



## AGENDA

### CANBY CITY COUNCIL REGULAR MEETING

February 1, 2012

7:30 PM

Council Chambers

155 NW 2<sup>nd</sup> Avenue

*Mayor Randy Carson*

*Council President Walt Daniels*

*Councilor Richard Ares*

*Councilor Tim Dale*

*Councilor Traci Hensley*

*Councilor Brian Hodson*

*Councilor Greg Parker*

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### WORK SESSION

City Hall Conference Room

182 N Holly

**5:30 P.M.** – The Council will receive a presentation on the Clackamas County fiber project.

**6:00 P.M.** – The Council will discuss the City's TSP project priority so they can be included in the County's efforts to develop a local transportation funding strategy.

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### CITY COUNCIL REGULAR MEETING

#### 1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

B. Presentation on Canby Public Library's 1776 Reading and Discussion Series Pg. 1

#### 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. Approval of Minutes of the January 18, 2012 City Council Regular Meeting

B. Annual Liquor License Renewals

Pg. 2

C. Canby Utility Board Reappointment

Pg. 5

**7. RESOLUTIONS & ORDINANCES**

- A. Res. 1120, Authorizing the Sale of Four (4) Buses and One (1) Van, Property of the Canby Transit Department, Pursuant to the City's Resolution No. 897 for Sale of Surplus Property

Pg. 6

**8. NEW BUSINESS**

**9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

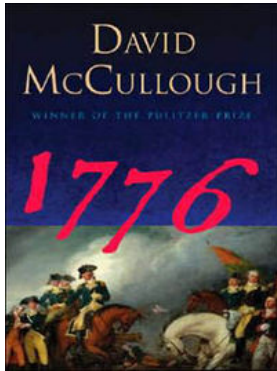
**10. CITIZEN INPUT**

**11. ACTION REVIEW**

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

**13. 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](http://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.



## **1776: A Reading and Discussion Series at the Canby Public Library**

Join us for a discussion of David McCullough's acclaimed work *1776*, which focuses on this pivotal year in American history. Led by scholar Lois Leveen, these discussions will illuminate how historians as well as ordinary Americans come to understand events in our nation's past. Participants (high school and older) can attend one or all programs.

Multiple copies of the richly illustrated edition of *1776* are available at the library for check out. Each copy includes a portfolio of facsimile letters, maps, artwork, and other artifacts that will be explored in the series.

February 7	4:00 pm	Picturing History: How portraits help us understand history
March 7	4:00 pm	Mapping History: Reading maps to understand the past
April 3	6:30 pm	Posting History: How letters and correspondence reveal history
April 24	6:30 pm	The Story of History: How historians shape our sense of the past


The library's March *Music in the Stacks* program will also tie into the 1776 theme, highlighting the popular music (ballads, songs and more) of the American colonial era. This performance by musician and scholar Dianne Dugaw is at 2:30 pm on Saturday, March 10.

**About the discussion leader:** A former UCLA and Reed College faculty member, Lois Leveen has designed workshops for K-12 teachers on teaching American history, and has led Delve Readers' Seminars for Literary Arts in Portland. Her first novel, *The Secrets of Mary Bowser*, based on the true story of an American woman who spied for the Union Army during the Civil War era, will be published later this year.

**1776: A Reading and Discussion Series** is made possible by grants from the Clackamas County Cultural Coalition and the Oregon Cultural Trust, and the Friends of the Canby Public Library.

The books used in this series were donated anonymously, and we thank the donor for this generous gift.

# Memo

To: Mayor Randy Carson & Members of City Council  
From: Bret J. Smith, Chief of Police   
CC: Kim Scheafer, General Administration  
Date: January 16, 2012  
Re: Annual Liquor License Renewals

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I have reviewed the OLCC list of businesses located within the City of Canby that are eligible for liquor license renewal. Please see the attached list of businesses that have been identified by OLCC.

I recommend the Canby City Council approve these requests for renewal to the Oregon Liquor Control Commission (OLCC).

Dist. License #	Tradename	Participant	License	Premises Address
<b>Local Government: CANBY</b>				
2 ✓ 151921	7-ELEVEN STORE #2363-17845C	BAIRD, JOLENE BAIRD, REGENT W	O	109 SE 1ST, CANBY, OR
✓ 151242	AMERICAN LEGION POST #122 CANBY	AMERICAN LEGION #122, CANBY	F-CLU	424 NW 1ST, CANBY, OR
✓ 149840	BLACKJACK DELI & MORE	BLACKJACK DELI & MORE LLC	L	1110 SW 1ST AVE, CANBY, OR
✓ 153445	CANBY GRAND CENTRAL STATION	CANBY GRAND CENTRAL STATION LLC	F-COM	101 N ELM ST, CANBY, OR
<del>149954</del>	<del>CANBY LANES</del>	<del>CANBY LANES INC</del>	<del>L</del>	<del>146 SW 1ST, CANBY, OR</del>
✓ 149862	CANBY PUB & GRILL	BUTLER INVESTMENTS INC	F-COM	211 N GRANT, CANBY, OR
✓ 152893	CANBY SHELL	CANBY SHELL LLC	O	293 SW 1ST, CANBY, OR
✓ 152843	CUTSFORTH THRIFTWAY	GEF INC	O	225 NE 2ND, CANBY, OR
✓ 153331	CUTSFORTH THRIFTWAY	GEF INC	L	225 NE 2ND, CANBY, OR
✓ 150172	DENNY'S RESTAURANT	CANBY-DENN INC	F-COM	1369 SE 1ST AVE, CANBY, OR
✓ 162439	EBNER CUSTOM MEATS	EBNER PROPERTIES LLC	O	272 N GRANT ST, CANBY, OR
✓ 162440	EBNER CUSTOM MEATS	EBNER PROPERTIES LLC	L	272 N GRANT ST, CANBY, OR
✓ 151416	EL TORITO MEAT MARKET	EL TORITO MEAT MARKET #3 LLC	O	23300 S 99 HWY E, CANBY, OR
✓ 153105	EL TORITO MEAT MARKET	EL TORITO MEAT MARKET #3 LLC	L	23300 S 99 HWY E, CANBY, OR
✓ 149928	FRED MEYER #651	FRED MEYER STORES INC	O	1401 SE 1ST, CANBY, OR
✓ 150877	FULTANO'S PIZZA	ROMINE PIZZA CO	L	715 SE 1ST, CANBY, OR
✓ 152283	GODFATHER'S PIZZA	ARCADIA PIZZA COMPANY INC	L	1477 SE 1ST AVE #101, CANBY, OR
✓ 150804	GOLD DRAGON	PHAN, LAM P PHAN, TRAM N	F-COM	204 SW 2ND, CANBY, OR
✓ 162143	GREAT DANE PETROLEUM	GREAT DANE PETROLEUM INC	O	453 SE 1ST ST, CANBY, OR
✓ 151763	HOT CHICKS BENTO	HOT CHICKS BENTO LLC	L	1109 SW 1ST AVE SUITE A, CANBY, OR
✓ 150455	HWY 99 SOUTH CANBY QUIK MART	HWY 99 SOUTH CANBY QUIK MART LLC	O	1120 SW 1ST, CANBY, OR
✓ 152953	JOY KITCHEN	JOY KITCHEN INC	L	314 NW 1ST AVE, CANBY, OR
✓ 153387	LA CONASUPER	LOPEZ, ALFREDO L	O	733 SE 1ST AVE, CANBY, OR
✓ 152227	LA MIXTECA MARKET	ZURITA, RUFINO	O	205 SW 1ST, CANBY, OR
150589	LOS DORADOS MEXICAN RESTAURANT	LOS DORADOS INC	F-COM	1011 SW 1ST AVE, CANBY, OR
✓ 151432	MARVEL'S LONE ELDER PIZZA	ELLIS, MARVEL Y	L	207 SW 1ST, CANBY, OR
✓ 152265	MIKE'S PLACE	CHRS INC	O	404 NW 1ST AVE, CANBY, OR
✓ 152891	MIKE'S PLACE	CHRS INC	F-COM	404 NW 1ST AVE, CANBY, OR
✓ 150848	NUEVO VALLARTA RESTAURANT	PUERTO VALLARTA RESTAURANTS INC	F-COM	1385 SE 1ST AVE #104, CANBY, OR
✓ 152237	PUDDIN RIVER CHOCOLATES & WINE BAR	PUDDIN RIVER CHOCOLATES & CONFECTIONS LLC	O	332 NW 1ST AVE, CANBY, OR
✓ 152238	PUDDIN RIVER CHOCOLATES & WINE BAR	PUDDIN RIVER CHOCOLATES & CONFECTIONS LLC	L	332 NW 1ST AVE, CANBY, OR
✓ 153229	RESTAURANTE URUAPAN	LOPEZ, ESTEBAN M	L	851 SW FIRST AVE, CANBY, OR
✓ 151964	RITE AID #5325	THRIFTY PAYLESS INC	O	891 SE 1ST AVE, CANBY, OR
✓ 151797	ROUNDERS	ROUNDERS LLC	L	224 NW 1ST AVE, CANBY, OR

Dist. License #	Tradename	Participant	License	Premises Address
<b>Local Government: CANBY</b>				
2 ✓ 150969	SAFEWAY STORE #2604	SAFEWAY INC	O	1055 SW 1ST AVE, CANBY, OR
✓ 152263	SMOKE 4 LESS	PRABEZ LLC	O	1021 SW 1ST AVE #A, CANBY, OR
✓ 151103	THAI DISH	THAI DISH INC	L	108 N IVY ST, CANBY, OR
✓ 152644	THE WILD HARE SALOON & CAFE	SIDEWINDER INC	F-COM	1190 SW FIRST, CANBY, OR
✓ 152063	TNT MARKET	WHK INC	O	164 SE 1ST AVE, CANBY, OR
✓ 152036	WALGREENS #10893	WALGREEN CO	O	1080 SW 1ST AVE, CANBY, OR
✓ 151257	WILLAMETTE VALLEY COUNTRY CLUB	WILLAMETTE VALLEY CNTRY CLUB INC	F-CLU	900 COUNTRY CLUB PL, CANBY, OR



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

Date: 1/4/12Name: Todd Wagner Occupation: ENGINEER

Home Address: \_\_\_\_\_

Employer: Johnson Controls Position: ENGINEER I

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

For which position are you applying? CANBY UTILITY BOARDWhat are your community interests (committees, organizations, special activities)? CANBY  
JUNIOR BASKETBALL, CANBY TOWN GROUPExperience and educational background: CURRENT: CANBY UTILITY BOARD MEMBER;  
ENGINEER - JOHNSON CONTROLSPAST: LICENSED TAX CONSULTANT - STATE OF OREGON; BACHELOR OF SCIENCE,  
MECHANICAL ENGINEERING - GEORGE FOX UNIVERSITYReason for your interest in this position: SERVE MY COMMUNITY AND HELP MAINTAIN THE  
LOW RATES AND CUSTOMER SATISFACTION CANBY UTILITY IS KNOWN FOR. KEEP  
CANBY A GREAT PLACE TO LIVE.

