



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

March 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

1. CALL TO ORDER

- A. Pledge of Allegiance and Moment of Silence
- B. Award of Appreciation to Retiring City Attorney
- C. Presentation on Measure 3-393 Canby School District Three-Year District Operations Local Option Levy

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 March 7, 2012 City Council Regular Meeting
- B. Reappointment to the Transit Advisory Committee

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7. PUBLIC HEARING

- A. Transfer of Public Property Ownership from the City of Canby to the Canby Urban Renewal Agency Described as Tax Lot #31E34-01707, also known as Lot 5, Burden in the City of Canby

8. RESOLUTIONS & ORDINANCES

- A. Res. 1122, Authorizing the Transfer of Public Property, Approximately 6.1 Acres of Industrial Land Located in the Canby Pioneer Industrial Park from City Ownership to the Canby Urban Renewal Agency

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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**

Date: 3-1-12
 Name: Brian Olson Occupation: Petroleum Distributorship
Owner/Manager
 Home Address: _____
 Employer: Ernie Graham Oil Position: Owner/Manager
 Daytime Phone: _____ Evening Phone: _____
 E-Mail Address: _____
 For which position are you applying? Transit Advisory

What are your community interests (committees, organizations, special activities)? _____
Youth Teacher Canby Alliance, Member of Canby Chamber of Commerce
25 years on board with Canby Junior Basketball
30 years on the Chain Gang for HS Football, 30 yrs basket ref CTB

Experience and educational background: BS George Fox College Bus/Econ 1979
1979-1980 SMS Computer Escrow Firm
1980-1981 Nike Downtown store - Team Sales
1981-present Ernie Graham Oil, manager since 1996

Reason for your interest in this position: Since CAT is partially (60%) funded
by a payroll tax, I feel the business community should have a say
in how the money is spent and services provided.

List any other City or County positions on which you serve or have served: _____
current - Canby Transit Advisory

Information on any special membership requirements: _____

RECEIVED

MAR 08 2012

CITY OF CANBY

Referred by (if applicable): _____

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

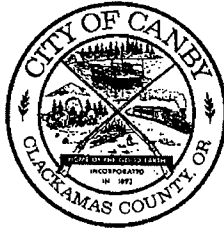
THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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



MEMORANDUM

DATE: MARCH 13, 2012
TO: CANBY CITY COUNCIL
FROM: JOHN H. KELLEY, CANBY CITY ATTORNEY 
RE: RESOLUTION NO. 1122 - TRANSFER OF REAL PROPERTY TO URBAN RENEWAL AGENCY FROM THE CITY OF CANBY

Issue: Should the City of Canby transfer its fee simple interest in property it owns in the Canby Industrial Park to the Urban Renewal Agency (URA) to facilitate a public sale of the property by the URA to help pay for the building of a new police facility in Canby?

Background: In July of 2006, the City of Canby acquired fee title to 6.1 acres located just off Sequoia Parkway in the Canby Pioneer Industrial Park in Canby. The property was purchased using funds from the Urban Renewal Agency (80%) and the City (20%) for the purpose of constructing a new police facility on the property. A bond measure was sent to the voters in 2008 to finance the building of the facility. The bond measure was defeated and the property was left idle until the City decided to move the location to City owned property near NW 3rd and N. Cedar. The funds for the building of new facility would come from a public bond issue (in 2011) and secured by Tax Increment Financing (TIF) payments from the Urban Renewal Agency (URA). Also, as part of the payment for the new police facility, the URA pledged to use the proceeds from the sale of the Canby Industrial Park property to help pay for the costs of construction of the new police facility, now under construction.

In order to facilitate future public sale of the Industrial Park property, the City Council considers it necessary and convenient to transfer by Statutory Warranty Deed its fee simple interest in the property to the URA. No monetary consideration will be exchanged between the parties. Other consideration for the transfer shall be the benefit to the City of having a new larger police facility paid for from URA funds and the proceeds from the sale of the Industrial Park property.

The estimated fair market value of the Industrial Park property is \$1.4 million dollars. This value was determined by Kidder Mathews, commercial real estate brokers located in Portland, Oregon.

Recommendation: I have prepared Resolution No. 1122, included herein, to transfer the property from City ownership to Agency ownership by warranty deed. A copy of the warranty deed is also included herein. I recommend adoption of Resolution No. 1122 which allows the City Attorney and City Administrator to take any and all actions necessary to transfer the property from the City to the Agency.

Motion: “I move to adopt Resolution No. 1122: A RESOLUTION AUTHORIZING THE TRANSFER OF PUBLIC PROPERTY, APPROXIMATELY 6.1 ACRES OF INDUSTRIAL LAND LOCATED IN THE CANBY PIONEER INDUSTRIAL PARK, FROM CITY OWNERSHIP TO THE CANBY URBAN RENEWAL AGENCY.

Attached: Resolution No. 1122
Warranty Deed

RESOLUTION NO. 1122

A RESOLUTION OF THE CITY OF CANBY, (CITY) OREGON AUTHORIZING THE TRANSFER OF PUBLIC PROPERTY, APPROXIMATELY 6.1 ACRES OF INDUSTRIAL LAND LOCATED IN THE CANBY PIONEER INDUSTRIAL PARK FROM CITY OWNERSHIP TO THE CANBY URBAN RENEWAL AGENCY (URA).

WHEREAS, the Canby City Council purchased approximately 6.1 acres of real property in fee simple title in the name of the City of Canby in July of 2006. The property is located just off S. Sequoia Parkway in the Canby Pioneer Industrial Park. The legal description of the property is Tax lot #31E34-01707, also known as “Lot 5, Burden, in the City of Canby, Clackamas County Oregon”. The property was purchased using cash funds from the URA (80%) and the City (20%) for the purpose of constructing a new police facility on the property; and

WHEREAS, City Council determined in 2010 that the new police facility should be constructed at a different location and abandoned the Industrial Park property as a future site for the police facility; and

WHEREAS, the City Council believes it is in the best interests of the citizens of Canby to transfer the ownership of its fee simple interest in the property to the Canby URA, so that the URA may offer the property for sale to the public and use all proceeds toward the payment of the construction costs of the new police facility; and

WHEREAS, in accordance with ORS 271.510 and ORS 221.725, the City finds it necessary and convenient to transfer the property to the Canby URA

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

The Canby City Council authorizes the transfer of the City’s fee simple interest in the real property described as Tax lot #31E34-01707, also known as “Lot 5, Burden, in the City of Canby, Clackamas County, Oregon” to the Canby URA and the City Attorney and City Administrator are hereby authorized to take any and all actions necessary to transfer the property from the City of Canby to the Canby Urban Renewal Agency.

This resolution will take effect on March 21, 2012.

ADOPTED this 21st day of March, 2012 by the City of Canby City Council.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

STATUTORY SPECIAL WARRANTY DEED

After Recording Return to and
Tax Statements to be sent to:
Urban Renewal Agency of City of Canby, Oregon
Attn: Agency Director
P.O. Box 930
Canby, OR 97013

STATUTORY SPECIAL WARRANTY DEED

KNOW ALL PEOPLE, that the CITY OF CANBY, OREGON a municipal corporation of the State of Oregon (which, together with any successor public agency designated by or pursuant to law, is herein called the "City"), conveys and specially warrants to the URBAN RENEWAL AGENCY OF THE CITY OF CANBY, OREGON (the "Agency"), and unto its successors and assigns, all the following described real property, with the tenements, hereditaments and appurtenances (herein called the "Property"), situated in the County of Clackamas and State of Oregon:

Lot 5, BURDEN, in the City of Canby, Clackamas County, Oregon

free of liens or encumbrances created or suffered by City except as set forth on the attached Exhibit A.

