



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

September 18, 2013

7:30 PM

Council Chambers
155 NW 2nd Avenue

Mayor Brian Hodson

*Council President Tim Dale
Councilor Clint Coleman
Councilor Traci Hensley*

*Councilor Greg Parker
Councilor Ken Rider*

-
1. **CALL TO ORDER - 6:30 PM - City Hall Conference Room** - The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers.
 2. **EXECUTIVE SESSION: ORS 192.660(3) Labor Negotiations**
 3. **OPENING CEREMONIES -7:30 PM - Council Chambers**
 - A. Pledge of Allegiance and Moment of Silence
 - B. POW/MIA Recognition Day Proclamation

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 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 September 4, 2013 City Council Work Session and Regular Meeting
 - B. Change of Ownership Liquor License for Joy Kitchen

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 9. **RESOLUTIONS & ORDINANCES**
 - A. Res. 1173, Adopting Collective Bargaining Agreement with Canby Police Association for the Period from July 1, 2013 – June 30, 2016

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10. NEW BUSINESS

- A. City Councilor Applicant Interviews and Appointment Pg. 25
- B. Renewal of IGA with Clackamas County for Building Permitting & Inspection Program Pg. 31

11. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS

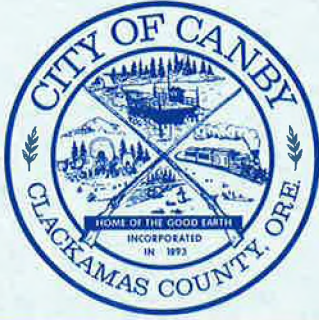
12. CITIZEN INPUT

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.



Office of the Mayor

Proclamation

POW/MIA RECOGNITION DAY

WHEREAS, The United States of America has participated in many wars, calling upon its sons and daughters to fight for their country; and

WHEREAS, American men and women have been held captive by hostile powers during their military service; and

WHEREAS, Many American prisoners of war were subjected to harsh and inhumane treatment by their captors which often resulted in death; and

WHEREAS, Americans are still listed as missing and unaccounted for, and the families and friends of these missing Americans, as well as their fellow veterans, still endure uncertainty concerning their fate; and

WHEREAS, The sacrifices of Americans still missing are deserving of national recognition and support for continuing priority efforts to determine their fate; and

WHEREAS, the City of Canby is proud to join with other cities in the State of Oregon and nation in honoring those still missing.

NOW, THEREFORE, I, Brian Hodson, Mayor of the City of Canby, hereby proclaim September 20, 2013 as:

POW/MIA Recognition Day in Canby

and encourage all citizens to join in this observance.

Given unto my hand this 18th day of September 2013.



Brian Hodson
Mayor

Memo

To: Mayor Hodson & Members of City Council
From: Lt. Jorge Tro
CC: Kim Scheafer, City Recorder
Date: September 6, 2013
Re: Liquor License Application / Change of Ownership

I have reviewed the attached liquor license application / Change of Ownership completed by the applicant Jack L. Liu for the business, Joy Kitchen located at 314 NW 1st Ave., Canby, Oregon.

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



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

✓

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
☐ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☒ Limited On-Premises Sales (\$202.60/yr)
☐ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☒ Change Ownership
☐ New Outlet
☐ Greater Privilege
☐ Additional Privilege
☐ Other _____

P47724
L182056

90-DAY AUTHORITY

- ☒ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- ☐ Limited Partnership
☒ Corporation
☐ Limited Liability Company
☐ Individuals

CITY AND COUNTY USE ONLYDate application received: 9-4-13

The City Council or County Commission:

Canby

(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____

(signature)

(date)

Name: Brian HodsonTitle: Mayor**OLCC USE ONLY**Application Rec'd by: JPDate: 8-28-1390-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① SHENG YING, INC. ③ _____
 ② _____ ④ _____

2. Trade Name (dba): JOY KITCHEN

3. Business Location: 314 NW 1ST AVE. CANBY CLACKAMAS OR 97013
 (number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 314 NW 1ST AVE, CANBY OR 97013
 (PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (503) 266-8898
 (phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No7. If yes to whom: JOY KITCHEN, INC. Type of License: LIMITED ON-PREMISES8. Former Business Name: JOY KITCHEN

9. Will you have a manager? ☒ Yes ☐ No Name: JIAN WA YANG
 (manager must fill out an Individual History form)

10. What is the local governing body where your business is located? CITY OF CANBY
 (name of city or county)

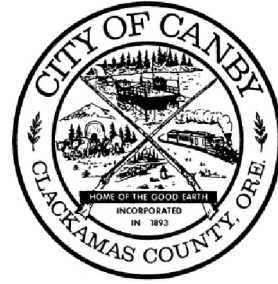
11. Contact person for this application: JACK L LIU
 (name) (phone number(s))

 (address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Jian wa yang Date 8/27/13 ③ _____ Date _____
 ② _____ Date _____ ④ _____ Date _____



MEMORANDUM

To: Honorable Mayor Hodson and Canby City Council
From: Amanda Zeiber, Assistant City Administrator/HR Director
Date: September 18, 2013
Through: Greg Ellis, City Administrator
Re: Resolution No. 1173

Background Summary

The Agreement between the City of Canby (City) and the Canby Police Association (Union) expired on June 30, 2013. The City and Association have bargained the terms and conditions of a new contract and have tentatively agreed to a package settlement of all outstanding issues relating to collective bargaining between the parties. The contract agreement is retroactive to July 1, 2013 and expires on June 30, 2016.

Recommendation

Staff recommends that the Council approve Resolution 1173, ratifying and approving the tentative agreement and adopting the Collective Bargaining Agreement between the City and Union.

Attached

Resolution No. 1173

RESOLUTION NO. 1173

**A RESOLUTION ADOPTING A COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE CITY OF CANBY (CITY) AND THE CANBY POLICE ASSOCIATION
FOR THE PERIOD FROM JULY 1, 2013 THROUGH JUNE 30, 2016; AND
REPEALING RESOLUTION 1130.**

WHEREAS, the City has recognized the Canby Police Association as the sole collective bargaining agent for all regular employees, as noted in the Agreement between the parties, attached hereto as Exhibit "A".

WHEREAS, the collective bargaining agreement between the City and the Association expired on June 30, 2013, and;

WHEREAS, the City and the Association have bargained the terms and conditions of a new collective bargaining agreement to be retroactive to July 1, 2013 and to expire on June 30, 2016, now therefore,

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

1. That the attached collective bargaining agreement, marked as Exhibit "A" and by this reference incorporated here, is adopted between the City and the Police Association for the period of July 1, 2013 through June 30, 2016.
2. That the City Administrator is directed to take the necessary action to implement the terms of the said contract.
3. That the Mayor and City Administrator are authorized to sign the collective bargaining agreement on behalf of the City.

This resolution shall take effect retroactively to July 1, 2013.

ADOPTED this 18th day of September 2013, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

Agreement
between
City of Canby, Oregon
and
Canby Police Association
July 1, 2013 - June 30, 2016

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AGREEMENT

by and between City of Canby, Oregon and Canby Police Association

The CITY OF CANBY, OREGON, hereinafter referred to as the "City" and the CANBY POLICE ASSOCIATION, hereinafter referred to as the conditions relating to wages, benefits, hours, and working conditions for all employees hereinafter classified and identified in this Agreement.

ARTICLE 1 - RECOGNITION

Section 1. The City does hereby recognize the Association as the sole collective bargaining representative for all regular employees classified and identified in this Agreement, as noted herein and on Schedule "A" attached hereto.

Section 2. New classifications may be developed by the City, and assigned a wage scale by the City. The City shall forward to the Association the new classification and wage scale. If it has been agreed or established that the new classification appropriately belongs in the bargaining unit and if the Association provides a written request to the City to bargain the wage rate for the classification, the wage scale for the new classification shall then be subject to negotiations and statutory impasse procedures.

ARTICLE 2 - EMPLOYEE RIGHTS

Section 1. It shall be the right of all employees subject to the terms of this Agreement to elect membership in the Canby Police Association, or not to elect membership in such Association. Employees shall not be required to join in any organization or association as a condition of continued employment with the City.

Section 2. In the event of layoff or new hire, one or more part-time employees performing bargaining unit work shall replace no full-time employee. No part-time employees will be hired or used if previously hired, as long as a full-time employee is on layoff status and is eligible for recall, except when the laid off full-time employee has refused the recall opportunity to full or part-time work.

ARTICLE 3 - CIVIL RIGHTS

Section 1. No employee shall be discriminated against or discharged because of his membership or non-membership in the Association or because of activities he may engage in on behalf of the Association, provided, that such activities do not interfere with the employee's performance of work assignments or the operation of the Department.

Section 2. There shall be no discrimination with regard to the hiring or tenure of the employees by reason of their race, color, creed, national origin, physical handicap, gender, sexual orientation, or age. All references to employees in this agreement shall designate both genders, and wherever the male gender is used, it shall be construed to include male and female employees.

ARTICLE 4 - MANAGEMENT RIGHTS

Section 1. The City Administrator and department heads exercise responsibility under the authority of the City Council, for management of the City and the direction of its workforce. To fulfill this responsibility, the rights of the City shall include, but are not limited to; establishing and directing activities of the City's departments and its employees; determining standards of service and methods of

operation, including subcontracting and the introduction of new equipment; establishing procedures and standards for employment, promotion, layoff and transfer; to discipline or discharge for just cause; determine job descriptions, work schedules, and assign work; and any other rights except as expressly limited by the terms of this Agreement.

ARTICLE 5 - SENIORITY

Section 1. The principle of seniority shall be observed with regard to all layoffs and recalls of regular employees, provided that employees to be recalled are competent to perform the work required. The Association recognizes the City's right to retain "special skill" employees without regard to seniority when layoffs are necessary. (Examples: canine officer, bilingual, etc.)

Section 2. Lateral hire employees shall be deemed "Regular Employees" for purposes of this Article upon satisfactory completion of a twelve (12) month probationary period following their last date of hire. New recruits shall be required to complete an eighteen (18) month probationary period. "During said probationary period, employees shall have no recourse to the grievance procedure of this Agreement concerning disputes regarding discipline and discharge.

Section 3.

(A) Seniority under this Agreement shall come under two categories as follows:

1. Police Department seniority shall mean the length of continuous service police keep since last date of hire.
2. Classification seniority shall mean the length of continuous service in the Police Officers' classifications (Police Sergeants and Police Patrolman).

(B) In the event of layoff and rehire within a classification, as per this Article, classification seniority shall prevail, consistent with Section 1, above. An employee with classification seniority in more than one of the classifications listed in (2) above, shall have the right to use classification seniority for bumping privileges into the other classifications.

(C) As applies to vacation credits, vacation scheduling, and days off, Department seniority in rank shall prevail, provided said scheduling is compatible with the operating needs of the Department.

Section 4. The City agrees to notify the Association and the employees (simultaneously), not less than two (2) weeks prior to any layoff by forwarding the name and classifications of the employees to be laid off.

Section 5. Employees off work for eighteen (18) months or more, those discharged for cause, and those who voluntarily quit, shall be considered off the seniority list with the exception of those off on military leave or due to industrial accident.

Section 6. No new employee shall be hired until all laid off employees in that classification have had an opportunity to return to work. The City agrees to notify laid off employees of their right to return to work by certified mail to the employee's last address known to the City. The employee must respond within five (5) working days from the date of receipt (regardless of who signed the receipt) to be considered for recall.

ARTICLE 6 - DISCIPLINE AND DISCHARGE

Section 1. If the Employer has reason to reprimand an employee, it shall be done in a manner that is least likely to embarrass the employee before other employees or the public.

Section 2. When there is evidence of unsatisfactory conduct, the Employer agrees to verbally discuss the problems with the employee, thus affording the employee an opportunity to correct the situation, except when the situation warrants immediate appropriate action, which may include written reprimand, suspension or discharge. Following verbal reprimand and an opportunity for the employee to correct the situation, the Employer may issue a written reprimand, or if the situation warrants, the Employer may institute appropriate action as stated above.

When the City intends to take disciplinary action, with the exception of verbal reprimands, the City shall notify the non-probationary employee and the Association in writing of the charges against the employee, and shall provide the employee with the opportunity to respond to the charges at a pre-disciplinary hearing.

The non-probationary employee, whose discipline is being considered with the exception of verbal reprimands, shall be granted a minimum of two (2) calendar days, or more at the discretion of the City, to prepare for the pre-disciplinary hearing.

The employee shall be entitled to have an available representative of his or her choice at the pre-disciplinary hearing.

The City agrees to furnish the employee a complete statement in writing at the time of the written reprimand, suspension, demotion, or discharge, outlining the specific reasons for such action. If, at the time of written reprimand, suspension, demotion, or discharge, it is not feasible to furnish the employee with a complete statement, said statement must be presented to the employee within two (2) calendar days. At the same time the employee is presented with the statement, the Association shall be sent an identical copy of the written notice of reprimand, suspension, demotion, or discharge which has been given to the employee.

Section 3. Any suspension or discharge shall be for just cause.

Section 4. Any employee who is the subject of an investigation shall be notified in writing within ten (10) calendar days from the completion of the investigation as to findings of the investigation except in instances where confidentiality is required.

Section 5. Evaluations shall not be used as substitutes for steps in the disciplinary process. Evaluations may be used in the progressive discipline process as establishing a pattern of behavior or performance.

Section 6. In the event an employee is interviewed concerning an action which would likely result in disciplinary action other than an oral warning, the following process shall be followed to the extent circumstances permit:

(a) Prior to the interview, the employee will be informed of the nature of the allegations and the nature of the investigation, and will be provided a minimum of two (2) calendar days prior to the interview, unless time provided is waived by the employee. The employee will also be notified that he

or she has a right to consult with an Association representative and to have that or another representative present at the interview.

(b) Interviews covered under this Section shall, to the extent practical, take place at City facilities, or at a location mutually agreed upon by the Chief and Association member.

(c) Either party may tape record the interview and, if either party exercises this right, they will provide a copy of the tape or transcript to the other party upon request.

(d) In any investigation, the employee may be required to answer any questions reasonably related to the subject matter under investigation. The employee may be disciplined for refusing to answer such questions.

(e) In situations involving the use of force, the employee shall have the right to consult with an Association representative or attorney prior to being required to give an oral or written statement about the use of force.

ARTICLE 7 - HOURS OF WORK/OVERTIME

Section 1. The workday shall consist of eight (8) hours per day on the basis of five (5) day workweek, or ten (10) hours per day on the basis of a four (4) day workweek. For patrol, both parties prefer the "4-10" shift. The City retains the right to change to the "5-8" shift if circumstances dictate. The workweek shall consist of a forty (40) hour shift schedule, which shall take place during a seven (7) calendar day period, commencing at midnight Sunday AM and ending at midnight the following Saturday PM. Detectives and Patrol are all eligible to work a 4-10 shift at the discretion of the Chief.

Section 2. Each employee shall be entitled to fifteen (15) minute rest breaks and a thirty (30) minute meal break in accordance with Oregon BOLI.

Section 3. All hours worked in excess of eight (8) or ten (10) hours in one (1) day, depending on the employee's regular shift schedule, or all hours worked in excess of forty (40) hours per week, shall be paid for at the overtime rate of one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay, except as may be provided differently in this Agreement. Overtime shall be computed to the nearest fifteen (15) minutes.

Section 4. Employees may elect to be compensated for overtime in cash or compensatory time off. Compensatory time may be accrued up to a maximum of eighty (80) hours, with all other overtime paid in cash. Compensatory time off shall be scheduled at the mutual convenience of the City and the employee. Employees have the option to cash out up to forty (40) hours of compensatory time once per fiscal year.

Section 5. A reasonable clean-up time will be granted just prior to the end of the shift for employees who, in the judgment of the Police Chief or his/her designee, need such, due to the nature and conditions of their work assignment.