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**

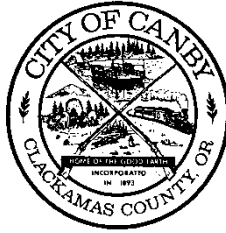
Please return to: **City of Canby**  
Attn: City Recorder  
182 N Holly Street  
PO Box 930  
Canby, OR 97013

Phone: 503.266.4021 Fax: 503.266.7961 Email: [Scheaferk@ci.canby.or.us](mailto: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.

**RECEIVED****JAN 16 2012****CITY OF CANBY**

12-4-07



## MEMORANDUM

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**DATE:** JANUARY 18, 2012  
**TO:** RANDY CARSON AND CANBY CITY COUNCIL  
**FROM:** JULIE WEHLING, TRANSIT DIRECTOR  
**THROUGH:** GREG ELLIS, CITY ADMINISTRATOR  
**RE:** RESOLUTION 1120 - DISPOSAL OF TRANSIT VEHICLES

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**Issue:** The Transit Department and Fleet Department agree as to the disposal of five Canby Area Transit vehicles that exceed the Federal Transit Administrations (FTA) useful life standard for age. All but one of these vehicles also exceed the FTA's useful life standard for mileage.

**Background:** Each vehicle will be listed in an appropriate online auction with a minimum bid requirement that equals the amount offered for these same vehicles by a local transit vehicle wholesaler (EK Coaches). If the vehicles do not sell in the online auction for at least the minimum bid they will be sold to the vehicle wholesaler for the amount of the minimum bid.

Minimum bids will be based on the wholesaler's offer of \$4,000 per vehicle for the 3 Girardin Cutaway style buses, \$10,000 for the BlueBird Coach, and \$1,200 for the Chevrolet Minivan.

In 2009 and 2010 CAT purchased three new buses (17, 18, &19). We expect delivery of two new buses in April of 2012. The buses identified for disposal have been, or will be, replaced by these newer buses.

The 2002 Bluebird was purchased used in 2006. It exceeds the FTA useful life standard for age but not for mileage. This vehicle is a prototype. When it runs it is a good bus although it spends a lot of time in the shop. Parts for this vehicle are difficult to get and also expensive. Both Transit and Fleet Department staff agree that the Bluebird should be replaced by a more reliable vehicle. All of the other vehicles have exceeded both age and mileage standards set by the FTA.

**Recommendation:** Staff recommends the adoption of Resolution 1120 which allows the City Administrator to dispose of said Canby Area Transit vehicles.

**Motion:** "I move to adopt Resolution 1120, A RESOLUTION OF THE CITY OF CANBY, (CITY) OREGON AUTHORIZING THE SALE OF FOUR (4) BUSES AND ONE (1) VAN, PROPERTY OF THE CANBY TRANSIT DEPARTMENT, PURSUANT TO THE CITY'S RESOLUTION NO. 897 FOR SALE OF SURPLUS PROPERTY."

**Attached:** Resolution 1120



**Recommendation:** Staff recommends the adoption of Resolution 1120 which allows the City Administrator to dispose of said Canby Area Transit vehicles as surplus property.

**Motion:** “I move to adopt Resolution 1120, A RESOLUTION OF THE CITY OF CANBY, (CITY) OREGON AUTHORIZING THE SALE OF FOUR (4) BUSES AND ONE (1) VAN, PROPERTY OF THE CANBY TRANSIT DEPARTMENT, PURSUANT TO THE CITY’S RESOLUTION NO. 897 FOR SALE OF SURPLUS PROPERTY.”

**Attached:** Resolution 1120

## **RESOLUTION NO. 1120**

### **A RESOLUTION OF THE CITY OF CANBY, (CITY) OREGON AUTHORIZING THE SALE OF FOUR (4) BUSES AND ONE (1) VAN, PROPERTY OF THE CANBY TRANSIT DEPARTMENT, PURSUANT TO THE CITY'S RESOLUTION NO. 897 FOR SALE OF SURPLUS PROPERTY.**

**WHEREAS**, the Canby Transit Department has determined that four (4) of its current buses and one (1) van has exceeded either the maximum number of miles recommended or exceeded the maximum number of years for its useful life, or both, and that the Transit Director proposes to sell them directly or by auction in the immediate future; and

**WHEREAS**, City Resolution No. 897, Exhibit A. Section 9, provides that when disposing of City owned property having a value of more than \$15,000, it shall first be subject to authorization by the City Council. It further provides that all proceeds from the sale of any surplus property shall only be used for the purpose of purchasing other property for the department from whence the surplus property originated and not used for day to day operations of the City; and

**WHEREAS**, the Council believes it is in the best interests of the citizens of Canby to dispose of the following used buses and van, either by auction or sale:

1. 2002 Girardin Diesel MBIV bus with 209,107 miles. VIN #1FDXE45F82HA18024.
2. 2003 Girardin Diesel MBIV bus with 300,711 miles. VIN #1FDXE45F43HA17518.
3. 2002 Girardin Diesel MBIV bus with 194,719 miles. VIN #1FDXE45FX2HA18025.
4. 2002 Bluebird Diesel Excel bus with 169,612 miles. VIN #1BABGBXA71E202387.
5. 2002 Chevrolet Venture van with 111,761 miles. VIN #1GNDX03E91D250973.

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

The Canby City Council authorizes the auction or direct sale of the above referenced four (4) buses and one (1) van by the Transit Department with the proceeds to be allocated to the Transit Department and used only for the purchase of other property for that department.

This resolution will take effect on February 1, 2012.

ADOPTED this 1st day of February, 2012 by the City of Canby City Council.

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Randy Carson  
Mayor

ATTEST:

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Kimberly Scheafer, MMC  
City Recorder



# City of Canby Bi-Monthly Report

## Department: Administration

### For Months of: November and December 2011

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: January 9, 2012

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- 1. Business Licenses** – Sixty-one (61) new business licenses were issued during the months of November and December, 2011. This compares to 16 new licenses issued during November and December 2010. Seventeen (17) business licenses were inactivated during the months of November and December 2011. This compares to 16 licenses inactivated during the same period in 2010. One Hundred-one (101) business license renewals were sent out.
- 2. Complaints/Inquiries** – Twenty-seven (27) complaints/inquiries were received during November and December. Twenty-seven (27) complaints have been resolved and 12 were resolved within 24 hours. Fourteen (14) follow-up cards were mailed and six 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:

~ Very good job!  
~ Thank you so very much. With the crime rate going up this helps with the security of our street. Thank you Erin and the City of Canby!  
~ Thank you! Very prompt response! I am very satisfied and hopefully we will not have to deal with this light for awhile!  
~ Terrific service all the way around. Thank you!

- 3. Training/Meetings** – Kim Scheafer attended the OAMR Board Meeting on November 18.
  - Kim Scheafer and Sue Ryan attended the OAMR Region 2 Lunch Meeting on December 8.
- 4. Special Animal Permits** – There were no Special Animal Permits issued during the months of November and December 2011.
- 5. Liquor Licenses Processed** – There were no new liquor licenses processed.
- 6. Miscellaneous** – The City started an electronic newsletter entitled E-News which was distributed to 197 email addresses in November and 746 email addresses in December.



**City of Canby Bi-Monthly Monthly Report**  
**Department: Court**  
**For Months of: November and December, 2011**

To: The Honorable Mayor Carson & City Council  
From: Kim Scheafer, MMC, City Recorder  
Prepared by: Kathy Mashek, Office Specialist  
Date: January 3, 2012

- Three people attended the seatbelt class for the month of November. There was not anyone signed up for the December month. This generated \$45.00 toward the purchase of helmets.
- Court trials for the months of November & December were held for 30 defendants. This required 12 officers, at various times, to come to testify.
- Five hundred seventy were filed and 536 cases were concluded during these months.
- Revenue for both months was \$89,196.07. Out of this amount, Oregon Department of Revenue received checks totaling \$6,552.29, Oregon Judicial Department \$498.00 and Clackamas County received \$1,777.05.
- Thirty-eight defendants appeared with attorneys. With the defendants there were a total of six different attorneys present.



## **Bi-Monthly Finance Department Report**

**To:** Mayor Randy Carson & City Council Members  
**From:** Sue Engels, Finance Director  
**Through:** Greg Ellis, City Administrator  
**Covering:** November & December 2011  
**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 **Comprehensive Annual Financial Report** for the year ended June 30, 2011 was completed and submitted to the Secretary of State and the Government Financial Officers Association. It is available on the City website.
- New reference tools have been developed to assist departmental staff in navigating **spending procedures**. Refresher training was held for Development Services staff and is available for other departments.
- Software upgrades for **Business License and Transit Tax** were installed in December. The transition has had a few glitches, but tax return forms for both **quarterly and annual** tax payers were mailed on schedule.
- Particular satisfaction was found in finally receiving **Transit back tax payments** from 2007-2011 from one company totaling over \$6500.
- In November, a City County insurance representative was onsite for the **workers compensation audit**. This is an annual event to ensure that workers are classified under the appropriate rate structure.
- There has been some anecdotal evidence that some utility account holders that are **sent to collections** will eventually pay off their accounts when their circumstances improve. For example, a collections account from August 2010 was paid off in November. Unfortunately, most collections accounts remain unpaid.

