss the program and provide unified direction to staff in order to empower them to create technical code language and an associated application process which will reflect the goals of the program.

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 1, 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 1, 2023 and has tasked staff with researching the preferable regulatory framework for creating a more permanent program. The findings were presented to Mayor and City Council on July 20, 2022 and they provided feedback regarding preferred process, program scope, and fees for a permanent program.

The goal of the Permanent Parklet program is to provide businesses with more options to serve their customers, as well as enhance the public realm of Canby's downtown district and gathering spaces.

Program

The program would be available for private parking lots where the applicant can prove there are parking spaces in excess of what is required by the current Development Code for the current uses on the site. For example, a multi-tenant building with a shared parking lot must determine the size of each of the tenant spaces and calculate the required parking for each based on their current use. The sum of required parking spaces must be lower than what is present on the site in order for the site to be eligible for the program. The City would not collect rent for parking spaces in private lots.

The program is also available for public parking spaces. It has been discussed that the preferred allocation of available spaces would be a percentage of total public parking spaces eligible for the program per zoning district. For example, 5% of the public parking located in the C-1 (Downtown Commercial) zone is eligible for the program. Previous work session feedback indicated to staff that a ratio of public parking per block was too small a scope for application of the program.

Staff has performed a count of public parking spaces in the downtown core (bounded from Elm St. to Knott St and 1st Avenue to 4th Avenue) and has identified 738 on street public parking spaces and an additional 27 on street public handicapped spaces. This count does not include parking in any off street parking lots, including the Cutsforth's parking lot, or the public parking lot behind the Cinema south of Knott Street. Spot allocations can be seen in Attachment A: On-Street Parking in Downtown Canby 2022.

A maximum of three angled or two parallel spaces will be available per Parklet (see diagram A), and the spaces must be immediately adjacent to the public entrance of the establishment. If delineation of the spaces is not clear, the equivalent square footage will be allocated in the assumed location of the parking space(s) based on the standard dimensions of either parallel or angled parking spaces, as applicable to the situation. Spaces will be allocated on a first come first serve basis as applications are approved. Should a business participating in the program move out of their space, any parklet spaces they were using will be added back into the inventory and allocated to the next approved business. It is anticipated the program would apply to public parking areas adjacent to food service and retail uses in the C-1 zoning district, allowed adjacent to street with a speed limit of 25 miles or less per hour. As previously stated, private parking lots in all zones are eligible so long as excess spaces can be proven according to current parking ratio regulations in the Development Code.

The permitting process for both public area and private lot parklets would be a Type 2 land use process; including clear and objective approval criteria, a mailed public notice and notice published in the newspaper, a 21 day public comment period, and a decision made by the Planning Director. A 500 foot notification radius has been suggested as preferred for Permanent Parklet applications in previous work sessions. Appeals would be taken to the planning commission.

After initial approval the permit would be eligible for renewal annually, subject to an inspection of the parklet by Development Services staff. The initial fee for the permit would be \$250 plus a monthly rent of \$50 per parking space applicable to public parking spaces only. Applicants will be encouraged to pay the monthly rent at the time of permit issuance. Should rental payments be missed more than once in the first year of the permit being active, the applicant may be considered ineligible for renewal.

Discussion

Staff provides the following summary of feedback received from work sessions thus far:

City Council Feedback

Lease with City and encroachment permit: Both will be required. The lease will include language allowing the city to remove or require the removal of a Parklet within 48 hours or during an emergency with no recourse to the City. Indemnity, hold harmless, and insurance requirements will be included. Non-transferable.

Façade improvement funds not eligible for parklets. Development Services will work with Economic Development to ensure this is messaged clearly.

No overhead cords shall be allowed for utilities. The Parklet must be constructed in a manner that will not disrupt normal flow of storm water.

Police and fire review is required upon submittal of initial application. A permit for a Parklet will not be issued without sign off from both agencies.

All zoning districts should be eligible. Staff believe the demand of on street parklets will be limited to the downtown core, where private parking lots are not plentiful or required. Outside of the C-1 zone, private parking is required for all uses and staff anticipate requests for parklets outside of downtown will be located in private parking lots and not on the street. Should staff be directed, on street parking counts for the other zoning districts in the city could be counted; this would take considerable staff time.

Planning Commission Feedback

Design considerations: Perimeter landscaping, vertical elements, accessibility, material standards. No penetrations into existing asphalt or concrete, access panels in the flooring will be required, towing points must be identified for emergency removal. No generators will be allowed. No supply storage is allowed within the Parklet other than incidental supplies expected to be used during the same business day. Note: these considerations are in addition to staff proposed design considerations, having been identified by Planning Commission as specifically important.

The Parklet must have dedicated trash and recycling bins within the footprint of the Parklet that must be emptied daily. No refuse of any kind shall be disposed of in city streets, including the storm system. Public trash receptacles are not to be considered as servicing any Parklet directly, employees of the business may not use them for business refuse.

The sidewalk between a business and its parklet must remain unobstructed. Parklets shall not disrupt any transit service station or route.

Will sharing parklets between businesses be allowed? In terms of enforcement, it would be simpler if each business is required to obtain their own permits and licenses. Staff suggests if more than one business wants

to construct a joint Parklet, each owner must obtain their own permit and provide two site plans. One showing the joint configuration and one showing an individual configuration. This way if one party fails to follow regulations the other can 'break away' through a redesign and continue their operations.

No smoking. Signage will be required at all parklets stating no smoking or vaping is allowed within a Parklet, or within 10 feet of the perimeter of the Parklet.

Parking removed for parklets should be deferred elsewhere in the same area. Staff has omitted the 127 parking spaces and 6 handicapped parking spaces free and available to the public that are located behind the cinema between 1st and 3rd Avenues south of Knott St. from the on street parking count. The City could require a small sign be affixed to the street facing exterior façade of all parklets directing drivers to this parking area.

When the Parklet is removed, the business owners must restore parking in same or better condition than when the Parklet was established. Pictures of the area before the Parklet is built will be required as part of the initial application.

Feedback from both Planning Commission and City Council

Dimensions and buffers. A maximum of two parallel or three angled parking spaces will be available for each Parklet. Parklets shall not be located in handicapped spaces, or in the first or last parking space in a row of spaces. A 2 foot buffer area with wheel stops and reflectors will be required, and a 2 foot to 3 foot vertical element such as fencing or landscaping is required for street facing sides. See Attachment B for diagrams of these requirements.

Parklets must be located immediately adjacent to the public entrance of the business it serves. OLCC licensing regulations shall apply.

Who will inspect, manage wait list, and collect fees? Designated Planner and planning administrator. Planner will conduct inspections (1) after initial installation of a Parklet and (2) yearly before permit renewal is granted. Business licenses are currently handled by the finance department and are reviewed by planning staff, this will continue.

Winter operations: Should a business owner decide to close their Parklet for the winter months, all portable furnishings must be removed and signage stating the Parklet is closed will be required. Monthly rent will still be collected throughout the closure, and maintenance keeping the Parklet safe and clean will be required. If business owners elect to keep their parklets open, no membrane structures such as tents or roped tarps will be permitted for weather protection. Devices such as shade sails attached to metal or wooden posts, or individual table umbrellas are acceptable options.

Staff would appreciate guidance on the following details:

Several reviewers stated a survey of businesses in the Downtown core should be surveyed before moving forward with the creation of this program. Should staff redirect effort from crafting code language and application processes in order to create and distribute such a survey before further refining the program? A revised timeline would be required to include a public outreach plan.

It has been suggested potential applicants should be required to obtain direct written approval from either the adjacent businesses or from a majority of businesses on the block in order to be eligible for a Parklet permit. Which threshold is appropriate, if either?

Staff conducted an on the ground parking count of the downtown core. There are currently 738 on street parking spaces available in the area, and an additional 27 handicapped parking spaces. Staff has removed the handicapped spaces from consideration for locating of parklets and in calculating the number of total spaces eligible for parklets district wide. Five percent of public parking in the downtown core, not including handicapped spaces, is 36 public parking spaces. Is this percentage appropriate, should it be lower or higher?

Timeline

Please note, this timeline does not include a public outreach plan. If one is required, staff anticipate approximately 10 to 12 weeks of additional time will be necessary in order to create, advertise, and distribute a survey, collect and analyze results, craft a meaningful deliverable of the results, and hold at least one additional work session to present them and receive feedback regarding the impact of the survey on the goals and outcomes of the program. This will be discussed further during the work session. Below is the current project timeline with an anticipated effective program by May 2023 assuming one planning commission and one city council hearing. Adding a public outreach process if desired is anticipated to extend the schedule until mid to late summer 2023.

June 2022: Staff tasked with creation of Permanent Parklet program

July 2022: Mayor and City Council Work Session

August 2022: Planning Commission Work Session

September 2022: Joint CC and PC Work Session

November 2022: Text Amendment at Planning Commission

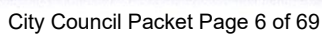
January 2023: City Council decision

February 2023: Second reading of decision

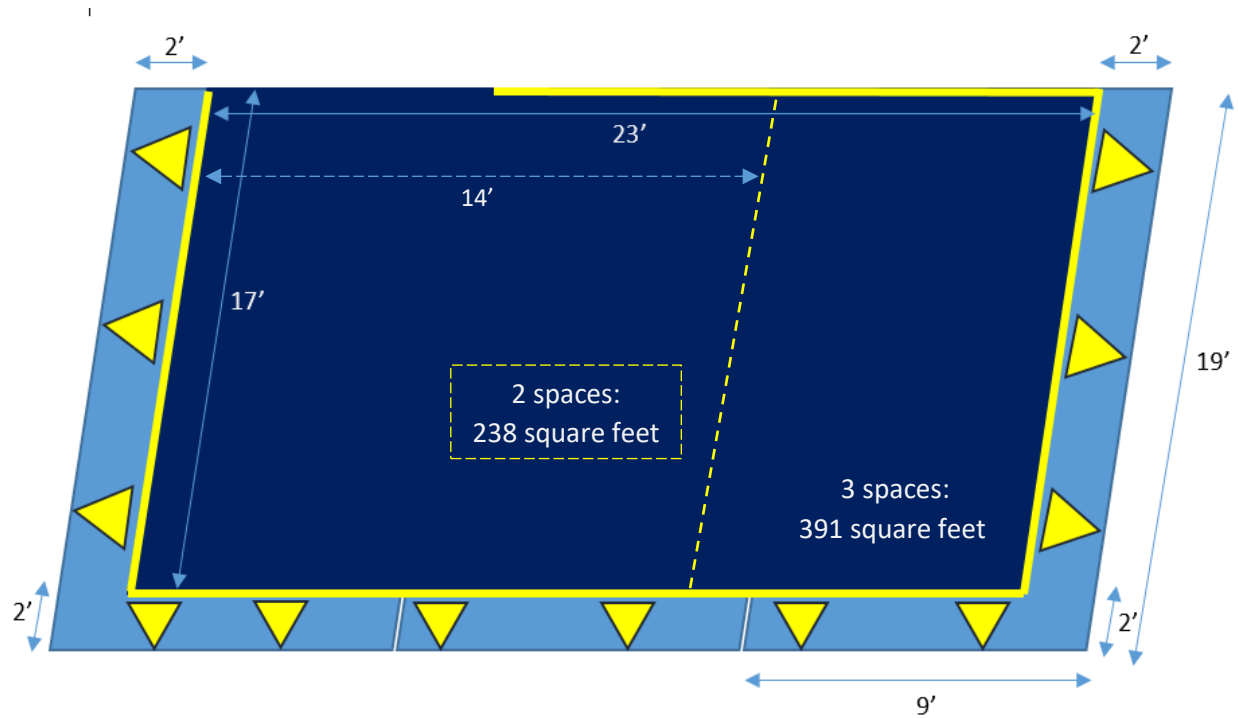
Attachment A: Parking Count in Downtown Canby 2022

Attachment B: Angled and Parallel Parklet Diagrams

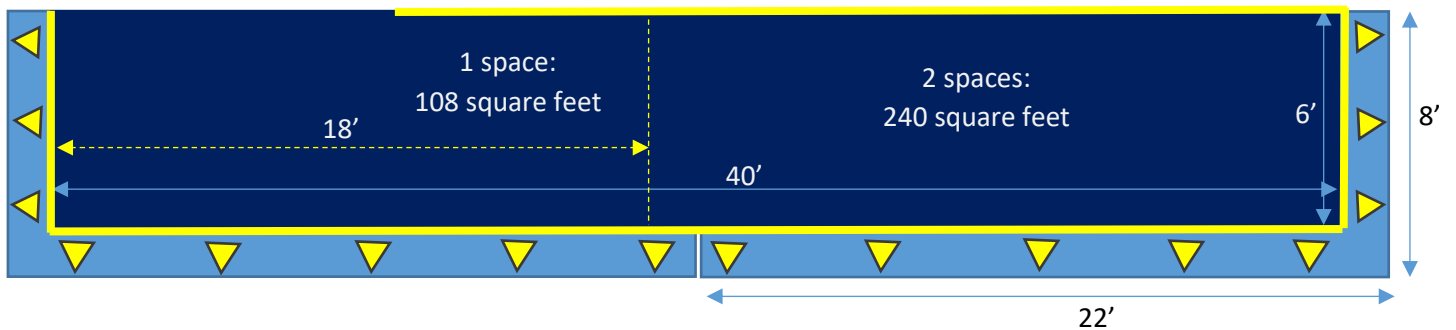
On-Street Parking in Downtown Canby 2022



Attachment B: Parklet Joint Work Session 9.21.22



Angled Parklet



Parallel Parklet

**CANBY CITY COUNCIL
WORK SESSION MINUTES
August 3, 2022**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Traci Hensley, Shawn Varwig, Sarah Spoon, Greg Parker, Art Marine, and Christopher Bangs (attended virtually but not participating).

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Melissa Bisset, HR Director/City Recorder, Jamie Stickel, Economic Development Director; Jerry Nelzen, Public Works Director; and Jeff Snyder, Public Works Supervisor.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:32 p.m. in the Council Chambers.

Parks Maintenance Fee – Jeff Snyder, Public Works Supervisor, gave a presentation on the Parks Maintenance Fee. He reviewed the background of the fee, completed and future projects, Parks and Recreation Advisory Board recommendation, and Council options. Staff recommended extending the current fee for another five years.

There was discussion regarding deferred park maintenance, reason for the recommendation to extend the fee for five years, intended use of the fee, how much funding the City would get when the Urban Renewal District closed, extending the fee indefinitely, how much the fee cost homeowners, and what projects were paid through SDCs versus what were paid through the Parks Fee.

There was consensus for staff to bring back two versions of an ordinance, one for a five year and one for an indefinite timeframe and to include how the funds could potentially be used.

Mayor Hodson adjourned the meeting at 7:21 p.m.

**REGULAR MEETING MINUTES
August 3, 2022**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Traci Hensley, Shawn Varwig, Sarah Spoon, Greg Parker, Art Marine, and Christopher Bangs (attended virtually but not participating).

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Melissa Bisset, HR Director/City Recorder, Jamie Stickel, Economic Development Director; Jerry Nelzen, Public Work Director; and Jeff Snyder, Public Works Supervisor.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:32 p.m. in the Council Chambers followed by the opening ceremonies.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

CONSENT AGENDA:

****Council President Hensley moved to approve the minutes of the June 1, 2022 Joint Work Session of City Council, Parks & Recreation Advisory Board, and Parks Master Plan Steering Committee and City Council Regular Meeting and the OLCC Request for CJ's Eatery2/Dede's Deli. Motion was seconded by Councilor Varwig and passed 5-0.**

ORDINANCE:

Ordinance 1581 – ****Councilor Spoon moved to adopt Ordinance 1581, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE TECHNOLOGY AND SERVICES FROM PASSIO TECHNOLOGIES OF ATLANTA, GEORGIA AND CTS SOFTWARE OF SWANSBORO, NC. Motion was seconded by Councilor Marine and passed 4-0-1 by roll call vote with Councilor Varwig abstaining.**

MAYOR'S BUSINESS: Mayor Hodson reported on the Parks and Recreation Advisory Board meeting where the Park Master Plan was discussed. The last weekend of August would be Canby's Big Night Out and Big Weekend. Council meetings would start at 7:00 p.m. in September. He congratulated Jeff Snyder on his promotion to Public Works Supervisor.