The Agency has given other value as consideration for this conveyance.

The conveyance is subject to the exceptions of record as stated in Exhibit A attached hereto.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE

DEED/City to CURA

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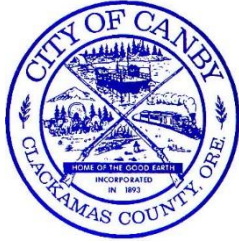
IN WITNESS WHEREOF, the City of Canby, Oregon, a municipal corporation of the State of Oregon, has caused this Deed to be executed this ____ day of _____, 2012.

Its: _____

This instrument was acknowledged before me on _____, 2012, by _____, _____ of the CITY OF CANBY, OREGON.

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EXHIBIT A
EXCEPTIONS TO TITLE



City of Canby Bi-Monthly Report

Department: Administration

For Months of: January & February 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: March 12, 2012

1. **Business Licenses** – Forty (40) new business licenses were issued during the months of January and February 2012. This compares to 30 new licenses issued during January and February 2011. Twenty-six (26) business licenses were inactivated during the months of January and February 2012. This compares to 33 licenses inactivated during the same period in 2011. One hundred eighty-eight (188) business license renewals were sent out, compared to 166 in 2012.
2. **Complaints/Inquiries** – Twenty-nine (29) complaints/inquiries were received during January and February 2012. Twenty-nine (29) complaints have been resolved and 14 were resolved within 24 hours. Ten (10) follow-up cards were mailed and 3 were returned with Excellent and Good ratings. We received one Poor rating during this tracking period, due to miscommunication from citizen regarding which light was actually malfunctioning.

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

"Thank you for fixing the pothole so quickly!"

"Very pleased with the quick response!"

"Thank You!"

3. **Training/Meetings** –
 - Sue Ryan conducted Level 1 Records Management training for all departments during the months of January and February including changes in the law that took effect January 1, 2012. A new employees' handout on Records Management has also been developed.
 - Sue Ryan attended an LOC Class on January 4
 - Sue Ryan attended an State Archivist Records Management Class on January 12
 - Kim Scheafer and Sue Ryan attended Election training on February 22
 - Kim Scheafer attended an LOC Class on February 23
4. **Special Animal Permits** – There were two Special Animal Permits issued during the months of January and February 2012.
5. **Liquor Licenses Processed** – Annual liquor licenses fee notices were sent out and collected during January and February.
6. **Miscellaneous** – The City's electronic newsletter was distributed to 862 email addresses in January and 918 email addresses in February 2012.



City of Canby Bi-Monthly Monthly Report

Department: Court

For Months of: January and February, 2012

To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Kathy Mashek, Office Specialist
Date: March 6, 2012

- Seven people attended the seatbelt class for the months of January & February. This generated \$105.00 toward the purchase of helmets.
- Court trials for the months of January & February were held for 33 defendants. This required 11 officers, at various times, to come to testify.
- Four hundred seventy-seven cases were filed and 480 cases were concluded during these months.
- Revenue for both months was \$106,995.39. This reflects monies collected by Valley Credit agency and sent on to us in the amount of \$50,139.82, rather than an increase in citations. Out of the amount collected, Oregon Department of Revenue received checks totaling \$15,266.49 and Clackamas County received \$1,929.15. In the past, the court has sent Oregon Department of Revenue on average \$3,730.00 per month for collected assessments. In January, with the new assessments, the court collected and sent to Oregon Department of Revenue \$4,902.00. In February, \$10,364.49 was collected and sent to the Oregon Department of Revenue. With the change in the assessments by the Legislature, we will no longer send checks to the Oregon Judicial Department or Clackamas County.
- Thirty-nine defendants appeared with attorneys. With the defendants there were a total of 5 different attorneys present.

Training/Meetings:

- Jane Moe Wright completed the National Traffic Safety Institute online traffic class.
- Rod Grafe and Kathy Mashek attended the Judicial Education Conference February 29 – March 2 at Salishan Lodge.



M E M O R A N D U M

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

RE: *ECONOMIC DEVELOPMENT UPDATE February 8, 2012
for the Economic Development and Main Street Programs*

Economic Development Updates

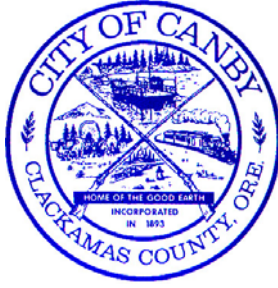
The following projects are funded through Urban Renewal.

- **Urban Renewal Annual Report:** To meet new state reporting standards, staff has developed the first detailed 2010 -2011 Annual Report. It provides information on past and current projects, successes, financials and overview of the district. The eleven page report will be helpful in explaining the program to citizens and community leaders.
- **Industrial Business Workshops:**
The Canby Industrial Forum was held on February 22nd at 8 AM at Pioneer Pump. The forum provided industrial business owners and key staff a way to meet each other and begin to forge connections. All 66 industrial businesses were invited and 17 people attended. A tour of the Pioneer Pump facility and a presentation on “*Six strategies to grow business*” was on the agenda. The talk covered next generation tools including customer focused innovation, engaged people, superior processes, supply chain management and collaboration, sustainability, and global engagement. The next forum is scheduled for May 23rd at MEC.
- **Business Recruitment:**
Staff has submitted proposals for a state lead for a food processing company looking for a 6 - 10 acre site and a steel fabrication business looking for 30 acres with rail service. Three local companies would like to expand or relocate and staff provided them with site and building space options. A metals manufacturer that has been in discussions with the City for a year is in the final due diligence phase to purchase the last larger industrial building in Canby.
- **Shop Canby”**
This new program continues to gain momentum. Almost 50 businesses have registered so far. Website analytics show that over 500 visits were made to the site in February. The program received front page coverage in the *Canby Herald* on Feb. 22nd and will be featured in the Canby Telcom quarterly newsletter – both educate Canby residents about this new resource. We have held three webinars to help businesses access this program. This website provides micro websites for all businesses in Canby and makes it easy for residents to shop local. Find it at CanbyBusiness.com and the City website.

Main Street Updates

The following projects are funded through Urban Renewal.

- **Canby Downtown Market Analysis** – Marketek has launched its study to determine the challenges, resources and best strategies for downtown to thrive. Core areas of the study include a target market profile, a statistical retail demand analysis, resident and employee surveys, a business development and marketing strategy and marketing implementation assistance and business training. The study should take 3 months to complete.
- **Construction Workshop for Businesses:**
The city will hold a “*Surviving Construction Workshop*” on Wednesday March 21st from 8 to 10 AM at the Canby Pub and Grill Annex. This workshop is sponsored by the Canby Main Street Program. It will provide information and tools for business and property owners to survive and thrive during the 6 month 1st Avenue construction project. All are welcome to attend. See flyer attached.
- **Canby Art Banner Program:**
Staff developed a Pilot Community Banner Project to engage local artists in beautifying downtown. Partners in the project include the Canby Arts Association, Canby High School art students and Wallflowers Gallery and the Canby Livability Coalition. Twenty eight artists created artistic banners inspired by the theme “Canby the Garden Spot”. They will be displayed on 2nd Avenue beginning in mid-March. An artist’s reception to thank contributors is planned for March 19th at Wallflowers Gallery. The successful pilot will be expanded to include new banners on First Avenue when it opens this Fall.
- **Art Grant Application:**
Staff submitted a \$10,000 grant request to the Oregon Arts Commission for a revolving sculpture program based on the successful Lake Oswego model. Preliminary feedback from the granting agency indicated that the application was not the best fit with the objectives of their grant but they suggested another funding source that staff will pursue.
- **Façade Improvement Program:**
Interest continues to be strong in January and February. Applications were given to Hulbert’s Flowers, T-line Design, Puddin’ River Chocolates, owners of the Block Buster Video building and Canby Rentals. Both Canby Station and the former Block Buster video store anticipate for the April meeting. Two businesses expect to bring proposals to the Agencies April meeting for approval. Also, staff and the Urban Renewal attorney are working on loan documents for the enhanced loan program.



