



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

March 20, 2013

7:30 PM

Council Chambers
155 NW 2nd Avenue

Mayor Brian Hodson

Council President Tim Dale
Councilor Richard Ares
Councilor Clint Coleman

Councilor Traci Hensley
Councilor Greg Parker
Councilor Ken Rider

WORK SESSION

6:15 PM

City Hall Conference Room
182 N Holly

This Work Session will be attended by the Mayor and City Council to review and update the Council Values and Goals.

CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER - 6:00 PM – City Hall Conference Room** – The Council will immediately go into Executive Session with a Work Session at 6:15 PM and the Regular Session following at 7:30 PM in the Council Chambers.
2. **EXECUTIVE SESSION:** ORS 192.660(2)(d) Labor Negotiations
3. **OPENING CEREMONIES – 7:30 PM – Council Chambers**
 - A. Pledge of Allegiance and Moment of Silence
4. **COMMUNICATIONS**
5. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)
6. **MAYOR'S BUSINESS**
7. **COUNCILOR COMMENTS & LIAISON REPORTS**

8. CONSENT AGENDA

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

- A. Approval of Minutes of the March 6, 2013 City Council Work Session and Regular Meeting

9. RESOLUTIONS & ORDINANCES

- A. Res. 1154, Adopting the Canby Community Vision Document Pg. 1
B. Ord. 1371, Authorizing Contract with Advanced Public Safety, Inc. for the Purchase of E-Ticketing Hardware and Software as well as Maintenance and Support Services for the Canby Police Department (**2nd Reading**) Pg. 36
C. Ord. 1372, Amending CMC Chapter 2.64 Regarding the Bicycle and Pedestrian Advisory Committee (**2nd Reading**) Pg. 37

10. NEW BUSINESS

11. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

12. CITIZEN INPUT

13. ACTION REVIEW

14. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation

15. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer, MMC, City Recorder at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.



M E M O R A N D U M

TO: *Mayor Hodson and Council Members*
FROM: *Renate Mengelberg, Economic Development Director*
THROUGH: *Greg Ellis, City Administrator*
DATE: *February 25, 2013 for Council Meeting March 6, 2013*

Issue:

Presentation of the 2013 Canby Community Vision for Adoption

Summary

Canby has a long history of working together, determining what the community needs, getting citizen input, committing funding and getting things built to make the community better. Strong foundations have been laid in Canby's past visioning and planning efforts. A number of recent plans have been developed and adopted in the past 3 years that address specific areas. However, no overarching assessment of community needs and wants has been conducted in over 10 years.

With changing economic times and new community leadership, it seemed appropriate to update the Canby Community Vision. There were several compelling reasons to update the vision:

- To help community members think broader and longer term about how they want their home town to grow and develop over time in a way that works for them.
- To understand the broader community current and future needs and preferences
- To gain consensus and direction on top priority community investments and initiatives
- To build a common foundation for community and organizational leaders to work together to meet community needs and expectations over a longer term

The visioning process focused on hearing from as many people and collecting as many ideas as possible. The kick-off meeting on September 25th brought almost 100 community members together to learn about the Canby visioning process. Over two additional large group meetings and eight focused group meetings, residents and stakeholders developed aspiration statements, identified Canby's many assets and resources, pinpointed gaps, and developed preliminary recommendations for how to address them. The vision addressed general themes including Community, Parks and Recreation, Transportation and Public Safety and Growth and Economic Development. A draft plan was unveiled at a community wide meeting January 9th, 2012. A community online survey was conducted where over 60 responded generating over 36 pages of input. A group of citizen facilitators and city staff incorporated this input and created the revised Vision attached.

Proposed next steps, if adopted:

- Develop specific proposals, seek strategic partners and pursue funding.
- Work with community, business and non-profit groups on parts of the vision in their area of focus.
- Evaluate and update appropriate city plans and 5 year goals as needed to reflect the priorities and projects identified in the Canby Community Vision.
- Review the vision annually to celebrate progress and successes, refine strategies and identify emerging opportunities for implementation.

RESOLUTION NO. 1154

A RESOLUTION ADOPTING THE CANBY COMMUNITY VISION DOCUMENT

WHEREAS, The City of Canby wants to understand the current and future needs, priorities and aspirations of its citizens and community leaders; and

WHEREAS, the city launched a Community Visioning process on September 25th 2012; and

WHEREAS, the City widely publicized Canby Community Vision meetings through the media, e-mail, website and flyers to attract as many community perspectives as possible; and

WHEREAS, three large group meetings and eight focus group meetings were held to gather and refine community input; and

WHEREAS, over the course of 3 months, participants shared their hopes for Canby's future, developed a list of resources and gaps, developed aspiration statements and recommendations and identified resources to implement them; and

WHEREAS, the City developed a discussion draft Community Vision summarizing input in the four areas of Community, Parks and Recreation, Transportation and Public Safety and Growth and Economic Development; and

WHEREAS, an online community survey generated comments from over 60 residents with 36 pages of detailed comments on the vision, and their priorities, and suggestions; and

WHEREAS, Community Vision facilitators and staff meet three times to incorporate changes to ensure that the vision more accurately reflects the aspirations of Canby residents and leaders; and

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

- The City of Canby staff is hereby authorized and directed to update existing plans and documents to incorporate the recommendations of the Canby Community Vision as needed; and
- The City of Canby encourages Community leaders and organizations to begin implementing initiatives that are aligned with their mission, interests and expertise; and
- City leaders will work with county, regional and state partners to educate them on Canby priorities and coordinate efforts to implement the vision as appropriate.

- The Canby Community Vision document , marked as Exhibit “A” and by this reference incorporated herein, is hereby adopted by Canby City Council.

This resolution will take effect on March 20, 2013.

ADOPTED this 20th day of March 2013 by the Canby City Council

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



CANBY COMMUNITY VISIONING 2013

Proposed for Adoption March 20, 2013



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Implementing the Vision...

Canby's Past Successes

Canby has a long history of working together, determining what the community needs, getting lots of input, committing funding and getting things built to make the community better. A short list of the many Canby successes provides inspiration for the vision contained in this report.



- Major downtown streetscape improvements on 1st Avenue, 2nd Avenue and Wait Park.
- The funding and construction of Baker Prairie School
- Creation of the Canby Pioneer Industrial Park in 1999 that now has 17 businesses, 842 jobs and \$74 million in assessed value
- The Vietnam War Memorial and Canby Fire 911 Memorial
- Support of City Swim Center three-year local option levy – three times
- Formation of a Parks District Boundary
- The Logging Road Trail, Eco Park, Willamette Wayside and new facilities at Legacy Park.
- Support for Fire District Local Option Levy
- Canby Area Transit (CAT) local bus service that connects to Oregon City, Woodburn and Wilsonville.
- Local funding for roads from a local gas tax of \$.03 and a \$5 street maintenance fee
- New design standards that encourage attractive new development like the Canby Cinemas, the Andrus Office Building and Countryside Living.
- Façade improvement investments in seven buildings downtown with more to come.
- Attractive gateway signs and landscaping on Highway 99E
- Support for downtown by Canby Business Revitalization and Canby Main Street

There are countless other examples of how Canby pulls together to make things happen. Strong foundations have been laid in Canby's past visioning and planning efforts. See the visioning website at <http://www.ci.canby.or.us/visioning.htm> for highlights and complete documents. There is significant public and stakeholder input and support for these plans. Canby should be proud that many of the items identified have been completed or in the process of being implemented.

What are striking are many of the key assets and challenges the community recently identified during this vision process have been consistent over the years. This validates and strengthens the importance of the key areas of focus in this vision. There are also creative new ideas that reflect the needs of Canby's residents today.



The Canby Visioning Process

Overview: The visioning process focused on hearing from as many people and collecting as many ideas as possible. Over the course of four months, residents and community leaders gathered at two large group meetings, and attended eight focus group meetings. They contributed ideas, developed vision statements, identified Canby's many assets and resources, pinpointed gaps, identified the top three gaps. Finally they developed preliminary recommendations for how to address them. All meeting details can be found at <http://www.ci.canby.or.us/visioning.htm>.



Purposes:

- To help community members think broader and longer term about how they want their home town to grow and develop over time in a way that works for them.
- To understand the broader community current and future needs and preferences
- To gain consensus and direction on top priority community investments and initiatives
- To build a common foundation for community and organizational leaders to work together to meet community needs and expectations over a longer term

Key Steps:

- The Kick off meeting on September 25th brought almost 100 community members together to learn about the Canby visioning process. Attendees included young and mature, newcomers and longtime residents, neighborhood leaders, ethnic groups, community leaders, business people and others from organizations that implement programs and projects in Canby. They generated ideas on what they valued about Canby and identified gaps. Attendees broke into small groups, wrote their ideas on notes, discussed them and reported back to the whole group.
- Next the ideas were sorted into 5 general themes including Development, Community, Parks and Recreation, Transportation and Public Safety and Small Town Feel.
- Focused Group Discussion Meetings were held October 15th, 16th, 23rd, and 24th to refine assets and gaps and begin developing themes. The groups met again December 3, 4, 10 and 11th to prioritize gaps and develop ideas for implementation.
- Professional staff added background and implementation information.
- This draft plan was unveiled at a community wide meeting January 9th, 2012 and will be presented to city council for adoption on March 20, 2013

Next Steps:

- Develop specific proposals, seek strategic partners and pursue funding.
- Work with community, business and non-profit groups to work on parts of the vision in their area of focus
- Evaluate and update appropriate city plans and 5 year goals as needed to reflect the priorities and projects identified in the Canby Community Vision.
- Review vision annually to celebrate progress and successes, refine strategies and identify emerging opportunities to implement the vision.

Canby Vision Participants

This community effort to develop Canby's vision for the future inspired over 100 people to contribute their ideas and time. Below is a list of all of the people that attended one or more meetings over a four month period:



Heriberto Aguilar	Dell Donoho	Mariah Laitinen	Bernarda Rodriquez
Vicky Aguilar	Donna Douglass	Vicki Lang	Francisca Rodriquez
Rich Ares	Jon Dragt	Charlotte Lawrence	Mike Rowney
Bob Backstrom	Greg Ellis	Craig Lewelling	Yolanda Sanchez
Florence Ball	Maxine Elle	Carol Luce	Teresa Sasse
Richard Ball	Amee Foster	Wayne Markham	Laura Sattler
Kevin Batridge	Laney Fouse	Cindy McGarvey	Kim Scheafer
Liz Belz-Templeman	David Fuentes	Renate Mengelberg	John Serlet
Robert Bitter	Jim Gibson	Barb Menkel	Mike Shrock
Susan Bitter	Jason Gingerich	Carl Menkel	Shirley Simi
Corey Boehler	Naomi Gingerich	Mindy Montecucco	Jerry Simnitt
Joanie Brockman	Katrina Greer	Steve Montecucco	Roger Skoe
Bryan Brown	Nikki Harmon	Ed Montecucco	Don Smeback
Chaline Brown	Bill Harper	Paul Montecucco	John Steach
Scott Brown	Jerry Herrman	Kate Murphy	Heather Steach
Brandon Brown	Melody Heclofson	Stephanie Murphy	Jamie Stickel
Charles Burden	Tracie Heidt	Brendan Murphy	Maria Tellez
Randy Carson	Shawn Hensley	Susie Myers	Doug Thomas
Pam Casciato	Traci Hensley	Richard Oathes	Pam Thomas
Bob Cavanaugh	Brian Hodson	Tom O'Connor	Julie Wehling
Wendy Chadsey	Nathan Holmes	Tom Olson	Buzz Weygandt
Marie Champ	Steve Hursh	Greg Parker	Lisa Weygandt
Clint Coleman	Jose Iniguez	Allen Patterson	Judie Wilson
Deni Cooperrider	Gretchen Jawurek	Jack Pendleton	Eric Wilcox
Tim Dale	DeLane Johnson	Darlene Pieri	Amanda Zeiber
Walt Daniels	Roger Jordan	John Proctor	Francisco Zamora
Catherine Davis	Bill Kennemer	Roger Rief	Flores
Matilda Deas	Mary Kerr	Brad Riegg	
Bev Doolittle	Ted Kunze	Marcy Riegg	

Canby Aspirations

These aspirations are not arranged in in any priority order because different people and organizations will see these areas of focus differently.

<p style="text-align: center;">COMMUNITY</p> <ul style="list-style-type: none">• Keep small town feel by promoting connectivity with community and businesses• Increase and promote art and events that can build community cohesiveness and attract tourism to Canby• Better partnership with the school district, home schoolers and the Canby Community• Embrace diversity through inclusive communication, events and the arts	<p style="text-align: center;">PARKS AND RECREATION</p> <ul style="list-style-type: none">• Develop multi-purpose trails – Complete the Emerald Necklace and look for opportunities for external connections.• Upgrade parks in order to provide expanded recreation opportunities for all ages, abilities, ethnicities and interests• Acquire, develop and connect river front access for public recreation• Continue pursuing options to provide a complex to offer opportunities for recreation/programs.
<p style="text-align: center;">TRANSPORTATION AND PUBLIC SAFETY</p> <ul style="list-style-type: none">• Citizens and visitors in Canby should feel completely safe in their home or on foot, bicycle or auto within and across all areas of the City• Canby will have a safe attractive system of roads that are well maintained and support the efficient movement of people, goods and services• Develop a Railroad System that works for the community• Public Transportation System that is reliable, frequent, flexible, cost effective and meets the needs of the community	<p style="text-align: center;">GROWTH AND ECONOMIC DEVELOPMENT</p> <ul style="list-style-type: none">• Industrial and Business Growth Affording Economic Prosperity and Quality Job Creation While Maintaining Quality of Life and Improving the Overall Tax Base for the Community• Keep a Vital Active Centralized Downtown Avoiding Sprawl throughout Canby, Specifically Along Highway 99E• Pleasant, livable neighborhoods with tree lined, wide, safe streets; well-designed homes on various sized lots and not submitting to Metro’s pressure for higher density throughout Canby.

Community:

Canby values its small town attributes and wants to build on and preserve them. The community takes great pride in its unique identity, agricultural, historical and river based heritage and strong sense of community. It is not and does not want to become a suburb of Portland. Priorities and aspirations that affect this widely held value are scattered throughout all sections of this vision. Canby's assets include well regarded and technologically advanced schools and arts and cultural events and facilities. The community has a strong agricultural heritage, cultural diversity, talented artists, and a sense of connection that is rare in larger areas.

SMALL TOWN COMMUNITY ASPIRATION:

Keep small town feel by promoting connectivity with community and businesses

PRIORITY GAP: Support local businesses

ACTION STEPS	RESOURCES
Reestablish local transit routes and weekend service. Continue free shopping shuttles twice daily and / or offer free bus passes or free ride promotions	Canby Area Transit
Ask (survey) local businesses on what they need and want	City business license database
Highlight local business in the Canby Herald, CTVS including home based businesses	Canby Main Street Program, Canby Herald
Extend business hours	
Promote the Farm Loop on the City web site, tournaments, 4 th of July, Car Show, Slice of Summer, etc.	County, City, Chamber web links

PRIORITY GAP: Promote connectivity and support better neighborhoods

ACTION STEPS	RESOURCES
Neighborhood associations for all residential areas Have a website with 1 st contact and information for Association Officers	Established associations can share best practices. The city can help with formation.
Develop programs and resources for disaster preparedness and neighborhood watch	City website, Canby Police Facility
Hold City wide block parties and City Night Out	
Establish Safe Houses and promote the use of "Walking School Busses"	
Have a Community Newsletter	

ARTS AND CULTURE ASPIRATION: *Increase, coordinate and promote art and events that can build community cohesiveness and attract tourism to Canby*

PRIORITY GAP: Expanding existing events and attractions

ACTION STEPS
Build and update an event calendar and distribute it on websites and print it regularly in Herald, etc.
Convene major event organizers annually to coordinate efforts, leverage resources, avoid conflicts, define roles and cross promote events.
Build community capacity to successfully hold events. <ul style="list-style-type: none"> • Teach event coordination skills and ensure event consistency each year. • Promote patience to allow events to grow • Collect feedback on events from attendees such as surveys
Promote Canby's agriculture and "Garden Spot" heritage and incorporate these attributes in existing and future events (marketing logos and message, local growers, products and vendors, garden tours, etc.)
Explore the feasibility of a establishing funding for events and attractions such as a lodging tax

PRIORITY GAP: Communication and Outreach

ACTION STEPS	RESOURCES
Create a general catch all location or resource for tourists and community members to visit (web-site/Kiosks) to find out what events are happening in Canby	Clackamas County Tourism and Cultural Affairs
Identify locations for kiosks such as the Clackamas County Fairgrounds, City Hall, Library, and Wait Park, Thriftway, Vietnam War Memorial and Grant & 1st Avenue. Kiosks could include a physical map and Chamber map.	Canby High School has graphic design and construction classes that could build kiosks
Promote events: <ul style="list-style-type: none"> • Distribute flyers in businesses, schools and to the public • Use local access TV • Develop highway banners • Market events outside of Canby, i.e. Portland area 	Event organizers, the Canby Chamber of Commerce, Clackamas County, Oregon Tourism Department
Develop website like "brownpapertickets.com" or "Portland dancing.com" that has current information about events. Link it to the City website	
Hold an annual event leaders coordinating meeting to set an annual calendar and cross promote events	

Have a roaming ambassador
Communicate with businesses about upcoming events so they can plan to accommodate more customers

PRIORITY GAP: Develop Additional Events

ACTION STEPS
Develop an Art Fair (like the Salem Art Fair)
Create a Multi-Cultural Festival that highlights food, dance and music
Create more youth oriented and athletic events - Learn when athletic events are planned in Canby and build on them (sports tournaments, bike rides, etc.)

