



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

November 21, 2012

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Randy Carson

Council President Walt Daniels

Councilor Richard Ares

Councilor Tim Dale

Councilor Traci Hensley

Councilor Brian Hodson

Councilor Greg Parker

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

2. COMMUNICATIONS

3. 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.)

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

A. Appointment to Parks and Recreation Advisory Board Pg. 1

7. PUBLIC HEARING

A. Canby Downtown Parking Management Recommendation Report Pg. 2

8. RESOLUTIONS & ORDINANCES

A. Res. 1145, Adopting a Document Entitled Canby Downtown Parking Management Recommendation Report Pg. 3

B. Ord. 1366, Amending Canby Municipal Code Section 9.24.060 Regarding Drinking in Public Places (2nd Reading) Pg. 30

9. NEW BUSINESS

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

11. CITIZEN INPUT

12. ACTION REVIEW

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

14. 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 503.266.4021 ext. 233. 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.

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

Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or email to the addresses listed below.

Date: 10/05/2012

Name: Andrey Chernishov, PE

Occupation: Civil Engineer

Home Address:

Employer: Keller Associates, Inc.

Position: Project Manager

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Parks and Rec Advisory Committee

What are your community interests (committees, organizations, special activities)? I would like to become involved in civil engineering related committees and organizations.

Experience and educational background: B.S., Civil Engineering, 2005, Oregon State University

Reason for your interest in this position: I would like to improve Canby's parks and recreational facilities for my three young daughters, as well as for the the community.

List any other City or County positions on which you serve or have served:

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: 503.266.4021 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.

12-4-07

RECEIVED
OCT 05 2012
CITY OF CANBY



M E M O R A N D U M

TO: *Mayor Carson and City Councilors*
FROM: *Matilda Deas, AICP, Senior Planner*
THROUGH: *Greg Ellis, City Administrator*
DATE: *November 6, 2012 for Council Meeting November 21, 2012*

Issue:

Short- term and long- term parking strategies for Canby's downtown commercial district in light of the parking impacts resulting from the purchase of the railroad parking lots and the NW 1st Avenue Redevelopment Project.

Summary:

The City adopted the Downtown Master Plan in 2001 which recommended the City purchase the Railroad parking lot in order to control the property's future development. In conjunction with adopting the Downtown Master Plan, the City also completed a downtown parking study. The City purchased the parking lot in 2010, but during the purchase negotiations it was determined that the City had been using more land for parking than they had actually leased, and the City realized there would be an unexpected reduction of 130 public parking spaces. The City decided to redevelop the parking lot and adjacent street, and in doing so the City sought to balance public parking needs with the community's desire to enhance the visual attractiveness of downtown.

The City sought and received assistance from the Oregon Transportation and Growth Management Program (TGM) to engage the services of Rick Williams Consulting, a parking and transportation expert, to facilitate a public outreach effort to identify both short and long term parking strategies for Canby's downtown commercial district. The consultant, with assistance from City staff, reviewed and updated portions of the 2001 parking study and conducted workshops and stakeholder interviews to develop the recommendations set forth in the Canby Downtown Parking Management Report (attachment A). The Report recommends an array of parking strategies that directly address the issues that stakeholders identified. A strategy matrix is included in the report to assist the City with implementation of individual or multiple strategies. The strategies are laid out in a logical order to best achieve the desired results, and cost estimates are provided where appropriate.

Recommendation:

Staff recommends the adoption of Resolution 1145 which adopts the *CANBY DOWNTOWN PARKING MANAGEMENT RECOMMENDATIONS REPORT*

Motion: "I move to adopt Resolution 1145, a resolution adopting the document entitled *CANBY DOWNTOWN PARKING MANAGEMENT RECOMMENDATIONS REPORT*."

Attached: Resolution 1145 and Exhibit "A"

RESOLUTION NO. 1145

**A RESOLUTION ADOPTING A DOCUMENT ENTITLED CANBY DOWNTOWN
PARKING MANAGEMENT RECOMMENDATIONS REPORT**

WHEREAS, public parking spaces in the downtown commercial core were reduced as a result of the redevelopment of the railroad parking lot and 1st Avenue; and

WHEREAS, the City, with assistance from the State's Transportation Growth Management Program, engaged Rick William's Consulting to complete a parking management plan for Canby's downtown commercial core that would identify short and long term parking strategies for downtown; and

WHEREAS, Rick Williams facilitated a public process to that end and has successfully completed said plan, now therefore

IT IS HEREBY RESOLVED by the City of Canby Council that the document entitled *Canby Downtown Parking Management Recommendations Report*, attached hereto as Exhibit "A" and by this reference incorporated herein, is adopted by the Canby City Council.

This resolution shall take effect November 21, 2012.

ADOPTED by the Canby City Council on the 21st day of November 2012.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



RICK WILLIAMS CONSULTING

Parking & Transportation

610 SW Alder, Suite 1221

Portland, OR 97205

Phone: (503) 236-6441 Fax: (503) 236-6164

E-mail: rick.williams@bpmdev.com

MEMORANDUM

TO: Matilda Deas, City of Canby
Constance Beaumont, Oregon Department of Land Conservation and Development

FROM: Rick Williams, RWC
Owen Ronchelli, RWC

DATE: July 31, 2012 [2]

RE: **Contract 30049: Canby Public Outreach Workshops Project**
DOWNTOWN PARKING MANAGEMENT RECOMMENDATIONS – TASK 6

This memorandum is intended to complete *Task 6 – Recommendations Report* for the Canby Public Outreach Workshops Project as specified per the scope of work approved for Contract 30049. Tasks 1 – 5 have been completed. A summary of initial findings and outcomes of stakeholder interviews, public workshops and two “ground assessments” have been documented in a previous Technical Memorandum (dated May 31, 2012) and in two PowerPoint presentations developed for the Public Workshops held on May 22 and June 25, 2012.

A. BACKGROUND

A Downtown Master Plan adopted by the City in 2001 recommended that the City of Canby purchase property from the Union-Pacific Railroad (UPRR) that the City had been leasing for public parking in the downtown. In order to control the property’s future development, the City purchased the property from the UPRR in late 2010. However, during the purchase negotiations, it was determined that the City of Canby had been using more land for public parking than it had actually leased. After purchasing the land, the City realized that there would be an unexpected reduction of 130 public parking spaces. Soon after purchasing the property, the City decided to redevelop the parking lot and an adjacent public street. In so doing, the City sought to balance public parking needs with the community’s desire to enhance the visual attractiveness of its downtown.

In addition to adopting the Downtown Master Plan, the City also completed a downtown parking study in 2001. The study measured parking utilization and recommended a series of parking management strategies for implementation. The study remains a valuable resource, but due to changes that have occurred in the downtown, the study has become somewhat outdated. Now that the redevelopment has commenced (in May 2012), parking has become an urgent issue.

With assistance from the Oregon Transportation and Growth Management Program (TGM), Rick Williams Consulting coordinated a public outreach and workshop effort to support this discussion. The public discussion explored changes that have occurred in parking since 2001 and potential solutions to any impacts that might occur with the UPRR redevelopment.

The foundation of this process was a series of one-on-one stakeholder interviews and qualitative “ground assessments” by the consultants to derive a sense of current parking utilization, parking deficits/surpluses, and challenges and barriers (Task 1). Concurrently, two TGM outreach workshops were held to facilitate a discussion with key local stakeholders, especially affected downtown merchants (Tasks 3 & 5).

B. FORMAT OF INFORMATION – GETTING TO SOLUTIONS

The Canby Public Outreach Workshops Project has allowed the City and stakeholders to take a fresh look at the parking situation in downtown with a view to identifying a series of near, mid and long-term strategy recommendations that, if implemented, would improve the quality and ease of parking access in the downtown, address challenges and barriers identified by stakeholders (and informed by the ground assessments), enhance communications and understanding of parking, and prepare the City to strategically address changes in parking demand over time.

Information in this memorandum will be presented in the following format.

- Summary of consensus challenges and barriers
- Summary of existing conditions
- Solutions Recommendations: Near, Mid and Long-term

C. SUMMARY OF CHALLENGES AND BARRIERS

Interviews with individual stakeholders were conducted throughout the month of May. These were phone interviews with individuals selected by City of Canby staff. Those who participated in the phone interviews were a combination of downtown businesses/retailers, city staff and a Canby City Councilor. Further, two stakeholder workshops were held on May 22 and June 25, 2012 with additional downtown stakeholders and City and Main Street staff. Canby’s Mayor Carson participated in the June 25, 2012 workshop.

The interviews and workshops provided participants:

- An active voice in evaluating consultant input on parking best practices.
- Information from the two ground assessments.
- A review of challenges and barriers
- Opportunity to comment and advise on potential solutions for the consultants to consider.

These workshops led to development of a consensus list of “stakeholder issues,” which form the foundation of challenges and barriers that parking strategies must address. There was strong, nearly unanimous consensus on the key issues that challenge the downtown parking system. As solutions are developed (see Section Ebelow) there must be a direct tie back to these issues. In other words, solutions should not be random or “off-the-shelf,” but directly linked to solving the unique parking issues in downtown Canby.

Stakeholder consensus on key parking issues, derived from the interviews and workshops, can be summarized as follows:

1. *Need for more “structure and consistency” in the system (e.g., signage, striping, communication, “user friendliness”)*

There is a clear consensus that the current parking system in the downtown is not managed and, therefore, is not being used to its highest potential. This can lead to an “customer unfriendly” patron experience and to the anxiety felt by some businesses toward the redevelopment project.

2. *Need for enforcement (i.e., system doesn’t work if it is not enforced)*

For the most part, interviewees and those at the public workshops agreed that some level of enforcement above the status quo needs to be implemented. Any changes to the system that might result in a new plan cannot be successful if enforcement is not in place to support desired outcomes. Challenges related to staffing and cost of enforcement will need to be explored.

3. *Need specifically dedicated employee parking*

There was near unanimous support for the statement that on-street parking should be prioritized for customers (particularly in the core of the downtown). To support that goal, there needs to be a clear system of dedicated employee parking that provides reliability and consistency for employees. Once identified and dedicated for employee use, businesses can work together with the City to assure that employees honor the goal for convenient customer parking by using dedicated employee parking areas.

It was also clear that employee parking needs to be strategically distributed around the downtown to assure a certain level of convenience and proximity for employees. In other words, a single downtown employee parking lot was not seen as a useful solution, given issues related to proximity and walking distances between businesses.

4. *Acknowledgment that employees/owners are parking in front of businesses and that this practice is detrimental to the downtown's desire to grow customer traffic.*

There is general acknowledgement that employees and business owners are using customer on-street parking on a routine basis. There is also acknowledgement that this practice does not support a long-term goal for assuring that customers have priority on-street/curb access to downtown businesses. Part of the problem underlying this practice is (a) low utilization of the existing supply, (b) lack of enforcement and (c) lack of a specific plan that is embraced by downtown businesses and routinely communicated by the City.

5. *Lack of "community" commitment to honor a plan.*

While many support a more vigorous system of parking management, there has been a history of wavering commitment (by the City and stakeholders) in honoring a plan that would include elements like enforced time stays, designated employee parking areas and a marketing and communications strategy.

6. *Lack of consistent communication of parking expectations to businesses, employees and customers.*

Interviewees and workshop participants agree that an on-going system of communications, information sharing and outreach needs to be developed around the issue of parking and parking expectations.

7. *Continue communication of the redevelopment project. There needs to be an on-going conversation throughout construction.*

Underlying the anxieties expressed about the UPRR redevelopment is a feeling of being disconnected from information about the project. Several indicated that information was available prior to the project initiation, but feel that on-going opportunities to be updated on the project are not available or lacking. A system of public construction alerts and project updates would be useful and beneficial.

D. SUMMARY OF VISUAL GROUND ASSESSMENT

The Consultant team conducted two visual ground assessments on May 16 and June 14, 2012. The ground assessment is a qualitative evaluation of parking use in the downtown that involved two consultant "surveyors" physically traversing the entire downtown and assessing parking occupancies by block face and area throughout the downtown (for on and off-street parking assets). The assessment was conducted over a four hour period on each day and covered the identified peak hour of parking from the 2001 study (noon – 1:00 p.m.). Visual observations from the ground assessments were compared to usage and occupancy data from the more comprehensive 2001 parking study.

Key findings 2001

- In 2001, the parking study concluded that the entire downtown parking supply was operating at very low occupancies throughout the day, with as much as 60% of the total supply empty at the peak hour.
- This trend was fairly consistent throughout the downtown, with the highest occupied area of the downtown (on Grant Street at NW 2nd Avenue) reaching only 50% of capacity at the peak hour.
- The railroad lots were also underutilized, the east lot operating at about 68% of capacity and the west lot at 39%.



Key findings 2012

- The 2012 ground assessment showed similar levels of use, both on-street and off-street when compared to the 2001 data findings.
- Single block faces within the “core” (along 2nd Avenue) were more highly parked, but as in 2001, ample parking is generally available within one block of any area within the downtown.
- As with the on-street system, the east and west railroad lots were also significantly underutilized, with a similar pattern of use identified in the 2001 study (i.e., higher use on the east versus the west lot).

East Railroad Lot - 2012



West Railroad Lot - 2012



In summary, the ground assessment led the Consultant team to conclude that Canby's downtown parking system still has significant capacity to absorb additional demand. The loss of parking associated

with the UPRR site redevelopment will certainly create an increase in demand for area parking supply, but should be able to be mitigated with implementation of new parking management strategies.

E. PARKING MANAGEMENT: RECOMMENDED STRATEGIES

The outline of parking management strategies outlined below is intended to initiate discussions between the City and its downtown partners on policies and actions necessary to support actions that directly solve the parking challenges identified through the Canby Public Outreach Workshops Project

The strategies are laid out in a manner that is iterative or “checklist” in presentation, in that actions are intended to follow a logical progression of implementation, with each preceding action providing the ground work necessary to move to a subsequent action.

Actions are categorized into specific “phases” that range from near to long-term. Overall, the implementation schedule is flexible, but requires a level of support, coordination, commitment and resource identification that goes well beyond what is currently in place.

As the City and community consider the adequacy of the strategies themselves, discussion of the “who, how and what” of implementation will be essential to bring the partners to a point where initiation of the plan is triggered.

NEAR-TERM STRATEGIES (0 – 18 months)

1. Initiate limited parking enforcement activities in the downtown to assure existing time zones are honored and system utilization/turnover is operating as intended.

Challenges/Barriers addressed:

- ✓ Need for enforcement (i.e., system doesn’t work if it is not enforced).
- ✓ Acknowledgment that employees/owners are parking in front of businesses and that this practice is detrimental to the downtown’s desire to grow customer traffic.
- ✓ Lack of “community” commitment to honor a plan.

Based on input of numerous stakeholders and comments derived from the workshops, it is apparent that abuse of existing timed stalls is extensive, with employees using spaces clearly designated for customer use. This results in very inefficient turnover, which is not conducive to a successful street level business environment. Similarly, data from 2001 and the 2012 ground assessment suggest that there is adequate (and abundant) parking (a) available in private off-street lots and (b) on-street in “periphery” areas in the commercial downtown (see E. 4. below). To this end, greater efforts at enforcement in the downtown are warranted. Enhancing parking enforcement will increase overall system efficiency and) sufficiently provide for cost recovery.

