



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

May 16, 2012

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Randy Carson

Council President Walt Daniels

Councilor Richard Ares

Councilor Tim Dale

Councilor Traci Hensley

Councilor Brian Hodson

Councilor Greg Parker

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

A. Approval of Minutes of the May 2, 2012 City Council Work Sessions & Regular Meeting

B. Reappointment to Library Board

Pg. 1

C. New Outlet Liquor License for the Mini Chef Restaurant

Pg. 2

7. RESOLUTIONS & ORDINANCES

- A. Ord. 1356, Adding Section 13.12.065 to the Canby Municipal Code Creating an In-Lieu-of Franchise Fee for the Use of Publically-Owned Right-of-Ways for Sewer Service (**2nd Reading**) Pg. 4
- B. Ord. 1357, Amending Canby Municipal Code Chapter 8.20 Regarding Emergency Assistance Alarms (**2nd Reading**) Pg. 5

C. NEW BUSINESS

D. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

E. CITIZEN INPUT

F. ACTION REVIEW

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

H. 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: 4/22/12Name: Cathleen Whiting Occupation: Economics Professor

Home Address: _____

Employer: Willamette University Position: Assoc. Prof. of Economics

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

For which position are you applying? Library board member

What are your community interests (committees, organizations, special activities)? _____

Library board + volunteerExperience and educational background: Ph D. Economics, 7 yearsLibrary volunteer 1 term on board, board chair for 2 years until recently.Reason for your interest in this position: continue working in behalf of libraryList any other City or County positions on which you serve or have served: none

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

RECEIVED**APR 24 2012**Phone: 503.266.4021 Fax: 503.266.7961 Email: Scheafel@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

Memo

To: Mayor Carson & Members of City Council
From: Bret J. Smith, Chief of Police 
CC: Kim Scheafer, City Recorder
Date: May 2, 2012
Re: Liquor License Application / The Mini Chef Restaurant

I have reviewed the attached liquor license application completed by the applicant, John and Linda Morris for business, The Mini Chef Restaurant, located at 102 – 104 N. Ivy Street, Canby, Oregon.

In addition, I have spoken with applicant Linda Morris; and we discussed the laws involving the sale of alcoholic beverages. She told me she is familiar with the Oregon liquor laws, stating she has managed the sale of alcoholic beverages for numerous years. She said has received training regarding the laws involving the serving of alcoholic beverages and she understands the consequences for failure to comply with the rules as set forth by Oregon State law. She said she will continue to work closely with OLCC as it relates to training for her employees on pertinent laws involving alcohol related issues.

John and Linda Morris are requesting a "Full On-Premises Sales" be approved.

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



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

PD 5/1/12
\$100.00
8.

Application is being made for:

LICENSE TYPES

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

ACTIONS

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

90-DAY AUTHORITY

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

APPLYING AS:

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

CITY AND COUNTY USE ONLY

Date application received: 5.1.12

The City Council or County Commission:

City of Canby
(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____

(signature)

(date)

Name: Bandy Carson

Title: Mayor

OLCC USE ONLY

Application Rec'd by: JP

Date: 5-1-12

90-day authority: ☐ Yes ☐ No

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

① JLM LLC ③ _____

② _____ ④ _____

2. Trade Name (dba): THE MINI CHEF RESTAURANT

3. Business Location: 102-104¹⁰⁴ N. IVY STREET CANBY CLACKAMAS OR 97013
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 102 N. IVY STREET CANBY OR 97013
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-266-1441 503-266-1442
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: N/A Type of License: N/A

8. Former Business Name: BISCUITS CAFE

9. Will you have a manager? ☒ Yes ☐ No Name: LINDA K. MORRIS
(manager must fill out an Individual History form)

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

11. Contact person for this application: JOHN MORRIS
(name)

102 N. IVY STREET CANBY OR. 503-266-1442 THEMINICHEF@hotmail.com
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① John Morris Date 5/1/12 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

ORDINANCE NO. 1356

**AN ORDINANCE AMENDING THE CITY OF CANBY MUNICIPAL CODE BY
ADDING A NEW SECTION, 13.12.065, CREATING AN IN-LIEU-OF FRANCHISE FEE
FOR THE USE OF PUBLICALLY-OWNED RIGHT-OF-WAYS FOR SEWER SERVICE**

WHEREAS, the City of Canby Sewer service enjoys the use of publically-owned right-of-ways;

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Chapter 13.12, Rates and Connection Fees, of the City of Canby Municipal Code is hereby amended by adding a new section, 13.12.065, In-Lieu-of Franchise Fee, as follows:

13.12.065 In-Lieu-of Franchise Fee. Effective July 1, 2012 through June 30, 2014 as compensation for the use of publically-owned rights-of-way, the sewer combined funds shall pay the General Fund an In-lieu-of franchise fee in the amount of seven percent (7%) of City of Canby sewer customer service charges.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 2, 2012 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, May 16, 2012 commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 16th day of May 2012 by the following vote:

YEAS _____

NAYS _____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1357

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 8.20 REGARDING EMERGENCY ASSISTANCE ALARMS.

WHEREAS, the City of Canby wishes to update the Canby Municipal Code pertaining to Emergency Assistance Alarms; and

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Section 8.20.030 of the CMC shall be amended to read as follows:

§ 8.20.030 Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Alarm Business means the business by any individual, partnership, corporation or other entity of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving or installing any alarm system or causing to be sold, leased, maintained, serviced, repaired, altered, replaced, moved or installed any alarm system in or on any building, structure or facility.

Alarm Center means any location, other than the communications center where alarms are received from sites within the city, and from which the police are requested to respond.

Alarm User means the person, firm, partnership, association, corporation, company or organization of any kind in control of any building, structure or facility wherein an alarm system is maintained.

Automatic Dialing Device means a device which is interconnected to a telephone line and is programmed to select a predetermined telephone number and transmit by voice message or code signal an emergency message indicating a need for emergency response.

Chief of Police means Director of Police Services for the city or his or her designated representative.

Communications Center is the city facility used to receive emergency and general information from the public to be dispatched to the Police Department field officers and detective bureau.

Coordinator means the individual designated by the Chief of Police to issue permits and enforce the provisions of this chapter.

Emergency Assistance Alarm System means any assembly of equipment, mechanical or electrical, arranged to signal the occurrence of an illegal entry or other activity requiring urgent attention and to which police are expected to respond.

False Alarm means an alarm signal or request eliciting a response by police when a

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situation requiring a response by the police does not in fact exist, but does not include an alarm signal caused by violent conditions of nature or other extraordinary circumstances not reasonably subject to control by the alarm business operator or alarm user.

Government Political Unit means a government, governmental subdivision or a governmental agency, including a county, city or special district.

Interconnect means to connect an alarm system including an automatic dialing device to a telephone line, either directly or through a mechanical device that utilizes a telephone, for the purpose of using the telephone line to transmit a message upon the activation of the alarm system.

Primary Trunk Line means a telephone line servicing the Police Department that is designated to receive emergency calls.

Section 2. Section 8.20.040 of the CMC shall be amended to read as follows:

§ 8.20.040 Alarm user's permit required.

A. Every alarm user shall obtain an alarm user's permit for each system from ~~the coordinator's office~~ **the Police Department within 30 days of the alarm system becoming operational** ~~upon the effective date of the ordinance codified in this chapter or prior to use of an alarm system.~~ Users of systems using different alarm capabilities shall obtain separate permits for each function. Application for an emergency assistance alarm user's permit and a fee for each alarm shall be filed with the ~~coordinator's office~~ **Police Department** every 12 months. Each permit shall bear the signature of the Chief of Police and be for a 1-year period. The permit shall be physically upon the premises using the alarm system and shall be available for inspection by the Chief of Police or alarm coordinator.