OTHER ARTS AND CULTURE RELATED GAPS FOR FUTURE FOCUS

Funding, public art space and more art
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EDUCATION ASPIRATION: *Better partnership with the school district, home schoolers and the Canby Community*

PRIORITY GAP: Funding

ACTION STEPS	RESOURCES
Pursue federal, state and local grants	Canby School District
Lobby the State Legislature to implement 2009 School Finance Committee recommendations	Parents and community leaders
Review existing allocations	Canby School District Budget Committee
Consider local option levy and bonds. Without them, local economic growth has no direct impact on school funding.	Canby residents
Promote local economic growth to increase tax revenues that support schools	

PRIORITY GAP: Expand Education Opportunities

ACTION STEPS
<ul style="list-style-type: none"> Expand the job shadow program to include speakers in class: Find volunteers, survey skills in the community and match with needs, communicate about resources already in place, support mentor programs: reading buddies, old and young and unite homeschooler population Provide continuing education classes Address increasing class sizes Expand college opportunities Locate a CCC Satellite Campus in Canby

PRIORITY GAP: Support at risk communities and the social/economically challenged

ACTION STEPS
Support and strengthen the Canby Center
Have a volunteer organization to match grants with needs (college and trade schools)
Have a Big Brother/Big Sister program
Support community partners that support education i.e. Canby Education Foundation

OTHER EDUCATION RELATED GAPS FOR FUTURE FOCUS

DIVERSITY ASPIRATION:

Embrace diversity through inclusive communication, events and the arts

PRIORITY GAP: Better communication is needed

ACTION STEPS	RESOURCES
Display Spanish language posters at Hispanic businesses and churches	Event and program coordinators
Use Radio and OCTS	OCTS
Interpreter (shared among city agencies)	City of Canby
Text message broadcasts	
Information Kiosk w/videos for non-readers	
Get ideas and advice from other communities	
Send e-mail messages to church secretaries	
Make bilingual staffing a priority for customer contact positions.	
Expand support and awareness of "Bridging Cultures"	

PRIORITY GAP: More Personal Ambassadors and Connectors

ACTION STEPS	RESOURCES
Establish a neighborhood Association for South Canby (99-Township/Ivy Locust)	City of Canby can support formation and existing neighborhood associations can mentor.
National Night Out	
Create networking opportunities for people to "Meet and Greet" each other	
Cross connections with faith organizations and community clubs	
Centralized listing of available volunteers to match with opportunities	

OTHER DIVERSITY RELATED GAPS FOR FUTURE FOCUS

Add Hispanic music to Slice of Summer concerts
Expand bilingual program – Need more adult non English speakers
Diversity doesn't just mean ethnic.
Canby needs a single organization/resource that supports diversity as its sole mission - Provide funding and volunteers

Parks and Recreation:

Canby has many existing parks and recreation amenities and more are planned for the future. The community has identified needs, resources and implementation steps that are detailed in the following plans: the 2009 Parks Master Plan Update, Parks Acquisition Plan, Willamette Wayside Master Plan, a Community Center Feasibility Analysis and a Land Dedication Ordinance.

The Canby Area Parks and Recreation District (CAPRD) is established and partners with the city on planning for recreation resources. Systems development charges are in place for park construction (but not maintenance) and grants. The existing park network provides a variety of recreational opportunities to appeal to diverse users. There is a network of trails, parks, open space and riverfront access to enhance in the future.

BIKE, PEDESTRIAN AND EQUESTRIAN ASPIRATION: *Develop multi-purpose trails – Complete the Emerald Necklace and look for opportunities for external connections.*

PRIORITY GAP: Lack of Trails for Bikes, Pedestrians, Equestrians, and complete Emerald Necklace



ACTION STEPS	RESOURCES
Implement Master Plans	Resources and details are found in the Parks and Recreation Master Plan, the Parks Acquisition Plan and Willamette Wayside Master Plan.
Address items that aren't covered in the Master Plan	Canby Planning Department
Sources of Funding include: <ul style="list-style-type: none"> • Grants: City – County – State • Private Donors • Land donations • Oregon Department of Fish and Wildlife • Tourism Organizations • Agri-tourism • Horse- County Planters Oreg.equ.trails • Donations (Easements/Opportunities) (Flexibility of Master Plan) 	Grant programs and technical assistance may be available from the Oregon State Parks, Oregon Department of Fish and Wildlife, Oregon Department of Transportation, Environmental Protection Agency, Clackamas County, National Parks Service, Department of Environmental Quality, US Department of Energy and Metro Green spaces.
Develop alternatives as needed	Canby Planning Department, Clackamas County

PRIORITY GAP: Logging Road Trail Improvements

ACTION STEPS	RESOURCES
Connect the Logging Road Bridge North and South to Highway 99E	State Highway Department and County STIP
Install ADA access ramps	Ongoing effort
Extend the trail to the Molalla River, South	A master plan exists and the County has taken the lead for convening Canby and Molalla stakeholders
Install landscaping and provide water	City of Canby and Canby Utility District
Install lighting for security reasons	City of Canby and Canby Utility District
Add signage	Ongoing as funds allow
Install park benches	Ongoing

OTHER BIKE, PEDESTRIAN AND EQUESTRIAN RELATED GAPS FOR FUTURE FOCUS

Fill in missing sidewalks where needed – sidewalks are prioritized in the Transportation Systems Plan
Support the creation of Oregon City – Canby Riverfront Bike Path if and when feasible.

GENERAL PARKS ASPIRATION: *Upgrade parks in order to provide expanded recreation opportunities for all ages, abilities, ethnicities and interests*

PRIORITY GAP: Expand Funding and Resources

ACTION STEPS	RESOURCES
Voters can support a tax measure to fund the existing Canby Parks and Recreation District	North Clackamas County Parks and Recreation District and Tualatin Hills Park and Recreation district can serve as resource model.
Explore feasibility of implementing a Park Maintenance Fee (Paid monthly by residents) and user fees	
Coordinate with community groups and help recruit volunteers for specific projects to enhance the community.	Groups that can take the lead on these efforts include the Canby Livability Coalition, Scouts, 4H, School District, Wilderness International, churches, SOLV, and Canby Garden Club
Support, coordinate and promote existing clean-up day efforts	Organizations that have led clean-up efforts include Canby Livability Coalition, Canby Disposal Annual Cleanup days, SOLV, neighbor to neighbor day, etc.
Landscaping services are offered by the County work release program	
Manage groups such as OICC, wilderness groups and church groups	

PRIORITY GAP: Parks District –Canby Area Parks and Recreation District (CAPRD)

ACTION STEPS	RESOURCES
Re-energize the CAPRD Board	Ongoing
Fund Tax Base/Trust of Fund Managers (Schools, Community)	CAPRD in leadership role
Reduce the size of the district to match the Canby urban growth boundary	CAPRD in leadership role

PRIORITY GAP: Water Fountains, Features and other amenities

ACTION STEPS	RESOURCES
Develop a plan that identifies water fountain or feature location options (in sunny spots) the infrastructure that is needed, and water.	Stakeholders include the City, School District, Canby Utility, and Fire District (Safety).
Next, identify appropriate technology, select a designer and architecture style, specify funding, find a project manager and determine how ongoing maintenance will be managed	Detailed in existing Parks Plans
Create and interactive water park and add a hot tub to the city pool	
Add a PDX Playdate indoor play area	

PRIORITY GAP: Camping Facilities

ACTION STEPS	RESOURCES
Understand ordinance requirements of the City, County, and State.	Chamber, Tourism Commission, Travel Oregon
Identify possible locations	Fairgrounds, City, Willamette Wayside, etc.
Provide short term camping facilities	RV Association
Preserve and expand camping facilities at the fairgrounds and work to add camping options at Molalla River State Park	Fairgrounds Board and Clackamas County.
Consider sites along rivers and provide for boats	Oregon Marine Board, Willamette River Trail funds may available.
Work with private camping organizations	KOA
Identify funding sources	State Grants, American Heritage, Oregon State Parks, Molalla River keepers
Address public safety concerns	police/fire


RIVER RECREATION AND AMMENITIES ASPIRATION: *Acquire, develop, and connect river front access for public recreation activities*

PRIORITY GAP: Funds

ACTION STEPS	RESOURCES
Create an Amphitheatre to hold music events that can generate revenue	A small amphitheater exists at community park.
Pursue corporate sponsors	
Revenue from operations	
Commuter Corridor – Water Taxi	
Establish user fees – and / or an annual pass program	
Look at best practices from other communities	
Offer amenities near the river including education (painting, Tai Chi, etc.), paddle boats, food, gas, a riverfront restaurant and bike rentals.	

Note: 80 acres adjacent to the Willamette have been acquired, and sites along the Molalla and Willamette have been identified in the Parks Acquisition Plan and Willamette Wayside Master Plan.

PRIORITY GAP: River Access

ACTION STEPS	RESOURCES
Create a public boat launch and dock	The Oregon Marine Board has funds for boat docks along the Willamette and the Willamette Water Trail is holding a spot on the map for Canby
Create and improve pedestrian river access points (with a fishing dock if possible) on the Willamette and Molalla Rivers	
Acquire new land to expand river access as opportunities arise.	
Provide access for kayaks and canoes at Community Park and a take-out point at Knights Bridge Park	Community Park provides access and the county has Knights Bridge access
Offer boat rentals	
Promote seasonal river rafting from the Molalla River to the Willamette River	
Address safety concerns: i.e. provide life vests and lifeguards	
Know the specifics of the river such as hazards, water treatment intake, river flow and currents	
Riverside camping	Partner with the Boy Scouts


OTHER RIVER RECREATION GAPS FOR FUTURE FOCUS

Land – Details available in the Parks Acquisition Plan
Knowledge – Networking
Improve the Holly Road to River Connection with better bike access. The Transportation Systems Plan already identifies Holly to 22 nd as a Bike Boulevard

COMMUNITY RECREATION/SPORTS COMPLEX ASPIRATION STATEMENT:

Continue pursuing options to provide a complex to offer opportunities for recreation/programs.

PRIORITY GAP: An Umbrella Organization is needed

ACTION STEPS	RESOURCES
Look at challenges with Canby Parks and Recreation District (CAPRD) to learn why voters denied funding for it twice	
Assess what CAPRD can and is willing to do now	
Make decisions on a permanent tax base vs. serial levy funding, leadership and the boundary	
Work with CAPRD or other entity to manage the center.	
Learn from successful districts and update the plan	CAPRD has conducted feasibility analysis and met with North Clackamas Parks and Recreation District
Develop a community task force	
Look at a broader area and funding sources (State/County) including federal and state grants	
Provide a better explanation of the District, the Plan, and the Benefits to the Community.	
Address Inside Canby vs. Outside Issues – Duplication of City Staff	

PRIORITY GAP: Funds

ACTION STEPS	RESOURCES
Develop a Property Tax Levy to fund the Parks and Recreation Complex	CPRD
Other revenue sources include user fees and concessions	
Pursue corporate sponsors (Nike, Spalding, Canby Telcom)	
Consolidate with school facilities and share maintenance costs and responsibility	
The complex could have multiple locations. This could provide better parking and access	
Provide recreation options for all ages such as inside basketball, track classes, gym space, etc.	The City has a list of amenities from public research, tours and analysis

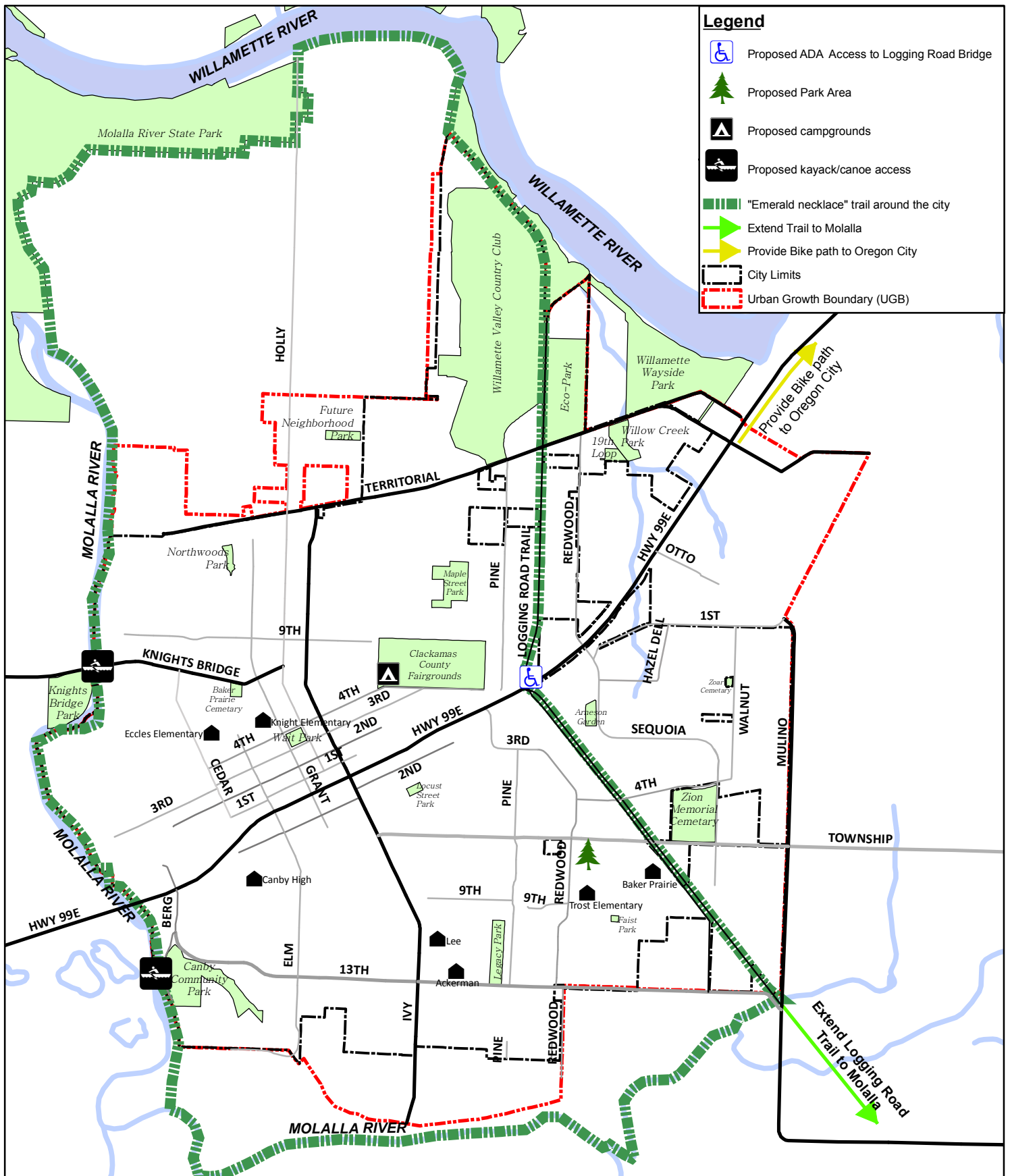
PRIORITY GAP: Locations

ACTION STEPS	RESOURCES
Identify locations, assess options and inspire the community to support it. Ideas include: Willamette Wayside Park (Wetlands) southern part of town	School district property for new school in future outside of town.
Partner with the School District to look at excess school property	Potential exists at Trost and Baker Prairie Schools (Sites may be needed for future school uses)
Determine what we need such as a big Olympic size pool	There is a feasibility analysis with amenities
Lead Partners – Work with large land owners to donate or sell strategic sites.	Ongoing discussions with property owners and schools



Canby Visioning

Parks & Recreation Priority Gaps



The information depicted on this map is for general reference only. The City of Canby cannot accept any responsibility for errors, omissions, or positional accuracy.

January 2013

0 0.15 0.3 0.6 0.9 1.2 Miles

City Council Packet Page 20 of 95



Transportation and Public Safety

Canby has many attributes to build on including wide roads, a local funding source for road maintenance, good street lighting, the Logging Road Trail and a growing network of bike lanes and sidewalks. Canby Area Transit is a locally funded and controlled bus service with fixed routes and good connections to neighboring communities. The Union Pacific mainline and a local rail provider support industrial use. Recently updated transportation plans guide future investments and beautification efforts. Public safety strengths include great police and fire service with new facilities, excellent emergency response capability, community policing programs and proactive gang enforcement.