Section 6. The City will offer a minimum forty (40) hour workweek to all regular full-time employees, except by mutual agreement between the City and the Association.

Section 7. An employee who involuntarily works more than five (5) work shifts in five (5) consecutive

calendar days shall then be compensated at the overtime rate until that employee is provided two (2) consecutive days off.

Section 8. The parties agree that the workweek will remain the same for all employees per Section 1. The parties further agree that if a shift rotation results in an employee working less than forty (40) hours in a workweek, the employee may make up the additional hours needed to reach forty (40) in the workweek from accrued vacation or compensatory time off, or by working the additional hours if shifts are available. The parties agree that in a shift rotation, all employees will get at least two days off between the old shift and the new shift. If an employee does not get at least two days off in such circumstances, the employee will be paid for time and a half for any work performed on those two days.

Section 9. An employee will be given advance notice of any temporary shift change in his/her regularly assigned work shift. Any temporary shift change without prior notice that results in an employee being required to return to work at a time earlier or later than his/her normal schedule, shall make the employee eligible for overtime for all hours worked outside his or her normal shift, if that employee was not notified of such change forty eight (48) hours prior to the change of shift, except in cases of an emergency. This section does not apply to voluntary shift trades. An employee called into work for an emergency shall be paid for such shift and given up to two (2) hours of overtime at time and one-half (1 1/2) as compensation for changing shifts. (Refer to Article 8.1 for non-emergency call back.)

Section 10. Overtime shall be offered to employees on a seniority basis, except in cases of emergency. However, an "emergency" does not include budgeting considerations or situations created by the City. Recognizing that seniority is ultimately the prevailing consideration upon which the assignment of overtime is based, an effort will be made to distribute overtime throughout the Department on a fair and equitable basis.

Section 11. An employee who is required by the City to work sixteen (16) or more hours in any twenty-four (24) hour work day and who is scheduled to work a shift in the next twenty-four (24) hour work day shall be allowed to be off work by the employees request for at least eight (8) hours before returning to active duty status.

The affected member will be compensated for any on-duty time lost by using his/her accrued time-off benefits, including sick leave. The affected member may opt to flex their schedule by mutual agreement with the City to accommodate the eight (8) hours off. Any member working at least fifteen (15) hours will notify both the Police and Association Executive Board of their current work hour status and of any potential to exceed the 16 hours limit. The Police Chief retains the authority to suspend this provision upon declaring a public safety emergency.

Section 12. Flexible schedules. Employees may work a flexible schedule if mutually agreed between the employee and the City, under the following parameters:

- There will be no daily overtime for an employee working a flexible schedule and the adjustment may not result in additional labor costs or overtime;
- Employee requests should be 72 hours in advance, where feasible;
- Flexing must occur in the same workweek;
- The schedule may not impede customer service or normal work process.

ARTICLE 8 - REPORTING AND CALL BACK

Section 1. Employees required to report for work shall be entitled to two (2) hours of call time pay unless

they are notified prior to the start of their shift that they are not to report. All employees shall have a posted telephone number where they may be reached in order to qualify for the above pay provisions.

Employees called off duty for any work-related concerns by a supervisor, but not called back to work, shall be paid for all time spent on the telephone at the rate of time and one-half (1-1/2) with a minimum of thirty (30) minutes to be paid for each call. This minimum shall also apply to language translations given by employees who are required to participate in duty related telephone calls off duty.

Section 2. Employees who are on the premises of the police department and are called back to work thirty (30) minutes or more after the end of their regular shift shall be entitled to a minimum of one (1) hour work or pay therefore at the overtime rate of two (2) times the employee's regular rate of pay, except as provided differently in this Agreement.

Section 3. Employees required to attend training classes, training shoots, department staff meetings or similar functions outside their regular shift, will be entitled to one and one-half (1-1/2) time their regular rate of pay for a minimum of two (2) hours.

Section 4. Employees involuntarily called back from paid leave shall be paid at the rate of time and one-half (1-1/2) for all hours worked with a minimum of three hours, shall receive straight time for the balance of their normal shift (8 or 10 hours) not worked, and shall have their paid leave account credited for a full shift (8 or 10 hours).

ARTICLE 9 - COURT TIME

Section 1. (A) Employees of the Police Department who are called to work either one (1) hour or less before or after their scheduled shift, to appear in any court, shall be entitled to a minimum of one (1) hour at one and one-half (1 ½) times the employee's regular rate of pay, if such appearance was necessitated through actions of such officer while employed by the City of Canby.

(B) Employees of the Police Department who are called to work in excess of one (1) hour either before or after their scheduled shift, to appear in any court, shall be entitled to receive time and one-half (1-1/2) times their regular hourly rate of pay for a minimum of three (3) hours, if such appearance was necessitated through actions of such officer while employed by the City of Canby.

Section 2. Employees of the Police Department who are called to work on one of their scheduled days off, to appear in any court, shall be entitled to receive a minimum of four (4) hours pay at the overtime rate of time and one-half (1-1/2) times their regular hourly rate of pay, if such appearance was necessitated through the actions of such officers while employed by the City of Canby. All court time is to be utilized for that purpose only. An employee shall not appear in court and be required to work on any other assignment.

Section 3. Employees who are called to work on one of their scheduled vacation days off, to appear in any court, shall be compensated as provided in Article 8, section 4, if such appearance was necessitated through the actions of such employee while employed for the City of Canby.

ARTICLE 10 - WAGES

Section 1. The job classifications and their corresponding wage scales are noted on Schedule "A", which is attached hereto and made a part of this Agreement by reference thereto. Paydays shall be bi-weekly.

Effective July 1, 2013, compensation for all employees shall be pursuant to the salary schedule attached as Attachment A, which includes a 2.3% cost of living allowance.

Effective July 1, 2014, increase the wage scale across the board (by applying a percentage increase to the first step and maintaining 5% between steps by a percentage equal to the CPI-U, Portland-Salem for the twelve (12) months ending December 31, 2013 (minimum 2% - maximum 5%).

Effective July 1, 2015, increase the wage scale across the board (by applying a percentage increase to the first step and maintaining 5% between steps by a percentage equal to the CPI-U, Portland-Salem for the twelve (12) months ending December 31, 2014 (minimum 2% - maximum 5%).

Section 2. Employees who obtain their intermediate and advanced certificates from the Department of Public Safety Standards and Training (DPSST) will be compensated at the rate of:

Intermediate Certificate	3.5 % per month
Advanced Certificate	5% per month

Section 3. Officers assigned to Traffic Unit, Gang Enforcement, or Detectives shall receive 3.5% per month premium to be added to his/her regular rate of pay. Effective July 1, 2014, premium increases to 5% per month added to his/her regular rate of pay. This premium is full and complete compensation for the possibility that an officer may be called out during off-duty hours. Normal reporting and call back pay provided for in Article 8 of this Agreement apply.

Section 4. Any employee serving as a Canine Officer, and who maintains certification as a Canine Officer, shall receive, in addition to his/her regular pay, a five percent (5%) premium. This premium is full and complete compensation for the care of the police canine during off-duty hours to include all compensable time and activities.

Section 5. Any employee demonstrating written and oral proficiency in the Spanish language shall receive, in addition to his/her regular pay, a five percent (5%) premium. The City is to determine a reasonable level of proficiency and the manner of testing that proficiency. An officer can receive this premium, as well as an assignment premium, at the same time.

Section 6. Officers assigned as Field Training Officers (FTO) shall receive 5% premium pay added to his/her regular rate of pay for all hours worked when assigned to an officer in a field training evaluation program.

Section 7. Officers who serve as Officers-in-Charge (OIC) of a shift shall receive one (1) additional hour of regular time pay per shift. In order to qualify, the assignment as OIC shall be made by the supervisor.

Section 8. The position of Evidence Technician is recognized as a position within the Association. The corresponding wage scale for the position is noted on Schedule "A", which is attached hereto and made a part of this Agreement by reference thereto. Step increments for this employee only are based on the receipt of acceptable/satisfactory annual performance evaluations.

Section 9. Employees may become eligible for longevity pay according to the following schedule:

After one full year at Step 5 - 3.5% of salary for personnel at Step 5; or
After ten years of employment with the City of Canby - 5% of salary.

ARTICLE 11-PER DIEM AND MILEAGE

Section 1. Employees shall be paid a per diem allowance for meals and incidental expenses for approved travel and/or training as follows:

A. For travel and/or training within the continental United States (CONUS) the per diem rate, rules and policies listed at www.gsa.gov and in effect at the time of the travel;

B. For travel and/or training outside of the continental United States (OCONUS), the per diem rate, rules and policies listed at www.dtic.mil/perdiem/pdrates.html and in effect at the time of the travel and/or training.

Section 2. Meals provided as part of a program shall be deducted from the above per diem reimbursement in an amount equal to that set forth in the Meals and Incidental Breakdown listed at www.gsa.com and in effect at the time of the travel and/or training.

Section 3. Employees shall be reimbursed actual expenses for hotel accommodations for approved travel and/or training.

Section 4. An employee required by the Chief or his designated agent to use a personally owned vehicle for City business shall be compensated at the rate listed at www.gsa.gov/mileage and in effect at the time of the travel. Mileage reimbursement is paid monthly.

ARTICLE 12 - HOLIDAYS

Section 1. The following days shall be recognized as paid holidays, regardless of the day of the week on which they occur:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25
One Personal Holiday	

The personal holidays shall be scheduled by mutual agreement between the employee and the Chief and must be taken within the given fiscal year. No payment will be made for the personal holidays if they are not used, unless agreed to by the parties.

Section 2.

(A) To qualify for a paid holiday, the employee shall have been available for work or on paid leave on his/her last scheduled workday proceeding the holiday and his/her first scheduled workday following the

holiday.

(B) If a holiday falls on the employee's day off, the employee will accrue one day off, to be scheduled at a later date within the same fiscal year, with the exception of Memorial Day, which must be scheduled and taken within ninety (90) days of the holiday. The personal holiday bank shall be maintained by the City and reported on the employee's biweekly pay record.

(C) Employees required to work on recognized City holidays shall be compensated at the rate of time and one-half (1-1/2) times their regular hourly rate of pay to a maximum of ten (10) hours worked (fifteen (15) hours pay), in addition to a day's pay for the holiday. By mutual agreement between the employee and the City, such compensation may be taken in the form of compensatory time off.

Section 3. For employees who normally work a Monday through Friday shift, holidays falling on Saturday shall be observed the preceding Friday, and the holidays falling on Sunday shall be observed the following Monday.

Section 4. Whenever one of the recognized holidays fall during an employee's paid leave, the holiday will not be counted against the employee's paid leave bank.

ARTICLE 13 - VACATIONS

Section 1. All regular employees who have been in the employ of the City for at least one (1) full year shall be entitled to vacation benefits. The following vacation allowance shall be observed providing for pay in the equivalent of forty (40) hours at their regular rate of pay for each week of earned vacation.

<u>Year of Services</u>	<u>Annual Accrual Rate</u>	<u>Max Accrual</u>
1 to 4 years	80 hours	160 hours
5 to 9 years	120 hours	240 hours
10 to 13 years	160 hours	280 hours
14 years and over	200 hours	360 hours

The accrual rate per pay period shall be the annual accrual rate divided by the total number of pay periods.

Section 2. Employees who leave the employ of the City after having been employed for one (1) or more years shall be paid in one (1) lump sum for any accrued but unused vacation benefits upon separation.

Section 3. All time off for vacation shall be by mutual agreement between the supervisor and the employee. In the event of a conflict between the employees regarding time of their vacations, then the principle of seniority shall prevail. Employees shall be permitted to choose either split or full vacation periods.

ARTICLE 14- SICK LEAVE

Section 1. All full-time employees employed by the City for ninety (90) days or more shall be entitled to accumulate ninety-six (96) hours of sick leave annually. The accrual rate per pay period shall be the annual accrual rate divided by the total number of pay periods.

Section 2. The City may require a doctor's certificate to substantiate loss of time due to illness or off-the-job accidents after the employee has missed three (3) consecutive days. Employees taking time off for their own illness, injury, medical or dental appointments shall have such time off charged against their

sick leave benefits.

An employee may use up to one day of sick leave to care for or make arrangements for the care of an ill member of the immediate family.

Section 3. Upon retirement under the City's retirement plan, an employee shall be cashed out at the rate of fifty percent (50%) of the amount of employee's accumulated but unused sick leave, up to a maximum of one thousand (1,000) hours based on employee's wage at the time of retirement.

Section 4. An employee off work due to an on-the-job injury shall be allowed to use accumulated sick leave to supplement the difference between his/her net pay and workers' compensation payments for forty-five (45) days from the date of the injury. The City will supplement the difference thereafter for a period of up to forty-five (45) calendar days. The City's supplement may be extended at the discretion of the City Council.

Section 5. The City will allow employees to take parental or family and medical leave in accordance with State and Federal law. An employee shall utilize all accrued paid leave in excess of sixty (60) hours prior to taking unpaid leave.

ARTICLE 15 - FUNERAL LEAVE

Section 1. In the event of a death in the employee's immediate family, said employee shall be entitled to a leave of absence with pay up to three (3) working days to make arrangements for and/or attend the funeral. Additional time may be granted by the City Administrator. The Employee's immediate family shall include: spouse, ex-spouse, domestic partner, children, step-children, parents, brothers, step-brothers, sisters, step-sisters, grandparents, mothers-in-law, fathers-in-law, brothers-in-law and sisters-in-law, aunts and uncles.

ARTICLE 16 - JURY DUTY

Section 1. Employees shall be granted leave with full pay any time they are required to report for jury duty or jury service, provided, that the employee endorses all checks received from the court for those services over to the City. If an employee serving jury duty is excused, dismissed or not selected, then he shall report for his regular work assignment as soon as possible.

ARTICLE 17 - EDUCATIONAL LEAVE

Section 1. Educational leave will be at the discretion of the City Administrator.

ARTICLE 18 - LEAVE OF ABSENCE

Section 1. All regular employees may be granted a leave of absence without pay for a period of time, up to twelve (12) months, if in the judgment of the City Administrator, such leave would not seriously handicap the employee's department. All requests for such leave must be submitted to the City Administrator in written form as soon as possible prior to the time of the requested leave and must include a complete justification for the leave, except in the case of an off-the-job accident, in which case the leave may start immediately.

While on such leave, the employee shall not be entitled to accrual of any benefits such as vacation, sick leave, retirement contributions, etc., but shall not lose seniority accrued previous to beginning the leave. Employees on such leave shall be eligible for health and welfare insurance coverage at the employee's own expense for the maximum period of time allowed by the insurance carrier.

The City will pay the Health & Welfare insurance premium for employees on approved leave of absence due to the serious illness of the employee or a family member in accordance with Federal and State law.

ARTICLE 19- HEALTH & WELFARE/DENTAL/PRESCRIPTION DRUGS

Section 1. The City will provide group medical/drug, vision, and dental/ortho insurance coverage for full time employees and their dependents.

The City will pay 90% of the premium costs of the group plan [Option 1] in place for each tier of coverage. The group health plan includes medical/drug, vision and dental/orthodontia coverage. Employees electing alternative plan options made available by the City may apply these contribution amounts towards such coverage and are responsible for any remaining premium costs. Any premium costs not covered by the City shall be paid by the enrolled employee through automatic payroll deduction.

The group insurance coverage provided above will be subject to annual review and recommendations by an insurance Benefits Advisory Committee consisting of an equal number of represented Canby Police Association members, AFSCME members, and management committee members.

Section 2. During the term of this Agreement, the City will provide one and one-half (1 1/2) times an employee's annual salary as life insurance and death benefits for all bargaining unit members.

Section 3. The City shall provide a program of long term disability insurance for all employees.