B. If a residential alarm user is over the age of 65 and is the primary resident of the residence and if no business is conducted in the residence, a user's permit may be obtained from the ~~coordinator's office~~ **Police Department** according to division A. of this section without the payment of a fee.

C. A fee will be charged in addition to the fee provided in division A. of this section to a user who fails to obtain a permit within ~~15~~ **30** days ~~the alarm system becoming operational after the effective date of the ordinance codified in this chapter,~~ or who is more than 15 days delinquent in renewing a permit.

D. An alarm user required by federal, state, county or municipal statute, regulation, rule or ordinance to install, maintain and operate an emergency assistance alarm system shall be subject to this chapter ~~and may be issued a special alarm user's permit.~~

E. An alarm user which is a governmental political unit shall be subject to this chapter, but a permit shall be issued without payment of a fee.

(Am. Ord. 1327, passed 5-19-2010)

Section 1. Section 8.20.050 of the CMC shall be amended to read as follows:

§ 8.20.050 User instructions.

It is the responsibility of each alarm user to obtain instructions and information regarding their alarm system to ensure accurate operation and service of the alarm system. The alarm user should ensure that all potential users of the system receive the instructions and service information, including how to cancel a false alarm.

~~A. Every alarm business selling, leasing or furnishing to any user an alarm system which is installed on premises located in the area subject to this chapter shall furnish the user with instructions that provide information to enable the user to operate the alarm system properly and to obtain service for the alarm system at any time.~~

~~B. Standard form instructions shall be submitted by every alarm business to the Chief of Police within 60 days after the effective date of the ordinance codified in this chapter. If he or she reasonably finds the instructions to be incomplete, unclear or inadequate, he or she may require the alarm business to revise the instructions to comply with division A. of this section and then to distribute the revised instructions to its alarm users.~~

Section 3. Section 8.20.070 of the CMC shall be amended to read as follows:

§ 8.20.070 False alarms; fee.

A. ~~Special Alarm User's Permit (as defined in division D. of § 8.20.040).~~ An alarm user required by federal, state, county or municipal statute, regulation, rule or ordinance to install, maintain and operate an emergency assistance alarm system not be subject to revocation due to false alarms; and

~~1. Special alarm permits shall not be subject to revocation due to false alarms; and~~

~~2.~~ **1.** For each false alarm over 2 during each ensuing 12-month period after a permit is issued or renewed, upon written demand thereof by the Chief of Police or alarm coordinator, the holder of a ~~special~~ user's permit shall pay a fee.

B. Governmental Political Unit ~~(as defined in division E. of § 8.20.030).~~

1. Shall not be subject to revocation due to false alarms; and

2. For each false alarm over 2 during each ensuing 12-month period after a permit is issued or renewed, for each location, and upon written demand thereof by the Chief of Police or alarm coordinator, the holder of an alarm user's permit shall pay a fee.

C. All Other Alarm Permits. For each false alarm over 2 during each ensuing 12-month period after a permit is issued or renewed, for each location, and upon written demand thereof by the Chief of Police or alarm coordinator, the holder of an alarm user's permit shall pay a fee.

D. Effect on Term. The payment of any fee provided for in this section shall not be deemed to extend the term of the permit.

E. Nonpermit User's False Alarms.

1. Alarm requests from alarm centers, as defined in § 8.20.030, shall be subject to

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false alarm fees.

2. For each false alarm request over 2 in a calendar year, for each location, and upon written demand thereof by the Chief of Police or alarm coordinator, the resident, tenant or owner shall pay a fee.

(Am. Ord. 1327, passed 5-19-2010)

Section 4. Section 8.20.080 of the CMC shall be amended to read as follows:

§ 8.20.080 False alarms; permit revocation.

A. Any emergency assistance alarm system which has 7 or more false alarms during each ensuing 12-month period after a permit is issued or renewed shall be subject to permit revocation as provided in this section.

B. If the communication center records 7 or more false alarms during each ensuing 12-month period after a permit is issued or renewed, for any emergency assistance alarm system:

1. The Chief of Police shall notify the alarm user and the alarm business providing service or inspection to the user by certified mail of that fact and direct that the user submit a report to the Chief of Police within 10 days of receipt of the notice describing actions taken or to be taken to discover and eliminate the cause of the false alarms.

2. If the alarm user submits a report as directed, the Chief of Police shall determine if the actions taken or to be taken will prevent the occurrence of false alarms; if he or she determines that the action will prevent the occurrence of false alarms, he or she shall notify the alarm user and the relevant alarm business in writing that the permit will not be revoked at that time, and that if 1 more false alarm occurs within the permit year, the permit will be summarily revoked.

3. If no report is submitted, or if the Chief of Police determines that the actions taken or to be taken will not prevent the occurrence of false alarms, the Chief of Police shall give notice by certified mail to the user that the permit will be revoked without further notice on the tenth day after the date of the notice if the user does not file within that period a written request for a hearing.

4. If a hearing is requested, written notice of the time and place of the hearing shall be served on the user by the Chief of Police by certified mail at least 10 days prior to the date set for the hearing, which date shall not be more than 21 nor less than 10 days after the filing of the request for hearing.

5. The hearing shall be before the City Council, and the Chief of Police and the alarm user shall have the right to present written and oral evidence, subject to the right of cross-examination. If the Council determines that 7 or more false alarms have occurred during each ensuing 12-month period after a permit is issued or renewed, and that the user has not taken actions which will prevent the occurrence of false alarms, the Council shall issue written findings to that effect and may issue an order revoking the user's permit.

6. In situations permitting summary revocation under division B.2. above and revocation following a hearing under division B.5. of this section, revocations shall be effective

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on the fifth day following the mailing by certified mail by the Chief of Police or alarm coordinator of a notice of revocation. There shall be no appeal of a summary revocation.

C. Permits revoked pursuant to the above procedure shall be revoked for a period of 1 year. Any alarms received during the period the alarm permit is under revocation will result in a charge of ~~\$100~~ per each alarm received. The charge or charges must be paid in full prior to reapplication for an alarm permit.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 2, 2012, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, May 16, 2012, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 19th day May 2010, by the following vote:

YEAS _____

NAYS _____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

2nd Reading



City of Canby Bi-Monthly Report

Department: Administration

For Months of: March & April 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: May 7, 2012

1. **Business Licenses** – Twenty-seven (27) new business licenses were issued during the months of March and April 2012. This compares to 24 new licenses issued during March/April 2011. Twenty-four (24) business licenses were inactivated during the months of March/April 2012. This compares to 37 licenses inactivated during the same period in 2011. One-hundred eighty-five (185) business license renewals were sent out, compared to 171 in 2011. The total number of businesses licensed with the City of Canby is 1,152, compared to 1,010 in March/April 2011. Six hundred sixty-two (662) of these have Canby addresses, compared to 646 last year at this time.
2. **Complaints/Inquiries** – Eighteen (18) complaints/inquiries were received during March and April 2012. Eighteen (18) complaints have been resolved and 13 were resolved within 24 hours. Seven (7) follow-up cards were mailed and 5 were returned with Excellent and Good ratings. We received no Poor rating during this tracking period.

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

"Thank you for taking care of this so promptly!"
"Thank you so much!! This was very quickly resolved. Great job to all involved from phone to repair. Erin Burckhard and crew were courteous, prompt and helpful. It's great to have a street light again!"
"Two of 3 lights I mentioned out were fixed in a day – GREAT ☺! One still remains dysfunctional." (the dysfunctional one was referred to CUB).
3. **Training/Meetings** – Kim Scheafer attended the Benefits Committee Meeting on April 10
4. **Special Animal Permits** – There were no Special Animal Permits issued during the months of March and April 2012.
5. **Liquor Licenses Processed** – None.
6. **Miscellaneous** – The City's electronic newsletter was distributed to 1,001 email addresses in March and 1,026 email addresses in April 2012.