It is recommended that:

- a. The City evaluate the cost and formatting of a limited hour parking enforcement officer for the downtown. This position could be (a) restructuring of an existing City position, (b) contracted with the private sector and (c) provided in a part-time, “random” format that controls cost but assures compliance.
- b. Evaluation/costing of new enforcement be completed within 18 months for implementation. This would require completion of the evaluation, development of a job description or RFP and service package for presentation to City Council.
- c. Upon approval of a budget and service package by the City Council, the City move forward with the assignment of a parking enforcement officer or restructuring an existing City position.
- d. The City dedicates *at least* 0.25 FTE (i.e., 10 hours per week) to a position of a parking enforcement officer.

This position would be charged with implementation of an overall parking enforcement plan, monitoring of parking in time zones, and issuing citations for parking violations within the public on- and off-street supply. The City would quantify results (e.g., hours of deployment, cost of service, citations issued and revenue derived from citations) as a means to evaluate program success.

Estimated Costs:

Cities that include Hood River and Springfield, Oregon have implemented parking enforcement programs that utilize part-time personnel and random deployment. The City of Bend, OR contracts with a private parking company for on-street enforcement. Generally, part-time, random enforcement involves a job description that “contracts” for a specific number of enforcement hours per week (e.g., 10). The allocation of these hours over the course of a week is random by day of week, time of day and area of need, to ensure that there is enough enforcement to support parking compliance but not a costly over-commitment to enforcement within a downtown the size of Canby.

Costs associated with enforcement can generally be assumed within the following categories:

Labor (fully loaded):	\$30 per hour
Supplies/tickets:	\$1,000 - \$2,400 annually
Vehicle:	\$25,000 (if necessary versus walking route)
Radio:	\$2,500

An initial cost estimate for Canby (at .25 FTE) would be approximately \$15,600 for labor and up to \$4,900 per year for support (\$20,500 per year). If a motorized vehicle were needed, an additional one time cost of up to \$25,000 would be necessary. These costs are estimates and would be refined if the City formally moved forward with implementation. These costs could be significantly reduced through use of existing code enforcement and/or other staff.

2. Stripe all on-street parking in all commercial parking areas of the downtown to better identify parking availability and location.

Challenges/Barriers addressed:

- ✓ Need for more “structure and consistency” in the system (e.g., signage, striping, communication, “user friendliness”)
- ✓ Lack of consistent communication of parking expectations to businesses, employees and customers.

Much of the on-street parking in the downtown study area is striped. Striping is effective because it assists the customer in identifying a parking stall, thereby creating a sense of order and convenience. Effective striping also reduces incidents of damage to vehicles and facilitates compliance.

However, the recent ground assessment of the inventory of parking revealed that there are commercial areas where there are no stall markings (or signs). This is likely confusing to customers, who may think that the block face does not allow parking.

It is recommended that the City:

- a. Assure all commercial block faces that allow parking in the downtown are striped and signed. This should be completed as soon as it is financially feasible to do so.
- b. Use the block face striping and signage template developed by the consultant team. See Attachment A.

Estimated Costs:

During the ground assessment for this project, the consultant team developed a detailed block face by block face inventory of both on-street signage and on-street striping. This inventory is included as Attachment A of this document. Information in this inventory was used to estimate costs for both striping and signage. For striping it is estimated that the City would spend \$785 to upgrade the current system. This assumes striping of 143 parallel parking stalls on current block faces that are not striped. This number is based upon the following assumptions:

- *Employ stall platooning with parallel stalls, i.e., uses two “L” and one “T” to demarcate 3 stall (see Figure A, page 9).¹*
- *Platooning saves some cost over an “L” only option*
- *Platoon will appear less visually busy when compared to an “L” only option*

¹Stall platooning is a striping pattern for parallel parking that utilizes two “L” stripes spaced approximately 46 feet apart, with a “T” separating them into two 23 foot spaces, with a 2’ spacing between platoons (see Figure A).

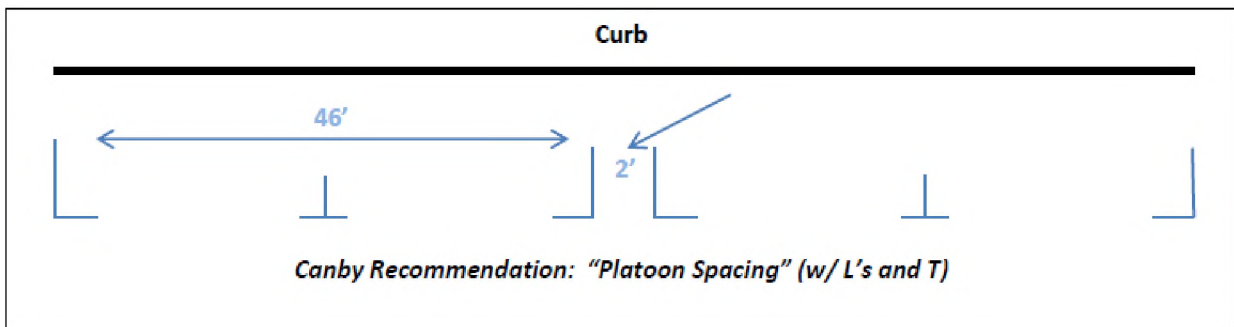
- Use thermal tape for striping.
- Only material costs are provided in these estimates.

Unit Costs – Striping

- “L” = \$3.12/unit
- “T” = \$3.90/unit
- Approximately 143 stalls need striping – all of them parallel
- ≈ 65 “T” @ \$3.90 = \$254
- ≈ 170 “L” @ \$3.12 = \$531

Total Cost= \$785

Figure A
Recommended Parallel Stall Striping Pattern: Platoon



3. Upgrade on-street signage to create uniform timestays by area and implement a common signage “brand” within the context of the upgrade.

Challenges/Barriers addressed:

- ✓ Need for more “structure and consistency” in the system (e.g., signage, striping, communication, “user friendliness”)
- ✓ Lack of consistent communication of parking expectations to businesses, employees and customers.

Example: Some Existing Downtown Signage Canby, OR



Creating a uniform signage package that incorporates a unique logo and color scheme for publicly available parking facilities will establish a sense of recognition, identity and customer orientation for users of the downtown parking system.

It is recommended that the City:

- Develop a signage package that incorporates a uniform design, logo, and color scheme into all informational signage related to parking.
- Evaluate land use and code implications of the signage package program particularly size, design and placement issues, and initiate changes as appropriate.
- Use the block face striping and signage template developed by the consultant team, which is attached to this document as Attachment A.
- “Brand” the railroad lots, open to public access, within the context of the new established “logo” package.
- Format the time stays in a uniform manner within sectors of the downtown to provide clarity and a higher sense of user-friendliness within the downtown (see 4, Figure A below for a breakout of recommended timestays by area of downtown).

**Example: On-street “Brand”
Springfield, OR**



Estimated Costs:

During the ground assessment for this project, the consultant team developed a detailed block face by block face inventory of both on-street signage and on-street striping. This inventory is included as Attachment A of this document. Information in this inventory was used to estimate costs for both striping and signage. For signage it is estimated that the City would spend \$21,000 to upgrade the current system. This assumes 42 poles and signs. This number is based upon the following assumptions:

- *A standard signage package would have two poles with blade signs per block face – one at each end of the block with arrows pointing inward.*

Unit Costs- Signage

- *Only material costs are provided in these estimates.*
- *Pole unit cost = \$470*
- *Blade sign unit cost = \$30*
- *Unit cost for poles (\$470) include hole boring and the pole*
- *42 poles @ \$470 = \$19,740*
- *42 signs @ \$30 = \$1,260*

Total = \$21,000

4. Establish dedicated long-term and/or employee parking areas within the downtown that provide more than one option for employees and minimize walking distances to work sites.

Challenges/Barriers addressed:

- ✓ Need specifically dedicated employee parking
- ✓ Acknowledgment that employees/owners are parking in front of businesses and that this practice is detrimental to the downtown's desire to grow customer traffic.
- ✓ Need for more "structure and consistency" in the system (e.g., signage, striping, communication, "user friendliness")
- ✓ Lack of consistent communication of parking expectations to businesses, employees and customers.

It was clear from stakeholder and workshop input that employees and business owners are parking in front of businesses, which competes with customer parking priorities. It was also clear that the current system lacks structure and clarity in providing areas where employees can park (particularly on-street). There was very high consensus that if there were (a) multiple employee parking options and (b) those options were within reasonable walking distance to businesses (e.g., 600 feet) and (c) reasonable enforcement, then issues related to employees/business owners parking within the primary retail core could be mitigated.

It is recommended that the City:

- a. Format on-street parking to provide for uniform time stay options within the downtown, provide shorter term stays (2 Hours) within the core and longer term options both on the periphery and within a portion of the railroad lot.
- b. Establish recommended employee parking areas (10 hours).
- c. Consider use of the cinema lot for event parking.

Figure A provides a graphic illustration of how time stay signage should be formatted within the downtown.

As the figure suggests, a significant supply of 10 Hour parking (burgundy color on the figure) can be provided on the west, north and eastern edges of the core commercial district. About 25 – 30% of the railroad lot would be signed as 10 Hour parking. Similarly, the core zone would be dedicated primarily to 2 Hour parking (green), with the railroad lot and a portion of 3rd Avenue dedicated to 3 Hour parking (yellow).

Figure B provides a graphic illustration of 600 foot walk distances using "walk isocron bubbles" to represent the proximity of 10 hour time stay areas to other areas of the downtown. As illustrated, the recommended parking format presented here creates a parking system that would provide

multiple options for employees to park on-street in (a) 10 hour parking areas and (b) within a reasonable distance of most any work site in the downtown.

Also, the format recommended here lessens the need for the City to find off-street employee parking options in potential remote or satellite locations, which could come at a cost and not be “reasonably” located to businesses and work sites. The cinema lot on the east end of downtown should continue to be viewed as a potential parking resource, but more appropriately as an events parking venue.

Figure A
Recommended Time Stays by Area and Block Face

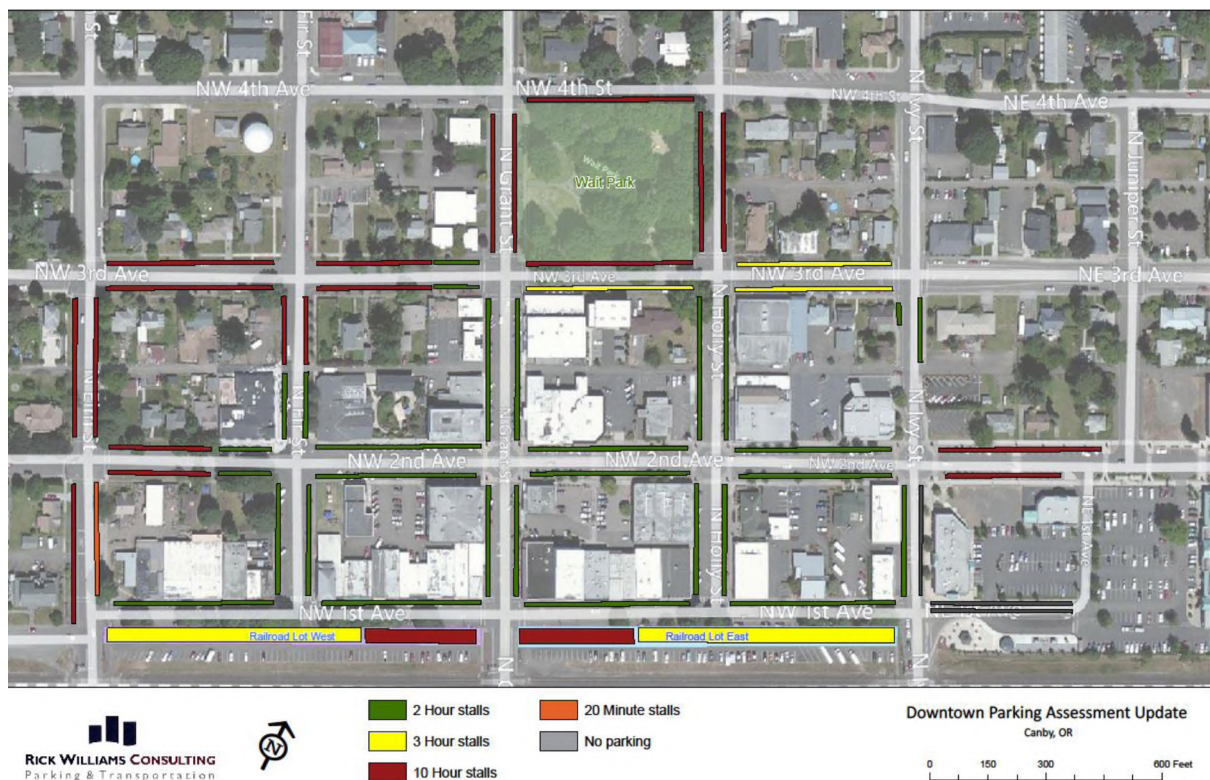
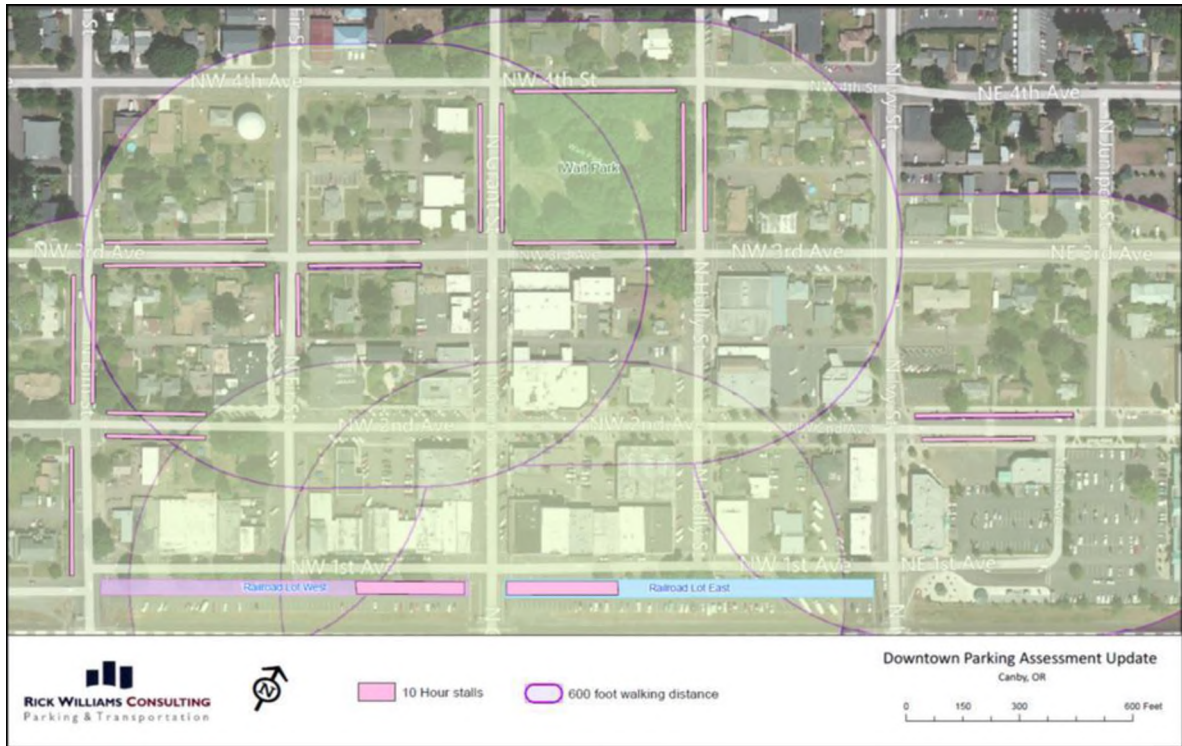


Figure B
Illustration of 600 foot Walk Distances



Estimated Costs:

There should be no additional costs associated with this recommendation beyond those described for enforcement, striping and signage.