Section 4. The City and Canby Police Association will reopen Article 19 [Health & Welfare/Dental/Prescription Drugs] and Article 10 [Wages] for negotiations if insurance premium increase exceeds ten (10) percent.

ARTICLE 20 - RETIREMENT

Section 1. The City agrees to continue its participation in the Oregon State Public Employees Retirement System, and the Oregon Public Service Retirement Plan, and, further, the City agrees to pay the six percent (6) employee contribution.

ARTICLE 21 - SAFETY COMMITTEE

Section 1. The City shall have a Safety Committee and will hold periodic safety meetings with the employees. One employee selected by the Association shall be on the safety committee without loss of pay for participating in official safety committee business. This voluntary representation during off-duty hours shall not be considered hours worked for compensation purposes.

ARTICLE 22 - GRIEVANCE PROCEDURE

Section 1. Grievance Procedure. Any grievance or dispute which may arise between the parties with regard to the application, meaning or interpretation of this Agreement shall be settled in the following manner:

Step 1. The employee, with or without his Association representative, shall present the matter in writing to the Chief within fourteen (14) calendar working days, from the date the grieving party first became aware of the problem giving rise to the grievance. Within seven (7) calendar days after receipt of the report, the Chief shall attempt to resolve the matter and submit his answer in writing to the employee and association representative.

Step 2. If the grievance still remains unsettled, the Association may within fourteen (14) calendar days after the reply of the Chief is received or the date that such reply is due, submit the grievance in writing to the City Administrator. The City Administrator shall respond in writing to the employee and Association representative within seven (7) calendar days.

Step 3. If the grievance still remains unresolved, the Association may submit the matter to binding arbitration within fourteen (14) calendar days of the date reply is received from the City Administrator or the date that such reply is due.

Section 2. This arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer and the Association within seven (7) calendar days after notice has been given. If the parties fail to select an arbitrator, the State Employment Relations Board shall be requested by either or both parties to provide a panel of seven (7) arbitrators. Both the Employer and the Association shall have the right to strike three (3) names from the panel. A coin toss shall determine the first strike. Following the first strike the other party shall then strike one (1) name. The process will be repeated twice and the remaining person shall be the arbitrator.

The arbitrator shall render a decision no later than thirty (30) calendar days after the conclusion of the final hearing. The power of the arbitrator shall be limited to interpreting this Agreement and determining if it has been violated and to resolve the grievance within the terms of this Agreement.

The decision of the arbitrator shall be binding both parties. The costs of the arbitrator shall be borne by the losing party. Each party shall be responsible for the cost of presenting its own case to arbitration. Any or all time limits specified in the grievance procedures may be waived by mutual consent of the parties.

ARTICLE 23 - STRIKE/LOCKOUT

Section 1. The Association agrees that during the term of this Agreement, its membership will not engage in any strike, work stoppage, slowdown, or interruption of City services as per Oregon Law, and the City agrees not to engage in any lockout.

ARTICLE 24 - PERSONNEL RECORDS

Section 1. No material in any form which can be construed, interpreted, or acknowledged to be derogatory shall be placed in an employee's personnel file, unless such employee has first been allowed to read such material. Any employee may, upon request, have access to his personnel file. Any employee may also have the right of reproduction of his personnel file in full or in part at no charge if the materials are needed to aid in the defense against a disciplinary action. No portion of any employee's file shall be transmitted without the explicit consent and request of the employee other than those authorized by the City or by order of a court of competent jurisdiction.

Section 2. The City shall maintain only one personnel file. An employee's supervisor may keep a "working file" for purposes of personnel evaluations.

Section 3. Records of discipline that involve measures up to and including written reprimands shall, upon request of the employee, be removed from the employee's personnel files after three (3) years and given to the employee. Records of suspensions shall be removed from the employee's personnel files after seven (7) years, upon request of the employee, and given to the employee. If a subsequent disciplinary action(s) is imposed prior to removal of a record of discipline or suspension under this section, the time for removal shall be computed from the subsequent disciplinary action.

ARTICLE 25- ASSOCIATION BUSINESS

Section 1. The City shall provide a bulletin board for the Association to post bulletins and other material pertaining to its members.

Section 2. Members of the Association who are officially designated as representatives of the Association, shall be permitted to attend negotiating meetings and/or contract administration sessions, as the need may arise. These employee representatives shall not forfeit pay if such meetings are held during their working hours, provided they are for legitimate reasons. An employee abusing this privilege to handle Association business on City time, could result in the employee forfeiting all or part of his pay for such time. At no time shall the City be obligated to pay more than two (2) representatives of the Association at any one time for such Association business.

Section 3. The City agrees to deduct monthly membership dues from the pay of employees covered by this Agreement upon the submission of a signed request by the employee on a form provided by the City for that purpose. The City will not be held liable for deduction errors but will make proper adjustments with the Association for errors as soon as is practicable. Membership or nonmembership in the Association shall be the individual choice of employees covered by this Agreement. However, any employee who chooses not to belong shall make a payment in lieu of dues defined in ORS 243.650(18). The non-association of employees, based on religious objections, shall be guarded as provided for under state and federal law.

ARTICLE 26 –LIGHT DUTY ASSIGNMENT

Section 1. An employee injured on the job may be required to perform light duty assignments. An employee injured off of the job may request light duty assignments. In each case the City may require an independent medical examination to determine whether the employee is fit for light duty assignments, and, if so, the types or nature of activity that the employee may or may not perform. If the examination is not covered by the employee's health insurance coverage, it shall be paid for by the City. The City will provide the employee with a form of physician's release to be completed by the examining doctor.

An employee assigned to light duty will be assigned to an administrative schedule that is typically Monday through Friday from 0800 to 1600, although the schedule may be adjusted based on the operational needs of the City. A light duty assignment is a temporary accommodation.

ARTICLE 27 -TRAUMATIC INCIDENTS

Section 1. An employee directly involved in a traumatic incident while in the performance of his duty shall have the opportunity to undergo a traumatic incident debriefing with a medical doctor or psychologist jointly designated by the Association and City. The City may require an employee involved in a traumatic incident to undergo such debriefing. The debriefing shall be for the purpose of allowing the employee to deal with the moral/ethical and/or psychological effects of the incident. The debriefing shall be confidential and shall not be divulged to the Department for any reason, except as provided below. If the debriefing is not covered by the employee's health insurance coverage, it shall be paid for by the City.

An employee may be placed on administrative leave with pay if warranted. The decision to place the employee on administrative leave and the length of the leave shall be made by the City after consultation with the person conducting the debriefing, whose recommendation shall be limited to the need for and length of the recommended leave.

ARTICLE 28 - INDEMNIFICATION AGAINST LIABILITY

Section 1. The City shall defend, save harmless, and indemnify any employee against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty except in case of malfeasance or willful or wanton neglect of duty.

ARTICLE 29 - OTHER EMPLOYMENT

Section 1. No employee may engage in employment with another employer while in the employ of the City, unless he has first received written approval from his department head and the City Administrator.

ARTICLE 30 - PROTECTIVE CLOTHING/UNIFORMS

Section 1. The City shall provide employees with protective clothing and uniforms when they are required as a condition of employment. Such items shall be considered as the property of the City and shall be returned to the City upon termination of employment, prior to the employee's final payment of wages. The care and cleaning of such clothing shall be the responsibility of the employee. The City shall pay all bargaining unit employees a cleaning allowance of fifty dollars (\$50.00) per month.

Section 2. The City shall provide a plain clothes clothing allowance of fifty dollars (\$50.00) per month to employees assigned to detective duties.

Section 3. The Department and Association shall establish a process through which an employee may be allowed to use police-related personal property in carrying out their police responsibilities. This process will include a responsibility by the employee to report damage, destruction, theft or loss of personal property in a timely fashion. If the clearance and reporting requirements are met, the City agrees to reimburse employees for personal property stolen, damaged, lost or destroyed as a result of the use of such property in the employee's performance of duties. However, such reimbursement will not be required where the property was adversely affected due to an intentional act by the employee or as a result of the employee's gross negligence.

Section 4. The City will reimburse employees annually in the amount of one hundred fifty dollars (\$150.00) for the purchase of footwear to be used in carrying out their police responsibilities on behalf of the City.

ARTICLE 31 –PHYSICAL FITNESS INCENTIVE

Recognizing that physical fitness is beneficial to the health and well-being of employees, in addition to lowering the potential costs of healthcare and work related injuries, a physical fitness incentive will be established beginning July 1, 2009.

Effective July 1, 2009, and once per fiscal year thereafter, employees will be provided the opportunity to participate in the DPSST certified ORPAT course as a component of the departments mandatory scheduled training. Scheduling of this testing shall be determined by the Chief of Police. Participation in the timed ORPAT test for the physical fitness incentive is voluntary. Any voluntary participation in the ORPAT testing during the initial scheduled training will be done "on duty time".

Employees who are unable to participate in the scheduled ORPAT test due to a reasonable conflict must submit a written request to the Chief of Police prior to the training date requesting authorization for an excused absence. The Chief of Police will schedule a second test date within sixty (60) days for authorized employees to participate in the ORPAT course on their own personal time. The date and location of the second scheduled ORPAT test will be at the discretion of the Chief of Police.

For purposes of this agreement, the minimum standard for passing will be the time established as passing by DPSST for an Entry Level Police Officer. Recognizing that passing standards for ORPAT may change at the discretion of DPSST, it is hereby established that the standard used by the City of Canby as passing, will be the standard used by DPSST and in effect at the time of the testing.

Those employees who successfully complete the ORPAT course in a time that is considered passing, will receive an incentive bonus of two hundred fifty dollars (\$250.00). The incentive will be paid in one lump sum through payroll and the parties recognize that the City will reflect any and all amounts paid as allowances, bonuses, and/or incentives as subject to the IRS and Oregon payroll tax deduction. Employees must be off probation to be eligible for the incentive.

Employees who do not successfully complete the ORPAT course will not be eligible for the incentive.

Employees who voluntarily seek this incentive, but do not meet the minimum ORPAT passing standard as defined in this agreement, will not be deemed "physically unfit for duty." In addition, an employee will not be negatively treated by the City of Canby, or its supervisors, due to not passing the ORPAT standard as defined in this agreement. Recognizing that participation in this incentive program is purely voluntary, those employees who opt not to participate, will not receive discipline, or be negatively treated by the City of Canby, or its supervisors, for this choice.

ARTICLE 32 - SAVINGS CLAUSE

Section 1. Should any provision of this Agreement be found to be in conflict with any federal or state law, or final decision of any court of competent jurisdiction, or ruling or decision of any administrative agency, said provision shall be modified to comply with said law or decision and all other provisions of this Agreement shall remain in full force and effect.

ARTICLE 33 - DURATION OF AGREEMENT

Section 1. This Agreement shall become effective upon signing, with wages, insurance, and all economic benefits retroactive to July 1, 2013. This Agreement shall remain in full force and effect through June 30, 2016.

This Agreement shall remain in full force and effect from year to year thereafter, unless either the City or the Association or both shall serve notice in writing on the other party at least sixty (60) days prior to the expiration of the Agreement or any subsequent anniversary date of this Agreement, requesting that the Agreement be opened for changes and/or termination. In that case, the Agreement shall remain in full force and effect until a new agreement is signed by both parties.

FOR: CITY OF CANBY

By: _____
Mayor

By: _____
City Administrator

Date: _____

FOR: CANBY POLICE ASSOCIATION

By: _____
President

By: _____
Secretary

Date: _____

**Canby Police Association
Salary Schedule A
Effective July 1, 2013**

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Police Patrol	4743	4980	5229	5491	5765
Sergeant	5747	6034	6336	6653	6986
Evidence Technician	3786	3975	4174	4383	4602

Includes 2.3% COLA based on CPI-U Portland/Salem average for the previous calendar year
(Minimum 2% - Maximum 5%)

The base rate per pay period shall be the monthly rate multiplied by twelve (12) months and divided by the total number of pay periods.

**CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

RECEIVED

AUG 30 2013

CITY OF CANBY

Date: 8/30/2013

Name: Jason Padden Occupation: Sales

Home Address: 1040 N Birch St, Canby, OR 97013

Employer: Sun Gro Horticulture Position: District Sales Manager-Oregon

Daytime Phone: 503-828-7912 Evening Phone: 503-828-7912

E-Mail Address: paddenj328@hotmail.com

For which position are you applying? City Council

What are your community interests (committees, organizations, special activities)? Canby Lions Club, Greater Portland Volleyball Officials Association, and Evergreen Curling Club

Experience and educational background: Have served in several management positions. Have served on many community boards, committees, and taskforces over the years. I have previously served on Canby City Council so I am familiar with the position and what it entails.

Reason for your interest in this position: To try and make a positive difference in the community I call home.

List any other City or County positions on which you serve or have served: Urban Renewal Advisory Board, Street Maintenance Taskforce, City Council, Library Board, Bike and Pedestrian Committee, Oregon Association of Nurseries-Greenhouse Chapter

Information on any special membership requirements: N/A

Referred by (if applicable): N/A

Feel free to attach a copy of your resume and use additional sheets if necessary

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to: *City of Canby*
Attn: City Recorder
182 N Holly Street
PO Box 930
Canby, OR 97013

Phone: 503.266.0733 Fax: 503.266.7961 Email: Scheaferk@ci.canby.or.us

Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site.

1-4-13

JASON E. PADDEN

Home Address
1040 N Birch Street
Canby, OR 97013

Contact Information
Day/Night: 503-828-7912
Email: paddenj328@gmail.com

OBJECTIVE I am a high energy, goal oriented, and self-motivated individual with a passion for serving the community I live in. I would be a great fit for the open position on the Canby City Council.

EDUCATION State University of New York, College of Agriculture and Technology, Cobleskill, NY
Bachelor of Technology, Plant Science, December 2004
Nursery Management Concentration

WORK EXPERIENCE Sun Gro Horticulture, Agawam, MA (I operate out of my home office in Canby, OR)
District Sales Manager-Oregon, September 2009-Present

- Manage professional soilless media accounts in the state of Oregon as well as timber accounts in Washington, Montana, and Idaho
- Monitor territory sales performance and build strategies for growth and maintenance of customer base
- Provide reports and territory updates to upper management and corporate office
- Work with all levels of management, support and operations staff, and others on the sales staff to best serve Sun Gro's customer base
- Travel throughout territory to visit customers as well as attend meetings and tradeshow
- Manage and work within a set expense budget
- Develop and monitor annual sales budget for territory
- Design, coordinate, and manage implementation for corporate booth at the Farwest trade show and other smaller shows
- Work on special projects as assigned by management and the corporate office
- Negotiate contracts and pricing for customers based on corporate pricing structure
- Give presentations and product knowledge seminars to customers and distributors
- Research, enter, and serve as company liaison as it pertained of claims resolution
- Work with customers to develop new products
- Under my management the territory grew from \$2.3 million to \$3 million in my first full year with the company.