City of Canby Bi-Monthly Monthly Report

Department: Court

For Months of: March & April, 2012

To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Kathy Mashek, Office Specialist
Date: May 2, 2012

- Eleven people attended the seatbelt class for the months of March & April. This generated \$165.00 toward the purchase of helmets. Seat belt class is now being held at Meridian Park Hospital rather than Willamette Falls Community Education Center, but it is still being given by the trauma nurses from Emanuel Hospital.
- Court trials for the months of March & April were held for 21 defendants and there was one jury trial. This required 12 officers, at various times, to come to testify.
- Five hundred thirty-one cases were filed and 550 cases were concluded during these months.
- Revenue for both months was \$111,387.99. Out of the amount collected, Oregon Department of Revenue received checks totaling \$18,667.01 and Clackamas County received \$990.72.
- Thirty-three defendants appeared with attorneys. With the defendants there were a total of four different attorneys present.

Training/Meetings:

- Jane Moe Wright completed a Webinar on express bill pay thru Caselle. She also completed Theft Talk, which is a class Judge Grafe refers people from the court to.



M E M O R A N D U M

TO: Honorable Mayor Carson and City Council
FROM: Renate Mengelberg, Economic Development Director
THROUGH: Greg Ellis, City Administrator

RE: BI-MONTHLY STAFF REPORT March-April 2012
ECOMONIC DEVELOPMENT DEPARTMENT

Project Updates

The following projects are funded through Urban Renewal.

- **Business Recruitment Activities:**

- Business Recruitment proposals were submitted for two state leads.
- Bold Ideas has purchased the WW Grigg Building at 2000 SE 4th Avenue. They will open operations in June. The company creates precision metal finished products for a variety of clients. A promising business opportunity will help the company grow from the 12-15 employees they have now to potentially 40 – 50 over time.
- A “Welcome to Canby” meeting and tour was held for Product Manufacturing on March 27th. They are a precision machine production facility that relocated to SW 2nd from the City of Sherwood. They are a supplier to several Canby businesses.
- Staff and CUB representatives met with a prospective manufacturer looking for 10 acres in the Canby Pioneer Industrial Park. This project that may not come to fruition for many years.

- **Revolving Loan Program:**

The Urban Renewal board approved the creation of a revolving loan fund program to support local business investments at their April meeting. Loans of \$10,000 to \$250,000 could be available for capital projects such as building code upgrades, fixtures, building expansions or new construction. The intergovernmental agreement details are being negotiated with the Mid-Willamette Council of Governments and \$75,000 has been budgeted to launch the program on July 1.

- **2012 -2013 Rare Student Application:**

The Economic Development, Planning and Environmental Services departments are partnering on a RARE Program Application to recruit a skilled Geographic Information System graduate student. The student will work on many data collection and mapping projects. As the city unveils its new GIS program we need make sure our digital information is accurate and to add more data layers to our program. This GIS system will be an online mapping tool to inform property owners, businesses and developers on important characteristics of sites in Canby.

Main Street Updates

The following projects are funded through Urban Renewal.

- **Mainstreet Manager Recruitment update:** The main street managers role is to generate and support business vitality and investment in downtown and to build on a Main Street framework. The manager will coordinate activities within the downtown revitalization program, partner closely with local organizations, businesses, property owners and governmental agencies in order to promote investment and development in downtown Canby. Staff reviewed thirty three applications, interviewed six promising semi-finalists, conducted second interviews with three strong finalists and unanimously agreed to extend an offer to a promising candidate that has received glowing references. A tentative offer contingent on as successful background check will be made this week.
- **Canby Downtown Market Analysis** – the city has completed three surveys with very strong response rates that will provide valuable information to our businesses. The shopper survey received 900 responses and the employer survey that garnered over 200 responses. Almost 4,375 surveys were sent out in utility bills to Canby property owners in early April and we have received 656 surveys back. Marketek, our consultant team, is analyzing the findings now. The surveys will identify community preferences and gaps and evaluate the shopping experience in Canby.
- **Canby First Friday:** The program was re-launched on May 4th and 10 businesses and 11 organizations participated. Most have signed up for the full 8 month program. Many of the businesses are new to the program this year. Businesses keep their doors open in the evening and many offer refreshments, music and specials. New this year, the Canby Arts Association will work with businesses to display art in shops. The program will be advertised in the Canby Herald, the Canby Connection, and online with Oregon Live, the Chamber of Commerce and on Facebook. We hope Canby residents will come downtown and explore all these businesses have to offer.
- In June, staff will partner with the Chamber of Commerce to add a “Cash Mob” event to First Friday. A cash mob convenes at a local business and commits to spending at least \$10 and then will meet for dinner afterward to socialize. This is a popular new method for supporting businesses. The program will be promoted through the chamber and social media.
- **Next Round of the Canby Art Banner Program:**
A second call is out for artists to create artwork for banners on 1st and 2nd Avenues to be submitted by September 15th. The art work will be digitized and then printed on the new banners so that they will be virtually indestructible and easier to replicate. The new banners will be unveiled on 1st Avenue once construction is complete and hung on 2nd Avenue in mid-October. Please call Renate Mengelberg if you would like to contribute your artistic talents to beautify downtown.
- **Façade Improvement Program:**
The facades of Canby Station and Grant Crossing are nearly complete and are a great addition to Canby. The American Legion is actively working to move forward with their application. We encourage businesses to take advantage of this great program.



Bi-Monthly Finance Department Report

To: Mayor Randy Carson & City Council Members
From: Sue Engels, Finance Director
Through: Greg Ellis, City Administrator
Covering: March & April 2012
Compiled by: Suzan Duffy

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

- The **Proposed 2012-2013 Budget** was the primary focus this period. Projection and budget estimates from multiple sources were pulled together to develop the proposed budget document which was distributed in April. The first Budget Committee meeting was held April 26th. Additional information requested by the Committee regarding a breakdown of employee benefit costs was also provided.
- Several **proposals for auditing services** were received. The accounting firm Pauly Rogers and Co. will be the auditor starting this year. Merina & Company completed their contract work with us with the BETC audit for Transit in April.
- Preparation of an updated proposed **Master Fee Schedule** was coordinated and will go before the Council May 2nd (Resolution 1124).
- Annual personalized **Compensation Statements** that provide a comprehensive look at salary and benefits went out to each benefitted employee in March.
- Our **payroll software** was upgraded in March to the current Caselle Clarity version. Significant time was spent preparing the data for conversion and carefully reviewing the converted data. Due to these efforts, no serious problems have been noted. Adaptation to the new system continues, but several features are already translating into increased efficiency.

- This period was particularly busy for **Transit Tax** collection as annual returns were due in mid-April, and quarterly returns sent out in March began arriving at the same time. The upgraded software is making it easier to systematically send penalty and interest billings to late filers and reminder notices to non-filers.

- Research into the history and intent of the City's "discount" sewer rate resulted in a proposal for a policy regarding eligibility for a **reduced sewer rate**. This will go before the Council on May 2nd (Resolution 1127).

- An updated list of properties within the City limits which have outstanding **Advanced Financing District (AFD) assessments** was provided to the Planning Department. Fees are supposed to be paid prior to development.

- Stepped-up efforts at systematizing **document retention and destruction** are underway with the assistance and recommendations of the City Recorder's office.