Bi-Monthly Finance Department Report

To: Mayor Randy Carson & City Council Members
From: Sue Engels, Finance Director
Through: Greg Ellis, City Administrator
Covering: January & February 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. We are also adding a new feature – “Staff Spotlight” – to introduce members of the Finance team.

- The **Comprehensive Annual Financial Report** was distributed and the auditor met with the Council to review the management letter. A **Request for Proposal** for auditing services for future years has been prepared.

- The **budget calendar** has been set. Worksheets for drafting department budgets were distributed and a kick-off meeting with staff was held in February. A **supplemental budget** for the current year was also prepared and will go before the Council in March.

- Calendar year end activities in Payroll and Accounts Payable resulted in **IRS forms** W-2 and 1099 being issued in a timely manner.

- We continue to learn the new features of the upgraded **Transit Tax** software to develop more systematic reporting and collections processes. Form letters notifying businesses of non-filed status were sent out in a batch for the first time, resulting in many calls. Many businesses from outside of Canby that have an active business license are unclear about their CAT tax obligation.

- After database review with Caselle (our software provider), the **payroll conversion** process is underway. The upgraded software is set to go live at the end of March.

- In the **Utility billing** area, better tools for working with rental properties are being used. Tenant billing is available on a limited basis for single-family homes and duplexes with a landlord agreement.

- **Training** this period included budget law review provided by the State of Oregon, supervisor training for our lead worker, and various Caselle refresher webinars.

- **Staff spotlight:** **Lisa Potter** is a Finance Office Specialist II in charge of **Accounts Payable**. She came to the Finance Department from City Hall in 2010, and packs a lot of work into her part-time schedule. Her role in Accounts Payable requires coordinating with all departments and many businesses, both local and national, to ensure that goods and services are properly authorized for payment and promptly paid. She has been instrumental in streamlining the process and familiarizing new employees with procedures. Lisa assists with many other Finance functions, including capital asset documentation and the annual audit. In her spare time, Lisa has a home-based longarm quilting business; enjoys spending time with her husband and their recently restored '59 Chevy pickup; and spoiling their twin grandsons.

Statistics this period:

- **Accounts Payable**

Invoices:	767
Invoice entries:	1203
Encumbrances:	22
Manual checks:	12
Total checks:	435

- **Payroll**

Timesheets processed:	430
Total checks and vouchers:	510
New hires/separations:	1/6

- **Transit Tax Collection**

Forms sent:	38
Non-filed notices sent:	163
Accounts opened/closed:	0/0
Returns posted:	697

- **Utility Billing**

Bills sent:	9016
Counter payments:	366
Accounts opened and closed:	126
Lien payoffs:	9
Lien payoff inquiries:	29
Collection notices sent:	55
Accounts sent to collections:	22

- **General Ledger**

Total journal entries:	345
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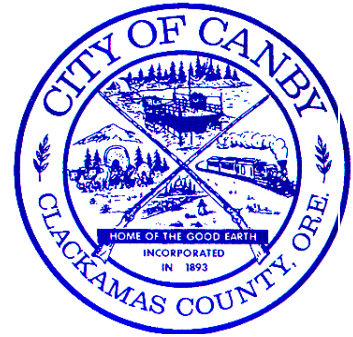
- **Cash Receipts Processed**

Finance:	1053
Utility:	527

- **Cemetery**

Total property purchases recorded:	6
Total interments recorded:	12

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
January – February 2012



TO: Honorable Mayor Carson and City Council
FROM: Penny Hummel, Library Director
THROUGH: Greg Ellis, City Administrator
DATE: March 9, 2012

Circulation. In January and February, print circulation held steady at 56,288 items, which is slightly higher than the same period last year, primarily because of increased circulation of e-books.

1776: A Reading and Discussion Series. The first session of this multi-part series was held on February 1 and attracted an amazing turnout of 56 participants, ranging from grade schoolers to seniors, and from library regulars to new faces. Discussion leader Lois Leveen led a lively discussion of how art shapes our understanding of history, to the great enjoyment of audience participants. Here are some of their comments:

- “I am visiting from Minnesota and have a wonderful impression of Canby and Oregon-- wonderful library that brings together community.”
- “Love this program of approaching history from a different angle.”
- “Lois was very inspiring and I enjoyed the audience participation!”
- “Looking forward to additional presentations on this book.”

Programs continue in March and April, and copies of the book *1776* can be checked out at the library. We thank the Friends of the Library, the Clackamas County Cultural Coalition and the Oregon Cultural Trust for their support of this series.

Other programming. Another highlight of this two month interval was our quarterly Library After Dark for teens. Held on February 13th, the event attracted 30 teens who ate pizza, played wii and board games, and decorated heart cookies. Teen programming at the library is sponsored by the Friends of the Library.

The library’s popular winter sustainability series, offered in partnership with the Clackamas County Office of Sustainability, has offered sessions on green cleaning, recycling, and residential solar electric and hot water systems. The final session, which will focus on chemical-free gardening, will be held on March 13 at 6:30 p.m.

Other programming in January and February 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.

Outreach to Spanish speakers. As of March 1, our grant-funded effort to improve services to Spanish speakers is completed. Outcomes achieved include:

- Strong partnerships with other local service providers, including the Canby School District, the Canby Center, Clackamas Community College and Bridging Cultures.
- A revitalized collection of Spanish language materials, with significantly increased circulation.
- A year-round calendar of events geared towards the interest of our Spanish speaking patrons, including weekly storytimes, Dia de los Ninos, monthly movie nights, Intercambiar (Spanish/English conversation group), Summer Reading, computer classes and special events.

As part of the grant process, our project was reviewed by an outside evaluator, Christina Hanson of the Fort Vancouver Regional Library, who spoke with staff, attended a program and interviewed some of our Spanish speaking customers. One of them told her that she (the library patron) "views the library as a place where she can go to find resources to educate herself so she can reach her potential, and also help her children succeed in the community in which they live." This is a wonderful affirmation of the project's impact. Christina also wrote: "In sum, the Canby Public Library developed clear, realistic and measurable project goals, and consistently achieved them. Other public libraries should be able to use this project as a model for developing a tailored plan for their local population."

My thanks go to project librarian Catherine McMullen, bilingual library assistant Angelica Novoa de Cordeiro and the rest of the CPL staff for their efforts to make this grant such a success. This project was supported by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Oregon State Library.

Community involvement. Volunteers donated 533 hours in January and February, 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. Our talented volunteers include Kitty Losch, a bilingual educator who initiated and led a 5 part weekly workshop in February to help Spanish speakers improve their English skills. The series was enthusiastically received and will be repeated in May.

PLANNING & BUILDING DEPARTMENT

Sept./Oct. 2011 BI-MONTHLY UPDATE



TO: *Honorable Mayor Carson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *March 12, 2012*
THROUGH: *Greg Ellis, City Administrator*

The following report provides an update on departmental activities dealing with the planning and building functions through the months of January and February, 2012. 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. This report includes a listing of new land use applications being processed and building permit activity for this period.