PUBLIC SAFETY ASPIRATION: *Citizens and visitors in Canby should feel completely safe in their home or on foot, bicycle or auto within and across all areas of the City.*

PRIORITY GAP: Sidewalks, crosswalks and crossing lights are needed

ACTION STEPS	RESOURCES
Identify where sidewalks, crosswalks and crossing light are needed and their highest priority in the following areas: <ul style="list-style-type: none"> • High pedestrian and vehicle traffic • School routes • Business districts • Parks 	This sidewalk projects are described and prioritized in the pedestrian chapter of the Transportation System Plan.
Coordinate proactively and negotiate with the State and County to develop more sidewalks. Determine jurisdiction involved.	The City has successfully received county block grants for sidewalk easements during each funding cycle.
Determine who owns the property next to the street (for easements)	City and County Geographic Information System mapping and assessor records
Funding options for sidewalks could include: <ul style="list-style-type: none"> • Creating Local Improvement Districts • Offer low interest rate improvement financing from the City to fund sidewalk improvements To maximize efficiency, reduce costs and expedite sidewalk installation in high priority areas: <ul style="list-style-type: none"> • Consider bonding for sidewalk improvements using city 3 cent gas tax revenues • Consider increasing the city gas tax by 1 cent with revenues dedicated to sidewalk improvements. 	The city could take the lead in revenue raising efforts and implement sidewalk improvements at City Council direction. <div data-bbox="820 1581 1393 1881" data-label="Image"> </div>

Crosswalks are needed in key areas <ul style="list-style-type: none"> • Crosswalks are a high priority at Township and Ivy and downtown at 3rd, 2nd and Elm • Get statistics on other problem areas and reassess what still needs attention
Promote the “Walking School Bus”; a group of chaperoned school children walking together to school.
Safe pedestrian and school routes can be marked on sidewalks
Continue grants for crosswalk enforcement

PRIORITY GAP: Ongoing Funding to support public safety

ACTION STEPS
Promote growth to strengthen the tax base and generate systems development charge revenue.
Check the communities tolerance for raising gas tax and utility fees
Identify possible funding source options, excluding property taxes
Identify funding partners
Make the case to the public for additional needs
Possible public safety levy
Explore the idea of a Public Safety District
Form a community action committee
Form a public safety foundation

PRIORITY GAP: Pro Active Gang Enforcement

ACTION STEPS
Continue participating in regional gang enforcement efforts
Continue providing gang enforcement with adjoining agencies

OTHER PUBLIC SAFETY RELATED GAPS FOR FUTURE FOCUS

County, City and State Coordination
Night Time Patrol
Education (or a Mentor System) (Police, Fire, or Other) about how to be safe
Signal cameras to catch drivers running red lights
Homeless safety net for Emergency Response



ROADS ASPIRATION: *Canby will have a safe, attractive system of roads that are well maintained and support the efficient movement of people, goods and services.*

PRIORITY GAP: County, City and State Coordination

ACTION STEPS	RESOURCES
Regular meetings to discuss issues and solutions, set priorities and identify resources and coordinate with adjoining jurisdictions wherever possible.	The City can host meetings with Clackamas County and ODOT once per year
Develop project descriptions, plans, designs and proposals for top priority projects so they are ready as funding becomes available. Priority should be based on number of accidents or injuries, road condition, and potential for jobs and economic development.	The 2010 Transportation Systems Plan has details

PRIORITY GAP: City takes jurisdiction of County roads in the City

ACTION STEPS	RESOURCES
Determine the cost of bringing the road up to city standards	Refer to the Transportation System Plan
Priority should be given to roads that are: <ul style="list-style-type: none"> • Major arterials • Pathways to business districts • Mulino Road bottleneck at overpass Township/13th area 	A map of County Roads is in the Transportation System Plan. The extension of Sequoia to 13 th should resolve the Township / 13 th bottleneck issue.
Develop a proactive plan for road transfer that outlines budgets, action steps, financial resources such as tax revenues and grants (Fed, State, and County) and the public benefit.	<ul style="list-style-type: none"> • The Transportation System Plan provides guidance • Coordinate with the county on combining resources to achieve a transfer

OTHER ROADS RELATED GAPS FOR FUTURE FOCUS

Inconsistent bike lanes – the Transportation System Plan includes a bike plan
Make Hwy 99E look as beautiful as downtown – the newly adopted Highway 99E Gateway Plan provides guidance
Better I-5 Connection – Including a connection from the Industrial Park

RAILROAD ASPIRATION: *Develop a railroad system that works for the community.*

PRIORITY GAP: Rush Hour Congestion

ACTION STEPS	RESOURCES
Timed lights (with S. Ivy and Township light)	Some signals have already been reset. Congestion and options have been addressed in the Transportation System Plan
Right turning bays	
Underground train	

PRIORITY GAP: Emergency response bypass needed

ACTION STEPS
Examine Logging Trail Bridge for heavy load vehicles, re-engineer/repair/upgrade
An overpass or underpass on one street at least is needed such as Berg Parkway Bridge

Note: the Fire District has indicated that no additional bypass is needed at his time. This has only been needed 9 times in last 2 years and the delay is about 1 minute for each blockage with no fatalities.

PRIORITY GAP: Noise

ACTION STEPS
Complete a quiet zone application for approval by ODOT and Union Pacific Railroad (phase one).
Install improvements required for quiet zone approval at Elm, Grant and Ivy.



OTHER RAILROAD RELATED GAPS FOR FUTURE FOCUS

Foot Bridge over 99E added at Mid-Span of Blocks
Whistle Stop for Visitors to Get Off and Visit



PUBLIC TRANSPORTATION ASPIRATION: *Public Transportation System that is reliable, frequent, flexible, cost effective and meets the needs of the community.*

PRIORITY GAP: Too limited coverage area and schedules

ACTION STEPS
Examine current routes – Conduct targeted surveys to identify needs and preferences
Pursue additional funding ideas that could include: <ul style="list-style-type: none"> • Increasing employment because transit is funded by payroll taxes • Encourage employers to buy CAT transit passes for their staff at reduced costs as an incentive or benefit– similar to the TriMet Passport Program in Portland • Expanding the transit area beyond city limits to collect additional payroll taxes • Explore the feasibility of advertising on buses to generate additional revenue.
Offer free bus passes or free ride incentives

PRIORITY GAP: Communication with the community about available services

ACTION STEPS
Have OCTS advertise CAT routes and schedules
Distribute posters and signs
Volunteers can serve as ambassadors
Have kiosks at city events
Talk to key leaders
Utilize churches, neighborhood associations and schools
Make bilingual staffing a priority
Send out mailings
Complete Spanish language expansion
Advertising at movie theater (etc.)

PRIORITY GAP: Shelters and/or good landings

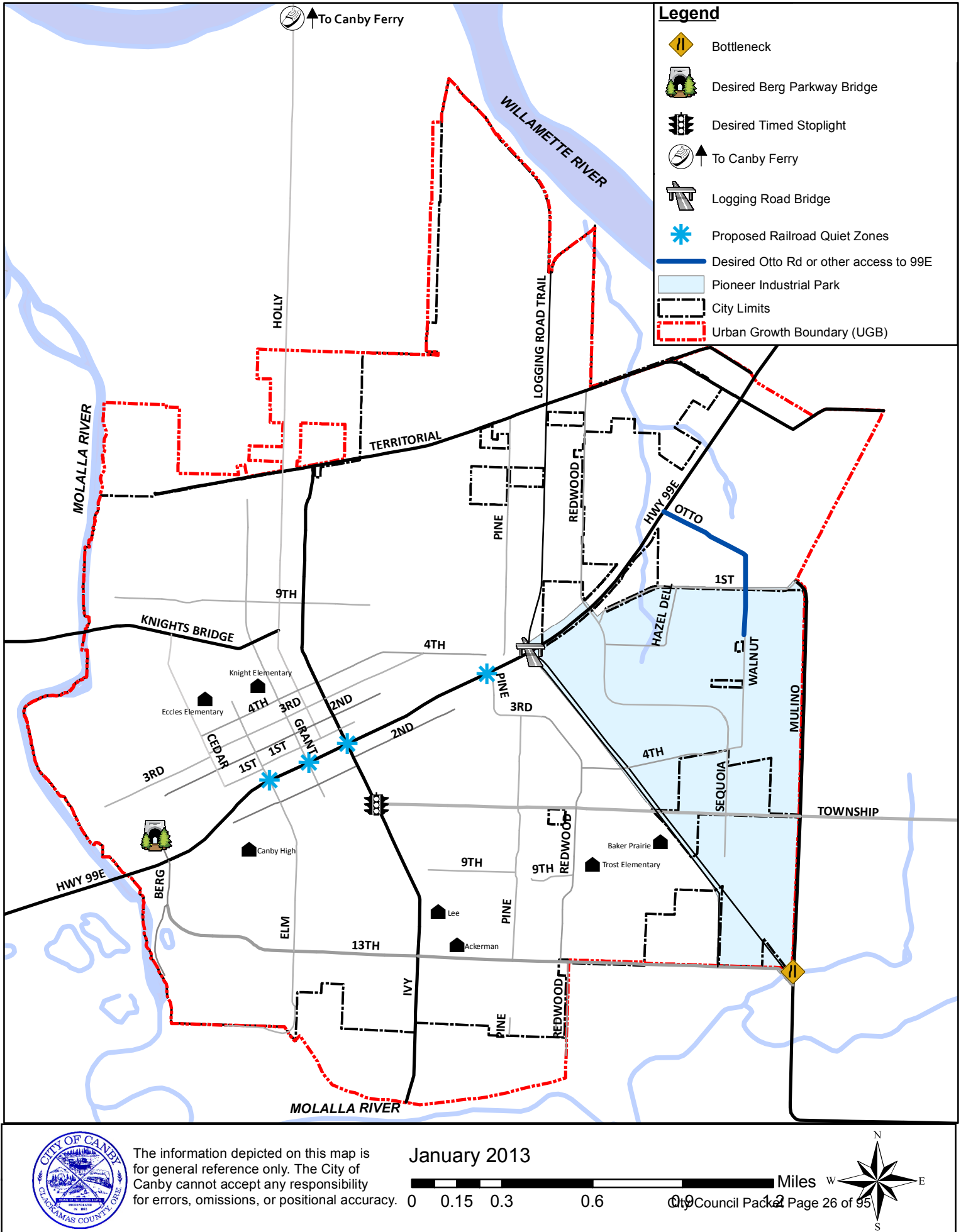
ACTION STEPS
Funding - Explore opportunities to use federal transit funds
Finish the installation of bus signs and stop locations. Add to bus stop poles, seats and lights
Move shelters as necessary
Build small shelters: Make small shelters a building requirement?
Redevelop a fixed route (with additional funding)

OTHER PUBLIC TRANSPORTATION RELATED GAPS FOR FUTURE FOCUS

Better and safer pedestrian access to bus stop locations
Need on-demand service (like Taxi) or quick response Dial a Ride
Improve visibility and access of CAT

Canby Visioning *Transportation & Public Safety*

Priority Gaps

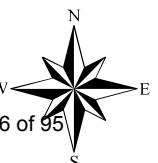


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January 2013

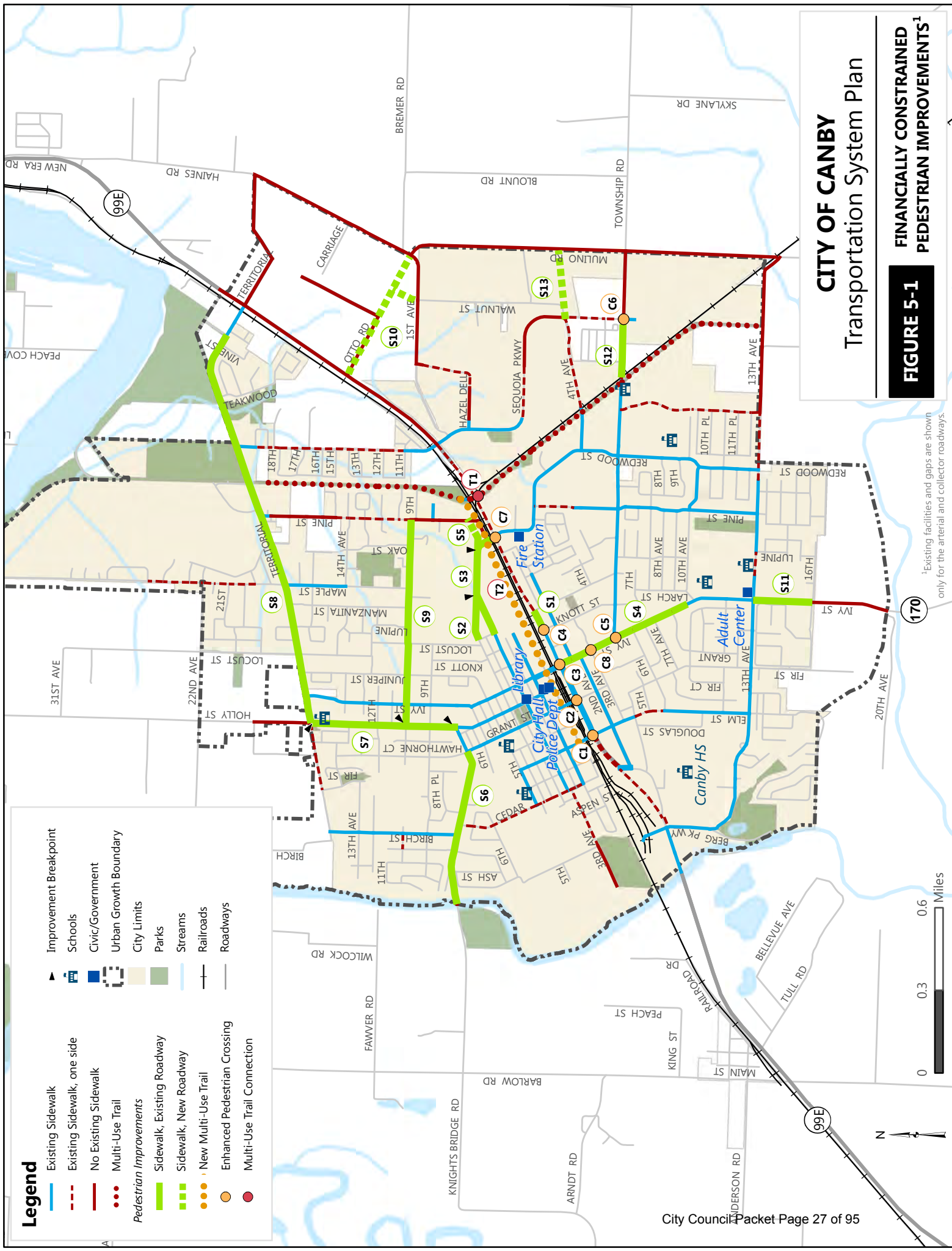
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Legend

- Existing Sidewalk
- Existing Sidewalk, one side
- No Existing Sidewalk
- Multi-Use Trail
- Pedestrian Improvements
- Sidewalk, Existing Roadway
- Sidewalk, New Roadway
- New Multi-Use Trail
- Enhanced Pedestrian Crossing
- Multi-Use Trail Connection
- Improvement Breakpoint
- Schools
- Civic/Government
- Urban Growth Boundary
- City Limits
- Parks
- Streams
- Railroads
- Roadways



CITY OF CANBY Transportation System Plan

FIGURE 5-1

**FINANCIALLY CONSTRAINED
PEDESTRIAN IMPROVEMENTS¹**

¹Existing facilities and gaps are shown only for the arterial and collector roadways.

Growth and Economic Development

The community identified great strengths to build on in the future. The community has strong agricultural roots and role as an agricultural hub and strong sense of community. Its historic and pedestrian friendly downtown features recent streetscape improvements. A wide variety of locally owned businesses and services fulfill most needs locally. The community offers a wide variety of parks, attractions, events and youth activities for residents and visitors. The community offers a variety of attractive residential and commercial areas with wide streets and larger lots that are bike and pedestrian friendly. Design standards promote quality development and existing plans provide a strong foundation for strategic development areas. The Canby Pioneer Industrial Park provides many employment options with sites and infrastructure in place to accommodate new businesses. There are some programs and resources in place to support businesses.

Canby values its small town attributes and wants to build on and preserve them as Canby continues to grow.

BUSINESS AND EMPLOYMENT ASPIRATION: *Industrial and Business Growth Affording Economic Prosperity and Quality Job Creation While Maintaining Quality of Life and Improving the Overall Tax Base for the Community*

PRIORITY GAP: Foster a positive business building environment

ACTION STEPS
This concern reflects the past history with Milgard Manufacturing
Work toward a seamless and clear process <ul style="list-style-type: none">• Work to reduce hoops while maintaining the integrity of what the community wants• Do a case study with new businesses to understand issues and work to address them• Meet with new business owners to find out how the planning and building process went
Identify specific barriers that people are facing and perceptions
Build Sequoia Extension from south of Township to 13 th Avenue –planned for 2013. The community is happy that this project is moving forward and demonstrates that Canby delivers on promises.
Understand why Canby annexation issues might restrict development
Encourage property owners to keep property well maintained



PRIORITY GAP: Plan for longer term Industrial Urban Reserve areas to the east and north of Mulino road for future employment land.

ACTION STEPS	RESOURCES
Identify property that is best for industrial development - Hire a professional like an engineer to develop an assessment and recommendation	City of Canby and Clackamas County supported by developers and DLCD. Timing: Begin planning at least in 5 Years – It will take 5 years or longer to expand and serve this area.
Validate future sites and prioritize them	
Identify existing conditions and attributes in future employment areas such as agriculture land trusts sensitive wetland or wildlife habitat areas, historic buildings, and general aviation airport impacts. Plan wisely to adequately buffer, preserve and possibly enhance these features as redevelopment occurs.	
Create a task force to inform and guide the process	
Develop compelling reasons for landowners to buy in. Enlist a team of existing landowners in and adjacent to the park to help communicate benefits	
Expand the Canby Urban Growth Boundary (Consider a phased approach)	City of Canby in partnership with Clackamas County and Oregon Department of Land Conservation and Development.
Prepare land for development <ul style="list-style-type: none"> • Develop an Industrial Master Plan that identifies main road locations • Plan, fund and build needed infrastructure • Develop an incentive program for landowners and businesses • Develop a proactive business recruitment strategy • Plan to expedite land absorption 	City of Canby with potential grants from DLCD 

PRIORITY GAP Attract high tech green industries

ACTION STEPS
Focus on attracting well-paying jobs (\$60 - \$120,000 with benefits)
Infrastructure: Continue to fund, build and improve infrastructure in the Industrial Park <ul style="list-style-type: none"> • Road improvements and utilities for Walnut Street, Township Road, Mulino Road and 1st Avenue • Build Otto Road or other access to Highway 99E • Fiber optics and high band width are important for high tech • Determine and pursue funding options for implementation
Business recruitment and targeted outreach to these industries. <ul style="list-style-type: none"> • Partner with Greater Portland, Inc., Business Oregon, and OEDA to leverage city resources

<ul style="list-style-type: none"> • Recruitment should have a national and regional focus • Communicate what is special about for Canby • The Canby Community Response Team promotes Canby and meets with businesses • Leverage networking with existing employers to attract like-minded businesses, suppliers and industry clusters • Promote larger sites (50+ acres) to appropriate leads such as brokers and large users. • Respond to Leads from the state, region, county and local businesses • Promote industrial sites and buildings on state, regional, county and city websites
<p>Create an attractive community</p> <ul style="list-style-type: none"> • Support educational and arts amenities to be attractive to those industries. • Have a variety of housing options to be affordable at a variety of price points to accommodate these employees
<p>Explore tax incentives. Note: Canby already offers System Development Charge rebates for job creation and 15 year property tax abatement on investments over \$25 million</p>

OTHER BUSINESS AND EMPLOYMENT RELATED GAPS FOR FUTURE FOCUS

Encourage expansion of medical facilities to provide 24/7 service and/or a medical complex
Continue to address the imbalance of jobs to residents

FOCUS AND EXPAND DOWNTOWN ASPIRATION: *Keep a Vital Active Centralized Downtown Avoiding Sprawl throughout Canby, Specifically Along Highway 99E*

PRIORITY GAP: Attract more small businesses, restaurants, a brew pub, and night life options, at a variety of price points and have the Chamber of Commerce downtown.