- **Staff spotlight:** **Judi Christiansen** is a Finance Office Specialist III in charge of **Utility Billing**. She came to the Finance Department from the Building Department in 2008, where her customer service skills and attention to detail revealed her as a perfect choice for establishing a brand new billing system for collecting Sewer and Street Maintenance Fees. In addition to managing the billing cycle and maintaining the customer database, Judi has developed innovative methods of collection while maintaining kind and conscientious customer service. Judi also serves as the go-to person in the Finance Department regarding LID billing, AFD tracking and property liens. She is also cross-training in payroll. Judi has two wonderful daughters and deep roots in the community as a Canby native. She enjoys riding her bike, interior decorating, antiquing, and traveling in the Northwest.

Statistics this period:

- **Accounts Payable**

Invoices:	765
Invoice entries:	1174
Encumbrances:	18
Manual checks:	12
Total checks:	455

- **Payroll**

Timesheets processed:	432
Total checks and vouchers:	503
New hires/separations:	6/1

- **Transit Tax Collection**

Forms sent:	712
Delinquent notices sent:	18
Non-filed notices sent:	0
Accounts opened/closed:	18/84
Returns posted:	675

- **Utility Billing**

Bills sent:	9023
Counter payments:	310
Accounts opened and closed:	114
Lien payoffs:	5
Lien payoff inquiries:	21
Collection notices sent:	18
Accounts sent to collections:	4

- **General Ledger**

Total journal entries:	402
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- **Cash Receipts Processed**

Finance:	941
Utility:	552

- **Cemetery**

Total property purchases recorded:	11
Total interments recorded:	8

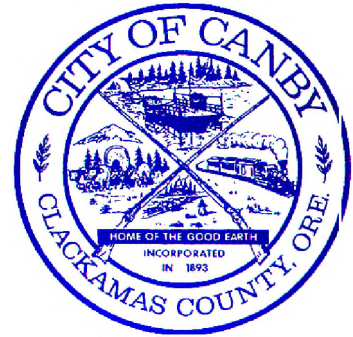
CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
March – April 2012

TO: Honorable Mayor Carson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: May 7, 2012



Circulation. In March and April, print circulation (checkouts and renewals) held steady at 58,868 items, almost exactly the same as the same period last year. In addition, there were an 1,162 circulations of e-books during this two month period.

1776: A Reading and Discussion Series. Our multipart series on David McCullough's acclaimed book finished with a bang in April. Overall, 193 people attended one or more events and all of the 78 people who filled out evaluation forms rated the event they attended as "excellent" (82%) or "good" (16%). Respondents also noted that, thanks to 1776, they:

- Learned something new (69 respondents)
- Were inspired to learn more (62 respondents)
- Had fun (56 respondents)
- Felt connected to the community (36 respondents)
- Met new people (22 respondents)

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. The other highlight of this two month interval was our 2nd annual Dia del Nino/Dia del Libro (Day of the Child/Day of the Book) celebration on April 28, which attracted 80 people. Earlier that week, 70 children and their parents explored the world of insects and spiders with *The Bug Chicks*. Other programming included Lego Night, computer and e-book classes, master gardening, origami and a display of quilts from the inmates of Coffee Creek Correctional Center.

Upcoming programming. A sampling of upcoming events in May:

- Curious George Tea Party (May 12 at 2 p.m.)
- Reading by Governor Barbara Roberts from her new book *Up the Capitol Steps: A*

Woman's March to the Governorship (May 24 at 6:30 p.m.)

- Two part genealogy workshop with expert librarian Steven Turner (May 9 and 16 at 1:30 p.m.)
- Teen "Library After Dark" costume party (May 21 at 6:15 p.m.)

New library planning. With the Urban Renewal Agency's approval, the New Library Planning Team (including city and library staff and members of the community) has begun work to evaluate two new possible sites for the new library. We expect to present recommendations to the URA in early summer.

Service enhancements. When the Clackamas Corner Library moved to its new location in Sunnyside Village, we were able to procure a gift of free shelving to accommodate our growing young adult (teen) and large print collections. These new shelves have been installed and are a significant improvement to our display of young adult nonfiction, large print and fiction paperbacks (now housed where large print used to be).

Community involvement. Volunteers donated 557 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. They also assisted with library programming and events.

PLANNING & DEVELOPMENT SERVICES MARCH/APRIL 2012 BI-MONTHLY REPORT



TO: *Honorable Mayor Carson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *May 7, 2012*
THROUGH: *Greg Ellis, City Administrator*

The following report provides a summary of the Planning and Development Services activities for the months of March and April, 2012. Please feel free to call departmental staff if you have questions or desire additional information about any of the listed projects or activities. This report includes a listing of new land use applications being processed and building permit site plan review activity for this period.

Plan Preparation

- 1. Highway 99E TGM Gateway Corridor & STA Grant.** A special joint Council and Planning Commission Work Session was held in March to discuss where the 99E corridor planning project was at and direction that is being taken based on allowed choices by ODOT and preferences staff has received to date from the public input sessions. Those choices are now being incorporated into a draft planning document. Staff has explored how a project might be put together to repaint (fix) the Logging Road Bridge over 99E by finding an artist to develop a project that would begin to implement this Gateway Plan's evolving vision and get the existing peeling paint repaired. 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 prepared a TGM technical assistance grant application to DLCD and ODOT to assist in the preparation of an updated Buildable Lands Need Study. Consideration is still going through the mix.
- 3. Downtown Parking Study.** An updated parking study for Downtown Canby was developed, grant secured, and study approved with assistance included from the original parking study developer – Rick Williams. This downtown parking analysis grant work is expected to run from May 1 through November, 2012.
- 4. Dog Park Design.** Focus this period has been centered on solidifying the best location for the planned dog park. The large City owned area north Eco Park and the Wastewater Treatment plant is the prime area of consideration. A good deal of the area considered for the park is within the Willamette River floodplain. Discussion with the County about the floodplain issue has begun.

City Program/Project Participation

- 5. Transportation/Parks System Development Charge Study & Fee Update.** The FCS Group – John Ghilarducci, and Doug Gabbard – developed a draft analysis of the methodology this period for both the Parks and Transportation SDC's. This draft analysis will be refined in the coming couple of months. We are now approximately 15% through this project. This SDC study is crucial in setting the SDC funding rates necessary to meet the City's development growth needs for transportation improvements and parks.
- 6. Community Park Improvements.** The Fish & Wildlife agency are now bringing money to the table to help move forward on the agreed upon design improvements around the fishing pond. Project details are available from Matilda Deas.
- 7. Planning Commission.** The Planning Commission held a public hearing on the Phase II addition to the Zoar Lutheran Church which was approved in March.
- 8. Code Enforcement Issues.** Planning staff worked with the code enforcement officer on sign issues and a couple of new fence questions this period.

Regional Activity Participation

- 9. Clackamas County Coordinated Population Forecast for Five Rural Cities.** Staff attended the kickoff meeting in March with county staff and others who are leading a project to arrive at a coordinated and approved population forecast for each of the rural cities in the County. All local planning actions must utilize the results of this study.
- 10. Clackamas County Transportation System Plan.** *No Particular Additional Staff Input This Period.*
- 11. 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. The results for the mid-term (2025) forecast are now available and finalized.
- 12. 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.

13. Miscellaneous Dept. Activities

- Staff has continued to discuss and study issues relating to allowing having one of the entryway trees that partially blocks sight to the Vietnam Memorial removed.
- Director attended a local area League of Oregon Cities meeting that shared their priorities, results of the recent special legislative session, and that provided an opportunity for local officials to provide input on what is important to them. Focus was on declining revenues.
- Staff assisted URA staff with two façade improvement projects that are now moving forward that include the new Lego's Building at Grant and Hwy. 99E and Cutsforth plan to improve the façade of his building along Ivy Street.