Statistics this period:

- **Accounts Payable**

Invoices:	785
Invoice entries:	1157
Encumbrances:	21
Manual checks:	22
Total checks:	443

- **Payroll**

Timesheets processed:	543
Total checks and ACH payments:	172
New hires/separations:	0/3

- **Transit Tax Collection**

Forms sent:	1423
Reminders letters sent:	58
Accounts opened/closed:	61/17
Returns posted:	97

- **Utility Billing**

Bills sent:	8997
Counter payments:	299
Accounts opened and closed:	124
Lien payoffs:	3
Lien payoff inquiries:	22
Collection notices sent:	1
Accounts sent to collections:	0

- **General Ledger**

Total journal entries:	497
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- **Cash Receipts Processed**

Finance:	606
Utility:	504

- **Cemetery**

Total property purchases recorded:	4
Total interments recorded:	4

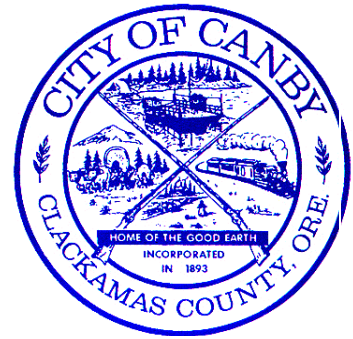
CANBY PUBLIC LIBRARY  
BI-MONTHLY STAFF REPORT  
November - December 2011

TO: Honorable Mayor Carson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: January 5, 2012



**Circulation.** In September and October, circulation totaled 54,394 items, which is slightly lower than the same period last year, probably due in part to the road construction in front of and to the side of the library and around nearby Wait Park.

**E-books.** Use of the library's free e-book service (Library2Go) continues to grow, and the library's weekly e-book classes each Wednesday at 11 AM attract new patrons each week. We also receive many calls for assistance. A few days before Christmas, an older patron called for some help, then explained that he was traveling in California with his Kindle loaded up with library books. He said he thought it was great that an "old codger" (as he described himself) could learn how to use the new technology—and that his Kindle was increasing his reading time.

**Grant news.** As we enter a presidential election year, the library is excited to announce a new program initiative for 2012. Last month, the library was selected to receive a grant from the Clackamas County Cultural Coalition and the Oregon Cultural Trust to support the project *1776: A Reading and Discussion Series*. Additional support from the Friends of the Library will fund this multipart discussion and performance series from February through the spring of 2012.

The impetus for this project was an anonymous gift of 100 copies of the richly illustrated edition of David McCullough's acclaimed historical work *1776*, which includes sepia-toned facsimiles of maps, artwork, letters and other artifacts. The library will make these copies available to the public and will be working with the Canby School District and the Canby Historical Society to maximize impact and community involvement. Program dates will be announced shortly.

**Community involvement.** Volunteers donated 483 hours in November and December (the equivalent of 1.39 full time employees), helping the library keep up with patron demand by pulling holds, sorting, shelving, processing and mending books as well as staffing the Friends of the Library Bookstore.



**New Library Planning.** The next step in making the new library a reality is for the city to negotiate the purchase of the two properties on First Avenue. We look forward to making progress on this effort in early 2012.

**Fall Programming.** Our major event at the end of 2011 was a daylong residency by acclaimed Latina artist Eva Castellanoz on November 1. Castellanoz' first presentation was a wax corona-making workshop, which attracted 65 participants, including members of an advanced Spanish language class from Canby High School. In the evening, Castellanoz discussed the importance of Dia de los Muertos (Day of the Dead) in Mexican and Mexican American culture before an audience of over 40 people. Both programs attracted people of all ages, from a range of linguistic and ethnic backgrounds.

Other programming in November and December included the following:

- Five weekly storytimes (one in Spanish);
- Two *Family Movie Nights at the Library* each month (one in English, one in Spanish)
- Monthly Saturday *Music in the Stacks* performances
- Let's Talk Together/*Vamos a Intercambiar!* (English/Spanish conversation; Mondays at 10:30).
- Weekly computer and e-book classes.
- A mixed media exhibit of various artists.

**TO:** *Chair Ares and Urban Renewal Agency*  
**FROM:** *Renate Mengelberg, Economic Development Director*  
**THROUGH:** *Greg Ellis, City Administrator*

**RE:** *ECONOMIC DEVELOPMENT UPDATE January 9, 2012  
for the Economic Development and Main Street Programs*

**Economic Development Updates**

The following projects are funded through Urban Renewal.

- **“Shop Canby”** was officially launched on December 15<sup>th</sup>. This program provides micro websites for all businesses in Canby that makes it easy for residents to shop local. Promotion efforts include website updates at Canby Business.com and the City website. Prerecorded calls were made to all businesses from Mayor Carson and Chamber President Brian Hodson (to chamber members). Workshops for local businesses have been scheduled for January 6<sup>th</sup>, January 17<sup>th</sup> and February 7<sup>th</sup>. The program was featured in the City newsletter and two Chamber of Commerce newsletters as well as announced at the State of the City address. To date - 18 businesses have registered.
- **Canby Business Surveys:** Surveys to Core Downtown and Highway 99E businesses will go out this week. The deadline for Industrial and Home Based Businesses has been extended to January 18<sup>th</sup> to encourage more participation. We have received responses from 26 home based businesses and 10 industrial businesses. We have sent a reminder to companies we have e-mail addresses for and will do targeted outreach to encourage the largest employers to respond. An online version of the survey can be found on [www.Canbybusiness.com](http://www.Canbybusiness.com).
- **Business Assistance:** Staff met with three businesses to provide technical assistance, worked with two businesses to identify business locations and worked with a property owner to develop a successful \$5,000 design grant application for a new development.
- **UR Land preparation:** The 6.1 acre former police site land clearing project is half finished and on hiatus until spring. The contractor has removed all but a few perimeter trees. A geotechnical report recommends that the large holes be filled in with gravel for maximum stability. Grubbing, grading and seeding the site will commence in next spring.

- **Industrial Business Workshops:** Planning is underway for a quarterly business forum for industrial businesses. The program is being developed in partnership with the Oregon Manufacturing Extension Partnership and the Canby Chamber of Commerce. The first Forum will be held February 22<sup>nd</sup> at 8 AM at Pioneer Pump.

### **Main Street Updates**

The following projects are funded through Urban Renewal.

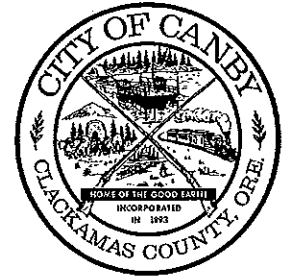
- **Façade Improvement Program:** Preliminary conversations and applications were distributed to two businesses. The Park Avenue Salon and Canby Quilt Shop will see new awnings installed and fresh exterior paint in new colors completed this month.
- **2012 Flower Basket and Planter Program:** The city has refined its relationship with local partners this year. Canby High School will continue to grow 86 flower baskets for next summer along 2<sup>nd</sup> Avenue and Wait Park at a very affordable cost. The flower baskets will be installed and continue to be maintained by a contractor that has mastered the idiosyncrasies of the complicated watering system. The planters will be planted with dahlias donated by Swan Island Dahlias and other annuals donated or purchased to compliment the flower basket color scheme. The plants will be planted and maintained by volunteers lead by the Canby Livability Coalition. A planning committee will determine a planting plan that may include fall / winter plants.

Funds to underwrite the first half of next year's program remain from final payments Canby Business Revitalization that have come to an end. General fund support will be needed to cover basket maintenance from July – October 2012 and will need to fully support the program as well as any additional flower baskets and maintenance on 1st Avenue. The program currently costs about \$5,000 to \$6,000 and significantly leverages city funds with generous in-kind donations, volunteer planter maintenance and other community support.

- **Canby Art / Sculpture Program:** Staff met with representatives from the Canby Arts Association and Clackamas County Arts Alliance to discuss ideas for integrating art in the community. Ideas included banners, murals, sculpture and 1<sup>st</sup> Avenue enhancements. Staff plans to apply for a \$10,000 grant from the Oregon Arts Commission to leverage its investment in the UR beautification budget. Staff will present a preliminary concept for a sculpture program based on Lake Oswego's successful model at the January 11<sup>th</sup> UR meeting. Applications are due at the end of January.
- The **Light the Night** Parade and Tree lighting Ceremony in Wait Park was very well attended. The timely completion of paving around Wait Park delighted the record crowds. Sixteen Main Street businesses kept their doors open and reported the busiest First Friday Event of the season.
- **First Friday Evaluation:** Surveys of participating are being tallied on how the 6 month pilot project worked for them. Based on their continued interest and input, staff will look for ways to streamline the program to make it less labor intensive to support.

# **PLANNING & BUILDING DEPARTMENT**

## **Nov. /Dec. 2011 BI-MONTHLY UPDATE**



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

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The following report provides an update on the major planning and building activities through the months of November and December, 2011. Some projects encompass efforts of more than one department but only the planning and building departments contribution are included. Please feel free to call departmental staff if you have questions or desire additional information about these activities. An attachment provided at the end of this report lists the new and on-going land use applications being processed. The building permit and inspection activity for this period is the last item shown.