Plan Preparation

- 1. Highway 99E TGM Gateway Corridor & STA Grant.** ODOT agreed to some different alternative design solutions within the 99E corridor allowing the City to move forward with presenting alternative solutions for consideration by the community. Two community meetings were held to present ideas of what could be done along the highway to improve the pedestrian orientation of the Special Transportation Area portion from Locust to Elm, adequately improve the accommodation of all modes of mobility for the full corridor length, and improve gateway treatments and beautification. As a reminder, 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, with the City and ODOT as partners.
- 2. Canby Land Needs Study.** Staff is preparing to submit a TGM technical assistance grant application to DLCD to assist in the preparation of an updated Buildable Lands Need Study. Our efforts last year were not funded due to increased competition and reduced monetary awards.

City Program/Project Participation

- 3. Transportation/Parks System Development Charge Study & Fee Update.** Staff has worked to provide the FCS Group with needed background information and data collection to assist in preparation of the system development charge methodology and assessment of the master plan capital project needs which is crucial in setting the SDC funding rates necessary to meet the City's development growth needs.
- 4. Community Park Improvements. No Change.** An initial design and cost estimates have been completed with a Phase I walkway path and stairs around the lake.

Project details are available from Matilda Deas.

5. **Dog Park Design.** Considerable progress was made this period as staff facilitates the creation of a design for Canby's first "dog park". Two bus tours were held to educate interested community advisory participants as to current design features and practices within existing area "dog parks". Much internal research has been completed to assist in guiding the community as to what design features will work and be desirable for Canby. The Parks & Recreation Board has discussed and weighed in on the need for this type of specialized park need for Canby.
6. **Code Enforcement Issues.** There were no significant zoning related code enforcement issues to report this period.

Regional Program/Project Participation

7. **Metro Actions.** Metro added four areas consisting of 1985 acres to the Portland UGB in October, 2011 which became effective January 18, 2012. On January 24, 2012 the Land Conservation Development Council adopted new Urban and Rural Reserve Administrative Rules (OAR 660, Division 27).
8. **Clackamas County Transportation System Plan.** The County moved forward with several regional public input meetings at the end of January and 1st week of February. Council members have shared top Canby transportation issues through C4 meetings. An online survey has been available to provide a means of public input from the unincorporated portions of Clackamas County. The county web site has an interactive map available through March 19th as a means to collect public input on all transportation related matters.
9. **Metro 2035 Forecast of Households and Employment.** Metro is heavily engaged in their next round of regional growth forecasting modeling which results in the allocation or distribution of households and employment across the region by Traffic Analysis Zones. They consulted with local governments initially by confirming zoning and gathering data on local land supply and capacity. The preliminary mid-term (2025) forecast distributions were recently released and staff attended a county coordination meeting to hear about the results. Metro is accepting local comment on the results through March. They indicate rapid household growth for Canby through 2025 with a projected 2.8% annual percentage gain or 2,409 new households. This growth rate far exceeds that of most regional entities. Employment growth however, appears to be extremely low, with only about 291 new jobs projected for this period. Staff will be making further inquiries about the modeling forecast to see if any possible data errors have led to erroneous results.
10. **Clackamas County Coordinated Population Forecast for Five Rural Cities.** Martha Fritzie, the project manager for this project, informed city staff that they were about to kick off this project in March and would need assistance from the planning staff. All local planning actions must be based on coordinated and approved population forecasts. This is an excellent time to tie into the modeling that Metro has done to fine tune how Clackamas County will distribute its overall growth forecast amongst its 5 rural incorporated cities.
11. **French Prairie Forum Meetings. Ongoing.** Staff continues to attend these monthly meetings to obtain briefings on topics of interest to local governments in the French

Prairie area. Topics have included legislative activity updates, the bicycle tourism workshops which are a joint effort of Travel Oregon and Clackamas County Tourism Development Council, and continuing updates on the Aurora Airport master planning and development improvements.

12. Miscellaneous Dept. Activities

- Bicycle Tourism Workshop – Angie and Bryan attended an all-day workshop in Molalla along with a member of our Bicycle and Pedestrian Committee to further the Counties effort to spur independent and coordinated efforts within the County to take advantage of the tourism business dollars that could be cultivated by promoting bicycling tourism of all types in the area. A final County wide meeting is set for March 13 to wrap up and provide a focus for moving forward with real some real action plans.
- Application was submitted and awarded for a CDBG funded Sidewalk Improvement Grant on portions of SE 4th & 5th Avenues and S. Manzanita.

Development Projects/Activity.

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

- Fred Myer Fuel Station proposed at the Southwest corner of the intersection of Hwy. 99E & Locust Street. They are now moving forward with a Traffic Impact Study and a neighborhood meeting.

12. New Land Use Applications Submitted January through February, 2012.

New applications for this period include:

- Site and Design Review Application for Zoar Evangelical Lutheran Church Phase II expansion, demolition of the existing church and replacement parking at 190 SW 3rd Avenue. (DR 12-01)
- Annexation, Comprehensive Plan Amendment, Zone Map Amendment for Hope Village annexation of approximate 1 acre tract fronting on S. Ivy Street just to the south of their existing campus. (ANN 12-01, CA 12-01, ZC 12-01)

13. Pre-Construction Meetings.

- none

14. Land Use Consultations.




- Continue to assist with expansion plans by church on SE Township Road that is in preparation of an application; continue to answer questions on possible dance studio contemplated near the high school, and garage area expansion at Johnson Controls.

15. Building Permits for January and February, 2012.

- 3 Permits were issued in January with a total valuation of \$85,800
- 2 Permits were issued in February with a total valuation of \$359,102

Building Permits issued included:

January

-  1 Racking Permit for Shimadzu
-  Cell Tower Update
-  Fire System Update for Learning Tree

February

-  2 Single Family Attached Homes
-  1 Commercial Alteration

Mechanical Permits issued:

3 Mechanical Permits were issued in January

0 Mechanical Permit was issued in February










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

Permits Final led

January

-  7 Residential Mechanicals
-  3 Commercial Mechanicals
-  1 Single Family Residence
-  1 Industrial Warehouse
-  1 Residential Garage
-  2 Commercial Tenant Improvements
-  2 Commercial Remodels
-  1 Commercial Racking
-  1 Commercial Re-Roof
-  1 Commercial Alarm System
-  1 Commercial Fire System

February

-  7 Residential Mechanicals
-  2 Commercial Mechanical
-  2 Sign Permit
-  1 Commercial Re-Roof
-  1 Commercial Erosion Control
-  1 Residential Remodel
-  2 Single Family Residences
-  2 Commercial Tenant Improvement
-  1 Residential Garage



City of Canby Bi-Monthly Report
Department: Police
January and February 2012

To: The Honorable Mayor Carson & City Council
From: Chief Bret Smith
Date: March 12, 2012

Monthly Stats

Description	Jan	Feb.
Calls for Service	1,081	1,116
Juvenile Arrests	8	6
Adult Arrests	58	42
Injury Accidents	1	2
Non injury Accidents	7	8
Total Crime Reports	59	53
Total All Police Reports	156	118
Traffic Citations	207	237
Parking Citations	7	5
False Alarm Calls for Service	26	21
Abandoned Vehicle Complaints	3	4
Animal Complaints	6	8
Parking Complaints	36	23
Total Code Enforcement Calls for Service	59	39
Records Incoming Phone & Counter Contacts	249	419

Training

Officer	January / February 2012 Department Training
All Officers	Ground Fighting/Use of Force
All Officers	Taser/Less Lethal
TET (Tactical Entry Team)	Monthly Training
Officer Wallbaum	Reid Interview and Interrogation
Officer Murphy	ARIDE (Advanced Roadside Impaired Driving Enforcement)
Officer Ethington	Ultimate Survival Instincts Training
Det. Scharmota/Sgt. Schoenfeld	Marijuana Conference
Officer Larrison	Sexual Assault drugs
TET	Monthly Training
M. Thompson	Oregon Public Records Updates – Law Enforcement

Detectives Significant Cases:

- Homicide/Bomb Explosion
- ID Theft

- MCS Marijuana
- DCS Methamphetamine
- 3 Rape I cases
- UUMV
- Aggravated Theft I
- Follow-ups to DHS referrals
- Controlled Drug Buys

Ongoing Investigations: 11

Closed/Suspended Investigations: 18

Computer forensics: Det. Floyd has a total of 153 hours in February alone devoted just to case preparation and evidence retrieval from computers and other digital devices, in addition to his other duties.