- Joint effort was made to submit an application to compete in securing a RARE internship to work on GIS mapping of City infrastructure and other mapping improvements. The necessary city match has been included in shared departments' budget.
- The director spent considerable time developing the 2012/2013 proposed departmental budgets for planning and building this period.
- A CDBG sidewalk improvement application was submitted and approved by the County.
- Staff worked closely with all involved on the 1st Avenue Redevelopment project. A pre-construction plans conference was held in March and the final Plan set just recently approved by all agencies.
- Put in-place new Planning and Building application tracking excel spreadsheet to replace a hard copy notebook and the ancient Permits Pack building permit software program whose use is expected to be retired by the end of this fiscal year.
- Developed some modifications to the Master Fee Schedule to help maintain fair and equitable fee schedule.

Development Activity

14. Pre-Application Conference(s) Held:

- none

15. Land Use Applications Submitted March 1 through April 30, 2012:

- Site and Design Review and Conditional Use Permit application by Canby Evangelical Church for construction of a new administrative/youth services building at 339 SE Township Road. (DR-12-02/CUP-12-01)
- Conditional Use Permit application by Mid-Willamette Valley Habitat for Humanity for use approval of an existing building and property for a Restore at 411 S Redwood Street (CUP-12-02)

16. Pre-Construction Conference(s) Held:

- The Downtown NW 1st Avenue Redevelopment project construction plan review conference was held on March 16. The final signoff on the contractor set of approved plans occurred on May 2, 2012 with Council awarding of the contract bid the same day.

17. Land Use Consultations.

- Staff has continued to work with applicants on a project for a dance studio on property near the high school, a seismic upgrade of the original water reservoir/emergency generator for CUB on SW 13th Avenue, a possible hot dog vendor, a change of use conversion of two homes to business and mixed uses, additional antennae to an existing cell tower, the Fred Myer Fuel Station pending application and traffic study, met with Habitat Restore representatives to review conditional use application needs, among others.

18. Building Permits for March and April, 2012 (City Zoning Conformance Review).

Signs Permits:


- SN-12-05 Mini Chef Restaurant – new wall sign(s) – 102 N Ivy St – 4.04.12
- SN-12-06 Mini Chef Lounge – new wall sign – 104 N Ivy St – 4.04.12

Building Site Plan Reviews Submitted:

- SP-12-03 Brad Holcomb - new residential duplex – 312/314 Knott Ct. – 3.07.12
- SP-12-05 Crystal Park Const. – new detached home – 1482 N Elm St. – 3.21.12
- SP-12-07 Mini Chef – commercial remodel at 102/104 N Ivy St. – 4.19.12
- SP-12-08 Joe Snyder – home roof framing alteration – 1017 N Juniper St. – 4.23.12

Other City of Canby Building/Mechanical Permits Issued:

March







-  1 Fire Sprinkler System – Police Facility

April





-  none

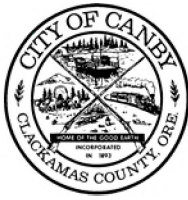
Previous City of Canby Permit Inspection Finals

March

-  1 Commercial Residence Facility – Country Side Living
-  2 Commercial Tenant Improvements
-  1 Manufactured Home Set Up
-  1 Residential Carport
-  1 Residential Shed
-  2 Residential Mechanicals

April

-  1 Antenna Update
-  1 Commercial Racking
-  3 Sign Permits
-  1 Residential Pole Building



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: May 7, 2012

Re: March - April 2012 Report

The Canby Swim Center has been busy the last couple of months. Second grade swimming lessons are almost all in the late spring, with the last classes finishing up on June 15th. Between the late ending school year and the late second grade swimming lessons, revenue and attendance figures have shifted somewhat. The last two months' revenue was down about \$300.00 from last year but, we are still ahead for the year by about \$6,500.00. The same could be said for attendance; down about 650 swims, but up overall 3,100.

Spring break was packed with extra public swims and our annual lifeguard training class. March also marked the end of the short course swim season for the Canby Gators which they capped with a 3rd place finish at the season ending Tall Timbers Meet. This was the highest they have finished in the past few years and a good sign of things to come.

April included a lot of swimming lessons: school lessons, morning public lessons, evening public lessons and adult lessons. The Tri-it class, which targets the local triathlon community, finishes up this week just a few days before the Canby Gator Grinder Triathlon which is this Saturday May 12th at 7:30am. The Triathlon is a 500 yard swim, 12 mile bike ride and a 3 mile run. It is a great event that raises funds for the Canby Swim Club. They get a lot of help and support from the community as well as the city of Canby and I know they are very grateful for the support.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR MARCH 2012
DATE: MAY 7, 2012

CANBY SWIM CENTER MARCH 2012	ADMIT 2011	ADMIT 2012	PASS 2011	PASS 2012	TOTAL 2011	TOTAL 2012	YTD TOTAL 10-11	YTD TOTAL 11-12
MORNING LAP	52	51	327	295	379	346	2498	2504
ADULT RECREATION SWIM	71	23	585	567	656	590	4684	5117
MORNING WATER EXERCISE	89	90	312	320	401	410	2385	3299
PARENT/ CHILD	162	220	0	0	162	220	840	1489
MORNING PUBLIC LESSONS	247	173	0	0	247	173	4159	3840
SCHOOL LESSONS	268	308	0	0	268	308	1118	1102
NOON LAP	93	121	342	310	435	431	2278	2720
TRIATHLON CLASS	91	48	0	0	91	48	91	54
AFTERNOON PUBLIC	435	480	5	11	440	491	2858	2826
PENGUIN CLUB	0	0	0	0	0	0	587	712
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2140	2723
CANBY GATORS	0	0	701	701	701	701	5724	5806
MASTER SWIMMING	0	0	0	0	0	0	0	50
EVENING LESSONS	1146	1008	0	0	1146	1008	6045	6162
EVENING LAP SWIM	72	67	76	58	148	125	854	926
EVENING PUBLIC SWIM	491	682	32	24	523	706	3707	3899
EVENING WATER EXERCISE	101	96	61	50	162	146	1215	1216
ADULT LESSONS	30	49	0	0	30	49	111	71
GROUPS AND RENTALS	350	344	0	0	350	344	2076	1899
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
TOTAL ATTENDANCE	3,698	3,760	2,441	2,336	6,139	6,096	43818	46938

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR APRIL 2012
DATE: MAY 7, 2012

CANBY SWIM CENTER APRIL 2012	ADMIT 2011	ADMIT 2012	PASS 2011	PASS 2012	TOTAL 2011	TOTAL 2012	YTD TOTAL 10-11	YTD TOTAL 11-12
MORNING LAP	61	61	288	300	349	361	2498	2504
ADULT RECREATION SWIM	62	13	563	602	625	615	4684	5117
MORNING WATER EXERCISE	87	60	362	386	449	446	2385	3299
PARENT/ CHILD	182	248	0	0	182	248	840	1489
MORNING PUBLIC LESSONS	290	258	0	0	290	258	4159	3840
SCHOOL LESSONS	872	576	0	0	872	576	1118	1102
NOON LAP	106	135	386	245	492	380	2278	2720
TRIATHLON CLASS	47	62	0	0	47	62	91	54
AFTERNOON PUBLIC	231	277	5	9	236	286	2858	2826
PENGUIN CLUB	0	0	140	64	140	64	587	712
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2140	2723
CANBY GATORS	0	0	765	821	765	821	5724	5806
MASTER SWIMMING	0	0	0	0	0	0	0	50
EVENING LESSONS	1264	1384	0	0	1264	1384	6045	6162
EVENING LAP SWIM	46	60	59	74	105	134	854	926
EVENING PUBLIC SWIM	756	479	59	22	815	501	3707	3899
EVENING WATER EXERCISE	98	84	49	47	147	131	1215	1216
ADULT LESSONS	7	10	0	0	7	10	111	71
GROUPS AND RENTALS	525	322	0	0	525	322	2076	1899
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
TOTAL ATTENDANCE	4,634	4,029	2,676	2,570	7,310	6,599	43818	46938