Terra Nova Nurseries Inc., Canby, OR

Shipping Department Manager, September 2005-September 2009

- Coordinated and supervised all shipping functions at the nursery both inbound and outbound
- Managed staff, hire, conduct performance evaluations, and terminate if necessary
- Served as company representative for vendors, USDA, and ODA (Oregon Department of Agriculture)
- Developed and implemented a real time inventory control and order processing program as well as other special projects

Terra Nova Nurseries, Inc. Canby, OR

Customer Service and Sales, February 2005-September 2005

- Assisted new and existing customers with ordering and plant crop management inquiries
- Assisted Sales Manager, Marketing Manager, and Shipping Manager
- Coordinated and provided both individual and large group tours of facilities

Brandywine Nursery Inc., Mount Vernon, WA

Internship, August 2004-February 2005

- Completed internship program for degree
- Assisted management with crew supervision, sales, and general nursery operations
- Implemented multilingual paperwork to communicate tasks efficiently to staff

**LEADERSHIP
EXPERIENCE****Community Involvement**

- Member-Canby Lions Club, 2007-Present
 - President
 - Vice President
- Elected-Canby City Councilor 2009-2011
 - Liaison-Library Board, Bike and Pedestrian Committee, and Riverside Neighborhood Association
- Member-Oregon Association of Nurseries Greenhouse Chapter Board, 2007-2011
 - President
 - Vice President
 - Treasurer
- Official (Referee)-Greater Portland Volleyball Officials Association, 2007-Present
- Member-Evergreen Curling Club, 2013-Present
- Member-Canby Urban Renewal Board, 2006-2007
- Member-Canby Street Maintenance Task Force, 2006-2007

State University of New York at Cobleskill

- Resident Assistant, Spring 2002-Spring 2004
- Student Government Association, President, Vice President, 2000-2004
- Faculty Student Association Board of Directors, Vice President, 2003-2004
- College Council, Student Member, 2003 – 2004
- SUNY Cobleskill 2011 Group (Strategic Planning Committee), 2003 - 2004
- Vice President For Academic Affairs Search Committee
- SUNY Student Assembly, Agriculture and Technology Sector Representative, 2003-2004
- Quality of Student Life Committee, 2001-2004
- Academic Calendar Committee
- International Education Council
- Student Affairs Panel, 2002-2004

**UNIVERSITY
COURSES**

- Advanced Contracts
- Agricultural Chemicals
- Business Law I & II
- Floral Production
- Integrated Pest Management
- International Relations
- Marketing of Horticulture Products
- Micro & Comparative Economics
- Nursery Management I & II
- Plant Pathology
- Plant Propagation
- Plant and Soil Diagnostics
- Professional Selling

**RELATED
EXPERIENCE**

Public Speaking
Proficient in Microsoft Outlook, Word, Excel, PowerPoint
Conflict Resolution
Facilitator of team building and communication workshops
Manage and plan conferences and large events

**HONORS/
AWARDS**

SUNY Cobleskill Young Alumnus Achievement Award 2012, Sun Gro Sales Excellence Award 2011, Oregon Lions Sight & Hearing Foundation Vision & Fellowship Award 2010, SUNY Cobleskill Dean's List Honorable Mention Fall 2003, Who's Who Among Students in American Colleges and Universities 2003-2004, Who's Who Among Students in American Junior Colleges 2001-2002

**CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

Date: 08/29/13

Name: Todd H. Rocha

Occupation: Construction Project Manager

Home Address: 1177 N. Ponderosa St. Canby, OR 97013

Employer: BnK Construction

Position: Project Manager

Daytime Phone: 503-808-0729

Evening Phone: 503-808-0729

E-Mail Address: rocha@bnkconstruction.com

For which position are you applying? Canby City Council

What are your community interests (committees, organizations, special activities)? Assistant coach Gladstone High School golf team.

Experience and educational background: I graduated from David Douglas High School in 1987, I attended Clackamas Community College for almost 2 years before starting my own construction company building assisted living facilities and hotels. I currently work for a general contractor in Gladstone managing over 5 million in billings annually and running 30-40 projects per year. I will be transitioning into an owner role by January 2015. I believe my background in working on multiple projects, with multiple subs and multiple jurisdictions allows for me to draw from a broad range of experiences in problem solving, dealing with the public as well as diverse personalities.

Currently I am the lead of our Safety Committee at BnK Construction.

Reason for your interest in this position: I've sat on the sidelines for too long. I've not done as much as I would like for Canby and I feel it is time for me to get involved and do something positive and give back to my community.

List any other City or County positions on which you serve or have served: I am currently serving as Civil Service Commissioner for Canby Fire District.

Information on any special membership requirements: _____

Referred by (if applicable): _____

Feel free to attach a copy of your resume and use additional sheets if necessary

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to: **City of Canby**
Attn: City Recorder
182 N Holly Street
PO Box 930
Canby, OR 97013

Phone: 503.266.0733 Fax: 503.266.7961 Email: Scheaferk@ci.canby.or.us

Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site.

1-4-13

SUMMARY

20 years of accounting, construction, administration and management experience. Proven skills in leadership, planning, and management of personnel and projects. Well versed in construction procedures, contract negotiations, general accounting, construction accounting, construction scheduling, office management and budget preparation. Excellent written, verbal, negotiation and communication skills. Highly motivated, driven and goal oriented.

PROVEN ABILITIES AND RESULTS

Leadership/Management

- Able to motivate and encourage others to be productive and remain focused on common objectives.
- Skilled at multi-tasking, and adept at formulating team environments and participation.

Problem Solving/Analysis

- Capable of diagnosing poor-performing contractors or material suppliers and crafting work-out resolutions with quick turn-around.
- Skilled at overcoming unforeseen obstacles, while exceeding established deadlines and protocols.

Negotiation

- Unique ability to work between opposing groups and generate resolutions satisfactory to both.
- Skilled at negotiating with owners, subcontractors and material suppliers.

EXPERIENCE

BNK CONSTRUCTION, INC.

GLADSTONE, OR

2006-PRESENT

PROJECT MANAGER

PROJECT MANAGEMENT

- Successfully managed construction projects from introduction to potential clients to bidding to award of construction through project completion.
- Personally manage from 30-50 projects per year with annual billings in excess of \$5,000,000.00. Projects include small tenant improvement projects to full ground up buildings.
- Clients include: Banfield Pet Hospital, Verizon Wireless, Fultano's Pizza, Bikram Yoga, Yoga Pod, NW Primary Care, Metropolitan Pediatrics, Gramor Development, PacTrust, PS Business Parks, Felton Properties.
- Successfully built and maintained valuable client relationships by attending events such as networking functions and client open houses.
- Closely work with Architects and Engineers to develop design drawings and specifications for client projects.
- Responsible for meeting city officials on a consistent basis in regards to design review, public works and building permits.
- Responsible for company safety program.

EXPERIENCE

MARKET CONTRACTORS, LTD

PORTLAND, OR

2004-2006

PROGRAM MANAGER

PROGRAM MANAGEMENT

- Managed construction and pre-construction services on over 225 tenant improvement projects over an eighteen month periods. Projects included H&R Block, Edward Jones, Allstate Insurance, UPS Stores, Project

locations include Oregon, Washington, California, Nevada, Arizona, New Mexico, Montana, North Dakota, South Dakota, Idaho, Wyoming and Alaska.

- Direct contact with clients regarding site surveys, bid negotiations, scheduling, change order negotiations, completions dates, conflict resolution, final billings and future projects.
- Maintained tracking reports for each program to oversee and track site surveys, bid requests, internal architectural drawings, permit submittals, plan review, construction start and completion dates and all intermediate tasks.

PROJECT MANAGEMENT

- Project Manager for various clients including H&R Block, Edward Jones, UPS Stores, Wendy's Restaurant, Verizon Wireless, Clearwire, US Bank & Wells Fargo. Locations include the thirteen western states as well as work done at the Portland International Airport.
- Prepared WIP statements, project status reports, billings, change orders. Created contracts and commitments using Timberline Software. Researched and approved all associated job costs. Audited each job for errors and discrepancies.

CONSTRUCTION INNOVATORS, INC.

GLADSTONE, OR

1994 – 2004

PRESIDENT, OWNER

PROJECT MANAGEMENT

- Negotiated directly with potential clients regarding future projects. Researched, reviewed and assisted in the awarding of subcontracts. Created, reviewed and executed contracts with owners and subcontractors. Researched, negotiated and prepared purchase orders for project material procurement.
- Participated in on-site construction review of workmanship, quality and construction-related issues. Attended monthly project review meetings with owners, subcontractors and material suppliers to solve project-related problems. Attended meetings with government agencies, building officials and building inspectors regarding project construction.
- Worked with architects and engineers on each project to expedite completion while implementing value-engineering principals. Created and submitted Request for Information letters to architects and engineers to work out design and construction flaws with related questions or suggestions.
- Implemented, completed and maintained monthly audits of all subcontractors and material suppliers, including subcontractor billing percentages versus actual completion percentages.

ACCOUNTING

- Completed all general business accounting and job cost accounting including: preparation of monthly bank reconciliations, profit and loss statements, balance sheets, cash flow statements, job budgets and job cost worksheets. Maintained and managed all accounts payable and accounts receivable.
- Researched, organized, prepared and submitted all project draw requests. Worked directly with project lending institutions to facilitate the draw request process, which included the preparation of all lien releases and other necessary information required by lender and/or owner.

TECHNICAL SKILLS

- Timberline, MS Word, MS Excel, MS Projects, MS Outlook, Sage Business Works accounting software, QuickBooks Pro, Windows based LAN applications, computer construction, network systems, form design, internet applications.

EDUCATION

- *Clackamas Community College* – Business Administration and Accounting.

References are available upon request

MEMORANDUM



TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan C. Brown, Planning Director*
DATE: *September 6, 2013 for September 18, 2013 CC Agenda*
THROUGH: *Greg Ellis, City Administrator*

Issue/Objective:

To provide the Council notice of a pending automatic one year renewal of the Intergovernmental Agreement with Clackamas County for the continued operation of the Canby Building Permitting and Inspection Program.

Synopsis:

The terms of the City's Intergovernmental Agreement with Clackamas County executed on 12.15.11 for grading, building inspection, plan review, and permitting services through the county building codes division is in affect through December 31, 2013 with a 1 year automatic renewal unless notice that the agreement shall not be renewed is given on or before October 1, 2013.

The City has now operated utilizing the total consolidated building program services offered by the County under our contractual agreement for a year and 8 months at this time. Provisions within this contract allowed the City to maintain control of the previous building program components with the ability to resume that similar program operation with 90-day notice to the County.

In the implementation of this program arrangement the City Planning Department (Development Services) has maintained a hands-on local permitting and review process for each and every building permit project that moves through the County Building Codes Division's plan review, permit issuance, and inspection process. City control is important in order to assure local land development and zoning conformance issues are addressed through knowledge of each and every permit project initiated within the City. The City must also maintain control within the building process in order to collect City fees due at time of building permit issuance such as the street maintenance construction excise tax, erosion/sediment control fee, sewer tap fee, applicable advance financing district assessments, and of course our system development charges for storm water, wastewater, parks, and transportation.

Each building permit applicant is issued a "building permit release" letter that must be provided to the county before they will issue a building permit. The City is also included on the back end of the construction process for commercial/industrial projects by being afforded a project signoff which arrives by email from the County when each project calls for final inspections prior to occupancy.

Implementation of the contract arrangement has not been without issues initially, but our agreed upon forms of communication and tracking between us now seem to be working well. Activity, particularly on the residential side, has heightened greatly in the past year testing our local self-

created excel spread sheet permit tracking and receipt management system upon retirement of our previous outdated and no longer needed building permit tracking software program. During the implementation of this contract arrangement the past year the County has brought an updated permit software program online. They are now able to provide the City a detailed monthly accounting of the City's permits taken in and our portion of revenues collected (12% of building & mechanical permits) and the overall revenue that they have collected on Canby permits. We are hopeful that with our ongoing request of them that they will soon be able to also provide a monthly report on building construction valuation which is occurring within the City. This would provide a useful economic investment indicator occurring within the community that has been missing since passing the building program to the County to operate.

The City Administrator and I believe the current arrangement is serving the city well at this time. Changes in June at the County has returned 5-day a week service within the building codes division and the new state of the art permitting software utilized continues to provide an increasing level of remote access for securing permits and tracking their status to all of their customers. The division director recently indicated that two staff positions have been replaced and a new hire made which should help to reduce the processing time for permits. At our permit counter, we sometimes hear that it is difficult to obtain immediate response from the County and they do say that although they receive very professional service and get there questions answers, they do not provide the same level of personal attention they get in the Canby office. The county does have permit specialists available to answer building questions a far greater period of each day than Canby was ever able to provide with a single building official, who was often out in the field. A primary an obvious advantage of county service is having all building review consolidated with one entity at one location. Previously with our in-house program the City was doing plan review and structural and mechanical inspections while the County was involved in plumbing, electrical and life safety review with input from the local fire marshal. This has relieved a point of difficult coordination that occurred for applicants. Our contract with the county building division has certainly narrowed the day-to-day type of questions we must respond to at the front counter considerably, as only the building official had the expertise to respond to a myriad of technical structural and mechanical questions received.

The level of building activity has increased significantly from a low in fiscal year 2009/2010. We have experienced four slow years including the current in comparison to levels of activity in 2004 thru 2008. During these slow years the building reserve fund was depleted. From actual revenue and expenditure reports for the building program provided by the finance director for a five year period; I was able to arrive at and provide a comparison of what I term "kept" program revenues and associated expenditures without pass-thru line-items and the approximate corresponding program operating expenditures and staffing level for the City for comparison in Table 1 below.

TABLE 1
Building Program Revenues
Past 6 Year Period

Budget Year	Revenue Collected (1)	Expenditures (3)	Staffing Level
June 2012 – May 2013 (2)	\$141,023 (2)		
FY 2010 - 2011	\$162,825	\$203,495	BO, ½ Office Specialist
FY 2009 – 2010	\$99,309	\$242,670	BO, 1 Office Specialist
FY 2008 – 2009	\$143,454	\$222,889	BO, 1 Office Specialist
FY 2007 - 2008	\$339,951	\$357,544	BO, 2 Office Specialists Contract Plan Reviewer/Insp.
FY 2006 – 2007	\$379,822	\$370,945 (3)	BO, 2 Office Specialists Contract Plan Reviewer/Insp.

- (1) Revenue kept by City for similar program previously operated by City.
- (2) County collected revenue for program areas previously operated by City.
- (3) Without transfers and pass thru accounts not indicative of City revenue.

Analysis of the past city budget reports and the county monthly revenue reports has enabled me to determine that the City would need “kept” building permit revenue equal to a minimum of approximately \$250,000 to break even at a staffing level of 1 FTE building official and 1 FTE office specialist to service building activity associated with this level of “kept” revenue intake. Table 1 data shows us that the most immediate past year associated “kept” revenue level has been \$141,023. This is obtained from the County revenue reports we receive on a monthly basis. If we were to take into account and subtract our current subsidized city building program costs (FY 20013/2014 Budget) of approximately \$81,000 from the needed break-even revenue projection outlined above, the City could be operating with an in-house building official performing plan review and inspection services at the same level of program subsidy at an approximate “kept” revenue level of approximately \$169,000 per year.

Conclusion: A decision on whether to return to an in-house City based building inspection program should consider many issues other than just financial. However, based solely on financial considerations the current building activity level and associated revenue intake would indicate that the City at this time is served best financially by contracting our service with the County. Revenue levels around \$250,000 per year would be indicative of a likely break even scenario for the City running its own program while levels near \$200,000 per year could offer an in-house building program at a similar subsidy level as we are experiencing today.

It is not clear whether the level of activity we are currently experiencing will be sustained or increase to assure that starting our own program could not only pay for itself but also build a reserve fund to assist in weathering another economic downturn without dipping into the general fund. All revenue generated by the building program must be used exclusively by the building program by State law, but when it is not adequate, general fund subsidy is required to keep the program afloat.

Starting up a building program should be carefully considered with adequate lead time of at least

6-months. It will be necessary to bring on a new building official to run the program with broad and specific certifications, hiring of another half-time office specialist to track and process permits and inspections will be needed, and securing the use, setup, training and implementation of the State sponsored building permit software module is necessary. Obtaining the needed permitting software to run our own program from the State could take considerable time as a waiting list previously existed for communities receiving the software. The actual cost should be minimal, as the software is free, but there may be training and hardware costs involved.