Investigations in this area include pornography and sex crimes involving children. Another large case in progress involves Invasion of privacy, software piracy and theft.

New Cases: 6

Ongoing Investigations: 4

Closed/Suspended Investigations: 3

School Resource Officer Activities

Officer Greg Larrison attended all boys' and girls' home basketball games and home wrestling matches during January and February. He regularly attended the monthly CYST meetings, and put together several parent meetings regarding student discipline and violations of school rules. Officer Larrison gave a 2-hour classroom discussion segment on law enforcement and talked with a local Boy Scout group regarding stranger contacts, crime scenes and how to be a good witness. Reports at the High School written during the period include: Theft, Harassment, Runaway juveniles, Traffic Accident, and MIP Tobacco. Officer Larrison assisted with a suicidal student which was referred to the Clackamas County Juvenile and Mental Health authorities.

K-9 Activities

In January and February, Canby K-9 units tactically supported officer safety assisting officers with felony warrant services, building searches and suspect custodies. These included a domestic disturbance incident where gun shots were said to have been fired, a suspect barricaded inside a vehicle, clearing a large warehouse on an alarm call, and locating a suspect who attempted to elude police.

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. Construction delays have re-scheduled project completion to July of 2012.

Meetings & Events Attended – Chief Smith / Lt. Tro

- Monthly Chief's Meeting – Milwaukie PD
- Terrific Kids Presentation – Knight Elementary
- Chief Russell/ Woodburn PD
- Commander Mike Leloff/ Portland Police Bureau
- Rotary – Weekly
- Special Agent Greg Fowler/FBI
- Canby Chamber of Commerce – Mayor's State of the City

- Chief Rod Lucich/Molalla PD
- City Attorney Candidate Interview panel
- Chief Alan Orr, Tigard PD
- Canby Adult Center lunch service – Monthly
- Dave Nelson/Public Safety Exec. Director with CIS - Best Practices Review of Canby PD
- Congressman Kurt Schrader
- Greg Horner/Clackamas County DDA
- Meet & Greet – new Canby Center Exec. Director
- C800 Meeting / Fire & Law Services Mtg. (CCOM – Clackamas County Dispatch)
- G.R.E.A.T. Graduations Eccles & Knight Elementary
- Ted Kunze, Fire Chief
- Deputy Chief Jim Ferraris/Salem PD
- Chief Jim Pryde/Gladstone PD
- Clackamas County Communications (CCOM 911) User Meetings – Monthly
- CCOM 800 Meeting - Monthly

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: March 12, 2012

Re: January - February 2012 Report

The Canby Swim Center has had a good January and February. Revenue dipped somewhat, but attendance was up about 1,100 swims. Year-to-date, we are still up about \$7,000 and 2,800 swims versus last year. The swimming pool has been busy as usual.

Canby High School swimming finished up in February. The CHS girls swim team had five state qualifiers. The 200 free relay finished 9th in finals, with Canby swimmers Veronica Norris, Krissy Peterson, Carrie Kralovec and Brittany Gillespie.

The Canby Gators hosted their annual Valentines Meet attracting 250 swimmers. Many of the teams were using it as a last chance meet to qualify for age group state meets. The next week Canby Gators had five swimmers at 10&Under State: Amanda Moses, Erin Meredith, Kennedy Hester, Kylie Hester and Dylan Hall. Kylie finished 3rd in four events and Dylan Hall finished 2nd in the 100 free and 2nd in the 50 back. Three Gators swam at the 11-14 State meet the following week: Kaitlyn Hester, Cole DeRisio and Jessica Coats. All three swam very well earning many best times.

The Swim Center also hosted the Canby Master's Animal Meet in February, including adult swimmers from 19 to 90. Yes, there was one ninety-year old swimmer from Salem who competed in the 100 IM, 50 fly and 200 free. Elfie Stevenin has attended the Canby Masters Animal Meet since its inception several years ago.

As the Canby Swim Center moves into spring we will be focusing on swimming lessons, public and schools. The spring also features adult learn-to-swim programs and the Triathlon swimming class, now in its fourth year. March will include special public swims during spring break and other non-school days from 1:00-3:00pm. We will also be teaching a lifeguard course over the break.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR JANUARY 2012
DATE: MARCH 12, 2012

CANBY SWIM CENTER JANUARY 2012	ADMIT 2011	ADMIT 2012	PASS 2011	PASS 2012	TOTAL 2011	TOTAL 2012	YTD TOTAL 10-11	YTD TOTAL 11-12
MORNING LAP	37	64	320	264	357	328	1825	1817
ADULT RECREATION SWIM	73	46	595	613	668	659	3355	3865
MORNING WATER EXERCISE	136	103	277	385	413	488	1645	2398
PARENT/ CHILD	0	38	0	0	0	38	566	1077
MORNING PUBLIC LESSONS	223	141	0	0	223	141	3694	3461
SCHOOL LESSONS	258	0	0	0	258	0	678	680
NOON LAP	80	128	260	300	340	428	1455	1880
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	229	259	17	8	246	267	2171	2068
PENGUIN CLUB	0	0	0	0	0	0	587	712
CANBY H.S. SWIM TEAM	0	0	743	998	743	998	1883	2383
CANBY GATORS	0	0	875	822	875	822	4067	4053
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	357	440	0	0	357	440	4086	4176
EVENING LAP SWIM	50	57	73	35	123	92	620	688
EVENING PUBLIC SWIM	329	290	38	25	367	315	2876	2587
EVENING WATER EXERCISE	114	118	42	80	156	198	875	905
ADULT LESSONS	0	0	0	0	0	0	0	22
GROUPS AND RENTALS	263	229	0	0	263	229	1412	1108
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
TOTAL ATTENDANCE	2,149	1,913	3,240	3,530	5,389	5,443	32243	34403

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR FEBRUARY 2012
DATE: MARCH 12, 2012

CANBY SWIM CENTER FEBRUARY 2012	ADMIT 2011	ADMIT 2012	PASS 2011	PASS 2012	TOTAL 2011	TOTAL 2012	YTD TOTAL 10-11	YTD TOTAL 11-12
MORNING LAP	33	55	261	286	294	341	2119	2158
ADULT RECREATION SWIM	76	35	597	627	673	662	4028	4527
MORNING WATER EXERCISE	102	91	237	400	339	491	1984	2889
PARENT/ CHILD	112	192	0	0	112	192	678	1269
MORNING PUBLIC LESSONS	218	206	0	0	218	206	3912	3667
SCHOOL LESSONS	172	114	0	0	172	114	850	794
NOON LAP	93	117	295	292	388	409	1843	2289
TRIATHLON CLASS	0	6	0	0	0	6	0	6
AFTERNOON PUBLIC	247	252	0	15	247	267	2418	2335
PENGUIN CLUB	0	0	0	0	0	0	587	712
CANBY H.S. SWIM TEAM	0	0	257	340	257	340	2140	2723
CANBY GATORS	0	0	956	1052	956	1052	5023	5105
MASTER SWIMMING	0	50	0	0	0	50	0	50
EVENING LESSONS	813	978	0	0	813	978	4899	5154
EVENING LAP SWIM	32	64	54	49	86	113	706	801
EVENING PUBLIC SWIM	290	574	18	32	308	606	3184	3193
EVENING WATER EXERCISE	130	119	48	46	178	165	1053	1070
ADULT LESSONS	81	0	0	0	81	0	81	22
GROUPS AND RENTALS	314	447	0	0	314	447	1726	1555
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
TOTAL ATTENDANCE	2,713	3,300	2,723	3,139	5,436	6,439	37679	40842