COUNCIL COMMENTS & LIAISON REPORTS: Councilor Spoon acknowledged the Canby Arts Association for their event at Wait Park. The next Bridging Cultures would be August 13.

Councilor Parker discussed the Heritage and Landmark Commission meeting where a historic survey was discussed. He attended the Grill and Chill event with the Canby Police.

Councilor Varwig said Willamette Falls Studios was doing the programming now instead of CTV-5. The Northside Fire Station was open.

Councilor Marine spoke about his guests from Germany who were impressed with Canby.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Scott Archer, City Administrator, said the City received ARPA funds for the Walnut Street extension project. There would be a grand opening for the Quiet Zone and Grant Street Arch projects on October 6. This will be in conjunction with the monthly First Thursday event. He gave a background on the projects and their amenities and how the grand opening would be promoted. He explained the process for items to be put in the time capsule.

Mayor Hodson noted October 6 was the League of Oregon Cities Conference and many Councilors would be gone. He suggested the first Thursday in November. Mr. Archer would reschedule.

Mr. Archer said KATU would be interviewing staff and promoting local events in Canby.

CITIZEN INPUT: None

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinance 1581.

The meeting was adjourned at 7:57 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood



CITY COUNCIL STAFF REPORT

Meeting Date: 9/21/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Jerry Nelzen, Public Works Director

Agenda Item: Consider Ordinance No. 1585, An Ordinance Authorizing the City of Canby to Enter into a Purchase Agreement with Peterson Cat for a New Excavator. (*Second Reading*)

Goal: Align resources to address future community growth

Objective: N/A

Summary

The City of Canby Department of Public Works (Public Works) is requesting funds to purchase a new excavator.

Background

Public Works would like to purchase a new excavator to add to the City's fleet to help with the growing infrastructure.

Discussion

The City of Canby is a growing city with an ever expanding infrastructure. To help with the ever demanding needs of the City it would be in the best interest to add this to the fleet. This excavator was approved by budget committee and if approved by the City Council with be purchased through government pricing.

Attachments

Ordinance No. 1585 and Purchase Agreement

Peterson CAT Quote 206034-01

Quoted as per Sourcewell Contract# 032119-CAT

Fiscal Impact

\$102,413.96

Options

1. Continue to use the excavator currently owned by the City. As time progresses this option is going to become more expensive in labor, downtime, and parts.

2. Purchase a new excavator.

Recommendation

Purchase the new excavator.

Proposed Motion

“I move to pass Ordinance No. 1585; An Ordinance authorizing the City of Canby to Enter Into a Purchase Agreement with Peterson CAT for a New Excavator.”

ORDINANCE NO. 1585

AN ORDINANCE AUTHORIZING THE CITY OF CANBY TO ENTER INTO A PURCHASE AGREEMENT WITH PETERSON CAT TO BUY A NEW EXCAVATOR.

WHEREAS, the City of Canby Department of Public Works (Public Works) requires excavation of material as part of its mission to perform maintenance on City of Canby (City) streets, the City's sanitary sewer system, and the City's storm system;

WHEREAS, the City of Canby Public Works Department uses one excavator;

WHEREAS, the excavator in the possession of the City of Canby is a piece of equipment used daily by the Public Works Department; and

WHEREAS, a new excavator with different bucket attachments would provide for a more efficient and safe operations for excavating material which is part of the City of Canby Public Works functions.

NOW THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into a purchase agreement with Peterson CAT to purchase a Caterpillar 306 Cr Excavator. A copy of the Purchase Agreement is attached hereto as Exhibit "A."

Section 2. The effective date of this Ordinance shall be October 21, 2022.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, September 7, 2022; ordered posted as required by the Canby City Charter; and scheduled for second reading on September 21, 2022 commencing at the hour of 7:00 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 September 21, 2022 by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder



PETERSON TRACTOR CO. 955 Marina Boulevard San Leandro, California 94577 Tel: (510) 357-6200 Fax: (510) 352-4570

PURCHASER <u>CITY OF CANBY</u>			
STREET ADDRESS <u>PO BOX 930</u>		<SAME>	
CITY/STATE <u>CANBY, OR</u>	COUNTY <u>CLACKAMAS</u>		
POSTAL CODE <u>97013</u>	PHONE NO. <u>503 266 4021</u>		
EQUIPMENT <u>CHRIS GOETZ - PHONE NO. 503 849 2226</u>			
PRODUCT SUPPORT <u>CHRIS GOETZ - PHONE NO. 503 849 2226</u>			
INDUSTRY CODE: <u>GOVERNMENT LOCAL GOVERNMENT(844)</u> PRINCIPAL WORK CODE _____		F.O.B. AT: <u>Portland</u>	
CUSTOMER NUMBER <u>7307040</u>	Sales Tax Exemption # (if applicable) <u>N/A</u>	CUSTOMER PO NUMBER _____	
PAYMENT TERMS: (All terms and payments are subject to Finance Company - OAC approval)			
NET PAYMENT ON RECEIPT OF INVOICE <input checked="" type="checkbox"/>	NET ON CAT CARD <input type="checkbox"/>	FINANCIAL SERVICES <input type="checkbox"/>	Cat Fi ISC <input type="checkbox"/> LEASE <input type="checkbox"/>
CASH WITH ORDER \$0.00	BALANCE TO FINANCE 0.00	INTEREST RATE 0.00	
PAYMENT PERIOD	PAYMENT AMOUNT 0.00	NUMBER OF PAYMENTS 0	OPTIONAL BUY-OUT
DESCRIPTION OF EQUIPMENT ORDERED / PURCHASED			
MAKE: TBA		MODEL: 306	
STOCK NUMBER: TBA		YEAR: TBA	
SERIAL NUMBER: TBA			
306 07A CR MHE CFG14B	614-2570	557-1711 SOFTWARE, 2 WAY CONTROL	LINES, QC, STD STK, 3 LINE 532-8632
LANE 3 - AVAILABLE FROM ATHENS FACTORY		557-1713 SOFTWARE, CODED START	THUMB, HYD + COUPLER, PG, HYD, 5T 575-0492
		NOTE: NOTE: 306CR "A la Carte" cab Unit	PINS, BUCKET, 45MM 282-2785
INCLUDES:		LINES, BOOM	532-7892 BUCKET-HD, 16", 2.7 FT3, 5T 464-9908
523-7568 306 07A CR MINI EXCAVATOR		LINES, STICK	532-7890 BUCKET-HD, 24", 4.6 FT3, 5T 535-8405
523-7593 ENGINE, EPA TIER 4 FINAL		LINKAGE BUCKET W/ LIFTING EYE	538-2697 BUCKET-GRADING, 59", 11.6 FT3, 5T 388-9665
523-8003 ELECTRICAL ARR, C2.4 HRC		TRACK, 16", RUBBER BELT	527-2800 STICK, LONG, ANGLE BLADE 579-2627
382-8757 DRAIN, ECOLOGY		BELT, SEAT, 3" RETRACTABLE	510-6085 SEAT, AIR SUSP, FABRIC, HEATED 569-7626
511-6170 ALARM, TRAVEL		INTEGRATED RADIO	511-6219 MONITOR NEXT GEN, ADVANCED, CR 557-5082
522-6499 LIGHTS, LED		PRODUCT LINK, CELLULAR PL243	557-5067
523-7583 BOOM, SWING		CAMERA, REAR VIEW	522-6505
541-4573 TRAVEL PEDALS		CAT KEY, WITH PASSCODE OPTION	522-6460
555-8731 FILM, COUPLER, ISO		COUNTERWEIGHT, EXTRA	542-6391
557-1709 SOFTWARE, PROPORTIONAL CONTROL		BLADE, ANGLE, BOCE	579-2605
557-1710 SOFTWARE, STICK STEER CONTROL		CONTROL, QC, 3 LINE	532-8607
TRADE-IN EQUIPMENT			
MODEL: _____	YEAR: _____	SN: _____	SELL PRICE \$132,475.62
PAYOUT TO: _____	AMOUNT: _____	PAID BY: _____	SOURCEWELL MEMBER DISCOUNT AT 20% OF CAT (\$27,642.11)
MODEL: _____	YEAR: _____	SN: _____	CONTENT
PAYOUT TO: _____	AMOUNT: _____	PAID BY: _____	ADDITIONAL DEALER DISCOUNT (\$3,000.00)
MODEL: _____	YEAR: _____	SN: _____	NET BALANCE DUE \$101,833.51
PAYOUT TO: _____	AMOUNT: _____	PAID BY: _____	SALES TAX (0.57%) \$580.45
MODEL: _____	YEAR: _____	SN: _____	AFTER TAX BALANCE \$102,413.96
PAYOUT TO: _____	AMOUNT: _____	PAID BY: _____	
ALL TRADE-INS ARE SUBJECT TO EQUIPMENT BEING IN "AS INSPECTED CONDITION" BY VENDOR AT TIME OF DELIVERY OF REPLACEMENT MACHINE PURCHASE ABOVE.			
PURCHASER HEREBY SELLS THE TRADE-IN EQUIPMENT DESCRIBED ABOVE TO THE VENDOR AND WARRANTS IT TO BE FREE AND CLEAR OF ALL CLAIMS, LIENS, MORTGAGES AND SECURITY INTEREST EXCEPT AS SHOWN ABOVE.			
<input checked="" type="checkbox"/> CATERPILLAR EQUIPMENT WARRANTY		<input type="checkbox"/> USED EQUIPMENT WARRANTY	
INITIAL _____ CATERPILLAR EQUIPMENT WARRANTY It is understood that no other warranties of any kind, whether expressed or implied, including any warranty of merchantability or fitness for a particular purpose, are or have been made or authorized by PETERSON with respect to any machinery, EQUIPMENT or other products described herein unless endorsed herein and signed by the parties hereto. No adjustments, repairs or replacements of any items sold hereunder, or assistance given by seller to buyer in connection with same, shall be deemed to be a waiver of any of the provisions of the aforesaid warranty. Below lists Warranty applicable for Sold EQUIPMENT including expiration date. Warranty applicable including expiration date where necessary: 24 Months, 2000 Hours		INITIAL _____ All used equipment is sold as is where is and no warranty is offered or implied except as specified here: Warranty applicable: _____ _____ _____	
CSA: _____			
NOTES: _____			

ADDITIONAL TERMS: THE UNDERSIGNED PURCHASER (IF MORE THAN ONE, JOINTLY AND SEVERALLY) HAVING BEEN QUOTED BOTH A TIME AND A CASH PRICE, HEREBY PURCHASES AND UNDERSIGNED SELLER HEREBY SELLS, SUBJECT TO THE TERMS AND CONDITIONS SET FORTH ON BOTH SIDES HEREOF, THE ABOVE DESCRIBED EQUIPMENT, HEREIN FURTHER CALLED THE COLLATERAL. THE TERMS AND CONDITIONS HEREIN SET FORTH INCLUDING ALL TERMS AND CONDITIONS SET FORTH ON THE BACK HEREOF WHICH ARE HEREBY INCORPORATED HEREIN, ARE AGREED TO BY PURCHASER AND SELLER AND PURCHASER ACKNOWLEDGES THAT HE HAS FULLY READ THIS AGREEMENT, BOTH FRONT AND BACK PAGES, AND ASSENTS TO ALL OF ITS TERMS AND CONDITIONS

ORDER RECEIVED BY <u>Lindberg, Joe</u>	Peterson REPRESENTATIVE	PURCHASER APPROVED AND ACCEPTED ON _____ CITY OF CANBY PURCHASER
----------------------------------------	----------------------------	---------------------------------------------------------------------------



DIGITAL AUTHORIZATION

CATERPILLAR TELEMATICS DATA AND CAT REMOTE SERVICES-SOFTWARE UPDATES PROCESS FOR SELECT PRODUCT LINK TELEMATICS AND CAT EQUIPMENT CONTROL MODULE SOFTWARE.

Customer equipment has installed devices that transmit data to Caterpillar Inc. ("Caterpillar").

Data transmitted to Caterpillar is used in accordance with Caterpillar's [Data Governance Statement](https://www.caterpillar.com/en/legal-notices/data-governance-statement.html) ("DGS"), which describes Caterpillar's practices for collecting, sharing and using data and information related to customer's machines, products, Devices or other Assets and their associated worksites. The DGS can be reviewed at <https://www.caterpillar.com/en/legal-notices/data-governance-statement.html>

Caterpillar's process for performing remote diagnostics and making available remote software and firmware updates and upgrades, such as configuration, patches, bug fixes, new or enhanced features, etc., for Assets and Devices is described in the [Cat® Remote Services – Software Update Process for select Product Link™ Telematics and Cat Equipment Control Module Software](https://www.cat.com/remoteservicesprocess?_ga=2.245276421.1412167159.1561985855-475983137.1559312215) document (the "RSP Document") The RSP Document can be reviewed at https://www.cat.com/remoteservicesprocess?_ga=2.245276421.1412167159.1561985855-475983137.1559312215.

Company acknowledges and agrees to data transmission to Caterpillar via devices installed on Company equipment or by other means as outlined and described in the DGS, and grants to Caterpillar the right to collect, use, and share such information, including to its Distribution Networks or other affiliates, in accordance with the [Caterpillar Data Governance Statement](#) . Company's authorization also applies to any data and information previously collected by Caterpillar.

AGREE ☐

DECLINE ☐

Company acknowledges and agrees to participate in Remote Services (including, remote diagnostics and remote updates and upgrades) and authorizes Caterpillar to remotely access, program, and install updates and upgrades for Company's Assets and Devices in accordance with the [Remote Services Process Document](#).

AGREE ☐

DECLINE ☐

The rights granted in this authorization survive the termination or expiration of the Company's subscriptions to any Digital Offerings. Except as set out in a written agreement between Company and Caterpillar expressly referencing the Data Governance Statement, this authorization supercedes and replaces any other authorizations with regard to the subject matter hereof.

Company

Company (Print)

Company Representative (Print)

Signature

Date

FOR DEALER USE ONLY

Company UCID

Company Representative CWS ID

Main Store Dealer Code

Dealer Representative Name

Dealer Representative CWS ID

TERMS AND CONDITIONS

1. The seller reserves the right to accept or reject this order and shall not be required to give any reason for non-acceptance.
2. This order when accepted by seller shall become a binding contract but shall be subject to strikes, lockouts, accidents, fire, delays in manufacture or transportation, acts of God, embargoes or government action or any other causes beyond the control of the seller whether the same as or different from the matters and things hereinbefore specifically enumerated; and any of said causes shall absolutely absolve the seller from any liability to the purchaser under the terms hereof.