ACTION STEPS	RESOURCES
Promote Canby attributes, financing options and technical assistance to new and existing businesses.	The Canby Main Street Program focuses on attracting and supporting downtown businesses. The new Canby Revolving Loan Program provides loans to local businesses. An online resource “Tools for Business Success” provides a wide range of information to address business’s needs.
Implement a business attraction program to court new businesses	A recent Canby Retail Market Analysis provides details on gaps, amenities, strategies and marketing materials.
Implement a marketing program to encourage Canby residents to shop, dine and support local businesses	The Canby Main Street Program has developed marketing brochures and coordinates downtown events to attract residents and visitors.

Strong community support for expanding lodging options including a hotel, bed and breakfast, RV and camping facilities
--

PRIORITY GAP: Further update relatively new design standards to ensure that new development has a similar historic flavor of the current downtown and to retain and develop a cohesive downtown look.

ACTION STEPS

Develop inducements and technical assistance resources for building owners to update the appearance of their buildings according to the new design standards. Encourage a historic look to new development projects and façade improvements. Avoid being too restrictive.

Define the desired historic look or era. (Prime examples: City Hall, Canby Pub, and Nails 2C.)
--

Identify strategic area of focus such as in the core downtown area from NW 1 st and 2 nd Avenues between Ivy and Elm Streets.

PRIORITY GAP: Integrate mixed use office and/or residential over retail and within Downtown zone.

ACTION STEPS

Encourage higher density residential development in and near the downtown core so more residents can walk to shops, restaurants, services and access bus service.

Encourage high quality development through flexibility and inducements in the zoning and development code

Launch proactive outreach efforts to quality developers and evaluate the potential of appropriate incentives to attract them.

Notes: Mixed use development is allowed in the adopted downtown plan and zoning ordinance. Many of the current downtown buildings are one story but new development can be encouraged to provide second stories and mixed use. Financing mixed use projects can be challenging for lenders. The Canby Revolving Loan program funds new construction and expansion, code related upgrades, internal retrofits, etc.

Neighborhoods abutting the downtown zone to the north, west and northeast are currently zoned high density residential. An incentive program is needed to encourage redevelopment in these areas.

OTHER “FOCUS AND EXPAND DOWNTOWN” RELATED GAPS FOR FUTURE FOCUS

Destination site statue, fountain, water feature and public art

Explore demand and opportunities to expand the Farmers Market

RESIDENTIAL ASPIRATION: *Pleasant, livable neighborhoods with tree lined, wide, safe streets; well-designed homes on various sized lots and not submitting to Metro’s pressure for higher density throughout Canby.*

PRIORITY GAP: More Detailed Long Term Planning

ACTION STEPS
Develop concept plans and master plans for future residential areas in Canby’s Urban Growth Boundary with substantial community and property owner input.
Reward and enforce consistent development standards for future residential development that encourages sidewalks, street trees, and common areas.
Deal with increased traffic generated by new growth <ul style="list-style-type: none"> • Adopted traffic calming program for neighborhoods need to be funded • Reinvigorate the Traffic Safety Committee to work on this issue.
Work with the community, property owners, the county and state to identify and prioritize areas for future residential development. Strategic areas include the land between N Holly and N Maple as well as 2700 extending North and West to the Molalla and Willamette Rivers. Update the City’s Buildable Lands Needs Analysis to facilitate this process.
Develop conceptual plans for future residential development and work with the State and County to designate the area for eventual development, and expand the Urban Growth Boundary as population growth warrants it.

Notes: Urban, rural and undesignated lands were established around Canby in a region wide planning effort with input from the community. No urban reserve planning has been done to date, specifically for Canby. Clackamas County has land use authority over these areas under an urban growth management agreement with the City of Canby that outlines how they will be good stewards consistent with local goals.

PRIORITY GAP: Resist Metro Pressure for High Density and Small Lots

ACTION STEPS
Recognize current zoning codes – Evaluate them to ensure a variety in lot sizes and add safeguards if needed. (Our code currently allows a variety of lot sizes in a subdivision but does not require them)
Don’t change the zoning code to promote higher residential density.
Allow lot sizes of up to 12,000 to 15,000 sq. ft. (Estate Lots)

Notes: Metro has no control over Canby’s land use process or designation of its urban growth boundary. The city works with the Oregon Department of Land Conservation and Development to make sure city preferences meet state land use law requirements.

PRIORITY GAP: Control residential growth so it's not too fast

ACTION STEPS
Already done through voter approved annexation in Canby
More restriction is not allowed by State Law

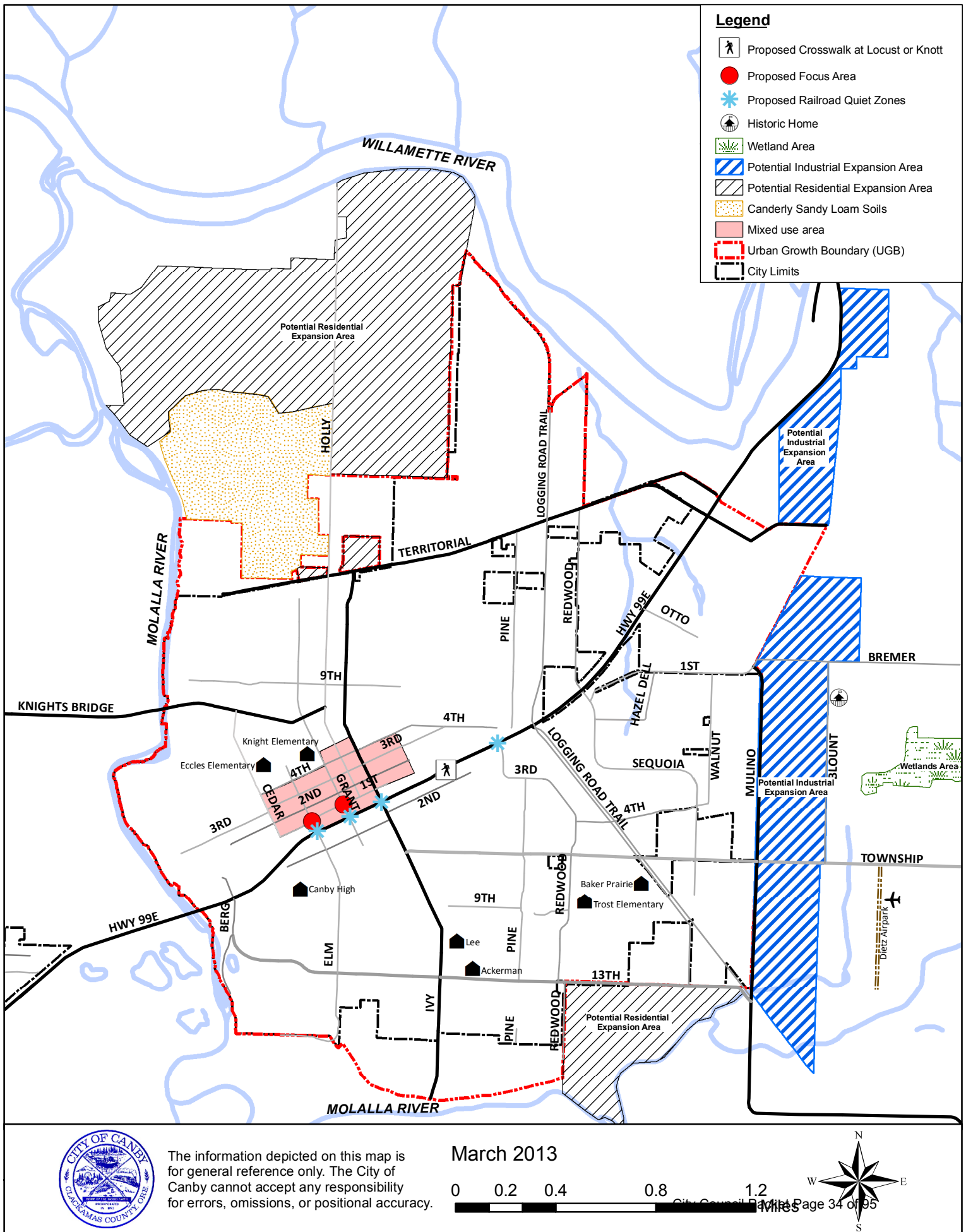
Note: Canby has voter approved annexation that allows citizens to control the pace of growth. It is against state law for cities to have moratoriums on growth and they are required to provide infrastructure to accommodate it.

OTHER RESIDENTIAL RELATED GAPS FOR FUTURE FOCUS

Encourage preservation of historic residential homes
--

Canby Visioning

Growth & Economic Development Priority Gaps



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March 2013

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Acknowledgements

This vision was created with the dedication, time and effort of many. Our sincere gratitude to the following for your contributions.

Community Facilitators

Delane Johnson - Community
Stephanie Murphy -
Parks and Recreation
Mary Kerr -
Transportation and Public Safety
Susan Myers -
Growth and Development

Large Group Facilitators:

Tom Olson
Roger Jordan
Bob Wells

Canby City Council

Mayor Brian Hodson
Rich Ares
Tim Dale
Clint Coleman
Traci Hensley
Greg Parker
Ken Rider

City Staff

Greg Ellis
Renate Mengelberg
Laney Fouse
Angeline Lehnert
Matilda Deas
Bryan Brown
Jamie Stickel
Carla Ahl

Community Supporters and Contributors

Canby Herald
Canby Fire District Leaders
Canby School District Leaders
Parks and Recreation Board

Location Hosts:

Cutsforth Town Hall
Canby Police Facility

ORDINANCE NO. 1371

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH ADVANCED PUBLIC SAFETY, INCORPORATED FOR THE PURCHASE OF E-TICKETING HARDWARE AND SOFTWARE AS WELL AS MAINTENANCE AND SUPPORT SERVICES FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to promote a more efficient and advanced method of electronic ticketing within the Canby Police Department; and

WHEREAS, Advanced Public Safety, Inc. provides a reliable and efficient e-ticketing system as well as maintenance and support services; and

WHEREAS, this procurement will be in large part reimbursed through a grant with the State of Oregon that has submitted and accepted; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Advanced Public Safety, Inc. for the total purchase price of \$68,417.01.

Section 2. In so much as it is in the best interest of the citizens of the City of Canby, Oregon to provide the Police Department with these technologies and services without further delay, and to better serve the citizens of Canby, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on March 6, 2013, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on March 20, 2013, commencing at the hour of 7:30 PM in the City Council Chambers located at 155 NW 2nd Avenue, Canby, Oregon

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th of March 2013, by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder
Ordinance 1371

2nd Reading

ORDINANCE NO. 1372

**AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 2.64
REGARDING THE BICYCLE AND PEDESTRIAN ADVISORY
COMMITTEE FOR THE CITY OF CANBY**

WHEREAS, Chapter 2.64 of the Canby Municipal Code created a Bicycle and Pedestrian Advisory Committee to advise the City Council about matters associated with bicycle and pedestrian safety issues within the City of Canby, and

WHEREAS, the Bicycle and Pedestrian Committee proposed re-ordering the list of Powers and Duties listed in Chapter 2.64.050 to better reflect the committee's priorities and to remove an erroneously repeated item in 2.646.050(E).

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Chapter 2.64.050 of the Canby Municipal Code is amended to read as noted in Exhibit "A". All other sections, not amended in Exhibit "A", shall remain in full force and effect as they presently appear.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 6, 2013 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on March 20, 2013 commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on March 20, 2013 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



City of Canby Bi-Monthly Report

Department: Administration

For Months of: January and February 2013

To: The Honorable Mayor Hodson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist II
Through: Greg Ellis, City Administrator
Date: March 1, 2013

- 1. Business Licenses** – Twenty-six new business licenses were issued during the months of January and February 2013. This compares to 40 new licenses issued during January and February 2012. Thirty-eight business licenses were inactivated during the months of January and February 2013. This compares to 26 inactivated during the same period in 2012. One hundred eighty-two business license renewals were sent out, compared to 188 in 2012. The total number of businesses licensed with the City of Canby is 1,100, of which 638 have Canby addresses.
- 2. Complaints/Inquiries** – Fourteen complaints/inquiries were received during January and February 2013, 13 of which have been resolved. Four were resolved within 24 hours. Six follow-up cards were mailed and five were returned with Excellent and Good ratings. We received no Poor ratings during this tracking period. The first complaint/inquiry was received via the City's Facebook page and processed through the City's complaint/inquiry system.

The following comments from citizens were received that exemplify the satisfaction with the service received by City employees:

"Thank you for the quick response. And the information." (Facebook post)

"Thanks – Cedar is Busy – the light is working fine now!"

"We have light! Thanks for taking care of this with only one phone call!"

Parks Department staff were out working on the landscaping around City Hall and a woman walked by and told them "Thank you for keeping our City so clean!"

"Thank you for the great service! Compliments to all of you who were involved. The light on the loop is shining brightly again!"

- 3. Training/Meetings** –
 - Greg Ellis, Amanda Zeiber, and Kim Scheafer attended Reasonable Suspicion training on February 5.
 - Kim Scheafer toured the Sherwood Library/City Hall on February 14 and discussed staff configurations.
 - Sue Ryan attended an OAMR Records Management Committee Meeting on February 14.
 - Greg Ellis and Kim Scheafer attended the CTV5 Open House on February 21.
- 4. Special Animal Permits** – None.
- 5. Sidewalk/Park Vending Permit** – None.
- 6. Liquor Licenses Processed** – One liquor license was processed, along with 34 liquor license annual renewals.
- 7. Miscellaneous** – The City's electronic newsletter was distributed to 1,118 email addresses in January and 1,124 in February 2013.



M E M O R A N D U M

TO: *Honorable Mayor Hodson and City Council*
FROM: *Renate Mengelberg, Economic Development Director*
Jamie Stickel, Main Street Manager
THROUGH: *Greg Ellis, City Administrator*

RE: BI-MONTHLY STAFF REPORT JANUARY – FEBRUARY 2013
ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Updates

The following projects are funded through Urban Renewal.

- **Economic Development Strategy** – A summary of proposed strategies has been presented to Clackamas County, the Canby Community Response Team, the Canby Management and Development Services Teams, Canby Area Chamber of Commerce and City Council. A detailed draft plan will be available for review the week of March 11th. The final plan will be presented to the City Council on April 3, 2013.
- **Explore Canby** –The City of Canby has just launched “**Explore Canby**” to make finding the business and community information on mobile devices. Very few cities currently offer this service to its businesses, residents and visitors. This new resource helps implement the City’s economic development mission to support and promote all local businesses, and showcase the community to attract new businesses, new development, jobs and more visitors. Promotion efforts include a press release to the Canby Herald and regional business newspapers, city e- newsletters (main street, library, police) Canby Facebook page, Chamber newsletter, and Canby Telcom newsletter. We encourage the City Council to spread the word about this resource to their constituents through their Facebook pages, blogs, committees and other groups they are associated with.
- **Canby Film and Video Program** – City Council approved a film and video resolution March 6th and authorized staff to partner with Clackamas County to attract film and video productions to Canby. Staff will develop a webpage that makes it easy for companies to find the resources, applications and assistance they need. Economic Development staff will be the point of contact for the program. Property owners of film worthy buildings and sites are encouraged to submit photos and information on the County’s database.
- **Business Assistance**
 - The owners of **Canby Rental** are interested in rebuilding a larger building at their current 1st and Elm Street location. They connected with staff to learn about the permitting process, financing and technical assistance. They may apply for an Urban Renewal Redevelopment Matching Grant for up to \$3,000.
 - **Proactive Sports** is proposing a 12,000 square foot warehouse expansion on SE 2nd Avenue. The planning department has helped them through a successful pre-application conference.

- **Peco Manufacturing** closed its doors on January 14th. The aerospace fastener manufacturer for Boeing laid off 17 employees. They would like city assistance in finding tenants for the remainder of their lease. Their information has been added to the City Industrial space inventory and two leads have been referred to them.
- **Business Recruitment:**
 - The Mayor, City Administrator and Economic Development Director had a conference call with the management team from Helix Poly, a national plastics recycling firm headquartered in Texas. State Senator Olsen connected Canby leaders to this firm in the hope that they might be interested in expanding their operations here. A great discussion raised awareness of industry issues. However, executives indicated that they are not considering a new plant location in the near future. We appreciate Senator Olsen bringing this opportunity to us.
 - A larger manufacturer had considered the Weygandt Property but has since chosen to locate in Hillsboro.
 - A California investor is working to find a 1031 exchange partner in order to purchase 9 acres on Hazel Dell Way. If a transaction can be completed they would like to build speculative industrial space in the future.
 - A manufacturer was looking for 2 acres or 20,000 square feet of existing space. Staff connected them to the executives for the newly vacated Peco building.
- **URA Industrial Property Sale:** The \$6,500 property sale transaction is complete for a small 0.16 acre portion of Agency owned industrial land to the neighboring property owner. Funds have been deposited with the city. After expenses are deducted, the proceeds will be used to offset some of the new Police Facility construction costs. The remaining 5.94 acre site is actively being marketed for \$1,357,800 or \$5.25 per square foot.
- **Industry Cluster Analysis:** The Canby Industry Cluster Report was presented to the City Council and Canby Community Response Team in January. Staff will use the information to reach out the existing industry clusters and learn more about their challenges. The project included developing a marketing flyer to promote Canby to industrial companies and strategic clusters. Already and effort has been launched to support the Canby film and video cluster.

● **Main Street Updates**

The following projects are funded through Urban Renewal.