January and February, 2012
Monthly Reports

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

Facilities Maintenance
January & February 2012
Prepared by Dan Mickelsen

Well I once again had a busy two months. I will be monitoring temperatures since a spike in energy usage at the Police Dept was brought to my attention. The P.D. is one location that has an electric only HVAC system. Average temps for the month of January were low 36 degrees with a high average of 48 degrees. February brought low temps of 36 and a high average of 52 degrees. Rainfall for Jan. was 6.17 inches and in Feb. 4.74 inches. I'm hoping that due to the change in temperatures I have an answer to the energy used. I also purchased a device that will enable me to track phantom power usage. With any luck at all and if we work together we may be able to save a buck or two on power usage. I will have to admit I did do a poor job of tracking my time spent on this next year's budget. I will say I received bids on insulation, drywall, alarm systems, overhead doors, lighting, several quotes on painting projects to name a few. Oh and by the way I did take a week off to go and meet my new Grand Daughter in Hermiston as well!!

Police Dept: 6 w/o repairs. Most of the hours spent were extracting then rebuilding and reinstalling the exhaust fan for the evidence room. It was crammed up into the ceiling and heavy to boot. Also time was spent on altering a desk, problems with can lights and the graffiti device. 18.25 hrs total

City Hall / Courts: 11 w/o repairs. I did a couple repairs on desks, replacing entry and flag pole lamps, insect treatment and removal of a bunch of "e-waste" or computer junk. 10.75 hrs total

Finance /Transit: 5 w/o repairs. Replacing transit sign lamps that were odd ball, some ballast replacement and replacing exterior passage locks. 9.25 hrs total

Library: 5 w/o repairs. Once again I had to sandbag the exterior doors that face the alley due to sub standard storm system. Applied moss killer, put a band-aid on the floor in the woman's rest room, repaired an emergency light fixture, primed and repainted over graffiti, and trimmed frayed carpeting and re glued it to the floor. There was a complaint made to the Library staff dealing with rest room signs and an aged or out of date alarm system. I replaced the signage and got bids for a new fire alarm system which will be installed as soon as permits are released. 27.75 hrs total.

Planning and Building: 8 w/o repairs. Repaired closet seat, removed graffiti from welcome to Canby sign, disposed of old track lighting, got a quote for panic buttons and took care of an electrical problem to name a few. 9 hrs total.

Shop Complex: 5 w/o repairs. For many years our hazardous storage building has been used as kind of a catch all for old paints, thinners, road oil etc etc. Between jobs I inventoried all of the cans that still contained liquids many were dried up. I contacted Metro filled out the forms and hauled it all in for recycle. I also took care of gutter leaks, repaired the roof top exhaust fan on the paint shop, replaced the light fixtures on the front of the office and changed the filters on the KFU heaters in the Fleet Dept. 17.25 total hrs.

Public Works: I was called to do ESC inspections seven times, attended monthly Lead man meeting, and attended the Pre- App for the Fred Meyer gas station. 16.75 hrs. total.

Fleet Services

Bi-Monthly Report : January / February 2012

Prepared by Joe Witt, Lead Mechanic

January 2012

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$41.25	\$29.12	\$72.30	\$142.67
Adult Center	2	\$217.50	\$111.39	\$252.10	\$580.99
Building	0				\$0.00
Collections	7	\$2,728.25	\$1,002.18	\$688.51	\$4,418.94
Facilities	3	\$615.00	\$349.32	\$77.69	\$1,042.01
Fleet Service	1	\$18.75	\$861.35	\$67.80	\$947.90
Parks	3	\$832.50	\$589.10	\$395.57	\$1,817.17
Police	31	\$10,331.90	\$5,329.27	\$6,044.09	\$21,705.26
Streets	10	\$2,767.50	\$3,322.31	\$1,850.96	\$7,940.77
Transit (CAT)	24	\$9,473.02	\$6,938.18	\$7,345.13	\$23,756.33
Wastewater Treatment	5	\$896.25	\$381.32	\$356.51	\$1,634.08
Total Work Orders Processed for the Month	87	Totals*			\$63,986.12

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

February 2012

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	4	\$708.75	\$69.68	\$57.46	\$835.89
Adult Center	1	\$262.50	\$151.73	\$342.26	\$756.49
Building	0	\$0.00	\$0.00	\$0.00	\$0.00
Collections	4	\$1,350.00	\$2,560.42	\$853.38	\$4,763.80
Facilities	1	\$93.75	\$0.00	\$16.95	\$110.70
Fleet Service	1	\$0.00	\$0.00	\$179.67	\$179.67
Parks	5	\$2,490.00	\$477.30	\$636.58	\$3,603.88
Police	14	\$5,985.00	\$2,912.38	\$6,107.97	\$15,005.35
Streets	9	\$3,195.00	\$5,986.39	\$1,377.46	\$10,558.85
Transit (CAT)	27	\$11,332.50	\$4,552.20	\$7,922.27	\$23,806.97
Wastewater Treatment	2	\$1,443.75	\$765.47	\$136.63	\$2,345.85
Total Work Orders Processed for the Month	68	Totals*			\$61,967.45

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

Fleet Service Highlights

Fleet Service working with other City departments kept the City's Fleet on the road and the City's crews performing their duties.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
January – February 2012

Park Renovations

At the Vietnam Era Veterans Memorial, lighting upgrades have been made to the site.

At Community Park Twelve new BBQ grills were installed throughout the park.

Ryan Gwillim from Firefly Disc Golf Promotions gave us a walkthrough of the disc golf course located on the North end of the Molalla Forest Rd. walking path. The baskets and tee pads have been installed and the course is starting to take shape. The volunteers have done a great deal of brush clearing and our committed to the cause. Visit them @ www.fireflydiscgolf.com to learn more.

Park Maintenance

I the beginning of January we finished putting away all the Christmas decorations. The citizens of Canby continue to utilize the annual tree drop off program; we disposed of 250 Christmas trees that were dropped off at Maple St. Park this year. Staff installed 100cy of engineered wood fiber safety surfacing in the playgrounds and repaired Legacy Parks the playground chimney climber. Tree trimming, tree removal, shrub bed maintenance and storm debris cleanup occupied staff time the last couple of months. Tree trimming chips were utilized on the parks trail system. The light pole planters along second Ave. were dug out and fresh potting soil was installed into the planters.

The Parks Department spent 5 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 Arneson Gardens raking up debris, spreading wood chips in the Eco Park, cleaning up the shrub beds at the Swim and Adult Centers. They also spent one Sunday at Wait Park raking up leaves.

C.C.C.C. performed approximately 336 hours of labor for the City of Canby in the months of January and February.

Meetings attended

We all attended the crew safety meeting.

I attended the Park and Rec. meeting and a Community Park pond restoration meeting.

I attended the Lead Workers meeting and a budget meeting.

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

I wrote and administered Ben and Michaels annual reviews.

We held interviews for the vacant Park Maintenance 1 position.

Michal Nakano attended a turf maintenance workshop.

For your Information

The Parks Department is responsible for 200 acres of property.

Mark Olney was offered the Park Maintenance 1 position.