March and April, 2012
Monthly Reports

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

Facilities Maintenance
March & April 2012
Prepared by Dan Mickelsen

I was looking at some of my previous monthly reports and they begin by saying something like Fall is upon us, or Spring has sprung and the, what beautiful weather we have had. No more fluff for now! I will put it to you straight, I ran around like a chicken with his head cut off. At times that how I felt anyway. Getting all the budget stuff behind me was a relief and I hope things go well with the whole process. Also I would like to say, thanks to everyone in the Finance Department for keeping me on track. I think everyone likes to see records be broken, but I would like to see something broken besides rainfall records. In April the record rainfall record going back to 1957 was broken with over 7.5 inches. In April the average is a tick over 3 inches and we got well over 4 inches. This had quite an impact on my spring spray program around the buildings. I also noticed water leaking through one of the new roofs down at the shop complex. The contractor came back and apologized as he had missed one small piece of flashing that obviously needed to be in place, it's all fixed now. I am starting to gear up for the break in the weather so I can get some seal coating done and more exterior maintenance finished up.

I attended a three day short school at Clackamas Community College to keep up with license requirements and also attended a meeting hosted by the Department of Energy. The meeting was to determine if cities in Clackamas County would like to participate in an Energy Savings Performance Contract. This would give us a viable option to possibly save money on larger energy savings projects. I left the meeting felling like we are way ahead of other cities as far as implementing energy savings measures so we will see what the future brings.

Police Dept: 4w/o repairs. I did repairs on a couple of light fixtures, helped with the graffiti device. My favorite was when someone accidentally flushed their cell phone. For the work involved I did have a good time with this one. Comments like, how do you know it's in there can you hear it ringing? And here it is, dry it out and it should work just fine. 4.75 hrs total.

Adult Center: 4 w/o repairs. Adjustments were made to exterior door closers, dimmer switch repaired, replaced exit sign lamps, unplugged roof scuppers. Another item was doing utility locating for a new walk in refrigeration unit. This may be a challenge as there are very few areas where the unit can be placed. There will be ongoing discussions of the unit placement. 8.25 hrs total

City Hall Complex: 9 w/o repairs. Attended lead man meeting. Over time it's amazing how much unusable computer equipment that we generate, but finally the I. T. dept found someone to take it off our hands. Valerie Kraxberger and myself made a lot of trips from the downstairs to the parking lot with hard drives, printers monitors and other stuff to be hauled away. I went to pickup a shelving unit for the I. T. department and assembled it in the storage area in planning and building so out dated equipment could be staged for pickup. I also built a coat rack for their department as well. I have been called to City Hall several times for a tripped breaker. Thinking the breaker was old and weak it was replaced, but when it tripped again after a few days something was fishy. I started crawling around under desks, doing tests with my voltage meter. What I found was that there was way to much draw on that circuit. I divided stuff up onto different circuits and we have not had a problem since. 18.5 hrs total.

Finance / Transit: 7 w/o repairs. Who would have thought when the clock was off at the transit center it was such a big deal. Any way it's not very user friendly to change the time but I have come up with a really simple way of doing it, so we are back on time. Also a missing fire extinguisher sign was hung and I re hung a fire extinguisher. A couple ballasts were replaced and I installed a water purifier in the kitchen area at the Finance office. 9.5 hrs total.

Library 11 w/o repairs. The new Fire Alarm system is now up and running. It took a little longer than what I had planned to get the permits back from Clackamas County as they added six additional smoke detectors and bases. After the plans were re drawn and approved it was finished in less than a week. More graffiti was removed from the bath room walls as well as replacing more light fixture ballasts. The Library staff made arraignment's to get additional shelving units from a Clackamas County library that was moving. They asked for my help and I obliged. How hard could it be to move four book shelves? Well each one was made of metal, weighed a ton, and they were all connected together. I disassembled the shelving so it could be hauled and I made several trips to and from the Clackamas area hauling the shelving units. I then took the gazillion pieces and started the assembly process. Boy they look great, and really helped the Library with some over crowding in certain sections. 76 hrs total.

Planning / Building: 2 w/o repairs. I think an important lesson was learned; DO NOT LEAVE FOOD OUT. They were invaded with sweet ants. I sprayed the area with a residual product that should take care of future problems. I met with Building staff on the use of "permit pack" and how I use it. Also a closet seat was replaced. 3.5 hrs total.

Shop Complex: 6 w/o repairs. Another lesson learned, when the compressor goes out in Fleet services it's a big deal. The like to hear the rat a tat tat of those air tools. They had hose's strung everywhere thinking the worst. Did some load testing and it turned out to be a blown fuse. I also cleaned the lenses on their light fixtures and replaced the ballast on one fixture. Also at the shops I repaired and lubed door locks, replaced the photo cell on the office exterior lights, and replaced another closet seat. I have spent more time on pricing, drawing up plans, and checking with Clackamas Co. Building department on enclosing two of the open parking bays. I also have gotten several firm prices on slurry sealing the shops yard area; this will be done in our current budget cycle. 18.25 hrs total.

Public Works. I reviewed the plans and attended the pre-con for the NW 1st Ave. project, as well as plan preview and pre-con for the NE 4th Ave project. Six erosion inspections were done as well as attending the Storm Water Committee meeting. I also reviewed and recommended changes to the City Erosion and Sediment Control application fee schedule. My changes put the City more in line with other Cities in our area. 24.25 hrs total

Fleet Services

Bi-Monthly Report : March / April 2012

Prepared by Joe Witt, Lead Mechanic

March 2012

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$292.50	\$0.00	\$48.66	\$341.16
Adult Center	0	\$0.00	\$0.00	\$128.87	\$128.87
Building	0	\$0.00	\$0.00	\$0.00	\$0.00
Collections	3	\$573.75	\$254.21	\$428.37	\$1,256.33
Facilities	2	\$116.25	\$0.00	\$64.50	\$180.75
Fleet Service	1	\$11.25	\$0.00	\$0.00	\$11.25
Parks	10	\$4,338.75	\$3,306.33	\$213.40	\$7,858.48
Police	30	\$9,116.25	\$4,868.83	\$3,441.50	\$17,426.58
Streets	15	\$3,765.00	\$3,370.94	\$954.56	\$8,090.50
Transit (CAT)	14	\$8,694.75	\$2,236.68	\$3,654.70	\$14,586.13
Wastewater Treatment	6	\$2,527.50	\$1,292.19	\$52.22	\$3,871.91
Total Work Orders Processed for the Month	83	Totals*			\$53,751.96

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

Fuel Cost March 1, 2012 to March 15, 2012

April 2012

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$168.75	\$17.22	\$143.39	\$329.36
Adult Center	0			\$408.90	\$408.90
Building	0				\$0.00
Collections	8	\$2,377.50	\$900.36	\$795.37	\$4,073.23
Facilities	1	\$37.50	\$11.48	\$79.51	\$128.49
Fleet Service	1	\$18.75	\$0.00	\$50.85	\$69.60
Parks	4	\$855.00	\$298.89	\$931.01	\$2,084.90
Police	30	\$8,118.00	\$5,752.14	\$4,352.96	\$18,223.10
Streets	6	\$3,817.50	\$1,204.33	\$1,112.85	\$6,134.68
Transit (CAT)	30	\$11,103.90	\$4,873.77	\$4,085.89	\$20,063.56
Wastewater Treatment	8	\$1,965.00	\$1,052.46	\$250.02	\$3,267.48
Total Work Orders Processed for the Month	90	Totals*			\$54,783.30

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

Note: April Fuel Costs include March 16, 2012 to April 15, 2012 Fuel Costs

Fleet Service Highlights

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

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
March – April 2012

Park Renovations

At the Vietnam Era Veterans Memorial, discussions were held to determine the design and installation of brass plaques and marble monuments for the site.