This order when accepted by seller shall be further subject to such changes in price, terms, delivery date, delivery priorities, and other conditions varying from the terms hereof as may be current when the within ordered machinery, equipment, attachments, and parts are ready for delivery.
3. It is understood and agreed that title to and right of possession of said equipment shall remain vested in seller until obligations of purchaser hereunder and payment of all other sums which may be due or are to become due from purchase to seller, whether evidenced by notes, book account, judgment, or otherwise, shall have been fully paid at which time ownership shall pass to the purchaser.
4. The seller's responsibility for shipments ceases upon delivery to a transportation company; and any claims for shortages, delays, or damages occurring thereafter shall be made by the purchaser directly to the transportation company. Any claims against the seller for shortages in shipments shall be made within fifteen days after receipt of shipment.
5. The purchaser agrees that this order shall not be countermanded by him, that when it is accepted (and until the execution and delivery of the contract or contracts and note or notes required to consummate the sale as above specified), it will cover all agreements between the parties relative to this transaction, and that the seller is not bound by any representations or terms made by any agent relative to this transaction which are not embodied herein.
6. When the machines necessary to fill this order are available, the purchaser agrees on demand to execute and deliver to the seller such notes and contracts as may be required by the seller to evidence the transaction. In the event that the purchaser fails to execute and deliver said notes and contracts to the seller, the entire balance of the purchase price shall at the seller's option become immediately due and payable.
7. EQUIPMENT MANAGEMENT ELECTRONIC DATA / PRIVACY NOTICE. For EQUIPMENT equipped with Product Link™ and Vision Link™, CUSTOMER understands that data concerning this machine, its condition, and its operation is being transmitted by Product Link to Caterpillar Inc., its affiliates ("Caterpillar"), and or its dealers to better serve CUSTOMER and to improve upon Caterpillar products and services. The information transmitted may include: machine serial number, machine location, and operational data, including but not limited to: fault codes, emissions data, fuel usage, service meter hours, software and hardware version numbers, and installed attachments. Caterpillar will not sell or rent collected information to any other third party and will exercise reasonable efforts to keep the information secure as Caterpillar recognizes and respects CUSTOMER's privacy. Information regarding Caterpillar's data governance and the remote services that may be a part of the EQUIPMENT, can be found at <https://www.caterpillar.com/en/legal-notices/data-governance-statement.html> and https://www.cat.com/en_US/support/technologysolutionsnew/remoteservicesprocess.html as applicable, or by contacting Caterpillar at CatConnectSupport@cat.com. CUSTOMER acknowledges, understands and agrees that any questions or requests for information regarding ongoing collection of data and information by Caterpillar or its participation in Caterpillar Remote Services, including any questions or requests to opt out of such processes or programs should be directed to Caterpillar at the email listed above. By executing this Agreement, CUSTOMER understands these disclosures and agrees to allow this data to be accessed by Caterpillar and/or its dealers.
8. The seller shall not be held liable or responsible for any costs or expenses or for any damages on account of personal injuries or injuries to property or otherwise, suffered or sustained in the operation of any machinery or equipment, the subject of this order, nor for any damages alleged to result to purchaser by reason of any delays or alleged failure of said machinery or equipment to operate.
9. The purchaser agrees that damages arising from failure to consummate the sale contemplated by this agreement may be difficult to measure and that a reasonable measure of damages will be the difference between the price set forth herein and the amount for which the equipment can be sold to another party, plus any costs, charges, and related expenses that may be incurred by the seller to hold, store, and maintain the equipment until a sale can be made.
10. Purchaser and seller agree that in the event it becomes necessary to undertake legal action to enforce any of the terms of this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs. "It is agreed by and between the customer and Peterson that all disputes and matters whatsoever arising under, in connection, or incident to this agreement shall be litigated, if at all, in or before a Court located in the State of incorporation of the seller to the exclusion of the Courts of any other state or country."
11. Should this order pertain to any used machinery or equipment, the following additional terms shall apply:
 - (a) Seller makes no representation as to the quality or functionality of such used machinery and equipment which is being sold "AS-IS".
 - (b) Seller makes no recommendations as to the use of equipment by Buyer.
 - (c) Buyer agrees that all equipment is purchased solely at risk of Buyer.
 - (d) Buyer hereby releases, discharges, and covenants not to sue Seller and will hold Seller free and harmless from all liability, claims, demands, losses, damages and costs ("claims") caused or alleged to be caused in whole or in part by the equipment purchased. Buyer further agrees that if any claim is made against Seller, Buyer will defend, indemnify, save, and hold harmless Seller from any and all loss, liability, damages, or costs which may be incurred as the result of such claim(s).



Jul 20, 2022

CITY OF CANBY

PO BOX 930
CANBY Oregon 97013
Attention: CHRIS GOETZ

RE: Quote 206034-01

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

One (1) New Caterpillar Model: 306 Compact Construction Equipment

MACHINE SPECIFICATIONS

306 07A CR MHE CFG14B	614-2570	\$109,953.80
INCLUDES:		\$0.00
523-7568 306 07A CR MINI EXCAVATOR		\$0.00
523-7593 ENGINE, EPA TIER 4 FINAL		\$0.00
523-8003 ELECTRICAL ARR, C2.4 HRC		\$0.00
382-8757 DRAIN, ECOLOGY	382-8757	\$0.00
511-6170 ALARM, TRAVEL		\$0.00
522-6499 LIGHTS, LED	522-6499	\$0.00
523-7583 BOOM, SWING		\$0.00
541-4573 TRAVEL PEDALS		\$0.00
555-8731 FILM, COUPLER, ISO	555-8731	\$0.00
557-1709 SOFTWARE, PROPORTIONAL CONTROL		\$0.00
557-1710 SOFTWARE, STICK STEER CONTROL		\$0.00
557-1711 SOFTWARE, 2 WAY CONTROL	557-1711	\$0.00
557-1713 SOFTWARE, CODED START		\$0.00
NOTE: NOTE: 306CR "A la Carte" cab Unit		\$0.00
LINES, BOOM	532-7892	\$0.00
LINES, STICK	532-7890	\$0.00
LINKAGE BUCKET W/ LIFTING EYE	538-2697	\$339.20
TRACK, 16", RUBBER BELT	527-2800	\$0.00
BELT, SEAT, 3" RETRACTABLE	510-6085	\$0.00
INTEGRATED RADIO	511-6219	\$503.50
PRODUCT LINK, CELLULAR PL243	557-5067	\$0.00
CAMERA, REAR VIEW	522-6505	\$526.82
CAT KEY, WITH PASSCODE OPTION	522-6460	\$0.00
COUNTERWEIGHT, EXTRA	542-6391	\$938.10
BLADE, ANGLE, BOCE	579-2605	\$4,298.30
CONTROL, QC, 3 LINE	532-8607	\$932.80
LINES, QC, STD STK, 3 LINE	532-8632	\$916.90
THUMB, HYD + COUPLER, PG, HYD, 5T	575-0492	\$6,654.68
PINS, BUCKET, 45MM	282-2785	\$117.66
BUCKET-HD, 16", 2.7 FT3, 5T	464-9908	\$1,347.26
BUCKET-HD, 24", 4.6 FT3, 5T	535-8405	\$1,560.32

BUCKET-GRADING, 59",11.6FT3,5T	388-9665	\$2,017.18
STICK, LONG, ANGLE BLADE	579-2627	\$0.00
SEAT, AIR SUSP, FABRIC, HEATED	569-7626	\$1,049.40
MONITOR NEXT GEN, ADVANCED, CR	557-5082	\$1,319.70

SELL PRICE	\$132,475.62
SOURCEWELL MEMBER DISCOUNT AT 20% OF CAT CONTENT	(\$27,642.11)
ADDITIONAL DEALER DISCOUNT	(\$3,000.00)
NET BALANCE DUE	\$101,833.51
CORP ACTIVITY SURCHARGE (0.57%)	\$580.45
TOTAL BALANCE	\$102,413.96

WARRANTY

Standard Warranty: 24 Months, 2000 Hours Standard Warranty

ADDITIONAL CONSIDERATIONS

- Quoted as per Sourcewell Contract# 032119-CAT

Accepted by _____ on _____

Signature

This Quote is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,
Joe Lindberg
Machine Sales Representative
Peterson CAT
(503) 880-6648
JALindberg@petersoncat.com

Form C**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,
AND SOLUTIONS REQUEST**Company Name: Caterpillar Inc.

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by Sourcewell or included in the final contract. Sourcewell will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	Sourcewell ACCEPTS
8.11 / page 29	Assignment of Contract	Notwithstanding the Terms of Section 8.11, Caterpillar shall be permitted to subcontract certain of its duties to Cat dealers for performance. *	Sourcewell accepts
Section Q / page 32	Provisions for non-federal entity procurements under federal awards or other awards; airport improvement program provisions	Section Q shall be deleted in its entirety. However, Caterpillar Dealers will review individual transactions that may implicate certain provisions within section Q on a case by case basis as required. *	Sourcewell accepts

*Please see page 2 of this form for comments regarding this exception request.

Proposer's Signature: Tate L RedpathDate: 3/13/19**Sourcewell's clarification on exceptions listed above:**

**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,
AND SOLUTIONS REQUEST**



Caterpillar Comments on Exception Requests:

Exception to 8.11

Because we rely on our dealer network to work closely with customers to execute the terms of this agreement, we want to clarify that we may subcontract these obligations to them. This is how we are operating today to the satisfaction of all involved and we intend for this strong, close, and effective relationship to continue.

Exception to Section Q

In many situations we will be willing to comply to these terms. However, it is impossible to provide a blanket acceptance as each transaction is unique. For example, the Buy American provision referenced in 8.43 will be acceptable for some products and not for others depending on the source of production. By looking at each transaction individually we can ensure careful consideration. It is our desire to earn this business and when we are able to comply we will honor the terms specific to the transaction.

Contract Award
RFP #032019



FORM D

Formal Offering of Proposal
(To be completed only by the Proposer)

HEAVY CONSTRUCTION EQUIPMENT WITH RELATED ACCESSORIES, ATTACHMENTS, AND SUPPLIES

In compliance with the Request for Proposal (RFP) for **HEAVY CONSTRUCTION EQUIPMENT WITH RELATED ACCESSORIES, ATTACHMENTS, AND SUPPLIES**, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: Caterpillar Inc. Date: 3/6/19

Company Address: 100 NE Adams Street

City: Peoria State: IL Zip: 61629

CAGE Code/DUNS: 11083/944204924

Contact Person: Patty Redpath Title: Governmental Account Manager

Authorized Signature:  Patrick Kearns
(Name printed or typed)

FORM E**CONTRACT ACCEPTANCE AND AWARD**

(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 032119-CAT

Proposer's full legal name: Caterpillar Inc.

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be May 13, 2019 and will expire on May 13, 2023 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

Sourcewell Authorized Signatures:

DocuSigned by:

Jeremy Schwartz

COED2A139D06489
SOURCEWELL DIRECTOR OF OPERATIONS AND
PROCUREMENT/CPO SIGNATURE

DocuSigned by:

Chad Coauette

7E42BBF817A84CC...
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)

Chad Coauette
(NAME PRINTED OR TYPED)

Awarded on May 10, 2019

Sourcewell Contract # 032119-CAT

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Caterpillar Inc.

Authorized Signatory's Title North America Industry Manager

Patrick Kearns

VENDOR AUTHORIZED SIGNATURE

Patrick Kearns

(NAME PRINTED OR TYPED)

Executed on May 10, 2019

Sourcewell Contract # 032119-CAT

Form F**PROPOSER ASSURANCE OF COMPLIANCE****Proposal Affidavit Signature Page****PROPOSER'S AFFIDAVIT**

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to Sourcewell members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of Sourcewell, or any person, firm, or corporation under contract with Sourcewell, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to Sourcewell Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify Sourcewell for reasonable measures that Sourcewell takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: Caterpillar Inc.

Address: 100 NE Adams Street

City/State/Zip: Peoria, IL 61629

Telephone Number: 309-675-1000

E-mail Address: Cat_Governmental@cat.com

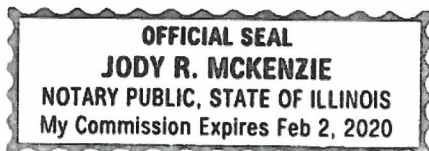
Authorized Signature: 

Authorized Name (printed): Patrick Keane

Title: North America Industry Manager

Date: 3/6/19

Notarized



Subscribed and sworn to before me this 6th day of March, 20 19

Notary Public in and for the County of Peoria State of Illinois

My commission expires: February 2, 2020

Signature: 

Form P

PROPOSER QUESTIONNAIRE

Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

Proposer Name: _____ Caterpillar Inc. _____

Questionnaire completed by: _____ Patty Redpath _____

Payment Terms and Financing Options

- 1) What are your payment terms (e.g., net 10, net 30)?

Our dealers accept payment from members and their terms may vary. The most common term is net 30.

- 2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?

Yes. We offer both leasing and financing options to governmental members of Sourcewell at rates **lower** than available to the general public.

- 3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to Sourcewell. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell Members' purchase orders.

Our simple order process has been and will continue to be well appreciated by Sourcewell and Sourcewell members:

- 1) When a member decides to purchase a new Cat machine, they simply include their Sourcewell member number on the Purchase Order they issue to the Cat dealer.
- 2) The Cat dealer then accepts the PO, issues the invoice, accepts payment, and delivers the machine.
- 3) After the machine has been delivered, the dealer, as part of their normal process, includes the member number when filing their sales claim with Caterpillar.
- 4) At month end, Caterpillar aggregates these reports and sends the sales information quarterly to Sourcewell along with the administration fee.

Important Note: Should a member wish to include additional terms and conditions to this contract, or to otherwise request a Participating Addendum, that agreement/PA should be executed between the member and the Cat dealer directly.

- 4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell Members for using this process?

Because Cat dealers will be receiving payments directly from members, accepting P-card procurement will be at their discretion. Many dealers do accept this method without additional fees. Some have limitations on the amount that can be processed.

Warranty

- 5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.

- Do your warranties cover all products, parts, and labor?

Yes. Caterpillar has the most extensive warranty coverage in the industry. We cover all products, parts, and labor with fewer exclusions than our competitors. Please see **Attachment D** for details.

- Do your warranties impose usage restrictions or other limitations that adversely affect coverage?

We do not impose usage restrictions. We are pleased to say that our warranties cover defects in material and workmanship for the time specified in the policy when the equipment is used as per design intent.

- Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?

The Caterpillar warranties cover the cost of replacement parts and the labor to install them, they do not cover travel time and mileage. Dealer territories vary considerably from state to state as do their policies about travel time and mileage during the warranty period.

- Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell Members in these regions be provided service for warranty repair?

We have no restrictions on warranty repairs. One of our key differentiating strengths is our ability to service equipment regardless of where it is located.

- Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?

Warranty service for on machines ordered from a Caterpillar facility is generally provided by Caterpillar and performed by Cat dealers. Some items, such as tires, are covered under their manufacturers' warranties.

- What are your proposed exchange and return programs and policies?

We warrant that upon delivery our products will be free from defects in material and workmanship and will operate as intended. If they are not, we will make any necessary corrections.

- 6) Describe any service contract options for the items included in your proposal.

We have a large variety of service contract options which can all be customized according to customer needs. Below are just two examples. More solutions are available, and we encourage members and dealers to explore all options.

1) Equipment Protection Plans (Extended Service Coverage/Cat Insurance)

After the initial warranty period ends, members may choose to purchase additional protection plans to reduce their exposure to unplanned costs. These policies are written based on months and hours of operation. There are four standard levels of coverage:

- a) Powertrain
- b) Powertrain + Hydraulics

- c) Powertrain + Hydraulics + Technology
- d) Premier

A description of all these options is included in **Attachment E**.

Important note: The purchase price for these Extended Service Coverage plans is lower for governmental agencies than it is for private buyers.

2) Customer Service Agreements (CSAs)

A member may choose to enter into an agreement with their Cat dealer to perform routine maintenance and/or repairs. These contracts are customizable based on member needs.

The selling Cat dealer can take responsibility for some or all the required service and maintenance needs to allow the agency to gain efficiency by focusing on the performance demands more than maintenance. CSAs are a useful tool to manage expenses. Most CSAs are bundled at the time of purchase; however, they may be added at any time.

Pricing, Delivery, Audits, and Administrative Fee

- 7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.

We are offering the new machine and work tool product lines as set forth in this proposal. This includes nearly 200 machine choices and more than 200 types of work tools.

In addition to new machines and work tools, we are happy to offer members access to rental machines, used machines, parts, service, extended service coverage plans, CSAs, products from Cat Safety Services, sourced goods, and open market items.

We understand that each member's needs will vary, and we are proud to supply a complete solution from the industry's largest product line.

- 8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)

Our pricing model is simple. We offer a deep discount off the current machine and work tool list prices to all Sourcewell members.

We have provided base machine pricing in **Attachment F**. However, for execution of the agreement we will ask our dealers and Sourcewell members to use the Caterpillar price list that is current at the time of the quote. Dealers, in consultation with the member, will configure the machine to the desired specifications and apply the agreed upon stated minimum discount to that configured List Price amount. Dealers and members should remember to factor in any expected price increases if a machine will be built to order.

Attachment G shows the discount offered for each new machine.

Additionally, we are pleased to offer a discount of 15% off all products and consulting services under the Cat Safety Services Umbrella; and 5% off our Technology Enabled Safety Solutions.

- 9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.

Our discount range varies between 3% and 30%. It's important to note that discount comparisons between different machines cannot be considered an apple-to-apples comparison. Caterpillar product managers have broad leeway in product pricing, and there are some significant variations on pricing strategy. For example, a discount of 10% on Product A, may be equivalent to a 20% discount on Product B. The discounts offered to Sourcewell members are better than what is widely available to non-member/private purchasers.