Department: PUBLIC WORKS
For Month of: January and February 2012
Date: February 1, 2012
Prepared by: Jerry Nelzen

1. **Streets:**

During the month of January the Public Works Department spearheaded the flooding issues in Canby. The crews filled 5 pallets of sand bags for in an effect to help the citizens. We had a large number of citizens outside Canby coming to the Shop Complex to get sand bags. North Juniper street from NE 5th to NE 9th Avenues shoulder was bladed and rocked. Large potholes were filled around town.

The crew received and located 76 locates for January.

Streets	Total Hours
Street Sweeping	53.5
Street Sweeper Maintenance	26
Street Maintenance	88
Street Sign Manufacturing	109.5
Street Sign Maintenance	21.5
Street Sign Installation	6
Street Light Repair	32
Tree Trimming	82.5
Tree Removal	32
Vactor Usage	2

2. **Sewer and Storm System:**

The crew cleaned lift stations in Canby. We had excavated and repaired (2) sewer laterals and one drywell pipe causing a sink hole. The crew repaired the storm system at Hazeldell Way due to flooding. Cleaned and TV'd sewer mains in Canby.

Sewer	Total Hours
Sewer Cleaning	44
Sewer Maintenance	173
Sewer Laterals TV	66.5
Sewer Laterals	35
Lift Station Maintenance	35.25
Locating Utilities	76.5
Sewer Inspections	2
Vactor Usage	18
Storm	
Catch Basin Maintenance	29

Dry Well Maintenance	37
Storm Water Sampling	6.5
Vactor Usage	34
Drying Beds	6

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

The crew during the month of January has taken enormous measures to alleviate the tree problems plaguing street lights by trimming the limbs throughout Canby. The crew removed large trees which were damaging the building on the east side of the Shop Complex Warehouse. They also ground the stumps completely out and hauled away debris. They have helped citizen by trimming tree limbs out of the right-of-way on Township Road. Sol oversaw the removal of the street trees for the NW 1st Avenue Improvement project and it went smoothly.

The crew replaced numerous street and stop signs.

The crew fixed or repaired 23 street lights for January.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	17
Warehouse Maintenance	22
Equipment Cleaning	20
Work Orders	1.5
Training/Schools	20.5
Other	8.5

February 2012

1. Streets:

The Public Works crew cleaned up the tree debris contractors left on NW 1st Avenue tree removal project NW 1st looks great. Streets crew removed hazardous banners hanging over Highway 99E. Repaired and filled numerous potholes around the City.

The crew received and located 53 locates for February.

Streets	Total Hours
Street Sweeping	31.5
Street Sweeper Maintenance	8
Street Maintenance	80
Street Sign Manufacturing	57
Street Sign Maintenance	11
Street Light Repair	25.5
Tree Trimming	93
Tree Removal	29
Vactor Usage	4

2. Sewer and Storm System:

The crew has cleaned and removed roots from sewer main and repaired 4 mains and 4 sewer laterals. Cleaned storm system on SW 13th Avenue and removed years of debris from drywell and the system works great. Excavated and installed 2 cleanouts at property lines.

Sewer	Total Hours
Sewer Cleaning	29
Sewer Maintenance	124
Sewer TV'ing	31.5
Sewer Laterals	48.5
Lift Station Maintenance	178
Locating Utilities	102
Sewer Inspections	5
Vactor Usage	2
Drying Beds	2
Storm	
Catch Basin Maintenance	16
Storm Line Maintenance	2
Drywell Maintenance	30.5
Storm Line Inspections	3
Vactor Usage	11.5

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

The crew during the month of February fixed 25 street lights and trimmed limbs away from 25 street lights they also removed (3) trees which were blocking street lights and could not be pruned to alleviate the situation. Removed 3 trees and weed eaten around the Zion Memorial cemetery.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	8.5
Warehouse Maintenance	4.5
Equipment Cleaning	40.5
Training/Schools	11

City of Canby Bi-Monthly Report

Department: Transit



For: the months of January & February, 2012

Date: March 7, 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) Submitted Quarterly reports and reimbursement requests to ODOT via OPTIS (the state's online reporting system).
- c) Submitted Annual Reports and Certifications and Assurances in TEAM (the Federal Transit Administration's online reporting system). Forwarded copies of the report to ODOT and TriMet.
- d) Submitted Annual reports to ODOT for Job Access Reverse Commute (JARC-5316) and New Freedom (NF-5317) grant funds.
- e) Submitted annual MIS report to ODOT and the Federal Transit Administration.
- f) As per Ordinance 1353, we were notified of ODOT's approval and the submission of our purchase order to EK Coaches for two buses to be delivered in mid-April.
- g) Submitted annual application for 5311 grant funding.

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 eight months of reduced service the total ridership is down by 30.5 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) 11,648 rides in January (32% fewer than January of 2011).
 - 1,489 demand responsive rides (Neighborhood Shuttle & Dial-A-Ride). This is 97.7 % more rides than were provided during January of 2011.

- 7,189 to Oregon City (14 % fewer rides than January of 2011)
- 2,970 to Woodburn (21.8 % fewer rides than January of 2011)
- b) 12,002 rides in February (25.85% fewer rides than February of 2011).
 - 1,456 demand responsive rides (Neighborhood Shuttle & Dial-A-Ride). This is 67.74 % more rides than were provided during February of 2011.
 - 7,363 to Oregon City (5.57 % fewer rides than February of 2011)
 - 3,183 to Woodburn (9.05 % fewer rides than February of 2011)

Over the past eight months the total drop in ridership remains proportional to the drop in service hours.

3) Updates:

- a) On January 19th and February 16th the Transit Advisory Committee held their regular meetings.
- b) A \$1 fare was implemented on the General Public Dial-A-Ride service effective January 2nd.

4) Collisions

- a) No collisions in January or February.

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

- a) Julie Wehling and Nancy Muller attended the January meeting of the RTCC in Portland at Ride Connection.
- b) MV Transit conducted a Safety Meeting for their drivers on February 18th.
- c) Julie Wehling attended a Clackamas County Transportation Consortium meeting in Oregon City on February 6th.
- d) Julie Wehling represented CAT at a special interview/meeting regarding updating the Tri County Elderly and Disabled Transportation Plan on February 3rd at TriMet.



M E M O R A N D U M

TO: URBAN RENEWAL AGENCY

FROM: DAN DRENTLAW, URBAN RENEWAL PROJECT MANAGER

DATE: MARCH 12, 2012

RE: JANUARY/FEBRUARY MONTHLY REPORT

Police Facility

All the brick and masonry work has been completed. The structural steel was scheduled for delivery on December 27, and was not delivered until Friday, March 9th. This delay has set the completion date of the facility to sometime in July, even assuming work on Saturdays. The additional overhead of having the contractor on site for an additional two months will be a significant cost to P and C construction, our general contractor. The contractor is working on a schedule update and will have a specific date established next week. The steel workers are now in process of erecting the roof structure and “dry in” is anticipated to occur in late April.

The City contingency fund could be used to build a road and parking lot that will provide access from the 3rd Avenue parking lot down to an area in front of the basement. The access road was an original part of the police facility design as it provides a connection to the emergency road that connects the property to Cedar. It also provides access to the storm drainage facility and lift station that is maintained by public works maintenance personnel.

An estimate of the costs to do the work was bid at 228k. The work includes earthwork, paving, curbs, a storm water treatment swale, landscaping, and lighting. The contingency fund currently has a balance of 130k, which could be used to build a portion of the road and parking area. An additional 100 k would be needed to build the road and parking lot to City standards, which will be required before the basement can be occupied. The Urban Renewal Commission will be discussing the possible use of the basement for City Hall offices during the March 14th meeting, and the results of that meeting will have bearing on the decision to fund additional dollars to build the road and parking area.