### **Plan Preparation**

- 1. Highway 99E TGM Gateway Corridor & STA Grant. Update.** Toward the end of December, ODOT finally came to agreement on some possible options that they would allow for design improvements within the 99E State Highway right-of-way and for gateway treatment consideration. After working for months to get the various departments within ODOT to come to agreement, staff immediately jumped on the opportunity to move forward and set a community input meeting to review allowable and possible options and gain input and direction. The TGM grant is intended to address beautification, gateway enhancements, accessibility, multimodal provisions, special STA mobility standards, and safety considerations along Highway 99E through town – with special emphasis on the downtown portion, where the Oregon Transportation Commission approved our request for a Special Transportation Area (STA) designation. DKS and Associates and OTAC are our project consultants working with ODOT and the State Land Conservation and Development Department.
- 2. NE Canby Master Plan. No Change.** The City is on its own to adequately incorporate the TSP proposed Otto Road truck route as an amendment to the previous draft plan and adequately deal with the needed land use modifications in order to gain ODOT support of a revised Plan for its eventual adoption. ODOT has considerable investment in the Northeast Canby Master Plan and thus an interest in it being adopted. The adopted TSP includes Otto Road as a critical future transportation component. All current planning efforts must continue to incorporate Otto Road as a viable component as adopted in the TSP until it is formally agreed to be amended. Moving forward on Plan Amendments on our own that will lead to approvable changes that have both ODOT and the impacted property owners support will be technically demanding so are not likely to begin until staff has completed co-ordination of the Gateway Corridor Plan.

3. **Redwood Master Plan.** *No Change.* The Land Needs study and long-range consideration of how to proceed with a tertiary regional storm water treatment facility on City property east of the sewer treatment facility is currently receiving priority status as these two projects will assist with a Redwood Master Plan. Staff continues to monitor grant funding opportunities which is considered necessary to assist in the preparation of such a master plan.
4. **Canby Land Needs Study.** *No Change.* A land needs study technical assistance grant application prepared and submitted to DLCD this past fall was not funded due to increased competition and reduced funding. Staff is considering an alternate process for obtaining partial funding along with in-house efforts to get a land needs study update done sooner rather than later.

### **City Program/Project Participation**

5. **Transportation/Parks System Development Charge Study & Fee Update.** *Update.* Staff has contracted with the FCS Group and begun gathering and funneling necessary information and data for the study to FCS. When assessing and building a defensible Transportation System Development Charge methodology it is critical for the City to abide by follow our adopted Master Plans and the associated infrastructure projects contained therein. Through this effort, it has become obvious that the City needs a true 5-year Capital Improvement Plan to better assist with implementation of our SDC program and to guide and communicate the City's planned infrastructure investment priorities.
6. **Tertiary Storm Water Treatment Facility.** *No Change.*
7. **Engineering Specification & Design Standards.** *No Change.* New Engineering Specifications and Design Standards have been forwarded to the City Administrator for final review and approval prior to the revised specifications being brought before the Council for formal adoption and use with all new public and private development projects. The use of these standards are vital to the City in providing consistent public works design criteria and moving forward with Master Plan and Code language for implementation of new low impact design standards related to streets and storm water management.
8. **Community Park Improvements.** *No Change.* An initial design and cost estimates have been completed for Phase I improvements that include a walkway path and stairs around the lake. Details are available from Matilda.
9. **Dog Park Design.** *Update.* A public community meeting was held to inform the community about an opportunity to decide on an appropriate dog park location and begin to create a suitable design for Canby's first "dog park". Staff (Matilda) completed a great deal of research to be able to inform the public about "best design practices" as public input weighs in on the desired design. As a result of public input to date, the location for the dog park is now focused on the City own property just east of Eco Park north of Territorial Road.
10. **Code Enforcement Issues.** *Update.* Staff has participated in responding to couple of inquiries related to parking use in the railroad parking lot by large trucks and trash can use and sharing adjacent to the Pioneer Plaza parking lot area.

## **Regional Program/Project Participation**

- 11. Metro Greenhouse Gas Reduction Targets:** *No New Update to Report.*
- 12. Clackamas County Transportation System Plan.** *Update.* Staff was requested to supply the County with an educated estimate and list of the “capacity building street” projects that are likely to be funded and built in the next 10-years in Canby. The projects forwarded are all identified within our adopted TSP and are equal to the estimated \$10,000,000 to be available in that time period.
- 13. Metro 2035 Forecast of Households and Employment.** *Update.* In January staff will be requested to review Metro’s release of their 2015, 2020, and 2025 household and employment forecast for review and comment. This allocation or distribution impacts each community from a planning perspective down the road. Their modeling determines the “capacity” of the region – including Canby – to accommodate the expected population forecast as far as 60 years out.
- 14. French Prairie Forum Meetings.** *Ongoing.* A recent meeting circulated a draft Memorandum of Understanding pertaining to the Willamette Water Trail Partnership. The Trail was completed in 2007 and stretches from the headwaters south of Eugene to the confluence with the Columbia River. A cooperative conservation award was garnered in 2008 in a ceremony performed in Washington D.C. It was implied that additional membership to this group was possible with the potential for Canby to be a “party” to the Willamette Water Trail Partnership if so desired. The group appears to work together to identify and improve recreation and stewardship opportunities on and along the river in order to serve and support the water trail effort.
- 15. Baldock Rest Area Coalition Meeting.** *Update.* Canby’s Economic Development Director and Planning Director attended the last meeting where Oregon Travel Experience (OTE) representatives requested group support for the remaining of the I-5 Rest Areas to the French Prairie Rest Area. The famous highway engineer, Mr. Baldock’s illustrious history will be featured within the rest area in some manner to carry on his legacy. The meeting focused on how the rest area might be utilized as an economic tool to promote local businesses by better linking the 2.5 million visitors each year to nearby attractions and activities. Coordination between the control and management of the rest area is still being worked out among OTE and ODOT staff. It has been emphasized that establishing an attraction in and of itself at the rest stop will not be allowed, but a variety of possible uses could be allowed to assist travelers. The Coalition has been working on a Master Plan for the rest stops.

## **Miscellaneous Dept. Activities**

- An intergovernmental agreement was signed and became effective on December 19, 2011 between Clackamas County and the City contracting with the county to provide building program services. The agreement was reached after many months of study and negotiated agreement with the County to provide Canby with an all-inclusive single-one-stop location for comprehensive building plan review and modern responsive inspection services. The contractual move reflects a measured response to long-term challenges related to the level of permit activity and the opportunity timing with the retirement of Canby’s long-time

building official.

- The Planning Director and City Attorney continued to meet with Shimadzu's attorney's to facilitate compliance with filing a shared access easement agreement and understanding for the eventual closing of two adjacent existing driveways on either side of Shimadzu's possible future Sequoia Parkway access driveway. We were just notified that an agreement has been reached among all 3 affected property owners. This resolves a code issue and practical safety consideration regarding adequate separation between driveways in the future.

### **Development Projects/Activity.**

#### **11. Pre-Application Conferences (Scheduled or Held).**

- PRA -11-14: Darren Monen serves as applicant in running a proposed Dance Studio located adjacent to Product Manufacturing's building on SW 2<sup>nd</sup> Avenue through a second pre-application conference with more complete design information.

#### **12. New Land Use Applications Submitted November through December, 2011.**

New applications for this period included: (See attached Land Use Tracking Chart for all applications currently in some process stage).

- First Avenue Gateway Redevelopment (DR 11-05) a Type III Site and Design review application made by the City of Canby was submitted in November and set and approved by the Planning Commission in December.

#### **13. Pre-Construction Meetings.**

- none

#### **14. Land Use Consultations.**

- Met with Zoar Lutheran Church to review their desired construction timeline in relation to land use process and answer application submittal questions.
- Met with Canby Evangelical Church to assist with land use application submittal.
- Worked with Hope Village on submittal of Development Concept Plan waiver for consideration and approval by City Council.

#### **15. Building and Inspections Summary for November & December, 2011.**

23 Permits were issued in November with a total valuation of \$1,014,143

24 Permits were issued in December with a total valuation of \$63,200

### **Building Permits issued included:**

#### **November**

- 2 New Single Family Residences
- 1 Church Alteration
- 2 Commercial Tenant Improvements
- 1 Commercial Racking Permits
- 1 Commercial Re-Roof Permits

- 3 Single Family Additions Garage/Shop/Utility Shed
- 2 Fire Systems
- 1 Single Family Alteration
- 1 Clackamas County Fairgrounds Restroom
- 1 Commercial Remodel
- 1 New Police Station

#### December

- 1 Office Expansion
- 1 Sign Permits
- 1 Commercial Tenant Improvement
- 1 Commercial Alarm System
- 3 Fire Protection Systems
- 1 Patient Lift
- 1 Residential Remodel
- 1 Garage Conversion to Detail Shop

#### **Mechanical Permits issued:**

**11 Mechanical Permits were issued in November**

**9 Mechanical Permits were issued in December**

This includes any heating and air conditioning replacement or new, both commercial and residential.