- 10) The pricing offered in this proposal is

- _____ a. the same as the Proposer typically offers to an individual municipality, university, or school district.
- _____ b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- _____ **X** c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- _____ d. other than what the Proposer typically offers (please describe).

- 11) Describe any quantity or volume discounts or rebate programs that you offer.

Our dealers are empowered to consider purchase order volume, repeat purchases, member responsiveness, etc. They may offer members additional discounts and/or services at their discretion.

- 12) Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.

Sourced goods / Open Market Items are available to members from our Cat dealers. The prices for these goods or services will represent fair market value and will be determined between the member and the selling dealer. We encourage our dealers and members to use this option as it facilitates complimentary products and streamlines the procurement process.

Customers and dealers are responsible for including their Sourcewell member numbers on all documentation related to these purchases. Caterpillar Inc. is not a party to these sales and is exempted from including them in the quarterly reports. For audits, inclusion of a customer's Sourcewell member number on the PO and/or invoice shall be deemed sufficient.

- 13) Identify any total cost of acquisition costs that are **NOT** included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial/pre-delivery inspection. Identify any parties that impose such costs and their relationship to the Proposer.

Machines are unique in their requirements for preparation prior to use. Some may require local final assembly due to their large size, others may have locally installed options (fire suppression, beacons, auto lube systems for example). When a dealer issues a quote for a machine, any additional costs will be itemized separately and are not subject to the Sourcewell discount.

- 14) If travel expense, delivery or shipping is an additional cost to the Sourcewell Member, describe in detail the complete travel expense, shipping and delivery program.

There is no additional cost to members who choose to pick up their machine from the Cat dealer. Dealers may charge fees for delivery to the member's location.

- 15) Specifically describe those travel expense, shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.

Just as for members in the 48 contiguous states, there is no additional cost to members who choose to pick up their machine from their Cat dealer. Dealers may charge fees for delivery to the member's location.

- 16) Describe any unique distribution and/or delivery methods or options offered in your proposal.

Machines are large purchases and if there are unique member requirements our dealers will be happy to discuss on a case by case basis.

- 17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.

We plan to continue our very robust process to ensure reporting speed, accuracy, and contract compliance.

Caterpillar and our Cat dealers have very close and trusting relationships. Our dealers are long-established, and the current process is working well.

- To ensure pricing accuracy, we maintain our current Sourcewell customer discount sheet on our dealer-facing pricing pages. Dealers integrate these numbers automatically in their quoting software.
- To ensure new machine and work tool sales are recorded properly, we use our post-sale credit system. In a nutshell, this means that we corporately support the pricing offered in this contract at a level below what's available to other customers. To receive this additional monetary support after the machine is delivered, dealers must supply the member's name, address, and member number. There is no additional burden or cost to our dealers to use the Sourcewell contract and this is part of the reason for their high engagement and our high reporting accuracy.
- After month end, we gather the new machine and work tool sales data attributed to Sourcewell and aggregate it for our reporting.
- After quarter end, we will send the quarterly sales report and administration fee payment to Sourcewell for all items that are subject to the administrative fee.

- 18) Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP Section 6.29 and following for details.)

We would be pleased to offer an administration fee of 0.50% of net dealer revenue on the sales of new machines and work tools. Caterpillar will pay this fee and will not ask members or dealers to bear any additional burden.

Industry-Specific Questions

- 19) Describe any industry-specific quality management system certifications obtained by your organization.

Throughout the history of Caterpillar, we've produced reliable, durable products our customers have been able to count on for many years...if not decades. This reliability and durability is foundational to our brand. We measure ourselves on both defects and durability. Defects are issues that prevent a machine or any part of it from performing as intended within the first year of service. Durability is defined as the actual achieved life of a machine or component. We pride ourselves on leading the industry.

Specifically, as it relates to this question, the below list shows our current quality certificates:

03 - Thin Film Coating Center, Mossville (IL), USA - CQMS / ISO9001:2015 Certificate (Exp date: 09-Mar-2019)
05 - Caterpillar Global Machine Development - Peoria Proving Ground, Peoria (IL), USA - ISO17025:2005 (Expiry date 31-Jan-2021)
06 - Caterpillar Inc., Cast Metals Organisation, Mapleton (IL), USA - ISO9001:2015 (Expiry date 24-Apr-2021)
08 - Caterpillar Inc., - SOS Services Laboratory (Main Multi-site), Peoria, IL, USA - ISO9001:2015 (Expiry date 29-Nov-2020)
12 - Caterpillar Inc. - Matl Handling & Underground Div. (Aurora), Montgomery IL, USA ISO9001:2015 Certificate. (Exp: 23-Feb-2020)
13 - Caterpillar Inc.- Construction and Mining Equipment (HQ), Decatur (IL), USA - ISO9001:2015 Certificate. (Exp date: 26-Oct-2021)
16 - Caterpillar Inc. - East Peoria (Multi-Site - TTT), Tractor Drive, East Peoria (IL), USA - ISO9001:2015 Certificate (Exp: 30-Nov-2019)
28 - Caterpillar Brasil Limited, Campo Largo, Brasil - ISO9001:2015 (Exp date: 23-Jul-2020)
28 - Caterpillar Brasil Ltda., Piracicaba, Brasil - ISO9001:2015 Certificate (Exp date: 19-Mar-2021)
29 - Caterpillar Engine Systems Inc. (HQ), Pontiac (IL), USA - ISO9001:2015 Certificate (Exp date: 06-Aug-2019)
40 - Caterpillar Engine Systems Inc., Mossville (IL), USA - ISO9001:2015 Certificate (Exp date: 06-Aug-2019)
40 - Caterpillar Inc., Industrial Power Systems Division, Mossville (IL), USA - ISO9001:2015 Certificate (Exp Date: 17-Feb-2019)
40 - Caterpillar Inc., Industrial Power Systems Division, San Antonio (TX), USA - ISO9001:2015 Certificate (Exp Date: 17-Feb-2019)
40 - Caterpillar Inc., Industrial Power Systems Division, Schertz (TX), USA - ISO9001:2015 Certificate (Exp Date: 17-Feb-2019)
41 - Caterpillar Powertrain & Hydraulics - Systems Development, Mossville (IL), USA - ISO17025:2005 (Expiry date 31-Dec-2019)
41 - Global Engine Development - North America, Mossville, IL 61552, USA - ISO17025:2005 (Exp Date: 31-Aug-2019)
68 - Caterpillar Inc. (Remanufacturing Site-Specific Certificate), Corinth (MS), USA ISO9001:2015 Certificate (Expiry date 19-Jun-2020)
68 - Caterpillar Inc. Remanufacturing Services (HQ), Corinth, MS 38834, USA, ISO 9001:2015 (Exp Date: 19-Jun-2020)
7P - Perkins Motores Do Brasil LTDA, Curitiba, BRASIL - CQMS:2015 / ISO9001:2015 Certificate (Expiry date 05-Oct-2020)
88 - Caterpillar Inc. Lafayette Engine Center, Lafayette (IN), USA - ISO9001:2015 Certificate (Expiry date 04-Feb-2021)
89 - Caterpillar Mexico S.A. de C.V. (Monterrey), Nuevo Leon, Mexico 66350 - CQMS:2015/ISO 9001:2015 Certificate (Exp: 12-Jul-2019)
92 - Caterpillar Midwest Logistics Center (Champaign), Illinois - ISO 9001:2008 (Exp Date: 29-Jan-2018)
CF - Caterpillar Inc. (Remanufacturing Site-Specific Certificate), Nuevo Laredo (FINSA 1), Mexico - ISO 9001:2015 (Exp: 19-Jun-2020)
CF - Caterpillar Inc. (Remanufacturing Site-Specific Certificate), Nuevo Laredo (FINSA 3), Mexico ISO9001:2015 Certificate (Exp: 19-Jun-2020)
CF - Caterpillar Inc. (Remanufacturing Site-Specific Certificate), Nuevo Laredo (ORADEL), Mexico ISO9001:2015 Certificate (Exp. 19-Jun-2020)
CP - Caterpillar Global Machine Development - Tucson Proving Ground, Tucson (AZ), USA ISO17025:2005 (Expiry date 31-Jan-2020)
DQ - Caterpillar Inc. Building Construction Products Division, Clayton (NC), USA - ISO9001:2015 (Expiry date 06-Jul-2021)
FJ - Anchor Coupling (Menominee), Menominee (MI), USA ISO9001:2015 (Expiry date 22-Jan-2021)
HL - Caterpillar Inc. (Remanufacturing Site-Specific Certificate), Prentiss (Boonville - MS), USA ISO9001:2015 Certificate (Exp. 19-Jun-2020)
HP - Caterpillar Dyersburg, Tennessee - ISO9001:2008 Certificate. (Expiry date 14-Sep-2018)
HZ - Caterpillar Inc., Industrial Power Systems Division, Sequin (TX), USA - ISO9001:2015 Certificate (Exp Date: 17-Feb-2019)
JA - Caterpillar Inc. Building Construction Products Division, Sanford (NC), USA - ISO9001:2015 (Expiry date 06-Jul-2021)
JL - Caterpillar Inc. - Precision Pin Products Group, Sumter (SC), USA - ISO9001:2015 (Expiry date 22-Oct-2018)
JQ - Caterpillar Inc. Building Construction Products Division, Athens (GA), USA - ISO9001:2015 (Expiry date 06-Jul-2021)
LE - Caterpillar Inc., Griffin Generators, Griffin (GA), USA - ISO9001:2015 Certificate. (Expiry date 03-Mar-2021)
LS - All Caterpillar Newberry LLC Facilities - DNV ISO 9001:2008 (Exp Date: 15-Sep-2018)
M5 - Caterpillar Inc. Building Construction Products Division (HQ), Cary (NC), USA - ISO9001:2015 (Expiry date 06-Jul-2021)
MC - Caterpillar Inc. Building Construction Products Division, Torreon, MEXICO - ISO9001:2015 (Expiry date 06-Jul-2021)
N4 - Advanced Components and Technologies, Mossville (IL), USA - ISO 9001:2015 Certificate (Exp Date: 24-May-2019)
PE - Caterpillar Inc. (Remanufacturing Site Specific Certificate), West Fargo (ND), USA ISO9001:2015 Certificate (Exp: 19-Jun-2020)
PV - Perkins Shibaura Engines LLC, Griffin (GA), US ISO9001:2015 (Expiry date 31-Jan-2020)
QR - Caterpillar Global Mining - Houston PA - ISO 9001:2008 (Exp Date 15-Sep-2018)
R8 - Caterpillar Inc. / Paving Products / Minneapolis, (MN), USA - ISO 9001:2015 Certificate (Exp Date: 27-Nov-2020)
T3 - Solar Turbines Europe S.A. - Oil and Gas, Avenue de Finlande, Braine L'Alleud, Belgium - ISO 9001:2015 Certificate (Exp. 22-Sep-2020)
T3 - Solar Turbines Inc. (Packaging Systems Operations), San Diego (CA), USA - ISO9001:2015 (Expiry date 22-Sep-2020)
T3 - Solar Turbines Inc. (Power Generation), San Diego (CA), USA - ISO9001:2015 (Expiry date 22-Sep-2020)
T3 - Solar Turbines Inc. - Oil and Gas, 10203 Sam Houston Park Drive, Houston TX, USA - ISO 9001:2015 Certificate (Exp: 22-Sep-2020)
T3 - Solar Turbines Inc. - Oil and Gas, 9250 Sky Park Court, San Diego (CA), USA - ISO 9001:2015 Certificate (Exp Date: 22-Sep-2020)
T3 - Solar Turbines Inc. - Oil and Gas, 9280 Sky Park Court, San Diego (CA), USA - ISO 9001:2015 Certificate (Exp Date: 22-Sep-2020)
T3 - Solar Turbines Inc. - Oil and Gas, 9330 Sky Park Court, San Diego (CA), USA - ISO 9001:2015 Certificate (Exp Date: 22-Sep-2020)
T3 - Solar Turbines Inc. - Pkg Systems Operations (HQ), 4200 Ruffin Road, San Diego CA, USA - ISO 9001:2015 Certificate (Exp: 22-Sep-2020)
T3 - Solar Turbines Inc. - Pkg Systems Operations, Teran-Teran 20120 Int., Tijuana (BC), Mexico - ISO 9001:2015 Certificate (Exp: 22-Sep-2020)
T3 - Solar Turbines Inc. - Power Generation, 4180 Ruffin Road, San Diego (CA), USA - ISO 9001:2015 Certificate (Exp : 22-Sep-2020)
T3 - Solar Turbines Inc. - Turbomachinery, DeZavala Road, Channelview (TX), USA - ISO9001:2015 Certificate (Expiry date 23-Jul-2021)
T3 - Solar Turbines Inc., - Construction Services, Houston (TX), USA - ISO9001:2015 Certificate (Exp Date: 07-Jul-2021)
T3 - Solar Turbines Inc., - Desoto Overhaul Operations, Desoto (TX), USA - ISO9001:2015 Certificate (Expiry date 24-Aug-2021)
T3 - Solar Turbines Inc., Turbomachinery Prod, W Seattle Street, Broken Arrow OK, USA - ISO9001:2015 Certificate (Exp 03-May-2021)
T3 - Solar Turbines Inc., Turbomachinery Prod - Gas Compressors, Ruffin Road, San Diego (CA), USA - ISO9001:2015 Cert. (Exp 03-May-2021)
T3 - Solar Turbines Inc., Turbomachinery Prod - Gas Compressors, Sky Park Ct, San Diego (CA), USA - ISO9001:2015 Cert (Exp 03-May-2021)
T3 - Solar Turbines Inc., Turbomachinery Prod - Gear Systems / Superior Gear, Gardena (CA), USA - ISO9001:2015 Cert (Exp 03-May-2021)
T3 - Solar Turbines Inc., Turbomachinery Prod - Turbotec Bldg 1, Chilpancingo, Tijuana, B.C. Mexico - ISO9001:2015 Cert (Exp 03-May-2021)

T3 - Solar Turbines Inc., Turbomachinery Prod - Turbotec Bldg 2, Ciudad Ind Otay, Tijuana, B.C. Mexico - ISO9001:2015 Cert (Exp 03-May-2021)
T3 - Solar Turbines Incorporated, Mabank (TX), USA - ISO9001:2015 Certificate (Expiry date 04-Aug-2021)
T3 - Solar Turbines Switzerland Sagl, 6595 Riazino, Switzerland - ISO9001:2015 Certificate (Expiry date 08-May-2018)
UD - Denison, TX -Caterpillar Global Mining LLC-ISO 9001:2008 (Exp Date: 03-Aug-2020)
UH - Caterpillar Acuna - Construction and Mining Equipment, Ciudad Acuna, Coahuila, Mexico - ISO9001:2015 Certificate. (Exp: 26-Oct-2021)
UH - Caterpillar Inc. - Acuna, Coahuila, MEXICO - ISO9001:2015 Certificate (Expiry date 26-Oct-2018)
UJ - Caterpillar - North Little Rock, North Little Rock (AR), USA - CQMS:2015 / ISO 9001:2015 Certificate (Exp Date: 05-Jun-2019)
XO - Anchor Coupling (Goldsboro), Goldsboro (NC), USA - ISO 9001:2015 (Exp date: 20-Dec-2018)
XY - Caterpillar Reynosa S.A. de C.V., Reynosa, Tamaulipas, Mexico - ISO9001:2015 Certificate (Exp date: 03-Oct-2020)
YP - Caterpillar Inc. (Remanufacturing Site-Specific Certificate), Franklin (IN), USA ISO9001:2015 Certificate (Expiry date 19-Jun-2020)
YV - Caterpillar Surface Mining and Technology, South Milwaukee (WI), USA - ISO9001:2015 (Expiry date 04-Jun-2021)
ZZ - Caterpillar Inc. - Advanced Components Manufacturing (Hydraulic Cylinders), Sumter (SC), USA - ISO9001:2015 Cert (Exp: 28-Mar-2020)

20) Describe any environmental management system certifications obtained by your organization.