5. Establish a Downtown Parking Work Group as a forum for addressing parking solutions in the downtown.

Challenges/Barriers addressed:

- ✓ Lack of “community” commitment to honor a plan.
- ✓ Lack of consistent communication of parking expectations to businesses, employees and customers.

The City should develop a process through which a representative cross-section of downtown interests *routinely* assist in the review and on-going implementation of the Parking Management Plan. Given the small size of the downtown, the Work Group might begin as an extension of the stakeholder group established during the Workshop



process for this project, staffed by the Main Street program (or as an extension of an existing Main Street committee) with participation by City staff.

The new Parking Work Group could use the recommendations outlined in this plan as a template for action, discussion, stakeholder communications and progress tracking. At the outset the Work Group could meet 3 – 4 times a year to:

- Assess Plan progress.
- Provide input to City Council.
- Coordinate communications with the broader downtown business community.
- Determine and implement actions.

Over time, the work group could evolve into a formal advisory committee to City Council on parking issues in the downtown and meet on a more frequent (i.e., monthly) schedule.

It is recommended that the City:

- a. Support formation of a Downtown Parking Work Group
- b. Assign City staff to participate in and support the Work Group
- c. Establish a partnership with the Main Street Program to provide assistance and support to an on-going Downtown Parking Work Group.

Estimated Costs:

There should be no additional costs associated with this recommendation if it can be initiated as a volunteer effort, hosted by the Main Street program and further facilitated with existing downtown transportation staff.

6. Establish a business-to-business outreach and communications plan to downtown businesses on parking issues and planning.

Challenges/Barriers addressed:

- ✓ Lack of “community” commitment to honor a plan.
- ✓ Lack of consistent communication of parking expectations to businesses, employees and customers.

This strategy is most likely an addendum to Strategy 5, which utilizes the Downtown Parking Work Group as a source for targeted and strategic communications related

*Example: Business-to-business Plan
Gresham, OR*



to parking to downtown businesses. Based on the premise that “if they won’t come to us, we will go to them,” a program of visits to downtown businesses, with informational materials and “open ears” would be employed. This could be accommodated within a combination of existing staffs (City/Main Street) and/or Work Group volunteers routinely visiting downtown businesses. Information derived from such visits would be catalogued and reported back to the Work Group. Similar programs are in place in other cities, which include Gresham (“Customer First”) and Oregon City (through Main Street Partnership).

It is recommended that the City:

- a. Support outreach efforts of a Downtown Parking Work Group
- b. Assign City staff to participate in and support the Work Group in these efforts

Estimated Costs:

Key costs for outreach include materials development (e.g., brochures, flyers, etc.). It is estimated this could be adequately covered in the Canby downtown for approximately \$2,500 annually.

7. Continue with a more refined and comprehensive communication resource directly related to the redevelopment project on 1st Avenue.

Challenges/Barriers addressed:

- ✓ Continued communication of the redevelopment project. There needs to be an on-going conversation throughout construction.

As stated earlier, some downtown stakeholders are anxious about the UPRR redevelopment. Most who raised this issue wanted to be more connected to “real time” information about the project. In response to this issue during the public Workshop process, the City has already initiated many of the actions recommended in this strategy.

It is recommended that the City:

- a. Initiate a system of public construction alerts and project updates that could be broadcast to the downtown community through:
 - A project newsletter
 - E-mail blasts/updates
 - A project website
 - Routine “check in” meetings (either with individual businesses or group meetings)

In response to this issue during the public Workshop process, the City has already initiated many of the actions recommended in this strategy.

Estimated Costs:

It is assumed that any costs related to such an effort would be covered under current resources the City has devoted to the project.

MID-TERM STRATEGIES (18 - 24 months)

8. Develop, initiate and routinely report on enforcement actions resulting from Strategy 1 to the Parking Work Group.

Challenges/Barriers addressed:

- ✓ Need for more “structure and consistency” in the system (e.g., signage, striping, communication, “user friendliness”).
- ✓ Need for enforcement (i.e., system doesn’t work if it is not enforced)
- ✓ Lack of consistent communication of parking expectations to businesses, employees and customers.

Initiating enforcement in the downtown is key to the success of all the strategies recommended in this plan. As several of the stakeholders noted, “the system doesn’t work if we don’t enforce it.”

It is recommended that the City:

- a. Establish baseline measures to track before initiation of parking enforcement.
- b. Document and catalogue enforcement activities quarterly once enforcement has been initiated.
- c. Summarize measures into a quarterly summary report that tracks activity for a specific quarter and comparatively over time.
- d. Report results routinely to the City Council and the Downtown Parking Work Group.

Estimated Costs:

It is assumed that tracking systems could be developed within software programs already available to the City. Entry of such information would be a part of the enforcement officer’s duties. Summarizing and reporting would be assumed to be absorbed within an existing employee work load.

9. Initiate development of parking information via the City's website (e.g., color maps showing parking areas by time stay, rules and expectations, etc.)

Challenges/Barriers addressed:

- ✓ Need for more "structure and consistency" in the system (e.g., signage, striping, communication, "user friendliness").
- ✓ Lack of consistent communication of parking expectations to businesses, employees and customers.

A more refined and accessible City website for downtown parking information would be useful as a resource for customers and visitors using the downtown. The webpage should be easy to access, well designed, informative and up-to-date (e.g., with event information).

It is recommended that the City:

- a. Develop a webpage site devoted to parking in the downtown.

Estimated Costs:

Using a third-party website designer to design and create a parking page within the City's existing website is estimated at \$3,500. On-going updates to the site are assumed to be absorbed by existing transportation staff.

10. Within 6 – 9 months of completion of the 1st Avenue redevelopment -- and/or after enforcement is initiated, conduct a parking and occupancy study that builds upon the 2012 ground assessment and revisits the 2001 study.

Challenges/Barriers addressed:

- ✓ Need for more "structure and consistency" in the system (e.g., signage, striping, communication, "user friendliness").

The 1st Avenue redevelopment project will change access patterns within the downtown as will the strategies recommended herein. Also, the last complete data inventory and assessment of parking use in the downtown was in 2001. This was supplemented by a qualitative ground assessment per this project. The need for objective and up-to-date data would be very useful in assisting the City and stakeholders in decision-making as the downtown grows and redevelops.

It is recommended that the City:

- a. Initiate and complete an update of the 2001 Downtown Parking Study and Plan.

- b. The study should include the areas east of Ivy Street that were not a part of the 2001 study. This will capture new development that has since occurred and redefined the downtown.

Estimated Costs:

It is estimated that a data inventory and occupancy/utilization study would range from \$16,000 - \$22,000.

LONG-TERM STRATEGIES (25 - 60 months)

11. Partner with the business community to develop/refine a marketing and communication system for access in Canby. The marketing/communication system could include (but not be limited to): branding; maps and Transportation Demand Management (TDM) alternatives.

Challenges/Barriers addressed:

- ✓ Need for more “structure and consistency” in the system (e.g., signage, striping, communication, “user friendliness”).
- ✓ Lack of consistent communication of parking expectations to businesses, employees and customers.

A successful parking system will require on-going marketing and communication. The foundation for a marketing and communication program is the signage and wayfinding package recommended in this report (See strategy 12). Support of this system can be facilitated through informational maps and brochures about Canby and its parking system distributed by the City and through Business Associations, Visitor Services, Event Planners, Retail and Lodging networks.

It is recommended that the City:

- a. Partner with the business community to develop a marketing and communication system for access in Canby. The Downtown Parking Work Group can serve as the business forum for this discussion.

The marketing/communication system would include (but not be limited to):

1. *Maps.* Develop maps that visually represent parking zones (e.g., Zones A, B & C) and identify the location of visitor versus employee facilities versus event facilities.
2. *TDM alternatives.* Incorporate alternative mode options (i.e., shuttles, transit, and bicycle) into parking communications materials.
3. *Co-marketing/sponsorship:* Programs that leverage business marketing and broader messages about downtown that can be supported with parking.

Estimated Costs:

It is estimated that an on-going downtown parking marketing and communication effort would cost between \$7,500 and \$15,000 annually. Management of the program would be assumed to coordinate with existing staff resources and/or expanded partnerships within the Main Street Program.

12. Develop a Residential Parking Permit Zone (RPPZ) policy and program for adoption by the City Council for future implementation in residential areas affected by spillover from commercial parking.

Challenges/Barriers addressed:

- ✓ Need for more “structure and consistency” in the system (e.g., signage, striping, communication, “user friendliness”).

Changes to parking management in the commercial zones of the downtown could cause issues related to spillover of employees seeking parking in residential areas.

It is recommended that the City and Downtown Parking Work Group:

- a. Initiate development of a Residential Parking Permit Zone (RPPZ) policy and program for future consideration and adoption by the City Council.
- b. Such a policy would outline the criteria necessary to establish an RPPZ (which would prioritize on-street parking in residentially zoned areas for residents) and provide a mechanism for initiation of an RPPZ at the request of an affected neighborhood association.

Estimated Costs:

It is estimated that costs associated with establishing an RPPZ policy would be carried out by existing staff and brought to City Council for review and implementation.

OTHER STRATEGIES (60 months and beyond)

Stakeholders mentioned other strategies for consideration that include development of a downtown circulator, comprehensive wayfinding systems (for parking and pedestrians) and development of new parking supply. While these types of strategies could be very useful, it is the consultant’s opinion that given time and cost, such strategies would likely not occur within five years (unless significant other resources were identified). As such, we make note of them here but do not attempt to provide cost estimates at this time.

F. SUMMARY STRATEGY MATRIX

The table below summarizes the strategies recommended in Section E. This summary can be used as a concise outline of all recommendations and as a “checklist” of actions needing attention for a possible Downtown Parking Workgroup.

Strategy	Implementation Schedule	Estimated Cost	Comment
1. Initiate limited parking enforcement activities in the downtown to assure existing time zones are honored and system utilization/turnover is operating as intended.	Near-term (0 – 18 months)	\$20,500 annually \$25,000 (on-time start up)	Provides for .25 FTE (approximately 520 hours per year of routine, yet random enforcement)
2. Stripe all on-street parking in all commercial parking areas of the downtown to better identify parking availability and location.	Near-term (0 – 18 months)	\$785 (one-time cost)	Provides on-street striping for 143 currently unmarked stalls.
3. Upgrade on-street signage to create uniform time stays by area and implement a common signage “brand.”	Near-term (0 – 18 months)	\$21,000 (on-time cost)	Provides for poles and signs for new on-street signage (matched to time stay recommendations in Strategy 4.
4. Establish dedicated long-term and/or employee parking areas within the downtown that provide more than one option for employees and minimize walking distances to work sites.	Near-term (0 – 18 months)	Assumed in Strategies 2 & 3.	Provides for strategically positioned 10 Hour employee parking areas.
5. Establish a Downtown Parking Work Group as a forum for addressing parking solutions in the downtown.	Near-term (0 – 18 months)	Assumed to be a volunteer effort with assistance from Main Street Program and existing City staff.	Establishes a representative group of stakeholders to routinely address parking issues communicate with downtown stakeholders and oversee this plan.

Strategy	Implementation Schedule	Estimated Cost	Comment
6. Establish a business-to-business outreach and communications plan to downtown businesses on parking issues and planning.	Near-term (0 – 18 months)	\$2,500 annually for materials.	Provides a means to communicate effectively with businesses through the Downtown Parking Work Group process.
7. Continue with a more refined and comprehensive communication resource directly related to the redevelopment project on 1 st Avenue	Near-term (0 – 18 months)	Assumed to be provided for within existing project costs.	Upgrades existing outreach to become more frequent and varied to assure that the downtown community feels “connected” to information about the on-going status of the project.
8. Develop, initiate and routinely report on enforcement actions resulting from Strategy 1 to the Parking Work Group.	Mid-term (18 – 24 months)	Assumed that tracking systems could be developed within software programs already available to the City	Enforcement is a key to success of parking management plan. Tracking performance and results will be crucial.
9. Initiate development of parking information via the City’s website (e.g., color maps showing parking areas by time stay, rules and expectations, etc.).	Mid-term (18 – 24 months)	\$3,500 (one time upgrade) No estimate for on-going management of web site.	Provides a central and convenient source of parking information for users of the downtown.
10. Within 6 – 9 months of completion of the 1 st Avenue redevelopment - and/or after enforcement is initiated, conduct a parking and occupancy study that builds upon the 2012 ground assessment and revisits the 2001 study.	Mid-term (18 – 24 months)	\$16 - \$22,000	Updates 2001 data and plan. Anticipates a larger study area than in 2001.

Strategy	Implementation Schedule	Estimated Cost	Comment
11. Partner with the business community to develop/refine a marketing and communication system for access in Canby. The marketing/communication system could include (but not be limited to): branding; maps and Transportation Demand Management (TDM) alternatives.	Long-Term (25 – 60 months)	\$7,500 - \$15,000 annually	Implements an on-going and strategic marketing and communications plan for downtown that leverages other efforts to include parking and access.
12. Develop a Residential Parking Permit Zone (RPPZ) policy and program for adoption by the City Council for future implementation in residential areas affected by spillover from commercial parking.	Long-Term (25 – 60 months)	Assumes use of existing staff resources.	Prepares a policy and program designed to respond to future constraints that could lead to spillover issues in neighborhoods/residential areas abutting the downtown commercial zone.

G. SUMMARY AND NEXT STEPS

Stakeholders identified a number of parking issues that they believe adversely impact downtown from a visitor's point of view and from the perspective of business success. These issues were catalogued and approved as consensus challenges/barriers by stakeholders interviewed during this process and at stakeholder workshops.

This memorandum has provided recommendations for parking management strategies (or solutions) that directly address the issues that stakeholders identified. Strategies are presented in an iterative fashion, suggesting that there is a logical order of implementation necessary to achieve desired results. Recommended strategies are also ordered from near to mid to long-term implementation, with estimated costs, where appropriate.

It is anticipated that those that participated in the interviews and workshops will be provided copies of this report for review and comment. Also, Task 7 of the scope of work will see these recommendations presented to City Council this fall. It is hoped that portions of this plan can be implemented as expediently as possible.