#### **Permits Finalled**

##### November

- 9 Commercial Mechanicals
- 10 Residential Mechanicals
- 3 Erosion Control
- 3 Residential Patio Covers
- 2 Commercial Tenant Improvements
- 2 Residential Remodels
- 2 Fire Systems
- 2 Commercial Re-Roofs
- 2 Sign Permits
- 1 New Commercial Store (O'Reilly's)
- 2 Commercial Remodels

##### December

- 1 Radon Mitigation
- 1 New Warehouse
- 1 Tenant Improvement (Legacy)
- 1 Fire Alarm System
- 2 Commercial Mechanical
- 5 Residential Mechanicals



City of Canby  
Land Use Application Tracking  
March and April 2011

File Number	Application	Description	Owner/Applicant	Property Address	Fee	Date Received	Date Approved	Status
DR-08-01 / SUB-08-01	Subdivision & Site and Design Review	Construct a 4-Unit Multi-family Structure	Snegirev	486 N.E. 3rd Ave, 463 N.E. 4th Ave	3,200.00	3/21/2008	4/13/2009	PC Granted 3 yr Extension for DR to 1.24.14
MLP-08-05	Minor Land Partition	Subdivide industrial zoned tract into 3 lots	AAI Engineering	SW/c of SE 1st & Mulino Rd	1,280.00	7/24/2008	1/26/2009	Plat not yet recorded; PC granted 3 yr Extension to 1.24.14
SUB-08-03	Subdivision	Subdivide industrial zoned tract into 7 lots	AAI Engineering	SW/c of SE 1st Ave & SE Walnut Street	1,985.00	7/24/2008	1/26/2009	Plat not recorded; PC Granted 3 yr Extension to 1.24.14
		Annex 4.77 acres, including Pine Street ROW, assign R1 zoning & R1.5 to 1/2 ROW						Corrected Map with Bearings To Be Prepared & Sent to State Cadastral Office
ANN-09-01	Annexation	Reconfiguration of 2 industrial parcels	Beck	1732 N Pine St	2,220.00	2/26/2009	11/2/2010	Extension to 6/10/11; Contact Applicant of Expiration
LLA-09-01	Lot Line Adjustment - replat		Parsons/Burden	400 Block of S. Sequoia Pkwy	520.00	5/21/2009	6/10/2009	Plat Recordation Due By 10.18.11; Contact Applicant to Request Extension
LLA 10-03	Lot Line Adjustment	Adjustment of lot sizes of 2 residential lots	John Meredith	377/401 Territorial	520.00	9/10/2010	10/18/2010	Plat Recordation Due By 11.09.11; Contact Applicant to Request Extension
LLA 10-04	Lot Line Adjustment	Reconfiguration of 2 industrial parcels	Parsons	23625 S Mulino Road	520.00	9/1/30/10	11/9/2010	Second Pre-App held 12.20.11; Application Pending
PRA 11-14	Pre-Application	Construct 12,000 sq. ft. steel building for dance studio	Darren Momen	500 Block SE 2nd Ave.	N/A	2/25/2011		Approved by Voters 11.08.11; Follow-up Actions in Process
ANN 11-01/ ZC 11-01	Annexation and Zone Change	Annex 4 acres. Assign R2 Zoning to construct Senior Housing Units	Hope Village, Inc.	E side of 1700 Block of S. Fir Street	4,910.00	2/28/2011		Building Permit Issued; Under Construction
MOD 11-01	Modification of Previous Site & Design Review	38,442 sq. ft. warehouse addition	Pioneer Pump	310 S Sequoia Parkway	720.00	3/3/11	4/25/11	Building Permit Issued; Under Construction
MOD 11-03	Modification of Previous Site & Design Review	54,000 sq. ft. manufacturing & warehouse expansion	Shimadzu	1900 SE 4th Avenue				Building Permit Issued; Under Construction
DR 11-01	Site & Design Review	Remove Bowling Alley & Construct 6,000 sq. ft. Retail Auto Parts Store	S T J 1 LLC for O'Reilly Auto Parts	24145 SW 1st Avenue	1,800.00	3/25/11	4/26/11	Permit Issued; Construction Complete; Occupancy Permit Issued 11.04.11
PRA 11-09	Change of Use	Occupy Existing Light Industrial Building & Modify Site Paving	Product Manufacturer	555 SW 2nd Avenue	N/A	3/25/11		Pre App Held 4/7/11; Change of Use/Inspection Completed; Occupancy Allowed, Follow-up On Equipment Item Pending
LLA 11-02	Lot Line Adjustment	Adjust Property Line to Remove from Proposed Warehouse Site	Pioneer Pump	310 S Sequoia Parkway	520.00	3/29/11	4/25/11	Plat Recordation Due 5/25/12
DR 11-02	Site & Design Review	Construct New Police Facility	City of Canby	1175 NW 3rd Avenue	2,956.00	4/14/11	5/23/11	Phase I & II Building Permit Issued, Under Construction
DR 11-03	Site and Design Review	Construct a 14,000 sq. ft. 2-story call center office	Hawksoft	SE 3rd and SE Pine Street	N/A	6/27/11		Building Permit Issued; Under Construction
VAC 11-01	Street Vacation	Vacat abandoned portion of S. Walnut Street	City of Canby	S. Walnut St. from point of re-alignment to intersection with SE 4th Ave.	N/A	8/23/2011	10/19/2011	CC Approved; ORD No. 1351; Deed Filing In Process





## City of Canby Bi-Monthly Report

### Department: Police

### November & December 2012

To: The Honorable Mayor Carson & City Council  
From: Chief Bret Smith  
Date: January 9, 2012

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#### Monthly Stats

Description	Nov.	Dec.
Calls for Service	1163	1054
Juvenile Arrests	10	6
Adult Arrests	41	25
Injury Accidents	2	2
Non injury Accidents	5	8
All Crime Reports	69	26
Traffic Citations	263	216
Parking Citations	1	0
False Alarm Calls for Service	25	20
Abandoned Vehicle Complaints	1	0
Animal Complaints	2	1
Parking Complaints	2	30
All other Code Violation Complaints	8	9
Records Incoming Phone & Counter Contacts	1497	1436

#### Detectives Significant Cases

During the month of December, Detectives were involved in three major person crime cases that involved a great deal of assistance from outside law enforcement agencies including the US Marshalls, Clackamas County Major Crimes Team, ATF, FBI, Metro Explosives Disposal Unit, Salem Police Explosives Disposal Unit and Oregon Dept. of Human Resources.

##### Other Activity:

- Assisted the South Metro Gang Task Force with a Canby search warrant.
- Conducted follow up interview with a suspect in custody at Clackamas County jail resulting in a confession to 4 separate thefts from cars at Canby High School and involvement in a NE Canby burglary.
- Investigated report of a female assault that occurred on Highway 99E, attacked by an unknown suspect who stole her purse and fled the scene.

##### Ongoing Investigations:

- 4 DCS Drug Cases (Oxycontin, Methamphetamine, Marijuana)
- 1 Aggravated Theft and a Theft of Services
- 2 Rape III

- ID Theft

#### Cleared/Suspended Cases:

- 4 Theft/UEMV
- 2 Assault Robbery I & II
- Child Neglect
- Escape II
- 2 PCS Drug (Meth, Marijuana)
- Forgery I
- 2 Sex Abuse cases, 1 Sodomy
- Strangulation
- 2 DHS Referral Investigations
- 2 Agency Assist Investigations
- Prostitution case

### Training

<b>Officer</b>	<b>November/December 2011 Department Training</b>
Hemstreet	Oregon Property Officer's Association Conference
Macom	Field Training Evaluation Program training
All Officers	November Firearms Qualifications
Floyd	Cell Phone Forensics
Inness	CPS Technology

### Community Activities

The department continues to appear on an OCTS Channel 5 cable show hosted by Karen Hill several times each month. In September and October, topics included a discussion with Clackamas County Juvenile Department regarding how the juvenile system works in Clackamas County.

### Department Activities

The City team consisting of Dan Drentlaw, Chief Smith, Lt. Tro and Amanda Klock, continue to meet weekly with project architects Group Mackenzie, P&C Construction and project manager Bill Harper. We are on target to complete construction in May of 2012.

### Meetings & Events Attended – Chief Smith / Lt. Tro

- Emergency Operations Center Exercise with Canby Fire Dept.
- Monthly Chief's Meeting – Milwaukie PD
- Terrific Kids Presentation – Knight Elementary
- Chief Russell/ Woodburn PD
- Gang Press Conference – Portland OR
- Farewell gathering – Ami Keiffer
- Fire & Laws Services Meeting.
- C800 Meeting / Fire & Law Services Mtg. (CCOM – Clackamas County Dispatch)
- G.R.E.A.T. Graduations Eccles & Knight Elementary
- John Steach/Superintendent Canby School District

- Rotary Christmas Social
- Clackamas County Communications (CCOM 911) User Meetings – Monthly
- CCOM 800 Meeting - Monthly
- Rotary – Weekly
- Canby Adult Center lunch service – Monthly

# Bi-Monthly Report

**From:** Eric Laitinen, Aquatic Program Manager

**Date:** January 9, 2012

**Re:** November - December 2011 Report

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The Canby Swim Center has had a busy November and December. The Pool Levy passed guaranteeing funding through June of 2017. Both Revenue and Attendance numbers were down for November/December versus 2010, but overall figures for the year are still ahead by \$7k and 500 swims respectively.

The Canby Gators hosted two home meets during the period: the Canby Mile Open and the Canby Animal Meet and also facilitated the Oregon Swimming Top-Five Awards Banquet at the Canby High School Fine Arts Center. In the Animal Meet, Canby's Carrie Kralovec won the girls 13&Over division and Alex Olson finished first for 12&UN boys. December also marked the installation of the new scoreboard purchased by the Swim Club after a year of fundraising. You may see the scoreboard in action at one the remaining four high school home duals: Thursdays January 5th, 12th, 19th and February 2nd and begin at 4:30pm.