Recommendation: *Staff recommends Option #1 indicated below, for the Council to allow an automatic 12-month renewal of the IGA with the County for the continued operation of the Canby Building Permitting and Inspection Program.*

Options:

1. Agree to allow an automatic 1-year renewal of the IGA with the County for continued operation of the Canby Building Permitting and Inspection Program.
2. Prior to October 1, 2013 provide notice to the County of the City's intent to resume operation of the building program. (This option has budgetary implications not currently addressed in the adopted fiscal year budget in terms of program costs to administer the building program).
3. Consider possible negotiated revisions to the IGA. This would be most appropriate next year at this time when the current IGA will be approaching its expiration.

Attachments: IGA between Clackamas County and the City of Canby for Operation of the Building Program Is Available Upon Request from Staff



City of Canby Bi-Monthly Report
Department: Administration
For Months of: July and August 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: September 9, 2013

1. **Business Licenses** – Twenty-five (25) new business licenses were issued during the months of July and August 2013. This compares to 39 new licenses issued during July and August 2012. Thirty-two (32) business licenses were inactivated during the months of July and August 2013. This compares to 43 inactivated during the same period in 2012. Two hundred-thirty nine (239) business license renewals were sent out, compared to 184 in 2012. The total number of businesses licensed with the City of Canby is 1,144, of which 645 have Canby addresses.
2. **Complaints/Inquiries** – Seven (7) complaints/inquiries were received during July and August 2013, all of which have been resolved. Two (2) follow-up cards were mailed and none have been received back at this time.

Cemetery - Total property purchases recorded: Four
Total interments recorded: Six
3. **Training/Meetings** – Kim Scheafer and Sue Ryan toured the records archive room at Sherwood City Hall.
4. **Special Animal Permits** – One (1) special animal permit was issued during July and August 2013.
5. **Sidewalk/Park Vending Permit** – None.
6. **Liquor Licenses Processed** – One (1) liquor license was processed and taken to the City Council.
7. **Miscellaneous** – The City's electronic newsletter was distributed to 1,189 email addresses in July and 1,181 in August 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 JULY – AUGUST 2013*
ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Updates

The following projects are funded through Urban Renewal.

Business Recruitment:

- Final negotiations are underway for a nearby, rapidly growing machine shop that wants to locate in the former Peco Building in the Canby Pioneer Industrial Park. Staff will meet with the broker and company to provide a “Canby Welcome” once all details are settled.
- Site information for five locations was provided to a broker representing a stainless steel fabricator now located outside Oregon City.
- Staff prepared a proposal for Project Evolution – a food processing company that is looking for 30+ acres to build a 300,000 square foot facility that would employ 215 workers in Oregon. They would begin production in 2016 and invest \$131.1 million. Many communities prepared proposals and Canby is likely to be competitive for this project.

Clackamas County Broker Tour: Canby was part of a broker tour on September 5th. Industrial and Commercial Real Estate brokers from throughout the Portland area have been invited. Clackamas County is coordinating the ½ day event that will feature Canby, Molalla, Estacada, and the Clackamas Industrial Area. Canby Economic Development staff and several local brokers provided highlights of the Canby Pioneer Industrial Park and Canby’s many location advantages.

Canby Atlas: Our GIS Intern has made an impressive start on Canby’s Development Opportunities Atlas. Maps include Overview and locator maps, Area Attractions, Zoning, Downtown Canby, Urban Renewal Area, and Aerials Historic Building Locations among others. We will continue to build on this work with other maps as they are created. Hard copies will be available at the development services building as well as on line.

Decision Ready / Industrial Site Certification: An intake form for Canby sites has been submitted to Business Oregon for consideration. The second meeting with eligible property owners was held July 31st. A map of participating property owners and acreages is attached. The majority of the vacant sites in the Pioneer Industrial Park will move forward in the decision ready evaluation process. The next step is to gather detailed information requested into a notebook for submission. The information gathering process is underway and the evaluation phase may take about 9 months to complete. Property owners and utility providers are prepared to submit letters needed for certification.

Community Response Team: The group met on July 31st. They received an update on Industrial land certification, current business activity and reviewed city and county industrial and commercial land marketing efforts. The next meeting will be held in Late October.

“Canby In the Spotlight” Newsletter: The inaugural newsletter highlighted development activity, trends and other Canby advantages. It was distributed in mid-July to real estate developers, brokers, economic development partners and community leaders. It has been well received. The Canby Herald featured several articles from the newsletter in August and September. The Daily Journal of Commerce had a front page article on Canby development on August 14th.

3-D Design: The Canby Rental concept design for a new larger building was shared with the property/business owners in early July. They are very pleased with the plan and intend to move forward on next steps this fall.

Canby Advanced Manufacturing Metals and Machinery Summit – The summit was held on July 17th. Common themes around workforce development were identified. Attendees can participate in the Second National Manufacturing Day on October 4th and may hold open houses and tours for the occasion. They want to meet with the school board to share their insights on the career skills needed in their industry. Staff will work with WICCO, the Chamber and school district to coordinate the event and future efforts to support this cluster.

Main Street Updates

The following projects are funded through Urban Renewal.

Promotion

- **Downtown Canby First Friday and Cash Mob** – The July 5th and August 2nd First Friday programs were a success. As the program expands, new businesses such as the Backstop Bar & Grill have started to participate, as well as seasoned downtown businesses that have begun to participate like Mike’s Place. First Friday businesses feature food, retail, or drink specials and more. In an effort to expand participation, there is now no cost to businesses and vendor rates are very affordable. All new vendors reported success and interest in continuing with the program. The August First Friday event was marketed differently using affordable social media advertising campaign that reached 31,278 unique people, 109 likes, and 345 page views. The approach attracted a broader audience including more families and children downtown. The final Cash Mob location was Puddin’ River Chocolates. The first Friday program is evolving and this component is being discontinued in favor of other approaches.
- **Downtown Draw** – The August Downtown Draw featured Dr. Kevin B. Johnson DMD Cosmetic & Family Dentistry located at 333 NW 3rd Avenue. The *Downtown Draw* markets downtown businesses and focuses on both entertainment and service-oriented businesses. The Downtown Draw article is featured on the Canby Main Street website, on facebook, and in the e-newsletter. This indepth article spotlights downtown businesses and provides insight into the businesses and the people who run them.

Organization

- **Historic Review Board** –The Historic Review Board met on July 1st and August 5th. Committee members review the Certified Local Government Grant, and identified which parts to focus on first. They will look at the 2009 reconnaissance level survey that was completed in Canby to identify which buildings would be best to begin the plaque program. The plaque program will provide pictures and history of historic buildings in Canby. The group received a more in depth survey from Carol Palmer – one of the new members who is also working with the Canby Historical Society. The next meeting will be held on Monday, September 9th and involve a short discussion and a walking tour of the downtown historic sites. The group will meet with the owner of Canby Trophies, to review options for the Historic Plaque Program that will be funded partly by the Certified Local Government Grant.
- **Parking** – On 1st Avenue, the new parking signs have been installed according to the recommendations from the summer 2012 parking study. One recommendation was to form a Parking Committee comprised of downtown business owners. The Parking Committee will ensure that the city is responsive to the concerns regarding parking downtown. With the new hours set, more spaces should become more available for patrons of downtown businesses. Long-term parking options have been identified for downtown business owners and their staff. The Parking Task Force met on Tuesday, July 23rd at 6:00pm. Fifteen downtown business owners and managers attended and are interested in working towards finding a solution that benefits the greater good and help to make downtown Canby as customer friendly as possible. The task force created a targeted survey to find out more about the downtown businesses and their parking needs. The survey will be emailed out, and then members of the task force have offered to touch base with the businesses that have not yet responded. The next Parking Task Force meeting will be held on Tuesday, September 10th in the Police Facility Community Room.

Economic Restructuring

- **Business Outreach** – The Canby Main Street Manager, Renate Mengelberg and Bev Doolittle from the Chamber of Commerce are reaching out to several businesses facing challenges to see where assistance may be needed. The team has made appointments with the businesses and the next step is for Karen Carroll from the Small Business Development Center to work individually with the businesses. The Chamber and the City met with the Clackamas County Rapid Response team, who has already begun to provide insights into tools – most of them free – that can help these businesses. We will continue to coordinate to provide long term help.

Design

- **Arts Committee** – Canby Main Street is considering forming a new arts focused committee to advise the Design Committee. They will work on bringing all forms of public art to downtown Canby, provide recommendations on public art, and identify funding sources to install art throughout Canby. A detailed list of objectives will be published through different City channels, and a meeting will follow.



Bi-Monthly Finance Department Report

To: Mayor Brian Hodson & City Council Members
From: Haley Fish, Finance Director
Through: Greg Ellis, City Administrator
Covering: July & August 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.

- The **Adopted 2013-2014 Budget** was published to the webpage and hard copies delivered to required agencies.
- **Accruals were posted** to properly account for income and costs that were earned and incurred in 2012/2013 but were not received or processed until July and August.
- The contract audit firm was on-site for **interim audit fieldwork** which focuses primarily on internal controls and detailed tests of transactions. Various financial processes were reviewed; recommendations if any will be provided when the financial audit is completed in the fall.
- Additional year-end accounting adjustments have been drafted and capital assets reconciled in order to lay the groundwork for preparation of the Comprehensive Annual Financial Report (**CAFR**). The Schedule of Expenditures of Federal Awards (**SEFA**) has also been drafted as the City is once again subject to a single audit that is required for entities expending over \$500,000 in Federal grant funding.
- A **PERS Reserve** was created by resolution and committed by ordinance to set aside funds budgeted in 13/14 to offset increased rates in future years as current rates were reduced and costs effectively differed to a future period due to the Oregon state legislative enacting SB 822.

- Annual adjustments to **salary and benefit rates** including a 2.3% cola effective 7/1/13 and annual changes to benefit premium rates were implemented.

- A 5% increase in **sewer rates** approved through resolution no. 1157 effective 7/1/13 were implemented in the July utility billing.

- The Finance Director has been **cross-training** on all systems to be able to provide backup, improve oversight and suggest improved processes.

- The combined efforts of HR and Finance staff as well as several providers of services to employees made for an excellent annual **Benefits Fair**. Held in the Community Conference Room at the police department, confidential health testing and other options were available.

Statistics this period:

- **Accounts Payable**

Invoices:	592
Invoice entries:	944
Encumbrances:	50
Manual checks:	15
Total checks:	407

- **Payroll**

Timesheets processed:	456
Total checks and vouchers:	552
New hires/separations:	2/2

- **Transit Tax Collection**

Forms sent:	19
Delinquent notices sent:	8
Non-filed notices sent:	149
Collection notices sent:	2
Accounts sent to collections:	0
Accounts opened/closed:	26/7
Returns posted:	635

- **Utility Billing**

Bills sent:	9061
Counter payments:	278
Accounts opened and closed:	230
Lien payoffs:	6
Lien payoff inquiries:	29
Collection notices sent:	0
Accounts sent to collections:	0

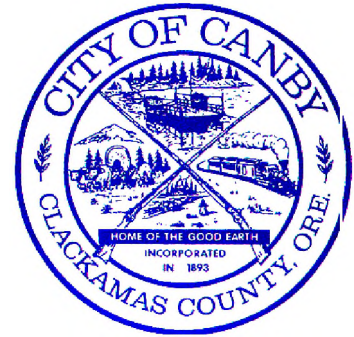
- **General Ledger**

Total Journal entries:	603
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- **Cash Receipts Processed**

Finance:	1119
Utility:	465

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
July – August, 2013



TO: Honorable Mayor Hodson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: September 3, 2013

Summer Reading. 1,200 babies, children, teens and adults signed up for Summer Reading this year—and attendance at 30 Summer Reading events also totaled over 1,200. Special thanks this year go to Roth Heating & Cooling, which provided a \$500 grant to support a Summer Reading Party at Wait Park on August 17, and to Fred Meyer, which provided a \$3,500 grant to support outreach to underserved children and families in our community. Thanks to Fred Meyer’s support, library staff provided 10 storytime/craft programs at various locations through partnerships with the [Summer Food Service Program](#) (sponsored by the Oregon Department of Education) and Bridging Cultures. Summer Reading is also generously supported by the Friends of the Canby Public Library and a Ready to Read grant from the Oregon State Library.

Recent Grants. The library has recently received two grants to support cultural programming for the Canby community.

- Califa has awarded the library \$2,500 to support *Pushing the Limits*, a series of science-related book discussions and film screenings to be offered in early 2014. As part of the project, library staff plan to partner with the Clackamas County Conservation District to explore hands-on projects related to climate change and how individuals in our community can make a difference. Subjects will include solar energy, rainwater harvest, weather and wind energy.
- The Gilder Lehrman Institute of American History has awarded the library \$1,200 to support a programming series centered around “Created Equal: America’s Civil Rights Struggle,” a multipart film series. This grant will be implemented in the spring of 2015.

Gifts from the Friends of the Canby Public Library. In August, the Friends reviewed requests from the library for support for 2013-14 and made \$12,270 in gifts. Projects that will benefit from this support include:

- **Family cultural passes: \$700.** This purchases family passes from the Evergreen Aviation Museum, Lan Su Chinese Garden, Japanese Garden, Crystal Springs Rhododendron Garden, Pittock Mansion, Portland Art Museum and the Portland Children’s Museum.

Families can check out a pass for a day and visit these cultural institutions for free or at a reduced fare.

- **Book Page: \$480.** a book-focused publication offered for free to library patrons (100 copies a month)
- **Music in the Stacks: \$3,500.** This will fund five - six concerts from September – May.
- **Family programming: \$3,300.** This funds our Thursday night events for children and families through the school year and includes 12 family programs, including the 10 that we have organized in the past and two additional Spanish language Family nights (12 @\$275 per month or \$3,300)
- **Monthly movie nights: \$290.** By covering the movie licensing fee, this grant allows the library to show two free family focused movies each month—one in English and one in Spanish.
- **Adult programming. \$1,000.** This will fund ongoing programs for adults from September – May.
- **Outreach/Programming to Spanish speakers: \$1,000.** This will fund a year-round roster of programs for Latino audiences, including Hispanic Heritage Month (Sept./Oct.), Day of the Dead (November), Noche de Cuentos/A Night of Stories (a family literacy initiative)(March) and Dia de los Ninos/Dia de los Libros (April).
- **Teen programming: \$500.** This will fund periodic Library After Dark events from September through May.
- **Summer Reading 2014: \$1,500.** This provides funding for next year's Summer Reading program, which begins in June.

As always, we are grateful to the Friends of the Canby Public Library for their support, without which the library would be able to offer very few programs for the community's benefit. The Friends are supported primarily through annual memberships and through sales at their bookstore (located in the library).

New library planning. Since the new library project was terminated in early July, staff have returned or cancelled grants from the Ford Family Foundation, the Oregon Community Foundation, the Collins Foundation and the Meyer Memorial Trust totaling \$460,000. Individual donors have also been contacted with the option of receiving a refund, transferring it to support ongoing programming at the library, keeping their gift in the library's building fund, or transferring it to The Canby Public Library Foundation. Per the city council's request, city staff will be presenting additional information about future options for a new library later this fall.

Community involvement. Volunteers donated 502 hours in July and August, 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 JULY/AUGUST 2013 BI-MONTHLY REPORT



TO: *Honorable Mayor Hodson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *September 9, 2013*
THROUGH: *Greg Ellis, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of July and August, 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 coordination projects.