Repairs have been made to the irrigation system around Wait Park. We have revamped the system to accommodate the width of the new planter strip after the street construction project.

A sign was installed at the Disc Golf course, stating there is no alcohol allowed in the parks.

Canby Kiwanis had 28 volunteers spread 50 cubic yards of bark dust at Arneson Gardens on April the 21st.

The 28 volunteers spread the 50cy of bark dust in 3 hours!

Canby Rotary had 20 volunteers for a cleanup on the Molalla forest road walking path. The Rotary volunteers picked up 12 50 gallon bags of trash and two shopping carts on April the 28th.

Thanks to all volunteers for giving parks a helping hand!

Park Maintenance

All the playgrounds received their spring safety inspection; all the major concerns were addressed. All the restrooms and drinking fountains have been un-winterized for the season. Hazard trees have been removed and trees have been trimmed over the last couple of months and the wood chips were utilized on the nature trails. All the turf areas have been edged and fertilized; the mowing season is also in full swing. The spraying of weeds is off to a slow start due to all the rain. Storm debris cleanup has also occupied staff time the last couple of months.

The Parks Department spent 8.5 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 Community Park, Arneson Gardens raking up debris, spreading wood chips in the Eco Park, cleaning up the shrub beds at the Swim and Adult Center. They also spent one Sunday at Maple Park cutting and raking up debris.

C.C.C.C. performed approximately 384 hours of labor for the City of Canby in the months of March and April.

Meetings attended

We all attended the crew safety meeting.

I attended the Park and Rec. meeting.

I attended the Lead Workers meeting, budget meeting and submitted the 12-13 parks budget.

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

Matilda and I met with Russ Hall from Wilderness International Inc. to discuss the Canby Community Park pond improvements. We also met with the Simnitt Home owner association.

We have all reviewed our safety training videos and updated our MSDS sheets.

I attended the 1st Ave. preconstruction meeting and have reviewed the irrigation plans.

For your Information

The Parks Department is responsible for 200 acres of property.
Mark Olney started work for the Parks Department on 3-6-12

Department: PUBLIC WORKS

For Month of: March and April 2012

Date: April 2, 2012

Prepared by: Jerry Nelzen

1. **Streets:**

During the month of March the Public Works Department changed out the banners on NE/NW 2nd Avenue for the Economic Department. Fixed sidewalk panel on NW 2nd Avenue and cleaned and cut out the tree panels on N Ivy Street between N 1st and N 2nd Avenues. End of roadway barricade was smashed when a basketball hoop fell on it, removed debris along with the abandoned basketball hoop stand. The crew repaired a broken sidewalk on NW 2nd Avenue by Clackamas County Federal Credit Union.

The crew received and located 80 locates for March.

Streets	Total Hours
Street Sweeping	65
Street Sweeper Maintenance	18.5
Street Maintenance	125.5
Sidewalks	5
Street Sign Manufacturing	10
Street Sign Maintenance	27.5
Street Sign Installation	44
Street Light Repair	10
Tree Trimming	48.5
Tree Removal	46
Dump Truck Usage	5.5

2. **Sewer and Storm System:**

The crew cleaned lift stations in Canby. Cleaned and TV'd sewer main and laterals upon citizens requests. At 1305 N Holly Street to alleviate flooding problems the crews installed a catch basin. Cleaned and video inspected the sewer mains in Canby.

Sewer	Total Hours
Sewer Cleaning	123
Sewer Maintenance/Repair	66.5
Sewer Laterals Videoing	69
Sewer Laterals	8
Lift Station Maintenance	87.5
Locating Utilities	60.5
Sewer Inspections	3
Vactor Usage	4.5
Drying Beds	5
Storm	

Catch Basin Maintenance	70.5
Dry Well Maintenance	2
Storm Line Inspections	10
Vactor Usage	3

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

The crew during the month of March cleaned and cut out grates at the tree wells located on N Ivy Street between 1st and 2nd Avenues. Removed a large diseased Maple tree at N Fir and 2nd Avenue and also removed tree limbs away from the lift station near the Safeway store.

The crew replaced numerous streets and faded stop signs.

The crew fixed or repaired 7 street lights for March.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	16.5
Warehouse Maintenance	12
Equipment Cleaning	23.5
Work Orders	10
Training/Schools	78
Other	43

April 2012

1. Streets:

The Public Works crew fixed potholes, removed graffiti, painted curb line on N Maple Street and NE 14th Avenue due to parking issues and swept the NE, NW, SE and SW sections of Canby for the month of April. The Street Maintenance Program was finalized on which streets will be paved this summer and have gone out to bid and bids will be accepted until 2:00 pm on Wednesday May 9, 2012.

The crew received and located 90 locates for April.

Streets	Total Hours
Street Sweeping	97
Street Sweeper Maintenance	21
Street Maintenance	194
Street Sign Manufacturing	11.5
Street Sign Maintenance	39.5
Street Sign Installation	33.5
Street Light Repair	38
Tree Trimming	16.5
Tree Removal	4
Dump Truck Usage	3

2. Sewer and Storm System:

The crews cleaned and located storm line on NE 10th Avenue by N Oak Circle for flooding issue. Repaired one sewer lateral and cleaned, video inspected sewer mains and laterals around town and rebuilt pump #2 at the 34th lift station and inspected and cleaned sewer lift stations.

Sewer	Total Hours
Sewer Cleaning	138
Sewer Maintenance	65.5
Sewer Videoing	86
Sewer Laterals	2
Lift Station Maintenance	47.5
Locating Utilities	119.5
Sewer Inspections	5
Vactor Usage	2.5
Drying Beds	3.5
Storm	
Catch Basin Maintenance	21
Storm Line Maintenance	31
Drywell Maintenance	2
Vactor Usage	15
Drying Beds	7

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

The crew during the month of April fixed 16 street lights, trimmed back limbs in the City's right-of-way and replaced 42 stops signs with 30" high intensity prismatic signs around town.

4. **Miscellaneous:**

The crew worked with Economic Development re-hanging banners on NE and NW 2nd Avenues.

Miscellaneous	Total Hours
Meetings	29
Warehouse Maintenance	12
Equipment Cleaning	17.5
Training/Schools	2

City of Canby Bi-Monthly Report

Department: Transit



For: the months of March & April, 2012

Date: May 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) Disadvantaged Business Enterprise (DBE) report was submitted to ODOT.
- d) Annual Department of Labor report was submitted to ODOT.

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 10 months of reduced service the total ridership is down by 31.5 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) 11,999 rides in March (38% fewer than March of 2011).
 - 1,339 demand responsive rides (Neighborhood Shuttle & Dial-A-Ride). This is 24.8 % more rides than were provided during March of 2011.
 - 7,595 to Oregon City (18 % fewer rides than March of 2011)
 - 3,065 to Woodburn (28.3 % fewer rides than March of 2011)
- b) 11,802 rides in April (35% fewer rides than April of 2011).
 - 1,317 demand responsive rides (Neighborhood Shuttle & Dial-A-Ride). This is 43.6 % more rides than were provided during April of 2011.
 - 7,418 to Oregon City (13.4 % fewer rides than April of 2011)
 - 3,067 to Woodburn (22.3% fewer rides than April of 2011)

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

3) Updates:

- a) On March 15th and April 19th the Transit Advisory Committee held their regular meetings.
- b) As per Ordinance 1353, we were notified of ODOT's approval and the submission of our purchase order to EK Coaches for two buses.
- c) Notified in mid-April that the two new buses were at EK Coaches. As of this report one has been delivered to the city and we expect delivery of the second on in the next week.
- d) MV Transportation's "Kathrine McClary Award" for the 1st quarter was presented to Mr. Steve Williams. This is a prestigious award is presented to a qualified operator each quarter. The award is presented using a scoring formula that includes: performance, positive work attitude, appearance, attendance and overall job performance. Quarterly recipients of this award then qualified for an annual award.