January marks the beginning of Spring Program Registration. The Spring Program will include more lesson hours and expanded adult programs including learn-to-swim and the popular triathlon workshop. Later in the spring we will also have our spring Penguin Club which is always well attended.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR NOVEMBER 2011  
**DATE:** January 9, 2012

CANBY SWIM CENTER NOVEMBER 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 10-11	YTD TOTAL 11-12
MORNING LAP	53	30	347	269	400	299	1099	1183
ADULT RECREATION SWIM	83	23	469	577	552	600	2073	2554
MORNING WATER EXERCISE	84	104	225	326	309	430	948	1530
PARENT/ CHILD	0	118	0	0	0	118	566	1039
MORNING PUBLIC LESSONS	225	134	0	0	225	134	3312	3236
SCHOOL LESSONS	84	0	0	0	84	0	84	680
NOON LAP	50	77	250	284	300	361	771	1088
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	234	135	19	19	253	154	1559	1510
PENGUIN CLUB	0	0	0	0	0	0	587	712
CANBY H.S. SWIM TEAM	0	0	426	477	426	477	426	477
CANBY GATORS	0	0	935	940	935	940	2384	2534
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	484	575	0	0	484	575	3521	3504
EVENING LAP SWIM	32	38	85	48	117	86	441	523
EVENING PUBLIC SWIM	262	191	20	19	282	210	2228	2109
EVENING WATER EXERCISE	104	72	44	46	148	118	624	606
ADULT LESSONS	0	9	0	0	0	9	0	22
GROUPS AND RENTALS	357	240	0	0	357	240	899	661
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
<b>TOTAL ATTENDANCE</b>	<b>2,052</b>	<b>1,746</b>	<b>2,820</b>	<b>3,005</b>	<b>4,872</b>	<b>4,751</b>	<b>21970</b>	<b>24491</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR DECEMBER 2011  
**DATE:** January 9, 2012

CANBY SWIM CENTER DECEMBER 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 10-11	YTD TOTAL 11-12
MORNING LAP	48	41	321	265	369	306	1468	1489
ADULT RECREATION SWIM	64	35	550	617	614	652	2687	3206
MORNING WATER EXERCISE	83	83	201	297	284	380	1232	1910
PARENT/ CHILD	0	0	0	0	0	0	566	1039
MORNING PUBLIC LESSONS	159	84	0	0	159	84	3471	3320
SCHOOL LESSONS	336	0	0	0	336	0	420	680
NOON LAP	77	89	267	275	344	364	1115	1452
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	352	258	14	33	366	291	1925	1801
PENGUIN CLUB	0	0	0	0	0	0	587	712
CANBY H.S. SWIM TEAM	0	0	714	908	714	908	1140	1385
CANBY GATORS	0	0	808	697	808	697	3192	3231
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	208	232	0	0	208	232	3729	3736
EVENING LAP SWIM	27	32	29	41	56	73	497	596
EVENING PUBLIC SWIM	258	145	23	18	281	163	2509	2272
EVENING WATER EXERCISE	60	63	35	38	95	101	719	707
ADULT LESSONS	0	0	0	0	0	0	0	22
GROUPS AND RENTALS	250	218	0	0	250	218	1149	879
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
<b>TOTAL ATTENDANCE</b>	<b>1,922</b>	<b>1,280</b>	<b>2,962</b>	<b>3,189</b>	<b>4,884</b>	<b>4,469</b>	<b>26854</b>	<b>28960</b>





November and December, 2011  
Monthly Reports

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

# Facilities Maintenance

## November & December 2011

### Prepared by Dan Mickelsen

Happy New Year!! It's hard to believe another year has come and gone. In November I went on another unsuccessful Elk Hunt that lasted over a week, and in December I spent a week in Las Vegas and attended the PRCA Convention. Now to business; The fire alarm systems are now complete and staff has been trained on its operation. Phase II of the Shop Complex roof project has been completed so all the roofs have a new skin. As it was I managed to purchase the remainder of the roll from last year which put the pricing below anticipated cost. I have to admit I was off on my pricing on the Library repairs, but I may be able to rob Peter and pay Paul and come up with some of the extra money needed to repair the Library and do it right. Of course I will need the blessing of the Finance Dept. to keep me in line. The HVAC systems seem to be holding together thankfully it has not been too cold, but the Library currently has a blown compressor and a contactor that is out. These will need to be repaired before cooling season so it'll get fixed when I need it. It should prolong the warranty as well.

Police Dept: 11 w/o repairs. I'm currently replacing the exhaust fan from the evidence room. Whew the first price I got for a replacement motor was nearly \$600.00. I called the manufacturer found our area representative and bought it direct for a little over \$200.00. During leaf fall I cleaned the roof twice and blew everything away from the building, replaced a leaking frost proof hydrant, replaced the door latch assembly into the evidence room, hung a dry erase board for investigators, moved file cabinets and helped out with the Graffiti device. 22.75 hrs total.

Adult Center: 6 w/o repairs. I also cleaned this roof off twice during leaf drop, holy cow there were a lot of leaves. I replaced a damaged wheel stop with one I picked up from a contractor for free, sprayed around the parking areas for moss, replaced both strainers in the kitchen floor sinks, and dealt with a sticky kitchen door. 12.25 total hrs.

City Hall/Courts: 7 w/o repairs. Removed file cabinets, replaced exterior lights for courts, moved file boxes, and repaired the flag pole hardware to name a few. 8.25 total hrs.

Transit/Finance: 3 w/o repairs. Twice removed graffiti from the bus shelters and replaced all of the blinds in the Transit Dept. 7.75 total hrs.

Library: 10 w/o repairs. Somehow a large painting in the children's library was torn loose from the wall which needed re hung, removed then repaired vandalism to the aluminum window sill on the front of the building, took care of three lighting issues, sprayed for weeds, and did some investigating on a leak into the children's library that may be coming from the parapet wall, were some of the jobs completed. 18.0 total hrs.

Planning/Building: 9 w/o repairs. I painted several coats on an electrical panel in Renate's office, painted and hung up map or document holder throughout the building, adjusted the front

door closer, did four E.S.C. inspections and met with a contractor to go over the control panels for the welcome to Canby solar lights. 14.75 total hrs.

Shop Complex: 6 w/o repairs. I spent a lot of time getting the roof project started, ordering and picking up supplies getting permits and the like. Some other jobs completed were hanging the KfU heater back up in the Fleet Dept and assisting the electrician getting it wired back up, dealt with two failed motion sensors on lighting circuits, re built two frost proof valves on the building and did some plumbing repairs on the wash rack. 60.75 total hrs.

Public Works: 5 w/o. I helped out the crew with a plugged sewer lateral at a residence, attended two leadman meetings, attended safety meetings, reviewed and presented comments at the Pre-Application meeting for the new dance studio and also helped out a citizen with a flooded crawl space. 11.25 total hrs.

## Fleet Services

Bi-Monthly Report : November / December 2011

Prepared by Joe Witt, Lead Mechanic

### November 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	5	\$847.50	\$100.06	\$0.00	\$947.56
Adult Center	4	\$802.50	\$1,161.01	\$420.89	\$2,384.40
Building	2	\$228.75	\$24.15	\$0.00	\$252.90
Collections	4	\$1,038.75	\$3,674.03	\$860.29	\$5,573.07
Facilities	2	\$78.00	\$0.00	\$74.67	\$152.67
Fleet Service	4	\$540.00	\$70.68	\$186.95	\$797.63
Parks	2	\$239.25	\$43.70	\$616.65	\$899.60
Police	21	\$8,600.63	\$7,310.37	\$5,381.17	\$21,292.17
Streets	13	\$5,298.75	\$2,448.08	\$2,395.80	\$10,142.63
Transit (CAT)	24	\$9,416.90	\$4,380.31	\$7,660.63	\$21,457.84
Wastewater Treatment	6	\$1,331.25	\$182.50	\$200.07	\$1,713.82
Total Work Orders Processed for the Month	<b>87</b>	Totals*			<b>\$65,614.29</b>

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

### December 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$37.50	\$10.93	\$93.89	\$142.32
Adult Center	1	\$37.50	\$12.83	\$386.12	\$436.45
Building	0	\$0.00	\$0.00	\$0.00	\$0.00
Collections	7	\$1,466.25	\$1,946.84	\$771.62	\$4,184.71
Facilities	2	\$52.50	\$24.15	\$65.62	\$142.27
Fleet Service	1	\$11.25	\$0.00	\$61.02	\$72.27
Parks	6	\$742.50	\$107.15	\$544.20	\$1,393.85
Police	36	\$14,790.00	\$14,746.44	\$6,308.46	\$35,844.90
Streets	20	\$3,461.25	\$1,196.15	\$2,961.32	\$7,618.72
Transit (CAT)	29	\$5,916.10	\$1,363.85	\$7,520.17	\$14,800.12
Wastewater Treatment	1	\$26.25	\$0.00	\$0.00	\$26.25
Total Work Orders Processed for the Month	<b>104</b>	Totals*			<b>\$64,661.86</b>

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

**Fleet Service Highlights**

Fleet Service working with the help of other City Departments completed the Emission Testing of the City's Vehicle Fleet for DEQ.

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker  
November – December 2011

### **Park Renovations**

At the Vietnam Era Veterans Memorial we have been working with the Memorial Committee on lighting upgrades to the site and the replacement of diseased trees. The Canby High School Agricultural / Horticultural class had thirty two students at the Memorial site trimming shrubs on December the 15<sup>th</sup> for two hours to help earn their community service hours.

The street construction project around Wait Park has been completed. Repairs to the parks infrastructure were repaired as they were dug up. The grass planter strip around Wait Park has now been widened with the completion of the construction project. Our next project will be to revamp the irrigation system to accommodate the width of the new planter strip.

### **Park Maintenance**

All the mowing and turf maintenance was completed for the season by early November. Parks staff winterized all the park assets before the freezing weather hit. Leaf and storm debris removal has been occupying staff time over the last two months. The Parks Department spent 95 hours with the testing, installation and removal of the Christmas decorations at Wait Park. We are still in the process of trimming and cleaning up the cities shrub beds.

A water leak at South Locust St. Park was found and repaired.

The Parks Department spent 3 hours addressing graffiti and vandalism the last two months. 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 spent the majority of the last two months at Community Park raking up leaves and debris. They also spent one Sunday at Wait Park raking up leaves.

C.C.C.C. performed approximately 288 hours of labor for the City of Canby in the months of November and December.

### **Meetings attended**

We all attended an Oregon Park and Recreation Association irrigation workshop sponsored by the Maintenance and Construction Section of ORPA. The two day training was held at Jenkins Estates in Beaverton.

We all had our industrial hearing tests.

I attended the Park and Rec. meeting.

I attended the Lead Workers meeting.

Ben and I met a couple of times with members of the Veterans Memorial Committee.

**For your Information**

The Christmas tree drop off site at Maple St. Park will stay open until January 10<sup>th</sup>.  
The Parks Department is responsible for 200 acres of property.