ATTACHMENT A
DOWNTOWN BLOCK FACE SIGNAGE AND ON-STREET STALL ASSESSMENT

Street	Cross Street 1	Cross Street 2	Side of Street	Existing Conditions			Recommendation				Notes
				Striped	Signed	Time Stay(s)	Stripe	Sign	Time Stay(s)	# of stalls	
North / South Streets											
N Elm St	NW 1 st Ave	NW 2 nd Ave	west	No	No	No	Yes	Yes	10 Hr	5	
N Elm St	NW 1 st Ave	NW 2 nd Ave	east	No	No	No	Yes	Yes	20 Min	4	
N Elm St	NW 2 nd Ave	NW 3 rd Ave	west	No	No	No	Yes	Yes	10 Hr	9	
N Elm St	NW 2 nd Ave	NW 3 rd Ave	east	No	No	No	Yes	Yes	10 Hr	8	
N Elm St	NW 3 rd Ave	NW 4 th Ave	west	No	No	No	Yes	No	None		
N Elm St	NW 3 rd Ave	NW 4 th Ave	east	No	No	No	Yes	No	None		
N Fir St	NW 1 st Ave	NW 2 nd Ave	west	Yes	No	2 Hr	Yes	Yes	2 Hr	existing	
N Fir St	NW 1 st Ave	NW 2 nd Ave	east	Yes	Yes	No	Yes	Yes	2 Hr	existing	
N Fir St	NW 2 nd Ave	NW 3 rd Ave	west	Yes	No	No	Yes	Yes	2 Hr/10 Hr	11	(1) 15Min, (5) 2Hr, (5) 10Hr
N Fir St	NW 2 nd Ave	NW 3 rd Ave	east	No	No	No	Yes	Yes	2 Hr/10Hr	9	(4) 2Hr, (5) 10Hr
N Fir St	NW 3 rd Ave	NW 4 th Ave	west	No	No	No	Yes	No	None		
N Fir St	NW 3 rd Ave	NW 4 th Ave	east	No	No	No	Yes	No	None		
N Grant St	NW 1 st Ave	NW 2 nd Ave	west	Yes	Yes	2 Hr	Yes	Yes	2 Hr	existing	
N Grant St	NW 1 st Ave	NW 2 nd Ave	east	Yes	Yes	2 Hr	Yes	Yes	2 Hr	existing	
N Grant St	NW 2 nd Ave	NW 3 rd Ave	west	Yes	Yes	2 Hr	Yes	Yes	2 Hr	existing	
N Grant St	NW 2 nd Ave	NW 3 rd Ave	east	Yes	Yes	2 Hr	Yes	Yes	2 Hr	existing	
N Grant St	NW 3 rd Ave	NW 4 th Ave	west	Yes	No	No	Yes	Yes	10 Hr	existing	
N Grant St	NW 3 rd Ave	NW 4 th Ave	east	Yes	No	No	Yes	Yes	10 Hr	existing	
N Holly St	NW 1 st Ave	NW 2 nd Ave	west	Yes	Yes	2 Hr	Yes	Yes	2 Hr	existing	
N Holly St	NW 1 st Ave	NW 2 nd Ave	east	Yes	Yes	2 Hr	Yes	Yes	2 Hr	existing	
N Holly St	NW 2 nd Ave	NW 3 rd Ave	west	Yes	Yes	2 Hr	Yes	Yes	2 Hr	existing	
N Holly St	NW 2 nd Ave	NW 3 rd Ave	east	Yes	Yes	2 Hr	Yes	Yes	2 Hr	existing	
N Holly St	NW 3 rd Ave	NW 4 th Ave	west	Yes	No	No	Yes	Yes	10 Hr	existing	
N Holly St	NW 3 rd Ave	NW 4 th Ave	east	Yes	No	No	Yes	Yes	10 Hr	existing	
N Ivy St	NW 1 st Ave	NW 2 nd Ave	west	No	No	No	Yes	Yes	2 Hr	5	
N Ivy St	NW 1 st Ave	NW 2 nd Ave	east	no parking							
N Ivy St	NW 2 nd Ave	NW 3 rd Ave	west	No	No	No	Yes	Yes	2 Hr	1	
N Ivy St	NW 2 nd Ave	NW 3 rd Ave	east	No	No	No	Yes	Yes	2 Hr	4	
N Ivy St	NW 3 rd Ave	NW 4 th Ave	west	no parking							
N Ivy St	NW 3 rd Ave	NW 4 th Ave	east	no parking							

Street	Cross Street 1	Cross Street 2	Side of Street	Existing Conditions			Recommendation				Notes
				Striped	Signed	Time Stay(s)	Stripe	Sign	Time Stay(s)	# of stalls	
East / West Streets											
NW 1 st Ave	Elm	Ivy	assume street construction redesign will include signage, stripping, and additional								parking stalls
NW 1 st Ave	Ivy	NE 1 st Ave	south	no parking							
NW 1 st Ave	Ivy	NE 1 st Ave	north	no parking							
NW 2 nd Ave	Elm	Fir	south	No	No	No	Yes	Yes	10 Hr / 2 Hr	12	(8) 10 Hr, (4) 2 Hr
NW 2 nd Ave	Elm	Fir	north	Partial	Partial	Partial	Yes	Yes	10 Hr / 2 Hr	13	(7) 10 Hr, (6) 2 Hr
NW 2 nd Ave	Fir	Grant	south	Yes	Partial	Partial	Yes	Yes	2 Hr	existing	
NW 2 nd Ave	Fir	Grant	north	Yes	Partial	Partial	Yes	Yes	2 Hr	existing	
NW 2 nd Ave	Grant	Holly	south	Yes	Yes	Partial	Yes	Yes	2 Hr	existing	
NW 2 nd Ave	Grant	Holly	north	Yes	Yes	Partial	Yes	Yes	2 Hr	existing	
NW 2 nd Ave	Holly	Ivy	south	Yes	Yes	Yes	Yes	Yes	2 Hr	existing	
NW 2 nd Ave	Holly	Ivy	north	Yes	Yes	Yes	Yes	Yes	2 Hr	existing	
NW 2 nd Ave	Ivy	Juniper	south	Yes	No	No	Yes	Yes	10 Hr	existing	
NW 2 nd Ave	Ivy	Juniper	north	Yes	No	No	Yes	Yes	10 Hr	existing	
NW 3 rd Ave	Elm	Fir	south	No	No	No	Yes	Yes	10 Hr	13	
NW 3 rd Ave	Elm	Fir	north	No	No	No	Yes	Yes	10 Hr	11	
NW 3 rd Ave	Fir	Grant	south	No	Partial	Partial	Yes	Yes	10 Hr / 2 Hr	10	(7) 10Hr, (3) 2 Hr
NW 3 rd Ave	Fir	Grant	north	Yes	Partial	Partial	Yes	Yes	10 Hr / 2 Hr	11	(8) 10Hr, (3) 2 Hr
NW 3 rd Ave	Grant	Holly	south	Yes	No	No	Yes	Yes	3 Hr	existing	
NW 3 rd Ave	Grant	Holly	north	Yes	No	No	Yes	Yes	10 Hr	existing	
NW 3 rd Ave	Holly	Ivy	south	Yes	Yes	No	Yes	Yes	3 Hr	existing	
NW 3 rd Ave	Holly	Ivy	north	Yes	Yes	No	Yes	Yes	3 Hr	existing	

*It is assumed all 20 Minute, handicapped and loading stalls will remain where they are. This table deliberately omits the locations of these stall types.

ORDINANCE NO. 1366

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE SECTION 09.24.060 REGARDING DRINKING IN PUBLIC PLACES.

WHEREAS, the council has decided to make the change to allow qualifying events to sell alcohol on public property by adding the addition of “and other qualifying events” to that language from the 2009 ordinance as a logical extension of that tested opportunity.

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Title 9 of the Canby Municipal Code (CMC), otherwise known as the “Drinking in Public Places Ordinance of the City”, Section 09.24.060, is amended as follows:

(Added text is illustrated below in **red underlined font** while deleted text is illustrated in ~~strikeout font~~).

09.24.060 Drinking in Public Places.

No person shall drink or consume alcoholic liquor in or on a street, alley, sidewalk, mall, public or private parking lot or parking structure, motor vehicles, public grounds or other public places unless the place has been licensed for that purpose by the Oregon Liquor Control Commission and the owner of the OLCC licensed premises has obtained a permit from the City of Canby to operate a sidewalk café **or other qualifying event**.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 7, 2012, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, November 21, 2012, commencing at the hour of 7:30 pm at the Council Meeting Chambers located at 155 N.W. 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 21st of November 2012, by the following vote:

YEAS_____

NAYS_____

Randy Carson
Mayor

ATTEST:

Sue Ryan, CMC
Deputy City Recorder



City of Canby Bi-Monthly Report

Department: Administration

For Months of: September & October 2012

To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist
Through: Greg Ellis, City Administrator
Date: November 9, 2012

1. **Business Licenses** – Forty-eight (48) new business licenses were issued during the months of September and October 2012. This compares to 62 new licenses issued during September and October 2011. Forty-four (44) business licenses were inactivated during the months of September and October 2012. This compares to 43 inactivated during the same period in 2011. Two-hundred eight (208) business license renewals were sent out, compared to 152 in 2011. The total number of businesses licensed with the City of Canby is 1,149, of which 643 have Canby addresses.
2. **Complaints/Inquiries** – Twenty-seven (27) complaints/inquiries were received during September and 19 for October 2012, 41 of which have been resolved. Twenty-two (22) were resolved within 24 hours. Fourteen follow-up cards were mailed and seven were returned with Excellent and Good ratings. We received no Poor ratings during this tracking period.

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

"Thank you! Very prompt service in an area that needs all the light that can be provided. Thank you again!"

"I am grateful how quickly my questions were answered and how kindly I was treated. Felt understood! Thank you!"

"Everything was very professional."

3. **Training/Meetings** – Sue Ryan attended a Water, Wind, Weather: Preparing for the Next Catastrophic Storm Forum at Reed College on October 12
 - Kim Scheafer and Amanda Zeiber attended a Leadership EQ: Applying Emotional Intelligence to Survive and Thrive seminar on October 18
 - Erin Burckhard attended the Caselle User Group meeting on October 19
 - Kim Scheafer attended a presentation on IQM2 for video streaming Council meetings on October 30 which was rescheduled to November 6 due to Superstorm Sandy
4. **Special Animal Permits** – No Special Animal Permits were issued during the months of September and October 2012.
5. **Sidewalk/Park Vending Permit** – None.
6. **Liquor Licenses Processed** – One liquor license application was processed.
7. **Miscellaneous** – The City's electronic newsletter was distributed to 1,031 email addresses in September and 1,065 in October 2012.



City of Canby Bi-Monthly Monthly Report

Department: Court

For Months of: September & October, 2012

To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Kathy Mashek, Office Specialist
Date: November 5, 2012

- Twelve people attended the seatbelt class for the month of September & October. This generated \$360.00 toward the purchase of helmets.
- Court trials for the months of September & October for 16 defendants. This required seven officers, at various times, to come to testify.
- Seven hundred sixty-six were filed and 649 cases were concluded during these months.
- Revenue for both months was \$94,902.27. Out of the amount collected, Oregon Department of Revenue received checks totaling \$19,604.50 and Clackamas County received \$1,419.70.
- Fifty-one defendants appeared with attorneys. With the defendants there were a total of nine different attorneys present.

Training/Meetings:

- Jane Moe-Wright attended Wilsonville Municipal Court September 4, 2012 to observe their procedures.
- Jane Moe-Wright attended the OACA Conference and the Caselle Training session in Hood River October 14, 15 & 16, 2012.
- Lina Bondar joined the Court staff on October 8, 2012 and has been in training since that time.



MEMORANDUM

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

RE: BI-MONTHLY STAFF REPORT SEPTEMBER – OCTOBER 2012
ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Updates

The following projects are funded through Urban Renewal.

- **Business Assistance and Recruitment Activities:**
 - Dragonberry Produce broke ground on their new \$2.5 million distribution warehouse on November 2nd. Staff continues to support their growth by connecting them to international marketing grant options and links to local suppliers.
 - Staff met with SR Smith to share information to support additional investment and increased international marketing efforts.
 - Two state / regional leads were reviewed for fit with the community. A proposal was submitted for “Project Sandmed” a biotech startup that is looking for 10,000 square feet space to accommodate 35 people by the end of 2013. The 150 acre rail maintenance facility project was not a fit for Canby since our largest site is 60 acres and the use did not fit light industrial zoning requirements.
- **Revolving Loan Fund** – The program was presented to two local companies as a resource for equipment loans. Staff met with the president of West Coast bank to promote the program and understand their lending options and preferences and ways to coordinate on larger projects.
- **Canby Industrial Forum** – The City and Chamber have developed a program for the upcoming year including:
 - *November 14th at JV Northwest: Measuring Success in Your Company* - OMEP leadership consultant Kari Penca will share insights and techniques about leading an organization on a continuous improvement journey toward higher performance and greater profitability, and how to measure progress on that journey. Kari’s presentation will include critical information on how to choose and implement metrics to gauge your organization’s performance, connecting activity and results on the production floor to the goals and mission of the organization.
 - *February 20th at SR Smith: Product and Process Innovation* - OMEP innovation expert Jim Wehrs will inform attendees about making innovation an integral part of your manufacturing operation. His perspective will include insight on process innovation and improvement for existing products and markets; additionally, Jim will explore the often daunting, confusing, and expensive subject of new product innovation.

- *May 15th at Johnson Controls, Inc. Effective Supply Chain Management* - OMEP staff will present information on supply chain management at this session. The presentation will include demonstrations of managing supply chain so companies can be BOTH a good supplier AND a good customer to maximize performance. Attendees will get insights on; minimizing material costs, reducing supply chain lead times, improving material supply quality, finding and qualifying suppliers.
- **Industry Cluster Analysis** – The Canby industry cluster analysis will be presented at the December URA meeting. This analysis will provide insights and recommendations on Canby's strongest industry clusters. Information will include the most recent industry data on business and employment trends, wages, value added domestic product and economic output for key clusters. Work products will include GIS mapping, a report and PowerPoint presentation.
- **Canby Pioneer Industrial Park Mapping** – GIS maps have been created to highlight and market the Canby Pioneer Industrial Park. This will illustrate many positive aspects of the park including current businesses, infrastructure, vacant sites, sites actively on the market, zoning etc. They will be added to the city website as well as Clackamas County's industrial land promotion website under development.

Mainstreet Updates

The following projects are funded through Urban Renewal.

Promotion

- **Downtown Canby First Friday and Cash Mob**– The September 7th and October 5th First Friday events were a success. The September Cash Mob location was Miss Adeline's, who had just reopened in a more centralized location in downtown (136 N Grant Street). The October Cash Mob supported The Place To Be Café, who welcomed mobbers with a table set with \$10 "grab bags" or patrons were welcome to purchase and stay for music. The program continues to grow with more interest from the public and downtown businesses.
- **Website and Social Media Updates** – Marketing downtown's successful, unique businesses is imperative for the success of downtown Canby. The Main Street Manager will increase contact with businesses, residents, and all who are interested in learning more about downtown Canby through increasing the use of Canby Main Street's website and Facebook page. Work has begun on the Main Street website to update the information listed and make sure the website is more user-friendly. The Canby Main Street Facebook page currently has 547 likes.
- **Downtown Canby's "Spooktacular Village"** – The Canby Main Street Promotions Committee worked with downtown businesses and organizations that already hold Halloween events downtown to create Downtown Canby's Spooktacular Village on Halloween. This year, Canby Main Street crossing guards were placed at Ivy, Grant, and Elm from 4-7 to help keep the children who came downtown to trick-or-treat safe while they crossed the streets. Canby Main Street led a parade, with Superintendent John Steach as the

Grand Marshall, Jack the Pumpkin King. Other activities included costume contests, middle and high school activities, Tea with the Queen, and a haunted house.