Planning Activities

- 1. Dog Park.** The existing water well on the property is being decommissioned which was made a condition of approval for new Canby Utility water service to the property. The City is now moving forward with immediate removal of the existing house on the property. The dog park design is now in the final design phase and will be completed and ready for project bidding within a month.
- 2. Northwoods Park.** The park project was bid, a contract was awarded, and construction is underway and on schedule.
- 3. NE Canby Master Plan.** The current draft plan is to be revised to gain consensus on a new land use/zoning scheme around a new industrial access route to 99E. Staff has been exploring alternative access from OR 99E with property owners.
- 4. Buildable Land Analysis.** Senior Planner has begun the data analysis to identify and map re-developable and infill potential, current vacant parcels, and determine need for each land use type for next 20 year period based on the new population projection completed for the City.
- 5. North Redwood Master Plan.** A competitive TGM Grant application to secure planning assistance of the north Redwood Master Plan area within the Urban Growth Boundary, that is likely to see pressure towards annexation and future development in the near future, was submitted. The award criteria have become stricter in terms of assuring that projects have a strong transportation related component. We should know about possible funding by October 1, 2013.
- 6. Industrial Rail Spur (Teamtrack).** Senior Planner submitted a grant to the TGM Program to fund a feasibility study for this project. A grant has been awarded and consultant is on board. The first meeting is scheduled for mid -September.
- 7. New Tree Ordinance.** Senior Planner submitted a revised Tree Ordinance and Street Tree Policy to the Council for a scheduled hearing on September 18th, 2013.

8. **Community Park.** Wilderness International crews continue their work this summer through September to improve trails, remove invasive plants, prepare pond for future improvements etc. These grant funded activities were funded with a small contribution from the City.
9. **STIP S. Ivy Street Project.** Canby's application is on the final recommended list for funding. Staff will continue to monitor the process to ensure its adoption by the Oregon Transportation Commission.

Land Use Application Activity

PRA 13-04	Jason Bristol	Planned Unit Development & Subdivision	NE 3 rd & 4 th Avenues near Fairgrounds
PRA 13-05	Jason Bristol	Minor Subdivision	658 NE 10 th Avenue
PRA 13-06	Tom Scott	Dinsmore Estates Phase II Residential Subdivision	S. of SW 13 th Ave., East of S. Ivy Street
MOD 13-04	Kevin Bany	Minor Modification	High School Sports Complex - SW 13 th Ave
MOD 13-05	Jennifer Kimura, VLMK	Minor Modification	155 Hazel Dell Way
MLP 13-01	Melvin Borg	Minor Partition	23397 S Mulino Rd.

10. Pre-Application Conference(s):

- Jason Bristol submitted a pre-app for a Planned Unit Development and Residential Subdivision on an R2 High Density Residential zoned property for a 15 lot attached townhome project on individual lots on two existing tax lots lying between NE 3rd & 4th Avenues near the Fairgrounds.
- Jason Bristol submitted a pre-app for a Minor Subdivision to divide an R-1 zoned tract with an existing home into two lots with a 3rd access easement tract to allow construction of a new detached single family home as an infill project at 658 NE 10th Avenue.
- Tom Scott submitted a pre-app for Dinsmore Estates Phase II, a 39 lot residential subdivision located on a 10 acre tract south of SW 13th Avenue east of S. Ivy Street.

11. Land Use Applications Submitted July 1 through August 31, 2013:

- Kevin Bany, on behalf of Canby High School, submitted a Minor Modification to add safety netting screening along SW 13th Avenue adjacent to the ball-fields on the south end of the High School campus.
- Jennifer Kimura with VLMK Engineering on behalf of Bowen Development Company, LLC submitted a Minor Modification to prepare an interim use of a future building pad area for outdoor storage at 155 Hazel Dell Way.

- Melvin Borg, owner, submitted a Minor Subdivision to divide an M-1 Light Industrial zoned tract into 3 parcels at 23397 S Mulino Rd.

12. Pre-Construction Conference(s) Held: The Northwood's Park pre-construction meeting was held during this period to approve and finalizing the constructions plans for development of a new City park at N Elm Street & NE 14th Avenue.

13. Action on Fred Meyer Appeal to Council and LUBA Remand:

- The Planning Commission reviewed a revision to the Fred Meyer Site Plan as part of an Appeal of their decision to the City Council and made a recommendation to the Council on the LUBA Remand issues in July. The City Council upheld the Planning Commission's approval of the Site and Design Review with the design revision, approved all 3 of the reconsolidated applications, and approved the new findings for the record addressing the LUBA remand issues for the proposed Fred Meyer fueling facility at the SW/corner of SE Locust Street & Hwy. 99E.

Permits Reviewed for County Approval

Site Plan Reviews for July and August

SP 13-50	KAGAP	Tenant Improvement	1477 SE 1 st Ave
SP 13-51	The Canby Center	Tenant Improvement	681 SW 2nd Ave
SP 13-52	Pacific Life Style Homes	Single Family Residence	1653 N Ponderosa
SP 13-53	LES, Inc.	Single Family Residence	250 SE 16th Ave
SP 13-54	LES, Inc	Single Family Residence	490 SE 16th Ave
SP 13-55	ProActive Sports/VLMK	Warehouse	1200 SE Second Ave
SP 13-56	City of Canby 1 st Ave Redevelopment	Tenant Improvement	1470 NE Territorial
SP 13-57	Charles Clark Construction	Single Family Residence	1315 N. Fir St
SP 13-58	Scott Tallon	Rear Patio Cover	1601 SE 10th Ave
SP 13-59	Canby Clinic	Roof Hatch	452 NW 1st Ave
SP 13-60	Gary & Jody Wiencek	Single Family Residence	1337 N Fir St
SP 13-61	Dr. Deona Bridgeman	Medical Clinic remodel	345 N Grant St
SP -13-62	Jeff Hjorth	Single Family Residence	1345 N Elm St
SP 13-63	Luke Nodine	Adding new window	150 SE 10 th Ave
SP 13-64	Crisp Homes Single Family Home	Single Family Residence	Lot #114 915 NW 2nd Ave
SP 13-65	Crisp Homes Single Family Home	Single Family Residence	Lot #113 917 NW 2nd Ave
SP 13-66	Crisp Homes Single Family Home	Single Family Residence	Lot #94 914 NW 1st Ave
SP 13-67	Crisp Homes Single Family Home	Single Family Residence	Lot #95 916 NW 1st Ave
SP 13-68	Pacific Life Style Homes	Single Family Residence	976 N Baker St
SP 13-69	Wilco	Closing off outside loading bay	197 S Hazel Dell Way

Sign Applications Reviews for July and August

SN 13-11	Meyer Sign Co of Oregon	Columbia Bank	Ellen Karnes permits@meyersignco.com
SN 13-12	Ramsey Signs	Nature's Pet	Garrett Gibson
SN 13-13	Sanders Hand Therapy	Pole Sign	Janet Sanders

Active Permits

Finals by Clackamas County

July

- ✚ Crisp Homes – 4 Single Family Residence Units
- ✚ Crystal Park Construction – Single Family Residence
- ✚ Pacific Lifestyle Homes – 2 Single Family Residence Units
- ✚ SOS Locksmith – Change of Occupancy
- ✚ Ken Hostetler Construction - Interior Remodel
- ✚ Residential Patio Cover
- ✚ Additional Antennas to Radio Tower
- ✚ Foundation Repair

August

- ✚ Single Family Residence - – Crisp Homes
- ✚ Single Family Residence – Dinsmore Estates
- ✚ Single Family Residence – Pacific Lifestyle Homes
- ✚ Single Family Residence – Crystal Park Construction
- ✚ Interior Residential Remodel
- ✚ Tenant Improvement – Backstop Bar and Grill
- ✚ Residential Patio Cover
- ✚ Commercial Roof Sealant
- ✚ Residential Shop
- ✚ 2 Residential Remodels
- ✚ Alteration of Residential Garage
- ✚ Commercial Tenant Improvement



City of Canby Bi-Monthly Report
Department: Police
July-August 2013

To: The Honorable Mayor Hodson & City Council
From: Chief Bret Smith
Date: September 9, 2013

Monthly Stats

Description	June	July
Calls for Service	1318	1374
Custodies	31	32
All Incident Reports	217	201
Traffic Citations	281	236
Parking Citations	39	31
False Alarm Calls	31	28
Abandoned Vehicle / Parking Complaints	34	23
Animal Complaints	1	2
Other Ordinance Viol. Complaints	4	9
Total Code Enforcement Calls for Service	46	44

Note: Monthly statistics behind the bi-monthly reporting period to capture more statistics.

Meetings & Events Attended – Chief Smith / Lt. Tro

- Monthly Police Chiefs – Milwaukie PD
- Wilson Construction Company Barbeque
- Canby Center – Youth Center
- Tom O'Connor – Canby Fire
- Chief Rod Lucich – Molalla PD
- City Health Benefits Fair
- Troutdale Police Department Facility Tour
- Canby Area Chamber of Commerce Luncheon (July & August)
- Canby Rotary – Lt. Tro (July & August)
- City County Insurance Services
- Chief Jim Pryde – Gladstone PD
- Canby Community Response Team
- Kiddie Caper Parade (Clackamas County Fair)
- Lt. Robert King – Portland Police Bureau
- Officer Nolan Booth-DPSST Academy Graduation (Chief Smith Guest Speaker)
- Bridging Cultures
- Clackamas County Mid-Managers
- Canby Adult Center lunch service – Monthly
- C800 Meeting / Fire & Law Services (CCOM – Clackamas County Dispatch)
- Clackamas County Communications (CCOM 911) Users – Monthly

Detailed reports for specific departmental programs are attached, submitted by the program supervisor.

Memo

To: Lieutenant Jorge Tro
From: Detective Sergeant Frank Schoenfeld
Date: August 6th, 2013
Re: Monthly Report for July 2013

Training Attended:

6/11/13 – Make-up Firearms Training at CRGC.

7/9/13 Through 7/11/13 – Attended ONEA Conference in Bend, OR.

7/14/13 Through 7/18/13 – Instructed County-Wide Active Shooter Class.

7/31/13 – Instructed Canby PD Firearms Training at CRGC.

Meetings:

7/2/13 – Active Shooter PREP Meeting at Canby PD.

7/3/13 – VAMDT Meeting to set new protocols.

7/25/13 – MDT Meeting at Willamette Falls Training Center.

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

This month was very busy for me due to the fact that I attended the ONEA Conference in Bend the week of the 8th, instructed County-Wide Active Shooter Training for different agencies in Clackamas County the week of the 14th, and conducted our department Firearms Training on the 31st. This being said, we were able to finish the MDMA investigation into suspect Coty Ballinger. After subsequent controlled MDMA buys with a testifying informant, a search warrant was executed on his residence in Canby. Ballinger was charged with DCS x3, PCS x3, Sex Abuse I x3, Rape I x2, Burglary I, and Theft I x2. Ballinger admitted to selling MDMA to multiple Canby High School students along with the burglary of a local residence where a substantial

amount of cash was stolen. Ballinger also confessed to having sex with a 13 year old female in Canby.

This month Detective Ethington has been investigating a very involved, ongoing, Sex Abuse investigation of a 13 year old Canby boy who has been sexually abusing his younger sister and her friends. Working with DHS, Detective Ethington has come up with a safety plan to keep the subject away from the victims until the case has been completed. Unfortunately the Children's Center interviews appear as if they will go well into next month. This case will remain active until all interviews are completed.

This month we were contacted by DHS regarding a father who had allegedly sexually abused his young daughter back in 2007. The difficult thing with this case is that although the child now lives in Canby, the crimes occurred in Naples, Italy while they were living overseas on a military base. This is a situation we have never faced before and we are working with FBI to establish jurisdiction and which authorities should be appropriately contacted. The child has already been examined by a doctor and seen at the Children's Center. The case is still active.

This month we received a case where a 3 year old female child alleged she had been raped by an 11 year neighbor boy. This was a very unusual case because the victim, as young as she is, was very descriptive as to what she explained happened to her and it was extremely difficult to figure out where she would learn about the things she described. After the victim was examined by the doctor and seen at the Children's Center, Detective Ethington contacted the suspect with DHS and obtained a statement. The difficult thing about this case is that although the child was very explicit to Detective Ethington and DHS as to what had happened to her, she did not disclose anything at the Children's Center when we received their findings report. Based solely on what was initially disclosed, we felt it necessary to send the investigation to DDA Lundgren anyway and let the DA's office make the decision to proceed.

This month detectives were called out to investigate a Sex Abuse/Unlawful Penetration by a suspect who confessed to the sexual abuse of his four very young daughters. This case involved crimes in Canby as well as Molalla. Detective Smith conducted a great interview to obtain these confessions. A search warrant was executed on the suspect's computer and is currently being examined forensically by Detective Floyd.

This month Detective Floyd conducted Roll-Call Training on the new Cellebrite system and How To Seize Digital Evidence. This was a great forum to not only explain how digital evidence should be seized by patrol officers, but a great forum to answer many questions that patrol had for Detective Floyd. Detective Floyd went over the face-sheets he uses and how he prepares discs with the evidence they need. We were able to take care of the Day-Shift roll calls and hope to get the night shifts in August.

This month Detective Floyd also attended the Titan Fusion Training that was sponsored by Portland Police Bureau. This was a four hour class on how to access and disseminate information using the Titan Fusion Center.

Officer Larrison was assigned back to patrol during the summer school closure.

Monthly Traffic Report

June 2013

Prepared by Sergeant Tim Green
Tuesday August 6, 2013

Traffic Report

281 Citations were written for the month of June, 237 of these were written by patrol and 44 were written by Traffic Officers.

There were 5 DUII arrests for the month, 4 by patrol 0 by Traffic officers.

There were 13 traffic crimes investigated by the police department, 13 of these were taken by patrol and 0 by Traffic Officers.

The department received 17 traffic complaints; 13 were investigated by patrol and 4 by the traffic Officer.

We had a total of 13 reported crashes for the month, 7 were investigated by patrol and 6 by Traffic Officers. 2 crashes occupants reported injury.

Patrol citation numbers were up slightly for the month Traffic Patrol was down.

0 truck inspections were done this month.

Equipment and Uniforms

Uniforms have continued to be replaced as needed. Vests have been ordered as needed and all invoices for vest received have been sent to the Bullet Proof Vest Fund for reimbursement.

I had a small audit this month from the Bullet Proof Vest Fund on all vests reimbursement requested between March 1, 2013 and June 30, 2013 along with a copy of our departments mandatory wear policy. This information was sent in per there request and I received an email back stating we were in compliance and reimbursements would continue to be approved.

Bike Patrol

Bikes were not deployed in the month of June.

Canby Police Department

Monthly Traffic Report

08/01/13

Officer Jeremy Holstad

Month of June 2013

CITATIONS

TRAFFIC OFFICERS: 44

PATROL OFFICERS: 237

TOTAL CITATIONS FOR June: 281

DUII ARRESTS

TRAFFIC OFFICERS: 0

PATROL OFFICERS: 5

TOTAL DUII ARRESTS FOR June: 5

TRAFFIC CRIMES

TRAFFIC OFFICERS: 0

PATROL OFFICERS: 13

TRAFFIC CRIMES FOR June: 13

TRAFFIC COMPLAINTS

TRAFFIC OFFICER: 4

PATROL OFFICERS: 13

TOTAL TRAFFIC COMPLAINTS FOR June: 17

TRAFFIC CRASHES

TRAFFIC OFFICERS: 6

PATROL OFFICERS: 7

TRAFFIC CRASHES (INJURY): 2

TRAFFIC CRASHES (NON-INJURY): 11

TOTAL CRASHES FOR June: 13

TRUCK INSPECTIONS

TRAFFIC OFFICER: 0

Monthly Traffic Report

July 2013

Prepared by Sergeant Tim Green
Tuesday September 3, 2013

Traffic Report

236 Citations were written for the month of July, 188 of these were written by patrol and 48 were written by Traffic Officers.

There were 3 DUII arrests for the month, 3 by patrol 0 by Traffic officers.

There were 10 traffic crimes investigated by the police department, 10 of these were taken by patrol and 0 by Traffic Officers.

The department received 12 traffic complaints; 9 were investigated by patrol and 3 by the traffic Officer.