# Department: PUBLIC WORKS

For Month of: November and December 2011

Date: January 3, 2012

Prepared by: Jerry Nelzen

## 1. Streets:

During the month of November the Public Works Department had the street sweeper running 4 days a week to removing an abundance of leaf debris around the City. There were a few citizens blowing their leaves out in the street which caused minor flooding issues. The Welcome to Canby banners on 99E were removed for safety reasons after a major wind storm. Filled potholes around town and filled (3) in Thriftway parking lot by the Transit Station.

The crew received and located 90 locates for November.

Streets	Total Hours
Street Sweeping	117
Street Sweeper Maintenance	15
Street Maintenance	158
Sidewalks	30
Street Sign Manufacturing	8
Street Sign Maintenance	18
Street Sign Installation	33.5
Street Light Repair	17
Tree Trimming	25
Tree Removal	19
Dump Truck Usage	4
Vactor Usage	13.25

## 2. Sewer and Storm System:

The crew cleaned lift stations in Canby. Repaired and TV'd 2 sewer laterals. The Collections crew have been cleaning and TV'ing the sewer mains around town. A contractor lost a 5 gallon bucket down a manhole and was retrieved by the Public Works crew without incident. The crews have been cleaning catch basin and storm lines to alleviate potential flooding.

Sewer	Total Hours
Sewer Cleaning	96.5
Sewer Maintenance	52.5
Sewer Laterals TV	110
Sewer Laterals	7
Lift Station Maintenance	6
Locating Utilities	72
Sewer Inspections	3



Vactor Usage	7
<b>Storm</b>	
Catch Basin Maintenance	40
Dry Well Maintenance	26
Storm Line Inspections	4.5
Storm Water Sampling	6.5
Vactor Usage	15
Drying Beds	3

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

The crew during the month of November has trimmed limbs out of the right-of-way.

The crew replaced numerous street and stop signs.

The crew fixed or repaired 16 street lights for November.

### 4. **Miscellaneous:**

Shane Hester helped the Finance/Transit Department by clearing and removing leaf debris in the parking lot.

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	23
Warehouse Maintenance	3
Equipment Cleaning	8
Work Orders	1
Training/Schools	6
Other	8

## December 2011

### 1. Streets:

The Public Works two street improvement projects were completed this month, Wait Park and NE 3<sup>rd</sup> and NE 4<sup>th</sup> one-way streets. The Sweeping crew's diligence sweeping of the City's streets daily have kept any flooding issues to a bare minimum.

The crew received and located 74 locates for December.

<b>Streets</b>	<b>Total Hours</b>
Street Sweeping	117
Street Maintenance	30
Sidewalks	2
Street Sign Manufacturing	55.5
Street Sign Maintenance	36.5
Street Sign Installation	44.5
Street Light Repair	40
Tree Trimming	11.5
Tree Removal	17.5
Dump Truck Usage	10
Vactor Usage	9

### 2. Sewer and Storm System:

The crew repaired two sewer laterals and hooked up a service. Cleaned sewer and storm mains, along with TV'ing to ensure our mains are functioning without any problems.

<b>Sewer</b>	<b>Total Hours</b>
Sewer Cleaning	51
Sewer Maintenance	132
Sewer TV'ing	83
Sewer Laterals	126.5
Lift Station Maintenance	23
Locating Utilities	69
Sewer Inspections	4
Vactor Usage	5
Drying Beds	11
<b>Storm</b>	
Catch Basin Maintenance	24.5
Storm Line Inspections	8
Vactor Usage	4
Drying Beds	5.5

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

The crew during the month of December trimmed tree limbs out of the right-of-way for clearance issues for sidewalks and our street sweeper and a few hazardous trees.  
The crew added, fixed and changed out street and stop signs.  
The crew fixed or repaired 28 street lights for December.

#### 4. **Miscellaneous:**

Worked with Downtown management making sure all needs were met for the street project happening on NE 3<sup>rd</sup>, NE 4<sup>th</sup> and N Locust and around Wait Park with citizens and business owners.

<b>Miscellaneous</b>	<b>Total Hours</b>
Meetings	9.5
Warehouse Maintenance	4.5
Equipment Cleaning	33
Training/Schools	44

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of November & December, 2011

Date: January 6, 2011

Prepared by: Julie Wehling

Through: Greg Ellis, City Administrator

### 1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet
- b) The annual Special Transportation Fund (STF) application in the amount of \$115,499 was submitted on November 11, 2011
- c) A biannual Special Transportation Operating (STO) program application in the amount of \$23,552 was submitted with the STF application on November 11, 2011
- d) Received contract amendment to extend the term of ODOT contract 26583 to June 30, 2011 in order to accommodate a January 4<sup>th</sup> Purchase Order date and a May delivery date for the vehicles as described in Ordinance 1353.
- e) Submitted annual National Transit Database (NTD) report to ODOT.
- f) STF and STO applications were approved by the Special Transportation Fund Advisory Committee (STFAC) on December 16, 2011 for the amounts requested.

### 2) Ridership:

As reported previously, the changes effective June 27, 2011 reduced services by nearly 33 percent (from 83.25 to 56 service hours per day). During the first six months of reduced service the total ridership is down by 30.52 percent.

The usual “same month previous year” comparisons are only meaningful for the Orange Line and Dial-A-Ride services with understanding that the services are only similar and not an exact service comparison. All local fixed route services were eliminated and neighborhood shuttles and a general public Dial-A-Ride were implemented. The Oregon City portion of the Orange Line was reduced from 24 to 18 trips per day (a 25% decrease in service). The Woodburn portion of the Orange Line was reduced from 9 to 6 trips per day (a 33.3 % decrease in service).

CAT provided:

- a) 12,162 rides in November (nearly 28% fewer than November of 2010).
  - 1,505 demand responsive rides (Neighborhood Shuttle & Dial-A-Ride). This is 90.7 % more rides than were provided during November of 2010.
  - 7,651 to Oregon City (6.3 % fewer rides than November of 2010)

- 3,006 to Woodburn (nearly 16 % fewer rides than November of 2010)
- b) 11,995 rides in December (32.4% fewer rides than December of 2010).
  - 1,540 demand responsive rides (Neighborhood Shuttle & Dial-A-Ride). This is 96.2% more rides than were provided during December of 2010.
  - 7,232 to Oregon City (15.7% fewer rides than December of 2010)
  - 3,223 to Woodburn (22% fewer rides than December of 2010)

Over the first six months the total drop in ridership remains proportional to the drop in service hours.

### 3) Updates:

- a) On November 9<sup>th</sup> and December 8<sup>th</sup> the Transit Advisory Committee held their regular meetings. At the December meeting the committee voted to change the standing meeting date from the second Wednesday to the third Thursday at 5:30pm. Due to the resignation of the committee's co-chair the committee voted Sandra Cranston as the chair and Richard Ball as Vice Chair at their December meeting.
- b) General Public Dial-A-Ride customers have been notified of the fare implementation on January 2<sup>nd</sup>. Customers making reservations on January 2<sup>nd</sup> or later will be reminded by the dispatcher of the new fare requirement for General Public Dial-A-Ride service.

### 4) Collisions

- a) No collisions in November or December.

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

- a) MV Transit conducted a Safety Meeting for their drivers on November 19<sup>th</sup>.
- b) Julie Wehling attended a Clackamas County Transportation Consortium meeting in Oregon City on November 7<sup>th</sup>.
- c) Julie Wehling attended an 8 hour "Grant Management Training" on December 6<sup>th</sup> in Salem. The training was required by ODOT's Public Transit Division.
- d) Julie Wehling attended a Special Transportation Fund Advisory Committee (STFAC) meeting in Portland on December 2<sup>nd</sup>. She gave the committee an update on CAT service changes and informed the committee of the Council's decision to implement fares for CAT services.
- e) Julie Wehling attended the Special Transportation Fund Advisory Committee (STFAC) meeting in Portland on December 16<sup>th</sup>. She presented two funding applications and answered committee questions.

**TO:** *URBAN RENEWAL AGENCY*  
**FROM:** *DAN DRENTLAW, URBAN RENEWAL PROJECT MANAGER*  
**DATE:** *JANUARY 9, 2012*  
**RE:** *NOVEMBER /DECEMBER URBAN RENEWAL UPDATE*

### **Police Facility**

The foundations, piers and basement walls have been poured, as well as the main floor above the basement level. The brick and masonry work on the main floor is nearly complete. The emergency access road along the railroad tracks has been completed and the parking lot along 3<sup>rd</sup> Avenue has been paved. The slab on grade for the community room will be poured the week of January 16<sup>th</sup>. The roof structure work will occur in February and “dry in” will occur the first or second week of March.

The contingency fund has an adequate balance, and the team has decided to use some of the fund to build a road and parking lot that will provide access from the 3<sup>rd</sup> Avenue parking lot down to an area in front of the basement. An estimate of the costs to do the work came in higher than expected, so the team will be looking to see if costs would be less if the work occurred later in the summer when the extra costs associated with earthwork during wet conditions would be avoided. The work could include not only paving, but curbs, a storm water treatment swale, landscaping, and lighting, depending on costs. This will allow the basement to be used by the police department, or future tenant that would provide a source of revenue that could assist in funding the costs associated with the additional overhead required for the new and much larger police facility.

The team is currently working to finalize interior finishes, furniture and equipment. The lockers and storage equipment will be bid by P and C construction. This will allow better coordination in the installation of the furnishings. The addition of this item to P and C’s contract and the GMP (Guaranteed Maximum Price) and will be presented to the Urban Renewal Commission at the January 11<sup>th</sup> meeting. The lockers, storage equipment and furniture will be ordered in late January to ensure delivery in April. The facility should be ready to occupy in May.

### **First Avenue Redevelopment**

The Planning Commission approved the site design application at their public hearing of December 12<sup>th</sup>. Now the team can begin work on the construction documents. A geotechnical engineer has been hired and has started the engineering work related to the street and parking lot pavement specifications.