Organization

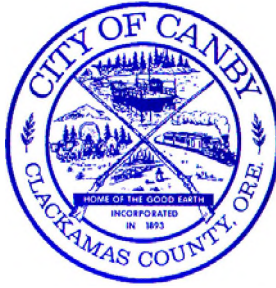
- **Outreach** – The Main Street Manager and City Council Main Street Liaison attended the Oregon Main Street Conference held in Corvallis, OR from October 3rd through October 5th. It offered many workshops, tools, and networking opportunities.
- **Volunteer Recruitment** – In September and October, meetings were held for the Promotions Committee and the Design Committee. The Promotions Committee chose to have its meetings on the 3rd Monday of every month, at 5:30pm, with meetings for subgroups that will meet on an as needed basis. The Design Committee will meet the 3rd Wednesday of every month at 2pm.

Economic Restructuring

- **1st Avenue Construction Project** – As construction continues on 1st Avenue, there has been weekly face-to-face contact with business owners to ensure there are open lines of communication between the City, contractors, and businesses. In addition, a weekly construction update is emailed; hand delivered to the 1st Avenue businesses, and submitted to the Canby Herald.
- **New Businesses Downtown** – Downtown Canby saw a lot of activity during the month of September. Salon L opened its doors at 266 NW 1st Avenue. A new photography business moved to 280 NW 1st Avenue, above Wallflowers. Miss Adeline's moved her location from 3rd Avenue to Grant Street, by taking over the location that Annie's Hidden Treasures was housed in.

Design

- **Façade Improvement Program** – Staff has received a Façade application from Total Car Care located on HWY99. The owner, Dan McGlone, is currently working on finding an architect/designer. His vision for the project is to remove the fake brick in spots, redo/remove awnings, add new awnings across the building, change the look with peaks on roofs, and the addition of new windows.
- **Flower Program** – The flower baskets in downtown Canby were removed in September after a long, beautiful summer. The dahlias in planters along 2nd Avenue held on into October with a slight change to the watering system, so that the flowers were able to be watered with the current drip system. In late October, volunteers came down to remove the dahlias. The volunteers planted nandina, or heavenly bamboo, that will last throughout the winter.
- **Banner Program** - Once again, a call for artists brought colorful banners to downtown Canby. Between local artists and the Canby High School, the City received around 100 banners. The City worked with three high school teachers and Laura Sattler, from the Canby Arts Association, to pare down the banners and then partner like banners. 34 banners were chosen in all, and Canby Signs and Graphics produced the banners to be hung along 1st and 2nd Avenue.



Bi-Monthly Finance Department Report

To: Mayor Randy Carson & City Council Members
From: Sue Engels, Finance Director
Through: Greg Ellis, City Administrator
Covering: September & October 2012
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 first **resolution transfer** adjusting the current year budget was approved in October. Analysis is on-going to determine what additional items will need to be adjusted with a **supplemental budget** before the end of 2012.
- On-site activities for the **annual financial audit** were completed in September. The statements and statistical information for the **CAFR (Comprehensive Annual Financial Report)** are being drafted; the final version is due December 31, 2012.
- Significant efforts including multiple conference calls have been made in preparation for the **issuance of the 2012 Urban Renewal Bond**.
- We received several **bankruptcy notices related to sewer customers** this period and have researched and responded as necessary. Also, we were pleased to receive payoff on a \$5500 outstanding sewer balance for a four-plex that was recently sold.
- A payroll processing company reached out to us for assistance in coordinating **Transit Tax payments** for their customers. This joint effort is a win-win for all involved.
- The **Accounts Payable** module was converted to the upgraded Caselle Clarity version in October according to plan.

- **Cross-training** in Cash Receipting was expanded to allow for greater coverage flexibility.

- The second quarterly meeting of the **Caselle User Group** was held in October; additionally, the Finance Department was represented at the Caselle Conference in Utah.

- Other activities included responding to several Census Bureau surveys, attendance at the Oregon Municipal Finance Officers Association conference in Portland, meeting with a consulting accountant regarding SDC tracking, and beginning the process for projecting PERS cost increases.

- **Staff spotlight:** **Suzan Duffy** is a Finance Office Specialist IV who serves as the department's lead worker and is responsible for production of the monthly budget-to-actual report, cash flow maintenance, and various research, analysis and reporting assignments. She started working for the City in 2001 in the Accounts Payable position. Since then, her involvement has expanded greatly to include significant budget and audit tasks as well as providing back-up for other Finance functions. She also handles the Cemetery recording duties. Suzan is an avid reader, an ardent sports fan, and regularly walks the Logging Road Trail--rain or shine. She lives in Canby with her wonderful husband of twenty years and their only child—a 15-year-old mixed breed dog named Sadie.

Statistics this period:

- **Accounts Payable**

Invoices:	677
Invoice entries:	1054
Encumbrances:	32
Manual checks:	14
Total checks:	432

- **Payroll**

Timesheets processed:	444
Total checks and vouchers:	496
New hires/separations:	4/2

- **Transit Tax Collection**

Forms sent:	746
Delinquent notices sent:	8
Non-filed notices sent:	4
Collection notices sent:	0
Accounts sent to collections:	1
Accounts opened/closed:	45/0
Returns posted:	472

- **Utility Billing**

Bills sent:	9026
Counter payments:	307
Accounts opened and closed:	145
Lien payoffs:	4
Lien payoff inquiries:	30
Collection notices sent:	30
Accounts sent to collections:	0

- **General Ledger**

Total journal entries:	287
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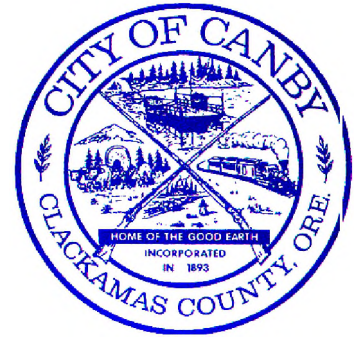
- **Cash Receipts Processed**

Finance:	832
Utility:	434

- **Cemetery**

Total property purchases recorded:	7
Total interments recorded:	11

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
September – October 2012



TO: Honorable Mayor Carson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: November 5, 2012

Circulation. Overall (print and electronic) circulation remains steady at approximately 30,000 items a month.

Grants to the library. We were pleased to recently receive a \$300 gift to the library from the Canby Lions Auxiliary. Consistent with the Lions' emphasis on good vision, this gift has been used to purchase large print books for the library's collection.

New library planning. Since Canby's Urban Renewal Agency approved the 2nd Avenue site for the new library, the City has been taking the first steps toward opening a new library in early 2015. Francis Berg Architects has been selected as the project manager (the same role they fulfilled for the new Canby police facility) and the selection process for the new library's architects is now underway.

Programming. The library's programming focus in September and October was its 75th birthday celebration which included a "Your Library Card is Gold!" partnership with downtown businesses and an all day party on September 15 that attracted 600-700 people of all ages. We are grateful for the support of the many local businesses, organizations and volunteers that made the 75th birthday a great success.

Community involvement. Volunteers donated 452 hours in September and October, 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.

New phone system. As part of the city's systemwide upgrade, the library was happy to welcome a new phone system in early September. The new system is a significant improvement in many respects; for the first time, staff members can be reached directly at designated phone extensions, and the library director is not on a separate phone system. We have installed a bilingual English/Spanish phone tree on the library's main line so that routine questions such as "When is the library open?" can be answered quickly and easily. The efficiency and automation of the new phone system will reduce pressure on our circulation desk staff, who must answer the phone at the same time they are helping patrons in person.

Upcoming programming. The library has a full roster of events planned for the end of the year, including:

- Weekly e-reader classes, each Wednesday at 11 am
- Monthly book groups:
 - Fiction/Nonfiction: third Thursdays at 2 p.m.
 - History: 4th Wednesdays at 4 p.m
- Storytimes: Wednesdays at 10:30 a.m. (Book Babies); Mondays at 10:30 a.m., Fridays at 11 a.m. and Saturdays at 11 a.m. (Spanish)
- Movie nights (in English): 2nd Thursday at 6 p.m.
- Movie nights (in Spanish): 3rd Thursday at 6 p.m.
- Music in the Stacks: Cascade Harmony Chorus (November 17), Joni Harms (December 1)
- Introduction to computers: (alternating in English and Spanish), Tuesdays at noon.
- Poetry Exploration: A look at the ways painters and poets talk to each other (November 8, 2 pm)
- What's Suffrage Got to Do With It? (a mock town hall debate on women's suffrage) (November 13, 6:30 pm)
- Christmas Markets in Germany (December 4, 6:30 pm)

PLANNING & DEVELOPMENT SERVICES SEPTEMBER/OCTOBER 2012 BI-MONTHLY REPORT



TO: *Honorable Mayor Carson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *November 9, 2012*
THROUGH: *Greg Ellis, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of September and October, 2012. 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 new land use applications being processed and building permit site plan review construction projects.

Plan Preparation

- 1. Visioning Process.** All planning staff participated in assisting with the kickoff of the City's visioning process, facilitating focus group meetings, and summarizing public input for placement on the city website for future consideration use in the process to develop an action plan.
- 2. Highway 99E Corridor & Gateway Design Plan.** Staff held a joint Council and Planning Commission work session to assist in explaining the contents of this long-range plan for the future of the 99E highway corridor. It is scheduled to move to the adoption phase with a public hearing with the Planning Commission in November.
- 3. Canby Land Needs Study.** No activity this period. However, staff continues to participate in work the County is doing to complete a rural city's coordinated population forecast which will provide a crucial element for completing a new buildable lands needs analysis for Canby.
- 4. Downtown Parking Study.** The final recommendation from the updated Downtown parking study was delivered to the City in August. It generally confirmed overall results from the original 2001 study while providing additional short, middle, and long range recommendations related to assuring that parking issues are adequately addressed in the downtown area over time. Review and adoption of the updated parking study is set to occur before the Council on November 21, 2012.
- 5. Dog Park Design.** Arrangements continue for proceeding with the demolition and partial reuse of the existing structures on the property and to secure necessary permits.

City Program/Project Participation

- 6. Transportation/Parks System Development Charge Study & Fee Update.** A joint work session was held with the Council and Planning Commission to allow discussion and review of the technical basis that has gone into revising the new

methodology and proposed fees. The FCS Group – John Ghilarducci was present to explain their work on these SDC updates. The proposed SDC update moves to adoption by the Council in January, 2013.

7. **Community Park Improvements.** Matilda Deas – representing the City's park department, continues to flesh out and assist with improvements now planned around community pond.
8. **Code Enforcement Issues.** Planning staff assisted the code enforcement officer with signage issues, a high weeds/trees complaint, an illegally converted residential garage, and a commercial tenant wall installation that occurred without a permit.
9. **GIS "GeoMoose" Web Site Access.** Staff continues to experiment with data layer configuration and access use of the system through consultant - Dean Anderson.

Regional Activity Participation

10. **Clackamas County Coordinated Population Forecast for Five Rural Cities.** Staff received a draft report from the County planner's for review and feedback in September. We are supportive of the amount of growth they are projecting could come our way in the next 20-years and will be meeting with them in November to discuss Canby's capacity to accommodate the "Draft" growth forecast.
11. **Metro 2035 Forecast of Households and Employment.** Metro published their 2035 Regional Forecast household and employment distribution profiles by county and city in September after a couple years of work and data gathering by all entities.

Miscellaneous Dept. Activities

- Participated and prepared minutes for the Stormwater Committee meeting with focus on preparation of an RFP for Stormwater Master Plan.
- Planning staff continued to coordinate and provide support during the Parks & Recreation Board and the Pedestrian & Bike Committee monthly meetings and the directors' attendance at the French Prairie Forum meeting held in Sept.
- Director attended the ODOT Passenger Rail public open house which kicked off a nearly four year study process to determine the best alternative options as to where a higher speed passenger rail corridor would best be located to serve between Portland and Eugene and where passenger stations would be feasible.
- Reviewed final façade improvement plans for the Trinity Church and American Legion in September.
- Met with Jamie Netter from Canby High School to review application to sponsor an internship for assistance with improving the Planning/Development Services website page. Interviewed one student but still exploring possible suitable student fit for this project.
- The Director, associate planner, and two planning commission members attended a Planning Commission Training seminar sponsored by the Oregon City Planning Directors Association of which the director is a board member, in Salem on 9.27.12.
- Attended the Police Facility dedication and tour in October.

- Met with Cathy Sherick, Clackamas County Social Services Program Analyst, who is working on a County initiative to move toward the possibility of adopting “Habitability Standards” to address poor housing conditions within the county. Focus is on licensing of rental units based on the premise that landlords are offering a product for market use which has no ongoing maintenance guarantee after initial new construction to assure its safety or habitability. The efforts are particularly aimed at a solution or abatement process for mold issues in rental housing units that go unfixed impacting livability, economics, and sustainability of the county’s and individual communities housing stock.
- Planning staff held a Joint CC & PC Work Session to inform members of the work performed to arrive at updated Transportation and Parks System Development Charge methodology and new proposed fee schedule to cover associated cost in needed new infrastructure applicable to new development growth.
- Director attended a Planning Overview provided by public and private planners in Vancouver Washington’s new downtown library which included information about their new billion dollars plus Water Front Master Development Plan.
- Planning department celebrated the one year anniversary of both office staffer’s Laney Fouse – Office Specialist and Angie Lehnert – Associate Planner.

Development Activity

12. Pre-Application Conference(s):

- Informal conference was held with Bethany Church to explore feasibility of a small addition to site at the NE/corner of S. Ivy Street & SE Township Rd.
- Informal meeting with Zoar Lutheran Church representative to review and further advise about how to submit an application whose purpose is to have a designated historic city land mark structure removed from their property to allow construction of a larger storage building.

13. Land Use Applications Submitted September 1 through October 31, 2012:

- Modification (MOD 12-03) submitted by a neighboring home owner desiring to change the previously approved paint color for Canby Utilities old 13th Avenue water reservoir undergoing final refurbishment at 440 SW 13th Ave. The application was withdrawn just prior to the 10.08.12 Planning Commission meeting review when neighboring property owners could not come to an agreement on the color change after obtaining direction to do so from an earlier review of the issue by the Planning Commission.
- Minor Modification (MOD 12-04) submitted by Deca Architects on behalf of Dragonberry Produce to gain approval of several site modifications as a result of necessary cost cutting value engineering process for their new distribution warehouse facility proposed at 387 S. Sequoia Parkway was administratively approved by the Planning Director on 9.18.12.
- Map Amendment (Rezoning) (ZC 12-02) submitted by Fred Myers Stores, Inc. for the proposed Fueling Facility at the SW/corner of SE 1st Avenue & S. Locust

Street as a result of testimony at the first Planning Commission public hearing from the Save Downtown Canby opposition group's attorney who claimed such an application was necessary to adjust an overlay district subarea boundary. Staff re-advertised the project for a modified public hearing and adjusted the staff report to address the additional application to accompany the previous Text Amendment and Site & Design Review applications previously filed and processed.