We described our “green initiatives” more completely in Form A, Question 29. To be specific regarding ISO standards, we are listing here the plants that are certified to ISO 14001:2004 Environmental Management System:

Plants certified with ISO 14001:2004 Environmental Management System

Anchor Coupling - Goldsboro, NC - ISO 14001:2004 - Sept 2018
Anchor Coupling - Menominee - ISO 14001:2015 - Jan. 2021
Gen Sets - Newberry - ISO 14001:2004 - Nov. 2017
Mapleton - 14001:2004 self-certification - issued January 2013
Reman Services - Corinth, MS - ISO 14001:2015 - Sept. 2021
Reman Services - Franklin - ISO 14001:2004 - May 2017

21) Describe any preventive maintenance programs that your organization offers for the solutions you are proposing in your response.

Caterpillar understands the value to the customer of a well-defined preventive maintenance plan. Each machine we sell has very clear and detailed instructions for routine maintenance. We find that some customers prefer to do the maintenance themselves, others want our dealers to track and perform the service.

For customers who retain maintenance responsibilities, we have several tools available to facilitate that. As an example, My.Cat.Com makes it easy for customers to access critical information about their fleet.

STARTER CONNECTIVITY: If the customer purchases a machine with a factory-installed Product Link device, the customer will receive Cat Daily connectivity at no cost (for seven years on Building Construction Products machines; 12 years on Global Construction & Infrastructure machines). Cat Daily provides basic information once per day via My.Cat.Com or via a mobile app as described below.

My.Cat.Com users have access to:

- Equipment location
- Hours
- Diagnostic and operational events
- Fuel burn
- Dealer work orders
- Parts lists and Preventive Maintenance Checklists
- Parts ordering
- Safety service letters
- Rental documentation
- Warranty information

- Operation and maintenance manuals
- Preventive maintenance alerts and scheduling
- Cat Inspect outcomes
- S-O-S fluid analysis results

A subset of this information is also available in the Cat App: Fleet Management (IOS and Android).

In some situations, information available through My.Cat.Com provides an agency with sufficient data. But sometimes the equipment manager/public works director wants a more comprehensive view of their assets and/or the ability to manage an entire fleet. To meet that need, Caterpillar offers VisionLink—a powerful, flexible platform with enhanced capabilities, like customizable reports and notifications, that makes it easier to optimize productivity, manage assets and reduce costs.

ADVANCED CONNECTIVITY TRIAL: For any construction machine with a Product Link device, the customer will receive a six-month complimentary VisionLink Essentials trial. After the trial period ends, customers may elect to continue access at several different levels:

- **VisionLink Daily** – offers convenient, affordable, once-a-day telematics information. Ideal for customers who only need once-per-day reporting
- **VisionLink Basic** – provides basic asset management features including hour and location monitoring as well as geographic fencing and maintenance management. Recommended for machines that only report hours, where data updates and related features are needed more frequently than once per day.
- **VisionLink Essentials** – includes all the features of Basic plus health, utilization, and productivity features with frequent data updates. Ideal for customers needing up-to-date information about site operations, productivity, asset location, and operator performance, as well as timely notification of issues as they occur.

Another free app we offer is designed to help customers focus on safety and preventive maintenance. The “Cat Inspect” app offers multiple features geared to make regular machine inspections simple and useful.

- **Daily Walkaround** inspections are designed primarily for operators who are guided where to look on their particular machine and allows them to document and report any abnormalities.
- **Preventive Maintenance** inspections are more in-depth and are designed for customer or dealer technicians to inspect components for signs of wear and to ensure that all recommended preventive maintenance procedures are completed and recorded.
- **Technical Analysis** inspections are the most in-depth and are normally used once per year or when a machine is at the end of a customer’s ownership period.

This app includes the ability to take pictures, make notes and complete and share inspections electronically. Inspection reports are also integrated into both My.Cat.Com and VisionLink, providing visibility to overall fleet health.

For customers who intend to rely on dealers for maintenance, they can schedule the work themselves as needed, or we propose a variety of CSAs (Customer Support Agreements). These are completely customizable, but we offer starting points for several levels with corresponding price points which vary by product.

- Customer performed preventative maintenance – the Cat dealer will provide the necessary parts per the maintenance schedule; the customer will do the work.

- Dealer performed preventative maintenance – the Cat dealer will handle basic preventative maintenance for any machine or group of machines to help keep scheduled downtime to a minimum.
- Component maintenance and repair agreement – the Cat dealer will take care of maintaining and servicing systems such as engines, transmissions, etc. to extend service resources and equipment life.
- Total maintenance and repair agreement – the Cat dealer covers service and maintenance for any one piece of equipment or the entire fleet. This agreement can include guaranteed availability and uptime.

Signature: Ante A. Redpath Date: 3/13/19

**AMENDMENT #1
TO
CONTRACT #032119-CAT**

THIS AMENDMENT is by and between **Sourcewell** and **Caterpillar Inc.** (Vendor).

Sourcewell awarded a contract to Vendor for Heavy Construction Equipment with Related Accessories, Attachments, and Supplies effective May 13, 2019, through May 13, 2023 (Contract). Vendor implemented changes to its dealer reporting system and now wishes to modify the Contract to accurately report Administrative Fee payment calculations.

The parties wish to amend the following terms within the Contract:

1. This Amendment is effective upon the date of the last signature below.
2. Any Contract term related to calculation of Administrative Fee that is paid to Sourcewell is deleted and replaced with the following:

“Vendor will pay to Sourcewell an Administration Fee calculated at 0.33% of Caterpillar’s MSRP for each piece of equipment purchased by Sourcewell’s Participating Entities. Caterpillar will pay the Administration Fee to Sourcewell on a quarterly basis.”

Except as amended above, the Contract remains in full force and effect.

Sourcewell

DocuSigned by:
By: Jeremy Schwartz
Jeremy Schwartz, Chief Procurement Officer

Date: 7/12/2021 | 7:35 PM CDT

Approved:

DocuSigned by:
By: Chad Coquette
Chad Coquette, Executive Director/CEO

Date: 7/12/2021 | 8:38 PM CDT

Caterpillar Inc.

DocuSigned by:
By: Dawn Zink
Dawn Zink

Title: Caterpillar Governmental Marketing Manager

Date: 7/12/2021 | 3:32 PM CDT



City of Canby Bi-Monthly Report
Department: Administration
For Months of July & August 2022

To: The Honorable Mayor Hodson & City Council
From: Melissa Bisset, HR Director/ City Recorder
Prepared by: Maya Benham, Deputy City Recorder
Through: Scott Archer, City Administrator
Date: September 21, 2022

Board and Commissions

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Parks & Recreation Advisory Board	1	1	Application deadline: 9/19/2022
Planning Commission	1		Term ends 12/31/2024
Transit Advisory Committee	4		3 openings term ends 3/31/2023; 1 term ends 3/31/2025
Heritage & Landmark Commission	2		1 opening and 1 student opening

Business Licenses

	Issued	Inactivated	Renewals Mailed	Total Licenses
July & August 2022	44	32	245	1523 Total Licenses 678 with Canby Addresses
July & August 2021	23	36	236	1538 Total Licenses 682 with Canby Addresses

Cemetery

	Property purchases recorded	Internments recorded
July 2022	1	6
August 2022	5	3

Liquor Licenses/ Noise Variance Application

Processed 1 Liquor License application.

Public Records Requests

Processed five public records requests.

Special Animal Permits

One Special Animal Permit was issued.

Recruitments/ New Hires

- Behavioral Health Specialist
- Children's Librarian
- Custodian
- Financial Technician
- Lateral Police Officer
- Library Manager
- Office Specialist II – Planning
- Parks Lead
- Public Works Lead



City of Canby Bi-Monthly Report
Department: Court
July and August, 2022

To: The Honorable Mayor Hodson and City Council
Prepared By: Jessica Roberts, Municipal Court Supervisor
Through: Scott Archer, City Administrator
Date: September 21, 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	July	August
Misdemeanors		
Offenses Filed	2	0
Cases Filed	1	0
Warrants Issued	20	6
Misdemeanor Case Detail		
Diversion/Deferred Sentence	1	2
Offenses Dismissed	7	8
Offenses Sentenced	4	6
Offenses not filed by City Prosecutor	2	0
Traffic & Other Violations		
Offenses Filed	123	81
Cases/Citations Filed	90	56
Parking Citations Filed	13	9
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	16	8
Dismissal (Fix It Tickets)	15	8
Dismissed by City Prosecutor or Judge	5	7
Sentenced by Judge	21	30
Handled by Violations Bureau	103	37
Guilty by Default	79	41
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	3	3
Defendant Accounts referred to Collections	\$66,860.00	\$44,101.25
Fines & Surcharges Collected	\$53,062.80	\$41,827.53

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: July & August 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: 9/13/2022

Economic Development Director Updates

Canby Rotary Board: The Economic Development Department serves the city as a liaison to a variety of local businesses and nonprofit organizations. In July 2022, the Director of Economic Development joined the Rotary Club of Canby Board of Directors. The board meetings on a variety of topics on the second Wednesday of the month. The Rotary Club of Canby is a service and civic organizations focused on serves and civic engagement with numerous volunteer connections and projects in our community. The Rotary Club of Canby meets weekly on Fridays for lunch at Cutsforth's Town Hall.

Economic Opportunity Analysis and Housing Assessment Open House: The Canby community was invited to the Economic Opportunity Analysis and Housing Assessment Open House on Thursday, July 14th, 2022. The Open House began at 6:30p and was held at the Canby Civic Center, located at 222 NE 2nd Avenue. The Open House provided an overview of City's Housing Production Strategy and Economic Opportunity Analysis. The meeting featured residential and commercial buildable lands inventory, current and projected population and demographics, and housing costs related to residential incomes. The community received a presentation of draft findings – including information on the amount of buildable lands currently available in the city – and a community input session. In late 2021, the City of Canby was awarded \$100,000 from the Department of Land Conservation and Development to complete work on updating the City's Housing Production Strategy and additional \$50,000 for work on an Economic Opportunity Analysis. Both of the future planning efforts will also be informed by stakeholder input and advisory groups with local community members. The City chose 3J and FCS Group for the respective projects; however, the City of Canby staff and consultants have been working in partnership to ensure a clear and comprehensive view is presented.

Historic Preservation Code Update: The City of Canby's Heritage and Landmarks Commission (HLC) has requested a change to Canby Municipal Code Section 16.110, Historic Preservation. The HLC worked with NW Vernacular, a contractor specializing in historic preservation projects, to complete the proposed updates to the City's historic preservation code. The updates were part of the creation of the 2020 Preservation Plan. The proposed updates bring 16.110 into alignment with national and state standards, while also reflecting current practices. The proposed recommendations from NW Vernacular were reviewed and approved with minor changes by former Planning Director Sandy Freund in 2020. Furthermore, the recommended code changes were reviewed and approved by Kuri Gill, Grants & Outreach Coordinator and Historic Cemeteries Program Coordinator, at SHPO in 2022.

The City's Planning Commission reviewed and approved the proposed amendments to CMC 16.110 at their August 8, 2022 meeting. As the Planning Commission discussed the proposed amendments, much of the discussion focused on 16.110.025A, which addresses the appointment and composition of the Heritage and Landmarks Commission. The HLC proposed the removal of the provision that a majority of HLC members must live or work within the Urban Growth Boundary in order to expand recruitment opportunities. The Planning Commission voted in favor of advancing the proposed amendments to the Canby City Council.

At the August 17th City Council meeting, the Economic Development Director presented the historic code amendments and Ordinance 1584, an Ordinance amending Canby Municipal Code 16.110, Historic Preservation. The Mayor and Council discussed the proposed changes with much of the conversation focusing on 16.110.025 A. The City Council approved Ordinance 1584 with the amendment to keep 16.110.025 A, “a majority of the Heritage and Landmarks Commission voting members shall reside or work inside Canby’s Urban Growth Boundary.” After a lively discussion by the Mayor and Council, Councilor Sarah Spoon moved to approve the amendments to 16.110 without changing the requirement for residency of the members of the HLC board. The motion was approved 5-1. The second reading of Ordinance 1584 will be held at the first meeting in September.

Downtown Canby and Events Promotion: The City of Canby’s Economic Development Director and Economic Development + Tourism Coordinator worked with KATU 2 News and Mt. Hood Territory, Clackamas County’s Tourism Department, on an opportunity to market Canby. The original focus was to promote the Clackamas County Fair and Rodeo, which occurred August 16th – 21st at the Clackamas County Fairgrounds and Event Center in Canby. After the recommendation of Tyler Nizer (City’s Economic Development and Tourism Coordinator), Mt. Hood Territory added to the marketing budget to include an additional focus on downtown Canby and Canby’s Big Weekend. KATU came to Canby on August 5th to take photos and video of downtown businesses for “B Roll”, which is supplemental to the additional marketing and promotional video. Additionally, city staff met with Tammy Hernandez on Monday, August 8th to record a segment for KATU’s AMNW program before they headed to the Clackamas County Fairgrounds to speak about the upcoming Fair and Rodeo.

Shimadzu USA Manufacturing 25th Anniversary Celebration: Shimadzu USA Manufacturing celebrated 25 years in Canby with an anniversary party at the Abernathy Center on Thursday, August 11th. Shimadzu was the first business in the Canby Pioneer Industrial Park, opening its doors in 1997. Shimadzu specializes in manufacturing medical instruments and technology while also implementing a process called localization, in which they utilize local supply, material, and services as often as possible. During the celebration, Council President Traci Hensley and Economic Development Director Jamie Stickel addressed the attendees, in addition to several leaders from Shimadzu USA and Shimadzu Corporate.

Business Oregon Tour: Business Oregon, Oregon’s Economic Development Department, contacted the City of Canby to schedule a tour of the Canby Pioneer Industrial Park on August 18th. The tour served as an opportunity for the City to discuss projects recently completed as well as those currently planned. The tour also helped to familiarize new Business Oregon staff with Canby’s many businesses and thriving downtown. Tours between economic development agencies are typical, however, they have been on hold due to COVID-19. Business Oregon proceeded to Oregon City and, finally, Clackamas County for additional familiarization tours.

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:

- **2nd Annual Grill + Chill News Release:** Partnership with the Canby Police Department to spread awareness about their 2nd annual Grill and Chill event, held on Tuesday, August 2nd, National Night Out.
- **City Employee Appreciation Picnic:** Engagement with City staff for the Employee Appreciation Picnic on August 10th.
- **City Department Recognition:** Ongoing recognition of City departments and programs on social media including Systems Administrator Day, Rural Transit Day, and Swim Center Fall Maintenance.
- **Canby’s Big Night Out and Canby’s Big Weekend Promotion:** Canby’s Big Night Out Street Dance was held on August 26th and part of Canby’s Big Weekend. Ongoing marketing efforts increased leading up to the Big Weekend including social media posts, creation of marketing materials, and event-specific promotional pieces.



Economic Development and Tourism Coordinator Updates

Promotion

- **Canby Independence Day Celebration** – The Canby community came out en masse for the Canby Independence Day Celebration! The festivities began with the parade full of entrants representing community organizations and businesses to the thousands surrounding the parade route through Downtown Canby. This event consisted of the street fair, bouncy houses, face painting, game truck, Canby Fire obstacle course, beer garden and much more! Wait Park welcomed in the Crescendo band played at the Gazebo during the afternoon. The Junebugs and Fat Bottom Girls Band rocked it out in the beer garden. Great times were had and many lasting memories created. A special thank you to Public Works, Parks, and Canby Police departments for all the assistance with the Canby Independence Day Celebration.
- **Canby's Big Weekend** – Canby's Big Night Out Street Dance kicked off the weekend on Friday, August 26th. Over 15 business were part of the incredible evening. Friends, families and neighbors enjoyed many activities, such as; face painting, bouncy houses, mechanical bull, photo booth, corn hole competition, and tremendous entertainment to dance along to. Return Flight opened up the evening and the Kurt Van Meter Band headlined the event. This was a remarkable event to kick off all the fun to be had throughout Canby's Big Weekend.



The Swan Island Dahlia Festival took place all weekend, Friday through Sunday. Arrange Flowers with Heather, Angela Hawes Painting, Anna Gilbert Concert, Sunday Market and so much more took place over the weekend. The Swan Island Dahlia Festival will continue on through September 30th.