Formal written quotes were due January 6<sup>th</sup> for the underground conversion of the electrical lines. The work involves routing lines from the vaults to be provided by CUB to the various individual connections servicing the businesses along 1<sup>st</sup> Avenue. Once an electrical contractor is selected they will be coordinating their work with CUB, individual businesses, and County electrical inspectors to ensure they are involved in any required upgrades. During the next

several weeks the electrical contractor will be working with all the various parties to locate the new utility vaults.

Requests for quotes for the removal of the 1<sup>st</sup> Avenue street trees have been received. It is anticipated that the trees will be removed on two consecutive days, on a Sunday and Monday in February. We have been working with an artist that could use some of the wood for a sculpture that could be incorporated into the project. We are also considering using some of the Cedar removed from the old police site, on Sequoia and 4<sup>th</sup> for benches.

Work is proceeding on the construction documents and they are expected to be completed in late February. Then they will have to be submitted to the City and County for approval. Once approved, final bid documents will sent out and responses reviewed. We anticipate have a contract ready for approval by the Agency during the April meeting.

Once a contractor is selected, we will have a community meeting to discussed construction staging and coordination with the electrical contractor regarding the electrical conversion process and ways to minimize impacts to businesses on First Street. The construction is anticipated to take six months, ending sometime in October or November.



## **City of Canby Bi-Monthly Report Department: Wastewater Treatment Plant For Months of: November & December 2011**

To: The Honorable Mayor Carson & City Council  
From: Dave Conner, Lead Operator  
Through: Greg Ellis, City Administrator  
Date: January 4, 2011

### **Facility Operations & Maintenance**

The water quality for the months of November and December remained excellent with no violations or interruption of services for either month. Plant Operators continue daily operations of the plant as we switch to winter compliance monitoring for DEQ. The City still remains in the mediation process over the biosolids dryer at this time. The next mediation meeting will be on January 10.

Plant personnel continued to keep up with preventative maintenance and operations that included the following:

- Completed new plant operations emergency manual.
- Received U.V recirc. pump back from warranty repair and reinstalled..
- Both emergency back up generators were inspected and had routine oil changes completed on them by E.C Power.
- Received 25 ton of hydrated lime for alkalinity control.
- Winterized all outside lines and equipment.
- Inventory and researched plant lighting needs.
- Sent Raw Sewage Pump in for repair and installed standby.
- Sent internal recirculations pump in for repair and installed standby.
- Completed belt press filter maintenance.
- Continuing to benchmark test for U.V lights.
- Started winter cleaning of gutters, down spouts and drain lines.
- Helped Aquionics do more warranty replacements on quartz tubes in module #2.
- Replaced valve on chemical tote.
- Performed routine daily maintenance, repairs, and cleaning of plant equipment.



### **FOG (fats, oils and grease) Program**

Approximately 24 GRD's (grease removal devices) in Canby's food service establishment were cleaned over the last two months by our preferred pumpers. Continued inspections and mandatory cleaning schedules have been effective in the reduction of FOG through out the sewerage system. The program will continue to improve with the monitoring and implementation of the program as it grows.

### **Biosolids Program**

Plant personnel ran the belt press approximately 35 days in the last two months and hauled 289 cubic yards of raw sludge to Riverbend Landfill.

### **Meetings and Training Attended**

All staff (Don, Bob, Bruce, Dave) attended the shop safety meeting. I attended one of the monthly preferred pumper meetings and a meeting with Greg, Curt, Darvin and the attorneys regarding the progress of the biosolids dryer. Bob and I met with Behrman Transport Company to investigate on going and future sludge / biosolids hauling possibilities. Plant personnel continue to train on facility equipment malfunctions and emergency procedures to combat possible failures or permit violations.

**Management Team Meeting Minutes**  
**January 3, 2012**  
**2:00 PM**  
**City Hall Conference Room**

In attendance: Greg Ellis, Bret Smith, Darvin Tramel, Bryan Brown, Eric Laitinen, Amanda Klock, Penny Hummel, Sue Engels, Julie Wehling, and Kim Scheafer.

Kim Scheafer

- Reviewed Agenda for January 11 URA meeting

Darvin Tramel

- Now working in office located at the Development Services Building
- Reviewed projects he's working on

Greg Ellis

- Therma-Flite mediation is on January 10
- Attended Chamber luncheon where Mayor gave the State of the City address
- Work Session with City Council on communication January 4

Bret Smith

- Bomb investigation is still going on
- May 9 is the move-in date to new Police Department
- Will be writing an article for City E-News which directs people to the PD's website to view their newsletter

Julie Wehling

- Fare charging started today
- Once she knows delivery date of new buses, she will schedule the old ones for auction

Sue Engels

- Out of office January 5 and 6
- City Budget Committee Meeting on January 25
- Caselle conversion went well

Bryan Brown

- Will be setting up a meeting with Scott Caufield regarding changeover
- Reviewed several projects that are being worked on

Renate Mengelberg

- Getting word out about "Shop Canby"
- Have webinars set up so people can take advantage of "Shop Canby"
- Met with Laura Sattler and County regarding art opportunities in Canby
- Has worked out a path for the flower basket/planter program

Eric Laitinen

- Pool is back on Winter schedule
- Spring registration started today
- High school meets are all at home this year
- Gators Swim Club raised money for the new score board. It was not paid for by the City.

Penny Hummel

- Linda Baty's retirement party will be held on January 12.
- Library will be closed for a work day on January 16. Canby is the only City in the LINCC network that is not closed for the holiday.

Amanda Klock

- Will not know insurance increase numbers until the end of April

*Minutes taken by Kim Scheafer*

**Management Team Meeting Minutes**  
**January 16, 2012**  
**2:00 PM**  
**City Hall Conference Room**

In attendance: Greg Ellis, Renate Mengelberg, Darwin Tramel, Bryan Brown, Sue Engels, and Kim Scheafer.

Kim Scheafer

- Be sure to include text in heading of any resolution or ordinance in the motion you put in a staff report
- Sue Ryan emailed out newsletter deadlines last week

Renate Mengelberg

- Over 20 businesses have signed up for Shop Canby. Training will be held at *The Place to Be* tomorrow and another one in February
- Looking at cost to have a commuter shuttle during First Avenue construction so that parking areas can be easily accessed

Greg Ellis

- Working on overhead allocations with Sue for Budget Committee Work Session on January 25

Bryan Brown

- Still working out details with Clackamas County on building permit procedures
- Met with two churches last week regarding their applications
- Attending Flood Plain Seminar this month

Darwin Tramel

- Received comments from DEQ regarding Management Plan
- Energy Trust of Oregon did audit of WWTP last week
- Looking into Energy Management System Training by Oregon ACWA
- Completed training on regional analysis

Sue Engels

- Will work out details with Bryan on how SDCs are being tracked
- Budget Committee Work Session will contain a six-month review, highlight areas she is suggesting a supplemental budget for adjustment, and approaches to overhead allocations
- Payroll conversion will be done in March or April

*Minutes taken by Kim Scheafer*

**Management Team Meeting Minutes**  
**January 23, 2012**  
**2:00 PM**  
**City Hall Conference Room**

In attendance: Greg Ellis, Julie Wehling, Bret Smith, Eric Laitinen, Penny Hummel, Amanda Klock, Darwin Tramel, Bryan Brown, Sue Engels, and Kim Scheafer.

Kim Scheafer

- Reviewed Agenda for February 1 City Council Meeting
- CCA dinner Thursday night will be plated instead of buffet

Bryan Brown

- Value of construction projects for 2011 was \$24,024,911 which is just a little less than what it was in 2008
- Working with Hope Village on their next annexation

Greg Ellis

- Budget Committee Work Session on January 25

Penny Hummel

- Spoke about 1776 series starting at the library

Darwin Tramel

- Asked about status of Public Works Design Standards
- Working on Biosolids Management Plan
- Working with CUB and Energy Trust to get smart meters installed at WWTP
- Waiting for audit report on WWTP from the Energy Trust

Sue Engels

- Working on budget calendar
- Kick-off meeting for staff who develop budgets will be on February 13 at 2 PM in the Council Chambers
- Will send Management Team the documents that went to the City Budget Committee

Julie Wehling

- Postponing route changes to fixed routes and replacement of neighborhood shuttles with shopping shuttles
- Averaging \$5-10 per day in fares
- Submitted paperwork for budget change to 5309 money so that it can be used to purchase fare boxes, bus stop signs, and forward facing cameras

Bret Smith

- Molalla Police Department is laying off several people
- Explosion investigation is still going on
- Fundraiser for family of explosion victim raised around \$6,600 this weekend

*Minutes taken by Kim Scheafer*

**CITY COUNCIL / URA MEETING FOLLOW-UP ITEMS**

<b>ORIG. CC / URA MTG. DATE</b>	<b>ITEM</b>	<b>STATUS</b>	<b>ASSIGNED TO</b>	<b>FOR CC OR URA MTG. OF</b>
11/2/2011	Knights Bridge Road - Entrance Sign	Waiting for TSP	Renate - Annie?	TBD
10/12/2011 URA	Entrance Sign Power - ODOT	Contact appropriate person at ODOT	Dan	February 8, 2012
10/12/2011 URA	Other use or market for Solar Panels	Researching	Dan	February 8, 2012
11/2/2011	NW 3rd Ave. Parking	Researching	Greg	February 8, 2012
11/9/2011 URA	Sequoia Parkway to 13th Extension Design	Need Authorization to Proceed from URA	Greg	February 8, 2012
<b>OTHER STAFF ITEMS</b>				
<b>DATE</b>	<b>ITEM</b>	<b>STATUS</b>	<b>ASSIGNED TO</b>	<b>TARGET DATE</b>
	Home Business Survey	Compiling Data From Returned Surveys	Renate	???
	Property Purchase Negotiations - CUB & Oliver Insurance	Meeting W/ Property Owners / Representatives	Greg	On-going Updates
12/7/2011	Road Improvement & Sidewalk Extension on NE 4th Avenue by CC Event Center	Getting Easements & Right-of-Way; Proceeding With Design	Greg	On-Going

1/25/2012