Promotion

- **Downtown Canby First Friday** – The January 6th and February 1st First Friday events were successful. The program continues to grow with more interest from the public and downtown businesses, and will take place year round. The Cash Mob will return in May 2013. The Cash Mob is a promotion that brings participants who commit to spending at least \$10 in a secret Cash Mob location. The group gathers at 6:00 pm outside of City Hall and once the Cash Mob location is announced, the entire group “mobs” the business, ready to purchase goods.

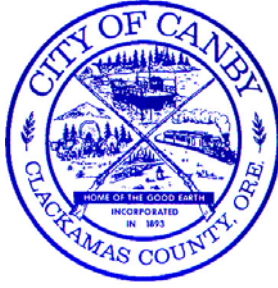
- **Valentine's Day Promotion** – Nineteen businesses participated in the Downtown Canby Valentine's Day promotion encouraging people to dine, shop, and entertain themselves or their loved ones in downtown Canby for Valentine's Day. The four headings that businesses could choose to promote their business under: gorgeous gifts, stunning services, delicious dining, and exhilarating entertainment. The businesses were creative with their promotions, which included ideas such as dinners for two, Valentine's Day grams, gifts for him, gift certificates and more. The promotion was free to businesses and the information was dispersed through flyers, Canby Main Street website, Facebook page, and e-newsletter, and a press release was sent to and printed in the Canby Herald.
- **Garden Spot Run** – At the January 21st Promotions Committee meeting, the group reviewing several ideas for upcoming events, and decided to organize a Fun Run/Walk on May 4th. The Garden Spot Run will feature a 10K/5K run, a kiddie run, and a doggie dash. Committee members are working on coordinating all efforts of this event, including music, children's activities, and working with the Master Gardener show and Saturday Market to coordinate ways to promote the two during the event. More information can be found at www.gardenspotrun.com or on the Facebook page, www.facebook.com/gardenspotrun.
- **Website and Social Media Updates** – Marketing downtown's successful, unique businesses is imperative for the success of downtown Canby. The Main Street Manager will increase contact with businesses, residents, and all who are interested in learning more about downtown Canby through increasing the use of Canby Main Street's website and Facebook page and listings in the new "Explore Canby" app. The newsletter also lists resources for businesses, including information on the façade program and revolving loan fund, "Tools for Business Success", and links to the Main Street and Shop Canby websites. The Canby Main Street Facebook page currently has 601 likes.

Organization

- **Historic Review Board** - The City of Canby is seeking at least one more member to join its Historic Review Board. The board will have at least three community members with interests in historic preservation in Canby. The board will focus their talents on encouraging historic preservation and interpretation, encouraging historic elements throughout Canby, advising and supporting grant opportunities, reviewing historic building modification proposals, and providing guidance to the planning department. The Historic Review Board will meet between 2 and 4 times per year, or as necessary. Anyone interested in participating in this board should contact Jamie Stickel, Main Street Manager, at 503.266.0772 or StickelJ@ci.canby.or.us.
- **CLG Grant** – Main Street Program staff applied for the \$11,240 Certified Local Government Grant in February to support historic preservation. The grant would fund 1) working with a designer to provide options for buildings to combine historical aspects with the current needs, 2) an intense-level survey that will look at 2-5 properties that are engaged and interested in working on their historic integrity, 3) a plaque program that will use pictures of historic buildings and historical information to entice citizens and tourists to visit historical or former historical sites around Canby, and 3) funding for the Historic Review Board to attend the Oregon Heritage Conference in May. Staff should hear if the grant is approved in early April.

Design

- **Façade Program** – At the February Urban Renewal Meeting, the façade application for the building known as Gene's Home Electronics was approved. The Newton family, owners of the Gene's Home Electronics building, will replace the awning, paint the trim in the front, and paint the rear exterior which is visible from 2nd Avenue. The City has met with the new owners of The Canby Clinic, located at 452 NW 1st Avenue. They would like to update their awning, windows, and doors to make the location more energy efficient and have the façade updated to fit the current business. The owners of Advantage Mortgage, located at 265 SW 1st Avenue, are interested in making changes to its façade, including but not limited to, removing the brick veneer, adding decorative stone and installing new windows. Staff has also received an application for the Davies Clinic at Wait Park. They propose to replace the entry door and windows, wrap the lower portion of porch posts and paint them, and match the façade to the coloring and lighting of the Andrus Building. These façade applications should come before the Urban Renewal Agency in April 2013.
- **Façade Program Document Update** – At the December 2012 meeting, the Urban Renewal Agency approved minor changes to the façade program signage section. The URA eliminated signage from the list of eligible projects, but included hardware and mounting materials for blade signs, monument signs, and wall signs. The URA felt this would be a more long term investment than funding specific signage for existing businesses. In February, staff updated the Façade Program Flyer and Manual accordingly. This information has also been updated on the City of Canby's website and in the materials given to prospective applicants.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Haley Fish, Finance Director
Through: Greg Ellis, City Administrator
Covering: January & February 2013
Compiled by: Suzan Duffy

In addition to providing services and responding to inquiries from both internal and external customers, and performing the tasks listed statistically on the last page, the Finance Department reports the following items of interest this period.

- A **Mid-Year Budget Review workshop** was held in January to provide information on the status of the current year budget. This was followed by preparation of a **supplemental budget** based on projections prepared with input from departments. This was approved February 20th.
- The process of building the **2013-2014 budget** kicked off this period with creation of the Budget Calendar, worksheets issued to departments and meetings being scheduled for one-on-one discussion with budget preparers and the Finance Director.
- The **CAFR (Comprehensive Annual Financial Report)** has been forwarded to the auditors for final review. We hope to have the final document available for presentation soon.
- Finance provided assistance with month-end process changes related to the **Court transition**.
- Year end **IRS reporting** resulted in 144 W-2 forms and 33 1099 forms issued to employees and independent contractors.

- **Goal setting** for both individual staff and the department as a whole was initiated this period, with action steps being drafted and implemented.

Department Goals Include:

- A comprehensive 5 year Capital Improvement Plan (CIP)
- A rolling 5 year forecast
- Evaluation of the City's financial policies in relation to best practices.
- Evaluation of the fund and account structure with the intention of optimizing accounting accuracy and efficiency and promoting transparent and understandable reporting.
- Update the Finance Manual so that it is a procedural resource for the finance department and reference tool to help us provide better customer service to the city departments that we support.
- Consider updating the Street Maintenance Fee and Transit Tax ordinances/Municipal code to enhance administrative clarity and update brochures/flyers to improve communication with customers.
- Consider developing a centralized purchasing and/or grant management function within the finance department.

- Beginning steps were taken in the process of transitioning **Cemetery recording duties** back to the City Recorder's office. Records have been moved and training will continue through the rest of the fiscal year as time is available.

- A workshop was presented by the Finance Director on **PERS** structure, its projected impact on the City and outlined cost containment proposals being considered by the state legislature.

- Other activities included:

- Quarterly Caselle User Group meeting
- Various Caselle webinars
- Additional strides in records retention and destruction
- Improvements to the process of documenting and maintaining landlord tenant accounts in Utility billing.

Statistics this period:

- **Accounts Payable**

Invoices:	682
Invoice entries:	1144
Encumbrances:	20
Manual checks:	13
Total checks:	450

- **Payroll**

Timesheets processed:	436
Total checks and vouchers:	516
New hires/separations:	1/1

- **Transit Tax Collection**

Forms sent:	41
Delinquent notices sent:	16
Non-filed notices sent:	203
Collection notices sent:	3
Accounts sent to collections:	0
Accounts opened/closed:	21/5
Returns posted:	764

- **Utility Billing**

Bills sent:	9031
Counter payments:	155
Accounts opened and closed:	126
Lien payoffs:	0
Lien payoff inquiries:	20
Collection notices sent:	0
Accounts sent to collections:	0

- **General Ledger**

Total journal entries:	188
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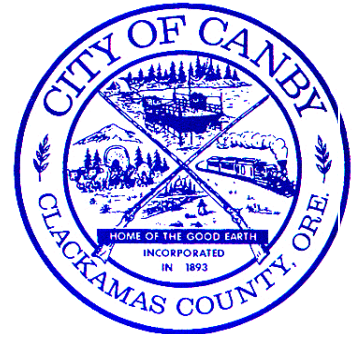
- **Cash Receipts Processed**

Finance:	1121
Utility:	522

- **Cemetery**

Total property purchases recorded:	3
Total interments recorded:	4

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
January – February 2013



TO: Honorable Mayor Hodson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: March 11, 2013

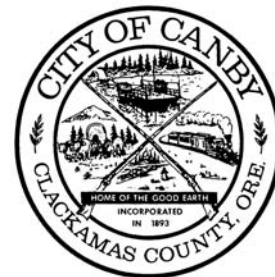
New library planning. During this time period, the City hosted three meetings (Jan. 15, Jan. 30 and Feb. 19) so that members of the community could provide input on the design of the new library. Total attendance was over 140 and feedback was thoughtful and comprehensive. The general reaction to the design presented by FFA was very positive, with many commenting that they appreciated the sensitive juxtaposition of the historic 1937 city hall building with the new library buildings. The most recent drawings of the new library/council chambers are on the library's website at www.canbylibrary.org. In the weeks to come, the architects will continue to refine their work and will develop cost estimates. The City plans to break ground on the new library this fall.

Fundraising for the new library. In late February, we received the good news that the Collins Foundation has awarded a \$50,000 challenge grant to support the new library. This gift will double the value of every dollar donated locally to support the new library this year. We have submitted proposals to the other major Oregon foundations and expect to hear from them later this year.

Winter/Spring series on the Civil War. Our winter Civil War series has gotten off to a great start, with the initial reading and discussion program by Lois Leveen attracting almost 30 people. The national traveling panel exhibit *Civil War 150* will be at the library through March 17, and events continue through April. The series is made possible by grants from the Clackamas County Cultural Coalition and the Oregon Cultural Trust, and the Friends of the Library. *Civil War 150* is organized by the Gilder Lehrman Institute of American History in partnership with the Library of America.

Community involvement. Volunteers donated 474 hours in November and December, helping the library by pulling holds, sorting, shelving, processing and mending books, staffing the Friends of the Library Bookstore, and assisting with library programming and events.

PLANNING & DEVELOPMENT SERVICES JANUARY/FEBRUARY 2013 BI-MONTHLY REPORT



TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *March 11, 2013*
THROUGH: *Greg Ellis, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of January and February, 2013. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes planning activities, a listing of land use applications and building permit site plan review construction projects.

Plan Preparation

- 1. Visioning Process.** Planning staff continued to participate and assist Renate with the City's visioning process in preparation of the draft Vision Plan for a final group meeting in January, collection of community input from city wide survey on the Plan, and meetings to revise the Plan based on survey input received.
- 2. Dog Park Plan.** Aurora Architectural Salvage is completing work on deconstructing the barn and outbuildings on the site. The City plans to seek bids for the demolition of the existing house. The Dog Park Advisory Committee is to meet in March to review and discuss a draft "Concept Plan" for the dog park.
- 3. NE Canby Master Plan.** The current draft plan is to be revised through a new staff led outreach effort to the effected property owners to gain acceptance of a new land use/zoning scheme, and to address an Otto Road industrial access route within a defined total traffic generation level accounted for by the approved TSP for this area. We hope to begin this outreach effort March/April time frame.

City Program/Project Participation

- 4. Transportation/Parks System Development Charge Study & Fee Update.** A public hearing was held and new updated methodology and fee structure adopted by the City Council for parks and transportation system development charges.
- 5. Code Improvement/Maintenance Package.** The Council acted to approve a package of Land Development and Planning Ordinance revisions brought forth on January 16 that addressed a wide variety of issues intended to address concerns and improve the application of the code.
- 6. Publishing of Plan and Code Updates.** The publishing of newly adopted plan and code language precipitated by adoption of the Highway 99E Corridor & Gateway Design Plan and Development Code maintenance/improvement package are scheduled to be incorporated into working city documents in March.

7. **Community Park/Pond Improvements.** Wilderness International and other cooperating partners hope to move forward with pond improvements that have been vetted and agreed to by City staff this summer barring ironing out the budget for the improvements.
8. **GIS “GeoMoose” Web Site Access.** Staff tested the site. We are assessing the GIS interface prepared for the City to date by Dean Anderson to determine its value in its current state and compare it with use of the newly revamped Clackamas County C-Map product which is now providing service to the general public at our front counter. There are internal versus external privacy issues to be resolved with infrastructure layer information being available and whether exporting data to developers is useful or should be explored with the system. A meeting with the consultant to nail down final steps needed to make envisioned map layers accessible and more useful will be pursued and at what cost.
9. **STIP Grants.** The first of 3 street/sidewalk transportation project grant applications prepared and submitted by Senior Planner, Matilda Deas, for inclusion in the State Transportation Improvement Program has survived the first round of project funding cuts. We now move into a critical in-depth follow-up assessment of the remaining competitive project proposals as to the accuracy of initial cost estimates and determination as to whether other implementation problems may exist in order to cull additional projects based on the limited funding available.
 - a. S Ivy Street sidewalks and traffic signal at the Ivy/Township intersection (Still in the game for this possible grant funding).
 - b. ADA access ramps off the Logging Road Bridge to the north and south side of OR 99E
 - c. NE 10th Avenue Sidewalk Project
10. **Tree Ordinance.** Staff evaluated the options in incorporating the desired new tree ordinance provisions into our existing municipal code tree section and is moving forward with drafting a complete rewrite of the tree ordinance to better accommodate and facilitate all the new provisions proposed.
11. **Buildable Land Needs Study.** Analysis can begin soon to inventory our existing buildable lands by zoning type and perform the analysis utilizing our new coordinated population forecast to arrive at the future needs element. Concerted staff time is needed to compile the data for such a study.

Regional Activity Participation

12. **Clackamas County Coordinated Population Forecast for Five Rural Cities.** A draft report was circulated by county planner – Martha Fritze – for review and final input in January. Coordination information from participating cities was later added for a final draft prepared on February 21 for review by the County Planning Commission. The coordinated population forecast is scheduled for review and adoption by the Board of County Commissioners at a hearing on March 20, 2013.

Board & Committee Activities

- City Council: approved an update to the System Development Charge methodology and fee schedule for Parks and Transportation; reviewed and adopted by ordinance a legislative code maintenance package text amendment.
- Planning Commission: reviewed and forwarded for approval with revisions to the City Council a legislative code maintenance package text amendment; approved a quasi-judicial Site and Design Review application for a Fred Meyer fuel station for which the decision has been appealed and set forth for Council review at a hearing scheduled for April 3.
- Parks & Recreation Board: reviewed an application for a membership vacancy, update on the dog park and construction plans and summer construction schedule for Northwood's Park improvements.
- Pedestrian & Bike Committee: reviewed and made a recommendation for a code change to the duties and powers of the committee set forth in Chapter 2.64 of the CMC.
- French Prairie Forum: reviewed the pending 2013 State legislative agenda, noted that the LOC has a good Bill tracking website, shared a Marion County Agricultural Resolution indicating its importance toward economic development to the county, and encouraged attendance at High Speed Rail Open Houses.

Miscellaneous Dept. Activities

- Director attended Oregon Planning Director's Association Board Meeting in Salem and adopted a 2013 budget and discussed legislation dealing with streamlining the UGB expansions and how population forecasts are to be done.
- Senior Planner Matilda Deas continued to work with Federal Railroad Administration contact about how to approach implementation and approval of "quiet zones" through downtown Canby.
- Staff plans to submit a preliminary TGM program grant proposal in March to seek funding assistance for development of an N Redwood Master Plan.

Development Activity

13. Pre-Application Conference(s):

- Proposed Site and Design Review application for the City's new public library on NW 2nd Avenue between N. Holly Street & N. Ivy Streets was held.
- Proposed Site and Design Review application for Pro-Active Sports warehouse addition at SE 1200 2nd Avenue was submitted.

14. Land Use Applications Submitted January 1 through February 28, 2013:

- Appeal to City Council of Planning Commission decision on approval of the Site & Design Review for Fred Meyer Fuel Station proposed at the SW/corner of SE Locust Street & Hwy. 99E by Save Downtown Canby.
- Met with Bill Harper and Eric Wilcox to assist in Site & Design Review application preparation for the new library project which is expected to be submitted on

March 8.

15. Pre-Construction Conference(s) Held: None

- Assisted Zoar Lutheran Church with their demolition/erosion control permit to demolish the old church building and replace with a parking lot.

16. LUBA Appeal:

- An appeal of Council decision to approve a Comprehensive Plan Text Amendment and Map Amendment adjusting the boundary of the outer highway subarea of the Downtown Canby Overlay District to apply to the proposed site of a Fred Meyer Fuel Station at the SW/corner of SE Locust Street & Hwy. 99E to the State Land Use Board of Appeals was filed by Save Downtown Canby at the end of December, 2012. Staff was required to prepare "the record" for submittal to LUBA in January. An objection to the record was filed, which required staff to consult with City legal and the applicant's attorney to prepare an appropriate response and amendment to the record in February.

Permits Reviewed by City for County Approval/Issuance

Site Plan Reviews for January through February

SP 13-01	Jerald Bagge	Metal Detached Shop	984 NE 10 th Ave.
SP 13-02	Crystal Park Const	Single Family Residence	522 NW 14 th Ave
SP 13-03	LES, LLC	Single Family Residence	314 SE 16 th Ave
SP 13-04	Pacific Life Style Home	Single Family Residence	1454 NE 17 th Ave
SP 13-05	Zoar Church Demo	Demo Church add Parking Lot	190 SW 2 nd Ave

Sign Application Reviews for January through February




SN 13-01	Psychic Reader	Wall Sign Neon Accent Lights	309 SE 1 st Ave
SN 13-02	Traister/Canby Sign	Banner Sign	1000 S Ivy St.
SN 13-03	Garrett/ Health Center	Fascia Sign	178 SW 2 nd Ave.