14. Pre-Construction Conference(s) Held:

- None

Permits Reviewed for County Approval

Site Plan Reviews for September and October

SP 12-40	Habitat for Humanity	Retail Store	411 S Redwood
SP 12-41	Razdik	Garage Conversion	285 NE 3 rd Ave
SP 12-42	Elmwood MF Homes	Manufactured Home	1400 S Elm #18
SP 12-43	Rene Bagley	Loading Dock (T-Line Design)	158 SW 1 st
SP 12-44	Weigand	Covered Patio	335 SE 8th
SP 12-45	Hardy	Garage Conversion	1520 N Maple
SP 12-46	Crisp Homes	Single Family Residence	886 NW 1 st
SP 12-47	Crisp Homes	Single Family Residence	890 NW 1st
SP 12-48	Edward Jefferies	Home Addition	1362 NE 13 th
SP 12-4	Jeff Scott	Commercial Tenant Imp.	1000 S Ivy

SN 12-13	Sign Wizards	Hannah Sign Systems Allstate Insurance	691 SE 1st Ave
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Building Permits for September/October 2012

No permits were issued by City

Active Permits Finalled

September

- ✚ Tenant Improvement for Habitat for Humanity Resale Store Finalled

October

- ✚ No Report Received from County



City of Canby Bi-Monthly Report
Department: Police
September and October 2012

To: The Honorable Mayor Carson & City Council
From: Chief Bret Smith
Date: November 8, 2012

Monthly Stats

Description	September	October
Calls for Service	1574	1423
Juvenile Arrests	7	8
Adult Arrests	57	44
Accidents	9	9
Crime Reports	66	77
Traffic Citations	386	350
Parking Citations	3	3
False Alarm Calls	28	30
Abandoned Vehicle / Parking Complaints	20	16
Animal Complaints	11	13
Other Ordinance Viol. Complaints	12	10
Total Code Enforcement Calls for Service	40	38

Training

September 2012

Wasserberger Scharmota, Wallbaum	Sept 5	Domestic Violence Refresher	Oregon City, OR
Fetters	Sept 10-13	NTOA	Seattle, WA
M. Smith, Schoenfeld	Sept 19-21	2012 Major Crimes Conference	Grants Pass, OR
Wasserberger	Sept 20	Gordon Graham	Salem, OR
Koehnke	Sept 25	Dtech Trapz - Hidden Trap Class	Salem, OR
Farmer	Sept 24-26	OPCA Fall Seminar	Salem, OR

October 2012

Wallbaum	Oct 4-5	CISM – Line of Duty Death	Salem, OR
Krupicka	Oct 11-12	ARIDE	Multnomah County SO
All Officers	Oct 15	Department Firearms Training	CRGC

Meetings & Events Attended – Chief Smith / Lt. Tro

- Police Facility Dedication Ceremony
- Community Open House and Tours
- Press Conference – Stolen Guns, Drug Seizure

- Monthly Chief's Meeting – Milwaukie PD
- Tour of Facility with Mayor/City Council
- Tour of Facility with Canby Area Chamber of Commerce Board & Exec. Director
- Ribbon Cutting – Wilderness International
- Judge Rod Graffe
- Commander Mike Leloff - PPB
- 9/11 Memorial Service – Canby Fire Department
- Lateral Police Officer Interviews
- Performance Improvement Program Training
- Management Rights Training
- Terrorism Risk Assessment Mtg. – Clackamas County EOC
- International Association Chiefs of Police Conference
- Canby Adult Center – Share a Meal
- City of Gresham/Gresham PD Tour of Facility
- Chaplain Bill Roberts
- NIMS – Clackamas County Emergency Management
- Mid Manager Meeting
- Capt. Ron Schwartz – West Linn PD
- Chief Jim Pryde – Gladstone PD
- Rotary – Weekly
- Clackamas County Criminal Justice Council Quarterly Mtg.
- Light the Night Steering Committee
- Canby Adult Center lunch service – Monthly
- C800 Meeting / Fire & Law Services Mtg. (CCOM – Clackamas County Dispatch)
- Clackamas County Communications (CCOM 911) User Meetings – Monthly

See individual Investigations, Patrol, K-9 and Traffic activity reports attached.

Memo

To: Lieutenant Jorge Tro
From: Detective Sergeant Frank Schoenfeld
Date: October 9th, 2012
Re: Monthly Report for September 2012

Training Attended:

9/19/12 – 9/21/12 – Homicide Investigators Conference in Grants Pass, OR.

Meetings:

9/13/12 – Lateral Interviews for Canby Police Officer

*****See individual monthly reports attached for training and meetings attended by detectives*****

This month I was gone for approximately two weeks at the Oregon Homicide Investigators Conference and away on vacation. Prior to leaving on the 9/13/12 I participated as a panelist for the lateral police officer interviews.

This month the Person Crime's detective was also away on vacation but closed out a Sex Abuse I case that was initially started in June of this year by the Narcotics detective, Detective Scharmota. The case was re-assigned to Detective Mead to follow up on with the Child Center interviews and for re-interview with the victim's father. After several attempts to get the victim's father to cooperate with the investigation, he declined to keep any of the Child Center appointments thus forcing us to submit the case to the Clackamas County District Attorney's Office without the Child Center interviews.

This month Detective Mead was able to set-up and complete our department interview room system by creating different work groups and access levels. This month Detective Mead taught a class to the Canby Fire Department's CERT program on Terrorism. This class consisted of about 20 citizens.

The bombing homicide case continues and I will be assigning Detective Mike Smith to the case as well. Detective Mead will be rotating out of the Investigative Unit in March 2013 and it is my plan to have Detective Smith up to speed on the case so that he can be the main go-between with our department and the federal agents also assigned to the case. When Detective Mead rotates back to patrol, it is my intention to keep him involved in the case when he can do so.

This month Detective Smith responded to a MCT call-out in Molalla regarding a Robbery/Attempted Murder. Canby Police was the only help assigned to this case and Detective Smith worked with Molalla PD's lead investigator. At its onset this case did not contain much in a way of suspect information only the fact that the victim was bludgeoned with some sort of club or other weapon, thrown in a vehicle unconscious and dumped somewhere outside the city. With the victim's help, Detective Smith found blood evidence and a location at or near where the victim was dumped. By doing this, it helped the victim come up with some potential suspect information. The case is still on-going.

Detective Smith arrested a subject connected with the HOBZ investigation in the Woodburn area. This subject was located and stopped in a vehicle by Detective Smith. Detective Smith wrote a search warrant for the vehicle and located methamphetamine, scales, a stun gun, and a loaded .22 caliber firearm. The AUSA's Office has agreed to take this case federal as it is associated with the HOBZ investigation.

This month the Computer Forensics Team executed search warrants on two cell phones for Canby PD and one for Aurora PD. They downloaded evidence on each phone and completed reports. I have been rotating these requests for cell phone searches and downloads between Detective Floyd, Detective Smith, and Detective Mead. This has taken a lot of work off of Detective Floyd so that he can focus more on the computer forensics and his active cases. Detective Floyd was asked this month to do some of the forensics on the computer seized in their Murder case.

*****Officer Larrison's Monthly Report is forthcoming*****

Monthly Report for September 2012
Detective Mike Smith

<u>Case #</u>	<u>Type</u>	<u>Current Disposition</u>
12-1949	DCS/PCS Meth	Completed
12-1959	DHS Referral	Completed
12-1960	DHS Referral	Completed
12-2018	Negotiating Bad Check x3	Ongoing investigation
12-2153	AOA Aurora PD	Completed
12-8014	DCS MJ/Pills	Ongoing Investigation
12-2192	PCS/DCS Meth Felon w/ firearm / SW	Completed

Training

September 13 th	Major Crimes Meeting
September 18-21	Homicide Conference. Grants Pass, OR.

Summary

In September I spent a lot of time reviewing reports looking for subjects to contact in an attempt to gain an informant base in Canby.

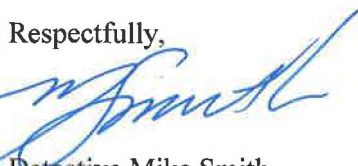
I assisted patrol in downloading two cell phones in a DCS Methamphetamine case. I also assisted Aurora PD in downloading a cell phone located in a recovered stolen vehicle.

I responded to a Major Crimes Team call out to assist Molalla Police Department on an Attempted Murder/Robbery. In this case I assisted the lead detective in interviewing the victim and deciding a path to take the investigation. We took the victim to the scene of the crime and confirmed his statements and MPD was later able to identify two likely suspects.

I also arrested a wanted subject in Woodburn on an outstanding felony warrant and subsequently wrote a search warrant on his vehicle. During the search we located 3 grams of methamphetamine, scales, a stun gun, and a loaded .22 caliber firearm. AUSA John Haub agreed to prosecute the case due to the subject being an associate of the HOBZ gang.

I worked on a negotiating a bad check case in which I have gathered enough evidence to arrest the suspect. In the coming week I will locate the suspect, interview him and subsequently he will be arrested for charges including theft and negotiating a bad check X3.

Respectfully,



Detective Mike Smith

MONTHLY REPORT FOR SEPTEMBER 2012

DETECTIVE CHRIS MEAD

OPEN CASES:

<u>CASE#</u>	<u>TYPE</u>	<u>CURRENT DISPOSITION</u>
11-2691	Bombing	Interviews
12-1445	Assault IV	Follow up with victim
12-1442	Rape I	Follow up with DA
12-2236	Sex Abuse I	Interview Suspect

CLEARED/ SUSPENDED CASES:

<u>CASE#</u>	<u>TYPE</u>	<u>CURRENT DISPOSITION</u>
12-996	Sex Abuse	Sent to DA
12-1524	Alleged Rape	Suspended
12-2087	DHS Cross Report	Sent to CCSO
12-2091	DHS Cross Report	Sent to CCSO

SUMMARY:

During the month of September I cleared 4 cases. Of these were an alleged rape and sex abuse cases. Two other cases were DHS cross reports that should have gone to CCSO and were sent to Canby PD by mistake. I attended the MDT meeting were they covered infant deaths. I was on vacation during this month attending my son's graduation from Marine Boot camp.

I worked on the department interview room system by creating different work groups and access levels. I assisted Lt. Tro with cleaning out the department storage unit and moving items to the new PD. I taught a class on terrorism for the Fire Department's CERT program that had about 20 citizens in it.

The investigation into the bombing is continuing with more interviews of persons involved. I served a search warrant on a cellular phone for Officer Murphy. I completed the forensics using the CelleBrite system. The completed reports were placed in the case jacket and given to Officer Murphy.

Respectfully,

Detective Chris Mead

Computer Forensics Report

September 2012

By: Detective Steven Floyd
Computer Forensics Examiner

<u>Cases Started</u>	<u>Activity</u>	<u>Goal</u>	<u>Crime Type</u>
12-1819	Follow up	Suspect Info	Burglary I
12-2172	Follow up	Suspect Info	Burglary I

<u>Cases Closed</u>	<u>Agency</u>	<u>Conclusion</u>	<u>Crime Type</u>
NONE			

<u>Pending Cases</u>	<u>Agency</u>	<u>Activity</u>	<u>Misc Info</u>
12-1819	Canby	Follow up/Suspect Info	Burglary I
12-1784/12-11563	Woodburn	Analyze Computer	Suspect In Custody Priority
12-2172	Canby	Follow up/Suspect Info	Burglary I

Major Crimes Team Call Outs

12-2113 Homicide Woodburn, (Suspect Surveillance/Search Warrant in Canby)

Other Time Requirements

On Vacation; September 7-20th.

I assisted with the cleaned out the storage unit on the 28th.

Monthly Traffic Report

September 2012

Prepared by Sergeant Tim Green
Wednesday October 3, 2012

Traffic Report

388 Citations were written for the month of September, **213** of these were written by patrol and **175** were written by Traffic Officers.

There were **2** DUII arrests for the month, **2** by patrol **0** by Traffic officers.

There were **21** traffic complaints investigated by the police department; **16** by Traffic Officers and **5** by Patrol.

We had a total of **10** reported crashes for the month, **7** were investigated by patrol and **3** by Traffic Officers. **2** of these crashes were classified as injury crashes.

Both patrol and traffic numbers were up for the month of September.

Equipment and Uniforms

Uniforms are being replaced as needed. Blumenthal Uniforms have switched from Blauer uniforms to Flying Cross due to a contract with Portland Police. Blumenthal should have most flying cross uniforms in stock and guaranties quick shipment of anything not in stock.

Bike Patrol

Bikes were not deployed in September. All bikes have been brought over to the new department and are stored in the sally port parking area.

Canby Police Department

Monthly Traffic Report

10/03/12

Officer Jeremy Holstad

Month of September

CITATIONS

TRAFFIC OFFICERS: **175**

PATROL OFFICERS: **213**

TOTAL CITATIONS FOR SEPTEMBER: **388**

DUII ARRESTS

TRAFFIC OFFICERS: **0**

PATROL OFFICERS: **2**

TOTAL DUII ARRESTS FOR SEPTEMBER: **2**

TRAFFIC CRIMES

TRAFFIC OFFICERS: **0**

PATROL OFFICERS: **4**

TRAFFIC CRIMES FOR SEPTEMBER: **4**

TRAFFIC COMPLAINTS

TRAFFIC OFFICER: **16**

PATROL OFFICERS: **5**

TOTAL TRAFFIC COMPLAINTS FOR SEPTEMBER: **21**

TRAFFIC CRASHES

TRAFFIC OFFICERS: **3**

PATROL OFFICERS: **7**

TRAFFIC CRASHES (INJURY): **2**

TOTAL CRASHES FOR JULY: **10**

Property and Evidence Activities For September 2012

Items on location: 4451

Items seized for the month: 173

Currency in P&E: \$21,653

Cash in city account \$10,118

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 10-03-12
Re: Sept '12 Monthly Report

Tactical Entry Team

TET did not conduct training or serve any search warrants during the month of September.

Training

Due to officer and instructor availability the September firearms training day was re-scheduled for October 15th.

On September 5th three patrol officers attended the Domestic Violence Refresher class hosted by OCPD and the DA's Office.

September 19th – 21st Detective Sgt. Schoenfeld and Detective Smith attended the 2012 Major Crimes Conference in Grants Pass, OR.

September 24th – 26th both K9 Officers attended the OPCA fall K9 Seminar in Salem, OR.

(Please see the attached training calendar for additional department training.)