We had a total of 15 reported crashes for the month, 12 were investigated by patrol and 3 by Traffic Officers. 1 crash occupants reported injury. 4 of these were parked cars

Patrol citation numbers were up slightly for the month Traffic Patrol was down.

0 truck inspections were done this month.

Equipment and Uniforms

Uniforms have continued to be replaced as needed. Officer Booth is out of the Academy and has been assigned the proper equipment at this time.

eCite/eCrash has been installed and is being tested in a few select cars. I have been able to work out most of the bugs that have come up to this point. I will be working with APS, Clackamas County and Valery Kraxsberger over the next few weeks to complete the next step of the project. Today I applied for the reimbursement grant for the project and should receive that payment within a few weeks.

Bike Patrol

Bikes were not deployed in the month of July.

Canby Police Department

Monthly Traffic Report

08/29/2013

Officer Jeremy Holstad

Report for month of July 2013

Citations

Traffic Officers: 48

Patrol Officers: 188

Total Citations for July: 236

DUII ARRESTS

Traffic Officers: 0

Patrol Officers: 3

Total DUII for July: 3

Traffic Crimes

Traffic Officers: 0

Patrol Officers: 10

Total Traffic Crimes for July: 10

Traffic Complaints

Traffic Officer: 9

Patrol Officers: 3

Total Traffic Complaints for July: 12

Traffic Crashes

Traffic Officers: 3

Patrol Officers: 12

Traffic Crashes injury: 1

Traffic Crashes parked: 4

Total Traffic Crashed for July: 15

Truck Inspections

Traffic Officer: 0

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 08-07-13
Re: July '13 Monthly Report

Tactical Entry Team

Due to the department the wide active shooter training during the month of July, we did not conduct TET Training.

On July 8th TET executed a search warrant for Detective Smith at a residence in Canby. The warrant was served without incident and resulted in the arrest of the suspect.

Training

Between July 8th and July 26th all Canby PD Officers attended Active Shooter Training. The training consisted of 4 hours of classroom lecture and 8 hours of practical application training. The training was a multi-agency effort involving 9 different agencies in Clackamas County. Canby PD hosted the classroom portion in the community room and also the first week of the practical application at Canby High School. A total of 165 officers, county wide attended the training.

On July 31st Sgt. Schoenfeld and I instructed department firearms training at Canby Gun Club. The training focused on long range use of the patrol rifle.

(See the attached training schedule for additional individual officer training).

Respectfully,



Sgt. Doug Kitzmiller

SCHEDULED TRAINING

July 2013

Schoenfeld M. Smith Ethington	July 8-11	ONEA Summer Conference	Redmond
Floyd	July 9	Fusion Liaison Officer Training	Portland
All Officers	July 8-26	Active Shooter	Canby and OC High Sch.
All Officers	July 31	Department Firearms Training	CRGC

August 2013

Larrison	Aug 4-7	Oregon SRO Conference	Redmond
Larrison Krupicka	Aug 15	Synthetic Drug Training	Clackamas Comm. College

September 2013

Holstad	Sept 17	ODOT Truck Inspection Training	Portland
Kitzmilller Larrison Ethington Schoenfeld Christman Fetters	Sept 24-26	DPSST Firearms Instructor Update	CRGC
Floyd	Sept 25-27	2013 OHIA Major Crimes Conference	Bend

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 09-04-13
Re: Aug '13 Monthly Report

Tactical Entry Team

On August 14th TET executed two search warrants for Detective Smith. One at a residence in Oregon City and the other at a residence in Clackamas. Both warrants were served without incident and resulted in the seizure of controlled substance and the arrest of the suspects.

On August 30th TET conducted a search warrant for Detective Smith at a residence in Happy Valley. This warrant was served without incident and resulted in the seizure of a substantial amount of Heroin and the arrest of the two suspects. Three children at the residence were also taken into DHS protective custody.

TET did not conduct training during the month of August.

Training

On August 29th I instructed a make-up firearms training at Canby Gun Club for the officers that missed the July training. The training focused on long range use of the patrol rifle.

(See the attached training schedule for additional individual officer training).

Respectfully,



Sgt. Doug Kitzmiller

SCHEDULED TRAINING

August 2013

Larrison	Aug 4-7	Oregon SRO Conference	Redmond
Larrison Krupicka	Aug 15	Synthetic Drug Training	Clackamas Comm. College
Green Floyd Stanislaw Sommer Booth Larrison Ethington	Aug 29	Make-up Firearms Training	CRGC

September 2013

Hemstreet	Sept 10-12	DNA Evidence for Investigators	Salem
All Officers	Sept 11	Department Firearms Training	CRGC
Holstad	Sept 17	ODOT Truck Inspection Training	Portland
Kitzmiller Larrison Ethington Schoenfeld Christman Fetters	Sept 24-26	DPSST Firearms Instructor Update	CRGC
Floyd	Sept 25-27	2013 OHIA Major Crimes Conference	Bend

October 2013

Farmer	Oct 1	Creating a High Performing Organization	Milwaukie
Smith Tro Sommer Kitzmiller Schoenfeld Green Warren	Oct 10	Internal Affairs: Start to Finish	Lake Oswego
Wallbaum	Oct 21-25	FBI Basic HNT Course	Brooks, OR

November 2013

All Officers	Nov 13 & 20	Department Firearms Training	CRGC

December 2013

Hemstreet	Dec 17-19	Footwear & Track Evidence	PSTC
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July 2013 Monthly K9 Report

Prepared by Sergeant Tim Warren
Saturday August 3rd 2013

K-9 Activity – Bold Ideas a Canby business donated (2) rifles to the K9 unit to auction off with proceeds going towards the purchase of another K9 in the next year or two. K9 Deorak's injury is healed, he was released to work the road and train again.

MONTHLY SUMMARY:

Officer Warren / Freddy– Three Narcotic K9 deployments in July. (1) Traffic stop K9 was used in a vehicle search for possible Narcotics. ¼ pound of Marijuana was located in the trunk. (2) K9 Freddy searched an area at Luis Del Mundo where lots of children congregate for suspected narcotics that were found. Search was negative, substance was not narcotic. (3) Last was a probable cause free sniff on a minor's backpack with a positive alert. This resulted in a search warrant that yielded Meth and Heroin paraphernalia.

Officer Farmer / Deorak – K9 Doerak sustained an injury during training to his front shoulders at the end of May. Deorak is on light duty until the injury fully heals. Deorak sustained a chip to his front left shoulder blade. The chip is small enough that it should dissolve without the need for surgery. Deorak is back on the road as of July 1st.

Concerns / goals

Both K9's need to re-certify prior to end of September, arraignments have been made. Fall K9 conference is scheduled in Medford in September. The OPCA training schedule looks very aggressive and well put together

August 2013 Monthly K9 Report

Prepared by Sergeant Tim Warren
Tuesday September 3rd 2013

K-9 Activity –K9's assisted patrol and detectives in taking suspects in custody and locating narcotics.

MONTHLY SUMMARY:

Officer Warren / Freddy– Two Narcotic K9 deployments in August. Both were Detective search warrants consisting of three separate dwellings to be searched. All searches yielded narcotic finds.

Officer Farmer / Deorak –Two deployments in August. First was on a domestic assault where the subject was located and taken into custody. The second was a Felony warrant service where the subject surrendered and was taken into custody without injury.

Concerns / goals

Both K9's need to re-certify prior to end of September, arraignments have been made. Fall K9 conference is scheduled in Medford in September.

K9 TRAINING MONTHLY 08-2013

Handler OFC Farmer 32609
Dog Deorak
Month 08-01-2013 to 08-31-13

Training hours:

08-08/09-2013 K9 Training hours 4 on my own
08-13-2013 K9 Training hours 4 @ Roberts field CCSO
08-14-2013 K9 Training 30 minutes at City Shops/on own
08-20-2013 K9 Training hours 4 @ Woodburn water plant CCSO
08-27-2013 K9 Training hours 4 @ Happy Valley golf course CCSO

Hours 16.30

Care and Maintenance for Deorak

15.30 hours

Call outs for Canby:

None

Call outs for outside agencies:

1. CCSO APA assault CCSO case D13-23619/CPD #13-1631 subject located and arrested with K9 assistance. No bite. cad 51 08-05-2013
2. CCSO suspect wanted for Escape 2 CPD #13-1736 cad 465 subject located and arrested with K9 assistance. No bite

Total hours with training and care to date:

TOTAL HOURS TO DATE: **246.60**

**K9 Activity Report
August 2013**

Handler Tim Warren
Dog Freddy
Month August 2013

Training days:

08-05-13	Sandy	4 hrs
08-12-13	Oregon City	4 hrs
08-19-13	Oregon City	4 hrs

137 hrs YTD

Call outs:

DATE	AREA /CRIME	CASE#	AGENCY	DISPOSITION
08/14	Search Warrant 1	13-8015	CPD	Meth / Marijuana located
08/14	Search Warrant 2	13-8015	CPD	Meth / Marijuana located
08/30	Search Warrant	13-8012	CPD	Heroin / Marijuana located

***16 out of 20 K9 searches resulted in narcotic finds = 80% find ratio for this year.
(Meaning 16 of 20 searched have yielded a narcotic find & 4 yielded nothing)***

Needs / Concerns / upcoming:

Fall K9 conference.

September Report

From: Eric Laitinen, Aquatic Program Manager

Date: September 9, 2013

Re: Bi-monthly Report

The Canby Swim Center is closed for the annual maintenance. David and Nathan are making sure the mechanical system received servicing and that everything is in good repair. The Pool Tank is getting repainted and the filters are getting new sand. In addition to that everything is getting the once over and a new coat of paint. This year is one of the longer closures as it takes three weeks when the pool tank is being painted for drying and curing.

The fiscal year just started but things are going well. We are a little behind last year in the revenue, but it should pick back up when we open again. The attendance was down only a little mostly due to the fact that we closed the last week of August so we can open earlier in September.

The Penguin Club and Swimming Lessons went very well this summer. There were a lot of new faces in the swimming lessons this year and Penguin Club was bigger than it has been in several years. We had 64 participants in Penguin Club this summer which was almost 20 more than last year. Penguin club is a great program and when they are done with the summer most participants are getting to be quite good swimmers. The Meet is always fun and parents and family fill the spectator area to watch the kids race.

It will be great to get people back in the water on September 16th. Our fall schedule up and going it is now available on the City of Canby website so everyone can start planning their water time.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for JULY 2013
DATE: September Report 2013

CANBY SWIM CENTER JULY 2013	ADMIT 2012	ADMIT 2013	PASS 2012	PASS 2013	TOTAL 2012	TOTAL 2013	YTD TOTAL 12-13	YTD TOTAL 13-14
MORNING LAP	65	38	283	262	348	300	348	300
ADULT RECREATION SWIM	87	48	603	563	690	611	690	611
MORNING WATER EXERCISE	54	87	295	402	349	489	349	489
PARENT/ CHILD	424	288	0	0	424	288	424	288
MORNING PUBLIC LESSONS	1771	1978	0	0	1771	1978	1771	1978
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	78	48	153	213	231	261	231	261
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	620	884	33	63	653	947	653	947
PENGUIN CLUB	0	0	660	819	660	819	660	819
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	576	858	576	858	576	858
MASTER SWIMMING	10	0	80	0	90	0	90	0
EVENING LESSONS	1270	1658	0	0	1270	1658	1270	1658
EVENING LAP SWIM	70	76	119	94	189	170	189	170
EVENING PUBLIC SWIM	802	740	52	64	854	804	854	804
EVENING WATER EXERCISE	78	120	61	45	139	165	139	165
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	201	184	0	0	201	184	201	184
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	488	516	0	0	488	516	488	516
TOTAL ATTENDANCE	6,018	6,665	2,915	3,383	8,933	10,048	8933	10048

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: Attendance Numbers for AUGUST 2013
DATE: September Report 2013

CANBY SWIM CENTER August 2013	ADMIT 2012	ADMIT 2013	PASS 2012	PASS 2013	TOTAL 2012	TOTAL 2013	YTD TOTAL 12-13	YTD TOTAL 13-14
MORNING LAP	83	53	285	195	368	248	716	548
ADULT RECREATION SWIM	67	47	600	353	667	400	1357	1011
MORNING WATER EXERCISE	45	58	298	260	343	318	692	807
PARENT/ CHILD	268	132	0	0	268	132	692	420
MORNING PUBLIC LESSONS	1617	1283	0	0	1617	1283	3388	3261
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	69	41	140	161	209	202	440	463
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	1090	604	20	43	1110	647	1763	1594
PENGUIN CLUB	0	0	383	350	383	350	1043	1169
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	342	328	342	328	918	1186
MASTER SWIMMING	0	0	26	0	26	0	116	0
EVENING LESSONS	1239	989	0	0	1239	989	2509	2647
EVENING LAP SWIM	107	52	128	64	235	116	424	286
EVENING PUBLIC SWIM	865	439	72	31	937	470	1791	1274
EVENING WATER EXERCISE	81	66	60	31	141	97	280	262
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	92	230	0	0	92	230	293	414
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	488	516
TOTAL ATTENDANCE	5,623	3,994	2,354	1,816	7,977	5,810	16910	15858



July and August, 2013
Monthly Reports

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

Facilities Maintenance
July & August 2013
Prepared by Dan Mickelsen

Well with a new budget year beginning I was able to put into motion several projects that I had been planning for. I had done quite a bit of research on scissor lifts. I was able to take delivery of a used unit that reaches to over 19ft. and will fit through a 36 in. doorway. This will allow me to safely work on light fixtures at the P.D and Adult Center as well as use it for gutter cleaning, painting and a host of other jobs. I talked with the Public Works Dept. and we think it may be an asset for changing banners as well. I also put a lot of time pre and post new budget on a project for the 292 N. Holly building which I was told to hold off on for a while but I am ready to go on it. I have been busy enough where at this time most departments still have outstanding work orders needing to be completed, yikes!

Police Dept; 5 w/o requests. We had problems again with the AC-1 unit at the new facility. When I checked the units the community room was once again in alarm. This time the unit was dead. I made a quick call to the installer and they did get someone out the next day. After lots of testing the unit had a burned out circuit board that had killed everything. It took about a week to get the new board but it is operational again. I haven't been invoiced as of yet and I not looking forward to it. I also did repairs to the overhead door in the "sally port" as well as fixing a couple plumbing issues and found a new supplier of paper products which should show a big savings. 15.5 hrs total.

City Hall; 4 w/o requests. I did some repainting in a couple areas in the old courts department which is now being used again. There were lamps replaced as well as other small electrical fixes, repair work on the projector screen and getting price quotes on updating security at City Hall and other buildings as well. The HVAC unit on the Council Chamber roof quit working but it had only kicked out due to a freeze up. I reprogrammed the thermostat so it can no longer be messed with. 25 hrs total.

Transit/ Finance 1 w/o request; This I like! I replaced a mini blind on one of the windows. 3 hrs total.

Library; 5 w/o requests. I put a lot of time into securing bids for a new sign for the building. The object was to get the sign in place and then change the lettering if and when the building was to be used for another purpose. I'm ready to go. After the new budget year started I purchased a new transmitter for the exterior ADA push plate for the door, did ballast replacements and repaired the large bi-fold door to name a few other repairs. 25.5 hrs total

Planning / Building; 3 w/o requests. I was called up to help with cleanup because someone had dropped a water bottle. I grabbed a few rags and away I went. The water was flowing nearly out of the garage doors. They didn't say it was a 5 gallon water bottle no wonder it was such a mess. I also took care of some plumbing issues and replaced lamps. 5.25 hrs total.