First Avenue Redevelopment

The consultants have completed the construction documents and they have been submitted to the City and County building department for final review. Bid documents are currently in the process of being developed. A preconstruction conference has been scheduled by the Public Works Department on March 14th. Once approved, final bid documents will sent out and responses reviewed. We hope a have a contract ready for approval by the Agency during the April meeting.

A special meeting/workshop was held on Thursday, February 16 at 5:30 at “The Place to be Café”, for business and property owners impacted by the project. Topics discussed included the coordination of the electrical and water lateral work and timing with business property owners on 1st Avenue, and to get input regarding design, construction timing and phasing. The staff handed out information and stopped by every business on 1st Street on January 26th and again on February 9th, in order to update owners about the project and any upcoming meetings.

Once a contractor is selected, we will have an additional community meeting to discuss construction staging and coordination with the electrical contractor regarding the electrical conversion process and ways to minimize impacts to businesses on First Street. Assuming no delays, the construction is anticipated to take six months, ending sometime in November.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

January & February 2012

To: The Honorable Mayor Carson & City Council
From: Dave Conner, Lead Operator
Through: Greg Ellis, City Administrator
Date: March 5, 2012

Facility Operations & Maintenance

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

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

- Replaced all hoses from lime silo to pump and from pump to clarifier.
- Completed annual fire extinguisher inspections.
- Pulled additional cat 5 cable for SCADA in blower building.
- Replaced several lights on U.V system.
- Replaced GFI breakers for D.O. meter outlets.
- Replaced another recirculation pump with standby pump and took problem pump in for repair.
- Raw Sewage Pump still in for repair, and purchasing new motor assembly for it.
- Replaced roller bearing rack on biosolids conveyor.
- Completed monthly belt press filter maintenance.
- Completed scada upgrade.
- Replaced air lines on compressor.
- Started equipment repair inventory and budget process for the new year.
- Performed routine daily maintenance, repairs, and cleaning of plant equipment.

FOG (fats, oils and grease) program

Approximately 23 GRD's (grease removal devices) in Canby's food service establishment were cleaned or inspected over the last 2 months. Continued inspections and mandatory cleaning schedules remain effective in the reduction of FOG throughout 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 32 days in the last 2 months and hauled 419 cubic yards of raw sludge to Riverbend Landfill. Bob worked with Darwin to complete the biosolids annual report.

Meetings and Training Attended

Dave Frahm and I attended the monthly preferred pumper meeting. Bob and I also attended a process control work shop. Plant personnel continue to train on facility equipment malfunctions and emergency procedures to combat possible failures or permit violations.

Management Team Meeting Minutes
March 5, 2012
2:00 PM
City Hall Conference Room

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

Bret Smith

- Steel was delivered today
- Putting together a schedule for a Citizens Academy in the fall

Greg Ellis

- 1st Avenue Redevelopment will be discussed at the City Council Meeting March 7
- City offices consolidation will be discussed at the Agency meeting on March 14 along with the location of a new library

Bryan Brown

- Matilda was notified that Canby received the CDBG for improvements on NE Manzanita and 4th Streets
- Processing the Hope Village annexation application, which will be on the November ballot
- Staff is meeting with Zoar Lutheran to go over the staff report for the Planning Commission Meeting on March 12
- Looking at permit software

Eric Laitinen

- School swim lessons have started
- Extra public swims have been added this month on days there is no school
- Lifeguard class will be held March 26-30

Darvin Tramel

- Researching fire suppressant chemicals that will be used in the new Police Department vehicle bays
- Continuing to work on mixing zones
- Budgeting money for a RARE student
- Looking at public notice protocol for new SDC fees
- Will not be able to truck sludge to Vancouver

Julie Wehling

- Working on parking issues for buses during 1st Avenue redevelopment
- Will be attending the URA meeting on March 14 to talk about what the cost would be to operate a shuttle during the 1st Avenue redevelopment. If shuttle is ran during construction then one of the busses that was to be sold will have to be kept so there is an adequate supply.
- The *Canby Herald* called regarding MV's Safety award

Penny Hummel

- The *Oregonian* had an article about people commuting more on Amtrak from Oregon City to Portland
- The second 1776 event will be held at the library on March 7
- Attending the Public Library Association Conference next week

Amanda Klock

- IT sent each department their recommendations for computer replacements
- Will be having a Benefits Advisory Committee in the near future
- Almost done with background check on City Attorney candidate
- New Parks Maintenance Worker starts tomorrow
- Interviewed Police Department Records Clerks candidates today

Kim Scheafer

- Reviewed Agenda for March 14 URA Meeting
- Working on candidate paperwork packets for the November election. Mayor Carson and Councilors Hensley, Dale, and Daniels terms will expire on December 31.

Minutes taken by Kim Scheafer

Management Team Meeting Minutes
March 12, 2012
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Amanda Klock, Darvin Tramel, Bret Smith, Sue Engels, Bryan Brown, Renate Mengelberg, Joseph Lindsay, Julie Wehling, and Kim Scheafer.

Greg Ellis

- City office consolidation will be on March 14 URA Agenda

Renate Mengelberg

- Annual Urban Renewal Report will be presented March 14
- Banner artists reception will be held at Wallflowers on March 19
- Working with a business who wants to purchase one-half acre of property on Sequoia Parkway

Darvin Tramel

- Working on industrial pretreatment

Joseph Lindsay

- Spoke about his background in law. Has been busy meeting people today and learning the ropes.

Bryan Brown

- City Council and Planning Commission Work Session will be held tonight regarding the Gateway Corridor Plan
- A second meeting was held last week regarding the Corridor Plan
- Zoar Lutheran will be on Planning Commission Agenda tonight

Sue Engels

- Working on overhead charges
- There is an apartment owner that has a large outstanding sewer balance
- OMFA Conference was very good
- Researching how to sell approved BETC credits
- RFP has been submitted for auditing services

Julie Wehling

- Received a survey call from Senator Wyden's office regarding additional operating funding
- Should know this week about being able to park buses at the CC Event Center during First Avenue Redevelopment
- New buses are done and should be shipped soon

Kim Scheafer

- New Emergency Operations Plan is complete. Jorge Tro will talk about it at an upcoming Management Team Meeting. Work Session with City Council will be held prior to adoption.
- Review Agenda for March 21 CC Meeting

Bret Smith

- All the steel was delivered to the new Police Station last week
- Looking at a move in date in August
- Will be revamping the Police Department's website
- Formed a committee to look at shift rotations not based on seniority
- There is a requirement for Directors to receive NIMS training. Free classes are offered online through FEMA.
- Will be out of the office during spring break

Minutes taken by Kim Scheafer

CITY COUNCIL / URA MEETING FOLLOW-UP ITEMS				
ORIG. CC / URA MTG. DATE	ITEM	STATUS	ASSIGNED TO	FOR CC OR URA MTG. OF
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	March 14, 2012
10/12/2011 URA	Other use or market for Solar Panels	Researching	Dan	March 14, 2012
11/2/2011	NW 3rd Ave. Parking	Researching	Greg	March 14, 2012
11/9/2011 URA	Sequoia Parkway to 13th Extension Design	Need Authorization to Proceed from URA	Greg	March 14, 2012
2/1/2012	Clackamas County Broadband Project	Determine Need @ City Owned Facilities	Greg	April 4, 2012
OTHER STAFF ITEMS				
DATE	ITEM	STATUS	ASSIGNED TO	TARGET DATE
	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
	Selling Property Partitioned Next to Maple Street Park (former location of Marshall House)	Waiting for better econmic times to sell property.		On-Going