Cutsforth's Cruise-In took place on Saturday, August 27th, and received a record number of registered cars with over 700 cars in Downtown Canby! The event saw thousands in attendance visiting Canby's businesses and supporting many non-profits that were in Wait Park.

The Wild Hare Saloon held 'Summer Concert Series' in their beer garden outdoor stage on Friday and Saturday. On Friday, August 26th, Kalimba (Earth Wind + Fire Tribute Band) performed and Petty Fever (Tom Petty Tribute Band) rocked it out on Saturday, August 27th. The last concert The Wild Hare Saloon of Canby hosts will be Stone In Love (Journey Tribute Band) and Red Light Romeos (Super Sounds of 70's) on Saturday, September 17th.

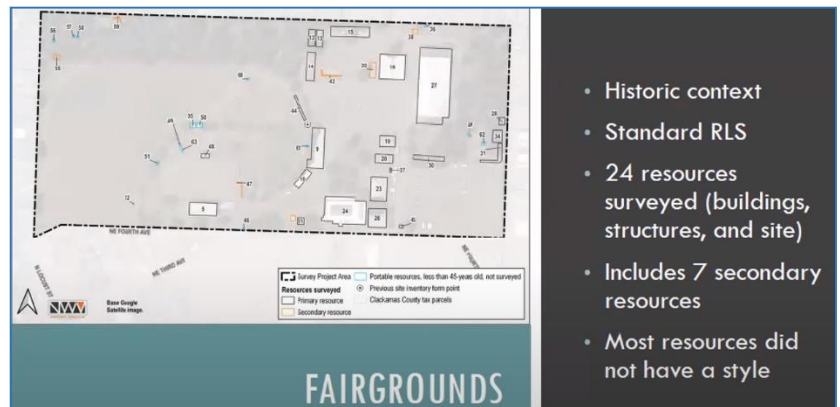
The Flower Farmer held its annual Basil + Art Festival on Saturday, August 27th and Sunday, August 28th. This festival consisted of wine tasting, art demonstrations, train rides, fresh produce, 'A Taste of Art' gallery show and much more!

- **First Thursday Night Market** – First Thursday continues on with steady attendance through both July and August! Collaboration with the businesses saw additions like bouncy houses, food carts and live entertainment! Friends of the Canby Public Library had Chicamarimba perform in July and Castletown at Wait Park for the August First Thursday Night Markets. Cutsforth's Market put on mini cruise-ins during both July and August as participation in the First Thursday Night Market. 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.
- **Through The Looking Glass** – The Canby Art's Association held the inaugural "Through the Looking Glass" festival on Saturday, July 23rd. This group of hard working individuals is made up of; Shelly Arndt (President), Megan Waterman (Vice President), Eric Arndt (Treasurer), Paul Waterman (Secretary), and Kayla DeShazer (Marketing Director). This unique event provided authors and artists with a platform to share their talent and gifts to enrich the lives of the community. This was such a huge success and the group has already reserved Wait Park for 2023!
- **FOBTOBERFEST** – City staff met with Steve Puga, owner of F.O.B Taproom, in regards to its very own Oktoberfest event taking place in Wait Park for 2022. On September 17th from 12:00-9:00p join F.O.B Taproom, Ebner's Custom Meats, B's Bakery and more at the authentic celebration of German food, beer and culture.



Organization

- **Bike & Pedestrian Committee** – The Bike & Pedestrian Committee met Tuesday, August 9th, where they discussed strategies for clearing designated areas around Canby that cause safety concern for pedestrians and bicyclists. Tyler Nizer, Economic Development and Tourism Coordinator, introduced Emma Porricolo, Associate Planner, to the committee as she will be the staff liaison in the future.
- **Heritage & Landmark Committee** – Northwest Vernacular presented on the Reconnaissance Level Surveys for Downtown Canby, adjacent neighborhoods and the Clackamas County Fairgrounds + Event Center. The study provided a first look at the integrity of NW Fifth Avenue/ N Cedar Street and NE Fourth Avenue/ N Knott Street. The Heritage & Landmark Commission also suggested edits to the heritage code and sent them over to the Planning Commission to be further reviewed by City Council.
- **Canby Area Chamber** – 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 received resignation from their Chief Executive Officer, Laurie Tarter and began the hiring process to search for their new leader. Staff and board are in "full swing" planning for the Annual Golf Tournament taking place Thursday, September 29th at the Willamette Valley Country Club.



Economic Vitality

- **Oregon Tourism Leadership Academy** – Tyler Nizer, Economic Development and Tourism Coordinator, was selected along with 20 other individuals in the tourism industry to take part in the Oregon Tourism Leadership

Academy hosted by the Oregon Restaurant and Lodging Association. The second conference, of four, was held in Klamath Falls July 13-15. There were guest speakers such as Hilary Sage, Destination Development Manager with Travel Oregon, Petra Hackworth, Vice President with Travel Oregon and Bob Hackett, Executive Director of Travel Southern Oregon.

Design

- ***Façade Improvement Program*** – Brant + Erin Walker, owners of 426/428 NW 1st Ave were unanimously approved for their Façade Improvement Application at the August 3rd Urban Renewal Agency meeting. The project consisted of replacing single pane windows with dark bronze storefront + insulated low-e glass, replacing double doors with new storefront doors with panic devices, and replacing a broken window on the façade of the building.

Ebner's Custom Meats applied for the Façade Improvement Program of up to \$25,000. Owner, Mike Ebner spoke about the project details at the August 17th Urban Renewal Agency meeting, where the application was unanimously approved. Their project consisted of removal of all compromised siding and rot on alley side of the building, repair and replace siding, add new parapet to façade of building, and installing batten board siding.



City of Canby Bi-Monthly Report
Department: Fleet Service
For Months of: July & August 2022
 By Robert Stricker, Lead Mechanic

Jul-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	\$21.25	\$918.00	\$332.20	\$1,271.45
Facilities	3	\$168.74	\$191.50	\$228.54	\$588.78
Wastewater Collections	7	\$1,288.36	\$22.19	\$396.73	\$1,707.28
Wastewater Treatment	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	6	\$850.50	\$188.80	\$2,428.57	\$3,467.87
Police	10	\$1,858.99	\$1,235.87	\$7,545.77	\$10,640.63
Streets	9	\$1,429.94	\$526.00	\$3,799.48	\$5,755.42
Fleet Services	1	\$720.00	\$0.00	\$97.10	\$817.10
Canby Area Transit (CAT)	21	\$3,294.07	\$1,898.54	\$16,540.15	\$21,732.76
Total	58			Total	\$45,981.29

Aug-22

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$520.51	\$520.51
Facilities	1	\$594.01	\$824.96	\$157.11	\$1,576.08
Wastewater Collections	2	\$204.35	\$353.88	\$519.51	\$1,077.74
Wastewater Treatment	2	\$1,074.35	\$485.10	\$86.31	\$1,645.76
Parks	8	\$1,075.14	\$215.04	\$2,400.43	\$3,690.61
Police	15	\$4,561.40	\$1,646.54	\$7,402.58	\$13,610.52
Streets	8	\$1,064.48	\$772.28	\$3,356.76	\$5,193.52
Fleet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Canby Area Transit (CAT)	34	\$3,754.82	\$3,687.27	\$16,708.43	\$24,150.52
Total	70			Total	\$51,465.26

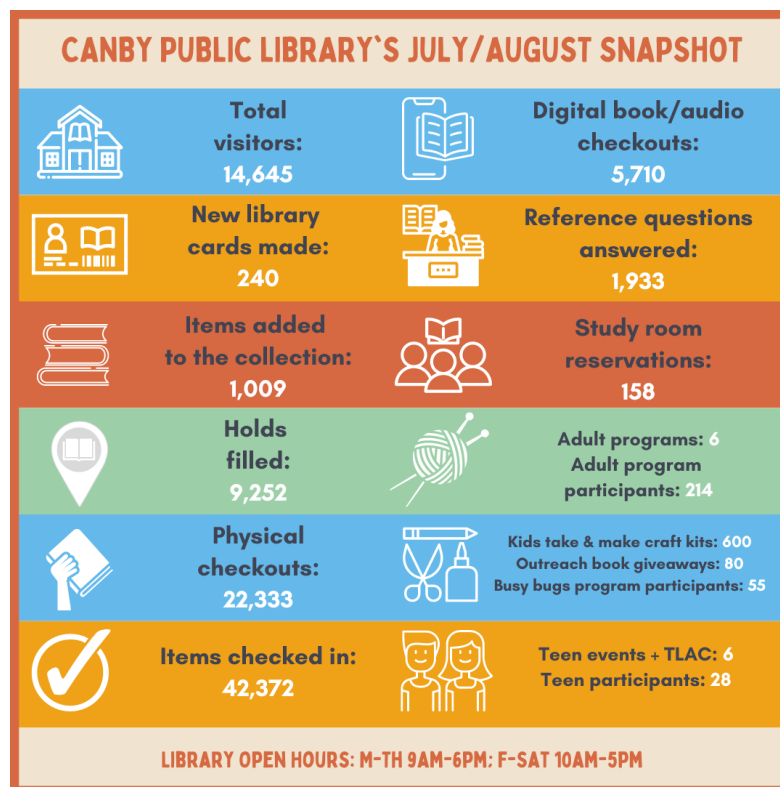
Fleet Service Highlights



City of Canby Bi-Monthly Report Department: Library For Months of: July & August 2022

To: The Honorable Mayor Hodson & City Council
From: Danny Smith, Library Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 9/21/2022

Usage Metrics Overview



Staff

After 26 years of dedicated service to the Canby community, Peggy Wickwire is retiring. Peggy has been an instrumental member of the staff working with Canby-area kiddos for almost three decades. While Peggy will be greatly missed, we are excited for her as she begins this new season of life and enjoys some much needed free time.

We also wish Lizzie Figueroa a fond farewell after almost nine years in Canby as she moves on to a new and exciting professional adventure. Lizzie will only be a few miles away, working as the Operations Manager at Wilsonville Public Library. Lizzie has had a tremendous impact on Canby Public Library and ensuring its runs smoothly and efficiently alongside all of our partners across Clackamas County.

Spaces

In early July, we had an acoustical assessment completed of the Library facility. Due to on-going sound and acoustical transfer issues, we are partnering with Listen Acoustics to help us develop solutions to help mitigate some of the routine sound that easily travels through the open-concept facility. We are eager to move ahead with whatever solutions we can, as we strive to meet the many and competing needs of everyone who enjoys using the facility.

Collections

No updates at this time.

General News

Summer Reading 2022

Summer 2022 (Read Beyond the Beaten Path), the Library had a great turnout for our Summer Reading program.

- 517 children, ages 0 – 5th grade signed up for Summer Reading; 134 completing the entire program.
- 148 adults signed up for Summer Reading; 15 completing the entire program.
- 138 teens signed up for Summer Reading; 51 completing the entire program.
- 900 take and make kits were distributed as well as 1,200 free books
- Raffle Prizes included a family membership to the Oregon Zoo and OMSI and multiple Fred Meyer gift certificates.

Friends of the Library Concert Series (Pt. 2)

In partnership with the Friends of the Canby Public Library, the second (of three) concerts in the Summer 2022 series was held on Thursday August 4th. Castletown performed a high energy show with an “AmeriCeltic” flare blending the heart and soul of traditional Irish reels with modern folk, blues, jazz and country influences.





City of Canby Bi-Monthly Report
Department: Parks
For Months of: July & August 2022

To: The Honorable Mayor Hodson & City Council
From: Jeff G. Snyder, Public Works Supervisor
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 9/21/2022

Parks Maintenance

July and August 2022

Park Renovations

Curran McLeod Engineers, held a walkthrough with the City and developed a punch list for the Pickleball Courts at Maple St. Park. R.L. Reimers Contracting has acknowledged all the punch list items and a schedule has been developed to address the concerns.

Early preliminary designs have been produced for the proposed Dog Park as requested.

Plans have been reviewed for the proposed Parking and Utility Improvements at Community Park.

Park Maintenance

Mowing, cleaning and landscaping duties have occupied the majority of staff's time over the last couple of months. Irrigation repairs were made as needed and adjusted to the warmer weather. Shrub and tree trimming was performed to address vision clearance issues. Boom mowing of the Molalla Forest Rd. walking path, natural areas and at the Disc Golf course have started the second mowing cycle to keep fire fuels low. Playground inspections were performed, repairs were addressed as found. Repairs were made to restroom buildings and park assets as needed. Informational signage was installed along the Molalla Forest Rd. walking path as a courtesy guide for the benefit of walkers and bikers. Christmas decorations have been ordered for Wait Park and 1st. Ave. A picnic table was added to the new gazebo at Maple St. Park. Staff was also involved in the setup and or cleanup of the 4th of July celebration, Grill and Chill at the PD, Employee picnic, Canby's Big Night Out, Slice of Summer, Bridging Cultures and the Cutsforth Car Show.

The Parks Department spent 20 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.

I attended a meetings regarding utility upgrades to Community Park and the proposed Dog Park.

I attended meetings regarding the 4th of July event, Canby's Big Night out and Cutsforth Car Show.

I attended staff meetings regarding the Parks Master Plan and the extension of the Park Maintenance fee.

Zion Cemetery

At the cemetery, mowing and string trimming and weed spraying has occupied staffs time. Floral decoration cleanup, building maintenance issues and sexton duties were performed as needed. The irrigation systems have been adjusted for the warmer season.

For your Information

The Parks Department ordered a 104 inch rear discharge lawn mower. This mower will help us to transition into the practice of mulching our large open field turf areas.

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	July 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								0.5													0.5	1.0										2.0	
Arneson Gardens	2.5				1.0	1.5	0.5	1.0													1.0											7.5	
Baker Prairie Cem.											1.5	0.5	2.0																			4.0	
Beck Pond							1.0							1.0																		2.0	
Community Park	3.5				4.0	1.0	1.0	9.5			6.0	11.5	9.0	7.5	3.0			4.5	7.5	19.5	7.0	9.0			4.5	10.0	11.0	6.0	3.0			138.0	
CPJP Sign Property																																0.0	
Disc Golf Course	2.0																															2.0	
Eco Park							0.5																			10.0	6.0	4.5					25.5
Faist V (5)											2.0																					2.0	
Holly-Territorial Sign																																0.0	
Hulberts-sign property								2.0																									2.0
Klohe Fountain																																	2.5
Knights Brdg.											1.0																						1.0
Legacy Park	1.0				3.0	16.0	1.0	9.0			4.0	5.5	4.0		3.0			3.0	0.5	7.0	4.5	4.0			1.5	10.0	7.0	1.5	3.0			88.5	
S. Locust Park	2.0				2.0	1.0	1.0	10.5			4.0	3.0	2.0	1.0	3.0			3.0	0.5	2.0	3.0	2.0			1.5	2.0	1.5	1.5	3.0			49.5	
Logging Rd. Path	1.0				2.0		1.0	4.0			4.0	8.0	2.0		3.0			3.0		3.0	4.0	5.0			4.5		3.0		3.0			47.5	
Fish Eddy-Log Boom	2.0												1.0							7.5	7.5	7.5										25.5	
Maple St. Park	3.5				1.5	1.0	1.0	13.0			7.0	5.0	8.5		6.0			3.0	3.5	8.5	4.0	4.0			5.0	2.0	3.0	3.0	3.0			85.5	
19th Loop																																4.0	
Northwood Park	2.5				1.0	3.0	0.5				3.5									4.5	1.0				1.5							17.5	
Street Landscaping	3.0					4.5		1.0				1.0	4.0	2.0	2.0			15.0	15.0			5.0			20.0			16.5	10.0			99.0	
Storm/Collect mow														15.5					10.5						5.0	4.5	7.5	7.5				50.5	
Police Department					22.0	30.0	35.0				1.5	13.0		26.0	2.0					6.0												135.5	
Simmitt Property																																0.0	
Skate Park					1.0			2.0			1.5				1.5						1.0				1.5							10.0	
Shops/tools-trucks	3.0				2.0						0.5							7.5	7.5		6.0	0.5			2.5							38.0	
Swim Center								1.5																								1.5	
Territorial-CLIC Prop.																																0.0	
Timber Park	0.5				2.0	0.5	7.0	2.0			5.0	5.0	4.0		1.5				0.5	2.0	4.5				1.5	2.0	1.5					42.5	
Transit Bus stop	0.5				1.5	0.5	0.5	1.0			2.0		2.0		1.5				1.5	0.5	2.0	2.0				2.0	1.5	1.5				24.0	
Triangle Park											2.0										0.5											2.5	
Wait Park	29.0		2.0	14.0	4.5	1.0	4.0	4.0			7.0		2.0		6.0			3.0	2.5	2.0	2.0	7.0	8.0	8.0	8.0	10.0	3.0	3.0	3.0			133.0	
Veterans Memorial	3.0						0.5						2.0																			5.5	
WWTP property																																0.0	
Zion Cemetery	7.5				15.0	7.5	22.5	15.0			15.0	15.0	15.0	15.0				15.0	13.0	7.0	15.0	15.0			10.0	15.0	15.0	15.0	7.5			255.0	
Administration	1.0				3.0	7.5	5.5	6.5										7.5	3.5	7.0	4.5	1.0			5.5	3.0	7.5	7.5	7.5			78.0	