Building Permits Issued by City None

Certificate of Occupancy Issued by City New Police Facility

Permits Finalled by County (Completion/Occupancy)

January/February

-  Pacific Life Style Homes – Single Family Residence
-  Pacific Life Style Homes – Single Family Residence
-  Canby School District – Window Replacement – Knight School



City of Canby Bi-Monthly Report
Department: Police
January – February 2013

To: The Honorable Mayor Hodson & City Council
From: Chief Bret Smith
Date: March 11, 2013

Monthly Stats

Description	Jan.	Feb.
Calls for Service	1189	989
Juvenile Arrests	6	17
Adult Arrests	66	62
Accidents	12	9
Crime Reports	51	37
Traffic Citations	286	244
Parking Citations	7	6
False Alarm Calls	15	27
Abandoned Vehicle / Parking Complaints	31	21
Animal Complaints	4	5
Other Ordinance Viol. Complaints	15	4
Total Code Enforcement Calls for Service	55	22

Training

January 2013

All Officers	Jan 9	First Aid / CPR	Canby PD
All Officers	Jan 23	Taser / Less Lethal	Canby PD
Warren, Scharmota Koehnke	Jan 29 - 31	Drug Law Enforcement Training Program	Spokane, WA
Floyd	Jan 27 – Feb 15	Computer Forensics Training	Glynco, GA

February 2013

Wallbaum, Green Kitzmiller, Schoenfeld	Feb 11 - 13	UTM Instructor Course	PSTC/Clackamas OR
Scharmota	Feb 14 - 15	CIS Conference	Portland, OR
All Officers	Feb 18 – Mar 1	EVOC	PIR/Portland OR
Scharmota, Schoenfeld Ethington	Feb 25 - 26	OSPOA Training	Salem, OR
M. Smith	Feb 25 – Mar 1	Advanced Undercover Techniques & Survival	DPSST/Aumsville OR

Meetings & Events Attended – Chief Smith / Lt. Tro

- Monthly Chief's Meeting – OSP Forensic Lab
- Chamber of Commerce – State of the City
- Bill Stewart – Clackamas County Assistant DA
- Karen Hill – Police Cable TV Show Host
- Sheriff Craig Roberts – Swearing-in ceremony
- Human Trafficking Presentation to Community
- Executive Law Enforcement Training – Seaside
- Metro Gang Task Force
- Canby Community Response Team – Canby Industries
- Oregon Law Enforcement Training Torch Run/Special Olympics
- Department Tour to Hope Village Residents
- Lockdown drill – Knight Elementary
- Kathy Robinson – Adult Center Director
- Canby Police Officer Candidate Interview Panel
- Construction Industry crime Prevention
- Chief Rod Lucich – Molalla PD
- Sergeant's Interview Panel – Lake Oswego PD
- Clackamas County Mid-Manager's meeting
- Geography Bee – Baker Prairie School
- GREAT (Gang Resistance Education And Training) Student graduations (Eccles & Knight)
- Frack Burger – Ribbon Cutting Ceremony
- Paul Carlson – Edward Jones Company
- Canby Film & Video Protocols – Canby Economic Development staff
- Metro Gang Task Force meeting - Portland
- Police Facility Tour by Hope Village residents
- Terrific Kids Luncheon – Knight Elementary School
- Canby Adult Center lunch service – Monthly
- C800 Meeting / Fire & Law Services Mtg. (CCOM – Clackamas County Dispatch)
- Clackamas County Communications (CCOM 911) User Meetings – Monthly

Memo

To: Lieutenant Jorge Tro
From: Detective Sergeant Frank Schoenfeld
Date: March 6, 2013
Re: Monthly Report for January and February 2013

Training Attended:

1/9/13 – First Aid Training
1/15/13 – 1/17/13 – Attended ELETS Training Conference in Seaside, OR.
1/23/13 – Taser/Less Lethal Training at Canby Police Department

Meetings/Class instruction:

1/10/13 – MCT Meeting in Milwaukie
1/24/13 – Instructor at Clackamas County Interagency Reserve Academy for Active Shooter.
1/25/13 – Attended ORPAT Testing for new hires at Canby Police Department.
1/26/13 – Instructed practical class for Active Shooter for Clackamas County Interagency Reserve Academy.
1/27/13 - Instructed practical class for Active Shooter for Clackamas County Interagency Reserve Academy.
2/6/13 – 2/8/13 – Pre-interviews for Canby Police Officer.
2/14/13 – MCT Meeting in Milwaukie
2/14/13 – Set up suspect interviews for new detective selection process.
2/15/13 – Interview panel for new detective selection process

2/20/13 – Attended WebLEDS Training.

2/28/13 – Interview panel for Police Officer (2nd Interviews)

*****See individual monthly reports attached for training and meetings attended by detectives, Evidence Technician, and SRO.*****

During the months of January and into February, Detective Mead, our Persons Crimes detective, was on sick leave. Most of Detective Mead's ACTIVE cases were all reassigned to the other detectives and me. All new cases generated in this time period were divided up between the other detectives.

During the month of January we reopened a 2002 Sex Abuse case where Detective Smith re-interviewed everyone involved at the alleged victims request. This took some effort to track those witnesses involved at the time down, as well as some consultation with the DA's office. After consultation with the DA's Office, the case was suspended due to statute of limitations and credibility of the alleged victim.

Since the beginning of January to the present, Canby detectives have received 36 Persons Crimes investigations. Some of these crimes came to us in the form of DHS Referrals and some were generated at the patrol level.

During the month of February Detective Mead returned to work and was later reassigned back to patrol. Detective Brett Ethington is now assigned to Person Crimes and has immediately received 10 cases for investigation upon his arrival on March 4th.

During the month of January the detectives executed a search warrant on a known suspect distributing Marijuana throughout the city of Canby. This was accomplished with a series of controlled Marijuana purchases from the suspect with the use of a confidential reliable informant. As a result, the suspect was charged with each purchase as well as some drugs found at the scene. Recently toxicology results from the infant child to the suspect and his wife were produced that proved positive that Marijuana had been ingested. Both the suspect and his wife are being charged by the District Attorney's Office for Neglect I as well.

At the end of January Canby detectives arrested a known Methamphetamine user and distributor around the Canby area that was in a motel room in a nearby city. This suspect was arrested with approximately 1 ounce of Heroin and approximately \$4000.00 in cash. This subject was arrested federally and agreed to provide us help with the arrest of his supplier. Canby detectives arranged a buy/bust with the supplier in the Portland area where two suspects were arrested with ¼ pound of Heroin.

Over the last two months, Canby detectives have been conducting controlled Methamphetamine purchases out of a residence and a separate apartment in the Woodburn area. The suspect is a known 18th Street gang member with Canby ties. During the course of this investigation, we discovered that the suspect is also

involved in the possession and sale of guns. The AUSA's Office has taken an interest in this case and we hope to have federal search warrants for both locations within the next week. This will then be a collaborative effort with Woodburn Police to execute search warrants at both locations.

At the end of January Detective Smith obtained 7 federal indictments involving members of the HOBZ and Sureno street gangs and associates. This has been an ongoing 2 year investigation with strong Sureno gang ties to Canby. Over the next month, Canby detectives will be involved in locating and arresting these subjects in an effort to further the investigation.

Over the last two months our computer forensics investigations have increased. Not just as a result of those search warrants executed, but from cell phones, i-pods, and digital evidence seized at the patrol level. Detective Floyd has also been extremely busy with the enhancement of video seized from recent commercial burglaries on a few small businesses.

Detective Floyd has been able to clear up some of the cases he was asked to assist on with examination of digital evidence seized by the Major Crimes Team. This has allowed him to target a local and potential subject possibly involved in an Encouraging Child Sex Abuse case. We hope to obtain a search warrant within the next month once a few more leads are developed.

From January 28th to February 15th Detective Floyd got the rare opportunity to become certified in computer forensics examination at the Federal Law Enforcement Training Facility in Glynco, Georgia. This three week course is very difficult to get into and is designed for computer forensics examiners. FLETC offers the class when grant funds are available. We put in for the training almost two years ago and actually were selected this year. Through this grant process, Canby Police has received training, software, and equipment that would have otherwise cost \$22,000.00. Below is a breakdown of the training and equipment received with Detective Floyd's certifications:

• <i>Access Data's Ultimate Tool Kit</i> software w/1yr support agreement.	\$3,500
• <i>EnCase Software</i> (Pro Suite Cert.) w/1yr support agreement	\$3,500
• HP Workstation – Z420	\$3,314
• 16 GB Flash Media Disk (USB)	\$ 27
• EnCE (Certification Test) Studyguide v.2	\$ 50
• Room, Board, local transportation	\$2,400
• Tuition Average Cost Civilian Sector X3 weeks	\$9,000
	\$21,791.00

I have attached SRO Larrison's stats for the last two months. He has been involved in a multitude of arrests and presentations to students and staff (See attached).

MONTHLY REPORT FOR FEBRUARY 2013

DETECTIVE CHRIS MEAD

OPEN CASES:

<u>CASE#</u>	<u>TYPE</u>	<u>CURRENT DISPOSITION</u>
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None.

CLEARED/ SUSPENDED CASES:

<u>CASE#</u>	<u>TYPE</u>	<u>CURRENT DISPOSITION</u>
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12-1240	Luring	Suspended
12-1669	Sex Abuse Follow up	To DA
12-1847	Sodomy I	To DA
12-2280	Assist Agency Human Trafficking/Theft	To WCSO
13-0013	Unfounded DHS Referral	Suspended
13-0024	Rape II	To DA
13-179	Assault IV	To DA
13-219	Sex Abuse III	To DA
13-231	Unfounded DHS Follow up	Suspended
13-242	Unfounded DHS Follow up	Suspended
13-307	Attempted Sodomy I	To DA

ATTENDED LESS LETHAL TRAINING

SUMMARY:

During the month of February I cleared 11 cases. These cases included an assault IV where the mother had assaulted all four of her children at different times. This case was sent to the DA. I completed a sex abuse case where the step father had attempted to abuse his 7 year old step daughter.

I worked a sex abuse case where the father of the victim's friend touched him inappropriately. I completed other sex crime cases and follow up for the DA. I cleared my case load and will be transitioning into patrol in the month of March. I assisted Detective Mike Smith with a narcotics buy that did not go through here in Canby.

Respectfully,

Detective Chris Mead

Computer Forensics Report

January 2012

By: Detective Steven Floyd

Computer Forensics Examiner

Cases Started	Activity	Goal	Crime Type
13-124	Video Enhancement	Suspect's Photo	Theft II
13-328	Video Enhancement	Suspect's Photo	Burglary II
13-8001	Cell Phone Forensics	Contacts/Drug Info	PCS/DCS
12-2913	Subpoena Return	Investigating	Encourage Child Sex Abuse
13-380	Initial Report	Waiting Interview	Ogden, Utah Case
12-8012	Computer Forensics	Processing	PCS/DCS/Money Laundering

Cases Closed	Agency	Conclusion	Crime Type
12-2790	Computer/Cell Phone	Extract Evidence	Rape 1
12-1442	Follow-up Interviews	Satisfy DA Request	Rape 1

Pending Cases	Agency	Activity	Misc Info
12-1442	DA Request	Interviews	Waiting for DA/Outside LE
12-2913	Canby/Self-Initiated	Started Case	Encourage Child Sex Abuse

Training

Less Lethal Training

Computer Forensics Examiners Meeting/Info Exchange
FLETC Training in Georgia, see February report for details.

Computer Forensics Report

February 2013

By: Detective Steven Floyd
Computer Forensics Examiner

Cases STARTED	Activity	Goal	Crime Type
13-124	Video Enhancement	Suspect's Photo	Theft II
13-328	Video Enhancement	Suspect's Photo	Burglary II
13-380	Initial Report	Child Interview	Child Sex Abuse I
13-8001	Cell Phone Forensics	Contacts/Drug Info	PCS/DCS
12-8012	Computer Forensics	Evidence	PCS/DCS/Money Laundering

Cases CLOSED	Activity	Conclusion	Crime Type
13-124	Video Enhancement	Suspect's Photo	Theft II
13-328	Video Enhancement	Suspect's Photo	Burglary II
13-8001	Cell Phone Forensics	Contacts/Drug Info	PCS/DCS

Cases PENDING	Activity	Reason for Holding	Misc Info
12-2913	Subpoena Return	Investigating	Encourage Child Sex Abuse
13-380	Initial Report	Waiting Interview	Ogden, Utah Case
12-8012	Computer Forensics	Processing	PCS/DCS/Money Laundering

Training

On January 28th to February 15th, 2013 I was granted an opportunity to train at the Federal Law Enforcement Training Center in Glynnco, Georgia. The three week course was designed for computer forensics examiners. FLETC offers the class when grant funds are available. We put in for the training almost two years ago. All the training, software, and equipment is given in hopes to give a department started in computer forensics and is given at no cost. The only cost to the department was the airline ticket and my wages. I can honestly say it was the best forensics training I have received!

The free equipment:

- *Access Data's® Ultimate Tool Kit* software w/1 year support agreement. \$3,500.00
- *EnCase® Software* (Pro Suite Cert.) w/ 1-yr support agreement. \$3,500.00
- HP Workstation – Z420 \$3,314.00
- EnCE (Certification Test) Studyguide v.2 \$50.00
- 16 GB Flash Media Disk (USB) \$27.00
- Room, Board, and local transportation \$2,400.00
- Tuition Average Cost Civilian Sector X 3 weeks \$9,000.00

Total Retail Cost: \$21,791.00

Monthly Report for January 2013
Detective Mike Smith

<u>Case #</u>	<u>Type</u>	<u>Current Disposition</u>
02-2469	Sex Abuse	Active
12-2967	Sex Abuse	Discontinued
12-8016	DCS MJ	Arrest/SW
13-8001	DCS/PCS Heroin	Arrest
13-8017	DCS/PCS Meth	Active

Training

1/23/13 Attended and **instructed** Less lethal and Taser class for PD

Summary

In January of 2013 I was busy assisting AUSA John Haub with the preparation of cases for Federal Grand Jury. I also started a sex abuse case from 2002 where the victim stated they were very unhappy with the way the first investigation was handled. I ended up conducting a very thorough and time consuming investigation. This included contacting the suspect and numerous possible witnesses.

I also made an arrest after a search warrant at a residence in Canby that I was conducting controlled buys of marijuana from. The suspect was arrested and transported to CCJ. It was later found that his juvenile son will be taken due to evidence of ingestion of MJ.

At the beginning of the month, we located a male we had a federal warrant out for and he was arrested. We located about an ounce of heroin at his hotel room along with a small quantity of meth. The subject agreed to assist me and we set up his supplier and arranged a ¼ pound heroin rip. Two subjects were then arrested after delivering the 4 ounces of heroin. They are both being charged state side for the delivery of heroin.

Respectfully,

Detective Mike Smith

Monthly Report for February 2013
Detective Mike Smith

<u>Case #</u>	<u>Type</u>	<u>Current Disposition</u>
02-2469	Sex Abuse	Suspended
13-254	PCS Methadone/Heroin	Arrest
13-8002	DCS Meth	Active
13-330	AOA	Closed
12-8017	DCS Meth	Active

Training

Summary

In February we finally indicted the HOBZ case in Federal Grand Jury. I spent lots of time dealing with AUSA John Haub and an entire day in Federal Grand Jury indicting 8 subjects in the case.

I also was able to clear a Sex Abuse case that took numerous man hours to conduct. It was an old case that was resurrected due to a victim complaint. The case was investigated in its entirety but there was no evidence of the crime and the DA declined to prosecute due to lack of evidence and the statute of limitations.

I have been working on an active DCS Meth case out of Woodburn. The suspect has since moved and we have purchased a couple times out of his new residence. We were put off due to him not having product but have purchased from him on a couple occasions and are now attempting to get his original address along with his new address in search warrants.

I also worked a case of a male possibly dealing heroin in the city of Canby. With the help of patrol we stopped him and found him to be in possession of heroin and methadone. He was charged with the crimes but also wanted to work as an informant. Due to difficulties with the case, we are awaiting word from the Clackamas County DA on if we can use him as an informant.

Respectfully,

Detective Mike Smith

Frank Schoenfeld

From: Greg Larrison
Sent: Thursday, January 03, 2013 2:13 PM
To: Frank Schoenfeld
Subject: RE: Monthlys

December SRO

2 Theft II Reports
4 Parent Meeting regarding Drug Use
Meeting with school staff regarding Threat at Canby High School and with teachers regarding lock down drill.
Assist in Setting up BPMS Career Day at Middle School.
Attended all home boys/girls basketball games.
Worked extra patrol during the week of 12-17 thru 12-21 at CHS Winter Concert and other evening activities.
Completed to threat of harm assessments at CHS (Level 1) regarding at risk students.

CYST Meeting on 12-11-12 at Canby High School
Firearms Meeting on 12-11-12
DT Training on 12-19-12
Crisis Response Meeting at CHS on 12-20-12 Presented on Active Shooter Drill and how LE will Respond

Thanks Larrison

From: Frank Schoenfeld
Sent: Friday, December 28, 2012 10:51 AM
To: GREG LARRISON; Greg Larrison
Subject: FW: Monthlys

From: Frank Schoenfeld
Sent: Friday, December 28, 2012 10:51 AM
To: Chris Mead; Don Hemstreet; Mike Smith; Steve Floyd
Subject: Monthlys

Guys,

I need to get your monthly reports.