Respectfully,



Sgt. Doug Kitzmiller

SCHEDULED TRAINING

September 2012

Wasserberger Scharmota Wallbaum	Sept 5	Domestic Violence Refresher	Oregon City, OR
Fetters	Sept 10-13	NTOA	Seattle, WA
M. Smith Schoenfeld	Sept 19-21	2012 Major Crimes Conference	Grants Pass, OR
Wasserberger	Sept 20	Gordon Graham	Salem, OR
Koehnke	Sept 25	Dtech Trapz - Hidden Trap Class	Salem, OR
Farmer	Sept 24-26	OPCA Fall Seminar	Salem, OR

October 2012

Wallbaum	Oct 4-5	CISM - Line of Duty Death	Salem, OR
Krupicka	Oct 11-12	ARIDE	Multnomah County SO
All Officers	Oct 15	Department Firearms Training	CRGC

November 2012

All Officers	Nov 14 & 21	Department Firearms Training	CRGC

December 2012

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MONTHLY REPORT

September 2012

Prepared by Sergeant Tim Sommer

Monday, October 01, 2012

Subject: Patrol Schedule, Code Enforcement

PATROL SCHEDULE:

Overtime: Scheduled 22 hours Sick: 40 hours

Time Off: 280 hours

OIC was used about times for the month

Other:

OTHER:

Code Enforcement Monthly Report-September 1 through September 30, 2012

Abandoned Vehicles: 2

Animal Complaint: 1

Assist Outside Agency: 0

Assist Public: 1

City Hall: 2

Civil: 0

Criminal Mischief: 0

E-mail: 15

Hazard: 0

Littering: 0

Noise: 0

Ordinance Violation: 11

Property: 0

Parks: 0

Phone Contact: 0

Parking Complaint: 12

Premise Check: 0

Provide Info: 0
R-2 Contact: 12
Suspicious Circumstance: 0
Suspicious Vehicle: 0
Traffic Accident: 1

Totals Calls for April: 47

I issued two parking citations. I had 16 fingerprint appointments. I attended my September graffiti meeting and also my summer OCEA conference. I also did two car seat checks. The DEA Drug Drop was held on Saturday, September 28.

K9 TRAINING MONTHLY 09-2012

Handler OFC Farmer 32609
Dog Deorak
Month SEPTEMBER 2012

Training hours:

1. 09-04 -2012 4 hours k9 training with CCSO.
2. 09-18-2012 4 hours k9 training with CCSO.
3. 09-24-2012 10 hours k9 training @ K9 CONFERENCE.
4. 09-25-2012 10 hours k9 training @K9 CONFERENCE.

Care and Maintenance for Deorak

15 HOURS

Call outs for Canby:

1. *USED K9 AS CONTAINMENT FOR SUBJECT WANTED ON A FELONY 10-35.
NO FORCE USED CASE 12-2009 CAD 980.*

Call outs for outside agencies:

NA

Total hours with training and care to date:

232 hours

September 2012 Monthly K9 Report

Prepared by Sergeant Tim Warren
Wednesday October 3rd, 2012

K-9 Activity

Officer Warren – Attended 30 hours of Narcotic training for the Fall OPCA conference. This included a class on concealed compartments. No K9 deployments for September.

Officer Farmer – One deployment on a Felony warrant for Officer Safety and suspect flight risk, 12-2009. Officer Farmer and Deorak attended the Fall K9 conference for patrol dogs.

Concerns / goals – None.

Monthly Traffic Report

October 2012

Prepared by Sergeant Tim Green
Saturday November 3, 2012

Traffic Report

343 Citations were written for the month of October, **209** of these were written by patrol and **134** were written by Traffic Officers.

There were **3** DUII arrests for the month, all by patrol.

There were **9** traffic complaints investigated by the police department; **4** by Traffic Officers and **5** by Patrol.

We had a total of **9** reported crashes for the month, **5** were investigated by patrol and **4** by Traffic Officers. **2** of these crashes were classified as injury crashes.

Both Patrol and Traffic officers citation numbers were consistent with the previous month.

Equipment and Uniforms

Uniforms and vest are being replaced as needed. Chief Smith located a new vendor for Blauer Uniforms out of Keizer Oregon who promises good service and quick turnaround on products. Two Officers have been fitted to test out these uniforms.

Bike Patrol

Bikes were not deployed in October.

To: Lt. Tro
From: Sgt. Kitzmiller
Date: 11-05-12
Re: Oct '12 Monthly Report

Tactical Entry Team

TET did not conduct training or serve any search warrants during the month of October.

Training

On October 2nd I attended a training class at the Oregon City Police Department for Law Enforcement agencies interested in affiliating as a no-profit with Crossfit.

On October 15th Sgt. Schoenfeld brought in Sgt. Fred Kellogg with the Clackamas County Sheriff's Office as a guest instructor for our department firearms training. The focus of the training was fighting from and around vehicles.

On October 18th Canby PD hosted the monthly Clackamas County Criminal Justice Training Committee Meeting.

On October 18th Canby PD also hosted a county wide Active Shooter Instructor meeting. The purpose of the meeting was to continue the coordinated county wide effort to train all officers and deputies in active shooter tactics.

(Please see the attached training calendar for additional department training.)

Respectfully,



Sgt. Doug Kitzmiller

SCHEDULED TRAINING

September 2012

Wasserberger Scharmota Wallbaum	Sept 5	Domestic Violence Refresher	Oregon City, OR
Fetters	Sept 10-13	NTOA	Seattle, WA
M. Smith Schoenfeld	Sept 19-21	2012 Major Crimes Conference	Grants Pass, OR
Wasserberger	Sept 20	Gordon Graham	Salem, OR
Koehnke	Sept 25	Dtech Trapz - Hidden Trap Class	Salem, OR
Farmer	Sept 24-26	OPCA Fall Seminar	Salem, OR

October 2012

Wallbaum	Oct 4-5	CISM - Line of Duty Death	Salem, OR
Krupicka	Oct 11-12	ARIDE	Multnomah County SO
All Officers	Oct 15	Department Firearms Training	CRGC

November 2012

All Officers	Nov 14 & 21	Department Firearms Training	CRGC
Wallbaum Koehnke Ethington	Nov 8	Patrol Response to Suspicious Death and Homicide Scenes	Tigard, OR

December 2012

Koehnke Scharmota M. Smith	Dec 6	Creating a High Performing Organization	Portland, OR
Warren Scharmota Koehnke Krupicka Fetters	Dec 11	Encountering and Dealing with Veterans	PSTC

Year End Report

From: Eric Laitinen, Aquatic Program Manager

Date: November 9, 2012

Re: Bi-monthly Report

The Canby Swim Center begins the winter schedule next week, November 12, marking the return of Canby High school swimming. Other changes include school lessons for Gaffney Lane Elementary School from Oregon City. November also marks the Canby Kiwanis food and toy drive. From November 2nd to December 9th the Canby Swim Center will accept two cans of food or one new unwrapped toy for admission to Lap and Public Swims.

September and October overall attendance was down about 1300 swims. There was one Canby school that had their swimming lessons in September last year and now opted for Spring 2013 which accounts for about half of the attendance difference. Revenue is also down \$4,900.00; more than half due to last year's numbers being inflated by two people purchasing ten-year memberships. The rest of the difference could be due to our maintenance closure being a little later in September. Overall the pool numbers, attendance and revenue, should balance out over the year as school lessons begin.

Also notable in this period is the addition of Spanish language scheduling and marketing information. Materials are available in print at the pool or on the Canby Swim Center website beginning with the winter schedule and lesson information. Now that we have secured resources to help with translations I expect to provide this service in the foreseeable future.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR SEPTEMBER 2012
DATE: NOVEMBER 10, 2012

CANBY SWIM CENTER SEPTEMBER 2012	ADMIT 2011	ADMIT 2012	PASS 2011	PASS 2012	TOTAL 2011	TOTAL 2012	YTD TOTAL II-12	YTD TOTAL II-13
MORNING LAP	43	55	215	151	258	206	884	922
ADULT RECREATION SWIM	35	28	494	384	529	412	1954	1769
MORNING WATER EXERCISE	60	49	306	229	366	278	1100	970
PARENT/ CHILD	200	108	0	0	200	108	921	800
MORNING PUBLIC LESSONS	238	48	0	0	238	48	3102	3436
SCHOOL LESSONS	680	0	0	0	680	0	680	0
NOON LAP	59	58	181	133	240	191	727	631
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	111	131	5	5	116	136	1356	1899
PENGUIN CLUB	0	0	0	0	0	0	712	1043
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	696	436	696	436	1594	1354
MASTER SWIMMING	0	5	0	20	0	25	0	141
EVENING LESSONS	644	369	0	0	644	369	2929	2878
EVENING LAP SWIM	38	53	67	43	105	96	437	520
EVENING PUBLIC SWIM	205	270	20	16	225	286	1899	2077
EVENING WATER EXERCISE	62	62	42	31	104	93	488	373
ADULT LESSONS	13	25	0	0	13	25	13	25
GROUPS AND RENTALS	109	279	0	0	109	279	421	572
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	523	488
TOTAL ATTENDANCE	2,497	1,540	2,026	1,448	4,523	2,988	19740	19898

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR OCTOBER 2012
DATE: NOVEMBER 10, 2012

CANBY SWIM CENTER OCTOBER 2012	ADMIT 2011	ADMIT 2012	PASS 2011	PASS 2012	TOTAL 2011	TOTAL 2012	YTD TOTAL II-12	YTD TOTAL II-13
MORNING LAP	60	56	300	266	360	322	1244	1244
ADULT RECREATION SWIM	48	26	541	521	589	547	2543	2316
MORNING WATER EXERCISE	72	71	380	356	452	427	1552	1397
PARENT/ CHILD	284	132	0	0	284	132	1205	932
MORNING PUBLIC LESSONS	152	93	0	0	152	93	3254	3529
SCHOOL LESSONS	0	0	0	0	0	0	680	0
NOON LAP	53	95	280	254	333	349	1060	980
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	136	155	11	7	147	162	1503	2061
PENGUIN CLUB	0	0	0	0	0	0	712	1043
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	893	1127	893	1127	2487	2481
MASTER SWIMMING	0	24	0	24	0	48	0	189
EVENING LESSONS	826	1149	0	0	826	1149	3755	4027
EVENING LAP SWIM	37	87	65	35	102	122	539	642
EVENING PUBLIC SWIM	200	154	19	39	219	193	2118	2270
EVENING WATER EXERCISE	73	62	60	37	133	99	621	472
ADULT LESSONS	27	25	0	0	27	25	40	50
GROUPS AND RENTALS	451	305	0	0	451	305	872	877
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	523	488
TOTAL ATTENDANCE	2,419	2,434	2,549	2,666	4,968	5,100	24708	24998



September and October, 2012
Monthly Reports

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

Facilities Maintenance
September & October 2012
Prepared by Dan Mickelsen

Wow, what happened to summer? I guess I can't complain because the weather did hold out for quite some time. I have been finishing up some projects and will be starting the Library job hopefully by the time this is being read. I've put a lot of hours into coordinating the "Heated Bays" project down at the shop complex. We have converted two of the open parking bays into a heated area for parking essential equipment that needs freeze protection during the winter months. Also my time was spent getting the wheels rolling on the Library exterior. Time was spent getting engineering done, meeting with manufacturer reps and then trying to figure out a good way to finish the windows at the current Library. The Police station had its share of wants and needs getting moved into their new facility.

Police Dept: 9 w/o repairs. After the big move there was some confusion as to where they went, though it was posted on the front door. I removed all of the signage from the building that may lead anyone to think that it was the Police Department. I am currently working on a possible water issue at the old P.D. as the cubic feet of water being used is not coinciding quite right. There was a glitch with the P.D. radios not working since the move so I looked into mounting a new antenna mast on the roof. After checking prices on pre-fab masts I went to St. Paul and bought a length of two inch irrigation pipe to use as the mast, saved over 200 bucks. I also mounted the drug drop off box, took care of some plumbing issues and built a temporary irrigation system to water the hydro seeded slopes. 59 hrs total.

City Hall/Courts: 7 w/o repairs. Most of the time was spent changing burned out lamps, be it interior exterior or flag pole. Also put up the awnings for the winter. Also a new partial water supply was connected so when the new section of sidewalk is poured we have good pipe under the cement. 11 hrs total.

Finance/Transit: 4 w/o repairs: I reattached some office equipment, replaced lamps, moved lots of furniture for Transit and moved in a safe. The furniture moving and the safe all stemmed from the new fees for bus rides. 12 hrs total.

Library: 9 w/o repairs. As I said a lot of time was spent getting the exterior project up and running. More moving of shelves and disposal of unwanted units was accomplished also anchoring shelving units to the walls. Other things that were done, taking care of a pest problem, replacing exterior door lock, chair disposal, desk repair and re setting the thermostats for winter temperatures. 47.25 total hrs.

Planning and Building: 4 w/o repairs. Holy cow it's a miracle no one was hurt! I was called to look at the conference table and chairs, they were wiggly they said. When they were originally assembled they did a beyond sub standard job. What was keeping the table standing I'll never know? I took apart nearly every chair and re assembled using glue and proper length screws. The table was completely broke down and re assembled as well. I also took care of some plumbing issues removed graffiti from the building and repainted and tried to deal with a roof leak after the first rain fall. 24 hrs total.

Shop complex: 12 w/o repairs. The heated bay project is coming right along. The security system wiring is in place and will be connected after the over head doors are hung in the next week or so. The ruff in wiring is partially finished and will be complete this week as the light fixtures and heater have been delivered. The wall has been framed sheet rocked and tapped on one side while the other has siding and is stained. I drew up plans for a new work station set up for the crew but I have put it on hold until I have a bit more time to work on it. Two door locks were replaced, lunchroom cabinets were repaired, and repair and replacement of exterior lights and fixing leaky gutters were other jobs completed. 60.75 hrs total.

Public works: Did 5 ESC inspections. 8 hrs total.

Fleet Services
Bi-Monthly Report : September / October 2012
Prepared by Joe Witt, Lead Mechanic

September 2012

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$146.25	\$18.99	\$91.17	\$256.41
Adult Center	1	\$176.25	\$1,010.36	\$822.66	\$2,009.27
Collections	3	\$1,188.75	\$436.92	\$513.75	\$2,139.42
Facilities	1	\$105.00	\$0.00	\$74.75	\$179.75
Fleet Service	1	\$56.25	\$17.80	\$86.81	\$160.86
Parks	7	\$1,518.75	\$824.79	\$1,246.93	\$3,590.47
Police	20	\$10,398.75	\$5,951.90	\$10,610.32	\$26,960.97
Streets	11	\$5,722.50	\$15,997.73	\$2,496.03	\$24,216.26
Transit (CAT)	22	\$7,648.15	\$2,124.54	\$13,271.62	\$23,044.31
Wastewater Treatment	2	\$558.75	\$1,195.97	\$197.89	\$1,952.61
Total Work Orders Processed for the Month	69	Totals*			\$84,510.33

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

Note: September Fuel Costs Includes August 16, 2012 thru August 31, 2012 (\$11,513.12)
September Fuel Costs (\$17,898.81) Total Fuel Costs: \$29,411.93

October 2012

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$60.00	\$6.33	\$58.06	\$124.39
Adult Center	0	\$0.00	\$0.00	\$533.62	\$533.62
Collections	4	\$1,327.50	\$1,253.20	\$430.97	\$3,011.67
Facilities	1	\$30.00	\$0.00	\$73.20	\$103.20
Fleet Service	1	\$52.50	\$0.00	\$126.04	\$178.54
Parks	7	\$1,916.25	\$430.47	\$696.41	\$3,043.13
Police	29	\$9,403.25	\$5,000.78	\$6,671.33	\$21,075.36
Streets	10	\$2,952.00	\$4,233.15	\$2,346.06	\$9,531.21
Transit (CAT)	32	\$11,693.20	\$8,508.52	\$9,184.44	\$29,386.16
Wastewater Treatment	3	\$536.25	\$44.00	\$107.63	\$687.88
Total Work Orders Processed for the Month	88	Totals*			\$67,675.16

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

Fleet Service Highlights

Fleet Tech's attended: Truck Inspection Training October 11, 2012 at the Woodburn Port of Entry Scales. Service working with other City Departments kept the City's vehicles and equipment on the road performing their duties.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
September – October 2012

Park Renovations

At Arneson Gardens a drinking fountain was installed and a cement pad was poured for the existing picnic table. Two additional picnic tables and cement pads were also installed at Maple St. Park. The park restrooms have had almost all of their interiors walls and ceilings painted. On the exteriors of the park buildings, problem areas have been repainted.