Shop Complex; 4 w/o requests. One of the overhead doors was knocked off the track in the up position, it took a bit of doing but with some help I got it lowered down safely and dismantled it so the installer could re work the springs and cables. Also some repairs were mad to exterior door locks and on one of the door closers. Most of the time was spent on last minute design work, getting permits, rough in plumbing and framing of a new rest room for the collections crew. The P.W. crew poured a new slab after rough in plumbing so I could get to framing. I'm almost ready for more plumbing and wiring. After doing my research I did take delivery of a used scissor lift, as well as a trailer for hauling it on. 72.5 hrs total.

Public Works; I attended the health fair, Leadman meetings and two Pre – app conferences. I also did three ESC inspections/ applications. I also helped another applicant try and get through the process (which they did not fully understand) so they could get a C/O so that their financing could be changed. 24.75 hrs total

Fleet Services

Bi-Monthly Report : July / August 2013

Prepared by Joe Witt, Lead Mechanic

July 2013

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$761.25	\$121.17	\$73.33	\$955.75
Adult Center	0			\$612.23	\$612.23
Collections	1	\$221.25	\$0.00	\$128.83	\$350.08
Facilities	2	\$915.00	\$241.28	\$35.00	\$1,191.28
Fleet Service	1	\$0.00	\$0.00	\$68.25	\$68.25
Parks	17	\$4,245.00	\$1,093.60	\$1,102.48	\$6,441.08
Police	17	\$6,120.00	\$1,373.08	\$6,944.85	\$14,437.93
Streets	12	\$5,047.50	\$617.02	\$1,730.03	\$7,394.55
Transit (CAT)	31	\$9,602.60	\$2,784.35	\$8,343.53	\$20,730.48
Wastewater Treatment	4	\$686.25	\$5.50	\$51.14	\$742.89
Total Work Orders Processed for the Month	86	Totals*			\$52,924.52

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

August 2013

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	3	\$825.00	\$342.71	\$173.04	\$1,340.75
Adult Center	2	\$570.00	\$115.27	\$782.00	\$1,467.27
Collections	4	\$1,312.50	\$66.72	\$273.40	\$1,652.62
Facilities	2	\$465.00	\$5.80	\$35.00	\$505.80
Fleet Service				\$70.40	\$70.40
Parks	7	\$1,687.50	\$1,504.08	\$979.63	\$4,171.21
Police	25	\$8,493.75	\$3,739.20	\$6,658.59	\$18,891.54
Streets	8	\$3,772.50	\$2,508.46	\$1,270.77	\$7,551.73
Transit (CAT)	31	\$9,659.50	\$1,291.56	\$8,216.18	\$19,167.24
Wastewater Treatment	3	\$660.00	\$112.91	\$162.86	\$935.77
Total Work Orders Processed for the Month	85	Totals*			\$55,754.33

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

Fleet Service Highlights

Fleet Service working with other City Departments kept the City's vehicles and equipment on the road performing their duties.

Parks Maintenance

July – August 2013

Park Renovations

CR Woods Trucking and Excavation Inc. started work on the Northwood Park playground project. Work started on August the 5th and was done on August the 14th. Until all the playground equipment and site amenities arrive, I will not be expecting to see too much more work to being completed. It will take at least six to eight weeks for the equipment to arrive.

We worked on the Veterans Memorial irrigation system to accommodate the five new flag poles that were offloaded @ the City shop complex. The five branches of the armed forces will fly on the poles, once the Veterans Committee has them installed.

The only update I have for the proposed Dog Park is that the old well has been located and the well head has been exposed for decommissioning.

Park Maintenance

In July mowing, edging and string trimming were still in full swing. Irrigation adjustments and repairs were addressed as needed. The parks turf areas were fertilized towards the middle of July and shrubs were trimmed and fertilized as needed. The spraying of weeds and fence lines started to slow by the end of August. Playground repairs were addressed as found and all the natural areas and trails edges have been cut down to reduce the fire hazard risk. A hazard tree was cut down at Community Park by NW Tree Specialists and another had the dead wood removed. Staff also removed a dead tree at the Swim Center. We cut and cleaned up all the debris from both project and the chips are being utilized on the nature trails. Parking lot painting, pressure washing, painting and bark dusting were also done were needed. The Parks Department spent 18 hours addressing graffiti and vandalism 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, Simmitt 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.

Meetings attended

I attended meetings with Gordon Munro P.E. regarding North wood Park Upgrades.

I attended the Park and Recreation Board meeting.

I met with Mr. Ellis and Pat Harmon regarding the maintenance of the Veterans Memorial site.

We all attended the crew safety meeting

I met with Russ Hall the project manager for Wilderness International. Russ runs a Youth Conservation Corps. wetlands restoration project at Community Park.

For your Information

The Parks Department is responsible for 200 acres of property.

I filled out an Evaluation questionnaire for Mr. Ellis's annual review.

The cottonwood tree that was removed from Community Park was estimated to be 160' tall and 8' @ DBH (Diameter @ Breast Height). The tree was estimated to be around 125 years old.

PUBLIC WORKS

For Months of: July and August 2013

1. **Streets:**

During the month of July the Public Works crew painted traffic lanes, curb lines and crosswalks throughout Canby. Put out barricades for numerous events during the month of July. Worked extensively on General Canby Days and 3 on 3 Basketball Tournament.

The crew received and located 89 locates for July.

Streets	Total Hours
Street Sweeping	48
Street Sweeping Maintenance	9
Street Maintenance	586.5
Sidewalk	4
Street Sign Installation	16
Banners	2.5
Tree Trimming	114.5
Tree Removal	16
Dump Truck Usage	9
Vactor Usage	3

2. **Sewer and Storm System:**

The crew cleaned lift stations in Canby. Hydro cleaned sewer mains for inspections and repairs at 525 NW 9th Avenue, 615 NW Territorial Road and 1487 N Elm Street. We replaced (2) G-2 catch basins to update our storm system and alleviate problem areas with standing waters. Removed pine needles from a swale next to the Logging Bridge Road parking lot.

Sewer	Total Hours
Sewer Laterals	38
Lift Station Maintenance	4
Locating Utilities	56
Sewer Inspections	2.5
Vactor Usage	2
Storm	
Catch Basin Maintenance	4
Storm Line Maintenance/Cleaning	3
Storm Line Inspections	4
Vactor Usage	2
Drying Beds	6

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

The crew trimmed tree limb out of the right-of-way for General Canby Day's parade. Put "No Trespassing" signs around the Police Department. The crew assisted in the cleanup of a hazardous tree at Community Park. The crew fixed or repaired 4 street lights for May.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	16
Warehouse Maintenance	50
Equipment Cleaning	15
Work Orders	7
Other	30
NW 1 st Ave & NW 2 nd Ave Irrigation	5
Street Sweeping Debris (Yards)	15

August 2013

1. **Streets:**

The Street Maintenance Paving was completed for 2013, the striping contractor should be completed by the end of the first week in September. The Public Works crew refreshed traffic lines and crosswalks on S Redwood, Township, S Ivy and N Ivy Streets and parking lines at Council Chambers and CUB parking lot. Rocked shoulder on N Maple Street and put out barricades for Kiddie Kapers Parade and Canby Car show.

The crew received and located 118 locates for August.

Streets	Total Hours
Street Sweeping	15
Street Sweeping Maintenance	6
Street Maintenance	435.5
Sidewalks/Driveway Approaches	3
Street Sign Installation	2
Street Light Repair	16
Tree Trimming	43
Tree Removal	5
Dump Truck Usage	3

2. Sewer and Storm System:

The crews worked inspected and cleaned 6 sewer laterals. Cleaned sediment out of the drywell.

	Total Hours
Sewer Cleaning	4
Sewer Maintenance/Repair	23
Sewer TV'ing	4
Sewer Laterals	2
Lift Station Maintenance	28
Locating Utilities	75
Sewer Inspections	8
Vactor Usage	6
Drying Beds	8
Storm	
Catch Basin Maintenance	1
Storm line Maintenance/Repair	.5
Drywell Maintenance	13.5
Vactor Usage	5
Drying Beds	2

3. Street Sign/Trees/Lights:

The crew during the month of June fixed 15 street lights. Repaired dead end barricades on SE 17th Avenue and S Redwood and replaced stop sign. Removed numerous tree limbs away from street lights and broken limbs causing hazardous conditions.

4. Miscellaneous:

Inspected outlets at NW 1st Avenue to make sure they were working for Main Street Manager. Put out signs for the Clackamas County Fairgrounds.

Miscellaneous	Total Hours
Meetings	9.5
Warehouse Maintenance	62
Equipment Cleaning	10
Work Orders	6
School/Training	48
NW 1 st Avenue Irrigation	3
Other	36

City of Canby Bi-Monthly Report

Department: Transit



For: the months of July & August, 2013

Date: August 9, 2013

Prepared by: Julie Wehling

Through: Greg Ellis, City Administrator

1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) Quarterly reports and reimbursement requests were submitted to ODOT.
- c) Grant agreement 29257 from ODOT for \$342,345 in 5311 program funding was executed on June 28, 2013.

2) Ridership:

Ridership for FY 2013-14 is down by 31.5 % as compared to the previous fiscal year. During this report period CAT provided:

- a) 9,102 rides in July (31.3% fewer than July of 2012).
 - 1,488 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 17.4% more rides than were provided during July of 2012.
 - 5,388 to Oregon City (33.4% fewer rides than July of 2012).
 - 2,226 to Woodburn (42.8% fewer rides than July of 2012)
- b) 5,822 rides in August (31.6% fewer rides than August of 2012).
 - 1,440 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 1% fewer rides than were provided during August of 2012.
 - 5,822 to Oregon City (32.7% fewer rides than August of 2012)
 - 2,513 to Woodburn (40.2% fewer rides than August of 2012).

As expected ridership numbers are down due to the implementation of a \$1 fare on October 1, 2012. The decline is remains consistent with the 25-40 percent drop that is usually expected when a fare is implemented or increased.

3) Updates:

- a) Jake Allen of Oregon City and Hazel McGuire of Canby were selected as the riders of the month for July & August. Each rider was given CAT memorabilia and a free pass of their choice.
- b) CAT provided shuttle service to the Clackamas County Fair from August 13 to 17. For the second year service was provided during all hours of the Fair except on Sunday. Unfortunately, shuttle ridership dropped for the third year in a row. Only

262 rides were provided this year which is nearly a 30% drop from last year when we provided only 374 rides during the same time frame. From 2010 and 2011 we provided 470 and 415 rides respectively in fewer hours of service. The Fair Shuttle service hours for 2014 will be carefully evaluated before Fair time next year.

- c) On August 7th the Council approved ordinance 1383 a lease for Suite C of the Sequoia Commerce Center (195 S Hazel Dell Way) which will soon be the office space for Canby Area Transit. Tenant improvements are under construction with an estimated finishing date of early October.
- d) As of the date of this report, a search for adequate adjacent parking for the entire fleet of CAT buses is underway.

4) Collisions

- a) No collisions in July or August
- b) On July 7th a customer slid out of his wheelchair while the bus was in motion. The incident was investigated by MV Transportation and determined to be non-preventable.

5) Training/Meetings/Conferences Attended: City staff, contractors and/or volunteers represented CAT at:

- a) On July 18th the Transit Advisory Committee held a regular meeting. The August meeting was cancelled.
- b) On July 27th MV Transportation held their driver safety meeting.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of: July & August 2013

To: The Honorable Mayor Hodson & City Council
From: Dave Conner, Lead Operator
Through: Greg Ellis, City Administrator
Date: September 3, 2013

Facility Operations & Maintenance

The water quality for the months of July and August remained excellent with no violations or interruption of services. Plant Operators maintain daily operations of the plant as we continue our more stringent summer compliance monitoring.

Plant personnel are keeping up with all preventative maintenance, operations, laboratory testing and FOG abatement which include some of the following:

- Power washed and painted Ras/Was building, Blower building, Flammable storage building, Equipment storage shed, and the Small generator building.
- Programmer completed the last sequence of monitoring data for the aeration basin.
- Sorted and turned in all scrap metal from last couple construction projects.
- Replaced the diaphragm on the North was pump.
- Yearly cleaning the N. and S. ponds.
- Removed large hopper from Bio-solids building.
- Used vacor truck to suck out 6 loads of filament foam from N. and S. aeration basin selectors.
- Replaced batteries in all PLC,s and Dial Log Alarm System.
- Valve rep. here for minor adjustments to the controls.
- Daily plant check, lab, and process control.
- Routine daily maintenance, repairs, and cleaning of plant.

FOG (fats, oils and grease) Program

July

- Pump Outs: 26
- Inspections: 7

August

- Pump Outs: 33
- Inspections: 8

Biosolids Program

- Belt ran 20 days in July
- 16 boxes to land fill / 189.99 wet tons in July
- Belt ran 18 days in Aug.
- 14 boxes to land fill / 162 est. wet tons in Aug.

Daily Lab Activity

Monthly / Weekly NPDES Permit Tests

- TSS
- BOD
- CBOD
- Ammonia
- E-coli
- Alkalinity
- pH
- Total Flow
- UV Dosage

Monthly / Weekly Lab

- TSS
- Nitrite / Nitrate
- UV Transmittance
- Biosolids Testing

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)

- Stormwater Meeting.
- In House Operations Training.
- ORACWA Pretreatment Committee.
- PW Staff Safety Meeting.
- On line training of new software program.
- Several phone meetings with DEQ to complete final overview and new reporting form for our DMR.

Management Team Meeting Minutes
September 9, 2013
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Amanda Zeiber, Penny Hummel, Julie Wehling, Bryan Brown, Kim Scheafer, Renate Mengelberg, and Haley Fish.

Kim Scheafer

- The City Records Retention Schedule is being updated and reformatted. New one is due to go into effect January 1.
- The City may have to start providing the State with an Annual Records Inventory. It's important that each Department go through their records, organize, and inventory them.
- Free training will be held on October 24 in Oregon City from the State Archivist on records retention. Departmental Records Coordinators are encouraged to attend.
- Free training will be held at the State Archives in Salem on digital preservation in October
- Sue is going to be visiting each Department's Records Coordinator over the next several months to see how they are doing on their records inventorying
- Please make sure to send web page updates to IT Work Orders so when a staff member is gone, their backup can make the changes
- Reviewed Agenda for September 18 City Council Meeting

Amanda Zeiber

- Non Represented VEBA deduction for September will be higher to make up the retroactive amount
- Flu Shot Clinic will be held September 25 from 2-4 PM
- Working on details for the holiday luncheon

Haley Fish

- Auditors will be back October 14 for final field work

Penny Hummel

- Two new staff people have been hired at the Library
- Gearing up for fall programming
- Out of office next week

Julie Wehling

- Transit offices may move the first week in October
- New buses go into production October 14 or 16 and will be delivered at end of October

Renate Mengelberg

- Haunted house will held at the Clackamas County Event Center this year
- First video production will held in Canby on September 28 and 29
- Possible tenant for PECO building
- First revolving loan application is being reviewed
- Clackamas County hosted a real estate broker tour last week. Positive feedback was received for the Canby visit.

Greg Ellis

- Public Works finished striping the crosswalks last week
- Council approved Fred Meyer fuel station last week
- URA will be discussing the library siting Wednesday

Bryan Brown

- Will be sending out a development review process survey to applications from the last three years
- Auto renewal for IGA with Clackamas County for Building Permitting and Inspection will be discussed by Council next week
- Two minor partitions came in last week
- Canby High School submitted an application for a concession stand/bathroom
- Had a meeting regarding getting a grant to reformat Code

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.
July 11, 2012	Retail Business Recruitment Update	Begun	Jamie Stickel	TBD
	Dog Park Construction Contract	Engineering underway	Matilda Deas	October 2013
	Stormwater Master Plan Adoption	Consultant is working on plan	Darvin Tramel	Fall 2013
	Buildable Land Needs Study	Analysis underway	Matilda Deas	October 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	June 2013
	Formalize Volunteer Program - Police	Underway	Melody Thompson & Lt. Jorge Tro	April 2014