Parks Department	August 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		0.5														1.0	0.5														2.0	4.0
Arneson Gardens			1.0							2.0		1.0				1.5	9.5															15.0
Baker Prairie Cem.	1.5																															1.5
Beck Pond			3.0	9.5	15.5													5.0														33.0
Community Park	9.0	3.0	2.0	6.0	4.0			9.0	10.0	4.0	12.0	10.0			4.0	3.0	2.0	13.5	10.5			3.0	4.5	5.0	3.0	2.0			4.0	1.0	3.0	127.5
CPIP Sign Property																0.5																0.5
Disc Golf Course																																0.0
Eco Park			2.0							1.0																						3.0
Faist V (5)																																0.0
Holly-Territorial Sign																1.0																1.0
Hulberts-sign property				1.5																												1.5
Klohe Fountain																																0.0
Knights Brdg.				0.5																												0.5
Legacy Park	1.5	5.5	1.5	2.0	2.0			2.0	2.0	2.0	4.0	4.0			6.0	3.0	4.5	3.0	2.0			6.0	1.5	3.0	4.0	2.0			6.0	0.5	3.0	71.0
S. Locust Park	1.5	2.5	2.0	2.0	2.0			2.5	2.0	2.0	2.0	5.0			3.0	1.5	1.5	1.5	2.0			3.0	1.5	1.5	1.5	2.0			3.0		1.0	99.445
Logging Rd. Path	3.0		2.0	2.0				4.0	6.0	2.0		4.0			7.5	10.5	9.0		1.0			8.0	9.0	1.0	10.5				5.0	7.5	1.0	193.0
Fish Eddy-Log Boom																															7.5	9.75
Maple St. Park	9.5	2.0	6.5	4.0	5.0			6.0	2.0	9.0	4.0	4.0			5.5	5.0	2.0	3.5	2.0			7.5	13.5	10.0	3.5	2.0			7.5	3.0	23.0	200.0
19th Loop	3.5			2.0																												19.55
Northwood Park	3.5		0.5	2.0				2.5		6.0	7.0	4.5						3.5							2.5							22.0
Street Landscaping			1.0	1.5	10.0			0.5			12.5	4.5			3.5	1.0	1.5	2.0	1.0			3.0	1.5		11.5	31.5			6.0	20.0		112.25
Storm/Collect mowing			1.0					7.5	7.5																							26.0
Police Department		8.0		7.5	1.0			0.5		5.0									4.5													26.5
Simmitt Property																																0.0
Skate Park		3.0	1.5									0.5																				5.0
Shops/Tools-Trucks			1.0								3.0	5.0			2.5			4.5	9.5										3.0	1.0		34.0
Swim Center		1.0														1.0	1.0															3.0
Territorial-CLC Prop.																																0.0
Timber Park	1.5	4.0	1.5		2.0			3.0	4.0		2.0	4.0			2.0	4.5	2.0					1.5	1.5	3.0	4.0	2.0			3.0	0.5	1.0	47.0
Transit Bus stop		5.0		1.0				2.0	2.0	1.0	2.0	2.0			1.0	1.5	1.5	1.5	1.0			1.5	1.5	1.5	1.5	2.0			1.5	1.0	1.5	33.5
Triangle Park			0.5					0.5		4.0						1.0								1.5						1.0		9.5
Wait Park	3.0	3.0	5.0	2.0	5.0			4.0	17.5		4.0	4.0			7.0	4.5	7.0	7.0	7.5			3.0	3.5	15.0	3.0	5.0			5.0	3.0		118.0
Veterans Memorial								1.0								4.5																5.5
WWTP property																																0.0
Zion Cemetery	15.0	15.0	15.0	15.0	7.5			15.0	15.0	10.0	15.0	15.0			15.0	15.0	15.0	15.0	15.0			15.0	15.0	9.0	15.0				7.5	15.0		289.0
Administration	7.5	7.5	7.5	7.5	4.0			7.5	7.5	27.0	7.5	7.5			7.5	7.5	7.5	7.5	8.5			7.5	7.5	7.5	7.5						1.0	160.5



City of Canby Bi-Monthly Report
Department: Police
For Months of: July & August 2022

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Scott Archer, City Administrator
 Date: 9/21/2022

	JULY	AUGUST
Calls for Service - Dispatched 911 and Non-Emergency Calls	1076	1030
PROPERTY CRIMES REPORTED		
Burglary	2	1
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	13	5
Robbery	0	2
Theft I, II, & III	23	15
Forgery / Counterfeiting	0	1
Trespass	2	1
Vandalism / Criminal Mischief	58	43
PERSON CRIMES REPORTED		
Assault I, II, IV	1	0
Carrying Concealed Weapons (knife, blade, etc.)	0	2
Disorderly Conduct (includes resisting arrest)	3	4
Endangering Welfare of a Minor / Recklessly endangering	2	1
Felon in possession of firearm / restricted weapon	0	1
Harassment, Intimidation or Threats	8	0
Identity Theft	5	5
Interfering with Peace Officer	0	0
Menacing	1	0
Sex Offenses	3	0
Strangulation	0	0
ARRESTS		
Warrant Arrests (and contempt of court, restraining order, parole violations)	35	25
Adult and Juvenile Custodies (includes juvenile curfew)	49	36

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	1	0
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	11	9
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, UUMV, Failure to Surrender Suspended License / Use Invalid License)	11	9
Traffic Accidents	12	11
Traffic Citations	226	168

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

SGT. TIM GREEN

OFFICER ALLEN MILLER

OFFICER CHRIS MACOM

MONTHLY TRAFFIC SAFETY REPORT

JULY 2022

CITATIONS:	226
DUII ARRESTS:	11
TRAFFIC CRIMES:	11
TRAFFIC CRASHES:	Injury (Traffic): 1 Injury (Patrol): 3 Non-Injury (Traffic): 1 Non-Injury (Patrol): 4 Hit & Run (Traffic): 0 Hit & Run (Patrol): 3 TOTAL CRASHES: 12
TRAFFIC COMPLAINTS:	17

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

SGT. TIM GREEN

OFFICER ALLEN MILLER

OFFICER CHRIS MACOM

MONTHLY TRAFFIC SAFETY REPORT

AUGUST 2022

CITATIONS:	168
DUII ARRESTS:	9
TRAFFIC CRIMES:	9
TRAFFIC CRASHES:	Injury (Traffic): 1 Injury (Patrol): 1 Non-Injury (Traffic): 2 Non-Injury (Patrol): 1 Hit & Run (Traffic): 1 Hit & Run (Patrol): 5 TOTAL CRASHES: 11
TRAFFIC COMPLAINTS:	15



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: July & August 2022

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Laney Fouse Lawrence, Planning Technician
Through: Scott Archer, City Administrator
Date: 9/21/2022

The following report provides a summary of Planning and Development Services activities for the months of July and August 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).** Staff and the consultant team prepared information for the September 27, 2022 Housing Advisory Committee meeting and the September 29 Economic Advisory Committee which will cover goals and objectives, project schedule and milestones, and equity and inclusion outreach plan discussion.
2. **Comprehensive Plan and Transportation System Plan.** The RFP was released on August 22 with submittals due on September 19 and consultant interviews on October 19.
3. **Parks and Recreation Master Plan.** The parks and recreation master plan was approved by the City Council on August 17, 2022 via Resolution 1376. The SDC methodology is being prepared and will be reviewed by the Parks and Recreation Advisory Board Steering Committee and the City Council will review proposed SDC's over the next few months.
4. **Freeway Tolling Projects.** The ODOT I-205 Mitigation Work Shop was hosted by the City of Canby on August 19, 2022. This included ODOT, Clackamas, City of Aurora and City of Canby staff. An outcome from the meeting will be a follow up meeting with ODOT consultant staff to further discuss proposed impacts and mitigation. This meeting is anticipated in September or October.

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of July 1 – August 31, 2022: Seven Acres, Remainder Tract.
2. **Pre-Construction Conferences** held for the period of July 1 – August 31, 2022: N Locust St Improvements.

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.

3. **Site Plans Submitted for Zoning Conformance** between July 1 – August 31, 2022: *51 site plan review applications* were submitted and have been or are being released for building permits.
4. **Signs Submitted for Plan Review** between July 1 – August 31, 2022: 3 applications submitted.

Planning Commission Activity:

1. Agenda Items Reviewed July 1 - August 31, 2022. During this period, the Planning Commission:
 - a. Held a work session on residential residential fence standards.
 - b. Held a second work session on residential fence standards.
 - c. Approved the proposed code changes related to the Historic and Landmarks Commission.
 - d. Approved the site and design review for Therma-Glass Warehouse to construct a new 29,000 square foot warehouse.
 - e. Held a work session to discuss the Permanent Parklet Regulation Program.

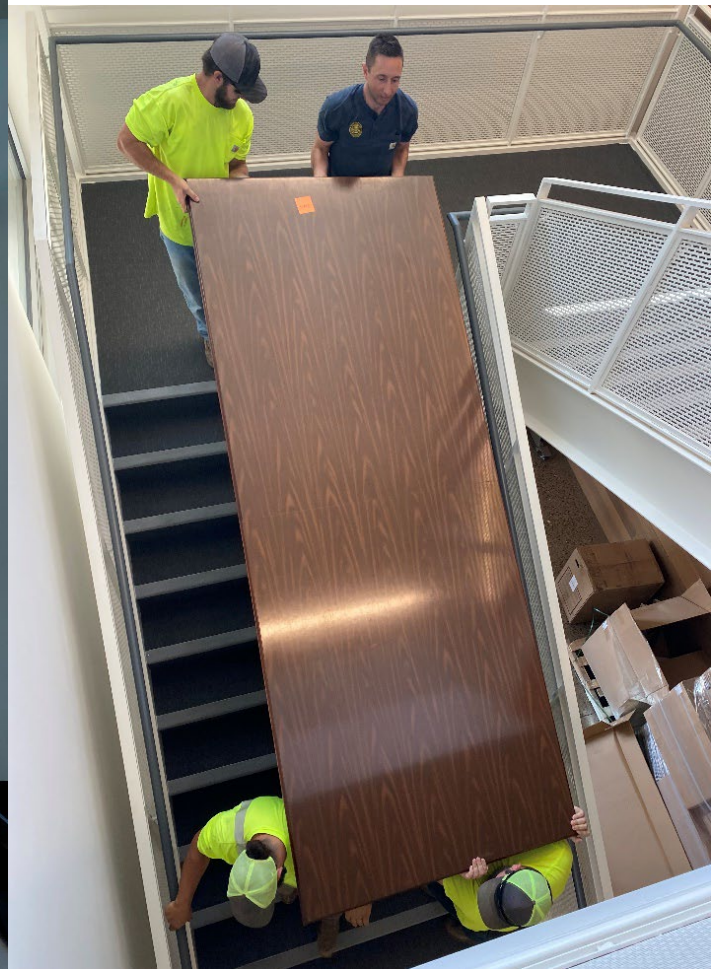


City of Canby Bi-Monthly Report
Department: Public Works
For Months of: July & August 2022

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Public Works Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 9/21/2022

Facilities

Facility Maintenance Department installed a new doorway to the roof for easy maintenance access and moved oversized table from the Cedar Room with a little help from the Public Works crew.



Facilities	Total Hours
July	288
August	343.5

Streets Department

Public Works crew paving the final area for utilities to the new fire station adjacent to Public Works.



July Streets	Total Hours
Street Sweeping	58.5
Street Maintenance	688.5
Sidewalks Inspections	6
Driveway Approach Inspections	10
Street Sign Manufacturing	1
Street Sign Maintenance	15
Street Sign Installation	14
Street Lights	5
Tree Trimming	40.5
Dump Truck	2
Vactor	10
Mini Trackhoe	82
Striping	118

August Streets	Total Hours
Street Sweeping	53.5
Street Maintenance	872.5
Sidewalk Inspections	60
Driveway Approaches	25
Street Sign Maintenance	10
Street Lights	4
Tree Trimming	3
Dump Truck	6
Vactor Usage	1.5
Mini Trackhoe	20

Sewer Collections

The Collections Crew not only fixes sewer mains and sewer laterals, they also fix broken water fountains.



July Sewer	Total Hours
Sewer Cleaning	4
Sewer Maintenance/Repair	38
Sewer TV'ing	7
Lift Station Maintenance	5
Locating Utilities	3
Sewer Inspections	2
Vactor Usage	5

August Sewer	Total Hours
Sewer TV	4
Sewer Laterals/Maintenance	20
Lift Station Maintenance	5
Locating Utilities	31
Sewer Inspections	5
Vactor Usage	3

Storm Water

Public Works' contractor is installing our new stormwater main on the north side of NE Territorial Road from the logging bridge road to our stormwater facility just off of NE Territorial Road.



July Stormwater	Total Hours
Catch Basins	4
Drywell Maintenance	3
Erosion Control	3
Vactor Usage	2

August Stormwater	Total Hours
Catch Basins	1
Drywell Maintenance	1
Erosion Control Inspections	4
Vactor Usage	2



City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: July & August 2022

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 9/21/2022

Well this is the beginning of 2022 and things seem to be back to normal for the most part. We seem to still be catching up on getting everyone to learn how to swim. Our pool has been teaching lesson for a year and two months now, but not all the pools in the area can say the same. This has given our swimming lessons a difficult load and we can't seem to be able to always get everyone into the lessons and all the lessons are filling very fast. All of the programs have been going very well and we continue to work hard to keep up with demand.

Numbers are very good and are almost identical for the two months of July and August for last year. Attendance has been almost the same across the board. Revenue is about the same also but last July looks bigger than this year because we started lesson registration right before the lessons started in July, this year we started several weeks earlier so some of the revenue would be in last year's numbers.

Almost all of the college employees have now left back to school and a few new people as they just graduated this year. We were very happy to have several college age employees return this year as they proved to be very valuable and helped us all get thru the summer rush. We also picked up several new employees this spring and they are coming right along.

Currently we are closed for our fall maintenance. It is time again to clean and paint everything and spruce up the Canby Swim Center for another year. Nathan always does a fantastic job making sure everything is completed when it needs to be. This year we are closed from August 28th to September 18th as the pool tank is getting painted. It takes three weeks for the whole process. We need to paint the pool tank about every three years. We will open with the fall schedule on Monday September 19th.