Thanks,

Frank

Detective Sergeant Frank Schoenfeld
Canby Police Department
1175 N.W. 3rd Avenue
Canby, OR. 97013
Desk: (503) 266-0726
FAX: (503) 266-9316
schoenfeldf@canbypolice.com

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schoenfeldf@canbypolice.com

Frank Schoenfeld

From: SRO CHS <larrisog@canby.k12.or.us>
Sent: Thursday, February 28, 2013 2:49 PM
To: Frank Schoenfeld
Subject: Monthly SRO

February SRO

1 MIP Alcohol Custody
3 Theft III Custody
1 Theft II Custody
1 PCS Marijuana within 1,000 ft of a school Custody.
2 Threat of Harm Assessments
3 one on one interviews with students that didn't pass ride along forms with PD
7 students under the influence of marijuana at school and school consequences given Meet with 5 different families regarding their son/daughter dealing with drug abuse/suicide
4.5 hours in the classrooms giving presentations regarding criminal law and law enforcement as a job in Future Focus
Classes Attended all home boys/girls basketball games as well as playoffs at CHS Assisted in several (20-30) school related interviews regarding school discipline with CHS Administrators

Training

Attended Monthly CYST Meeting at CHS on 2-12-13 EVOC Training at PIR on 2-25-13

Property and Evidence Activities For January 2013

Items on location: 5058

Items seized for the month: 182

Currency in P&E: \$22,383

Cash in city account \$10,118

Property and Evidence Activities For February 2013

Items on location: 5189

Items seized for the month: 131

Currency in P&E: \$22,240

Cash in city account \$10,118

January 2013 Monthly K9 Report

Prepared by Sergeant Tim Warren
Saturday February 2, 2013

K-9 Activity - K9's tactically supported officer safety assisting officers and outside agencies with building searches and Felony Warrant services. K9's also assisted patrol, Detectives, and outside agencies searching and locating narcotics.

MONTHLY SUMMARY:

Officer Warren / Freddy—Six Narcotic K9 deployments in January. K9 was used on Two search warrants for Detectives aiding in locating a substantial amount of Heroin, Methamphetamine, and Marijuana. K9 was used on Four traffic stops locating small amounts (1/8oz) of Marijuana and paraphernalia in 2 and negative searches in 2. K9 used to assist OCPD, Molalla PD, and OSP on vehicle searches.

Officer Farmer / Deorak—Three K9 deployments in January. One Canby Deployment, Building search open door behind Thriftway. Two outside agency (CCSO) assists on Felony warrant services. K9 Deorak detoured suspects from fleeing.

Concerns / goals – K9 Tahoe almost complete. Complete construction of K9 training aid wall. K9 Spring seminar.

K9 Activity Report
January 2013

Handler Tim Warren
Dog Freddy
Month Jan 2013

Training days:

01-05-13	Canby	4 hrs
01-08-13	Canby	4 hrs
01-15-13	Canby	4 hrs
01-22-13	Canby	5 hrs
01-27-13	Canby	<u>4 hrs</u>
		21 hrs Month

Call outs:

DATE	AREA /CRIME	CASE#	AGENCY	DISPOSITION
01/02	Vehicle search	13-0009	CPD	K9 search negative
01/03	Vehicle search	13-0019	Molalla	K9 found narcotics / MJ
01/05	Vehicle search	13-0031	Ore City	K9 search negative
01/07	SIU Warrant	13-0063	CPD	K9 found narcotics / MJ
01/10	SIU Search	13-0067	CPD	K9 found narcotics / HR-MH
01/13	Vehicle search	13-0081	OSP	K9 found narcotics / MJ

4 out of 6 K9 searches resulted in narcotic finds = 66% find ratio for this month.

Needs / Concerns:

Narcotic scent wall almost completed. DEA narcotics utilized in training is going well.

K9 TRAINING MONTHLY 01-2013

Handler OFC Farmer 32609
Dog Deorak
Month JANUARY 2013

Training hours:

1. 01-08-13 K9 TRN WITH CCSO 4 HRS
2. 01-09-13 K9 TRN ON MY OWN 1 HRS
3. 01-15-13 K9 TRN WITH CCSO 4 HRS
4. 01-19-13 K9 TRN ON OWN 4 HRS
5. 01-22-13 K9 TRN ON OWN 1 HR
6. 01-22-13 K9 TRN WITH CCSO 4HRS

Care and Maintenance for Deorak

15.5 HOURS

Call outs for Canby:

1. CAD 26 CASE 13-95 OPEN DOOR @ STORE 225 NE 2ND BUILDING
SEARCH WITH NO SUSPECT LOCATED DOOR SECURED

Call outs for outside agencies:

1. CAD 564 WARRANT SERVICE SUSPECT LOCATED WITHOUT K9 BY
OFFICERS. BUT K9 WAS DEPLOYED. THIS WAS AT 20407 S HWY 211
FELONY 10-35
2. WARRANT SERVICE AT 27213 S MERIDIAN RD ON FELONY 10-35
K9 USED AS CONTAINMENT SUBJECT ARREST WITHOUT
INCIDENT.

Total hours with training and care to date:

18 TRAINING HOURS WITH 15.5 HOURS OF CARE TOTAL HOURS 33.5

February 2013 Monthly K9 Report

Prepared by Sergeant Tim Warren
Wednesday March 6, 2013

K-9 Activity - K9's tactically supported officer safety assisting officers and outside agencies with building searches and Felony Warrant services. K9's also assisted patrol, and outside agencies searching and locating narcotics.

MONTHLY SUMMARY:

Officer Warren / Freddy—Two Narcotic K9 deployments in February. K9 was used on Two vehicle searches resulting from CPD traffic stops. K9 located small amounts (5g) of Marijuana in one, paraphernalia and trace amounts of Marijuana in the other.

Officer Farmer / Deorak—Two K9 deployments in February. One Canby Deployment, Residence searched regarding a Burglary. One outside agency (OCPD) assist Building search. No suspects located by K9.

Concerns / goals K9 Spring seminar.

K9 Activity Report
February 2013

Handler Tim Warren
Dog Freddy
Month Feb 2013

Training days:

02-07-13	Canby	4 hrs
02-12-13	Canby	4 hrs
02-17-13	Canby	4 hrs
02-26-13	Canby	4 hrs
		37 hrs YTD

Call outs:

DATE	AREA /CRIME	CASE#	AGENCY	DISPOSITION
02/02	Vehicle search	13-0310	CPD	K9 found narcotics / MH-MJ
02/03	Vehicle search	13-0019	CPD	K9 found narcotics / MJ

6 out of 8 K9 searches resulted in narcotic finds = 75% find ratio for this year.

Needs / Concerns:

Narcotic scent wall completed and in use. K9 vehicle in use, set up almost complete.
State OPCA conference in April, Springfield, Or.

K9 TRAINING MONTHLY 02-2013

Handler OFC Farmer 32609
Dog Deorak
Month 02-2013

Training hours:

1. 02-05-13 K9 TRN WITH CCSO 4 HRS
2. 02-12-13 K9 TRN WITH CCSO 4 HRS
3. 02-19-13 K9 TRN ON OWN 4 HRS
4. 02-26-13 K9 TRN ON OWN 2 HR
5. 02-28-13 K9 TRN WITH CCSO 2HRS

Care and Maintenance for Deorak

14 HOURS

Call outs for Canby:

1. CAD 61 13-00381 REPORTED BURG TO RESIDENCE USED K9 FOR SEARCH NO SUSPECT FOUND 02/26/2013

Call outs for outside agencies:

1. OREGON CITY K9 SEARCH ON ALARM AT ELEMENTARY SCHOOL NO SUSPECT FOUND CAD 53 13-00227/02-06-2013

Total hours with training and care to date:

16 TRAINING HOURS WITH 14. HOURS OF CARE

TOTAL HOURS TO DATE:63.5

Monthly Traffic Report

January 2013

Prepared by Sergeant Tim Green
Wednesday February 6, 2013

Traffic Report

286 Citations were written for the month of January, 160 of these were written by patrol and 126 were written by Traffic Officers.

There were 1 DUII arrests for the month, 1 by patrol 0 by Traffic officers.

There were 5 traffic crimes investigated by the police department, 5 of these were taken by patrol and 0 by Traffic Officers.

The department received 3 traffic complaints; 2 were investigated by patrol and 1 by the traffic Officer.

We had a total of 8 reported crashes for the month, 6 were investigated by patrol and 2 by Traffic Officers. 2 crashes occupants reported injury.

Overtime has been posted for Februarys Three Flags Seatbelt Enforcement.

Equipment and Uniforms

Uniforms are being replaced as needed. Replacement vests have been ordered for Officers in need and reimbursement has been applied for through the Bullet Proof Vest Replacement Fund.

Bike Patrol

Bikes were not deployed in the month of January.

Canby Police Department

Monthly Traffic Report

02/06/13

Officer Jeremy Holstad

Month of January 2013

CITATIONS

TRAFFIC OFFICERS: **126**

PATROL OFFICERS: **160**

TOTAL CITATIONS FOR JANUARY: **286**

DUII ARRESTS

TRAFFIC OFFICERS: **0**

PATROL OFFICERS: **1**

TOTAL DUII ARRESTS FOR JANUARY: **1**

TRAFFIC CRIMES

TRAFFIC OFFICERS: **0**

PATROL OFFICERS: **5**

TRAFFIC CRIMES FOR JANUARY: **5**

TRAFFIC COMPLAINTS

TRAFFIC OFFICER: **1**

PATROL OFFICERS: **2**

TOTAL TRAFFIC COMPLAINTS FOR JANUARY: **3**

TRAFFIC CRASHES

TRAFFIC OFFICERS: **2**

PATROL OFFICERS: **6**

TRAFFIC CRASHES (INJURY): **2**

TOTAL CRASHES FOR JANUARY: **8**

Monthly Traffic Report

February 2013

Prepared by Sergeant Tim Green
Wednesday March 6, 2013

Traffic Report

244 Citations were written for the month of February, 165 of these were written by patrol and 79 were written by Traffic Officers.

There were 5 DUII arrests for the month, 5 by patrol 0 by Traffic officers.

There were 6 traffic crimes investigated by the police department, 5 of these were taken by patrol and 1 by Traffic Officers.

The department received 7 traffic complaints; 5 were investigated by patrol and 2 by the traffic Officer.

We had a total of 6 reported crashes for the month, 6 were investigated by patrol and 2 by Traffic Officers. 2 crashes occupants reported injury. * (Stats on crashes for February could be off due to a CLASS reporting issue. Numbers were tallied from a hand count by Lupita.)

Patrol citation numbers were up slightly for the month partially due to a Three Flags grant Period. Traffic Team Citations were down as I worked few days on patrol for the month.

Equipment and Uniforms

Uniforms are being replaced as needed. We received \$1461.80 in reimbursement from the Bullet Proof Vest Reimbursement Fund on funds that I had previously applied for. \$926.38 is still outstanding and waiting for reimbursement approval on a second outstanding request.

Chief Smith is modeling a new Blauer uniform with an external vest. This vest is much more comfortable to wear allowing him to remove his vest while in his Office yet don it quickly when he springs into action. The external vest carrier resembles the look of a Class A duty uniform affording him the professional appearance a Chief should exude.

Bike Patrol

Bikes were not deployed in the month of February.



City of Canby Bi-Monthly Monthly Report
Department: Court
For Months of: January & February 2013

To: The Honorable Mayor Hodson & City Council
From: Melody Thompson Administrative Supervisor – Police/Court
Prepared by: Jane Moe-Wright, Office Specialist
Date: March 8, 2013

- Three people attended the seatbelt class for the month of January & February. This generated \$90.00 toward the purchase of helmets.
- Court trials for the months of January & February for twenty seven defendants. This required nine officers, at various times, to appear to testify.
- Five hundred and seventy nine cases were filed and four hundred ninety five cases were concluded during these months.
- Revenue for both months was \$81,886.65. Out of the amount collected, Oregon Department of Revenue received checks totaling \$18,302.50 and Clackamas County received \$125.55.
- Forty defendants appeared with attorneys. With the defendants there were a total of twelve different attorneys present.

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: March 2013

Re: Bi-monthly Report

January and February continue the busy theme from November and December from last year. We continue to have special public swims whenever the Canby schools are out of session. President's day was a particularly busy afternoon public swim. The Canby Gators also held their annual Valentines meet and their swimmers attended state meets. The Canby High School swim team finished up their dual meet season and then competed at district and State. We have also started with Canby Area School lessons at the end of February and those will continue until the end of the school year.

The Canby Gators had 15 swimmers at the 14 and under state meets. The Gators had several top 8 finishes and were led by one family. Kaitlyn Hester swam to a 6th place in the 50 free, for the top finisher at the 11-14 state meet. Kylie and Kennedy finished top six in 11 events together at 10 and under state. Kennedy was State Champion in the 50 free and 50 back. The Hester girls have a city connection as their father Shane Hester works for the City of Canby in the street department.

Canby High School had two swimmers qualify for OSAA State, Carrie Kralovec and Ryan Cully. Ryan did very well for his first high school state meet and Carrie finished 12th in the 100 fly.

We are now on our spring schedule which means we are very busy with swimming lessons for the public and the schools. David is taking care of the swim center and Nathan has supervising and teaching swimming lessons. All is going along as it should at this time of year for the Canby Swim Center.

Revenue and Attendance were both up for one month and down for one month for January and February. Overall for the two months revenue was up \$1,600.00 and attendance was down 700 swims. For the year attendance is still up 200 swims and revenue is up \$5,700.00.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR JANUARY 2013
DATE: MARCH 2013

CANBY SWIM CENTER JANUARY 2013	ADMIT 2012	ADMIT 2013	PASS 2012	PASS 2013	TOTAL 2012	TOTAL 2013	YTD TOTAL II-I2	YTD TOTAL II-I3
MORNING LAP	64	83	264	281	328	364	2177	2240
ADULT RECREATION SWIM	46	14	613	511	659	525	4454	3833
MORNING WATER EXERCISE	103	46	385	355	488	401	2850	2614
PARENT/ CHILD	38	0	0	0	38	0	1361	944
MORNING PUBLIC LESSONS	141	96	0	0	141	96	3613	3649
SCHOOL LESSONS	0	0	0	0	0	0	680	1670
NOON LAP	128	96	300	268	428	364	2213	1962
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	259	202	8	5	267	207	2215	2673
PENGUIN CLUB	0	0	0	0	0	0	712	1043
CANBY H.S. SWIM TEAM	0	0	998	891	998	891	2383	1958
CANBY GATORS	0	0	822	732	822	732	4946	4890
MASTER SWIMMING	0	25	0	25	0	50	0	335
EVENING LESSONS	440	712	0	0	440	712	5002	5888
EVENING LAP SWIM	57	63	35	42	92	105	790	952
EVENING PUBLIC SWIM	290	251	25	9	315	260	2806	2936
EVENING WATER EXERCISE	118	40	80	74	198	114	1038	726
ADULT LESSONS	0	0	0	0	0	0	49	50
GROUPS AND RENTALS	229	345	0	0	229	345	1559	1780
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	523	488
TOTAL ATTENDANCE	1,913	1,973	3,530	3,193	5,443	5,166	39371	40631

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR FEBRUARY 2013
DATE: MARCH 2013

CANBY SWIM CENTER FEBRUARY 2013	ADMIT 2012	ADMIT 2013	PASS 2012	PASS 2013	TOTAL 2012	TOTAL 2013	YTD TOTAL II-I2	YTD TOTAL II-I3
MORNING LAP	55	48	286	325	341	373	2518	2613
ADULT RECREATION SWIM	35	19	627	434	662	453	5116	4286
MORNING WATER EXERCISE	91	53	400	403	491	456	3341	3070
PARENT/ CHILD	192	132	0	0	192	132	1553	1076
MORNING PUBLIC LESSONS	206	132	0	0	206	132	3819	3781
SCHOOL LESSONS	114	136	0	0	114	136	794	1806
NOON LAP	117	61	292	242	409	303	2622	2265
TRIATHLON CLASS	6	3	0	0	6	3	6	3
AFTERNOON PUBLIC	252	230	15	10	267	240	2482	2913
PENGUIN CLUB	0	0	0	0	0	0	712	1043
CANBY H.S. SWIM TEAM	0	0	340	175	340	175	2723	2133
CANBY GATORS	0	0	1052	1014	1052	1014	5998	5904
MASTER SWIMMING	50	25	0	25	50	50	50	385
EVENING LESSONS	978	1150	0	0	978	1150	5980	7038
EVENING LAP SWIM	64	59	49	36	113	95	903	1047
EVENING PUBLIC SWIM	574	271	32	22	606	293	3412	3229
EVENING WATER EXERCISE	119	36	46	60	165	96	1203	822
ADULT LESSONS	0	0	0	0	0	0	49	50
GROUPS AND RENTALS	447	361	0	0	447	361	2006	2141
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	523	488
TOTAL ATTENDANCE	3,300	2,716	3,139	2,746	6,439	5,462	45810	46093



January and February, 2013
Monthly Reports

Facilities Maintenance – Dan Mickelson
Fleet Service – Joe Witt
Parks Department – Jeff Snyder
Public Works – Jerry Nelzen

**Facilities Maintenance
January & February 2013
Prepared by Dan Mickelsen**

Boy the last couple months flew by. A lot of my time as it turns out is somewhat undocumented. I spent hours on the phone and computer going back and forth dealing with plumbing issues, HVAC problems and Erosion Control stuff. I think the dust has finally settled and I can get on with business as usual. I did spend quite a bit of time working on a supplemental budget as well as next year's budget.

Police Dept / Courts: 19 calls / work orders. I dealt with HVAC issues trying to be the go between for the communications and equipment suppliers. It's all good now. There were also some plumbing issues that were dealt with. A big thanks to Jerry and the crew for doing lots of inline washing and TV'ing to see what the problem was. The guys even dealt with a major backup. I think we are on the downhill side of things now as cleanouts are being installed and possibly some fixture change outs as well. I also added some glass panels to cubicle dividers for the courts gals, hung up a couple of new key cabinets, got a maintenance agreement for the HVAC system and then helped identify and locate all the units above the ceiling tiles and labels those areas as well as changing out the filters. 44.25 hrs. total.

Adult Center: 1 w/o repair. Everything ran like a watch for nearly two months, and I got a call that the exterior door would not lock correctly. I lubed up the rollers and sprayed the lock mechanism and it seemed okay. A couple days later it went hay wire again. I called a service tech to change out the switch and hit him up for some new friction washers. The doors work just fine again. 4 hrs total.