4) Collisions

- a) No collisions in March or April.

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

- a) On March 26 Julie Wehling and Sue Engels attended an informational meeting in Salem regarding pass-through partners for the Business Energy Tax Credit (BETC) program.
- b) Julie Wehling attended the Advisory Committee meeting for the new Business Energy Tax Credit (BETC) program at Salem Transit.
- c) Julie Wehling an executive committee meeting of the RTCC in Portland at Ride Connection, on April 27th.
- d) MV Transit did not conduct any meetings during March or April.



M E M O R A N D U M

TO: URBAN RENEWAL AGENCY

FROM: DAN DRENTLAW, URBAN RENEWAL PROJECT MANAGER

DATE: MAY 7, 2012

RE: MARCH APRIL BI MONTHLY REPORT

Police Facility

The roof structure and decking is complete and all roof top HVAC equipment and duct work is in place. The interior walls have been framed and some of the electrical work installed. "Dry in" is anticipated to occur later this month, and the building is still slated for completion in mid-July.

During the May 9th meeting, the proposal to build a road and parking lot that would provide access from the 3rd Avenue parking lot down to an area in front of the lower level will be discussed. 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, but it was never included in the contract. 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. City standards require that before the lower level can be occupied the parking must be provided. Funding for this work could come from a combination of remaining contingency funds and the street fund. Two lower cost options will also be presented at the meeting.

First Avenue Redevelopment

The consultants have completed the construction documents and they have been approved by the City and the County building department. Bid documents have been completed and were published in the Daily Journal of Commerce on April 6 and 9th. The Bids were due April 26th and were evaluated by a technical committee on April 27th. The sealed price bids were opened on April 30th. At a special meeting of May 2nd, the Urban Renewal Agency issued an intent to award the bid to Canby Excavating, who based on a combination of bid price and evaluation of technical questions, received the highest score. Evaluation criteria include not only cost, but experience in working on similar projects with local retailers and merchants, traffic control/staging/work zone safety plan, utility coordination and construction schedule. A notice of intent to award the bid was issued on May 4, allowing the seven day for the mandatory time period for any challenges to the award.

Once a contract is signed, we will have an additional community meeting to discuss construction staging and coordination.

Sequoia Parkway Extension

The contract with Curran McCloud has been signed for the preliminary design engineering for the extension of Sequoia Parkway to SE 13th Avenue. The first meeting with the consultants, affected property owners and staff occurred on May 7. The next meeting will be in approximately six weeks. A series of three updates will be made to the agency as the design work progresses on the project.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of:

March & April 2012

To: The Honorable Mayor Carson & City Council
From: Dave Conner, Lead Operator
Through: Greg Ellis, City Administrator
Date: May 1, 2012

Facility Operations & Maintenance

The water quality for the months of March and April 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:

1. Completed annual power washing of all exterior tanks.
2. Drained, cleaned and completed service work on South Clarifier.
3. Replaced brushes on old cleaning system in both clarifiers.
4. Replaced lights on U.V unit #2.
5. Installed additional D.O monitoring equipment on second selectors of basin.
6. Raw Sewage Pump still in for repair, still waiting for new motor assembly.
7. Completed monthly belt press filter maintenance.
8. Completed equipment repair inventory and budget process for the new year.
9. Performed routine daily maintenance, repairs, and cleaning of plant equipment.

FOG (fats,oils and grease) program

1. Dave Frahm made 35 inspections of GRD's (grease removal devices) in Canby's food service establishment.
2. 51 pump outs were completed over the last 2 months, the continued inspections and mandatory cleaning schedules remain effective in the reduction of FOG throughout the sewerage system.

Biosolids Program:

1. Plant personnel ran the belt press approximately 32 days in the last 2 months
2. Kahut hauled approximately 356 cubic yards of raw sludge from the treatment plant to Riverbend Landfill.
3. We are currently designing a new temporary conveyor system to more effectively discharge sludge to the dumpsters that are currently being used along with expanding our options for disposal.

Meetings and Training Attended:

1. Dave Frahm attended the monthly preferred pumper meeting and pretreatment meeting.
2. Bob and I attended an energy conservation work shop in efforts to further reduce electric consumption used by equipment.
3. Bob attended the monthly biosolids meetings in Salem.
4. Dave Frahm and Bruce Shelquist attended 2 days of annual short school to earn continuing education units as required by their operator licenses.
5. I attended the monthly lead worker meeting and met with several vendors concerning equipment upgrades or additions.
6. All plant personnel attended our shop safety meeting.

Management Team Meeting Minutes
April 30, 2012
2:00 PM
City Hall Conference Room

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

Kim Scheafer

- Reviewed Agenda for May 9 URA Meeting

Penny Hummel

- Over 80 children attended El dia del niño on Saturday

Bret Smith

- Stephanie Wasserberger is now certified as a Spanish speaking officer
- Windows are being installed at the new Police Department
- July 13 is still the date set for substantial completion of the new Police Department

Greg Ellis

- 2nd Reading for 4th Avenue Improvements Phase II Ordinance is May 2
- Bids for First Avenue Redevelopment are being opened today

Darvin Tramel

- DEQ audit was held last week

Julie Wehling

- New buses should be on the road any day

Bryan Brown

- Have had a lot of people come to the Development Services counter lately with questions regarding doing remodeling, etc.

Renate Mengelberg

- Three Main Street Manager applicants are being brought back for 2nd interviews

Sue Engels

- The second City Budget Committee Meeting will be held on May 3

Amanda Zeiber

- If you have evaluations due they need to be completed and turned in
- Meeting with Canby Telcom on Tuesday regarding new phone system

Minutes taken by Kim Scheafer

Management Team Meeting Minutes
May 7, 2012
2:00 PM
City Hall Conference Room

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

Kim Scheafer

- Reviewed Agenda for May 6 City Council Meeting
- Still having issues with original contracts not coming to City Hall for filing
- Newsletter deadline is May 25

Penny Hummel

- Planning for next year

Joe Lindsay

- Attended OCCA Conference last Friday

Greg Ellis

- City Council, Urban Renewal Agency, and Budget Committee meetings went well last week
- Budget Committee training needs to be held in the fall so they know what their duties are

Bryan Brown

- Dragonberry Produce is doing an intermediate modification application
- CUB is doing a seismic upgrade on their old water reservoir on 13th Street

Darvin Tramel

- Stormwater Committee met last week
- Will be setting up a City hazardous waste pick up event
- Waiting for response from the DEQ audit
- Attending training on Wednesday and Thursday

Renate Mengelberg

- Will be extending a conditional offer for a Main Street Manager
- First Friday was held on May 4
- Meeting was held today regarding extension of Sequoia Parkway to 13th Street

Julie Wehling

- One of the new buses was delivered
- Have not heard back from the Event Center regarding parking buses there during First Avenue Redevelopment

Sue Engels

- Explained what new auditors will be looking for from each department i.e. procedures, internal controls, etc.
- Finance needs to be notified when grants are applied for and if they are received

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	TBD
10/12/2011 URA	Other use or market for Solar Panels	Researching	Dan	TBD
4/1/2012	Clackamas County Broadband Project	Determine Need @ City Owned Facilities	Greg/Joe	June 6, 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