SUBJECT:

July 2022 Attendance Numbers

DATE:

2022-2023

CANBY SWIM CENTER July	ADMIT 2021	ADMIT 2022	PASS 2021	PASS 2022	TOTAL 2021	TOTAL 2022	YTD TOTAL 21-22	YTD TOTAL 22-23
MORNING LAP	66	32	280	161	346	193	346	193
ADULT RECREATION SWIM	46	51	294	347	340	398	340	398
MORNING WATER EXERCISE	72	36	265	178	337	214	337	214
PARENT/ CHILD/ Family Swim	510	588	0	0	510	588	510	588
MORNING PUBLIC LESSONS	1505	1765	0	0	1505	1765	1505	1765
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	80	49	205	154	285	203	285	203
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	582	893	82	140	664	1033	664	1033
PENGUIN CLUB	0	0	381	273	381	273	381	273
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	713	965	713	965	713	965
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1128	1231	0	0	1128	1231	1128	1231
EVENING LAP SWIM	33	30	68	67	101	97	101	97
EVENING PUBLIC SWIM	596	415	9	68	605	483	605	483
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT SWIMMING	0	0	20	12	20	12	20	12
GROUPS AND RENTALS	12	11	0	0	12	11	12	11
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	4630	5101	2317	2365	6947	7466	6947	7466

SUBJECT:

August 2022 Attendance Numbers

DATE:

2022-2023

CANBY SWIM CENTER August	ADMIT 2021	ADMIT 2022	PASS 2021	PASS 2022	TOTAL 2021	TOTAL 2022	YTD TOTAL 21-22	YTD TOTAL 22-23
MORNING LAP	39	66	227	279	266	345	612	538
ADULT RECREATION SWIM	87	55	315	242	402	297	742	695
MORNING WATER EXERCISE	28	25	210	159	238	184	575	398
PARENT/ CHILD/ Family Swim	490	828	0	0	490	828	1000	1416
MORNING PUBLIC LESSONS	1495	1345	0	0	1495	1345	3000	3110
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	69	31	169	135	238	166	523	369
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	711	625	66	58	777	683	1441	1716
PENGUIN CLUB	0	0	384	315	384	315	765	588
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	384	405	384	405	1097	1370
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1216	1008	0	0	1216	1008	2344	2239
EVENING LAP SWIM	42	50	60	60	102	110	203	207
EVENING PUBLIC SWIM	599	327	8	64	607	391	1212	874
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT SWIMMING	0	0	0	0	0	0	20	12
GROUPS AND RENTALS	22	0	0	0	22	0	34	11
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	4798	4360	1823	1717	6621	6077	13568	13543



City of Canby Bi-Monthly Report
Department: Tech Services
For Months of: July & August 2022

To: The Honorable Mayor Hodson & City Council
From: Danny Smith, Library & IT Director
Prepared by: Paul Waterman, Network Administrator
Through: Scott Archer, City Administrator
Date: 9/21/2022

The City of Canby IT Department:

July 2022

- Tickets
 - 106 Tickets with 90 being completed.
- Highlights
 - Implemented VPN Solution utilizing resources already owned by the city.
 - Installed new Virtual Server Host. This replaced a 10-year-old server that did not meet the requirements for vendor supported operating system.
 - Updated Server Host Software to the latest versions on the new server. Previously installed operating system versions were no longer supported by Vendor.

August 2022

- Tickets
 - 113 Work Orders with 102 being completed.
- Highlights
 - Canby Police Workstation Upgrades 80% complete
 - Transit Office Upgraded from 30Mbps to 1Gb Fiber improving bandwidth for VPN connection to City Network and Cloud Software Applications.
 - Audit of all Direct Link Internet Circuits found 2 unused circuits saving \$169.00 per month:
 - 1 disconnected circuit but still paying for. The city will receive a credit.
 - 1 live circuit not being used but still paying for. Circuit termination is requested and will no longer be billed.

Projects

Fiscal Year 2022-2023 IT Projects	Priority Rank	Tentative Start Date	Projected Complete	Requestor
New Dell Server for vmWare Upgrade	High	Complete	2022 Q3	IT
VPN Solution	Med	Complete		IT
Caselle Server Migration	Med-Low	Complete		IT
Backup and Disaster Recovery Systems 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
Cedar Conference Room Renovation	Med	In Progress	2022 Q4	Admin
Council Chambers Renovation	High	In Progress	2023 Q1	Admin
CPD Body Cam Project	med	In Progress	?	CPD
Video/Security System Upgrade	Low	In Queue		Admin
City Business CAT Tax Online Payment & Tracking	Low	In Queue		Finance
Phone System	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: Transit
For Months of: July & August 2022

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 9/21/2022

1) Grant Funding and Contracts:

The following grant activities have taken place:

- 4th Quarter 5311 & 5310 reports submitted to ODOT
- 4th Quarter STIF reports submitted to TriMet
- Monthly Elderly and Disabled reports have been submitted to TriMet
- STIF Audit in progress
- Applied for 5310 and STF for FY 24-25
- Begun application process for 24-25 STIF funding.

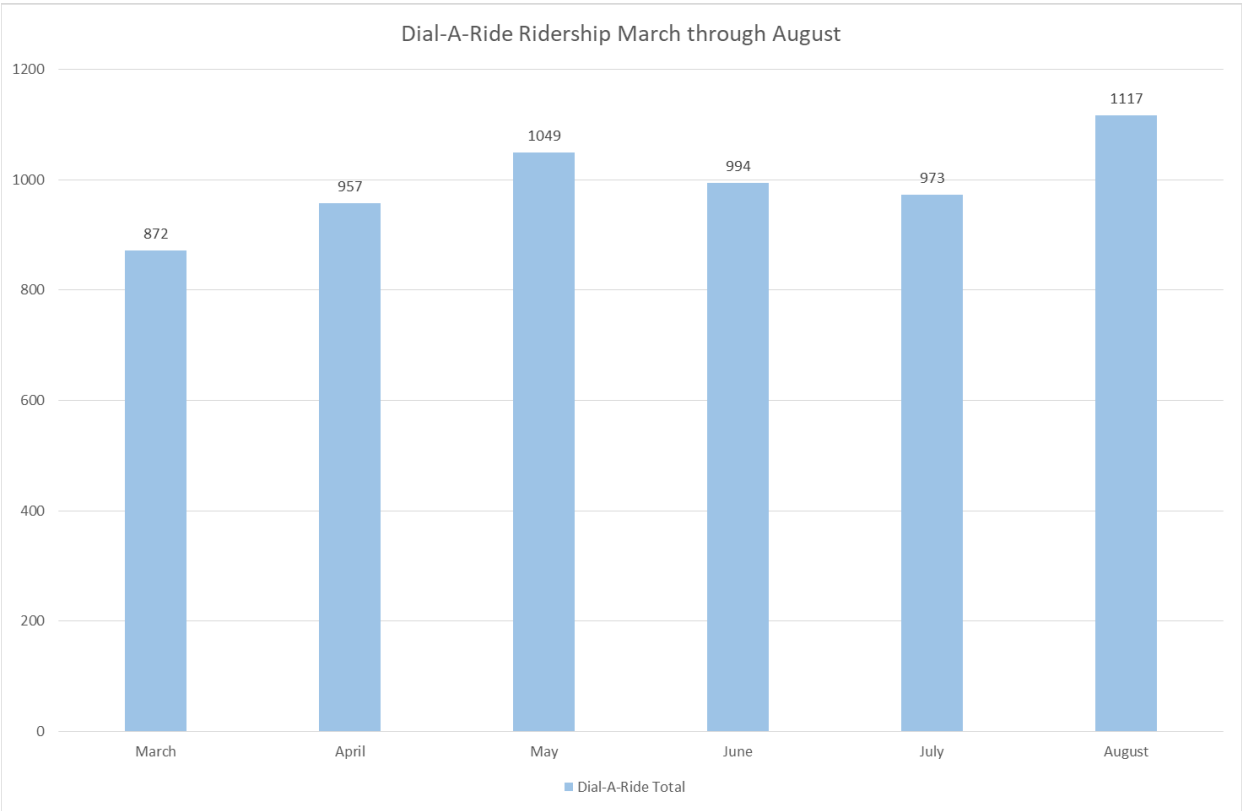
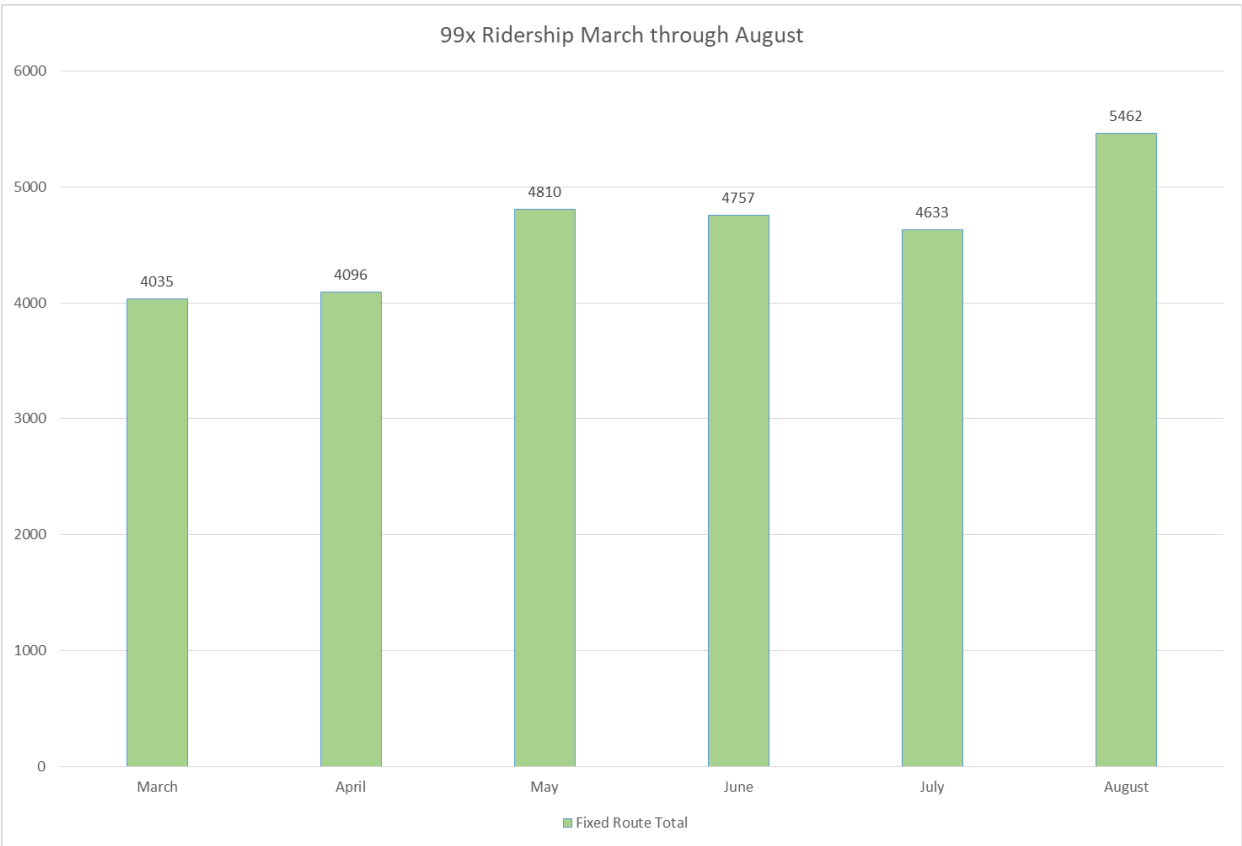
2) Ridership:

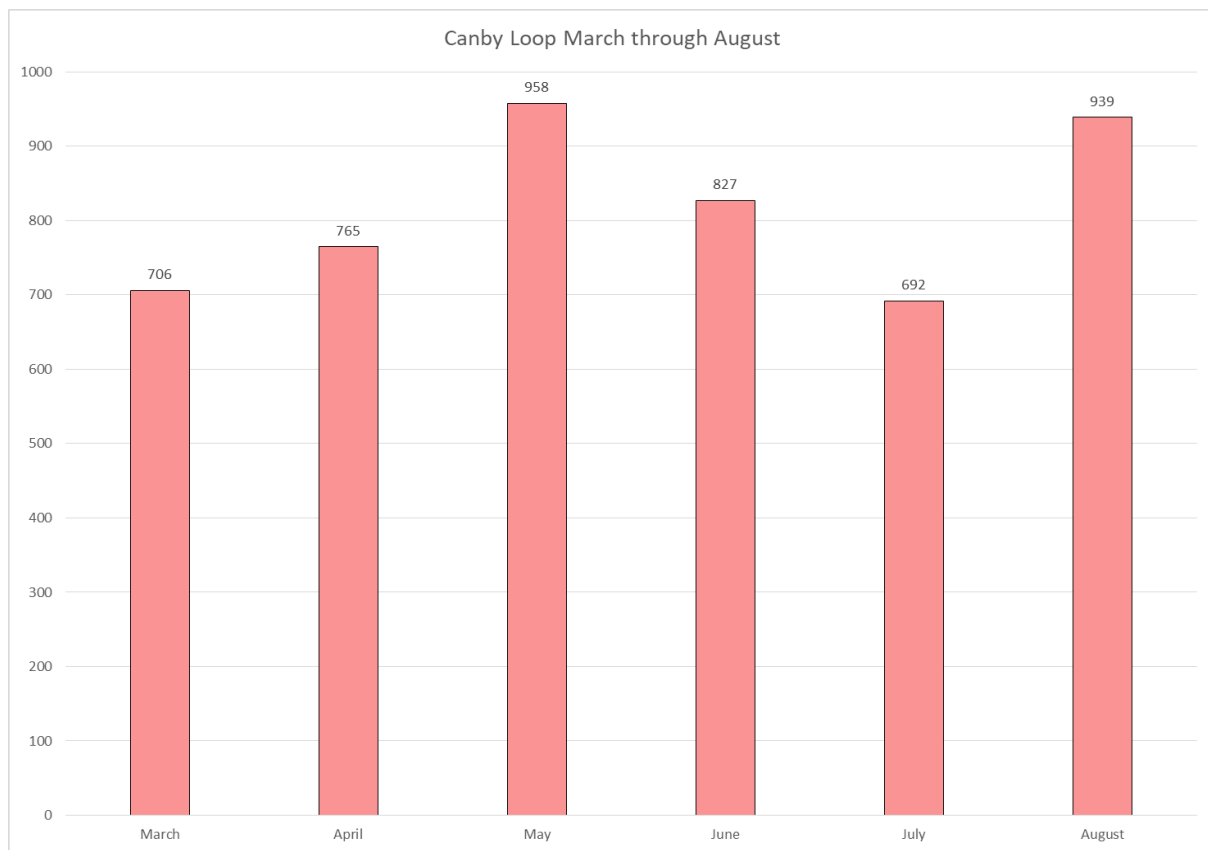
Ridership for July and August

July average daily weekday daily 99x route ridership:	209 trips
July average daily weekend daily 99x route ridership:	91 trips
August average daily weekday daily 99x route ridership:	222 trips
August average daily weekend daily 99x route ridership:	92 trips
July average daily weekday Dial-a-Ride route ridership:	43 trips
July average daily weekend Dial-a-Ride route ridership:	23 trips
August average daily weekday Dial-a-Ride route ridership:	45 trips
August average daily weekend Dial-a-Ride route ridership:	19 trips

The Canby Loop continues to grow at a steady pace:

July average daily Loop ridership:	35 trips
August average daily Loop ridership:	41 trips





3) Transit Advisory Committee:

The committee no longer has enough members for a quorum and is on hold until further notice.

4) New Technology:

The process of installing the new software and hardware has begun. The full implementation is expected to take 4 to 6 months.

5) Shelter Project:

The shelter project is tied to ODOT's 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.

Bus shelters are expected to arrive in February.

6) New vehicles:

Two new 28' Arboc buses have arrived and will be used on the loop service. These vehicles were funded 100% through the State Transportation Improvement Fund.



City of Canby Bi-Monthly Report
Department: Wastewater Treatment Plant
For Months of: July & August 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: 9/21/2022

Facility Operation & Maintenance:

The water quality for the months of July and August have been good. The treatment plant is running well and all reports and DMR's were completed on time and without issue. DEQ issued the city's proposed permit renewal, staff along with ACWA are reviewing it. After review staff will prepare a comment sheet that is due by September 23rd.

Biosolids Program

- **July** Production: Belt run time = 19 days. 5 loads to Landfill, 155 wet tons.
- **August** Production: Belt run time = 23 days. 4 loads to Heard Farms, 131 wet tons.

Pretreatment, Stormwater and FOG Program

- **July** Pump Outs: 21 Inspections: 4 fog, 1 pretreatment
- **August** Pump Outs: 16 Inspections: 9 fog, 1 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.
- Copper BLM and Aluminum sampling for permit renewal.
- DMR QA study submitted to DEQ.