Park Maintenance

The mowing of the turf areas started to slow down by the end of October. The focus of staff started to change from mowing and turf maintenance to shrub bed maintenance, tree trimming and tree removal. Building maintenance repairs were made and the irrigation time clocks were adjusted to the cooling weather. All of the natural area boom mowing was completed for the season and trail improvements were

started. All the playgrounds received an inspection and needed repairs were addressed after a full summer of use. By the end of October leaf removal was in full swing. The Parks Department spent 32 hours the last two months addressing graffiti and vandalism.

Regular maintenance was performed at the 29 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, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands.

Clackamas County Corrections Crews

The crew was in Canby two Sunday out of the last two months raking up debris at Arneson Gardens and trimming the trails in the Eco Park.

C.C.C.C. performed approximately 96 hours of labor for the City of Canby in the months of September and October.

Meetings attended

Five people were interviewed on September the 6th to fill the budgeted Park Maintenance 1 position.

Thirty five applications were received for the position in a little over a week and a half.

I attended the Park and Recreation Board meeting.

I attended the Lead Workers meeting.

I did an employee's 6 month review and held another employee's new hire training.

For your Information

The Parks Department is responsible for 200 acres of property.

The Clackamas County Corrections Crews will once again be doing work for the City of Canby as their budget allows. Thanks to Greg Ellis for his involvement with getting this program back.

October the 16th Ken Daniels started work for the Parks Department. Congratulations and welcome!

Public Works

For Month of: September and October 2012

Prepared by: Jerry Nelzen

1. Streets:

During the month of September the Public Works crew worked with the NW 1st Avenue electrical contractor taking decorative lights to NW 1st Avenue to be installed. The 2012 Street Maintenance Paving project was completed this month with the exception of the contractor to install painted crosswalks. Cold mixed the ADA ramps at the intersection of 99E and N and S Ivy Streets. Painted crosswalks around town and installed two flashing pedestrian signals at S Ivy Street and Township Road.

The crew received and located 77 locates for September.

Streets	Total Hours
Street Sweeping	67.5

Street Maintenance	422
Sidewalk	11.5
Street Sign Manufacturing	31.5
Street Sign Maintenance	46
Street Sign Installation	18
Street Light Repair	7
Tree Trimming	8
Vactor Usage	5

2. Sewer and Storm System:

The crew cleaned lift stations in Canby. Repaired the sewer main on N Dahlia Court, repaired sewer lateral at 1295 N Grant Street and at 685 NW 9th Avenue. Crew cleaned catch basin of sediment and debris.

Sewer	Total Hours
Sewer Maintenance/Repair	15
Sewer Laterals	79
Sewer TV'ing	3
Lift Station Maintenance	119.5
Locating Utilities	33
Sewer Inspections	7
Vactor Usage	4
Drying Beds	3
Storm	
Catch Basin Maintenance	5
Storm Line Maintenance/Cleaning	3.5
Vactor Usage	2
Drying Beds	5

3. Street Sign/Trees/Lights:

The crew during the month of September removed tree limbs out of the City's right-of-way for visual clearances around stop and street signs. The crew replaced numerous streets and faded stop signs. The crew fixed or repaired 20 street lights for September.

4. Miscellaneous:

The crews help the Library Department placing barricades for their 75th anniversary and cleaned the sand filter at the Canby Swim Center.

Miscellaneous	Total Hours
Meetings	1
Warehouse Maintenance	3
Equipment Cleaning	10.5
Work Orders	7.5
Training/School	28.5
Other	27

October 2012

1. Streets:

During the month of October the Public Works crew removed all four yellow pads and repaired the concrete on ADA ramps at intersection of Knights Bridge Road and N Grant Streets. Cleared overgrown landscape debris from foreclosed home at 525 NW 3rd Avenue for Code Enforcement issue. Delivered street lights to the NW 1st Avenue project. Fixed numerous potholes around town.

The crew received and located 72 locates for October.

Streets	Total Hours
Street Sweeping	105
Street Sweeper Maintenance	2.5
Street Maintenance	443.5
Sidewalks	6
Street Sign Maintenance	8
Street Sign Installation	3
Street Light Repair	81
Tree Trimming	27
Tree Removal	13
Dump Truck	8
Vactor Usage	2

2. Sewer and Storm System:

The crews cleaned sewer mains and responded to two lateral blockages, which were on the homeowner's side of the laterals. Cleaned numerous catch basins around town preparing for the rainy season.

Sewer	Total Hours
Sewer Cleaning	31.5
Sewer Maintenance	36.5
Sewer TV'ing	40
Lift Station Maintenance	9
Locating Utilities	48.5
Sewer Inspections	8.5
Vactor Usage	4
Drying Beds	5
Storm	
Catch Basin Maintenance	23
Storm Line Maintenance/Repair	21
Drywell Maintenance	1
Drying Beds	20

3. Street Sign/Trees/Lights:

The crew during the month of October fixed 89 street lights. Replaced two stop sign hit by vehicles, trimmed back limbs from trees in the City's right-of-way and removed two large trees.

4. **Miscellaneous:**

Put out barricades for American Legion BBQ contest and help Jamie Stickel, Main Street Manager with sign for the NW 1st Avenue project.

Miscellaneous	Total Hours
Meetings	3
Warehouse Maintenance	4
Equipment Cleaning	13
Training/Schools	40
Work Orders	1.5
Other	14



City of Canby Bi-Monthly Report

Department: Transit

For: the months of September & October, 2012

Date: November 8, 2012

Prepared by: Julie Wehling

Through: Greg Ellis, City Administrator

1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet.
- b) RCShein & Associates has found pass-through partners for all outstanding Business Energy Tax Credits (BETC). The Transit Fund will net \$607,008 in BETC revenue. The total amount received will be \$658,150 of which \$51,142 will be paid to RCShein & Associates according to our agreement with them.
- c) The MAP 21 Transportation Bill for federal funding has changed the structure of some public transportation grant programs CAT receives. Funds that have been allocated by the merits of the applications submitted may be changed to a population formula allocation. This may impact the level of our federal operating funds. We expect to know more by mid-January.
- d) State funding is down from last year so we expect the level of our state funding to be down somewhat. We will have more detail after the first of the year.
- e) Effective October 1st CAT implemented a \$1 fare for all of its services. Shopping Shuttles will be provided free of charge and children 6 and under do not pay a fare. Bus pass purchase information is available at www.canbyareatransit.org.
- f) CAT started selling passes on September 24th. The amount of fare and bus pass revenue collected in September and October was \$11,047.99.

2) Ridership:

Total ridership for the first four months of FY 2012-13 is down by 3.08 % as compared to the previous fiscal year. During this report period CAT provided:

- a) 11,357 rides in September (10% fewer than September of 2012).
 - 1,388 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 2.8 % fewer rides than were provided during September of 2012.
 - 7,133 to Oregon City (8.96 % fewer rides than September of 2012)
 - 2,836 to Woodburn (12.55% fewer rides than September of 2012)
- b) 10,970 rides in October (14.02% fewer rides than October of 2012).
 - 1,582 demand responsive rides (Shopping Shuttle & Dial-A-Ride). This is 5.33% more rides than were provided during October of 2012.
 - 6,724 to Oregon City (16.01% fewer rides than October of 2012)
 - 2,664 to Woodburn (17.75% fewer rides than October of 2012)

We expected a drop in ridership numbers due to the implementation of a \$1 fare on October 1st. During first month ridership is down by only 14 percent. This is much less than the 25-40 percent drop that is usually expected. We are encouraged by this and hope this will be the trend.

3) Updates:

- a) On September 20th and October 18th the Transit Advisory Committee held their regular meetings.
- b) Fare boxes were installed on all CAT vehicles by mid-September.
- c) CAT vehicles were scheduled, as needed, for refurbishing which included fare-boxes, customer-counters, forward-facing security cameras, and electronic destination signs. At the time of this report all refurbishing projects have been completed.
- d) CAT Implemented a \$1 fare on all of its services effective October 1st.
- e) The Transit Department is scheduled to “go live” on the new phone system the date of this report.

4) Collisions

- a) No collisions in September or October.

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

- a) Nancy Muller attended one day of seminars the Oregon Transit Association conference in Seaside, Oregon on September 10th.
- b) Julie Wehling attended a regional meeting regarding the Coordinated Transportation Plan hosted by TriMet on September 28th at ODOT region 1.
- c) MV Transit held a safety meeting for drivers in September.
- d) Nancy Muller attended 3 day transit sponsored Vehicle Maintenance Management training from October 1-3 in Salem. She received a certificate from the Community Transportation Association (CTA).
- e) Julie Wehling attended a federal grant training hosted by the Public Transit Division of ODOT in Salem regarding the changes to existing grant programs made by the MAP 21 Transportation Bill on October 17th.
- f) Nancy Muller attended a Green Technology Conference on October 24th in Portland.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

September & October 2012

To: The Honorable Mayor Carson & City Council
From: Dave Conner, Lead Operator
Through: Greg Ellis, City Administrator
Date: October 30, 2012

Facility Operations & Maintenance

The water quality for the months of September and October remained excellent with no violations or interruption of services for either month. Plant Operators continue daily operations of the plant as we finished with our summer compliance monitoring for DEQ. We will start winter compliance monitoring on Nov. 1st.

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

- Completed summer bio assay testing.
- Completed tier 1 river sampling.
- Continued laboratory testing above and beyond the required weekly/monthly NPDES permit requirements.
- Replaced lime line.
- Replaced upper and lower belts on the belt press.
- Worked on air handling ports of North & South W.A.S pumps.
- Sent in U.V recirculation pump for warranty work.
- Finished cleaning the North pond.
- Ordered parts for Ebara pumps and all three clarifiers.
- Replaced diaphragms on South W.A.S pump.
- Repaired belt on portable biosolids conveyor.
- Completed Bi Annual HVAC maintenance.
- Cleaned all gutters.
- Routine daily maintenance, repairs, and cleaning of plant equipment.
- Routine ground maintenance.

FOG (fats, oils and grease) program

- Dave made 12 inspections of GRD's (grease removal devices) in Canby's food service establishments.
- 51 pump outs were completed over the last 2 months, the continued inspections and mandatory cleaning schedules remain effective in the reduction of FOG throughout the sewerage system.

Biosolids Program:

- Plant personnel ran the belt press approximately 37 days in the last 2 months.
- Canby Disposal hauled approximately 340 cubic yards of raw sludge from the treatment plant to Riverbend Landfill.

Meetings and Training Attended

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

- Meeting with Bill Thrush about additional information on Therma-Flite.
- Manufacturers training on D.O. Probe calibration.
- City safety committee meeting.
- Shop safety meeting.
- Met with Pump Tech on possible new service & repair for our equipment.
- Discussed with Coffin Butte the Landfill testing requirements and application process for disposal to their location.
- Completed chemical hygiene (Lab) training.
- Attended Pacific Northwest Pretreatment Workshop (3 days)
- Continued participation in FOG committee meetings.
- Attended Canby Stormwater committee meeting.
- Attended ORACWA Pretreatment committee meeting.
- Attended monthly lead worker meeting.

CITY COUNCIL / URA MEETING FOLLOW-UP ITEMS				
ORIG. CC / URA MTG. DATE	ITEM	STATUS	ASSIGNED TO	FOR CC OR URA MTG. OF
10/12/2011 URA	Entrance Sign Power Agreement - ODOT	Contact appropriate person at ODOT	Dan Drentlaw	TBD
10/12/2011 URA	Other use or market for solar panels	Researching	Dan Drentlaw	TBD
September 12, 2012	Industry Cluster Analysis	Underway	Renate Mengelberg	November 14, 2012
September 12, 2012	Team Track Feasibility Assessment	Begun	Renate Mengelberg	November 14, 2012
August 8, 2012	Available Properties Update	Underway	Jamie Stickel	November 14, 2012
	Downtown Parking Study Update	Completed	Matilda Deas	November 21, 2012
September 12, 2012	Industrial Property Sale	Underway	Renate Mengelberg	December 2012 latest
May, 2011	Hwy 99E Corridor & Gateway Plan	Completed	Matilda Deas	December 5, 2012
October 10, 2012	Industrial Area GIS Mapping	Begun	Renate Mengelberg	December 12, 2012
Several Mtgs.	Economic Development Plan	Underway	Renate Mengelberg	January 9, 2013
Community Driven	Code Amendment Improvement Package	Underway	Bryan Brown/Angie Lehnert	January 16, 2013
TSP Update Driven	Parks/Transportation SDC Methodology & Fee Update	Completed	Matilda Deas	January 16, 2013
	Clackamas County Coordinated Population Forecast	Underway	Bryan Brown	February 6, 2013
	Northwoods Park Playground Construction Contract	Design Completed	Matilda Deas	January, 2013
March 14, 2012	Urban Renewal Plan Annual Report	Not started	Renate Mengelberg	March 13, 2013
July 11, 2012	Retail Business Recruitment Update	Not started	Jamie Stickel	March 13, 2013
	Dog Park Construction Contract	Concept Plan Completed	Matilda Deas	April, 2013
	New Tree Ordinance	Underway	Matilda Deas/Sol Jacobsen	May, 2013
July 11, 2012	Main Street Annual Report	Not started	Jamie Stickel	June 12, 2013
	Stormwater Master Plan Contract Award	Proposals Due 10.19.12	Darvin Tramel	December 5, 2012
	Stormwater Master Plan Adoption	Not started (Waiting for Selection of Consultant)	Darvin Tramel	June, 2013
	Buildable Land Needs Study	Not started (Waiting for Population Forecast)	Matilda Deas	August, 2013
	NE Canby Master Plan	Not started	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	
	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	Not started	Bret J. Smith	TBD
	Develop Citizen's Academy - Police	Underway	Bret J. Smith	Feb - March 2013
	Develop Dept Website - Police	Underway	Melody Thompson & Lt.	January, 2013
	Formalize Volunteer Program - Police	Underway	Melody Thompson & Lt. Jorge Tro	January, 2013
	Identify Dept Mission Statement, Values and Vision Statement	Underway	Bret J. Smith	January, 2013
	Move Muni Court and Court Staff to Police Facility - Police	Underway	Bret J. Smith	January, 2013