City Hall: 15 w/o repairs. Holiday decorations needed to be hauled back up stairs, I repaired one of the flag poles and then replaced both flags. Some re arraigning needed to be done in the kitchen area by relocating stuff on the walls, and also removing all of the lettering on the old courts facility and court info on the chamber windows as well. All of the cemetery files and associated items were moved from finance to the City Hall. I got a call from the girls to hang up several pictures in office spaces. Being the old timer I was asked to take a historical architect from FFA and Assoc. around to show him the entire City Hall facility so it could be determined what's new and what's old. 38.25 hrs total.

Finance / Transit: 3 w/o repairs. I got up on the Transit Station roof and re directed the surveillance cameras, repaired a broken chair and worked on a supplemental budget. 7.5 hrs total.

Library: 7 w/o repairs. I replaced lamps a couple of times interior and exterior, as well as repairing the ADA push button on the exterior of the building. I hung up some new magazine racks and changed batteries in the thermostats to name a few. 7.5 hrs total.

Planning / Building: 1 w/o repair. One of the cubicles suddenly had no power. A space heater was the culprit and was nothing more than a tripped breaker. I also attended the pre-app meeting for the new Library, took care of some erosion issues with an applicant and attended a meeting dealing with the storm water master plan. 7 hrs total.

Shop Complex: 14 w/o repairs. I did my scheduled maintenance on the heaters in the shops and the KFU heaters in the fleet dept. I pulled one of the heaters all apart as it had tripped during cold weather and none of the coils were functioning. We had a real glitch in one of the new overhead doors in the heated bay area and it turned out it was a broken wire inside the insulation. Numerous lamps were replaced interior and exterior, I welded up some new brackets for a blue print holder and installed it, cleaned gutters, sprayed herbicide, repaired sludgy drains and started on a new vanity counter top for the rest rooms to just to name a few jobs completed. 50.75 hrs total.

Public Works: 9 w/o requests. I reviewed plans and attended the pre-app for the Library, did 5 ESC application site inspections and monitored them, attended storm water meeting to develop the storm water master plan and attended the monthly lead man meeting as well. I also attended a one day short school to attain needed credits for my public spray applicators license. 29.75 hrs total.

Fleet Services

Bi-Monthly Report : January / February 2013

Prepared by Joe Witt, Lead Mechanic

January 2013

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$93.75	\$0.00	\$50.24	\$143.99
Adult Center				\$331.47	\$331.47
Collections	2	\$330.00	\$18.46	\$590.63	\$939.09
Facilities	1	\$56.25	\$0.00	\$62.29	\$118.54
Fleet Service	1	\$18.75	\$0.00	\$62.29	\$81.04
Parks	4	\$1,706.25	\$109.93	\$316.91	\$2,133.09
Police	34	\$9,979.35	\$10,667.72	\$5,884.71	\$26,531.78
Streets	9	\$4,245.00	\$2,821.41	\$1,699.52	\$8,765.93
Transit (CAT)	28	\$12,116.50	\$9,003.26	\$7,507.82	\$28,627.58
Wastewater Treatment	4	\$810.00	\$529.33	\$390.85	\$1,730.18
Total Work Orders Processed for the Month	84	Totals*			\$69,402.69

*Total includes labor, materials and fuel for all departments:

February 2013

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$318.75	\$44.88	\$41.74	\$405.37
Adult Center				\$441.79	\$441.79
Collections	9	\$2,673.75	\$2,977.45	\$532.01	\$6,183.21
Facilities	1	\$75.00	\$0.00	\$65.52	\$140.52
Fleet Service	1	\$60.00	\$74.75	\$132.64	\$267.39
Parks	6	\$2,062.50	\$650.06	\$708.26	\$3,420.82
Police	38	\$12,581.25	\$6,228.59	\$6,454.79	\$25,264.63
Streets	7	\$2,306.25	\$1,470.01	\$1,585.12	\$5,361.38
Transit (CAT)	21	\$4,845.00	\$1,126.13	\$7,899.58	\$13,870.71
Wastewater Treatment	6	\$2,306.25	\$1,015.05	\$87.34	\$3,408.64
Total Work Orders Processed for the Month	91	Totals*			\$58,764.46

*Total includes labor, materials and fuel for all departments:

Fleet Service Highlights

Placed two new Police vehicles into service: 2013 Chevrolet Tahoe K-9 Patrol Unit and 2013 Dodge Charger Patrol Unit. Fleet Service working with other City Departments kept the City's vehicles and equipment on the road performing their duties.

Parks Maintenance
By Jeff Snyder, Parks Maintenance Lead Worker
January – February 2013

Park Renovations

On 1st Ave. new directional signs were designed and installed on the two stone walls and the four stone piers. The signs were designed by Ben Johnston and built by BBC Steel Corporation. The all steel sign will have an antique look as they age.

The Canby Ford Leadership Class Bike Rack Project provided bike racks that we installed @ Maple St. Park, Eco Park, Community Park, Legacy Park, Swim Center, Adult Center and Triangle Park. The six old bike racks that were in the parks were donated to the Canby School District. The old bike racks have the capacity to accommodate 80 bikes for the schools.

We are still working with the Veterans Memorial Committee on their landscape improvement.

Park Maintenance

As January began we finished putting away all the Christmas decorations. The citizens of Canby continue to utilize the annual tree drop off program at Maple St. Park. Staff disposed of over 200 trees this year. The trimming of trees and shrubs was performed before all the shrub beds were cleaned and received there bark dust installation. 100 cubic yards of engineered wood fiber was installed into the playgrounds that require safety surfacing. The parks turf received its first fertilization and moss control towards the end of February. The warming weather that merited fertilizer and moss control also required us to start mowing at a couple of parks earlier than normal. A couple of hazard trees were also removed, the wood chips from this and the tree trimming projects over the last couple of months were utilized on the nature trails.

The Parks Department spent 4.5 hours addressing graffiti and vandalism over the last two months. Regular maintenance was performed at the 30 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands.

Clackamas County Corrections Crews

The crew was in Canby one Sunday out of the last two months raking up debris at Maple St. Park. C.C.C.C. performed approximately 48 hours of labor for the City of Canby in the months of January and February.

Meetings attended

I attended a Park and Recreation meeting, Drug and alcohol reasonable suspicion training, Lead workers meeting, a meeting on film and video opportunities in Canby and took Councilor Rider on a tour of the parks system. We all attended the crew safety meeting and Ken Daniels attended his pesticide licensing training to earn CEU's for his license.

For your Information

The Parks Department is responsible for 200 acres of property.

Department: PUBLIC WORKS

For Months of: January and February 2013

Date: February 1, 2013

Prepared by: Jerry Nelzen

1. Streets:

During the month of January the Public Works crew placed decorative garbage cans along NW 1st and NW 2nd Avenues. Installed bollard on walking path between S Ivy Street and SE 10th Avenue to prevent vehicles traversing onto the pathway. Repaired and filled large patches on N Pine Street, helping Canby Utility Water Department in there maintenance. Graded and re-graveled shoulder along NE 5th Avenue and N Juniper Street. Painted curb line yellow on N Cedar Street and NW 4th Avenue as requested by Canby Police Department.

The crew received and located 68 locates for January.

Streets	Total Hours
Street Sweeping	43.5
Street Sweeping Maintenance	34
Street Maintenance	423.5
Sidewalk	3
Street Sign Manufacturing	65
Street Sign Maintenance	26.5
Street Sign Installation	27
Street Light Repair	20.5
Tree Trimming	1
Tree Removal	4
Dump Truck Usage	3.5
Vactor Usage	2

2. Sewer and Storm System:

The crew cleaned lift stations in Canby. Hydro cleaned sewer mains for inspections and repairs at on 158 SW 2nd Ave, 1120 N Oak St, 553 NE 14th Ave, 348 NW 6th Ave, 985 N Locust St and 965 NW 6th Place. Cleaned catch basins and drywells around town to lessen the flooding around town.

Sewer	Total Hours
Sewer Cleaning	29
Sewer Maintenance/Repair	137.5
Sewer TV'ing	37
Lift Station Maintenance	41
Locating Utilities	58.5
Vactor Usage	3
Drying Beds	9

Storm	
Catch Basin Maintenance	13.5
Storm Line Maintenance/Cleaning	5
Storm Line Inspections	3
Drywell Maintenance	4
Drying Beds	2

3. **Street Sign/Trees/Lights:**

The crew during the month of January removed tree limbs out of the City's right-of-way for visual clearances around stop and street signs. The crew replaced numerous streets and faded stop signs. The crew fixed or repaired 22 street lights for January.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	17
Equipment Cleaning	11
Warehouse Maintenance	10.5
Other	43
GPS for Storm System	20

February 2013

1. Streets:

The Public Works crew worked around town sweeping, filling in potholes and fixing sidewalks and curb lines. We are planning the Street Maintenance Paving list for 2013 and should have it finalized in March or early April. We are coordinating with Canby Utility to ensure they have ample time to raise their water valves on the planned streets to be paved this year.

The crew received and located 63 locates for February.

Streets	Total Hours
Street Sweeping	78.5
Street Sweeper Maintenance	15
Street Maintenance	299
Sidewalks	8
Street Sign Manufacturing	18
Street Sign Maintenance	10.5
Street Sign Installation	32.5
Street Light Repair	3.5
Tree Trimming	9
Vactor Usage	9

2. Sewer and Storm System:

The crews cleaned sewer mains and responded to four lateral blockages, two caused by boring and the others were on the homeowner's side. Inspected and cleaned all the lift stations around town.

	Total Hours
Sewer Cleaning	29
Sewer Maintenance/Repair	9
Sewer TV'ing	14.5
Sewer Laterals	166.5
Lift Station Maintenance	40
Locating Utilities	49
Sewer Inspections	1
Vactor Usage	16
Drying Beds	5
Storm	
Catch Basin Maintenance	2
Storm Line Maintenance/Repair	4.5
Drying Beds	4

3. **Street Sign/Trees/Lights:**

The crew during the month of February fixed 6 street lights. Installed 16 new street signs on the NE side of town. The crew planted trees along the right-of-way of SE 4th Avenue adjacent to Zion Memorial Cemetery to show the different types of street trees permitted in Canby. Named signs will be forthcoming for the trees in the near future.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	26
Warehouse Maintenance	4
Equipment Cleaning	17
Training/Schools	2
Banners	2
GPS	44
Other	32



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

January & February 2013

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Greg Ellis, City Administrator
Date: March 6, 2013

Facility Operations & Maintenance

The water quality for the months of January and February remained excellent with no violations or interruption of services for either month. Plant Operators continue daily operations of the plant during winter compliance monitoring.

Plant personnel continue to keep up with all preventative maintenance and operations including operational up grades that include some of the following:

- Installed communication wire for actuators on A.B.
- Fabricated diamond plate over cut out in sidewalk at blower room.
- Repaired North clarifier scum scrapper.
- Repaired hose and shoes on peristaltic lime pump.
- Contacted contractors to re-quote for repair of buildings.
- Met with Honeywell contractor to calibrate effluent temperature probe.
- Placed bell joint at underground leak on blower feed line.
- Repaired water line, drain line, chemical feed line and replaced asphalt.
- Rebuilt North R.A.S pump & replaced pump liner.
- Installed new diffusers in the south aeration basin.
- Replaced boot on the lime silo.
- Received 30 ton of lime.
- Maintenance and repair on new effluent screen guard.
- Repaired and lubricated valves and gates on south aeration basins.
- Routine daily maintenance, repairs, and cleaning of plant equipment.
- Routine winter ground maintenance.

FOG (fats, oils and grease) program:

- Dave made 9 inspections of GRD's (grease removal devices) in Canby's food service establishments.
- 53 pump outs were completed over the last 2 months, the continued inspections and mandatory cleaning schedules remain effective in the reduction of FOG throughout the sewerage system.
- Dave has started a FOG education campaign with the apartment complexes to help reduce FOG in the sewer system and wastewater treatment plant. Up to date he has visited 8 complexes for a total of 310 units.

Biosolids Program:

- Plant personnel ran the belt press approximately 34 days in the last 2 months.
- Completed application for Wasco County Landfill for sludge disposal.
- Canby Disposal hauled approximately 412 cubic yards of raw sludge from the treatment plant to Riverbend Landfill.

Meetings and Training Attended:

These meetings, conference's or training were completed by either one or more of the wastewater treatment plant personnel (Dave Conner, Don Steiner, Bob Wengert, Bruce Shelquist or Dave Frahm)

- City safety committee meeting.
- Daily Staff and Operations Meeting.
- Pump repair training from Apsco.
- Continued participation in FOG committee meetings.

Management Team Meeting Minutes
March 6, 2013
9:00 AM
City Hall Conference Room

In attendance: Greg Ellis, Julie Wehling, Renate Mengelberg, Bryan Brown, Amanda Zeiber, Kim Scheafer, Bret Smith, Eric Laitinen, Darwin Tramel, and Haley Fish.

Kim Scheafer

- Reviewed Agenda for March 13 Agency Meeting
- Updating the Council's Policies & Procedures Guidelines Document. The Council will be having a Work Session on April 3 to review it
- The Council will be continuing to work on their new goals and value statements at a Work Session on March 20

Amanda Zeiber

- Don't forget to sign up to attend one of the 5210 kick-off meetings
- Looking at options on where to house staff during construction
- Background investigations are being done on a Police Officer candidate and Court Office Specialist candidate
- Meeting with Police Association this afternoon
- Non-represented staff agreed to increase their VEBA contributions
- Looking at having a Wellness & Benefits Fair instead of just a Benefits Fair

Greg Ellis

- Researching different funding options on how to expand Swim Center locker rooms
- Bringing turkey issue to City Council
- Met with Verizon regarding a cell phone tower
- Out-of-state travel will be eliminated in all budgets for the next year, including Urban Renewal

Darwin Tramel

- Doing stormwater sampling
- Finalizing GIS mapping
- Will be talking to Public Works about doing sewer GIS mapping
- Will be part of lobbying movement against mercury management

Bryan Brown

- Meeting with City Attorney and Fred Meyer's attorney on Thursday
- Public Hearing for the appeal of Planning Commission's decision regarding Fred Meyer's Site and Design Review has been scheduled for the April 3 City Council meeting
- Met with Pro Active Sports regarding their expansion

Renate Mengelberg

- Mobile application is live
- Economic Development Plan will go to City Council on April 3
- Will be having an intern from Clackamas Community College working with Main Street starting in April
- Met with Canby Rental regarding a redevelopment grant

Haley Fish

- Working on budget
- General Fund, Facilities, Tech Services and Fleet Departmental Budgets are due by March 13

Julie Wehling

- Have started talks with MV Transportation regarding contract extension and price
- Going to Gillig plant next month to finalize items on new buses
- Started a Rider-of-the-Month program

Bret Smith

- Tours are still being conducted at the Police Department
- Did video on human trafficking that aired on CTV5
- Some Councilors and Budget Committee members will be participating in a Citizens Academy on March 16

Minutes taken by Kim Scheafer

Management Team Meeting Minutes
March 11, 2013
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Julie Wehling, Renate Mengelberg, Bryan Brown, Kim Scheafer, Bret Smith, Eric Laitinen, Darwin Tramel, Penny Hummel, and Joseph Lindsay.

Kim Scheafer

- Reviewed Agenda for March 20 City Council Meeting

Bret Smith

- Plumbing repairs should be completed this week
- Some Councilors and Budget Committee members will be participating in a Citizens Academy on March 16
- Gave update on recent burglaries

Joseph Lindsay

- Working on Pawn Shop ordinance

Greg Ellis

- CUB has inquired about rights to well on Sequoia Parkway property

Darvin Tramel

- Working on annual report

Eric Laitinen

- Extra public swim sessions will be held during spring break along with a lifeguard class

Renate Mengelberg

- Working on Economic Development Plan
- Received a lead for a new business that could bring 125 employees to Canby

Bryan Brown

- Staff is working on TGM grant applications for Main Street and the Redwood Master Plan
- Processing the application for the new library
- Working on budget

Julie Wehling

- Will be out of the office Tuesday – Thursday at training

Minutes taken by Kim Scheafer

CITY COUNCIL / URA MEETING FOLLOW-UP ITEMS				
ORIG. CC / URA MTG. DATE	ITEM	STATUS	ASSIGNED TO	TARGET DATE FOR CC OR URA MTG.
	Economic Development Plan	concepts presented Feb, report being written	Renate Mengelberg	April 3, 2013
	Northwoods Park Playground Construction Contract	Ready for Bid in March	Matilda Deas	May 2013
	Urban Renewal Plan Annual Report	underway	Renate Mengelberg	April 10, 2013
July 11, 2012	Retail Business Recruitment Update	Begun	Jamie Stickel	April 10, 2013
	Dog Park Construction Contract	Engineering underway	Matilda Deas	June 2013
	New Tree Ordinance	Underway	Matilda Deas/Sol Jacobsen	May 2013
July 11, 2012	Main Street Annual Report	Not started	Jamie Stickel	June 12, 2013
	Stormwater Master Plan Adoption	Consultant is working on plan	Darvin Tramel	June 2013
	Buildable Land Needs Study	Analysis underway	Matilda Deas	August 2013
	NE Canby Master Plan	1st meeting in March	Matilda Deas	December 2013
	N Redwood Master Plan	Not started (Need Funding)	Matilda Deas	June 2014

OTHER STAFF ITEMS				
DATE	ITEM	STATUS	ASSIGNED TO	TARGET DATE
	Maintain Police Accreditation - Police	On-Going	Melody Thompson & Lt. Jorge Tro	Next Assessment 2014
	Selling Property Partitioned Next to Maple Street Park (former location of Marshall House)	Waiting for better econmic times to sell property		
	Participate as member of NW Regional Computer Forensic Laboratory - Police	Underway	Bret J. Smith	TBD
	Develop Dept Website - Police	Underway	Melody Thompson & Lt. Jorge Tro	April 2013
	Formalize Volunteer Program - Police	Underway	Melody Thompson & Lt. Jorge Tro	April 2013